MINUTES
Newberg Centennial Redevelopment Commission
Finance Committee

Thursday, February 9, 1984 7:00 AM Almond Tree Restaurant

Members Present:

Bruce Breitling
Alan Halstead
Quentin Probst

Others Present:

Clay Moorhead, Executive Secretary
Rick Faus, NCRC Attorney
Allyn Brown
Don Tarlow

The meeting was opened and chaired by Bruce Breitling who called an Executive Session under the authority of ORS 192.660(1F) relating to the consideration of records that are exempt by law from public inspection, specifically, records exempt under ORS 192.550(2B) personal privacy exemption, and ORS 192.500(2C) disclosures made in confidence for the purpose of reviewing an application for a rehabilitation loan.

The committee then went into Executive Session.

Motion: Halstead-Probst to come out of Executive Session. Carried unanimously.

Motion: Halstead-Probst to recommend to the Newberg Centennial Redevelopment Commission tentative approval of a loan for one-half of the rehabilitation cost for the building identified as 501 E. First Street, Newberg. (1) These costs are not to exceed $65,000. (2) That the loan be allowed to be amortized over a period of 30 years with a balloon payment for the entire balance owed at 12 years. (3) That the applicants be allowed to refinance the first and second mortgages on the property while leaving the NCRC's third mortgage intact provided that no new financing in excess of the unpaid balances due and owing on the original first and second mortgages are made, and that the original 12 year pay-out would still remain in effect. Motion carried unanimously.

The Committee discussed some general items within the Rehabilitation Loan Program. Don Tarlow asked what forms of disbursement schedules would be authorized. Bruce Breitling indicated that it would be necessary for the applicants to propose a disbursement schedule for approval by the Finance Committee. He indicated that the Agency would withhold at least 10-25% of the loan until completion of the entire project.

There being no further business, the meeting was then adjourned.

DRAFT
@ 4/15/85

MINUTES OF A REGULAR MEETING OF THE NEWBERG CENTENNIAL REDEVELOPMENT COMMISSION

Thursday, 7:30 p.m. Council Chambers April 11, 1985

The meeting was called to order by Chair LeRoy Benham.

Roll Call:
LeRoy Benham
Bruce Brietling
Hal Grobey
Elvern Hall
Alan Halstead
Art Moffat
Quentin Probst

Staff Present:
Clay Moorhead, Executive Secretary
Richard Faus, City Attorney
Arvilla Page, City Recorder

Others Present:
12 citizens and 2 members of the press.

Approval of Minutes:
Motion: Grobey-Probst to approve the minutes of the meeting of March 22, 1985. Carried unanimously.

Communications from the Floor:
There were no communications from the floor.

Communication from the Chamber of Commerce:
Gary Baldwin, Vice-President of the Newberg Area Chamber of Commerce, stated the three groups; Newberg Downtown Association, Newberg Centennial Redevelopment Commission, and Chamber of Commerce; have the same goals. The three groups need to work together toward those goals. He identified areas and concerns which are common to all three groups.

Update:
Peggy Campbell, Interim Downtown Coordinator, gave an update on the Oregon Main Street Project and the activities of the Newberg Downtown Association. The Board of NDA has met four times. They have filed for incorporation and for non-profit, tax exempt status. She told of the results of the visit of Brian Scott and passed pictures and sketchs that were the result of his visit to six businesses.

Ms. Campbell asked that the NDA and NCRC come together to coordinate the common goals of the two groups. Elvern Hall, Art Moffat, and Quentin Probst were apointed to this task.

Ms. Campbell listed the goals which had been set in the job description for the Interim Downtown Coordinator. Most of the goals have been either completed or are in process.

Update:

Sam Zanghi, President of Newberg Downtown Association, stated their agrement that the three groups have common goals.

Mr. Zanghi stated that the dues structure of NDA includes both business owners and property owners. However, they will be unable to fund a full-time manager for the downtown which they feel is needed. They are asking the NCRC for financial assistance to fund the position with a cap of $20,000 per year. They also would like to have the contract with Peggy Campbell extended for 90 days. She is needed to complete the applications that have been started, coordinate the membership drive and continue production of the monthly newsletter which has been very favorably received. (Mr. Zanghi distributed a letter requesting the extension of the contract with Peggy Campbell.)

Mr. Zanghi again stressed the need for the three groups to work together and to not duplicate efforts.

Commissioner Grobey stated that he was concerned about the use of public money to fund an organization that will fade away. Mr. Zanghi responded that the NDA must be kept alive or the town will die.

Commissioner Grobey asked staff whether the budget would allow the funds requested. 1 Mr. Moorhead responded there is a projected carry-over of $60,000 which could be used as requested.

Motion: Grobey-Hall to approve the request for a 90 day extension of the contract with Peggy Campbell.

Motion Amendment: Breitling-Grobey to amend the motion to 60 days to keep it within the budget year. Carried unanimously.

Motion to Amend Amendment and Main Motion: Breitling-Grobey to extend the contract with Peggy Campbell to June 30, 1985. Carried unanimously.

Vote on the main motion as amended was carried unanimously.

Motion:Moffat-Probst that the Executive Director be given authority to sign the extended contract with Peggy Campbell. Carried unanimously.

Motion: Grobey-Hall to refer the request for $20,000 matching funds assistance for NDA to the Finance Committee. Carried unanimously.

Report from Traffic Committee:

Commissioner Moffat reported on the request for proprosals for the Downtown Development Plan. He stated that proposals will be requested from five consultants. The NCRC will approve the RFP before it is distributed.

Motion: Moffat-Grobey to adopt the form of the RFP as presented.

The Commission then discussed the various sections of the RFP.

The Traffic Plan would only include that area of the NCRC boundries west of the fill. Grace Backstrom stated she was concerned that the Market Study would be a duplication of the efforts of the NDA. Ms. Campbell pointed out there would be merchant and shopper questionaires done by NDA and the Market Study may not be necessary with a full-time director. Commissioner Hall noted that the advice he had received on his recent trip to Washington, D.C., was that there should be a market study and a full-time director. Mr. Moorhead noted that some of the results of the market study are needed for the other parts. Commissioner Grobey noted that the proposal is for more than just counting what is there. It is also a projection of need.

Motion to Amend the Main Motion: Hall-Grobey to amend the motion and change the wording on #3 of Market Study to 'The market study should include and identification of market dynamics which improve the business....'. Carried unanimously.

Motion: Hall-Breitling to amend #3 of Downtown Development Plan to strike the word 'and' and replace with a comma between 'amenities' and 'widening'. Carried unanimously.

Question: On the main motion as amended. Carried unanimously.

Budget Information:

Mr. Moorhead stated the goals of NCRC as previously stated need to be reaffirmed before there is consideration of the next budget.

Motion: Hall-Moffat to reaffirm the five goals. #1. Traffic Study. #2. Market Analysis. #3 Professional Assistance. #4 Traffic Reroute. #5. Bond Reserve. Carried unanimously.

Mr. Moorhead then stated the following have agreed to serve on the Budget Committee: Bill Vaughn, Gary Baldwin, Terry Mahr, Dorothy Johnson, Rick Rementeria, John Gotter and Marty Trolan.

Motion: Hall-Grobey to approve the appointments to the Budget Committee. Carried unanimously.

Mr. Moorhead noted there are four scenarios offered in the memo from the Executive Director for the Commission to place emphasis on in the budget preparation. The Commissioners discussed the scenarios in some detail.

Motion: Grobey-Hall to elect #3. 'Primary emphasis would be in professional services (half-time person) and special projects. Special projects would include a cost write down of property for future business, the purchase of property for parking lot, or other public purposes. A bond reserve would be established. Carried unanimously.

Mr. Baldwin stated he felt the placement of emphasis should be a decision of the Budget Committee.

There was no old business to discuss.

Motion: Moffat-Breitling to adjourn. Carried unanimously.

AGENDA
NEWBERG CENTENNIAL REDEVELOPMENT COMMISSION
REGULAR MEETING

April 11, 1985 | 7:30 PM | City Council Chambers
414 E. First Street

1. Open Meeting

2. Approval of Minutes

3. Communication from the Floor:

4. Communication from the Chamber of Commerce:

5. Update:
   Oregon Main Street Project/Peggy Campbell, Interim Downtown Coordinator

6. Report from Newberg Downtown Association/Sam Zanghi, President

7. Report from the Traffic Committee on the Request for Proposals for the Downtown Development Plan

8. Budget Information

9. Old Business:

10. New Business:

11. Adjourn

MINUTES OF
NEWBERG CENTENNIAL REDEVELOPMENT COMMISSION
FINANCE COMMITTEE

April 5, 1985 12:00 Noon Sage Restaurant

Present Were:

LeRoy Benham	Bruce Breitling	Quentin Probst
Alan Halstead	Mike Warren	Clay Moorhead
Brenda Stroud	Greg DiLoreto	

A schedule for adopting a budget for the Newberg Centennial Redevelopment Commission was reviewed by the Committee. The schedule identifies that a Budget Committee should be established by the Redevelopment Commission at their next regular meeting on April 11, 1985. The Budget Committee would then have to meet somewhere near the end of April to begin reviewing an overall budget for the 1985-86 fiscal year. The final budget is expected to be adopted by the NCRC at their regular meeting on June 13, 1985.

Mr. Moorhead indicated that a Budget Committee will have to be established at the next regular meeting of the Commission. So far, there are two individuals that have accepted serving on the Budget Committee. They are Bill Vaughn and Gary Baldwin. Other individuals are still being contacted to serve on the Committee. At least seven people in addition to the NCRC must be appointed to the Budget Committee.

Bruce Breitling indicated that it is necessary to review once again the goals that were adopted by the NCRC this last fiscal year. These goals should be presented to NCRC to be reaffirmed. This will help to provide direction in establishing the overall budget for the next fiscal year.

Mr. Warren indicated that a request has been submitted by the Newberg Downtown Association to continue funding the Downtown Interim Coordinator position for an additional 90 days and to have the NCRC match private donations, not to exceed $20,000, for the purpose of funding the Main Street Program. 2 per year.

The Committee commented that the issue of providing matching funds for the Main Street Program should be postponed until further information is received regarding the interest on the part of the merchants to support the program. The Commission should discuss the issue of continuing the funding of the Downtown Interim Coordinator position for an additional 90 days.

There being no further business, the meeting was then adjourned.

ITEM 5

APRIL 3, 1985

Hi,

This is the 4th newsletter that you will have received from me...Peggy Campbell, Newberg Interim Coordinator. I have been busy with the organization of the Main Street program for Newberg and have lots to report since my last letter to you. You are either a property owner or a business owner in Downtown Newberg. I know that you are concerned about the empty store fronts and lack of customers and I hope that in reading these letters and talking with me, you are beginning to get ~~a get~~ a feel for what the program can do for for business and your building...in short for your investment.

This Monday morning, April 8, at 7:15 AM, I will be talking about the Main Street approach to revitalization with the Chamber Forum. The Chamber is holding a special meeting in the morning in hopes of attracting you all at a more convenient hour. I have a wonderful slide presentation about other cities that have used this approach and I will be glad to answer any questions you might have.

I have talked with Mr. Ted Francis about using his Francis theater to show the same slide show on one day, on the hour starting at 8:30 and going to 630. Watch the marquee for the date.

Brian Scott, with Oregon Downtown Development Association came to Newberg on March 15th and looked at six buildings in the downtown area. All six owners expressed a desire to remodel the exterior of their buildings and Brian gave some pretty good suggestions to the them. Those buildings were: Londons Lawn and Garden; Johnson Furniture; the Rexall Drug Building, Westside Auto Parts; Buy Wise Drugs; and Newberg Auto Parts. This was a free service to Newberg through ODDA as part of the Redevelopment Commision's membership to ODDA.

We will be traveling to visit Corvallis and Albany on April 19th. If you are interested in seeing how these two Main Street cities have handled their downtown problems by using the Main Street approach, please call me and we'll arrange for adequate transportation. (my phone # is 538 0528)

You have selected a board of directors to promote and direct the Main Street program in Newberg. They all are directly involved with the downtown as property owners or business owners and care about the future of our town. They are as follows:

President	Sam Zanghi
Vice President	Rodger Heinzel
Secretary	Marty Trolan

ITEM 6

NEWBERG DOWNTOWN ASSOCIATION
518 E. FIRST ST.
NEWBERG OR 97132
(503) 538-0528

THE NEWBERG DOWNTOWN ASSOCIATION BOARD

INVITES YOU TO A

MEMBERSHIP DRIVE KICK-OFF

THURSDAY, APRIL 25TH, 5:30 p.m.

BUTLER CHEVROLET SHOWROOM 411 E. FIRST ST. NEWBERG

WHAT THE NEWBERG DOWNTOWN ASSOCIATION WILL DO FOR YOU

Downtowns have long symbolized the identity of communities. Recognition of their decline has touched a deep chord in the people who live and work here, creating not only an economic problem, but a lack of focus for civic pride. In order to build interest and concern for Newberg's downtown district, it is important that we become collectively unified in our revitalization efforts. "Collectively unified" means forming an organization which works solely for us -- the downtown community-- and therfore is supported financially by us. At this point, you are probably asking yourself, "what benefits will I as a business owner, property owner or downtown business person receive by belonging to such an organization?" Please read on....

* PROMOTIONS - NDA's job is to promote and advertise the downtown as a "Shopping Center" - an area that offers many services and kinds of merchandise. That means the NDA office coordinates events like the "Spring Festival" which promotes Downtown Newberg as a fun place to work, shop and spend leisure time. More support comes in the form of: writing press releases, producing a shopping guide for the district, sponsering activities in conjunction with other city-wide activities and writing bi-monthly newsletters to keep each downtown business person informed and up-to-date on current downtown happenings.

* ORGANIZATION - NDA acts as a spokesperson for the downtown area to aid in obtaining hhelp from the different civic, service, government and private organizations. Their assistance makes the downtown effort a much stronger, effective effort. NDA will coor- and implement fund-raising projests to support the promotion of the downtown area.

* DESIGN - Access to and knowledge of sign painters, contractors and historic renovation experts; your spokesperson to City government officials for questions, problems ets; NDA office will coordinate revitalization efforts with the Redevelopment Commission; NDA will improve the visual image of the downtown by

ITEM 6

April 4, 1985

To: Newberg Centennial Redevelopment Association

From: Sam Zanghi, President, Newberg Downtown Association

Newberg Downtown Association has been formed as a non profit corporation with the State of Oregon ist purpose being to further the economic well being of downtown, conduct retail promotions, recruit new businesses and encourage redevelopment of existing buildings. NDA expects to raise approximately $20,000.00 from the business and property owners within the boundaries of the association to fund the Main Street program in Newberg. It is our feeling that our purpose and yours is closely aligned and that a partnership of public and private investment is essential to our combined efforts. We respectfully request an amount of money not to exceed $20,000.00 as matching funds to our private effort.

We also request that Peggy Campbell's contract be extended for another 90 days to continue the top notch coordination of this effort.

Thankyou for your time in consideration of this request,

sincerly,

S Zanghi

Sam Zanghi, President

Newberg Downtown Association

Item 7

REQUEST FOR PROPOSALS

The Newberg Centennial Redevelopment Commission requests proposals for the preparation of a document which contains a traffic plan, a market study of the downtown area and a downtown development plan. The purpose of the document is to provide a plan for the revitalization of the downtown area. The plan is being funded under the auspices of the Newberg Centennial Redevelopment Commission. Other interested groups in the plan include: the City of Newberg, the Newberg Area Chamber of Commerce, the Newberg Uptown Business Association, the Newberg Downtown Association, and the Oregon Department of Transportation (ODOT)

The requirements for the traffic plan, market study, downtown development plan, and summary are:

TRAFFIC PLAN

1. The traffic study should investigate options for routing traffic through the older downtown commercial area of Newberg. The study should consider ways to remove truck traffic from the core area. The 1981 Mayor's Task Force has investigated the traffic problem. Options were developed as a result of the Task Force. The study should focus on those options to determine if they are workable. Other options may be suggested.

2. Options for the traffic rerouting have been developed through a 1981 Mayor's Task Force report. As part of this plan the viability of these options should be reviewed. The object of traffic rerouting is to remove truck traffic, slow traffic speeds down, and to make the downtown area more attractive and accessible to pedestrians.

3. For the routing plan chosen, the study shall determine the best method for reconnecting traffic back to Highway 99W. No plan can interfere with the Hoover House or the caretaker's house directly west of the Hoover House, or any other culturally identified resource.

4. The traffic plan should show average daily traffic counts, monthly and seasonal traffic counts, and should also identify the impacts of weekend traffic versus weekday traffic in the downtown area. The plan should also identify, by month, the percent of vehicles that are tourist, commercial trucking, commuter oriented traffic, and any other predominant categories.

5. While the scope of the traffic study focuses on the downtown area, the plan should investigate the infusion of traffic from all major highways into the downtown area. The plan should be prepared such that it could be expanded to identify traffic needs throughout the urban growth boundary.

6. The traffic study should identify any infrastructure improvements that may be required as a result of rerouting the traffic. Examples of such improvements would be water, sewer, and storm drainage line replacement, reconstruction of street(s), removal of electric wires to underground, together with improvements or replacement of all

other utilities, installation of traffic signals, and traffic signage. The City Engineering Department will assist the consultant in this step. The Engineering Department will prepare cost estimates and preliminary design for water and sewer line improvements.

MARKET STUDY

1. Identify the demographics of the Newberg area and inter-relate them with what the market potential is for the downtown area.

2. The market study should identify changes, if any, to zoning requirements relating to the uses permitted to allow for the development of the markets identified.

an identification of market Dynamics ~~concepts~~ which improve

3. The market study should include marketing ~~techniques~~ to improve the business climate of the downtown area as well as building improvements necessary for a healthy business environment.

4. The market study should identify the uniqueness of the downtown and the economic effect of the existing traffic on the downtown area and compare these results with the proposed plan, taking into consideration the traffic rerouting and the downtown development plan.

DOWNTOWN DEVELOPMENT PLAN

1. The downtown development plan should incorporate total parking needs, (i.e., alternate side of the street angle parking; regional lots; curbside parking, parking garages; employee parking lots).

2. The downtown plan should show street trees and how far the trees should be spaced apart.

3. Other items within the downtown plan should include pedestrian amenities, ~~and~~ widening of the sidewalk to incorporate street trees, brick crossings, and other street treatments.

4. The downtown development plan should then be incorporated with the traffic rerouting plan for an overall map of the area.

5. The consultant should identify the cost for preparing a model as an option to this proposal. The model should be flexible so that blocks can be reconstructed.

SUMMARY

1. For the traffic/downtown development proposed by the consultant, an identification of properties which must be acquired, shall be made.
2. The plan shall identify those costs associated with the improvements noted for the traffic plan and downtown development plan. The plan should include methods for implementation. The plan should identify potential funding sources and a timetable for completion of the downtown development and traffic plan.

3. An important part of the implementation of this plan will involve working closely with the Oregon Department of Transportation (ODOT) Region II office in Salem, and other interested associations noted at the beginning of this RFP. Any rerouting of Highway 99W will require that ODOT be involved early on.

4. The proposal submitted by the consultant should contain a statement of qualifications, previous experience on similar projects, experience and qualifications of key personnel assigned to this project, and a project time schedule. For our budgeting purposes, an estimate of the cost to prepare the plan should be submitted, in addition to a current fee schedule of the firm.

5. NCRC will let one contract for the project and will require that one firm be responsible. This does not preclude the use of joint ventures; however the City will only deal with one unit.

6. The consultant will be asked to attend monthly NCRC meetings during the course of the study. In addition, the consultant is expected to attend two Council meetings. The consultant will need to meet with ODOT officials at least twice.

Item 8

MEMORANDUM
April 5, 1985

TO: NEWBERG CENTENNIAL REDEVELOPMENT COMMISSION

FROM: EXECUTIVE DIRECTOR

SUBJECT: 1985/86 BUDGET

Now is the time of year that I begin preparing the various budgets for City Council's and Newberg Centennial Redevelopment Commission's (NCRC) approval. The following is an agenda of the various budget meetings that must occur in accordance with state law:

March 14	Budget Officer Appointed
April 12	Appoint Budget Committee
April 25	Prepare Draft Budget (tentative date)
May	Provide Notice of Budget Summary
June 13	NCRC Adopts Notice

Prior to my going too far on the budget, I feel that it is necessary to put some of my general ideas on paper in order to receive further guidance from NCRC. By providing the guidance at tonight's meeting, I can then prepare my recommendations on the NCRC budget to the Budget Committee. The Budget Committee will provide a recommendation back to the Agency for your review and adoption.

BACKGROUND

In January and February of 1984 the NCRC went through a lengthy goal setting process. This was important because NCRC had just received revenue through its first increment and needed to identify the priorities for the staff to begin their work. From those meetings the following goals were set:

1. Traffic Study
2. Market Analysis
3. Professional Assistance
4. Traffic Reroute
5. Bond Reserve

The Agency wanted to establish a bond reserve fund in order to begin saving the necessary dollars needed to eventually float a bond to do the rerouting and other improvements. At the same time the Agency also wanted to carry on and complete smaller projects that would have a positive benefit on the district and the entire community.

Also mentioned as goals were the now completed rehabilitation projects; encouraging the use of the "turn of the century" theme on the new library addition (completed); striping and upgrading the municipal parking lot (completed), and reserving an account for unforeseen projects.

Since the time of the goal setting process the NCRC has not only followed the listed goals, but has accomplished more in the past year than any of us had originally envisioned. The rehabilitation loan projects are nearly completed. The improvements have created a very attractive addition to our downtown. The Library project is winding to a close, and a turn-of-the-century theme will perhaps set a tone for other improvements in our commercial district.

Early in the fiscal year of 1984-85 the Commission decided not to commit to the hiring of a full time staff person. The two primary reasons for this decision were to save tax dollars and the tenuous nature of tax increment financing, due to the proposed property tax limitation (ballot measure 2). However, the Redevelopment Commission did feel it was imperative that certain projects be completed for the benefit of the downtown. Waiting out ballot measure 2 or for any great length of time could have had a detrimental and demoralizing effect on the merchants. Consequently, Art Shew and Peggy Campbell were retained on a part-time basis to provide staff support on specified projects. Mr. Shew has been very helpful in assisting the Agency with economic development activities, the development of a motel study, economic development study, grants, and other projects. We have either implemented or completed most of Mr. Shew's recommendations identified in his report entitled "An Outsiders View of Newberg".

The Main Street Program has assisted many downtowns throughout the nation. The hiring of Peggy Campbell provided our merchants a vehicle to learn about the Main Street Program and to determine whether they would like to become a part of the program. An offshoot of Mrs. Campbell's work has been a greater cohesiveness and cooperation amongst the merchants, and the formation of the Newberg Downtown Association which is now in the process of receiving non-profit corporation status.

Finally, the need to create a traffic study, market analysis and traffic rerouting (i.e. downtown development) plan has been addressed most recently through the creation of a ten member committee that has recently developed specifications for the downtown plan. The development of this plan will be critical because it will provide the Redevelopment Commission and the community with a specific vision of what our downtown can be through revitalization.

VARIOUS SCENARIOS

As I began my budget preparation I took the carryover balance that is projected for June 30, 1985, added the revenues that would be received through tax increment, interest and rehabilitation loan repayments, and began the process of allocating these funds for 1985-86. Several scenarios were developed to identify various options. Each scenario was projected through the fiscal year 1989-90. The following identifies the primary emphasis in the four alternatives. (Note: All alternatives follow the intent of the goals established by the Commission. Each alternative provides various amounts for a bond reserve. Each alternative provides funds to complete the Traffic/Downtown Development Plan.

Alternative No. 1:

Primary emphasis would be to allocate a significant amount of the annual increment to the bond reserve fund and provide a relatively small amount of money to be used for professional services

Alternative No. 2:

Primary emphasis would be on providing a full time staff person starting in 1985-86. A relatively small amount of funds would be reserved for professional services. A bond reserve would also be established, but over time it would have less funds than Alternative No. 1.

Alternative No. 3:

Primary emphasis would be in professional services (half-time person) and special projects. Special projects would include a cost write down of property for future business, the purchase of property for parking lot, or other public purposes. A bond reserve would be established which will be slightly less than Alternative No. 2.

Alternative No. 4:

Primary emphasis would be on the continuation of the rehabilitation loan program and the hiring of a full time person beginning in 1986-87. A bond reserve would be established in the same amount at alternative No. 3, and a small amount of money would be reserved for various promotions.

As mentioned earlier, all alternatives follow the goals of the NCRC. A bond reserve needs to be established to fund major improvements in the future. As the Traffic/Downtown Development Plan is completed and a specific plan or model is established, we will be able to identify the overall needs and necessary public and private improvements that will become an integral part of the revitalization of the downtown. The establishment of a bond reserve will provide the funds to support a bond issue in the future which will help to support the costs of the public improvements.

RECOMMENDATION

It is my recommendation that the NCRC give strong consideration to Alternative Nos. 3 and 4. These alternatives establish a bond reserve, and both alternatives provide funds for professional assistance. Alternative No. 3 does not lose sight of the need to have funds available for special projects. Saving money for a bond issue is almost a prerequisite to doing anything major, but does not address the necessity for immediate assistance. I urge the commission to strongly consider this point, and allow some funds to be reserved for business or industry which would like to come to our community and may need funds for the leveraging of property or other incentive programs.

SUMMARY

A budget is more than just putting together numbers and having them balance. In order to do a thorough job you must go back and take a look at decisions that were made in the past, and where you intend to be in the future. In reflecting upon this, The process of reviewing the goals and monitoring our progress has been rewarding. By the time the budget is completed I believe that you will feel confident that each one of the tasks or goals identified have been thoroughly addressed, and will be completed in an orderly fashion. Tonight I ask that the NCRC address these goals, and either reaffirm the direction we have taken, or make any adjustments that you feel are required.

Michael Warren

Michael Warren
Executive Director

rs/0405z/ncrc2

Dear Commissioners,

The Newberg Downtown Association Board of Directors requests that the Newberg Centenial Redevelopment Commission extend Peggy Campbell's contract as interim Uptown Coordinator for a period of 90 days. Peggy has fulfilled the initial goals set forth by your commission. However, we feel there is still a need for the interim coordinator position to make the transition from the initial formation of the Newberg Downtown Association to the hiring of a full time manager.

The Newberg Downtown Association has established the following set of new goals for this transitional period:

1. the completion of the ODDA application for acceptance to the Main Street program and the continuation of liaison activities with that organization

2. setting up the procedure and a committee to hire a full-time manager

3. establish a liaison between the Newberg Downtown Association and the Newberg Chamber of Commerce and the Newberg Centenial Redevelopment Commission for continued communication

4. continuation of the monthly newsletter

5. continuation of office space and telephone service

6. coordination of the upcoming Newberg Downtown Association membership drive

The board members are excited about the potential of the Newberg Downtown Association and are spending many hours of volunteer time to insure its success. However, since all the board members are primarily engaged in their own profession or business it is imparative that Peggy continue in her role as coordinator.

Sincerely,

Dave Daniels

Marsha Trolay

Carol Sprague