

COMMUNITY RELATIONS COMMITTEE MINUTES

Noon, Tuesday, January 27, 1998

Wastewater Treatment Plant

PRESENT: Bob Weaver, Marge Stiefbold, Johann May, Bill Larson, Gail Chamberlain, Dick Meyer, and Mayor Donna Proctor

STAFF PRESENT: Duane Cole, City Manager; Bob Tardiff, Chief of Police; Michael Sherman, Fire Chief; Leah Griffith, Library Director; Larry Anderson, Engineering, and Mary Newell, recording secretary.

ABSENT: Absent Debbie Sumner and Jerry Fisher

1. CALL MEETING TO ORDER:

Weaver called the meeting to order and welcomed new members Gail Chamberlain and Dick Meyer.

1.1 Review and approve minutes of November 25, 1997

Minutes were approved as written and will be placed on file.

2. OLD BUSINESS: None.

3. NEW BUSINESS:

3.1 Review goals and achievements for 1997

The following goals and achievements were recognized by committee members:

- The gazebo was realized and almost completed.
- There has been progress on Francis Square, but a goal towards completion of the square will be needed.
- The town flag was developed but has not been widely accepted by the local businesses. Committee still needs to motivate the businesses to purchase and display the city flag.
- The Government Awareness Program did not come about as it evolved into each department head doing something representing their own programs.

3.2 Examine possible goals for 1998

Francis Square

Motion by Larson to continue with the Francis Square Project to completion. Second by Chamberlain. Committee reviewed a list of suggested items to be included in Francis Square. Committee selected the following suggestions for goals: benches, information kiosk, ground-level lighting which projects up the brick wall. Benches should not be

covered.

Weaver asked May to bring drawings of his ideas for the information kiosk to the next meeting, along with some alternative suggestions.

Memorial Park Gazebo

Consensus of committee was to continue with the gazebo as a goal until it is completed. Larry Anderson advised that lighting, drainage and landscaping need to be installed. Landscaping will be done at the time the public safety facility is landscaped. A company has volunteered to put in the lighting.

Tour of City Facilities

Consensus to set as a goal that the Community Relations Committee assist the City in carrying out the customer relations goal of touring the city facilities.

4. OTHER:

- 4.1 Information Sharing
 - Mayor Proctor
 - Committee Members

Johann raised the issue of downtown lighting, proposing an old style lamp could be suitable for the downtown area. He suggested a combination light and sign pole for First Street.

Duane Cole indicated the City will be looking at an array of lighting designs, probably through the City Downtown Redevelopment Committee. He suggested the information could be routed back to the Community Relations Committee.

Gail Chamberlain raised the issue of accommodating pedestrians in the downtown area, noting that safety is the number one concern. Weaver advised that First Street is a State Highway and the City is limited in what can be done by the City. Duane advised that as part of the Brutcher to Main Street Project, the State will be bulbing out the intersections on First Street, thus shortening the distance for pedestrians to cross the street. In addition, Cole said that additional stop lights are slated for First Street and on Hancock Street.

Mayor Proctor invited Johann May and Gail Chamberlain to the next meeting of the City Downtown Redevelopment Committee.

5. REPORTS:

5.1 Monthly Departmental Reports

Sherman explained why Fire department members receive training on sex offender registration.

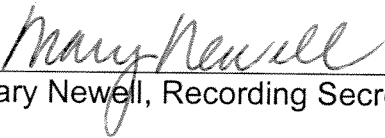
Griffith indicated the Library is conducting a survey.

Duane Cole said the COG administers the Revolving Loan Fund because they have the expertise, contacts, monitoring capability and knowledge of this complicated process.

6. ADJOURN:

6.1 Adjourn

Meeting adjourned at 1:07 p.m.



Mary Newell, Recording Secretary

Meeting Notice and Agenda

COMMUNITY RELATIONS COMMITTEE

Date: Tuesday, January 27, 1998

Time: 12:00 Noon

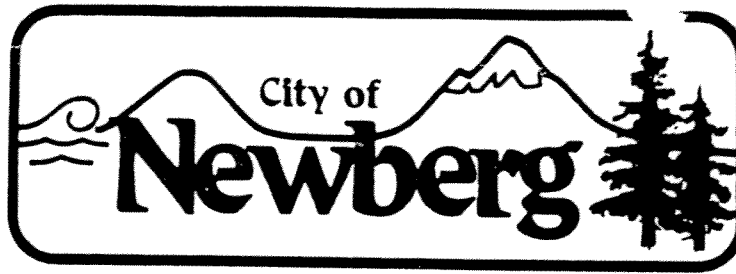
Location: Wastewater Treatment Plant
2301 Wynooski Street
Newberg, OR 97132

AGENDA

1. **CALL MEETING TO ORDER:**
 - 1.1 Review and approve minutes of November 25, 1997
2. **OLD BUSINESS:**
3. **NEW BUSINESS:**
 - 3.1 Review goals and achievements for 1997
 - 3.2 Examine possible goals for 1998
4. **OTHER:**
 - 4.1 Information Sharing
 - Mayor Proctor
 - Committee Members
5. **REPORTS:**
 - 5.1 Monthly Departmental Reports
 - Police Department
 - Library
 - Fire Department
6. **ADJOURN:**
 - 6.1 Adjourn

ACCOMMODATION OF PHYSICAL IMPAIRMENTS:

In order to accommodate persons with physical impairments, please notify the Office of the Chief of Police 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 Mary Newell at (503) 537-1221.



PRESS RELEASE

City Manager
(503) 538-9421

City Attorney
(503) 537-1208

414 E. First St.
Newberg, Oregon 97132

City FAX
(503) 538-5393

DATE: September 29, 1995

TO: Newberg Graphic

FROM: Duane R. Cole, City Manager 

SUBJECT: Development of the Francis corner at First and College

MEETING: Results of Meeting September 28, 1995; Providence Newberg Hospital; 7:00 pm; Conference Center

Today we live in a high tech world with people plugged in to TV and computers, part of building community is developing places for people to connect and converse with each other. A Town Square would provide an area to engage the spirit of community we share in Newberg.

The City Community Relations Committee, Chaired by Bob Weaver, Council member, hosted a meeting attended by approximately 15 people interested in developing a town square at the corner of First Street and College Street. The group discussed the items to be included in the Square and developed the following priorities:

TOP PRIORITY ITEMS TO BE INCLUDED IN THE SQUARE

- Benches
- Landscaping - (Shrubs, Grass, Flowers)
- Tall Trees
- Mural on Wall
- Sidewalk/Paths - (Brick, Cobblestone, Buy-A-Brick)
- Bike Stands
- Irrigation Water

(All of the plumbing and electrical designed and laid first.)

OTHER ITEMS WITH LESS PRIORITY DUE TO COST AND AVAILABLE RESOURCES:

- Drinking Fountain

Building: 537-1240 • Community Development: 537-1210 • Finance: 537-1201 • Fire: 537-1230
Library: 538-7323 • Municipal Court: 537-1203 • Police: 538-8321 • Public Works: 537-1214 • Utilities: 537-1205
Municipal Court Fax: 537-1277 • Community Development Fax: 537-1272 • Library Fax: 538-9720

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

Square Size: 103 Feet by 51 Feet

Alley

How the Square should look and feel:

Inviting from First Street
Safe and monitored
Good Lighting
Protected from Auto Traffic
A Foot traffic place

What should be included in the Square:

Grass, but not a lot
Plantars and Plants
Trees
Benches
Lunch area
Picnic Tables
Cobblestones, exposed aggregate Pathways
Lighting -- 24 hours per day
Bus Stop
Public Art
Fountain or two
A Stage
Public Restrooms
Information Kiosk
Drinking Fountain
Wall improvements or a new wall
Murals
Donor Board or Recognition Plaque

Things the City will consider doing:

Water for irrigation
Sewer for the restrooms
Electrical power.

College Street

First Street

**COMMUNITY RELATIONS COMMITTEE
MEETING MINUTES -- NOVEMBER 28, 1995
SUNFLOWER CAFE -- 7:30 AM**

Chair Robert Weaver of the Community Relations Committee called the meeting to order at 7:37 a.m. In attendance were Committee members Jerry Fisher, Bill Larson, Marge Stiefbold, Debra Sumner, and Johann May. Community residents in attendance included: Paul Prewitt, Ken Summers, Nadine Windsor, Dick Meyer, Denny Brown, and Linda Tucker. Duane Cole from the City staff was also present.

Cole presented a brief overview of the process to date. The first meeting was an opportunity to brainstorm ideas and set priorities for developing the Square. The second meeting was attended by a smaller group and the basic design was discussed. This included a fountain or water fall, grass, trees, an entrance, berms, and extension of the Square to the curb. Paul Prewitt was introduced since he is an artist and has developed a 3D rendition of the Square to share with the Committee and others present.

Paul presented the renditions. The Committee and others present discussed the information presented by Paul. A summary of the discussion is as follows:

Design Considerations not in order of priority:

- ▶ Permeable surfaces should be developed where possible.
- ▶ Surfaces should be made of non-slip material
- ▶ Concrete stamping should be used to provide an inexpensive, functional, and beautiful surface
- ▶ A storm drain demonstration project could be developed on the Square
- ▶ An area for out door seating including a set game board should be included
- ▶ Benches should be liberally placed in the Square
- ▶ Square should have a turn of the Century feeling
- ▶ Square should relate to the old movie theater that was on the site
- ▶ There should be a waterfall and not a Fountain
- ▶ The Square should be easy to maintain
- ▶ Francis should be included in the name of the square

The Committee and members present agreed through motion and votes to incorporate the Francis name into the Square by naming the Square -- Francis Square. The Committee and members present agreed that the Square should have a waterfall and not a fountain. The Committee agreed on the basic design as presented by Paul with the specifics to be developed through additional refinements which will be reviewed by the Committee.

After a discussion, the Committee agreed to seek some financial support from the City Council in order to further develop the design. The Square design is at the point where considerable time will be necessary in order to finalize the design. In addition a Landscape Architect will need to provide a stamp for the plans prior to approval by the City. Cole suggested that this would be an item on the January 2nd City Council meeting. Chair Weaver indicated that the members of the committee should attend and show support for the proposed expenditure.

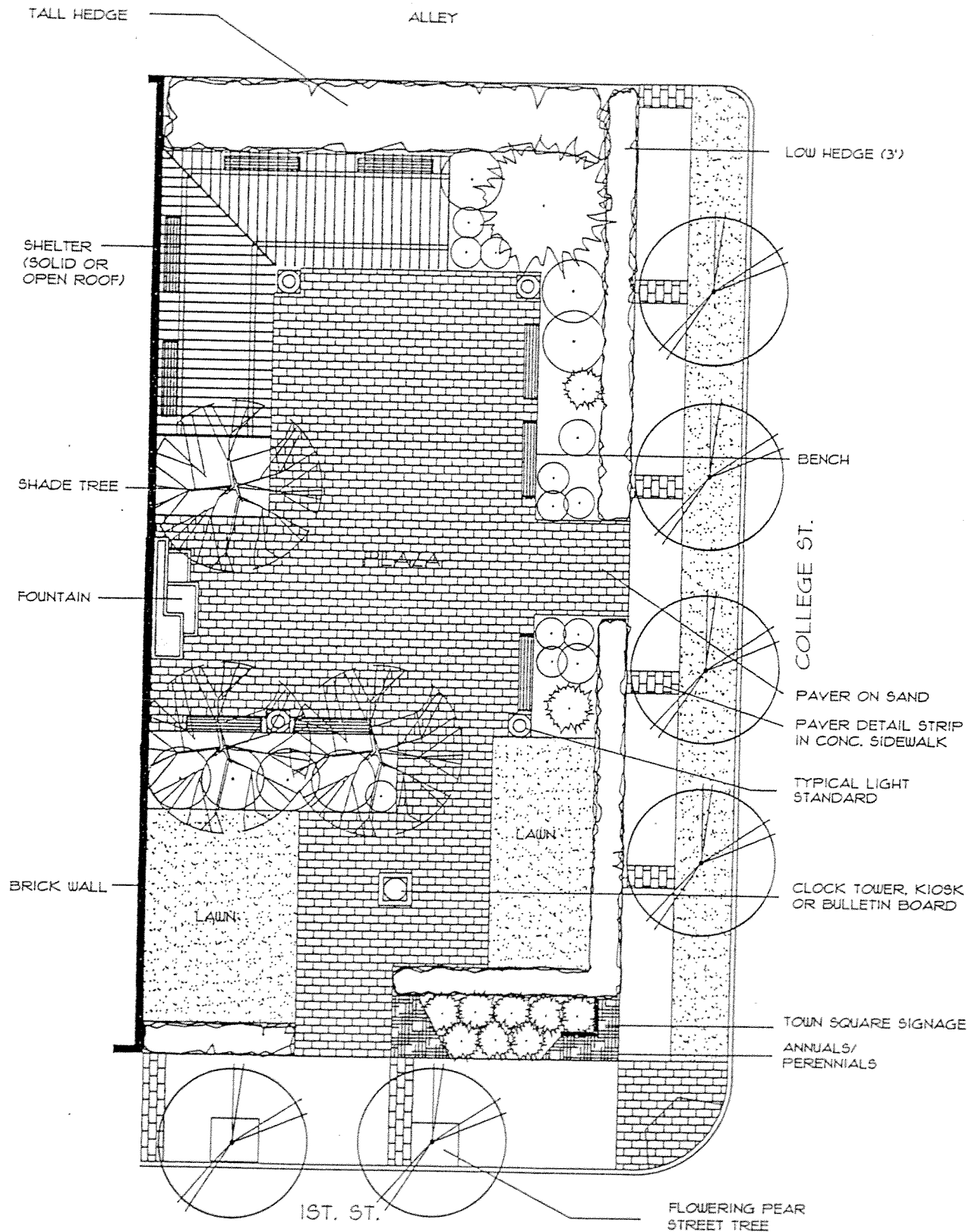
The Committee discussed setting up a sign in the Square telling the community that it will be the future Square. Denton Brown indicated that he would look in to putting up a sign.

Chair Weaver adjourned the meeting at 8:45 am.

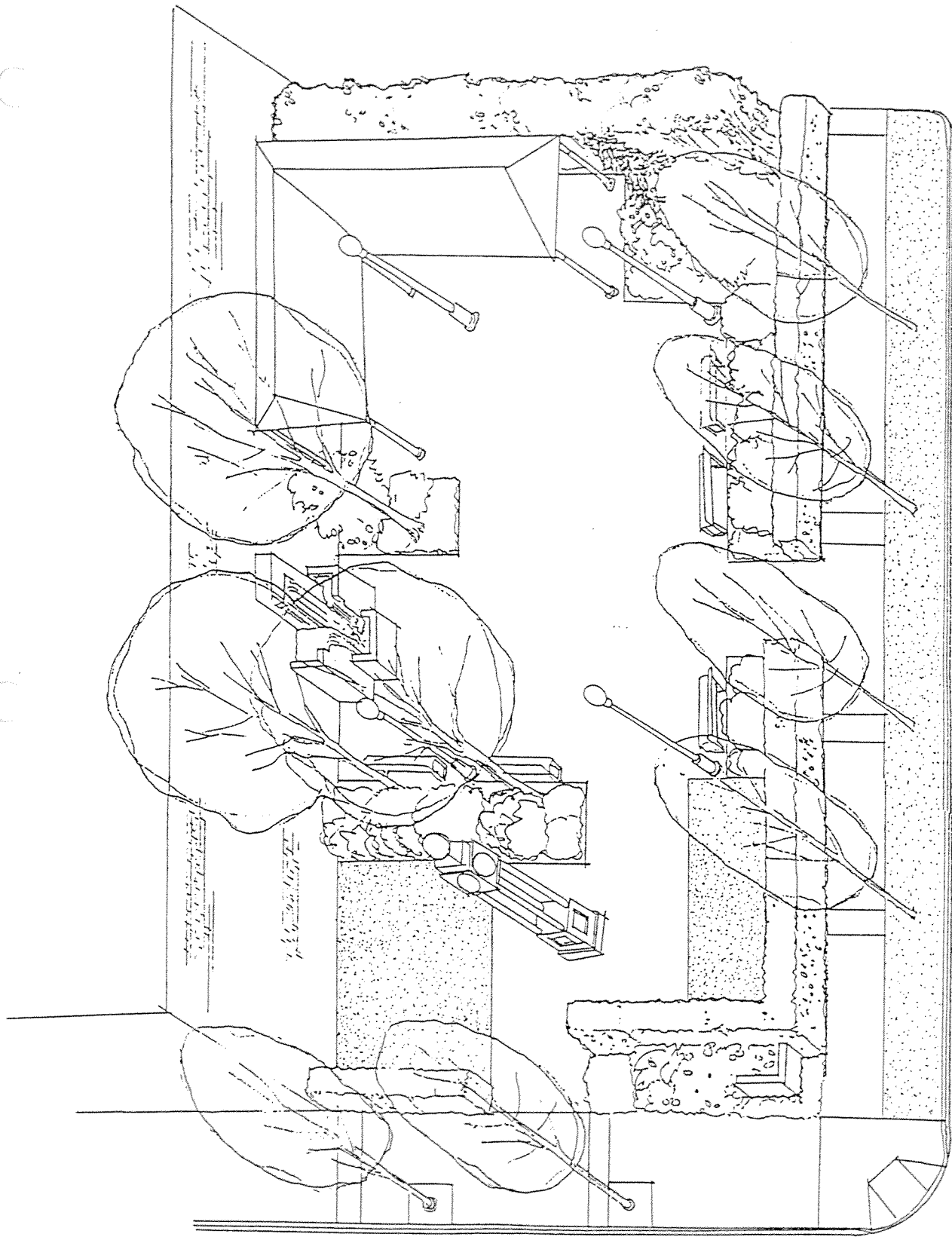
Respectfully submitted,


Duane Cole, City Manager

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PRELIMINARY SITE PLAN

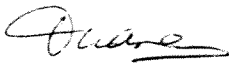


1st STREET

COTTAGE ST.

Memo

COPY

To: Mayor and City Council
From: Duane Cole, City Manager 
Subject: City Council Work Session
Date: January 15, 1998
CC: Terrence Mahr, City Attorney; Department Heads

My impression of the City Council meeting was that the goals and objectives established for 1997 which are on-going or not completed should be carried over. In addition the following goals and objectives should be included:

GOAL: 1) Provide a livable community by leading efforts to define, discuss and resolve local and regional issues.

Objective: Meet with the Commissions at least two times during 1998 in order to listen to concerns and provide direction.

a. Encourage the Commissions to provide the Council with their work priorities for 1998.

Objective: Develop and lead a Council transition program including an informal dinner, orientation, and information.

Objective: Hold one individual capacity building training session for the Mayor and City Council.

GOAL: 4) Support a diversified economic base that provides a full range of employment opportunities for our local work force and meets the diverse shopping and commercial needs of local residents, businesses, and tourists.

Objective: Support the Downtown Redevelopment Committee by offering guidance as required.

GOAL: 7) Continue to plan, improve and maintain the City's infrastructure.

Objective: Completed the Francis Square by:

a. Identifying and getting approval of the specific projects needed to complete the square.

b. Encourage donations from the community and service clubs to pay for specific items.

c. Especially involve PGE for the lighting and city crews for covered benches.

Mayor and City Council
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January 8, 1998

Objective: Resolve that water issues and set the strategic direction for the supply, treatment and storage needs of the City.

GOAL: 8) Provide customer oriented cost effective and courteous service to all.

Objective: Provide two tours for residents focussing on new residents and Seniors of City facilities.

Please advise me if these are your interpretation of the evening's work. Call me if you have questions since I will be preparing a complete package for the Council to consider and adopt at a meeting in the near future.

MAYOR AND CITY COUNCIL GOALS

SHORT TERM OBJECTIVES

JANUARY 1998

(The Priority Ranking was completed in 1997)

(New items are shown in italics)

GOAL #1 Provide a livable community by leading efforts to define, discuss and resolve local and regional issues.

OBJECTIVES:

- > Hold four joint meetings each year with local and regional entities for the purpose of promoting livability.
- > Meetings with:
 - Other government entities in the Chehalem Valley - 3
 - George Fox University - 1
 - Yamhill County - 1
 - City Commissions - Planning Commission - at least one each.
- > Complete the NUAMC Agreement revision process.
- > Address duplication and coordination of services with Yamhill County, particularly with regard to roads.
- > *Meet with the Commissions at least two times during 1998 in order to listen to concerns and provide direction.*
- a. *Encourage the Commissions to provide the Council with their work priorities for 1998.*
- > *Develop and lead a Council transition program including an informal dinner, orientation, and information.*
- > *Hold one individual capacity building training session for the Mayor and City Council.*

GOAL #2 Support a balanced and orderly approach to growth that enables us to fine tune our community rather than overwhelming us with rapid change.

OBJECTIVES:

- > Review and approve Planning Commission work plan
 - > Organize tour of Portland area developments
 - > Continue code enforcement efforts
- High
-High
-High

GOAL #3 Provide a safe and efficient transportation network that promotes ease of movement throughout the valley by both pedestrians and vehicles.

OBJECTIVES:

- >Continue to plan, improve and maintain the City's infrastructure.
- >Complete planning and design for the NS Road -High
- >Design a project to replace the Villa Road underpass -High
- >Continue to participate in the By-pass process -High
- >Develop and adopt a Capital Improvement Plan based on growth -High

GOAL #4 Support a diversified economic base that provides a full range of employment opportunities for our local work force and meets the diverse shopping and commercial needs of local residents, businesses, and tourists.

OBJECTIVES:

- > Retain the Economic Development Revolving Loan Fund -High
- > *Support the Downtown Redevelopment Committee by offering guidance as required.*

GOAL #5 Provide a physically safe community that allows for a diverse population to grow and prosper without threat to person or property.

OBJECTIVES:

- >Support, participate and monitor the Police Station design and construction -High
- >Continue to emphasize Police visibility south of 99W -High
- >Support, participate and monitor the Fire Department projects

GOAL #6 Use City resources efficiently in order to assure long range financial stability.

OBJECTIVES:

- >Maintain the sewer and water rates at the same amount -Medium
- >Implement Measure 50 -High
- >Look for and implement cost savings; value retaining staff -High

GOAL #7 Continue to plan, improve and maintain the City's infrastructure.

OBJECTIVES:

- >Develop a proposal to purchase the VFW Hall -High
- >Plan improvements to City Hall -High
- >Completed the Francis Square by:
 - a. Identifying and getting approval of the specific projects needed to complete the square.
 - b. Encourage donations from the community and service clubs to pay for specific items.
 - c. Especially involve PGE for the lighting and city crews for covered benches.
- >Resolve that water issues and set the strategic direction for the supply, treatment and storage needs of the City.

GOAL #8 Provide customer oriented cost effective and courteous service to all.

OBJECTIVES:

- >Continue to communicate with Department Heads - *Ongoing* -Medium
- >Report major problems or events to Mayor and City Council immediately; Address recurring problems pro-actively - *Ongoing* -High
- >Clarify Manager/Attorney goals and evaluation -*Ongoing* -High
- >Package goals so that they are measurable - *Ongoing* -High
- >Experiment with direct communication with community and bringing community into the City's activities -Medium
- >Work with the media on getting the word to our residents -High
- >Continue to improve the information in the Local Government section of the Library -High
- >Provide two tours for residents focusing on new residents and Seniors of City facilities.

GOAL #9 Provide and support a highly qualified and motivated City work force.

OBJECTIVES:

- >Customer Relations Training for Staff -High

MAYOR AND CITY COUNCIL GOALS LONG TERM AND ON-GOING OBJECTIVES JANUARY 1998

Improve the City's Image

- Answer more questions

- Develop a greater sense of and feel for the community

- Engage our owners in our business

- Work closely with community groups

Continue to proactively work on the by-pass project

Continue to work pro-actively to review and develop the development code

Improve electronic information storage and retrieval for all community members

Review and address affordable housing opportunities

Develop a 20 year Capital Improvement Plan for review and adoption

Continue to support improvements to downtown

MAYOR'S OBJECTIVES

January 1998

>Do a Holiday Greeting in December 1998 from the City to all residents.

>Mayor update the Senior forum twice each year; City Manager update Senior Forum twice each year.

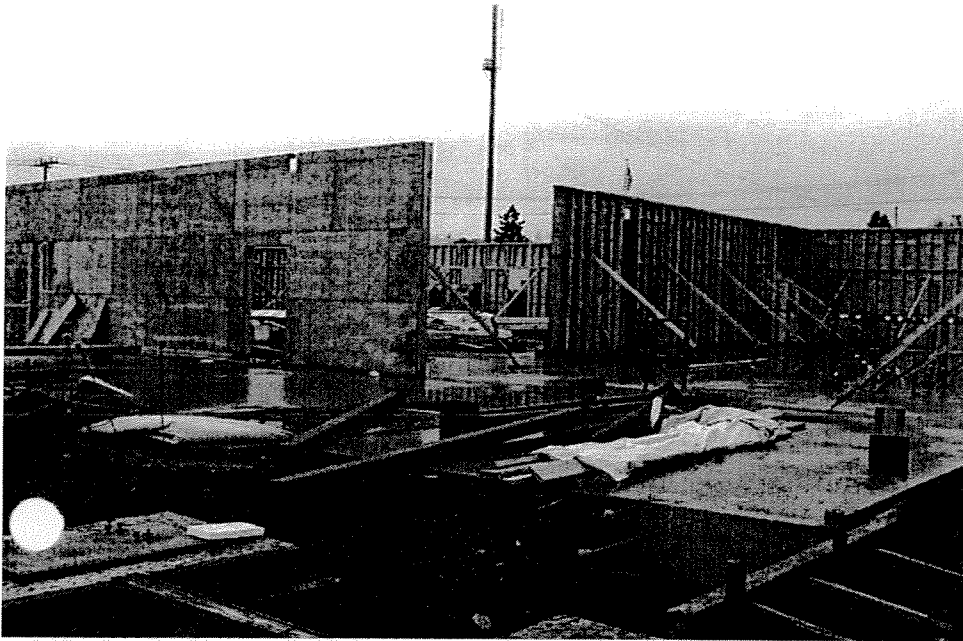
The Police Scanner



Publication of the Newberg Police Department

November-December 1997

Public Safety Building Due May 1998



The Public Safety Facility project is under construction and on schedule.

The Newberg Public Safety Building will be inhabitable as early as May 1998, says Colamette Construction, building contractor for the project, providing there are no more unexpected obstacles.

"It's good to be back on line," said Project Manager Chief Robert Tardiff, referring to a delay brought about by the discovery of a pit in the center of the building site during the month of October. The hole had the potential of becoming a serious environmental problem. Tests showed little contamination and the project is back on track and moving forward at a rapid pace. Walls are being constructed and roof trusses raised. The City is in the final process of ordering the Dispatch 9-1-1 Center equipment, wiring and cabling, and the security system. The projected move-in date is late June, following the installation of the 9-1-1 equipment. (Goal 4)

Dates Set for Mandatory Training

The annual Spring Training has been scheduled for March 19-21 and April 16-18. Sergeant Dave James is coordinating the State mandated training for all police officers and communications personnel. During this time no vacations or compensatory time off will be allowed unless previously approved by Deputy Chief Stan Newland. (Goal 3)

Remember to
use **CAUTION**
where children
are present.



Longevity Honored at Annual Dinner

Longevity pins were awarded at the Newberg Police Department's annual holiday dinner held on Dec. 12, 1997. Honored on this special occasion was Senior Officer Ron Niehus for his 25 years of service to the Citizens of Newberg and the Newberg Police Department. Also acknowledged were Deputy Chief Stan Newland, a 20-year veteran, and Detective Tom Perritt for ten years of service.

The Volunteer of the Year plaque was awarded to Reserve Officer Matt Hess, reserve officer since May 1996. Mary Newell, Office Manager, was selected as the NPD Employee of the Year.

Check Forgery Cases in Newberg

Police are currently investigating seventeen cases of check forgery involving checks stolen from a Woodburn mailbox. Since December 22, 1997, Newberg businesses have accepted eighteen stolen checks totaling \$900.

Check forgery normally occurs when checks are stolen during residential burglaries, from mailboxes, and from car prowls. However, with a few precautions, merchants can deter incidents of check forgery. Check forgery is costly to both merchants and consumers. For more information on preventing check forgery, please contact Public Information Officer Cindy Bolek at the Newberg Police Department, 537-1280. (Goals 2 & 7)

Updated Mission Statement, Goals & Objectives Adopted

A new Mission Statement and updated Goals and Objectives will help usher in 1998 for the Newberg Police Department, following a meeting of the Law Enforcement Citizen Advisor Forum and department Management Advisory Team. These committees annually review the operations of the department and make recommendations for changes or improvements on policy and goals.

At the meeting, D.A.R.E. Officer Gwen Johns took the opportunity to provide committee members with information on D.A.R.E. and how it is taught in Newberg schools. Anyone interested in D.A.R.E. may contact Officer Johns at the Newberg Police Department, 538-8321. Gwen is available to speak to groups regarding the Newberg D.A.R.E. program. (Goals 1, 6 & 7)

MISSION STATEMENT

"The Mission of the Newberg Police Department is to promote individual responsibility and work in partnership with our community to reduce crime, fear of crime, and to enhance the livability of Newberg."

NPD Tree Wins at Festival of Trees

The Newberg Police Department collected 394 food items for the needy and won the Library's Festival of Trees Contest. The tree, decorated with photographs of NPD personnel, was located in the children's area of the Newberg Library.

Meetings/Dates

- ☐ **Community Relations Committee**
Tuesday, January 27, 1998
Wastewater Treatment Plant
- ☐ **Management Advisory Committee**
Thursday, January 29, 1997
NPD Training Room
- ☐ **City Council Meeting**
Monday, February 2, 1998
Newberg Public Library
- ☐ **Traffic Safety Commission**
Monday, February 9, 1998
Newberg Public Library
- ☐ **Joint Citizens Law Enforcement Yamhill Juvenile Dept. meeting**
Tuesday, February 24, 1998
Foothills Senior Center

October Stats

Citations	357
Warnings	412
Citizen Volunteer Hours	102
Reserve Volunteer Hours	258
Disabled Parking Patrol:	
Citations	1
Written Warnings	1

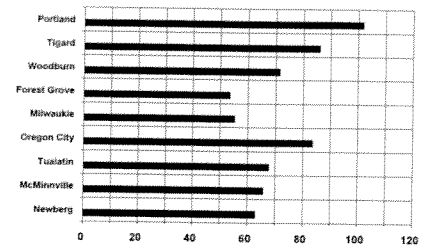
November Stats

Citations	289
Warnings	335
Citizen Volunteer Hours	120
Reserve Volunteer Hours	305
Disabled Parking Patrol:	
Citations	1
Written Warnings	1

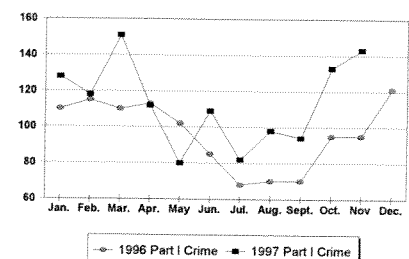
December Stats

Citations	268
Warnings	525
Citizen Volunteer Hours	143.5
Reserve Volunteer Hours	212
Disabled Parking Patrol:	
Citations	7
Written Warnings	11

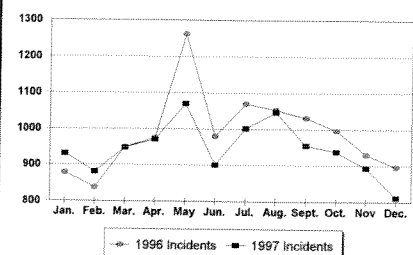
Crime Rate Comparisons
Part I crimes per 1,000 population



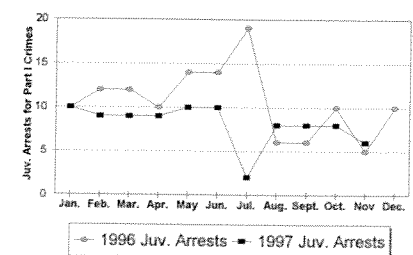
Part I Crime Monthly Totals



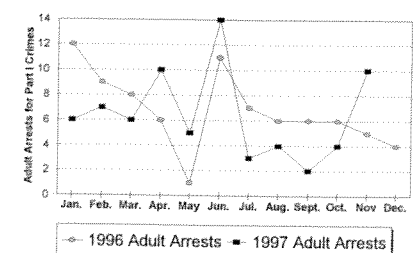
Total All Incidents 1996 vs. 1997



Juvenile Arrests for Part I Crimes 1996 vs. 1997



Adult Arrests for Part I Crimes 1996 vs. 1997





1998 Goals and Objectives Newberg Police Department

Goal #1: ***The citizens of Newberg should feel safe from crime through vigilance and a partnership with their police department.***

- Objectives:**
- a. Enhancement and support of the Neighborhood Watch program.
 - b. Enhancement and support of the Block Home program.
 - c. Continue to support the Seniors and Law Enforcement Together (S.A.L.T.) program.
 - d. Develop a parking enforcement program utilizing volunteers.
 - e. Continue community partnerships benefitting children which promote bicycle and child safety, such as Kid's Fair, Bicycle Rodeos, and the Dairy Queen bicycle helmet program.
 - f. Continue to offer a personal protection class to be presented to various businesses and citizen groups, including Neighborhood Watch groups.
 - g. Maintain the Youth Crimes Detective position. This officer should work in the schools as a school resource officer, with Park and Recreation and with local business to prevent juvenile crime and apprehend youthful offenders.
 - h. Develop and implement a process which enhances feedback to victims of crime.

Goal #2: ***The citizens of Newberg should receive efficient, timely service from the Police Department consistent with available resources and priorities.***

- Objectives:**
- a. Upon completion of the police department's move to the new Public Safety Facility, a program should be implemented which allows some minor complaints to be handled by non-sworn personnel.

- b. Develop a program or ordinance which reduces the impact of false alarms on patrol and communication staff's work load.
- c. Continue and enhance code compliance, centralized under the police department.

Goal #3: *That the Newberg Police Department shall maintain a high level of professionalism, by continuing to meet or exceed standards as set by the Board on Public Safety Standards and Training.*

- Objectives:**
- a. Continue to have a merit pay plan requiring continuing education/training for advancement and rewarding those obtaining advanced certification levels.
 - b. Continue to provide quality training on contemporary criminal justice subjects at the annual in-service training and maintain the existing training schedule for core subjects. Core subjects include, but are not limited to, firearms, first aid/CPR, hazardous materials awareness, blood-borne pathogen, use of force, and pursuit driving.
 - c. Enhancement and support of regional training sponsored by the Newberg Police Department, including those offered over Ed-Net.
 - d. Develop a policy of requiring all Reserve Police Officers to comply with new B.P.S.S.T. reserve officer certification standards, once adopted.

Goal #4: *The citizens of Newberg should be proud of a functional police department facility which meets the needs of the department and community.*

- Objectives:**
- a. Construct and maintain the new Public Safety Facility in a manner which enhances the public's feeling of openness and access to their police department, while maintaining work site security for the staff.
 - b. Access to police services and meetings should always be provided in compliance with accessibility requirements, as provided in the Americans with Disabilities Act (ADA).

Goal #5: *Newberg Police Department should keep pace with advances in technology.*

- Objectives:**
- a. A replacement fund should be maintained to ensure that the communication system, Mobile Data Terminal (MDT) system, video imaging system, and other department technology equipment (i.e. speed analysis equipment, computer systems, and other tools used in the deterrence and apprehension of offenders) is maintained and new technologies may be adopted when appropriate.
 - b. Develop a plan to obtain Computer Aided Dispatch capability (CAD).
 - c. Obtain technology and other equipment items through grants, when available.

Goal #6: *The Newberg Police Department shall effectively communicate with the citizenry and the department.*

- Objectives:**
- a. Continued support of the Citizen Advisory Forum.
 - b. Continued support of the Traffic Safety Commission.
 - c. Continued use of the Public Access television channel to provide law enforcement and crime prevention information to the viewing public.
 - d. Develop plans to hold the next Citizen Police Academy in the fall or winter of 1998-99.
 - e. Continue to provide school presentations which describe the 9-1-1 system, to include when and how it should be used.
 - f. Continue to support the presentation of Drug Abuse Resistance Education (DARE) training in all Newberg schools.
 - g. Continue to provide public information on law enforcement and crime prevention issues in the City's quarterly newsletter.
 - h. Continue to support an active law enforcement public information program available to the media, to include development of crime prevention and safety articles.

Goal #7: *The Newberg Police Department should focus on law enforcement functions specifically related to its Mission Statement.*

- Objectives:**
- a. Prior to establishing a new program it should be reviewed to ensure relevance to the mission of the police department.
 - b. Periodically review the relevance of existing programs to the Mission Statement of the police department.
 - c. Periodically validate the police department's Mission Statement to ensure it represents the department's true mission, as supported by the City Council, City Manager, Police Department Staff and members of the Citizen Advisory Forum.

Goal #8: *The Newberg Police Department should seek all available means to assure adequate staffing to effectively and efficiently fulfill its mission.*

- Objectives:**
- a. Adequate staffing numbers should be reviewed on an annual basis, taking into consideration such factors as: crime rate, crime trends, call volume, and officer ratios to population.
 - b. Obtain staff funding through the use of grants when available.
 - c. Continue and enhance the use of interagency and cooperative agreements with other agencies where their use provides an efficient use of resources.
 - d. Continue and enhance the use of practicum and work study students.
 - e. Continue to support the maintenance of a strong Reserve Police Officer force.
 - f. Continue to support the bicycle patrols, supported by the Police Reserve program.
 - g. Volunteers should continue to be recruited and used to support police department activities.

Goal #9: *The neighborhoods of Newberg should be clear of nuisances which detract from their appearance and livability.*

- a. The police department should develop and maintain a program which provides information to the community on city code requirements.
- b. A systematic review of our community's neighborhoods should be implemented to identify and abate nuisances. Emphasis should be focused on obtaining voluntary compliance, while ensuring compliance does occur.

Newberg Fire Department

December 1997

Month End Report

Meetings:

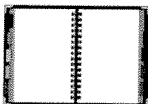
This month the fire department responded to 131 medically related calls, and 45 investigations, public assist and fire calls, for a total of 176 calls. The staff and volunteers attended their normal meetings; apparatus night, drill nights, business meeting, EMS meeting, officers' meeting, duty officers' meeting, case reviews, and a department staff meeting. The Fire Chief attended the Oregon Fire Chiefs' (OFCA) Executive Board meeting, weekly Rotary meetings, and a Community Relations meeting. Chief also attended weekly Management Team and Department Staff meetings regarding the Fire Station #2 project.

Al Blodgett, as President, attended the monthly meeting of the Mid-Willamette Fire Instructors' Assoc. He and Jill Dorrell attended an Old Fashioned Festival Committee meeting.

Jill Dorrell, as the Oregon Volunteer Firefighters Assoc.'s (OVFA) representative, attended an OVFA Board Meeting at Black Butte Ranch and an Oregon Burn Council Advisory meeting at Emanuel Hospital.

EMS:

Division Chief/EMS Coordinator Frank Douglas attended an Oregon Fire Medical Administrators Association meeting in Keizer, the bi-monthly Newberg City Club, and OFCA's "New Chief's Training Manual" Committee. He also attended a class on the Future of



Health Care in Portland, and he is working closely with Assistant Chief Ben Erb on modifying personal protection equipment guidelines. An EMS drill was held on 12/10, covering EMT awareness of Sex Offenders in the County, and a Water Rescue Team drill on 12/14.

A special presentation was made to Steve Russell from Smurfit for his assistance on a MVC at Wynooski & Hwy 219.

Fire Prevention & Investigation:

Division Chief/Fire Marshal Chris Mayfield conducted three fire investigations, and gave four fire prevention presentations this month. No holiday related fires were reported. A breakdown of inspections is as follows:

Inspections

- 5 Business
- 6 Driveway
- 7 Plan Reviews

Miscellaneous

The Fire Department advertised for Requests for Proposals for a Project Manager for the new fire station and main station remodel. A mandatory pre-bid meeting was held at the fire station on Dec. 15th, and the deadline to receive proposals was Dec. 23rd. Chief Sherman, Duane Cole, Mike Soderquist and Terry Mahr, Captains Don Schmidt and Larry Adamson screened the proposals to the top 3 applicants for interviews to be held Jan. 5th.

On 12/18/97, the Fire Chief was interviewed by C.S. Lewis Middle Schooler Tyson Pilcher. Tyson

wanted to know what to do to be a firefighter. Tyson has been volunteering at the station, to learn more about his career choice.

Volunteers:

The Volunteers helped Santa again this year by wrapping and delivering toys to children in our area for Christmas. This year the department wrapped gifts for 215 families, which is approx. 625 children.

All of Santa's helpers here at the Fire Station would like to say a big thank you to all of you. Your support throughout the year helps make this program the success that it is.

The winning ticket for the beautiful wooden rocking horse, donated by Dale Voss, was drawn at the fire station on Dec. 23rd, Marge Clubb was the lucky winner.



Fire Dept. December Birthday's

Bryan Jackson - 12/3
Bryan Lee - 12/8
Nate Powell - 12/18
Chris Mayfield - 12/28





PUBLIC LIBRARY

*Ring out the old, ring in the new,
Ring, happy bells, across the snow:
The year is going, let him go;
Ring out the false, ring in the true*

Lord Tennyson (1809-1892)

December, 1997

Serving Our Public

(Goals 4, 5 & 6)

The Tree Lighting and Festival of Trees programs were highlights of December. About 550 people attended the Tree Lighting on December 4th and heard stories as well as had a chance to visit with Santa. There were 14 trees decorated throughout the library by community groups with over 1,400 items of food donated. The Newberg Police Department had the winning tree and they then donated their winnings to FISH as well. It was a very successful community project. A special thanks go out to library staff members Carol Foutts and Sandi Olmstead for their above and beyond the call of duty efforts.

The two public Internet workstations were upgraded to Windows 95 in December and a number of other changes were made which has eliminated some of the connection problems we had been experiencing this fall. The stations continue to get tremendous use with people using them almost every minute we are open.

A grant has been submitted to the Oregon State Library to develop a learning center here at the library in conjunction with the Canby Public Library. The grant would provide us with six Internet stations and set up a classroom type area. We'll hear in January regarding our chances for this project.

1,201 Reference Questions were asked in December which, per hour, is up **61%** from last year.

9 programs were held with **1,077 people** attending. These included weekly babytime, toddlertime, storytime, tours and the annual holiday tree lighting

Books, etc

(Goals 2 & 3)

A number of memorials and donations have been received at the Library in December. Two long time donors each gave \$500 to the book fund. A retiring county employee asked that instead of a retirement gift, the money be donated to the Library.

11,524 items were checked out this month. This is down **4.4%** for the year, however the number of items that were checked out each hour we were open is actually up **10.9%**. The number of hours the library was open in December was **136**, down **5.6%** (144) from December, 1996

Staff Activities

(Goal 7)

Staff interviewed six George Fox students for our workstudy positions and Ilse Friberg was hired. This freshman from Prosser, Washington hopes to pursue librarianship as a career so it is a great connection. We hope to have our second workstudy student on board by late January.

Rea Andrew, circulation manager, will be out for 6-8 weeks following neck/back surgery on January 30th. We are making a variety of plans to accommodate her absence and we all will be wishing her a speedy recovery.

Staff worked with a vendor to hold a new book fair on December 16th. It was a great success with over \$2,400 in new books being purchased. The Library benefited by receiving 10% of the revenue (\$240). There were dozens of great books to buy and we're planning on doing it again next year.

Goals refer to the Library Long Range Plan 1993-1998

Volunteers

(Goal 7)

The Volunteers helped out at the bookfair on the 16th and raised an additional \$30 by providing a gift wrapping service.

491 hours of volunteer assistance was given this month by **56 people**.

Administrative Activity

(Goals 1 & 8)

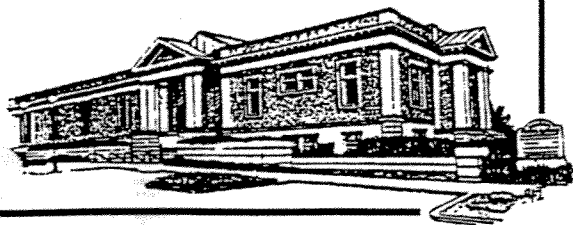
The Director met with the Newberg Charitable Organization to give them an update on the HEAL project. The NCO continued their support of the project with a donation with \$2,600 to provide the Health Information CD ROM at the library.

The Director spoke at the morning Rotary Club in December. Even at the early hour she was able to convey a message regarding the place of libraries in the new information age.

A meeting with the Newberg School District Technology staff person was productive with information gained on where the district is heading and how the public library fits into the education mix in the community. These meetings will be continuing.

The Director attended meetings of the department heads, the Newberg City Club, and chaired the Librarian's Committee for CCRLS. Her jury duty service ended in December. She also attended a meeting of the Oregon Public Library Director's at the West Linn Public Library. A number of libraries reported successes at the November ballot box and others are making plans for May or November 1998 elections.

*From Bartlett's Familiar Quotations,
15th edition Ref/808.88/Bar



PUBLIC LIBRARY

*The wave of the future is coming
and there is no fighting it.*

Anne Morrow Lindbergh (1940)

November, 1997

Serving Our Public

(Goals 4, 5 & 6)

An Internet Orientation program was held in November that was attended by 20+ very interested residents. After an hour and a half we finally had to end the session, but many would have stayed longer. New sessions are planned for January and February.

Oregon Public Broadcasting brought a program to the library to encourage parents to use television in a positive way, rather than as a babysitter. The program was well attended by over 50 people and they received packets of information from OPB as well practical information. And there wasn't even a "pledge break".

As a part of the library's Celebration of Children's Book Week, a paperback exchange program was held in the lobby. These are always welcomed by people as an opportunity to trade well read books for something new.

The Fall Storytime series ended in November and the Winter session starts on January 13th. The break is needed to allow staff to prepare for the new series as well as a money issue as the Babytime and Toddler time are supported by a grant that only provides so many weeks of activities.

1,391 Reference Questions were asked in November which, per hour, is up 40% from last year.

16 programs were held with **555 people** attending. These included weekly babytime, toddler time, storytime, tours and an Internet orientation program.

Goals refer to the Library Long Range Plan 1993-1998

Books, etc

(Goals 2 & 3)

Staff has ordered a number of new books on home improvement and home workshop activities. In addition, a number of geographic resources have been purchased with funds from the Library Foundation.

12,654 items were checked out this month. This is down **5.7%** for the year, however the number of items that were checked out each hour we were open is actually up **10.7%**. The number of hours the library was open in November was **116**, down **19% (144)** from November, 1996

Staff Activities

(Goal 7)

Staff continue to do a great job adjusting to the increased workload with the hour cutbacks and the increase in reference and circulation during the hours we are open.

We have noticed however that when there is illness, we don't have the depth of staff to always cover the desks. We are looking at arranging for substitutes and using George Fox workstudy students to assist. One staff member will be off for 6-8 after the first of the year for surgery and we will have to do some fancy scheduling to cover her absence.

Members of the Newberg/Dundee Oregon Together committee spoke to staff regarding the We Care About Character campaign. Staff are enthused about participating and will be active in getting the word out to the community.

Staff spent time preparing for the Festival of Trees and the Tree Lighting which will be held on December 4th.

Volunteers

(Goal 7)

The Library Friends have joined the Oregon Library Association and have utilized their workshops and publications.

408 hours of volunteer assistance was given this month by **51 people**.

Administrative Activity

(Goals 1 & 8)

The Library Long Range Planning Committee met in November and developed lists of library customers and what services those customers need. In January, they will work on prioritizing those needs.

The Director attended a planning session for the Oregon State Library to assist them in determining their goals and activities for the next biennium.

A grant has been submitted to the Mid-Willamette Valley Rural Investment Fund to develop a feasibility study on the formation of a county wide library district. This is only a study so that discussion could take place with facts and figures especially in light of the changes with Measures 47/50. A library district could allow the cities to retain ownership and operation of their libraries, but to expand funding to the rural areas that currently pay nothing or very little for public libraries.

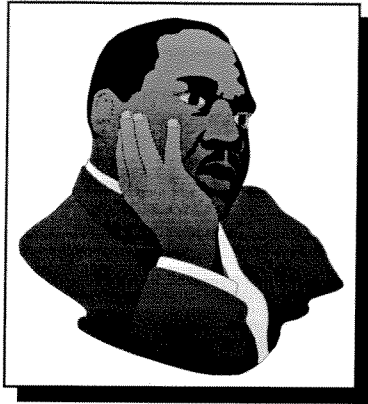
The Director attended meetings of the department heads, the Community Relations Committee, CVSCC Senior Center, Newberg City Club, Interfaith Volunteer Caregivers and chaired the Librarians committee for CCRLS. She continues her jury duty services through December.

*From Bartlett's Familiar Quotations,
15th edition Ref/808.88/Bar

Newberg Fire Department

January 1998

Month End Report



Meetings:

This month the fire department responded to 135 medically related calls, and 63 investigations, public assist and fire calls, for a total of 198 calls. The staff and volunteers attended their normal meetings; apparatus night, drill nights, business meeting, EMS meeting, officers' meeting, duty officers' meeting, case reviews, and a department staff meeting. The Fire Chief attended the Oregon Fire Chiefs' (OFCA) Executive Board meeting, weekly Rotary meetings, weekly Fire Station #2 Management Team meetings, Fire Station #2 Department Staff meetings, a Community Relations meeting, and a retirement celebration for Bruce Caldwell, Fire Chief of McMinnville.

Chief Sherman attended the Spring retreat of the Oregon Fire Service at Silver Falls as President of the OFCA. There were representatives from almost every fire agency/district in the State present.

This month the Chief Sherman was elected as the new Yamhill County Fire Defense Board Chief. A part of his role as the new County Chief will be to act as liaison between the other

Fire Chiefs in Yamhill County and the State Fire Marshal during emergency and non-emergency situations. He will also represent Yamhill County on the State level on emergency/non-emergency situations, legislation and other issues.

Al Blodgett, as President, attended the monthly meeting of the Mid-Willamette Fire Instructors' Assoc and a meeting for the Oregon Volunteer Fire Instructors Conference. He and Jill Dorrell attended an Old Fashioned Festival Committee meeting. Jill Dorrell, as the Oregon Volunteer Firefighters Assoc.'s (OVFA) representative, attended the Retreat at Silver Falls.

EMS:

Division Chief/EMS Coordinator Frank Douglas attended an Oregon Fire Medical Administrators Association meeting in Keizer, the bi-monthly Newberg City Club, and OFCA's "New Chief's Training Manual" Committee. Frank presented to the City Council a request to go out to bid on a new rescue on Jan. 5th. He met with Duane Miller, Lebanon Fire District, on creating a State EMS Manual on Jan 7th. On Jan 8th, he gave a talk to NHS students on selecting Firefighting and/or Paramedic field as their career choice. He assisted the Newberg Boat Club on meeting the on scene medical requirements for conducting the Boat Races on Memorial weekend. He also became a Certifying officer for the Oregon Health Division.

The department held case reviews on Jan 3rd, and it's monthly EMS Drill on Jan 14th. Dept. personnel traveled to St Paul to critique the hot-air balloon crash that occurred in Donald last year as our medical also responded on that call.

Fire Prevention & Investigation:

Division Chief/Fire Marshal Chris Mayfield conducted one fire investigation, one fire station tour, and he attended the Yamhill County Fire Investigation Team held a 4 day Basic Fire Investigation Technique class. A breakdown of inspections is as follows:

Inspections

- 5 Business
- 7 Driveway
- 4 Plan Reviews

Volunteers:

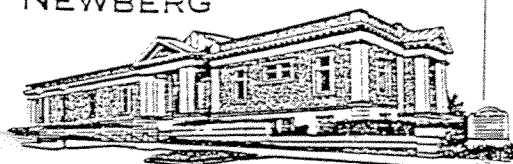
The Fire Department made a recommendation to the Council to approve the hiring of Jerry Milstead & Associates as the Project Manager for the new fire station and main station remodel. The Department also advertised for an Architect for this project. A mandatory pre-bid meeting was held at the fire station on Jan. 20th, and the deadline to receive proposals was Jan. 30th. Chief Sherman, Duane Cole, Mike Soderquist and Terry Mahr, and Captain Don Schmidt, screened the proposals to the top 3 applicants for interviews to be held Feb. 5th.

On January 15th, the Department hosted a recruitment night at the fire station for all those who live in the area surrounding Fire Station #2 and are interested in becoming volunteers. There were approx. 20 persons who attended. A "Probie" class will begin sometime in February or March.

Fir e De pt.

January Birthday's

- Carol McBride - 1/4
- Keith Decker - 1/12
- Ryan DeLashmutt - 1/19
- Bill Larson - 1/26

**Serving Our Public**

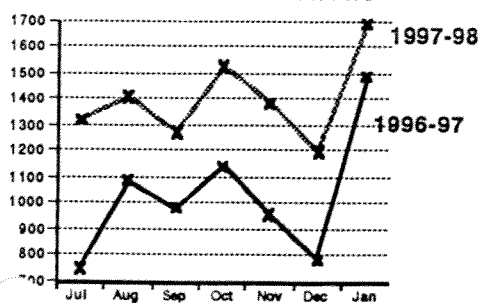
(Goals 4, 5 & 6)

As part of Library Planning, a survey has been conducted in the library lobby. People are asked to put tags on the four services they value most. At this point the two areas with the most tags are More Hours and More Parking. It seems that everyone puts their tags on these two items, then moves on to place the other two on storytime, or reference help or other services.

Through a grant from the Oregon State Library, we conducted a poetry workshop for families in January. This program encouraged poetry writing and was conducted by two professional poets. We had a full orientation and the poetry was very good. A booklet of the poetry will be produced and be available at the Library.

The January Internet Orientation program was well attended. A volunteer had indicated he would assist, but at the last minute had to back out. Staff were available to conduct this valuable session.

1,692 Reference Questions were asked in January which, per hour, is up 33% from last year.

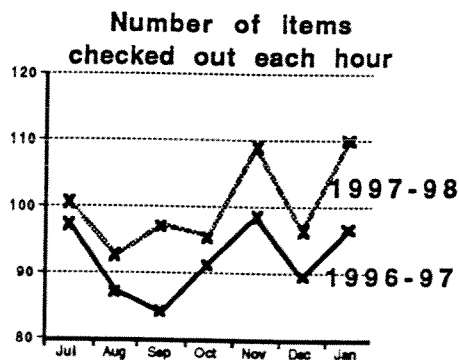
Reference Questions

22 programs were held with 738 people attending. These included weekly babytime, toddler time, storytime, tours, Internet training, and the poetry workshop.

Books, etc (Goals 2 & 3)

The Library's fledgling music cd collection is now available for checkout. This has been a requested service for a number of years and with donations from the Friends and the Foundation we have started the collection. We are requesting donations of money as well as cd's to help build this collection. The cd's checkout for one week and there is a limit of two per person.

16,075 items were checked out this month. This is down 4.1% for the year, however the number of items that were checked out each hour we were open is actually up 13.7%. The number of hours the library was open in January was 146, down 14.6% (171) from January, 1997.

**Staff Activities** (Goal 7)

Rea Andrew, circulation manager, had successful surgery on January 30th for a back condition. She is expected to be out for 6 to 8 weeks. During her absence part time staff are working additional hours and tasks are being parceled out to others or in some cases are simply not being done due to lack of time. Rea will have quite a backlog to go through when she returns.

Goals refer to the Library Long Range Plan 1993-1998

Volunteers & Friends

(Goal 7)

The Friends held their annual meeting on January 6th and voted to provide six new light fixtures for the Carnegie Room. These lights should make significant improvements in the lighting of the room.

The Volunteers continue to make significant contributions in partnership with staff. One of our newest volunteers is a young man who provides Internet assistance on Thursday afternoons and evenings. This compliments our staff person who provides the assistance the other afternoons.

505 hours of volunteer assistance was given this month by 96 people.

Administrative Activity

(Goals 1 & 8)

The Library Planning Committee has been making progress on its efforts for a new long range plan for the library. At their January meeting they developed a list of critical issues for the library as well as looked at needed services. They will meet in February to develop outcomes and review the mission statement.

The Director attended meetings of the department heads, the Newberg City Club, CVSCC Senior Center, American Cancer Society Relay for Life and the Interfaith Volunteer Caregivers.

*From Bartlett's Familiar Quotations, 15th edition Ref/808.88/Bar