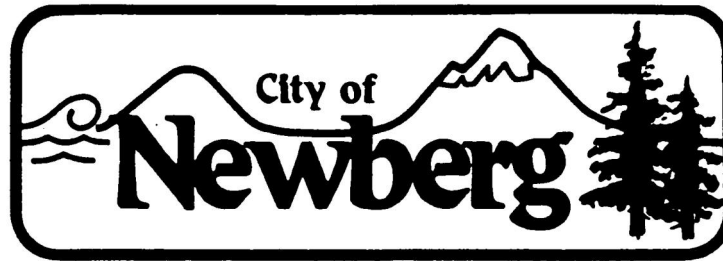


City Attorney
(503) 537-1206

City Manager
(503) 538-9421



414 East First Street
PO Box 970
Newberg, Oregon 97132

**CITY OF NEWBERG
CITY COUNCIL WORK SESSION
AUGUST 6, 2001**

6:00 P.M.

NEWBERG PUBLIC SAFETY BUILDING

THE CITY COUNCIL THE CITY OF NEWBERG WILL HOLD A WORK SESSION TO REVIEW THE AUGUST 6, 2001 COUNCIL AGENDA ITEMS. NO ACTION WILL BE TAKEN ON THE AGENDA ITEMS.

THE WORK SESSIONS WILL BE FOLLOWED BY THE CITY COUNCIL MEETING TO BE HELD IN THE NEWBERG PUBLIC SAFETY BUILDING BEGINNING AT 7:00 P.M.

DATED THIS 26TH DAY OF JULY, 2001.

DUANE R. COLE
CITY MANAGER

ACCOMMODATION OF PHYSICAL IMPAIRMENTS:

In order to accommodate persons with physical impairments, please notify the City Manager's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact Rebecca Green at (503) 538-9421.

CC\WSNOTE806.WPD

● CITY ATTORNEY'S OFFICE: e-mail: nlegal@ci.newberg.or.us Fax: 537-5013 ●
Building: 537-1240 ● Community Development: 537-1240 ● Finance: 537-1201 ● Fire: 537-1230
Library: 538-7323 ● Municipal Court: 537-1203 ● Police: 538-8321 ● Public Works: 537-1233 ● Utilities: 537-1205
Municipal Court Fax: 538-5393 ● Community Development Fax: 537-1272 ● Library Fax: 538-9720

"Working Together For A Better Community-Serious About Service"

Council accepts comments on agenda items during the meeting. Please fill out a form and identify the item you wish to speak on and hand this to the Recording Secretary prior to the meeting, if possible. Otherwise, please fill out the form prior to the agenda item you wish to speak on and turn it in to the Recording Secretary. (The exception is formal land use hearings which require a specific public hearing process. The agenda items will be identified at the meeting.)

**CITY OF NEWBERG
COUNCIL AGENDA
AUGUST 6, 2001
7:00 P.M. MEETING
PUBLIC SAFETY BUILDING - TRAINING ROOM**

I. CALL MEETING TO ORDER*

II. ROLL CALL

III. *PLEDGE OF ALLEGIANCE*

PUBLIC MEETING SECTION

IV. PUBLIC COMMENTS

(30 minutes maximum which may be extended at the Mayor's or President's discretion; an opportunity to speak for 3 minutes but not more than 5 minutes per speaker allowed)

V. PUBLIC HEARING

1. Continued Public Hearing on **Resolution No. 2001-2309** approving Newberg Garbage Service rates including commingled recycling and yard debris and establishing an implementation date.

BUSINESS MEETING SECTION

VI. CONTINUED BUSINESS

VII. NEW BUSINESS

1. **Resolution No. 2001-2310** adopting a new Library Card Fee Schedule for rural Newberg and Dundee residents, effective October 15, 2001.
2. Update on Library Task Force Study - to form a Library District; and Review out of City fee.

VIII. CONSENT CALENDAR

IX. EXECUTIVE SESSION

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

X. ADJOURNMENT

INDEX OF RESOLUTIONS AND ORDINANCES:

RESOLUTIONS:

1. **Resolution No. 2001-2309** approving Newberg Garbage Service rates including commingled recycling and yard debris and establishing an implementation date.
2. **Resolution No. 2001-2310** adopting a new Library Card Fee Schedule for rural Newberg and Dundee residents, effective October 15, 2001.

ORDINANCES:

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Manager's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact Rebecca Green at (503) 538-9421.

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REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 6, 2001	
Ordinance ___ Resolution <u>XX</u> No. No. 2001-2309	Motion ___ Information ___
Date Submitted: July 17, 2001 SUBJECT: RESOLUTION NO. 2001-2309 APPROVING NEWBERG GARBAGE SERVICE RATES INCLUDING COMMINGLED RECYCLING AND YARD DEBRIS AND ESTABLISHING AN IMPLEMENTATION DATE	Contact Person (Preparer) for this Resolution: Duane Cole, Admin. Dept.: Admin. File No.: G:\Common\FR\NGS\rca07172001.wpd

RECOMMENDATION OPTIONS: Approve Resolution No. 2001-2309 approving Newberg Garbage Service rates including commingled recycling and yard debris and establishing an implementation date.

BACKGROUND:

1. At the June 4, 2001 City Council meeting the Council authorized the staff to work with Newberg Garbage Service (N.G.S.) to prepare a revised rate schedule to include commingled recycling and yard debris in the rate base.
2. The revised rates were presented to the City Council on July 2, 2001 with implementation scheduled after January 1, 2002 (exact date to be determined later). During discussions it was determined that the implementation date should be April 1, 2002 or as soon thereafter as the service can be provided to residents, but not later than July 1, 2002.
3. Newberg has consistently met the State requirements and local goal for recycling. Our community is committed to a clean environment and the households do a great job recycling. A historical perspective of our commitment is as follows:

Year =	1992	1993	1994	1995	1996	1997	1998	1999
State Goal	---	---	---	---	---	30%	30%	30%
Actual	19%	22%	25%	30%	35%	25%*	31%	36%

*Recovery rates from 1997 on include any 2% credits earned by the wasteshed for waste prevention, reuse, or home composting programs.

Each time the city has gotten close to not meeting the County goal, the city through Newberg Garbage Service has added an additional program. These programs have increased recycling in the

community and the County has continued to meet the goals. These programs include the following:

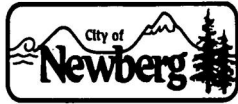
- a. Provide source separated recyclable materials at each permitted disposal site;
- b. Provide at least monthly curbside collection of recyclables;
- c. Provide public education and promotion program
 - 1. Provide initial notice to all commercial and residential customers of their opportunity to recycle;
 - 2. All existing customers with semi-annual notice of opportunity to recycle;
 - 3. Distribute written information describing how, what, and why to recycle;
 - 4. Post signs at non-attended disposal sites;
 - 5. Have a procedure for citizen involvement in education and promotion program;
 - 6. Provide educational and promotional materials to local media and other groups;
 - 7. Have an identified official contact person for education and promotion.
- d. Residential recycling container
- e. Weekly same day as garbage residential curbside collection.
- f. Expanded Education and promotion
 - 1. Inform all solid waste generators how to prevent waste, reuse, recycle and compost material;
 - 2. Inform all solid waste generators of benefits of preventing waste, reusing, recycling and composting materials;
 - 3. Promote the use of available recycling services;
 - 4. Provide education and promotional materials including reasons and economic benefits.
 - 5. Information to all new residential and commercial collection customers;
 - 6. Provide information to all existing four times a calendar year;
 - 7. At least one community or media event yearly to promote waste prevention, reuse, recycling and composting;
 - 8. Use of a variety of materials to promote recycling
- g. Residential yard debris collection and composting - establish and implement
 - 1. Promotion of home yard composting
 - 2. A system of residential yard debris collection depots, at least one for every 25,000 population and open to the public at least once each week.

The list of items Newberg is currently providing continues with similar activities focused on commercial solid waste generators. The City also provide a leaf collection program during the Fall that is included in the material counted toward meeting the recycling goal. This program would continue under any of the activities proposed by the Newberg Garbage Service.

The key point is that the City is nearing the end of the list of items that will increase recycling without taking the next step to remove solid waste from the waste stream. The largest 'bang for the buck' as a next step that the City could implement is yard waste recycling.

- 4 The City is required by the State Department of Environmental Quality to meet certain recycling goals each year. These goals apply to the whole County and increase over the years as follows:

Year =	2000	2001	2005	2009
State Goal	30%; Unofficial 37% recovered.	30%	37%	45%



RESOLUTION No. 2001-2309

A RESOLUTION APPROVING NEWBERG GARBAGE SERVICE RATES INCLUDING COMMINGLED RECYCLING AND YARD DEBRIS AND ESTABLISHING AN IMPLEMENTATION DATE

RECITALS:

1. The City Council approved a rate increase for the Newberg Garbage Service on January 19, 1999.
2. In order to comply with the Department of Environmental Quality recycling goals for Yamhill County, and to further the concept of a sustainable environment, the City Council discussed the establishment of a commingled recycling program and yard debris recycling program in Newberg.
3. The Council discussed these programs in meetings open to the public on June 4th, July 2nd and held a public hearing on August 6th, 2001.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Newberg, as follows:

Section 1. Effective April 1, 2002, or at such time the commingled recycling program and yard waste recycling program are implemented by Newberg Garbage Service and not later than July 1, 2002, garbage rates for City of Newberg customers shall increase as depicted on Appendix "A".

Section 2. The rates are detailed in Appendix A, attached and made a part of this resolution.

ADOPTED by the City Council of the City of Newberg, Oregon this 6th day of August, 2001.

Duane R. Cole, City Recorder

ATTEST by the Mayor this _____ day of August, 2001.

Charles Cox, Mayor



Newberg Garbage Service, Inc.

P.O. Box 1000
Newberg, OR 97132
(503) 538-1388



Hand Deliver

MEMO

From: Mike McCullough

July 17, 2001

To: Duane Cole, Newberg City Manager

Re: Rate schedules

Attached are the rate schedules we just discussed on the phone. Appendix B at the July 2, 2001 City Council meeting has been changed to Appendix A and a clean copy of the three rate sheets are enclosed.

Call if you have any questions or need additional information.

Mike McCullough
Mike McCullough

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Appendix A

Solid Waste & Recycling

Proposed Rate Schedules

Rates Adjusted for Residential Curbside Commingled Recycling and Yard Debris

NEWBERG GARBAGE SERVICE, INC.	Current	Commingled Recycling	Proposed
City of Newberg Proposed Rates - April 1, 2002	Rates	and Yard Debris	Rates
	Jan 1, 1999	\$2.62	
Residential Rates - Monthly			
One Minican Weekly (20 Gal) Curbside	\$12.89	\$2.62	\$15.51
One Can Weekly (32 Gal) Curbside	\$14.10	\$2.62	\$16.72
Each Additional Can	\$9.85		\$9.85
One Can Weekly (Non-Curbside)	\$15.76	\$2.62	\$18.38
Each Additional Can	\$11.39		\$11.39
One Can Monthly (Curbside)	\$9.62	\$2.62	\$12.24
65 Gallon Cart Weekly (Curbside)	\$17.95	\$2.62	\$20.57
95 Gallon Cart Weekly (Curbside)	\$19.98	\$2.62	\$22.60
Recycling-Only Service	\$3.60	\$2.62	\$6.22
Multiple Residential Units and Mobile Parks			
(Single Billing) Monthly			
One Minican Weekly (20 Gal) Curbside	\$11.34	\$2.62	\$13.96
One Can Weekly (32 Gal) Curbside	\$12.61	\$2.62	\$15.23
Each Additional Can	\$8.63		\$8.63
One Can Weekly (Non-Curbside)	\$14.10	\$2.62	\$16.72
Each Additional Can	\$10.01		\$10.01
One can weekly (Enclosed Cans)	\$14.55	\$2.62	\$17.17
Each Additional Can	\$10.01		\$10.01
One Can Monthly (Curbside)	\$9.62	\$2.62	\$12.24
Recycling - Only Service	\$3.60	\$2.62	\$6.22
Call Rates (In Route)			
Regular customer - additional can curbside	\$2.49		\$2.49
Regular customer - additional can non-curbside	\$3.04		\$3.04
Cash customer - per can (will call) on route	\$6.14		\$6.14
Bill customer - per can (will call) on route	\$6.69		\$6.69
Call Rates (Outside Route)			
Call-back charge	\$5.92		\$5.92
Appliances	New Rate-Hourly plus NTRC disposal		
One packer truck - One man (Hourly Rate)	\$66.37		\$66.37
One packer truck - Two men (Hourly Rate)	\$82.97		\$82.97
Additional Rate Information			
Weekly Walk-in rate:one cent per foot after the first fifty feet.			
Extra - 32 gal can equivalent - curbside	\$2.54		\$2.54
Extra - 32 gal can equivalent - non-curbside	\$3.10		\$3.10
Overweight charge (taking 2 men to lift weight safely)	\$2.21		\$2.21
Oversized can charge (taking 2 men to lift bulk)	\$2.21		\$2.21
Restart - Service stopped for Nonpayment	\$10.00	n/a	\$10.00
NSF Check Charge	\$10.00	n/a	\$10.00

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NEWBERG GARBAGE SERVICE, INC. City of Newberg Proposed Rates - April 1, 2002	Current Rates Jan 1, 1999	Commingled Recycling and Yard Debris \$2.62	Proposed Rates
Commercial Container - Weekly Service			
1 Yard	\$68.75		\$68.75
1-1/2 Yard	\$93.40		\$93.40
2 Yard	\$119.16		\$119.16
3 Yard	\$169.80		\$169.80
4 Yard	\$222.99		\$222.99
5 Yard	\$273.34		\$273.34
6 Yard	\$354.35		\$354.35
Commercial Container - Each Additional Weekly Stop			
1 Yard	\$52.01		\$52.01
1-1/2 Yard	\$82.06		\$82.06
2 Yard	\$106.38		\$106.38
3 Yard	\$150.31		\$150.31
4 Yard	\$190.48		\$190.48
5 Yard	\$228.39		\$228.39
6 Yard	\$270.80		\$270.80
Commercial Container - Short Term Service (Includes delivery, pickup, one week rental, and first stop)			
1-1/2 Yard	\$31.91		\$31.91
2 Yard	\$39.48		\$39.48
3 Yard	\$52.80		\$52.80
4 Yard	\$65.82		\$65.82
Commercial Container - Short Term Service - Each Additional Weekly Stop			
1-1/2 Yard	\$22.33		\$22.33
2 Yard	\$30.11		\$30.11
3 Yard	\$42.72		\$42.72
4 Yard	\$56.37		\$56.37
Cardboard recycling container only (non solid waste customer) - 40% of published rates			
Dropbox Rates - Loose Rate			
10 Yard	\$164.95		\$164.95
20 Yard	\$272.11		\$272.11
30 Yard	\$401.11		\$401.11
40 Yard	\$523.01		\$523.01
50 Yard	\$653.78		\$653.78
Delivery charge - first box	\$16.59		\$16.59
Dropbox Rates - Compactor Rate			
10 Yard	\$288.86		\$288.86
20 Yard	\$462.18		\$462.18
30 Yard	\$679.12		\$679.12
40 Yard	\$905.49		\$905.49
Additional Rate Information			
One dropbox truck - (one man) hourly rate	\$71.90		\$71.90
One dropbox truck & trailer - (one man) hourly rate	\$88.50		\$88.50
Mileage - per mile over 10 miles round trip	\$1.83		\$1.83
Permanent Dropbox Rental Rates			
Permanent rent - per \$1,000 box value	\$26.88		\$26.88
20 yard dropbox	\$44.75		\$44.75
30 yard dropbox	\$56.19		\$56.19
40 yard dropbox	\$59.90		\$59.90
50 yard dropbox	\$69.64		\$69.64
Screen lid	\$10.75		\$10.75
Metal covered lid	\$13.55		\$13.55
Container enclosure charge for large containers	\$22.12		\$22.12
Demurrage - daily charge	\$4.42		\$4.42

NEWBERG GARBAGE SERVICE, INC.	Current	Commingled Recycling	Proposed
City of Newberg Proposed Rates - April 1, 2002	Rates	and Yard Debris	Rates
	Jan 1, 1999	\$2.62	
Description - Additional Service & Rate Information			
Tires:			
Car tires off rim	New Rate - Plus NTRC Disposal		\$2.54
Car tires on rim	New Rate - Plus NTRC Disposal		\$2.54
Truck tires off rim	New Rate - Plus NTRC Disposal		\$2.54
Truck tires on rim	New Rate - Plus NTRC Disposal		\$2.54
Other Special Rates and Charges			
Special handling charges at landfill are subject to change; anything over 500 lbs per cubic yard is subject to additional charges			
Note: compactor or other dropboxes must not be compacted or loaded to the point where the loaded vehicle will exceed truck weight laws, or to the point where the compactor or other dropbox cannot be dumped by normal dumping methods.			
Fees mean the mileage charge plus costs or penalties that may be incurred due to overweight dropboxes.			
Other Services Subject to Fees and Charges			
Weekend service for dropboxes shall be 1.5 times the regular rate and shall be arranged with the collector prior to service.			
Dropbox charge for compacted material is two times the loose haul rate plus disposal. If the franchisee supplies the dropbox compactor, the lease rental charge is in addition.			
Disposal Cost: All service charges are based on disposal and hauling costs on the effective date of this rate schedule. Further increases in disposal and hauling cost may be passed on by the franchised collectors upon the following basis:			
1. Dropbox Service: Service rates are plus the cost per yard for disposal of loose material.			
2. Container Service: Assuming a 2.5 to one compaction ratio, the monthly charge for disposal equals: (Cost per cubic yard compacted)*(size of container in cubic yards)* (4.33 services per month).			
Tenants are responsible for waste collection fees (unless separate payment arrangements are made by the landlord).			
Definition of Extra			
Bundles, boxes, sacks and other - based on volume, securely tied and limited to 60 lbs; 1.5 X 1.5 X4 feet will be equivalent to a full garbage can:			
Plastic bags securely tied and limited to 30 lbs will be equivalent to a full garbage can. Plastic bags to be used for occasional additional garbage, not as full-time garbage cans.			

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REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 6, 2001	
Ordinance ____ No.	Resolution <u>XX</u> No. 2001-2310
Motion ____ Information ____	
Date Submitted: July 19, 2001 SUBJECT: Adoption of library card fee for rural Newberg and Dundee residents, effective October 15, 2001	Contact Person (Preparer) for this Resolution: Leah Griffith <b style="text-align: center;">Library Director Dept.: <u>Library</u> File No.: _____ <i>(if applicable)</i>

RECOMMENDATION:

That the Council adopt the revision in library card fees for non-residents of the city of Newberg or the Chemeketa Cooperative Regional Library Service district. Adopt **Resolution No. 2001-2310** authorizing new Library Card Fees.

BACKGROUND:

1. At the Library Advisory Board meeting on June 12, 2001, the fees for rural Newberg and Dundee residents were discussed. A history of the fee was presented and Board members reviewed the disparity between the current fee of \$50 and the taxes an average Newberg taxpayer pays for library service which is between \$59 and \$88 for homes ranging in value from \$100,000 to \$150,000. The tax rate that supports the library is approximately \$.59-\$.60 per \$1,000.

2. The history of the fee is as follows:

	1997-98	1998-99	1999-2000	2000-2001*	2001-2002
Library Card Fee	\$30.00	\$40.00	\$40.00	\$50.00	

Taxes paid by

Newberg residents that supports the library

\$100,000 home	\$48.00	\$49.00	\$46.00	\$.60.00	\$59.00
\$135,000 home	\$64.00	\$66.00	\$63.00	\$.80.00	\$79.00
\$150,000 home	\$71.00	\$73.00	\$69.00	\$.89.00	\$88.00

Tax Rate per \$1,000	\$.48	\$.49	\$.46	\$.60	\$.59
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*The library hours were increased to 45.5 hrs per week in 00-01

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3. The Board determined that it was appropriate to increase the non-resident fee to bring it closer to the cost paid by Newberg residents. They determined that a reduced fee for seniors and students was also appropriate. Non-residents who own property within the Newberg city limits would have the fee waived upon presentation of their property tax statement or other official document indicating ownership.

4. The recommended Fee Schedule:

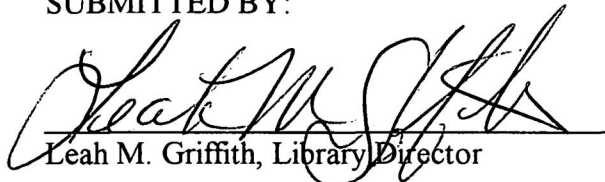
Household	\$79 per year	\$40 for six months.
Senior Household	\$70 per year	\$35 for six months
Student Card	\$20 per year	\$10 for six months (unchanged)

5. The date of implementation is recommended as October 15, 2001. This will allow information on the increased fee to be presented through the schools, time to implement a VISA/Mastercard payment program if feasible, and to be implemented during a time that library management staff is available to respond to questions and concerns.

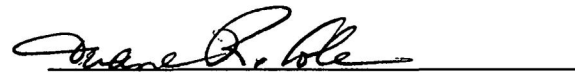
FISCAL IMPACT: The amount generated by the increase in non-resident fees will be about the same. There will be those who will refuse to pay the higher fee that will mitigate the increased revenue by those who do. This may reduce the number of users and checkouts, however, use by city residents went up 8% last year so there may not be much of a reduction in total use.

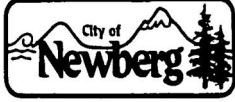
STRATEGIC ASSESSMENT: The non-resident fee increase will affect public perception that library service is not free and that the fee is based upon property tax rates. It also acknowledges the taxes paid by Newberg residents for library service.

SUBMITTED BY:


Leah M. Griffith, Library Director

APPROVED BY:


Duane R. Cole, City Manager



RESOLUTION No. 2001-2310

A RESOLUTION ADOPTING A NEW LIBRARY FEE SCHEDULE.

RECITALS:

1. The Library Board has reviewed the fees for services rendered to those living outside the city of Newberg.
2. The Library Board determined that a change in the fee schedule to increase the fee for a Chehalem Valley non-resident library card was appropriate.
3. The fee adopted was based upon the taxes paid by a Newberg resident owning a \$135,000 home that were used to support the library.
4. The Library Board at its meeting of June 12, 2001 passed a motion to raise the non-resident fees and forward the revised library fee schedule to the City Council with a recommendation that it be approved.
5. The Library Fine/Fee Schedule is modified only in the areas of non-resident fees. All other fees remain the same.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. Council Resolution 2000-2249, adopting the fine/fee schedule is hereby repealed as of October 14, 2001
2. The Library Fine/Fee Schedule, as shown in Exhibit A, is hereby adopted and will be implemented October 15, 2001

ADOPTED by the City Council of the City of Newberg, Oregon, this 6th day of August, 2001.

Duane R. Cole, City Recorder

ATTEST by the Mayor this ____ day of _____, 2001.

Charles Cox, Mayor

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Exhibit A

Newberg Public Library Fine & Fee Schedule

Proposed for October 15, 2001

LATE RETURN FINES

Books	10¢/day per item \$5 maximum
Magazines	
Audio Cassettes	
Adult New Books	25¢/day per item \$5 maximum
Videos	
Pamphlets	
Picture File	
Cameras	
Collection Agency Fee	\$10.00 per incident

DAMAGES/LOSSES

Book or AV Damage	Time & Materials (up to replacement cost)
Removed or Damaged Book Page	\$1 per page
Removed or Damaged Barcode	\$1.00
Lost or Destroyed Items	Price of the item plus \$5 fine for processing (if item is returned within one year, the price of the item is refunded, the fine is not)
Lost Library Card	\$1.00

FEES

Key Ring Library Card	\$1.00
Copies	10¢ each, 5 free to students (to discourage removing pgs)
Computer Printing	10¢ each, no free printouts 5¢ each if using own paper
MicroFilm Reader Prints	25¢ each
Faxes received (library does not send faxes for individuals, faxes received are responses to reference queries)	10¢ each sheet, no charge for cover sheet
Inter Library Loan Fee	\$10 after 10 items per year
<i>Non-resident Fee</i>	<i>\$79 per year-Household \$40 for six months-Household</i> <i>\$70 per year-Senior \$35 for six months-Senior</i> <i>\$20 per year-Student \$10 for six months-Student</i>
CCRLS Rural Fee	\$40 per year-Household

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: August 6, 2001	
Ordinance ___	Resolution ___
Motion ___	Information <u>XX</u> & Discussion
<p style="text-align: center;">Date Submitted: July 19, 2001</p> <p>SUBJECT: Presentation and Discussion on the activity of the Library District Task Force</p>	<p>Contact Person (Preparer) for this Resolution: Leah Griffith Library Director</p> <hr/> <p>Dept.: <u>Library</u></p> <hr/> <p>File No.: _____ <i>(if applicable)</i></p>

RECOMMENDATION:

That the Council receive and discuss the update on the activities of the Library District Task Force

BACKGROUND:

Since February, the Library District Task Force (LDTF) has been meeting monthly. They began their sessions with a review of what services the library provides now as well as background on the demographics of the area, including the number of voters and the assessed valuation.

They reviewed and determined the general outside boundaries of any proposed district which would be similar to the boundaries of the Chehalem Park and Recreation District.

They determined the level of services they would expect from a district. These included having a book/materials budget about double the current level, 6 day a week service (including Sunday, but not Monday) for a total of 48 hours, and programs and services in the Dundee and rural areas through use of school and community facilities. It was decided that the cost to build or operate satellite libraries would be too great and that most residents would prefer to use the larger library. Cooperation with the schools and their libraries however, would be a part of long range planning for the district.

They reviewed the types of library districts possible by law. Library district law is separate from other district law (ORS 357.216 through 357.290) and includes that the formation election, the operating fund election and the election of the initial five board members occur at one election. That election can be held only in even years, May or November. They determined that the only feasible

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districts were special districts, with an elected board and a tax rate.

A special library district could have two configurations. One has been referred to as the donut hole district and the other as a city/rural district.

The donut hole district is like rural fire protection districts. The area surrounding Newberg (rural areas as well as the city of Dundee) would form a district with an elected board. This board would then contract with the city of Newberg which would then provide service to those district residents as well as to city residents.

The city/rural district would be similar to the Chehalem Park & Recreation District. A new district would be formed including the cities of Newberg and Dundee as well as the rural areas surrounding both communities. The district would negotiate with the city of Newberg regarding the library building and contents. When CPRD was formed, the city leased their existing parks for \$1.00 a year to the new district. The library district could contract with the City of Newberg and allow the city to continue operating the library or it could negotiate to take over operations and be totally independent of the city like CPRD.

These two options have a number of pros and cons and have been the subject of considerable debate. Many of the issues are political and affect other services provided by the city, specifically police and fire. This is the key issue that is still being discussed by the LDTF and input from the Council is needed.

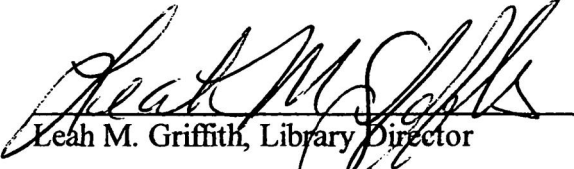
FISCAL IMPACT:

The formation of a donut hole district would require the city to continue to support the library, most likely at an equivalent rate of \$.60 per thousand. While this could be less than what the city is currently funding the library, it would remain an obligation.

The formation of an independent city/rural district would eliminate the \$700,000 in city funds that are currently used for the library and make those funds available to other city services such as police or fire.

To not proceed with district formation would most likely result in funds continuing to be used to support library services, but they may be less than currently received and services would be reduced. The needs of police and fire could result in a levy to support those services.

SUBMITTED BY:


Leah M. Griffith, Library Director

APPROVED BY:


Duane R. Cole, City Manager

City/Rural District Independent District (like CPRD)

A district is formed that includes the entire Chehalem Valley area, Newberg, Dundee and rural areas. The City of Newberg would turn over operations to the District Board, ownership of the building would need to be determined.

Pros

The District would be focused on Library issues only, serve all residents, not be split between the two cities and the rural areas.

Funding

The \$700,000 currently used to fund library services would be available for Police and Fire services. This would free up the current \$.60 per thousand, plus about \$300,000 in other revenue that supports the library. Funding would be consistent from year to year for the district.

Governance

The District Board would only be responding to library issues and could focus on those alone.

Personnel

Current personnel could be retained.

Financial Activities

District would contract with bookkeeper for activities and costs could be less as finances would be less complex than city finances. Would utilize resources of Special Districts Assoc.

Facility

Funds for repairs/additions spread over a larger area. Janitor/fixit/landscaping employee would be available during library hours for other tasks.

Cons

There would be major transition activities to turn over operations to a new government entity.

Funding

City residents would pay an additional \$.60 (still needs to be finalized) per thousand tax rate. Tax receipts would be limited to the growth of the assessed valuation and subject to limitations in the economy or changes by voters. Other funding would be limited to fines, donations, and grants.

Governance

District would have to decide with the City for use/ownership of the building and contents. The newly elected District Board as well as administrative staff would have a learning curve.

Personnel

Personnel would change employers. Health insurance coverage would change for employees. Employees in city retirement program would have to transition to another program. Employees would fall under PERS which would include part-time employees who are not covered under the current city plan.

Financial Activities

Wouldn't have the expertise of finance director.

Facility

Ownership of the building would need to be determined. District would not have expertise of city employees for maintenance activities.

Dundee/Rural Newberg District is formed (like rural fire district)

A district is formed that includes only Dundee and rural areas surrounding the two cities. The City of Newberg would continue to tax its residents for library service as well as contribute franchise and other funds to operations. The city would continue ownership of the building. The District would contract with the city for operations.

Pros

Library remains a city service, very little transition. There is an opportunity to cooperatively work together on services for residents of rural area of Newberg and Dundee.

Cons

There would be a greater need to coordinate service levels between the city and district board regarding funding, services, employees.

Funding

There would be other funds available to the city such as revenue sharing, franchise fees, etc.. City taxpayers would continue to fund through their city taxes and would not see an increase for library service.

Funding

Coordination on how the funds are spent between the district and city would be crucial. District and city would need to agree on the funds the city would contribute. The City or the District could decide to cut, reallocate or not fund its respective share of costs due to other priorities.

Governance

It is clear that those outside Newberg are "buying" library service. There is no change for the city residents, the library still "belongs" to them. A contract defining the relationship is very important. The City and Rural Fire District have years of a cooperative working relationship as an example.

Governance

There could be coordination issues between the elected district board and the City Council. District could decide to open a library and not contract with the city for service from the current facility. Roles of District Board and City Council and Advisory Board would need to be established. The Director would need to have a concise definition of the role of the city and district board's intent regarding library operations.

Personnel

No transition for employees, especially regarding health insurance and city retirement. City would provide oversight for workers' comp., safety committee, hiring etc. .

Personnel

The district and city could decide to split the operations which might separate employees.

Finance

Expertise of Finance Office available on budgeting, audits, purchasing and payroll. District would not have to hire a CPA or bookkeeper. City would provide audit as a part of its overall audit and the District would have a short audit for its few expenses.

Finance

The district and city would need to negotiate the funding they would spend on the library each year. Determining that amount could be difficult, if the district wanted to do other things such as direct service to Dundee and the rural areas or if they city needed to reallocate funds for other purposes.

Legal

City Attorney would be available to library/district at no additional fee. Limited need for legal services as all activities would be under the auspices of the city.

Legal

District may need to hire an attorney to represent the District interests.

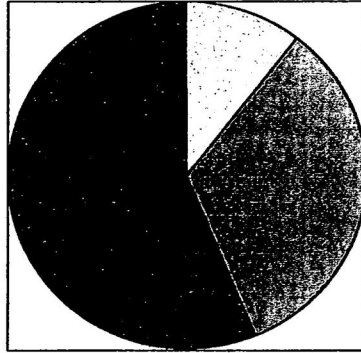
Facility

Public Works staff available for building maintenance.

Facility

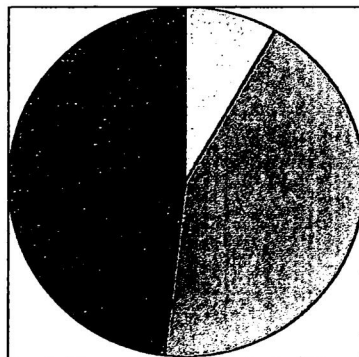
Future expansion of the building would be complicated by the need to pass a bond issue in two separate elections with the city residents and district residents voting separately. This could result in a split vote.

Voters in Dundee/Rural/Newberg



□	DUNDEE
	1,543
▣	RURAL
	4,870
■	NEWBERG
	8,333

Assessed Valuation in Dundee/Rural/Newberg

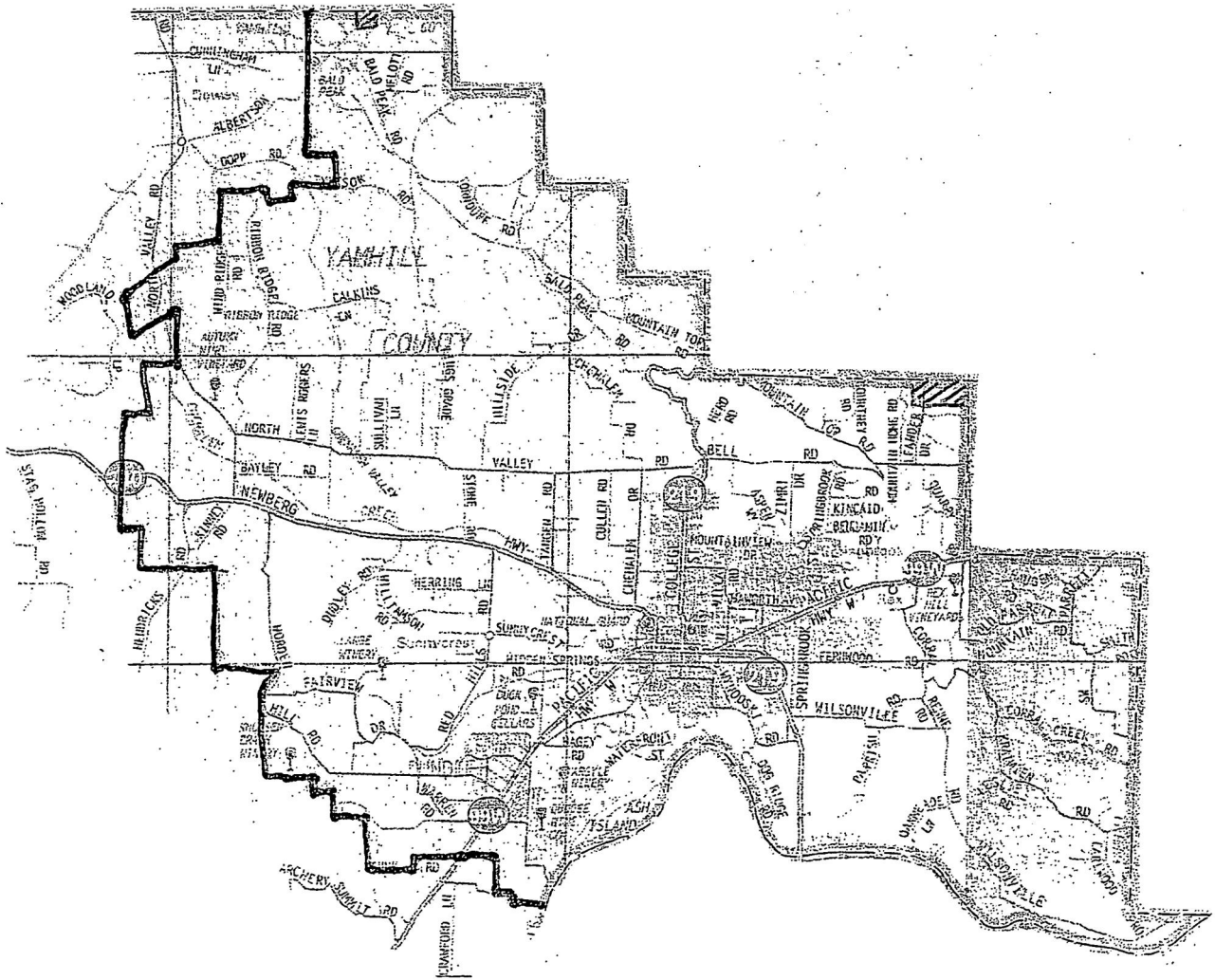


□	Dundee
	\$128,138,607
▣	Rural
	\$665,371,633
■	Newberg
	\$738,123,196

Map of Library District Boundaries

The boundaries in Yamhill County are those that coincide with the boundaries of the Chemeketa Cooperative Regional Library Service (CCRLS), which are also the boundaries of Portland Community College, Chemeketa Community College and Chehalem Park & Recreation District. They are similar to the school district but vary somewhat in the eastern and western boundaries.

There are however two small "islands" of CCRLS and CCC within the area surrounded by PCC. We would probably want to include them in the library district, but would have to look at that issue separately. A wall map with much more detail will be available at the Council meeting. This is just for general information purposes.



Library Service in Oregon

There are a number of ways libraries are governed and organized in Oregon.

City Libraries: The library is operated and funded by the city. Usually just a single facility in the community, though larger cities may have branches. These libraries are funded through the General Fund. This is how Newberg Public Library is currently operated.

County Libraries: The library system is operated and funded by the county as a county department. Usually this is a multi-branch system. The county, not the individual cities, operates these libraries. These libraries are funded through the General Fund. This is how Multnomah County Library is governed.

County Library Systems: These function as a department of the county and receive their funds through the General Fund. They may operate a few branches on their own, but usually contract with city libraries to provide service. The county system simply pays the cities to allow use by the county residents. The county system doesn't operate the city libraries. This is how the libraries in Clackamas and Washington Counties are organized.

County Service District Libraries: These libraries are governed by the county commissioners, however they have their own separate tax rate. They may operate their own libraries or they may contract with cities to provide service to the whole county's population.

Community College Regional Cooperative System: The Chemeketa Cooperative Regional Library Service (CCRLS) doesn't provide direct service to patrons, but simply contracts with libraries in its three county region to provide service to area residents. This system was designed and established through action of the state legislature and cannot be duplicated. No other community college can legally operate a public library system cooperative.

Special District Libraries: These are special districts (such as CPRD) with elected board members and a separate tax rate. To form a library district, the board, the tax rate, and the district itself are all voted on as one package by the voters. They can include a city with an existing library which then becomes the district library, or they can only include the area outside a city and either provide their own library or contract with the central city. Deschutes County Library System, Silver Falls Library District, Baker County Library District, Klamath County Library, Fern Ridge Library District, Siuslaw (Florence) Public Library District, Chetco Community Library District, Lake County Library District, Scappoose Public Library District, and Clatskanie Public Library District all are inclusive districts that included their central city in the district. Lincoln County Library District does not include the cities of Newport, Lincoln City, or Toledo but does contract with them to provide service to county residents.

NEWBERG CITY COUNCIL MEETING INFORMATION

DATE OF MEETING: 8/6/01

PREPARED BY Peggy Hall
Jerma Alley

Councillor	ROLL CALL	Res/Ord # <u>2001-2309</u> Topic: <u>NSG Rates</u>	Res/Ord. # <u>2001-2310</u> Topic: <u>Library</u>	Res/Ord # Topic:	Res/Ord # Topic:	Res/Ord # Topic:	Res/Ord # Topic:	Res/Ord # Topic:	Res/Ord # Topic:
COX, Charles, Mayor	✓	—	—						
CURRIER, Roger	✓	✓	✓						
HELIKSON, Lisa	<u>absent</u>	—	—						
WILSON, Noelle	✓	✓	✓						
McCAIN, Donna	✓	✓	✓						
VEATCH, Brett	✓	✓	✓						
WEAVER, F. Robert	✓	✓	✓						
ROLL CALL VOTES <u>DRC, Tom, Leah Griffith</u>		YES: <u>5</u> NO: <u>—</u> Absent: <u>1</u> Abstain: <u>—</u>	YES: <u>5</u> NO: <u>—</u> Absent: <u>1</u> Abstain: <u>—</u>	YES: <u>—</u> NO: <u>—</u> Absent: <u>—</u> Abstain: <u>—</u>	YES: <u>—</u> NO: <u>—</u> Absent: <u>—</u> Abstain: <u>—</u>	YES: <u>—</u> NO: <u>—</u> Absent: <u>—</u> Abstain: <u>—</u>	YES: <u>—</u> NO: <u>—</u> Absent: <u>—</u> Abstain: <u>—</u>	YES: <u>—</u> NO: <u>—</u> Absent: <u>—</u> Abstain: <u>—</u>	YES: <u>—</u> NO: <u>—</u> Absent: <u>—</u> Abstain: <u>—</u>
Department:		<u>DRC</u>	<u>Library</u>						
CHANGES: (Yes/No)		<u>As Amended</u>							

- NORMA:** Route COPIES of Public Comment Registration Sheets to respective Departments for noticing/their file.
- LEGAL DEPARTMENT:** Interoffice/FAX this sheet to applicable Department/contact.
 - Route materials/overheads received at meeting: (1) Original(s) to City Recorder for packet; (2) Copy of applicable materials to Dept. for their file.
 - Route labeled Audio/Video tape(s) to Library (ATTENTION: Leah Griffith).
- CITY DEPARTMENTS: WITHIN 48 HOURS - Route to Legal Department: (VERIFY CHANGES, IF ANY)**
 - Regardless of prior path/file name from your Department, **Rename Document:** (Sample: Ord2471.wpd) OR (Res2039.wpd).
 - Place FINAL Res/Ord in appropriate directory: F:\shared\Resolution OR F:\shared\Ordinance (include RCA and attachments).
 - Final Resolutions/Ordinances/Documents on bond paper (w/attachments - excluding Req. Council Action [RCA])
 - NOT ADOPTED: Route paper copy to Legal with the following notation PRINTED ON TOP - " FAILED TO PASS (DATE)" (also put in above directory)
- LEGAL DEPARTMENT: Review and approve as to form/content. CORRECTIONS TO BE MADE BY DEPARTMENT ORIGINATING DOCUMENT.**
 - Upon FINAL approval -Route to City Recorder for DRC/Mayor signature.
- CITY RECORDER: Route signed copies of documents to corresponding Department(s), Library (City Documents) and Compilation Project (Legal).**
 - Place originals of Res/Ord/Document in City Safe.
 - Transfer FINAL Res/Ord into appropriate City Recorder Computer Directory. (NO CITY DEPARTMENT ACCESS).

CITY OF NEWBERG - PUBLIC COMMENT REGISTRATION FORM

**PLEASE COMPLETE AND PRESENT THIS FORM TO THE RECORDING
SECRETARY PRIOR TO THE MEETING
OR PRIOR TO THE ANNOUNCEMENT OF THE AGENDA ITEM
FOR WHICH YOU WISH TO SPEAK.**

AGENDAS ARE LOCATED AT THE ENTRANCE OF THE MEETING ROOM.

PLEASE STATE YOUR NAME AND ADDRESS PRIOR TO SPEAKING

In order to make ORAL COMMENTS and/or provide input at this meeting, you must provide all of the information requested below.

State the specific subject matter upon which you wish to comment or provide input. You will be limited to the subject that you indicate.

COMMUNICATIONS FROM THE FLOOR: (Non-agenda item): Persons speaking to the Council from the floor with an item not on the agenda will be given the opportunity to speak for five (5) minutes with no sharing of time. Speakers are encouraged to submit information in writing for the Council's review.

If you are attending the meeting to observe and do not intend to speak, you do not need to fill out a Registration Form.

DATE OF MEETING: 8/6/01

SUBJECT: Recycling

Agenda Item No. V.I.

Proponent: (If applicable)

Opponent: (If applicable)

Name: Mike McCullough & Paul de Block

Please print legibly

Mailing Address: 2124 Prospect Dr Phone No. 538-1388

Have you talked with the City Manager about this subject? YES NO

Signature Mike McCullough

THANKS! These sheets help us spell your name correctly for the permanent record and helps the Mayor determine time limits.