

Council Roundup for August 1, 2022

The Newberg City Council met on August 1, 2022 and took the following actions.

Approved:

Resolution 2022-3904, Amendment of Council Rules

Resolution 2022-3858, Initiation of Comp Plan amendment

Resolution 2022-3843, Visitor Center Contract

In other business:

Heard from the City Manager on

Heard a quarterly report from the Chehalem Valley Chamber of Commerce.



City Council Work Session

August 1, 2022 - 6:00 PM

Hybrid:

newberg public safety building 401 e. third street

<https://us06web.zoom.us/j/81402257057>

1 346 248 7799 webinar id: 814 0225 7057

- 1. CALL MEETING TO ORDER**
 - 1.A Agenda en español
[Spanish Council Work Sxn Agenda 2022-0801.docx](#)
- 2. ROLL CALL**
- 3. REVIEW OF THE COUNCIL AGENDA AND MEETING**
- 4. COUNCIL BUSINESS ITEMS**
- 5. ADJOURNMENT**



City Council Business Session

August 1, 2022 - 7:00 PM

Hybrid:

newberg public safety building 401 e. third street

<https://us06web.zoom.us/j/81402257057>

1 346 248 7799 webinar id: 814 0225 7057

1. CALL TO ORDER

- 1.A Agenda en español
[Spanish Council Biz Sxn Agenda 2022-0801.docx](#)

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PRESENTATIONS

- 4.A Chehalem Valley Chamber of Commerce Quarter 4 Visitor Center Report

5. CITY MANAGER'S REPORT

6. PUBLIC COMMENTS

7. CONSENT CALENDAR

- 7.A Resolution 2022-3904, Amendment of Council Rules
[RCA Res 2022-3804 amendment of Council Rules.docx](#)
- 7.B Resolution No. 2022-3858, A Resolution initiating an amendment to the Newberg Comprehensive Plan, V. Land Need and Supply chapter
[RCA Reso 3858.docx](#)

8. PUBLIC HEARINGS

- 8.A RCA Res 3843 Visitor Center Contract
[RCA Res 3843 Visitor Center Contract.pdf](#)
[RCA Res 3843 Visitor Center Contract.docx](#)
[Hearing Process - Administrative.doc](#)

9. COUNCIL BUSINESS

10. ADJOURNMENT

ADA STATEMENT

Contact the City Recorder's Office for physical or language accommodations at least 2 business days before the meeting. Call (503) 537-1283 or email cityrecorder@newbergoregon.gov. For TTY services please dial 711.

City Council Agenda Item Report

Meeting Date: August 1, 2022

Submitted by: Zaira Robles Muniz

Submitting Department: City Manager

Item Type: UPDATE ON COUNCIL ITEMS

Agenda Section:

Subject:

Agenda en español

Suggested Action:

Attachments:

[Spanish Council Biz Sxn Agenda 2022-0801.docx](#)

City Council Agenda Item Report

Meeting Date: August 1, 2022

Submitted by: Doug Rux

Submitting Department: City Manager

Item Type: COUNCIL RCA PRESENTATION

Agenda Section:

Subject:

Chehalem Valley Chamber of Commerce Quarter 4 Visitor Center Report

Suggested Action:

Information only.

Attachments:

City Council Agenda Item Report

Meeting Date: August 1, 2022

Submitted by: Sue Ryan

Submitting Department: City Manager

Item Type: COUNCIL RCA-RES

Agenda Section:

Subject:

Resolution 2022-3904, Amendment of Council Rules

Suggested Action:

Attachments:

[RCA Res 2022-3804 amendment of Council Rules.docx](#)

REQUEST FOR COUNCIL ACTION



Date Action Requested: (August 1, 2022)

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/>	
No. 2022-3804	
Subject: Amending Council Rule 3.7 Compensation for Attendance at Meetings	Staff: City Recorder Sue Ryan Department: Administration File No.
Business Session	Order On Agenda: Consent
Hearing Type:	

Recommendation:

Approve Resolution 2022-3804, Amending Council Rules

Executive Summary:

The method of Council Compensation was changed by the adoption of Ordinance 2022-2903 on July 18, 2022, which changed NMC Title 2 Administration & Personnel Chapter 2.05.010 Compensation of city council and mayor.

Legislative History of Council Rules & Guidelines:

2018-3485	10/15/18	A Resolution amending the City Council Guidelines and Rules and repealing Resolution 2015-3208.
2019-3625	12/9/19	A Resolution amending the City Council Guidelines and Rules adopted October 2018 by updating the provision dealing with public comment.

Fiscal Impact:

None

Strategic Assessment:

This is merely a housekeeping measure to update the Council Rules in alignment with the change in the Municipal Code.



A Resolution amending Resolution 2018-3485, and amending the Council Guidelines and Rules adopted October 2018 by updating the provision dealing with Council Compensation in Rule 3.7.

Recitals:

1. The City Council, from time to time, has revised its Guidelines and Rules.

2. The last full revision was completed and adopted by Resolution 2018-3485 on October 15, 2018.

3. The last amendment was completed and adopted by Resolution 2019-3625 on November 4, 2019 to update the Public Comments section under Rule 5.6.

4. The City Council updated Council Compensation in the Newberg Municipal Code on July 18, 2022 with the adoption of Ordinance 2022-2903.

The City of Newberg Resolves as Follows:

1. The City Council Guidelines and Rules of October 15, 2018 will be amended with a revision of the following paragraphs under Rule 3.7 Compensation for Attendance at Meetings. The revision is in italics. The deleted part is struck through.

2. Rule 3.7 Compensation for Attendance at Meetings

A. Section 2.05.010 of the city code provides that "The duly elected and qualified members of the city council shall be compensated a monthly stipend as established by the annual budget process of the City."

B. Procedures: City Council members will enroll in Payroll upon orientation to the Council. The finance department will process the payments as part of the payroll function of the City.

Section 2.05.010 of the city code provides that council members will receive compensation at the rate of ten dollars (\$10) per meeting for attendance at "meetings of the city council and city council committees." The mayor, as a member of the council, is entitled to the meeting compensation.

A. Compensated Meetings

The meetings for which council members are compensated for attendance are as follows:

1. Regular or Special Meetings of the Council

Any regular or special meetings of the council, including any work sessions, goal settings, or informal meetings that are officially called whether or not a quorum is present and regardless if the member attends in person or by electronic means.

2. ~~Subcommittees of the Council~~

~~Any subcommittee of the council to which the member is appointed or attends in their official capacity or is an ex-officio, voting or non-voting member.~~

~~3. Boards, Commissions, and Committees of the City~~

~~City boards, commissions, and committees for which the council member is appointed by the mayor with approval of the council or the member is an ex-officio, voting or non-voting member.~~

~~4. Boards, Commissions, and Committees of Other Entities~~

~~Boards, commissions, and committees of governmental or non-governmental or private organization in which the council member is appointed by the mayor with approval of the council or appointed by the council or is an ex-officio, voting or non-voting member.~~

~~B. Non-Compensated Meetings~~

~~The meetings for which council members do not receive compensation for attendance are as follows:~~

~~1. Social Meetings~~

~~Social meetings in which the main purpose of the meeting is social. Social meetings will include meetings such as local government dinners, annual banquet awards, and other types of celebration meetings.~~

~~2. Budget Meetings~~

~~State statutes prohibit compensation for attendance at budget committee meetings~~

~~C. Waiver of Compensation~~

~~A council member may waive the meeting compensation that the council member is entitled to receive. The waiver must be in writing. The waiver will be for at least a six (6) month period corresponding to the payment periods the city has established. The waiver is subject to other administrative regulations that may be applicable. The city recorder will furnish a form of waiver to the member and retain the signed copy.~~

~~D. Voluntary Attendance~~

~~The attendance by the council member may be on a voluntary basis by the council member. The member is still entitled to compensation for this meeting attendance.~~

~~E. Policy~~

~~In considering which meetings will be compensated, the purpose of the meeting compensation is to encourage council members and to recognize the sacrifices they make in personal time.~~

Rick Rogers, Mayor

Attest by the Mayor this _____ day of _____, 2022.

Sue Ryan, City Recorder

Effective Date of this resolution is the day after the adoption date, which is: August 2, 2022.
Adopted by the City Council of Newberg, Oregon, this 1st day of August, 2022.

F. Questions
Any questions which arise over which meetings should be compensated will be decided by the city council.

City Council Agenda Item Report

Meeting Date: August 1, 2022

Submitted by: Doug Rux

Submitting Department: Community Development

Item Type: COUNCIL RCA-RES

Agenda Section:

Subject:

Resolution No. 2022-3858, A Resolution initiating an amendment to the Newberg Comprehensive Plan, V. Land Need and Supply chapter

Suggested Action:

Adopt Resolution No. 2022-3858.

Attachments:

[RCA Reso 3858.docx](#)

REQUEST FOR COUNCIL ACTION



Date Action Requested: August 1, 2022

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/>	
No. 2022-3858	
Subject: A Resolution initiating an amendment to the Newberg Comprehensive Plan, V. Land Need and Supply chapter	Staff: Doug Rux, Director Department: Community Development File No. CPTA22-0002
Business Session	Order On Agenda: Consent
Hearing Type:	

Recommendation:

Adopt Resolution No. 2022-3858.

Executive Summary:

The City of Newberg through Resolution No. 2021-3720 accepted the Newberg Public and Semi-Public Land Need 2021-2041 Report, Resolution No. 2021-3728 accepting the 2021 Economic Opportunities Analysis Report, and Resolution No. 2021-3752 accepting the Newberg Housing Needs Analysis as part of the City's overall Urban Growth Boundary expansion evaluation program. The next step in the process is to incorporate relevant information from the three reports into the Newberg Comprehensive Plan, V. Land Need and Supply chapter.

The City Council is not asked to make a decision on these proposed changes at this time; only to initiate the amendment so that the proposed changes can be studied through the public hearing process. If the Council initiates the amendment staff will then schedule the item for a Planning Commission public hearing to develop a recommendation. The Planning Commission recommendation would then be brought to the City Council for a public hearing and final decision.

Fiscal Impact:

No fiscal impact is anticipated with the proposal. Staff time will be allocated to process the request.

Strategic Assessment:

2020 Council Goals:

1. Change operational culture to one focused on Customer Service and act to Resolve Ongoing Legal Disputes.

Not applicable.

2. Further develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.

Not applicable.

3. Promote development of housing affordability such as houselessness, transitional housing, workforce housing.

Not applicable.

4. Create and support an Urban Renewal Plan and Authority.

Not applicable.

5. Collaborate with local partners and with entities like ICLEI in the development of a Sustainability program.

Not applicable.



A Resolution initiating an amendment to the Newberg Comprehensive Plan, V. Land Need and Supply chapter

Recitals:

1. The City of Newberg through Resolution No. 2021-3720 accepted the Newberg Public and Semi-Public Land Need 2021-2041 Report.

2. The City of Newberg through Resolution No. 2021-3728 accepted the 2021 Economic Opportunities Analysis Report.

3. The City of Newberg through Resolution No. 2021-3752 accepted the Newberg Housing Needs Analysis.

4. The request is to consider initiating an amendment to incorporate relevant information from the three reports into the Newberg Comprehensive Plan, V Land Need and Supply chapter.

The City of Newberg Resolves as Follows:

1. The City Council initiates an amendment to the Newberg Comprehensive Plan, V Land Need and Supply chapter. This starts the public process to study the proposed amendments.

2. By initiating this amendment, the City Council does not commit to taking any specific action on the proposal. It only wishes to give the amendment full consideration by the Planning Commission and City Council in public hearings.

Effective Date of this resolution is the day after the adoption date, which is: August 2, 2022. **Adopted** by the City Council of Newberg, Oregon, this 1st day of August, 2022.

Sue Ryan, City Recorder

Attest by the Mayor this 4th day of August 2022.

Rick Rogers, Mayor

City Council Agenda Item Report

Meeting Date: August 1, 2022

Submitted by: Will Worthey

Submitting Department: City Manager

Item Type: COUNCIL RCA-RES

Agenda Section:

Subject:

RCA Res 3843 Visitor Center Contract

Suggested Action:

Approve of the next annual visitor center contract

Attachments:

[RCA Res 3843 Visitor Center Contract.pdf](#)

[RCA Res 3843 Visitor Center Contract.docx](#)

[Hearing Process - Administrative.doc](#)

REQUEST FOR COUNCIL ACTION



Date Action Requested: August 1, 2022

Order Ordinance Resolution Motion Information
No. 2022-3843

Subject: A Resolution entering into an agreement with the Chehalem Valley Chamber of Commerce for Visitor Center Services, approving exemption for the solicitation method by the authority of the City Council as the Contract Review Board, and approving the one-year Contract and Operating Plan

Staff: Will Worthey, City Manager; Scott Parker, Chehalem Valley Chamber of Commerce
Department: Administration
File No. GEN22-0007

Business Session

Order On Agenda: New Business

Hearing Type: Administrative

Recommendation:

Adopt Resolution No. 2022-3843.

Executive Summary:

On March 16, 2015, the Newberg City Council entered into an agreement with the Chehalem Valley Chamber of Commerce (CVCC) for Visitor Information Services by approval of Resolution No. 2015-3180. The intent of the Agreement was to provide visitor information services. The contract was in place from July 1, 2015, through June 30, 2020. On May 20, 2019, the City and CVCC re-negotiated the final year of the contract to reflect changing tourism activities in Newberg by Resolution No. 2019-3524.

The changed activities included the City of Newberg between December 2016 and January 2019 evaluating establishing a tourism marketing program and organization. These discussions were through the Transient Lodging Tax (TLT) Ad Hoc Committee and City Council. The CVCC was a participant in the TLT Ad Hoc Committee and engaged in all of the tourism discussions.

The City Council adopted Resolution No. 2018-3436 on August 20, 2018, indicating their intent to establish a tourism marketing organization. Visit Newberg (dba Taste Newberg) has been formed to conduct tourism marketing and a contract for those services was approved by the City Council on May 20, 2019. With approval of the Visit Newberg Agreement, the CVCC no longer provides marketing services.

Per the terms of the existing City/CVCC contract staff began discussions with CVCC on a new contract in April 2022. The contract would be for a one-year period given the current COVID-19 pandemic environment, the reduced Visitor Center foot traffic because of the pandemic, and in process development of updating the Newberg Strategic Tourism Plan and the topic if there would be a bricks and mortar visitor center in the future. The CVCC is identified to receive \$45,000 for services for Fiscal Year 2022-2023.

Contract Review Board

NMC 3.25.070 outlines the process for approval of special solicitation methods and exemptions. Exhibit “A” to Resolution No. 2022-3843 are the findings that support the City Council’s decision acting as the Contract Review Board.

Fiscal Impact:

The City of Newberg FY 2022-2023 adopted budget includes funding for the Visitor Center with the Chehalem Valley Chamber of Commerce in the amount of \$45,000.

Strategic Assessment:

2020 Council Goals:

1. Change operational culture to one focused on Customer Service and act to Resolve Ongoing Legal Disputes

Not applicable.

2. Further develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.

Not applicable.

3. Promote development of housing affordability such as houselessness, transitional housing, workforce housing.

Not applicable.

4. Create and support an Urban Renewal Plan and Authority

Not applicable.

5. Collaborate with local partners and with entities like ICLEI in the development of a Sustainability program.

Not applicable.

Attachments: 1. Resolution No. 2022-3843

RESOLUTION No. 2022-3843

A RESOLUTION ENTERING INTO AN AGREEMENT WITH THE CHEHALEM VALLEY CHAMBER OF COMMERCE FOR VISITOR CENTER SERVICES, APPROVING EXEMPTION FOR THE SOLICITATION METHOD BY THE AUTHORITY OF THE CITY COUNCIL AS THE CONTRACT REVIEW BOARD, AND APPROVING THE ONE YEAR CONTRACT AND OPERATING PLAN

Recitals:

1. The City of Newberg established a Transient Lodging Tax in 1976 by Ordinance No. 1976-1835A and as amended by Ordinance No. 1989-2262, 1996-2433, 1997-2476, and 2014-2771.
2. The City has previously entered into agreements with the Chehalem Valley Chamber of Commerce (Chamber) to operate a Visitor Information Center under the authority of Resolution No. 1996-1970, Resolution No. 1998-2121, Resolution No. 2003-2483, Resolution No. 2011-2927, Resolution No. 2015-3180, Resolution No. 2019-3524, Resolution No. 2019-3573, Resolution No. 2020-3655, and Resolution No. 2021-3732.
3. The City of Newberg contract with the Chehalem Valley Chamber of Commerce expired on June 30, 2022.
4. The City desires to continue that relationship and enter into an agreement with the Chamber of Commerce to provide Visitor Information Center Services for the City.
5. The City desires to support the Chamber with a portion of the transient lodging tax levied throughout the City, and the Chamber shall provide support in part by private sector contributions.
6. The City desires to improve the quality and efficiency of managing the Visitor Information Center, and finds the Chamber is duly qualified and be able to provide that role.
7. The City of Newberg and the Chehalem Valley Chamber of Commerce have been negotiating a new contract since April 2022.
8. In March 2020 the coronavirus pandemic impacted the global, national, regional, and local tourism markets and the City has projected a slight increase in transient lodging tax revenue for FY 2022/2023 compared to FY 2021/2022 to provide visitor center functions.
9. The City Council, as the Contract Review Board, has the authority to grant an exemption to the approval of the agreement based upon criteria set out in Newberg Municipal Code §3.25.

The City of Newberg Resolves as Follows:

1. The City Council as the Contract Review Board approves an exemption to the normal solicitation process based upon the findings of fact attached as Exhibit “A” and by this reference incorporated.
2. Entry into the attached agreement (Exhibit “B”) with the Chehalem Valley Chamber of Commerce is in the best interest of the City for operation of visitor information services.
3. The City Manager is authorized to sign the agreement in substantial conformance with Exhibit “B”.
4. The City Attorney shall review the contract for form and content.

Effective Date of this resolution is the day after the adoption date, which is: August 2, 2022.

Adopted by the City Council of Newberg, Oregon, this 1st day of August, 2022

Sue Ryan, City Recorder

Attest by the Mayor this 4th day of August, 2022.

Rick Rogers, Mayor

Exhibit “A” to Resolution No. 2022-3843
Findings of Fact for Exemption – File GEN22-0007

The City Council is the Contract Review Board (Board) pursuant to Newberg Municipal Code Chapter 3.25. The City Council in its authority as the Board grants an exemption from the normal solicitation process and approves entering into an agreement with the Chehalem Valley Chamber of Commerce (Chamber) based on the following Findings of Fact:

NMC 3.25.070 Process for approval of special solicitation methods and exemptions.

- A. Authority of City Council. In its capacity as contract review board for the city, the city council, upon its own initiative, or upon request of the purchasing manager, may create special selection, evaluation and award procedures for, or may exempt from competition, the award of a specific contract or class of contracts as provided in this section.

***Finding:** The City Manager, who oversees the Visitor Center contract, has requested the exemption from competition.*

- B. Basis for Approval. The approval of a special solicitation method or exemption from competition must be based upon a record before the city council that contains the following:

1. The nature of the contract or class of contracts for which the special solicitation or exemption is requested;

***Finding:** The contract would be for an agreement between the City of Newberg and Chehalem Valley Chamber of Commerce. The Chehalem Valley Chamber of Commerce will provide visitor center services utilizing transient lodging tax proceeds collected by the City for tourism marketing promotion as defined by Oregon Revised Statute (ORS) 320.300(6), (7), (8), and (10). The Chehalem Valley Chamber of Commerce is a non-profit organization in compliance with ORS 320.300(8).*

2. The estimated contract price or cost of the project, if relevant;

***Finding:** The estimated contract price is \$45,000 for the one-year contract, FY 2022-2023 which will be paid out in monthly disbursements.*

3. Findings to support the substantial cost savings, enhancement in quality or performance or other public benefit anticipated by the proposed selection method or exemption from competitive solicitation;

***Finding:** The Chehalem Valley Chamber of Commerce has operated the visitor center for the past twenty-seven (27) years under contract with the City. The Chehalem Valley Chamber of Commerce has established protocols and processes to operate the visitor center and has staffing and resources to operate the required functions.*

This is in the form of an arrangement in which the City furnishes partial funding through the transient room tax and the Chamber contributes funding as well, thus, being a joint funding effort.

The method of funding the Visitor Information Center is similar to a grant method with contributions of matching funds by the Chamber.

Grants would ordinarily be exempt from Public Contracting Rules. This agreement actually provides for more accountability through the reporting mechanisms than would be found if a grant was issued.

This arrangement with the Chamber's participation will have cost savings to the City as compared with the City totally funding the Visitor Information Center.

4. Findings to support the reason that approval of the request would be unlikely to encourage favoritism or diminish competition for the public contract or class of public contracts, or would otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the solicitation requirements that would otherwise be applicable under these regulations;

Finding: *Entering into an agreement with the Chehalem Valley Chamber of Commerce is unlikely to encourage favoritism or diminish competition because Oregon Revised Statutes (ORS 320.300(8)) defines what a tourism promotion agency includes. Specifically, a tourism promotion agency is:*

- i) *an incorporated non-profit organization or governmental unit that is responsible for the tourism promotion of a destination on a year-round basis,*
- ii) *a non-profit entity that manages tourism-related economic development plans, programs, and projects, and*
- iii) *a regional or statewide association that represents entities that rely on tourism-related business for more than 50 percent of their total income*

The City of Newberg has worked under contract with the Chehalem Valley Chamber of Commerce for the past twenty-seven (27) years to perform the visitor center functions.

There are no other stated non-profit organizations within the area that provide the level of services the City desires to operate a Visitor Information Center for Newberg.

With the sharing of costs by the Chamber and ongoing accountability, this exemption would be unlikely to encourage favoritism in the awarding of public contracts.

The awarding of the agreement would substantially promote the public interest in a manner that could not practically be realized by complying with the solicitation requirements, such as a Request for Proposals. This is because this agreement requires partial funding of the Visitor Information Center through private sector funds from the Chamber.

5. A description of the proposed alternative contracting methods to be employed; and

Finding: *The identified alternative method for contracting for visitor center functions is for a one (1) year period. The Chehalem Valley Chamber of Commerce is a non-profit 501(c)(6) organization. The contract would be for a one-year period.*

This agreement entered into with the Chamber as the sole source for the Visitor Information Center services is justified because:

The Chamber is furnishing partial funding of the services, which will save the City and the public costs from having to totally having to fund a Visitor Information Center.

The Chamber has operated the Visitor Information Center for a number of years with partial funding from the City and therefore has developed contacts and other methods of operation.

The Chamber is in a unique situation to have the relationships with the businesses that operate tourist industries within the city and surrounding areas, which are the destination and visited by the visitors using the services for the Visitor Information Center.

6. The estimated date by which it would be necessary to sign the contract(s).

In making a determination regarding a special selection method, the city council may consider the type, cost, amount of the contract or class of contracts, number of persons available to make offers, and such other factors as it may deem appropriate.

Finding: *The estimated date to sign the contract with the Chehalem Valley Chamber of Commerce is August 2, 2022.*

C. Hearing.

1. The city shall approve the special solicitation or exemption after a public hearing before the city council following notice by publication in at least one newspaper of general circulation in the city area.

Finding: *A public hearing was held on August 1, 2022, for the exemption and was noticed in the Newberg Graphic on July 20, 2022. The City Council held the hearing to take testimony.*

2. At the public hearing, the city shall offer an opportunity for any interested party to appear and present comment.

Finding: *Interested parties were provided the opportunity to comment on the exemption at the public hearing on August 1, 2022, which meets the requirement.*

3. The city council will consider the findings and may approve the exemption as proposed or as modified by the city council after providing an opportunity for public comment.

Finding: *The City Council considered the findings in this report and after the opportunity for public comment at the hearing on August 1, 2022 and meets the requirement.*

D. Special Requirements for Public Improvement Contracts.

1. Notification of the public hearing for exemption of a public improvement contract, or class of public improvement contracts, shall be published in a trade newspaper of general statewide circulation at least 14 days prior to the hearing.

Finding: *The Chehalem Valley Chamber of Commerce agreement is not a public improvement and does not apply.*

2. The notice shall state that the public hearing is for the purpose of taking comments on the city's draft findings for an exemption from the standard solicitation method. At the time of the notice, copies of the draft findings shall be made available to the public.

Finding: *The Chehalem Valley Chamber of Commerce agreement is not a public improvement and does not apply.*

E. Commencement of Solicitation Prior to Approval. A solicitation may be issued prior to the approval of a special exemption under this section; provided, that the closing of the solicitation may not be earlier than five days after the date of the hearing at which the city council approves the exemption. If the city council fails to approve a requested exemption, or requires the use of a solicitation procedure other than the procedures described in the issued solicitation documents, the issued solicitation may either be modified by addendum, or cancelled. [Ord. 2618, 3-7-05. Code 2001 § 34.07.]

Finding: *There has been no solicitation for tourism promotion services in accordance with NMC 3.25.070E.*

Conclusion

Based on the above Findings of Fact and in consideration of the long-term, ongoing relationship, the Council authorizes the City to enter into the agreement with the Chamber to operate the Visitor Information Center. This agreement has been reached through direct negotiations with the Chamber. The process is exempt from the normal public contracting process. This exemption applies only to this particular agreement.

**AGREEMENT
between
CITY OF NEWBERG
and
CHEHALEM VALLEY CHAMBER OF COMMERCE**

This Agreement is entered into this 27th day of June 2022, 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 one (1) year beginning July 1, 2022, and ending June 30, 2023.
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. 2022-3843) 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 one (1) year subject to approval of the annual business plan as follows:

1. One (1) Year Term - The one (1) year term will be from July 1, 2022, until June 30, 2023, subject to the provisions in section VII.
2. Annual Operating Plan Approval - The operating plan for the year is attached as Exhibit "A" and by this reference incorporated. Approval of the contract will constitute acceptance and approval of the one year operating plan. The City and the Chamber will discuss in good faith any issues concerning the operating plan with the objective to continue to operate the Center.
3. Renewal After One (1) Year Term - There will be no automatic renewal after the one (1) year term, unless the parties agree to such renewal. The contract will terminate at the end of the initial term (June 30, 2023). 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 2022.

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, and coordinating with associated agencies and entities.
2. Visitor Center Promotion Activities - Chamber shall provide literature, 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 Visit Newberg, the Oregon Travel Council and other visitor promotional entities.

III. BUDGETING

In consideration for the operation, management and performance of services for the period of July 1, 2022 to June 30, 2023 as outlined in this Agreement, the City agrees to provide public sector funds to Chamber in an amount equal to \$45,000 (the "Contract Price"), subject to Section IX Budget Laws of the State of Oregon.

The City will make monthly payments in an amount equal to one-twelfth (1/12) of the Contract Price beginning July 31, 2022 and continuing on the final day of each month thereafter.

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 Operating Plan - The Operating Plan for the term of this agreement is attached as Exhibit "A".
2. Chamber shall notify City in writing of any significant change made to the Operating Plan.
3. Reports - Chamber shall report to the City twice per year. Such reports shall be furnished to the Newberg City Council in October and March. Each report shall be for the previous period. The reports shall be furnished to the City in writing in time to meet the regularly scheduled City Council agenda deadline.

Such deadline is 12:00 pm three 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:

EXHIBIT "B"
Resolution No. 2022-3843

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 Operating 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 five 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.

VI. HOLD HARMLESS

Chamber shall indemnify and hold harmless the City against all claims, damages or suits resulting from the operation of the Center.

VII. INSURANCE

The Chamber shall furnish to the City a Certificate of Insurance showing that general liability insurance coverage with coverage limits of \$1,000,000 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.

VIII. TERMINATION OF AGREEMENT

This Agreement can be terminated as follows:

- a. 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.
- b. 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 receipt of written notice.
- c. Notice - Notice required by the Agreement and under this paragraph will be mailed to the address indicated below for each party:

City Manager
City of Newberg
PO Box 970
Newberg, OR 97132

Executive Director
Chehalem Valley Chamber of Commerce
112 N Garfield Street
Newberg, OR 97132

- d. 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.

IX. 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. Notwithstanding the Contract Price, the City authorizes expenditures only 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 may be decreased.

IN EVIDENCE THE UNDERSIGNED HAVE EXECUTED THIS AGREEMENT:

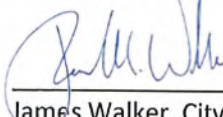
CITY OF NEWBERG
414 E First Street
Newberg, OR 97132
By Authority of
Resolution No. 2021-3732
(Passed June 21, 2021)

CHEHALEM VALLEY CHAMBER OF COMMERCE
112 N Garfield Street
Newberg, OR 97132

BY:  7/1/22
Will Worthey, City Manager Date

BY:  7/1/22
Scott Parker, Executive Director Date

APPROVED AS TO LEGAL SUFFICIENCY:

 7/6/2022
James Walker, City Attorney Date

Chehalem Valley Chamber of Commerce Visitor Center Operating Plan 2022-2023 (exhibit A)

Visitor Services:

The Chehalem Valley Chamber of Commerce will maintain a well-stocked Visitor Center with a wide variety of local, regional, and state maps, brochures, and other destination materials.

Other services provided:

- In person guidance for people who come to the Visitor Center
- Phone concierge service for those inquiring about the area or planning a visit
- Distribute 5,000 Chehalem Valley of Commerce Business Directories
- Promotion of Visit Widget, the new robust visitor digital app designed for visitors by Taste Newberg
- Promote Explore Chehalem Valley, the new app designed by the Chehalem Valley Chamber of Commerce
- Promote local businesses, organizations, and resources to local residents, and visitors.

Community Engagement:

Coordinate with a multitude of stakeholders to promote local events and festivals for visitors and tourists. Stakeholders include but are not limited to; Taste Newberg, Newberg Downtown Coalition, Chehalem Cultural Center, George Fox University, Chehalem Parks and Recreation District, Cities of Newberg, Dundee, and McMinnville, and regional AVA's.

Examples of Events and Festivals:

- Newberg Truffle Month
- Camellia Festival
- Lavender Trail
- St Paul Rodeo
- Old Fashioned Festival
- Females United Network
- Wine Country Pride
- First Friday Art Walk

Community Resources:

The Chehalem Valley Chamber of Commerce Visitor Center has additional community resources available at no charge as listed below.

- A free community work station which includes a computer and printer access
- Free wi-fi
- Access to our conference room (depending on availability)
- Ability to host gatherings such as Greeters, Chamber After Hours, Maker Fairs, classes, and First Friday Art Walk
- Use of the Visitor Center for additional meeting space (depending upon availability)
- Free refreshments and subscriptions to local newspapers
- ADA accessible meeting space and bathrooms
- Phone concierge, and in person support, for local residents needing community resources, and brochures for local organizations

REQUEST FOR COUNCIL ACTION



Date Action Requested: August 1, 2022

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/>	
No. 2022-3843	
Subject: A Resolution entering into an agreement with the Chehalem Valley Chamber of Commerce for Visitor Center Services, approving exemption for the solicitation method by the authority of the City Council as the Contract Review Board, and approving the one-year Contract and Operating Plan	Staff: Will Worthey, City Manager; Scott Parker, Chehalem Valley Chamber of Commerce Department: Administration File No. GEN22-0007
Business Session	Order On Agenda: New Business
Hearing Type: Administrative	

Recommendation:

Adopt Resolution No. 2022-3843.

Executive Summary:

On March 16, 2015, the Newberg City Council entered into an agreement with the Chehalem Valley Chamber of Commerce (CVCC) for Visitor Information Services by approval of Resolution No. 2015-3180. The intent of the Agreement was to provide visitor information services. The contract was in place from July 1, 2015, through June 30, 2020. On May 20, 2019, the City and CVCC re-negotiated the final year of the contract to reflect changing tourism activities in Newberg by Resolution No. 2019-3524.

The changed activities included the City of Newberg between December 2016 and January 2019 evaluating establishing a tourism marketing program and organization. These discussions were through the Transient Lodging Tax (TLT) Ad Hoc Committee and City Council. The CVCC was a participant in the TLT Ad Hoc Committee and engaged in all of the tourism discussions.

The City Council adopted Resolution No. 2018-3436 on August 20, 2018, indicating their intent to establish a tourism marketing organization. Visit Newberg (dba Taste Newberg) has been formed to conduct tourism marketing and a contract for those services was approved by the City Council on May 20, 2019. With approval of the Visit Newberg Agreement, the CVCC no longer provides marketing services.

Per the terms of the existing City/CVCC contract staff began discussions with CVCC on a new contract in April 2022. The contract would be for a one-year period given the current COVID-19 pandemic environment, the reduced Visitor Center foot traffic because of the pandemic, and in process development of updating the Newberg Strategic Tourism Plan and the topic if there would be a bricks and mortar visitor center in the future. The CVCC is identified to receive \$45,000 for services for Fiscal Year 2022-2023.

Contract Review Board

NMC 3.25.070 outlines the process for approval of special solicitation methods and exemptions. Exhibit “A” to Resolution No. 2022-3843 are the findings that support the City Council’s decision acting as the Contract Review Board.

Fiscal Impact:

The City of Newberg FY 2022-2023 adopted budget includes funding for the Visitor Center with the Chehalem Valley Chamber of Commerce in the amount of \$45,000.

Strategic Assessment:

2020 Council Goals:

1. Change operational culture to one focused on Customer Service and act to Resolve Ongoing Legal Disputes

Not applicable.

2. Further develop an operational culture that adopts and cherishes Diversity, Equity, and Inclusion as core values.

Not applicable.

3. Promote development of housing affordability such as houselessness, transitional housing, workforce housing.

Not applicable.

4. Create and support an Urban Renewal Plan and Authority

Not applicable.

5. Collaborate with local partners and with entities like ICLEI in the development of a Sustainability program.

Not applicable.

Attachments: 1. Resolution No. 2022-3843

Recitals:

1. The City of Newberg established a Transient Lodging Tax in 1976 by Ordinance No. 1976-1835A and as amended by Ordinance No. 1989-2262, 1996-2433, 1997-2476, and 2014-2771.
2. The City has previously entered into agreements with the Chehallem Valley Chamber of Commerce (Chamber) to operate a Visitor Information Center under the authority of Resolution No. 1996-1970, Resolution No. 1998-2121, Resolution No. 2003-2483, Resolution No. 2011-2927, Resolution No. 2015-3180, Resolution No. 2019-3524, Resolution No. 2019-3573, Resolution No. 2020-3655, and Resolution No. 2021-3732.
3. The City of Newberg contract with the Chehallem Valley Chamber of Commerce expired on June 30, 2022.
4. The City desires to continue that relationship and enter into an agreement with the Chamber of Commerce to provide Visitor Information Center Services for the City.
5. The City desires to support the Chamber with a portion of the transient lodging tax levied throughout the City, and the Chamber shall provide support in part by private sector contributions.
6. The City desires to improve the quality and efficiency of managing the Visitor Information Center, and finds the Chamber is duly qualified and be able to provide that role.
7. The City of Newberg and the Chehallem Valley Chamber of Commerce have been negotiating a new contract since April 2022.
8. In March 2020 the coronavirus pandemic impacted the global, national, regional, and local tourism markets and the City has projected a slight increase in transient lodging tax revenue for FY 2022/2023 compared to FY 2021/2022 to provide visitor center functions.
9. The City Council, as the Contract Review Board, has the authority to grant an exemption to the approval of the agreement based upon criteria set out in Newberg Municipal Code §3.25.

A RESOLUTION ENTERING INTO AN AGREEMENT WITH THE CHEHALEM VALLEY CHAMBER OF COMMERCE FOR VISITOR CENTER SERVICES, APPROVING EXEMPTION FOR THE SOLICITATION METHOD BY THE AUTHORITY OF THE CITY COUNCIL AS THE CONTRACT REVIEW BOARD, AND APPROVING THE ONE YEAR CONTRACT AND OPERATING PLAN

RESOLUTION NO. 2022-3843



The City of Newberg Resolves as Follows:

1. The City Council as the Contract Review Board approves an exemption to the normal solicitation process based upon the findings of fact attached as Exhibit “A” and by this reference incorporated.
2. Entry into the attached agreement (Exhibit “B”) with the Chehalem Valley Chamber of Commerce is in the best interest of the City for operation of visitor information services.
3. The City Manager is authorized to sign the agreement in substantial conformance with Exhibit “B”.
4. The City Attorney shall review the contract for form and content.

Effective Date of this resolution is the day after the adoption date, which is: August 2, 2022.

Adopted by the City Council of Newberg, Oregon, this 1st day of August, 2022

Sue Ryan, City Recorder

Attest by the Mayor this 4th day of August, 2022.

Rick Rogers, Mayor

**Exhibit “A” to Resolution No. 2022-3843
Findings of Fact for Exemption – File GEN22-0007**

The City Council is the Contract Review Board (Board) pursuant to Newberg Municipal Code Chapter 3.25. The City Council in its authority as the Board grants an exemption from the normal solicitation process and approves entering into an agreement with the Chehalem Valley Chamber of Commerce (Chamber) based on the following Findings of Fact:

NMC 3.25.070 Process for approval of special solicitation methods and exemptions.

- A. Authority of City Council. In its capacity as contract review board for the city, the city council, upon its own initiative, or upon request of the purchasing manager, may create special selection, evaluation and award procedures for, or may exempt from competition, the award of a specific contract or class of contracts as provided in this section.

***Finding:** The City Manager, who oversees the Visitor Center contract, has requested the exemption from competition.*

- B. Basis for Approval. The approval of a special solicitation method or exemption from competition must be based upon a record before the city council that contains the following:

1. The nature of the contract or class of contracts for which the special solicitation or exemption is requested;

***Finding:** The contract would be for an agreement between the City of Newberg and Chehalem Valley Chamber of Commerce. The Chehalem Valley Chamber of Commerce will provide visitor center services utilizing transient lodging tax proceeds collected by the City for tourism marketing promotion as defined by Oregon Revised Statute (ORS) 320.300(6), (7), (8), and (10). The Chehalem Valley Chamber of Commerce is a non-profit organization in compliance with ORS 320.300(8).*

2. The estimated contract price or cost of the project, if relevant;

***Finding:** The estimated contract price is \$45,000 for the one-year contract, FY 2022-2023 which will be paid out in monthly disbursements.*

3. Findings to support the substantial cost savings, enhancement in quality or performance or other public benefit anticipated by the proposed selection method or exemption from competitive solicitation;

***Finding:** The Chehalem Valley Chamber of Commerce has operated the visitor center for the past twenty-seven (27) years under contract with the City. The Chehalem Valley Chamber of Commerce has established protocols and processes to operate the visitor center and has staffing and resources to operate the required functions.*

This is in the form of an arrangement in which the City furnishes partial funding through the transient room tax and the Chamber contributes funding as well, thus, being a joint funding effort.

The method of funding the Visitor Information Center is similar to a grant method with contributions of matching funds by the Chamber.

Grants would ordinarily be exempt from Public Contracting Rules. This agreement actually provides for more accountability through the reporting mechanisms than would be found if a grant was issued.

This arrangement with the Chamber's participation will have cost savings to the City as compared with the City totally funding the Visitor Information Center.

4. Findings to support the reason that approval of the request would be unlikely to encourage favoritism or diminish competition for the public contract or class of public contracts, or would otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the solicitation requirements that would otherwise be applicable under these regulations;

Finding: *Entering into an agreement with the Chehalem Valley Chamber of Commerce is unlikely to encourage favoritism or diminish competition because Oregon Revised Statutes (ORS 320.300(8)) defines what a tourism promotion agency includes. Specifically, a tourism promotion agency is:*

- i) an incorporated non-profit organization or governmental unit that is responsible for the tourism promotion of a destination on a year-round basis,*
- ii) a non-profit entity that manages tourism-related economic development plans, programs, and projects, and*
- iii) a regional or statewide association that represents entities that rely on tourism-related business for more than 50 percent of their total income*

The City of Newberg has worked under contract with the Chehalem Valley Chamber of Commerce for the past twenty-seven (27) years to perform the visitor center functions.

There are no other stated non-profit organizations within the area that provide the level of services the City desires to operate a Visitor Information Center for Newberg.

With the sharing of costs by the Chamber and ongoing accountability, this exemption would be unlikely to encourage favoritism in the awarding of public contracts.

The awarding of the agreement would substantially promote the public interest in a manner that could not practically be realized by complying with the solicitation requirements, such as a Request for Proposals. This is because this agreement requires partial funding of the Visitor Information Center through private sector funds from the Chamber.

5. A description of the proposed alternative contracting methods to be employed; and

Finding: *The identified alternative method for contracting for visitor center functions is for a one (1) year period. The Chehalem Valley Chamber of Commerce is a non-profit 501(c)(6) organization. The contract would be for a one-year period.*

This agreement entered into with the Chamber as the sole source for the Visitor Information Center services is justified because:

The Chamber is furnishing partial funding of the services, which will save the City and the public costs from having to totally having to fund a Visitor Information Center.

The Chamber has operated the Visitor Information Center for a number of years with partial funding from the City and therefore has developed contacts and other methods of operation.

The Chamber is in a unique situation to have the relationships with the businesses that operate tourist industries within the city and surrounding areas, which are the destination and visited by the visitors using the services for the Visitor Information Center.

6. The estimated date by which it would be necessary to sign the contract(s).

In making a determination regarding a special selection method, the city council may consider the type, cost, amount of the contract or class of contracts, number of persons available to make offers, and such other factors as it may deem appropriate.

Finding: *The estimated date to sign the contract with the Chehalem Valley Chamber of Commerce is August 2, 2022.*

C. Hearing.

1. The city shall approve the special solicitation or exemption after a public hearing before the city council following notice by publication in at least one newspaper of general circulation in the city area.

Finding: *A public hearing was held on August 1, 2022, for the exemption and was noticed in the Newberg Graphic on July 20, 2022. The City Council held the hearing to take testimony.*

2. At the public hearing, the city shall offer an opportunity for any interested party to appear and present comment.

Finding: *Interested parties were provided the opportunity to comment on the exemption at the public hearing on August 1, 2022, which meets the requirement.*

3. The city council will consider the findings and may approve the exemption as proposed or as modified by the city council after providing an opportunity for public comment.

Finding: *The City Council considered the findings in this report and after the opportunity for public comment at the hearing on August 1, 2022 and meets the requirement.*

D. Special Requirements for Public Improvement Contracts.

1. Notification of the public hearing for exemption of a public improvement contract, or class of public improvement contracts, shall be published in a trade newspaper of general statewide circulation at least 14 days prior to the hearing.

Conclusion

Based on the above Findings of Fact and in consideration of the long-term, ongoing relationship, the Council authorizes the City to enter into the agreement with the Chamber to operate the Visitor Information Center. This agreement has been reached through direct negotiations with the Chamber. The process is exempt from the normal public contracting process. This exemption applies only to this particular agreement.

3.25.070E. Finding: There has been no solicitation for tourism promotion services in accordance with MMC

E. Commencement of Solicitation Prior to Approval. A solicitation may be issued prior to the approval of a special exemption under this section; provided, that the closing of the solicitation may not be earlier than five days after the date of the hearing at which the city council approves the exemption. If the city council fails to approve a requested exemption, or requires the use of a solicitation procedure other than the procedures described in the issued solicitation documents, the issued solicitation may either be modified by addendum, or cancelled. [Ord. 2618, 3-7-05. Code 2001 § 34.07.]

Finding: The Chehallem Valley Chamber of Commerce agreement is not a public improvement and does not apply.

2. The notice shall state that the public hearing is for the purpose of taking comments on the city's draft findings for an exemption from the standard solicitation method. At the time of the notice, copies of the draft findings shall be made available to the public.

Finding: The Chehallem Valley Chamber of Commerce agreement is not a public improvement and does not apply.

OUTLINE FOR PUBLIC HEARING

Newberg City Council

▶ ADMINISTRATIVE HEARING ◀

1. CALL TO ORDER

OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY PROCEDURE, AND TIME ALLOTMENTS

2. DECLARATION OF CONFLICTS OF INTEREST OR ABSTENTIONS

3. STAFF REPORTS

4. PUBLIC TESTIMONY

A. Mayor Announces Time Limits

B. Citizen Testimony

1. Invites citizen to the table to speak into the microphone.
2. Inform citizen to state name at beginning of testimony.
3. Remind citizen to briefly state input.
4. Order of Citizens' Testimony.
 1. Proponent
 2. Opponent
 3. Undecided

C. Close of Public Testimony

5. RECOMMENDATIONS FROM STAFF

6. COUNCIL DELIBERATION

7. DECISION

A. Resolution – Action usually requires passage of resolution

B. Vote – Voice vote is permitted

C. Majority of the Quorum is required for passage

D. Combination – Can be combined with other council action

Newberg CM report

Monthly Events for July 2022



Well met!

Before I delve into the events of the month, I would like to take a moment to highlight the summer all staff Bar B Q and recognize this year's award winners.

It was a smashing event despite the blistering heat, and we were able to recognize the long service staff and the 2022 honor roll. This year's staff memento was a very useful beach towel, here is an example of this fine towel emblazoned with our STRIVE values.

While we celebrated all staff who have given long service there were two folks at the Bar B Q who have given a significant part of their lives to the residents of this city.

Chief Kosmicki – 25 years!



... and Dan Wilson
water plant
Superintendent 40
years of service!



Mary Heberling-Creighton our Rookie of the year.



Captain Ferguson Visionary award.



... and for overall lifetime achievement in the Service of this city
Barb Davis, George Layman recipient for this year.



Now over to recent Public Safety events.

New dispatcher Jolene Pinnak had her first day on 6/27/22.

Our new lateral officer Todd Steele from Yamhill County Sheriff's office had his first day on 07/05/22.

New lateral officer Evan Dunham from West Linn will start 08/16/22

The department participated in "Public Works Day" and brought the command van and patrol cars. K9 officer Pilon and his partner K9 Tango along with retired K9 Arko were present.

Also officers picked up a goat that was wondering around town. He stayed at the department until his owners were able to come get him.

Critically Body Worn Camera went live 07/05/22.



The Goat was released without charges, but K-9 Officer TANGO said in an official statement

“I will be keeping an eye on this suspect”.

K-9 Officer Tango
with his humans.



Now over to Public Works events.
While I discussed public works day already, I wanted to share a few more pictures of that great day.



The PW Safety Committee is starting an AED Replacement Program. Many of the AEDs in our facilities are old and coming upon their suggested retirement date. The program will replace 2 AEDs per year until they are all up to date.

The first two AEDs will be going to City Hall and the Library, which have some of the oldest models.



Public Works has been continuing to work with NDPD to host future training on active shooter/shelter in place and. As part of this we are creating shelter in place and “go bags” for each building. NDPD has been consulting on grab and go bag inventory suggestions and lessons learned.

A new system to rapidly lock the doors of city hall was developed at the end of July serving as an element of this preparedness.

We reconnected with the Yamhill County Emergency Management team to reestablish in person connections, plan for county training over the next year, and share goals/resources.

Here are some recent water maintenance missions completed:

- Maintenance Fire Hydrants - 8
- Exercised water distribution valves - 8
- Service connections - 85
- Service disconnections - 36
- Leak Checks conducted - 21
- Water Meter Radios (MXU's) Replaced - 14
- Water meter maintenance - 28
- Water meters replaced - 2
- New water meters installed - 6



**Late night water leak
repair Meridian and
2nd St.**

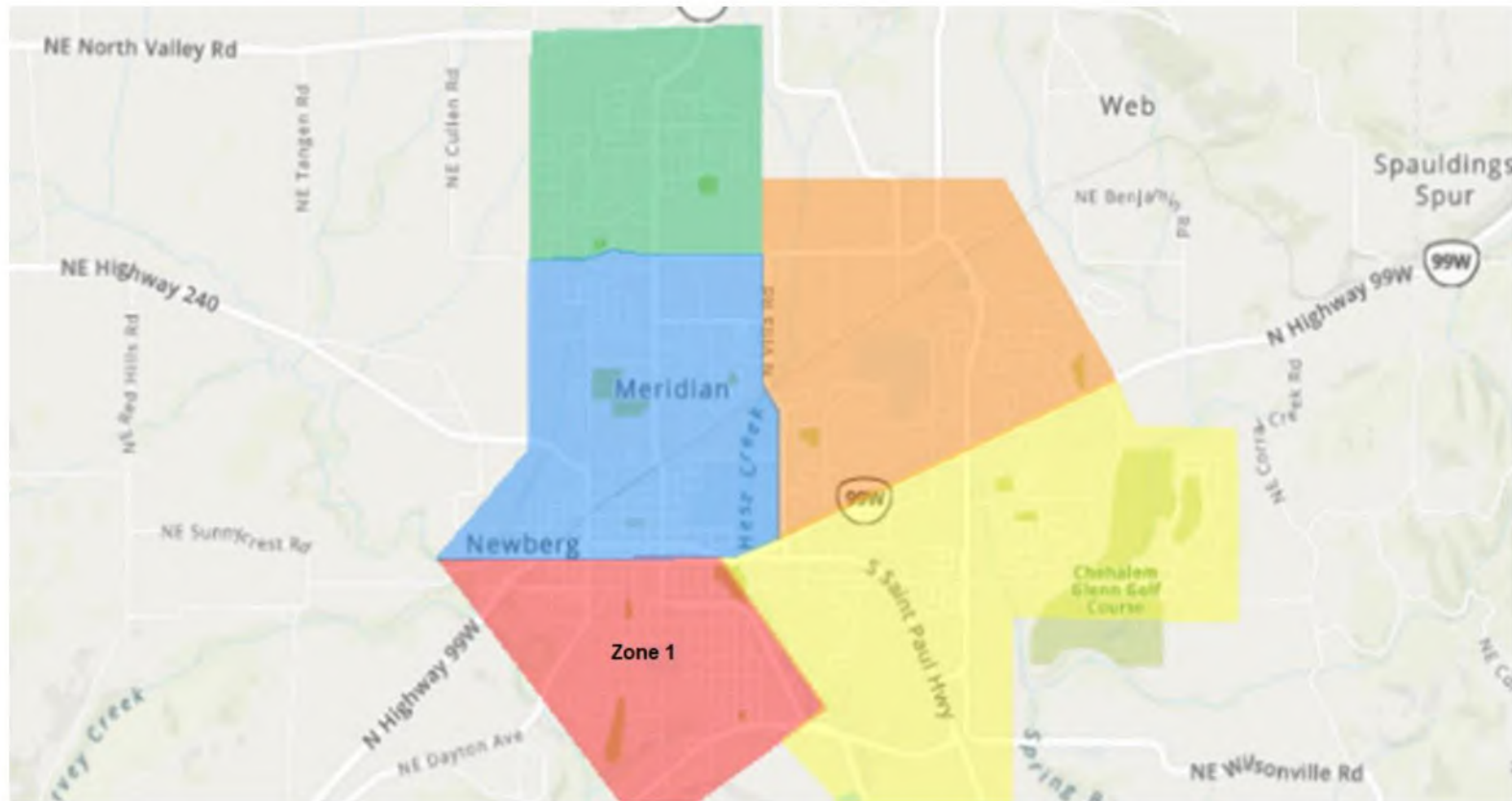


**Crews
conducting large
meter testing**



For streets maintenance:

- Street sweeping debris collected – 33 Cubic yards.
- Tree trimming was completed for the whole of Zone 1!



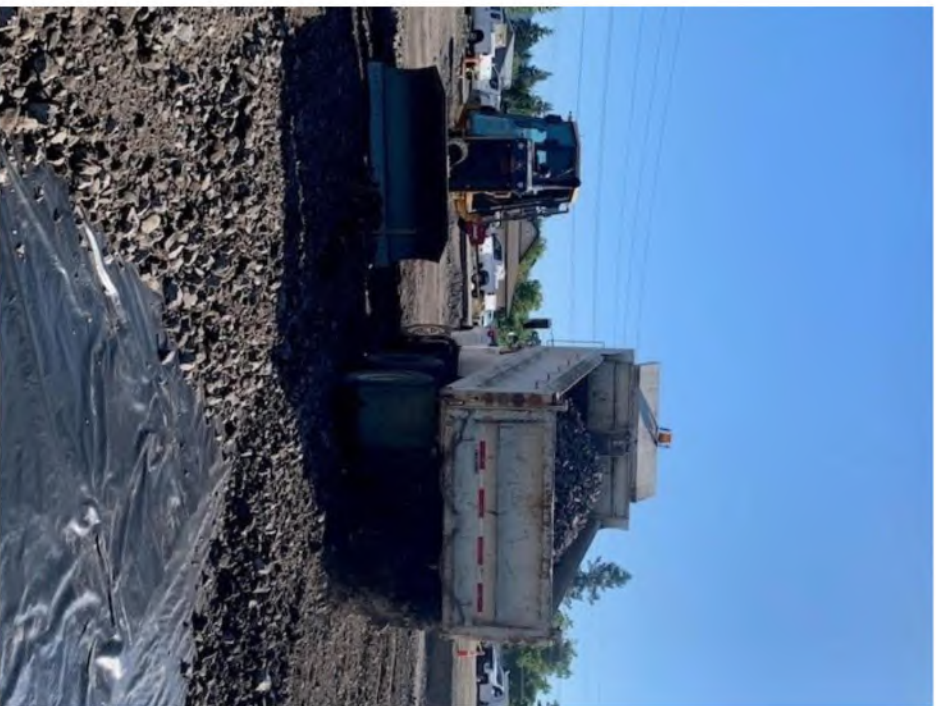
**Mowing and Weed whacking
around town**



Recent wastewater maintenance included:

- Sewer line cleaned – 1055 feet
- Sewer Manholes inspected 11
- FOG (Fats, Oils, & Grease) inspections – 3
- Grease traps cleaned – 23

You have heard about the Public Works Fuel station designed to save money and increase emergency resilience. Here are some images of the preparations for the new fuel station:



Lastly geological testing was done during the month on the area of the new ground water treatment plant and the area for the potential surface water intake.



Now over to Library Land.

Summer is hopping at the library, just the way it should be! We've kept busy with programming from Paradise of Samoa Polynesian Dance, The Reptile Man, and music for families from the Mo Phillips Trio.

Staff are working with the Newberg School District Migrant Summer School to register youth for the Summer Reading Program with a free book. Other programming offered in July included the historical World War II program on spy and Claire Phillips, LEGO Builders, storytimes, and book clubs for all ages.

As you know Library programs are designed to educate, as well as entertain, drawing families into the library and the Summer Reading Program. The objective is to keep up the reading habit so youth can return to school strong in the fall..



The library mascot for this summer, Dragon, has visited 14 downtown Newberg businesses so far this summer, with just 4 left to go in August. This annual seek-and-find program is in its 16th year, and a favorite with both families and downtown businesses.

Every year we hear how families have discovered new-to-them places in town and purchased items during their quest. So far there are about 1,700 entries to win Dragon at the end of the summer!

This month the library housed two large displays: The Fair Housing Council of Oregon's display included a seven-panel display on the history of housing discrimination in Oregon.

In July the library also hosted Oregon's Dino Story, presented by the Museum of Natural and Cultural History, at the University of Oregon. This family-friendly hands-on display was up the entire month and included information in English and Spanish.

The library is excited to see more of a return to normalcy, and to see that reflected in growing circulations and program numbers.



Recent displays for adults and kids.

In Human Resources July was a particularly busy month with HR and Finance implementing the results of the recently finished class and compensation study and COLAs associated with approved CBAs and the new budget.

Every single employee received a new wage notice. For the first time the city is paying for 100% of benefits across all tiers for AFSCME and non-represented employees. Police receive a VEBA contribution equal to their employee portion of benefits, thereby also covering 100% of costs.

With benefit levels beginning at a regular 30 hours per week, this is hoped that this will be a retention and hiring incentive in this very difficult recruitment climate.

HR attended the annual CIS Benefits meeting in Salem to learn about enhancements and changes to benefits envisioned for 2023 and then provided an update to employees, as well as completing the necessary request for coverage and open-enrollment planning for 2023.

The city also rolled out an easier performance coaching method for employees, tied to the city's STRIVE values. The reports have been streamlined to work around each department's busiest seasons.

With full union agreement, all step increases have been consolidated to become effective on January 1 each year giving each employee a welcome mid-year increase, as well as simplifying work for the Finance team and HR who no longer have to track individual anniversary dates.

Now on to Community Development: A Design Review and Adjustment has been submitted for the Newberg Public Schools Support Advocacy for Independence in Life (SAIL) project on E Meridian Street.

Design Reviews are being processed for the Voda Clinic on N Main Street and an accessory dwelling unit on E Quail Drive. Design reviews were issued for an ADU on E Dartmouth Street, the Newberg Dodge - Fluid Storage Building, and the Wozniak Pole Barn.

A partition decision was issued for 613 W First Street. Staff has been meeting with Veritas on a design review application for a new portable classroom building.

The Planning Commission did not have a quorum on July 14th and the four public hearings are rescheduled to August 11, 2022.

City Council approved the right-of-way vacations related to NAPS Thritway and held a hearing on the annexation at 700 NE Camellia Drive.

The Workforce Housing Consortium meet to review the project vision and develop goals for the workforce housing project lead by SEDCOR with \$3,000,000 of funding through the State.

The Housing Production Strategy Citizens Advisory Committee held their third meeting and the Affordable Housing Commission met to develop the Notice of Funding Availability for FY 22/23 and documents related to the Construction Excise Tax.

Newberg Urban Area Management Commission met to review changes to the Newberg Urban Area Growth Management Agreement and related bylaws.

The first report on the Certified Local Government Grant was submitted.

Lastly a pre-application meeting was held for the outdoor dining area for Old Town Bar & Grill.

Over to IT.

In July the IT Department met with several departments to assist them in creating the initial SharePoint content for their departmental intranet sites. We also took delivery of our ARPA funded desktop virtualization servers, and installed them to begin testing and configuration.

This involved decommissioning and recycling old hardware to make physical space for the new servers, and running new high speed networking to the installation locations.

IT also performed migrations for over 70 more virtual servers from our old hosting environment to our new one.

In addition, we performed an upgrade of the police computer aiding dispatch software to bring them to the same level and version as their test environment.

Last but not least Community Engagement:

Community Engagement has been assisting departments with updating their printed materials, such as new brochures for each division of public works, a map of our emergency water filtration units, and the "How to testify" instructions for giving a public comment.

CE also campaigned to inform the community about our FREE water efficiency kits for Newberg Residents or Newberg municipal services customers.

Work in DEI is centered around preparation for another round of Spanish computer classes at the Library and promoting the 32 year anniversary of ADA and the City's ADA transition plan.

There follows some images from recent community engagement work.



How to Testify

A Guide to Speaking Before City Council



1

SIGN UP

Fill out the **PUBLIC COMMENT FORM** for **EACH SUBJECT**, available at meeting room entrance. Hand it to City Recorder prior to start of agenda item.



2

MAYOR CALLS YOU

When the Mayor calls your name, **PROCEED TO SPEAKER TABLE**, turn on microphone so the red light appears.



3

SPEAK CLEARLY

Begin, **STATE YOUR NAME**, then **EXPRESS YOUR VIEW**, ask questions, or suggestions in a courteous and considerate manner.

Comment limited to **5 MINUTES**. A time extension or share time with others is at the discretion of the Mayor.



What We Do:

The Engineering Services Division is responsible for planning and improving the City infrastructure through master planning, project management, design and construction, information gathering analysis and storage, and the inspection and regulation of private development.



Services facilitated by Engineering:

- Systems Development Charges
- Willamette TMDL Implementation Plan
- Inflow and Infiltration Program
- Geographic Information System (GIS)
- Public Infrastructure Master Plans
- Erosion & Sedimentation Control
- Stormwater Management
- Engineering Permits



Contact Us:

Kaaren Hofmann
City Engineer
PO Box 970
Newberg, OR 97132
Ph# 503-537-1273
engineering@newbergoregon.gov

To report an issue in Newberg, download the **SeeClickFix app** - available on Android and Apple devices.

For more information, scan the QR code or use the link below:

www.newbergoregon.gov/engineering



Public Works

Pride in Service - Integrity in Action

Engineering

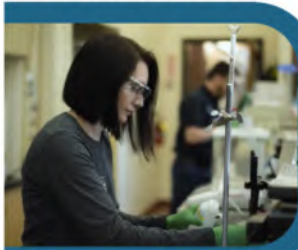




ADA32 ★ 1990 - 2022 ★
Americans with Disabilities Act
Celebrate the ADA! July 26, 2022

The City of Newberg provides clean, reliable water to you!

The City of Newberg is committed to providing safe and reliable drinking water. In Oregon, water providers are required to meet the Environmental Protection Agency (EPA) and the Oregon Health Authority water quality regulations which include constant testing and disinfection from the source through the treatment plant up to the reservoirs and to your tap.



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How does the Water Treatment Plant work?

- » Water is pumped out of the aquifer at the well field and transported by two pipelines under and over the Willamette River.
- » The water merges into one line at the Water Treatment plant where chlorine is added for disinfection and to oxidize naturally present iron.
- » The water travels through Settling Basins where polymer is introduced as a filtering aid before it passes through the filtration system.
- » Next hydroxide is added to adjust PH levels and for corrosion control.
- » The finished water enters the clear well where it waits to be distributed to three Reservoirs.

The "raw" water drawn from underground is naturally filtered. It is delivered to the Water Treatment facility for further treatment through secure pipelines. The wells at the aquifer provide Newberg with 100% of its water.



90.77 MILLION GALLONS

of water was produced with zero water quality deficiencies or violations in 2021

2.68 MILLION GALLONS

the City produced on average per day (MGD) in 2021

46 MILLION GALLONS

of nonpotable water were supplied to the Chehalem Park & Recreation District owned Chehalem Glenn Golf Course for irrigation. This helps conserve Newberg's source of drinking water.

5.4 MILLION GALLONS

was the city's peak production day in 2021

These statistics come from the City of Newberg's 2021 Water Quality Report, which can be found using the link below: www.newbergoregon.gov/operations

Other Services the Operations Division Provides:

Newgrow Compost

This product is fully cured to meet EPA "CLASS A" standards for use without restrictions. Newgrow exceeds all EPA and DEQ standards.

- \$4.50 per bag or \$14 per cubic yard
- Monday-Friday, from 8:30am to 3:30pm at the Wastewater Treatment Plant, 2600 Wynooski Rd.
- For more information call 503-537-1252 x 1



Solar Power Array

In 2019, the City of Newberg was awarded grant funds to build a 400kw solar farm for the City's Wastewater Treatment Plan.

The energy cost for our wastewater treatment plant is one of the City's highest operational costs. The facility will provide sustainable, green energy to our wastewater system while saving the City and taxpayers money.

Re-Use Program

The Pall Membrane Recycled Water System provides an average of 350,000 gallons per day of treated recycled water (conserving drinking water) with the potential to expand the system up to 2 million gallons per day.

RV Self-Service Dump Station

This station features a small amount of non-potable water for rinsing purposes. Commercial septic haulers are required to be registered and have a permit.

- Open 24/7 for a \$5 fee, 2301 Wynooski Rd
- For more info contact: 503-537-1252 x 0224

So that's it for July events!

As you can see our residents tax dollars have
been hard at work as usual.

Questions?

VISITOR CENTER STATS 2021-2022

The Visitor Center is an important resource for tourists, local businesses, organizations and residents alike. Offering tourist information, pamphlets, maps, phone books, resources, connections, phone numbers, and support, we are a multifaceted welcoming center to all.



**1,000+
VISITORS**

Over the past fiscal year, we have fielded 1,000+ walk-in's to the Visitor Center. Numbers are steadily increasing each month, as we move further out of the COVID pandemic.

20+



RELOCATION PACKETS

We have provided relocation information or tourism pamphlets to over 20 different locations nationally, and internationally.

**REQUESTS & VISITS
FROM ALL OVER:**

Barcelona, Spain
Australia
Toronto, Ontario
California
Joplin, Missouri
Texas
Bronx, NY
Vancouver, BC
Phoenix, AZ
Grand Junction, CO
Portland, OR
Ashland, OR
Grants Pass, OR
Eugene, OR
Chicago, IL
North Carolina
Chilton, Wisconsin
North Pole, Alaska
Steamboat Springs, CO

**500+ PHONE CALLS
& EMAILS**

Over the past fiscal year, we have fielded 500+ phone calls to the Visitor Center with requests for information about Newberg and the surrounding areas.



5+ Requests for an ADA accessible bathroom in order to go shopping downtown.

1

WEDDING

**5 PHOTOGRAPHY
CLASSES**



Cases of KN95 masks, and gloves, given to local businesses.

**CONFERENCE
ROOM USE**

The conference room has been used by George Fox University, the Rotary Clubs, and a multitude of local businesses.

**100+ VISITORS FOR
ARTWALK**

Hosting 6 artists since December 2021, the Visitor Center has seen over 100+ visitors attend First Friday Art Walk. The artists receive 100% of the profits of any art sold, the Visitor Center does not take a commission.

UNLIMITED

Cups of coffee and water bottles have been given to Visitor Center walk-in's.



**250+ VISITORS FOR
LOCAL EVENTS**

Including the Truffle Festival, Oregon Symphony, Chehalem Valley Vaudeville, Lavender Festival, Camelia Festival, St. Paul Rodeo, Street of Dreams, and the Old Fashioned Festival.

**INFORMATION
SOURCE**



Of the walk-in's to the Visitor Center:

23% - Ask about wineries

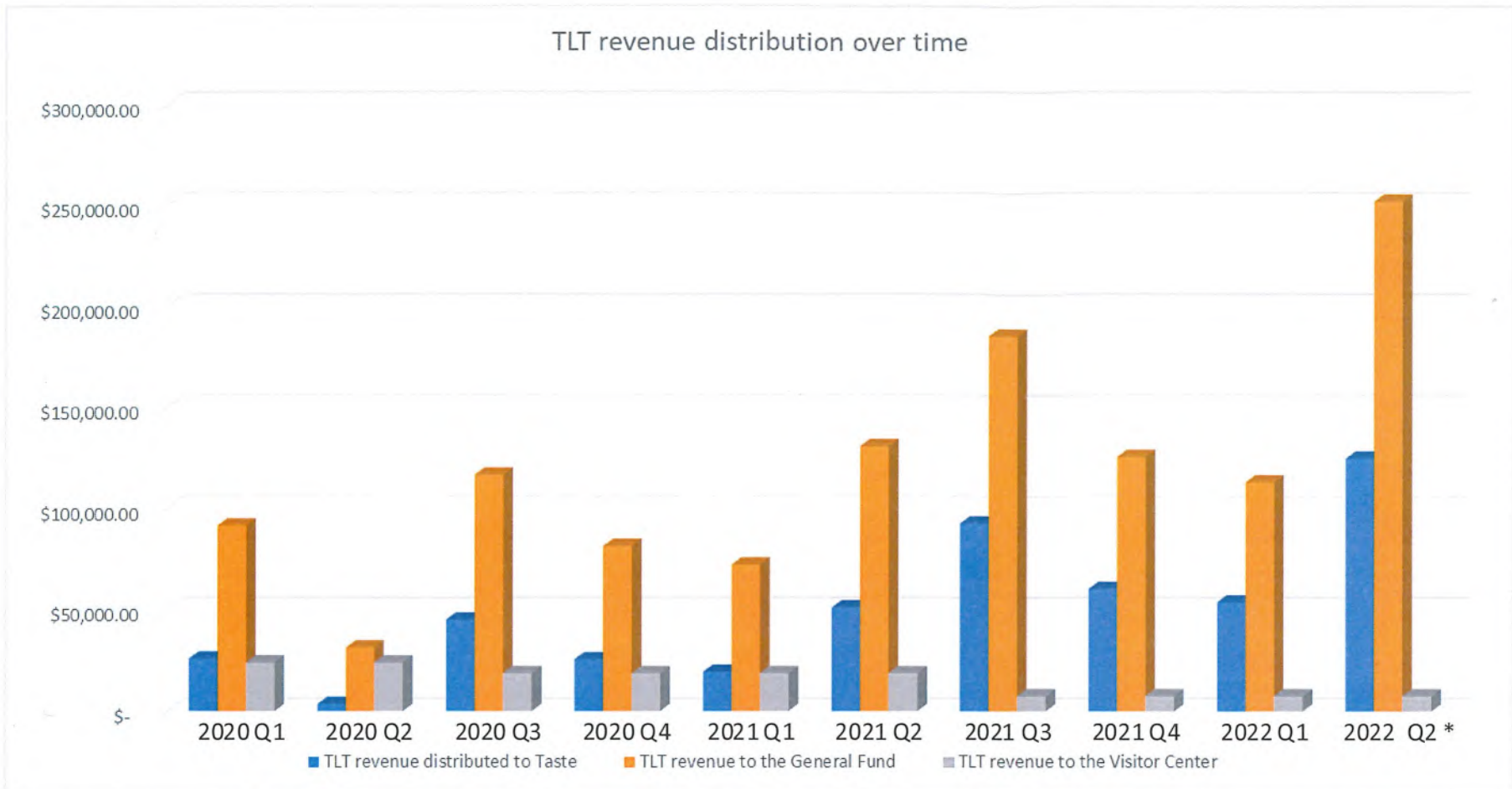
31% - Ask for maps & tourist pamphlets

44% - Ask for general information

2% - Ask about trails & state parks

**SENIOR
SUPPORT**

The Visitor Center is an important resource for local seniors, providing paper maps, phone books, directories, and contacts to local organizations who can help seniors with Medicare, taxes, grants, disability information, dementia support, lodging and transportation.



The graph above shows visually the distribution of TLT revenue over time through the last two years.

Takeaways:

As TLT revenue goes up (as it is doing nicely) the portion received by the visitor center falls by ratio with the other percentage based shares.

A \$15,000 increase to the visitor center is a drop in the bucket compared to the increasing revenue being received by Taste Newberg and will have little impact on their revenue stream.

Lastly the visitor center is an important although not the primary part of the tourism mix. Not everyone are digital natives yet and a physical visitor center helps both older generations and the poor who may be on the wrong side of the digital divide.

August 1, 2022 Council Meeting City Manager handout

2022 NEWBERG CITY COUNCIL MEETING INFORMATION

Meeting Date: 8/1/22

Start: 6:00 p.m. Stop: 8:43 p.m. NURA Start: 6:13 p.m. Stop: 6:47 p.m.

Councilors	Roll Call	Consent Res 3904 Res 3858	Res 3843 Visitor Center Contract	NURA Chair for 2022 Mildenerger	NURA Vice Chair for 2022 McBride		
MCBRIDE	Absent	Absent	Absent	Absent	Absent		
MILDENBERGER	X	Yes	Yes	Yes	Yes		
YARNELL HOLLAMON	X	Yes	No	Yes	Yes		
KILBURG	X	Yes	Yes	Yes	Yes		
Mayor ROGERS	X	Yes	Yes	Yes	Yes		
BACON	X	Yes	Yes	Yes	Yes		
FINDLEY	X	Yes	Yes	Yes	Yes		
ROLL CALL VOTES		Yes: 6 No: 0 Absent: 1	Yes: 6 No: 1 Absent: 1	Yes: 6 No: 0 Absent: 1	Yes: 6 No: 0 Absent: 1		
MOTION (1 st /2 nd):		Findley/ Yarnell Hollamon	Kilburg/Bacon	???	Yarnell Hollamon/Kilburg		
Department/ Staff:		CR CDD	CM				
Changes:							
Tabled:							

City Recorder

[] Scheduling on Forward Looking Calendar

[2.75 hours] Workmen's Compensation hours