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**City of Newberg**

**City Council**

**December 7, 2020**

Meeting held electronically due to COVID-19 pandemic

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**WORK SESSION –**

Meeting called to order at 6:00 p.m.

Councilors Present: Mayor Rick Rogers, Councilors: Denise Bacon, Elise Yarnell Hollamon, Stephanie Findley, and Julia Martinez Plancarte.

Councilors Absent: Bryce Coefield, District 5 seat vacant

Staff Present: City Manager Dan Weinheimer, City Recorder Sue Ryan, and Finance Director Matt Zook.

**WORK SESSION:**

Agenda Review – Councilor Bacon – Transportation SDCs added to the agenda.

Priority Based Budgeting & Biennial Budgeting presentation:

Finance Director Zook reviewed the 2020 Council goals regarding the City's finances, role of the budget, the challenges, examples of those challenges especially in answering questions about affordable housing, traffic management, and the solution of priority based budgeting. This was a process of allocating budgetary resources through the lens of programs and services rather than traditional expense categories. He explained the process and framework for priority based budgeting and how they would develop data layers that would include programs, cost allocation, attributes, and insights. He also discussed the tools available to help with this work.

Discussion:

Mayor Rogers asked how much staff time would be needed. FD Zook thought every department had put in about 10 hours so far and the rest would be done through the normal budget process. They would be identifying the programs each employee was tied to in the data. Councilor Findley was excited about this change. It would give her concrete language to use when talking to people about the budget.

Mayor Rogers asked how agile this could be to change with Council goals and priorities. FD Zook said it was meant to be dynamic. Once all of the information was put into the software, they would be able to shape each year with different goals and priorities. FD Zook then gave a presentation on biennial budgeting which was a two year budget cycle that allowed for lower per-year staff time as well as a longer and more stable view of the

financial planning process. He gave a timeline for implementation and the plan for adopting a FY 2021-23 budget in June. Mayor Rogers was concerned about getting enough community input if they changed to a two year budget cycle. Councilor Findley suggested the Budget Committee convene outside of the budget season for better education and engagement.

**BUSINESS SESSION:**

Councilors Present: Mayor Rick Rogers, Councilors: Denise Bacon, Stephanie Findley, Elise Yarnell Hollamon, and Julia Martinez Plancarte.

Councilors Absent: Bryce Coefield, District 5 seat vacant

Staff Present: City Manager Dan Weinheimer, City Recorder Sue Ryan, Community Development Director Doug Rux, Engineer Brett Musick, and Community Engagement Specialist Lacey Dykgraaf.

Meeting called to order at 7:05 p.m.

**CITY MANAGER'S REPORT:**

City Manager Weinheimer reported on the City's response to Covid-19 restrictions, Yamhill County's grant program for businesses, and the City's equity assessment.

**PUBLIC COMMENTS:**

Jared Jones, Newberg resident, discussed improvements that needed to be made to the Newberg Dundee Police Department. He requested Council commit to four actions: Implicit Bias training for all police officers, Make this commitment a priority in the selection of the next permanent Police Chief, Create a Citizens Review Board to continuously improve policing in Newberg – citizens would make recommendations on policy changes to the City Council, and Shift budget priorities to maximize effective community policing.

**PUBLIC HEARINGS:**

1. Resolution 2020-3696, Supplemental Budget

Mayor Rogers opened the public hearing. He asked if there were any declarations of conflict of interest. There were none.

Finance Director Zook gave the staff report. This was a request to approve Supplemental Budget #1, which covered 13 different funds. The reasons for these changes were: CARES Act funding, carryover, and new FY 2020-21 unanticipated expenditures. He noted that staff learned after the Public Notice was published that the Dispatch workspace remodel project could not be completed before the CARES Act deadline. The Dispatch remodel project was still necessary, but would be covered by General Fund Contingency. Further, there was an additional \$100,000 increase to General Fund General Government beyond the \$135,785 in the public notice that would cover the Newberg School District grant from CARES funds. The fiscal impact resulted in a net increase in total appropriations of \$3,605,102 bringing total appropriations to \$101,019,912. The adjusted adopted budget would include

unappropriated ending fund balances of \$1,104,459 and reserves of \$11,056,242 for a total amount of \$113,180,613.

Public Comments: None. Mayor Rogers closed the public hearing.

Discussion:

Mayor Rogers asked about the funding request from the School District. FD Zook said the City had not anticipated being able to contribute until they learned that the Dispatch remodel was not eligible for the grant. They had to spend the money by December 30 and this was something ready they could contribute to.

Councilor Bacon was generally against switching money from one taxing district to another, but was in support of this proposal. Mayor Rogers would like to know how much the School District received from CARES funding. He asked if the supplemental budget needed to be approved tonight. He thought they should look at other options for the funding.

CM Weinheimer said the CARES funding had a deadline and he did not think it was possible to put together another round of business grants by the deadline. They were planning to do another Support Local challenge. Councilor Findley would like another option as well.

Mayor Rogers said he would have liked to have an in depth discussion on how the CARES Act funding might have been spent instead of coming to Council piecemeal. FD Zook said they could take the CARES Act amount off the table and come back with a different proposal at the next Council meeting. There was discussion regarding the School District funding option.

Action: Resolution 2020-3696, A Resolution adopting Supplemental Budget #1 for Fiscal Year 2020-21 as amended to recategorize the General Fund General Government to Special Payments and to reflect the updated amounts as indicated in the staff report.

Motion: Councilor Yarnell Hollamon

Second: Councilor Martinez Plancarte

Vote: 4 Yes 1 No [Rogers] 1 Absent [Coefield, District 5 seat vacant]

**NEW BUSINESS:**

1. Resolution 2020-3705, Infrastructure MOUs

Community Development Director Rux said this item was related to HB 2001 and middle housing. The House Bill allowed for a time extension if there were infrastructure deficiencies. The request for the extension had to be submitted by December 31, 2020.

Senior Engineer Musick presented the outcome of the analysis, which evaluated two areas in the City to determine if there were deficiencies to accommodate middle housing. The transportation, stormwater, wastewater, and water systems were analyzed for the area north of downtown between the railroad and N Meridian and

south of downtown between Chehalem Creek and Hess Creek. The transportation, stormwater, and wastewater analysis concluded that there would be no impacts. There would be impacts to the water system related to fire flow. The consultant identified eight projects in the south area and one in the north area, which would cost \$6.2 million. The timeline would begin in 2021-22 and be completed by 2028-29.

Mayor Rogers said in these two areas it was projected to be an increase of 22 units of housing. With those 22 units they would need to spend \$6.2 million and the projects would not be done until 2028-29. If they asked for an extension, how long would the extension be? CDD Rux said if the application was approved, it would be until 2028-29.

Mayor Rogers asked if these projects were already identified in the Water Master Plan. CDD Rux said no, they were not. The City was required to allow middle housing and improvements were needed to accommodate it. There was discussion regarding the timeline for the projects and prioritization of capital improvement projects.

Mayor Rogers thought this was counter to what they were trying to do for affordable housing and SDCs and the capital improvement project list needed to be targeted to Council Goals.

Action: Resolution 2020-3705, A Resolution accepting the Infrastructure Based Time Extension Technical Memorandums.

Motion: Councilor Findley

Second: Councilor Bacon

Vote: 4 Yes 1 No [Rogers] 1 Absent [Coefield, District 5 seat vacant]

## 2. Communications Plan presentation

Community Engagement Specialist Dygraaf and Consultants Liz Newcomer and Liz Cassi presented on the City's Communications Plan and Discovery Report. They explained the process, purpose, key takeaways both externally and internally, notable stats, and focus areas for the future. They then shared examples of how the City could achieve building trust, consistency and timeliness, equity and inclusion, and internal confidence and competence. They also discussed next steps with the goal of implementation in 2021-22 and top priorities for 2021.

Discussion: how this work fit in with Council Goals and how the Council would like to be coached on these items.

## **COUNCIL BUSINESS:**

Council Committee reports – Councilor Yarnell Hollamon asked if someone else could be the liaison to Business Oregon. Mayor Rogers said he could.

Committee discussion on possible changes – City Recorder Ryan said Student Planning

Commissioner Bolek had requested amending the requirements for City committees to have a youth representative on each committee. She had done an analysis on all of the committees and created a list of items that staff thought the Council would like to discuss further in February.

Student Planning Commissioner Bolek presented his proposal to the Council. He wanted to increase student participation in the community by increasing the amount of opportunities for students and ensuring those opportunities were seized upon. This would require legislation by Council and better communication with students. He discussed ways to ensure these positions were filled, costs associated with this change, benefits to the City and students, and meeting Council Goals.

Discussion: Councilor Bacon was in favor of the proposal. Mayor Rogers asked if there had been thought about the mix of students from colleges and the high school. Student Planning Commissioner Bolek thought the majority should be from the high school so they would be developing community members.

Mayor Rogers suggested thinking about other benefits to students, especially those who were not college bound. Councilor Martinez Plancarte suggested a small student stipend. Councilor Findley agreed they needed to think about how they could engage students who were not college bound.

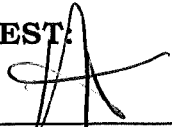
Student Planning Commissioner Bolek gave suggestions for different types of opportunities to get broader student representation. There was consensus to bring this back to Council as a Work Session item.


Mayor Rogers suggested creating a SDC/Capital Improvement Project Commission to look at how SDCs and the improvement project lists were developed. It was a point of discussion in the business/development community. There was consensus to form the committee.

Councilor Bacon discussed transparency in spending the CARES Act funds. She did not have a problem with how the money was distributed.

Mayor Rogers said he had questions from the November 16 meeting and was waiting to hear answers back.

Meeting adjourned at 9:30 p.m.

**ATTEST:**  
  
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Rick Rogers, Mayor

  
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Sue Ryan, City Recorder

