

CITY COUNCIL RETREAT
Saturday January 24, 2015
Springbrook Meadows Community Center
4061 Hayes Street (Behind the Astor House)
8:00 am – 4:00 pm

Mission Statement

The City of Newberg serves its citizens, promotes safety, and maintains a healthy community.

Vision Statement

Newberg will cultivate a healthy, safe environment where citizens can work, play and grow in a friendly, dynamic and diverse community valuing partnerships and opportunity.

I. INTRODUCTIONS

- a) Ice Breaker- City Manager Betz

II. DEPARTMENT HEAD PRESENTATIONS

- a) Public Works – Public Works Director Jay Harris
- b) IT Department – IT Director Dave Brooks
- c) Police- Police Chief Brian Casey
- d) Fire and EMS – Fire Chief Les Hallman
- e) Library – Library Director Leah Griffith
- f) Planning/Building – Interim Planning Director Steve Olson
- g) Finance- Finance Director Matt Zook

Lunch

III. LEGAL/CITY MANAGER (to include but not limited to the following)

- a) Who to contact when in need of something
- b) Use of the City Attorney, resources for addressing conflict of interest, Statement of Economic Interest
- c) City Charter, resolutions, ordinances, legislative versus quasi-judicial, powers of exercise
- d) Use of city e-mail/personal equipment versus city equipment
- e) Newberg Council Rules and Procedures

IV. COMMITTEE ASSIGNMENTS FOR ELECTED OFFICIALS – Mayor Bob Andrews

V. OPEN DIALOGUE FOR ELECTED OFFICIALS

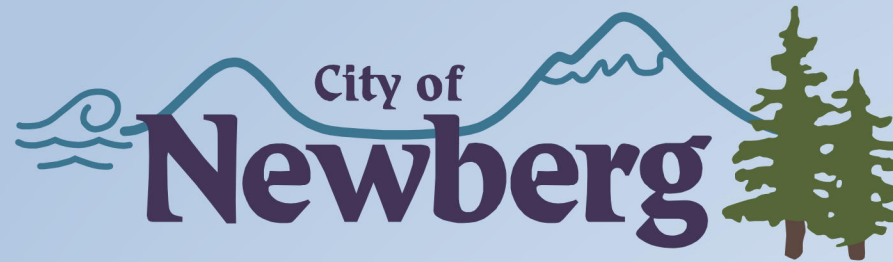
- A) As a Council where do you want to go from here strategically?
- B) Review 2014 Council Goals.
- B) Set date and agenda for Council Goal setting in March 2015.

ADJOURNMENT

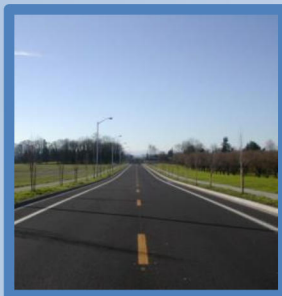
The Mayor reserves the right to change the order of items to be considered by the Council at their meeting.



Public Works



PUBLIC WORKS & ENGINEERING SERVICES DEPARTMENT OVERVIEW



Transportation



Water



Wastewater



Storm Drainage

January 24, 2015

City of Newberg Public Works Department

Services

The Public Works Director manages the Engineering Services, and the Public Works Operations and Maintenance Departments.

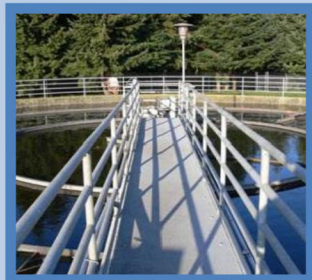
Water system:

Well field, water treatment plant, storage reservoirs, and distribution network.



Wastewater system:

Collection piping, pump stations, wastewater treatment plant, composters, and a recycled water reuse system.



Transportation system:

Streets, bike lanes, sidewalks, ADA ramps, signage, street lights, and traffic signals.



Stormwater system:

Detention basins, water quality facilities, catch basins, manholes, ditches, and pipes that convey flows to the natural drainage channels and streams.



City of Newberg Public Works Department

Services (continued)

- **Operations Division:** Maintains and operates the water and wastewater conveyance and treatment facilities
- **Maintenance Division:** Manages the equipment, systems and facilities to clean and repair the transportation system, water distribution system, wastewater collection system, and storm drainage system
- **Engineering Services Department:** Plans the improvements to the City of Newberg infrastructure using the system master plans, and manages the design and construction of system improvements

City of Newberg Public Works Department



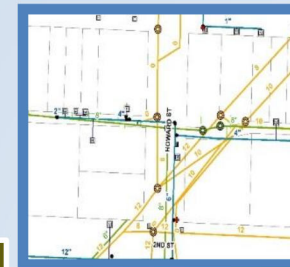
Water Treatment Plant



Snow Removal & Sanding



Street Sweeping



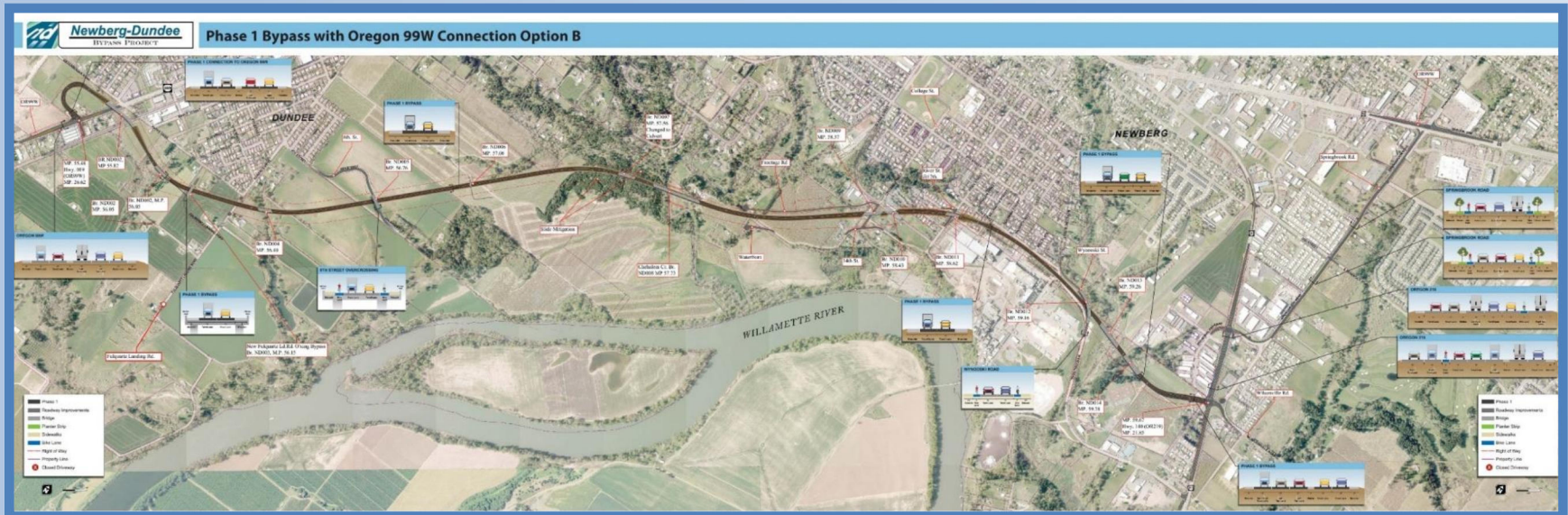
G.I.S.



Waterline Construction 4

Projects: Newberg-Dundee Bypass

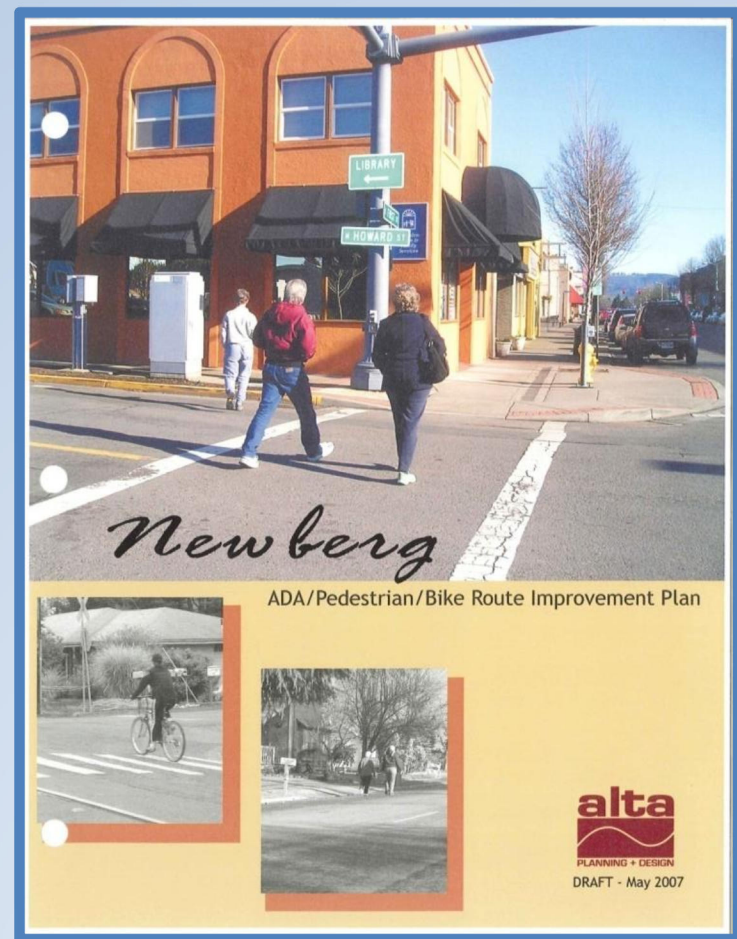
- Oregon Department of Transportation (ODOT) is currently constructing a 4 mile portion of the Newberg/Dundee Bypass
- The first phase of the bypass is scheduled to open to traffic in 2017



City of Newberg Public Works Department

Projects: Sidewalk, Bikeway, ADA

- 2007 ADA/Pedestrian/Bike Route Improvement Plan
- Current improvement projects include the College Street ½ street improvements, Sheridan Street improvements, and Blaine Street improvements
- The City currently allocates \$ 30,000 per year towards program.
- Council Goal #5, Objective #5.1



City of Newberg Public Works Department

Projects: Villa Road Improvements

- Proposed roadway improvement project between Haworth and Park Lane
- Construction currently is scheduled for the Spring 2016.



Villa Rd. at RR Trestle



Villa Rd. at Carol Ann Dr.



Villa Rd. Hess Creek Culverts

City of Newberg Public Works Department

Projects: College Street Improvements

- Construction of the project commenced last summer and will be completed in February of 2015.



New sidewalk at Railroad Crossing



New sidewalk at Deskins Street & College Street



New sidewalk at Sarah & College Street

City of Newberg Public Works Department

Projects: Reservoir Improvements

- Seismic upgrades needed to North Valley Reservoir and Hydraulic (mixing) improvements to all reservoirs
- Currently completing a value engineering study



North Valley Reservoirs Aerial



North Valley Reservoir #1

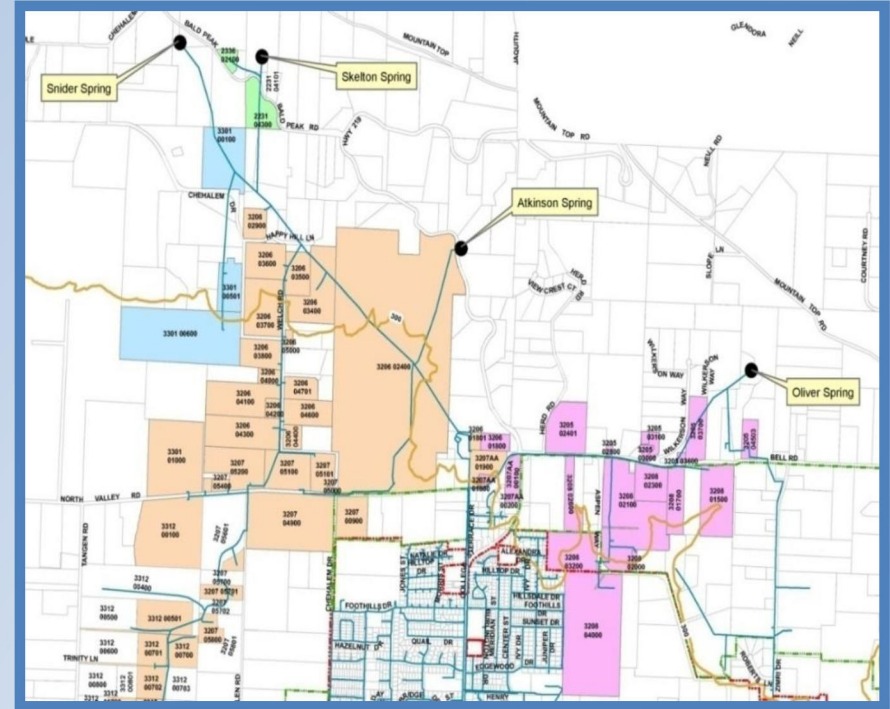


Corral Creek Road Reservoir Aerial

City of Newberg Public Works Department

Projects: Springs Water System Improvements & System Divestiture

- Current negotiations with spring's customers to transfer ownership
- Existing system serves approximately 70 homes

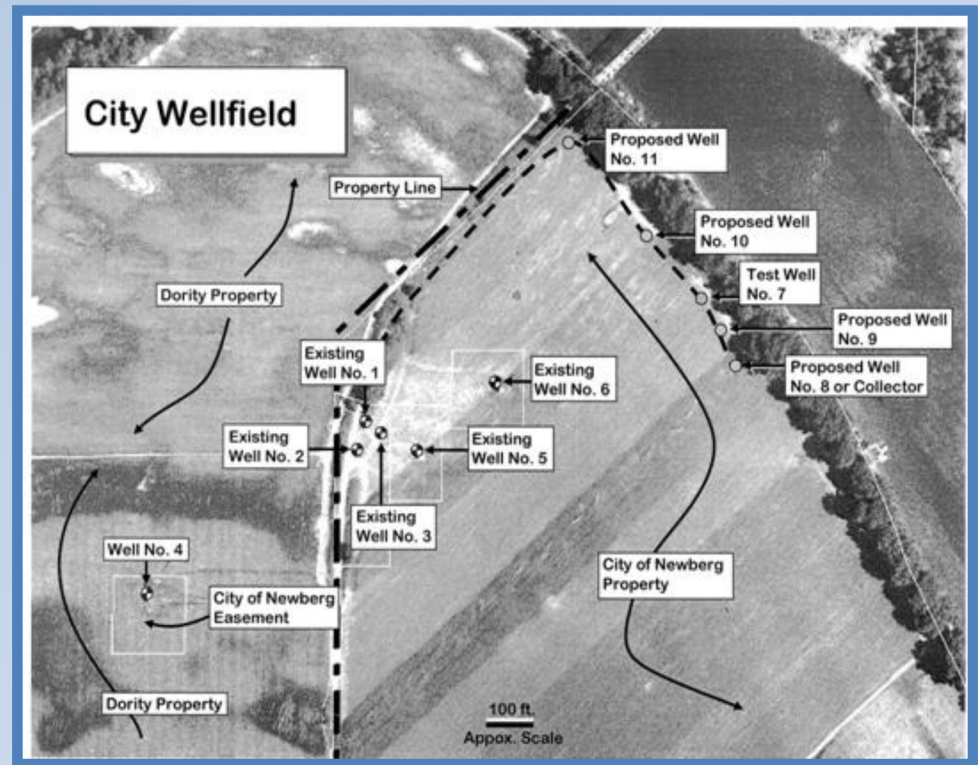


Springs System Map

City of Newberg Public Works Department

Projects: City Wellfield, Well #9

- New well needed as wells 1,2,3,4,& 5 have limited production
- System rendering is needed to supplement remaining wells: 6, 7 and 8
- Proposed well #9 scheduled to be in service by early Spring 2016



Wellfield System Map

City of Newberg Public Works Department

Projects: Wastewater Treatment Plant Expansion

- Significant repairs, renovations and expansions to remain compliant with DEQ discharge permit.
- Six year, \$50 million dollar upgrade project
- Current upgrade projects include influent pump station and screw presses.
- Upcoming projects are expanded chlorination facilities, compost storage and septage receiving.



2010 Aerial Photograph



Huber Dewatering Screw Presses



Clarifier #4 During Construction



Influent Pump Station

City of Newberg Public Works Department

Projects: Wastewater Inflow and Infiltration Reduction Projects

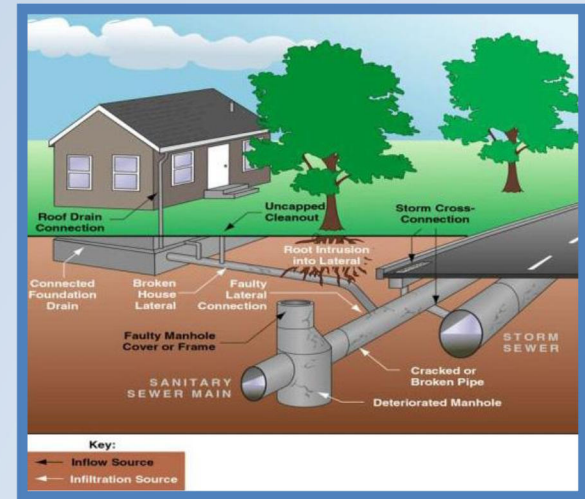
- Need for significant rehabilitation/replacement of the older sections of pipe in the City
- Goal is to replace/rehabilitate the aging pipe mainlines and laterals and remove the cross connections
- I/I study to be completed of in 2015, projects Spring of 2016



Fiberglass Pipe Lining



Manhole Lining (complete)

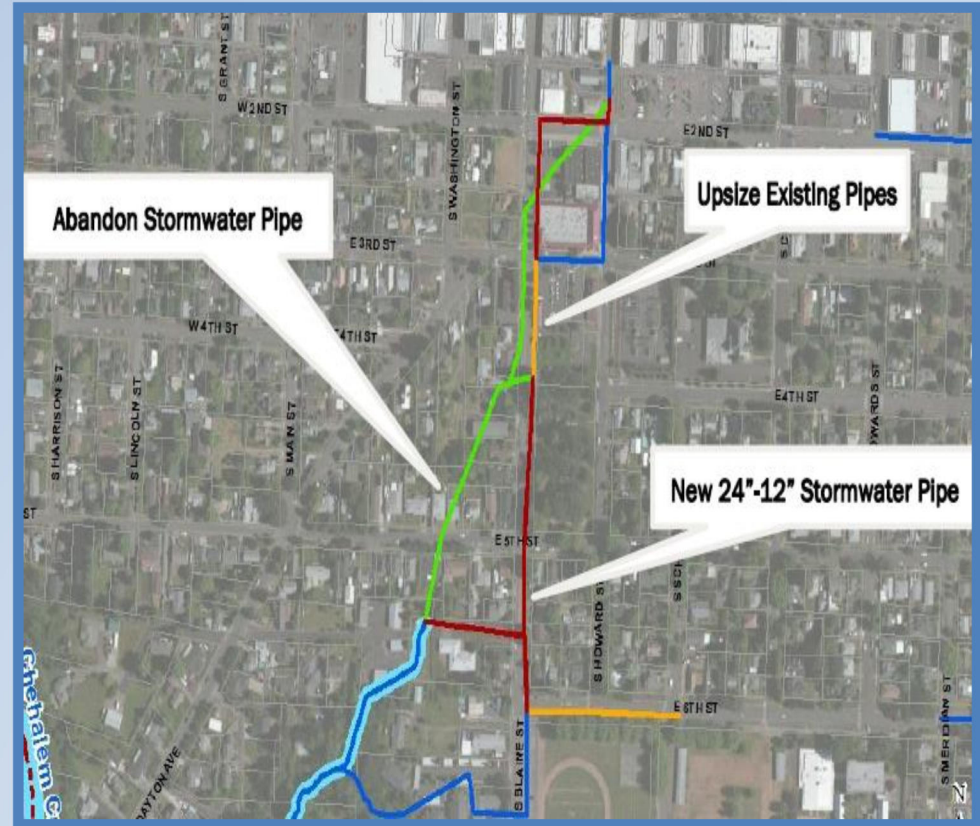


Inflow and Infiltration Diagram

City of Newberg Public Works Department

Projects: Blaine Street Storm System

- Existing pipe (in green) is undersized and is deteriorating
- Stormwater backs up into the existing system and floods intersections and buildings
- The full project is to be completed in FY 17/18.



City of Newberg Public Works Department

Future Need: Dayton Avenue Pump Station Replacement

- Current pump status – Existing station overflows into Chehalem Creek several times every few years, resulting in DEQ fines
- Proposed upgrades, including new submersible pumps and larger wet well
- Currently unfunded in the 5 year Capital Improvement Plan



Dayton Station, Existing Pumps



Dayton Pump Station Site

City of Newberg Public Works Department

Future Need: City-Wide Pavement Restoration

- City-wide pavement management consultant study completed last year
- Gas taxes are the only revenue source. Need to identify additional revenue sources.



2012 Blaine Street Pavement Reconstruction



2013 Vitoria Way Thin Lift Overlay

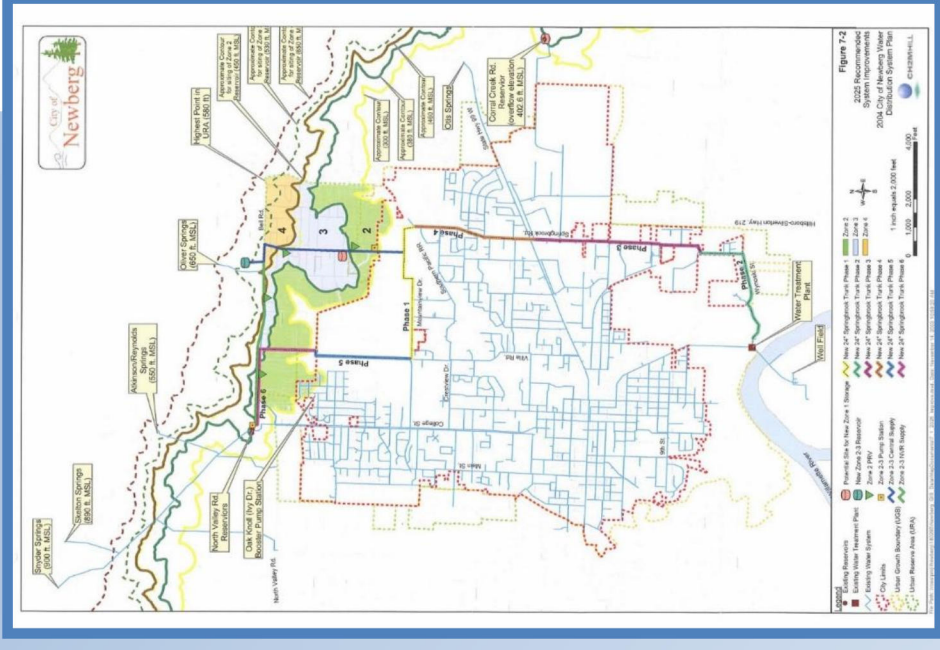


2014 Villa Road Reconstruction

City of Newberg Public Works Department

Future Need: Water Reservoir Zones 2-4

- Additional water storage is needed to meet future growth
- Design and construction of new reservoir near Oliver Springs
- Without the reservoir, development of the residential areas in the higher elevations of the City will be delayed



Proposed 2025 Water System Master Plan

City of Newberg Public Works Department

Future Need: Water Treatment Plant

- Current plant is capable of treating 8.0 M.G.D
- Minimal room for expansion at current site
- Existing site prone to landslides
- Goal is to construct a 12 MGD replacement water treatment plant
- Future plan will cost approximately \$30 million dollars



2009 Bank Failure Repairs



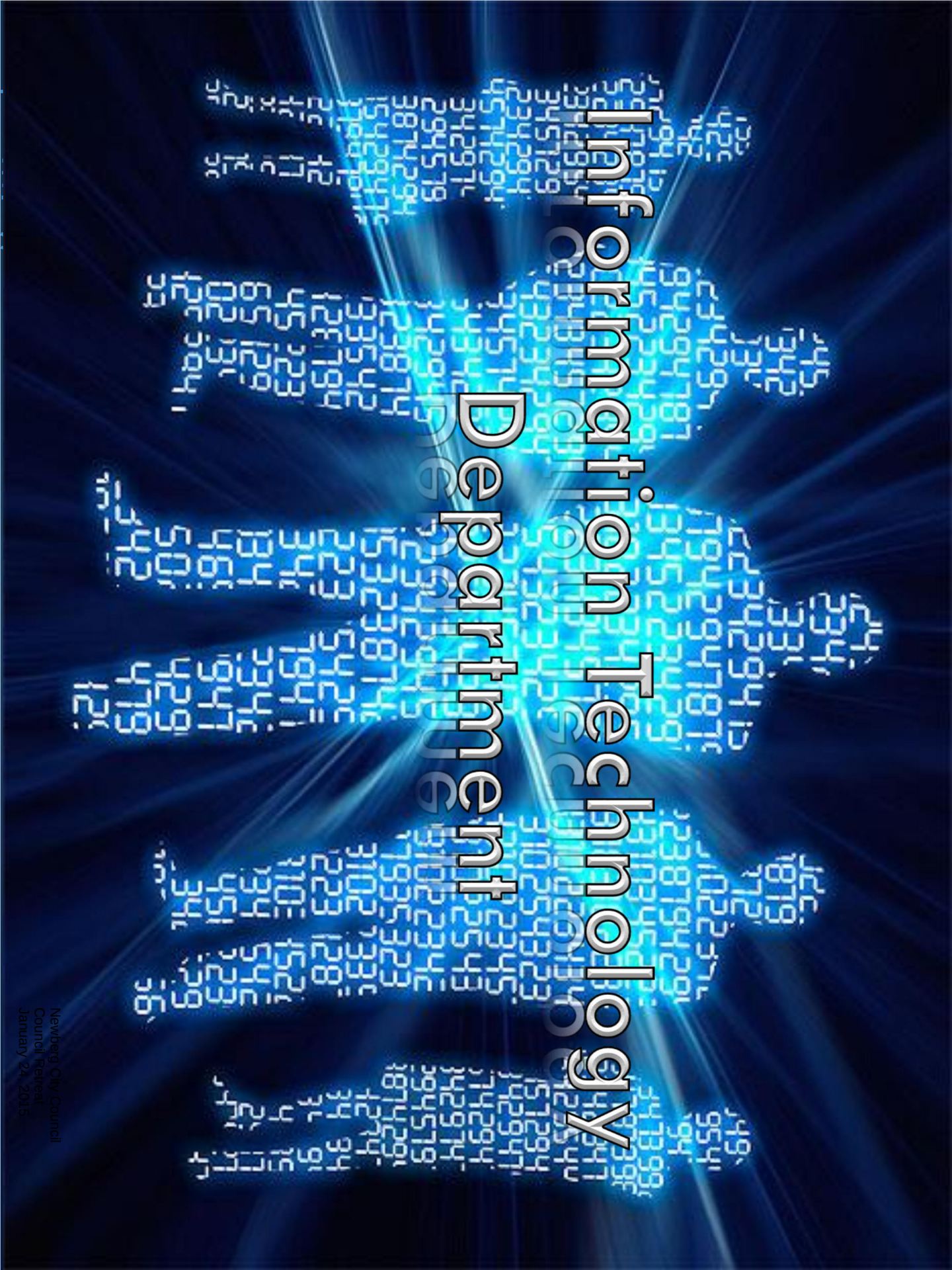
Existing Water Treatment Plant Aerial

City of Newberg Public Works Department



Council Retreat – January 24th 2015

Information Technology



Information Technology Department

WHO WE ARE



Dave Brooks

IT Director
2002



Joseph Falbey

Network
Administrator
2004



Greg Stiffler

System
Administrator
Applications &
Databases
2007



Ian Rodriguez

System
Administrator
Server's & Repair
2011



Jason Dorrell

Part-time Help
Desk Technician
Tier 1
Troubleshooting
2013



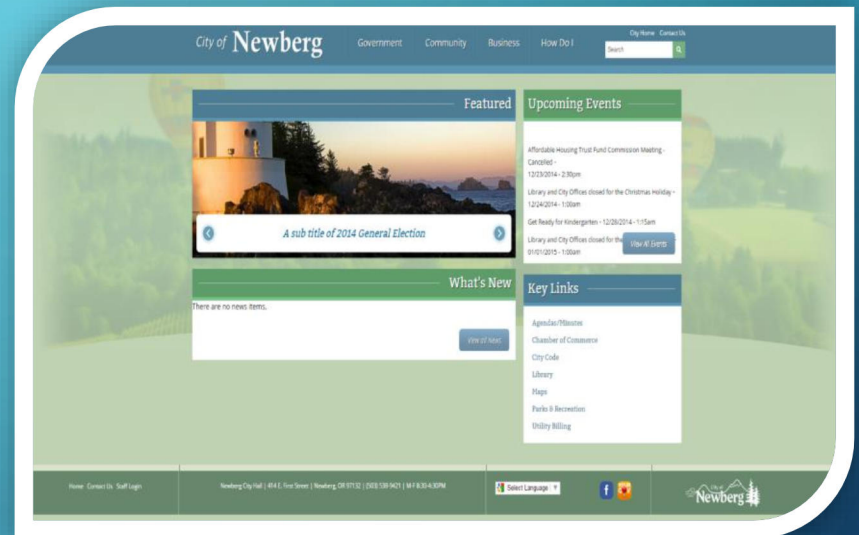
Brittney Jeffries

Part-time
Administrative
Assistant
2014

RESPONSIBILITIES

The installation, upgrading,
and maintenance of all:

- Networks
- Servers
- Computers
- Software
- Telephones
- Website
- Media



SERVICES WE DELIVER

- High speed internet and connectivity between all City buildings, including some outdoor locations
- Secure remote access for employee's and other agencies
- Computers in Police cars, Fire Trucks, and Ambulances
- Safeguard City and customer Data
- Free internet and computer use for the public at the Library
- In house hosting of applications
- Virtual environments allowing city staff to access their machines from anywhere

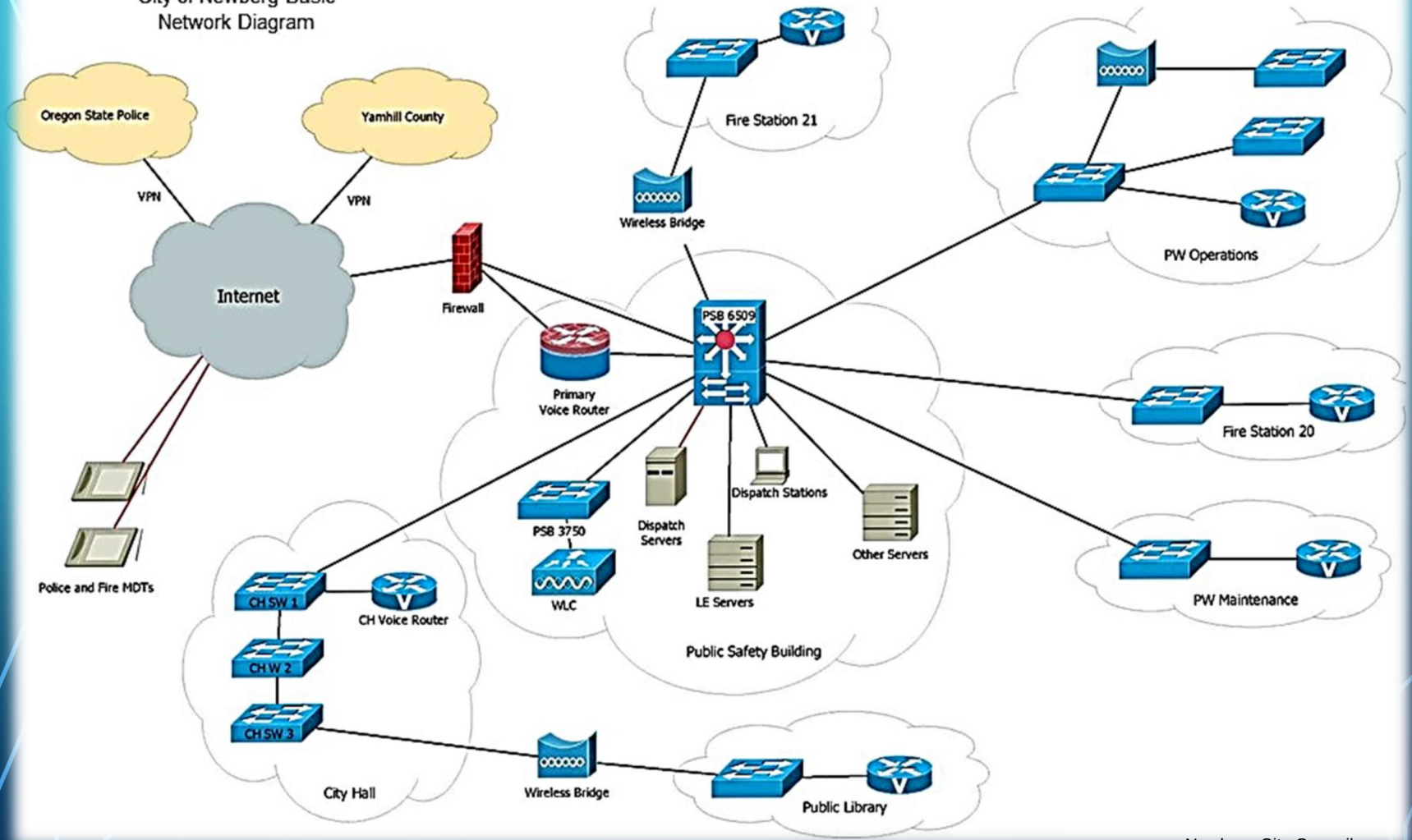
SUPPORT WE PROVIDE

- 24 hour support
- Live help desk 58 hours/week
- Data recovery
- Provide technology for our departments
 - Custom applications
 - Web-based automation
 - Database integration
 - Mobile data delivery



IN A NUT SHELL

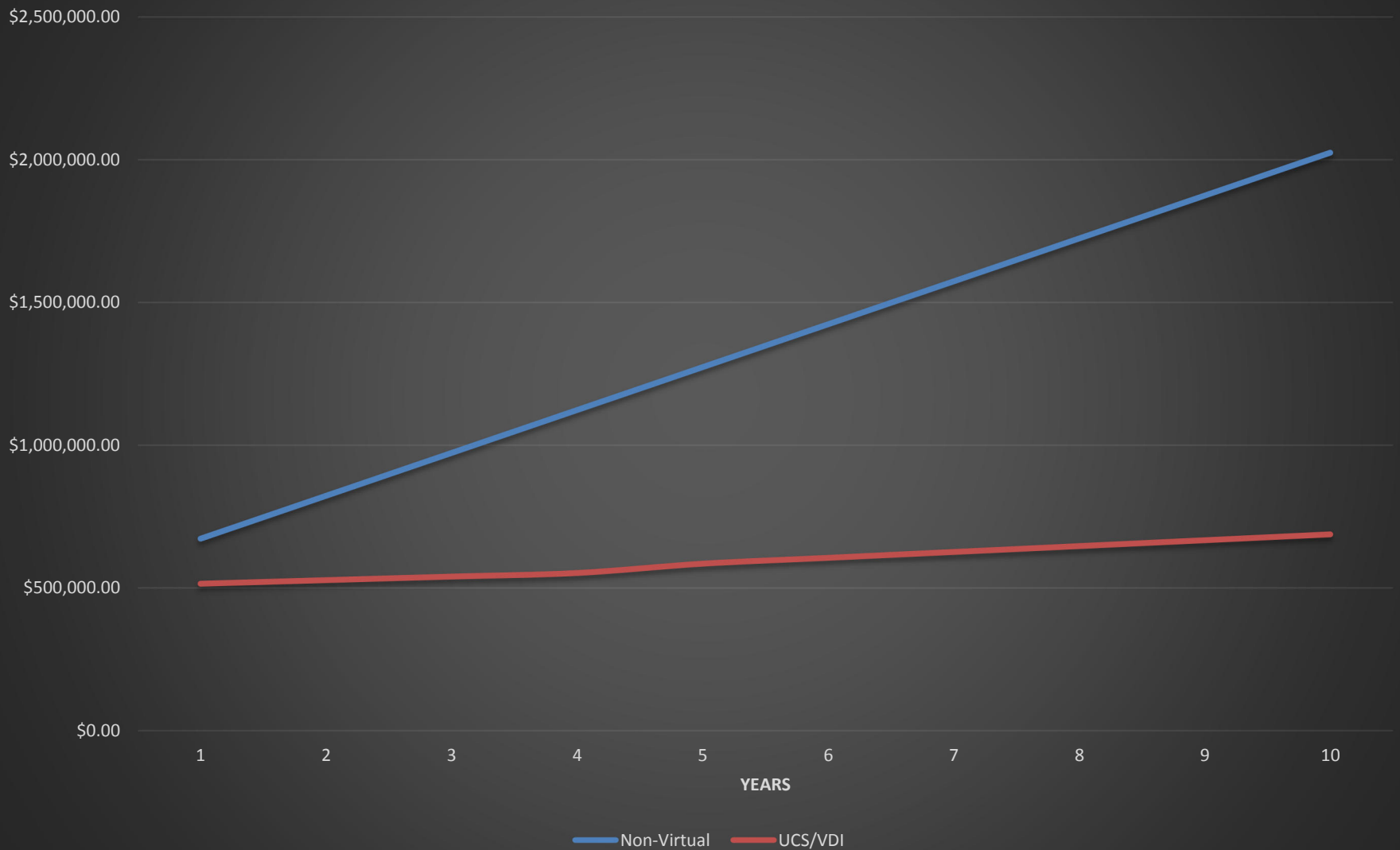
City of Newberg Basic Network Diagram



CURRENT PROJECTS

- Desktop virtualization
- Website upgrade
- Wireless network upgrade
- Network re-design
- Network security
- Advanced authentication
- Incident Response
- Intrusion detection/log analysis
- Mobile device management
- Access control
- Backup system
- Permits Plus
- GIS/Cartegraph
- MDT replacements
- Operations network
- Server/app upgrades (court, finance, paging, autocad etc)
- Outdoor wireless PSB/Maint/Operations
- Library/operations camera's
- WTP/WWTP IT/security
- CAD/NFD report integration

Virtualized vs Phsyical



CURRENT NEEDS/CHALLENGES

- IT needs time to get caught up on projects. Many of the current and recently completed projects are deferred from prior years.
- Meeting information security requirements is taking a toll on available resources.
- The use of technology throughout the City is increasing.
- CJIS audit expected in 2015
- FY 15/16 capital expenditures are expected to be close to zero





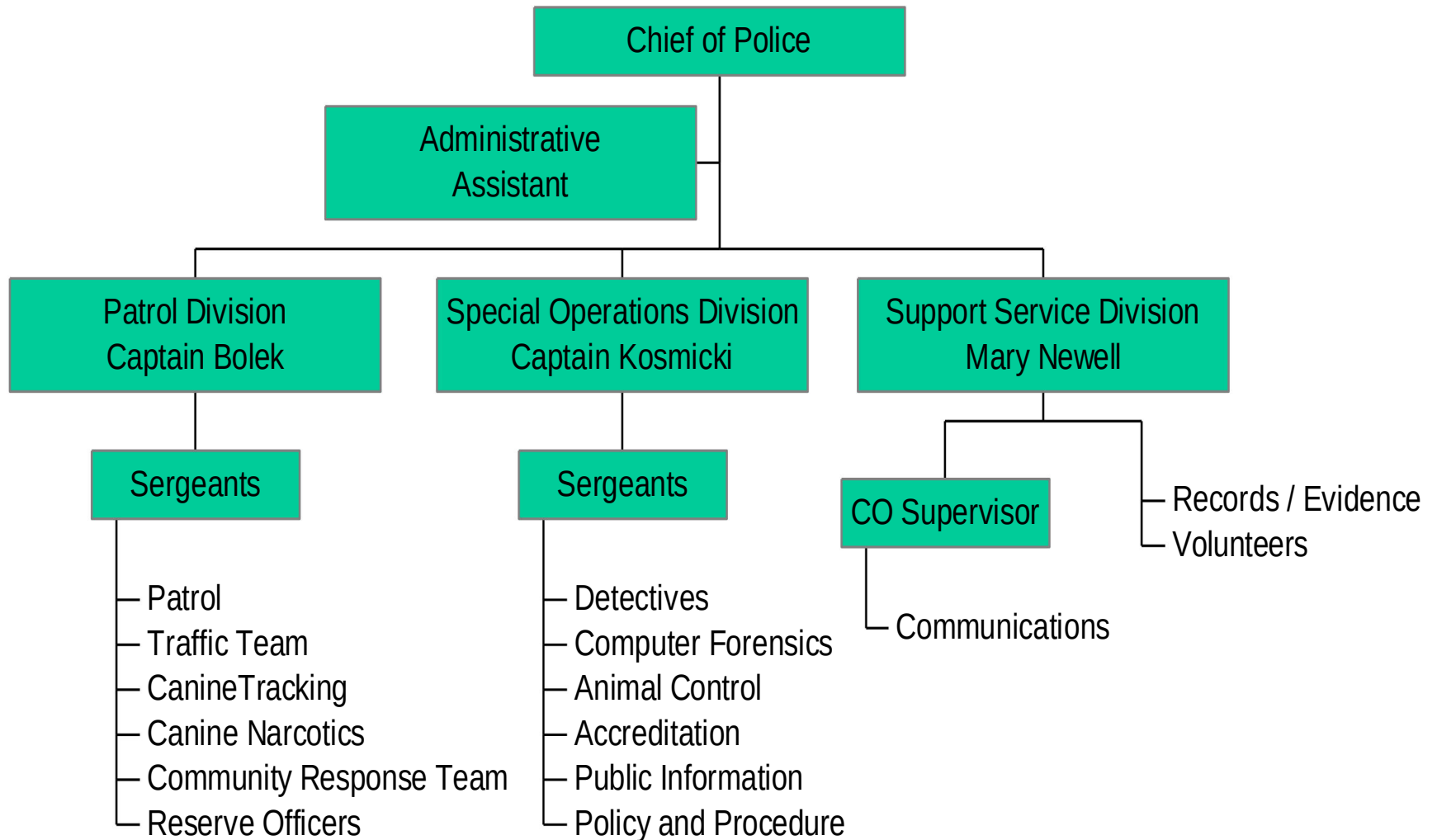
Council Retreat – January 24th 2015

Police Department

Newberg-Dundee Police - Communications

- 35 Sworn Officers
- 10 Communication Officers
- 4 Support Services
- Accredited (Oregon Accreditation Alliance.)

Newberg-Dundee Police Department



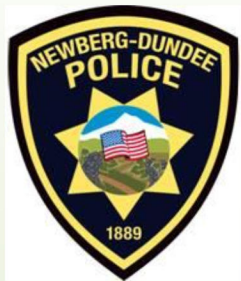
Newberg-Dundee Police Department



The Police department is responsible for the protection of property and safety for:



- Over 25,000 citizens
- Approximately 40,000 motorists (daily average)
- Over 5,000 students enrolled in the Newberg School District
- Approximately 3,500 students enrolled at George Fox University



Newberg-Dundee Police Department

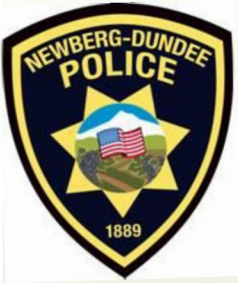
The Special Operations Division

- Computer Forensics
- Person Crimes Detective
- Property Crimes Detective
- Narcotics Detective
- Community Response Team

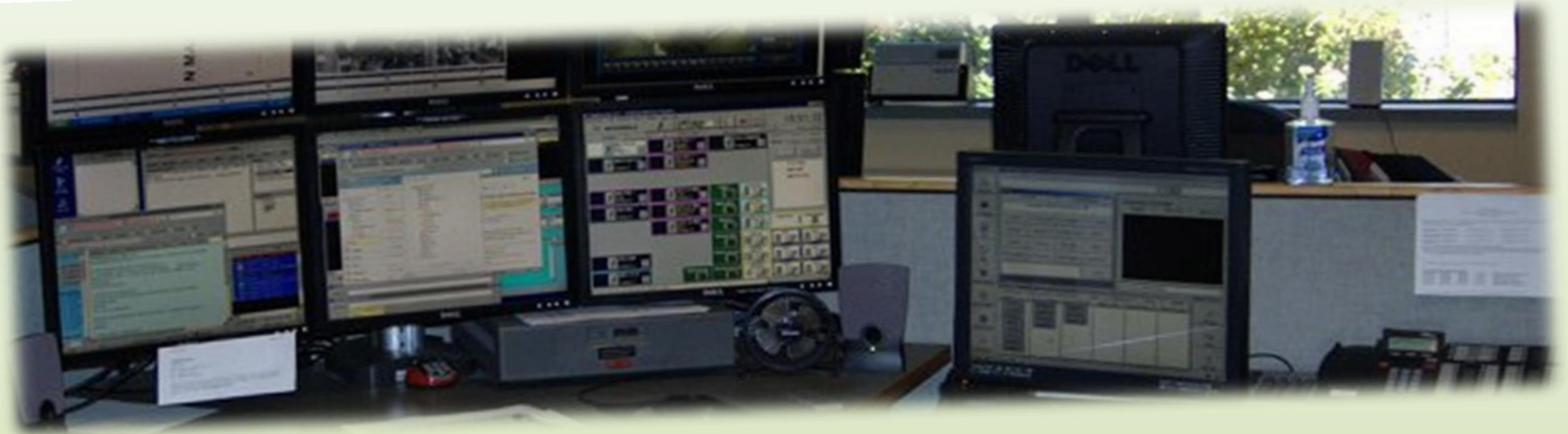
The Patrol Division

- School Resource Officer
- Traffic Safety Division
- K-9 Unit
 - Drug Canine
 - Patrol Canine
- Community Outreach Program





Communications/Dispatch



The Support Services and Communications Division includes:

- 9-1-1 Communications Answering Point
 - Emergency communications
 - Police, Fire and Medical
 - 24 hours a day, seven days a week.
- The Records Evidence Section is staffed by two full-time staff members.

Pending Issues

- **9-1-1 Communications Center**
 - WCCCA Upgrade
 - Staffing
- **Staffing and Equipment**
 - Growth with population
 - Vehicles, Equipment, Uniforms, Training,
- **Racial and Anti-law enforcement movements**
- **Legalized Marijuana**
- **ISIS, Terrorist Threats and Lone Wolf Attacks**



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Fire Department

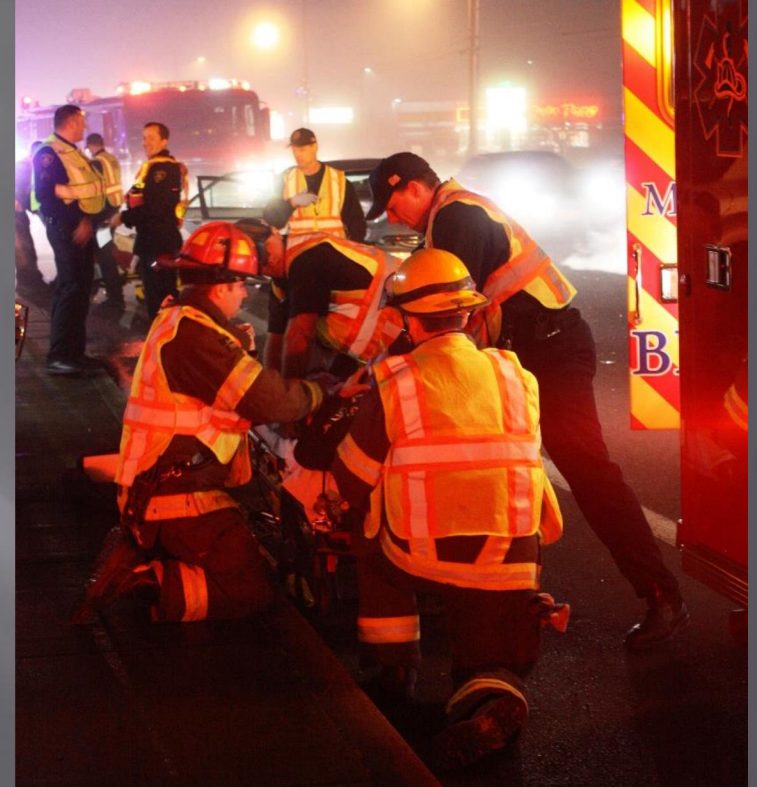


OUR MISSION

To preserve and protect lives and property in the most effective and efficient manner possible.



“Serious About Service”



- ▣ Fire Protection
- ▣ Emergency Medical Services (Fire-Based EMS)
- ▣ Fire Prevention / Life Safety Education
- ▣ Technical Rescue

Fire-Based EMS



- ▣ Most common model in the U.S.
- ▣ Best use of resources – cross trained/dual role
- ▣ Standing army for both fire and EMS responses
- ▣ Provides revenue (\$1.5m+) to offset cost of both EMS and fire protection

Service Delivery Model

- ▣ Combination Model (Career + Volunteers)
- ▣ Two Stations: Downtown(20) Springbrook(21)
- ▣ Duty Staffing: 8 FFs / 4 ea station / 6 FF-PMs
- ▣ 2 Medic Units (per ASA) / 1 at each station
- ▣ Call/need based staffing of other units
- ▣ 85+ % incidents handled by On-Duty staff
- ▣ Volunteers / Mutual-Aid for “Major” incidents
- ▣ 2013 = 4,300+ incidents (1 call every 2hrs)
- ▣ 718 overlapping calls / 284 times 3+ incidents
- ▣ 2014 = 4,894 incidents / 13% increase

Why On-Duty Staffing?



- ▣ *Survivability for victims in fires and during medical emergencies is directly related to the timely arrival of properly trained and equipped responders.*
- ▣ 4 to 6 minutes = Flashover / Permanent brain damage from lack of oxygen

NFD Volunteer Association

- ▣ Toy and Joy:
- ▣ Pancake Breakfast – May
- ▣ NOFF – June
- ▣ Golf Scramble – Sept
- ▣ Christmas / Easter



Newberg City Council
Council Retreat
January 24, 2015

Future Needs: Staffing



- ▣ No increase in staffing since 2006 (8+ years)
- ▣ 33+ % increase in call volume during same time
- ▣ Immediate need for additional EMS transport unit (possibly “day car” model) – 4 to 6 FTE
- ▣ Long term – increase staffing from 2 to 3 on engine companies – first phase 6 FTE (4 current PT positions to full time)

Future Needs: Capital

- ▣ Replace ladder truck (\$800k est)
 - 1999 model (15+ years old)
 - Manufacturer of body and aerial device have closed
 - Spent over \$90k last five years in maintenance
- ▣ Replace one or two ambulances (\$200k ea)
 - Increase in call volume has greatly increased mileage on “back up” units
- ▣ Consider rolling up in low interest loan
 - Fire/EMS Equip. Fee = \$140k+ annually
- ▣ Police/Fire Radio Upgrade



Future Needs: Pay Parity



- ▣ Pay parity between non-represented/non-union management and represented/union labor has become an issue
- ▣ Under the current Labor Agreement, salaries of all Lieutenants have come close to/or surpassed that of the non-represented Division Chiefs who have much greater responsibilities

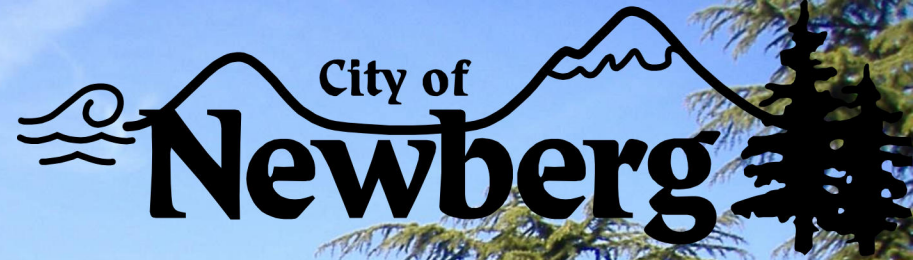
Questions? Thank you!





Council Retreat – January 24th 2015

Library



Newberg Public
LIBRARY

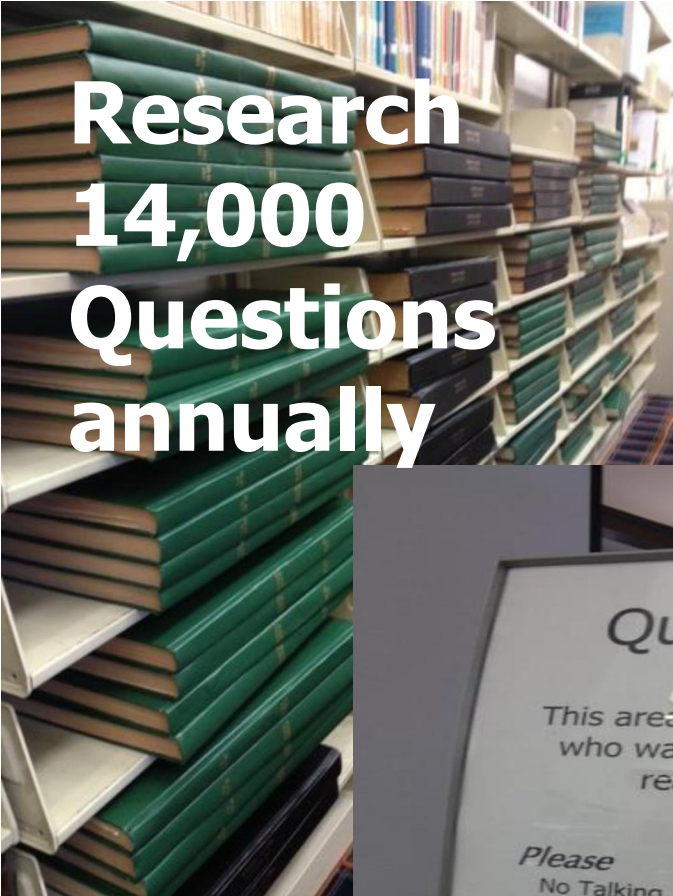
Enriching & Nourishing the Life of Our Community

Newberg City Council
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January 24, 2015



Visualizing the Library of the Future

[illegible]



Research
14,000
Questions
annually



Books
90,000+



Quiet Zone

This area reserved for those
who want a quiet area to
read or study.

Please

No Talking

No Cell Phone Use

Turn Cell Phone Rings to Silent

Thank you for your consideration.



Newberg Public
LIBRARY

The Library Today

Newberg City Council
Council Retreat
January 24, 2015



Reading



Information

The Library Today

Where the Library is

Going



Community



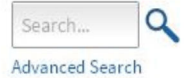
**Cultural District
Tree Lighting
Books to Child Cares**

Where the Library is Going

Newberg City Council Secret
January 2015

Library2go

oregon digital library consortium



Featured Collections
Recently Returned
New eBooks
New Audiobooks
Videos
All Collections...

eBook Fiction
Romance
Literature
Mystery & Suspense
Historical Fiction
View more...

eBook Nonfiction
Biography & Autobiography
History
Cooking & Food
Business & Careers
View more...

Audiobook Fiction
Mystery & Suspense
Romance
Thriller
Fantasy
View more...

Audiobook Nonfiction
Biography & Autobiography
History
Self-Improvement
Religion & Spirituality
View more...

Kids & Teens
Kid's Fiction
Kid's Nonfiction
Teen Fiction
Teen Nonfiction
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Oregon Legal Forms

Search Legal Forms

☒ Categories ☐ Titles

SEARCH

Legal Information Resources

DEFINITIONS

LAW DIGEST

LEGAL Q & A

[Home](#) » Oregon Legal Forms

Welcome to Oregon Legal Forms Library. There are several ways to use this resource. Explore using the buttons below or search by keyword in the searchbox.

Browse Categories by Alphabet

The A-Z search will return a list of form categories. Click on the category to view all forms within that particular category.

DIVORCE

BANKRUPTCY

POWER OF ATTORNEY

WILLS & ESTATES

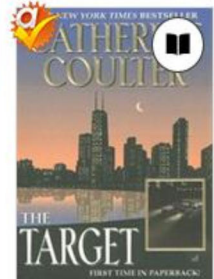
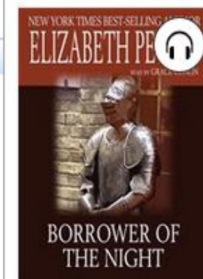
LANDLORD TENANT

NAME CHANGE

REAL ESTATE

SAMPLE LETTERS

INCORPORATION



Where the Library is Going



**Tutors
Veterans Employment Counselor
Meeting Room**

Where the Library is Going

Newberg City Council
Council Retreat
January 24, 2015

Where the Library is Going





Entertainment with a purpose
Encourage reading
Educate
Learning
Appreciation for the Arts

Where the Library is Going

Newberg City Council
Council Retreat
January 24, 2015



Newberg Public Library

HOURS

Tuesdays	10AM - 8PM
Wednesdays	10AM - 5PM
Thursdays	10AM - 8PM
Fridays	12PM - 5PM
Saturdays	10AM - 3PM

[About us](#)[How do I...](#)[Audiences](#)[Calendar of Events](#)[Online Library](#)[Recommendations](#)[Your Library](#)[Español](#)

[Home](#) » [Library](#) » [About us](#) » [Oregon Library Passport Program](#)

Oregon Library Passport Program



Your Library Card Just Got Bigger!

The Newberg Public Library is participating in a three year pilot project to expand your access to Oregon libraries. Your library card is your passport to libraries across Oregon. Do you have a summer home? Visit relatives or work in another county? Now you may be able obtain a library card for that library and use it like your own. Check the web site librariesoforegon.org/passport to see libraries are participating.

Here's how the program works.

If you have a full service Newberg/CCRLS* library card and would like library in Oregon:

Where the Library is Going



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Council Retreat
January 24, 2015

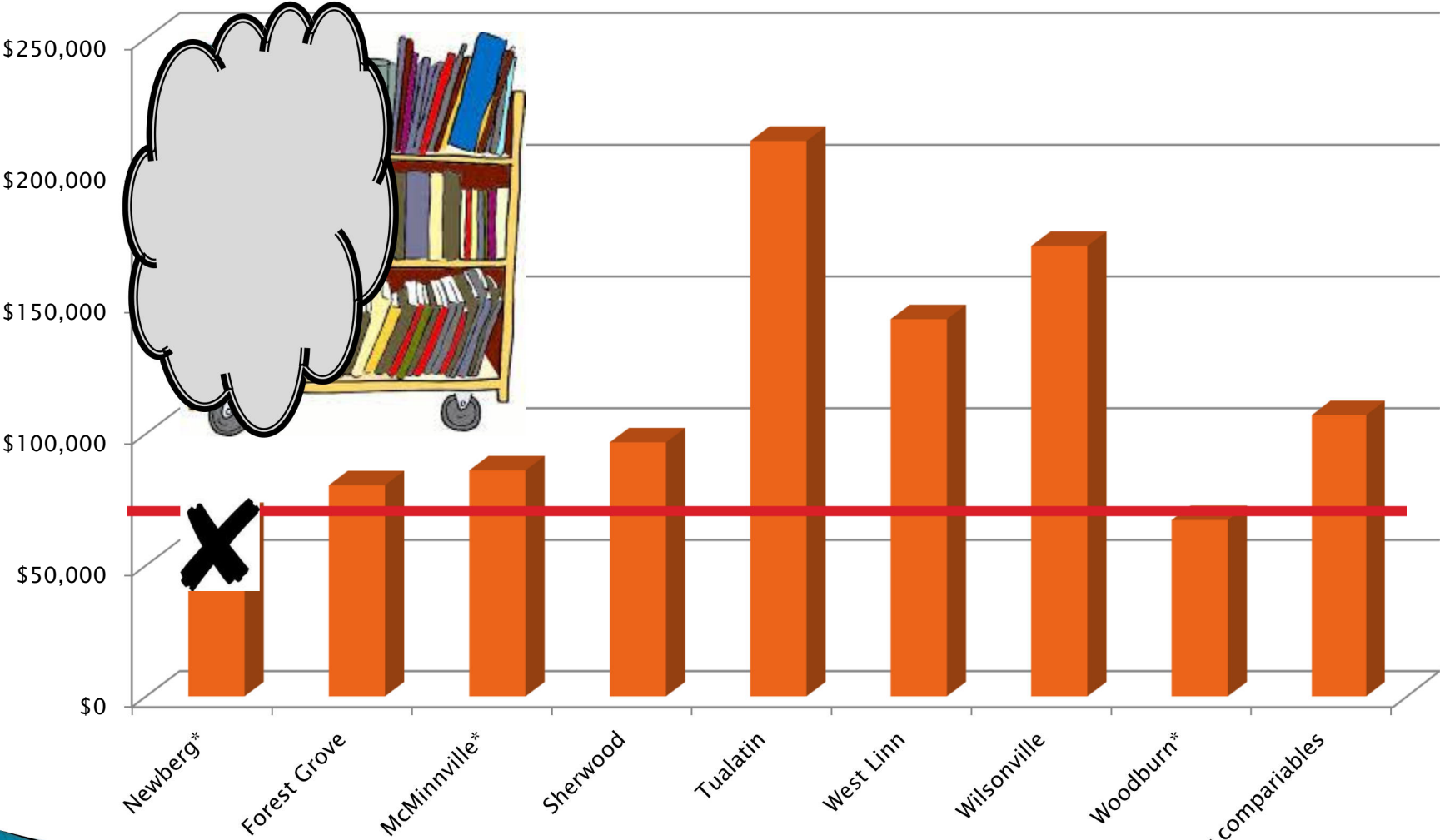
But in order to
meet the needs
of the future,

We face some
challenges now.

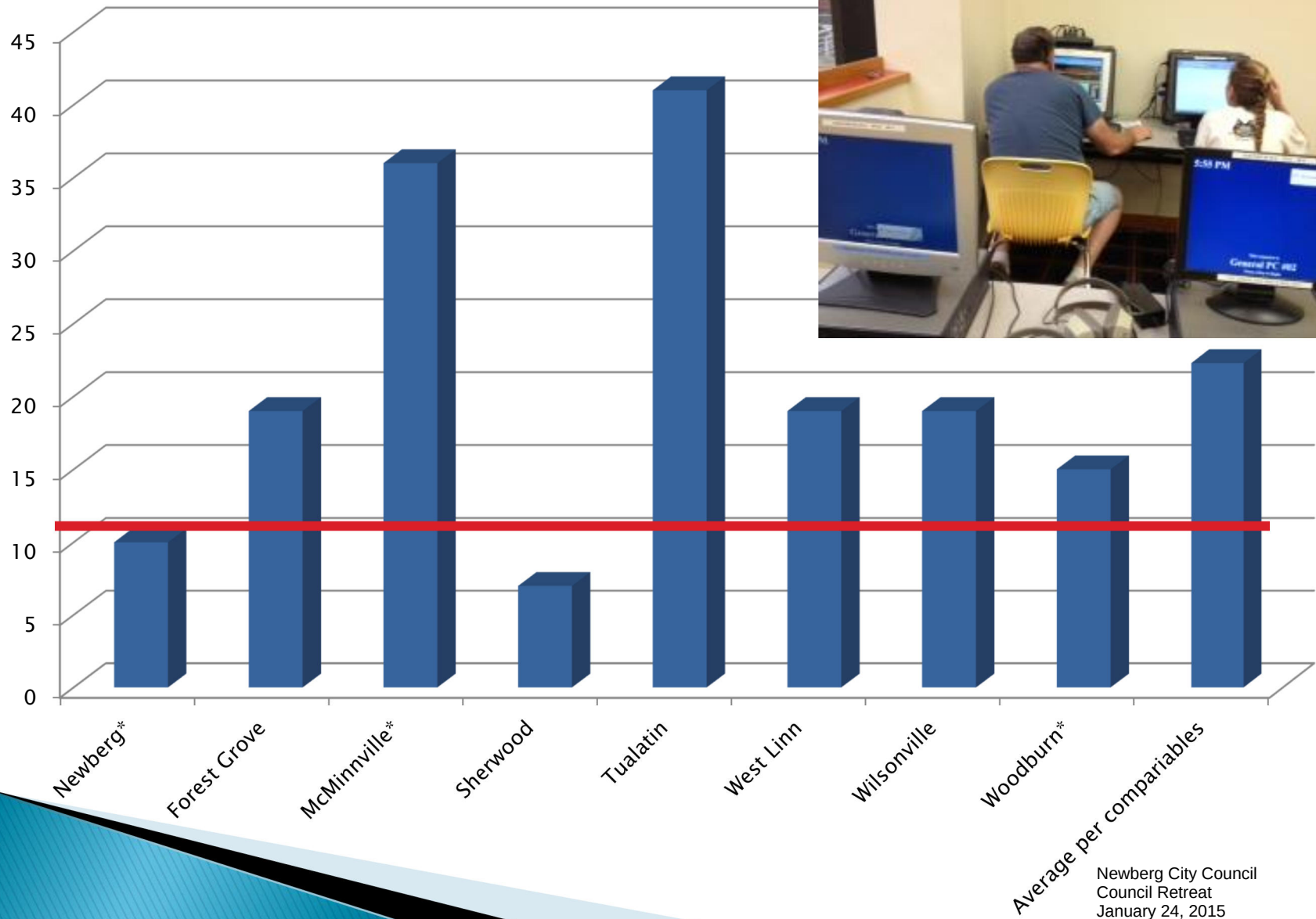
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Council Retreat
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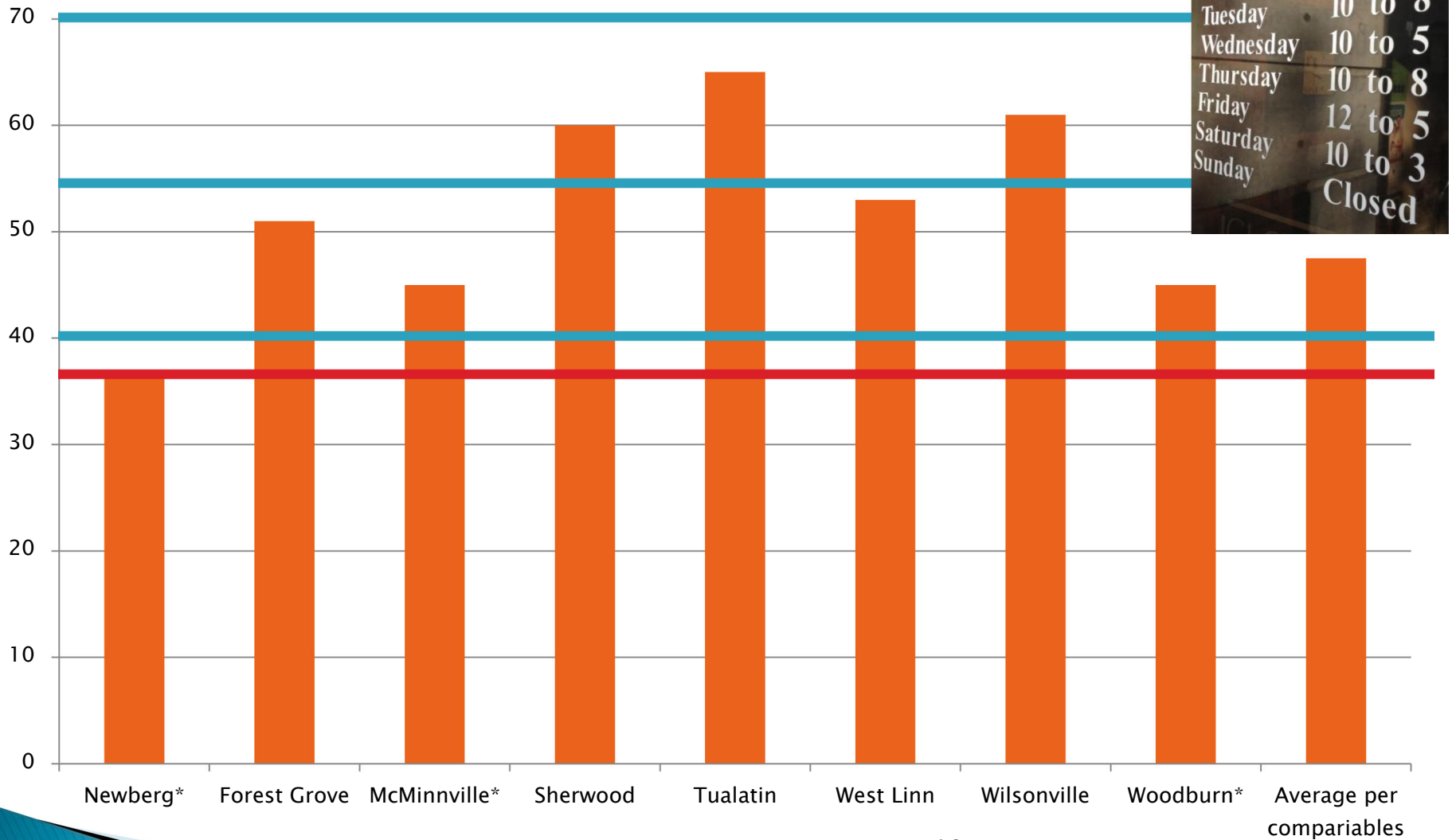
Book and Materials Budget



Computers for the Public



Hours Open Per Week



Library Hours

Monday	Closed
Tuesday	10 to 8
Wednesday	10 to 5
Thursday	10 to 8
Friday	12 to 5
Saturday	10 to 3
Sunday	Closed

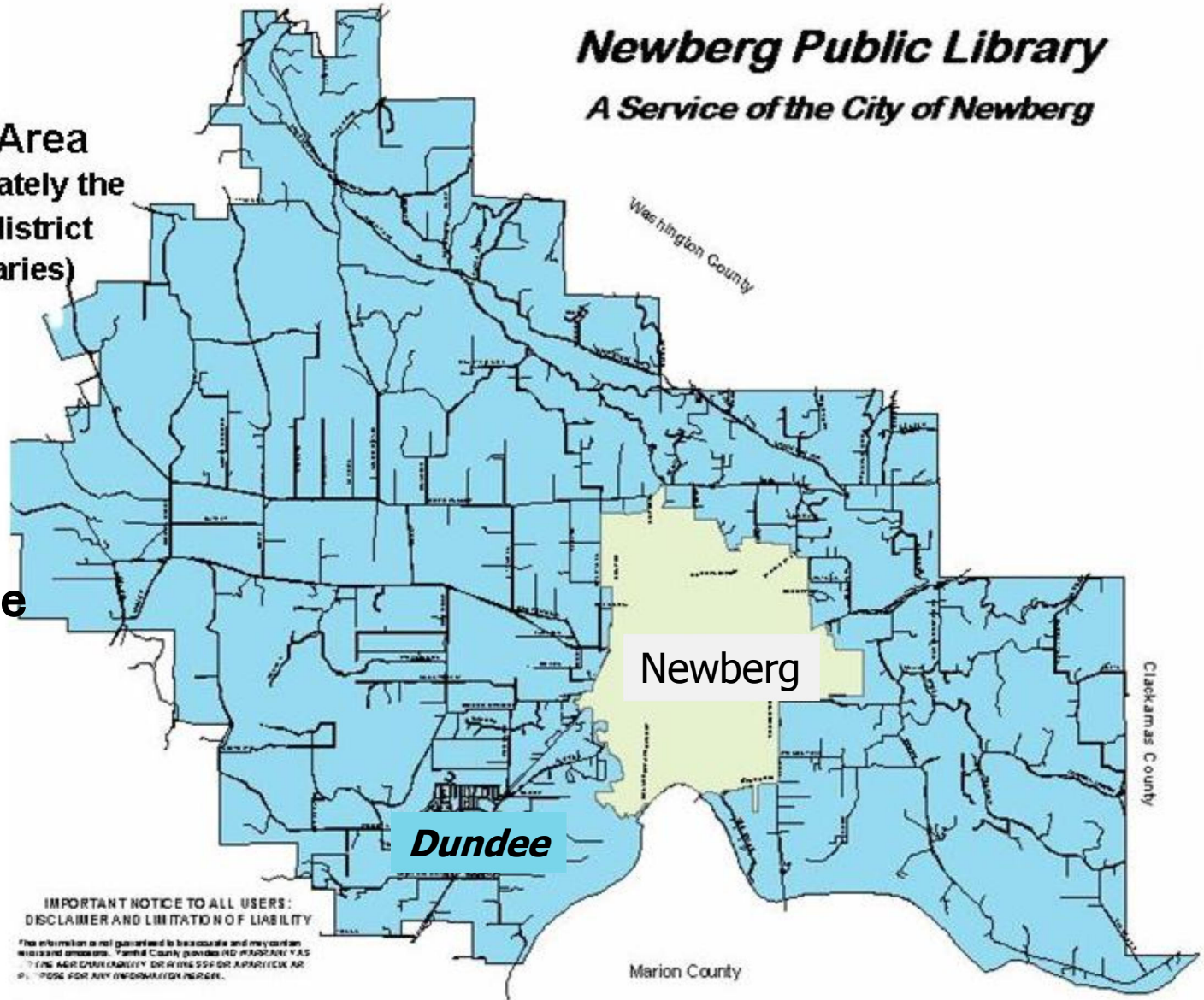
Essential 40 hrs per week
 Enhanced 55 hrs per week
 Exemplary 70 hrs per week

Newberg Public Library

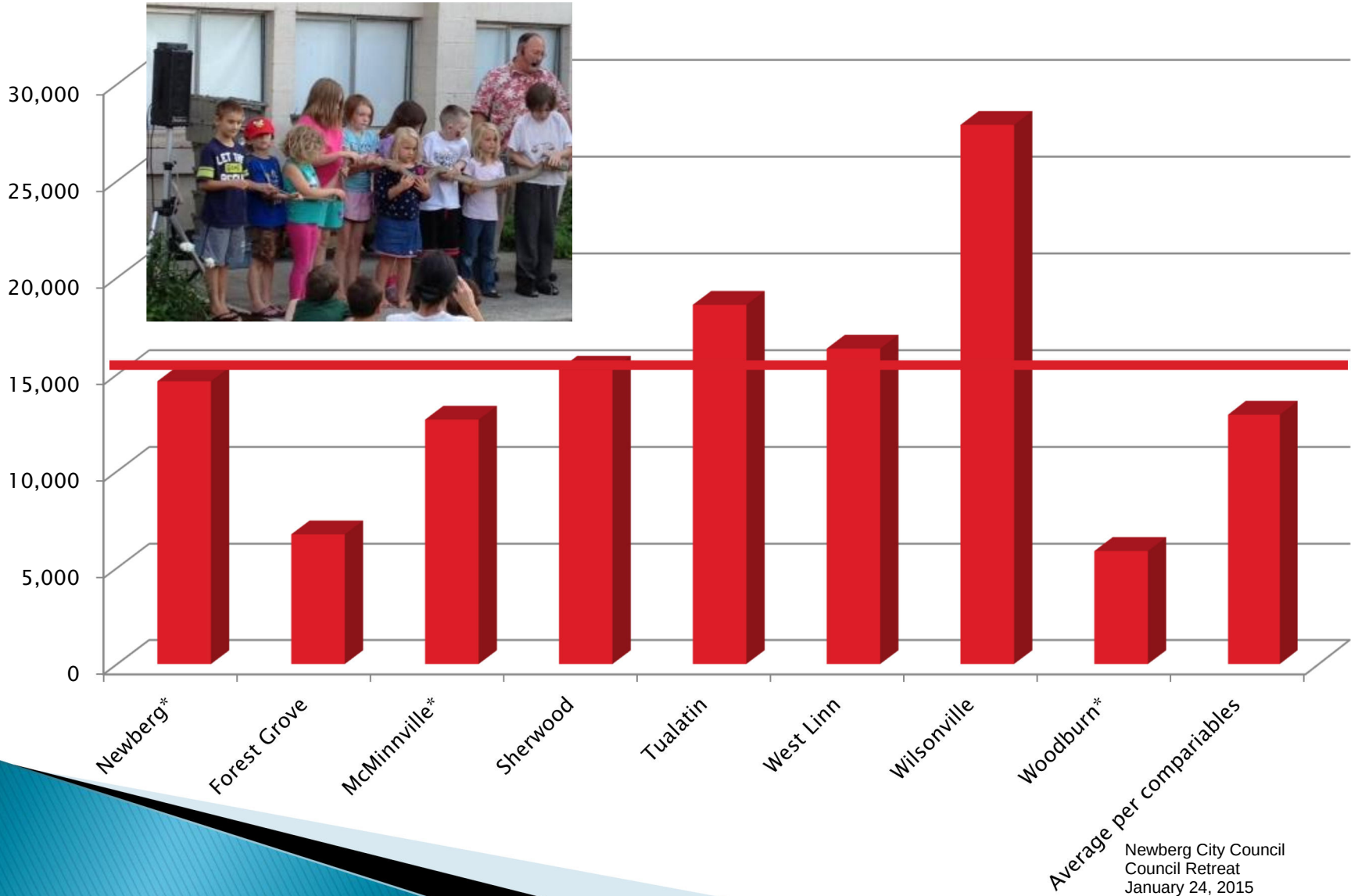
A Service of the City of Newberg

**Rural Area
(approximately the
school district
boundaries)**

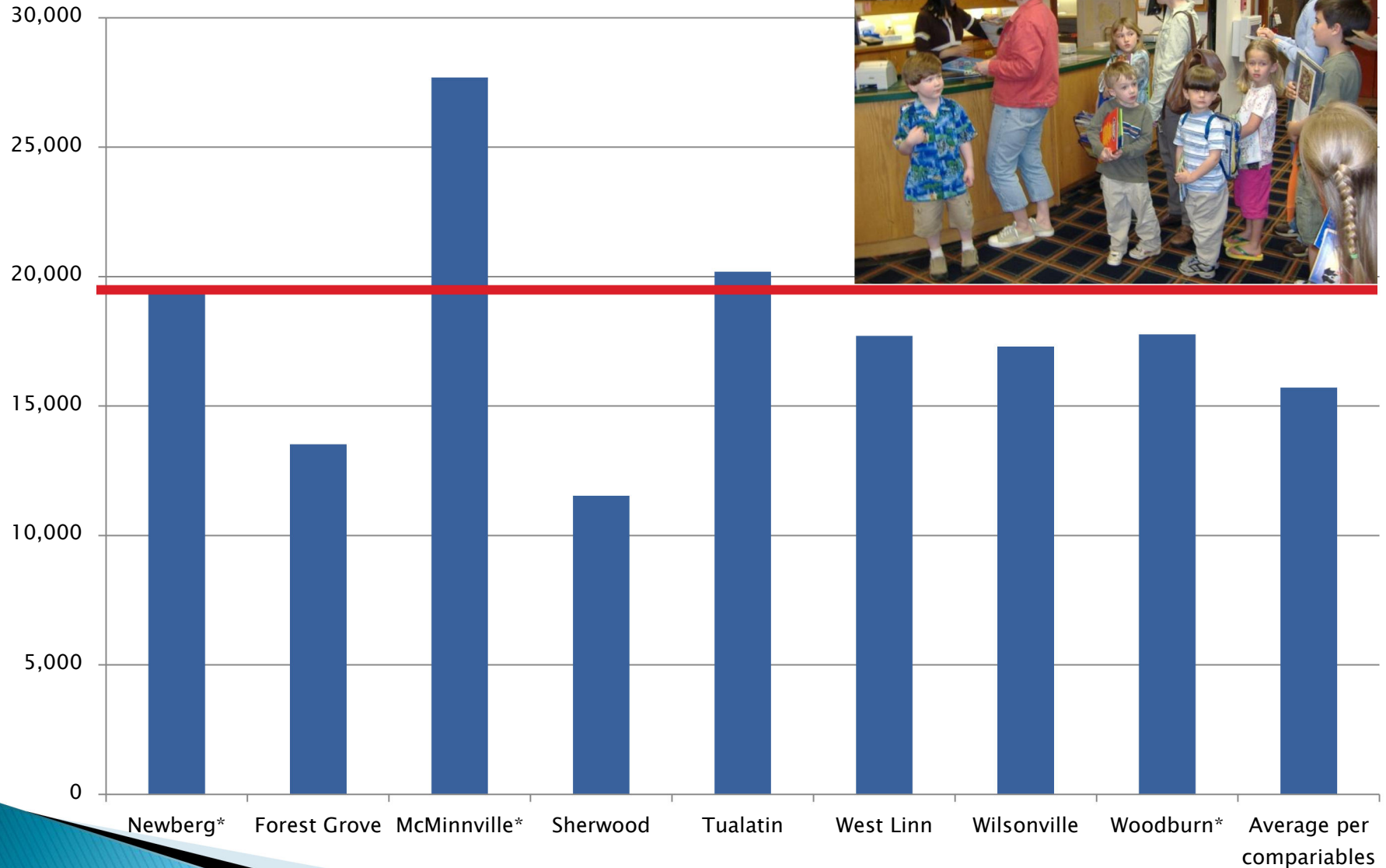
**\$79 annual fee
for those
living in the
“blue area”**



Attendance at Programs



Number of Borrowers





Enriching & Nourishing the Life of Our Community
Newberg City Council
Council Meeting
January 24, 2015



Questions?

Newberg City Council
Council Retreat
January 24, 2015



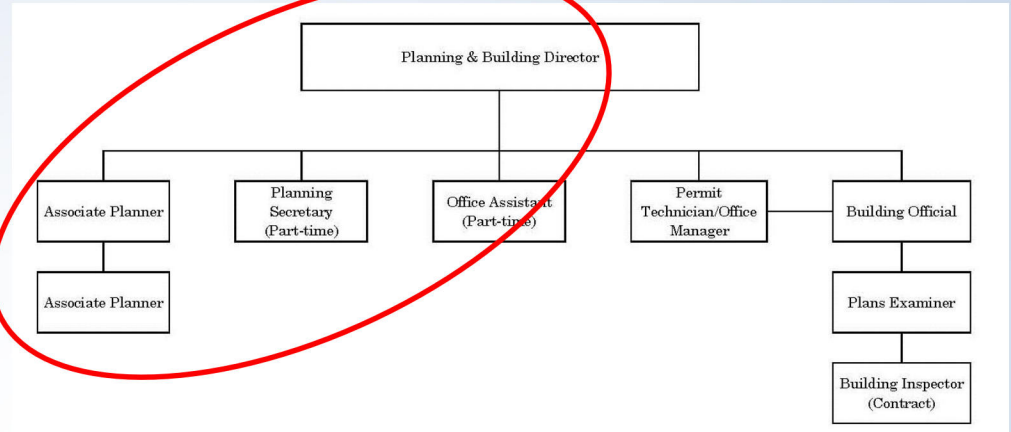
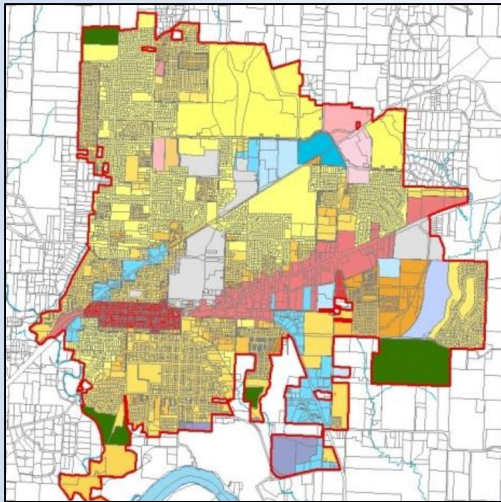
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Planning & Building

Community Development Department

Planning division

Mission: Help shape a well-rounded community



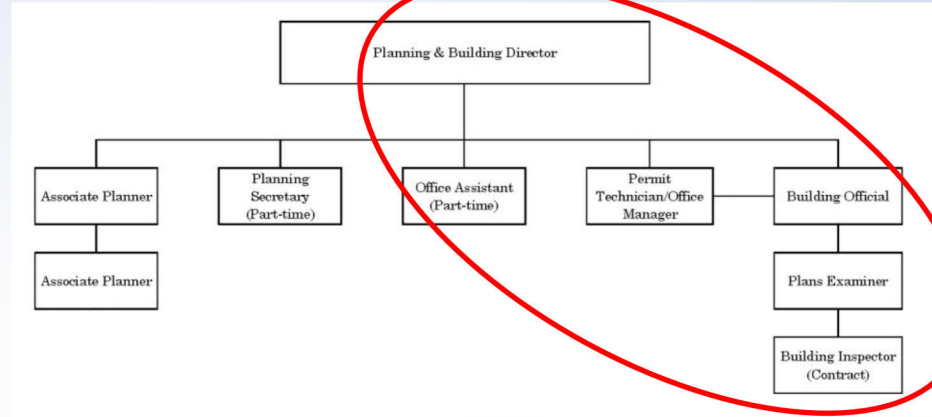
Program:

- Current planning – new buildings & subdivisions
- Long range planning – UGB expansion, TSP update, code changes
- Economic development – Enterprise Zone, downtown grant, UGB
- Contract planning: Dundee

Community Development Department

Building division

Mission: To ensure buildings are safe for the citizens of Newberg



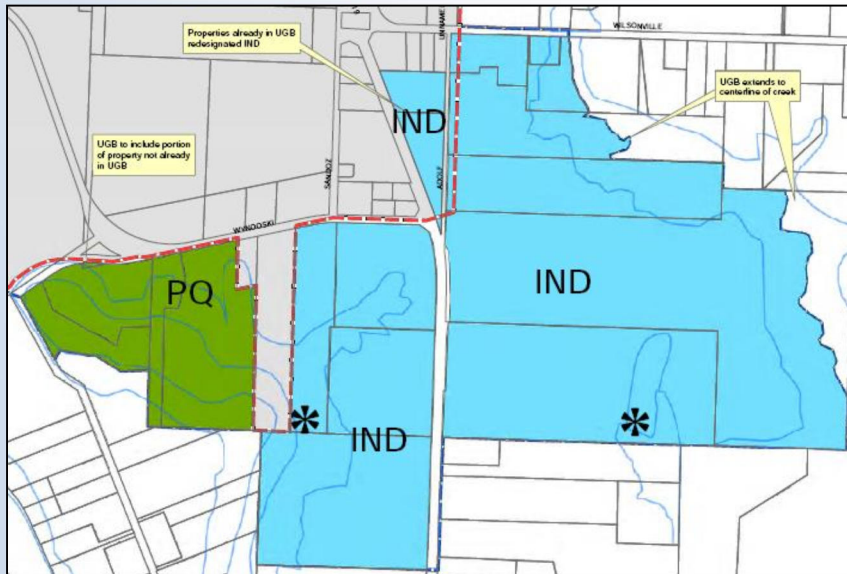
Program:

- Building permits & inspections for Newberg
- Contracts: plan review & inspection for Dundee, Dayton, Lafayette
- Major project - ePermitting transition

Community Development Department

Urban Growth Boundary expansion mediation

- A major planning/economic development effort
- Goal: A 20 year supply of industrial land to create jobs
- Process: A pragmatic attempt at mediation to resolve this multi-year process of analysis, approval, appeals, and remands



Community Development Department



Downtown Revitalization Plan

TGM grant:

- Streetscape & other improvements
- Cost estimates & funding options

Transportation System Plan update:

- Citywide update through 2035
- Tests the traffic impact of potential street changes downtown

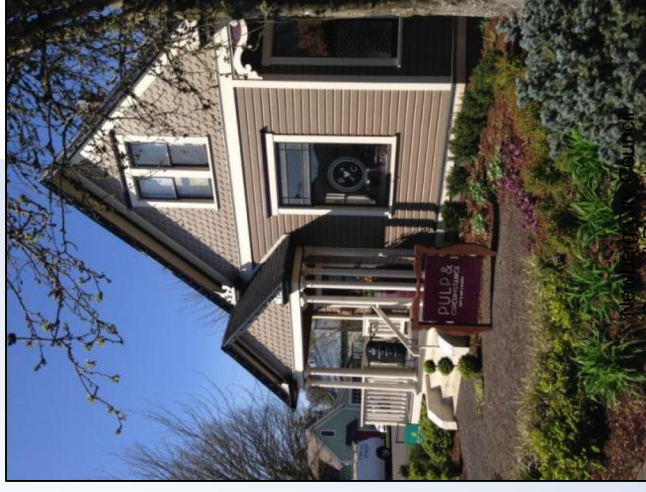
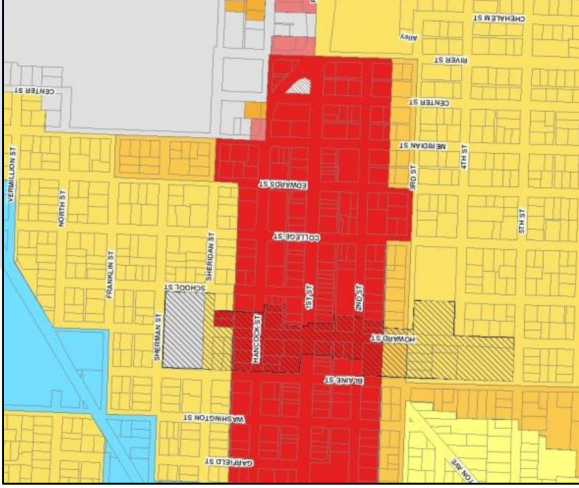


Newberg City Council
Council Retreat
January 24, 2015

Community Development Department

Current planning

- Design review for new construction
- Subdivisions
- Annexations
- Zone changes
- Counter/phone/email customer service



Community Development Department

Future needs 2015

1. Hire a Community Development Director

2. Planning:

- Complete TSP/sign code projects/Marijuana code review
- Prepare for Crestview Crossing, Springbrook Master Plan
- Staffing: Contract with COG, consider adding a planning tech

3. Economic development:

- Successful completion of industrial UGB mediation
- Downtown Revitalization Plan – balance transportation needs & downtown improvements, explore funding options.
- Improve current planning/building permit/engineering permit process start to finish (new CDD and new City Engineer)
- New initiatives – be strategic, listen to local businesses and focus on what they need to grow. Spend time on issues that make a difference (no \$5,000 grants).

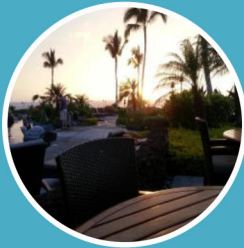
4. Building: Build reserve \$ and add staff gradually as needed



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Finance

Council Retreat – January 24th 2015



January 24th - Council Retreat



Finance

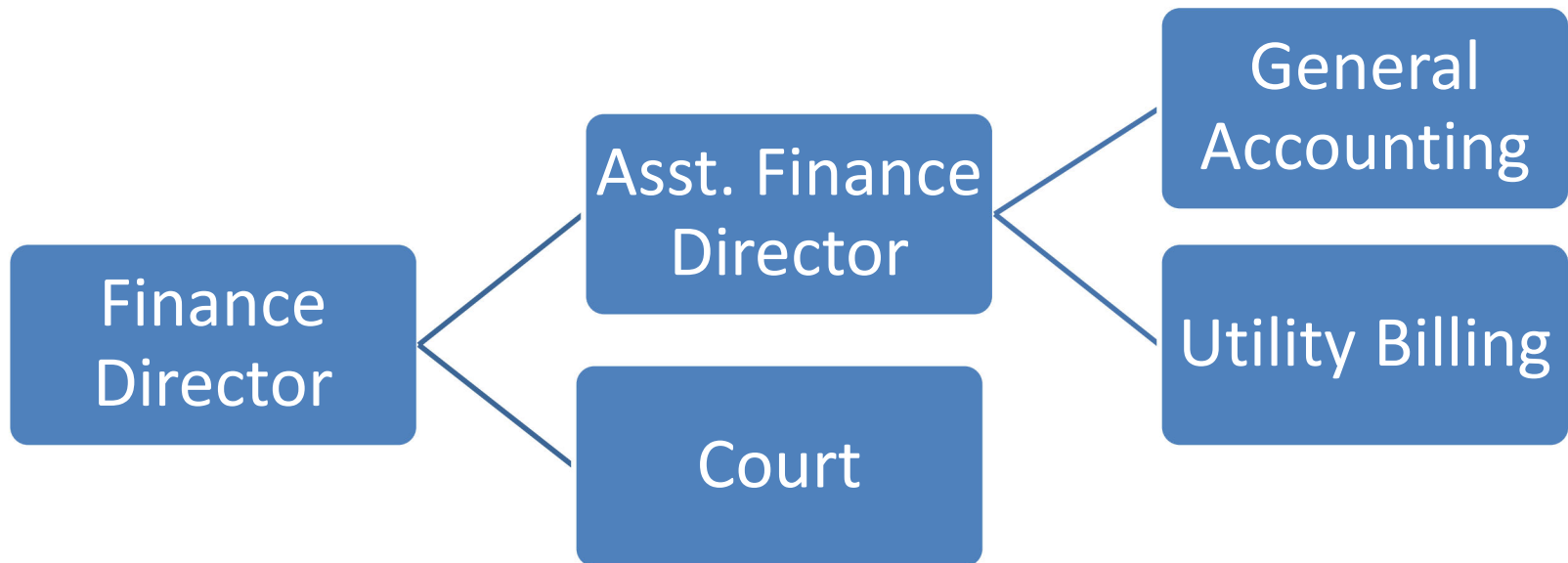
- Responsibilities
- Who we are What we do...
- Departmental Issues / Projects
- Questions



Finance Mission –

Provide clear consistent financial information to Management, Council and the Public so that they may make good business decisions.

How we are organized...





Council Retreat – January 24th 2015

Who we are What we do...

Finance Director
Matt Zook

- Budget
- Debt
- Financial Forecasting
- Financial Policy
- Liaison with City Manager, Council, Dept Heads, Budget Committee and Rate Review Committees

Assistant Finance Director
Caleb Lippard

- Manage Day to Day Finance Operations
- Manage Utility Billing
- Manage Audit
- Cash Management

**Disbursement
(General Accounting)**
Pam Young

- Payroll
- Accounts Payable

Utility Billing
Sharon Corson-Small & Robin Nance

- Manage Utility bills and collections

General Accounting
Barb Davis

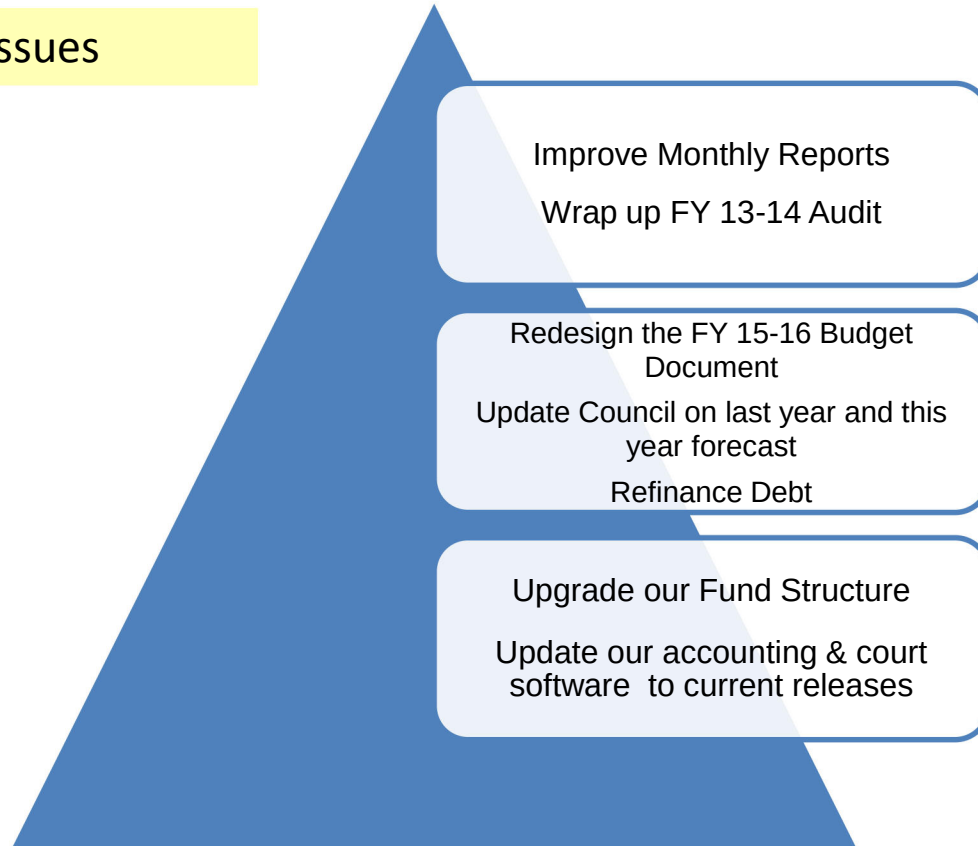
- Project Acctg
- Purchasing
- Special Projects

Municipal Court
Wendy Looney

- Interface with Judge, officers & public
- Fine & citation collection

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Department Issues





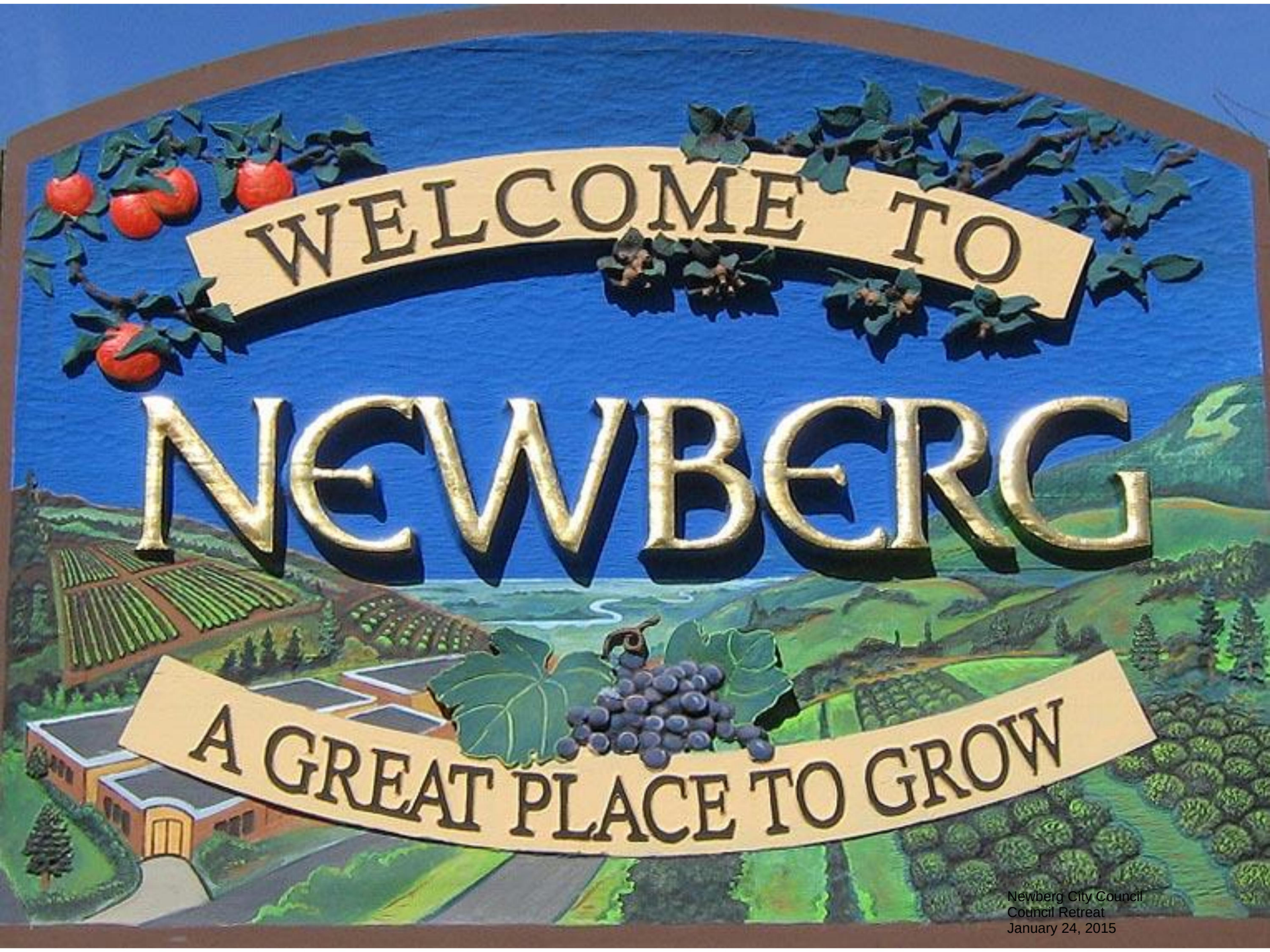
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Questions



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City Manager

A large, colorful sign for Newberg, Oregon. The sign features a blue background with a brown border. At the top, a banner reads "WELCOME TO" in gold letters. Below this, the word "NEWBERG" is written in large, gold, three-dimensional letters. At the bottom, another banner reads "A GREAT PLACE TO GROW" in gold letters. The sign is decorated with illustrations of red apples on the left, a bunch of purple grapes in the center, and a detailed landscape of vineyards, hills, and a building on the left. The background is a deep blue sky.

WELCOME TO

NEWBERG

A GREAT PLACE TO GROW

This was my first Council meeting.....



This was my second day on the job....



This was my fourth day on the job.....



**Day six on the job, Library
Director Leah Griffith tells me she
wants to build this library.....**





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Duties of the City Manager

- Advises the Council on the affairs of the City.
- Supervises all City employees.
- Administers all terms of franchises, leases, contracts, and permits.
- Prepares and submits the annual budget
- Supervises the operation of all utilities owned and operated by the City



What I See With Fresh Eyes



Everything we do is in a Fishbowl



- Citywide records management, elections, maintenance and distribution of City Code, Council decisions, public information, website updates, emergency management.
- Human Resources is managed out of the City Manager's Office for the Entire City.

Human Resources

Recruiting & Retaining Employees

- Composing & revising job descriptions
- Reviewing & advertising job postings

Personnel Changes

With employees:

- Review & issuance of Offer of Employment Letters
- Employee orientations, transitional exiting & exiting interviews

Solo:

- Enrollment of Health Insurance & other Benefits
- Security related entrances & exiting
- Disciplinary tracking & preparation for discharges

Human Resources (con't)

- **Compliance of EEOC, ADA, BOLI and OSHA Reporting**
- **Processing of FMLA/OFLA Leave Requests**
- **Workers' Compensation Claims Processing & Time Loss Control/Return to Work**
- **Administer Benefits & Answer Employee Inquiries**
 - Health Insurance, Life Insurance, Long-term Care Insurance, Deferred Comp (longevity pay) & Misc. Benefits (e.g. supplemental legal and medical coverage, etc.)
 - Defined Benefit (retirement) Plan
 - Provide estimates, answer inquiries to employees & former employees still in plan, and assist employees with retirement planning

Human Resources (con't)

- Collective Bargaining & Labor Relations for three units.
- Review of Numerous Payroll Change Notices for all Compensatory-related Changes.
- Production of Discovery/Records Requests & Testimony on Employment & Workers Comp Claims/Lawsuits.

Programs & Events:

- Mid-Management & Other Trainings
- Employee Recognition
- Downtown-hosted Halloween Festivities

Ongoing Projects

- Creating personnel records
- Input of new & changed personnel data into several documents & systems
- Updating & creating personnel-related forms as laws & procedures change
- Random drug screenings
- Periodical updating of benefits summaries & insurance costs
- Policy development & procedure updates
- Updating of Employee Handbook, executive orders, Intranet procedures & other incidental policies
- Performance evaluations
 - Tracking, reviewing, addressing issues & inquiries
 - Compensation changes
- Going electronic with personnel files
- Records destruction

City Recorder

City Recorder provides:

- Legislative Support
- Records Management
- Research

Position handles:

- Public Records Requests
- Calendaring for Council
- Preparation of Agendas, RCAs, Resolutions and Ordinances
- Records Management Training
- Records Archiving and Retrieval
- Coordination and Support to City Manager and Mayor for legislative and operational needs

Department Support Coordinator

- Provide City Manager's Office with comprehensive, administrative assistance
 - Performs routine administrative work
 - Schedule meetings, answer phone/email inquiries from citizens/business/employees, prepare check requests/purchase orders
- Support Public Works Director, Human Resources and Finance Director
 - Schedule interviews, report generating, filing, assist with records management (H/R), data input, submit facility maintenance requests, process workers' comp claims
- Administer the City's Website & Facebook pages in concert with the IT Department.
- Manage interns and volunteers
- Emergency Management
- Coordinate, plan and attend meetings and events

Projects

- Website upgrade
- Maintain City Website and Facebook
- Update and maintain City's Emergency Operation Plan
- Update and maintain Hazardous Mitigation Plan Update
- City Newsletter *Coming January 2015*
- Process and maintain employee evaluations
- Holiday Lights Map
- Coordinating the Local Government Dinner
- Press Release: Utility Bill Increases & Communications Officer Public Safety Fee





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City Attorney

City Attorney



- ▶ The City Attorney's Office is responsible for drafting all contracts, ordinances, resolutions, and real estate transaction documents.
- ▶ Legal advice and counsel is provided on a broad range of matters, including:
 - Real estate
 - Land use
 - Housing
 - Transportation
 - Public finance
 - Economic development
 - Utilities and Franchises
 - Public records and Meetings
 - Collections
 - Ethics
 - Civil rights
 - Labor and employment
 - Torts
 - Risk management
 - Grants
 - Workers compensation
 - Legislation
 - Elections
- ▶ The Code Enforcement program is in the City Attorney Office.

Municipal Judge

Newberg Municipal Court has jurisdiction of:



- Traffic Violations
- Misdemeanors committed within the City
- Violations of the Newberg Municipal Code
- Court is held every Tuesday with approximately 3,300 cases per year.

Municipal Court is staffed by:

- Judge Blake
- Court Clerk
- City Attorney serves as prosecutor
- Prosecution Paralegal