City Council Work Session
June 19, 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 April 2017 Fund Statements
RCA Information Financial Reports - 2017-04 Apr.pdf

IV.B District 1 Council Candidate Interview
Work Session District 1 candidate interview.pdf

V. 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: June 19, 2017	
Order ___ No. **Ordinance ___ No.** **Resolution ___ No.** **Motion ___** **Information XX**	
SUBJECT: Newberg Financial Report for April 2017	**Contact Person (Preparer) for this Item: Matt Zook** **Dept.: Finance**

EXECUTIVE SUMMARY:

Included with this report are the financial summary statements for April 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.

NOTABLE COMMENTS AND CHANGES:

- Revenues and expenditures often do not occur on a straight-line basis. For example, roughly 91-93% of General Fund property taxes are received in November each year, with the other major receipts coming in February/March and May/June. As of the end of April, approximately 98% of the anticipated property tax revenue has been received and should meet or exceed projections for the fiscal year.
- Transient Lodging Tax (TLT) Fund – April recognizes three quarters worth of revenue and is slightly lower than anticipated at 72% of budget. The fund balance remains healthy as expenditures remain low until tourism program get traction in FY 17-18. The transfer to the General Fund represents approximately 65% of TLT revenue and is subsequently lower than budgeted in conjunction with lower revenues.
- Expenditures in most funds are at or below budget. The Council approved Supplemental Budget #2 on June 5 to account for minor changes in operational expenditures and some higher-than-anticipated revenue, such as in the 911 Emergency Fund. The FY 16-17 Budget will reflect these budget changes in the June 2017 reports.

SUMMARY REPORT

APR 2017

FUNDS	2016-17 BUDGET	MONTH OF APR 2017	2016-17 YTD	Current YTD *Compare to Budget* *83%*	2015-16 PRIOR YTD
City Budget Totals					
Total Beg Fund Balance	$ 39,824,304	$ 39,824,311	$ 39,824,311	100%	25,876,261
Total Revenues	49,623,445	3,074,266	39,975,101	81%	51,903,590
Total Beg Fund Bal & Revenues	89,447,749	42,898,576	79,799,412		77,779,851
Total Expenses	58,664,884	2,896,235	38,514,958	66%	36,756,410
Total Contingencies / Reserves	30,782,865	-	-	0%	-
Total Exp & Contingen / Reserves	89,447,749	2,896,235	38,514,958	43%	36,756,410
Total Monthly Activity Net Gain / (Loss)		$ 40,002,342			
Total Ending Fund Balance			$ 41,284,454		41,023,442
City Services					
General Fund (01)					
Beg Fund Balance	$ 3,313,032	$ 3,313,037	$ 3,313,037	100%	2,797,675
Revenues					
General Government	-	-	-	0%	-
Municipal Court	16,500	535	9,574	58%	21,702
Police	1,068,355	90,929	921,463	86%	905,420
Fire	338,212	136,047	238,582	71%	525,490
Communications	44,896	9,877	39,508	88%	59,574
Library	132,888	23,867	95,928	72%	68,433
Planning	623,000	40,964	697,701	112%	395,993
Property Taxes	7,513,136	42,407	7,396,177	98%	6,929,897
Other Taxes	41,400	17,266	100,537	243%	10,466
Franchise Fees	1,513,662	48,194	1,339,530	88%	1,396,190
Intergovernmental	1,323,991	87,760	1,069,520	81%	993,010
Miscellaneous	4,700	9,122	18,076	385%	9,008
Interest	10,000	3,109	19,936	199%	10,183
Transfers	1,004,117	127,981	761,211	76%	354,681
Revenue Total	13,634,857	638,057	12,707,745	93%	11,680,048
Expenses					
General Government	208,748	10,795	179,129	86%	146,452
Municipal Court	377,138	29,655	300,734	80%	293,314
Police	6,389,677	518,736	5,095,628	80%	4,682,120
Fire	3,829,075	309,954	3,098,889	81%	2,929,819
Communications	1,146,827	92,521	889,637	78%	863,601
Library	1,533,145	107,793	1,225,858	80%	1,075,930
Planning	924,562	64,243	737,856	80%	498,356
Transfers	194,813	13,039	168,736	87%	12,323
Contingency	1,243,904	-	-	0%	-
Unappropriated Ending Balance	1,100,000	-	-	0%	-
Total Expenses	16,947,889	1,146,736	11,696,467	69%	10,501,915
Monthly Activity Net Gain / (Loss)		$ 2,804,358			
Ending Fund Balance			$ 4,324,315		3,975,808

SUMMARY REPORT

APR 2017

FUNDS	2016-17 BUDGET	MONTH OF APR 2017	2016-17 YTD	Current YTD *Compare to Budget* 83%	2015-16 PRIOR YTD
Public Safety Fee (16)					
Beg Fund Balance	$ 163,549	$ 163,546	$ 163,546	100%	197,858
Revenues	530,600	41,233	411,114	77%	405,635
Expenses	597,936	32,284	429,662	72%	428,763
Contingencies / Reserves	96,213	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 172,495			
Ending Fund Balance			$ 144,999		174,731
EMS (05)					
Beg Fund Balance	$ 1,245,744	$ 1,245,742	$ 1,245,742	100%	806,952
Revenues	327,500	7,590	350,466	107%	1,937,003
Expenses	1,511,695	101,414	1,319,803	87%	1,467,247
Contingencies / Reserves	61,549	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 1,151,918			
Ending Fund Balance			$ 276,406		1,276,708
911 Emergency (13)					
Beg Fund Balance	$ 10,713	$ 10,713	$ 10,713	100%	20,940
Revenues	196,100	53,574	162,317	83%	103,089
Expenses	193,770	24,204	177,595	92%	177,586
Contingencies / Reserves	13,043	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 40,084			
Ending Fund Balance			$ (4,565)		(53,557)
Civil Forfeiture (03)					
Beg Fund Balance	$ 24,302	$ 24,302	$ 24,302	100%	20,146
Revenues	100	25	914	914%	4,124
Expenses	24,402	-	-	0%	-
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 24,327			
Ending Fund Balance			$ 25,216		24,270
Library Gift & Memorial (22)					
Beg Fund Balance	$ 92,551	$ 92,550	$ 92,550	100%	86,434
Revenues	102,400	11,907	29,294	29%	37,999
Expenses	142,000	4,218	41,163	29%	23,862
Contingencies / Reserves	52,951	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 100,239			
Ending Fund Balance			$ 80,681		100,571

SUMMARY REPORT

APR 2017

FUNDS	2016-17 BUDGET	MONTH OF APR 2017	2016-17 YTD	Current YTD *Compare to Budget* 83%	2015-16 PRIOR YTD
Building Inspection (08)					
Beg Fund Balance	$ 746,431	$ 746,431	$ 746,431	100%	620,378
Revenues	492,110	49,700	766,891	156%	463,974
Expenses	600,636	46,131	451,101	75%	377,494
Contingencies / Reserves	637,905	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 750,001			
Ending Fund Balance			$ 1,062,221		706,858
Streets (Operating) (02)					
Beg Fund Balance	$ 816,245	$ 816,245	$ 816,245	100%	798,186
Revenues	2,208,138	108,346	1,801,273	82%	1,068,369
Expenses	2,594,228	104,678	1,846,096	71%	1,175,708
Contingencies / Reserves	430,155	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 819,914			
Ending Fund Balance			$ 771,422		690,847
Water (Operating) (07)					
Beg Fund Balance	$ 7,784,120	$ 7,784,122	$ 7,784,122	100%	3,773,455
Revenues	5,772,948	368,080	4,827,491	84%	9,920,927
Expenses	5,245,102	256,689	3,603,446	69%	5,085,730
Contingencies / Reserves	8,311,966	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 7,895,512			
Ending Fund Balance			$ 9,008,167		8,608,652
Wastewater (Operating) (06)					
Beg Fund Balance	$ 12,445,970	$ 12,445,970	$ 12,445,970	100%	4,944,662
Revenues	7,806,021	663,868	6,764,808	87%	12,538,346
Expenses	11,567,935	467,888	7,353,231	64%	5,259,574
Contingencies / Reserves	8,684,056	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 12,641,949			
Ending Fund Balance			$ 11,857,547		12,223,433
Stormwater (Operating) (17)					
Beg Fund Balance	$ 1,169,140	$ 1,169,140	$ 1,169,140	100%	731,487
Revenues	1,438,300	122,089	1,166,296	81%	1,747,741
Expenses	1,797,728	106,535	1,273,354	71%	1,206,802
Contingencies / Reserves	809,712	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 1,184,695			
Ending Fund Balance			$ 1,062,082		1,272,425

SUMMARY REPORT

APR 2017

FUNDS	2016-17 BUDGET	MONTH OF APR 2017	2016-17 YTD	Current YTD *Compare to Budget* *83%*	2015-16 PRIOR YTD
Administrative Support (31)					
Beg Fund Balance	$ 474,294	$ 474,296	$ 474,296	100%	588,457
Revenues	4,323,345	368,369	3,628,427	84%	3,055,183
Expenses					
City Manager	556,462	43,757	409,442	74%	564,096
Human Resources	214,877	15,634	150,940	70%	-
City Recorder	-	-	-	0%	-
Emergency Management	-	-	-	0%	-
Finance	704,390	51,788	544,759	77%	507,048
Gen Office(Postage/Phones)	149,000	11,628	116,861	78%	116,893
Utility Billing	317,465	23,841	252,050	79%	229,545
Information Technology	1,006,726	67,949	830,917	83%	575,091
Legal	534,570	35,874	321,979	60%	350,752
Fleet Maintenance	189,976	17,630	152,292	80%	143,714
Facilities Repair/Replacement	519,876	36,123	334,882	64%	390,392
Insurance	391,060	4,878	294,777	75%	353,311
Transfers	27,536	2,295	22,947	83%	-
Contingencies / Reserves	185,701	-	-	0%	-
Total Expenses	4,797,639	311,396	3,431,846	72%	3,230,843
Monthly Activity Net Gain / (Loss)		$ 531,269			
Ending Fund Balance			$ 670,877		412,797
Capital Improvement Projects					
Streets CIP's (18)					
Beg Fund Balance	$ 165,647	$ 165,646	$ 165,646	0%	164,209
Revenues	1,625,783	17,213	1,062,889	65%	785,262
Expenses	1,624,883	17,009	1,060,281	65%	784,092
Contingencies / Reserves	166,547	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 165,850			
Ending Fund Balance			$ 168,254		165,379
Water / Wastewater / Stormwater CIP's (04)					
Beg Fund Balance	$ -	$ -	$ -	0%	(89,751)
Revenues	6,049,649	88,738	1,959,682	32%	3,292,303
Expenses	6,049,649	88,738	1,959,682	32%	3,202,551
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ -			
Ending Fund Balance			$ -		-
Street SDC (42)					
Beg Fund Balance	$ 2,824,983	$ 2,824,984	$ 2,824,984	100%	2,574,473
Revenues	907,435	36,535	340,449	38%	473,808
Expenses	386,542	6,230	282,690	73%	289,891
Contingencies / Reserves	3,345,876	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 2,855,289			
Ending Fund Balance			$ 2,882,742		2,758,391

SUMMARY REPORT — APR 2017

FUNDS	2016-17 BUDGET	MONTH OF APR 2017	2016-17 YTD	Current YTD Compare to Budget 83%	2015-16 PRIOR YTD
Water SDC (47)					
Beg Fund Balance	$ 821,631	$ 821,631	$ 821,631	100%	1,239,405
Revenues	429,439	70,032	588,043	137%	340,066
Expenses	1,027,635	630	876,239	85%	758,596
Contingencies / Reserves	223,435	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 891,032			
Ending Fund Balance			$ 533,435		820,876
Wastewater SDC (46)					
Beg Fund Balance	$ 4,527,496	$ 4,527,496	$ 4,527,496	100%	4,175,483
Revenues	519,000	108,164	960,638	185%	544,450
Expenses	815,619	1,871	423,741	52%	286,885
Contingencies / Reserves	4,230,877	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 4,633,789			
Ending Fund Balance			$ 5,064,393		4,433,047
Stormwater SDC (43)					
Beg Fund Balance	$ 167,566	$ 167,567	$ 167,567	100%	131,416
Revenues	27,650	3,734	32,484	117%	35,534
Expenses	112,792	2,571	99,077	88%	1,713
Contingencies / Reserves	82,424	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 168,730			
Ending Fund Balance			$ 100,974		165,238
Debt					
Debt Service (General Op) (09)					
Beg Fund Balance	$ 216,729	$ 216,728	$ 216,728	100%	215,171
Revenues	650,293	69,651	641,343	99%	864,236
Expenses	829,996	-	654,998	79%	724,564
Contingencies / Reserves	37,026	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 286,379			
Ending Fund Balance			$ 203,073		354,843
City Hall (10)					
Beg Fund Balance	$ 509,076	$ 509,076	$ 509,076	100%	535,601
Revenues	87,300	8,570	126,791	145%	65,912
Expenses	106,718	-	98,718	93%	95,245
Contingencies / Reserves	-	-	-	0%	-
Unappropriated Ending Balance	489,658	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 517,646			
Ending Fund Balance			$ 537,149		506,269

SUMMARY REPORT — APR 2017

FUNDS	2016-17 BUDGET	MONTH OF APR 2017	2016-17 YTD	Current YTD Compare to Budget 83%	2015-16 PRIOR YTD
Reserves					
PERS Stabilization Reserve (25)					
Beg Fund Balance	$ -	$ -	$ -	0%	-
Revenues	179,255	15,047	149,691	84%	-
Expenses	-	-	-	0%	-
Contingencies / Reserves	179,255	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 15,047			
Ending Fund Balance			$ 149,691		-
Vehicle / Equipment Replacement (32)					
Beg Fund Balance	$ 1,176,383	$ 1,176,384	$ 1,176,384	100%	1,362,426
Revenues	$ 825,956	$ 68,352	$ 700,965	85%	747,218
Expenses					
General Government	1,375	-	1,373	100%	-
City Manager's Office	1,453	-	-	0%	140
Human Resources	1,003	-	-	0%	-
City Recorder/Clerk	-	-	-	0%	-
Finance	17,328	-	-	0%	284
Information Technology	141,797	-	133,652	94%	77,586
Legal	419	-	-	0%	-
Municpal Court	4,074	-	-	0%	560
Police	404,946	2,373	133,954	33%	327,227
Fire	141,869	11,417	119,036	84%	217,912
Communications	133,122	-	-	0%	2,694
Library	11,107	-	1,382	12%	2,863
Planning	2,947	-	-	0%	-
Building	23,774	-	-	0%	27,655
PW Administration	948,486	831	47,600	5%	65,374
Fleet Maintenance	9,682	36	386	4%	296
Facilities Repair/Replacement	158,957	2,000	58,893	37%	97,958
Contingencies / Reserves	-	-	-	0%	-
Total Expenses	2,002,339	16,657	496,276	25%	820,549
Monthly Activity Net Gain / (Loss)		$ 1,228,080			
Ending Fund Balance			$ 1,381,074		1,289,095
Fire & EMS Equip Fee (33)					
Beg Fund Balance	$ 371,152	$ 371,152	$ 371,152	100%	246,483
Revenues	-	59	1,377	0%	122,872
Expenses	371,152	31,378	313,778	85%	11,179
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 339,834			
Ending Fund Balance			$ 58,751		358,175

SUMMARY REPORT

APR 2017

FUNDS	2016-17 BUDGET	MONTH OF APR 2017	2016-17 YTD	Current YTD *Compare to Budget* *83%*	2015-16 PRIOR YTD
Community Projects					
Cable TV Trust (23)					
Beg Fund Balance	$ 37,504	$ 37,504	$ 37,504	100%	37,339
Revenues	170	38	314	185%	167
Expenses	37,674	-	-	0%	50
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 37,543			
Ending Fund Balance			$ 37,818		37,456
Economic Development (14)					
Beg Fund Balance	$ 570,189	$ 570,191	$ 570,191	100%	646,472
Revenues	461,010	4,492	54,764	12%	50,600
Expenses	630,587	919	14,655	2%	145,622
Contingencies / Reserves	400,612	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 573,763			
Ending Fund Balance			$ 610,300		551,449
Transient Lodging Tax (19)					
Beg Fund Balance	$ 149,857	$ 149,857	$ 149,857	100%	-
Revenues	1,028,086	150,802	738,635	72%	696,603
Expenses	1,177,943	128,059	611,061	52%	493,379
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 172,600			
Ending Fund Balance			$ 277,431		203,224

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017	
Order ___ No. **Ordinance ___ No.** **Resolution ___ No.** **Motion ___** **Information XX**	
SUBJECT: Work Session interviews for City Council District 1 candidate	**Contact Person (Preparer) for this Item: Sue Ryan** **Dept.: City Recorder**

EXECUTIVE SUMMARY:
Councilor Hayley Delle represented District 1 on the Newberg City Council from January 3 - May 16 of 2017. She resigned due to family obligations. The Council declared a vacancy for the position on May 16, 2017 through Resolution 2017-3380. The position was advertised.

Two candidates applied. The first candidate, Tai Harden-Moore, did not qualify as she did not live in District 1 but in District 6.

The second candidate, Marc Shelton, qualified and his application materials are attached as Attachment 1. He will be attending the June 19, 2017 Work Session to be interviewed for the vacancy.

FISCAL IMPACT: N/A

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

City of Newberg

RECEIVED
MAY 16 2017
BY: SR

APPLICATION FOR
CITY COUNCIL, COMMISSIONS, COMMITTEES & ADVISORY BOARDS

Please check the Council/Committee/Commission/Board on which you would like to be considered for appointment. Continue on back or separate sheet, if necessary. if interested in serving on multiple boards, please list the order of preference (1-10). Terms vary. (Please note: The meeting dales/limes am subject to change with advance notice and applicants may be mquired to be present at the Council Meeting at which their application is to be considered.)

___	Budget Committee	4-5 limes JanJune, plus 1-2	___	Traffle Safety Commission	2nd Monday, 7 pm
___	Citizens' Rate Review Committee	4-8 limes bi-annually or by need	___	Traffic Safety Student Commissioner	2nd Monday, 7 pm
X	City Council	1st & 3rd Monday, 6 pm	___	Planning Commission	2nd Thursday, 7pm
___	Historic Preservation Commission	To Be Announced	___	Planning Student Commissioner	2nd Thursday, 7pm
___	Historic Preservation Student Commissioner	To Be Announced	___	Newberg Urban Area Management Commission	To Be Announced
___	Library Advisory Board	3rd Thursday, 7 pm	___	Other: _____	

NAME: Marc Shelton
HOME PHONE: 503-538-6355
RESIDENCE ADDRESS: 803 E Sheridan ST
BUSINESS PHONE: 503-554-2869
MAILING ADDRESS: 803 E Sheridan ST
EMPLOYER: George Fox University
EMAIL: mshelton@georgefox.edu
OCCUPATION/ PROFESSION: Professor

Years living In Newberg? 13 Live in City limits? Yes Are you a registered voter? Yes Are you a city employee? No

How would you currently rate City's performance? ☐ Excellent ☑ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Good", "Fair" or "Poor" performance?

Navigate the landscape of state-level politics by prioritizing and planning in a way that best represents the interests of the citizens of Newberg and by supporting the city staff who serve this community

Why are you interested in serving on the Council/Committee/Commission/Board?

Willing and able to fill the remainder of the term for Councilor Hayley Delle due to resignation

What qualifications, skills, or experiences would you bring to the Council/Committee/Commission/Board?

Qualified as a cilizen of Newberg living in District 1 - Bring a professional knowledge for the role and responsibilities of the NBwberg City Council, possess effective organizational skills, understand public policy processes, focus on relational skills with diplomacy and confidentiality, and demonstrate a willingness to volunteer

What contributions do you feel you can make to the Council/Committee/Commission/Board?

My previous service as a councilor to fili out a term in 2007 and elected to a term until the end of 2012 allows me to hit the ground running immediately to contribute to all work of the council in a professional manner.

Prevlous/curfent appointed or elected offices: NavrberaCi»Coundl ▪ »ppolnliKlIKaXf7 toc«nplbraalenntorac«BcikryrhoraSrgrod ▪ elecliidtoalermendingPetambeOI, 8012

Previous/current community affiliations or activities: Active in the GFU cpmmunity, churches, and civic organizations

If not appointed at this lime, may we keep your name on file? O Yes DNo

Signature: [signature] Date: **May 16, 2017**

I have sufficient lime to devote to this responsfoilftyand will attend the required meetings if appointed

Please complete, sign, and data application form and return to:

City Recorder
414 E. First Street
Newberg, OR 97132
Fax: 503-537-5013■Olfice: 503-537-1283
cityrecorder@newbergoregon.gov

FOR OFFICE USE ONLY:
Council District Reside IK 1
Registered Voter: Y✓ N__ **Since:** [illegible]
UtilityCustomer: Y✓ N__ **Since:** [illegible]

FOR OFFICE USE ONLY:
Appointed: Y__ N__ **Date:** _____
Original Appt. Date: _____
Date Left: _____

Marc A. L. Shelton

803 E Sheridan Street
Newberg, Oregon 97132
503-538-6355
mshelton@georgefox.edu

Resume ***May 2017***

Edncation

Doctor of Education	University of South Dakota, Vermillion	May 1993
M.A. in EDAD	University of South Dakota, Vermillion	Dec. 1991
Administrative Credential	California State University, Stanislaus	May 1989
Clear Teaching Credential	University of California, Irvine	Dec. 1983
B.S. in Education	University of South Dakota, Vermillion	July 1980

Employment

George Fox University Newberg, Oregon 2000-Present
Professor of Education, Co-chair School of Education

Educational Administrator
Newberg High School Newberg School District 29Jt 1993-2000

Business & Industry – Property Manager
Western National Properties The Irvine Company, CA 1989-1991

7-12 Social Studies/Language Arts Teacher/District Office Intern
Temecula Middle School Temecula Unified Schools, CA 1988-1989
Liberty/Tokay High School Lodi Unified School District, CA 1983-1988

Service Work and Volunteerism

Graduate Faculty Clerk	Elected position	2014-Present
Faculty Development Committee	Clerk, 2007-10	2000-Present
Program Development China/S Korea	KIS/Chongqing/Chengdu	2011-Present
Veritas School Board of Governors	Member	2006-2009 2015-Present
NCPEA Executive Board	President 2013-14	2011-2015
Commission on Children & Families	Member	2008-2013
Newberg City Councilor (District 1)	Appointed/Elected	2007-2012

GFU Employee Council	Faculty Member	2009-2011
COSA Licensure Committee	Higher Ed. Representative	2000-2010
GPU Faculty Council	Clerk, 2005-06; 2009-10	2004-2006 2008-2010
Newberg Friends Church Elders	Clerk, 2006-07	2004-2007
SOE Consortium	Faculty Rep	2002-2006
Newberg SD Mock Hearings	Judge	1999-2007
Newberg Kiwanis International	Board Member, 2002-04	2000-2006
Yamhill-Carlton SD Strategic Planning	**In-service** Consultant	2004-2005
Newberg HS Senior Projects	Scoring Panelist	2003-2004
Salem Region 3 Youth Council	Member	1999-2004
CPRD - Junior Tiger Basketball	Head Coach	1994-2006
Newberg Friends Church Choir	Member	1994-2002
NFC Stewardship Committee	Co-Clerk, 1998/99	1995-1999
Newberg Safe Schools Task Force	Co-Chair	1994-1999
Linfield College Education Consortium	**Chair, 1997**	1994-1997
COSA HS/College Relations Committee	Member	1994-1997
Newberg Business/School Partnership	Chair, 1998-2000	1993-2000
Ethics in the Workplace Symposium	Newberg Area Chamber	1993-1999
South Dakota LEAD Project	University of South Dakota Vermillion, SD	1991-1993
Association for Evaluation of Schools	Midwest Regional Office Vermillion, SD	1991-1993
Bear Creek Boys Ranch Foundation	District Liaison Lodi, CA	1984-1989

City Council Business Session
June 19, 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 Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting, June 30, 2016
2017-06-19 CAFR Award.pdf

V. CITY MANAGER'S REPORT

VI. COUNCIL APPOINTMENTS

VI.a Library Board Appointment
RCA Motion Library Advisory Board June 19, 2017.doc

VI.b Riverfront Master Plan committee appointments
RCA Riverfront Committee appointments.doc

VI.c Various Committee appointments
RCA committee appointments.doc

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 to authorize City Manager to execute Amendment No. 1 to a Cooperative Improvement Agreement (No. 28658) with the Oregon Department of Transportation for the Oregon Route 18: Newberg-Dundee Bypass
Res 2017-3382 Bypass IGA Amendment No. 1.pdf

VIII.b Resolution 2017-3385, City Attorney Evaluation
Resolution 2017-3385 City Attorney Evaluation

VIII.c Resolution to authorize the City Manager to terminate and accept access easements related to a partition and medical clinic project.
RCA Resolution 2017-3386 Clinic easements.pdf

VIII.d RCA Council Minutes
RCA Council Minutes May 15, 2017

IX. PUBLIC HEARINGS

IX.a Dutchman Ridge annexation (continued)
RCA Ordinance 2815 ANX - Dutchman Ridge Extension 6.19.17.pdf

X. NEW BUSINESS

X.a District 1 Council Appointment
RCA District 1 Vacancy Appointment 2017-0619.pdf

X.b Ordinance 2017-2818, Merchants Exemption for Old Fashioned Festival
Ordinance 2017-2818 Newberg Old Fashioned Festival temporary merchants

X.c Resolution 2017-3383, A Resolution approving the Chehalem Valley 2017-18 Destination Marketing Plan
RCA Resolution 2017-3383 Destination Marketing Plan for 2017-2018
Exhibit 1 - CVCC Final plan
Attachment 1 - Chamber contract for marketing services 2015-2020

X.d Resolution 2017-3381, A Resolution awarding Affordable Housing Trust Fund Manufactured Home Rehabilitation and Repair Grant Program Funds of $10,000.00 to the Newberg Area Habitat for Humanity
RCA Resolution 2017-3381 Habitat grant
Attachment 1 Habitat Application Packet
Attachment 2 - Guidelines
Attachment 3 Score Sheet
Attachment 4 - Draft Grant Contract

X.e Resolution 2017-3384, A Resolution to Update the Master Fee Schedule for the Repeal of Property Reservation Fees and the Approval of a Utility Right of Way Application Fee
MFS - RCA Resolution 2017-3384.pdf

X.f Transient Lodging Tax Destination Development-Marketing Draft Grant Program Application Materials
RCA_Information_TLT_Destination Development_Grant_Application.doc
Attachment 1 - Destination-Marketing Grant Packet.pdf

X.g Tualatin Valley Fire and Rescue Annexation
RCA TVF&R Annexation
2017 TVF&R research report

XI. COUNCIL BUSINESS

XI.a Habitat for Humanity certificate of appreciation
RCA Habitat for Humanity certificate

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.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017	
Order ___ No. **Ordinance ___ No.** **Resolution ___ No.** **Motion ___** **Information XX**	
SUBJECT: Recognition of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016	**Contact Person (Preparer) for this Item: Matt Zook – Finance Director** **Dept.: Finance** **File No.:**

RECOMMENDATION: No action necessary other than the celebration of a major goal.

BACKGROUND: The City of Newberg has achieved annual recognition from the Government Finance Officers Association (GFOA) for its excellence in financial reporting since 1992. The last Comprehensive Annual Financial Report (CAFR) to receive this certification was for the statements dated June 30, 2013. Due to the transition of two key positions within the Finance Department, the June 30, 2014 and 2015 financial statements were basic financial statements, which meet the minimum requirements, rather than CAFRs, and were subsequently ineligible for GFOA certification. After rebuilding the Finance Team, which included the conversion of the part-time financial analyst into a full-time senior accountant, the City has once again received the GFOA certification. Newberg is one of approximately 40 cities (out of approximately 240) to achieve this award in 2016.

The GFOA lists several requirements for achieving the Certificate of Achievement. The CAFR must include financial statements presented in conformity with generally accepted accounting principles (GAAP), be audited in accordance with GAAP, and demonstrate legal compliance. Benefits of participation in this program include extensive technical accounting and financial reporting scrutiny, national recognition, standardization in terminology and formatting, as well as a valuable single report for assessing the financial position of the City, which includes statistical and economic information.

I would like to thank the entire Finance Department, as the efforts of all members have contributed to the operational efficiency to allow Caleb Lippard, Assistant Finance Director, and Dan Keuler, Senior Accountant, the time and energy to pour into the CAFR preparation.

FISCAL IMPACT: No current financial impact. The certificate does represent the achievement of a high standard of financial reporting. One of the most critical readers of financial statements is credit rating agencies. While not going so far as to say that this would directly impact a rating, it certainly presents a positive image of City management while also providing much of the information that a rating agency would use to assess the City's financial position.

Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Newberg

Oregon

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2016

Executive Director/CEO

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017				
Order No. ___	**Ordinance No.** ___	**Resolution No.** ___	**Motion** XX	**Information** ___
SUBJECT: Appointment to the Newberg Public Library Advisory Board			**Contact Person (Preparer) for this Motion:** Leah M. Griffith, Library Director **Dept.:** Library **File No.:**	

RECOMMENDATION:
Approve the appointment by Mayor Andrews of **Shane Corsetti**, to Position #3 (July, 2017 to June 30, 2021) to the Newberg Public Library Advisory Board.

EXECUTIVE SUMMARY:
The library advertised one opening on the board during April with an article in The Newberg Graphic, postings at the library and city hall, and announcements on the library and city web pages. The announcement listed Position #3 as open for either a resident of the city or a non-resident.

Three applications were received by the deadline of May 12, 2017. The board interviewed two of the three candidates (one was unable to attend) and reviewed all the applications at their meeting of May 18, 2017.

Following deliberations, the Board voted to recommend Mayor Andrews appoint **Shane Corsetti**, who is a nine year resident of Newberg and brings skills and background in higher education administration, leadership and strategic planning as well as experience as a parent of young library users to the Newberg Public Library Advisory Board.

FISCAL IMPACT: None

STRATEGIC ASSESSMENT:
It is vital for the Library to have a complete library board to advise on policies and issues.

Press Release for Library Board Opening (posted April, 2017)

> The City of Newberg is seeking applicants to fill one position on the Newberg Public Library Board. The Board is an advisory group composed of five members who meet monthly to discuss and take action on items affecting library service to the community. There is one position available. Applicants may be a resident of the City of Newberg or the greater Chehalem Valley area. It is a four year term, July 2017, June, 2021.
>
> Appointments to the Library Board are made by the Mayor with the consent of the City Council. Applications for the position are available online at www.newberglibrary.org, or at City Hall and the Library. Please return applications to the City Recorder at Newberg City Hall by Friday, May 12, 2017, 4:30 pm. For more information, contact Library Director Leah Griffith at 503-537-1256 or leah.griffith@newbergoregon.gov.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017				
Order No. ___	**Ordinance No. ___**	**Resolution No. ___**	**Motion XX**	**Information ___**
SUBJECT: To consent to the Mayor's Appointment of members of the Riverfront Master Plan Citizens Advisory Committee			**Contact Person (Preparer) for this Motion: Mayor Andrews Dept.: Council**	

RECOMMENDATION: To consent to the Mayor's appointment of members to the Riverfront Master Plan Citizens Advisory Committee as listed below for terms beginning July 2017 and ending February 2019.

1) Denise Bacon is the City Councilor for District 3. She will serve as the liaison from the Council.

2) Brett Baker is president of Austin Industries, a Newberg-based business.

3) Todd Baker manages Baker Rock Resources. He is interested in serving on the committee because he is interested in being involved in how the riverfront area develops. He believes the river is an asset to not only Newberg but the surrounding area as well and that the planning going on will impact the area for generations to come. His background includes analyzing many different positions and giving input that helps find the correct balance for everyone involved.

4) Fred Gregory works for George Fox University. He is interested in serving on the committee because he wants to be part of the planning to make Newberg an ever better place to live and do business. His background includes skill and experience in strategic planning for the future.

5) Saj Jivanjee is an Architect and Developer involved with wineries. He is interested in serving on the committee because he can advise on how to provide a private/public partnership process for development. His background includes experience as an architect and developer.

6) Kym LeBlanc-Esparza is the Superintendent for the Newberg School District. She is interested in serving on the committee because would like to ensure that a voice that advocates for children and families is part of the process. Her background includes leadership, vision, strategic planning, budgeting, family, and community relations.

7) Geary Linhart is a Newberg resident. He is interested in serving on the committee because he lives on the south side of town and would feel the impact from development. He currently serves on the Historic Preservation Commission for Newberg.

8) Ayla Zahler Holstein is a Dundee resident and works for Dundee Bistro & Granville Wine Company.

9) Brian Love is a Newberg resident and owns Krohn's Appliance. He is interested in serving on the committee because he wants to make Newberg better and is willing to work together on a team. His background includes serving on the City's Transient Lodging Tax Ad-Hoc committee, the Newberg Old-Fashioned Festival and the Chamber of Commerce.

10) Stan Primozich serves as a Yamhill County Commissioner and will represent the county.

11) Mike Ragsdale is the director of the Newberg Downtown Coalition. He is interested in serving on the committee to represent the coalition.

12) Chris Strub is a Newberg resident who works as a technician in the semiconductor industry. He is interested in serving on the committee because he is a longtime resident of the south Newberg neighborhood. His background includes working on diverse teams of engineers, technicians, customers and managers. As a resident of the study area he can offer firsthand ideas and observations that would help in planning for the riverfront area.

13) Ron Wolfe is a Newberg resident who works as a banker. He is interested in being engaged to help make a difference in the community. He feels he can contribute community awareness, business and professional skills to the committee. He currently serves on the Newberg Planning Commission.

14) Lesley Woodruff is a Newberg resident who works for the Newberg School District. She is interested in serving on the committee because she is a bilingual speaker, has experience with many master plans and can bring a family's perspective to the planning for the riverfront. She is a former City Councilor and former Traffic Safety Commissioner for Newberg.

EXECUTIVE SUMMARY:

The City of Newberg has been awarded a Transportation Growth Management Grant to update the Riverfront Master Plan. A requirement of the grant is to have a citizen's advisory committee for the project which will provide input and feedback to a consultant and city staff, and a recommendation to the Planning Commission and City Council. It is intended that the Riverfront Master Plan Citizens Advisory Committee (RMPCAC) will meet five times over the course of the project which is anticipated to start in July or August of 2017 and end by February 2019. The first meeting of the RMPCAC will be an orientation for the work that will be undertaken over the ensuing 18 months along with goals and objectives. The second meeting will be to gain feedback on vision and goals, existing conditions, and a market analysis. The third meeting will be to review alternatives for development concepts. The fourth meeting will be to review draft comprehensive plan, zoning and development code amendments, and traffic information. The fifth and final meeting is to review the draft Newberg Riverfront Master Plan Update. Three public events are also planned which the RMPCAC will be encouraged to attend.

The anticipated first meeting date of the Riverfront Master Plan Citizens Advisory Committee is anticipated to be in July or August of 2017 and will be a noticed public meeting.

FISCAL IMPACT:

Not applicable

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

Not applicable

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017				
Order No. ___	**Ordinance No. ___**	**Resolution No. ___**	**Motion XX**	**Information ___**
SUBJECT: To consent to the Mayor's Appointment for various City committees			**Contact Person (Preparer) for this Motion: Mayor Andrews Dept.: Council**	

RECOMMENDATION: To consent to the Mayor's appointment of members to the Citizens Rate Review Committee, Historic Preservation Commission, Planning Commission, and Traffic Safety Commission.

EXECUTIVE SUMMARY:
There are four re-appointments and one new appointment to be made.

Citizens Rate Review Committee:
To approve the Mayor's re-appointment of members Marilyn Van Grunsven and Sarah Grider to the Citizens Rate Review Committee for three-year terms of July 1, 2017 to June 30, 2020.

Historic Preservation Commission:
To approve the Mayor's re-appointment of student member Zoe Jenkins to the Historic Preservation Commission for a one-year term of July 1, 2017 to May 30, 2018.

Planning Commission:
To approve the Mayor's re-appointment of student member Miranda Piros to the Planning Commission for a one-year term of July 1, 2017 to May 30, 2018.

Traffic Safety Commission:
Capri Wheaton will be a junior at Newberg High School in the fall. She is interested in being the student commissioner for Traffic Safety because she believes it will be a unique educational experience during her high school years. Government has always been a key interest and she feels this will help her explore a future career. She would like to become more involved in the Newberg community and the way the City functions, which she finds to be exciting.

To approve the Mayor's appointment of Capri Wheaton as the student member of the Traffic Safety Commission for a one-year term of July 1, 2017 to May 30, 2018.

FISCAL IMPACT:

Not applicable

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

Not applicable

REQUESTFOR COUNCILACTION

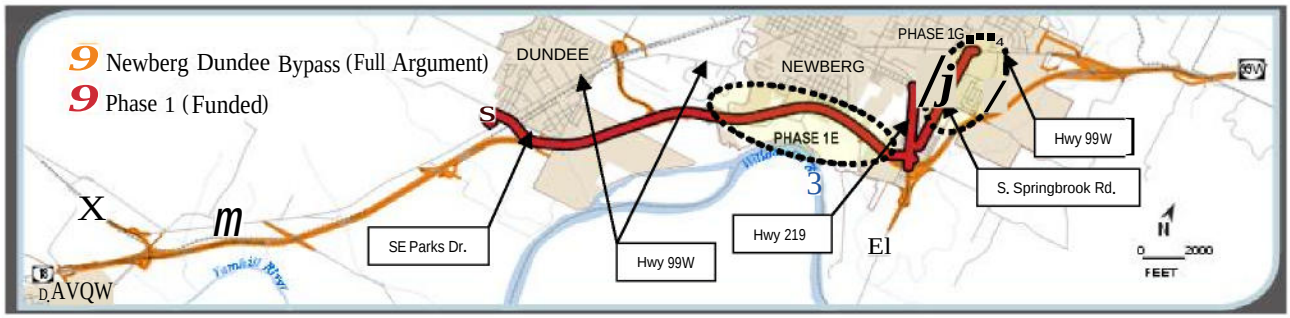
DATE ACTION REQUESTED: June 19, 2017				
Order No. ___	**Ordinance No.** ___	**Resolution No. 2017-3382** XX	**Motion** ___	**Information** ___
SUBJECT: A resolution to authorize City Manager to execute Amendment No. 1 to a Cooperative Improvement Agreement (No. 28658) with the Oregon Department of Transportation for the Oregon Route 18: Newberg-Dundee Bypass			**Contact Person (Preparer) for this Motion: Kaaren Hofmann, P.E., City Engineer Dept.: Engineering Services Department File No.:**	

RECOMMENDATION:

Adopt Resolution No. 2017-3382.

EXECUTIVE SUMMARY:

The Oregon Department of Transportation (ODOT) is working to complete Phase 1 of the Newberg-Dundee Bypass Project, which upon completion will divert Highway 99W traffic onto the new bypass from Springbrook Road in the City of Newberg to a point west of SE Parks Drive in the City of Dundee, as illustrated in the map below.



In February 2016, the City and ODOT entered into a Cooperative Agreement to cover the obligations associated with Phase 1 of the Bypass and is attached as Exhibit 1. The proposed amendment (Exhibit 2) removed references to Phase 1 allowing this Agreement to be valid through the entire Bypass; added information about the need for the pedestrian facilities to meet ADA standards at construction and throughout its service life; and changed the construction timeframe to be 5 years allowing for the new Wilsonville Road connection.

FISCAU IMPACT:

The City of Newberg entered into a loan agreement with ODOT (OTIF-0050) on July 1, 2013 to finance our portion of the construction costs of this project. Our portion is estimated to be $2,211,200.00 or 13.82% of the local match costs. Our installment payments are currently set at $142,916 for the next nineteen years.

STRATEGIC ASSESSMENT:

The City Council's Goal #5 is to "Maintain and modernized the City's transportation and utilities infrastructure". More specifically, Objective 5.11 is to continue to support the completion of Phase 1 and the future build out of the Newberg-Dundee Bypass.

This agreement will memorialize our negotiations with ODOT and who will be responsible for what portion of the project.

RESOLUTION NO. 2017-3382

A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO A COOPERATIVE IMPROVEMENT AGREEMENT (NO. 28658) WITH THE OREGON DEPARTMENT OF TRANSPORTATION FOR THE OREGON ROUTE 18: NEWBERG-DUNDEE BYPASS

RECITALS:

1. The Oregon Department of Transportation (ODOT) is in the process of constructing Phase 1 of the Newberg-Dundee Bypass.

2. The City Council's Goals include an objective to continue to support the completion of the future build out of the Newberg-Dundee Bypass.

3. The City of Newberg entered into a loan agreement with ODOT (OTIF-0050) on July 1, 2013 to finance our portion of the construction costs of this project. Our portion is estimated to be $2,211,200.00 or 13.82% of the local match costs.

4. In February 2016, Oregon Department of Transportation (ODOT) and the City of Newberg entered into a Cooperative Improvement Agreement that deals with Phase 1 of the Newberg-Dundee Bypass.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council does hereby authorize City Manager to execute Amendment No. 1 to the existing Agreement No. 28658. The amendment and agreement are attached.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 20, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of June, 2017.

_____
Sue Ryan, City Recorder

ATTEST by the Mayor this 22nd day of June, 2017.

_____
Bob Andrews, Mayor

Misc. Contracts and Agreements
No. 28658

COOPERATIVE IMPROVEMENT AGREEMENT
Oregon Route 18: Newberg-Dundee Bypass - Phase 1
City of Newberg

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State;" and the CITY OF NEWBERG, acting by and through its designated officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. Oregon Jobs and Transportation Act of 2009 (JTA) Program, hereinafter referred to as the "JTA Program", provides funding for preservation and modernization projects chosen by the Oregon Transportation Commission (OTC). On October 21, 2009 the OTC approved funding for the first phase of the Newberg Dundee Bypass project and amended the Statewide Transportation Improvement Program (STIP) to include the project.

2. Oregon Route 99W (OR 99W), Oregon Route 18 (OR 18) and Oregon Route 219 (OR 219), are part of the state highway system under the jurisdiction and control of the OTC. Springbrook Road, Wilsonville Road are part of the city street system under the jurisdiction and control of Agency. This phase of the Newberg-Dundee Bypass will be temporarily routed upon Springbrook Road and will affect the intersection at Wilsonville Road. This Agreement will address only those portions of street system within the corporate limits of the City of Newberg.

3. By the authority granted in Oregon Revised Statutes (ORS) 190.110, 366.572 and 366.576, State may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.

4. State, by ORS 366.220, is vested with complete jurisdiction and control over the roadways of other jurisdictions taken for state highway purposes. By the authority granted by ORS 373.020, the jurisdiction of state highways routed upon city streets extends from curb to curb, or, if there is no regular established curb, then control extends over such portion of the right of way as may be utilized by State for highway purposes. Responsibility for and jurisdiction over all other portions of a city street remains with the Agency.

5. By the authority granted in ORS 810.210, State is authorized to determine the character or type of traffic control devices to be used, and to place or erect them upon state highways at places where State deems necessary for the safe and expeditious control of traffic. No traffic control devices shall be erected, maintained,

or operated upon any state highway by any authority other than State, except with its written approval. Traffic signal work on this Project will conform to the current State standards and specifications.

6. By the authority granted in ORS 810.080 State has the authority to establish marked pedestrian crosswalks on its highway facilities.

7. By the authority granted in ORS 366.425, State may accept deposits of money or an irrevocable letter of credit from any county, city, road district, person, firm, or corporation for the performance of work on any public highway within the State. When said money or a letter of credit is deposited, State shall proceed with the Project. Money so deposited shall be disbursed for the purpose for which it was deposited.

8. Phase 1 of the Newberg-Dundee Bypass (Bypass) will construct two (2) lanes, one (1) in each direction of the four (4) lane Bypass between City of Newberg and City of Dundee; approximately four (4) miles in length. Phase 1 will also include required local circulation improvements needed to accommodate construction of this phase of the Bypass. The Bypass, in Phase 1, will have access points at the two ends, OR 219 in Newberg and OR 99W south of Dundee. The Bypass is designated an expressway and will operate at fifty-five (55) miles per hour. The connection at OR 99W (Dundee) is a temporary connection and may be removed when the Bypass is extended to OR 18 in City of Dayton. The Oregon Transportation Commission shall pass a resolution to designate the portion of Springbrook Road between OR 99W (at the Springbrook Road intersection) and OR 18 (at the OR 219 intersection) as a state highway for use as a state highway. The use of this portion of Springbrook Road as a state highway shall be temporary and jurisdiction shall be restored to Agency when the easterly portion of the Bypass is constructed. This Agreement will address the Project elements constructed within Agency's corporate limits as represented in Exhibit A.

9. By the authority under ORS 377.700 to 377.992 Outdoor advertising signs visible from the portion of Springbrook Road that is under state jurisdiction, is subject to the Oregon Motorist Information Act (OMIA). The OMIA regulates the number, size and placement of outdoor advertising signs visible from the state highway through a permit system administered by State with cooperation and involvement from Agency. The signs on Springbrook Road are business signs and will not require a permit. Any on premise business sign added after the jurisdictional transfer of Springbrook Road will need to be approved by State and Agency to assure conformity to State and Agency codes.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. This Agreement will supersede the maintenance and power responsibilities of the existing signals located at OR 219 and Springbrook Road and OR 99W and Springbrook Road identified in Agreement No. 28784.

2. Under such authority, State and Agency agree State shall design and construct the following improvements within Agency boundaries as part of the first phase of the Newberg Dundee Bypass project:

    a. Construct two (2) southbound left turn lanes on OR 99W at Springbrook Road;

    b. Widen Springbrook Road to three (3) lanes: one (1) northbound lane; one (1) southbound lane; and a center left turn lane between OR 99W and OR 219; and complete all improvements that include, but are not limited to: curb, median, striping, signage, shoulders, sidewalks, Americans with Disability Act (ADA) ramps, landscaping, street trees, and storm drainage conveyance/detention/water quality facilities;

    c. Install a traffic signal at the intersection of Springbrook Road and Fernwood Road/Second Street;

    d. Necessary capacity improvements/upgrades to the existing traffic signals at the intersections of: OR 99W and Springbrook Road; Springbrook Road and Hayes Street; and Springbrook Road at OR 219;

    e. Construct two (2) southbound left turn lanes on Springbrook Road at OR 219;

    f. Portion of OR 219 between Springbrook Road and the new Bypass signalized intersection on OR 219 shall comply with Agency's Transportation System Plan (TSP);

    g. Construct Wilsonville Road to the OR 219 intersection in compliance with Agency's Transportation System Plan (TSP);

    h. Disconnect Wilsonville Road from Springbrook Road;

    i. Construct a cul-de-sac next to Wilsonville Road for the south terminus of Springbrook Road. New section of street will be named McKern Court The project will pay for the cost of a change of address for the impacted parties;

    j. Channelize turning movements from Second Street to OR 219 for right turns only;

    k. Construct a right turn lane on Wynooski Road at OR 219;

    l. Install sound walls with graffiti resistant coating at Mountain View, Nut Tree Ranch and Avalon Manufactured Home Parks;

m. Remove 13th Street between Meridian Street and River Street and construct a cul-de-sac for the south terminus of Meridian Street;

n. Relocate the intersection of College Street at Waterfront/14th Street;

o. Construct a new local street frontage road preliminarily named "Weatherly Way" to Agency standards, located on the north side of the Bypass improvements (approximately between Engineers stations 486+00 to 508+00). Improvements to include but are not limited to pavement, curbs, street lighting, signage, sidewalk on one side, street trees (one side), and storm drainage conveyance/detention/water quality facilities;

p. Reconstruct street improvements on 11th Street between Willamette Street and Wynooski Road. Improvements include but are not limited to sidewalks, landscaping, curb removal/replacement, driveway closures, and driveways; and a two (2) inch overlay at the end of the project;

q. As mitigation for impacts of the project, and if appropriate warrants are met within five (5) years, construct a traffic signal at the intersection of OR219 and Everest Street;

r. Construct an access for emergency purposes only from Weatherly Way to the Bypass at Engineer Station "L" 491.00, Left, OR 18 Mile Post 58.044.

Collectively these improvements and any utility relocations shall hereinafter be referred to as "Project." The location of the Project is approximately as shown on the sketch map attached hereto, marked "Exhibit A," and by this reference made a part hereof.

3. The JTA Program funds for the first phase of the Newberg-Dundee Bypass Project are limited to $192,000,000. Agency has entered into an agreement with Cities of Dundee, McMinnville, Yamhill County and the Confederated Tribes of the Grand Ronde for local match share of $20,000,000. In the event the Project cannot be constructed within the estimated budget, the Parties shall examine alternatives for a reduced scope and/or reevaluate funding obligations, then an amendment to this Agreement will be entered into to reflect such changes. If such agreement cannot be reached, State at its sole discretion shall determine whether the Project scope must be modified to meet the Project budget or to commit additional funds to the Project.

4. The funds available under the JTA Program are State Highway Funds. To be eligible for reimbursement under the JTA Program, expenditures must comply with the requirements of Article IX, Section 3a of the Oregon Constitution.

5. After all required signatures are obtained, this Agreement is effective on April 21, 2014 and shall remain in effect for the purpose of ongoing maintenance of road facilities and power responsibilities for the traffic signals installed or improved as part of the Project. The Agreement will remain in effect until the Bypass is

constructed easterly to OR 99W, as outlined in Recitals, paragraph 8. The Project construction is estimated to be completed within two (2) calendar years following the date of final execution of this Agreement by both Parties. The Parties agree to evaluate, reconsider and/or amend all or portions of its terms, obligations, and provisions every five (5) calendar years following the date of final execution of this Agreement by both Parties and any changes shall be by an amendment, signed by both Parties.

6. Agency and State have a joint obligation to ensure timely expenditure of the JTA Program funds and to comply with the provisions of the bonds that finance the JTA Program.

7. State and Agency agree to cooperate to carry out their respective responsibilities under the OMIA.

AGENCY OBLIGATIONS

1. Agency agrees that upon OTC approval of a resolution, the portion of Springbrook Road located between OR 219 and OR 99W from curb to curb will be under State jurisdiction and part of the state highway system consistent with ORS 373.010 and State will be responsible for maintaining the road surface between the curbs, permitting access to the roadway and maintaining the traffic signals.

2. Agency agrees that upon completion of the eastern phase of the Newberg-Dundee Bypass to construct the Bypass from OR 219 to OR 99W near Rex Hill, Agency shall accept jurisdiction of the portion of Springbrook Road between OR 219 and OR 99W and all existing signals.

3. Agency agrees to allow State the use of Agency streets for detouring of traffic for Project purposes, as discussed under State Obligations, paragraph 5.

4. Agency agrees State's contribution for resurfacing and maintenance for minor/normal pavement surface deterioration of Agency streets used for Project detour and construction vehicle purposes is estimated at $98,950. If it is determined the resurfacing is going to exceed the estimate, State and Agency shall meet to mutually agree upon an estimate and the responsibility of each Party to cover costs.

5. Agency understands State shall purchase right of way from Agency for Project purposes. Right of way purchased by State shall be in accordance to the Uniform Relocation Assistance and Real Property Acquisition Polices Act of 1970, as amended, ORS Chapter 35 and State Right of Way Manual. Upon completion of the Project, State will transfer and Agency will accept, any new right of way acquired for the project construction on the Agency's street system. The method of conveyance will be coordinated by the State's Region Right of Way Manager.

6. Agency shall issue necessary permits or provide permissions to State for construction of Project facilities within Agency's air space and existing right of way through Agency established permitting procedures.

7. Agency shall cause to be relocated or reconstructed, all Agency-owned utility conduits, lines, poles, mains, pipes, where such relocation or reconstruction is made necessary by the plans of the Project in order to conform the utilities and other facilities with the plans and the ultimate requirements for the portions of the Project which are on Agency right of way except those Agency-owned utilities located upon Springbrook Road that are subject to the terms of Cooperative Improvement (Utility) Agreement No. 30647.

8. Agency shall, with its own forces and at its own expense, perform all maintenance functions, including any graffiti removal or beautification of the sound walls constructed as part of the Project within Agency's right of way, including those walls constructed under Terms of Agreement, paragraph 2 (l).

9. Agency shall, with its own forces and at its own expense, be responsible for all maintenance, power, and irrigation for all landscaping constructed as part of the Project within Agency's right of way.

10. Agency shall, upon completion of Project, be responsible for 100 percent maintenance and power costs associated with the illumination under the 11th Street structure (Bridge No. 22009). Agency shall request power company to send invoices directly to Agency.

11. Agency shall, upon completion of Project, accept ownership and full control of the surface and underground improvements connected with operation of Agency streets. This includes storm sewer and the water quality/detention ponds. Agency shall obtain a permit to occupy or perform operations on a state highway through State's District 3 Office prior to commencement of any work.

12. Agency, by execution of Agreement, gives its consent as required by ORS 373.030(2) and ORS 105.760 to any and all changes of grade within the Agency limits, and gives its consent as required by ORS 373.050(1) to any and all closure of streets intersecting the highway, if any there be in connection with or arising out of the Project covered by the Agreement.

13. Agency agrees to maintain signs demarking clearance requirements at locations where Project crosses over Agency streets, including College Street, River Street, and Meridian Street. Such signage shall be installed by State and maintained by Agency.

14. Upon Project completion, Agency agrees to maintain the following Agency streets affected by this Project: Weatherly Way, College Street, River Street, 11th Street, 12th Street and McKern Court.

15. Agency shall work with State in good faith to identify appropriate remedies if the traffic that is bound for Wilsonville Road eastbound or to the Bypass from Wilsonville Road westbound causes a failure of an intersection or a quantifiable safety problem as stated in Exhibit B, attached hereto and by this reference made a part hereof.

16. Agency grants State, or its contractor, the right to enter onto and occupy Agency's right of way within the Bypass project limits for the performance of field work, Bypass project construction and maintenance as set forth in this Agreement. All Agency right of way utilized by State or its contractor shall be restored to equal or better condition by State upon completion of the Project.

17. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than $500,000 must be included. Agency shall ensure that each of its contractors complies with these requirements.

18. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the Parties that State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of State, be indemnified by the contractor and subcontractor from and against any and all Claims.

19. Any such indemnification shall also provide that neither the Agency's contractor and subcontractor nor any attorney engaged by Agency's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at any time at its election assume its own defense and settlement in the event that it determines that Agency's contractor is prohibited from defending the State of Oregon, or that Agency's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency's contractor if the State of Oregon elects to assume its own defense.

20. Agency shall perform any services under this Agreement as an independent contractor and shall be exclusively responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement include, but not limited to, retirement contributions, workers' compensation, unemployment taxes, and state and federal income tax withholdings.

21. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the specific Agreement for the purpose of making audit, examination,

excerpts, and transcripts for a period of six (6) years after completion of the Project. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.

22. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.

23. Agency's Project Manager for this Project is Kaaren Hofmann, City Engineer, 414 E. First Street, Newberg, Oregon 97132; (503) 537-1223, kaaren.hofmann@newbergoregon.gov, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

STATE OBLIGATIONS

1. State shall prepare a resolution for the OTC to designate the portion of Springbrook Road located between OR 219 and OR 99W from curb to curb as part of the state highway system consistent with ORS 373.010. State will resume responsibilities for maintenance and operations of the roadway between the curbs, permitting access to this portion of Springbrook Road and the traffic signals consistent with ORS 373.020 on the date the resolution is adopted.

2. State, or its consultant, shall conduct the necessary field surveys, environmental studies, traffic investigations, preliminary engineering and design work required to produce and provide final plans, specifications and cost estimates; identify and obtain all required permits; perform all construction engineering, including all required materials testing and quality documentation; prepare all bid and contract documents; advertise for construction bid proposals; award all contracts; pay all contractor costs, provide technical inspection, project management services and other necessary functions for sole administration of the construction contract entered into for this Project.

3. State, or its consultant, shall acquire all necessary rights of way for the Project according to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, ORS Chapter 35, and the State Right of Way Manual. The Parties have entered into a separate Intergovernmental Agreement No. 29496 for Right of Way Services identifying the roles and responsibilities of the Parties for any right of way activities. Upon completion of the Project, State will transfer and Agency will accept any new right of way acquired for the project construction on the Agency's street system. The method of conveyance will be coordinated by the State's Region Right of Way Manager.

4. State shall be responsible for all costs associated with construction and installation of the Project. State shall reimburse Agency for approved costs associated with the relocation of public utilities upon Agency right of way within the Project area except

those utilities located upon Springbrook Road that are subject to the terms of Cooperative Improvement (Utility) Agreement No. 30647

5. State's contribution for resurfacing and maintenance for minor/normal pavement surface deterioration of Agency streets used for Project detour and construction vehicle purposes is estimated at $98,950. If it is determined the resurfacing is going to exceed the estimate, State and Agency shall meet to mutually agree upon an estimate and the responsibility of each Party to cover costs.

6. ODOT shall, upon approval of resolution, be responsible for permitting and controlling access control to Springbrook Road. As part of this Project, existing approach roads (Driveways) will be permitted by State by the date the Project is completed. Any new requests for access to the roadway will be addressed through State's established permitting process at the Region 2, District 3 Permit Office.

7. State shall maintain the roadway pavement surfaces, curbing, signal detector loops, signs, and striping upon Springbrook Road between the back of curb to back of curb between OR 219 to OR 99W until construction of the eastern phase of the Newberg-Dundee Bypass is completed and eliminates the temporary routing by the Bypass upon Springbrook Road.

8. State shall be responsible for and pay to the power company 100 percent of the power costs for the traffic signals. State shall require the power company to send invoices directly to State.

9. State shall provide Agency accurate as-built construction plans of the street, storm drainage, waterworks, and wastewater improvements to be maintained by Agency, upon completion of the Project.

10. State shall file a survey and set property corners upon completion of the Project.

11. State certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation of the current biennial budget.

12. State shall, upon signal turn on and proper operation, perform all necessary inspection and maintenance of traffic signals on Springbrook Road, including those at OR99W and OR219, and at the intersection of OR219 and Everest Street control the timing established for operation of the traffic signals as well as interconnection, at no cost to Agency.

13. State shall cause to be relocated or reconstructed, all privately or publicly owned utility conduits, lines, poles, mains, pipes, and all other such facilities of every kind and nature where such relocation or reconstruction is made necessary by the plans of the Project in order to conform the utilities and other facilities with the plans and the ultimate requirements for the portions of the Project which are on State right of way.

14. As stated in Exhibit B, State agrees to monitor the performance of the local street network and, if traffic that is bound for Wilsonville Road eastbound or traffic bound to the Bypass from Wilsonville Road westbound causes a failure of an intersection of a quantifiable safety problem State shall work with the Agency to determine the appropriate remedy. The remedy shall be forwarded through all appropriate approvals and be advanced immediately as a project for final design and construction.

15. State's Project Manager for this Project is Kelly Amador, 885 Airport Road SE, Building P, Salem, Oregon 97301-4788; (503) 986-2900, Kelly.L.Amador@odot.state.or.us, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. This Agreement may be terminated by mutual written consent of both Parties.

2. State may terminate this Agreement effective upon delivery of written notice, or at such later date as may be established by State or Agency, under any of the following conditions:

   a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.

   b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice fails to correct such failures within thirty (30) days or such longer period as State may authorize.

   c. If Agency fails to provide payment of its share of the cost of the Project.

   d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

   e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.

3. Agency may terminate this Agreement effective upon delivery of written notice, or at such later date as may be established by Agency or State, under any of the following conditions:

   a. If State fails to provide services called for by this Agreement within the time specified herein or any extension thereof.

b. If State fails to perform any of the other provision of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice fails to correct such failures within thirty (30) days or such longer period as Agency may authorize.

4. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

5. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.

6. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

7. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the

same extent it would have been capped under Oregon law, Including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

8. The Parties shall attempt In good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

9. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

10. This Agreement and attached exhibits, and Agreement No. 29496 constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific Instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand It, and agree to be bound by its terms and conditions.

This Project is in the 2015-2018 Statewide Transportation Improvement Program, Key #17099 that was approved by the Oregon Transportation Commission on December 18, 2014 (or subsequently approved by amendment to the STIP).

Signature Page Follows

Clly of Nowberg/ODOT
Agreement No. 20060

CITY OI' NEWBERG, by and through lie designated offldela
UY AUTHORITY OP IIBSOLUTION NO. 2010-621 A

Ry
Mayor

Data

By
Clly Manager

Data

APPROVED AST? LEGAL SUFFICIENCY

By
Clly Attorney

Data 2/2/16

AaenoV Contact:
Kaoren Hofmann, Clly Engineer
City of Newberg
P.O. Box 970
414 E. First Street
Newberg, Oregon 97132
(S03) 637-1223
Kaoren.Hofmann@nawbBrgoreaon.gov

Stato Contact;
Kelly Amador, Senior Project Leader
ODOT Region 2, Area 3
465 Airport Road SE, Building P
Salem, Oregon 97301-47flfl
(603) 906-2000
Kelly.L.Amador@odot.stale.or.iis

STATE OF OREGON, by and Ihrough Its tfeparlmaHWfTransportatlon

By
Highway Division Administrator

Date 2/22/16

APPROVAL RECOMMENDED

By
Technical Services Manager/Chief Engineer

Dale 2/19/16

By
State Traffic Engineer

Date 2/17/2016

By
State Right of Way Manager

Date 2/16/2016

By Norma P.A. Chickering
Region 2 Manager

Date 2-3-16

APPROVED AS TO LEGAL SUFFICIENCY

BvayMprtMc fi M Mark IOilliamj
Assistant Attorney General

Pete on jAvt %O, 2016

THIS PAGE RESERVED FOR EXHIBIT A

Exhibit B

Oregon
Kale Brown, Governor

Department of Transportation
Office of the Director
ass Capitol St NK
Salem, OR 97301

January 4th, 2016

Newberg Planning Commission Chair Gary Bliss
414 East First St.
Newberg Oregon, OR 97132

Subject: Wilsonville Road Impacts

Dear Chairman Bliss,

At the December 10, 2015 Planning Commission hearing, there was significant discussion about the level of mitigation that might be required after the completion of the "no through" intersection currently under consideration by tlie Commission. In the ODOT submission of the Transportation System Plan (TSP) amendment, the following statement was made:

> "ODOT commits, with the City's assistance, to continue, to monitor the performance of the local street network along the Bypass route. If deficiencies above the anticipated impact of this amendment arc identified, ODOT further commits to pursuit of a project as appropriate mitigation for that impact".

There was much speculation about the actual projects that would result from the commitment. ODOT continues to believe that the marginal impacts between the design currently in the TSP and the proposed modification will be relatively small. Wc cannot, however, predict where those impacts might occur. I will expand on what is meant by the commitment.

If the traffic that is bound for Wilsonville Road castbound or to the Bypass from Wilsonville Road westbound is causing u failure of an intersection, or u quantifiable safety problem, ODOT would work with the City to determine the appropriate remedy for that specific failure. The remedy would be forwarded through all appropriate approvals and be advanced immediately as a project for final design and construction. Overall Phase 1 project saving will be used to fund these improvements. Right now we expect the savings to range from between $3.0 and $6.5 million.

Sincerely,

Matthew L. Garrett
Director

Exhibit A


Bldine St.
Villa Rd.
Everest St.
Sitka Ave.
Hulej Ln.
OR 219
OR 99W
Sitka St.
2nd St.
3rd St.
Elliot Rd.
Hayes St.
Deborah Rd.
Springbrook Rd.
Newell Rd.
Bina Dr.
Hancock St.
Weatherly Way
College St.
Meridian St.
9th St.
River St.
Chehalem St.
Willamette St.
Columbia St.
Pacific St.
Willi Pl.
Wynooski St.
Airpark Way
Sportsman Airport
Waterfront St.
14th St.
13th St.
12th St.
11th St.
2nd St.
Sandrell 2
Sandrell 1
Oak Leaf St.
Hayes St.
Brutscher St.
Fernwood Rd.
Grand Oak Dr.
Springbrook Rd.
Industrial Pkwy.
Wilsonville Rd.
Dog Ridge Rd.
Wethern Pl.
Wynooski Rd.
Sandoz
Sandoz 3
Adolf Rd.
Wilsonville Rd.
OR 219

AMENDMENT NUMBER 01
COOPERATIVE IMPROVEMENT AGREEMENT
Oregon Route 18: Newberg-Dundee Bypass
City of Newberg

This is Amendment No. 01 to the Agreement between the **STATE OF OREGON**, acting by and through its Department of Transportation, hereinafter referred to as "State," and **CITY OF NEWBERG**, acting by and through its elected officials, hereinafter referred to as "Agency," entered into on February 22, 2016.

It has now been determined by State and Agency that the Agreement referenced above shall be amended to incorporate the remaining phases of the Newberg-Dundee Bypass project and update language.

a. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.

b. **Amendment to Agreement.**

a. All references to "Oregon Route 18: Newberg-Dundee Bypass – Phase 1" shall hereinafter be referred to as "Oregon Route 18: Newberg-Dundee Bypass."

b. Recitals, Paragraph 8, Page 2, which reads:

8. Phase 1 of the Newberg-Dundee Bypass (Bypass) will construct two (2) lanes, one (1) in each direction of the four (4) lane Bypass between City of Newberg and City of Dundee; approximately four (4) miles in length. Phase 1 will also include required local circulation improvements needed to accommodate construction of this phase of the Bypass. The Bypass, in Phase 1, will have access points at the two ends, OR 219 in Newberg and OR 99W south of Dundee. The Bypass is designated an expressway and will operate at fifty-five (55) miles per hour. The connection at OR 99W (Dundee) is a temporary connection and may be removed when the Bypass is extended to OR 18 in City of Dayton. The Oregon Transportation Commission shall pass a resolution to designate the portion of Springbrook Road between OR 99W (at the Springbrook Road intersection) and OR 18 (at the OR 219 intersection) as a state highway for use as a state highway. The use of this portion of Springbrook Road as a state highway shall be temporary and jurisdiction shall be restored to Agency when the easterly portion of the Bypass is constructed. This Agreement will address the Project elements constructed within Agency's corporate limits as represented in Exhibit A.

Shall be deleted in its entirety and replaced with the following:

8. The Newberg-Dundee Bypass (Bypass) will construct two (2) lanes, one (1) in each direction, of the four (4) lane Bypass between the City of Newberg and the City of Dundee; approximately four (4) miles in length. The Bypass will also include required local circulation improvements needed to accommodate construction of the Bypass. The Bypass will have access points at the two ends, OR 219 in Newberg and OR 99W south of Dundee. The Bypass is designated an expressway and will operate at fifty-five (55) miles per hour. The connection at OR 99W (Dundee) is a temporary connection and will be removed when the Bypass is extended to OR 18 in the City of Dayton. The Oregon Transportation Commission shall pass a resolution to designate the portion of Springbrook Road between OR 99W (at the Springbrook Road intersection) and OR 18 (at the OR 219 intersection) as a state highway for use as a state highway. The use of this portion of Springbrook Road as a state highway shall be temporary and jurisdiction shall be restored to Agency when the easterly portion of the Bypass is constructed. This Agreement will address the Project elements constructed within Agency's corporate limits as represented in Exhbit A.

c. TERMS OF AGREEMENT, Paragraph 5, Page 4, which reads:

5. After all required signatures are obtained, this Agreement is effective on April 21, 2014 and shall remain in effect for the purpose of ongoing maintenance of road facilities and power responsibilities for the traffic signals installed or improved as part of the Project. The Agreement will remain in effect until the Bypass is constructed easterly to OR 99W, as outlined in Recitals, paragraph 8. The Project construction is estimated to be completed within two (2) calendar years following the date of final execution of this Agreement by both Parties. The Parties agree to evaluate, reconsider and/or amend all or portions of its terms, obligations, and provisions every five (5) calendar years following the date of final execution of this Agreement by both Parties and any changes shall be by an amendment, signed by both Parties.

Shall be deleted in its entirety and replaced with the following:

5. After all required signatures are obtained, this Agreement is effective on April 21, 2014 and shall remain in effect for the purpose of ongoing maintenance of road facilities and power responsibilities for the traffic signals installed or improved as part of the Project. The Agreement will remain in effect until the Bypass is constructed easterly to OR 99W, as outlined in Recitals, paragraph 8. The Project construction is estimated to be completed within five (5) calendar years following the date of final execution of this Agreement by both Parties. The Parties agree to evaluate, reconsider and/or amend all or portions of its terms, obligations, and provisions every five (5) calendar years following the date of final execution of this Agreement by both Parties and any changes shall be by an amendment, signed by both Parties.

d. Insert new Agency Obligations, Paragraph 8, to read as follows:

30

4. Agency shall, at its own expense, maintain and periodically inspect any sidewalks, and curb ramps on the portions of the Project under Agency's maintenance jurisidiction upon Project completion and throughout the useful life of the Project to ensure compliance with the ADA. This provision shall survive termination of this Agreement.

e. Agency Obligations, Paragraphs 8 through 23, shall be hereinafter re-numbered as Paragraphs 9 through 24.

f. Insert new State Obligations, Paragraph 3, to read as follows:

3. The Parties agree to:

a. Utilize ODOT standards to assess and ensure Project compliance with the Americans with Disabilities Act of 1990 (ADA), including ensuring that all sidewalks, and curb ramps meet current ODOT Highway Design Manual standards.
b. Follow ODOT's processes for design, modification, upgrade, or construction of sidewalks, and curb ramps, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, and current ODOT Curb Ramp Inspection form;
c. At Project completion, complete an ODOT Curb Ramp Inspection Form 734-5020 for each curb ramp constructed, modified, upgraded, or improved as part of the Project. The completed form is the documentation required to show that each curb ramp is constructed to ODOT's standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address: http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/Pages/HwyConstForms1.aspx

g. State Obligations, Paragraphs 3 through 15, shall be hereinafter re-numbered as Paragraphs 4 through 16.

5. **Counterparts.** This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.

6. **Original Agreement.** Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. Agency certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

This Project is in the 2015-2018 Statewide Transportation Improvement Program, (Key #17099 and 19803) that was adopted by the Oregon Transportation Commission on December 18, 2014 (or subsequently approved by amendment to the STIP).

Signature Page Follows

CITY OF NEWBERG, by and through its designated officials

By _____
Mayor

Date _____

By _____
City Manager

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

By _____
City Attorney

Date _____

Agency Contact:
Kaaren Hofmann, City Engineer
City of Newberg
PO Box 970
414 E. First Street
Newberg, Oregon 97132
(503) 537-1223
Kaaren.hofmann@newbergoregon.gov

State Contact:
Kelly Amador, Senior Project Leader
ODOT Region 2, Area 3
455 Airport Road SE, Building P
Salem, Oregon 97301
(503) 986-2900
Kelly.L.Amador@odot.state.or.us

STATE OF OREGON, by and through its Department of Transportation

By _____
Highway Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____
Technical Services Manager/Chief Engineer

Date _____

By _____
State Traffic/Roadway Manager

Date_____

By _____
State Right of Way Manager

Date_____

By _____
Region 2 Manager

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

By_____
Assistant Attorney General

Date:_____

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017			
Order No. ___	**Ordinance No. ___**	**Resolution No. 2017-3385**	**Motion ___** **Information ___**
SUBJECT: Resolution Approving the Annual Evaluation of the City Attorney.			**Anna Lee, Human Resources Director** **Motion: Bob Andrews, Mayor** **Dept.: Administration** **File No.:**

RECOMMENDATION:

Adopt **Resolution No. 2017-3385** approving the annual evaluation of the City Attorney.

EXECUTIVE SUMMARY:

The City Council performed an annual evaluation of the City Attorney. That evaluation was held during executive session on June 5, 2017 in which no decisions were made. This resolution is to solidify that evaluation and to provide a formal guidance of his performance.

FISCAL IMPACT:

None.

STRATEGIC ASSESSMENT:

The annual evaluation of the City Attorney is necessary in order to increase communication between the City Council and the City Attorney concerning the performance of the City Attorney in accomplishing his assigned duties and responsibilities.

RESOLUTION NO. 2017-3385

A RESOLUTION APPROVING THE ANNUAL EVALUATION OF THE CITY ATTORNEY COMPLETED ON JUNE 5, 2017

RECITALS:

1. In accordance with the Newberg City Charter, the City Attorney is the chief legal officer of the City of Newberg, which reports directly to the Mayor and City Council and is supervised by the governing body.

2. The City has a contract with the City Attorney and pursuant to that contract; the City Council will evaluate the City Attorney in executive session.

3. The Open Meetings Law of the State of Oregon allows the evaluation of the job performance of the chief legal officer to be conducted in executive session by the City Council and pursuant to such Standards, Criteria, and Policy Directives adopted by Resolution No. 2016-3265 on April 8, 2016.

4. The Mayor, City Councilors, and the City Attorney met in executive session on June 5, 2017, to discuss the City Attorney's annual evaluation.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Attorney has been provided a copy of the evaluation, which the written evaluation shall be placed in the City Attorney's personnel file.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 20, 2017.

ADOPTED by the city council of the city of Newberg, Oregon, this 19 day of June, 2017.

_____
Sue Ryan, City Recorder

ATTEST by the Mayor this 22nd day of June, 2017.

_____
Bob Andrews, Mayor

EXHIBIT "A"

City Attorney - Truman Stone
Annual Written Evaluation – 2017
By Newberg City Council

The City Council has received a written report from the City Attorney concerning his performance during his evaluation period, and his direct reports written evaluation of his work. The respective Mayor and Councilors have met with the City Attorney in executive session on June 5, 2017, to discuss their evaluation of his annual performance.

The City Council has evaluated the performance of Truman Stone as the City Attorney of the City of Newberg. As part of the evaluation Council reviewed the report given them by the City Attorney indicating his self-evaluation during the evaluation period. The City Council assessed the attorney's performance in eight major categories:

1. Management
2. Planning Goals
3. Communications
4. Fiscal Agent
5. Community Relations
6. Intergovernmental/Interagency Relations
7. Consultative Legal Services
8. Legal Preparation

The Council rated performance as exceeds expectations with the initial goal setting and looks forward to long-range strategic planning in partnership with the City Attorney.

DATED this ____ day of _____, 2017.

_____
Bob Andrews, Mayor

_____ _____
Denise Bacon, Councilor Patrick Johnson, Councilor

_____ _____
Stephen McKinney, Councilor Scott Essin, Councilor

_____ _____
Mike Corey, Councilor

Acknowledged this ____ day of _____, 2017.

_____
Truman Stone, City Attorney

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017

Order No.	Ordinance No.	Resolution No. 2017-3386	Motion	Information
		XX	___	___

SUBJECT:	Contact Person (Preparer) for this Motion: Steve Olson, Senior Planner Dept.: Community Development File No.: PAR-17-002
A resolution to authorize the City Manager to terminate and accept access easements related to a partition and medical clinic project.	

RECOMMENDATION:

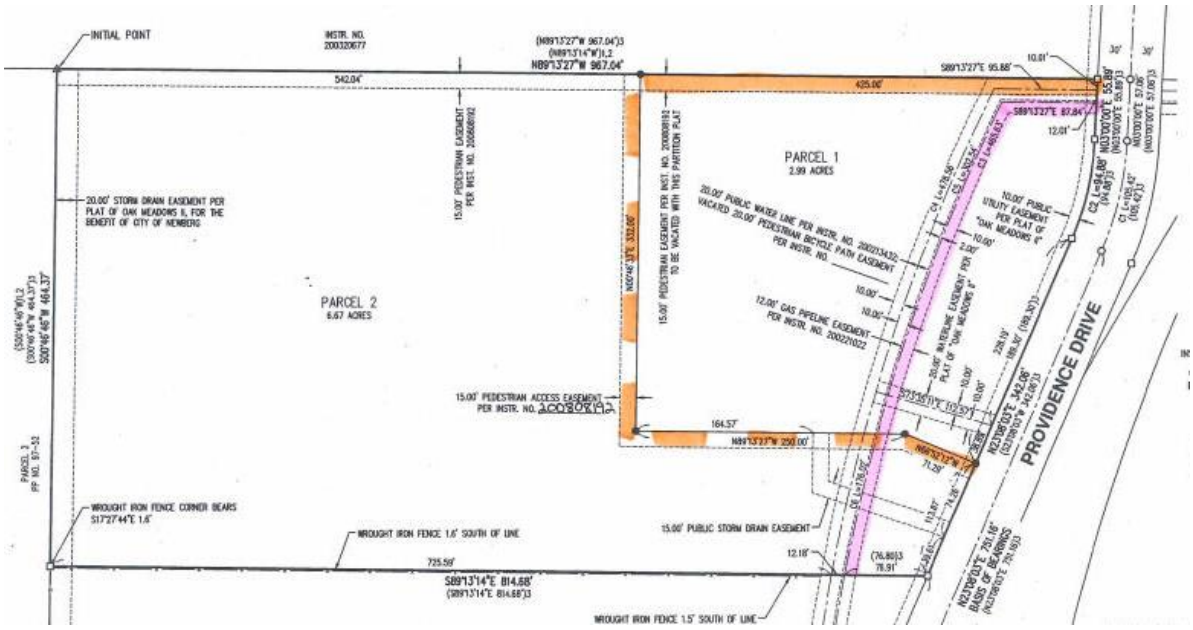
Approve Resolution No. 2017-3386 authorizing the City Manager to terminate and accept access easements related to a partition and medical clinic project.

EXECUTIVE SUMMARY:

The property at 879 Providence Drive, Yamhill County tax lot no. 3216-2001, is being partitioned into two lots. The eastern lot is 3 acres and is expected to be developed this year for a medical clinic. There are two access easements on the property that affect the development; one of these is no longer necessary and can be terminated, and the other can be rerouted through the site.

The pedestrian bicycle path easement that runs north-south through the property at 879 Providence Drive, Yamhill County tax lot no. 3216-2001, (highlighted in pink below) is no longer necessary as a path was never developed in this easement, and it has been functionally replaced by the public pedestrian access and bike lane along Providence Drive just east of the easement. The bike lane already exists, and a sidewalk will be built along Providence Drive as these two parcels develop.

The eastern portion of the pedestrian access easement that runs east-west through the property at 879 Providence Drive, Yamhill County tax lot no. 3216-2001, (highlighted in solid orange below) is no longer necessary as a path was never developed in this easement, and it will be replaced by a new pedestrian access easement (highlighted in dashed orange) that is rerouted south and then east through the site.



City staff have tentatively approved these access easement changes as part of the partition file no. PAR-17-002. The authority to release easements resides with the City Council, so this Resolution requests that the City Council authorize the City Manager to sign documents terminating and accepting access easements as noted above.

FISCAL IMPACT: No direct fiscal impact. Indirectly, this action will enable the development of a medical clinic which will increase the tax base of the city.

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

RESOLUTION NO. 2017-3386

A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO TERMINATE AND ACCEPT ACCESS EASEMENTS RELATED TO A PARTITION AND MEDICAL CLINIC PROJECT.

RECITALS:

1. Under the laws of the State of Oregon, the City of Newberg is authorized and empowered to acquire public access easements across private property as are necessary and proper for the City in the judgment of the Council. The City of Newberg may also terminate public access easements that are no longer necessary.

2. The pedestrian bicycle path easement that runs north-south through the property at 879 Providence Drive, Yamhill County tax lot no. 3216-2001, is no longer necessary as a path was never developed in this easement, and has been functionally replaced by the public pedestrian access and bike lane along Providence Drive just east of the easement.

3. The eastern portion of the pedestrian access easement that runs east-west through the property at 879 Providence Drive, Yamhill County tax lot no. 3216-2001, is no longer necessary as a path was never developed in this easement, and it will be replaced by a new pedestrian access easement that is rerouted south and then east through the site.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council does hereby authorize the City Manager and City Recorder to sign documents to terminate and accept access easements as noted in paragraphs 2 and 3 of the Recitals.

2. The City Council does hereby authorize the City Manager to have the easement documents recorded at Yamhill County accordingly. All documents shall be approved as to form and content by the City Attorney.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 20, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of June, 2017.

_____
Sue Ryan, City Recorder

ATTEST by the Mayor this 22nd day of June, 2017.

_____
Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017				
Order ___ No.	**Ordinance ___ No.**	**Resolution ___ No.**	**Motion** XX	**Information ___**
SUBJECT: Minutes			**Contact Person (Preparer) for this Motion: Sue Ryan, City Recorder Dept.: Administration**	

RECOMMENDATION:

Approve City Council minutes from May 15th, 2017.

NEWBERG CITY COUNCIL MINUTES
REGULAR SESSION
May 15, 2017, 7:00 PM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)

A work session was held at 5:30 p.m. preceding the meeting. Present were Mayor Bob Andrews, Councilors Patrick Johnson, Scott Essin, Hayley Delle, Denise Bacon, and Stephen McKinney. Councilor Mike Corey was absent. Also present were City Manager Joe Hannan, City Attorney Truman Stone, City Recorder Sue Ryan, Assistant to City Manager DawnKaren Bevill, Community Development Director Doug Rux, Public Works Director Jay Harris, Human Resources Director Anna Lee, Police Chief Brian Casey, Information Technology Dave Brooks, and Finance Director Matt Zook.

Mayor Andrews called the meeting to order.

City Manager Joe Hannan presented on Council Priorities. Number 1 was maintaining a state of the art police communications system with a cost of about $3 million to upgrade radio dispatch. It would require installing a new antenna in Newberg at the Public Works shop. Staff would come back to the Council in a Work Session in August with funding options. There was discussion on financing the improvement, maintenance and repair of the equipment.

Number 2 was implementing plans for road repair and sidewalks. The City would implement the plan they had for road repair through the Transportation Utility Fee (TUF). There was a sidewalk plan from 2007 that identified all of the City streets that needed sidewalks but there was no funding source. This plan would be updated and in the meanwhile there were Public Works projects that included sidewalks. They also needed to do community outreach to encourage people to fix the sidewalks in front of their house. Number 3 was a community visioning process. This was a carry-over from previous priorities and could use more clarification from Council. There was no funding identified for this project, but there was staff time that could be used. There was discussion on doing public involvement using the internet and social media, working with other agencies such as the School District, Chehalem Parks and Recreation District, and downtown.

CM Hannan said number 4 was a permitting system combining development, planning, and finance actions together. This would provide a higher level of service to the public while not adding staff. There were items in priority that talked about the Sharepoint system and business intelligence system, which would be done at a later time. Number 5 was also a carryover, creating a five year financial plan and fiscal policies consistent with preferred service levels. He gave examples of how the plan would be used. Fiscal policies about debt, reserves, and retirement funds would come to Council soon. CM Hannan said number 6 was improving communication with the public. The City did have a greater presence on the internet. Staff was also working on a Communication Plan and outreach on the Transportation Utility Fee.

Number 7 was expanding the Urban Growth Boundary. There was some funding in the budget under Community Development for the project. Number 8 was encouraging affordable housing. There had been ideas forwarded by the Planning Commission and community groups regarding this priority. There was discussion on
Accessory Dwelling Units CM Hannan said number 9 was developing a Riverfront Plan. The City received a grant from the State to do the plan and a citizen advisory committee was being formed.

CM Hannan said number 10 was implementing the Emergency Preparedness Program. There were a number of community initiatives but no funding. The City was doing their best with training staff and community members. Number 11 was implementing the Downtown Improvement Plan. There was funding for a traffic study for a maker space area downtown and a feasibility study to explore a possible Urban Renewal District.

CM Hannan said number 12 was improving the Newberg Employee Retirement Plan System (NERPS). The financial plan would help with the increasing retirement costs in the budget for both PERS and Newberg's retirement system. Any changes would need to be officially and formally negotiated with the represented and non-represented employees. Number 13 was deciding on the Tualatin Valley Fire and Rescue (TVFR) annexation. The Council would have to decide on annexation by June 30.

CM Hannan said number 14 was improving the transit system. There would be a County-wide Ridership Study that the City would participate in along with placing new bus shelters. There was discussion on what were new proposed goals versus old. From 2016, the implementation of the Human Resources goals had been completed. The goals that carried over were community visioning, technology, five year financial plan, and communication with the public.

There was discussion on the order of the priorities. Councilor Johnson suggested combining improved communication with the public, visioning process, and using technology to improve and economize City services. Mayor Andrews agreed that Technology could be a stand-alone goal with a cross reference to the combination of the other two. Councilor Essin wanted to move number 13 up in priority. Councilor McKinney said there were some priorities that were not funded and some that were. The priorities looked at different goals,

programs, and groups and he did not think they should be combined. Mayor Andrews said the Council agreed with the proposed priorities, but there was no decision at this time regarding the prioritizing of those goals. CM Hannan would bring this back to Council with the priorities and action steps under each.

The Work Session was adjourned at 6:54 p.m.

CALL MEETING TO ORDER
The Mayor called the business session to order at 7:00 p.m.

ROLL CALL

Members Present:	Mayor Bob Andrews	Scott Essin	Stephen McKinney
	Hayley Delle	Denise Bacon	Patrick Johnson
Members Absent:	Mike Corey		
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	
	Steve Olson, Senior Planner	Russ Thomas, Public Works Superintendent	

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was performed.

PROCLAMATIONS: Proclamation for Newberg High School cheerleaders:
Mayor Andrews read the proclamation recognizing the Newberg High School varsity cheerleading team by declaring May 15, 2017 as a day in their honor. The Newberg cheerleaders did a stunt.

Proclamation for 2017 Public Works Week: Mayor Andrews read the proclamation declaring May 21-27, 2017 as Public Works Week in Newberg. Public Works Director Harris and Public Works Superintendent Thomas accepted the proclamation.

PRESENTATIONS:
Recognition of outgoing student commissioner: Mayor Andrews recognized outgoing student traffic safety commissioner Norma Yazmin Uribe Zapien.

If I were Mayor contest winners:
Mayor Andrews explained the If I were Mayor contest. There were three winners for the poster contest and one winner for the essay contest. He recognized Kendra Davidson, Abel Swartz, and Alex Kubin as the poster winners. All three explained their posters. He then recognized Devin Duey as the essay winner. Devin read his essay.

DRAFT

AARP Age Friendly Communities certificate presentation:
Kathy Watson and Vanna Ishra from AARP presented a certificate to the City on behalf of AARP for joining the Age Friendly Communities. Ms. Ishra read a letter to the Council congratulating them on enrolling in the Age Friendly network. She thanked the City For All Ages Task Force, Ms. Watson, Councilor Bacon, and City staff who came together to put Newberg on the map. Newberg was the fourth city in Oregon to join the network. It showed the community was committed to be a great place for all ages. Ms. Watson stated she had been gathering information about the strengths in the community and where they could be doing better. This would help with improving the programs and services that were offered in the City.

Chehalem Valley Chamber of Commerce quarterly report:
Chamber Director Sheryl Kelsh delivered the quarterly report. The Truffle Festival in January had been very successful and the Camellia Festival had also been successful. She participated in the Travel and Words Conference and Taste of Dundee event. There would be many visitors coming to see the solar eclipse in August, which would benefit Newberg. She summarized the recent media and FAM activities. There was discussion on the Chamber's move, any savings from the move, the Camellia Festival

CITY MANAGER'S REPORT: City Manager Hannan reported on current activities across the City including: working on emergency preparedness, FAA grant application for Sportsman Airpark, promoting Yamhill County cultural inventory, meeting with Austin Industries to discuss the Springbrook development timeline, meeting with veterans' groups to discuss banners, meeting with ODOT Rails representative about the trolley, meeting on the Newberg employee pension plan, meeting with the Newberg Old Fashioned Festival committee about spray painting the camellia on the parade route as a way to brand the community, meeting with animal advocacy representatives about changes in the Yamhill County Sheriff's Department, Budget Committee meetings, labor contract work with the police union, Community Emergency Response Team meetings, tree planting ceremony at Ewing Young Park, volunteered at the Taste of Dundee event, attending the Mayor's Prayer Breakfast, attending the Downtown Coalition Board meeting, and attending public records requests meeting with staff. Councilor Johnson asked about the public process for the trolley. CM Hannan said the next step was to form a 501c3 for a separate organization to be in charge. The City was giving assistance and support, and he anticipated that the group would go to the Transient Lodging Tax Committee to apply for a grant to help with the lease or purchase of the trolley.

PUBLIC COMMENTS: Carolyn Phipps, Newberg resident, expressed concerns about the TVF&R annexation and its financial impact on the community. There were problems with people driving badly and that was why calls to the dispatch center were increasing. Many people were running red lights because they did not want to sit through another red light. The solution should be consequences for people who violated traffic laws, such as a heavy fine. If they could change this behavior, dispatch would not receive as many calls.

CONSENT CALENDAR:

MOTION: Bacon/Johnson moved to approve the Consent Calendar including Council Minutes for April 17, 2017; Resolution 2017-3374, A Resolution expressing continued support for the City for all Ages Taskforce and AARP's Network of Age-friendly Communities and the World Health Organizations Global Network of Age-Friendly Cities and Communities programs; Resolution 2017-3363, A resolution to authorize the City Manager to enter into a construction contract with M.L. Houck Construction Company for the Blaine Street Stormwater improvements – Phase 1 Project in the amount of $810,975.00; and Resolution 2017-3369, A Resolution to authorize the City Manager to terminate drainage and/or access easements for the Blaine Street Stormwater Improvements – Phase 1 Project. Motion carried (6 Yes/0 No/1 Absent [Corey]).

The Council recessed the meeting for five minutes at 8:05 p.m.

PUBLIC HEARING:
Ordinance 2017-2815, Dutchman's Ridge Annexation
Mayor Andrews called to order the quasi-judicial public hearing. He asked for declarations of ex parte contacts, conflicts of interest, bias, abstentions, or objections to Council jurisdiction.

Councilor Johnson was contacted by two citizens about eight weeks ago, one on social media and the other on email. He explained that he could not discuss this application. They discussed issues surrounding that area of town including a mailbox they wanted moved that was in a right-of-way and some trees. Mayor Andrews had general contact with at least one if not two of the parties, but nothing specific. Any decision he made would be based on the record. Councilor McKinney said in a Housing Committee meeting this issue was discussed, but staff reminded them that he could not hear about it.

City Attorney Stone read the quasi-judicial land use hearing statement.

Senior Planner Olson gave the staff report (Exhibit A). The request was to annex 25.66 acres into Newberg with a change in zoning to City R-1. In the Comprehensive Plan, it had a designation of LDR with a Stream Corridor overlay on part of the site. The location was along North Valley Road, in the upper northwest corner of Newberg. The site was in the Urban Growth Boundary and was contiguous

to the existing City limits. The adjacent rights-of-way would be included in the annexation. There was a concept plan to show how the property could potentially be developed. Utilities were being built in the subdivision to the west and there were other nearby subdivisions and opportunities to extend the utilities to this property.

Councilor Johnson asked about the proposed access to North Valley Road. SP Olson said they would have a traffic study done when they submitted a development proposal. That proposal would go to the Planning Commission for a decision.

SP Olson said the proposed use was low density residential and the proposed zoning was the same and was consistent with the LDR Comprehensive Plan designation. The Stream Corridor overlay moved from the Comprehensive Plan overlay to a zoning overlay. There was a lot of discussion regarding the Comprehensive Plan policy that for large annexations, a mixed zoning would be applied to the annexation to include R-3 in order to distribute affordable housing around the community. The Planning Commission asked the City Attorney if it was applicable to the annexation. The City Attorney's interpretation was yes, based on recent decisions by LUBA in Hood River where they found that unless the Municipal Code fully implemented the Comprehensive Plan that it didn't preclude that some Comprehensive Plan policies may continue to apply directly. While the Municipal Code was intended to implement the Comprehensive Plan, they also had to look at the Comprehensive Plan policies. There were competing goals in the Comprehensive Plan and the implementing language. The Planning Commission had to make findings of whether the regulations in the Municipal Code fully or partially implemented the policy. The Commission thought it did not fully implement them, and they had to analyze the Comprehensive Plan policies.

They also had to determine if it was applicable to the annexation request and to determine if the competing criteria could be met in concert. If they could not be met in concert, the findings had to balance the competing policies and goals and explain the rationale. The policy stated mixed zoning applied to large residential annexations, but it did not define what large meant. One of the questions was if this parcel of 25.66 acres was considered to be large or not? Large residential annexations were to include some R-3 land, but the term "some" was not defined either. He read the definitions of large in the dictionary. Staff created a list of residential annexations over the last 20 years and found the average annexation came out to 15 acres. Another question to determine was, did above average equate to large?

Staff thought it made more sense to look at the data in ranges. Once arranged in clusters, staff found that the 25.66 acreage was not large and the R-3 mixed policy did not apply. SP Olson explained while Planning Commission discussed it at length, they did not change the findings about the definition of "large". The City Council needed to make their own decision about whether this annexation was considered large or not. Even if the R-3 mixed policy was applicable, it would conflict with housing density policies, plan classifications, low density residential housing types, location policies, and Newberg Municipal Code 15.250.080. The Planning Commission found that on balance, the annexation proposal complied with the LDR Comprehensive Plan map designation and the Comprehensive Plan policies. There was an adequate level of urban services available. Future development of the property would require right-of-way dedication and frontage improvements along North Valley Road.
A full traffic impact analysis would be required at the time of the development application. A wetland delineation and permits from the Department of State Lands were also required. Police, fire, parks, and schools were available to serve future development. Draft findings supported approval of the annexation, but the Council must make findings that supported their decision whether it was to approve or deny.

Councilor Essin asked about the definition for large. SP Olson said usually they relied on the policy to provide some context but this policy did not. Councilor Essin asked if it would be defined in the future. SP Olson said the Planning Commission had initiated a Development Code and Comprehensive Plan amendment to try to provide clarity for implementation. The findings stated 40 acres was the cutoff, so this application was not considered a large annexation. He explained how staff had analyzed the data to come up with what could be considered large annexations.

Councilor Johnson said if the Council decided to implement the R-3, how should they handle the application? SP Olson said they would have to change the finding about whether this was large or not. There were two or three paragraphs that would have to be modified and additional language included. The Council could direct staff to make findings to include R-3 zoning. CDD Rux said if the body by majority decided R-3 should be included, they would also be changing a Comprehensive Plan designation from LDR to HDR. That meant another level of analysis had to be done which included a traffic analysis over a 20 year horizon, a Goal 10 analysis for housing, and a Transportation Planning Rule analysis. The application fell under the 120-day rule, which ended on June 20.

Proponents: Dan Danicic, Del Boca Vista, and Jessica Cain, Del Boca Vista, were the applicants. Ms. Cain thought the application met the Comprehensive Plan policies and desigations. In weighing the policies as a whole, they thought it met the criteria. They agreed with the staff support. Mr. Danicic said the staff and Planning Commission's process on trying to define the terms "large" and "some" through a Development Code and Comprehensive Plan amendment was the proper way to go. Staff did a good job with their data analysis given the few data points they had. In the concept plan, it was not just large lots that fit the R-1 designation but also some small lot development that met the spirit of R-3 and of being at a lower cost.

Opponents: Sid Friedman, Friends of Yamhill County, said the City had recognized the critical need for more diverse housing types at a variety of price points that residents could afford. A Comprehensive Plan policy had been adopted that required large annexations to include at least some R-3 land to help address the shortage. This annexation application was 25 acres of single family detached housing, which failed to address the need the City recognized for R-3 housing. This was the largest residential annexation in 10 years and the fourth largest residential annexation in 21 years. The site was in close walking distance to schools, a senior center, a park, churches, some commercial services, and transit. There were greenspace amenities onsite. The City had developed housing policies and he did not want them to just be words on paper that did not translate to any action. He didn't oppose the annexation, just that there was no diversity of housing types including R-3.

Lisa Rogers, Newberg resident, was opposed to the application without the designation of R-3 housing. She considered it to be a large annexation. In 2009 the City agreed to change the Comprehensive Plan to include R-3 land in large annexations. At that time this policy should have been implemented and amendments made to the Comprehensive Plan. In that section of town there was no multi-family housing and there was a need for affordable homes. If they did not do something now, they were dividing the community. She thought R-3 needed to be included in the annexation. Councilor Johnson asked how the Council should weigh the need versus the transportation challenges in that area as far as getting to 99W or Hillsboro and the connecting streets. Multi-family housing would put more of a strain on intersections that were already a challenge. Ms. Rogers said North Valley Road was a collector, and it was not that big of a challenge. Low income families did not have access to housing, but they did have cars that could take them to the services they needed. There was a need for R-3 land.

Rick Rogers, representing Newberg Habitat for Humanity, stated there was a housing crisis in Newberg and it was not a new crisis. He was on the committee that came up with the suggestion of adding R-3 land to large annexations. People who worked in Newberg couldn't afford to live here. The applicants themselves said it was a large development during the Planning Commission hearing. They projected building 107 houses and that was a large development. It was feasible to put R-3 on this parcel. The request was for some R-3 land, which could be 10%. They should not be getting caught up in semantics when they should be looking at the intention. They could not keep putting it off to another parcel. This was approved in 2009 and he thought it was one of the better tools to get R-3 included. The reason the terms "large" and "some" were used was to allow creativity for the developer. It could still be 107 units, but 20 could be multi-family housing and there would not be a greater impact on utilities or roads. It was stated at the Planning Commission hearing that these were three separate parcels, but they knew there was an agreement to bring in the three parcels together. The parcel next to this one was designated PQ, which could have anything placed on it. He did not think that it could not be done just because of what the Comprehensive Plan Map said. Councilor Essin asked why the Planning Commission didn't come up with the recommendation that this parcel was large. Mr. Rogers thought they were swayed that it would be too difficult to allow the R-3 land. Councilor Essin said the issue of the terms "large" and "some" was going to be addressed, but Mr. Rogers thought it had already been done previously. Mr. Rogers thought they should require the developer to include at least 10% of this annexation as R-3. The Planning Commission agreed that it was large, and some should happen, but they did not have the definitions to do it for this application. The Council needed to decide what was the intent and make it happen.

Undecided: None

Proponent rebuttal: Ms. Cain said the intent was affordable housing and this development was not going to be affordable housing. The price per acre for this type of land in this area made it not affordable. If they put 10% of R-3, it would not create affordable units. They would be high-priced condos or apartments. There were other properties that were more suited to the R-3. All of the Comprehensive Plan policies had to be looked at in concert with one another to find the best resolution. There was only one policy that stated R-3 should be included. This issue did need to be clarified and codified in a way that was measurable and could be applied at the outset when looking at purchasing and developing property. If they had to include R-3, they would have to withdraw the application and come back with a new application. The proposed smaller lots were a way to create more affordable housing units in this area. Mr. Danicic said during the Planning Commission's deliberations, there was not consensus that this should be considered a large annexation. They decided to start the process to amend the code, not just make a decision on the fly. In the last 5 years there had been R-3 developments occurring.

Mayor Andrews closed the public testimony portion of the hearing.

City Attorney Stone read the closing statement regarding the applicant's right to seven days to submit further written argument and how the applicant could waive that right so a decision could be made that night.

SP Olson recommended approval of the Ordinance based on the Planning Commission's recommendation.

Councilor Essin said if the analysis had been done with a standard deviation would it have changed the result? SP Olson said it was one way of looking at the data. They did not have a large data set to analyze. Mayor Andrews asked if the jurisdiction of North Valley Road would remain the same. SP Olson said the jurisdiction of the road would remain with the County. It was a different process to change the jurisdiction.

Mayor Andrews clarified density did not dictate or preclude affordability. SP Olson said they were strongly correlated. In the proposed development for this annexation, there was a range of lot sizes that was done through lot size averaging. Mayor Andrews asked if LDR precluded R-3. SP Olson said that was what staff believed. Under R-1, they could develop the entire parcel as a church or school.

Mayor Andrews asked about the implications with the 120 day rule. SP Olson said a decision had to be made by June 20. CDD Rux said the day the application was determined complete the clock began. If the Council had not approved an ordinance affirming or denying the application by that date, then the applicant could go to court and file a writ of mandamus and the court would make a decision on it. The applicant could request an extension of the 120 days.

City Attorney Stone said they needed to hear from the applicant.

Ms. Cain said from the audience they did not wish to submit additional written testimony and the Council could proceed with deliberation.

Mayor Andrews closed the hearing.

Deliberations:

MOTION: Essin/Bacon moved to waive the second reading of Ordinance 2017-2815, An Ordinance annexing 25.66 acres of property located at 25020, 25240 and 25300 NE North Valley Road, Yamhill County Tax Lots 3207-600, 700 and 800, plus the area of the adjacent rights-of-way, into the Newberg city limits, withdrawing it from the Newberg Rural Fire Protection District, and changing the zoning from Yamhill County AF-1- to Newberg R-1 with Stream corridor overlay. Motion failed for lack of a majority (3 Yes/ 3 No [Delle, Johnson, Andrews] / 1 Absent [Corey]).

Councilor Essin asked what the advantage was of voting no on the second reading. Mayor Andrews said it gave the Council time to contemplate the decision. Councilor Johnson clarified the Council could review the Planning Commission meeting deliberations. CDD Rux said the recording was public, but the minutes of that meeting would not be adopted until June 8.

MOTION: Johnson/McKinney moved to waive second reading for Ordinance 2017-2815, An Ordinance annexing 25.66 acres of property located at 25020, 25240 and 25300 NE North Valley Road, Yamhill County Tax Lots 3207-600, 700 and 800, plus the area of the adjacent rights-of-way, into the Newberg city limits, withdrawing it from the Newberg Rural Fire Protection District, and changing the zoning from Yamhill County AF-1- to Newberg R-1 with Stream corridor overlay. Motion carried (4 Yes/ 2 No [Delle, Andrews]/ 1 Absent [Corey]).

Deliberations:

Councilor Johnson had wanted to review the Planning Commission meeting minutes as there were conflicting statements about what was said at that meeting. It was not ideal that it was not an option. He thought there were transportation and access issues in that area and the more houses that would go in, the more these would be a problem. He was either leaning to voting no or requesting staff change the findings to include R-3 land in this development. He thought it was the intent of the Comprehensive Plan, the annexation was large as it would create 107 new homes, and if all the property at the edge of the UGB was at a premium price, then they could not get affordable housing until there was land use help with affordable housing. There were hard decisions the Council had to make, and with this application they could show that affordable housing was a Council priority and that it was the intent of the Comprehensive Plan.

Councilor Bacon said she would be denying the application. She was there and knew the intent in 2008-2009. This was a large annexation and the intent was for some R-3. The policy for R-3 was approved by the Planning Commission and City Council. She thought there were no more services here than in other places in the City that had R-3. That was the intent and she would be voting no.

Councilor McKinney said he was in favor of the application. He thought it was disingenuous to make the applicants play by different rules when staff found they had played by the rules at the beginning of the process. He agreed there was a need for R-3 land, however this was an important development to take place. This acreage was not affordable housing, even if R-3 was placed on it. He thought they should follow staff's and the Planning Commission's recommendation to approve the application.

Councilor Essin thought it was a simple decision to determine if it was small or large. He agreed that it was large and they were required to include R-3 land. Councilor McKinney questioned if R-3 land was required. If it was required, it would have been codified. The language required did not make it into the documents here tonight.

Councilor Bacon said this policy had mandatory language that the City shall apply a mixture of zoning to include some R-3 lands. She thought it was required.

Councilor McKinney replied if it was universal and across the board, they would not be struggling with this decision. Both the Planning Commission and staff recommended approval.

Councilor Johnson appreciated Councilor McKinney's position, but the discussion had gone off topic. What swayed his decision was in the staff report on Page 2 under housing policies, it stated that during the Planning Commission discussion about modifying the findings several Commissioners commented that they thought the annexation should be considered large and one suggested that annexations for more than 100 dwellings could also be considered large. He thought this rule was open to interpretation and each person had an idea of what large was. He thought it was large for Newberg.

Councilor McKinney commented that they needed to be successful at every level and every kind of development that they could foster in the City in order to add to the community the types of neighborhoods they wanted. They did not need to get sidelined by little hiccups.

Councilor Bacon said her job during this quasi-judicial hearing was examining the evidence before her and to her the evidence stated that a large parcel was to be annexed. If she accepted that as the truth and if the policy stated the parcel was large then there also had to be R-3 housing in it. That was the evidence and that was her job.

Councilor McKinney asked if the staff called it large or medium. SP Olson said staff thought it was medium.

Mayor Andrews said the Council needed to consider adoption of the annexation and also adoption of the findings in Exhibit C.

CDD Rux explained the findings supported the Planning Commission's recommendation for approval. If the Council was going to deny the annexation, the findings would have to be created with guidance from the Council and a new Exhibit C would have to come back to the next meeting.

There was a brief recess to review the findings.

MOTION: Bacon/Essin moved to deny Ordinance 2017-2815, An Ordinance annexing 25.66 acres of property located at 25020, 25240 and 25300 NE North Valley Road, Yamhill County Tax Lots 3207-600, 700 and 800, plus the area of the adjacent rights-of-way, into the Newberg city limits, withdrawing it from the Newberg Rural Fire Protection District, and changing the zoning from Yamhill County AF-10 to Newberg R-1 with Stream corridor overlay and to direct staff to return with findings that supported a denial based on the definition of large in Exhibit C and all attending paragraphs. Motion carried (5 Yes/ 1 No [McKinney]/ 1 Absent [Corey]).

There was discussion regarding the language of the motion. Councilor McKinney suggested amending the motion to continue this to the June 5 meeting for staff to bring back findings that reflected the discussion that evening rather than try to do it on the fly. CDD Rux said the motion on the table was to deny, and to bring back the findings to support the denial which was what Councilor McKinney was suggesting.

Councilor Johnson asked if the applicant could bring back a revised application to the next meeting. CDD Rux said if the applicant were to add R-3, it would be a different application and they would have to re-start the process. Councilor Johnson asked if they could remand this back to the Planning Commission to come up with a definition of large. CDD Rux said there was not enough time for a remand and possible change of recommendation.

NEW BUSINESS: Resolution 2017-3380, Declaring a Council vacancy: Councilor Essin was sorry to see Councilor Delle go and wished her the best. Councilor Bacon would miss Councilor Delle and appreciated her stepping up.
Councilor Johnson valued the conversations he had with Councilor Delle and he thanked her for her service. Mayor Andrews presented Councilor Delle with a Certificate of Appreciation.

MOTION: McKinney/Bacon moved to approve Resolution 2017-3380, A Resolution acknowledging the acceptance of the resignation of Councilor Hayley Delle, expressing the City's appreciation for her service, declaring a vacancy, and announcing the advertisement for qualified persons to fill the vacancy (District No. 1 with a term ending December 31, 2020). Motion carried (6 Yes/ 0 No/ 1 Absent [Corey]).

Waste Management, Inc. annual presentation:
Dave Huber, Waste Management District Manager, gave their annual report. They served Newberg, Yamhill County, and Dundee. They employed 21 people, were a member of the Chamber, and were in-kind sponsors of the Old Fashioned Festival and Octoberfest. He explained the services provided in Newberg. They had gone more than five years without an OSHA recordable injury. The drivers had on-board computers. They completed the conversion from the rear load style truck to a front load style truck. On May 20 there would be the annual hazardous waste event at the transfer station.

Mike Jeffries, Waste Management Pricing Director, presented the 2016 annual financial review. Based on the results from 2016, there was a rate of return of 13.75% and there would not need to be a rate adjustment for 2017. Revenue grew by $230,000 from the previous year due to additional customers. They did see some industrial revenue up from the previous year as well. The overall costs increased by $75,000, which was associated with the DEQ fee for disposal. General and administrative expenses were down by $50,000. He then discussed their DEQ recovery goals for recycling, which would be 52% by 2020.

Mr. Huber explained the program elements to add for 2018 and stated some language would have to be added to the current franchise agreement with the City. DEQ provided several options. He then described the glass collection options for residential customers. The benefits of recycling glass were that it was 100% recyclable, glass manufacturing could use up to 50% recycled glass which provided a reduction in energy use, raw materials were conserved, and there were environmental benefits. Other materials recovered were yard debris, metals, cardboard, and bottle returns. Glass collection options included: 1) Depot collection, the current system, 2) Single Stream collection – No local processing, or 3) Every other week collection of glass in a 20 gallon cart. They believed the every other week collection to be the best solution. It would include automated loading, standardized fleet, collection efficiencies, and driver safety. Every other week collection could be provided for an additional $2.88 per month. The only other City with a comparable program was the City of McMinnville who did a phased in approach.

Mayor Andrews asked when this would be effective. Mr. Huber said if it were approved tonight, it would be three to four months, possibly by October 1. Councilor McKinney clarified it would have to be mandatory for it to be cost effective. Councilor Johnson asked when the franchise would need to be renewed. Mr. Huber said not until 2020.
CM Hannan suggested not approving this tonight, but to bring the item back to Council in June.

Shannon Gustafson, Newberg resident, said she came to Council in January asking for curbside glass recycling. Since then she started an online petition and 345 community members were asking for glass recycling. She read some comments that people had written about the need for this service. She planned to continue the petition until it was passed by Council. She thought it was the right thing to do for the environment.

Councilor McKinney asked if they pulled glass out of the trash. Mr. Huber said no. If it went into the mixed recycling, which it was not supposed to do, there was an ability to pull the glass out.

COUNCIL BUSINESS:
Councilor Johnson thanked the Council and staff for helping him during the last month.

CA Stone suggested the Council not do his evaluation tonight because of the late hour. The Council agreed. He would be presenting his Emancipation Day speech at Newberg High School tomorrow. He reported on his speech at Love Inc. and Mrs. Stone's Fourth Grade class. He had a meeting with TVFR regarding the annexation and rural district aspect. He was also working on a Council compensation resolution to fix the Mayor's stipend.

Councilor Johnson suggested looking at compensation by district.

ADJOURNMENT: The meeting was adjourned at 11:02 p.m.

ADOPTED by the Newberg City Council this 19th day of June, 2017.

_____
Sue Ryan, City Recorder

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

_____Bob Andrews, Mayor

DRAFT

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017

Order No.	**Ordinance No. 2017-2815**	**Resolution No.**	**Motion**	**Information**
___	XX	___	___	___

SUBJECT: An Ordinance denying an annexation application for 25.66 acres of property located at 25020, 25240 and 25300 NE North Valley Road, Yamhill County Tax Lots 3207-600, 700 and 800 into the Newberg city limits	**Contact Person (Preparer) for this Motion: Steve Olson, Senior Planner** **Dept.: Community Development** **File No.: ANX-17-001**

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

RECOMMENDATION:

Staff recommends that the City Council:

1. Continue the hearing on June 19, 2017, declare any additional ex parte contacts, and take public testimony about the ex parte contacts that occurred.
2. Make a motion and approve a motion to continue the public hearing to August 7, 2017 at 7 p.m. and to reopen the public record to accept written and oral testimony.

EXECUTIVE SUMMARY:

The proposed annexation is for three parcels totaling approximately 25.66 acres of property plus the area of the adjacent right-of-way, located at 25020, 25240 and 25300 NE North Valley Road. The property is located within the Newberg urban growth boundary and has a Newberg Comprehensive Plan designation of LDR (Low Density Residential) with a Stream Corridor overlay. The annexation would change the zoning of the property from Yamhill County AF-10 to Newberg R-1 (Low Density Residential) with a Stream Corridor overlay. The R-1 zone has a minimum lot size of 5,000 square feet for future residential development. The applicant's concept development plan shows a subdivision for single-family homes, with an average lot size of over 5,000 square feet. The concept development plan is not binding on the applicant, and the annexation does not approve a subdivision for the property, but the subdivision concept does show how the site could potentially be developed.

The City Council held a public hearing on May 15, 2017, listened to public testimony, closed public testimony, and waived the second reading for this ordinance. The Council deliberated, and approved a motion to deny the application but to set it over to the next meeting on June 5, 2017 so the Ordinance language and findings could be revised.

The applicant, subsequent to the May 15, 2017 City Council meeting, extended the 120 day rule to exhaust all local review processes by an additional 90 days and requested that the hearing be continued to August 7, 2017. The applicant additionally requested that the public record be reopened to allow for submission of additional evidence. The 90 day extension extends the local review timeline out to September 18, 2017.

City staff were made aware that there were some written ex parte contacts that Councilors needed to declare and make part of the public record, so at the June 5, 2017 City Council meeting staff

recommended the City Council address this issue by continuing the hearing to June 19, 2017 and reopening public testimony on a limited basis to address ex parte communication, and allow testimony on ex parte communication. The City Council approved a motion on this basis, and continued the hearing to June 19, 2017.

Summary of ex parte contacts:

- Email communication between Councilor Johnson and Councilor Essin.
- Email communication from Rick Rogers to all Councilors, and follow up email between Councilor Essin and Rick Rogers.
- Email communication from Jim & Helen Talt to all Councilors, and follow up email between Councilor McKinney and all other Councilors.
- At least two City Councilors read the approved Planning Commission minutes related to the application.
- If there are any other ex parte contacts then City Councilors will need to disclose that at the June 19, 2017 hearing (emails, verbal discussions, and social media posts about the application could all potentially be ex parte communication).

The ex parte contacts (emails and approved Planning Commission minutes) are included in Attachment 1 for review, so that:

- All City Councilors have access to the same information and make decisions based on the same information.
- All interested parties have access to all of the public testimony, and the process is transparent.

Staff recommends that the City Council:

1. Continue the hearing on June 19, 2017, declare any additional ex parte contacts, and take public testimony about the ex parte contacts that occurred.
2. Make a motion and approve a motion to continue the public hearing to August 7, 2017 at 7 p.m. and to reopen the public record to accept written and oral testimony.

FISCAL IMPACT:

No direct fiscal impact to the city other than 25.66 acres will not be added to the city property tax base.

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

Not applicable.

ATTACHMENTS:

1. Ex Parte contact: Emails and PC minutes
2. Del Boca Vista Extension Request and Request to Reopen the Public Record

Doug Rux

From: Patrick Johnson
Sent: Thursday, June 01, 2017 9:34 AM
To: Truman Stone; Doug Rux
Subject: Fwd: Call

I apologize, I responded without thinking.

Patrick Johnson
Newberg City Council
District 4
503-724-3525

Sent from my cell phone so please forgive typos. Contents of this email are public record unless otherwise denoted above.

-------- Original message --------
From: Scott Essin <Scott.Essin@newbergoregon.gov>
Date: 5/19/17 11:23 AM (GMT-08:00)
To: Patrick Johnson <Patrick.Johnson@newbergoregon.gov>
Subject: Re: Call

Actually, I voted based on your analysis. Big is an arguable concept. But using a standard deviation analysis would have confirmed that the project was "big." You confirmed what I was thinking. Plus Denise sat on the Council and remembered what was intended. The applicant either was aware of the rules or should have been.

We may have erred in not delaying our decision until the findings that we directed were written.

My understanding is that we deny the application with the basis for our vote. Then we direct staff to come back with the findings that reflect our decision. I confirmed this with Sue and she says I am correct. Staff is meeting to resolve this issue.

Scott Essin
Newberg City Councilor
District 6
503-866-2431

Sent from my iPad

On May 18, 2017, at 10:24 PM, Patrick Johnson <Patrick.Johnson@newbergoregon.gov> wrote:

> If they are all $500,000 homes. Some were on smaller lots, so who knows What the total would work out to. Could be more, or could be less.

Traditionally over the long haul, homes cost the city money to service, while commercial and industrial bring in revenue by not needing as many services.

I turned it down because they didn't meet the code and I wasn't able to review the planning commission discussion about the R3 requirement.

The code is right there, so if it came up at planning commission there was nothing stopping them from ringing each of the three parcels I at once or adding in some affordable r3 housing.

If it's a rule, then it should be followed. This rule needs clarification, but if we don't like it, then it should be scratched from the books.

I feel bad for the developer, but rules are rules.

Patrick Johnson
Newberg City Council
District 4
503-724-3525

Sent from my cell phone so please forgive typos. Contents of this email are public record unless otherwise denoted above.

-------- Original message --------
From: Scott Essin <Scott.Essin@newbergoregon.gov>
Date: 5/18/17 10:15 PM (GMT-08:00)
To: Patrick Johnson <Patrick.Johnson@newbergoregon.gov>
Subject: Re: Call

No problem. Just need to check where we are on a few issues. 110 homes = $55,000,000. We turned it down. That is quite an increase in assessed evaluation. But the buck stops here. Seems like only tough issues lately.

Best wishes on your recovery.

Scott Essin

Sent from my iPad

On May 18, 2017, at 2:39 PM, Patrick Johnson <Patrick.Johnson@newbergoregon.gov> wrote:

Scott,

I am teleworking the rest of the week and trying to catch up on being out three weeks.

I was in a phone conference when you called. Can your call wait until next week? I'm trying to get work handled right now.

Thanks for your understanding!

Patrick Johnson
Newberg City Council
District 4
503-724-3525

Sent from my cell phone so please forgive typos. Contents of this email are public record unless otherwise denoted above.

Doug Rux

From: Truman Stone
Sent: Monday, June 05, 2017 12:05 PM
To: Doug Rux; Steve Olson
Subject: FW: Dutchman Ridge - Annexation

SEE BELOW.

From: Scott Essin <Scott.Essin@newbergoregon.gov>
Date: Monday, June 5, 2017 at 11:04 AM
To: Denise Bacon <denise.bacon@newbergoregon.gov>, Truman Stone <truman.stone@newbergoregon.gov>
Subject: Fwd: Dutchman Ridge - Annexation

I have found this e-mail. I responded to Rick Rodgers. E-mail. This may qualify as Ex Parte communication.

Please advise.

- Scott Essin
City Councilor, District 6
City of Newberg

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From: Scott Essin <scott.essin@newbergoregon.gov>
Sent: Saturday, May 20, 2017 9:57 AM
Subject: Re: Dutchman Ridge - Annexation
To: Rick Rogers <rick@newberghabitat.org>

Rick: Just tetead my comment As I said in the Council Meeting the buck stops here. It sounds like I was upset that I had a hard decision to make. In a discussion with Councilor Bacon she said on many issues she cries afterward. Her thought was if you are not emotionally involved you just don't get it. With that in mind thank you in return. You were speaking for many people that don't have a voice.

- Scott Essin
City Councilor, District 6
City of Newberg

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On Wed, May 17, 2017 at 2:08 PM -0700, "Rick Rogers" <rick@newberghabitat.org> wrote:

> We could tell the decision was not taken lightly.Thank you for your service.RiekOn Wed, May If, 2017 10:32 am, Scott Essin wrote:> My decision was largely based on your testimony. It was not an easy> decision. We stopped a project that would have provided 1M new homes.> Those homes would have increased the taxable valuation of the City of> Newberg by approximately $55,030,000. The jobs that go along with that> will not happen this year,>> That is the gravity of the decision we made. But X believe we have made a> strong statement in favor of the direction given in 2009, This vote makes> a statement in favor of affordable housing.>> - Scott Essin> City Councilor, District 6> City of Newberg>>>> OREGON PUBLIC RECORD> Messages to and from this email address may be subject to the Oregon> Public Records Law.>>> CONFIDENTIAL COMMUNICATIONS This e-mail message and any attachments are intended only for the> addressee(s). They may be privileged, confidehtial, and protected f!H3t> disclosure. iEf you are not the intended recipient, any dissemination,> distribution, or copying is strictly prohibited. If you received this> e-mail message in error, please notify the sender immediately by replying/\ to this e-mail message or by telephone and delete the material from any> computer.
>
> » From: Rick Rogers> >> Sent: Tuesday, May 16, 2011 10:48 AM> Subject: Dutchman Ridge - Annexation% To: Bob Andrews> >,> 'denisebacon' >, Patrick> Johnson> cv>>, Scott Essin> >,> Hayley Delle> >>>> Mayor Andrews and Councilors Bacon, Delle, Essin and Johnson:>>> Thank you for your thoughtful deliberation yesterday evening. And, thank> you for your, often thankless, service.>> Rick>>> Rick Rogers> Executive Director> Newberg Area Habitat for Humanity> PO Box 118> Newberg, OR 97132> (503) 537-9.938> Fax: (503) 554-1999> rickgnewberghabitat.orq> www.newberghabitat.orq>>> [Newberg habitat logo FNL.JPG]>>>>

Doug Rux

From: Sue Ryan
Sent: Monday, June 05, 2017 11:19 AM
To: Sue Ryan
Subject: FW: Dutchman Ridge Affordable Housing - ORD 2815

To: Newberg City Council, CDD Rux, CM Hannan, CA Stone, Senior Planner Olson
I'm putting you as a BCC on this email even though you will see it as addressed to me.
Sue

From: Stephen McKinney
Sent: Monday, June 05, 2017 10:28 AM
To: Sue Ryan; Patrick Johnson; Mike Corey; Bob Andrews; Stephen McKinney; Scott Essin
Subject: Fwd: Dutchman Ridge Affordable Housing

...Sue,

Was this citizen's email passed on to all councillors and concerned staff?

Stephen McKinney

Sent from my Sprint Samsung Galaxy S7 edge.

-------- Original message --------
From: atalt@aol.com
Date: 6/4/17 8:06 AM (GMT-08:00)
To: Stephen McKinney <stephen.mckinney@newbergoregon.gov>, Bob Andrews <bob.andrews@newbergoregon.gov>, Mike Corey <Mike.Corey@newbergoregon.gov>, Scott Essin <Scott.Essin@newbergoregon.gov>, Patrick Johnson <Patrick.Johnson@newbergoregon.gov>
Subject: Dutchman Ridge Affordable Housing

Councilors,

My neighbors and I are shocked that Newberg voted to deny the Dutchman development due to lack of affordable housing!

To insist on including higher density housing in a relatively modest 100 home development is not the intent of the comprehensive plan guidelines. Those guidelines were created during a construction boom. It was a time of very fast and varied home development that included the Greens (250+ homes) and the even larger but never launched Springbrook development. The guidelines were never intended to apply to more modest developments like Dutchman and were not numerically defined so as to be flexible and allow for good judgement.

We don't have the exact numbers but it's possible that during the past 5 years Newberg has added more affordable living units than it has lower density detached homes. I'm thinking of the high density units completed behind Fred Meyer, the apartments at Springbrook and Fernwood , and the very nice Yamhill low income project on Meridian. So the council should feel good about meeting its commitments to providing housing in accordance with the comprehensive plan.

Please reconsider and change your votes to support this project because:

The best way to ensure affordable housing is to ensure an ample supply of houses, strong employment, and low interest rates. The city can't do much about interest rates but Dutchman will certainly help with the first two items.

Another way to ensure affordable housing is through competition in construction and sales. Right now Newberg has only Willcuts doing any significant building. Dutchman Ridge gives us the opportunity to diversify our housing suppliers and encourage other builders.

Requiring the developer to build high density units that may not be their forte and are not in their current build plan will increase the builders cost and discourages development.

Finally, Dutchman Ridge will bring beneficial revenue streams in permits and property taxes to Newberg and what can be bad about that?

Please reconsider your votes,

Jim & Helen Talt along with numerous neighbors and friends.

NEWBERG PLANNING COMMISSION MINUTES
March 9, 2017, 7:00 PM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)

Chair Jason Dale called the meeting to order at 7:00 p.m.

ROLL CALL

Members Present:	Allyn Edwards, Chair Cathy Stuhr Ron Wolfe Jason Dale Philip Smith Patricia Watson Miranda Piros, Student
Members Absent:	Gary Bliss, excused
Staff Present:	Doug Rux, Community Development Director Steve Olson, Senior Planner Brad Allen, Assistant Planner Bobbie Morgan, Office Assistant II Sonya Johnson, Engineering

PUBLIC COMMENTS:

Fred Robinson, Newberg resident, discussed how traffic had increased and fatal bicycle accidents had occurred on Nelson Road where he lived and the surrounding area. A group had been formed called the North Valley Road Bicycle Safety Forum to discuss these issues. The new Grade's Landing development had access onto North Valley Road, which was dangerous as there was limited site distance at that point. There were no bike paths or pedestrian amenities. He was concerned about that access and the additional homes that would be built with the Dutchman Ridge annexation that was on tonight's agenda. These would have an impact on North Valley Road and all who used it.

Mark Darcia, Newberg resident, had a conversation with Community Development Director Doug Rux last week and he asked CDD Rux to summarize the comments that were made. CDD Rux stated they had conversations related to past subdivisions including Terrace Heights and placement of a mailbox, lack of improvements to the intersection of Terrace Drive and College Street, and a tree blocking the site distance of that intersection. He had talked to the City Engineer regarding these issues and that department would investigate them further.

Mr. Darcia said when Terrace Heights was put in, a group of neighbors brought up these issues to the Planning Commission, but were ignored. They also wanted a stop sign put in on Morris and a Local Improvement District for the intersection of Foothills and College. He did not think this was serving the community. They also requested a tree be removed that blocked the view going north on Highway 219 and taking a left onto Terrace and that was not done. They asked that the turn from Highway 219 onto Terrace be improved, and the response was that the intersection was controlled by ODOT, the City, and the County and it was a lot of effort to work together and it would not be addressed. The mailbox on Petaluma and Terrace needed to be moved because it was creating problems when people stopped their cars in the middle of the road to check their mail. He asked for someone to get back to him on these items. He thought the neighborhood was being ignored and the City was missing opportunities to serve the public.

PC Edwards asked if the mailbox issue was a post office problem rather than a City issue. CDD Rux said these concerns were given to the City Engineer and would be addressed. The issue of the mailbox was a coordination issue with the post office.

CONSENT CALENDAR:
Approval of the February 9, 2017 Planning Commission meeting minutes

MOTION: PC Cathy Stuhr/PC Philip Smith moved to approve the February 9, 2017 Planning Commission meeting minutes. The motion carried (6 Yes/ 0 No).

NEW BUSINESS: Initiate a Comprehensive Plan Text Amendment to update the Water Master Plan. Planning Commission Resolution No. 2017-325.

CDD Rux said the City had been working on updating the Water Master Plan. A consultant had been hired to work on the project and the draft Plan had been completed. The Water Master Plan was a support document to the Comprehensive Plan and some adjustments and text amendments needed to be made in the public facilities section of the Comprehensive Plan. Staff recommended approval of the resolution.

PC Smith asked when the amendments would be brought to the Commission. CDD Rux said April 13.

MOTION: PC Philip Smith/PC Ron Wolf moved to approve Resolution No. 2017-325. The motion carried (6 Yes/ 0 No).

QUASI-JUDICIAL PUBLIC HEARINGS:

1. **Chehalem Cultural Center patio:** Consider a design review application to build an outdoor patio adjacent to the ballroom at the Chehalem Cultural Center. 415 E. Sheridan Street.
   APPLICANT: Chehalem Park and Recreation District
   FILE NO.: DR2-16-009 ORDER: 2017-01
   CRITERIA: Newberg Development Code Sections: 15.220.050(B)

Chair Dale opened the public hearing at 7:21 pm.

The legal announcement was read by Chair Dale.

The staff report was presented by Senior Planner Steve Olson. This was a design review application to construct an outdoor patio adjacent to the ballroom at the Chehalem Cultural Center. This application also had to be reviewed by the Historic Preservation Commission on February 28, and it was approved with no changes. He explained the patio location, proposed site plan, and landscaping. He then reviewed the design review criteria. The key findings were that the patio project was compatible with the architectural design of the site, no changes were being made to the building, the light gray pavers would be visually compatible, the patio was low profile which minimized the visual impact, and the landscape buffer on Blaine Street further softened the view of the patio area. It would be an improvement over what the site looked like now. Staff did question if the patio would get in the way of future parking options. Currently there was enough parking at the site to take care of the ballroom project, but there were areas that would be renovated in the future such as a theater, which could trigger additional parking demand. The west side of the site needed to be retained for 26 temporary gravel parking spaces. Staff recommended approval of the application with one condition, to supply a detailed landscape plan.

PC Smith asked if 26 additional parking spaces would be enough. CDD Rux said there had been discussions regarding the renovations to the second floor of the ballroom. A variance request would come to the Commission to look at the uses for the second floor and to resolve the parking issue before the renovations took place.

PC Stuhr pointed out there were some narrow parking spots and asked if there would be a one way flow for cars. CDD Rux said this was overflow parking and was not being designed as an additional parking lot at this time.

Public Testimony:
Applicants:
Jim McMasters, Chehalem Park and Recreation District, said CPRD disagreed with staffs recommendations and condition. Currently people were parking where the patio would be installed. The patio would not add to the occupancy of the building and it would not impact the current parking plan that was in place.

Don Clements, Chehalem Park and Recreation District, reminded the Commission that when this process started in the 90's, they had 200 parking spots around the building. At that time the community said no, and the City directed them on what to do and CPRD followed that direction. The community had changed since that time and they were caught in the middle.

PC Smith asked about the parking, especially for larger events. Had there been conversations with the local neighborhood group? Mr. Clements responded the Cultural District Board was formed and the Board had been meeting with the neighborhood. A lot of parking problems had been alleviated.

Proponents: None.

Opponents/Undecided:
Robert Soppe, Newberg resident, thought there were some concerns that needed to be addressed. The first was the 2012 Phase 2 approval included a requirement for 53 parking spaces in the northern lot and he only counted 51. He thought the discrepancy came from removing two spaces for access to the gravel lot. The second concern was about the previous approval requiring 26 parking spaces in the gravel lot be maintained until a permanent decision was made on parking. This permanent decision was expected to happen with the Phase 3 approval. Although the analysis noted the applicant supplied a plan to maintain the 26 spaces, it did not note that they changed from standard parking spaces to compact parking spaces. Phase 2 was approved with the understanding that it did not meet the Code in regard to the number of parking spaces, but there was on street parking that made it less of an issue. The approval did not include the on street spaces as part of the Center's parking, but the approval was for the reduced number of spaces. The typical use of the gravel lot during large events was for large vendor vehicles in the lot, which would not fit well in compact spaces. While the gravel lot was supposed to be an overflow lot, the facility still did not meet Code for off street parking. He thought the Commission should either deny the application or include in the findings why they were approving the application even though there were discrepancies from the previous approval.

David Miller, Newberg business owner, thought the parking still needed to be addressed. If they were going to allow a decrease, they needed to document why they were allowing it. He was concerned about private events that could overflow, such as weddings, and there were no limits for how far the alcohol could travel outside the patio. He thought the patio should have walls with open gaps and gates that could be closed so the event would be more contained. There also might be issues with noise after 10 pm. He was a member of the Newberg Rotary Club and their Octoberfest event was moving to the Cultural Center. They would be putting up fences for the event to contain the space. He showed an example of what he meant for walling in the patio area. Rotary would address the parking in their event plan.

Mary Martin Miller, Newberg business owner, had been involved with the Cultural Center from its beginning and was on the Board currently. She thanked the neighborhood group for working together to figure out the parking and thanked CPRD for working on the parking for events. There were a lot of neighbors, and they had to be aware of how they would use the space. Parking could be addressed when they figured out the use of the rest of the building. Noise was an issue as well. She thought the Center was doing a good job of maintaining order when there were events. Flexibility was key.
Written correspondence: None.

SP Olson explained the supplemental packet information and the versions of the mailers that were sent out for the public hearing.

Applicant Rebuttal:
Mr. McMasters explained that the Event Center had to approve events and how they would be laid out.

Mr. Clements said the reason they did not propose to have walls on the patio was to make the space as flexible as possible. There would be movable containers that would have plants in them as well as other materials that would be put out from time to time. They could have built the patio when they built the ballroom, but they were told no at that time. They were going through the public process to build it now.

PC Stuhr asked about the process for events, and how the applications would be updated to address the patio and the control of alcohol and noise. Mr. McMasters said currently events went out on the area where the patio would be and people could go out into the street now. He thought the Cultural Center needed to increase security.

PC Smith said the previous approval said they had to have 53 parking spaces, and they only had 51. Was there a way to get more parking? Mr. Clements said there was an alleyway where two spots were taken away during events. Those spots could be used if they created an entrance off the street onto the gravel parking lot.

PC Stuhr said there was a finding that the Commission approved a variance with the previous application to allow them to have 77 parking spaces. She thought the current parking was acceptable.

Close of Public Testimony:
Chair Dale closed the public testimony portion of the hearing at 8:03 pm.

Final comments From Staff and recommendation:
SP Olson said there were noise ordinances for events in the Municipal Code. It was not something that could be controlled through the Development Code. OLCC had requirements for events that had alcohol. While there would be alcohol on the patio, it was not a fundamental design of the patio. It could not be addressed through the Development Code. He thought the parking had been addressed. Staff recommended approval.

Call for abstentions, bias, ex parte contact, and objections to jurisdiction: None.

Planning Commission Deliberation and Action:
PC Smith thought the patio would add to the success of the Cultural Center. Maintaining the flexibility for the use of the patio was a good idea. They were in compliance for the parking. A more significant parking plan would be brought to the Commission with the next phase of renovations. He thought the application met the criteria.

PC Stuhr said there was still an issue with the compact spaces versus the regular spaces. Given the casual nature of this parking lot, they could make the spaces bigger or smaller and there was a difference of only three parking spaces. There was no Attachment 3, but there was a 1, 2, and 4. SP Olson said Attachment 3 was a placeholder for public comment, but none had been received.

MOTION: PC Philip Smith/PC Patricia Watson moved to approve PC Order No. 2017-01. The motion carried (6 Yes/ 0 No).

The Commission took a five minute break.

2. **Dutchman Ridge annexation:** Consider an annexation application for three properties located at 25020, 25240 and 25300 North Valley Road (25.66 acres total). The zoning will change from AF-10 (County) to

R-1 (City low density residential). This matches the city Comprehensive Plan designation of LDR on these properties.
APPLICANT: Del Boca Vista, LLC
FILE NO.: ANX-17-001 RESOLUTION: 2017-324
CRITERIA: Newberg Development Code Sections: 15.250.020 & .030

Chair Dale opened the public hearing at 8:16 pm.

Call for abstentions, bias, ex parte contact, and objections to jurisdiction: None.

The legal announcement was read by Chair Dale.

The staff report was presented by SP Olson. This was a request for annexation of 25.66 acres on North Valley Road and to change the zoning to R-1, low density residential. The Comprehensive Plan designation for the site was low density residential with a stream corridor overlay on part of the site. He reviewed the criteria for annexation. The site was in the Urban Growth Boundary and was contiguous to the City limits along its southern boundary. The adjacent right-of-way of North Valley Road would be included in the annexation. He showed pictures of the location and development of the surrounding area. There were utilities from an existing subdivision that could be extended to the site. He explained the Concept Development Plan for the site and stream corridor. The proposed use complied with the Comprehensive Plan designation, there was adequate level of urban services available, future development of the property would require some right-of-way dedication, half street frontage improvements were required, and a traffic impact analysis would need to be done before development as well as a wetland delineation. There were no conditions of approval, but there were several notes for the future development of the site. There would be SDCs charged for parks and schools. Staff recommended approval of the application.

PC Smith discussed the zoning for a nearby subdivision that was being built, Grade's Landing, and how a portion of North Valley Road was being improved. They would also be getting a portion of North Valley Road through this annexation. The City would be sharing the road with the County, what would the speed limit be and what kind of road would it be from Chehalem Drive to the east? CDD Rux said Chehalem Drive was a County road. The sections that had been improved had been improved to City standard, but the County had to also issue a permit for the improvements. It was the same for North Valley Road, which would be improved to City standards, but a County permit would be needed. The City and County did not determine the speed limits on roadways. The State's Speed Board determined that.

Public Testimony:
Applicants:
Dan Danicic said they were currently underway with the Gracie's Landing development and this site was a natural progression of development. It would help meet the growing housing demand that the City had already identified as a deficiency. The biggest hurdle for providing services was getting them to the Gracie's Landing site. They made a large investment to get the water and sewer lines to that site, knowing that they would be able to serve the larger area and make the development work. North Valley Road would be built to City standards and the right-of-way would still be County ownership until there was an agreement between the City and County to give the City jurisdiction. This typically happened after both sides of the road were improved. When they got to the subdivision design, there would be site distance studies on North Valley Road and any modifications needed would become conditions of approval. The stream corridor along the middle of the lots would create a barrier to development of roads. The concept plan showed the south side of the project going east and south for access and the north side of the project connected to North Valley Road and Gracie's Landing. If this was approved, it would be two to three years before the homes were built.

Jessica Cain said they held a neighborhood meeting to discuss any issues or questions the neighbors had. It was well attended, and she thought it was a positive meeting with support for the project. With the stream corridor,

there was a need for a wetlands impact analysis and they were in the process of doing that to have the least impact on the wetlands and maximize the number of lots that could be built. The final design might be different from the Concept Plan. This application met the criteria. The findings did not create conditions of approval for the annexation, but there would be some for the subdivision level. She had concerns about the requirement that sewer lines would be extended to all the lots in the subdivision and no private sump pumps would be allowed. She thought this was premature and should not be incorporated into the findings for the annexation. The findings also said the wetlands delineation must be submitted with the development application along with any permits or approvals required by DSL, the Corps, and DEQ. This was normally a condition made at the subdivision approval level. To have these permits in hand before the development application was submitted was also premature and would delay the project. The R-1 zoning was consistent with the Comprehensive Plan designation. She encouraged approval of the application.

Proponents: None.

Opponents/Undecided:
Charlie Harris, Newberg resident, said he was an affordable housing advocate. He thought in 2010 the Comprehensive Plan had been amended to say when large residentially designated parcels were to be annexed, the City shall apply a mixture of zoning to include R-3 zoned lands consistent with the policy of distributing affordable housing throughout the community. Such housing would be applied to portions of the property that were the most suitable for high density development. There was a need for affordable and multi-family housing in Newberg. There was only 21% of the R-3 land needed, while there was 90% of the R-1 land. There was a much greater need for R-3 than there was for R-1. This was also an economic development issue. A lack of affordable housing meant that service workers were harder to find for businesses, turnover was greater, and school teachers could not live in the community. This land was well suited for R-3 land as it was in walking distance to many amenities and transit was available. He asked if the Commission could require the applicant to bring in some of the land as R-3. Since this application did not include any R-3, the application should be denied. He thought the developer was told about this issue early on and had not addressed it. When the Comprehensive Plan said shall, it meant that it would be done. He handed out his letter to the Commission.

PC Smith asked for the definition of a large annexation. Mr. Harris responded it was not defined but thought 25 acres was a large parcel.

Fred Robinson, Newberg resident, had left the meeting early, but left comments that would be read later when written comments were presented.

Ron Dennis, Newberg resident, lived on a property that bordered the annexation. He was an opponent of development that was done without the thought of public cost versus private gain. He asked what the City standards for roads were.

CDD Rux answered the improvements would include right-of-way dedication, curbs, gutters, planter strip, sidewalk, and street lights.

Mr. Dermis was concerned about school capacity as the schools were already near capacity and there were many developments already going in that would increase the number of students.

PC Smith responded this issue would be addressed in the subdivision application. Each new house would pay fees to be used to build a new school in the future. CDD Rux said the School District had provided no comments on this annexation. It was up to the School District to plan for growth in the schools.

Mr. Dennis was also concerned about traffic and speeding on North Valley, Morris, and Jones Roads. There was no usable green space nearby as the park was behind the schools and was used as softball fields. The playground was on school property and could not be used during the week. He did not think that criterion was met. This

would not be affordable housing and was not benefitting as many citizens as possible as it would if it was zoned differently.

PC Smith asked if he would welcome affordable housing in this development. Mr. Dennis responded and said yes and no. Since this was one developer for this area, it gave the ability to have a more comprehensive development and a mix of properties would not detract property values as much as a larger parcel only zoned R-3. It would benefit more families long term.

Rick Rogers, Newberg resident, said several years ago citizens set about creating tools that would help bring a range of housing types to the community. One of the tools implemented was that large annexations would include a range of housing types, including R-3. Somewhere this ball had been dropped and he did not want it to happen on this annexation. Annexations were one of the only ways they had to bring in R-3 with the least amount of opposition. There needed to be a range of housing throughout the community. This was a large annexation. He asked that the Commission not ignore one of the tools citizens had tried to bring in. There was a benefit of having a range of housing types in the same location. There was concern that if they continued to build R-1, it was catering to a certain demographic and they were not encouraging diversity. Schools wanted to see a range of students as well. This was an opportunity to make a stand on the situation regarding R-3 land. It was an economic development issue as well as employers were finding it difficult to retain employees because there was nowhere for them to live. The problem would not be resolved by building more R-1 homes.

Written correspondence:
SP Olson said in the supplemental packet there was a letter from Paul Jones. He passed out a letter received from the Friends of Yamhill County. The Planning Commission read the letter.

SP Olson then read the written testimony from Fred Robinson.

Applicant Rebuttal:
Ms. Cain explained the annexation process. While they were not an opponent to affordable housing, it was a mechanism that was not always easy to meet due to the infrastructure. The systems in this area were not designed for that much density and they might not have capacity for what the lands were currently zoned for. She did not think R-3 was a good fit for this property. They were asking to be annexed and zoned as R-1 in compliance with the Comprehensive Plan designation. They had talked about the Comprehensive Plan policy brought up by the public testimony. That policy was not codified and was not required. They had discussed affordable housing needs with staff, and how the onus would be on the applicant to prove that R-3 was suitable for the site. The applicant would have to bear the infrastructure costs for R-3 and it was not affordable because the systems were not designed for that capacity. There would be SDCs for parks and schools and there were parks in the area. They had been encouraged to build single story homes, which was needed for the aging population. She welcomed meeting with those who had concerns. She thought they met the annexation criteria and asked for approval.

Dan Danicic added that in the Concept Plan there was a number of smaller lots that would be incorporated into the development. It would provide a mix of housing types and values.

PC Stuhr asked if some R-3 could be incorporated, such as one apartment building or some townhomes in the larger development. Ms. Cain thought if there was capacity to do so, they would consider it. She thought there were other areas that would be better suited for R-3 development.

PC Smith thought this was a large annexation and was required to provide some R-3. CDD Rux discussed the additional analysis the applicant would have to do to add in R-3.
Ms. Cain said they had already spent a large sum of money to analyze the property as R-1 and the analysis process would have to be redone.

Close of Public Testimony:

Chair Dale closed the public testimony portion of the hearing at 9:31 pm.

Final comments from staff and recommendation:
SP Olson said the Comprehensive Plan map would also have to be changed at the time of annexation if R-3 was added. There was limited flexibility with Comprehensive Plan designations. The many development notes and comments were not conditions of approval, but were issues that would need to be addressed in a future development application.

CDD Rux said these notes could be removed from the findings and kept in the development notes as a heads up for future development.

SP Olson said regarding transportation concerns and site distance, a transportation study would be done at the subdivision application process and the site distance requirements would have to be analyzed.

PC Edwards asked in order to make a change to R-3, would some major infrastructure changes have to take place. SP Olson said not necessarily. The Comprehensive Plan anticipated densities in different parts of the City and build out of those densities. There could be changes made to the Comprehensive Plan, however, extra analysis would have to be done and the annexation process would have to be restarted.

PC Watson asked at what point did they look at infrastructure so that R-3 could be included in large annexations. CDD Rux said a lot of conversations had been going on regarding addressing affordable housing. There was a group right now that was forming recommendations to take to the City Council about the issue.

PC Smith thought it was unacceptable to have a policy that could not be followed because it was not implemented into the Comprehensive Plan. They were in a bind because either they had to place unreasonable demands on the developer or they had to say that the City's policy did not matter.

The Commission took a five minute break.

Planning Commission Deliberation and Action:
PC Stuhr was disheartened that the policy had not been followed and they were in this position. She suggested having the City Attorney look into the court cases referred to in the Friends of Yamhill County letter. She wanted to know if they could make this change now.

PC Smith said the City was in a lose lose situation. They needed to change the Code to accurately reflect the overlying policy that all large annexations had to have R-3 land in them.

PC Wolfe agreed a mix of affordable housing was needed, but he was not sure how to address it in this application.

PC Edwards thought the builder was given the criteria, and the builder spent the time and money to fulfill those requirements. He recommended postponing the decision until they had clarification on the legal issues.

PC Watson thought more research needed to be done to see if the R-3 issue should have been included to begin with.

Chair Dale said it was R-1 based on the infrastructure. If no properties that were to be annexed in the City included an R-3 designation in the Comprehensive Plan which was an issue. He agreed to continue the issue to have the legal issues reviewed.

MOTION: PC Philip Smith/PC Patricia Watson moved to continue the decision on ANX-17-001 to April 13, 2017. Motion carried (6 Yes/ 0 No).

3. **Cell tower at 500 E. Illinois Street**: Consider a conditional use permit & design review application for a new wireless telecommunications tower and ground equipment at 500 E. Illinois Street. The tower will have afaux tree antenna support structure. File: CUP-17-001/DR2-17-001.
   APPLICANT: Verizon Wireless
   FILE NO.: CUP-17-001/DR2-17-001 ORDER: 2017-02
   CRITERIA: Newberg Development Code Sections: 15.225.060, 15.220.050(B), 15.445.190

Chair Dale open the public hearing at 10:11 pm.

Call for abstentions, bias, ex parte contact, and objections to jurisdiction: None.

The legal announcement was read by Chair Dale.

The staff report was presented by SP Olson. This was an application for a conditional use permit and design review for a new wireless telecommunications tower on Illinois Street. He explained the site location and surrounding area. This was 6.3 acres with an existing industrial building with a mix of businesses. The lease area for the cell tower was under 600 square feet. It was a flat site with a mix of retaining walls, gravel, and chain link fences. He explained the site plan, tower, ground equipment, and site obscuring fence and hedge. It would be a monopole that looks like a pine tree. It would be 100 feet tall. He explained the criteria for the conditional use permit. The faux tree with painted trunk and branches that covered the antennas would effectively camouflage the tower and made it reasonably compatible with the industrial site and residential neighbors. The location and design created a functional improvement for cell service. Since they were 1,900 feet from another cell tower, they were required to get a conditional use. He then discussed the design review criteria. The camouflaged design made it compatible and it was not removing any required parking or landscaping. He then summarized the cell tower criteria. One condition was the applicant had to get confirmation from the Federal Aviation Administration, Oregon Department of Aviation, and FCC that it met their requirements. An engineer's report was also required to ensure the tower's stability and a letter of intent to lease excess space on the tower. There was a need to improve coverage in this area. There was a 100 foot setback from residential, 30 foot setback from the right-of-way, and there was room for parking on the site for maintenance. It was designed to accommodate additional antennas. The Code called for a 20 foot landscape buffer around the pole and at least one hedge. The applicant was proposing to do a hedge around the site and a site obscuring fence. He then listed the conditions of approval. Staff recommended approval of the application.

Public Testimony:
Applicant:
Ed Fourmier, Verizon Wireless, said he concurred with the staff report with one exception, Condition #4. This condition was to make reasonable efforts to contact the FAA, FCC, and ODA to get their response. This had already been done, and he noted it was difficult to get a response from FAA and FCC. This would be a 100 foot faux tower with branches. He showed examples of other faux towers. The reasons for the new tower were capacity and signal coverage. He discussed the two existing Verizon towers, the analysis of the need for a new tower, six panel design of the tower, screening and landscaping proposed, site plan, and access.

PC Edwards asked if the tower would improve the signal strength of the area or would it expand the area of service. Mr. Fourmier said it would be an increase in capacity.
Proponents: None.

Opponents:
Pat Haight, Newberg resident, lived nearby on Illinois Street and had a window facing where the tower would be placed. Illinois was a connector street connecting Main and College. It was used by bicyclists, pedestrians, families, seniors, and children. There was traffic and speeding on the street day and night and there had been accidents. There was a lot of truck traffic on the street as well. There needed to be a clear site distance through

this property and the fence would obscure the view. Lifelight has landed on this property more than once and the cell tower would be in the path of helicopters. This was a residential area and the cell tower would be an infringement and would put people at risk. She was concerned that the fence would be vandalized and thought the tower should be put in somewhere else.

Written correspondence: None.

Applicant Rebuttal:
Mr. Fourmier explained there was a perimeter fence around the entire property, and then there would be a fence around the tower. He did not think it would be vandalized. Regarding traffic, there would be one vehicle on the site one time per month to do maintenance. The tower would be located a distance away from the street. It would not have an impact on local traffic. In regard to flight issues, ODA and FAA were contacted and the flight elevation ceiling was 150 feet and they were a good 50 feet below that. No lighting was required to be put on the tower for aviation vehicles.

Close of Public Testimony: Chair Dale closed public testimony portion of the hearing at 10:50 pm.

Final comments From Staff and recommendation:
SP Olson said staff recommended approval with one change to the conditions. Condition #4 would be modified to say they had received confirmation from ODA, and that the applicant had done due diligence and tried to get comments from FAA and FCC.

Planning Commission Deliberation and Action:
PC Edwards thought this was a good design and would increase service.

MOTION: PC Cathy Stuhr/PC Ron Wolfe moved to approve PC Order No. 2017-02 with modifications to Condition #4. Motion carried (6 Yes/ 0 No).

ITEMS FROM STAFF:
The next Planning Commission meeting was scheduled for March 9, 2017.

ITEMS FROM COMMISSIONERS:
PC Edwards said the Commission could discuss issues on applications with staff. CDD Rux clarified talking to staff was not ex parte contact.

Chair Jason Dale adjourned meeting at 10:55 pm.

Approved by the Newberg Planning Commission this April 13, 2017.

Jason DpJdfPkmning Commission Chair

Bobbie Morgan, Office Assistant II

NEWBERG PLANNING COMMISSION MINUTES
April 13, 2017, 7:00 PM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)

Chair Jason Dale called the meeting to order at 7:00 p.m.

ROLL CALL

Members Present:	Jason Dale, Chair Allyn Edwards Cathy Stuhr Gary Bliss Ron Wolfe Philip Smith Patricia Watson Miranda Piros, Student
Members Absent:	None
Staff Present:	Doug Rux, Community Development Director Steve Olson, Senior Planner Brad Allen, Assistant Planner Cheryl Caines, Associate Planner Bobbie Morgan, Office Assistant II Kaaren Hoffmann, City Engineer

PUBLIC COMMENTS: None.

CONSENT CALENDAR:
Approval of the March 9, 2017 Planning Commission meeting minutes

PC Edwards said on the first page of the minutes, he was listed as Chair and he was no longer Chair.

MOTION: PC Edwards/PC Smith moved to approve the March 9, 2017 Planning Commission meeting minutes as amended. The motion carried (7 Yes / 0 No).

QUASI-JUDICIAL PUBLIC HEARINGS:

1. **Dutchman Ridge annexation (continued):** Consider an annexation application for three properties located at 25020, 25240 and 25300 North Valley Road (25.66 acres total). The zoning will change from AF-10 (County) to R-1 (City low density residential).
   APPLICANT: Del Boca Vista, LLC
   FILE NO.: ANX-17-001 RESOLUTION: 2017-324
   CRITERIA: Newberg Development Code Sections: 15.250.020 & .030

MOTION: PC Smith/PC Edwards moved to re-open ANX-17-001. The motion carried (7 Yes / 0 No).

Call to order: Chair Dale reopened the record for the Dutchman Ridge annexation hearing at 7:00 pm.

Call for abstentions, bias, ex parte contact, and objections to jurisdiction: None.

Legal Announcement: Read by Chair Dale.

Staff Report: Presentation given by Senior Planner Steve Olson. This annexation was continued from the last Planning Commission hearing in March. This was a request to annex 25.66 acres. The Comprehensive Plan designation for the property was LDR (low density residential). There was a stream corridor overlay on the property.

It was at the top northwest comer of the City along North Valley Road. The site was in the Urban Growth Boundary and contiguous to the City limits. There was a concept plan that showed how the street connections could be made and how the applicant would potentially develop around the stream corridor. The utilities could be extended from the west and south to serve the site. There were questions for the City Attorney at the last hearing on whether a Comprehensive Plan policy was a criterion for annexation of residential parcels. The policy said for annexation of large residential parcels, there shall be a mixture of zoning to include some R-3 zoned lands consistent with the policy to distribute affordable housing throughout the community and that zoning would apply to the most suitable portions of the property for high density development. The City Attorney stated yes qualified, they needed to address the Comprehensive Plan policies in the findings. It was not enough for the petitioner to identify mandatory language in one Comprehensive Plan policy. The findings had to address all of the policies that applied. After considering the evidence in the record and any new evidence, the Planning Commission should make findings answering these questions: does the Municipal Code fully or partially implement this policy, was this policy applicable to the application such as was this considered a large annexation or not, and whether it conflicted with other criteria in the Comprehensive Plan or could be met in concert with this criterion. If it could not be met in concert, there had to be a balance of competing goals and policies and an explanation for the rationale. The proposed use had to comply with the Comprehensive Plan text and the Comprehensive Plan map. The proposed use was low density residential and the zoning of R-1 would be consistent with the Comprehensive Plan map. Regarding the policy of large annexations having a mixture of zoning to include some R-3 to distribute affordable housing throughout the community, the first question was if it was applicable to this application and the other question was how much was "some R-3." Staff looked up the definition of "large" and found it meant "exceeding most other things of like kind" or "dealing in great numbers or quantities." Staff provided a list of annexations over the last 20 years to compare to this annexation. There were about 40 residential annexations on the list and the average number of acres being annexed was 15 acres. Most were under 5 acres, and one was for 250 acres. Since averaging was not as useful as most annexations were small, and there was one very large one, staff thought it made more sense to group them into clusters by their impact to the community. They made a cluster of small annexations under 10 acres that would have a small impact, medium cluster in the 10-40 acre range that had a moderate impact, and annexations above 40 acres were considered as large impact. The question was where to draw the line between medium and large. Staff made findings for other relevant Comprehensive Plan policies. These policies conflicted with the idea of having a range of zoning in the LDR. There were location policies for where R-3 should be located in the City, which included having direct access on a major collector or arterial which North Valley Road was. This site was surrounded by low density residential and traffic from an R-3 site was not supposed to go through low density areas per Code. There was a commercial services property nearby, although over half of it was being used as an assisted living facility. There was a daycare, dentist and other professional offices. It was a low level of services. There was open space, although dedicated to a softball use most of the time, and a school nearby. There was a loop circulator transit route that could service the area and there was a 99W corridor bus. Staff did not find much support for R-3 on this site as it was on the fringe of the City. The Code did not anticipate a range of zoning on this property to implement the LDR, and that was in conflict with the mixed policy. The Code stated the R-1 zone was to be applied automatically to this property at annexation. To change the zoning to include R-3 there would have to be a Comprehensive Plan map amendment. Staff did not think this was a large annexation and the mixed use policy did not apply. The proposal complied with the Comprehensive Plan map designation and policies.

Community Development Director Doug Rux said the utility master plans sized the infrastructure for this area to correspond with the Comprehensive Plan designations. They did not anticipate R-3 on this property and there could be infrastructure implications that related to adequate utilities and streets.

SP Olson said the staff recommendation was to adopt the resolution recommending to the Council approval of the annexation as proposed.

PC Smith asked about the procedure for a legislative change. Could they pass a motion to draft certain changes in the Comprehensive Plan later in this meeting? CDD Rux recommended directing staff to come back with a resolution to initiate a Type IV review of the Comprehensive Plan.

Public Testimony:

Proponents / Applicant:

Jessica Cain and Dan Danicic, applicants, said the two issues were whether this application was defined as a large annexation or not and if the R-3 policy applied and how the Comprehensive Plan policies had competing interests and whether one was more important than the other or if they all needed to be taken in context and see which one applied the best or made the most sense. There were three separate and unrelated property owners in this case, and the properties varied in size. The property owners came together to apply for annexation to make it more cost effective. Del Boca Vista did not own these properties. Regarding services, the R-3 did not fit with the orderly development in the City. The R-3 zoning was intended to be close to City services and while some were available, they were not available to the extent that was needed for R-3. There was not a grocery or convenience store nearby and it was quite a walk to get to any professional services or public transportation. Because of the stream corridor, there was not a way to get pathways or roadways over the corridor and people would have to walk around North Valley Road to get to these locations. The utility master plans were sized to accommodate the zoning and Comprehensive Plan designations, and in this case it was intended to come in as R-1. The City was already having capacity issues because R-1 had been changed from 7,500 square foot lots to 5,000 square foot lots creating more density in these areas. They thought R-3 was economically unfeasible. It could not be affordable housing due to the cost of the land, studies, and upsizing the facilities. This was not the property to address affordable housing issues. The Comprehensive Plan policies conflicted with each other and it did not make sense to put R-3 on this property. It would not accomplish the end goal to create more affordable housing opportunities and did not provide services to R-3 needs. They did not think this was a large acreage, and it was not all developable due to the stream corridor.

PC Smith asked how they could put R-3 around the City given what had just been said. Ms. Cain responded this property was bordered by agricultural land, a 45 mph road, it did not have adequate facilities to service the property, and it did not have adequate transit services. This was not the right property for R-3.

PC Smith asked if a threshold was established for R-3, would developers deliberately stay below the threshold so they would not have to put in R-3. Ms. Cain replied there were other properties in the City that were right for affordable housing, but they did not have City services available to them currently. She agreed that changes should be made so the policy could be implemented. This was not the right property for R-3.

Chair Dale asked what the cost might be to upgrade the facilities. Mr. Danicic said the City's master plans had not anticipated the R-3 zoning and the pipes had not been designed for R-3. He did not know how much the R-3 would affect the pipes downstream, but the worst case scenario would be the sewer pump station that served this area did not have capacity and it was a half million dollar project to upgrade it. Studies would have to be done to see if that was necessary.

Ms. Cain added the costs of the development were a combination of the premium price for the land and the additional service issues. This drove up the cost for the R-3 property and no longer made it affordable housing.

PC Edwards asked how many additional houses would be added under R-3. Ms. Cain responded they did not know how much R-3 was enough, as it said "some R-3." They were planning to build 3,000 square foot lots along North Valley Road, which were more affordable houses. The concept plan had 107 lots on it, but there were wetland issues and it might be less. High density in this area would create traffic issues.

PC Wolfe asked how many usable acres they had on this property. Ms. Cain answered one of the properties was affected by the wetland buffer issues about 30% to 40% and the other two were affected about 10% to 20%.

Opponent

Charlie Harris, Newberg resident, discussed the letter he handed out to the Commission. At the last hearing there was discussion about where the Comprehensive Plan said "shall" if it really meant "shall." The City Attorney had confirmed it did mean "shall" provided the application met certain conditions. The initial staff report did not address the R-3 issue at all, and in the revised staff report he questioned the reasons for staffs position. He thought the findings were insufficient and the annexation request should be denied. Did the Newberg Code fully or otherwise partially implement the Comprehensive Plan policy? He thought staff confirmed it did not. The Comprehensive Plan map could be used as a criterion to determine whether or not the proposal complied with the Comprehensive Plan. It was not the sole criterion, but one of the criteria. The map was subordinate to the text of the Comprehensive Plan. Since the Code did not fully implement the Comprehensive Plan policy, were the criteria applicable to the current annexation proposal? He thought they were as they were residentially designated. Another question was whether this

was a large annexation. He thought the staff report was grasping at straws to say it was not large. This annexation exceeded 36 of the 40 annexations in size. He thought it should be considered large. Since it was large, there was no R-3 land in the application, and it did not meet that criterion. He did not think there was a conflict with other relevant Comprehensive Plan and Code policies and criteria. All of the criteria could be met by including R-3 land in the proposal. Staff argued that since the Comprehensive Plan map designations for the parcel were low density residential, an application to annex the land as R-1 would require the Commission to approve it. The Comprehensive Plan map was only one criterion to consider, not the controlling criteria. There was bus service and open space nearby. The applicant had been told about this issue, but they did not include the R-3 in their application, and now it was an issue.

PC Smith asked what the definition of "some R-3" would be. Mr. Harris replied "some" was a sufficient amount to have a development, such as 16 to 20 units or 20% of the property.

PC Stuhr asked what he thought large meant. Mr. Harris responded land in the 75th or 80th percentile, 10 to 15 acres.

PC Smith asked if developers stayed under the threshold, what policy could be adopted to solve that problem so the City did not get smaller annexations coming in. Mr. Harris could work on some language for that issue.

Sid Friedman, representing the Friends of Yamhill County, was opposed to the annexation as proposed because of the issues that had been raised. There was a critical need for affordable housing in the City. Affordable housing did not mean low income housing but those that were more affordable for more households. This annexation was business as usual and did not comply with the policy for R-3 development that was applicable to this property. Staff suggested this annexation was not large and was exempted from the R-3 policy, but it was the largest residential annexation in over 10 years and the fourth largest in 21 years. It was 70% larger than the average annexation of 15 acres. It was large enough to accommodate some R-3 land. The site was in walking distance to schools, park, churches, and some commercial services. If this was not deemed to be a large annexation, where was the City going to get R-3 land? A Comprehensive Plan map amendment could be done along with an annexation request and could be processed concurrently. The whole site would not be redesignated, just a portion of it. Twenty units of R-3 would take a couple acres of land, which would not be overly burdensome to the developer.

PC Stuhr asked about the definition of large and if they should count only the buildable acres due to a stream corridor or wetlands. Mr. Friedman thought it made sense to only count the buildable acres. He thought the 3,000 square foot lots did not go far enough in affordable housing. If not here, then where and when would it happen?

Rick Rogers, Newberg resident, discussed the letter he handed out to the Commission. He gave a history of how the R-3 policy had been discussed and approved. It was meant to be flexible and he thought the "some" should be determined by the developer. If there was a concern about utilities in this area, there would be utilities up and down Chehalem Drive long ago. Mixed types of housing in a single development was a good thing and could be done well. In 2008, there was no R-3 land and there was still no R-3 land in the community. He did not know why this policy was not codified back then. This was a large development as 107 houses was large. There had only been 7 acres of R-3 that had been annexed in 20 years. He thought they could accommodate a mix of zoning on this parcel. There was no perfect parcel and they did not want all R-3 in one area. There was a question of whether or not this met the Comprehensive Plan criteria. He thought it did not meet the criteria nor met the criteria for SB 1573 and should be taken to a public vote.

Lisa Rogers, Newberg resident, said there was a lack of R-3 in the City. Several years ago a mechanism was put in place to force people to have R-3 land so they wouldn't continue to face the shortage. This was an opportunity to make sure that happened. Putting in R-3 here would encourage other R-3 development in the area and would give people a range of housing options. She did not want to have a segregated community.

Applicant Rebuttal:
Jessica Cain and Dan Danicic gave rebuttal. They thought the intent behind the policy was to create affordable housing. Placing R-3 on this parcel would not create affordable housing. There were better properties for R-3. Putting R-3 on this property was not appropriate due to lack of City services and the City's master plans did not take into account R-3. If they made 25% of the development R-3, that would create 102 units, leaving 20 acres left for R-1 which was supposed to be an average of 5,000 square foot lots, equally about 80 units. She did not think this met the

large parcel category. They were coming in in accordance with the Comprehensive Plan designation and the annexation criteria and SB 1573 was met and no voter approval was required. They encouraged the Commission to find that this was not a large parcel, that there were competing policy issues, and that the R-1 zoning outweighed the R-3 policy in this case.

PC Bliss asked why services for R-3 cost more than in other places in the City. He thought the lines were sized by topography not by the size of future development. In Washington County, they went beyond the boundaries in anticipation of the drainage basin. He thought there was a conflict with the cost of the sizing. Mr. Danicic said land use laws precluded cities from designing their infrastructure systems for land outside the Urban Growth Boundary. The City's master plans forecasted loads to the system up to, but not past, the Urban Growth Boundary and utilized the anticipated density of population within the basins. They ran the risk of every annexation including R-3 and the greater density might impact the infrastructure downstream. If there was a constriction a mile away from this site, the developer would have to remedy it.

PC Stuhr asked if this had been clearer in the beginning, many of these questions would have been answered. Mr. Danicic responded that if the Code had the implementing language that defined what large was and what some meant, it would have been taken into account during the preliminary assessment of the property. If they thought it was still economical, they would have come forward with a plan that included R-3. He thought they were meeting Code as it was currently written.

PC Smith did not think the application met the Code as it was currently written. Would they be willing to go to a vote? Ms. Cain answered she did not think the Commission had the authority to send it to the vote.

Chair Dale closed the public testimony portion of the hearing at 8:54 pm.

Final Comments from Staff and recommendation:
SP Olson discussed the costs associated with infrastructure including analysis costs and potential infrastructure costs. The annexation data staff provided was gross acreage and did not take into account stream corridors or wetlands. They did not have to approve the annexation because it was R-1. The staff report said the R-1 zoning complied with the LDR Comprehensive Plan designation. Regarding the shortage of R-3 in Newberg, there was a finding that stated there was a need for R-3 in the staff report. Regarding the question of a vote, he summarized the change in State law and the requirements for not going to a vote. He thought going to a vote was a moot issue if the Planning Commission and City Council adopted findings that said it met the Comprehensive Plan. If there was a denial of the application, it would not go to a vote either. Any decision could be appealed to LUBA.

CDD Rux said the Commission needed to decide what large meant, what some meant, and these would be part of the findings. Regarding the sizing of infrastructure, the City could size it according to the development that would occur in the Urban Growth Boundary. There was a deficiency of R-3 land in Newberg. There was discussion currently about addressing the affordable housing issue. The work that was done several years ago on the R-3 policy was never implemented into the Code which left a tension between policies. There had to be a balance to these differing Comprehensive Plan policies and Code issues.

SP Olson said staff recommended adoption of the resolution which recommended approval to the Council.

Chair Dale recessed the meeting for a 10 minute break at 9:11 pm and reconvened the meeting at 9:20 pm.

Planning Commission deliberation:
PC Stuhr thought the first issue they needed to address was the definition of large. She suggested something bigger than 15 acres and smaller than 40 acres should be considered large. Stream corridors and wetlands should be taken into account as well.

PC Smith said in answer to the City Attorney's questions, the Development Code regulations did not fully implement the R-3 policy. However, the criteria were applicable to the current application. He thought the application did not meet the criteria because he considered this a large annexation. The Municipal Code said only R-1 zoning was appropriate to implement the LDR designation. He would approve this application, but he wished he didn't have to.

PC Watson concurred with PC Smith. The study for a portion of the project to be R-3 should have been done at in the beginning of this process. It would have answered many of these questions. Because of the language in the Code, it would probably be approved, but she thought R-3 should be brought in. If they didn't start somewhere, nothing was going to change.

PC Edwards said high density did not equate to affordable housing. This parcel was not accommodating for an R-3 development. It was too far away from conveniences that an R-3 area would require. He agreed the Code needed to be changed through a legislative process. He thought the application should be approved.

PC Stuhr stated if not here, where would the R-3 go in town? She thought the argument for the location could be made either way. She worried about making developers bring in smaller parcels. Right now LDR was only R-1 and she did not think R-3 could be placed there currently.

PC Bliss did not agree with the cost issue brought up by the applicants. No matter where R-3 was put, most of the residents would have a car. Large should be taken in context. He thought it should be 20-30 acres and he thought this application should be considered a large annexation.

PC Wolfe said they could not continue kicking the can down the road and not defining these things so it was clear to everyone. These issues needed to be addressed and clearly set forth.

PC Watson thought they could approve this application, and then address the issues for future applications so this did not happen again. A lot of this could have been taken care of in the beginning.

Chair Dale said since there were no definitions of large and some, whatever the Commission decided was arbitrary and left them open to appeals. He thought they should be disregarded because of the conflicting policies. He was in favor of starting legislative procedures to fix these issues.

Action by the Planning Commission:

MOTION: PC Smith/FC Watson moved to approve Resolution **2017-324**. The motion carried **(7** Yes / **0** No).

PC Stuhr addressed the findings. She agreed that even if the R-3 policy applied, it would still conflict with the Municipal Code that stated only R-1 zoning was appropriate to be implemented. She suggested deleting the finding about the lack of support for the location for the R-3.

PC Smith agreed about deleting this finding as he thought this was a good location. In future findings, this kind of language needed to be balanced against the policy for a housing mix in all areas.

PC Stuhr added that there needed to be a determination of large. PC Smith said for the purposes of this decision, the builder thought this would create around 100 units and anything in that range would have to count as large. He thought it should be left vague and be more specific when they went through the legislative process. Since they were not requiring the R-3, the Commission did not need to define the term "some R-3" at this time. The findings regarding the Transportation Planning Rule would stay the same with no change, similarly for the police and fire services.

PC Stuhr suggested deleting the finding about the commercial services available, the finding about open space available, and the finding about the low level of transportation services in the area.

PC Stuhr found a typo on page 32, where the word "or" should be added. It should be placed "or" removed 50 cubic yards.

MOTION: PC Smith/PC Wolfe moved to delete the wording in the current findings on pages 30 and 31 and to add the word "or" on page 32 as discussed. The motion carried (7 Yes / 0 No).

MOTION: PC Smith/PC Stuhr moved to direct staff to initiate a policy change to allow a mix of zones in LDR, density variations in LDR, a balance of the housing policy with other criteria and making the mixed housing a priority, definition of a large annexation and some R-3, and looking at the timing of the policy implementation and take it from annexation to UGB. The motion carried (7 Yes / 0 No).

2. **Telecommunications Antennas**: Consider a conditional use permit & design review application for new wireless telecommunications antennas and ground equipment at 530 E. Edgewood Dr. The application proposes antennas inside a fiberglass "faux steeple" on the roof of the building.
   APPLICANT: Verizon Wireless
   FILE NO.: CUP-17-002/DR2-16-007 ORDER: 2017-03
   CRITERIA: Newberg Development Code Sections: 15.225.060, 15.220.050(B), 15.445.190

Call to order: Chair Dale called the hearing to order at 9:57 pm.

Call for abstentions, bias, ex parte contact, and objections to jurisdiction: None.

Legal Announcement: Read by Chair Dale.

Staff Report: Presentation given by Assistant Planner Brad Allen. This was a request for a Conditional Use Permit and Design Review approval for six wireless telecommunications antennas and ground equipment on Edgewood Drive. The applicant was not proposing a new tower, but the antennas would be placed on an existing building. The site was the location of the Newberg Seventh Day Adventist Church. The property was in the R-1, low density residential, zone and cell towers were not a permitted use in the zone. Antennas incorporated into an existing structure were allowed by Conditional Use. This was in the northwest part of town, located on Edgewood Drive and had frontage on College Street and Princeton Street. It was surrounded by R-1. This would be around 400 square feet of leased area on the east end of the church. The lot had a lot of landscaping on the north and south which was a buffer to the surrounding houses. He discussed the site plan and the elevations of what the church looked like now and what it would like with the antennas which would be housed in a faux steeple and would match the rest of the church. The Conditional Use criteria had to deal with the compatibility with the surrounding area, how it would create a functional and attractive living, working, shopping civic environment, and if it was consistent with the Code. Staff found that the faux steeple camouflaged the antennas in a way that was consistent and logical with a church building and made it reasonably compatible with the residential neighborhood. The location and design made a functional improvement to the coverage and capacity of cell service in the area. He discussed the Design Review criteria which included design compatibility, parking, setbacks, landscaping, signs, and compliance with the zoning in the districts and sub-districts. This was an unmanned facility with no employees and would be visited once per month by a technician. It did not create more traffic or need for parking. They were not proposing any signs and the setbacks were met. The criteria for telecommunication facilities had to do with new towers and this was not a new tower. There was a requirement to demonstrate that existing towers could not accommodate the proposal. The applicant contacted the other tower owners in the City and made a good faith effort to show that the nearest tower on Alice Way could not accommodate the increase in capacity and coverage the applicant was trying to achieve. There was also a requirement to preserve existing vegetation tot the greatest extent possible, and they were removing a small area of grass for the generator and dumpster enclosure. The steeple design and site obscuring fence and wall reduced the visible impact to the surrounding area. There was a condition that the applicant provide written statements from the Federal Aviation Administration, Federal Communications Commission, and Oregon State Department of Aviation that confirmed the project complied with those organizations' requirements or that compliance was not required. Staff recommended approval of the application with the suggested conditions of approval.

PC Bliss asked if there was an indication of the decibels that would be generated at the property line. AP Allen replied it was not in the application, but a study had been done by the applicant.

Public Testimony:
Applicant: Sofia Mekkers, representing Verizon Wireless, said there was one change to the plans. The plans said they would be putting in a 30 kilowatt generator, but it would actually be a 20 kilowatt generator. A noise study had been done which showed the noise from the generator and cabinets would not exceed permissible noise levels. She entered the study into the record.

PC Stuhr said a number of public comments had been received regarding health concerns. She asked if Ms. Mekkers could address those concerns. Ms. Mekkers responded the application contained a report from their certified health physicist stating the facility would operate far below the FCC exposure limits. There was a concern about how it might affect a heart defibrillator and the physicist addressed that issue with a statement explaining how the medical devices were tested at a level that fell far above anything expected from this facility. She entered the potential interference from radiofrequency sources and ICDs report into the record as well.

The Commission read the report.

PC Edwards complimented the aesthetically designed steeple as it was pleasing to the eye. He asked if this would be accessible to other users, or exclusively for Verizon. Ms. Mekkers said the structure would be exclusive, but the church could enter into an agreement with another carrier as long as it did not interfere with Verizon. It would strengthen the service that was already in place and ensured there would not be capacity issues moving forward.

Written Comments: The supplement letter was already received and added to the packet.

Close of public testimony portion of hearing: Chair Dale closed the public hearing at 10:18 pm.

Final Comments from Staff and recommendation:
AP Allen said in the R-1 zone there were height standards, which were not to exceed 30 feet. The tower would be 36 feet high. The 30 feet was an average height and the applicant chose to apply an alternative building height standard which allowed exceeding the maximum height provided they were far enough from the property lines and it would not cast a shadow on the properties to the north. It was far below the alternative building height limit. This application met the criteria and staffs recommendation was to approve the application.

PC Bliss would abstain from the vote as he did not have a chance to review the application.

Action by the planning commission:

MOTION: PC Stuhr/PC Watson moved to approve Order 2017-03. The motion carried (6 Yes / 0 No / 1 Abstain [PC Bliss]).

CDD Rux said the Water Master Plan was on the agenda for tonight, however he recommended continuing the hearing to April 27, 2017, at 7 pm due to the lateness of the evening. PC Bliss would not be in attendance on April 27.

LEGISLATIVE PUBLIC HEARING (complete registration form to give testimony - 5 minute maximum per person, unless otherwise set by majority motion of the Planning Commission)

1. **Water Master Plan:** Consider a resolution recommending that the City Council adopt the 2017 Water Master Plan. Resolution 2017-326. File No. CPTA-17-001

Chair Dale opened the hearing at 10:24 pm.

MOTION: PC Stuhr/PC Watson moved to continue the hearing to April **27, 2017**. The motion carried **(7** Yes / **0** No).

ITEMS FROM STAFF:
CDD Rux introduced new Associate Planner, Cheryl Caines. CDD Rux updated the Commission on the Riverfront Master Plan. The next Planning Commission meeting was scheduled for April 27, 2017 (Special Meeting) and May 11, 2017.

ITEMS FROM COMMISSIONERS:
PC Edwards asked if staff could look into reviewing the construction fees as appropriate with the number of new houses that were coming into the system. The parks district was going to levy another $10,000 per new home development and he thought the current construction fees should be reconsidered. CDD Rux responded SDCs were calculated and established through the City's master plans. The Council made the decisions about SDCs. Currently water SDCs were going to go down, and transportation SDCs were going to go up. The master plans had identified projects for a 20 year horizon and the SDCs paid for all or a portion of these projects, and if the SDCs were reduced, the funding was not available for the

projects. That might increase the rates to generate the revenue needed. He would talk with the City Engineer about the issue.

Chair Jason Dale adjourned the meeting at 10:32 pm.

Approved by the Nejvberg Planning Commission this May 11, 2017.

Jason Date, Planning Commission Chair

Bobbie Morgan, Office Assistant II

Doug Rux

From: dan@dbvcorp.com
Sent: Monday, May 22, 2017 10:14 AM
To: Doug Rux
Cc: Truman Stone; Joe Hannan; 'Jessica S. Cain'
Subject: RE: Dutchman Ridge Annexation Application

Doug,

We are asking for 90 days. Should we need more time, is an additional extension permissible?

Daniel Danicic
Del Boca Vista, LLC
971-706-2058

From: Doug Rux [mailto:Doug.Rux@newbergoregon.gov]
Sent: Monday, May 22, 2017 10:08 AM
To: 'dan@dbvcorp.com' <dan@dbvcorp.com>
Cc: Truman Stone <Truman.Stone@newbergoregon.gov>; Joe Hannan <Joe.Hannan@newbergoregon.gov>; 'Jessica S. Cain' <jessica@dbvcorp.com>
Subject: RE: Dutchman Ridge Annexation Application

Dan,

How long of an extension are you requesting?

Doug Rux, AICP
Community Development Director
City of Newberg
503.537.1212
Doug.Rux@newbergoregon.gov

From: dan@dbvcorp.com [mailto:dan@dbvcorp.com]
Sent: Monday, May **22, 2017 9:42** AM
To: Doug Rux
Cc: Truman Stone; Joe Hannan; 'Jessica S. Cain'
Subject: Dutchman Ridge Annexation Application

Doug,

We are formally asking for an extension of the 120-day and reopening of the public record to allow for submission of additional evidence.

Thank you.

Daniel Danicic
Direct # 971-706-2052
dan@dbvcorp.com



971.7m.2058 own A 971.281.5009 rn
PO BOX 3189 VANCOUVER, 97132
WWW.DBVCorporation

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017				
Order ___ No.	**Ordinance ___ No.**	**Resolution ___ No.**	**Motion** XX	**Information ___**
SUBJECT: The City Council District No. 1 Appointment for a term expiring December 31, 2020.			**Contact Person (Preparer) for this Motion: Sue Ryan, City Recorder Dept.: City Manager**	

RECOMMENDATION:

Consider a motion to appoint the most qualified candidate to fill the City Council District No. 1 vacant position for a term expiring December 31, 2020.

Suggested motion – *"I move to appoint Marc Shelton to fill the remainder of the Newberg City Council term of Councilor Hayley Delle for District 1 through December 31,2020.*

EXECUTIVE SUMMARY:

Councilor Hayley Delle represented District 1 on the Newberg City Council from January 3 - May 16 of 2017. She resigned due to family obligations. The Council declared a vacancy for the position on May 16, 2017 through Resolution 2017-3380.

During May-June 2017, the position was advertised and applications were accepted for the position. Two applications were received. One applicants did not meet the requirements and the remaining candidate, Marc Shelton, was interviewed during tonight's Council Work Session.

FISCAL IMPACT:

None.

STRATEGIC ASSESSMENT:

The council sets policy and direction for the City. It is critical for the city council to have a full complement of its membership in order to carry on the business of the City. The selecting the most qualified candidate to fulfill the District No. 1 vacant position is important to ensure the citizens within its boundaries are fairly represented.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017

Order No.	Ordinance No. 2017-2818	Resolution No.	Motion	Information
___	XX	___	___	___

SUBJECT: AN ORDINANCE EXEMPTING CERTAIN TEMPORARY VENDORS AND STREET VENDORS LOCATED IN THE OLD FASHIONED FESTIVAL ZONE FROM THE PROVISIONS OF NEWBERG MUNICIPAL CODE 5.15.121

Contact Person for this Motion: Truman Stone
Dept.: Legal
File No.:

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

RECOMMENDATION: Adopt Ordinance 2017-2818.

EXECUTIVE SUMMARY: In 2009, the City Council passed Ordinance No. 2009-2717, which adopted an Old Fashioned Festival zone. The zone restricts temporary merchants and street vendors from operating within the zone during Newberg Old Fashioned Festival, except those operating under the authority of the Old Fashioned Festival committee. The purpose was to ensure coordination of activities and community support for the festival.

In 2011, the City Council passed Ordinance No. 2011-2739 to expand the Old Fashioned Festival Zone to include the area around the Chehalem Cultural Center and parade route.

Newberg Municipal Code 5.15.121 as amended by Ordinance 2011-2739 affects the ability of downtown merchants and year-round temporary merchants from operating during the Old Fashioned Festival as they normally do throughout the year. This was an unintended result that was brought to the City's attention during the 2016 Old Fashioned Festival.

The proposed amendment creates an exemption for existing temporary merchants and street vendors operating at least 90 days prior to the Festival within the Old Fashioned Festival zone, and for those operating on the premises of permanent merchants within that zone. It will allow these vendors to continue their normal operations during the Old Fashioned Festival.

FISCAL IMPACT: None

STRATEGIC ASSESSMENT: The Old Fashioned Festival is very important to maintaining the culture and character of the community. This amendment shows consideration for the city's regular vendors and merchants.

ORDINANCE NO. 2017-2818

AN ORDINANCE EXEMPTING CERTAIN TEMPORARY VENDORS AND STREET VENDORS LOCATED IN THE OLD FASHIONED FESTIVAL ZONE FROM THE PROVISIONS OF NEWBERG MUNICIPAL CODE 5.15.121

RECITALS:

1. Each year in July, the City of Newberg and community participate in celebrating community spirit and cooperation through an event known as the Old Fashioned Festival. The City of Newberg is a participant in many ways and welcomes the community to join them in the Old Fashioned Festival activities.

2. In 2009, the City Council passed Ordinance No. 2009-2717 which adopted an Old Fashioned Festival zone. The zone restricts temporary merchants and street vendors from operating within the zone during Newberg Old Fashioned Festival, except those operating under the authority of the Old Fashioned Festival committee. The purpose was to ensure coordination of activities and community support for the festival.

3. In 2011, the City Council passed Ordinance No. 2011-2739 to expand the Old Fashioned Festival Zone to include the area around the Chehalem Cultural Center and parade route.

4. Newberg Municipal Code 5.15.121 as amended by Ordinance 2011-2739 affects the ability of downtown merchants and year-round temporary merchants located within the zone from operating during the Old Fashioned Festival as they normally do throughout the year. This was an unintended result.

5. This amendment will allow existing temporary merchants and street vendors to continue operations during the Old Fashioned Festival.

THE CITY OF NEWBERG ORDAINS AS FOLLOWS:

Section 1. Newberg Code Section 5.15.121 shall be amended to read as follows:

5.15.121 Temporary sales during the Old Fashioned Festival.

During the Old Fashioned Festival, as proclaimed by the mayor and city council, an Old Fashioned Festival zone shall be in effect. The perimeter of the festival zone shall start on Blaine Street at Ninth Street, and go north to Third Street, west to Main Street, north to Second Street, east to Blaine Street, north to Sherman Street, east to School Street, south to First Street, east to Meridian Street, south to

Ninth Street, and west to Blaine Street, and specifically shall include properties abutting either side of the above perimeter streets. During the Old Fashioned Festival, no short-term temporary merchant or street vendor shall operate within the festival zone, except those operating under authority of the official Old Fashioned Festival committee. Vendors shall present identification necessary to show this authority. **Temporary merchants or street vendors who operated a business within the zone for at least 90 days prior to the commencement of Old Fashion Festival are exempt from this section to the extent that such business continues operating as it was prior to the Old Fashioned Festival. Temporary merchants operating on the premises of permanent merchants within the zone under a written authorization from the permanent merchant are also exempt from this section.**

- **EFFECTIVE DATE** of this ordinance is 30 days after the adoption date, which is: July 19, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of June, 2017, by the following votes: **AYE: NAY: ABSENT: ABSTAIN:**

_____
Sue Ryan, City Recorder

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

_____
Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017				
Order No.	**Ordinance No.**	**Resolution No. 2017-3383**	**Motion**	**Information**
SUBJECT: A Resolution approving the Chehalem Valley 2017-18 Destination Marking Plan			**Contact Person (Preparer) for this Motion: Doug Rux, Director Dept.: Community Development File No.: G-17-003**	

RECOMMENDATION:

Adopt Resolution No. 2017-3383.

EXECUTIVE SUMMARY:

On March 16, 2015 the Newberg City Council entered into an agreement with the Chehalem Valley Chamber of Commerce for Visitor Information Services (Attachment 1) by approval of Resolution No. 2015-3180. Contained in section **I. TERM OF AGREEMENT** 2. Annual Business Plan Approval the Chehalem Valley Chamber of Commerce is to submit an annual business plan for the following fiscal year (July 1 through June 30. The Annual Business Plan is to be submitted to the City by May 1 and the City will take action on the business plan by June 30. Section **IV. Reporting** 1. Annual Business Plan further details what is to be included in the Annual Business Plan such as a detailed budget, identification of activities and a statement of performance goals for all activities within the between the City of Newberg and the Chehalem Valley Chamber of Commerce.

The Chehalem Valley Chamber of Commerce submitted the Chehalem Valley 2017-18 Destination Marketing Plan on May 1, 2017 (Resolution No. 2017-3383, Exhibit 1). City staff reviewed the plan and met with Sheryl Kelsh, Executive Director, on May 26, 2017 to review staff comments and suggested edits to the document. Revisions have been incorporated into the plan from that discussion.

The Chehalem Valley 2017-18 Destination Marketing Plan includes the following elements:

1. Executive Summary
2. National Outlook for Travel and Tourism
3. Oregon Travel Trends
4. Wine Drive Local Tourism Economy
5. Top Travel Trends
6. Situational Analysis (Strengths, Weaknesses, Opportunities, Threats)
7. Brand Strategy
8. Competition for Out-of-State Visitors to other Wine Regions
9. Competition for In-State Visitors and Visitors to this Region
10. Target Audience Personas, Geographic and Demographics
11. Key Destination Marketing Goals, Strategies and Tactics
12. Newberg in the News
13. 2017-18 Budget

Sheryl Kelsh will be present and will provide an overview of the Chehalem Valley 2017-18 Destination Marketing Plan.

FISCAL IMPACT:

The City of Newberg 2017-2018 proposed budget includes funding for the Visitor Center Contract with the Chehalem Valley Chamber of Commerce in the amount of $139,886 for the services outlined in the Agreement between City of Newberg and Chehalem Valley Chamber of Commerce.

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

Not applicable.

Attachments: 1. Agreement City of Newberg and the Chehalem Valley Chamber of Commerce.

RESOLUTION NO. 2017-3383

A RESOLUTION APPROVING THE CHEHALEM VALLEY 2017-18 DESTINATION MARKING PLAN

RECITALS:

1. On March 16, 2015 the Newberg City Council entered into an agreement with the Chehalem Valley Chamber of Commerce for Visitor Information Services by approval of Resolution No. 2015-3180.

2. Section **I. TERM OF AGREEMENT** 2. Annual Business Plan Approval the Chehalem Valley Chamber of Commerce is to submit an Annual Business Plan for the following fiscal year (July 1 through June 30. The Annual Business Plan is to be submitted to the City by May 1 and the City will take action on the business plan by June 30.

3. Section **IV. Reporting** 1. Annual Business Plan further details what is to be included in the Annual Business Plan such as a detailed budget, identification of activities and a statement of performance goals for all activities within the between the City of Newberg and the Chehalem Valley Chamber of Commerce.

4. The Chehalem Valley Chamber of Commerce submitted the required Annual Business Plan on May 1, 2017.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The Chehalem Valley 2017-18 Destination Marketing Plan, Exhibit 1, is approved.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 20, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of June, 2017.

_____
Sue Ryan, City Recorder

ATTEST by the Mayor this 22nd day of June, 2017.

_____
Bob Andrews, Mayor



The Gateway to Oregon Wine Country
CHEHALEM Valley
VISITOR'S CENTER

Chehalem Valley 2017-18

DESTINATION MARKETING PLAN

Executive Summary

The Chehalem Valley Chamber of Commerce (CVCC), through a marketing service agreement with The City of Newberg, works in partnership with many community stakeholders to grow tourism in the Newberg Community. Together, we deliver programs and activities that enhance visitor experiences, encourage overnight stays and improve the quality of life for residents.

An effective destination development and marketing program benefits and enhances the quality of life for residents and provides a healthy return on the investment of the transient room tax since visitors are often attracted to a destination by the same types of services, amenities and activities that enhance resident lifestyle. The additional spending by visitors in local communities results in a positive economic impact.

In addition to the Destination Marketing Contract that the City of Newberg signed with the CVCC in 2015, the City created a Transient Lodging Tax Ad Hoc Committee to manage Transient Lodging Tax funds that are dedicated to tourism over and above the contract with the CVCC. While that committee has been active in creating a small and large grant application procedure that funds tourism events and facilities they are also looking at ways to collaborate with the existing CVCC Destination Marketing plan to create and define the Newberg brand and apply those changes to the existing website and marketing vehicles. A secondary discussion has started about the value of contracting with a Public Relations professional to manage media relations and familiarization tours also in collaboration with the CVCC efforts.

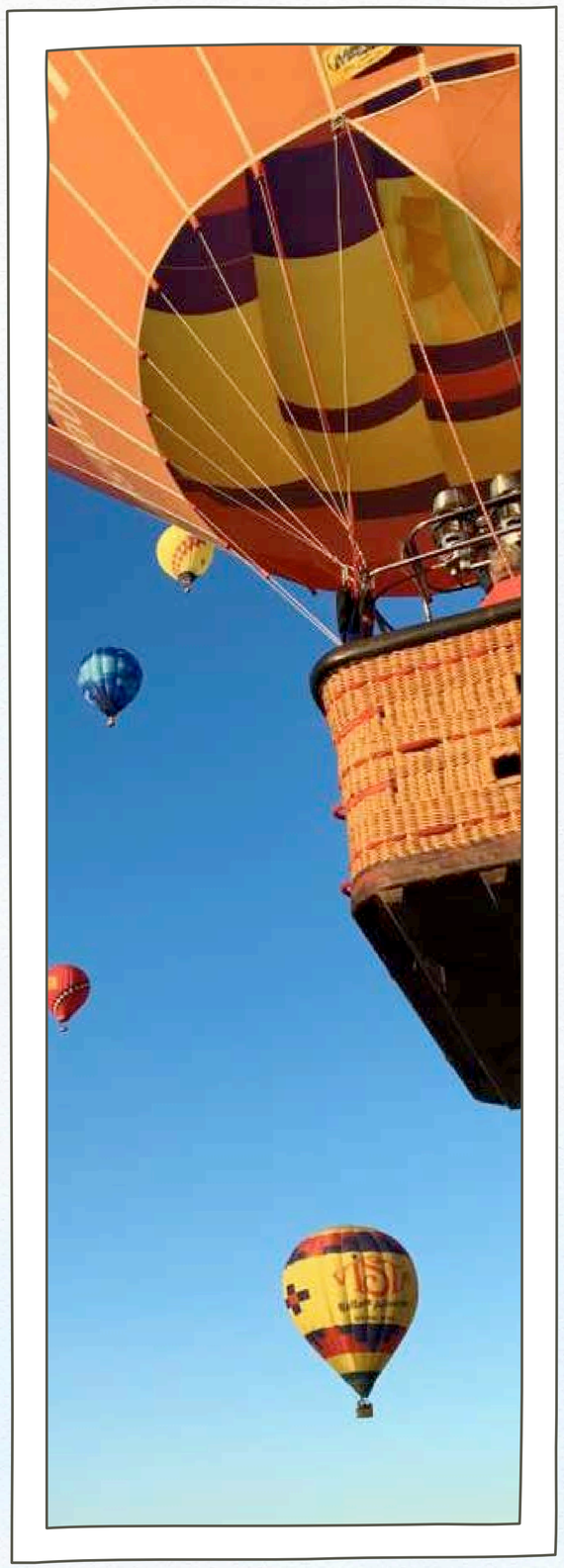




EXECUTIVE SUMMARY, *Continued*

It should be noted that because the CVCC contract is "fixed", there is limited funding to market the community of Newberg over and above staffing and operating the Newberg Visitor's Center on an annual basis. The City of McMinnville, a regional competitor to the Newberg area, funds Tourism marketing at $496,000 per year. (Staffing is an additional $125,000 and overhead is $90,000). The CVCC Destination Marketing Budget for Newberg is $42,500. While the CVCC continues to look for ways to expand our marketing reach by applying for grants and leveraging relationships with Travel Oregon, it is impossible to make up the difference in the destination marketing budget. Newberg requires additional funding for destination marketing to maintain a competitive edge and to keep and attract local small businesses that are supported through tourism.

Tourism continues to grow on a regional, statewide and national basis. Americans have more discretionary income for travel then they have had since 2007. Newberg offers an amazing array of desirable tourism attractions with Wine and Culinary assets at the very top. The recent recognition for the Willamette Valley as Wine Enthusiasts Wine Region of the year has garnered unprecedented attention to this beautiful area. We have an excellent opportunity to compete effectively for the Baby Boomer and Millennial markets if we invest and budget additional marketing dollars to promote and support the wonderful businesses and people in the great town of Newberg.



National Outlook for Travel and Tourism

The US Travel Industry Association is predicting a healthy increase for domestic and international travelers to the United States.

Spending on travel by U.S. residents has bounced back to pre-recession levels. Purchasing decisions regarding travel are changing as well, which indicates that after a couple years of last-minute trip planning, travelers are once again beginning to plan and book vacations well in advance of their travel dates. The booking window is lengthening toward three-to-six months out, giving destination marketers more time to reach their customers.

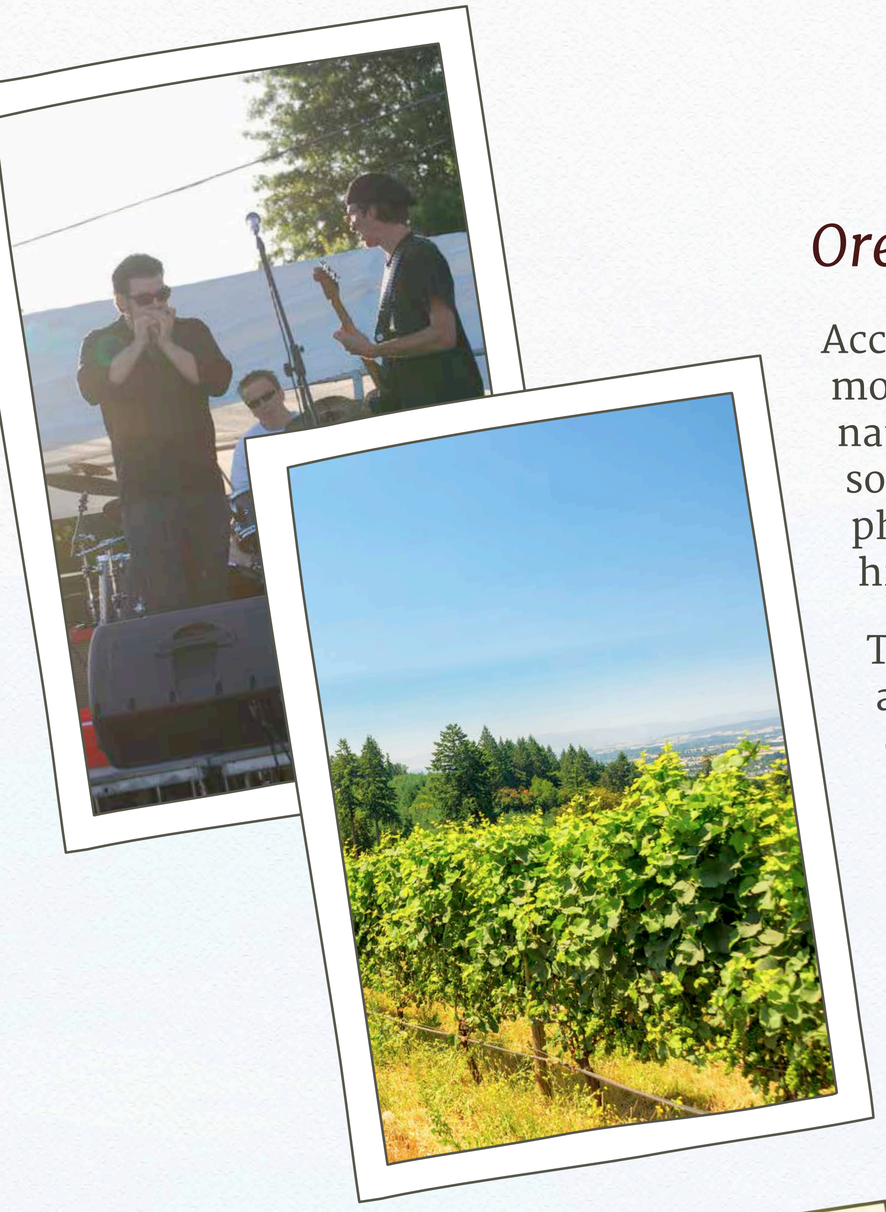
2017 promises to be a banner year for travel with nearly one-third of American adults saying they are more likely to take time off this year compared to 2016, according to a recent AAA survey.

Overall, 42 percent of Americans are planning to take a vacation in 2017 – with most planning trips to the warm weather destinations in the U.S. and abroad. And while flight prices are predicted to be 8 percent higher than last year, they are still down 9 percent compared to two years ago.

As the economy and family budgets have improved, U.S. adults have returned to taking fewer and longer leisure trips, resulting in a decline in the average number of leisure trips taken each year. However, research indicates that travel expectations and interest in travel for the coming year are at their highest levels since February 2008.

USTA also reports personal finances available for travel are at their highest point since March 2007, suggesting that price, deals and discounts are considered among the least important determinates on current travel plans.

(Source AAA and US Travel Industry Association)



Oregon Travel Trends

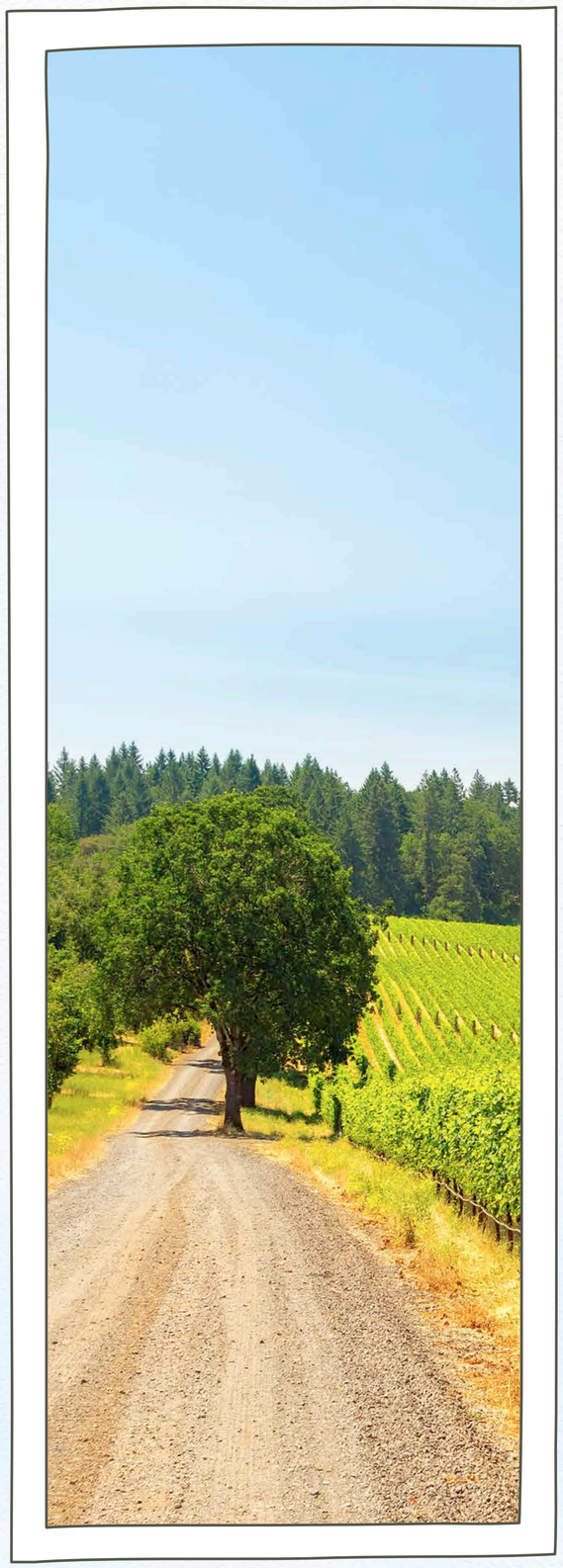
According to the 2015 Longwood's study travelers on overnight trips to Oregon were more likely to travel in their own car and less likely to arrive by plane than the national average. Travelers on overnight trips to Oregon were most likely to engage social media by reading travel reviews, posting photos online and looking at travel photos online. Oregon travelers, as a whole, use social media to plan travel at a higher rate than the national average.

The top states of origin for overnight trips were Oregon, Washington, California and Idaho. The states of Virginia, New York, Florida and Texas follow in that order. The top DMA's of origin were Portland, Seattle, Eugene, Medford-Klamath Falls, Los Angeles and San Francisco. The top five main reasons travelers made overnight trips to Oregon were Touring, Outdoors, Special Events, City Trips and Resorts the top two trip planning information sources were referrals from relatives and friends and destination websites.

Direct Travel Spending in Yamhill County in 2015 reached $104.2 Million reflecting a 5.8% increase over the prior year and an all-time high for the region.

"Newberg ... is target central of Oregon's wine country"
—The Oregonian





Wine Drives Local Tourism Economy

Since the first grapes were planted in the state 50 years ago, Oregon is now recognized as one of the world's elite winemaking regions. With 18 designated wine growing areas located in four diverse regions, Oregon boasts more than 700 wineries producing wine from dozens of grape varieties.

Oregon has more than 500 wine tasting rooms with the majority of wineries only a short drive from Newberg.

All of this made wine touring one of Oregon's top draws. In 2013 (the most recent year for which statistics are available), wine-related tourism contributed an estimated $207.5 million in revenues to the Oregon economy. (Oregon Wine Board)

Companies located outside of Oregon have made headlines with substantial investments in the state since 2013. Firms that have expanded their vineyard holdings in recent years include:

Ste. Michelle Wine Estates of Woodinville, Washington for ***Erath*** in Dundee, Oregon

Domaine Drouhin Oregon in the Dundee Hills region of the Willamette Valley, Oregon

Precept Wine of Seattle, for ***Primarius*** in the Willamette Valley, Oregon

Battle Creek Vineyards' for ***Unconditional***, in the Willamette Valley, Oregon

Jackson Family Wines of Santa Rosa, California purchased a winery and vineyards in Oregon, adding several Willamette Valley Pinot Noirs to its ***La Crema*** line

Maison Louis Jadot of Burgundy, France acquired a vineyard in the Yamhill-Carlton region of the Willamette Valley and unveiled ***Résonance Pinot Noir***, the company's first venture outside of France.

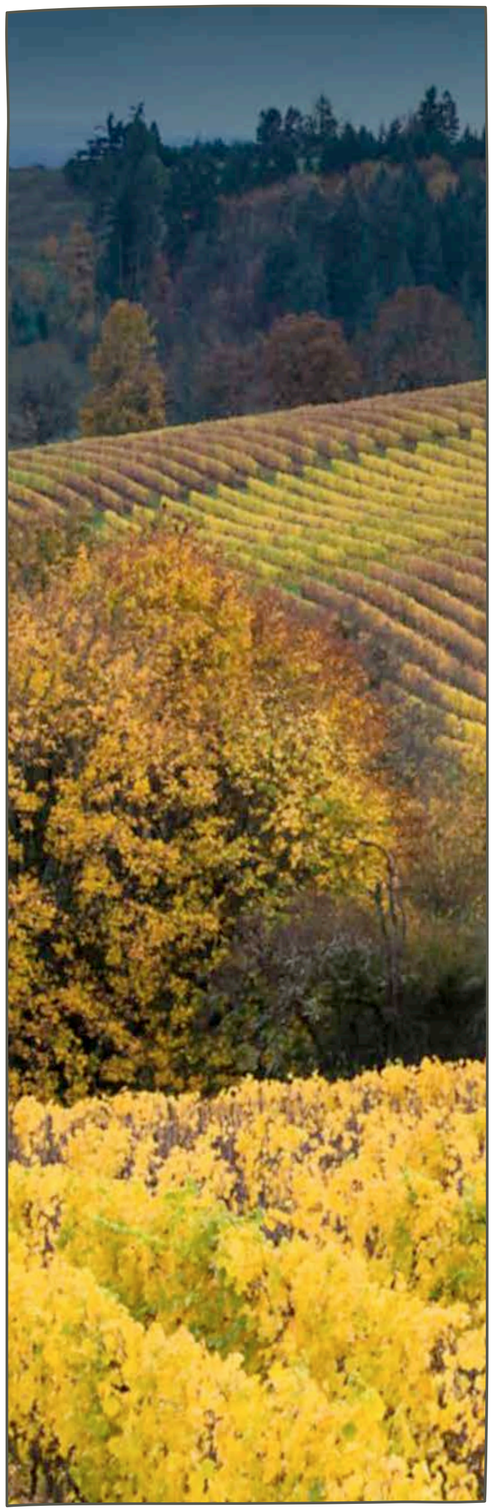
Joe Wagner's Copper Cane Wines & Provisions—based in Rutherford, California and known for launching the Meiomi label, now owned by Constellation Brands—debuted the Oregon-sourced wine ***Elouan***.

Healdsburg, California's Foley Family Wines acquired ***The Four Graces*** in the Willamette Valley

Judy Jordan—founder and former owner of Russian River Valley's J Vineyards—purchased a Chehalem Mountain vineyard for her new Santa Rosa, California-based The Capra Co.

As the supply of land shrinks, Oregon-based wineries are also snapping up vineyards.

(MarketWatchMag, February 2016)



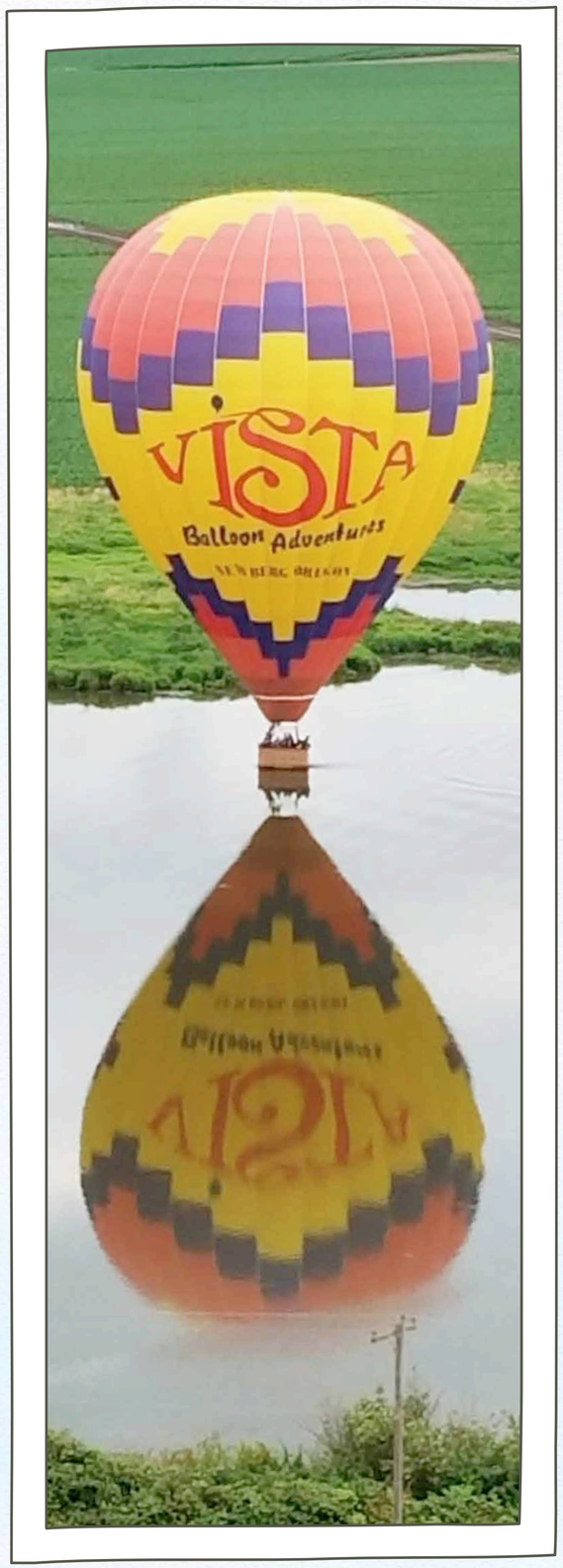
WINE DRIVES LOCAL TOURISM ECONOMY, *Continued*

As local investment in the wine industry swells so has other tourism-driven business in the area. Jason Lett is credited with planting the first grapes in Yamhill County in 1965 and soon others followed with a vision of growing and making exceptional Pinot Noir.

The late Joan Austin, great philanthropist and matriarch of the Newberg based A-dec Dental Manufacturing Company should be credited with driving the vision of a world-class resort in Newberg that would serve the demand of the luxury wine travelers. The Allison Inn and Spa, built in 2009 continues to garner world-wide acclaim as a destination resort and spa in the heart of Oregon Wine Country in Newberg Oregon.

Other bullish investors have followed suit. Steve Down invested millions in the Fall Event Center formerly Evergreen Aviation Museum. McMinnville also recently announced the opening of a new, 36 room luxury hotel that will open downtown on 3rd street in Spring of 2018. New restaurants are popping up around the county. Building vacancy in downtown Newberg is at an all-time low.





Top Travel Trends

Specialization

Luxury Travel Exchange International (LTX) suggests that becoming more niche focused in your destination marketing will be beneficial. Niches to focus on include weddings and honeymoons, "volun-tourism" (a form of tourism in which travelers participate in voluntary work, although this is typically for charity we have an opportunity to develop opportunities to volunteer in local wineries), spa and wellness, family/multi-generational travel, adventure/sports and meetings/conferences. By designing custom and unique niche packages for travelers, the Chehalem Valley area can differentiate itself, creating a reputation in specialization.

Technology

With anticipated new devices, like the Apple Watch, more people will be accessing the Internet on the go, making mobile device apps, responsive websites and mobile-friendly booking more important than ever. It is predicted that over 35% of online travel bookings will take place on a mobile device by 2018.

Authenticity

The modern traveler is becoming more and more interested in experiencing their chosen destination authentically. This means they want to interact with locals, avoid tourist traps, go where the locals go, and do what the locals do. One way to market to authentic travelers is through storytelling. Travelers looking for a truly authentic experience will be emotionally driven to explore a destination if there is a great story attached to it.

Experiential Travel

According to Terry Dale, President and CEO of the United States Tour Operators Association, today's traveler continues to crave culturally immersive experiences and experiential tour packages remain in high demand. Nearly three-fourths (71%) of USTOA members provide travel and tour packages that offer art and culture, with 64% offering culinary and more than half (57%) providing adventure-focused packages. Vacationers want to broaden their experiences. Museum passes, show tickets, dining packages and helicopter tours are all great examples of offerings for the experiential traveler.



Top Travel Trends, CONTINUED

Millennials Lead the Way

Millennials are one of the most important demographics in travel today. As the largest generation to date, they are helping to define what the major trends and tastes of the coming decades will be. Millennials have grown up in the Digital Age. Online booking options are crucial, while online reviews and user-generated content on social media are part of the research process for most millennials. Destinations that attract millennial travelers make their online presence a priority and emphasize user-generated content.

Don't Leave Out the Boomers

Baby Boomers (born between 1946 and 1964) are traveling more than ever. Bucket list experience is the high-ranking motivator for travel among Boomers, meaning they're looking to invest in activities rather than simply relaxation. They will be influenced by good value, as budget can be a factor for those with a fixed income. Like Millennials, they are looking for experiences that are authentic and high-quality.

Food Tourism

Food has always been a huge part of travel, but seeking out authentic food experience has increasingly become a motivator for travel. Food experiences don't exclusively refer to "dining out", food markets, tasting sessions, cooking lessons and visits to farms or vineyard now make up 95% of all food experiences.

(Source: JackRabbit, Travel Trends and Trekksoft Trend Report 2017)



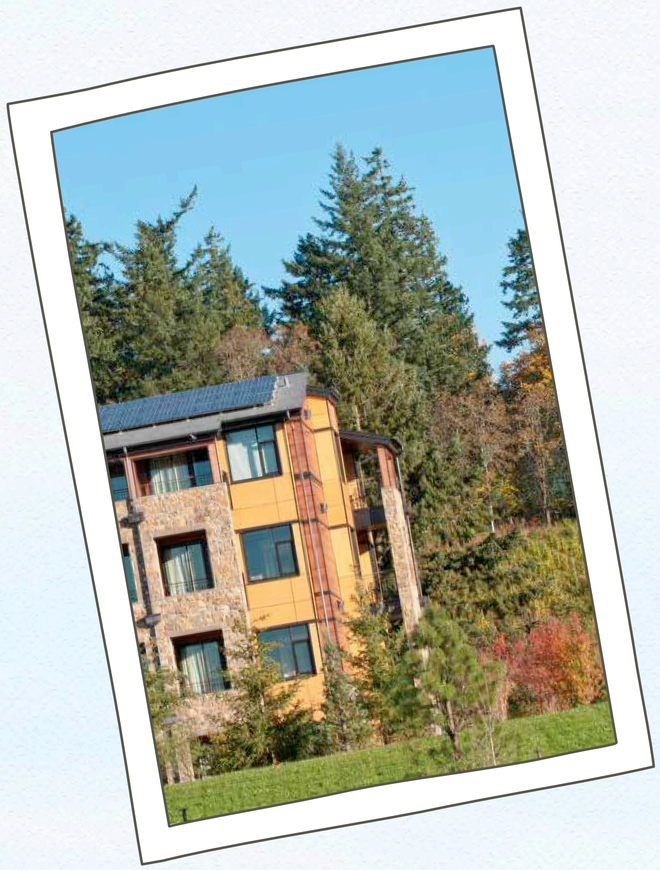
Situation Analysis

Tourism Product

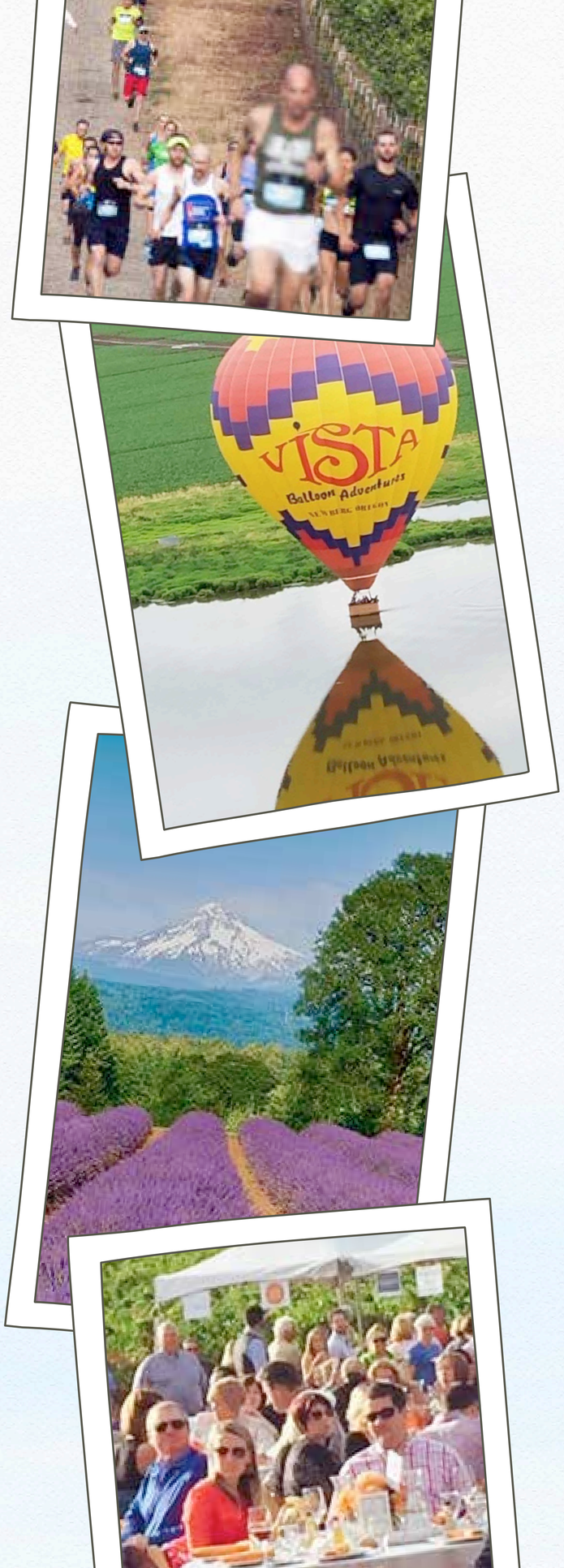
Newberg's overarching "reason to visit" is its location at the epicenter of Oregon Wine Country, which draws travelers from around the world.

Other unique offerings include:

- World-Class Resort and Spa: The Allison Inn & Spa
- World-Class Dining: The Painted Lady and JORY at The Allison Inn & Spa
- Unique wine country touring adventures such as horseback riding, helicopters, hot air balloons and the trolley
- Widely acclaimed 18-hole public golf course
- One of three remaining Drive-In theaters in the State
- Growing cultural opportunities through The Chehalem Cultural Center and area galleries and shops



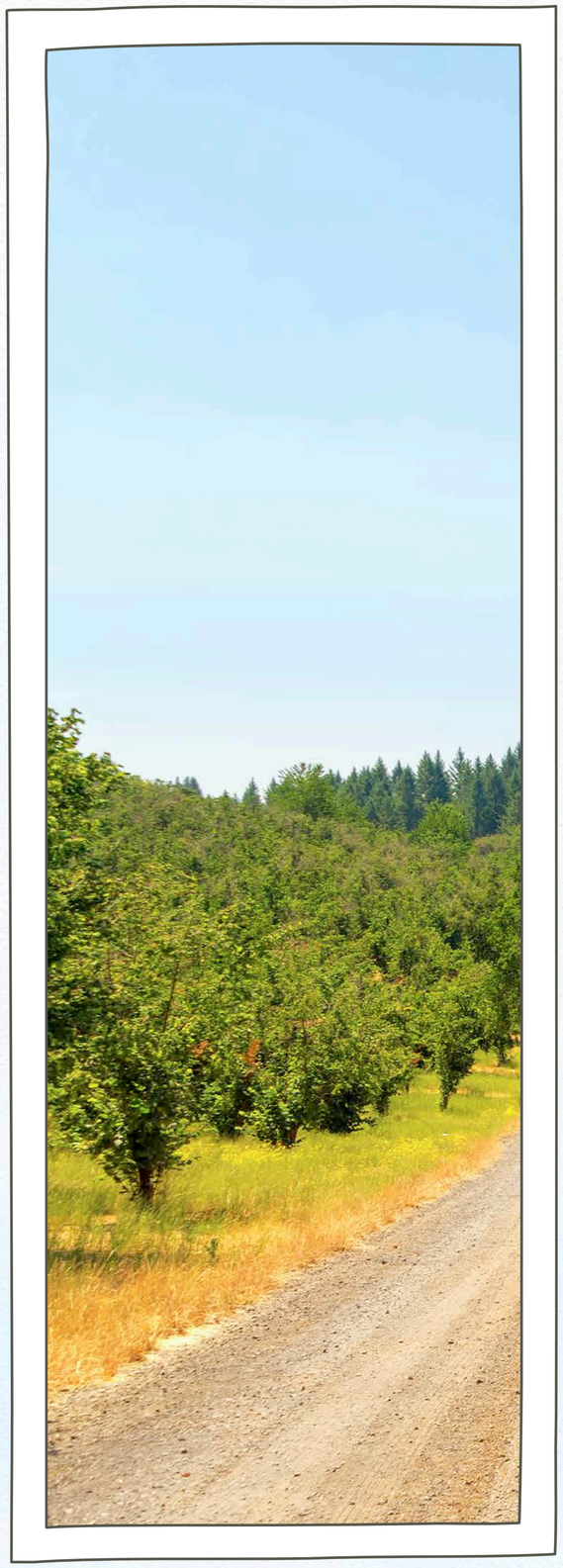




SITUATIONAL ANALYSIS • S.W.O.T. ANALYSIS
(Strengths, Weaknesses, Opportunities, Threats)

Strengths—present advantages

- National interest in Pinot Noir and the Willamette Valley
- The Allison—Already attracting luxury travelers
- Easily accessible within State and to Portland
- Small Town—Scenic Americana Profile
- Friendly town
- Chehalem Cultural Center
- Home of George Fox University (Sports, Lecture Series & Music)
- En-route to Oregon Coast
- Several Annual Festivals /events (Memorial Day Wine Tasting Weekend, Memorial Day Boat Races, St. Paul Rodeo, Old Fashioned Festival, Tunes on Tuesday, Brews & BBQ, First Friday Art Walk, Camellia Festival)
- Proximity to regional historical sites (Hoover-Minthorn House, Champoeg Park)
- Outdoor Recreation (Hot Air Ballooning, Skate Park, Chehalem Glenn Golf Course, Champoeg Biking/Hiking Trails, Bicycle Wine Country)
- Sportsman Airpark
- Key Attractions (Spruce Goose and Omnimax Theater, Spirit Mountain Casino)
- Knowledgeable staff at the Visitor Center
- Temperate and low-precipitation summer climate



SITUATIONAL ANALYSIS • S.W.O.T. ANALYSIS
(Strengths, Weaknesses, Opportunities, Threats)

Weaknesses—present disadvantages

- Although the downtown is improving there are still deteriorating building facades and a business mix that is too heavily non-retail
- Downtown is not pedestrian friendly (Loud trucks, one-way traffic, traffic volume).
- Lack of additional routes to/from Portland and Hwy 99 Traffic
- Some downtown homes and businesses falling into disrepair
- Lack of variety of restaurants
- Absence of evening entertainment
- Low resident awareness and support of tourism
- Lack of retail shops
- Lack of downtown retail space
- Shortage of buildable land
- Lack of affordable housing
- Lack of safe cycling routes or outfitters
- Limited Public Transportation
- Limited Meeting Space
- Fragmentation of tourism effort throughout Yamhill County

"This former pass-through town now has the quality food, sips, and art you used to find only deeper inside the Willamette Valley."
—Sunset Magazine



SITUATIONAL ANALYSIS • S.W.O.T. ANALYSIS
(Strengths, Weaknesses, Opportunities, Threats)

Opportunities-potential advantages

- Completion of the Bypass
- Austin 450-acre development
- Riverfront development
- Alternative lodging
- Mid-tier hotel recruitment
- Public accessibility to Willamette River
- Downtown Re-development
- Expand shoulder season events
- Capitalize on Portland convention market:
  pre- and post-event connection and meeting planners in Portland
- Completion of the Aquatic Center
- Completion of the Chehalem Trail System
- Expand cross-marketing with GFU audience
- Expanded “engagement” of visitor experiences
  (outdoors, vineyards, culinary classes)



(Strengths, Weaknesses, Opportunities, Threats)

Threats-potential disadvantages

- Community congestion due to traffic on 99W
- Insufficient Dining Choices
- Lack of retail development
- Shortage of lodging during peak season
    - Lack of mid-range lodging choices
        - Limited Destination Marketing Budget
            - Competition from other destinations—significant expansion in competitors' destination marketing budgets

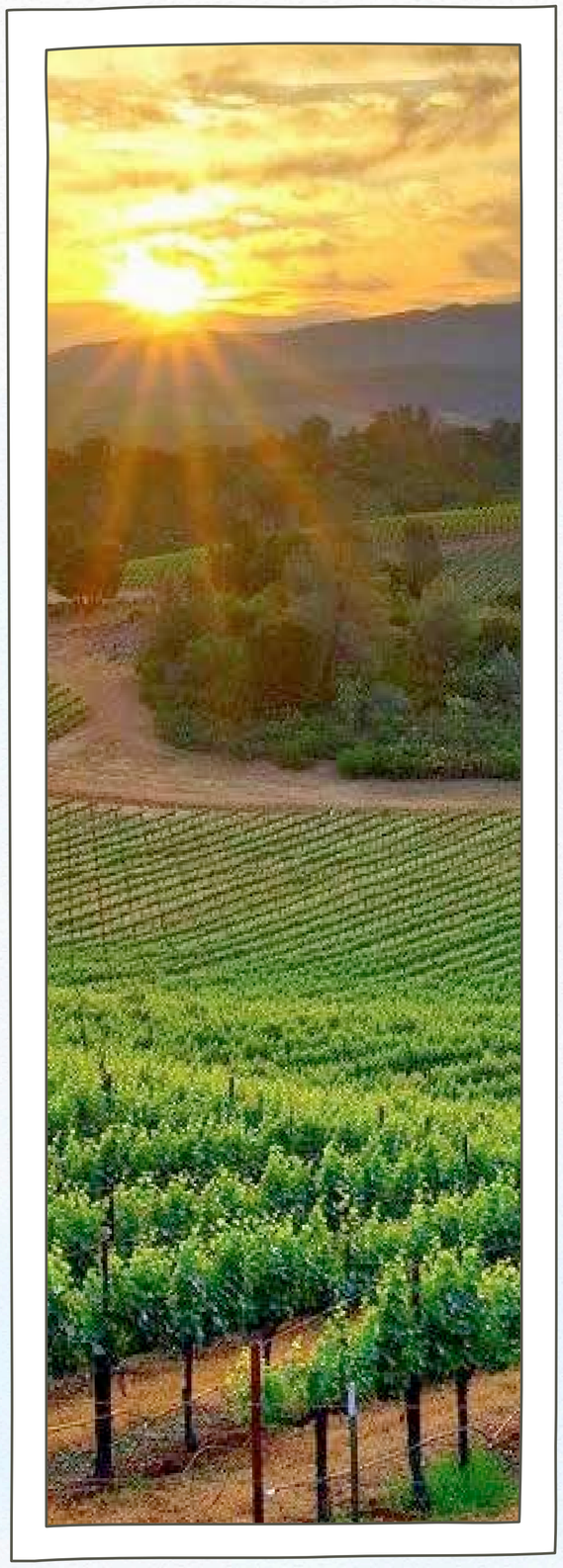
"Perhaps Redmond can be an example of what will happen in downtown Newberg, once the initial phase of the Newberg-Dundee Bypass is complete in 2016... If anything, downtown Newberg has the potential to blossom even brighter than Redmond.

—The Oregonian

Brand Strategy

To determine Newberg's position it is important to first identify its uniqueness, differentiation from the competition and value to the customer. In doing this, Newberg is set apart from other wine destinations that are vying for the business of the same traveler/target audience.

The Chehalem Valley Chamber of Commerce (CVCC) is currently working collaboratively with the Newberg Transient Lodging Tax Ad Hoc Committee's Marketing Subcommittee to define Newberg's brand strategy. The CVCC will work closely with the Newberg Transient Lodging Tax Ad Hoc Committee to implement that strategy through our existing marketing channels once that work has been completed.



Competition for Out-of-State Visitors to other Wine Regions

Napa

Sonoma

Walla Walla

San Luis Obispo

Santa Barbara County

Texas Hill Country

Finger Lakes New York

Competition for In-State Visitors and Visitors to this Region

Portland

Bend/Redmond

McMinnville

Carlton

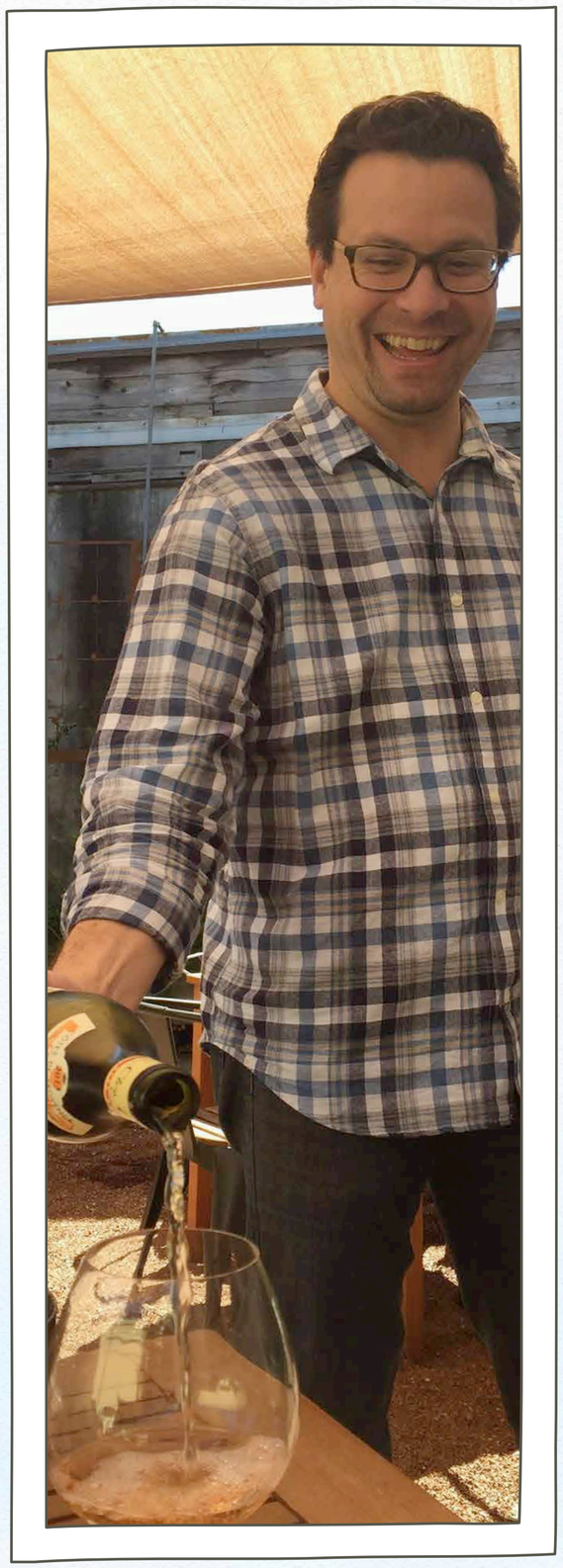
Salem

Eugene

Grants Pass

Ashland

Columbia Gorge/Hood River



Target Audience • Personas

According to the recently commissioned Newberg Tourism Strategy, Newberg's Target Audience can be defined as:

Wine Country Adventurers
Are we ready for them? Somewhat

- Need trail connectors, integrating parks & tourism, river access

Millennial Explorers
Are we ready for them? Somewhat

- Need consistent business hours and more variety downtown
- Develop / Integrate classes from cultural center with local tasting rooms & craft makers (e.g., chocolate shop to feature culinary classes)

George Fox Network
Are we ready for them? Yes, except …

- Need upper/mid-level independently owned hotel downtown

The Luxury Wine Travelers
Are we ready for them? … Not yet

- Newberg area already attracts this traveler to The Allison, & they tour the exceptional wineries nearby
- BUT downtown Newberg needs additional experiences that meet these traveler's desires: boutiques, more local restaurants, culinary classes, robust arts scene

Unfortunately, the Target Audience is weighted toward a future audience since the consultants themselves indicate that Newberg as a destination is not completely ready for these travelers.



Target Audience • Geographic

Utilizing the 2015 Longwood's report on Visitor Behavior for the Willamette Valley, our Primary markets include travelers from major cities in:

Oregon	Washington
California	Idaho

Secondary markets include major cities in:

Virginia	New York
Florida	Texas

Target Audience • Demographics

Focus on the visitors that represent the largest audience. We know based on research that the largest number of travelers in 2017 will be Boomers and Millennials. Utilize traditional advertising methods (i.e. visitor guides, travel magazines & social media to target the Baby Boomer crowd. Utilize social media and third party content to reach the Millennials).

The Allison is already marketing and reaching the Luxury Wine Traveler. Our marketing plan will seek ways to leverage their existing marketing and Public Relations but will not invest in specific programs to reach this audience.

This marketing plan will apply the same approach to reaching the GFU Network. More research needs to be done to determine how the Newberg Destination Marketing Plan can leverage the marketing that GFU is already doing to reach their alumni and family of students.



Key Destination Marketing Goals

- To increase visitor volume, visitor spending and the economic impact of tourism in Newberg
- Influence the long-term development of Newberg as a destination and its brand
- Increase leisure visitor volume, visitor spending, meeting, tours and group markets to the Newberg area through effective promotion with media and the travel-trade
- Inspire repeat visitors and word-of-mouth marketing though exceptional visitor center services
- Foster high-value relationships with our stakeholders
- Promote the importance of business and government investment in tourism

Key Destination Marketing Strategies

- Continue to improve our website as our key marketing tool in the areas of navigation, usability and content
- Collaborate with the Newberg Transient Lodging Tax Ad Hoc Committee to design and develop a high impact Newberg brand
- Integrate the "refreshed" Newberg brand into all existing marketing channels
- Enhance the efficiency of targeting digital media
- Continue to leverage the CVCC's role in the travel decision-making process by focusing on generating target market awareness via marketing and media relations
- Increase knowledge of Newberg visitors through research



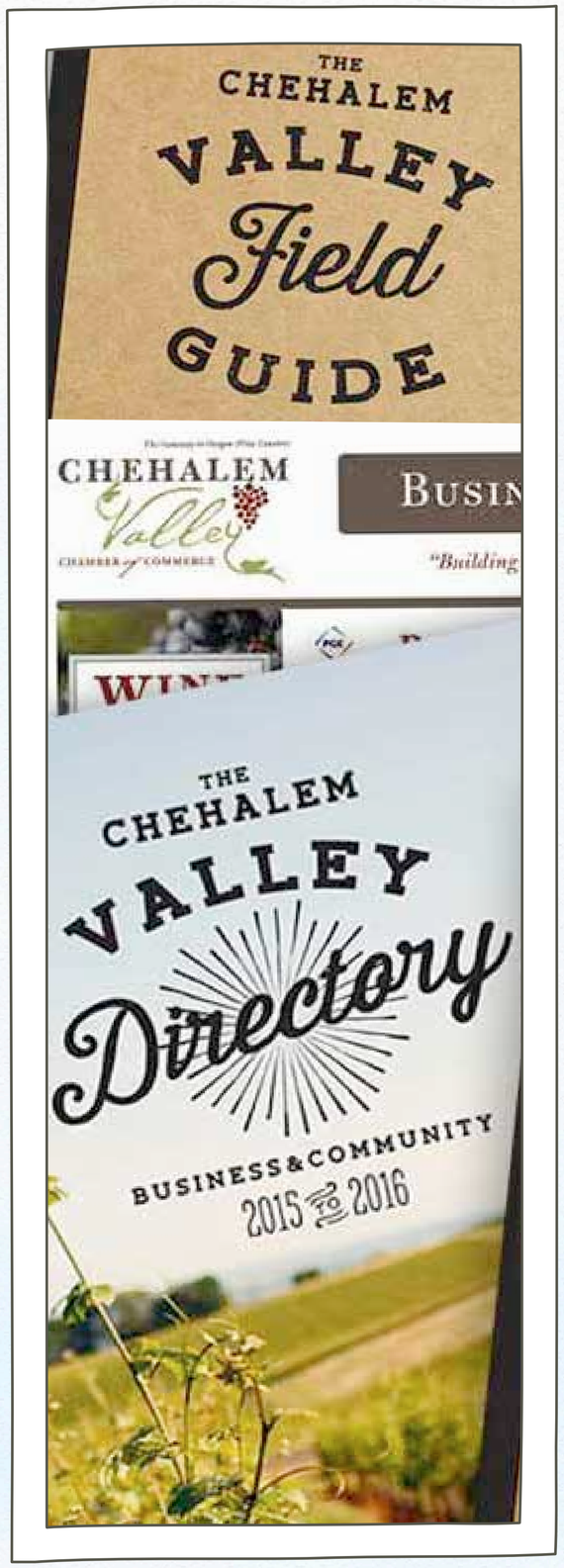
Key Destination Marketing Tactics

Website: visit.chehalemvalley.org

- Search Engine Optimization (SEO)—Continue to optimize our website with key search words/terms and content for major search sites including Google, Bing, MSN, Yahoo, etc.
- Continue to update and enhance our website weekly with blogs featuring interesting travel itineraries, new travel partners, visitor testimonials, seasonal specials, family reunion planning information, photos, maps and more
- Tracking – Expand use of Google Analytics to track visits, unique visits, users, referrers, page views, etc.
- Landing Pages – Utilize special landing pages in order to track ad campaigns and promotions

Social Media

- Continue consistent posting strategy on Facebook and Twitter. Expand social media activity to include Instagram, Pinterest and YouTube
- Use effective social media tactics to build relationships with leisure travelers and media. Tactics include “share,” “like,” “forward,” “retweets,” contests, etc.
- Encourage and assist local tourism partners on effective social media strategies for their business
- Serve content in a timely, consistent manner, using content calendars, and advance post scheduling
- Highlight positive media coverage about Newberg



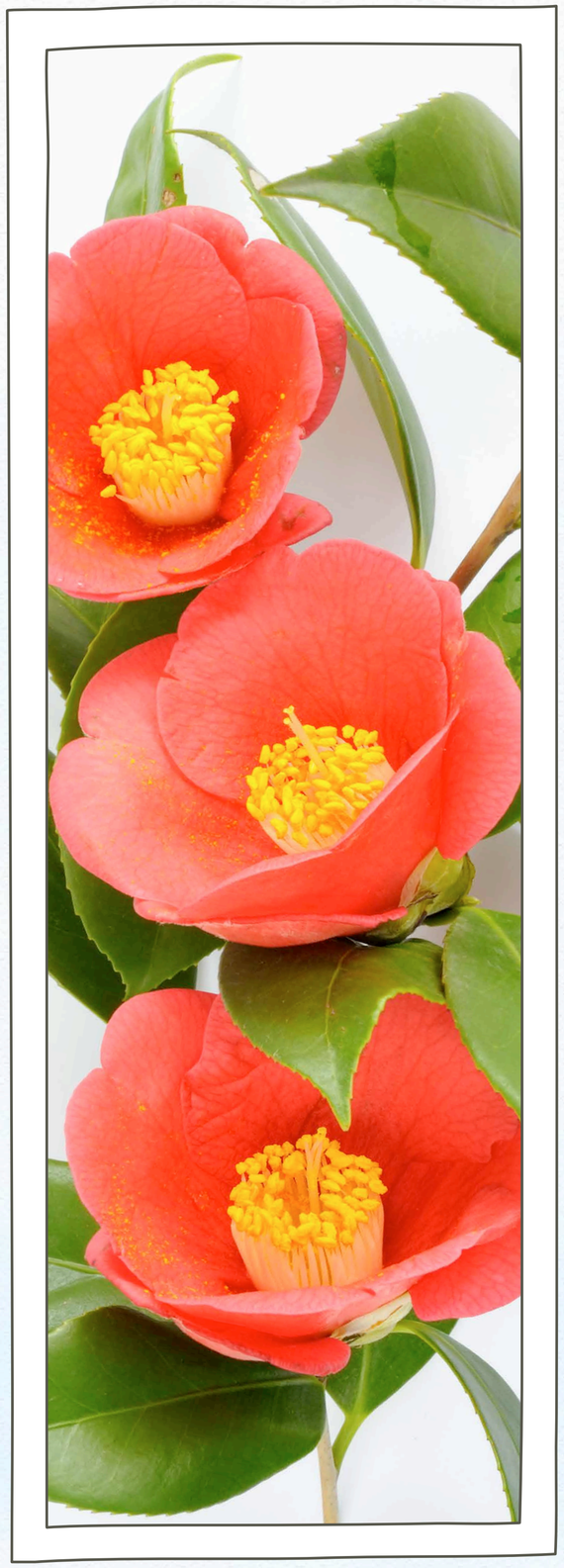
Public Relations
(Suggest that this is funded outside the existing contract)

Collaborate with Newberg Transient Lodging Tax Ad Hoc Committee to contract with a Public Relations Professional to manage the following media relation activities:

- Press Trips—Host regional, national and international travel writers and editors on individualized and/or group press trips
- Media Leads—Continue to respond to leads, and forward leads to members from Travel Oregon and the Willamette Valley Visitors Association
- Pre-publication editing & fact checks—Offer to edit articles and guidebook sections for accuracy
- Distribution of semi-annual e-newsletter—Select media that highlights what is new and interesting in the Newberg area
- Media Kit – Develop an electronic media kit that highlights the outstanding tourism assets in Newberg and the surrounding area
- Build a more expansive photo and video library that is available for media requests, ads, and our website.

Publications

- Publish and distribute 19,000 Chehalem Valley Field Guide (tourism magazines)
- Publish Newberg City/Yamhill County map
- Publish Group Travel Brochure
- Publish monthly event brochure for visitors (also distributed to area lodging partners)



Leverage Partner Relations

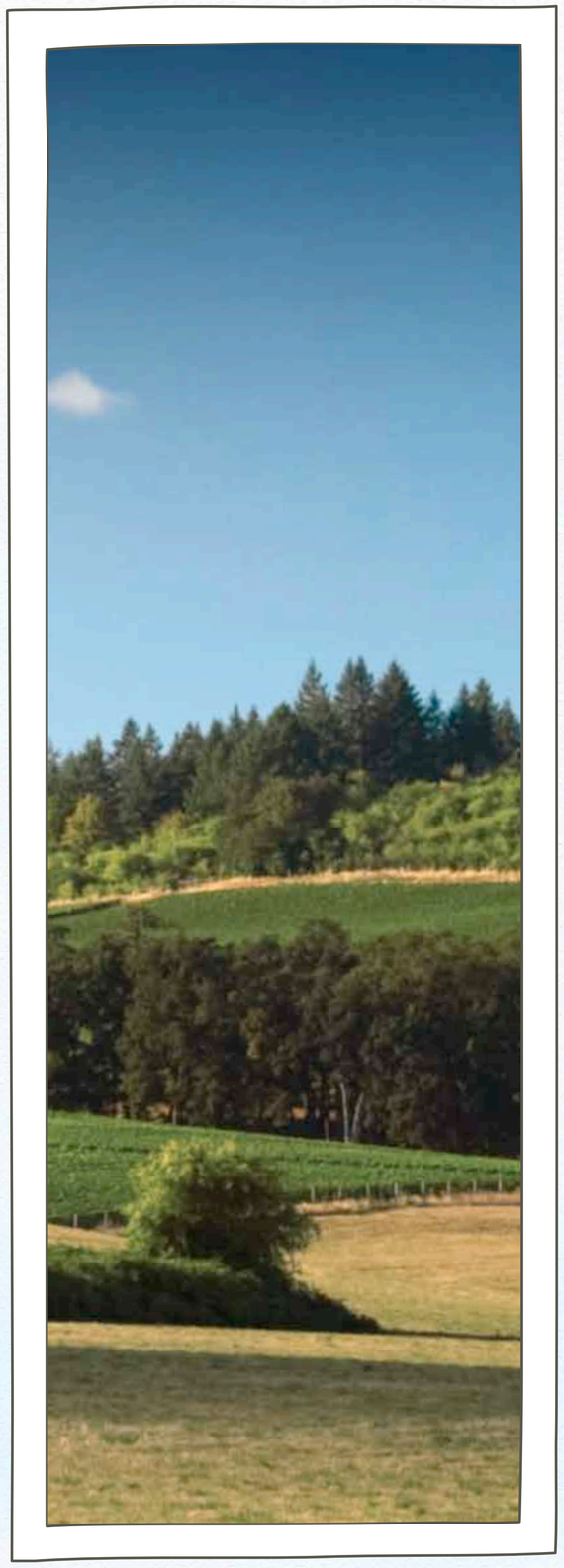
- Promote local tourism events through Willamette Valley Visitors Association, Travel Yamhill Valley and Travel Oregon's websites

Event Sponsorship & Support

- Transportation and Volunteer Sponsor for the Oregon Truffle Festival in January; In addition, the CVCC took over management of Sunday's Truffle Marketplace
- Presenting Sponsor for the Annual Camellia Festival in April
- Event organizer for Brews & BBQ in July

Visitor Services

- Maintain well-stocked Visitor Center with over 1,000 different maps and brochures of Newberg and the surrounding area
- All CVCC staff is Q-certified (Travel Oregon Customer Service Training) within 90 days of employment
- CVCC staff stays current with new/closed businesses and tourism partners through weekly outbound calls and staff "Familiarization Tours"
- CVCC staff receives ongoing hospitality training (Customer Service seminars, Governors Conference on Tourism, Western Association of Chamber Executives)
- CVCC staff assists all walk-in and telephone visitors with complimentary itinerary planning
- Email and telephone requests for visitor information are fulfilled within one work-day
- Publish a monthly events publication for visitors
- Visitor Center is open and staffed 7 days per week from Memorial Weekend to the last weekend in September and 5 days per week October 1st up to Memorial Weekend
- Local and state maps and visitors magazines are stocked in 24-hour access location at the entrance to the Visitors Center



Meetings/Retreats

- Continue to promote Newberg as a destination for small meetings or pre- and post-convention trips from the Portland Convention market
- Continue to support efforts of The Allison Inn & Spa's group sales team through the collaboration of a group travel brochure for the Newberg area

Workforce Development

- Continue to develop the workforce for the wine industry through the expansion of classes at the Oregon Wine Education Center; the Oregon Wine Education Center has trained over 150 Tasting Room Associates in the last 18 months
- Create a class for front-line employees to educate them on the unique tourism assets of Newberg and the surrounding community

Community & Government Relations

- Present at area service clubs on the importance of the local tourism industry
- Submit news releases to local media regarding CVCC tourism activities
- Continue to actively participate and collaborate with the Newberg Transient Lodging Tax Ad Hoc Committee on activities to advance Newberg tourism
- Member of Newberg Economic Development Committee with responsibilities for Newberg Tourism





Industry Relations

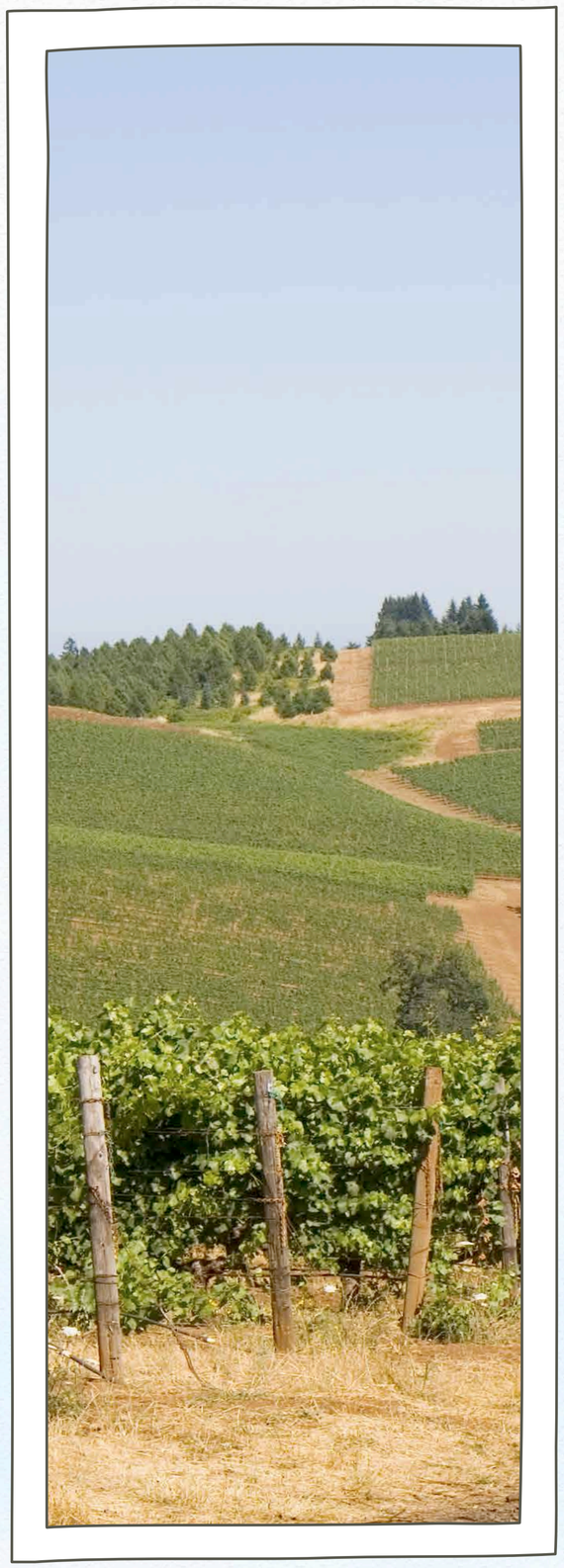
- Serve on Newberg's Transient Lodging Tax Ad Hoc Committee
- Serve on Board of Travel Yamhill County
- Serve on Board of Willamette Valley Visitors Association and represent interests of Yamhill County
- Member of Oregon Destination Marketing Association
- Member of Travel Portland





Newberg is a Gem of a Town, One of the Best of Its Size (22,000) in the Northwest" by Terry Richard

—The Oregonian



Newberg in the News *Click on a quote to view article*

"Where to Eat in Oregon Wine Country Right Now" by Michael Russell —*The Oregonian*

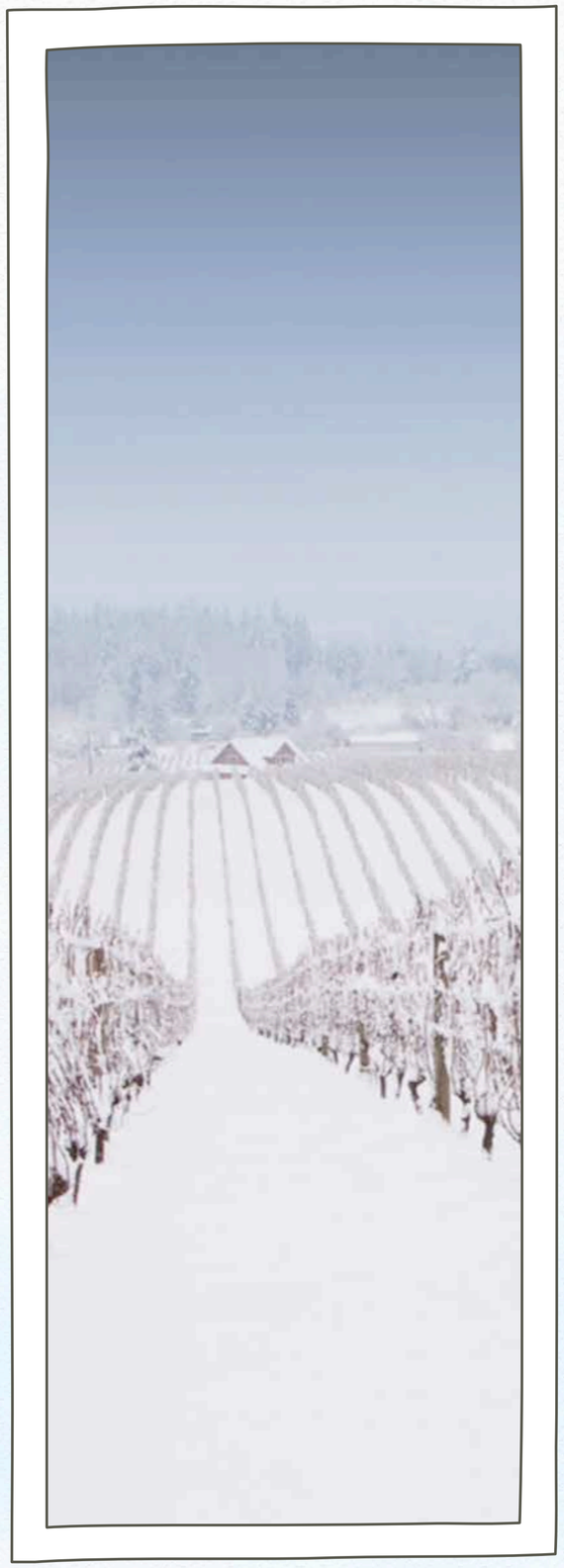
"Newberg is a Gem of a Town, One of the Best of Its Size (22,000) in the Northwest" by Terry Richard —*The Oregonian*

"Beginning in the town of Newberg and extending south to the capital city of Salem, Oregon's Willamette Valley is characterized by rolling hills and lush valleys. This is Oregon's principal wine region, and while it may not be as well known around the world as California's Napa Valley, it is no less breathtaking." —*USA Today*

"This former pass-through town now has the quality food, sips, and art you used to find only deeper inside the Willamette Valley." —*Sunset Magazine*

"This gateway to Yamhill County wine country is only 30 minutes south of Portland, but there's so much to do along Newberg's main drag of East First Street that you may not get to any actual wineries. No matter, since there are plenty of tasting rooms and restaurants where you can sample classic Oregon pinot noir." Quick Day Trips by Grant Butler —*The Oregonian*

"(Pulp & Circumstance) which opened in June, is another effort by Loni Austin Parrish's attempt to turn downtown Newberg into the hippest place in Oregon." —*The Oregonian*

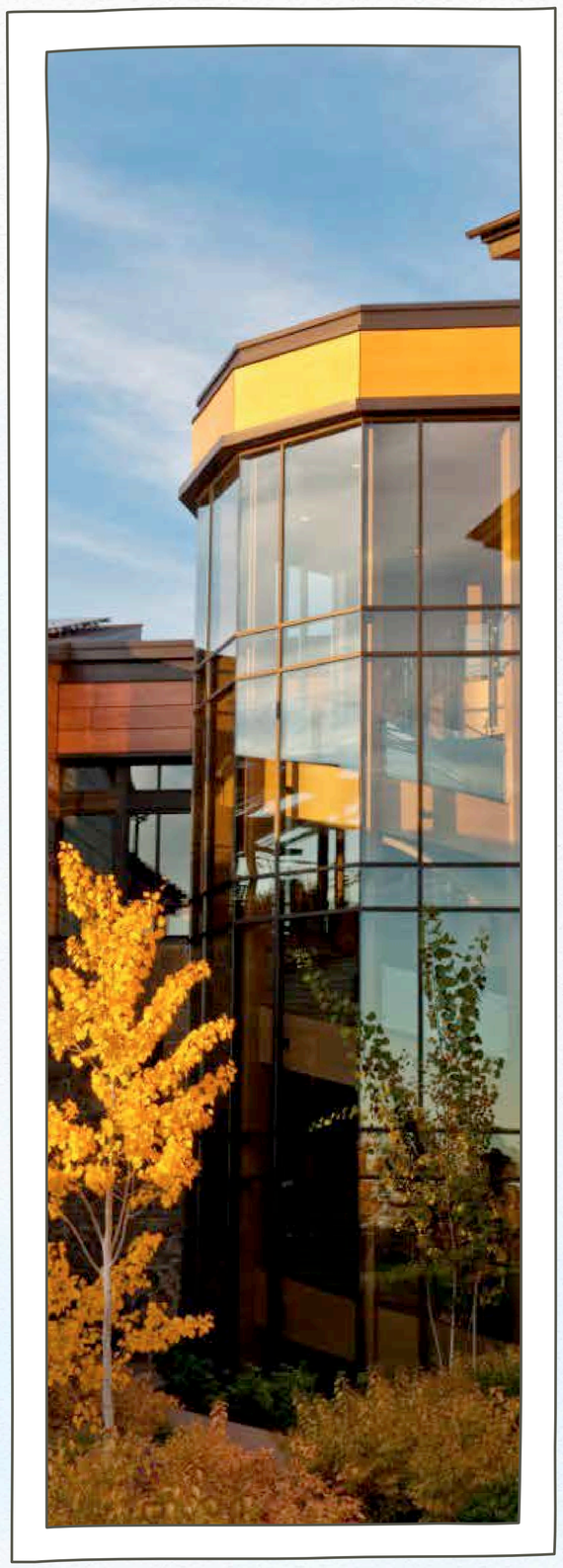


The First Destination in Oregon Wine Country *Click on a quote to view article*

"Newberg … is target central of Oregon's wine country" —*The Oregonian*

"California's Napa Valley isn't the only place in the country to find great wineries. Oregon has some up-and-comers that will give wine aficionados a reason to head north." Wineries in Newberg & Dundee, Oregon —*USA Today*

"McMinnville and Newberg regularly vie for the title of top wine-country town . . . While McMinnville typically has shined brightest in size—and in scope of eating and shopping options—Newberg and Dundee have boasted the lion's share of wineries and tasting rooms. Recent additions to both towns' arsenal of attractions, though, have evened the field." A Toast of Two Cities —*Portland Monthly*



The Allison Inn and Spa (Newberg) *Click on a quote to view article*

"Besides having some of the best lodging in Yamhill wine country, indeed in all of Oregon, the inn has become a popular day visit for Portlanders for its spa services and its JORY Restaurant." —*The Oregonian*

"So what about that Allison Inn? Since it opened in 2009, it has cemented its reputation as one of the premier luxury resorts in Oregon, even earning a rare national recognition for quality of lodging in the state. Travel + Leisure magazine's October issue will name the Allison as the top hotel spa in the continental United States … Newberg also has three restaurants right up there in quality with the best of Portland. —*The Oregonian*

TripAdvisor.com names The Allison Inn one of the top 10 pet friendly places to stay in the U.S. —*Oregon Public Broadcasting*

"Oregon is perhaps best known for its pinot noirs. You can sample many of these by the glass at the 85-room Allison Inn & Spa restaurant in the heart of the wine-producing Willamette Valley." – The Big Six: Wine country hotels —*The Independent (UK)*

"You can get a good taster in a day visit, but it's more rewarding if you hire a car and spare three days or so to work your way down the bucolic valley, cherry-picking the best producers. Leave Portland on Route 99W and head south towards Newberg. This is where the real wine country starts." Tuscany? Provence? No – it's Oregon. —*The London Sunday Times*

"The birthday girl's husband had booked our group at The Allison based on magazine and Internet accolades and because of its location in Newberg, a central base from which to explore the region's 200-plus wineries. He chose wisely. The Allison Inn and Spa opened in September 2009 and in a little over two short years has become the place to stay when wine touring in Oregon. It made Condé Nast Traveler's 2010 Hot Hotels and Hot Spas list and CNN named The Allison and Oregon Wine Country as one of the Top 9 Spots in the World for Savvy Luxury Travellers." —*Ottawa Citizen*



The Opportunity for Downtown *Click on a quote to view article*

"Perhaps Redmond can be an example of what will happen in downtown Newberg, once the initial phase of the Newberg-Dundee Bypass is complete in 2016… **If anything, downtown Newberg has the potential to blossom even brighter than Redmond.** —*The Oregonian*

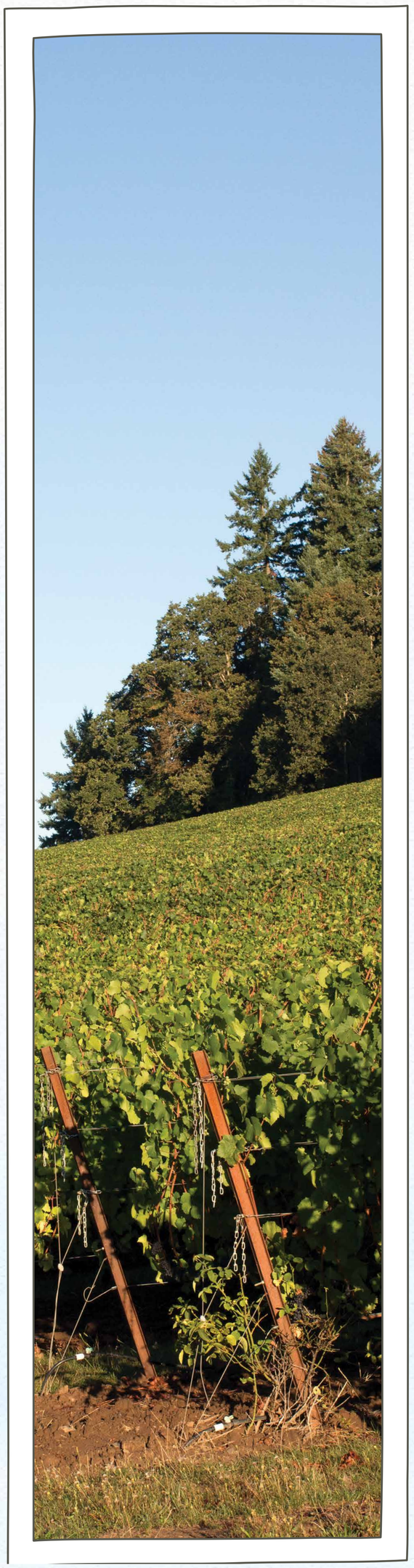
"Downtown Newberg will still be busy, because it will remain on Oregon 99W and the bypass will be routed as Oregon 18. **But Newberg will get its chance to fully embrace its location in the heart of Oregon's wine country."** —*The Oregonian*

"… if you live in Newberg or Dundee, **the best thing about the new bypass — 25 years in the making — is that it gives you the chance to rethink, rebuild or recover the charm of your wine-country town.** Now that the first phase of the bypass is a reality, it opens up possibilities for each city and allows the conversation to begin — or accelerate — about the shape of the future. For Newberg, the opportunity to reclaim its remarkably intact and historic downtown in a lasting and meaningful way is another building block in its ongoing growth and revitalization. Even without the bypass, Newberg has great potential; even with the traffic, we are seeing a resurgence," he says. **"Downtown has great potential. It's got great buildings and density"** Mike Ragsdale, On the Road —*Oregon Business Magazine*

"Work is under way on one of northwest Oregon's long-awaited and most-highly anticipated highway projects, the Newberg-Dundee Bypass." —*The Oregonian*

"It will get truck traffic and significant auto traffic out of Dundee and Newberg and give the downtowns back to the communities," Torres said. —*The Oregonian*

"Newberg spruces up downtown to coax some of that traffic to stop" —*The Oregonian*



2017-18 Budget

REVENUE:	
City of Newberg	$139,886.00
City of Dundee Contribution	$2,500.00
TOTAL REVENUES:	$142,386.00
EXPENSES:	
Personnel	$62,000.00
CEO *Wine Education Center Manager & Instructors* *Office Administrator* *Visitors Center Coordinator* *Visitors Center - Seasonal Help* *Benefits - Health Insurance & Retirement* *Taxes* *Allocated by percentage of time spent on Visitor Center or Tourism Promotion Activities*	
Marketing	$42,000.00
Print Advertising *Social Media Marketing* *Chehalem Valley Field Guide* *Travel Yamhill Valley Tourism Guide Ad* *Willamette Valley Visitors Association—Co-op Ad Opportunities* *Governors Conference on Tourism—Oregon Destination Marketing Conference* *First Friday Artwalk participation/Trolley Sponsorship* *Camellia Festival Presenting Sponsor* *Newberg Christmas Lights Seasonal Electricity* *Event Marketing—Camellia Festival, Tunes on Tuesday, Brews & BBQ* *Website Modifications* *SEO Fees* *Travel Oregon Tourism Guide Ad* *Familiarization Tour Expenses* *Contingency Marketing Dollars Set-Aside for Unique Opportunities*	
Shared	$47,979.00
Calculated as 1/3 of overhead in Chamber Budget applicable to tourism *Includes: Dues/Subscriptions, Bank Fees, Insurance, Internet/Web Miscellaneous, Supplies, Postage, Leases, Printing, Rent, Capital Improvements, Repair/Maintenance, Telephone, Utilities* *Professional Fees* *Mileage*	
TOTAL EXPENSES:	**$151,979.00**
DIFFERENCE:	**-$9,593.00**

Chehalem Valley Chamber funds any negative balance per contract.

AGREEMENT
between
CITY OF NEWBERG
and
CHEHALEM VALLEY CHAMBER OF COMMERCE

This Agreement is entered into this 17 day of March, 2015, between the Chehalem Valley Chamber of Commerce, hereinafter referred to as "Chamber," and the City of Newberg a municipal corporation, hereinafter referred to as "City." This agreement supersedes all prior agreements between the City and Chamber.

RECITALS

1. Intent – The intent of the parties is for the City to contract with the Chamber to provide visitor information services. These services will be provided through a Visitor Information Center, referred to as "Center," for a period of five (5) years beginning July 1, 2015, and ending June 30, 2020.

2. Funding – Both the Chamber and the City will furnish funding for the Visitor Information Center's operations.

3. Exemption from Normal Solicitation Process – The City as the Contract Review Board is granting an exemption from the normal solicitation process. The exemption is specifically granted in the resolution (Resolution No. 2015-3180) authorizing the City to enter into this agreement.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

I. TERM OF AGREEMENT

The term of this Agreement is for five (5) years subject to approval of the annual business plan as follows:

1. Initial Five (5) Year Term – The five (5) year term will be from July 1, 2015, until June 30, 2020, subject to the provisions in section VI.

2. Annual Business Plan Approval – The business plan for the first year is attached as Exhibit "A" and by this reference incorporated. Approval of the contract will constitute acceptance and approval of the first year business plan. Thereafter, an annual business plan for the following fiscal year as used by the City (July 1st through June 30th) will be presented to the City on or before May 1st. The City will take action concerning the business plan on or before June 30th that year. The City's rejection of the business plan will suspend the City's obligation to make payments under the

contract. The City and the Chamber will discuss in good faith any issues concerning the business plan with the objective to continue to operate the Center.

3. Renewal After Five (5) Year Term – There will be no automatic renewal after five-(5) year term, unless the parties agree to such renewal. The contract will terminate at the end of the initial term (June 30, 2020). However, the parties will meet and discuss renewal of the contract in order to continue operation of the Center. These discussions will begin no later than October of 2019.

II. SERVICES TO BE PROVIDED

The scope of services that the Chamber shall provide is as follows:

1. Management and Administration – Management and administration of the Center located in the City of Newberg. Chamber shall provide all necessary staff, materials, and services to adequately represent the City in meeting with visitors, dispensing information regarding the area, developing necessary informational programs and coordinating with associated agencies and entities.

2. Visitor Promotion Activities – Chamber shall provide all functions, literature, advertising, staff, supplies, equipment and support associated with an educational awareness program designed to promote the City of Newberg area as a destination for tours and visitors. Membership with the Chamber will not be a prerequisite for representation within the Center or its activities. Chamber shall coordinate its activities, as appropriate, with affiliated organizations such as the Oregon Travel Council and other visitor promotional entities.

III. BUDGETING

In consideration for the operation, management and performance of services outlined in this agreement, the City agrees to provide public sector funds to Chamber.

The City will pay to the Chamber an amount equal to 25% of the actual collected Transient Lodging Tax (TLT) revenue for the fiscal year according to the payment schedule below. However in no event will the total amount paid in the 2015-16 fiscal year be in excess of $137,000, or thereafter in the indexed amount for the following years as specified below. In the event that TLT revenue required by law to be spent in tourism is less than $137,000 (or the indexed amount), the City is not obligated to supplement such payments from other funding sources.

Beginning July 1, 2016 and each July 1 for the balance of the contract, the maximum amount to be paid in any fiscal year will be the total for FY 2015-16 plus a percentage equal to the annual average CPI-W for the prior calendar year, published by the U.S Bureau of Labor Statistics for the Portland-Salem Area. The April report of the prior calendar year CPI-W will be the effective percentage.

The City will make monthly payments in an amount equal to one-twelfth (1/12) of the projected annual amount beginning July 31, 2015 and continuing on the final day of each month thereafter. Each August, the City will reconcile the actual amount received in TLT for the prior fiscal year and adjust the August payment to the Chamber accordingly. Funds for these payments will be proceeds from the actual collection of TLT revenue, specifically that portion of the TLT that the City is obligated, by law, to spend on tourism.

The City expects that the Chamber shall maintain a financial investment in the operation and management of the Center. Any funds spent over and above the Center budget will be the responsibility of the Chehalem Valley Chamber of Commerce.

IV. REPORTING

1. Annual Business Plan – On May 1 of each year, Chamber shall submit a Business Plan containing a detailed budget and identification of activities and a statement of performance goals for all activities contemplated pursuant to this agreement. The Business Plan for the first year of this agreement is attached as Exhibit "A".

2. Chamber shall notify City in writing of any significant change made to the Business Plan.

3. Quarterly Reports – Chamber shall report to the City on a quarterly basis. Such reports shall be furnished to the Newberg City Council no later than the first regular meeting of the City Council during the second month following the end of the calendar quarter. Each report shall be for the previous quarter. The reports shall be furnished to the City in writing in time to meet the regularly scheduled City Council agenda deadline. Such deadline is 10:00am two Fridays prior to the City Council meeting. Such deadline time may be changed by the City. Notification of deadline change shall be submitted to Chamber.

   The report shall include the following information:

   1. Financial reports, including Statement of Revenues & Expenditures, which are specifically applicable to the Chamber's operation of the Center.

   2. Activity report detailing progress on goals, objectives and tasks identified in the Business Plan.

V. RECORDS AND ACCOUNTING

Chamber shall maintain records and accounts that will allow the City to assure a proper accounting for all funds paid for the performance of this agreement. Within three business days of a written request by the City, Chamber shall make such records available for review by the City and other authorized entities requiring such records.

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VI. HOLD HARMLESS

Chamber shall indemnify and hold harmless the City against any claims, damages or suits resulting from the operation of the Center. The Chamber shall furnish to the City a Certificate of Insurance showing that adequate insurance coverage has been provided and that the City has been named as an additional insured on the Chamber insurance policy. Such certificate shall be furnished to the City upon execution of the Agreement and additional proof of continued insurance coverage shall be furnished upon request by the City.

VII. TERMINATION OF AGREEMENT

This Agreement can be terminated as follows:

a. At-will – By either party at will, without cause by giving notice of termination prior to January 1 for termination as of June 30 during the term of the agreement. Nothing in this notice of termination shall prohibit the parties from mutually agreeing to terminate the agreement at any time.

b. Failure to Furnish Reports – If the Chamber fails to furnish quarterly or annual reports in a timely fashion as indicated under paragraph four (4) herein, the City may terminate the agreement subject to the notice and Chamber may be subject to reimburse the City for all payments made during the quarter for which the report has not been timely submitted; provided that Chamber has not within thirty (30) days, after written notice, provided a quarterly report.

c. For Cause – The City has the right to terminate the Agreement for cause after notice to the Chamber if the Chamber has not corrected the situation where they are in violation of the contract within thirty (30) days after the notice.

d. Notice – Notice required by the Agreement and under this paragraph will be mailed to the address indicated below for each party:

City Manager	Executive Director
City of Newberg	Chehalem Valley Chamber of Commerce
PO Box 970	115 N. College Street
Newberg, OR 97132	Newberg, OR 97132

e. Liability for Payments – The City will have no liability for any payments after termination of the Agreement. Chamber has no rights to rely upon this Agreement in making any obligations to any person about future funding of any position with the Center.

VIII. BUDGET LAWS OF THE STATE OF OREGON

The City of Newberg is a municipal corporation and is obligated under the budget laws of the State of Oregon known as the Local Budget Law. Any provision of the Agreement which is not

in conformance with the Local Budget Law is null and void. Further, the City cannot expend monies beyond the revenues received. The City authorizes expenditures in accordance with the City's Transient Lodging Tax Ordinance and its budget and revenue projections. If the City does not receive revenues in accordance with its projections, expenditures must be decreased.

IN EVIDENCE THE UNDERSIGNED HAVE EXECUTED THIS AGREEMENT:

CITY OF NEWBERG
414 E. First Street
Newberg, OR 97132
By Authority of
Resolution No. 2015-3180
(passed March 2, 2015).

BY:

Jacquie M. Betz, City Manager 4/14/15
Date

CHEHALEM VALLEY CHAMBER OF COMMERCE

115 N. College Street
Newberg, OR 97132

BY:

Sheryl Kelsh, Executive Director njnhs
Date

APPROVED AS TO LEGAL SUFFICIENCY:

Truman A. SFone, City Attorney tc 4/13/15
Date

"Exhibit A"

THE CHEHALEM VALLEY
MARKETING PLAN
2015-2016 Destination Development

The Gateway to Oregon's Wine Country
CHEHALEM Valley VISITOR'S CENTER

I. GOAL: Goal: To increase visitor volume, visitor spending, and economic impact for the Chehalem Valley.

An effective destination development and marketing program benefits the quality of life for residents while attracting visitors and enhancing tourism. A healthy return on transient room tax investment leverages services, amenities, and activities that appeal to visitors and residents alike. Additional spending by visitors in local communities results in a positive economic impact.

a.) Objectives & Strategies: Marketing & Public Relations—To increase visitor volume, visitor spending and economic impact for the Chehalem Valley by developing awareness and preference.

a. The Chehalem Valley Chamber will continue to advertise in regional/niche publications such as *Northwest Travel Magazine*, *Travel Portland*, and *Travel Oregon* publications to promote the Chehalem Valley as a tourist destination.

b. Create a digital general press kit that is downloadable from the website

c. Create talking points or fact sheet for use when trying to increase editorial content through guidebooks and travel writers

d. Leverage efforts of Travel Oregon and their contractors, to increase their knowledge of the Chehalem Valley product through personal research trips and communications.

e. The Chehalem Valley chamber will continue to develop a process for hosting media for "familiarization tours," the objective of obtaining a minimum of six stories per year.

f. Monitor editorial calendars and pitch story ideas to appropriate leisure and travel trade publications for the Chehalem Valley.

g. The Chehalem Valley Chamber will engage in active print and electronic promotion of the following annual events:

i. The Newberg Camellia Festival

ii. Tunes on Tuesday

iii. The Old Fashioned Festival

iv. Brews & BBQ event

h. Increase the number of website users by 20% by increasing social media presence and increasing website usability on iOS devices:

i. Continue use of Facebook, Twitter and Pinterest to promote the area. Add Instagram in 2015.

j. Continue to survey visitors to acquire a better understanding of their travel habits so that we can improve the precision of our consumer marketing.

k. Maintain updated printed Collateral to support the objective includes production of the Community Guide & Directory, Wineries of the Chehalem Valley Magazine (new pocket design in 2015), a Group travel brochure, A Wine Education Center brochure and the city/county map.

THE CHEHALEM VALLEY
MARKETING PLAN
2015-2016 Destination Development

The Gateway to Oregon's Country
CHEHALEM Valley VISITOR'S CENTER

1. Maintain content-rich visitor information on the website. On the website visitors can access information on activities, events, restaurants and lodging.

m. In 2615 The CVCC has partnered with Lauren Wylie and Above the Press to provide monthly tourism specific content updates for the website.

n. Create sample itineraries/tours in Google Maps and link to "trip ideas" pages on the website.

2.) Travel Trade Sales & Marketing - To increase leisure visitor volume, visitor spending and economic impact for the Chehalem Valley through the promotion and distribution of the Chehalem Valley' products to the travel trade.

a. Actively seek opportunities to promote the Chehalem Valley through travel trade partners through the following methods:

i. Quarterly presentations at the ODMO meetings on "What's New" in the Chehalem Valley.

ii. Quarterly "What's New" email to the Willamette Valley Visitors Association with annual invitation to host their regional meeting in Newberg.

iii. Continue to contact meeting planners through convention services at Travel Portland to solicit pre & post-convention trips to the Chehalem Valley.

iv. Distribute the "meeting planner" kit for the Chehalem Valley area.

3.) Influence the long-term development of the destination and its brand.

a. Work with travel writers, editors, bloggers, online media and other influencers to generate beneficial media placement the will reinforce the brand.

b. Produce high-quality publications including the Chehalem Valley Community Guide and Wineries of the Chehalem Valley Magazine in a manner that reinforces the destination brand.

c. Working with community partners, make Newberg and the Chehalem Valley the best destination experience possible.

d. Whenever possible, exert influence in community decision-making that impacts Newberg and the Chehalem Valley's quality of life and viability as a travel destination.

e. Maintain visibility in community; represent the interests of local tourism on decision-making committees, task forces and work groups; and provide input, as needed.

f. Provide demographic and research information to prospective tourism partners investigating the Chehalem Valley for new business. Assist with site location as requested.

g. Develop additional exhibits, interactive programs, and educational opportunities for the public through the Oregon Wine Education Center.

THE CHEHALEM VALLEY

MARKETING PLAN

2015-2016 Destination Development

The Gateway to Oregon Wine Country
CHEHALEM Valley VISITOR'S CENTER

4.) Deliver a consistently remarkable customer service experience.

a. Operate a year-round visitor center that serves as many as 10,000 guests per year.

b. All CVCC staff and volunteers are fully trained in customer service, Chehalem Valley product knowledge and referral marketing.

c. All frontline staff is Q certified within their first three months of employment.

d. All frontline staff is trained to effectively serve the general visitor whether domestic or international.

e. All frontline staff will offer visitor reservation assistance for the local area.

f. Frontline staff participates in research trips to visit a wide variety of tourism destinations for increased product knowledge.

g. Develop a community-wide hospitality training program that will be implemented in 2015. Training will be available to every business in the Chehalem Valley that would like to participate.

h. Develop systems and metrics to monitor customer satisfaction and take positive action to improve the customer experience based on this feedback.

5.) Foster high-value relationships with our stakeholders.

a. Distribute quarterly visitor center reports to the Newberg City Council.

b. Conduct two focus groups with tourism stakeholders each year.

c. Conduct one satisfaction survey with tourism stakeholders each year.

"Exhibit A"

THE CHEHALEM VALLEY
MARKETING PLAN
2015-2016 Destination Development

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CHEHALgM Valley
VISITOR'S CENTER

	Budget 2015-16
REVENUE:	
City of Newberg	$137,000.00
City of Dundee Contribution	$2,500.00
TOTAL REVENUES:	$139,500.00
EXPENSE:	
Personnel	$62,000.00
CEO *Wine Education Center Manager* *Office Administrator* *Visitors Center Coordinator* *Visitors Center - Seasonal Help* *Benefits - Health Insurance & Retirement* *Taxes*	
Marketing	$40,000.00
Print Advertising *Online Advertising* *Tourism Magazine—City Map* *Travel Yamhill Valley—Dig our Valley Campaign* *Willamette Valley Visitors Association—Co-op Ad Opportunities* *Governors Conference on Tourism—Oregon Destination Marketing Conference* *First Friday Artwalk participation/Trolley Sponsorship* *Camellia Festival Support and Trolley Sponsorship* *Newberg Christmas Lights Seasonal Electricity* *Event Marketing—Camellia Festival, Tunes on Tuesday, Brews Sr BBQ* *Website modifications* *Travel Yamhill Valley—Membership* *Travel Oregon Co-op Advertising Opportunities* *Travel Portland Magazine* *Familiarization tour expenses* *Contingency marketing dollars set-aside for unique opportunities*	
Shared Expenses	$47,979.00
Calculated as 1/3 of overhead in Chamber Budget applicable to tourism *Includes: Dues/Subscriptions, Bank Fees, Insurance, Internet/Web Miscellaneous, Supplies, Postage, Leases, Printing, Rent, Capital Improvements, Repair/Maintenance, Telephone, Utilities* *Professional Fees* *Mileage*	
TOTAL EXPENSES:	**$149,979.00**
DIFFERENCE:	-$10,479.00

Chehalem Valley Chamber funds any negative balance per contract.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017

Order No.	Ordinance No.	Resolution No. 2017-3381	Motion	Information
___	___	XX	___	___

SUBJECT: A Resolution awarding Affordable Housing Trust Fund Manufactured Home Rehabilitation and Repair Grant Program Funds of $10,000.00 to the Newberg Area Habitat for Humanity	**Contact Person (Preparer) for this Motion: Doug Rux, Director** **Dept.: Community Development** **File No.: GR-17-008**

RECOMMENDATION:

Adopt Resolution No. 2017-3381.

EXECUTIVE SUMMARY:

On August 15, 2016 the City Council adopted Resolution No. 2016-3306 amending Policies and Procedures for Administration of the City of Newberg's Affordable Housing Trust Fund. The amendment added provisions for a Manufactured Home Rehabilitation and Repair Grant Program. The Affordable Housing Commission subsequently prepared grant application material and developed guidelines that are referenced in Section 7.4 of the Policies and Procedures for Administration of the City of Newberg's Affordable Housing Trust Fund. On November 21, 2016 the grant application material and guidelines was shared with the City Council. Information was then placed on the City website and sent to the Newberg Graphic on December 9, 2016.

On May 11, 2017 the City received a finalized application request from Newberg Area Habitat for Humanity (Attachment 1). The grant request amount is $10,000 for multiple projects and would be tied to Habitat's A Brush with Kindness program to address health and safety improvements for manufactured homes for low to very low income residents.

The FY 2016-2017 Manufactured Home Rehabilitation and Repair Grant Program has an established set of Grant Program Guidelines that are included in Attachment 2.

Project:	Newberg Area Habitat for Humanity – A Brush with Kindness Program
Non-profit:	Yes, 501(c)3
Total Project Cost:	$14,925
Grant Request:	$10,000
Match Amount:	$4,925
Project Partners:	In-kind from builders and trade persons. Guild Mortgage $250 cash match plus outreach activities to promote the program. Stuart and Jenna Brown $250
Resident Income:	25% - 60% of median household income
Estimated Number Projects:	5 - 10
Occupancy Requirements:	Information submitted that the 5 year occupancy requirement will be met.
Conventional Loan Programs:	Information was submitted from First Federal Savings and Loan on the lack of financing for repair and maintenance for manufactured homes.

The Newberg Affordable Housing Commission reviewed and scored the application (Attachment 3) on May 23, 2017 and recommended approval by a vote of 4-0 of a grant for $10,000 to Newberg Area Habitat for Humanity with the following conditions:

1. A grant contract will need to be entered into between the City of Newberg and Newberg Area Habitat for Humanity.
2. Newberg Area Habitat for Humanity will need to ensure and enforce the requirement for 5 year occupancy requirements. If the occupancy requirements are not met the expended grant funds must be returned to the City of Newberg.
3. If Newberg Area Habitat for Humanity does not spend the awarded funds within one year of dispersal the grant award would have to be returned or that portion of unspent grant funds returned.
4. Newberg Area Habitat for Humanity shall enter into an agreement guaranteeing the manufactured homes will only be occupied by families or individuals meeting income guidelines for the grant for five years. The five year requirement starts after a grant is awarded and repairs have commenced.
5. Newberg Area Habitat for Humanity must obtain a letter of intent from the home owner or renter to meet the income requirements.
6. A quarterly report shall be submitted by Newberg Area Habitat for Humanity to the Newberg Affordable Housing Commission on the expenditure of funds, number of projects funded, the address of the manufactured home(s) that are being repaired and cash/in-kind match amounts.
7. A final report at the end of the first year after funding is awarded shall be submitted to the Newberg Affordable Housing Commission on the expenditure of funds, number of projects funded, the address of the manufactured home(s) that are being repaired and cash/in-kind match amounts. The Newberg Affordable Housing Commission shall forward the report to the City Council.

Attachment 4 is a draft of the Affordable Housing Trust Fund Manufactured Home Rehabilitation and Repair Grant Contract with Exhibits.

FISCAL IMPACT:

The adopted Fiscal Year 2016-2017 budget in Fund 14, 14-4130-603000 has funds budgeted in the amount of $15,283. The $10,000 grant would come out of this budget line item.

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

Not applicable.

Attachments: 1. Newberg Area Habitat for Humanity Application Material
2. FY 2016-2017 Manufactured Home Rehabilitation and Repair Grant Program Grant Program Guidelines
3. Affordable Housing Commission Scoring Matrix
4. Draft Manufactured Home Rehabilitation and Repair Grant Contract

RESOLUTION NO. 2017-3381

A RESOLUTION AWARDING AFFORDABLE HOUSING TRUST FUND MANUFACTURED HOME REHABILITATION AND REPAIR GRANT PROGRAM FUNDS OF $10,000.00 TO THE NEWBERG AREA HABITAT FOR HUMANITY

RECITALS:

1. On August 15, 2016 the City Council adopted Resolution No. 2016-3306 amending Policies and Procedures for Administration of the City of Newberg's Affordable Housing Trust Fund. The amendment added provisions for a Manufactured Home Rehabilitation and Repair Grant Program.

2. On November 21, 2016 the Manufactured Home Rehabilitation and Repair Grant Program application material and guidelines was shared with the City Council.

3. On December 9, 2016 the Manufactured Home Rehabilitation and Repair Grant Program application material and guidelines was placed on the City website and a notice sent to the Newberg Graphic.

4. On May 11, 2017 the City received a finalized application request from Newberg Area Habitat for Humanity. The grant request amount was for $10,000 for multiple projects and would be tied to Habitat's A Brush with Kindness program to address health and safety improvements for manufactured homes for low to very low income residents.

5. On May 23, 2017 the Newberg Affordable Housing Commission reviewed and scored the application and recommended approval by a vote of 4-0 of a grant for $10,000 to Newberg Area Habitat for Humanity with the following conditions:

    a. A grant contract will need to be entered into between the City of Newberg and Newberg Area Habitat for Humanity.
    b. Newberg Area Habitat for Humanity will need to ensure and enforce the requirement for 5 year occupancy requirements. If the occupancy requirements are not met the expended grant funds must be returned to the City of Newberg.
    c. Newberg Area Habitat for Humanity does not spend the awarded funds within one year of dispersal the grant award would have to be returned or that portion of unspent grant funds returned.
    d. Newberg Area Habitat for Humanity shall enter into an agreement guaranteeing the manufactured homes will only be occupied by families or individuals meeting income guidelines for the grant for five years. The five year requirement starts after a grant is awarded and repairs have commenced.
    e. Newberg Area Habitat for Humanity must obtain a letter of intent from the home owner or renter to meet the income requirements.
    f. A quarterly report shall be submitted by Newberg Area Habitat for Humanity to the

Newberg Affordable Housing Commission on the expenditure of funds, number of projects funded, the address of the manufactured home(s) that are being repaired and cash/in-kind match amounts.

g. A final report at the end of the first year after funding is awarded shall be submitted to the Newberg Affordable Housing Commission on the expenditure of funds, number of projects funded, the address of the manufactured home(s) that are being repaired and cash/in-kind match amounts. The Newberg Affordable Housing Commission shall forward the report to the City Council.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. Affordable Housing Trust Fund Manufactured Home Rehabilitation and Repair Grant Program grant of $10,000 is awarded to the Newberg Area Habitat for Humanity.

2. The grant award is conditioned on the execution of a City of Newberg Affordable Housing Trust Fund Manufactured Home Rehabilitation and Repair Grant Contract with special conditions of award prior to disbursement of any grant funds.

3. The City Manager, in consultation with the City Attorney, shall finalize the City of Newberg Affordable Housing Trust Fund Manufactured Home Rehabilitation and Repair Grant Contract and the City Manager is authorized to sign the contract.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 20, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of June, 2017.

_____
Sue Ryan, City Recorder

ATTEST by the Mayor this 22nd day of June, 2017.

_____
Bob Andrews, Mayor

Newberg Area Habitat for Humanity®

Stuart Brown
Newberg Affordable Housing Trust Fund
c/o Guild Mortgage
700 Deborah Road, Suite 100
Newberg, OR 97132

May 11, 2017

Dear Stuart:

Attached please find a REVISED grant request for the Manufactured Home Repair and Rehabilitation grant program available through the City's Affordable Housing Trust fund. We hope this request will meet both the criteria and the priorities of the program.

As noted in the application we hope to use these funds to continue, and hopefully expand, our A Brush with Kindness program. Established in 2010, this program directs community goodwill (often in the form of volunteer labor) to address issues of health and safety in the homes of low to very low-income residents.

Over the years, we have built wheelchair ramps, repaired roofs, replaced windows, and remodeled bathrooms for and with our neighbors.

This grant will allow us to continue to help preserve the stock of affordable housing in our community.

Please let me know if you require additional information. Thank you for your consideration and for all of your good works.

Sincerely,

Rick Rogers
Executive Director

Enc.

PO Box 118, 620 N Morton Street, Newberg, OR 97132-0118
Phone: (503) 537-9938 Fax: (503) 554-1999 www.newberghabitat.org

Manufactured Home Rehabilitation and Repair Grant Program Request

Individual or Organization name:	Newberg Area Habitat for Humanity
Is your organization a non-profit?	We are a 501(c) 3 non-profit established in 1995
Contact Name/Title:	Rick Rogers/Executive Director
Mailing Address:	PO Box 118, Newberg, OR 97132
Telephone:	(503) 537-9938
Email address:	Rick@newberghabitat.org
Total project cost:	$14,925
Requested amount:	$**10,000**
Matching resources:	$4,925

Project partners and their contributions: Local builders and trades persons will at times provide in-kind materials and services. Guild Mortgage will provide logistical support. Habitat for Humanity staff and volunteers will be responsible for project planning, coordination and completion.

Estimated Project beginning and completion date: June 1, 2017 – May 31, 2018

Please briefly describe the affordable housing you are trying to solve and how your project helps in solving the challenge:

Our "A Brush with Kindness" program assists low (60% of median) to very low income (25% of median) homeowners with repairs to their homes. As a licensed, insured and bonded general contractor (Oregon CCB 124890), we perform these health and safety-focused repairs with the objective of maintaining the existing affordable housing stock in our community. Using volunteer labor, we direct community goodwill to helping our neighbors stay in their homes. During the project period we expect to perform between 5 and 10 projects which are likely to include window replacement, wheelchair ramp construction, bathroom accessibility remodels, roof repair and other essential repairs.

Manufactured Home Rehabilitation and Repair Grant Program Request (Continued)

Please describe how your project will address the Manufactured Home Rehabilitation and Repair Grant Program Eligibility and Selection Criteria described in "Attachment A" of this form, including additional documentation/evidence as needed:

1. The homes we repair will be in Newberg
2. We serve families between 25% and 60% of median income
3. Our projects focus on health and safety issues
4. We will provide a 33% match
5. The homeowners we serve do not qualify for conventional financing
6. We believe the scope and timeline of this request are realistic given our past experience with our A Brush with Kindness program
7. We serve those earning between 25% and 60% of area median income
8. N/A
9. Our A Brush with Kindness program has been in place since 2010
10. N/A
11. N/A
12. The Newberg Affordable Housing Trust fund is essential to this effort as it is the only locally based funding source for affordable housing retention and repair

A brochure outlining our A Brush with Kindness program is attached.

Affordable Housing Occupancy Affidavit
Newberg Affordable Housing Trust Fund
Matching Funds Grant

Dear Newberg Affordable Housing Trust Fund Committee;

We acknowledge that we have requested funds from the Newberg Affordable Housing Trust Fund for purposes of repair or rehabilitation of our primary residence.

It is our intention to maintain the home that the repairs are for as our primary residence (either owned or rented) for 5 years or more and that the repairs are important to help us maintain our home as affordable during that time.

Occupant/Owner or Tenant Acknowledgement

Name_____

Address:_____

Signature:_____

Date:_____

Landlord Acknowledgement (If tenant occupied both tenant and landlord must sign)

Name:_____

Address:_____

Signature:_____

Date:_____

Habitat for Humanity and Guild Mortgage

Brush with Kindness

Request Form

Name: _____

Address: _____

_____

Telephone: _____

Email: _____

Direction to House: _____

_____

_____

Details of the request: _____

_____

_____

_____

Summary of Eligibility:

Habitat for Humanity and Guild Mortgage

Brush with Kindness

example

Request Form

Name: MIICE /\ KJA-TftUE fc6C4VWT

Address: 1166 N MERIDIAN

NICvJ feeve4. Die onrez-

Telephone: bQ2- Wi - Let'l'S

Email:

Direction to House:

Details of the request: fD \^CUCBrP DN

(J) gOQF VS LaOXA&k , \5jyg DbP , TDgNO OfF

g 'BpPLAf'PD.

Summary of Eligibility:

Ocajmot VS 0\SA^LE^ * ^BCDVCRIOC.

FROM CALLER . otoc otrumi^r ewvpLDYtft

\UCD(M\£ \!^ fcMo,000 MOJSeHOUD 'Z^z,.

Rick Rogers
Habitat for Humanity

Newberg, Oregon 97132

Dear Rick;

This letter is to confirm our conversation regarding the availability of financing for Manufactured Homes in parks.

Your presumptions are correct that financing is difficult to impossible to obtain for homes like the ones you described. It is both their age and the fact that they are personal property that makes it difficult.

We do not offer such financing regardless of the purpose and frankly do not know who to refer you to for a solution. We wish you the best of luck and thank you for reaching out to help.

Sincerely;

Angel Aguiar
First Federal Savings and Loan

Historical activities
Regional Affordable Housing Commission Chair
Created and chairs the Affordable Housing Trust Fund and obtained CBDG grants of $400,000 to be managed and distributed in partnership with regional Housing Authority
Collaborates with Habitat for Humanity with personal and Guild matching grant for Brush with Kindness program to provide repair and rehabilitation of mfg homes in the community to protect and preserve these valuable affordable housing units and support lower income citizens

We will be doing the following in 2017
$250 cash donation personally from Stuart and Jenna to Habitat specifically for Brush with Kindness
$250 match from Guild for the same
Grant request to City Affordable Housing Trust Fund from Habitat for
Habitat match of $2500 for the same

We will be the outreach part of the equation and will do the following
Flyers and door hangers co branded with Habitat, City and Guild team that announces availability of funds and to contact Habitat with inquiries
We will go door to door and or mail directly to the homes at our cost
We will main to parks and to residents of Newberg and the surrounding area and will provide copies of the lists.to Habitat and HYAC
We will call on the parks management to research what the most impending need is for the properties and or owner tenants to maintain the homes, increase occupancy and etc. It is possible that some there are vacancies that need to be filled or actual vacant homes that could be filled if they had help of some sort
We will organize at least 3 door to door activities for the Mfg Home parks or neighborhoods
We will organize at least 1 community service event where we would have volunteers scheduled to do clean up or fix up on a particular weekend in one of the parks. Possibly target one home owner or a small group of them in a concentrated area.

Interest in inquiring? Please provide the following information:

Your Name:

_____

Address of Project Request:

_____

_____

City and Zip Code:

_____

Your Telephone Number:

_____

Newberg Area Habitat for Humanity

Please Contact:

503-537-9938

OUR MISSION

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Newberg Area Habitat for Humanity
PO Box 118
Newberg, Oregon 97132

A Brush With Kindness



Newberg Area Habitat for Humanity

Proudly serving the communities of ~

- Newberg
- Dundee
- Sherwood
- Dayton
- St. Paul

~Since 1995

Small Home Repair Projects... Doing BIG Things!

Our Vision:

A world where everyone has a decent place to live.

Newberg Area Habitat for Humanity is uniquely qualified to assist folks in need with small home repair projects. A 501 C 3 non-profit organization we are a licensed, insured and bonded general contractor (Oregon CCB 124890).

EQUAL HOUSING OPPORTUNITY

"A Brush with Kindness"

Smaller scale health and safety projects for:

- Low-income Families
- Seniors
- Disabled

Projects focus on:

- Issues of Handicap Accessibility
- Improving Livability and Safety *in existing homes.*





a Brush with Kindness

Projects undertaken to date have included:

- Construction of Wheelchair Ramps
- Bathroom Accessibility Conversion
- Window Replacement

Why does Habitat for Humanity offer these exterior maintenance services?

- Families live in safe and well-maintained homes.
- Neighborhoods are revitalized.
- Community connections are made.
- Affordable housing inventory is preserved.

The beneficiaries of "A Brush with Kindness" are expected to at least partially assist with the cost of materials for the project and volunteer based on the scope of work.

Newberg Area Habitat for Humanity provides volunteer labor and coordination.

The use of volunteer labor keeps projects affordable.



Newberg Area Habitat for Humanity®

503-537-9938

Fax: 503-554-1999

www.newberghabitat.org

info@newberghabitat.org

501(c)(3), CCB# 124890

Manufactured Home Rehabilitation and Repair Grant Program Guidelines

November 2, 2016

Income

Newberg Affordable Housing Trust Funds (NAHTF) shall support the creation or preservation of housing that is affordable to households with incomes that do not exceed 80% of the area median income, as established by the most current U.S. Department of Housing and Urban Development for Yamhill County, Oregon, as determined by the Community Development Director.

The dwelling must be rented to low or very low income families or individuals, or owned by low to very low income families according to income guidelines established by the Affordable Housing Commission.

Preference will be given to units to very low income families or individuals.

The applicant shall demonstrate that the rehabilitation and repair could not be accomplished using conventional loan programs. A letter from a financial institution, bank or mortgage broker on no accessibility to conventional loan programs can be included in the application material to meet this guideline.

Matching Funds

Applicant must demonstrate and commit sufficient matching funds to secure the grant. Matching funds shall be based on a minimum one-third of the project costs, unless otherwise recommended by the Newberg Affordable Housing Commission and approved by the City Council. The maximum NAHTF grant amount is 50% of the project cost.

In-kind match can be above the cash match but not above the 50% maximum grant amount.

Grant Terms

The five year occupancy requirement for individuals or families shall be included in the grant agreement document. The five year requirement starts after a grant is awarded and repairs have commenced.

If a grant recipient does not spend the awarded funds within one year from dispersal the grant award would have to be returned or that portion of unspent grant funds returned.

Reporting

The applicant shall enter into an agreement guaranteeing the manufactured homes will only be occupied by families or individuals meeting the income guidelines for the grant for five years. The five year requirement starts after a grant is awarded and repairs have commenced.

A quarterly report shall be submitted by a grant recipient to the Newberg Affordable Housing Commission on the expenditure of funds, number of projects funded, the address of the manufactured home(s) that are being repaired and cash match amounts.

A final report at the end of the first year after funding is awarded shall be submitted to the Newberg Affordable Housing Commission on the expenditure of funds, number of projects funded, the address of the manufactured home(s) that are being repaired and cash match amounts. The Newberg Affordable Housing Commission shall forward the report to the City Council.

ATTACHMENT 3

Newberg Affordable Housing Trust Fund
FY 2016-2017 Manufactured Home Rehabilitation and Repair Grant Program

Application Eligibility	Scoring	AHC Eval
1. The dwelling must be within the Newberg city limits.	Y/N/NA	Y
2. The dwelling must be rented to low or very low income families or individuals, or owned by low to very low income families according to income guidelines established by the Affordable Housing Commission.	Y/N/NA	Y
3. Repairs shall improve the overall livability of the dwelling by addressing health and safety issues and by making the home more energy efficient and affordable. Priority is placed on the repairs needed to make the home safe and to prevent further deterioration and escalated costs if unattended. Typical examples of these projects include new roofs, new windows, new electrical wiring, heating system repair/replacement, and utility repairs.	Y/N/NA	Y
4. The applicant shall demonstrate sufficient matching funds according to guidelines established by the Affordable Housing Commission.	Y/N/NA	Y 33%
5. The applicant shall demonstrate that the rehabilitation and repair could not be accomplished using conventional loan programs.	Y/N/NA	Y
6. Applicant must demonstrate and commit sufficient matching funds to secure the grant. Matching funds shall be based on a minimum one-third of the project costs, unless otherwise recommended by the NAHC and approved by the City Council. The maximum NAHTF grant amount is 50% of the project cost.	Y/N/NA	Y 33%
7. The budget and timeline are thorough and realistic (evidence of construction and/ or service costs required with application).	Y/N/NA	Y
Minimum Threshold Criteria	**Scoring**	
8. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80% of the area median income (threshold verification)*.	Y/N/NA	Y 25%-60% median household income
9. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	Y/N/NA	NA
10. The project is ready for implementation.	Y/N/NA	Y
11. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also	Y/N/NA	NA

applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.		
12. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.	Y/N/NA	NA
13. The proposal demonstrates that the Newberg Affordable Housing Trust Funds are the most appropriate funding source, and necessary, for the project.	Y/N/NA	Y
Scored Application Criteria	**Potential Points**	**Aggregate Score**
14. The project provides new affordable housing, or new affordability and availability, through retention or rehabilitation of existing housing, within the city.	10	37
15. The project retains the affordable and accessible housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.	15	58
16. The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency and cost savings to tenants through rehabilitation of existing housing.	1	4
17. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc.).	1	4
18. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.	1	4
19. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.	1	4
20. The budget and timeline are thorough and realistic (evidence of construction and/ or service costs required with application).	1	4
21. Newberg Affordable Housing Trust Funds shall be limited to the minimum amount necessary to complete the project. The lower the percentage of NAHTF funds requested, relative to the full project costs, the higher ranking the project shall be given.	1	
Total Potential Points	**31**	**119**

*FOR 2016, the Median Household Income for the City of Newberg was $54,856.

DEFINITIONS:

"Gross Income" (GI) is income before taxes for all members of one family in the previous twelve months. Income can be derived from salaries, investments, self-employment, farming, and other sources. Assets such as a house or a farm are not income. For people who have wages, gross

income means the figure that they would have received in their paychecks if there were no taxes. Gross income before taxes when applied to farm income means the figure that results when farm expenses are subtracted from farm sales. Gross income also includes unemployment and disability compensation, worker's compensation and severance pay; and welfare assistance payments.

“Family” means all persons living in the same household who are related by birth, marriage or adoption.

“Median Household Income” (MHI) includes the income of the householder and all other individuals 15 years old and over in the household, whether they are related to the householder or not. Because many households consist of only one person, average household income is usually less than average family income. Although the household income statistics cover the past 12 months, the characteristics of individuals and the composition of households refer to the time of application. Thus, the income of the household does not include amounts received by individuals who were members of the household during all or part of the past 12 months if these individuals no longer resided in the household at the time of application. Similarly, income amounts reported by individuals who did not reside in the household during the past 12 months but who were members of the household at the time of application are included. However, the composition of most households was the same during the past 12 months as at the time of application, as defined by the U.S. Census.

CITY OF NEWBERG
AFFORDABLE HOUSING TRUST FUND
MANUFACTURED HOME REHABILITATION AND REPAIR GRANT CONTRACT

This Grant Contract is made and entered into by and between the City of Newberg ("CITY") and Newberg Area Habitat for Humanity ("RECIPIENT").

RECITALS

Whereas, City Council adopted Resolution No. 2016-3306 amending Policies and Procedures for Administration of the City of Newberg's Affordable Housing Trust Fund;

Whereas, the amendment added provisions for a Manufactured Home Rehabilitation and Repair Grant Program;

Whereas, the funds provided under this Grant Contract were derived from the Affordable Housing Trust Fund;

Whereas, the City of Newberg has reviewed RECIPIENT'S application, submitted on May 11, 2017 (the "Application") and determined the Project, as hereafter defined, is feasible and merits funding.

NOW THEREFORE, the parties agree as follows:

1. Contract. This Grant Contract shall include the following, which in the event of any inconsistency are to be interpreted in the following order of precedence:
   A. This Grant Contract without any Exhibits.
   B. Special Conditions of Award, attached as Exhibit A.
   C. A description of the Project approved by the CITY (the "Project"), attached as Exhibit B.
   D. Approved Project budget showing a breakdown of sources of funds, attached as Exhibit C. This Exhibit supersedes the Project budget submitted in RECIPIENT'S Application; and
   E. RECIPIENT'S application, which by this reference is incorporated herein.

2. Grant. In reliance upon RECIPIENT'S Application and covenant to comply with all local, state and federal laws, rules and regulations and the terms of this grant as set forth herein, the CITY agrees to provide the RECIPIENT funds in the amount of $10,000, the use of which shall be expressly limited to the Project and the activities described in Exhibit A and B. The use of these funds shall also be subject to the approved Project budget in Exhibit C, if any.

   Subject to the terms and conditions of this Grant Contract, the CITY shall disburse the grant funds to RECIPIENT upon execution of the Grant Contract.

3. Project Completion Date. The approved grant activities must be completed by July 1, 2018 ("Project Completion Date"). By the Project Completion Date, all Project activities must be completed. The Project Final Report is due 30 days after the Project Completion Date.

4. Recipient's Covenants – Compliance with Laws.
A. The RECIPIENT agrees to comply, and cause its agents, contractors and subgrantees to comply, with all applicable local, state and federal laws, regulations, policies, guidelines and requirements with respect to the use of and the administration, distribution and expenditure of the funds provided under this Grant Contract.

5. Default and Remedies.
A. Default. RECIPIENT shall be in default under this Grant Contract upon occurrence of any of the following events:

(1) Key RECIPIENT actions are not completed in accordance with the Project Schedule or CITY's approval of a Progress Report provided for in this Grant Contract.
(2) Any representation, warranty or statement made by RECIPIENT herein or in any documents or reports relied upon by CITY is untrue in any material respect when made.
(3) Any other significant breach of the terms and conditions of this Grant Contract.

B. Remedies upon Default. If RECIPIENT'S default is not cured within a reasonable term, as defined by CITY, or such longer period as CITY may authorize at its sole discretion, CITY may pursue any remedies available under this Grant Contract either at law or in equity. Such remedies include, but are not limited to, termination of this Grant Contract.

6. Termination.
A. CITY reserves the right to terminate this Grant Contract immediately upon notice to the RECIPIENT:
(1) if RECIPIENT fails to perform or breaches any of the terms of this Grant Contract; or
(2) if the RECIPIENT is unable to commence the Project within three (3) months from the date of this Grant Contract; or
(3) if federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the grant made pursuant to the terms of this Grant Contract or payments to be made hereunder are prohibited.
B. CITY and RECIPIENT may mutually agree in writing to terminate this Grant Contract.
C. In the event of termination prior to Project completion, CITY will have no further obligations or liabilities under this Grant Contract, including that it will not reimburse any Project costs incurred by Recipient.

7. Indemnification. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, RECIPIENT shall indemnify, defend, and hold harmless CITY and its officers, employees, and agents from all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from, arising out of or relating to the activities of the RECIPIENT or RECIPIENT'S officers, employees, sub-contractors, or agents under this Grant Contract.

8. Miscellaneous.
A. This Grant Contract shall be null and void if this Grant Contract is not executed and returned to CITY by the RECIPIENT by June 27, 2017.
B. CITY and the RECIPIENT are the only parties to this Grant Contract and are the only parties entitled to enforce its terms. Nothing in this Grant Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individuals

identified by name herein and expressly described as intended beneficiaries of the terms of this Grant Contract.

C. Except as otherwise expressly provided in this Grant Contract, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to CITY or the Recipient at the address or number set forth on the signature page of this Grant Contract, or to such other addresses or numbers as either party may hereafter indicate. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine.

D. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between CITY and RECIPIENT that arises from or relates to this Grant Contract shall be brought and conducted solely and exclusively within the Circuit Court of Yamhill County for the State of Oregon; provided however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

E. This Grant Contract and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Grant Contract. No waiver, consent, modification or change of terms of this Grant Contract shall bind either party unless in writing and signed by both parties and all necessary CITY approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of CITY to enforce any provision of this Grant Contract shall not constitute a waiver by CITY of that provision or any other provision.

This Grant Contract is hereby executed by the Parties on the dates set forth below.

CITY OF NEWBERG	RECIPIENT
By: _____	By: _____
Date: _____	Date: _____
Address: 414 E. First Street Newberg, OR 97132	Address: _____
	_____

By Authority of Resolution No. 2017-3381

ATTEST AS TO LEAGL FORM

_____
Truman A. Stone, City Attorney

Exhibit A – Special Conditions of Award
Exhibit B – Project Description
Exhibit C – Approved Project Budget

EXHIBIT A

SPECIAL CONDITIONS OF AWARD

1. Newberg Area Habitat for Humanity will need to ensure and enforce the requirement for 5 year occupancy requirements. If the occupancy requirements are not met the expended grant funds must be returned to the City of Newberg.

2. If Newberg Area Habitat for Humanity does not spend the awarded funds within one year of dispersal the grant award would have to be returned or that portion of unspent grant funds returned.

3. Newberg Area Habitat for Humanity shall enter into an agreement guaranteeing the manufactured homes will only be occupied by families or individuals meeting income guidelines for the grant for five years. The five year requirement starts after a grant is awarded and repairs have commenced.

4. Newberg Area Habitat for Humanity must take reasonable steps to verify that the home owner or renter meet the income requirements per the award of grant.

5. A quarterly report shall be submitted by Newberg Area Habitat for Humanity to the Newberg Affordable Housing Commission on the expenditure of funds, number of projects funded, the address of the manufactured home(s) that are being repaired and cash/in-kind match amounts.

6. A final report at the end of the first year after funding is awarded shall be submitted to the Newberg Affordable Housing Commission on the expenditure of funds, number of projects funded, the address of the manufactured home(s) that are being repaired and cash/in-kind match amounts. The Newberg Affordable Housing Commission shall forward the report to the City Council.

7. Expenditure of the grant award can only be within the City limits of Newberg.

8. Newberg Area Habitat for Humanity shall comply with the Manufactured Home Rehabilitation and Repair Grant Program Guidelines, November 2, 2016, (Exhibit A, Attachment 1) in implementation of the grant award.

DRAFT

Manufactured Home Rehabilitation and Repair Grant Program Guidelines

November 2, 2016

Income

Newberg Affordable Housing Trust Funds (NAHTF) shall support the creation or preservation of housing that is affordable to households with incomes that do not exceed 80% of the area median income, as established by the most current U.S. Department of Housing and Urban Development for Yamhill County, Oregon, as determined by the Community Development Director.

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If a grant recipient does not spend the awarded funds within one year from dispersal the grant award would have to be returned or that portion of unspent grant funds returned.

Reporting

The applicant shall enter into an agreement guaranteeing the manufactured homes will only be occupied by families or individuals meeting the income guidelines for the grant for five years. The five year requirement starts after a grant is awarded and repairs have commenced.

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A final report at the end of the first year after funding is awarded shall be submitted to the Newberg Affordable Housing Commission on the expenditure of funds, number of projects funded, the address of the manufactured home(s) that are being repaired and cash match amounts. The Newberg Affordable Housing Commission shall forward the report to the City Council.

EXHIBIT B

DESCRIPTION OF PROJECT

Project:	Newberg Area Habitat for Humanity – A Brush with Kindness Program
Non-profit:	Yes, 501(c)3
Total Project Cost:	$14,925
Grant Request:	$10,000
Match Amount:	$4,925
Project Partners:	In-kind from builders and trade persons. Guild Mortgage $250 cash match plus outreach activities to promote the program. Stuart and Jenna Brown $250
Resident Income:	25% - 60% of median household income
Estimated Number Projects:	5 - 10

DRAFT

EXHIBIT C

PROJECT BUDGET

Fiscal Year: 2016/2017 & 2017/2018

Income Sources	**Amount**
In-kind match	$ 4,425
Guild Mortgage	$ 250
Stuart & Jenna Brown	$ 250
City of Newberg Affordable Housing Trust Fund Manufactured Home Rehabilitation and Repair Grant Program	$10,000
Total Project	$14,925

Expenses	**Amount**
Manufactured Home Repair and Maintenance including items such as window replacement, wheel chair ramp construction, bathroom accessibility remodels, repair of roofs, and other essential repairs	$14,925
Total Project/Program/Event Expense	$14,925

DRAFT

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017				
Order No.	**Ordinance No.**	**Resolution No. 2017-3384**	**Motion**	**Information**
SUBJECT: Update the Master Fee Schedule for the repeal of property reservation fees and approval of a Utility Right of Way Application Fee			**Contact Person (Preparer) for this Motion: Matt Zook, Finance Director Dept.: Finance File No.:**	

RECOMMENDATION: Adopt Resolution No. 2017-3384, A Resolution to update the Master Fee Schedule through a repeal of Fees charged for Property Reservations and to approve the addition of the Utility Right of Way Application Fee.

EXECUTIVE SUMMARY: The Master Fee Schedule (MFS) was established in April 2016 with Resolution 2016-3268 and updated in April via Resolution 2017-3361. The MFS does not include any pass through fees collected for other entities, franchise fees or city taxes.

HIGHLIGHT OF CHANGES:

The $35 property reservation fees for Butler Property, Francis Square, and Memorial Park Gazebo were established in April of 2016 via Resolution 2016-3268. Due to minimal revenue generation as well as an intention to support non-commercial civic uses, staff recommends repealing the $35 property reservation fee associated with property reservation permits. These changes would be reflected in the Application as well as within the Master Fee Schedule.

Pursuant to Newberg Municipal Code 12.05.207-440, every person who owns or controls any utility facilities, in, upon, over or beneath any public right of way shall obtain a license from the City. To obtain this license, a Utility Right of Way Application must be completed, for which an Application Fee must be charged. Although this Application Fee is required by Newberg Municipal Code 12.05.310(c), no formal dollar amount has been adopted by resolution. Therefore, Staff recommends through Resolution 2017-3384 that this fee be formally set at $1,200, the amount the City has previously charged, which is based on an estimation of resources expended to review and approve applications. This fee addition would be reflected in the City of Newberg's Master Fee Schedule.

The Public Works Engineering section of the MFS is also being amended to correct for minor typographical errors. The MFS, as presented, will not reflect the Transportation SDC methodology and fee changes approved via Resolution 2017-3375 which was in effect as of May 3, 2017 as these changes are being processed.

FISCAL IMPACT: Given the infrequency of these fees being charged, as well as the amounts, there would be minimal impact on revenues.

STRATEGIC ASSESSMENT: Resolution 2017-3384 formally adopts a fee designed to recoup the resources used in reviewing and approving Utility Right of Way Licenses as well as supports non-commercial uses of Public areas managed by the City.

RESOLUTION NO. 2017-3384

A RESOLUTION TO UPDATE THE MASTER FEE SCHEDULE FOR THE REPEAL OF PROPERTY RESERVATION FEES AND THE APPROVAL OF A UTILITY RIGHT OF WAY APPLICATION FEE

RECITALS:

1. In April, 2016, the City established a Master Fee Schedule via Resolution 2016-3268 to create transparency and increase efficiency in managing city services and was subsequently updated for various changes in fees via Resolution 2017-3361 in April of 2017.

2. A Utility Right of Way Application Fee is required by 12.05.310(c) License Application Fee through adoption of a resolution by Council.

3. The City has met the requirement for providing an opportunity for public comment prior to the adoption of this fee resolution as required by ORS 294.160.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. To repeal the Public Works Property Reservation Fees associated with the property reservation permits and to reflect these changes in the Master Fee Schedule,

2. To approve the Utility Right of Way Application Fee of $1,200 and add it to the Master Fee Schedule.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 20, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of June, 2017.

_____
Sue Ryan, City Recorder

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

_____
Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017				
Order No. ___	**Ordinance No. ___**	**Resolution No. ___**	**Motion ___**	**Information XX**
SUBJECT: Transient Lodging Tax Destination Development-Marketing Draft Grant Program Application Materials			**Contact Person (Preparer) for this Item: Doug Rux, Director Dept.: Community Development File No.: G-16-008**	

RECOMMENDATION:

Information only.

EXECUTIVE SUMMARY:

On June 20, 2016 the City Council adopted Resolution No. 2016-3307 approving the Newberg Strategic Tourism Plan. At the October 17, 2016 City Council Work Session the City Council reviewed and discussed four options for establishing an organizational structure to administer the Newberg Strategic Tourism Plan. Of the four models presented the City Council by consensus identified the City of Newberg Transient Lodging Tax Ad Hoc Committee model as the appropriate organizational model for implementation of the Newberg Strategic Tourism Plan. The structure, purpose and responsibilities of the Ad Hoc Committee are as follows:

1. An Ad Hoc Committee be established by the City Council that would operate for no less than two years and no more than four years.
2. The Ad Hoc Committee consist of not more than 13 members drawing from members of the TLT Advisory Group plus a person representing Airbnb/VRBO's, a City Council member, a general at-large citizen and Ex Officio members of the Mayor and City Manager.
3. The Ad Hoc Committee would be staffed by existing city staff.
4. The Ad Hoc Committee's role would be to solicit for tourism related facility projects, review proposals and make recommendations to the City Council.
5. The City Council would make the decision on what tourism related facility projects get funded.
6. The Ad Hoc Committee would make recommendations on the small grant program to the City Council.
7. During the two year and not more than four year period the Ad Hoc committee continues the discussion of an organizational model appropriate for Newberg given the funding available and report their recommendations back to the City Council.
8. The City discuss with the Chehalem Valley Chamber additional services that could be provided such as FAM's, Marketing and Destination Development. Funding for these services would come out of the Tourism Promotion expense line.
9. Funds be allocated for a consultant to conduct an assessment of exiting marketing material and provide recommendations for updating or modifying marketing material.

On December 5, 2016 the Mayor appointed 13 members to the Transient Lodging Tax (TLT) Ad Hoc Committee along with the Mayor and City Manager as Ex Officio members with consent of the City Council.

The TLT Ad Hoc Committee has met seven times including its first meeting on January 4, 2017. At the March meeting the TLT Ad Hoc Committee reviewed the draft TLT Destination Development-Marketing Grant Application materials including the Guidelines, Cover Sheet, Application, Reporting Form and Sample Contract providing feedback based on questions provided by staff and observations from TLT Ad Hoc Committee members review and discussions. On March 20, 2017 the TLT Destination Development-Marketing Grant Application materials were presented to the City Council as an Information Report.

Subsequent to the March 20, 2017 City Council meeting the TLT Ad Hoc Committee rethought the grant material package and spent three meetings retooling the material based on their feedback and observations from the TLT Small Grant process. The current version of the grant material package (Attachment 1) includes new Evaluation Criteria for eligibility requirements, and criteria questions and scoring in the Guidelines section. In the application section the narrative questions were re-worked to better align with the purpose of the Newberg Strategic Tourism Plan and the evaluation criteria in the Guidelines. The documents were additionally modified to reflect that the funding year was to be FY 2017-2018. Finally, because no TLT Destination Development-Marketing Grant Application funds were expended in FY 2016-2017 the amount of available funds increased and is now up to a new amount of $430,000.

This information is being shared with the City Council prior to initiating the TLT Destination Development-Marketing solicitation process which is anticipated to begin after July 5, 2017 and run for 90-days for up to $430,000 allocated for the TLT Destination Development-Marketing Grant program.

FISCAL IMPACT:

There is no fiscal impact associated with the TLT Destination Development-Marketing Grant Program. The FY 2017/2018 budget includes the TLT Destination Development-Marketing Grant Program in Fund 19 with and adopted budget amount of $430,622.

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

Not applicable.

Attachments: 1. TLT Destination Development-Marketing Grant Program Application Materials

City of Newberg 2017 - 2018
Transient Lodging Tax – Destination Development and Marketing Promotion Grant Program Guidelines

INFORMATION FOR GRANT APPLICANTS

PURPOSE:
This grant program is intended to aid organizations and businesses that further the Newberg Strategic Tourism Plan adopted in June 2016 for destination development and marketing promotion activities, http://www.newbergoregon.gov/economicdevelopment/page/newberg-strategic-tourism-plan, by advancing the adopted goals of:
1: Tourism bolsters Newberg economy in measurable ways.
2. Newberg is a destination of artisan makers and doers.
3. Tourism funding and industry partners catalyze downtown development and creation of new experiences for target audiences.
4. The tourism organization and strategy engage and energize local tourism partners and demonstrate healthy partnership between the private sector and city.
5. Moon Shots – tourism encourages sustainable development that benefits the local community and enhances the visitor experience.

DEFINITIONS:
The City of Newberg utilizes the state definition of tourism which is aligned with Oregon's legal definition: "Tourism" means economic activity resulting from tourists.

"Tourist" is a person who, for business, pleasure, recreation, or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from, and unrelated to the person's community of residence, and that trip:

a. Requires the person to travel more than 50 miles from the community of residence; or
b. Includes an overnight stay in a paid accommodation in Newberg, Oregon.

"Tourism promotion" (as it relates to this grant application) means any of the following activities:

a. Advertising, publicizing, or distributing information for the purpose of attracting and welcoming tourists;
b. Conducting strategic planning and research necessary to stimulate future tourism development;
c. Operating Tourism promotion agencies; and
d. Marketing special events and festivals designed to attract tourists.

"Tourism Related Facility" is:

a. A conference center, convention center, or visitor information center; and

b. Other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

FUNDING:

Funding for this program is up to $430,000 which may be disbursed to multiple organizations or businesses. The minimum grant amount is $10,001 and the maximum is based on funds available for that fiscal year. The funds are made available from the City of Newberg transient lodging taxes that are assessed to hotels, motels, bed and breakfasts, and vacation rentals for guests in the City of Newberg.

ELIGIBLE APPLICANTS:

Eligible applicants include governmental entities, 501(c)(3) and (6) non-profit organizations, and for-profit private entities with a project, program, or event in the Newberg zip code area of 97132 aimed at destination development or marketing promotion that promotes local tourism attractions, brings visitors, or has the potential to bring visitors, to Newberg that will create overnight stays in Newberg's commercial lodging properties in furtherance of the Newberg Strategic Tourism Plan goals.

Multiple grant applications per year will be considered for any one organization or business. If an organization or business has previously been awarded a tourism grant by the City of Newberg, it will only be considered for a grant if all previously awarded grants complied with grant agreement requirements and procedures, including filing progress reports. Since grants are funded from revenues from lodging tax, recipients are asked not to request discounts from Newberg lodging properties for the proposed project, program, or event.

GRANT APPLICATION PROCESS:

In order to be considered for grant funds from the City of Newberg:

1) A completed application must be delivered to the Community Development Director. Application forms are available at _____ or by contacting the Community Development Director, doug.rux@newbergoregon.gov. If you have multiple projects, programs, or events, separate applications will need to be submitted. The exception would be if the project, program, or event had multiple dates over the course of the fiscal year.
2) All application forms **MUST** be typed and sent to the Community Development Director. **No hand written forms will be accepted. Failure to abide will result in application disqualification.**
3) All applicants will be notified of funding approvals no later than January 31, 2018.
4) Progress and Final Reports on activity, spending, and results are to be submitted to the Community Development Director.

TYPES OF PROJECTS/PROGRAMS/EVENTS TO BE CONSIDERED:

Below is a sample list of grant projects, programs or events; actual projects are not limited to only what is listed below.

1) Projects, programs, or events which generate or encourage overnight stays in Newberg.
2) Projects, programs, or events that increase visitor spending.
3) Projects, programs, or events that enhance shoulder and off season visitation.
4) Projects, programs, or events that create unique wine country experiences that distinguish Newberg from nearby destinations.

ACTVITIES NOT ELIGIBLE FOR FUNDING:

1) General administrative costs;
2) Membership fees;
3) Projects, programs or events promoting tourism outside of Newberg;
4) Project directed solely at the residents of Newberg;
5) Used as match for other City of Newberg funding awards;
6) Salaries;
7) Operating costs;
8) Travel and mileage;
9) Architectural engineering studies;
10) Apparel for volunteers and/or staff; or
11) Advertisements in Newberg or CVCC guides/brochures, local Chambers of Commerce publications, and local publications (print, radio, television) that are not distributed at least 50 miles outside of Newberg.

MATCHING REQUIREMENT:

The Destination Development and Marketing Promotion Grant Program requires a minimum 1:1 match ratio from the applying organization or business:

1) Non-Profit/Governmental: 1 (applicant) and includes in-kind or cash / 1 (City of Newberg)
2) For-Profit: 1 (applicant) cash match / 1 (City of Newberg)

Match funds must be documented and must be committed prior to the distribution of funds. The higher the cash or in-kind match ratio will enhance the application scoring.

EVALUATION CRITERIA:

The City of Newberg Transient Lodging Tax Ad Hoc Committee will review applications and make a recommendation to the Newberg City Council on awards according to the purpose and evaluation criteria of the grant program. The Newberg City Council will make the final award decision.

Eligibility Requirements

1) Aligns with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism related facility) Yes/No
2) Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement Yes/No
3) Appeals to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers) Yes/No
4) The project will create or enhance an experience for shoulder or off-season visitors Yes/No
5) Does it align with other tourism activities in the community Yes/No
6) Builds on existing assets Yes/No
7) Leverages funding Yes/No
8) Entities that have a bankruptcy or other financial corruption within The past five years are ineligible Yes/No

Criteria

1) What is the projected return on investment
    a. Predicted number of tourists attracted/overnight guests 0 - 5
    b. Will it have lasting impact and utility 0 - 5
2) Demonstrated history of attracting tourists/overnight guests 0 - 3

3) Does it engage and energize local tourism partner(s) 0 - 3
4) Does it enhance Newberg as a destination 0 - 5
5) Does it enhance Newberg as a location for Makers and Doers 0 - 3
6) Does it catalyze downtown development 0 - 3
7) Is it likely to increase visitor spending 0 - 5
8) Does it enhance offseason (October – May or Sunday – Thursday Visitation), or shoulder season visitation 0 - 5
9) Does this project align with at least one of the four target audiences (Wine Country Adventurers, Millennial Explorers, George Fox Network, Luxury Wine Travelers) 0 - 5

PROMOTIONAL MATERIAL:
All funded projects, programs or events involving promotional materials and websites must be reviewed by the Community Development Director at the draft stage and will need to include the www.newbergoregon.gov/cd/page/tourism web address and a link to www.newbergoregon.gov/cd/page/tourism in the case of a website.

All grant support should be referenced as; **"This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg."**

UNUSED FUNDS:
In the event that awarded funds remain and were not completely used for the project, program, or event intended, the unused funds shall be returned to the City of Newberg.

GRANT CONTRACT:
All grant award recipients must enter into a Destination Development and Marketing Promotion Grant Contract with the City of Newberg. A sample contract is included in the application material.

REPORTING PROCESS:
Applicants that are awarded grant funding are required to submit both a Progress Report on a date to be determined and a Final Report within 30 days after the project, program or event to the Newberg Community Development Director.

RECORD KEEPING:
It is requested that all grantees maintain records for the minimum required amount of time set forth by the IRS, including receipts, and make the records available to the City of Newberg upon request for audit purposes.

PERMITTING AND LICENSING:
The award of grant money through this program does not supersede the need for proper permitting and licensing with the City of Newberg and / or other governing agents. Proof of all necessary permits and licenses is required before grant funds can be dispersed.

City of Newberg 2017 - 2018
Transient Lodging Tax – Destination Development and Marketing Promotion Grant Program Application Cover Page

Project Title: _____

Applicant Name: _____

Mailing Address: _____
Street City State Zip

Contact Name: _____

Phone: _____ Email: _____

Amount of total Funding Requested: $_____

Please note: Funds not spent on the approved project must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Project, Program or Event Detail:

A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
B. Submit an updated Project, Program or Event Detail as your Progress Report.
C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: _____ Signature: _____

Title: _____ Date: _____

**********FOR OFFICE USE ONLY**********
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____

City of Newberg 2017 - 2018
Transient Lodging Tax – Destination Development and Marketing Promotion Grant Program Application

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- Completed application Cover Sheet.
- Budget for project/program/event being funded that lists all anticipated income and expenses.
- Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- Letter signed by officers of the Organization's Board of Directors or Business Owners authorizing this application.
- Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- Documentation that no bankruptcy or other financial corruption has occurred within the past five years.
- Letters of support.

Project Title: _____

Applicant Name: _____

Mailing Address: _____
Street City State Zip

Contact Name: _____

Phone: _____ Email: _____

Website Address: _____

Secretary of State Business Registry Number: _____

Non Profit _____ Government _____ For-Profit _____

Amount of total Funding Requested: $_____

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

_____ New Project _____ New Program _____ New Event

_____ Existing Project _____ Existing Program _____ Existing Event

Has this project, program or event received these grant funds in the past?

If so when and for how much?

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of funding available in the fiscal year in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: _____ to _____

Income Sources	Amount
Total Project/Program/Event Income	

Expenses – Must be explicitly defined.	Amount
Total Project/Program/Event Expense	

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: _____ to _____

Income Sources	Amount
Total Organization Income	

Expenses	
Total Organization Expense	

Project Narrative:

1. Project description:

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, or Tourism related facility)?

4. What is the projected return on investment?

5. Predicted number of tourists' attracted / overnight guests?

6. Will it have lasting impact and utility?

7. How does your project, program or event leverage funding?

8. What is the ratio at which Transient Lodging Tax funds will be matched?

9. What is your demonstrated history of attracting tourists?

10. Does your project, program or event engage and energize local tourism partner(s)?

11. Does your project, program or event enhance Newberg as a destination? If so how?

12. Does your project, program or event enhance Newberg as a location for Makers and Doers? If so how?

13. Does your project, program or event catalyze downtown development? If so how?

14. Does your project, program or event enhance offseason (October – May or Sunday – Thursday Visitation), or shoulder season visitation? Explain how.

15. Does this project align with at least one of the four target audiences (Wine Country Adventurers, Millennial Explorers, George Fox Network, or Luxury Wine Travelers)?

16. What is the timeframe for completion of your project, program or event?

Signature and Certification Letter:

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

"*This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg*."

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

_____ _____

Signature of Authorizing Official Date

_____

Print Name of Authorizing Official

City of Newberg 2017 - 2018
Transient Lodging Tax – Destination Development and Marketing Promotion Grant Program Reports

To be completed and returned: Progress Report by _____.

To be completed and returned by _____: Final Report 30 days after project, program or event.

Attach receipts, paid invoices for monies spent and a check to the City of Newberg for an unspent funds.

Project Title: _____

Name of Organization requesting funds: _____

Mailing address: _____

Contact name: _____

Phone: _____ Email: _____

1. Detail of Income and Expenses as compared to budget submitted (must be as detailed as possible)

NOTE: Please attach receipts or a spreadsheet that documents both income and expenses

Budgeted Income Sources	Amount	Actual Income Sources	Amount
Total Budgeted Project/Program/Event Income		Total Actual Project/Program/Event Income	

Budgeted Expenses	Amount	ACTUAL EXPENSES	Amount
Total Budgeted Project/Program/Event Expenses		Total Actual Project/Program/Event Expenses	

2. Do you have unused City funds remaining? If so how much?

3. Date project, program or event was (or will be) completed:

4. Results achieved with project, program or event. Did you reach your target audience or goal? Discuss your measurement of success.

5. Please include data that supports how many tourists and room nights you believe this project, program or event helped generate based on collected zip codes of attendees.

City of Newberg 2017 - 2018
Transient Lodging Tax – Destination Development and Marketing Promotion Grant Program Reports

To be completed and returned: Progress Report by _____.

To be completed and returned by _____: Final Report 30 days after project, program or event.

Attach receipts, paid invoices for monies spent and a check to the City of Newberg for an unspent funds.

Project Title: _____

Name of Organization requesting funds: _____

Mailing address: _____

Contact name: _____

Phone: _____ Email: _____

1. Detail of Income and Expenses as compared to budget submitted (must be as detailed as possible)

NOTE: Please attach receipts or a spreadsheet that documents both income and expenses

Budgeted Income Sources	Amount	Actual Income Sources	Amount
Total Budgeted Project/Program/Event Income		Total Actual Project/Program/Event Income	

Budgeted Expenses	Amount	ACTUAL EXPENSES	Amount
Total Budgeted Project/Program/Event Expenses		Total Actual Project/Program/Event Expenses	

2. Do you have unused City funds remaining? If so how much?

3. Date project, program or event was (or will be) completed:

4. Results achieved with project, program or event. Did you reach your target audience or goal? Discuss your measurement of success.

5. Please include data that supports how many tourists and room nights you believe this project, program or event helped generate based on collected zip codes of attendees.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017				
Order No. ___	**Ordinance No. ___**	**Resolution No. ___**	**Motion X**	**Information___**
SUBJECT: Tualatin Valley Fire and Rescue Annexation			**Contact Person (Preparer) for this Item: Joe Hannan Dept.: City Manager**	

EXECUTIVE SUMMARY:

In March 2016, the City and Tualatin Valley Fire & Rescue entered into a two-year intergovernmental agreement for fire and emergency medical services to determine the feasibility and cost benefit to residents of the City's annexation into the District.

The agreement provided for a decision by the City Council to proceed or not to proceed with the annexation process by June 30, 2017.

Considering the community's positive experience and increased service provided over with past twelve months with Tualatin Valley Fire and Rescue staff recommends that the City Council:

> Place a ballot measure on the November 2017 election to ask voters to approve an annexation into the Tualatin Valley Fire and Rescue District; and
>
> The City Council commit (through resolution) to not levy $1.88 in property taxes in 2018-19. The $1.88 is the equivalent amount of property taxes budgeted in 2017-18 for fire and emergency medical services.

BACKGROUND

In early 2016, the Les Hallman, Newberg Fire Chief reported to the City Council that current Fire and EMS staffing levels were inadequate for the coverage area, population, and demand for services. The City's General Fund did not have the capacity to pay for the immediate need for more staffing and long term needs as population and demand for services would continue to grow. Despite a 40 percent increase in service demands since 2006, no firefighters nor staff have been added to the fire department.

The Chief recommended a consolidation of fire and EMS with Tualatin Valley Fire and Rescue District. An intergovernmental agreement was proposed to give two years for both parties to decide if a permanent merger made sense. TVF&R would solve immediate staffing needs by boosting the City's fire fighter force with an additional 12 fire fighters and would provide use of an updated ladder truck and two updated ambulances. TVF&R have committed to continuing the Newberg Fire traditions and had a strong volunteer program offering opportunities for Newberg volunteers.

On March 7, 2016, the City decided to take the next step of approving a functional consolidation contract.

Over the past twelve month –

Staffing: Additional firefighters have been added to the two Newberg stations, City of Newberg Fire and Emergency Medical employees have been hired as Tualatin Valley Fire employees

Improved Apparatus – The city received an updated ladder truck and replaced two ambulances.

Community Service – TVF&R and former Newberg's Fire/EMS staff have worked together to preserve the fire department's sense of history and community engagement.

Newberg Rural Fire Protection District: TVF&R extended service to Newberg Rural Fire Protection District during the functional consolidation contract through an existing contract with the City.

An intergovernmental council was created comprised of Newberg city councilors, the Newberg city manager, TVF&R's citizen-elected board members and TVF&R's fire chief. They have monitored the progress of the partnership and provide recommendations for a prospective annexation.

Community Survey: During spring, 2017 TVF&R contracted with Campbell DeLong Resources (CDRI) to conduct a set of focus groups with community members, followed by a 200 person telephone survey of the community to discuss fire and emergency medical services with TVF&R. A summary of the telephone survey findings

- Given that the partnerships between Newberg and TVF&R has been in effect for less than a year, community awareness and support is good.

  Residents are already aware that TVF&R is providing fire response and that 51% are aware the agency provides response to medical emergencies. More community members are supportive of the City of Newberg partnering with TVF&R than are opposed.

- If the City Council wants to continue to move toward annexation to TVF&R, it must make a decision regarding what will happen to the $1.88 of the current tax rate that goes to fire and medical response and communicate that decision to the community.

- The community wants an advisory vote on annexation.

- That paramedics are now on all calls is important.

  Having paramedics with advanced medical training on all calls 24/7 is considered by residents to be the most useful fact about the TVF&R/Newberg partnership to communicate to the community. Three-quarters of residents found this information to be very useful. Having paramedics on all calls is the most useful fact for both supportive and neutral residents.

OPTIONS TO ANNEXATION

1. Return to the City providing fire & emergency medical services at pre-TVF&R levels.

2. Return to the City providing services; cut other services to bring services up to level necessary to meet demand for emergency services & update equipment.

3. Return to the City providing services; pass levy &/or bond to bring services up to level necessary to meet demand for emergency services & update equipment.

4. Annex to TVF&R for fire & emergency medical services.

2017 Newberg Community Research

Conducted for:

Tualatin Valley Fire & Rescue

City of Newberg

Data collected
May 2017

DRAFT

cdri
Campbell DeLong Resources, Inc.
www.cdri.com

CAMPBELL DELONG RESOURCES, INC.

2627 Northeast 33rd Avenue
Portland, Oregon 97212
503-221-2005
Fax: 503-221-4541
www.cdri.com

INTRODUCTION

Beginning July 1, 2016, the City of Newberg began a 2-year contract with TVF&R to provide fire, emergency medical, and ambulance services. The City Council took this approach for the following reasons:

- Calls for fire and emergency medical response services have increased 40% in Newberg in the last 10 years, but the City has not been able to increase Fire Department staffing since 2006.
- It has become increasingly difficult to staff evening hours with volunteers.
- Aging equipment needs to be replaced, but the City does not have the funds to purchase new equipment.
- TVF&R, on the other hand, because of economies of scale, could provide both increased staffing and updated equipment at a cost near to what the City has been paying for fire and emergency medical services.

In order to assess community attitudes toward making the relationship permanent by annexing the city into TVF&R, CDRI conducted a set of focus groups with community members, followed by a telephone survey of the community. This report provides the results of that research.

The report is divided into the following sections:

- ***Research Results,*** outlining the findings from the research.
- ***Conclusions and Recommendations,*** providing the next steps we believe should be taken based on the research and our past experience.
- ***Appendix,*** containing a review of the research methodology as well as a copy of the qualitative and quantitative materials.

If you have questions or comments about this research, contact *Martha DeLong* or *John Campbell* at CDRI by phone at (503) 221-2005 or email MarthaD@cdri.com or John@cdri.com. At TVF&R contact *Cassandra Ulven*, Public Affairs Chief, (503) 259-1513, Cassandra.Ulven@tvfr.com or *Stefan Meyer*, Newberg Community Outreach, (541) 977-5764, Stefan.Myers@tvfr.com.

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APPENDIX 37

Methods

Focus group screener

Focus group discussion guide

Telephone survey questionnaire

Printout

RESEARCH RESULTS

I. Focus Group Results

The following provides a summary of the findings from two focus groups conducted with residents of the City of Newberg regarding opinions and attitudes toward the possible annexation of Newberg into TVF&R for fire and emergency medical response services. The groups were conducted prior to the telephone survey and used to both gain insight into community attitudes and to aid in the development of the questionnaire.

Perceptions of Newberg

RESIDENTS APPRECIATE THE SMALL-TOWN FEEL OF NEWBERG AND THE FACT IT IS "NOT JUST A BEDROOM COMMUNITY."

When discussing what is good about living in Newberg both groups first cited the fact that Newberg is a "small town," with friendly residents who are willing to work together. Residents like that Newberg has a unique identification and is "more than just another bedroom community." In addition, participants agree that Newberg is:

- "Safe" and has a "low crime rate."
- Centrally located so that it is relatively easy to get to the beach, mountains, or Portland.
- Benefits from having George Fox University, which helps contribute to the vibrancy and culture of the town.

Other positives mentioned in just one group include "great" medical services, good parks, the Cultural Center, concern for the poor, and being in "wine country."

TRAFFIC IS THE BIGGEST DOWNSIDE TO NEWBERG.

There is strong agreement that traffic is a problem in Newberg. The group of residents who live south of Highway 99 also are concerned about "high" property taxes as well as water and sewer bills, which they say makes the cost of living in Newberg "similar to living in a city." Residents in the north-of-99 group do not mention property taxes but are very critical of the "expansion going on at George Fox." This group also says that Newberg lacks sidewalks and has poor street maintenance.

BOTH GROUPS SAY THE NEWBERG-DUNDEE BYPASS IS THE BIGGEST CHALLENGE FACING THE COMMUNITY.

There seems to be some concern that the Bypass will never be completed, with a few believing that work has stopped on the project.

The south-of-99 group, which voiced concern about high property taxes, identifies determining how to pay for everything that needs to be done as a major challenge for the community. This group also says housing prices and rents have increased and that finding affordable housing in Newberg is increasingly an issue.

Those who live north of 99 say major challenges for Newberg include expansion of George Fox, preventing Newberg from becoming "just a bedroom community," "the pulp mill," and parking.

Awareness of City of Newberg/TVF&R relationship

MOST RESIDENTS HAVE AT LEAST A LOW-LEVEL OF AWARENESS THAT TVF&R IS NOW PROVIDING FIRE AND EMERGENCY MEDICAL RESPONSE SERVICES TO NEWBERG RESIDENTS.

The level of awareness varies greatly, from those with a low level of awareness who say simply, "I think I heard TVF&R is now running the fire department," to one resident with a good deal of awareness who had attended the March 27 City Council work session. In the north-of-99 group, several residents are surprised that there is still a question about whether or not TVF&R would take over the Newberg Fire Department. "I thought that it had already been decided that TVF&R will provide our fire service."

Some of this awareness is due to the postcards that many residents report having received from the Oregon Taxpayer Association indicating that annexation with TVF&R would mean a large increase in their property taxes. Most of those who recall getting a postcard appear to have a concerned, but somewhat skeptical, reaction to the postcards. "When I got that card, I figured I needed to find out what was going on."

ATTITUDES TOWARD TVF&R ARE GENERALLY POSITIVE.

Most participants say they have little, if anything, to base an assessment of the quality of service provided by TVF&R on. "I haven't needed them, so I don't know if they have fast response or not." All, however, say they have heard nothing bad about TVF&R and assume it provides good service. The few who have experienced TVF&R's response — one due to a fire and one because of a trip to the hospital — say the service was excellent.

Reaction to Benefits of TVF&R Providing Fire & Emergency Medical Response Service

INFORMATION REGARDING WHY THE CITY COUNCIL DECIDED TO CONTRACT WITH TVF&R MAKES SENSE TO COMMUNITY MEMBERS.

When shown the chart below, none of the residents question the information it contains. Several comment that, in particular, they "like the idea that the cost is 'near to what the City was currently paying for fire & emergency medical services.'" A few say they don't understand why the City doesn't have the funds to increase staffing. A few also ask how old the City's equipment is and indicate their perception is that it is relatively new.

Key factors in Newberg City Council's decision to contract with TVF&R

- ✓ Call volume has increased 40% over the last 10 years, but the City has been unable to increase staffing since 2006.
- ✓ Increased difficulty staffing evening hours with volunteers.
- ✓ Aging equipment needed replacement, but the City did not have the funds to purchase new equipment.
- ✓ Due to its economy of scale, TVF&R would be able to provide both increased staffing & updated equipment at a cost that was near to what City was currently paying for fire & emergency medical services.

IMPROVEMENTS TO STAFFING AND EQUIPMENT APPEAR MOST IMPORTANT TO RESIDENTS.

Focus group participants were then shown a chart that illustrated the key changes to fire and emergency medical response services that have occurred since the City contracted with TVF&R.

Key changes to Fire & Emergency Medical Response Services with Contract

	Prior to Contract	With TVF&R	Benefit
Staffing	Day shift staffed with 4 career firefighters/EMTs at each station Evening shift staffed with 3 career & 1 volunteer at each station	6 career firefighters/EMTs 24/7 at each station	Sufficient firefighters/EMTs on all calls so that appropriate action can be taken immediately Paramedic with advanced training on all medical emergency calls Ability to handle multiple calls at the same time without waiting for backup from McMinnville or Dundee
Volunteer Program	Committed to a strong volunteer program	Maintain strong volunteer program	Community Involvement. Improved community safety because community includes skilled volunteers
Equipment	Aging equipment with increasing maintenance costs	1 newer ladder truck 2 new ambulances	More reliable response
Number of stations	2	2	2 stations fully staffed 24/7
ISO rating	3	2	Potential for reduced fire insurance rates for some residents
Community events & public education	Commitment to community service, for example, Toy & Joy program, holiday lighting	Continuing commitment, with additional training & involvement opportunities	Increasing community safety with PulsePoint, Verified Responder program, hands-only CPR training

Based on the response of residents in the groups, the most important changes are:

Staffing improvements. Moving to "6 career firefighters/EMTs 24/7 at each station" was important to over half of participants in the groups. It appears that the ability to handle

multiple calls without having to wait for backup from McMinnville or Dundee is the most important of the benefits listed in this area.

- **More reliable response.** While a few participants question how old the "aging equipment" really is, at least half of residents indicate the "more reliable response" that results from the newer ladder truck and two new ambulances is important.

- **Community events and public education.** Residents split on the importance of a continued commitment to community events and education, with some placing little importance on this area and others clearly seeing it as a major benefit of Newberg Fire.

  Many of those who place importance on this area worry that there is little assurance TVF&R will continue programs such as Toy and Joy and the holiday lighting. However, others, particularly in the group from north of 99, indicate the additional benefits in this area offered by TVF&R — PulsePoint, Verified Responder program, and hands-only CPR — are of value.

- **Volunteer program more important to those north of Highway 99.** Almost all of the participants in the north-of-99 group indicate that continuing the volunteer program is important. However, only one of those south of 99 endorse that viewpoint.

- **The fact that both current Newberg stations will be retained is also more important to those north of 99.** None of the participants south of 99 noted this was an important issue.

- **The groups split on the benefit of the ISO rating.** None of those north of 99 indicate that the potential for a reduction in fire insurance rates was important to them, indicating they are skeptical that this would actually happen. However, half of those south of 99 indicate this is important.

- **There is some concern TVF&R will not continue to support Newberg at the promised level once annexation is approved.** Residents are generally impressed with the changes TVF&R has brought to Newberg. However, there is also concern that, once annexation occurs, TVF&R will turn their attention elsewhere, most likely to their "core area," and the quality of service in Newberg will suffer as a result. In a related concern, some residents also question whether, if a major disaster occurs, resources will be pulled away from Newberg to assist elsewhere in the District, even if Newberg has been badly impacted.

- **There is also some concern that joining TVF&R is a step toward Newberg losing its unique identify**. A few participants express a concern that while it may be a good idea to annex to TVF&R, this would be the first step toward Newberg becoming just another bedroom community in the Portland metropolitan area and, potentially, becoming part of Metro.

RESIDENTS FIND IT DIFFICULT, IF NOT IMPOSSIBLE, TO DECIDE WHICH OPTION IS BEST FOR NEWBERG WITHOUT KNOWING THE FINANCIAL IMPACT.

Residents were shown a chart with four options for how fire and emergency medical response services could be provided to City residents moving forward:

Return to the City providing fire & emergency medical services **at pre-TVF&R levels**
Return to the City providing services; **cut other services to bring services up to level necessary to meet demand for emergency services & update equipment**
Return to the City providing services; **pass levy &/or bond to bring services up to level necessary to meet demand for emergency services & update equipment**
Annex to TVF&R for fire & emergency medical services

Of the four options, annexation to TVF&R appears to make the most sense to residents in the focus groups. However, many, especially in the south of highway 99 group, say that it is not possible to determine the best approach without knowing what it will cost the taxpayer.

Reaction to Financial Implications of Annexation

RESIDENTS FIND THE CHART DESCRIBING THE POSSIBLE FINANCIAL IMPACT OF THE ANNEXATION VERY USEFUL.

At least in part because of the postcard many received from the Oregon Taxpayer Association, residents are concerned about the cost of annexation to TVF&R and needed to be reassured several times during the groups that the issue of cost would be addressed during the group and, ultimately, by the City Council.

To address the issue of what annexation would cost the individual property taxpayer, the following chart was shown:

	Annex to TVF&R: Rate per $1,000 impact	City reduces $4.38 per $1,000 rate by…	Net per $1,000 effect to property tax payer	Community services impact
1	+$2.10 to TVF&R	-$2.10	No net increase in property tax	Improved fire & medical response, cuts in other City services
2	+$2.10 to TVF&R	-$1.90	20¢ net increase in property tax rate or $40 for home assessed at $200,000	Improved fire & medical response, other services funded at current levels
3	+$2.10 to TVF&R	-$1.00	$1.10 net increase in property tax rate or $220 for home assessed at $200,000	Improved fire & medical response, some improvements in other City services
4	+$2.10 to TVF&R	$0.00	$2.10 increase in property tax rate or $420 for home assessed at $200,000	Improved fire & medical response, substantial improvements in other City services

The chart appears to reassure residents that the cost of annexation to the property taxpayers is being discussed by the City. Findings from this section of the groups include:

- **The vast majority think the City should reduce its tax base by $1.90** — the amount they were told is the cost the City is currently paying to provide fire and emergency medical response services to City residents. This was true in both groups.

- **Little support for reducing rate by full amount.** While they would like to see a list of potential cuts that could be made to other City services, overall there is little support for the City reducing its rate by the full $2.10, the amount of TVF&R's current rate.

There is some willingness for the City to retain more than the $1.90. However, the additional amount residents are willing to have the City retain is usually 50¢ or less.

EMERGENCY COMMUNICATIONS IS THE ONLY ITEM ON THE LIST OF POSSIBLE IMPROVEMENTS THAT RESIDENTS DISPLAY SOME WILLINGNESS TO FUND.

Residents were shown the following list of possible projects that could be funded by retained funds:

Possible improvement	Estimated cost	Estimated rate per thousand
Emergency communications: Police communication upgrade to enable police radio coverage in all buildings & communications between all police & fire services in the area during disasters & emergencies. Add text capabilities so public can text to 9-1-1.	$3.4 million over 4 years	50¢
Police: Add 2 additional police officers. While there has been significant population growth in Newberg, police staffing has not increased since 2010. Additional staffing is needed to meet the level of public safety desired by the community.	$280,000 per year	16¢
Streets, option 1: Maintain &/or improve existing city streets through overlays, crack sealing or reconstruction.	$2.5 million per year	$1.41
Streets, option 2: Maintain &/or improve a portion of existing city streets through overlay, crack seal or reconstruction.	$1.7 million per year	$1.00
Library. Expand library hours so library is open 7 days a week. Library is currently open 5 days a week (Tuesday through Saturday).	$250,000 per year	15¢

Findings include:

In both groups, almost all residents indicate that retaining 50¢ to pay for emergency communications would be acceptable. Participants say they support this project because it is a relatively small amount and because they have been told by the moderator that it is something the State is requiring the City to do.

Few believe additional police officers are needed. Most residents are surprised to see additional police officers on the list and question the need for more officers. "This is the first I have heard that we need additional police officers." Most say they feel safe in Newberg and that they see Newberg police officers "all the time," so do not perceive the need to increase the number of officers.

- **Neither street option generates much support.** While residents agree that the streets in Newberg need help, somewhat surprisingly, only one or two residents per group support retaining funds for street repair. For some, the estimated cost seems high. "They don't need that much money for streets." Other residents are aware that the City is considering adding a street repair fee to monthly utility bills and are confused as to why the City would also be considering retaining funds for this purpose.

- **There is little support for additional Library hours.** Only one resident indicated they would support retaining funds to expand library hours. Rather, there is consensus that the current hours are sufficient.

AFTER SPENDING CLOSE TO 90 MINUTES DISCUSSING THE ISSUE, RESIDENTS IN THE GROUPS SEE NO NEED FOR AN ADVISORY VOTE.

Residents were told that State law requires the City Council, not the voters, to make the final decision regarding annexation. They were also told that a non-binding advisory vote is possible. If an advisory vote is held, residents were told that it could cost the City as much as $50,000 for the election.

Given this information, none of the residents in the groups indicate it is a good idea to hold an advisory vote. Their reasoning includes:

- Non-binding votes are a waste of time and money.
- $50,000 is a lot of money that the City could put to better uses.
- The City Council is elected to make these types of decisions. In addition, it is assumed the City Council has a good deal more information about the options available to the City than the average citizen and so can make a better decision. If a resident is concerned about the issue, they should talk to the Mayor or a City Council person.

While residents don't have a need to vote on annexation, they do want to be able to vote on how any funds in excess of the $1.90 are spent. Few, if any, of the participants in the groups understand that the City's $4.38 tax rate is set by the State's Constitution and that a vote is not needed to assess property taxpayers any amount up to that rate.

BOTTOM LINE, ALMOST ALL RESIDENTS SAY THE CITY SHOULD ANNEX WITH TVF&R, BUT REDUCE ITS TAX RATE BY $1.90.

A few indicate they would be willing to have the City retain some additional funds — again, in the neighborhood of 50¢ or less.

PARTICIPANTS IN THE GROUPS ARE VERY APPRECIATIVE OF THE INFORMATION PROVIDED DURING THE FOCUS GROUP.

Participants indicate they are going away from the group with a much better understanding of the issue of possible annexation with TVF&R and urge the City to provide the information from the group to a wider audience.

II. Telephone Survey Respondent Demographics

The remainder of the report provides an analysis of the results of the telephone survey of the Newberg community.

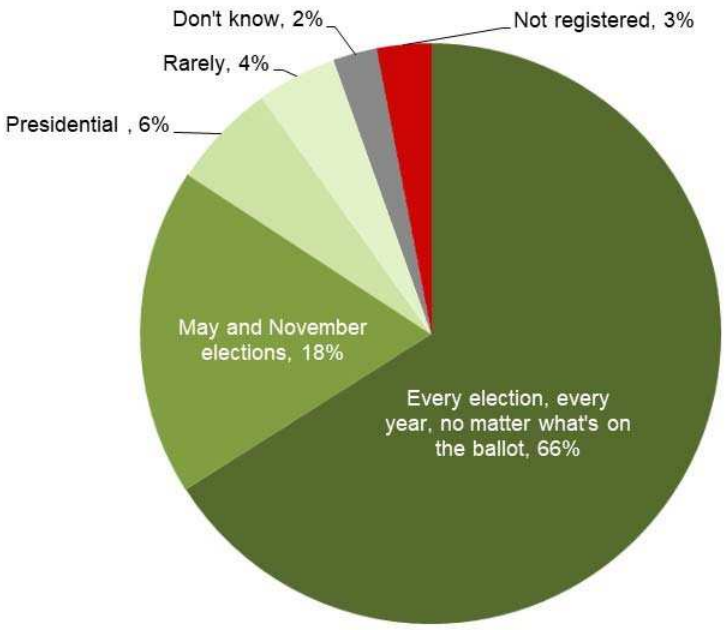
The demographics of the final sample reveal that two segments are underrepresented — non-voters and Latinos. Only 2% of the sample identifies as Latino and only 5% indicate they are not registered to vote or don't know if they are registered. It has historically been more difficult to gain cooperation for community surveys from these segments. We attempted to target both, but Newberg is a relatively small community and as a result, lists of phone numbers for these two segments were not available. We believe the findings from the telephone survey do reflect the overall Newberg community, the underrepresentation of these two segments should be kept in mind when interpreting the data.

Vast majority of respondents are registered to vote and most say they vote in every election. As shown below, and as mentioned above, most of the respondents are registered voters and two-thirds self-report as voting in every election no matter what is on the ballot. Another 18% report voting in every May and November primary or general election, and 6% say they only vote in Presidential elections. The rest self-report as voting only rarely (4%), not being registered (3%) or being unsure about either if they are registered or how often they vote (2%).

Voting behavior

Q: Are you registered to vote in Oregon?
Q: Which of the following statements best describes how often you typically vote?

n=203

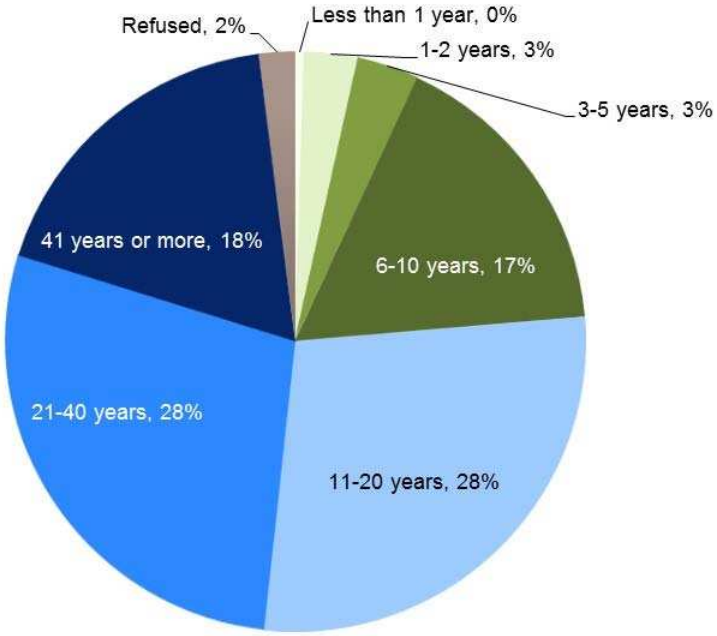


Many respondents are longtime City of Newberg residents. Overall, the sample is comprised of many well-established Newberg residents, with three-quarters having lived in Newberg for more than 10 years. The average length of residency is 28 years.

Length of residency in Newberg

Q: How long have you lived in Newberg?

n=203; average length of residency: 28 years

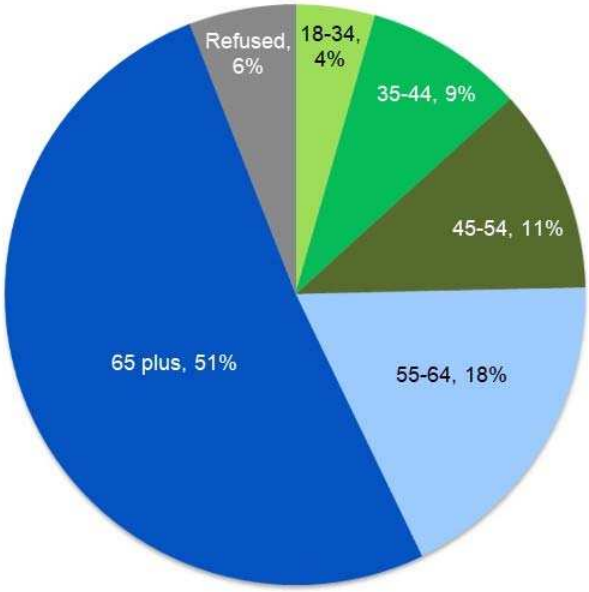


Average age of respondents is 64. Along with living in Newberg for a significant period of time, respondents also tend to be older. This older average age is typical for voters.

Age

Q: What is your age, please?

n=203; average age: 64

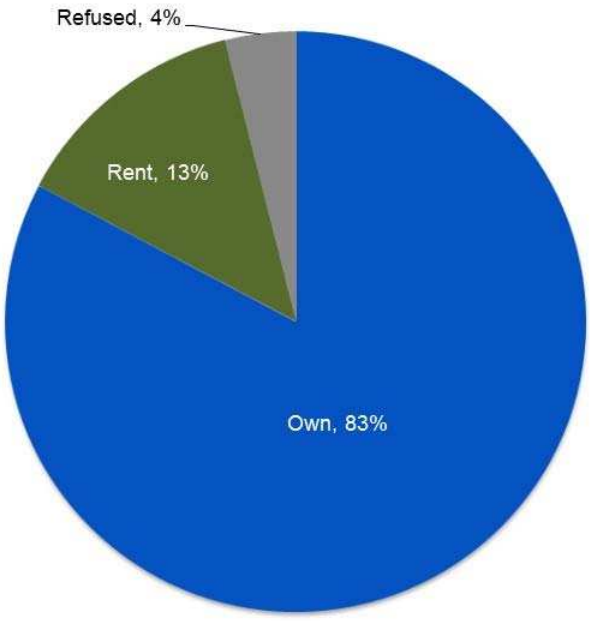


The majority of respondents own their homes. About 8 in 10 respondents own their own home. Again, this is typical of voters, who comprise the majority of our sample.

Home ownership

Q: Do you own or rent your current home?

n=203

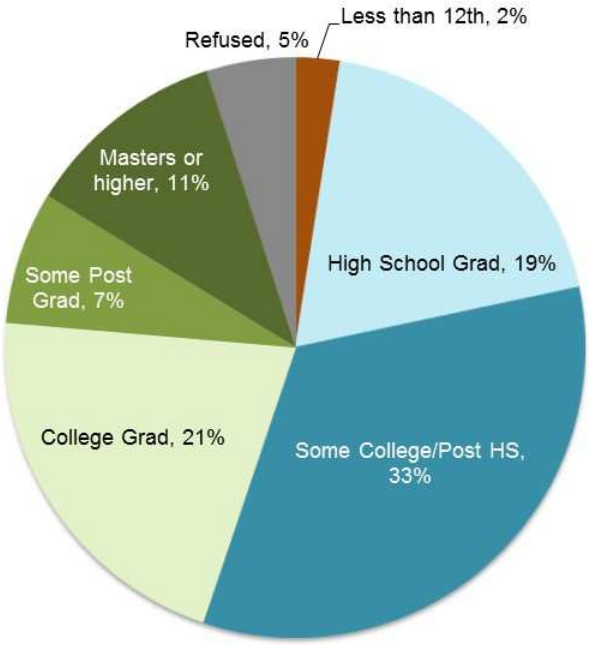


Educational attainment is slightly higher than Oregon overall. According to the U.S. Census, 31% of adult Oregonians have a college degree while 90% have at least graduated from high school. With about 4 in 10 having a college degree, Newberg residents appear to be a little better educated than adult Oregonians overall. However, in general, voters, who make up most of the sample, do tend to be better educated than non-voters.

Education

Q: And what is the last year of education you had the opportunity to complete?

n=203



II. Awareness and Perceptions of Fire & Medical Response

Before any information about the TVF&R/Newberg partnership is provided, the respondents were asked to name the agencies responsible for fire response in their area as well as to name the agencies responsible for emergency medical response. The order these questions is asked was rotated, so about half are asked about fire first and other half about medical response first. For both fire and medical response, respondents could name multiple agencies.

GIVEN THE SHORT TIME FRAME, AWARENESS THAT TVF&R RESPONDS TO FIRE CALLS IS GOOD.

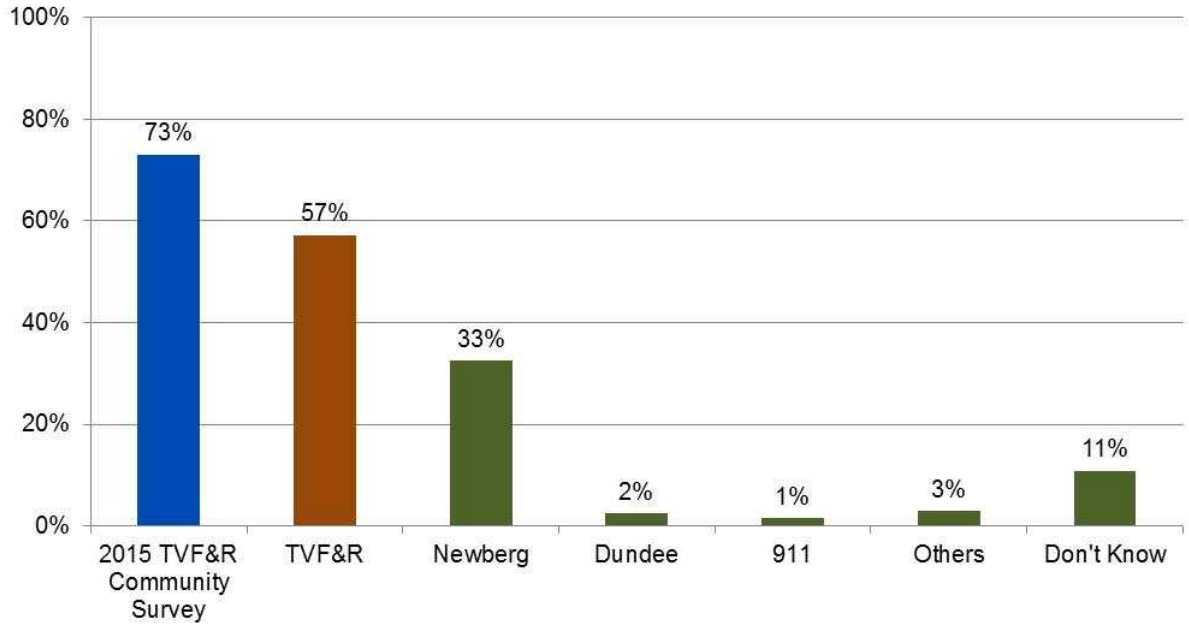
Almost 6 in 10 named TVF&R as their fire response agency. One-third mentioned the City of Newberg. Given the short amount of time during which TVF&R has provided fire service to Newberg — only about 10 months when the survey was conducted — these percentages are very good. A 2015 survey of the TVF&R community found district-wide awareness at 73%, barely 15 percentage points higher than Newberg residents' current awareness.

Not surprisingly, those who have had contact with TVF&R are much more likely to be aware that TVF&R responds to fire calls than those who have not had contact (67% vs 52%). Other groups more likely to be aware of TVF&R include: men (66% vs. 50% for women), and those who have lived in Newberg for more than 21 years (65% vs 50% for those less than 21 years). Those with a college degree (65%) are also more likely than those without a college degree (53%) but only at a 90% confidence level, and those who vote in every election (60%) versus those who do not vote in every election (51%), but again at a lower confidence level.

Awareness of agency responding to fire calls

Q: To the best of your knowledge, please tell me the name of the agency that responds to fire calls in your area. (Multiple responses allowed)

n=203



EMERGENCY MEDICAL RESPONSE AWARENESS IS ALSO GOOD, WITH THE DIFFERENCE BETWEEN FIRE AND MEDICAL AWARENESS MUCH SMALLER THAN USUAL.

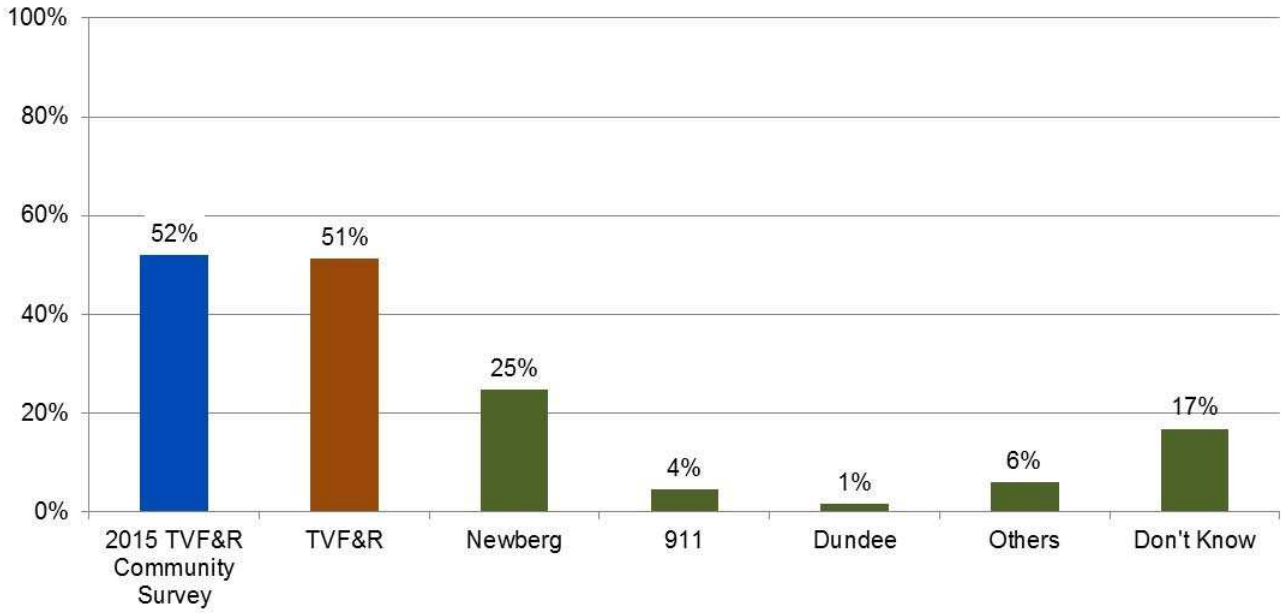
We often see a large difference between awareness for fire response and awareness for emergency medical response. In this case, however, there is a difference of only 6 percentage points. Just over half of residents correctly identified TVF&R as their emergency medical responder. At 51%, Newberg residents are already on par with the rest of the TVF&R community, — in the 2015 TVF&R Community Survey 52% named TVF&R as the agency that responds to medical emergencies in their area. The reason for the higher level of awareness for medical response is likely because in Newberg TVF&R provides medical transport as well as initial response.

Once again, those who have had contact and those with a college degree are both more likely to correctly identify TVF&R as their medical responders (62% contact vs. 45%) (57% college degree vs. 47%).

Awareness of agency responding to medical calls

Q: Which agency is responsible for responding to medical emergency calls such as heart attacks, vehicle accidents, & rescues in your area? (Multiple responses allowed)

n=203



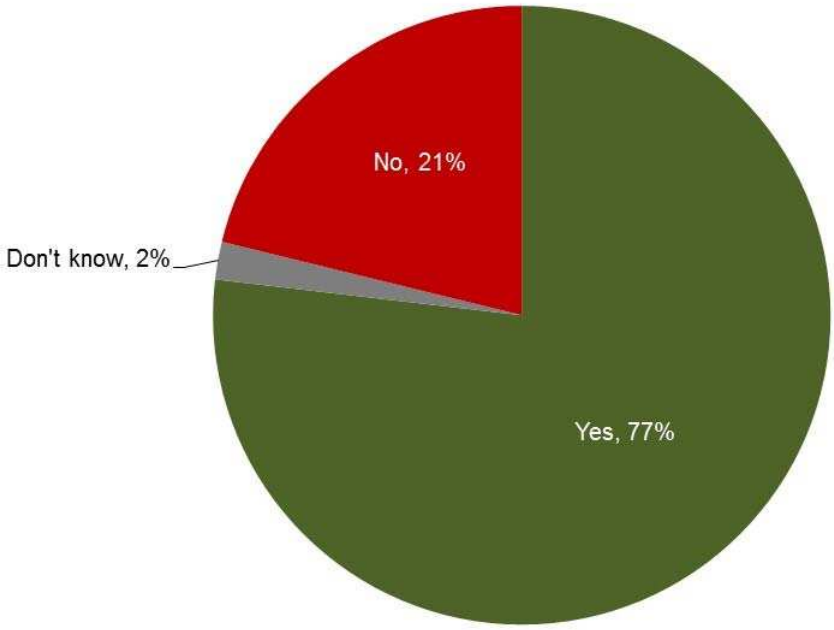
AIDED AWARENESS IS HIGH.

After assessing the awareness for fire and medical response on an unaided basis, the interviewer informs the respondent that the City of Newberg has contracted with TVF&R to provide fire and emergency medical response services. The aided awareness question then asks whether the respondent was previously aware of the relationship. A little over three-quarters say that they had been aware of the contract. Those who vote more often are more likely to be aware, with 82% of those voting in every election aware versus 67% of those who do not. Other groups with higher aided awareness include those who have lived in Newberg for more than 21 years (86% vs 69% for those with less than 21 years) and those with a college degree (85% vs 71% of those without). Those who have had contact are also more likely to be aware than those who have not (84% to 73%), but only at an 85% confidence level.

Aided awareness of City of Newberg contract with TVF&R

Q: Now that I mention it, were you aware that the City of Newberg has contracted with TVF&R to provide your fire and emergency medical response services?

n=203



JUST OVER ONE-THIRD HAVE HAD CONTACT WITH TVF&R OR NEWBERG FIRE IN THE LAST YEAR.

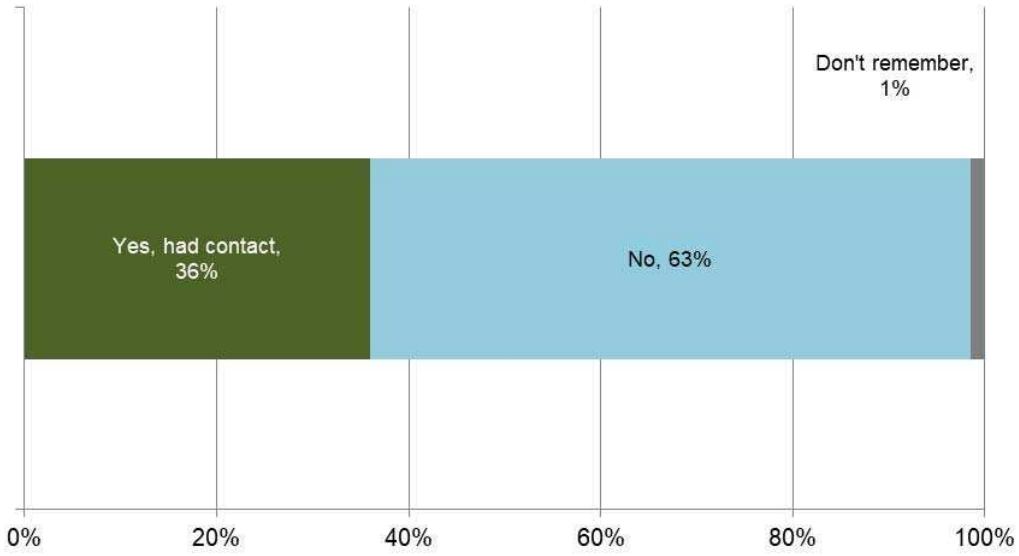
More than a third of Newberg residents have had contact with TVF&R or Newberg Fire in the last year. This is on the high side of what we normally see when we have asked this question about other fire districts. For example, when we asked this question in TVF&R's 2015 Community Survey, 26% indicated they had contact with TVF&R in the last year, 10 percentage points less than in the current survey.

As could be expected, those 65 and older are more likely to have had contact than those under 65 (42% vs 30%). Those who vote more often, in every election or in May and November elections, are also more likely to have had contact compared to those who vote less often or never (38% vs 25%), but this difference is only significant at an 85% confidence level.

Contact with TVF&R or Newberg Fire in the last year

Q: In the past year, have you or a family member had contact with the Newberg Fire Department or TVF&R for any reason?

n=203



III. Initial Support for the City of Newberg Contracting with TVF&R

ABOUT HALF SHOW INITIAL SUPPORT FOR A CONTRACT BETWEEN NEWBERG AND TVF&R BEFORE THE INTRODUCTION OF COST OR "ANNEXATION." ONLY ABOUT 2 IN 10 ARE UNSUPPORTIVE AND THE REMAINDER ARE NEUTRAL.

The goal of the survey is to gauge attitudes toward the City of Newberg's partnership with TVF&R, not how respondents would vote on an annexation measure. As a result, residents are first asked to rate their level of support for the City contracting with TVF&R to provide fire and medical responses services on a 1-to-5 scale. On the scale, a "1" is not supportive and a "5" is very supportive.

Before providing their rating, residents are read these reasons why the City initially began contracting with TVF&R:

> *Again, beginning July 1, 2016, the City of Newberg began a 2-year contract with TVF&R to provide fire, emergency medical, and ambulance services. The City Council took this approach for the following reasons:*
>
> - ✓ *Calls for fire and emergency medical response services have increased 40% in Newberg in the last 10 years, but the City has not been able to increase Fire Department staffing since 2006.*
> - ✓ *It has become increasingly difficult to staff evening hours with volunteers.*
> - ✓ *Aging equipment needs to be replaced, but the City does not have the funds to purchase new equipment.*
> - ✓ *TVF&R, on the other hand, because of economies of scale, could provide both increased staffing and updated equipment at a cost near to what the City has been paying for fire and emergency medical services.*

Findings from this question include:

About half indicate initial support for the City of Newberg/TVF&R partnership. When asked how supportive they are of the City contracting with TVF&R, 35% provide a "5" rating and another 18% give a "4" rating, resulting in just under half being supportive of the contract. One-third take an overall neutral position, either being "unsure" of their support level or providing a neutral "3" rating. Only 2 in 10 are unsupportive with 8% giving a "2" and 13% a "1." The average rating is 3.5.

There are few differences by demographic groups. Only two differences stood out and then only at 90% and 85% confidence levels, respectively:

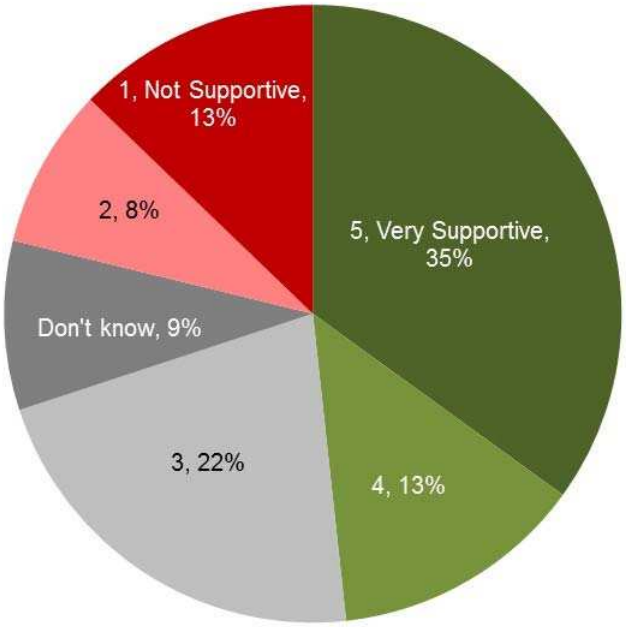
- ✓ **Those who had contact are more likely to be the most supportive.** Of those with contact, 42% give a "5" rating compared to only 31% of those without contact.
- ✓ **Those who have lived in Newberg for a shorter period of time are also more likely to be more supportive.** Among those who have lived in Newberg for 21 years or less,

39% provide a "5," very supportive, rating. Of those who have lived in Newberg more than 21 years, only 30% gave the highest rating.

Initial support for Newberg *contracting* with TVF&R

Q: Based on what you currently know about this issue, how supportive are you of the City contracting with TVF&R to provide fire and emergency medical response services?

n=203; average rating=3.5



IV. Reaction to Information About the Newberg/TVF&R Partnership

OVERALL, RESIDENTS FIND THE FACT THAT PARAMEDICS ARE NOW ON ALL CALLS AND THAT NEWBERG'S TWO STATIONS WILL REMAIN OPEN 24/7 MOST USEFUL.

Residents are read a series of factual statements about the City of Newberg's partnership with TVF&R and asked to rate how useful each statement is in helping clarify their level of support for the partnership — very useful, somewhat useful, or not useful at all. The graphic on page 22 shows the percentage of residents who rated the statement as "very useful."

In reviewing the results, it is important to note that the "very useful" ratings for this set of statements are, overall, higher than usually seen when asking this type of question, with only three statements dipping below 60% "very useful." This indicates a high level of interest in the Newberg/TVF&R partnership and, likely, an eagerness to learn more about the partnership.

Findings indicate:

- **Top-tier facts are about the benefits of having paramedics on all calls and ensuring both Newberg stations are fully staffed 24/7.** The highest rated statement, at 75% "very useful," is about TVF&R providing paramedics on all calls. Next, at 71%, is ensuring that Newberg's two stations will both remain open and will be fully staffed around the clock, every day.

  The full text of the two highest-rated statements:

  - ✓ *There are now paramedics with advanced medical training on all medical emergency calls.*
  - ✓ *Newberg's two stations are now fully staffed 24 hours a day, every day. This will continue if the relationship between Newberg and TVF&R is made permanent. Neither station will close.*

- **The middle tier includes the *benefits* of increased staffing and equipment updating, including no delay in taking action, handling of multiple calls at the same time, and increased response reliability.** These statements are considered "very useful" by between 70% and 66% of Newberg residents. Note that the statement that talks about increased staffing without describing the benefit — *There are now 6 career firefighters/medics at each station 24 hours a day, every day* — does not do as well as the statements that explain the *benefit*s to increased staffing and equipment upgrades.

  The full text of the middle tier of statements include:

  - ✓ *Because of increased staffing, there are now a sufficient number of firefighters/medics on all calls so more effective action can be taken at the scene of a fire or medical emergency without having to wait for additional firefighter/medics to arrive.*
  - ✓ *With increased staffing, multiple emergency calls can be handled at the same time without having to wait for backup from McMinnville or Dundee or for Newberg volunteers to respond.*
  - ✓ *Since the contract began, the reliability of response has improved because TVF&R has replaced aging equipment that had increasing maintenance needs with a newer ladder truck and two new ambulances.*

Of less usefulness are statements about voting on future bonds and levies, same level of service as the rest of the District, and higher staffing. While about 60% consider these statements "very useful," this is below average in usefulness.

Two of these statements are somewhat "administrative," which in our experience are less useful to voters and community members than community benefits such as those described in the top- and middle-tier statements. These statements include:

- ✓ *If the partnership becomes permanent, Newberg residents will vote on any future TVF&R bond or levy requests and for TVF&R's Board of Directors.*
- ✓ *TVF&R is committed to providing the same level of service to Newberg as it does to all other parts of its service area.*

As mentioned already, the statements about increased staffing without discussion of the benefits are less useful than statements that explain the benefits. The full text of this statement is:

- ✓ *Since the contract began, TVF&R increased staffing at both of Newberg's fire stations. There are now 6 career firefighters/medics at each station 24 hours a day, every day.*

The lower-rated statements address the volunteer program and the commitment to community service. Lowest rated statement tells residents they will pay the same rate as the rest of TVF&R's District. The continuance of the volunteer program received only a 57% "very useful" rating and TVF&R's continuing commitment to Newberg Fire's community service program is rated "very useful" by only half of residents. Note that this does not mean these programs are unimportant to the Newberg community or that they should be discontinued. However, in the context of the other benefits of partnering with TVF&R, these programs are less important.

The lowest-ranked statement is another "administrative" statement that simply says Newberg property owners will pay the same tax rate as other TVF&R property owners.

Wording of these statements include:

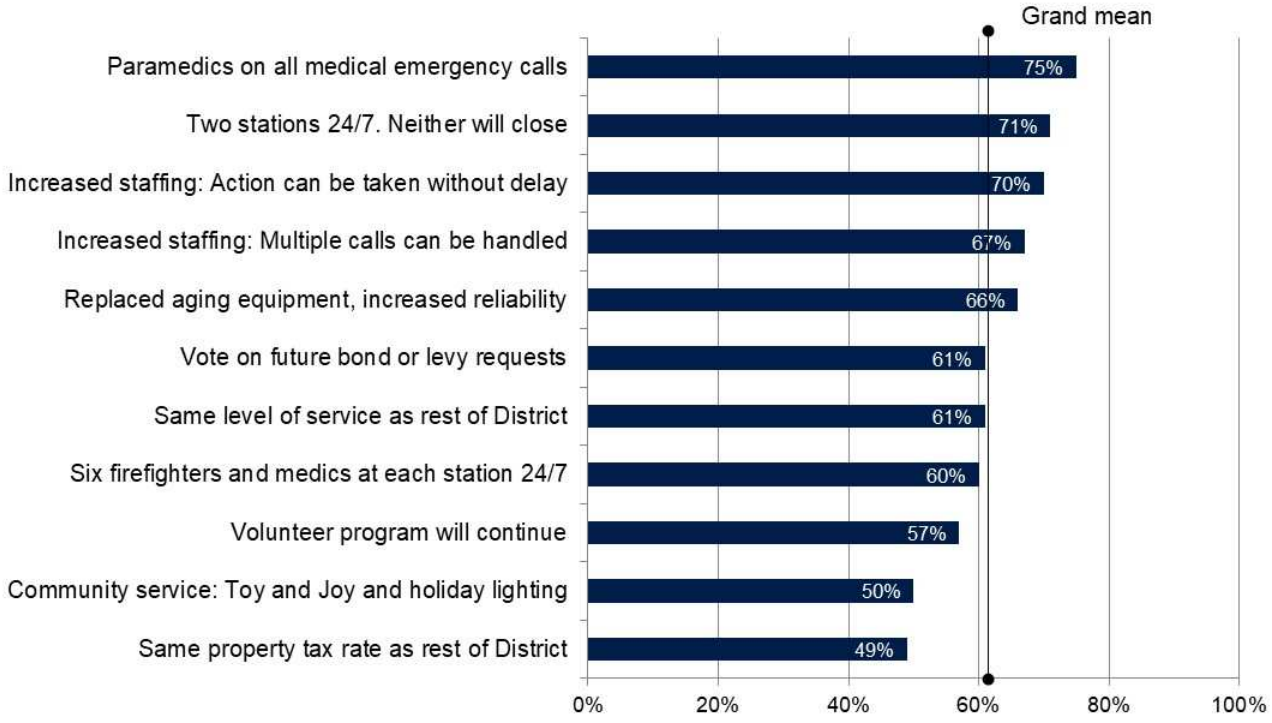
- ✓ *Newberg's volunteer firefighter program will continue if the City joins TVF&R permanently.*
- ✓ *TVF&R is committed to continuing Newberg Fire's strong community service program, including the Toy and Joy and holiday lighting programs.*
- ✓ *If the partnership with TVF&R is made permanent, Newberg property owners will pay property taxes to TVF&R at the same rate as all other property owners in the District.*

Usefulness of information about Newberg/TVF&R partnership

Q: I am going to read you a series of factual statements regarding the changes that have occurred since TVF&R began providing services to Newberg and what would happen if the partnership becomes permanent. For each statement, please tell me whether it is very useful, somewhat useful, or not especially useful information in helping clarify whether or not you support making the partnership permanent. [See previous discussion for the full text of the statements read.]

n=203

percent rating statement at "very useful"



PARAMEDICS ON ALL CALLS MOST USEFUL TO THOSE WHO EITHER SUPPORT OR ARE CURRENTLY NEUTRAL ON CONTINUATION OF PARTNERSHIP. THOSE OPPOSED FIND ABILITY TO VOTE ON FUTURE TVF&R MONEY MEASURES AND BOARD OF DIRECTORS MOST USEFUL.

The next chart shows how usefulness ratings vary among three key segments of Newberg residents — those who are "supportive", "neutral", and "against" the City contracting with TVF&R for fire and medical response. For this analysis, the "very useful" rating for each statement is shown as the number of percentage points above or below the grand mean (the average "very useful" result for all statements) for each of the three segments.

We do this analysis because there is, not surprisingly, a very different grand mean for each segment, which follows a pattern we consistently see in surveys of this type – supportive residents are much more likely to rate any given statement as "very useful" than are other subgroups. In this case, the grand mean "very useful" percentage for the supportive group is 92%, while for the neutral it is 73%, and for those opposed to the contract is only 40%.

These grand means are all higher than we typically see when we are doing this type of analysis with voters — voters who are "very confident" of their "yes" vote on a measure typically generate a grand mean of around 75%, while "fence sitting" voters generate a grand mean of around 50% and "no" voters' grand mean is typically around 25%. The higher grand means in this situation indicate a high level of interest in how the City provides fire and medical response.

Key findings from this additional layer of analysis indicate the following:

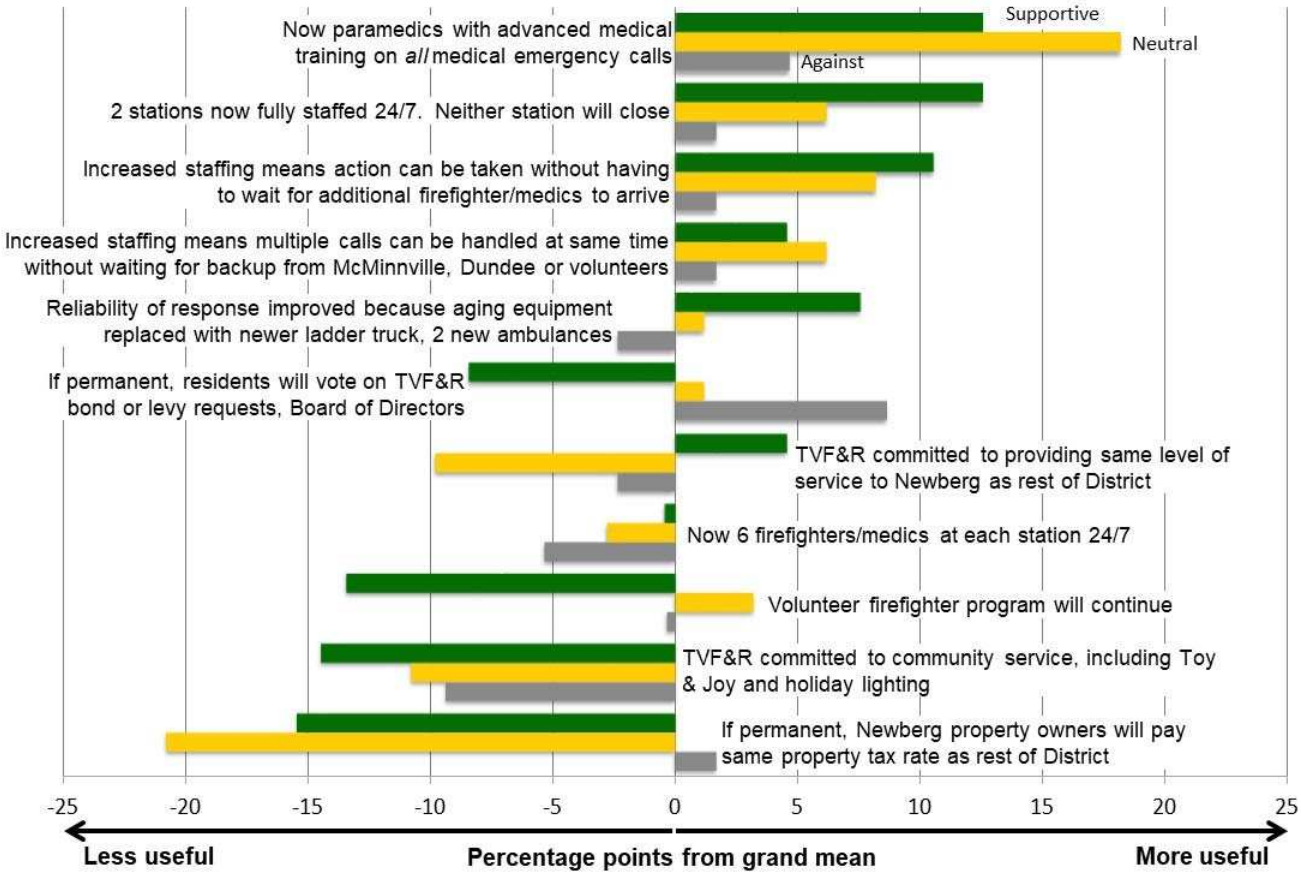
- **Residents who are supportive of TVF&R providing fire and medical response follow overall trends, finding that paramedics are now on all calls, that stations will not close, and that increased staffing means action can be taken without delay most useful.** In addition, the supportive residents also find the fact that there is an improvement in the reliability of response because of new equipment well above average in usefulness. Of less usefulness to supportive residents is that, if the relationship becomes permanent, they will be voting on TVF&R money measures and Board of Directors, the continuation of the volunteer and community service programs, and the fact that Newberg property owners will pay the same tax rate as other property owners in the District.

- **Residents who are currently neutral also care most about paramedics on all calls. In addition, well above average in usefulness are the fact that neither station will close and the two key benefits of increased staffing — being able to take immediate action and being able to handle multiples calls at the same time.** Neutral residents are the segment that finds the volunteer program continuation most useful, although their usefulness rating for this statement is just three percentage points above their average. Of less usefulness to this group of residents is that TVF&R is committed to providing the same level of service to Newberg as to other areas of the District, the continuation of the community service program, and that, if the relationship becomes permanent Newberg property owners will pay the same tax rate as other property owners in the District.

- **Residents against the contract are primarily interested in being able to vote on TVF&R money measures and the Board of Directors.** We typically see that those who are against a change in a government service are more interested in the cost than any other aspect of the change. This is certainly the case in this situation — being able to vote on future cost measures is the most important statement for residents who do not support continuing the relationship between the City and TVF&R. Overall, these residents provide very similar ratings on the other statements. The only other statement that is more than 2 percentage points above average for these residents is having paramedics on all calls.

These residents are least interested in the continuation of the community service program and that there are now six firefighters/medics at each station 24/7.

Usefulness of information — by level of support for continuation of partnership between Newberg & TVF&R



V. Informed Reaction to Cost and Annexation

AS COULD BE EXPECTED, THERE IS AN INCREASE IN THE NUMBER OF RESIDENTS WHO DO NOT SUPPORT CONTINUATION OF THE PARTNERSHIP WHEN COST AND WORD "ANNEXATION" ARE INTRODUCED.

After reviewing the series of factual statements about the TVF&R partnership, residents are read a statement about the impact to their property tax bills if the City is annexed into TVF&R. In addition to the cost, this is the first time in the questionnaire that a reference is made to "annexation," a word that historically can evoke negative connotations. Exact wording of the question includes:

> *The City of Newberg currently pays TVF&R to provide fire and emergency medical response services to its residents with a portion of the money it raises through property taxes. It estimates that it currently is using approximately $1.88 of its $4.38 tax rate for this purpose. If, however, the City makes the relationship with TVF&R permanent by annexing into the District, property owners would start paying property taxes directly to TVF&R. The City, since it would no longer be responsible for paying for these services, could reduce its own tax rate by $1.88 — the amount it has been using to provide these service. Since TVF&R's tax rate is $2.08, this would result in a net increase for Newberg property owners of 20¢ per thousand of assessed, not market, value, or $40 per year for a home assessed at $200,000.*
>
> *Based on what you currently know, how supportive are you of the City making TVF&R the permanent provider of fire and emergency medical response for Newberg residents? Please use a "1" to "5" scale where a "1" is not supportive at all and a "5" is very supportive.*

This information results in a decline in the percentage of residents who say they are very supportive ("5" rating) — from 35% to 30% — and a small increase those who say "4" — from 13% to 15%. This results in an overall decline in support from 48% to 45%, a three percentage point decline that is not statistically significant.

There is also, however, an increase in the percentage of residents who are not supportive, with those who provide the lowest rating ("1") increasing from 13% to 18% and those who provide a "2" rating increasing just one percentage point from 8% to 9%. This results in an increase in those who oppose TVF&R providing Newberg's fire and medical response from 21% to 27%. This increase is statistically significant at the 85% confidence level.

With the initial question on support for Newberg entering into a contract with TVF&R to provide fire and medical response service, there were no definitively significant separations between demographic segments. For this second question on support, there are some significant differences worth noting:



Younger residents are most supportive. Those under 65 are the most supportive demographic groups with 40% giving the highest level of support. However, among residents over 65, only 24% provide a "5" rating.

Newer residents are more likely to give a "5" rating. In keeping with younger residents being more supportive, among residents who have been in Newberg for less than 21 years, 38% provide a "5" rating. However, among those who are longer-term residents, only 22% provide the highest rating.

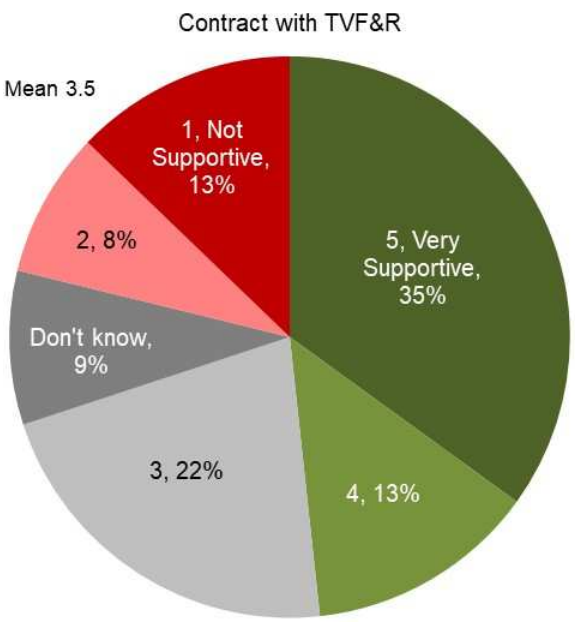
Those who have had contact with TVF&R or Newberg Fire in the last year are more likely to be supportive. We consistently see that those who have contact with TVF&R are more likely to support money measures the District places on the ballot. In keeping with that trend, those who have had contact in the last year with TVF&R or Newberg Fire are more likely to give a rating at the high end of the scale — 38% give the highest rating compared to 25% from those who have not had contact.

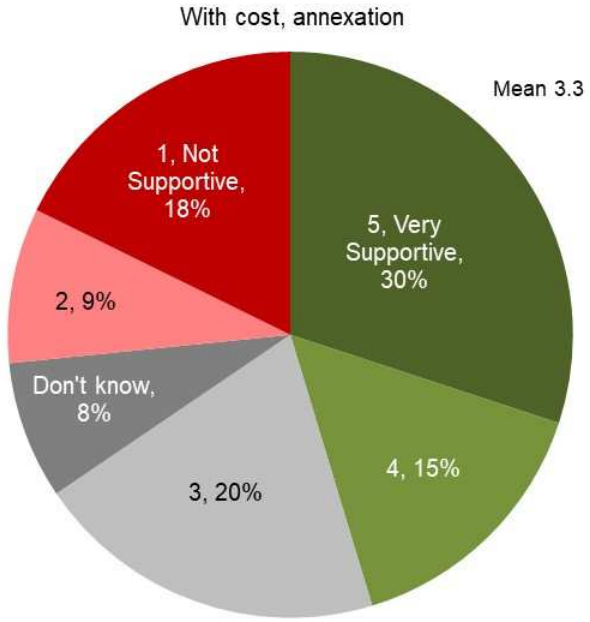
Support before and after statements, cost, & introduction of "annexation"

*Q: **Initial:** Based on what you currently know about this issue, how supportive are you of the City contracting with TVF&R to provide fire and emergency medical response services?*

*Q: **After information provided:** Based on what you currently know, how supportive are you of the City making TVF&R the permanent provider of fire and emergency medical response for Newberg residents?*

n for both questions=203





INTRODUCTION OF STATEMENTS, COST, AND ANNEXATION IMPACTS EACH OF THE THREE SEGMENTS DIFFERENTLY.

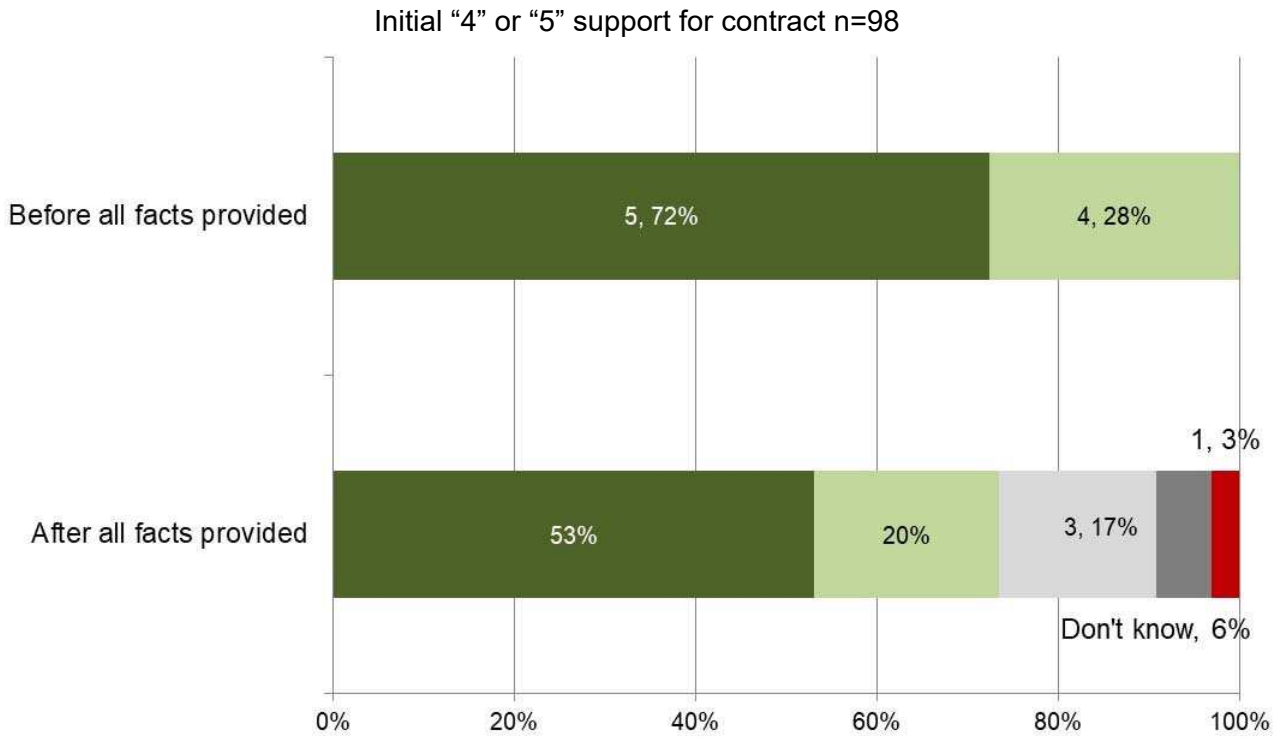
Three types of information are provided to residents between the two questions regarding the level of support for the TVF&R/Newberg relationship — 11 statements about the impact of the partnership are read, the cost impact on property taxes is described, and residents are told that annexation is being considered. It is not possible to determine how each of these pieces of information impacts the level of support. However, it is worth noting how, taken together, these three pieces of information impacted each segment:

- **Most supportive residents remain supportive, but the level of support declines for some, and a handful become neutral.** Only three residents who were supportive now indicate they do not support continuing the partnership.

- **A few who did not support the change become more positive.** About a quarter of those who initially oppose the relationship become more positive. Most of these move into the "neutral" category, but three are now supportive.

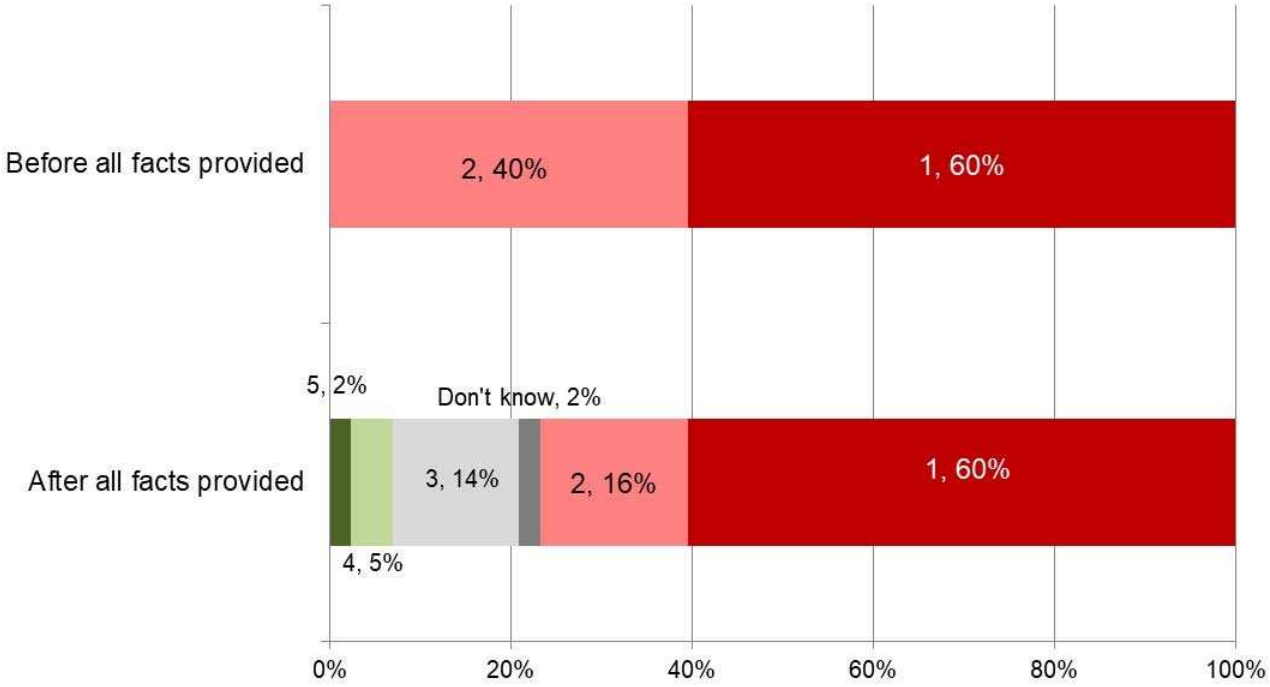
- **Hearing the information does help many of the neutral respondents pick a side.** Of those who were initially neutral — either a "3" rating or "don't know" — 28% now indicate they are supportive and 29% indicate they are now opposed to the change. The remainder (44%) remain neutral.

Change in opinion of initially supportive residents



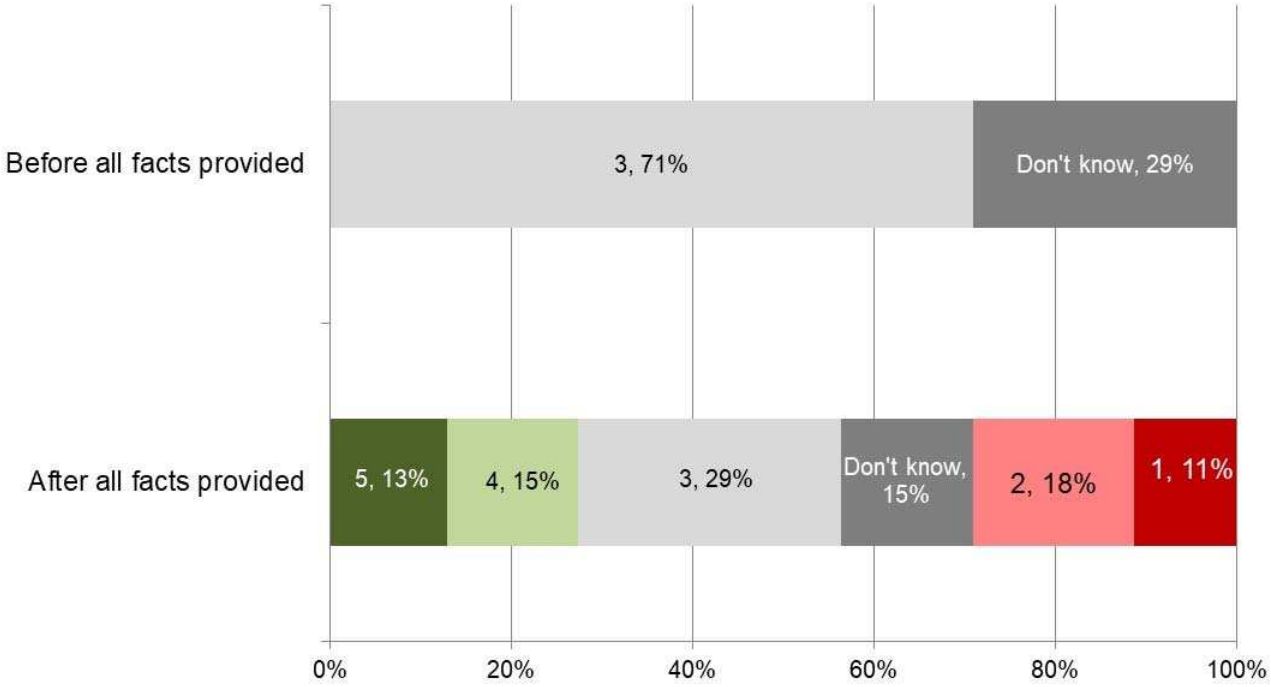
Change in opinion of residents who initially oppose contract

Initial “1” or “2” support for contract n=43



Change in opinion of residents who are initally neutral

Initial “3” or “don’t know” support for contract n=62



VI. Reaction to Retaining Funds for Other Services

SUPPORT IS GENERALLY WEAK FOR RETAINING A PORTION OF THE CITY'S TAX RATE FOR OTHER PROJECTS. GREATEST SUPPORT IS FOR ADDING TO POLICE FORCE.

Residents were then informed that, rather than reduce its tax rate the full $1.88, the City could decide to retain some portion of this amount to pay for other needed City services. Three options were then read to residents:

- *Add two police officers to enhance public safety services. While there has been a significant population growth in Newberg, the police staffing level has not increased since 2010. Cost to add two police officers is $280,000 per year. The City would need to retain 16¢ of the $1.88 each year or about $32 per year for property assessed at $200,000.*
- *Maintain and/or improve all existing city streets through overlays, crack sealing, or reconstruction. The City would need to retain 80¢ of the $1.88 to raise $1.4 million per year. These funds would then be combined with the funds from the newly implemented Street Utility Fee to ensure that all existing city street needs are addressed. This would cost about $160 per year for property assessed at $200,000*.
- *Emergency communications upgrades to enable communications between all police and fire services in the area during disasters and emergencies. The upgrades would also enable police radio coverage in all buildings and add text capabilities so the public can send texts to 9-1-1. The cost would be $3.4 million over 4 years. To fund this project, the City would need to retain 50¢ of the $1.88 each of the 4 years of the project or about $100 per year for property assessed at $200,000*.

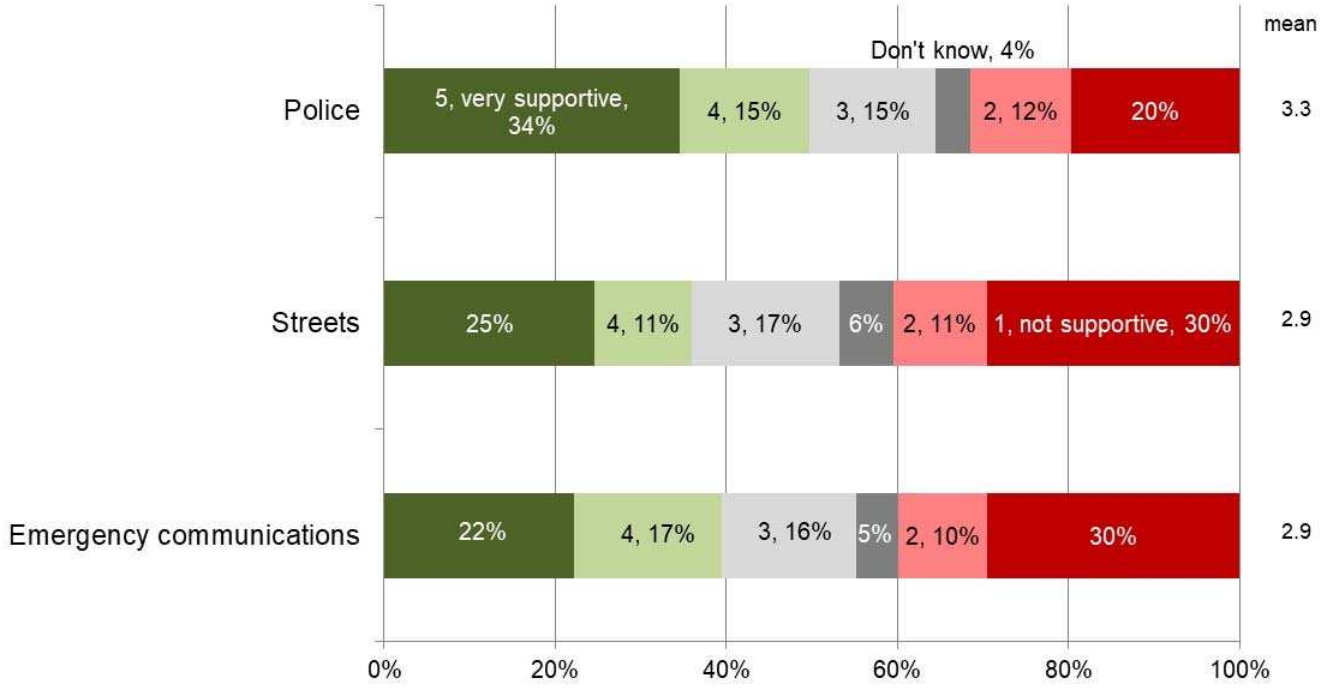
Overall, none of the projects appear to have substantial support at this time and between 32% and 41% indicate they oppose retaining a portion of the City's tax rate for each project. Findings include:

- **Adding police officers has support from about half of residents.** A third of residents rate keeping funds for adding two police officers a "5" and another 15% rate it a "4," generating an average rating of 3.3. Support is highest among those who also support the partnership with TVF&R (4.0) and those who have lived in Newberg less than 21 years (3.6). This result is somewhat surprising given that there was little support in the focus groups for retaining funds for this option, with focus group participants frequently seeing little need for more police officers.
- **About 4 in 10 support retaining funds for emergency communications.** This project generated the most support in the focus groups. However, the average rating from respondents to the telephone survey is just 2.9 — 22% rate it a "5" and 17% a "4". No segment except those who initially support the TVF&R/Newberg partnership generate a substantially higher rating (3.6).
- **There is support for retaining funds for streets from about one-third.** A quarter of residents rate this option a "5" and another 11% a "4". The average rating is 2.9. Support is not strong in any segment, although those who also support the partnership do generate an average rating of 3.6.

Support for retaining a portion of City tax rate for other services

Q: Now I am going to read you a list of possible projects or services the City could fund if it retained some portion of the $1.88. For each, please tell me how likely you would be to support the City retaining funds for this project or service. Again, use a "1" to "5" scale where a "1" is not supportive at all and a "5" is very supportive. [See above for exact wording on each option]

n=203



VII. Reaction to Advisory Vote

OVER HALF WANT AN ADVISORY VOTE.

Finally, residents are asked if they want the City to put a non-binding advisory vote on annexation of the City to TVF&R on the ballot. They are also told that if it does go on the ballot at the November 2017 election, it could cost the City up to $50,000.

A strong majority of residents — 60% — say, yes, they do want an advisory vote.

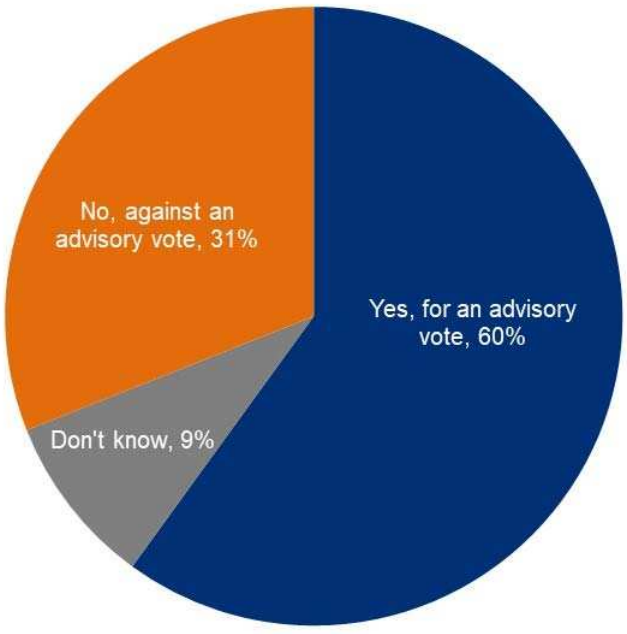
Over 50% of all segments indicate support for an advisory vote with one exception — those who have had contact in the last year are less likely to want an advisory vote. Of those with contact, 49% ask for a vote compared to 66% of those without contact. The only demographic difference is that men are more likely than women to want a vote with 66% of men wanting a vote compared to only 55% of women.

This result is different than what we heard in the focus groups. After almost 90 minutes of discussing the issue, focus group participants almost uniformly said an advisory vote is unnecessary and a waste of City funds. This difference can likely be attributed to the fact that after an in-depth discussion of the issue, participants felt well informed and more trusting of the City Council to make the right decision. However, after spending just 15 minutes on the phone learning about the issue and answering questions, a majority of residents have not reached that level of comfort.

Desire for an advisory vote

Q: In your opinion, should the City Council hold an advisory vote prior to making their final decision regarding annexation into TVF&R?

n=203



KEY CONCLUSIONS & RECOMMENDATIONS

The following provides Campbell DeLong Resources, Inc.'s conclusions and recommendations based on the current research as well as past experiences. This section is intended to provide both a summary of the key conclusions that grow directly from the research and to introduce our further judgments and recommendations based on a comparison of these findings with previous research.

1. GIVEN THAT THE PARTNERSHIP BETWEEN NEWBERG AND TVF&R HAS BEEN IN EFFECT FOR LESS THAN A YEAR, COMMUNITY AWARENESS AND SUPPORT IS GOOD.

Newberg's contract with TVF&R went into effect July 1, 2016, less than a year before this survey was conducted. It is, therefore, good news that 57% of residents are already aware that TVF&R is providing fire response and that 51% are aware the agency provides response to medical emergencies. It is even better news that more community members are supportive of the City of Newberg partnering with TVF&R than are opposed. Newberg residents take a good deal of pride in its "small town" feel and unique character. As participants in the focus group said, "Newberg is more than a bedroom community." Approval of the change from having their own fire department to becoming part of the larger TVF&R is, therefore, not automatic for many residents.

As we have consistently seen when researching voter and community attitudes for TVF&R, the more contact residents have with the organization, the more likely they are to support it at the ballot box and to rate it highly on a range of characteristics — from providing fast fire and medical response (9.6 on a 10-point scale in 2015) to making efficient use of tax dollars (9.1 in 2015), to keeping its promises to voters (8.9 in 2015). We would expect, therefore, that over time, many residents who are currently neutral, or even opposed, on the question of making the relationship permanent through annexation, will become supportive of the change.

There is, not surprisingly, a relatively large segment of the community that is concerned about making the relationship permanent. After being provided with the list of facts about what it means for the community for TVF&R to take over fire and medical response, as well as the information on what annexation will mean to property taxpayers, about one-quarter of residents have serious reservations. This group appears to be primarily concerned about cost — the most important statement to these residents is that they will be able to vote on TVF&R money measures and the Board of Directors if Newberg becomes part of TVF&R.

2. IF THE CITY COUNCIL WANTS TO CONTINUE THE MOVE TOWARD ANNEXATION TO TVF&R, IT MUST MAKE A DECISION REGARDING WHAT WILL HAPPEN TO THE $1.88 OF THE CURRENT TAX RATE THAT GOES TO FIRE AND MEDICAL RESPONSE AND COMMUNICATE THAT DECISION TO THE COMMUNITY.

Because of the postcards residents have been sent by the Oregon Taxpayer Association, there is already a certain amount of concern/confusion about what joining TVF&R will mean to Newberg property owners. The City needs to take control of the messaging on this issue and clearly state what it intends to do with the portion of its tax rate that would be freed up by annexation. Otherwise, if the question of joining TVF&R is placed on the ballot — and remaining silent on this issue makes this a more likely scenario — there is a real possibility that it will be defeated because, when voters are unsure, they vote "no."

It is clear from the response of participants in the focus groups that, at least initially, the community wants the City to reduce its tax rate by the full $1.88. It is possible, over time, that the case could be made to use a portion of the unused tax rate for other projects. However, to couple the decision on joining TVF&R with spending funds on other projects will likely serve only to increase confusion in the community and provide residents with a reason to oppose the partnership that has little to do with the question of whether or not TVF&R is the best alternative for providing fire and emergency medical response to Newberg.

Looking at the responses of the three community segments from the telephone survey — those who are supportive, neutral, or opposed to the TVF&R contract — illustrates this point. The less supportive residents are of making the partnership with TVF&R permanent, the less supportive they are of the three project options presented to them during the survey — additional police officers, street maintenance, and emergency communications equipment. Eight of ten of those who indicate they support the contract with TVF&R support at least one of the projects and 4 in 10 support all three. However, of those who are currently "neutral," half do not support any of the three projects and only about 1 in 10 supported all three options. Of those who oppose the TVF&R relationship, two-thirds do not support any of the options and only 5% support all three.

3. THE COMMUNITY DOES WANT AN ADVISORY VOTE.

When community members participating in the focus groups walked into the room, there was a clear lack of information about what was really happening with fire and medical response in Newberg. Residents had often heard that TVF&R was providing fire and medical response in Newberg now, but they were unclear exactly why this is happening and, importantly, what it was going to cost them. At the end of the focus group, when participants were asked whether or not a non-binding advisory vote on the issue of annexing to TVF&R should be held, almost all said "no." We were honestly surprised at the lack of support among the community members for an advisory vote. However, it appears that the time spent talking about the benefits and costs of annexation to TVF&R substantially reassured the focus group participants that the City Council and the City is listening to their concerns and that the City Council is in the best position to make this decision.

The survey results on this question, however, are different. Based on the residents interviewed — who had spent only 10 to 15 minutes listening to information and answering

questions about the issue — the community wants an advisory vote. Overall, 6 in 10 indicated an advisory vote is appropriate.

If an advisory vote is held, dissemination of information that is useful to voters will be crucial. Based on the response in the focus groups, if provided with clear, unbiased information about the benefits and costs of annexation with TVF&R, Newberg community members most often support annexation. Left to guess, or to be provided misinformation, the answer is likely to be different.

4. THAT PARAMEDICS ARE NOW ON ALL CALLS IS THE MOST USEFUL MESSAGE TO COMMUNICATE.

Having paramedics with advanced medical training on all calls 24/7 is considered by residents to be the most useful fact about the TVF&R/Newberg partnership to communicate to the community. Three-quarters of residents found this information to be very useful. Having paramedics on all calls is the most useful fact for both supportive and neutral residents. Even those initially opposed found the paramedics to be the second most useful piece of information.

- ✓ *There are now paramedics with advanced medical training on all medical emergency calls.*

In addition to availability of paramedics, focus on information that will help residents understand the benefits to the community of joining TVF&R, including:

- **Both Newberg stations will be fully staffed 24/7. Neither station will close.** The second most useful statement overall is that both stations will be fully staffed 24/7 and that neither will close. This indicates that many residents have heard the rumor that one of the stations will close and need to be told that this is not true.

  - ✓ *Newberg's two stations are now fully staffed 24 hours a day, every day. This will continue if the relationship between Newberg and TVF&R is made permanent. Neither station will close.*

- **Focus on the benefits to joining TVF&R, not the steps management takes to achieve those benefits.** Decreased delay at the scene of an emergency, increased reliability of response, and the ability to handle multiple calls at the same time are all useful pieces of information about joining TVF&R to Newberg residents. As we have consistently seen, the means to achieve these benefits — while very important to agency management — are less important to the community. For example, it may seem obvious that increased staffing will lead to a decrease in delays, but this is not always the case. The community doesn't care about the increased staffing — increased staffing may instead mean government waste to them; the community does care about decreased delays at the scene of an emergency.

  - ✓ *Because of increased staffing, there are now a sufficient number of firefighters/medics on all calls so more effective action can be taken at the scene of a fire or medical emergency without having to wait for additional firefighter/medics to arrive.*

- ✓ *With increased staffing, multiple emergency calls can be handled at the same time without having to wait for backup from McMinnville or Dundee or for Newberg volunteers to respond.*

- ✓ *Since the contract began, the reliability of response has improved because TVF&R has replaced aging equipment that had increasing maintenance needs with a newer ladder truck and two new ambulances.*

APPENDIX

Methods

Research goal and objectives

The goal of the research is to inform City of Newberg decision makers about the community's reaction to the City's current partnership with TVF&R and possible eventual annexation. The research was designed to meet the following specific objectives:

- Measure support in community for TVF&R providing fire and emergency medical response to the City of Newberg.
- Determine the facts about the TVF&R/Newberg partnership that the community finds most useful when deciding whether or not to support annexation.
- Use a methodology for the survey that provides accurate results and can be easily repeated.

Focus group methodology

Two groups were held with a random sample of Newberg residents. Participants in the groups were required to live within the city limits of Newberg. In addition, quotas were set to ensure a range of ages and occupations. One group included residents who live north of Highway 99 and one group included residents who live south of Highway 99.

The groups were held on the evenings of April 18 and 19 in the conference room of the Newberg Library. Each group lasted about 90 minutes. Groups were audio and video recorded.

The screener used to recruit participants and the group discussion guide are included in this appendix.

Telephone survey study design/sample design

A telephone survey methodology was used to interview a random sample of 203 Newberg residents.

The sample was designed based on registered voters in Newberg. Registered voter lists include voter phone numbers that have been provided at time of registration (including a cell or landline phone number on the voter registration card is voluntary) and phone numbers that have been identified by running voter names and addresses through a telephone number matching service.

Interviewing

All interviewing took place using a computer-aided telephone system (CATI) at Campbell DeLong Resources, Inc.'s strategic partner, Interviewing Services of America. All interviewing was conducted in May of 2017.

Respondent criteria

The respondent criteria is simple. All respondents had to be adult residents of the City of Newberg.

Sample Size/Reliability

Interviews were completed with a random sample of 203 Newberg community residents. The worst-case theoretic reliability for a sample of 203 is ±6.85%. This "*worst-case reliability*" figure is based on the following assumptions:

- **The sample is drawn from a large population universe,** which is the case for the City of Newberg.
- **The reliability is calculated at the 95% confidence level.** This means that if a large number of samples of 203 were taken, in 95% of the samples the survey results will not vary from the mean sample results by more than ±6.85%.
- **The calculation applies to a dichotomous variable with results distributed 50/50.** An example of this would be a question with two possible answers — yes or no — where half say "*yes*" and half say "*no*." As the distribution moves away from 50/50, the reliability improves.
- **Reliability for subsamples will depend on the sample size and the distribution of the response.** As could be expected, as the sample size decreases, the worst-case reliability figure increases.

Questionnaire design

The questionnaire was designed by Campbell DeLong Resources, Inc. based on input from the City of Newberg City Council and TVF&R staff. A copy of the questionnaire is included in this appendix.

Computer Processing

A cross-tabulation was used to sort the data into a total of 19 unique segments. The following is a list of the segments provided in the printout, along with the number of respondents in each segment. A copy of the printout is bound with this report.

Printout: Voter Type & Demographics

- Total 203
- Initial Support for Newberg contracting with TVF&R
  - ✓ For 98
  - ✓ Neutral 62
  - ✓ Against 43
- Elections typically vote in
  - ✓ Every election no matter what's on the ballot 134
  - ✓ May and November primary and general elections 37
  - ✓ Presidential elections only 12
  - ✓ Rarely or unregistered 20
- Awareness
  - ✓ Fire 116
  - ✓ Medical 104
- Contact
  - ✓ Yes 73
  - ✓ No 130
- Gender
  - ✓ Male 89
  - ✓ Female 114
- Age
  - ✓ Under 65 87
  - ✓ 65+ 104
- Length of residence in City of Newberg
  - ✓ Less than 21 years 105
  - ✓ 21 years or more 94
- Education
  - ✓ No college degree 112
  - ✓ College graduate or above 81

Focus group screener

Focus group discussion guide

Telephone survey questionnaire

Printout

CITY OF NEWBERG
FOCUS GROUP SCREENER
865
Spring 2017

DATE_____

RESPONDENT NAME _____

PHONE NUMBER_____

RECRUITED BY _____

NORTH NEWBERG GROUP
Tuesday, April 18 at 6 pm_____

SOUTH NEWBERG GROUP_____
Wednesday, April 19 at 6 pm _____

INTRODUCTION

TO PERSON WHO ANSWERS THE PHONE: Hello, I'm (**FIRST AND LAST NAME**) from Campbell DeLong Resources. Today (Tonight) we are conducting a brief study regarding local issues. May I please speak with a (male/female) household member who is 18 years of age or older? **IF NOT AVAILABLE, MAKE CALLBACK APPOINTMENT FOR FIRST POSSIBLE TIME.**

TO NEW HOUSEHOLD RESPONDENT: Hello, I'm (**FIRST AND LAST NAME**) from Campbell DeLong Resources. We are conducting a brief study on local issues. **AS NECESSARY:** This is strictly research. We are not selling anything.

SCREENING

First, I have just a couple of questions to determine if you are the appropriate person to talk with.

1. **GENDER. RECORD. DO NOT ASK. CHECK QUOTAS.**

   Male ..... 1 **CONTINUE**

   Female ..... 2 **CONTINUE**

   Unknown ..... 3 **CONTINUE**

GENDER QUOTA: APPROXIMATELY 50/50 MALE/FEMALE IN EACH GROUP

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2a. Do you live inside the city limits of Newberg? **RECORD**

Yes, inside the City of Newberg	1	**CONTINUE**
No, outside the City of Newberg	2	**POLITELY DISCONTINUE**
Don't know	3	**POLITELY DISCONTINUE**

IF LIVES OUTSIDE CITY OF NEWBERG OR DOESN'T KNOW, POLITELY DISCONTINUE.

2b. Do you live north or south of Highway 99?

North of Hwy 99	1	QUALIFIES FOR NORTH GROUP
South of Hwy 99	2	QUALIFIES FOR SOUTH GROUP
Don't know	3	**POLITELY DISCONTINUE**

3. What is your age, please?

_____ **years**

AGE QUOTAS:

- ✓ Approximately 25% in each group under 40 years of age
- ✓ Approximately 25% in each group 40 to 65 years of age
- ✓ Approximately 50% in each group 65 to 80 years of age

4a. Do you, or does anyone in your household or your immediate family, work for the City of Newberg or serve on the City Council or one of the City's volunteer commissions or committees?

No	☐	**CONTINUE**
Yes	☐	**POLITELY DISCONTINUE**

4b. Either currently or in the past, have you, or anyone in your household or in your immediate family, worked for or been a volunteer for the Newberg Fire Department?

No	☐	**CONTINUE**
Yes	☐	**POLITELY DISCONTINUE**

4c. Do you, or does anyone in your household or your immediate family, work for a fire and/or emergency medical department or district, or an ambulance service?

No	☐	**CONTINUE**
Yes	☐	**POLITELY DISCONTINUE**

4d. What about for a market research company?

No	☐	**CONTINUE**
Yes	☐	**POLITELY DISCONTINUE**

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5. What is your occupation?

_____

RANGE OF OCCUPATIONS, NO MORE THAN 1 UNEMPLOYED, 2 HOUSEWIFE/DOMESTICS PER GROUP. NOTE THAT "RETIRED" IS VALID AS AN OCCUPATION.

6. In the last 6 months, how many research discussion groups, commonly called focus groups, have you attended?

None..... ❑ **INVITE**

One or more..... ❑ **POLITELY DISCONTINUE**

INVITATION

As part of our research on the needs of the Newberg community, we will be conducting a group discussion with City residents. A limited number of people are being invited. You will have the opportunity to discuss current perceptions and issues facing your community. Will you please join us?

Yes..... ☐ **CONTINUE**

No ..... ☐ **POLITELY DISCONTINUE**

This discussion will be held on (**Day, date as appropriate, see below)** at 6 pm at the Newberg Public Library located at 503 East Hancock St in Newberg. It will last approximately an hour and a half and a light supper will be provided. In appreciation for your time, each participant will receive a $50 gift card to Fred Meyer.

So that we can send you a confirmation letter and map, I need your email address or a street address. I also need a phone number where you can be reached during the day and one where you can be reached in the evening.

NAME_____

EMAIL ADDRESS_____

DAY PHONE_____

EVENING PHONE_____

IF NO EMAIL ADDRESS/DOES NOT WANT TO PROVIDE EMAIL ADDRESS, ASK FOR STREET ADDRESS WHERE CONFIRMATION LETTER AND MAP CAN BE MAILED

ADDRESS_____

_____ **ZIP** _____

Thank you for your assistance. We'll look forward to seeing you on (**DAY, DATE)** at 6 PM.

✓ **NORTH OF HWY 99: TUESDAY, APRIL 18 AT 6 PM**

✓ **SOUTH OF HWY 99: WEDNESDAY, APRIL 19 AT 6 PM**

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TVF&R & THE CITY OF NEWBERG
COMMUNITY FOCUS GROUPS

DISCUSSION GUIDE

865

Spring 2017

I. INTERVIEWER'S INTRODUCTION — 2 minutes

RESEARCHER INTRODUCES FOCUS GROUP PROCESS, INCLUDING USE OF CAMERA, VIDEOTAPING OF GROUP, NO RIGHT OR WRONG ANSWERS.

II. PARTICIPANT INTRODUCTIONS — 3 minutes

ATTENDEES INTRODUCE THEMSELVES. EACH PROVIDES THE FOLLOWING INFORMATION (WRITE ON CHART):

- First name?
- Where do they live?
- How long have they lived in Newberg?
- Job?

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III. ATTITUDES TOWARDS NEWBERG GOVERNMENT — 10 minutes

A. We are going to be talking today about Newberg and the services that are provided by the City. I want to open the discussion with a simple question. What's the good news about the City of Newberg's government and the services it provides? What's the City doing right?

LIST ON CHART.

B. Okay, what's the flip side? What's not so good about the City of Newberg's government and the services that it provides?

LIST ON CHART

C. Every city faces challenges. What are the major challenges facing the City of Newberg today?

LIST ON CHART

PROBE FOR:

- Conditions in community that require change, improvement
- Awareness of funding issues for fire & emergency medical services
- Any perception of a decline in services in the past
- Desire for additional/improvement in services

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IV. ATTITUDES TOWARD & AWARENESS OF FIRE & EMERGENCY MEDICAL RESPONSE SERVICES — 10 minutes

A. I want to talk some more about one specific service that all communities need — fire and emergency medical services, including ambulance service. First, do you happen to know which government agency provides fire and emergency medical response services currently in Newberg? **AS NECESSARY**: Who provides ambulance service in the City of Newberg?

- How are these services funded?

AS NEEDED: Beginning on July 1, 2016, the City of Newberg signed a 2-year contract with Tualatin Valley Fire and Rescue, or TVF&R, for fire and emergency medical response services, including ambulance services, in Newberg. Prior to this, the City had its own fire department that provided these services. The City pays for the contract with local tax dollars (general fund) . Now that I have mentioned it, how many of you were aware that this is the current arrangement? **SHOW OF HANDS.**

B. It has been almost a year since TVF&R began providing these services. Overall, how satisfied are you with the fire and emergency medical response service that TVF&R provides Newberg? Let's use a 1 to 5 scale. A "1" means you are very dissatisfied, you believe TVF&R has provided very poor service, and a "5" is very satisfied, you believe TVF&R provides outstanding service to the Newberg community. **SHOW OF HANDS. RECORD ON CHART.**

- Why? Those of you who rated it a "4" or "5", why are you so satisfied with the service?
- Those who rated it at the low end of the scale, a "1" or "2", why are you dissatisfied with the service?
- Those of you with a "3", why aren't you higher on the scale?

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V. RESPONSE TO POSSIBLE SOLUTIONS TO PROVIDING FIRE & EMERGENCY MEDICAL RESPONSE SERVICES — 30 minutes

A. The key factors that impacted the City Council's decision to contract with TVF&R for fire and emergency medical response include: **SHOW CHART.**

- ✓ Call volume has increased 40% over the last 10 years, but the City has been unable to increase staffing since 2006.
- ✓ Increased difficulty staffing evening hours with volunteers.
- ✓ Aging equipment needed replacement, but the City did not have the funds to purchase new equipment.
- ✓ Due to its economy of scale, TVF&R would be able to provide both increased staffing & updated equipment at a cost that was near to what City was currently paying for fire & emergency medical services.

- ▶ What's your reaction to this information? Do you think the City Council made a sensible decision?

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B. Now I want to talk about the changes that have occurred since TVF&R began providing fire and emergency medical response service to Newberg. Here's a chart that illustrates the key changes that have taken place. **SHOW CHART.**

	Prior to Contract	With TVF&R	Benefit
Staffing	Day shift staffed with 4 career firefighters/EMTs at each station Evening shift staffed with 3 career & 1 volunteer at each station	6 career firefighters/EMTs 24/7 at each station	Sufficient firefighters/EMTs on all calls so that appropriate action can be taken immediately Paramedic with advanced training on all medical emergency calls Ability to handle multiple calls at the same time without waiting for backup from McMinnville or Dundee
Volunteer Program	Committed to a strong volunteer program	Maintain strong volunteer program	Community Involvement. Improved community safety because community includes skilled volunteers
Equipment	Aging equipment with increasing maintenance costs	1 newer ladder truck 2 new ambulances	More reliable response
Number of stations	2	2	2 stations fully staffed 24/7
ISO rating	3	2	Potential for reduced fire insurance rates for some residents
Community events & public education	Commitment to community service, for example, Toy & Joy program, holiday lighting	Continuing commitment, with additional training & involvement opportunities	Increasing community safety with PulsePoint, Verified Responder program, hands-only CPR training

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- **DISTRIBUTE HANDOUT. REVIEW INFORMATION.** Take a minute to review this information. Circle any item on the table that you find particularly important.

- Based on this information, and anything else you may have heard, what are the advantages to the community for TVF&R to provide its fire and emergency medical services?

LIST ON CHART.

- What are the disadvantages? What's the downside to TVF&R providing fire and emergency medical services to Newberg?

LIST ON CHART.

- What are your concerns? What else do you want or need to know about the effect of TVF&R providing fire and emergency medical services to Newberg?

LIST ON CHART.

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C. The contract that was agreed to by the City of Newberg and TVF&R is good for two years. Before the end of that 2-year period — June 30, 2018 — the City will need to either annex into TVF&R or identify another way to provide fire and emergency medical service. **IF NECESSARY:** How many of you were aware that this is the agreement? **SHOW OF HANDS.**

Before June 30 of this year, the City Council has to make a decision whether to proceed with the annexation to TVF&R or look at other options for providing fire and emergency medical services for the Newberg community. Here are the options that have been identified: **SHOW CHART, REVIEW:**

Return to the City providing fire & emergency medical services **at pre-TVF&R levels**
Return to the City providing services; **cut other services to bring services up to level necessary to meet demand for emergency services & update equipment**
Return to the City providing services; **pass levy &/bond to bring services up to level necessary to meet demand for emergency services & update equipment**
Annex to TVF&R for fire & emergency medical services

Are there any other options that you think should be added to this list? What are they? **IF CONSENSUS EXISTS THAT OTHER OPTIONS SHOULD BE CONSIDERED, ADD THEM TO THE CHART.**

Based on what you know at this point, which of these four options do you believe is most appropriate for the City to take? **SHOW OF HANDS. AS NECESSARY:** We will talk about the financial impact of these options in just a minute. For the moment, please base your response just on the information we have provided so far. **WRITE RESPONSE ON CHART. FOR EACH OPTION ASK:**

- Regardless of which option you prefer, what's the good news about this option?
- Again, regardless of which option you prefer, what's the downside to this option? What's the bad news?
- What would have to be true about this option for you to support it?
- What's the short-term advantage to this approach?
- What's the long-term advantage to this approach?

D. **IF APPROPRIATE:** If the City were to decide to cut other services in order to increase funding for fire and emergency medical services, what services do you think they should cut?

LIST ON CHART.

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VI. RESPONSE TO PROPERTY TAX IMPLICATIONS OF DECISION — 30 minutes

A. Now let's look at the costs associated with annexation of the City to TVF&R.

The City of Newberg's tax rate is currently $4.38. Of this amount, approximately $1.90 goes to pay for fire and emergency medical services. (**AS NECESSARY:** This amount includes the cost of the contract with TVF&R.) **WRITE ON CHART.**

If the City annexes to TVF&R, property owners will pay property taxes to TVF&R to fund fire and emergency medical services. TVF&R's current property tax rate is about $2.10 per thousand. All property owners in TVF&R pay the same amount.

AS NECESSARY ONLY: The amount includes:

- Permanent tax rate of $1.52.
- Local option levy of 45¢ that was last approved in 2014.
- Paying back bonds that were approved in 2006. This year, the bonds added 12¢ to the total rate. Next year it is anticipated that the bond will add about 10¢ to the rate, reducing TVF&R's tax rate to $2.08.

Annexation would also impact the City's financial picture because if Newberg is annexed to TVF&R, the City would no longer have to pay for fire and emergency medical services through the City's tax assessment (general fund). This would free up the portion of the City's rate that funds fire and emergency medical services ($1.90).

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Assuming annexation is approved, the City will have essentially four options of what do to do with these funds. **SHOW CHART:**

	Annex to TVF&R: Rate per $1,000 impact	City reduces $4.38 per $1,000 rate by…	Net per $1,000 effect to property tax payer	Community services impact
1	+$2.10 to TVF&R	-$2.10	No net increase in property tax	Improved fire & medical response, cuts in other City services
2	+$2.10 to TVF&R	-$1.90	20¢ net increase in property tax rate or $40 for home assessed at $200,000	Improved fire & medical response, other services funded at current levels
3	+$2.10 to TVF&R	-$1.00	$1.10 net increase in property tax rate or $220 for home assessed at $200,000	Improved fire & medical response, some improvements in other City services
4	+$2.10 to TVF&R	$0.00	$2.10 increase in property tax rate or $420 for home assessed at $200,000	Improved fire & medical response, substantial improvements in other City services

If annexation to TVF&R is approved, which of these approaches do you think the City should take? **SHOW OF HANDS. WRITE ON CHART.**

- **FOR EACH:** Why? Why not?
- If the City reduces its tax rate by more than the $1.90 it is currently paying for fire and emergency medical services, it would have to make cuts in current services. We talked earlier about where cuts might be made. **REFER TO LIST OF SUGGESTED CUTS ALREADY CREATED.** Should we make any changes to this list? Is there anything that should be added? Taken away?

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B. The City could decide to reduce its tax rate anywhere between the $1.90 and "0". Now I want to give you some examples of the types of service improvements that are possible if the City took the approach of retaining some of the $1.90 it is currently paying for fire and emergency medical response services. **SHOW CHART.**

Possible improvement	Estimated cost	Estimated rate per thousand
Emergency communications: Police communication upgrade to enable police radio coverage in all buildings & communications between all police & fire services in the area during disasters & emergencies. Add text capabilities so public can text to 9-1-1.	$3.4 million over 4 years	50¢
Police: Add 2 additional police officers. While there has been significant population growth in Newberg, police staffing has not increased since 2010. Additional staffing is needed to meet the level of public safety desired by the community.	$280,000 per year	16¢
Streets, option 1: Maintain &/or improve existing city streets through overlays, crack sealing or reconstruction.	$2.5 million per year	$1.41
Streets, option 2: Maintain &/or improve a portion of existing city streets through overlay, crack seal or reconstruction.	$1.7 million per year	$1.00
Library. Expand library hours so library is open 7 days a week. Library is currently open 5 days a week (Tuesday through Saturday).	$250,000 per year	15¢

DISTRIBUTE HANDOUT. Take a minute to look at each of these. Circle any of the possible improvements that you believe the City should undertake with fund that would become available if annexation to TVF&R occurs. Then we will take a vote and discuss each one.

Okay, which, if any, of these service improvements do you believe the City should be undertaking? You can vote for as many as you like, but remember, each of these will require that the City retain some of the current tax rate above the $1.90 they are currently already paying for fire and emergency medical services. **SHOW OF HANDS. WRITE ON CHART. AFTER VOTE ASK:**

- How many of you didn't vote for any of these? Why?

FOR EACH ITEM:

- Why did you vote for this item? Why do you believe it is important for the City to make this improvement?
- Why didn't you vote for this one?

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C. When the City initially started looking at this issue — how to offer the community an appropriate level of fire and emergency medical services — it was assumed that annexation to TVF&R, if the City decided this was the best option, would have to be approved by a vote of the people. However, after a review of the election law, it became clear that in Oregon, if a City wants to annex to a special district like TVF&R, then state law requires the City Council, not the voters, to make the decision. The City Council could hold an advisory vote. An advisory vote, however, would not be binding on the City Council. Holding an advisory vote at the next available election — November 2017 — would cost the City up to $50,000.

- Should the City Council hold an advisory vote on this issue? Why? Why not?

- What would have to be true for you to feel comfortable with the City Council making this decision about annexation to TVF&R without an advisory vote?

- What if the City Council voted to move forward with the annexation, but promises to reduce its tax rate by the $1.90 it is currently paying for fire and emergency medical services? Would that make you feel more comfortable about the City Council making this decision?

    - What if the Council promised not to use any portion of the $1.90 for a specific period of time? **IF YES:** What period of time would be appropriate?

- Do you trust the City to do what it promises with the tax rate if annexation is approved? Is it necessary for the City to include any promises in any resolution approving annexation?

D. Bottom line. Now that you have had a chance to discuss the issues, what do you think the City Council should do? It could be any of the options we have discussed here this evening, it could be a combination, or it could be some other option that we haven't even talked about.

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VII. CLOSE — 5 minutes

A. Now I have just one last question. What is the one most important thing that the Newberg City Council and TVF&R need to keep in mind when they are making decisions about how fire and emergency medical services are provided to City residents?

Thank you all for coming. Before you go I want to mention just a few things:

- ✓ Importance of participation
- ✓ Contribution
- ✓ Confidentiality
- ✓ Gift

Total time: 90 minutes

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2017 TUALATIN VALLEY FIRE & RESCUE & CITY OF NEWBERG

COMMUNITY SURVEY

Spring 2017

865

DATE _____

PHONE NUMBER _____

RESPONDENT FIRST NAME _____

INTERVIEWER'S INITIALS _____

INTRODUCTION

(TO RANDOM HOUSEHOLD RESPONDENT:) Hello, I'm (**FIRST AND LAST NAME**) from Campbell DeLong Resources. We are conducting a brief study on upcoming *local* community issues. May I please speak with a (male/female) adult household member? (**IF NECESSARY:** The survey will take no more than 10 minutes to complete.) **IF NOT AVAILABLE, MAKE CALLBACK APPOINTMENT FOR FIRST POSSIBLE TIME.**

> **AS NECESSARY:** This is strictly research. We are not selling anything and your name will not be associated with your comments.

(TO NEW HOUSEHOLD RESPONDENT:) Hello, I'm (**FIRST AND LAST NAME**) from Campbell DeLong Resources. We are conducting a brief study on upcoming *local* community issues. (**IF NECESSARY:** The survey will take no more than 10 minutes to complete.)

> **AS NECESSARY:** This is strictly research. We are not selling anything and your name will not be associated with your comments.

SCREENING

First, I have just a couple of questions to determine if you are the appropriate person to talk with.

1. **GENDER. RECORD. DO NOT ASK. CHECK QUOTAS.**

Male	1	**CONTINUE**
Female	2	**CONTINUE**
Unknown	3	**CONTINUE**

50/50 MALE/FEMALE QUOTA

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2a. What is your ZIP code? **RECORD ONE ONLY.**

IF ZIP CODE MATCHES ZIP CODE IN RECORD, CONTINUE. IF NOT PROCEED AS INDICATED BELOW:

97132	01	
All others	97	POLITELY DISCONTINUE
Refused	98	RE-ASK WITH "IF REFUSED" STATEMENT
Don't know	99	POLITELY DISCONTINUE

. **IF REFUSED SAY:** We need this information just to confirm that you live in a specific voting area. This information is strictly confidential and will not be associated with your name or provided to other organizations. **IF CONTINUES TO REFUSE, POLITELY DISCONTINUE.**

2b. Do you live within the city limits of Newberg?

Yes	01	
No	97	POLITELY DISCONTINUE
Refused/don't know	98	POLITELY DISCONTINUE

AWARENESS

ROTATE ORDER OF Q3A & Q3B

3A. To the best of your knowledge, please tell me the name of the agency that *responds to fire calls* in your area? (**MULTIPLES ACCEPTED. DO NOT READ LIST. CLARIFY AND RECORD SPECIFIC RESPONSE.**)

3B. To the best of your knowledge, which agency is responsible for *responding to medical emergency calls* such as heart attacks, injury accidents, and rescues in your area? (**MULTIPLES ACCEPTED. DO NOT READ LIST. CLARIFY AND RECORD SPECIFIC RESPONSE.**)

	FIRE	MED
City of Dundee	01	01
City of McMinnville	02	02
City of Newberg	03	03
City of Sherwood	04	04
"Tualatin Valley"	05	05
"Tualatin Valley Fire"	06	06
"Tualatin Valley Fire & Rescue"	07	07
"TVF&R"	08	08
Metro West (ambulance)	09	09
AMR (ambulance)	10	10
Other, specify	____	___
Don't know	99	99

SAY: Now I am going to ask some questions about fire and emergency medical services in the City of Newberg. According to our information, since July 1, 2016, the City of Newberg has contracted with *Tualatin Valley Fire and Rescue* or TVF&R [*say: "T. V. F. and R."*] to provide the fire and emergency medical response services for the residents of Newberg.

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4. Now that I mentioned it, were you aware that the City of Newberg has contracted with TVF&R to provide your fire and emergency medical response services? **RECORD**

Yes 1
No 2
Don't know/refused 3

ATTITUDES TOWARD CONTRACT

5. Again, beginning July 1, 2016, the City of Newberg began a 2-year contract with TVF&R to provide fire, emergency medical, and ambulance services. The City Council took this approach for the following reasons:

- ✓ Calls for fire and emergency medical response services have increased 40% in Newberg in the last 10 years, but the City has not been able to increase Fire Department staffing since 2006.
- ✓ It has become increasingly difficult to staff evening hours with volunteers.
- ✓ Aging equipment needs to be replaced, but the City does not have the funds to purchase new equipment.
- ✓ TVF&R, on the other hand, because of economies of scale, could provide both increased staffing and updated equipment at a cost near to what the City has been paying for fire and emergency medical services.

Based on what you currently know about this issue, how supportive are you of the City *contracting* with TVF&R to provide fire and emergency medical response services? Please use a 1 to 5 scale where a "1" is not supportive at all and a "5" is very supportive.

Not supportive				**Very supportive**	**DK/unsure**
1	2	3	4	5	9

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RESPONSE TO INFORMATION STATEMENTS

6. The City Council must now decide whether or not to make TVF&R the City of Newberg's permanent provider of fire and emergency medical response services.

   I am going to read you a series of factual statements regarding the changes that have occurred since TVF&R began providing services to Newberg and what would happen if the partnership becomes permanent. For each statement, please tell me whether it is very useful, somewhat useful, or not especially useful information in helping clarify whether or not you support making the partnership permanent. **RANDOMIZE ORDER, EXCEPT ALWAYS READ "A" FIRST.**

	VERY	SOMEWHAT	NOT	UNSURE
a) Since the contract began, TVF&R increased staffing at both of Newberg's fire stations. There are now 6 career firefighters/medics at each station 24 hours a day, every day	1	2	3	9
b) With increased staffing, multiple emergency calls can be handled at the same time without having to wait for backup from McMinnville or Dundee or for Newberg volunteers to respond	1	2	3	9
c) Because of increased staffing, there are now a sufficient number of firefighters/medics on all calls so more effective action can be taken at the scene of a fire or medical emergency without having to wait for additional firefighter/medics to arrive	1	2	3	9
d) There are now paramedics with advanced medical training on all medical emergency calls	1	2	3	9
e) Since the contract began, the reliability of response has improved because TVF&R has replaced aging equipment that had increasing maintenance needs with a newer ladder truck and two new ambulances	1	2	3	9
f) Newberg's two stations are now fully staffed 24 hours a day, every day. This will continue if the relationship between Newberg and TVF&R is made permanent. Neither station will close	1	2	3	9
g) Newberg's volunteer firefighter program will continue if the City joins TVF&R permanently	1	2	3	9
h) TVF&R is committed to continuing Newberg Fire's strong community service program, including the Toy and Joy and holiday lighting programs	1	2	3	9
i) If the partnership with TVF&R is made permanent, Newberg property owners will pay property taxes to TVF&R at the same rate as all other property owners in the District	1	2	3	9

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j) If the partnership becomes permanent, Newberg residents will vote on any future TVF&R bond or levy requests and for TVF&R's Board of Directors ..... 1 ..... 2 ..... 3 9

k) TVF&R is committed to providing the same level of service to Newberg as it does to all other parts of its service area ..... 1 ..... 2 ..... 3 9

FUNDING QUESTIONS

7. The City of Newberg currently pays TVF&R to provide fire and emergency medical response services to its residents with a portion of the money it raises through property taxes. It estimates that it currently is using approximately $1.88 of its $4.38 tax rate for this purpose. If, however, the City makes the relationship with TVF&R permanent by annexing into the District, property owners would start paying property taxes directly to TVF&R. The City, since it would no longer be responsible for paying for these services, could reduce its own tax rate by $1.88 — the amount it has been using to provide these service. Since TVF&R's tax rate is $2.08, this would result in a net increase for Newberg property owners of 20¢ per thousand of assessed, not market, value, or $40 per year for a home assessed at $200,000.

   Based on what you currently know, how supportive are you of the City making TVF&R the permanent provider of fire and emergency medical response for Newberg residents? Please use a "1" to "5" scale where a "1" is not supportive at all and a "5" is very supportive.

Not supportive			**Very supportive**	**DK/unsure**
1	2	3	4	5	9

8. Rather than reduce its tax rate the full $1.88, the City could decide to retain some portion of this amount to pay for other needed City services.

   Now I am going to read you a list of possible projects or services the City could fund if it retained some portion of the $1.88. For each, please tell me how likely you would be to support the City retaining funds for this project or service. Again, use a "1" to "5" scale where a "1" is not supportive at all and a "5" is very supportive. **READ AND RANDOMIZE. REPEAT SCALE AS NECESSARY.**

A. Emergency communications upgrades to enable communications between all police and fire services in the area during disasters and emergencies. The upgrades would also enable police radio coverage in all buildings and add text capabilities so the public can send texts to 9-1-1. The cost would be $3.4 million over 4 years. To fund this project, the City would need to retain 50¢ of the $1.88 each of the 4 years of the project or about $100 per year for property assessed at $200,000.

Not supportive			**Very supportive**	**DK/unsure**
1	2	3	4	5	9

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B. Add two police officers to enhance public safety services. While there has been a significant population growth in Newberg, the police staffing level has not increased since 2010. Cost to add two police officers is $280,000 per year. The City would need to retain 16¢ of the $1.88 each year or about $32 per year for property assessed at $200,000.

Not supportive				Very supportive	DK/unsure
1	2	3	4	5	9

C. Maintain and/or improve all existing city streets through overlays, crack sealing, or reconstruction. The City would need to retain 80¢ of the $1.88 to raise $1.4 million per year. These funds would then be combined with the funds from the newly implemented Street Utility Fee to ensure that all existing city street needs are addressed. This would cost about $160 per year for property assessed at $200,000.

Not supportive				Very supportive	DK/unsure
1	2	3	4	5	9

ADVISORY VOTE

9. When the City initially started considering this issue — how to offer the community an appropriate level of fire and emergency medical response — it assumed that whatever option selected would have to be approved by a vote of the people. However, after a review of election law, it became clear that state law requires the City Council, not the voters, to make the decision to annex a City service to a special district like TVF&R.

   The City Council, however, could hold an advisory vote. This vote would be nonbinding on the City Council. Holding it at the next available election — November 2017 — would cost the City up to $50,000.

   In your opinion, should the City Council hold an advisory vote prior to making their final decision regarding annexation into TVF&R?

   Yes, for an advisory vote 1
   No, against an advisory vote 2
   DO NOT READ: Don't know 9

CONTACT/DEMOGRAPHICS

Now I have just a few last questions to help classify your responses.

10. In the past year, have you or a family member had contact with the Newberg Fire Department or TVF&R for any reason?

    Yes, had contact 1
    No, have not had contact 2
    Don't know/don't remember 9

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11. How long have you lived in Newberg? **RECORD IN YEARS. (IF LESS THAN ONE YEAR, RECORD AS "LESS THAN ONE YEAR.")**

_____ **YEARS**

LESS THAN ONE YEAR 98

DO NOT READ: Don't remember/don't know/refused 99

12. Do you own or rent your home?

Own 1

Rent 2

Don't know/refused 9

13. Are you registered to vote in Oregon? **RECORD.**

Yes	1	**ASK Q4**
No	2	**SKIP TO Q15A**
Don't know	9	**SKIP TO Q15A**

14. **ASK IF "YES" TO Q13:** Which one of the following statements *best* describes how often you typically vote? **READ CATEGORIES IN ORDER. RECORD ONE ONLY.**

Every election every year, no matter what's on the ballot	1	**CONTINUE**
Consistently in every May primary and November general election and sometimes in others	2	**CONTINUE**
In Presidential general elections, but less frequently in others	3	**CONTINUE**
Rarely in any election	4	**CONTINUE**
DO NOT READ: Don't know	9	**CONTINUE**

15. What is your age, please? **RECORD.**

_____ **YEARS**

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16. And what is the last year of education you had the opportunity to complete? **RECORD. READ LIST ONLY IF NECESSARY.**

Less than 12th grade (not a high school graduate).. 1
High school graduate 2
Some college or other post-secondary education 3
College graduate 4
Some post-graduate 5
Master's degree or higher 6
Refused 9

17. Finally, regardless of your race, are you of Hispanic, Latino, or Spanish origin?

YES, of Hispanic, Latino, or Spanish origin 1
NO, not of Hispanic, Latino, or Spanish origin 2
REFUSED 9

VERIFY AND RECORD RESPONDENT FIRST NAME AND PHONE NUMBER. Thank you very much for participating in this survey.

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REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 19, 2017				
Order ___ No.	**Ordinance ___ No.**	**Resolution ___ No.**	**Motion ___**	**Information XX**
SUBJECT: Habitat for Humanity certificate of appreciation			**Contact Person (Preparer) for this Item: Mayor Andrews Dept.: City Council**	

Mayor Andrews requested this certificate be put on the agenda under Council Business.

Newberg Area Habitat for Humanity®

Certificate of Appreciation

CITY OF NEWBERG

IS HEREBY RECOGNIZED FOR THEIR OUTSTANDING SUPPORT TO OUR ORGANIZATION THIS PAST YEAR. THANK YOU FOR YOUR DEDICATION TO OUR MISSION OF ELIMINATING POVERTY HOUSING IN OUR COMMUNITY. YOUR EFFORTS IN THIS CAUSE HAS HELPED TO BUILD LIVES, COMMUNITIES AND HOPE AROUND THE WORLD.

Presented This 22nd Day Of March 2017

Ray Powell
Construction Supervisor

Rick Rogers
Executive Director

Dave Hoerner
ReStore Manager

Agenda Item X g Jessica Klus.txt

Agenda Item X g Jim Talt.txt

Agenda Item X g Lon wall email.txt

Agenda Item X g Marlissa Bradley.txt

Agenda Item X g Marta Soppe-Navetta.txt

Agenda Item X g Jessica Klus

From: Jessica Klus <jessica@thekellygroup.com>
Sent: Thursday, June 15, 2017 7:06 PM
To: Sue Ryan
Cc: Bob Andrews; Denise Bacon; Mike Corey; Scott Essin; Stephen McKinney; Patrick Johnson; Hayley Delle
Subject: In regards to TVF&R and ammendment to the Newberg City Charter Ballot

Follow Up Flag: Follow up
Flag Status: Flagged

To the Mayor and City Council:

In regards to the TVF&R and amendment to the Newberg city charter ballot, our community is watching these matters closely. When elected, you were given our trust to represent the wishes of our community. Please give that the respect it deserves. Show us that you have listened and agree to honor that trust by ensuring that our citizens have the opportunity to vote on the matter of TVF&R and that if we vote for them, our city will not have the ability to reallocate the taxes that have previously gone towards the fire department towards other items all while increasing our property taxes substantially. That is not within the spirit of Ballot Measures 47 and 50 and the current council resolution is simply a band-aid which will do nothing to alleviate the concerns that the citizens have raised. While our current council may not have any intentions of collecting that $1.88, there is no protection for the citizens when future councilors are elected.

I think it has become quite clear that while many of us would be in agreement that TVF&R is the best solution for our city, we are not willing to agree without a clear resolution on these underlying matters. We have the opportunity to have a great fire department serve our community. Let’s not destroy that opportunity by wedding it with the potential and power to take advantage our our citizens in what is widely perceived as a very underhanded and deceiving way.

In regards to the current petition:

It is my understanding that a petition was given to you as part of the Public Comments section of the June 5, 2017 meeting. This petition asked you to have staff bring back a Request for Council Action (RCA) at a later date. This RCA, if passed, will initiate the process for the Council to place an amendment to the Newberg City Charter on the ballot. This amendment would restrict the Budget Committee and Council from levying any part of the funds that are presently being spent on the TVF&R contract if and when the City becomes part of the TVF&R District.

I am in full support of the Council taking action on this petition. I think it is a very important issue that easily merits the Council’s time and consideration. I respectfully request that you direct Staff to prepare such an RCA for you.

In addition, I respectfully request that the Council adopt the RCA once it is brought before you.

I recognize that there has been some discussion of a Council Resolution to indicate

an intent to not
collect the funds for the 2018-2019 fiscal year. I consider this a completely unnecessary and misguided
solution. It isn't very compelling as it can be easily rescinded by the Council. Its other flaw is that it is
only for one year. My concern isn't just for 2018-2019; I care about the years beyond that.
Thank you for your consideration of my comments.
Jessica Klus
6/15/17

Agenda Item X g Jim Talt

From: atalt@aol.com
Sent: Thursday, June 15, 2017 3:51 PM
To: Sue Ryan
Cc: Stephen McKinney; Joe Hannan
Subject: TVF&R: Please Forward To Mayor and Council

Follow Up Flag: Follow up
Flag Status: Flagged

Dear city of Newberg, Mayor, and Council,

I'm writing to tell you that I believe the city should have a public election ballot vote on both the following:

a) Whether or not to join the TVF&R District

b) A Charter Amendment to restrict the Council’s ability to levy more than $2.50/$1,000 homeowner taxes
thereby offsetting the new TVF&R tax and helping us homeowners; your constituents.

Holding a public election vote on both issues seems to me like the obvious 'right thing to do' and I hope
that your conscience agrees with me and all, truly all, of my neighbors.

Please do the right thing,

Regards,

Jim Talt
Newberg Resident

Agenda Item X g Lon wall email

From: Corvair Underground <sales@corvairunderground.com>
Sent: Thursday, June 15, 2017 3:01 PM
To: Sue Ryan
Subject: pLEASE FORWARD TO mAYOR AND cOUNCIL

Follow Up Flag: Follow up
Flag Status: Flagged

To the Council:
It is my understanding that a petition w
as
given to you as part of the Public Comments section
of the June 5, 2017 meeting. This petition ask
ed
you to have staff bring back a Request for Council
Action (RCA) at a later date. This RCA, if passed, will initiate the process for the

Council to place an
amendment to the Newberg City Charter on the ballot. This amendment would
restrict the Budget
Com
mittee and Council from levying any part of the funds that are presently being
spent on the TVF&R
contract if and when the City becomes part of the TVF&R District.
I am in full support of the Council taking action on this petition. I think it is a
very
important
issue that easily merits the Council's time and consideration. I respectfully
request that you direct Staff
to prepare such an RCA for you.
In addition, I respectfully request that the Council adopt the RCA once it is
brought before you.
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to
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-
2019 fiscal year. I consider this a completely unnecessary and
misguided solution. It isn't very compelling as it
can be easily rescinded by the Council. Its other flaw is
that it is only for one year. My concern isn't
just for2018-2019
; I care about the years beyond that.
Thank you for your consideration of my comments

Lon Wall 6-15-17

Agenda Item X g Marlissa Bradley

From: DawnKaren Bevill
Sent: Thursday, June 15, 2017 5:21 PM
To: Sue Ryan; Rosa Olivares
Cc: Joe Hannan
Subject: FW: June 15th Community Meeting regarding TVFR et al

Follow Up Flag: Follow up
Flag Status: Flagged

Sue & Rosa,

FYI – Just in case you have not already received a copy of the email below.

Thank you,
DawnKaren

From: Marlissa Bradley [mailto:marlissabradley@yahoo.com]
Sent: Thursday, June 15, 2017 1:38 PM
To: Joe Hannan; DawnKaren Bevill; Main Contact Legal
Subject: Fw: June 15th Community Meeting regarding TVFR et al

Mr. Joe Hannan, Ms. Dawn Karen Bevill and general counsel,

Thank you for your time and service to the City of Newberg.

This email is forwarded for your record.

----- Forwarded Message -----
From: Marlissa Bradley <marlissabradley@yahoo.com>
To: "bob.andrews@newbergoregon.gov" <bob.andrews@newbergoregon.gov>;
"stephen.mckinney@newbergoregon.gov" <stephen.mckinney@newbergoregon.gov>;
"denise.bacon@newbergoregon.gov" <denise.bacon@newbergoregon.gov>;
"mike.corey@newbergoregon.gov" <mike.corey@newbergoregon.gov>;
"scott.essin@newbergoregon.gov" <scott.essin@newbergoregon.gov>;
"patrick.johnson@newbergoregon.gov" <patrick.johnson@newbergoregon.gov>
Sent: Thursday, June 15, 2017 12:16 PM
Subject: June 15th Community Meeting regarding TVFR et al

Thank you Mayor and Council for the work you do on behalf of all Newberg citizens. Your care and commitment to do what is best for city and citizens is valued.

Please do what is prudent, responsible and legal on behalf of the community you represent.

My opinion is that TVFR is a good organization (I am a native Oregonian, lived in Sherwood for fifty plus years and moved to Newberg a couple of years ago) and the additional $.20 per $1,000.00 of tax assessment is reasonable.

I do expect that the current assessment of $1.88 per $1,000.00 will be removed from the municipal billing. If you wish the citizenry to accept an additional tax burden, then
ask us via a ballot.

To summarize, you have been elected to represent us and therefore I know you will do

what is legal and prudent. Thank you for your time!

Sincerely,

Marlissa Bradley

Marlissa Bradley
5230 Wedgewood Loop
Newberg, Oregon

Agenda Item X g Marta Soppe-Navetta

From: Marta Anton <martaanton@gmail.com>
Sent: Thursday, June 15, 2017 7:08 PM
To: Sue Ryan
Subject: Please forward to Mayor and Council

Follow Up Flag: Follow up
Flag Status: Flagged

To the Council:

It is my understanding that a petition was given to you as part of the Public Comments section of the June 5, 2017 meeting. This petition asked you to have staff bring back a Request for Council Action (RCA) at a later date. This RCA, if passed, will initiate the process for the Council to place an amendment to the Newberg City Charter on the ballot. This amendment would restrict the Budget Committee and Council from levying any part of the funds that are presently being spent on the TVF&R contract if and when the City becomes part of the TVF&R District. I am in full support of the Council taking action on this petition. I think it is a very important issue that easily merits the Council's time and consideration. I respectfully request that you direct Staff to prepare such an RCA for you. In addition, I respectfully request that the Council adopt the RCA once it is brought before you. I recognize that there has been some discussion of a Council Resolution to indicate an intent to not collect the funds for the 2018-2019 fiscal year. I consider this a completely unnecessary and misguided solution. It isn't very compelling as it can be easily rescinded by the Council. Its other flaw is that it is only for one year. My concern isn't just for 2018-2019; I care about the years beyond that. Thank you for your consideration of my comments.

Marta C Soppe-Navetta
6/15/17

Agenda Item IX a Perkins Coie comments.pdf

Agenda Item X g Becky Boyd.txt

Agenda Item X g Boyd part 2.pdf

Agenda Item X g Raina Day.txt

Agenda Item X g Robert Soppe part 1.docx

Agenda Item X g Robert Soppe part 2.docx

Agenda Item X g Theo Kersjes.txt

peRKiNscoie

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June 15, 2017

Michael C. Robinson
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D. +1.503.727.2264
F. +1.503.346.2264

VIA EMAIL

Mayor Bob Andrews
Newberg City Council
Newberg City Hall
414 East First Street
Newberg, OR 97132

Re: My Client, Del Boca Vista LLC; City of Newberg File No. ANX-17-00I

Dear Mayor Andrews and Members of the Newberg City Council:

This office represents the Applicant. This letter is the Applicant's written response to the *ex parte* contacts disclosed in the staff report for the June 19, 2017 City Council hearing.

ORS 227.180(3) provides in its entirety:

> "No decision or action of a planning commission or city governing body shall be invalid due to ex parte contact or bias resulting from ex parte contact with a member of the decision-making body, if the member of the decision-making body receiving the contact:
>
> (a) places on the record the substance of any written or oral ex parte communications concerning the decision or action, and
>
> (b) as a public announcement of the content of the communication and of the parties' right to rebut the substance of the communication made at the first hearing following the communication where action will be considered or taken on the subject of which the communication related."

The staff report for the June 19, 2017 City Council hearing contains *ex parte* contacts in the form of email communications between Newberg City Council members and individuals Rick Rogers and Jim and Helen Talt. The *ex parte* contacts also consist of the adopted Newberg Planning Commission minutes from the March 9, 2017 and April 13, 2017 Newberg Planning Commission hearings on this application.

ORS 227.180(3) does not limit a person's rebuttal to the substance of the *ex parte* communications. This letter constitutes the Applicant's written rebuttal and the Applicant reserves the right to oral rebuttal at the public hearing on June 19, 2017 prior to the City Council's action that will be considered or taken on the application.

1. Rebuttal to email communications with City Councilors.

The May 19, 2017 email between Scott Essin and Patrick Johnson shows that Mr. Essin considered two (2) pieces of evidence not in the record. First, his use of a "standard deviation analysis" regarding whether this application is a "big" application and, second, Ms. Bacon's recollection of what was remembered about the intent of the Newberg Comprehensive Plan policy. The first issue was not discussed during the public hearing when parties had the opportunity to respond to it. The second issue may have been disclosed but with, at best, an incomplete analysis of the legislative intent behind the Newberg Comprehensive Plan policy.

The City Council should find that the Newberg Comprehensive Plan Housing Mix Policy 3.x (the "Plan Policy") **(Exhibit 1)** is ambiguous and, for the reasons explained in the Applicant's June 5, 2017 letter to City Attorney Truman Stone **(Exhibit 2)**, conflicts with ORS 227.178(3) and 197.309(1). Furthermore, because the Plan Policy is so ambiguous, it places an unreasonable burden on the Applicant to attempt to define subjective language, which is contrary to ORS 197.303(1) and 197.307(4) requiring that applications concerning "Needed Housing" be subject only to clear and objective procedure, conditions and criteria.

The May 18, 2017 email from Mr. Johnson surmised about the impact on the development if all the homes were $500,000 homes. The record contains no evidence regarding the price of the homes. Mr. Johnson also stated that he voted "no" on the application because he was not able to review the Planning Commission discussion about the R-3 requirement. The City Council could have continued the evidentiary hearing until the adopted Planning Commission minutes were available so they could have read the Planning Commission's discussion about the R-3 requirement. Mr. Johnson acknowledges that the Plan Policy requires "clarification". The Plan Policy should not be applied to this application because it is both ambiguous and contrary to state law. Finally, Mr. Johnson's comment that "if it's a rule, then it should be followed", invites the Applicant's responses contained in its June 5 letter to the City Attorney.

The *ex parte* communication from Mr. and Mrs. Talt to the City Council dated June 4, 2017 raises several issues that the City Council should consider. First, what is the status of affordable housing opportunity in Newberg? Second, the ambiguity of the Newberg Comprehensive Plan policy means that it is not possible to know how much R-3 zoning is enough to satisfy the policy.

2. Rebuttal to Newberg Planning Commission minutes.

The Planning Commission minutes explain the difficulty with applying the Plan Policy. Ms. Cain told the Planning Commission that the Applicant submitted its annexation and zoning map amendment in compliance with the acknowledged Newberg Comprehensive Plan designation and that changing the zoning and Comprehensive Plan Map designations following submittal was contrary to applicable approval standards (March 9, 2017 Planning Commission minutes at page 16). Further, Planning Commissioner Smith noted that it was unacceptable to

have a Plan Policy that cannot be followed because it was not implemented into the Comprehensive Plan *(id.*, at page 17). Additionally, City Planner Steve Olson noted the question of how one would determine how much was enough R-3 zoning (April 17, 2017 Planning Commission minutes at page 21). Rick Rogers noted that the definition of the word "some" in the Plan Policy should be determined by the developer but this is not a realistic analysis of the policy. A local government has the obligation to define ambiguous phrases. Asking the Applicant to guess about the local government's decision on how much is enough R-3 zoning is an impossible task and evidence of why the ambiguous Plan Policy should not be applied in the way that it was in this decision.

3. **Conclusion.**

The Applicant supports the concept of affordable housing but at appropriate locations and through a consistent and methodical approach . Asking an applicant to amend an acknowledged comprehensive plan map designation and its application after the application is submitted and deemed complete is not only not allowed under state law but is not the best method to achieve the City's goal of providing affordable housing for its citizens because it is an ad hoc approach. The Applicant shares the goal of providing affordable housing and believes that the better way to do so is for the City to legislatively amend its Comprehensive Plan Map and Zoning Map designations to apply more R-3 zoning, which has the effect of giving notice to persons of how and when affordable housing can be supplied.

The Applicant respectfully requests that the City Council follow the Planning Department's recommendation and continue the public hearing to the date and time certain of August 7, 2017 at 7:00 p.m. in order to reopen the evidentiary record to accept additional testimony and evidence on the application.

Very truly yours,

Michael C. Robinson

MCR:sv
Enclosures
Cc: Mr. Marc Willcutts (w/encls.) (via email)
Ms. Jessica Cain (w/encls.) (via email)
Mr. Dan Danicic (w/encls.) (via email)
Mr. Truman Stone (w/encls.) (via email)
Mr. Doug Rux (w/encls.) (via email)
Mr. Steve Olson (w/encls.) (via email)

3. **Mix Policies**

AFFORDABLE HOUSING means a dwelling unit that provides housing for a family or individual(s) with a household income less than the median household income for the Newberg area, such that a household pays no more than 30 percent of its annual income on housing (rent/mortgage, utilities, property taxes). Affordable housing may include a care home for low-income individuals. Affordability can be assured through deed-restriction or other recorded documents that specify qualifying income of buyers or renters, and limiting sales price, rent levels and appreciation. Affordable housing may also include small, market-rate dwelling units (e.g., studios, apartments and accessory dwelling units). (Ordinance 2010-2730, October 18, 2010).

a. The City will encourage innovative approaches to solving the problem of meeting low income housing needs. Such approaches may include, but are not limited to the following: rent subsidies, federally funded development under HUD programs, state and regional housing programs.

b. Low and moderate income housing should not be concentrated within particular areas of the City.

c. Manufactured dwellings shall be recognized as a source of affordable housing.

d. Modular housing (prefabricated structures) meeting all building codes and placed on permanent foundations shall be treated as single-family units. They will be subject to the same location and density requirements as other single-family dwellings. Manufactured housing on individual lots shall be subject to special development standards to assure design consistency and compatibility. (Ordinance 2380, June 6, 1994).

e. Manufactured homes shall be permitted in the following locations: 1) manufactured dwelling and mobile home parks, 2) manufactured home subdivisions, and 3) individual lots within all residential districts when units meet manufactured home standards. Manufactured dwellings shall be allowed in manufactured dwelling parks, mobile home parks and manufactured home subdivisions when units meet the provisions of the Development Code. (Ordinance 2380, June 6, 1994, Ordinance 2011-2747, September 8, 2011).

f. The City shall ensure that enough land is planned for manufactured homes, particularly in conjunction with transportation corridors.

g. Home occupations shall be permitted provided that such uses are compatible with adjoining residential uses and there are no outward manifestations of the business.

h. To reduce distances between land uses, a mixture of all compatible uses will be encouraged. As such, convenience commercial areas may be located within residential districts provided they meet special development standards.

i. The City shall encourage the provision of affordable subsidized housing for low- and very low-income households, which are defined as those earning between 50 percent and 80 percent, and those earning 50 percent or less, of the median household income in Newberg (Ordinance 2010-2730, October 18, 2010)

j. The City shall encourage innovation in housing types and design as a means of offering a greater variety of housing and reducing housing costs.

k. The City shall encourage an adequate supply of rental housing dispersed throughout the City to meet the needs of renters.

l. The City shall encourage residential occupancy of upper floors within multi- story commercial buildings.

m. Within the urban area, land use policies will attempt to provide a broad range of residential uses and encourage innovative development techniques.

n. The City will encourage housing development in commercial areas within the Riverfront District on upper floors, above ground floor commercial, office, or retail spaces. (Ordinance 2002-2564, April 15, 2002)

o. The City has adopted a comprehensive approach to meeting local housing needs that balances density, design, and flexibility in code standards and procedures. The City shall use development incentives such as density bonuses, flexible development standards, and streamlined review procedures to stimulate or require the production and preservation of affordable housing. (replaces old policy "o")

p. The City shall create a local housing trust fund for the purpose of encouraging the production and retention of affordable housing in Newberg.

q. The City shall provide financial incentives for affordable housing, such as system development charge deferrals or waivers, permit application fee reductions or waivers, and land cost write-downs or donations for qualified affordable housing developments. These incentives could be paid by a housing trust fund.

r. The City shall support the retention of affordable housing through public education, planning, zoning and community development programs.

s. The City shall support state legislative efforts that strengthen tenant rights, for example, by ensuring relocation costs and replacement housing are addressed when manufactured home parks close and when low-income housing is converted to other uses.

t. The City shall support state legislative efforts to expand the range of regulatory tools (e.g., inclusionary housing) and non-regulatory tools available to cities in meeting local housing needs.

u. The City shall build understanding and support for affordable housing through educational forums with residents and employers, pre-application consultations with developers, and through local housing studies.

v. The City shall work with local affordable housing providers in developing an overall strategy for meeting Newberg's housing needs.

w. City resources shall be directed toward assisting public and private entities in producing and preserving affordable housing throughout the community.

x. Where large residentially designated parcels are to be annexed, the City shall apply a mixture of zoning, to include some R-3 zoned lands, consistent with the policy of distributing affordable housing throughout the community. Such zoning shall be applied to portions of the property that are most suitable for high density development.

y. The City shall promote and support employer programs that assist employees to secure affordable housing.

z. To the extent possible, the City shall zone residential housing near employment centers.

aa. The City shall promote and support public and/or private transit systems that connect housing to employment centers. (Policies o. through aa. Ordinance 2010-2730, October 18, 2010.)

J. URBAN DESIGN

GOAL 1: To maintain and improve the natural beauty and visual character of the City.

1. General Policies

a. Design review should be performed at the staff level.

PERKINSCOIE

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10th Floor
Portland OR 97209-6128

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June 5, 2017

Michael C. Robinson
MRobinson@perkinscoie.com
D. +1.503.727.2264
P. +1.503.346.2264

VIA EMAIL

Mr. Truman A. Stone
Newberg City Attorney
Newberg City Hall
PO Box 970
414 East First Street
Newberg, OR 97132

Re: My Client, Del Boca Vista, LLC; Newberg City Council Public Hearing Scheduled for June 5, 2017 Concerning Ordinance Denying Annexation of 25.66 Acres known as "Dutchman Ridge"

Dear Mr. Stone:

This office represents Del Boca Vista, LLC, the Applicant for the concurrent Dutchman Ridge annexation and zoning map amendment. I am writing regarding the Newberg City Council public hearing scheduled for June 5, 2017 and the staff request to the City Council that it reopen the public hearing to allow new testimony and evidence. My client has extended the 120-day clock in ORS 227.178(1) through September 18, 2017. The purpose of reopening the record is to allow the City Council to hear additional testimony and evidence concerning the application of Newberg Comprehensive Plan (the "Plan") Section II, Goal 1, Housing, Mix Policy 3.x:

Mix Policy 3.x provides as follows:

> **"Where large residentially designated parcels are to be annexed, the City shall apply a mixture of zoning, to include some R-3 zone lands, consistent with the policy of distributing affordable housing throughout the community. Such zoning shall be applied to portions of the property that are most suitable for high-density development."**

The City Council should consider all relevant arguments before making a final decision on the applicability of this Plan policy to this and other concurrent annexation and zoning map amendment applications.

First, while City Council has determined that the Dutchman Ridge concurrent annexation and zoning map amendment is a "large annexation" and is subject to Mix Policy 3.x, the tentative decision fails to give effect to all Plan policies and, therefore, fails to properly balance those Plan policies.

Second, the City Council did not consider two (2) important legal implications of the tentative decision to apply Mix Policy 3.x to this application.

First, the City Council's decision runs afoul of ORS 227.178(3), known as the "Goal Post Rule". ORS 227.178(3) provides as follows:

> "If the application was complete when first submitted or the applicant submits the requested additional information within 180 days of the date the application was first submitted and the City has a comprehensive plan and land use regulations acknowledged under ORS 197.251 (Compliance acknowledgment), approval or denial of the application shall be based upon the standards and criteria that were applicable at the time the application was first submitted."

Mix Policy 3.x effectively requires the City Council to disregard the Goal Post Rule and require the Applicant to start over, contrary to the express language of ORS 227.178(3). This is not a matter where the Policy calls for denial of the annexation but rather where the Policy expressly calls for the Applicant to amend its zoning map application after submittal and completeness. The Goal Post Rule prohibits such a result.

A land use applicant is entitled to be judged based on the standards and criteria in effect on the date the application was submitted, as long as the application was made complete in a timely fashion. The result of the City Council's application of Mix Policy 3.x is to avoid the Goal Post Rule requirement and to require the Applicant to apply for a Comprehensive Plan map and zoning map amendment after it submitted its application.

Second, the City Council's application of the Mix Policy 3.x is contrary to ORS 197.309(1). Mix Policy 3.x is expressly aimed at providing affordable housing which is defined in the Plan as "a dwelling unit that provides housing for a family or individual[s] with a household income less than the median household for the Newberg area, such that a household pays no more than 30 percent of its annual income on housing (rent/mortgage, utilities, property taxes)." Mix Policy 3.x expressly provides that it is intended to be "consistent with the policy of distributing affordable housing throughout the community". The City's method of achieving this in the case of Mix Policy 3.x is to require additional R-3 zoned lands. However, the application of Mix Policy 3.x is contrary to ORS 197.309(1). This statute provides as follows:

> "Except as provided in subsection 2 of this section [not applicable here], a City, County, or metropolitan service district may not adopt a land use regulation or functional plan provision, or impose as a condition for approving a permit (language omitted), a requirement that has the effect of establishing a sales price for a housing unit or residential

building lot or parcel, or that requires a housing unit or residential building lot or parcel to be designated for sale to any particular class or group of purchasers."

Mix Policy 3.x has the effect of requiring that the Applicant establish a sales price for a housing unit or residential building lot or parcel to achieve affordable housing. The zoning map amendment application that is before the City Council is an amendment to the City's land use regulations (defined in ORS 197.015(11) as including zoning maps) and the result of Mix Policy 3.x is to force the Applicant to submit a land use regulation amendment with the aim of providing affordable housing. ORS 197.309(1) prohibits this action.

The Applicant appreciates the possibility that the City Council may reopen the record to consider these important issues. The City Council should come to the conclusion that, in this case, ORS 227.178(3) and 197.309(1) prohibit the application of Mix Policy 3.x. Should the City Council not reopen the record, the Applicant will likely withdraw the application prior to the final decision and resubmit the same application that raises these issues. The result will be that these issues will be faced by the City at some point. The most efficient and appropriate way of addressing these issues is to address them in this application by reopening the record.

My client supports the City's goal of providing affordable housing but it must be done in a way that is consistent with state law. My client commits to working with City staff and the City Council to find other sites that can provide affordable housing.

My client appreciates the City staffs consideration of this request.

Very truly yours,

Michael C. Robinson

MCR:rsr

cc: Mr. Marc Willcuts (via email)
Ms. Jessica Cain (via email)
Mr. Doug Rux (via email)
Mr. Joe Hannan (via email)

Agenda Item X g Becky Boyd

From: beckyj.boyd <beckyj.boyd@gmail.com>
Sent: Sunday, June 18, 2017 12:29 AM
To: Sue Ryan
Subject: Letter of Support After Meeting.pdf
Attachments: Letter of Support After Meeting.pdf

This is my testimony for Mondays council meeting
Becky Boyd

Sent from my Sprint Samsung Galaxy S® 6.

To the Council:

It is my understanding that a petition was given to you as part of the Public Comments section of the June 5, 2017 meeting. This petition asked you to have staff bring back a Request for Council Action (RCA) at a later date. This RCA, if passed, will initiate the process for the Council to place an amendment to the Newberg City Charter on the ballot. This amendment would restrict the Budget Committee and Council from levying any part of the funds that are presently being spent on the TVF&R contract if and when the City becomes part of the TVF&R District.

I am in full support of the Council taking action on this petition. I think it is a very important issue that easily merits the Council's time and consideration. I respectfully request that you direct Staff to prepare such an RCA for you.

In addition, I respectfully request that the Council adopt the RCA once it is brought before you.

I recognize that there has been some discussion of a Council Resolution to indicate an intent to not collect the funds for the 2018-2019 fiscal year. I consider this a completely unnecessary and misguided solution. It isn't very compelling as it can be easily rescinded by the Council. Its other flaw is that it is only for one year. My concern isn't just for 2018-2019; I care about the years beyond that.

Thank you for your consideration of my comments.

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(Type your name above) Date

From: Rosa Olivares
Sent: Monday, June 19, 2017 11:39 AM
To: Sue Ryan
Subject: FW: TVFR Annexation

Please add the below comment to the public record.

Rosa Olivares
Community Engagement

City of Newberg
503-554-7718
rosa.olivares@newbergoregon.gov

From: Raina Dey [mailto:magic.eight@frontier.com]
Sent: Monday, June 12, 2017 12:49 PM
To: Rosa Olivares
Cc: Patrick Johnson
Subject: TVFR Annexation

City Council members,

I am reaching out to you today about the TVFR annexation. Annexation is a solid choice for our community,
providing for enhanced services and long-term stability of our fire protection needs.

I understand that the council does not legally need to hold an election to choose to join TVFR.

However, I am opposed to the city keeping tax funds previously allocated for fire services for other purposes. It is
not appropriate and essentially represents an unauthorized tax increase without a vote of the people.

If the annexation into the TVFR district occurs, city residents should receive a quid pro quo reduction in the taxes
levied by the city for fire protection services.

We should pay only TVFD for fire protection services through our property taxes and all taxes levied for those same
services by the city should be rolled back.

If we as a community agree to pay the city for fire protection, and then we start paying a different vendor for that
service, then we shouldn't pay the city for services it is no longer providing.

The right thing to do is to repeal the amount of taxation that was directed to fire services, and then, if the city
determines it needs additional taxpayer money to fund *other* city services, for the council to follow appropriate
procedure to request that funding from the people, such as through a ballot measure requiring voter approval.

Taxation for services that will be no longer provided by the city isn't fair taxation policy. It's that simple.

Thank you for your time.

Regards,
Raina Dey
330 W Edgewood Drive
Newberg

Written testimony for item TVF&R Annexation, 6/19/2017 City Council Meeting

There are numerous issues that I wish to cover in my written testimony. They are all related to the issue of annexation into the TVF&R district.

The first issue has to do with how the Council has put themselves (and the public) in a difficult situation that never needed to happen. Specifically, the public was never given a fair chance to weigh in on whether or not it was willing to support the cost of the NFD. Why wasn't there the level of public outreach made two years ago that we're seeing now? The public could have been given real numbers of what it would have cost in a bond for new equipment and a levy for personnel to bring the NFD up to whatever standard seemed appropriate. We could then have compared that to the cost and level of service that TVF&R provides and given feedback to the Council.

Was the Council provided with that information (the actual cost of bringing NFD's service up to what was desired)? If so, was it ever shared with the public? If not, how could the Council make an informed decision about moving to TVF&R without it?

It may well be that such information would lead toward a decision to move to TVF&R. The public would have been more confident in the decision-making abilities of the Council if such a process had been followed. Instead, it appears that the Council made a decision that put us on a path that is very difficult to reverse with inadequate information or public input.

I was more than a bit surprised to hear the Mayor's comment at the last Town Hall regarding the cost of reconstituting the NFD. He indicated that he "hoped" they'd have that number by tonight's meeting. Wouldn't that have been an important number to have a year ago when deciding to contract with TVF&R?

In March of last year, the Council decided to contract with TVF&R. Contrary to what one Councilor told me ("there never was expected to be a vote"), it is clear in the Resolution that a public vote was intended. To quote the Executive Summary: "Permanent merger into TVF&R will require a voter-approved annexation". What date was selected for that vote? It should have been an easy selection as there were only 4 regular dates for an election during the 2-year contract.

If the Council had approved a 3-year contract with TVF&R instead of a 2-year contract, there would have been two opportunities (May and November of 2018) for the election that would have had no cost associated with putting the matter on the ballot. Instead, the Council chose a path that had only one reasonable date (November, 2017) for such an election. As the Council has made it clear, there is a significant cost associated with this date. Why did the Council choose this path?

Once the Council made the choice that forced the election date, what was the alternative plan to manage the case if the annexation vote failed? That is not just an academic question. You may well have to answer it this November.

These may all seem like "Monday morning quarterbacking" but I'd argue they are far more than that. We are being asked to trust the Council to make good decisions in the future. Past history is an important measure of how well warranted is such trust. One Council member has publicly referred to this process as "a comedy of errors". The public deserves better.

The next issue has to do with the ability of the Council and Budget Committee to continue collecting the revenue that has been used to fund fire services even after that obligation is removed. Some Councilors have spoken publicly about wanting to do whatever the public wants on this matter. I think that is an excellent policy and that the public has spoken quite clearly on this.

Look at the results of the survey that TVF&R conducted for some information on this question. The public was asked about what to do with the $1.88 and clearly stated that it shouldn't be collected. At the first Town Hall regarding the annexation, there was a board on which attendees were asked the same question. ALL votes were for not collecting the $1.88. Based on the questions asked and the opinions voiced during the second Town Hall, I think the public spoke clearly again. What more does the Council want for a clear opinion by the public?

Keep in mind that the public wasn't asked "should the $1.88 be collected in 2018-2019" or any other time frame. The public was asked if the $1.88 should be collected and it answered a resounding "NO".

If the Council is serious about honoring the will of its constituents on this issue, how will it do it? It has been suggested that a Resolution is the appropriate method. I would strongly discourage the Council from taking this path as it is an insult to the intelligence of the public. The Resolution has no "teeth" as the Council can rescind it in very short order. It would be better if the Council were honest about its unwillingness to provide any sort of real restriction on collection of the $1.88.

The Mayor has, on two occasions (City Club meeting and second Town Hall), tried to separate the issue of annexation from the $1.88 authority and to put off discussion of the latter. I trust that the public's view on this was made quite clearly during last week's Town Hall. The issues are inextricably tied together and need to be addressed together.

To be very clear, the Council may find it **very** difficult to get a positive result for the annexation vote if there is no real restriction on the $1.88 on the same ballot. The Council should hold itself responsible for creating this situation through the decisions it has made.

The next issue has to do with the issue of a State-required public vote on annexation. The evolution of the Council's view on this has been disturbing to say the least. Let me quote the Mayor's words on this (my transcript from the publicly-available audio) from the 6/6/2017 City Club meeting:

"How do we annex? Do we do it unilaterally, or do we do it through a vote? Myself and most of the council that were sitting at that time said no, we dedicate that we want to have you, the electorate, the opportunity to vote on an annexation with TVF&R. And then we had an exploration of what the statute said and it came up that well, no, maybe the Council could do this unilaterally."

His words are that originally "most of the Council….. want to have you, the electorate, the opportunity to vote". That's an interesting position when one considers that it was (correctly) understood at the time that it was a requirement by State law. It's really a matter of the Council "wanting" to follow the law, not choosing whether or not the public should vote.

I find it very disturbing that it was only "most" of the Council. There was one or more Council member who didn't want to put the annexation to a public vote when it was known to be a legal requirement?

Look next at the characterization of this year's change of opinion about the legal requirement for a vote: ".. well, no, maybe the Council could do this unilaterally". As recently as less than a month ago, the City published the statement "Though it was initially thought an election would have to be held, it's since been determined that Oregon law requires the Newberg City Council to make the decision about joining TVF&R permanently." The determination was that the law required the Council to make the decision, yet the Mayor is characterizing it as a "maybe".

The argument that the State statutes (ORS 198.866 and 198.867) don't clearly require a public vote in the city is nonsense. Yes, the requirement for a vote in the District is removed because of the size of Newberg relative to the District. Nothing in the statute indicates that the requirement for the vote in the city is removed.

I trust that the Council have all read the two statutes carefully. They are written in fairly clear English and shouldn't require a law degree to understand. How does the Council interpret 198.867(1) "(1) If the electors of the city approve the annexation, the city governing body shall:…" if there is no vote in the city? There are many other simple questions of this sort, the answers to which will point to the inability to have an annexation without a vote in the city.

Has the council read the transcript of the hearing of HB 2818 in which 198.866 was amended in 2003 to allow for no vote in the district? I'm assuming that you have as it has been provided to the City Attorney and would be an important part of your decision-making process on this matter. Let me provide some quotes from it:

(Burton Weast, Special Districts Association of Oregon, main presenter for the amendment, in reference to the statute before the amendment): "However in the statute, when a district annexes a city, both the residents of the district and the residents of the city both vote."

(Weast): "If the district is annexing the city the residents of the city get the vote because they're the ones who taxes will change if annexation takes place."

(Weast): "Not quite, the people within the existing district have the right to redress. The people to be annexed have the right to vote. And this bill does not change or affect their right to vote in any way."

(State Representative Floyd Prozanski): "So either in the direct right to vote or through the redress, every citizen within the greater district or the proposed annexation would have the opportunity to cast their vote."

(Weast's response): "That's correct. That's why that provision we put in there to ensure that this bill wasn't interpreted as some attempt to take people's right to vote away from them."

How many ways do they need to state the same point to make it clear? Does one really need a law degree to understand these simple statements?

I'm more than a bit surprised that there has been such debate about an issue that should be very clear. The Council is trying way too hard to avoid the vote on this issue.

The last issue that I wish to raise has to do with how 911 Fire and EMS calls are dispatched since the TVF&R contract began. When the NFD existed, local 911 calls were dispatched by the Newberg Dispatch Center quickly and efficiently. This changed significantly when TVF&R entered the picture. If I call 911 now with a medical or fire emergency, some information is collected and then the call is transferred to WCCA who does the dispatching for TVF&R. This causes a delay that can be significant.

I requested and received data from the NPD with regard to call times. In that data, the delay was about 50 seconds. I discussed this matter with Les Hallman at the last Town Hall. He got back to me later in the meeting with an answer that their statistics showed that it was about 45 seconds.

Imagine that your loved one is having a serious medical emergency, prompting you to call 911. Would you consider a 45-second delay significant?

In closing, I'd like to summarize some of the questions that I've asked here. I would hope that they'd be answered at tonight's meeting:

1) What was the plan in case the annexation vote failed?
2) How will the Council follow the clear public desire to restrict the collection of the $1.88 indefinitely?
3) Will the Council acknowledge that the public vote on the annexation is a requirement of State law and not a "choice" by the Council?
4) How does the Council feel about the 45-second delay in managing 911 calls that wasn't present when there was a Newberg Fire Department?

Thank you for your consideration of these issues. I look forward to responses to my questions.

Robert Soppe
rs@NewbergTaxes.org
(503) 784-8695

HOUSE COMMITTEE ON GENERAL GOVERNMENT
DATE: March 11, 2003

Committee Administrator: SMS indicates no FIS yet, spoke to the analyst this morning but one will be issued and will indicate it will be a cost avoidance

Burton Weast (SDAO):
I'm here on behalf of the Special Districts Association of Oregon and with me is Alec Jensen, the administrative chief at Tualatin Valley Fire and Rescue. We have some written testimony for you; I will just summarize the testimony quickly for you instead of reading it to you.

Chair Krummel: That'd be good.

Weast: HB 2818 is brought to you by the Special Districts, the Oregon Fire District Directors… Special Districts Association has over 800 members in Oregon and virtually every corner of the state is covered by a special district of some nature. The most numerous special districts are fire districts, water districts, park and recreation districts, irrigation districts and those kinds of services. And, in almost every city there is a special district that provides a service to that city, if you look around the state, you will find that water and sewer in particular, and fire are the types of special districts that are more and more are joining with cities in providing their services and their protection. Washington County where the chair is from and Rep. Kitts is from, is probably the best example in the state of where Special Districts and cities have worked together to provide services. And why is that happening? It's happening simply because of money and, Rep. Avakian, excuse me, I forgot to mention you also. It is happening because of Measure 5 and followed by Measure 50 money has become more difficult to raise by local governments, so those governments are looking for efficiencies and ways to provide services at a lower cost per resident. And by merging services often that is a tool that is used to accomplish that end. For example, it makes no sense in an area to have 20 fire districts in one county, perhaps, or to have several sewer plants or water treatment plants. For that reason, you have the situation where cities and districts get together to provide those services jointly and there is examples of it all over the state. Corvallis for example, their city fire department provides fire services for the rural district that is around them. TVF&R which we will talk about later provides services to multiple cities. Clackamas Fire District 1 in Clackamas County provides services to several cities in addition to the unincorporated area. One of the issues that has arisen, however, is the actual annexation process between cities and districts. The current statute provides that when a city annexes a district, what happens is the people who are being annexed have the right to vote. In other words the people who would be affected and their taxes would be affected by the annexation have the right to vote. **However in the statute, when a district annexes a city, both the residents of the district and the residents of the city both vote**. So there is a difference in the law and basically the thrust of HB 2818 is to make the statutes the same as the city annexation statutes. Mr. Jensen from TVF&R will explain why this is important. Historically, it has not been much of an issue, because the size of the district and that size of the city historically have been pretty much equal in size and this is not been a problem. But now with the movement towards more and more large districts that supply services to more than one city, and the sheer size of some of these districts, this requirement is now actually an impediment to cities and districts getting together and providing these services. So that's really the bottom line on this bill, is to equalize the situation between cities and districts with respect to annexing each other. The other thing that we have done in the bill that does not exist in the city statute is we have put a remonstrance clause in this legislation that provides that if 100 or more citizens, no matter what the size of the district, decide they want to vote on the potential annexation

they can do that through the remonstrance petition of 100 people or less and that's a very low standard. So if there is a controversy or issue in the district it is very easy for the patrons of the district to get the measure on the ballot. The other provision in the bill is a requirement that the district, when they are annexing a city, the city can be no bigger than 10% of the size of the district. The theory there is that it ensures that what we are doing is here is that very large districts annex smaller cities, so we are trying to protect the rights of those tax payers. I might add that given Measure 50 and given the tax rate situation we have now, where there is a fixed tax rate, it's actually the people that are being annexed who face any potential tax changes, not the people who are in the existing district. So that's another reason why we felt this bill was appropriate. With that Mr. Chair, members of the committee, I'd like to turn it over to Mr. Jensen who can talk about why we're here, I guess a real world example about why this bill is important and this change in the law is important.

Alec Jensen (TVF&R):
For those of you not familiar with our organization, we serve approximately 4,000 people in Washington, Clackamas and Multnomah Counties, 10 Cities and the unincorporated areas surrounding those cities. A couple of quick points before I give you my real life scenario, Burton was talking about under the current scenario, having to vote such an annexation in both the city and the district, I want to emphasize that those are in fact separate elections. Not only do we currently have to vote those in the city and the district, but those are completely separate elections. And in terms of history, we haven't always had to do it this way. As an example, many years ago the fire district annexed the city of Beaverton, but under the earlier boundary commission statutes these issues weren't necessarily put to the vote of the people, that was really contingent upon what the boundary commission asked to have done. In terms of a real life scenario, Tualatin Valley Fire and Rescue I said serves 10 cities. Eight of those cities are actually annexed to the fire district. Cities where we, that are part of the fire district that we currently levy taxes. Two of those cities are contract cities. West Linn, as an example, approached us about five years ago and asked if we would consider providing fire protection, in essence they would be giving up their fire department and turning it over to us. The time we talked about annexation, we decided there is more to know about the relationship. You want to have an opportunity to get to know one another, so in essence we've been providing contract fire protection now for five years and we are at a point where the parties are seriously considering annexation. Under the current statute, the way the statute is currently configured, we'll have to have a vote both within the city of West Linn, which is less than 20,000 people and in the fire district. The cost of that election alone, to the fire district, just for the fire district portion of it, I looked up our election costs yesterday, is roughly $30,000 just to conduct the election. And that doesn't include the public information campaign, which would be critically important, and at a minimum a direct mail piece to the registered voters of our fire district is pushing $20,000. So we are looking at a $50,000 impact to the fire district in conducting this election. I'd be happy to answer any questions, but that's the best that I can do to kind of frame it into a box.

Rep. Kitts: I have a question, and I don't think you are going to get into an argument with anyone on the panel about the cost of elections. My question is, if you don't have an election to decide annexation or not, then who decides? Am I missing that? Do you just arbitrarily say we are or we aren't?

Jensen: Well if I understand your question correctly, there are annexation scenarios that don't require a vote. The scenario we are discussing here is the annexation of an entire city. And in that context a vote is required. To my knowledge there is no mechanism in the statute that would provide for an annexation that large, that comprehensive without the vote of the affected citizens.

Rep. Kitts: So this wouldn't affect an annexation that would take place within a city, let's say, a city wanting to incur new land as part of the city. That would have nothing to do with what you're...

Jensen: Absolutely not, no impact.

Rep. Kitts: Thank you

Rep Prozanski: I want to just follow up on your example if I could and have you walk us through on the proposed changes on HB 2818 when you look under three where it says a district board is not required to call an election if… and are we using sub A in the example you are saying that the city encompasses less than 10% of the population of the district?

Jensen: That's correct, that would be the West Linn scenario.

Rep. Prozanski: So in that case you wouldn't have to have a vote, correct?

Jensen: That's correct.

Rep. Prozanski: But you are saying, ok, throw that example out, if 100 people or whatever 10% or less said that they didn't want to have a vote and they go the signatures they would have that opportunity?

Jensen: Absolutely.

Rep. Prozanski: Regarding, I think you gave us another situation/scenario where only the individual area that's going to be annexed into the district may be required to vote as compared to people who are already in the district but not in the affected area. Would the people who are on the outside that are not affected within the district but not within the proposed annexation area be able to have the same redress and forcing a vote if they had 100 people within the outlying area of the district..

Weast: If I may, Mr. Chair, Representative, the answer is the 10% applies to the residents of the district, not the residents of the city. **If the district is annexing the city the residents of the city get the vote because they're the ones who taxes will change if annexation takes place.** The 100 person requirement to sign the petition, is 100 patrons of the existing district. So that's a way the vote could be forced in the district as well as the cities, through that petition. Does that make sense?

Rep. Prozanski: I think I'm tracking now. So we do have the ability for anyone in the existing district or in the proposed area to have redress and require an election no matter what the scenario is?

Weast: Not quite, the people within the existing district have the right to redress. **The people to be annexed have the right to vote.** And this bill does not change or affect their right to vote in any way.

Rep. Prozanski: So either in the direct right to vote or through the redress, every citizen within the greater district or the proposed annexation would have the opportunity to cast their vote.

Weast: That's correct. That's why that provision we put in there to ensure that this bill wasn't interpreted as some attempt to take people's right to vote away from them.

Jensen: The issue with whether the citizens within the city have a right to vote, that's a given. I think that it almost sounds flippant, but I don't think they have a right not to vote. What we are talking about is levying taxes and under ballot Measure 50, as you know, they will vote regardless.

Chair Krummel: Any other questions?

Rep. Nelson: This issue came up in my community where we have a rural fire district, and the question they asked me to find out about is "should the voters be one per household or should it be all voters?" There was something about the fire service where they would only allow one vote per property owner rather than…

Jensen: That's a new one, I have not heard of that one. Certainly nothing within this bill limits elector's right to vote and to my knowledge there is no mechanism by which you narrow the number the people can actual vote to a household vs registered voters so…

Rep. Nelson: Thank you. On the increase of fire service, for example. If you're the fire district and you annexing me the city, and I'm the city now is going to have increased tax burden, is that not true? And how do you determine what that rate is?

Jensen: Well, if I may, that may or may not be true. The rate is determined, the rate is your fixed rate, the district's fixed rate. In the case of Tualatin Valley Fire & Rescue we would simply annex the territory and apply our $1.83 rate. The reason I waffle on it ever so slightly is there is an interesting scenario, if I can digress ever so quickly, as it relates to West Linn. In West Linn, approximately 50% of the funding for fire protection comes from a local option levy and 50% of the funding for police protection comes from a local option levy. So, a subtle irony about West Linn, is if West Linn were to annex to TVF&R, we would apply our rate, those two levies would expire, and it would be fairly close to budget neutral for the citizens of West Linn.

Rep. Nelson: Thank you.

Chair Krummel: With regards to the reduction of taxes for the large district, by taking in the city of West Linn for example, could there be a reduction of taxes for the other tax payers outside of the city of West Linn?

Jensen: Technically no, because, as you know, the ballot measure 50 establishes a permanent tax rate and while the district could always chose to levy a lesser amount, there is no mechanism that I'm aware of to actually lower the tax rate. So I believe that if the cost of providing service in the annex territory is less than the cost of revenue, you spin off through the annexation, there is clearly some efficiencies to be gained for the balance of district.

Chair Krummel: Ok, Thank you.

Linda Ludwig (LOC): Short and sweet, wanted to indicate our support for the bill. We recognize that this bill would allow TVF&R to go ahead and proceed with the annexation possibility which would be a positive plus for the city of West Linn and the district. WE completely support all aspects of the bill.

Genoa Ingram (OFDDA): One of the co-requestors of the bill. We just believe this bill promotes efficiency in government and also provides a level playing field in all annexation procedures, whether it

be city to district, district to district, what have you, it just levels the playing field and conforms all annexation statutes so that we have a level playing field and I would be happy to respond to any questions. We encourage your support.

Ken Armstrong (OFCA): Similarly. Want to communicate the fire chief's support of the bill. Want to encourage its passage onto the floor.

Chair Krummel: You don't see the need for any amendments? You think the way the bill came out of LC is good and it meets what everyone's goals are?

Ingram: We have heard of no request for amendments and we would encourage passage of this bill out of this body.

Rep. Prozanksi: Just a question, have you heard of any opposition out of this body from any groups or elements? I mean the biggest thing I see as a safe guard is the provision that allows for the redress, because I know that in our community for just annexation of the city as compared to a special district there always has been and always will be the distinction of we don't want to be part of that larger group.

Ludwig: No, I'm not aware of any opposition of the bill whatsoever. In fact I sent an inquiry out to all of our cities to make sure there wasn't something here that I was missing in any particular city district confirmation and, NO we have not. I think with the remonstrance provision and **the fact that the city election still stays solid within the bill there isn't any change there**, it just allows this situation to move forward and doesn't handicap any other situation in the state.

Chair Krummel: Oh, Linda, has the city of West Linn said if they are in support of the bill or they have not?

Ludwig: I have not heard that they are in opposition.

From: Rosa Olivares
Sent: Monday, June 19, 2017 11:00 AM
To: Joe Hannan; Bob Andrews
Cc: Sue Ryan
Subject: FW: TVF&R unrelated but huge tax increase risk

Forwarding comment regarding city taxes after 2017-18 fiscal year.

Rosa Olivares
Community Engagement

City of Newberg
503-554-7718
rosa.olivares@newbergoregon.gov

From: Theo Kersjes [mailto:theokersjes@gmail.com]
Sent: Saturday, June 17, 2017 1:03 PM
To: Rosa Olivares
Subject: TVF&R unrelated but huge tax increase risk

Rosa,
Great town hall meeting, I learned a lot and did get new insights.
Below is my understanding and concern.

Bottom Line:
An on the surface good initiative leads to the potential for an unrelated more than 45% tax
increase on the city portion for Newberg residents in the next fiscal year starting in July 2018.
This fact is not acknowledged, which gives rise to suspicion and trust issues in the process.

If no solution can be found that reduces this potential tax increase risk, voting on the favorable
initiative in November will be a wast of time and money, I will have to decline it under these
conditions.

Action request:
Find a way to reduce the potential tax increase risk and link this in one action to the November
vote.
Background:
The budget for Newberg does not address all funding requirements. Hard choices are made each
year and very important issues are left off the budget. As it is deemed almost impossible to get
bonds approved and or fuel taxes levied I see more and more service fees.

The unintended consequence of taking out of the budget the Fire and EMS services cost, is that it
provided a similar easier route as to the services fees, to increase the taxes for other items with
the amount now spent on Fire and EMS services cost.

It became evident to me during the town hall that one proposal to reduce the potential tax
increase risk is known to the Newberg council, and that this proposal may be something that is
very hard to pass on the same timeline required for Fire and EMS services .

For me personal I can understand that some new funding needs may be needed and these

should
be discussed, however it is unacceptable to have such a potential large increase in one year or
short time. Are there no other alternatives that would lower the risk amount in one given year
AND align with the November vote?

This specifically, since although it also became clear to me during the town hall that the $1.88 in
some people’s minds was already divided up.

If no action is taken on this large increase potential I am convinced the TVF&R will not happen.
And the suspicion formed around this topic requires more than a non binding promise.

No cost estimate is available to reinstate the Newberg Fire and EMS services.
How to decide between an “unquantified cost increase” and a “huge tax increase risk”?

My preference would be to control the “tax increase risk” by reducing this over several years or
in other ways, and go for TVF&R. But at this point under these conditions I cant vote for this
increase.

Theo

--
Theo Kersjes
Mobile: +1 (503) 899-9455
E-mail: theo.kersjes@gmail.com

MEMO TO: CHIEF HALLMAN

FROM: CFO GRABLER

SUBJECT: CITY OF NEWBERG COST PROJECTIONS

DATE: JUNE 16, 2017

Chief, you requested I develop two cost scenarios for the City of Newberg to restore the City fire department as of July 1, 2018 for purposes of analysis by the City. You asked for line staffing at 24 hours a day for 24 total FF as Option 1 (12 Lt. and 12 FF PM) and also for Option 2 of 36 line staffing equivalent to current TVFR staffing.

Utilizing prior Newberg salaries and materials and services budgets as a base for cost projections, assuming debt financing of a ladder truck and two new ambulances and equipment, projections are provided as follows:

	2018-19	2019-20	2020-21
City Tax Levy Collection Estimate	**$8,010,734**	**$8,371,217**	**$8,747,922**
Option 1 net costs	**$4,582,028**	**$4,868,033**	**$4,986,000**
% of Collected Levy required for Fire	**57%**	**58%**	**57%**
Tax Rate for Option 1	**$2.51**	**$2.55**	**$2.50**
Option 2 Net costs	**$6,863,510**	**$7,291,630**	**$7,491,631**
% of Collected Levy required for Fire	**86%**	**87%**	**86%**
Tax Rate for Option 2	**$3.76**	**$3.82**	**$3.75**

The above projections were modeled from the fire department budgets as of 2014-15 and 2015-16, whereby dispatch costs are not included, but estimated revenues from transports and other prior revenues were utilized as a basis for making projections. It should be noted the upcoming WCCCA dispatch upgrades are not included in the above projection and the City should recognize that the costs will be higher should the City retain Fire and EMS. Labor rates could be higher or lower depending upon collective bargaining and seniority changes. Certain costs should be recognized that are not included for this model and include the costs of starting up and training new hires in advance of their placement in emergency response units, and any election costs should a decision be made to ask for voter support of debt financing as a bond rather than as debt within the tax levy to support the purchase of a ladder truck and two ambulances. Overall Materials and Services was presumed to increase proportionately under Option 2 increased staffing as increased staffing typically results in added protection equipment, training supplies, station utilities, and indirect costs to the supporting organization. Detailed calculations and listing of assumptions are available and may be further refined with input from the City.

Bargaining Unit Employees Wage Schedule (51 Hour Week) July 1, 2018 - June 30, 2019 (Estimated Wages and Benefits)

No of Pos	Pos	June 30, 2016	July 1, 2018	Annual Base	Sal. & Wages 5001	Vacation Taken 5003	Sick Taken 5005	Personal Leave 5007	Total Wages	Vac Relief	Sick Relief	OJI Relief	S.T.Dis Relief	Personal Leave Relief	Standby OT	OT Union	Wages and Overtime	PERS	FICA	WkrsComp	Unemploy	WkrBen	Medical		Grand Total		
	Line Personnel (51 hr)		110.871788%		84.80%	11.78%	2.20%	1.22%		13.39%	2.05%	0.41%	0.14%	1.31%	0.09%	2.52%		17.020%	7.65%	2.20%	*0.012000*	1.65%	20,667	0			
	At estimated Newberg Wages				100%	0%	0%	0%															9.0%				
																						2,630	18,960				
	Lieutenant PM	98,629.44	109,352.22																							
	Firefighter PM	86,579.58	95,992.33																							
	Firefighter	73,615.36	81,618.67																							
	Option 1 Staff 24 total FTEs working 24/48																									
	20 - E 2nd St (Newberg)																									
3	Lieutenant PM			328,057	278,189	38,634	7,230	4,006	328,059	43,934	6,735	1,360	458	4,311	304	8,274	393,435	66,963	30,098	8,656	3,937	131	62,001	0	565,221		
9	Firefighter PM			863,931	732,604	101,741	19,038	10,549	863,932	115,698	17,734	3,582	1,206	11,353	800	21,789	1,036,094	176,344	79,262	22,795	10,367	391	186,003	0	1,511,256		
0	Firefighter			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
12	**Total 10020**	10020		**1,191,988**	**1,010,793**	**140,375**	**26,268**	**14,555**	**1,191,991**	**159,632**	**24,469**	**4,942**	**1,664**	**15,664**	**1,104**	**30,063**	**1,429,529**	**243,307**	**109,360**	**31,451**	**14,304**	**522**	**248,004**	**0**	**2,076,476.89**	***173,040***	
6 (E20) 6 (M20) ** +12 FTE **					5001	5003	5005	5007		5101	5105	5106	5107	5110	5118	5120		5201	5203	5206	5207	5208	5210	5220			
	21 - Middlebrook Dr (Newberg)																									
3	Lieutenant PM			328,057	278,189	38,634	7,230	4,006	328,059	43,934	6,735	1,360	458	4,311	304	8,274	393,435	66,963	30,098	8,656	3,937	131	62,001	0	565,221		
9	Firefighter PM			863,931	732,604	101,741	19,038	10,549	863,932	115,698	17,734	3,582	1,206	11,353	800	21,789	1,036,094	176,344	79,262	22,795	10,367	391	186,003	0	1,511,256		
0	Firefighter			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
12	**Total 10021**	10021		**1,191,988**	**1,010,793**	**140,375**	**26,268**	**14,555**	**1,191,991**	**159,632**	**24,469**	**4,942**	**1,664**	**15,664**	**1,104**	**30,063**	**1,429,529**	**243,307**	**109,360**	**31,451**	**14,304**	**522**	**248,004**	**0**	**2,076,476.89**	***173,040***	
6 (E21) 6 (M21) ** +12 FTE **					5001	5003	5005	5007		5101	5105	5106	5107	5110	5118	5120		5201	5203	5206	5207	5208	5210	5220			
									2,383,982	**319,264**	**48,938**	**9,884**	**3,328**	**31,328**	**2,208**	**60,126**	**2,859,058**	**486,614**	**218,720**	**62,902**	**28,608**	**1,044**	**496,008**	**0**	**4,152,954**	Linked to Fire Suppression - Option 1	
	Option 2 Staff 36 total FTEs working 24/48																									
	20 - E 2nd St (Newberg)																									
3	Lieutenant PM			328,057	278,189	38,634	7,230	4,006	328,059	43,934	6,735	1,360	458	4,311	304	8,274	393,435	66,963	30,098	8,656	3,937	131	62,001	0	565,221		
12	Firefighter PM			1,151,908	976,805	135,655	25,384	14,066	1,151,910	154,264	23,646	4,776	1,608	15,138	1,066	29,052	1,381,460	235,125	105,682	30,393	13,823	521	248,004	0	2,015,008		
3	Firefighter			244,856	207,636	28,836	5,396	2,990	244,858	32,792	5,027	1,016	342	3,218	227	6,176	293,656	49,981	22,465	6,461	2,938	131	62,001	0	437,633		
18	**Total 10020**	10020		**1,724,821**	**1,462,630**	**203,125**	**38,010**	**21,062**	**1,724,827**	**230,990**	**35,408**	**7,152**	**2,408**	**22,667**	**1,597**	**43,502**	**2,068,551**	**352,069**	**158,245**	**45,510**	**20,698**	**783**	**372,006**	**0**	**3,017,861.92**	***167,659***	
12(E20) 6 (M20) ** +18 FTE **					5001	5003	5005	5007		5101	5105	5106	5107	5110	5118	5120		5201	5203	5206	5207	5208	5210	5220			
	21 - Middlebrook Dr (Newberg)																									
3	Lieutenant PM			328,057	278,189	38,634	7,230	4,006	328,059	43,934	6,735	1,360	458	4,311	304	8,274	393,435	66,963	30,098	8,656	3,937	131	62,001	0	565,221		
12	Firefighter PM			1,151,908	976,805	135,655	25,384	14,066	1,151,910	154,264	23,646	4,776	1,608	15,138	1,066	29,052	1,381,460	235,125	105,682	30,393	13,823	521	248,004	0	2,015,008		
3	Firefighter			244,856	207,636	28,836	5,396	2,990	244,858	32,792	5,027	1,016	342	3,218	227	6,176	293,656	49,981	22,465	6,461	2,938	131	62,001	0	437,633		
18	**Total 10021**	10021		**1,724,821**	**1,462,630**	**203,125**	**38,010**	**21,062**	**1,724,827**	**230,990**	**35,408**	**7,152**	**2,408**	**22,667**	**1,597**	**43,502**	**2,068,551**	**352,069**	**158,245**	**45,510**	**20,698**	**783**	**372,006**	**0**	**3,017,861.92**	***167,659***	
12 (E21) 6 (M21) ** +18 FTE **					5001	5003	5005	5007		5101	5105	5106	5107	5110	5118	5120		5201	5203	5206	5207	5208	5210	5220			
									3,449,654	**461,980**	**70,816**	**14,304**	**4,816**	**45,334**	**3,194**	**87,004**	**4,137,102**	**704,138**	**316,490**	**91,020**	**41,396**	**1,566**	**744,012**	**0**	**6,035,724**	Linked to Fire Suppression - Option 2	
	Non line staffing																									
1	Fire Chief		116,039	128,655	109,098	15,152	2,836	1,571	128,657								128,657	21,898	9,843	2,831	1,544	44	20,667		185,484		0
3	Division Chiefs		306,420	339,733	288,090	40,009	7,487	4,149	339,735								339,735	57,823	25,990	7,475	4,077	131	62,001		497,232		
1	Support Services Manager		60,000	66,523	56,411	7,835	1,466	813	66,525								66,525	11,323	5,090	1,464	798	44	20,667		105,911		
0.75	EMS Billing		36,582	40,559	34,394	4,777	894	496	40,561								40,561	6,904	3,103	893	487	33	15,500		67,481		
0.75	Admin Assistant		27,035	29,974	25,418	3,530	661	366	29,975								29,975	5,102	2,294	660	360	33	15,500		53,924		
			546,076	**605,444**	**513,411**	**71,303**	**13,344**	**7,395**	**605,453**								**605,453**	**103,050**	**46,320**	**13,323**	**7,265**	**285**	**134,336**	**0**	**910,032**	Linked to Fire Administration both Options	
	Option 1 Staff 24 total FTEs working 24/48			**2,989,419**	**2,534,997**	**352,053**	**65,880**	**36,505**	**2,989,435**	**319,264**	**48,938**	**9,884**	**3,328**	**31,328**	**2,208**	**60,126**	**3,464,511**	**589,664**	**265,040**	**76,225**	**35,873**	**1,329**	**630,344**	**-**	**5,062,986**		
	Option 2 Staff 36 total FTEs working 24/48			**4,055,085**	**3,438,671**	**477,553**	**89,364**	**49,519**	**4,055,107**	**461,980**	**70,816**	**14,304**	**4,816**	**45,334**	**3,194**	**87,004**	**4,742,555**	**807,188**	**362,810**	**104,343**	**48,661**	**1,851**	**878,348**	**-**	**6,945,756**		
	Option 2 Additional Personnel C	**-**	**-**	**1,065,666**	**903,674**	**125,500**	**23,484**	**13,014**	**1,065,672**	**142,716**	**21,878**	**4,420**	**1,488**	**14,006**	**986**	**26,878**	**1,278,044**	**217,524**	**97,770**	**28,118**	**12,788**	**522**	**248,004**	**-**	**1,882,770**		

City of Newberg													
Newberg Start up													
Capital Requirements					**2016-17**	**2017-18**	**2018-19**	**2019-20**	**2020-21**				
Quantity													
1	Ladder Truck	$ 1,000,000											
2	Ambulance Units	500,000											
3	Communications and Equipment	105,000											
		$ 1,605,000											
Bond Budget:													
Bond Sale:						$ 1,750,000							
Less Underwriting and Issuance Expenses						85,000							
Net Proceeds						$ 1,665,000							
Bond Election Costs and Informational Mailing Estimates						$ 35,000							
Or COP Financing? (Uses Tax Base but no vote)						$ 1,750,000							
Less Underwriting and Issuance Expenses						85,000							
						$ 1,665,000							
Estimated Debt Service													
10 year Weighted Average Life Cycle for Bond (5 years Medic/12 Truck)													
							2018-19	**2019-20**	**2020-21**				
	Debt Service10 Years at 3.85% :						$ 127,064	$ 127,064	$ 127,064	$ 127,064	$ 127,064	$ 127,064	$ 127,064
	5 years for Medic and Equipment		1.88				Linked to Options 1 and 2						
	12 Years for Ladder Truck		8.00										
	Weighted Average of Life		9.88										

$ 127,064	$ 127,064	$ 127,064

City of Newberg Transferred Staff and Pay Per Accrual Registers																				
		2016 Rate	2016 Rate Annualized																	
Leslie Hallman	Fire	55.788	116,039	OPSRP																
Durwood Douglas	Div Chief	50.717	105,491	Pers T1/2																
Alexander Haven	Div Chief	48.3	100,464	Pers T1/2																
Chris Mayfield	Div Chief	48.3	100,464	Pers T1/2																
Lawrence Dickenson	Lt	35.163	102,395	Pers T1/2																
Andrew Willette	Lt	33.87	98,629	OPSRP																
Clinton Hardeman	Lt	32.58	94,873	OPSRP																
Jeremy Friedrich	Lt	32.258	93,935	Pers T1/2																
Ron Pettijohn	Lt	32.258	93,935	Pers T1/2																
Burk Whitmire	Lt	32.258	93,935	Pers T1/2																
John Tish	FF-AO	30.569	89,017	Pers T1/2																
Shannon Hankel	FF-AO	29.732	86,580	OPSRP																
Brandon Henry	FF-AO	29.732	86,580	OPSRP																
Ryan Schnell	FF-AO	29.732	86,580	OPSRP																
Michael Sherman	FF-AO	29.732	86,580	OPSRP																
Joseph Tarmichael	FF-AO	29.732	86,580	Pers T1/2																
Daniel Boyes	FF-AO	29.172	84,949	OPSRP																
Colin Sorenson	FF-AO	29.172	84,949	OPSRP																
Donald Hartmann	FF-AO	26.971	78,540	OPSRP																
Griffin Rojo	Firefighter	23.081	67,212	OPSRP																
Michael Erwin	Firefighter	21.981	64,009	OPSRP																
Gregory Mau	Firefighter	21.981	64,009	OPSRP																
Carr, Brent	Firefighter PT	21.27																		
Cowan, Jacob	Firefighter PT	20.75																		
Green, Bryan	Firefighter PT	20.75																		
Jennings, Michael	Firefighter PT	25.28					These individuals were selected to represent the class of LT, FF PM and PT FF for salary information Station Staffing Options													
							Because it is unknown where the steps are and what the raises would have been													
Jill Dorrell	SS Mgr	NA	60,000	Estimated			I utilized a 3.5% escalation to cover both step raises in ranges and any COLA.													
Diane Nave	EMS Billing	23.45	36,582	None																
Sasha Shepard	Admin	17.33	27,035	None																

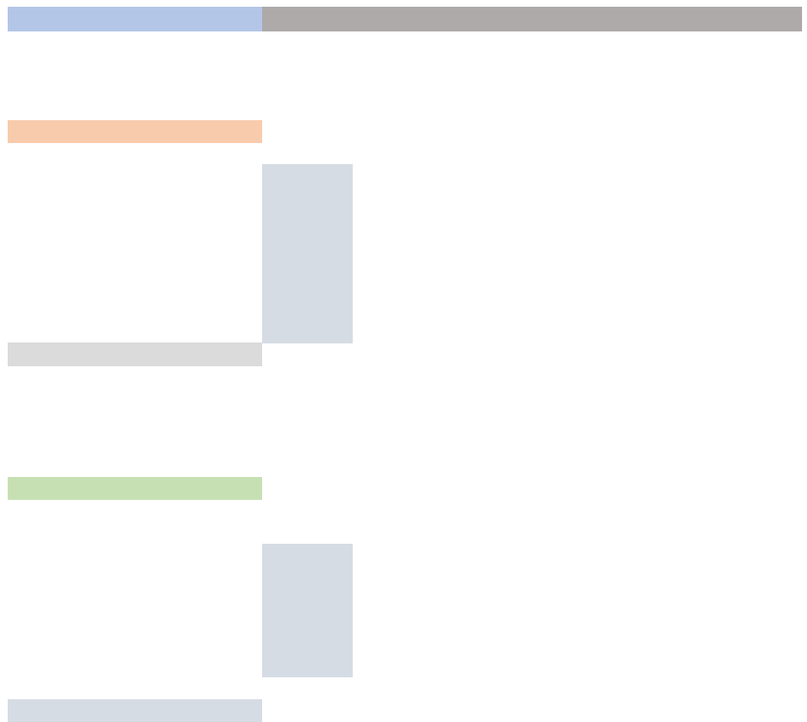
City of Newberg - FND
Revenues, Expenditures and Changes in Fund Balance

Budgeted

Escalated at Original PT FF levels

From Station Staffing Options Stand Alone

	2015	2016	% Change	2016-17	2017-18	2018-19	2019-20	2020-21
Fire Administration (01-2210)						Combine all Non-Line For Stand Alone Projection		
Personnel Services								
Admin Salary (Fire Chief)	109,332	110,421	1.00%	119,520	123,106	605,453	623,617	642,325
Clerical Salaries	75,480	76,683	1.59%	78,983	81,353	-	-	-
Overtime	-	-		-	-	-	-	-
Standby Pay	5,000	8,300	66.00%	8,549	8,805	-	-	-
Uniform Allowance	-	-		-	-	-	-	-
Longevity	720	720	0.00%	742	764	-	-	-
Misc. Fringe Ben.	640	640	0.00%	659	679	7,265	7,483	7,708
FICA/Medicare	14,625	15,052	2.92%	15,504	15,969	46,320	47,710	49,141
Workers Comp.	5,179	5,336	3.03%	5,496	5,661	13,323	13,723	14,134
Unemployment	1,529	593	-61.22%	611	629	7,265	7,483	7,708
Retirement-PERS (OPSRP P&F)	18,924	20,554	8.61%	21,171	28,157	103,050	137,057	141,168
Retirement-Principal	*14,739*	*14,471*	*-1.82%*	*14,208*	*13,950*	*13,696*	*13,447*	*13,202*
Retirement-Pension Bond	*3,794*	*3,939*	*3.82%*	*4,090*	*4,246*	*4,408*	*4,577*	*4,751*
Health/Life/LTD	34,670	37,132	7.10%	40,103	43,311	134,336	145,082	156,689
Total Personnel Services	284,632	293,841	3.24%	309,635	326,629	935,116	1,000,178	1,036,827
				5.4%	5.5%	186.3%	7.0%	3.7%
Materials and Services								
Office Supplies	3,500	3,500	0.00%	3,570	3,641	3,714	3,789	3,864
Postage	400	400	0.00%	408	416	424	433	442
Uniforms	-	-		-	-	-	-	-
Dues & Meetings	1,000	1,500	50.00%	1,530	1,561	1,592	1,624	1,656
Recruitment Expense	-	-		-	-	-	-	-
Supplies	2,500	2,500	0.00%	2,550	2,601	2,653	2,706	2,760
Travel and Training	3,200	3,500	9.38%	3,570	3,641	3,714	3,789	3,864
Maintenance Agreements	12,000	12,000	0.00%	12,240	12,485	12,734	12,989	13,249
Utilities	18,000	18,000	0.00%	18,360	18,727	19,102	19,484	19,873
Books & Publications	300	300	0.00%	306	312	318	325	331
Fuel	2,200	2,500	13.64%	2,550	2,601	2,653	2,706	2,760
Vehicle Maintenance	1,500	1,500	0.00%	1,530	1,561	1,592	1,624	1,656
Equip Repair & Maintenance	800	800	0.00%	816	832	849	866	883
Bond Registration Costs	250	250	0.00%	255	260	265	271	276
Professionals Services	-	-		-	-	-	-	-
Internal Charge-Admin Support Services	*384,394*	*386,797*	*0.63%*	*394,533*	*402,424*	*410,472*	*418,682*	*427,055*
Internal Charge-Computers	-	-		-	-	-	-	-
Internal Charge-Network Upgrade	*10,893*	*10,893*	0.00%	11,111	11,333	11,560	11,791	12,027
Internal Charge-MDT	*15,000*	*15,000*	0.00%	15,300	15,606	15,918	16,236	16,561
Internal Charge-FBI Mandate	*24,694*	-	-100.00%	-	-	-	-	-
				-	-	-	-	-
Total Materials and Services	480,631	459,440	-4.41%	468,629	478,001	487,561	497,313	507,259
				2.0%	2.0%	2.0%	2.0%	2.0%
Total Fire Administration (01-2210) Expenditures	765,263	753,281	-1.2%	778,263	804,630	1,422,678	1,497,491	1,544,086
				3.3%	3.4%	76.8%	5.3%	3.1%
Fire Suppression (01-2220)								
Personnel Services								



			#DIV/0!					
Admin Salary (DC - Operations/Training)	92,436	93,324	0.96%	96,124	99,007	-	-	-
Firefighter Salaries	1,108,411	1,123,434	1.36%	1,157,137	1,191,851	2,859,058	2,944,830	3,033,175
Overtime	167,141	169,153	1.20%	174,228	179,454	-	-	-
Holiday Bank	43,300	45,000	3.93%	46,350	47,741	-	-	-
Standby Pay	22,000	10,400	-52.73%	10,712	11,033	-	-	-
Uniform Allowance	-	-		-	-	-	-	-
Longevity	2,720	3,360	23.53%	3,461	3,565	-	-	-
Incentive Pay	11,130	-	-100.00%	-	-	-	-	-
Misc. Fringe Ben.	1,280	1,280	0.00%	1,318	1,358	1,044	1,075	1,108
FICA/Medicare	112,811	110,616	-1.95%	113,934	117,353	218,720	225,282	232,040
Workers Comp.	62,839	55,770	-11.25%	57,443	59,166	62,902	64,789	66,733
Unemployment	11,797	4,348	-63.14%	4,478	4,613	28,608	29,466	30,350
Retirement-PERS	269,453	275,094	2.09%	283,347	376,851	486,614	647,197	666,613
Retirement-Principal								
Retirement-Pension Bond	47,601	47,725	0.26%	*47,849*	*47,974*	*48,099*	*48,224*	*48,350*
Health/Life/LTD	227,693	256,970	12.86%	277,528	299,730	496,008	535,689	578,544
Total Personnel Services	2,180,612	2,196,474	0.73%	2,273,909	2,439,696	4,201,053	4,496,551	4,656,911
				3.5%	7.3%	72.2%	7.0%	3.6%
Materials and Services								
Uniforms	15,000	15,000	0.00%	15,300	15,606	15,918	16,236	16,561
Dues & Meetings	500	500	0.00%	510	520	531	541	552
Supplies	10,000	10,000	0.00%	10,200	10,404	10,612	10,824	11,041
Small Equipment	8,000	8,000	0.00%	8,160	8,323	8,490	8,659	8,833
Travel and Training	8,000	8,000	0.00%	8,160	8,323	8,490	8,659	8,833
Employee Testing	-	-		-	-	-	-	-
Maintenance Agreements	9,460	9,460	0.00%	9,649	9,842	10,039	10,240	10,445
FEMA Grants	-	-		-	-	-	-	-
Books & Publications	2,000	2,000	0.00%	2,040	2,081	2,122	2,165	2,208
Fuel	25,000	25,000	0.00%	25,500	26,010	26,530	27,061	27,602
Vehicle Maintenance	30,000	30,000	0.00%	30,600	31,212	31,836	32,473	33,122
Equip Repair & Maintenance	15,000	15,000	0.00%	15,300	15,606	15,918	16,236	16,561
Safety Equipment	30,000	30,000	0.00%	30,600	31,212	31,836	32,473	33,122
Internal Charge-Radio Replace	32,786	32,786	0.00%	33,442	34,111	34,793	35,489	36,198
Volunteer Costs	20,000	20,000	0.00%	20,400	20,808	21,224	21,649	22,082
Volunteer Training	10,000	10,000	0.00%	10,200	10,404	10,612	10,824	11,041
Volunteer LOSAP	17,500	17,500	0.00%	17,850	18,207	18,571	18,943	19,321
				-	-	-	-	-
Total Materials and Services	233,246	233,246	0.00%	237,911	242,669	247,523	252,473	257,522
				2.0%	2.0%	2.0%	2.0%	2.0%
Capital Outlay								
Capital Outlay	-	-						
Capital Outlay-FEMA	-	-						
Total Capital Outlay	-	-		-	-	-	-	-
Total Fire Suppression (01-2220) Expenditures	2,413,858	2,429,720	0.66%	2,511,820	2,682,365	4,448,575	4,749,024	4,914,434
Fire Prevention (01-2230)						All Non-Line in Fire Chief		
Personnel Services								
Admin Salary (DC - Fire Marshal)	92,436	93,324	0.96%	96,124	99,007	-	-	-
Standby Pay	12,000	8,900	-25.83%	9,167	9,442	-	-	-

Uniform Alliance	-	-		-	-	-	-	-
Longevity	720	1,200	66.67%	1,236	1,273	-	-	-
Misc. Fringe Ben.	640	640	0.00%	659	679	-	-	-
FICA/Medicare	8,094	7,961	-1.64%	8,200	8,446	-	-	-
Workers Comp.	4,475	4,303	-3.84%	4,432	4,565	-	-	-
Unemployment	846	313	-63.00%	322	332	-	-	-
Retirement-PERS	22,121	21,948	-0.78%	22,606	30,067	-	-	-
Retirement-Pension Bond	*3,467*	*3,435*	*-0.92%*	*3,403*	*3,372*	*3,341*	*3,310*	*3,279*
Health/Life/LTD	20,109	21,514	6.99%	23,235	25,094	-	-	-
Total Personnel Services	164,908	163,538	-0.83%	169,385	182,277	3,341	3,310	3,279
				3.6%	7.6%	-98.2%	-0.9%	-0.9%
Materials and Services								
Dues & Meetings	264	270	2.27%	275	281	287	292	298
Supplies	1,100	1,100	0.00%	1,122	1,144	1,167	1,191	1,214
Fire Prevention	2,550	2,550	0.00%	2,601	2,653	2,706	2,760	2,815
Travel and Training	1,564	1,570	0.38%	1,601	1,633	1,666	1,699	1,733
Books & Publications	300	300	0.00%	306	312	318	325	331
Fuel	2,500	2,500	0.00%	2,550	2,601	2,653	2,706	2,760
Vehicle Maintenance	1,782	1,770	-0.67%	1,805	1,842	1,878	1,916	1,954
				-	-	-	-	-
Total Materials and Services	10,060	10,060	0.00%	10,261	10,466	10,676	10,889	11,107
				2.0%	2.0%	2.0%	2.0%	2.0%
Total Fire Prevention (01-2230) Expenditures	174,968	173,598	-0.78%	179,646	192,743	14,017	14,199	14,386
				3.5%	7.3%	-92.7%	1.3%	1.3%
EMS (05-2250) Enterprise Fund								
Beg F/B-Net Working Capital	510,066	595,725	16.79%					
Revenue								
Miscellaneous Grants	5,000	5,000	0.00%	5,100	5,202	5,306	5,412	5,520
Reimbursed Cost	-	-		-	-	-	-	-
User Fees	1,550,000	1,730,000	11.61%	1,816,500	1,907,325	2,002,691	2,102,826	2,207,967
Firemed Memberships	52,000	53,000	1.92%	54,060	55,141	56,244	57,369	58,516
Miscellaneous Revenues	-	-		-	-	-	-	-
Interest Earned	2,000	3,600	80.00%	3,672	3,745	3,820	3,897	3,975
Sale of Assets	-	-		-	-	-	-	-
Contributions	-	-		-	-	-	-	-
				-	-	-	-	-
Total Revenue (not including BFB)	1,609,000	1,791,600	11.35%	1,879,332	1,971,414	2,068,062	2,169,504	2,275,978
Personnel Services								
Admin Salaries (DC - EMS Coordinator)	96,638	97,566	0.96%	100,493	103,508	-	-	-
Clerical Salaries	27,372	27,656	1.04%	28,486	29,340	-	-	-
Firefighter Salaries	613,711	586,112	-4.50%	603,695	621,806	-	-	-
Overtime	65,109	80,243	23.24%	82,650	85,130	-	-	-
Holiday Bank	19,000	24,000	26.32%	24,720	25,462	-	-	-
Standby Pay	10,000	7,700	-23.00%	7,931	8,169	-	-	-
Longevity	1,880	1,200	-36.17%	1,236	1,273	-	-	-
Incentive Pay	7,803	-	-100.00%	-	-	-	-	-
Misc. Fringe Ben.	640	640	0.00%	659	679	-	-	-
FICA/Medicare	64,429	63,120	-2.03%	65,014	66,964	-	-	-
Workers Comp.	34,864	31,183	-10.56%	32,118	33,082	-	-	-
Unemployment	6,740	2,482	-63.18%	2,556	2,633	-	-	-

Retirement-PERS	149,840	144,603	-3.50%	148,941	198,092	-	-	-
Retirement-Pension Bond	26,570	26,320	-0.94%	*26,072*	*25,827*	*25,584*	*25,343*	*25,105*
Health/Life/LTD	125,676	131,420	4.57%	*137,427*	*143,708*	-	-	-
Total Personnel Services	1,250,272	1,224,245	-2.08%	1,261,999	1,345,672	25,584	25,343	25,105
Materials and Services								
Office Supplies	3,000	3,500	16.67%	3,570	3,641	3,714	3,789	3,864
Postage	500	500	0.00%	510	520	531	541	552
Uniforms	4,200	4,200	0.00%	4,284	4,370	4,457	4,546	4,637
Printing & Advertising	3,500	3,800	8.57%	3,876	3,954	4,033	4,113	4,196
Dues & Meetings	6,000	6,000	0.00%	6,120	6,242	6,367	6,495	6,624
Supplies	25,000	25,000	0.00%	25,500	26,010	26,530	27,061	27,602
Medical Supplies	45,000	55,000	22.22%	56,100	57,222	58,366	59,534	60,724
RX Supplies	10,000	14,000	40.00%	14,280	14,566	14,857	15,154	15,457
Safety Program	1,500	1,500	0.00%	1,530	1,561	1,592	1,624	1,656
Travel and Training	15,000	15,000	0.00%	15,300	15,606	15,918	16,236	16,561
Employee Testing	-	-		-	-	-	-	-
Bank Fees	500	500	0.00%	510	520	531	541	552
EMS Grants	5,000	5,000	0.00%	5,100	5,202	5,306	5,412	5,520
Maintenance Agreements	15,000	20,000	33.33%	20,400	20,808	21,224	21,649	22,082
Billing Services	80,000	80,000	0.00%	81,600	83,232	84,897	86,595	88,326
Medical Services	6,700	6,700	0.00%	6,834	6,971	7,110	7,252	7,397
Utilities	20,000	20,000	0.00%	20,400	20,808	21,224	21,649	22,082
Books & Publications	500	500	0.00%	510	520	531	541	552
Fuel	40,000	40,000	0.00%	40,800	41,616	42,448	43,297	44,163
Vehicle Maintenance	30,000	30,000	0.00%	30,600	31,212	31,836	32,473	33,122
Equip Repair & Maintenance	20,000	20,000	0.00%	20,400	20,808	21,224	21,649	22,082
Safety Equipment				-	-	-	-	-
Bond Registration Costs	255	255	0.00%	260	265	271	276	282
Professional Services	-	-		-	-	-	-	-
Internal Charge-Admin Support Services	79,339	79,835	0.63%	81,432	83,060	84,722	86,416	88,144
Internal Charge-Communications Charge	3,843	4,225	9.94%	4,310	4,396	4,484	4,573	4,665
Internal Charge-Network Upgrade	6,742	6,742	0.00%	6,877	7,014	7,155	7,298	7,444
Internal Charge-MDT	5,000	5,000	0.00%	5,100	5,202	5,306	5,412	5,520
Internal Charge-Radio Replace	10,928	10,928	0.00%	11,147	11,369	11,597	11,829	12,065
Internal Charge-FBI Mandate	16,462	-	-100.00%	-	-	-	-	-
Volunteer Costs	30,000	30,000	0.00%	30,600	31,212	31,836	32,473	33,122
Volunteer Training	10,000	10,000	0.00%	10,200	10,404	10,612	10,824	11,041
Volunteer LOSAP	7,500	7,500	0.00%	7,650	7,803	7,959	8,118	8,281
				-	-	-	-	-
Total Materials and Services	501,469	505,685	0.84%	515,799	526,115	536,637	547,370	558,317
Capital Outlay								
Capital Outlay	-							
Capital Outlay-EMS	78,000	60,000	-23.08%	61,200	62,424	63,672	64,946	66,245
Capital Outlay-EMS Computers	-	-						
Total Capital Outlay	78,000	60,000	-23.08%	61,200	62,424	63,672	64,946	66,245
Transfer Out-Fire & EMS Equip Fee	-	-		-	-	-	-	-
Total EMS (05-2250) Enterprise Fund Expenditures	1,829,741	1,789,930	-2.18%	1,838,998	1,934,211	625,893	637,659	649,667
End F/B-Net Working Capital	**289,325**	**597,395**	106.48%	**40,334**	**37,203**	**1,442,168**	**1,531,845**	**1,626,312**
Total EMS (05-2250) Enterprise Fund								

Fire & EMS Equip Fee Fund (33-2210) Special Revenue Fund									
Beg F/B-Net Working Capital	100,371	244,012	143.11%	376,533	511,704	522,516	536,085	552,466	
Revenue									
Fire Truck Fees	140,000	143,000	2.14%	145,860	148,777	151,753	154,788	157,884	
Miscellaneous Revenues	-	-							
Interest Earned	1,000	700	-30.00%	714	728	743	758	773	
Transfer In-EMS	-	-							
Lease Proceeds	-	-							
Total Revenue (not including BFB)	141,000	143,700	1.91%	146,574	149,505	152,496	155,546	158,656	
Materials and Services									
Lease Payment	11,179	11,179	0.00%	11,403	11,631	11,863	12,101	12,343	
Total Materials and Services	11,179	11,179	0.00%	11,403	11,631	11,863	12,101	12,343	
Capital Outlay									
Supply	-	-							
Bad Debt Expense	12,000	-	-100.00%	-	-	-	-	-	
Capital Outlay-Vehicle	-	-			127,064	127,064	127,064	127,064	Capital and Debt Service Tab
Capital Outlay-Lease-GAAP	-	-							
Total Capital Outlay	12,000	-	-100.00%	-	127,064	127,064	127,064	127,064	
Total Fire & EMS Equip Fee Fund (33-2210) Special Revi	23,179	11,179	-51.77%	11,403	138,694	138,927	139,164	139,406	
End F/B-Net Working Capital	**244,012**	**376,533**	54.31%	**511,704**	**522,516**	**536,085**	**552,466**	**571,716**	

Fire & EMS Equip Fee Fund								
Tie-out to City Budget		**6,131,636**						
Budgeted Contingency		**973,928**						
Total Fire, EMS, and Fire&EMS Equipment Expenditures - (minus Cor		**5,157,708**		**5,320,130**	**5,752,644**	**6,650,090**	**7,037,537**	**7,261,979**	
EMS Revenue		**1,791,600**		**1,879,332**	**1,971,414**	**2,068,062**	**2,169,504**	**2,275,978**	
Net Expenditures (w/o Contingencies)		**3,366,108**		**3,440,798**	**3,781,230**	**4,582,028**	**4,868,033**	**4,986,000**	Total Fire Department Expenditures (not including Dispatch) after Transport and Other Revenue
City of Newberg Operating Tax Levy Collection by Year		**$6,989,370**		**$7,335,669**	**$7,665,774**	**$8,010,734**	**$8,371,217**	**$8,747,922**	From Assessed Value Tab
Percent of Operating Levy Required for Fire Operations		**48%**		**47%**	**49%**	**57%**	**58%**	**57%**	What % of the Permanent Rate is consumed by fire operations
% of Levy as a % of Newberg Permanent Rate:	4.3827	**$ 2.11**		**$ 2.06**	**$ 2.16**	**$ 2.51**	**$ 2.55**	**$ 2.50**	What that % is of the permanent rate

Totals - Option 1 Staffing Begins 2018-19								
Personnel Services	3,880,424	3,878,098	-0.06%	4,014,928	4,294,274	5,165,094	5,525,382	5,722,122
Materials & Services	1,236,585	1,219,610	-1.37%	1,244,002	1,268,882	1,294,260	1,320,145	1,346,548
Capital Outlay	90,000	60,000	-33.33%	61,200	189,488	190,736	192,009	193,308
Transfers Out	-	-		-	-	-	-	-
Total Expenditures	**5,207,009**	**5,157,708**	-0.95%	**5,320,130**	**5,752,644**	**6,650,090**	**7,037,537**	**7,261,979**

This needs to be reviewed - For now don't reference below

Summary Overview and Funding & Amounts Needed to Balance

General Fund Fire Revenues

Fire Protection Contract	306,000	330,204
Fire Department Misc. Fees	1,000	300
Total GF - Fire related revenue	307,000	330,504
NFD - Fire (only) Departments		
Personnel Services	2,630,152	2,653,853
Materials and Services	723,937	702,746
Capital Outlay	-	-
Total NFD Expenditures	3,354,089	3,356,599
NFD (Fire only) Funding imbalance	3,047,089	3,026,095
EMS -Revenues (not including FB)	1,609,000	1,791,600
EMS - Only		
Personnel Services	1,250,272	1,224,245
Materials and Services	501,469	505,685
Capital Outlay	78,000	60,000
Total EMS Expenditures	1,829,741	1,789,930
EMS Funding imbalance	220,741	(1,670)
Fire & EMS Equip Fund - Revenues (not including FB)	141,000	143,700
Fire & EMS Equip Fund - Only		
Personnel Services	-	-
Materials and Services	11,179	11,179
Capital Outlay	12,000	-
Total Fire & EMS Equip Fund Expenditures		
Fire & EMS Equip Fund Funding imbalance	(129,000)	(143,700)
Total Fire and EMS Funding imbalance	**3,138,830**	**2,880,725**

City of Newberg - FND				Escalated at Original		From Station Staffing Options		
Revenues, Expenditures and Changes in Fund Balance	Budgeted			PT FF levels		Stand Alone		
	2015	2016	% Change	2016-17	2017-18	2018-19	2019-20	2020-21
Fire Administration (01-2210)						Combine all Non-Line		
Personnel Services								
Admin Salary (Fire Chief)	109,332	110,421	1.00%	119,520	123,106	605,453	623,617	642,325
Clerical Salaries	75,480	76,683	1.59%	78,983	81,353	-	-	-
Overtime	-	-		-	-	-	-	-
Standby Pay	5,000	8,300	66.00%	8,549	8,805	-	-	-
Uniform Allowance	-	-		-	-	-	-	-
Longevity	720	720	0.00%	742	764	-	-	-
Misc. Fringe Ben.	640	640	0.00%	659	679	7,265	7,483	7,708
FICA/Medicare	14,625	15,052	2.92%	15,504	15,969	46,320	47,710	49,141
Workers Comp.	5,179	5,336	3.03%	5,496	5,661	13,323	13,723	14,134
Unemployment	1,529	593	-61.22%	611	629	7,265	7,483	7,708
Retirement-PERS (OPSRP P&F)	18,924	20,554	8.61%	21,171	28,157	103,050	137,057	141,168
Retirement-Principal	*14,739*	*14,471*	*-1.82%*	*14,208*	*13,950*	*13,696*	*13,447*	*13,202*
Retirement-Pension Bond	*3,794*	*3,939*	*3.82%*	*4,090*	*4,246*	*4,408*	*4,577*	*4,751*
Health/Life/LTD	34,670	37,132	7.10%	40,103	43,311	134,336	145,082	156,689
Total Personnel Services	284,632	293,841	3.24%	309,635	326,629	935,116	1,000,178	1,036,827
				5.4%	5.5%	186.3%	7.0%	3.7%
Materials and Services								
Office Supplies	3,500	3,500	0.00%	3,570	3,641	3,714	3,789	3,864
Postage	400	400	0.00%	408	416	424	433	442
Uniforms	-	-		-	-	-	-	-
Dues & Meetings	1,000	1,500	50.00%	1,530	1,561	1,592	1,624	1,656
Recruitment Expense	-	-		-	-	-	-	-
Supplies	2,500	2,500	0.00%	2,550	2,601	2,653	2,706	2,760
Travel and Training	3,200	3,500	9.38%	3,570	3,641	3,714	3,789	3,864
Maintenance Agreements	12,000	12,000	0.00%	12,240	12,485	12,734	12,989	13,249
Utilities	18,000	18,000	0.00%	18,360	18,727	19,102	19,484	19,873
Books & Publications	300	300	0.00%	306	312	318	325	331
Fuel	2,200	2,500	13.64%	2,550	2,601	2,653	2,706	2,760
Vehicle Maintenance	1,500	1,500	0.00%	1,530	1,561	1,592	1,624	1,656

Equip Repair & Maintenance	800	800	0.00%	816	832	849	866	883					
Bond Registration Costs	250	250	0.00%	255	260	265	271	276					
Professionals Services	-	-		-	-	-	-	-					
Internal Charge-Admin Support Services	*384,394*	*386,797*	*0.63%*	*394,533*	*402,424*	*410,472*	*418,682*	*427,055*					
Internal Charge-Computers	-	-		-	-	-	-	-					
Internal Charge-Network Upgrade	*10,893*	*10,893*	0.00%	11,111	11,333	11,560	11,791	12,027					
Internal Charge-MDT	*15,000*	*15,000*	0.00%	15,300	15,606	15,918	16,236	16,561					
Internal Charge-FBI Mandate	*24,694*	-	-100.00%	-	-	-	-	-					
				-	-	-	-	-					
Total Materials and Services	480,631	459,440	-4.41%	468,629	478,001	487,561	497,313	507,259					
				2.0%	2.0%	2.0%	2.0%	2.0%					
Total Fire Administration (01-2210) Expenditures	765,263	753,281	-1.2%	778,263	804,630	1,422,678	1,497,491	1,544,086					
				3.3%	3.4%	76.8%	5.3%	3.1%					
Fire Suppression (01-2220)													
Personnel Services						Total Line from Option 2 Tab							
Admin Salary (DC - Operations/Training)	92,436	93,324	0.96%	96,124	99,007	-	-	-					
Firefighter Salaries	1,108,411	1,123,434	1.36%	1,157,137	1,191,851	4,137,102	4,261,215	4,389,052					
Overtime	167,141	169,153	1.20%	174,228	179,454	-	-	-					
Holiday Bank	43,300	45,000	3.93%	46,350	47,741	-	-	-					
Standby Pay	22,000	10,400	-52.73%	10,712	11,033	-	-	-					
Uniform Allowance	-	-		-	-	-	-	-					
Longevity	2,720	3,360	23.53%	3,461	3,565	-	-	-					
Incentive Pay	11,130	-	-100.00%	-	-	-	-	-					
Misc. Fringe Ben.	1,280	1,280	0.00%	1,318	1,358	1,566	1,613	1,661					
FICA/Medicare	112,811	110,616	-1.95%	113,934	117,353	316,490	325,985	335,764					
Workers Comp.	62,839	55,770	-11.25%	57,443	59,166	91,020	93,751	96,563					
Unemployment	11,797	4,348	-63.14%	4,478	4,613	41,396	42,638	43,917					
Retirement-PERS	269,453	275,094	2.09%	283,347	376,851	704,138	936,504	964,599					
Retirement-Principal													
Retirement-Pension Bond	47,601	47,725	0.26%	*47,849*	*47,974*	*48,099*	*48,224*	*48,350*					
Health/Life/LTD	227,693	256,970	12.86%	277,528	299,730	744,012	803,533	867,816					
Total Personnel Services	2,180,612	2,196,474	0.73%	2,273,909	2,439,696	6,083,823	6,513,462	6,747,721					
				3.5%	7.3%	149.4%	7.1%	3.6%					
Materials and Services													
						Increased by Ratio of 36 from 24 FF							
Uniforms	15,000	15,000	0.00%	15,300	15,606	23,877	24,355	24,842					
Dues & Meetings	500	500	0.00%	510	520	796	812	828					

Supplies	10,000	10,000	0.00%	10,200	10,404	15,918	16,236	16,561					
Small Equipment	8,000	8,000	0.00%	8,160	8,323	12,734	12,989	13,249					
Travel and Training	8,000	8,000	0.00%	8,160	8,323	12,734	12,989	13,249					
Employee Testing	-	-		-	-	-	-	-					
Maintenance Agreements	9,460	9,460	0.00%	9,649	9,842	15,059	15,360	15,667					
FEMA Grants	-	-		-	-	-	-	-					
Books & Publications	2,000	2,000	0.00%	2,040	2,081	3,184	3,247	3,312					
Fuel	25,000	25,000	0.00%	25,500	26,010	39,795	40,591	41,403					
Vehicle Maintenance	30,000	30,000	0.00%	30,600	31,212	47,754	48,709	49,684					
Equip Repair & Maintenance	15,000	15,000	0.00%	15,300	15,606	23,877	24,355	24,842					
Safety Equipment	30,000	30,000	0.00%	30,600	31,212	47,754	48,709	49,684					
Internal Charge-Radio Replace	32,786	32,786	0.00%	33,442	34,111	52,189	53,233	54,298					
Volunteer Costs	20,000	20,000	0.00%	20,400	20,808	21,224	21,649	22,082					
Volunteer Training	10,000	10,000	0.00%	10,200	10,404	10,612	10,824	11,041					
Volunteer LOSAP	17,500	17,500	0.00%	17,850	18,207	18,571	18,943	19,321					
				-	-	-	-	-					
Total Materials and Services	233,246	233,246	0.00%	237,911	242,669	346,080	353,002	360,062					
				2.0%	2.0%	42.6%	2.0%	2.0%					
Capital Outlay													
Capital Outlay	-	-											
Capital Outlay-FEMA	-	-											
Total Capital Outlay	-	-		-	-	-	-	-					
Total Fire Suppression (01-2220) Expenditures	2,413,858	2,429,720	0.66%	2,511,820	2,682,365	6,429,903	6,866,463	7,107,783					
Fire Prevention (01-2230)						All Non-Line in Fire Chief							
Personnel Services													
Admin Salary (DC - Fire Marshal)	92,436	93,324	0.96%	96,124	99,007	-	-	-					
Standby Pay	12,000	8,900	-25.83%	9,167	9,442	-	-	-					
Uniform Alliance	-	-		-	-	-	-	-					
Longevity	720	1,200	66.67%	1,236	1,273	-	-	-					
Misc. Fringe Ben.	640	640	0.00%	659	679	-	-	-					
FICA/Medicare	8,094	7,961	-1.64%	8,200	8,446	-	-	-					
Workers Comp.	4,475	4,303	-3.84%	4,432	4,565	-	-	-					
Unemployment	846	313	-63.00%	322	332	-	-	-					
Retirement-PERS	22,121	21,948	-0.78%	22,606	30,067	-	-	-					

Retirement-Pension Bond	*3,467*	*3,435*	*-0.92%*	*3,403*	*3,372*	*3,341*	*3,310*	*3,279*					
Health/Life/LTD	20,109	21,514	6.99%	23,235	25,094	-	-	-					
Total Personnel Services	164,908	163,538	-0.83%	169,385	182,277	3,341	3,310	3,279					
				3.6%	7.6%	-98.2%	-0.9%	-0.9%					
Materials and Services													
Dues & Meetings	264	270	2.27%	275	281	287	292	298					
Supplies	1,100	1,100	0.00%	1,122	1,144	1,167	1,191	1,214					
Fire Prevention	2,550	2,550	0.00%	2,601	2,653	2,706	2,760	2,815					
Travel and Training	1,564	1,570	0.38%	1,601	1,633	1,666	1,699	1,733					
Books & Publications	300	300	0.00%	306	312	318	325	331					
Fuel	2,500	2,500	0.00%	2,550	2,601	2,653	2,706	2,760					
Vehicle Maintenance	1,782	1,770	-0.67%	1,805	1,842	1,878	1,916	1,954					
				-	-	-	-	-					
Total Materials and Services	10,060	10,060	0.00%	10,261	10,466	10,676	10,889	11,107					
				2.0%	2.0%	2.0%	2.0%	2.0%					
Total Fire Prevention (01-2230) Expenditures	174,968	173,598	-0.78%	179,646	192,743	14,017	14,199	14,386					
				3.5%	7.3%	-92.7%	1.3%	1.3%					
EMS (05-2250) Enterprise Fund													
Beg F/B-Net Working Capital	510,066	595,725	16.79%										
Revenue													
Miscellaneous Grants	5,000	5,000	0.00%	5,100	5,202	5,306	5,412	5,520					
Reimbursed Cost	-	-		-	-	-	-	-					
User Fees	1,550,000	1,730,000	11.61%	1,816,500	1,907,325	2,002,691	2,102,826	2,207,967					
Firemed Memberships	52,000	53,000	1.92%	54,060	55,141	56,244	57,369	58,516					
Miscellaneous Revenues	-	-		-	-	-	-	-					
Interest Earned	2,000	3,600	80.00%	3,672	3,745	3,820	3,897	3,975					
Sale of Assets	-	-		-	-	-	-	-					
Contributions	-	-		-	-	-	-	-					
				-	-	-	-	-					
Total Revenue (not including BFB)	1,609,000	1,791,600	11.35%	1,879,332	1,971,414	2,068,062	2,169,504	2,275,978					
Personnel Services													
Admin Salaries (DC - EMS Coordinator)	96,638	97,566	0.96%	100,493	103,508	-	-	-					
Clerical Salaries	27,372	27,656	1.04%	28,486	29,340	-	-	-					

Firefighter Salaries	613,711	586,112	-4.50%	603,695	621,806	-	-	-					
Overtime	65,109	80,243	23.24%	82,650	85,130	-	-	-					
Holiday Bank	19,000	24,000	26.32%	24,720	25,462	-	-	-					
Standby Pay	10,000	7,700	-23.00%	7,931	8,169	-	-	-					
Longevity	1,880	1,200	-36.17%	1,236	1,273	-	-	-					
Incentive Pay	7,803	-	-100.00%	-	-	-	-	-					
Misc. Fringe Ben.	640	640	0.00%	659	679	-	-	-					
FICA/Medicare	64,429	63,120	-2.03%	65,014	66,964	-	-	-					
Workers Comp.	34,864	31,183	-10.56%	32,118	33,082	-	-	-					
Unemployment	6,740	2,482	-63.18%	2,556	2,633	-	-	-					
Retirement-PERS	149,840	144,603	-3.50%	148,941	198,092	-	-	-					
Retirement-Pension Bond	26,570	26,320	-0.94%	*26,072*	*25,827*	*25,584*	*25,343*	*25,105*					
Health/Life/LTD	125,676	131,420	4.57%	*137,427*	*143,708*	-	-	-					
Total Personnel Services	1,250,272	1,224,245	-2.08%	1,261,999	1,345,672	25,584	25,343	25,105					
Materials and Services													
						Increased by Ratio of 36 from 24 FF							
Office Supplies	3,000	3,500	16.67%	3,570	3,641	5,571	5,683	5,796					
Postage	500	500	0.00%	510	520	796	812	828					
Uniforms	4,200	4,200	0.00%	4,284	4,370	6,686	6,819	6,956					
Printing & Advertising	3,500	3,800	8.57%	3,876	3,954	6,049	6,170	6,293					
Dues & Meetings	6,000	6,000	0.00%	6,120	6,242	9,551	9,742	9,937					
Supplies	25,000	25,000	0.00%	25,500	26,010	39,795	40,591	41,403					
Medical Supplies	45,000	55,000	22.22%	56,100	57,222	87,550	89,301	91,087					
RX Supplies	10,000	14,000	40.00%	14,280	14,566	22,285	22,731	23,186					
Safety Program	1,500	1,500	0.00%	1,530	1,561	2,388	2,435	2,484					
Travel and Training	15,000	15,000	0.00%	15,300	15,606	23,877	24,355	24,842					
Employee Testing	-	-		-	-	-	-	-					
Bank Fees	500	500	0.00%	510	520	796	812	828					
EMS Grants	5,000	5,000	0.00%	5,100	5,202	7,959	8,118	8,281					
Maintenance Agreements	15,000	20,000	33.33%	20,400	20,808	31,836	32,473	33,122					
Billing Services	80,000	80,000	0.00%	81,600	83,232	127,345	129,892	132,490					
Medical Services	6,700	6,700	0.00%	6,834	6,971	10,665	10,878	11,096					
Utilities	20,000	20,000	0.00%	20,400	20,808	31,836	32,473	33,122					
Books & Publications	500	500	0.00%	510	520	796	812	828					
Fuel	40,000	40,000	0.00%	40,800	41,616	63,672	64,946	66,245					
Vehicle Maintenance	30,000	30,000	0.00%	30,600	31,212	47,754	48,709	49,684					
Equip Repair & Maintenance	20,000	20,000	0.00%	20,400	20,808	31,836	32,473	33,122					
Safety Equipment				-	-	-	-	-					

Bond Registration Costs	255	255	0.00%	260	265	406	414	422					
Professional Services	-	-		-	-	-	-	-					
Internal Charge-Admin Support Services	79,339	79,835	0.63%	81,432	83,060	127,082	129,624	132,216					
Internal Charge-Communications Charge	3,843	4,225	9.94%	4,310	4,396	6,725	6,860	6,997					
Internal Charge-Network Upgrade	6,742	6,742	0.00%	6,877	7,014	10,732	10,947	11,166					
Internal Charge-MDT	5,000	5,000	0.00%	5,100	5,202	7,959	8,118	8,281					
Internal Charge-Radio Replace	10,928	10,928	0.00%	11,147	11,369	17,395	17,743	18,098					
Internal Charge-FBI Mandate	16,462	-	-100.00%	-	-	-	-	-					
Volunteer Costs	30,000	30,000	0.00%	30,600	31,212	47,754	48,709	49,684					
Volunteer Training	10,000	10,000	0.00%	10,200	10,404	15,918	16,236	16,561					
Volunteer LOSAP	7,500	7,500	0.00%	7,650	7,803	11,939	12,177	12,421					
				-	-	-	-	-					
Total Materials and Services	501,469	505,685	0.84%	515,799	526,115	804,955	821,055	837,476					
Capital Outlay													
Capital Outlay	-												
Capital Outlay-EMS	78,000	60,000	-23.08%	61,200	62,424	95,509	97,419	99,367					
Capital Outlay-EMS Computers	-	-											
Total Capital Outlay	78,000	60,000	-23.08%	61,200	62,424	95,509	97,419	99,367					
Transfer Out-Fire & EMS Equip Fee	-	-		-	-	-	-	-					
Total EMS (05-2250) Enterprise Fund Expenditures	1,829,741	1,789,930	-2.18%	1,838,998	1,934,211	926,048	943,817	961,948					
End F/B-Net Working Capital	**289,325**	**597,395**	106.48%	**40,334**	**37,203**	**1,142,013**	**1,225,687**	**1,314,031**					
Total EMS (05-2250) Enterprise Fund													
Fire & EMS Equip Fee Fund (33-2210) Special Revenue Fund													
Beg F/B-Net Working Capital	100,371	244,012	143.11%	376,533	511,704	522,516	536,085	552,466					
Revenue													
Fire Truck Fees	140,000	143,000	2.14%	145,860	148,777	151,753	154,788	157,884	Have these been used elsewhere?				
Miscellaneous Revenues	-	-											
Interest Earned	1,000	700	-30.00%	714	728	743	758	773					
Transfer In-EMS	-	-											

Lease Proceeds	-	-											
Total Revenue (not including BFB)	141,000	143,700	1.91%	146,574	149,505	152,496	155,546	158,656					
Materials and Services													
Lease Payment	11,179	11,179	0.00%	11,403	11,631	11,863	12,101	12,343					
Total Materials and Services	11,179	11,179	0.00%	11,403	11,631	11,863	12,101	12,343					
Capital Outlay													
Supply	-	-											
Bad Debt Expense	12,000	-	-100.00%	-	-	-	-	-					
Capital Outlay-Vehicle	-	-			127,064	127,064	127,064	127,064	Capital and Debt Service Tab				
Capital Outlay-Lease-GAAP	-	-											
Total Capital Outlay	12,000	-	-100.00%	-	127,064	127,064	127,064	127,064					
Total Fire & EMS Equip Fee Fund (33-2210) Special Reve	23,179	11,179	-51.77%	11,403	138,694	138,927	139,164	139,406					
End F/B-Net Working Capital	**244,012**	**376,533**	54.31%	**511,704**	**522,516**	**536,085**	**552,466**	**571,716**					
Fire & EMS Equip Fee Fund													
Tie-out to City Budget		**6,131,636**											
Budgeted Contingency		**973,928**											
Total Fire, EMS, and Fire&EMS Equipment Expenditures - (minus Con		**5,157,708**		**5,320,130**	**5,752,644**	**8,931,572**	**9,461,134**	**9,767,609**					
EMS Revenue		**1,791,600**		**1,879,332**	**1,971,414**	**2,068,062**	**2,169,504**	**2,275,978**					
Net Expenditures (w/o Contingencies)		**3,366,108**		**3,440,798**	**3,781,230**	**6,863,510**	**7,291,630**	**7,491,631**	Total Fire Department Expenditures (not including Dispa				
City of Newberg Operating Tax Levy Collection by Year				**$7,335,669**	**$7,665,774**	**$8,010,734**	**$8,371,217**	**$8,747,922**	From Assessed Value Tab				
Percent of Operating Levy Required for Fire Operations				**47%**	**49%**	**86%**	**87%**	**86%**	What % of the Permanent Rate is consumed by fire oper				
% of Levy as a % of Newberg Permanent Rate:	4.3827	**$ -**		**$ 2.06**	**$ 2.16**	**$ 3.76**	**$ 3.82**	**$ 3.75**	What that % is of the permanent rate				

Totals - Option 2 Staffing Begins 2018-19													
Personnel Services	3,880,424	3,878,098	-0.06%	4,014,928	4,294,274	7,047,864	7,542,293	7,812,933					
Materials & Services	1,236,585	1,219,610	-1.37%	1,244,002	1,268,882	1,661,136	1,694,359	1,728,246					
Capital Outlay	90,000	60,000	-33.33%	61,200	189,488	222,572	224,482	226,431					
Transfers Out	-	-		-	-	-	-	-					
Total Expenditures	**5,207,009**	**5,157,708**	-0.95%	**5,320,130**	**5,752,644**	**8,931,572**	**9,461,134**	**9,767,609**					

City of Newberg
Annexation Analysis Economic Factors
Used in Financial Forecast Models

	2016-17 TVFR Forecast	2017-18 TVFR Forecast	2018-19 TVFR Forecast	2019-20 TVFR Forecast	2020-21 TVFR Forecast	2021-22 TVFR Forecast	2022-23 TVFR Forecast	
Inflation Factor for Revenues	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	
Inflation Factor for Transport Revenue	**5.00%**	**5.00%**	**5.00%**	**5.00%**	**5.00%**	**5.00%**	**5.00%**	
Inflation Factor for Taxes	**4.95%**	**4.50%**	**4.50%**	**4.50%**	**4.50%**	**4.50%**	**4.50%**	Linked from AV Tab
Inflation Factor for Personnel	**3.00%**	**3.00%**	**3.00%**	**3.00%**	**3.00%**	**3.00%**	**3.00%**	Assume 3% for blend of COLA and step raises
Inflation Factor for Materials and Services	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	**2.00%**	
Inflation Factor for Healthcare	**8.00%**	**8.00%**	**8.00%**	**8.00%**	**8.00%**	**8.00%**	**8.00%**	
Inflation Factor for Capital	**3.50%**	**3.50%**	**3.50%**	**3.50%**	**3.50%**	**3.50%**	**3.50%**	
Inflation for PERS (Increase each 2 Years)	**3.00%**	**33.00%**	**3.00%**	**33.00%**	**3.00%**	**33.00%**	**3.00%**	Three bienniums of rate increases are forecasted.

Summary of PERS Employer Contribution Rates

Rates shown reflect the effect of side account rate offsets and retiree healthcare contributions, and exclude contributions to the IAP and debt service for pension obligation bonds.

Employer Number	Employer Name	Net Employer Contribution Rate 7/1/15 - 6/30/17 Tier 1/ Tier 2 Payroll	OPSRP General Service Payroll	OPSRP Police and Fire Payroll	Net Employer Contribution Rate 7/1/17 - 6/30/19 Tier 1/ Tier 2 Payroll	OPSRP General Service Payroll	OPSRP Police and Fire Payroll
	SLGRP (Default Tier 1/Tier 2 Rates)						
	City						
2777	City of Newberg	15.09%	7.11%	11.22%	20.32%	10.02%	14.79%

Percent Increase by Tier:		34.7%	40.9%	31.8%
PERS Assumed Blended Rate w/o 6%	12.768	17.002		
Assumption on Blend:				
40% T1/2		13.9%		
60% OPSRP P&F		19.1%		
Blended % Increase for Assumed PERS rate increase		**33.0%**		

City of Newberg
Annexation Analysis Economic Factors
Used in Financial Forecast Models

			2013-2014 Yamhill County Actual	2014-15 Yamhill County Actual	2015-16 Yamhill County Actual	2016-17 Yamhill County Actual	2017-18 Yamhill County Forecast	2018-19 Yamhill County Forecast	2019-20 Yamhill County Forecast	2020-21 Yamhill County Forecast	2021-22 Yamhill County Forecast	2022-23 Yamhill County Forecast
				5.27%	4.24%	4.95%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%
City of Newberg			1,546,167,978	1,627,595,461	1,696,556,938	1,780,615,477	1,860,743,173	1,944,476,616	2,031,978,064	2,123,417,077	2,218,970,845	2,318,824,533
	Perm Rate	4.3827	6,776,390.40									
	Bond Debt	0.2748	425,000.00									
			7,201,390									
Projected AV Growth is Based Upon Econ Assumptions Tab												
Levy:							0	0	0	0	0	0
Total Levy for Perm Rate			6,776,390.40	$7,133,263	$7,435,500	$7,803,903	$8,155,079	$8,522,058	$8,905,550	$9,306,300	$9,725,084	$10,162,712
Total Levy for LOT							$0	$0	$0	$0	$0	$0
Total Tax Levy			$6,776,390	$7,133,263	$7,435,500	$7,803,903	$8,155,079	$8,522,058	$8,905,550	$9,306,300	$9,725,084	$10,162,712
Compression Loss EST												
Projected Collections:	**0.94**											
Total Levy for Perm Rate	**Link**		$6,369,807	$6,705,267	$6,989,370	$7,335,669	$7,665,774	$8,010,734	$8,371,217	$8,747,922	$9,141,579	$9,552,950
Total Levy for LOT	**to**		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Tax Levy	**Forecast**		$6,369,807	$6,705,267	$6,989,370	$7,335,669	$7,665,774	$8,010,734	$8,371,217	$8,747,922	$9,141,579	$9,552,950

Should an Urban Renewal District be formed, the forecast should be dropped or frozen.

Source: Yamhill County Assessor Office Website:

	CITY OF NEWBERG	CITY OF NEWBERG	CITY OF NEWBERG
TOTAL ASSESSED VALUE OF DIST	1,546,167,978	1,696,556,938	1,780,615,477
DISTRICT BONDED DEBT		425,000.00	0.00
SHARE PAID BY JOINT COUNTIES		0.00	0.00
LEVY USED TO COMPUTE RATE	425,000.00	425,000.00	0.00
ASSESSED VALUE IN YAMHILL CO	425,000.00	1,696,556,938	
REAL MARKET VALUE IN YAMHILL CO	0.00	2,199,658,079	1,780,615,477
TOTAL BILLING RATE	0.00	4.6332	2,380,377,182
OPERATING RATE	425,000.00	4.3827	4.3827
LOCAL OPTION RATE	1,546,167,978	0.0000	4.3827
BONDED DEBT RATE	1,929,918,978	0.2505	0.0000
AMOUNT TAX RATE WILL RAISE	4.6575	7,860,487.61	0.0000
TAXES EXTENDED	4.3827	7,860,488.01	7,803,903.45
IMPOSED TAX TO BE RECEIVED	0.0000	7,860,486.00	7,803,903.61
LOSS DUE TO COMPRESSION	0.2748	-2.01	7,803,894.43
ADDITIONAL TAXES & PENALTIES	7,201,277.36	4,174.22	-9.18
TOTAL AMOUNT TO BE RAISED	7,201,277.84	7,864,660.22	53,214.18
PERCENTAGE DISTRIBUTION	7,201,273.57	0.06467668	7,857,108.61
	-4.27		0.06155105
	1,602.14		
	7,202,875.71		
	0.06702932		

	NEWBERG RFPD	NEWBERG RFPD	NEWBERG RFPD
	801,822,647	884,929,111	942,593,335
		0.00	0.00
		0.00	0.00
		0.00	0.00
	0.00		
	0.00	884,929,111	942,593,335
	0.00	1,109,167,995	1,339,538,114
	0.00	0.4329	0.4329
	0.00	0.4329	0.4329
	801,822,647	0.0000	0.0000
	967,369,387	0.0000	0.0000
	0.4329	383,085.81	408,048.65
	0.4329	383,085.71	408,048.81
	0.0000	383,085.53	408,048.25
	0.0000	-0.18	-0.56
	347,109.02	781.56	1,019.46
	347,109.01	383,867.08	409,067.71
	347,108.85	0.00315681	0.00320456
	-0.16		
	921.93		
	348,030.78		
	0.00323874		

Bargaining Unit Employees Wage Schedule (51 Hour Week) July 1, 2018 - June 30, 2019 (Estimated Wages and Benefits)

No of Pos	Pos	June 30, 2016	July 1, 2018	Annual Base	Sal. & Wages 5001	Vacation Taken 5003	Sick Taken 5005	Personal Leave 5007	Total Wages	Vac Relief	Sick Relief	OJI Relief	S.T.Dis Relief	Personal Leave Relief	Standby OT
	Line Personnel (51 hr)		110.871788%		84.80%	11.78%	2.20%	1.22%		13.39%	2.05%	0.41%	0.14%	1.31%	0.09%
	At estimated Newberg Wages				100%	0%	0%	0%							
	Lieutenant PM	98,629.44	109,352.22												
	Firefighter PM	86,579.58	95,992.33												
	Firefighter	73,615.36	81,618.67												
	Option 1 Staff 24 total FTEs working 24/48														
	20 - E 2nd St (Newberg)														
3	Lieutenant PM			328,057	278,189	38,634	7,230	4,006	328,059	43,934	6,735	1,360	458	4,311	304
9	Firefighter PM			863,931	732,604	101,741	19,038	10,549	863,932	115,698	17,734	3,582	1,206	11,353	800
0	Firefighter			0	0	0	0	0	0	0	0	0	0	0	0
12	**Total 10020**	**10020**		**1,191,988**	**1,010,793**	**140,375**	**26,268**	**14,555**	**1,191,991**	**159,632**	**24,469**	**4,942**	**1,664**	**15,664**	**1,104**
6 (E20) 6 (M20) ** +12 FTE **					5001	5003	5005	5007		5101	5105	5106	5107	5110	5118
	21 - Middlebrook Dr (Newberg)														
3	Lieutenant PM			328,057	278,189	38,634	7,230	4,006	328,059	43,934	6,735	1,360	458	4,311	304
9	Firefighter PM			863,931	732,604	101,741	19,038	10,549	863,932	115,698	17,734	3,582	1,206	11,353	800
0	Firefighter			0	0	0	0	0	0	0	0	0	0	0	0
12	**Total 10021**	**10021**		**1,191,988**	**1,010,793**	**140,375**	**26,268**	**14,555**	**1,191,991**	**159,632**	**24,469**	**4,942**	**1,664**	**15,664**	**1,104**
6 (E21) 6 (M21) ** +12 FTE **					5001	5003	5005	5007		5101	5105	5106	5107	5110	5118
									2,383,982	**319,264**	**48,938**	**9,884**	**3,328**	**31,328**	**2,208**
	Option 2 Staff 36 total FTEs working 24/48														
	20 - E 2nd St (Newberg)														
3	Lieutenant PM			328,057	278,189	38,634	7,230	4,006	328,059	43,934	6,735	1,360	458	4,311	304
12	Firefighter PM			1,151,908	976,805	135,655	25,384	14,066	1,151,910	154,264	23,646	4,776	1,608	15,138	1,066
3	Firefighter			244,856	207,636	28,836	5,396	2,990	244,858	32,792	5,027	1,016	342	3,218	227
18	**Total 10020**	**10020**		**1,724,821**	**1,462,630**	**203,125**	**38,010**	**21,062**	**1,724,827**	**230,990**	**35,408**	**7,152**	**2,408**	**22,667**	**1,597**
12(E20) 6 (M20) ** +18 FTE **					5001	5003	5005	5007		5101	5105	5106	5107	5110	5118
	21 - Middlebrook Dr (Newberg)														
3	Lieutenant PM			328,057	278,189	38,634	7,230	4,006	328,059	43,934	6,735	1,360	458	4,311	304
12	Firefighter PM			1,151,908	976,805	135,655	25,384	14,066	1,151,910	154,264	23,646	4,776	1,608	15,138	1,066
3	Firefighter			244,856	207,636	28,836	5,396	2,990	244,858	32,792	5,027	1,016	342	3,218	227
18	**Total 10021**	**10021**		**1,724,821**	**1,462,630**	**203,125**	**38,010**	**21,062**	**1,724,827**	**230,990**	**35,408**	**7,152**	**2,408**	**22,667**	**1,597**
12 (E21) 6 (M21) ** +18 FTE **					5001	5003	5005	5007		5101	5105	5106	5107	5110	5118
									3,449,654	**461,980**	**70,816**	**14,304**	**4,816**	**45,334**	**3,194**

	Non line staffing														
1	Fire Chief		116,039	128,655	109,098	15,152	2,836	1,571	128,657						
3	Division Chiefs		306,420	339,733	288,090	40,009	7,487	4,149	339,735						
1	Support Services Manager		60,000	66,523	56,411	7,835	1,466	813	66,525						
0.75	EMS Billing		36,582	40,559	34,394	4,777	894	496	40,561						
0.75	Admin Assistant		27,035	29,974	25,418	3,530	661	366	29,975						
			546,076	**605,444**	**513,411**	**71,303**	**13,344**	**7,395**	**605,453**						
	Option 1 Staff 24 total FTEs working 24/48			**2,989,419**	**2,534,997**	**352,053**	**65,880**	**36,505**	**2,989,435**	**319,264**	**48,938**	**9,884**	**3,328**	**31,328**	**2,208**
	Option 2 Staff 36 total FTEs working 24/48			**4,055,085**	**3,438,671**	**477,553**	**89,364**	**49,519**	**4,055,107**	**461,980**	**70,816**	**14,304**	**4,816**	**45,334**	**3,194**
	Option 2 Additional Personnel C	**-**	**-**	**1,065,666**	**903,674**	**125,500**	**23,484**	**13,014**	**1,065,672**	**142,716**	**21,878**	**4,420**	**1,488**	**14,006**	**986**

OT Union	Wages and Overtime	PERS	FICA	WkrsComp	Unemploy	WkrBen	Medical		Grand Total			
2.52%		17.020%	7.65%	2.20%	*0.012000*	1.65%	20,667	0				
							9.0%					
						2,630	18,960					
8,274	393,435	66,963	30,098	8,656	3,937	131	62,001	0	565,221			
21,789	1,036,094	176,344	79,262	22,795	10,367	391	186,003	0	1,511,256			
0	0	0	0	0	0	0	0	0	0			
30,063	**1,429,529**	**243,307**	**109,360**	**31,451**	**14,304**	**522**	**248,004**	**0**	**2,076,476.89**	***173,040***		
5120		5201	5203	5206	5207	5208	5210	5220				
8,274	393,435	66,963	30,098	8,656	3,937	131	62,001	0	565,221			
21,789	1,036,094	176,344	79,262	22,795	10,367	391	186,003	0	1,511,256			
0	0	0	0	0	0	0	0	0	0			
30,063	**1,429,529**	**243,307**	**109,360**	**31,451**	**14,304**	**522**	**248,004**	**0**	**2,076,476.89**	***173,040***		
5120		5201	5203	5206	5207	5208	5210	5220				
60,126	**2,859,058**	**486,614**	**218,720**	**62,902**	**28,608**	**1,044**	**496,008**	**0**	**4,152,954**	Linked to Fire Suppression - Option 1		
8,274	393,435	66,963	30,098	8,656	3,937	131	62,001	0	565,221			
29,052	1,381,460	235,125	105,682	30,393	13,823	521	248,004	0	2,015,008			
6,176	293,656	49,981	22,465	6,461	2,938	131	62,001	0	437,633			
43,502	**2,068,551**	**352,069**	**158,245**	**45,510**	**20,698**	**783**	**372,006**	**0**	**3,017,861.92**	***167,659***		
5120		5201	5203	5206	5207	5208	5210	5220				
8,274	393,435	66,963	30,098	8,656	3,937	131	62,001	0	565,221			
29,052	1,381,460	235,125	105,682	30,393	13,823	521	248,004	0	2,015,008			
6,176	293,656	49,981	22,465	6,461	2,938	131	62,001	0	437,633			
43,502	**2,068,551**	**352,069**	**158,245**	**45,510**	**20,698**	**783**	**372,006**	**0**	**3,017,861.92**	***167,659***		
5120		5201	5203	5206	5207	5208	5210	5220				
87,004	**4,137,102**	**704,138**	**316,490**	**91,020**	**41,396**	**1,566**	**744,012**	**0**	**6,035,724**	Linked to Fire Suppression - Option 2		

	128,657	21,898	9,843	2,831	1,544	44	20,667		185,484		0	
	339,735	57,823	25,990	7,475	4,077	131	62,001		497,232			
	66,525	11,323	5,090	1,464	798	44	20,667		105,911			
	40,561	6,904	3,103	893	487	33	15,500		67,481			
	29,975	5,102	2,294	660	360	33	15,500		53,924			
	605,453	**103,050**	**46,320**	**13,323**	**7,265**	**285**	**134,336**	**0**	**910,032**	Linked to Fire Administration both Options		
60,126	**3,464,511**	**589,664**	**265,040**	**76,225**	**35,873**	**1,329**	**630,344**	**-**	**5,062,986**			
87,004	**4,742,555**	**807,188**	**362,810**	**104,343**	**48,661**	**1,851**	**878,348**	**-**	**6,945,756**			
26,878	**1,278,044**	**217,524**	**97,770**	**28,118**	**12,788**	**522**	**248,004**	**-**	**1,882,770**			

Good evening council members, I sit here before you representing the Newberg firefighters to talk about the fire service coverage options for the citizens of Newberg. My name is Andrew Willette, I am a husband and proud father of two young boys. I have lived in the city limits for the last 11'A years. I started with the Newberg Fire Department as a volunteer FF/Paramedic in the spring of 2006. My career aspiration was to become a full-time FF/Paramedic. In January Of 2007 Newberg Fire hired me as a full-time employee. My current rank is Lt/Paramedic with TVF&R at Station 20 in downtown Newberg.

Newberg Fire is rich in tradition and embedded in our community. Newberg Fire has provided service to Newberg residents for the past 118 years. I would to THANK each and every member who made our Fire Department who it is today. We as Newberg Fire Department accomplished a lot with minimal staffing. Since I was hired in 2006, our call volume each year has increased. No additional FF positions have been added since I started. In addition we have dealt with budget constraints. The end of last June, prior to the contract with TVF&R our fire department was averaging 15-16 calls/day. It was common for us to run 20 calls per shift. Our staff in general was starting to suffer from mental fatigue. Our staffing model during the last full year as Newberg Fire Department also changed due to volunteer retention. Over the last 5 years Newberg Fire experienced a decline in volunteer firefighters. Previously we ran 2 staffed medic units and 2 engines which were staffed with paid Lieutenants and supplemented by volunteers for the other crew members. On a regular basis we were having to shut down one engine at night due to the lack of staffing.

I recall my last fire with Newberg. It was approximately 0100 hours in the morning, we had only one three person engine staffed that night. Dispatch tapped a "residential fire." We immediately cleared our previous call and responded to the fire. Dispatch requested the following resources: 4 engines, 1 ladder truck, 1 medic unit, 1 Chief Officer. Responding from Newberg Fire was 1 engine, 1 medic unit, and 1 Chief officer, which was less than I needed. When I arrived on scene, it was clear we had a working fire. In addition, I noticed what appeared to be a burn patient walking towards my engine. I immediately assigned the medic unit to treat and transport the patient. As a lieutenant I am responsible for timely decisions that have life and death consequences. Inadequate resources and a large number of variables makes those critical decisions extremely challenging. I have had many sleepless nights in my career hoping nothing bad would happen to my crew, our citizens, or my family.

TVF&R runs a sustainable Fire/EMS service model. TVF&R on July 1, 2016 fast forwarded our Fire Department ahead at least 15 years with the additional staffing, apparatus, and tools they provided for us. TVF&R is a professional and compassionate organization dedicated to serving their communities/citizens. As a Lieutenant with TVF&R decision making is simplified as staffing assignments are consistent. If additional resources are needed on an incident, they are immediately dispatched and enroute. Recently we had a residential fire in Newberg, in contrast to the previous fire I shared with you, response from TVF&R included: 4 engines, 1 ladder truck, 1 specialty rescue team, 2 Chief Officers.

TVF&R acknowledges Newberg Fire Department has strength's it brings to the Fire District. In fact TVF&R has utilized several Newberg Fire paramedics to assist in delivering EMS training/simulations to the entire fire district.

City Council Meeting
Date: 6/19/17
Re: Agenda Item Xg
Topic: Willette testimony

Good evening Mr. Mayor, City Counselors, City Staff. Thank you for the opportunity to speak to you tonight. My name is Alex Haven, I am currently a captain with Tualatin Valley Fire and Rescue here at Newberg Station 20.

I have lived and/or worked in Newberg since I was 7 years old, I graduated from Newberg High School and continue to be an active member in this community.

I started my fire service career as a volunteer with Newberg Fire nearly 18 years ago. Shortly after I was hired by NFD as a full time firefighter, worked my way through the ranks and served the last 8 years on the Executive Management Team as a Division Chief over Operations and Training. Serving in this capacity, I experienced firsthand the challenges and frustrations that came with managing year after year, budget shortfalls, staffing issues and increased struggles to provide the service to the community of Newberg that it deserved.

I sit before you this evening to first say thank you for your willingness to seek sustainable options for fire and EMS services and to also voice the support of the Newberg Firefighters for TVFR as a permanent fire and EMS provider in Newberg.

TVFR provides your firefighters and this community with an opportunity to ensure that the citizens and business owners have committed, professional, and fully dedicated fire and EMS services. We now have double the staffing with 4 firefighters on each of our fire units and a 24 hour chief officer in Newberg. For your firefighters, this is something we've dreamed of for a longtime.

The depth of 23 other fully staffed stations with firefighters and paramedics that are ready to respond to the needs of the entire district provides a level of immediate coverage and assistance during major emergencies like fires, vehicle accidents and period of peak call volume. These resources are immediately available to this community if needed.

Training is an important component to firefighter effectiveness and safety. In previous years we struggled to provide the necessary training to our firefighters required by state and national standards. TVFR has provided us with needed opportunities at regular and focused training.

TVFR also has an entire fire and life safety division with staff dedicated to services like fire and hazard prevention, code enforcement, and safety inspections, just to name a few. With the help of staff focused on this mission, we are able to provide and enhanced level of integrated fire and life safety services to Newberg.

Prior to TVFR, we were responsible for, building maintenance, logistics, apparatus repair and maintenance in addition to our emergency response roles. With TVFR we are able to focus more on preparing for emergencies because of the dedicated staff and programs that TVFR has to support us, our apparatus, and our stations.

City Council Meeting
Date: 6/19/17
Re: Agenda Item X g
Topic: Haven testimony

Finally, and probably one of the most important components that TVFR provides to us is dedicated employee health and wellness staff. The primary focus of these staff members is to ensure that we are physically and mentally prepared to respond on emergencies. Annually, we receive comprehensive medical and physical evaluations that screen for disease, heart problems, cancer and other occupation risks that often take the lives of many firefighters every year. For us and our families, that is worth its weight in gold. I never had a comprehensive fire service physical before TVFR. It has changed my life in many ways.

The items I just mentioned are just a few of the benefits that TVFR has brought to the community, and your Newberg Firefighters. I speak to these not because we didn't want to provide these services as Newberg Fire, but we couldn't. All of our available funding went toward staffing, and what we did have to operate with was just enough to get us by each year.

In closing, I am proud of where I came from, I am proud to be a Newberg Firefighter. I am also just as proud of where I am and to be a part of a new family with Tualatin Valley Fire and Rescue. I understand what a small fire department means to a community and I also understand the personal struggle that comes with a change of this nature. In my experience working for TVFR this past year, we are committed to our mission of serving and staying connected to our communities and our firefighters are and always will be your firefighters.

Thank you for your time and I hope you will consider our support for Tualatin Valley Fire and Rescue as the permeant solution to fire and EMS service in Newberg.

Alex Haven
Captain- Station 20
Tualatin Valley Fire and Rescue