



**CITY COUNCIL AGENDA
NOVEMBER 19, 2012
7:00 P.M. MEETING
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)**

Mission Statement

The City of Newberg serves its citizens, promotes safety, and maintains a healthy community.

Vision Statement

Newberg will cultivate a healthy, safe environment where citizens can work, play and grow in a friendly, dynamic and diverse community valuing partnerships and opportunity.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. CITY MANAGER'S REPORT

V. PUBLIC COMMENTS

(30 minutes maximum, which may be extended at the Mayor's discretion, with an opportunity to speak for no more than 5 minutes per speaker allowed)

VI. CONSENT CALENDAR

1. Consider a motion adopting **Resolution No. 2012-3021** for the surplus and sale or donation of a Fire Engine, a Water Rescue Vehicle, and a Rescue Ambulance. (Pgs. 3-4)
2. Consider a motion approving the October 1, 2012, City Council meeting minutes. (Pgs. 5-8)

VII. NEW BUSINESS

1. Consider a motion adopting **Resolution No. 2012-3022** supporting the Newberg Downtown Coalition's Transforming Downtown Application. (Pgs. 9-16)
2. Consider a report on policy changes and additions to the Newberg-Dundee Animal Control Policy. (Pgs. 17-18)

The Mayor reserves the right to change the order of items to be considered by the Council at their meeting. No new items will be heard after 11:00 p.m., unless approved by the Council.

VIII. COUNCIL BUSINESS

Introduction of newly elected Councilors.

IX. ADJOURNMENT

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact the City Recorder at (503) 537-1283. For TTY services please dial 711.

Council accepts comments on agenda items during the meeting. Fill out a form identifying the item you wish to speak on prior to the agenda item beginning and turn it into the City Recorder. The exception is land use hearings, which requires a specific public hearing process. The City Council asks written testimony be submitted to the City Recorder before 4:30 p.m. on the preceding Wednesday. Written testimony submitted after that will be brought before the Council on the night of the meeting for consideration and a vote to accept or not accept it into the record.

The Mayor reserves the right to change the order of items to be considered by the Council at their meeting. No new items will be heard after 11:00 p.m., unless approved by the Council.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 19, 2012

Order ___ Ordinance ___ Resolution XX Motion ___ Information ___
No. No. No. 2012-3021

SUBJECT: Surplus and sale or donation of a Fire Engine, a Water Rescue Vehicle and a Rescue Ambulance.

Contact Person (Preparer) for this Motion: Frank Douglas, Division Chief - EMS
Dept.: Fire

RECOMMENDATION:

Adopt Resolution No. 2012-3021 for the surplus and sale or donation of one (1) 1980 Fire Engine (VIN F91PVJJ5377), one (1) 1995 GMC Water Rescue vehicle (VIN 1GDJK34FXSE523896), and one (1) 2000 Rescue Ambulance (VIN 1FV3GLBC7YHB41038).

EXECUTIVE SUMMARY:

City of Newberg owns a 1980 Ford L900 Fire Engine, a 1995 GMC Water Rescue vehicle, and a 2000 Freightliner Rescue Ambulance.

All of these vehicles are obsolete and may be difficult to sell. Should the city not be able to sell one or more of these vehicles, it would be most efficient to have the option of donating them to a fire department or other governmental agency in need.

Newberg Fire Department recommends the surplus and sale or donation of the Fire Engine, Water Rescue vehicle, and Rescue Ambulance identified above.

FISCAL IMPACT:

If sold, it is estimated that these vehicles could sell for approximately:

- 1980 Ford Fire Engine: \$5,000.00;
- 1995 GMC Water Rescue vehicle: \$2,500.00;
- 2000 Freightliner Rescue Ambulance: \$20,000.00.

Revenue from any sales will be deposited into account number 33-2210-610000.

STRATEGIC ASSESSMENT:

Surplusing obsolete fire department apparatus would reduce overhead costs. Any funds received from the sale of these units will be used to supplement Newberg Fire Department's apparatus replacement schedule.



RESOLUTION No. 2012-3021

A RESOLUTION AUTHORIZING THE FIRE DEPARTMENT TO SURPLUS AND/OR DONATE ONE (1) 1980 FORD FIRE ENGINE (VIN F91PVJJ5377), ONE (1) 1995 WATER RESCUE VEHICLE (VIN 1GDJK34FXSE523896), AND ONE (1) 2000 RESCUE AMBULANCE (VIN 1FV3GLBC7YHB41038)

RECITALS:

1. The City of Newberg Fire Department has been operating a fire department since 1898.
2. The City of Newberg owns a 1980 Ford fire engine (VIN F91PVJJ5377), a 1995 GMC Water Rescue vehicle (VIN 1GDJK34FXSE523896), and a 2000 Rescue Ambulance (VIN 1FV3GLBC7YHB41038).
3. Newberg Fire Department recommends the surplus and sale or donation of these vehicles.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council authorizes the surplus of a 1980 Ford fire engine (VIN F91PVJJ5377), a 1995 GMC Water Rescue vehicle (VIN 1GDJK34FXSE523896), and a 2000 Rescue Ambulance (VIN 1FV3GLBC7YHB41038).
2. The City Council authorizes, directs, and delegates the authority to the solicitation agent, which is the city manager or designee, in accordance with the Newberg Municipal Code Section 3.25.080(J) to do all necessary acts to sell or donate the 1980 Ford Fire Engine, the 1995 Water Rescue vehicle, and the 2000 Rescue Ambulance, in "as is" condition. If sold, these vehicles will be sold for the highest reasonable offer.
3. The solicitation agent has the authority to reject any unreasonable offers. Further the solicitation agent or designee is authorized by City Council to advertise these vehicles as required by the Newberg Municipal Code Section 3.25.080(J).

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November 20, 2012.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of November, 2012.

Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 22nd day of November, 2012.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 19, 2012

Order ___ Ordinance ___ Resolution ___ Motion XX Information ___
No. No. No.

SUBJECT: Approve the October 1, 2012, City Council Meeting minutes.

Contact Person (Preparer) for this Motion: Norma Alley, City Recorder
Dept.: Administration

RECOMMENDATION:

Approve City Council minutes for preservation and permanent retention in the City's historical records.

EXECUTIVE SUMMARY:

The City of Newberg City Council held a public meeting and minutes were recorded in text. In accordance to Oregon State Records Management law, the City of Newberg must preserve these minutes in hard copy form for permanent retention.

FISCAL IMPACT:

None.

STRATEGIC ASSESSMENT:

None.

**CITY COUNCIL MINUTES
OCTOBER 1, 2012
7:00 P.M. MEETING
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)**

A work session was held prior to the meeting. A presentation was given by Kelly Amador, ODOT, on the Newberg-Dundee Bypass Project. Mayor and Councilors were given a tour of the remodeled Fire station. All Councilors and the Mayor were present; no action was taken and no decisions were made.

I. CALL MEETING TO ORDER

Mayor Bob Andrews called the meeting to order at 7:04 PM.

II. ROLL CALL

Members Present:	Mayor Bob Andrews	Denise Bacon	Ryan Howard
	Stephen McKinney	Bart Rierson	Marc Shelton
	Wade Witherspoon		

Staff Present:	Daniel Danicic, City Manager	Terrence Mahr, City Attorney
	Brian Casey, Police Chief	Norma Alley, City Recorder
		Nicole Tannler, Minutes Recorder

Others Present: Robert Soppe, Peter Siderius, Ray Pacini, Philip White, Antoinette Marcel, and James Swanson.

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

IV. SPECIAL PRESENTATIONS

Consider a motion approving a proclamation supporting National Manufacturing Day held on October 5, 2012.

TIME – 7:05PM

MOTION: Shelton/McKinney approving a proclamation supporting National Manufacturing Day held on October 5, 2012. Motion carried (7 Yes/0 No).
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V. CITY MANAGER’S REPORT

Mr. Daniel Danicic, City Manager, reported he just attended the League of Oregon Cites Conference and several topics included state and local governments working better together and what other cities are doing in this tough budget time. Newberg won the Gold Award from CIS Insurance Company for a low workplace injury frequency rate of 1.3%, which helps lower our insurance rates.

VI. PUBLIC COMMENTS

TIME – 7:11PM

Mr. Robert Soppe stated there is an issue having to do with approval requirements for non-public portable signs within the public right-of-way found in Newberg Municipal Code 15.435.110. He stated it seems appropriate

for property owners to receive approval to put a sign in front of personal property regardless of zone. Mr. Soppe believes this could be resolved with the change of a single character in the code. Mr. Soppe discussed the recent Oktoberfest Festival and the resulting street closures. The closures traditionally have prevented vehicular traffic, but have allowed pedestrians to pass; however, the recent event closed the street to vehicles and pedestrians (see official meeting packet for full testimony).

Mr. Peter Siderius, Instructor of Horticulture at Newberg High School, stated he had heard the city may be privatizing landscaping and expressed his concerns for future partnership between the City and the horticulture program. He asked the Council to consider a four year relationship and hopes to keep a strong relationship growing. Mr. Danicic responded if the City decides to contract a landscaping service, it is staff's intent to not let the horticulture program die. There is no guarantee contracting landscaping services is the route the City is going; rather, we see this as an opportunity to take a look at options to share with the Budget Committee.

Mr. Ray Pacini stated he was representing the union and does not believe the City is going to get the kind of dedication and value received with the previous city employee through contracting for landscaping. The bargaining union encourages consideration of these things. Mr. Pacini does not think privatization will be as safe and could cause liability issues.

Mr. Philip White testified there should be some protection given to animals, so they are not able to be euthanized after only two hours. Mr. White asked what the Council intends to do and stated he accepts there is probably an issue with feral cats, but would like to see the Council review current practices. He shared that his cat was picked up at 11:06 a.m. by animal control and euthanized within two hours, as well as being left in a van for an hour and half. Mr. White stated his main objective is to allow 72 hours before drastic measures are taken on felines. Mr. White asked if the animal control officer is qualified to make decisions on euthanizations and whether a vet should be called in for those circumstances. Councilors Howard, Rierson, and Shelton gave their condolences, thanked Mr. White for sharing his situation, shared animal welfare is important to the Council, and stated they would like to see review of the City's policy.

Councilor Shelton asked staff if the animal was injured. Mr. Danicic responded the police report indicates the cat was not injured, but did display erratic behavior. Councilor Shelton asked if there is a typical restraining mechanism used for a cat. Mr. Danicic replied for the safety of the employee there is a restraint used.

Mr. White asked will the new animal shelter have cat facilities. Mr. Danicic responded the plans for the shelter do have a distinct cat play room, a separate room for cat quarantine, and cat kennels.

Ms. Antoinette Marcel, Yamhill County Cat Coalition, stated the goal of her coalition is to reduce the cat homelessness problem by spaying and neutering. She asked the Council to please take a look at what happened to Mr. White's cat. Any cat that will sit there while being noosed is not a dangerous cat. The cat was taken to animal control, euthanized, and then scanned for a microchip, which defeats the whole purpose of microchipping animals to identify them. There is a pole for microchip scanning to allow an animal control officer to scan from a distance or put through cage bars if they believe the cat is dangerous. She is appalled at the lack of professionalism and procedure and asks the Council to take a serious look at the situation. The animal control officer had a dog in the car when the cat was being held in it. For a cat to act "hissy" is totally normal in this case. Councilor Bacon stated we do not know the details of what actually happened as we were not there; there are many things that could have gone wrong. Ms. Marcel replied it was bad procedure to not have waited 24 hours and not scan for a microchip.

Councilor McKinney stated the scan did not return the registered owner and later we were told no ownership could be determined. There needs to be some kind of linkage for microchips from out of the country. Ms. Marcel replied that it was a UK chip, but anyone who went through the effort of putting a microchip in their pet would want the cat back.

Mr. James Swanson stated he believes there is a disconnect in the public policy. He originally found out about this situation through an online news report and has found a collection of comments from readers of the report. He provided handouts with particular remarks about the animal control officer (see official meeting packet for full testimony).

VII. COUNCIL BUSINESS

TIME - 8:03PM

Mr. Dan Danicic stated we all appreciate animals and a lot of facts have been spoken here tonight. He believes Councilor Bacon brought up a good point that only one person saw what actually happened. The City of Newberg does have a practice in place to follow the Oregon Humane Society Policy for dealing with strays, which is what the animal control officer did. The policy reads "stray cats that are housed at humane society while there is no legal holding time for cats our policy is to try to honor the 72 hour holding period used for dogs this may be shortened or not used at all if the cat is severely injured, un-weaned, sick, or obviously not tame". Mr. Danicic stated he does appreciate questions posed from Mr. White and would like to hear from council on how they would like to proceed.

MOTION: Shelton/Howard approved a motion directing the City Manager and Police Chief to work with animal shelter staff and NASF to prepare a Request for Council Action (RCA) with the facts in more detail than what we saw in email and return to Council for more discussion. Motion carried (7 Yes/0 No).

Councilor Rierson stated he supported the motion and encouraged the citizens present to work with the Police Department on the new animal shelter. We have a great advocate in the police chief and we are very fortunate to have an animal shelter in our city; it is a priority for the council. Mayor Andrews stated he has heard the concerns of the Council and believes it is unfortunate the issue had to come to our attention this way.

VIII. EXECUTIVE SESSION

1. Executive Session pursuant to [ORS 192.660\(2\)\(d\)](#) relating to labor negotiations and [ORS 192.660\(2\)\(f\)](#) to consider information or records that are exempt by law from public inspection.
2. Executive Session pursuant to [ORS 192.660\(2\)\(e\)](#) relating to a real property transaction.

Mayor Andrews went into executive session at 8:30PM. All Council members were present; no action was taken and no decisions were made. Executive Session was closed at 11:00PM

IX. ADJOURNMENT

The meeting adjourned at 11:00PM.

ADOPTED by the Newberg City Council this 19th day of November, 2012.

Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 22nd day of November, 2012.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 19, 2012

Order ___ Ordinance ___ Resolution XX Motion ___ Information ___
No. No. No. 2012-3022

**SUBJECT: Support of Newberg Downtown
Coalition's Transforming Downtown Application**

Contact Person (Preparer) for this
Motion: David Beam, AICP
Dept.: Planning and Building
File No.: NA

RECOMMENDATION:

Adopt Resolution No. 2012-3022 supporting the Newberg Downtown Coalition's application to participate at Oregon Main Street's Transforming Downtown level.

EXECUTIVE SUMMARY: The Oregon Main Street program is currently soliciting applications from communities to participate in their Transforming Downtown program. Applications are due December 5, 2012.

Oregon Main Street works with communities to develop comprehensive, incremental revitalization strategies based on a community's unique assets, character, and heritage. Services are based on the successful Main Street Approach® developed by the National Trust for Historic Preservation and include training and technical assistance. The goal is to build high quality, livable, and sustainable communities that will grow Oregon's economy while maintaining a sense of place.

The Main Street Approach is a proven comprehensive approach to commercial historic district revitalization. This approach has been implemented in more than 2,200 cities and towns in 40 states across the nation with the help of the National Main Street Center and statewide downtown revitalization programs. The Main Street Approach® is based on a comprehensive, four point strategy:

- Organization
- Promotion
- Design
- Economic Restructuring

Oregon Main Street provides assistance to all communities no matter where they are in the process. There are currently 78 communities participating in one of the levels of the Oregon Main Street network:

- **Performing Main Street** is for those communities who were previously certified National Main Street cities and those communities with advanced downtown programs following the Main Street Approach®. Application rounds are held as resources permit.
- **Transforming Downtown** is for communities who are committed to downtown revitalization using the Main Street Approach® but need technical assistance to take them to the next level. Application rounds are held as resources permit.
- **Exploring Downtown** is for those communities who demonstrate an interest in revitalizing their

downtowns and want to learn more about the Main Street Approach®. Interested communities may join at any time by submitting an Exploring Downtown level application.

- **Affiliate level** is for communities who want an opportunity to learn more about the Main Street Approach® to downtown revitalization by receiving an invitation to attend workshops and conferences sponsored by Oregon Main Street. Interested communities may join at any time by submitting an Affiliate level application.

Newberg is currently a participating community of Oregon Main Street at the initial Performing Main Street level. The Transforming Downtown level is the next step up for a community in the revitalization of their downtown. Exhibit “A” describes the commitments expected of a community, as well as the benefits it will receive from Oregon Main Street if it is designated at the Transforming Downtown level. The Newberg Downtown Coalition (NDC) is Newberg’s current local sponsoring entity with Oregon Main Street and has verbally agreed to fulfill the required commitments of a Transforming Downtown entity if it is so designated. The NDC will be required to submit a resolution from the NDC Board with the application stating it will fulfill these commitments. The city must also pass a resolution supporting the request for the application process to advance.

FISCAL IMPACT:

There is no direct fiscal impact from this request. In Fiscal Year 2011-2012, the city provided \$8,500.00 to the NDC to support their operations, and allocated an equal sum of funding in Fiscal Year 2012-2013. In addition, city staff has provided support services to the NDC as needed. Future support of the NDC’s operations will depend upon budgetary actions through the City Council budget process.

STRATEGIC ASSESSMENT:

The continued revitalization of Newberg’s historic downtown district remains an important goal for the city and the NDC has been a valuable partner in working toward this goal. Obtaining the Transforming Downtown level will provide the city and NDC with more tools from the State to get us closer to a revitalized historic downtown the community desires.



RESOLUTION No. 2012-3022

A RESOLUTION AUTHORIZING THE CITY OF NEWBERG TO PARTICIPATE AT OREGON MAIN STREET'S TRANSFORMING DOWNTOWN LEVEL

RECITALS:

1. Oregon Main Street has been established to assist cities and towns in developing a public/private effort to revitalize urban neighborhood and traditional central business district areas.
2. Oregon Main Street will accept new cities or towns to participate at the Transforming Downtown level and receive technical assistance from Oregon Main Street.
3. The City of Newberg desires to participate at the Transforming Downtown level. The Newberg Downtown Coalition is the local sponsoring entity with Oregon Main Street in partnership with the city.
4. The Newberg Downtown Coalition will be required to submit a resolution from their Board with the application stating it will fulfill these commitments. The city must also pass a resolution supporting the request for the application process to advance.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City of Newberg endorses the submission of this application of the Newberg Downtown Coalition and agrees to participate in the development and support of the local Transforming Downtown Program for the duration of its existence.
2. The City of Newberg endorses the goal of economic development of the designated downtown district within the context of the preservation and rehabilitation of its historic commercial buildings, recognizing that the Main Street Approach is one of many economic and community development tools utilized by a locale and that it is location specific.
3. The City of Newberg supports the establishment of a downtown program representative.

4. The City of Newberg recognizes a commitment to commercial district revitalization is an ongoing process requiring long-term attention, community support and involvement, and a full public/private partnership expected to last indefinitely.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: November 20, 2012.

ADOPTED by the City Council of the City of Newberg, Oregon, this 19th day of November, 2012.

Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 22nd day of November, 2012.

Bob Andrews, Mayor

*Oregon Main Street’s
Transforming Downtown Level Description*

Requirements of Local Sponsoring Entity

Communities at the Transforming Downtown level are required to have a local program representative dedicated to a minimum of twenty per cent (20%) of their time (an average of one day per week) to downtown revitalization through the Main Street Approach. This includes time working with the State Coordinator or contractors that will work with the communities during the agreement period. The local program representative can be a volunteer or paid employee from the local government, local non-profit organization, membership organization, or other organization with a commitment to downtown revitalization. The local community must understand that a long-term commitment to the downtown revitalization will require the formation of an organization and paid staff.

Typical responsibilities for this local program representative will be to make arrangements for meeting space, notify partners of upcoming meetings, coordinate community announcements, lead activities for local organization efforts, and attend required trainings and workshops. To be effective with these responsibilities, a Transforming Downtown program must provide office space for the local representative to coordinate these activities, have access to printing and mailing, have email/internet access, and access to computer.

Communities selected to participate at the Oregon Transforming Downtown level must agree to:

- **Guarantee a dedicated local program representative**
- **Guarantee adequate support for the local program representative.** Each community is encouraged to generate in-kind or paid assistance from the local municipality, private business, or through a volunteer organization. This is considered very important for the long-term viability of a program.
- **Organize a downtown revitalization organization.** A lasting downtown revitalization effort will only succeed in communities having a well structured, ongoing, and active downtown development organization. Such groups assume responsibility for certain tasks such as downtown promotions, facilitation of private sector building improvements and other cooperative projects. The downtown organization is responsible for establishing the overall direction of local revitalization efforts, program budget, and staffing. This organization should ultimately become a major resource for local government on all matters affecting the downtown. This entails building a certain amount of trust and understanding of each entity’s interrelated role.
- **Commit to learning and using the Four-Point Main Street Approach and Eight Guiding Principles.** Successful downtown organizations work systematically through a work plan stating goals and objectives based on the Four-Point, eight-principle Main Street approach to downtown revitalization – concentrating attention on issues related to Design, Organization, Promotion, and Economic Restructuring. While the approach is tailored to each community, all technical assistance is geared to this successful model.

- **Participate in training sessions** scheduled by OMS throughout the year. Program representative's attendance at managers' meetings is mandatory unless excused by the OMS Coordinator.
- **Complete the Application Process.**
- **Participate in training sessions scheduled by OMS throughout the year.** Program representative's attendance at manager's meetings is mandatory unless excused by the OMS Coordinator.
- **Enter into a Memorandum of Agreement with Oregon Main Street.** Oregon Main Street's ability to assist a community in the revitalization of its downtown is dependent upon the level of local commitment and involvement. For this reason, Oregon Main Street asks the local government to pass a resolution that endorses the local application effort. And, if selected, have the sponsoring entity sign a Memorandum of Agreement with Oregon Main Street that clearly specifies the responsibilities of the local program and those at the Transforming Downtown level.

Program Benefits from Oregon Main Street

The primary emphasis of the **Transforming Downtown** level is to provide technical assistance to communities selected during their program's formative years. Selected cities can expect to receive the following types of assistance.

- A. Reconnaissance Visit.** An initial visit by the State Coordinator will be scheduled shortly after a community has been selected for the Transforming Downtown Program to determine the technical assistance needed for the local downtown program.
- B. Assistance in Hiring a Downtown Manager/Executive Director.** If the local organization decides to hire a manager/director, Oregon Main Street can assist the community by providing an outline of the hiring process, developing a job description, providing information to free job listing services, such as the National Trust's Main Street, and participating in interviews.
- C. Developing Mission and Vision Statements.** A basic premise for any organization is to understand and state a clear mission, or purpose for the organization. A vision statement is developed to build community consensus as to how downtown should be improved. Oregon Main Street assists with mission statement development and can facilitate a visioning work session.
- D. Board and Committee Roles and Responsibilities Training.** Oregon Main Street staff works with downtown organization boards to clearly review the role of the non-profit board and the role of staff and committees.
- E. Development of a First Year Work Plan for Downtown.** Oregon Main Street Program will facilitate a board retreat to establish specific goals and objectives for the local Main Street Program and then work with committees to identify projects, tasks, budgets and timelines to meet the goals and objectives.
- F. Regional Training and Annual State Conference.** The local program representative and a minimum of two local volunteers, board, or committee members are required to attend any statewide training sessions held in various locations throughout the state. These training sessions will cover a wide variety of topics including design education, market analysis, fundraising, marketing, and promotion.

- G. Quarterly Network Meetings.** Quarterly Main Street Network meetings will be held to provide an opportunity for you to expand your skills base and to build a stronger Oregon Main Street network. These meetings will rotate among our Performing Main Street and Transforming Downtown towns to give you a chance to see firsthand what is happening throughout the state. The proposed schedule is to meet for lunch on the first day of the meeting and then have an opportunity to hear brief updates from each program on current projects and activities. The first day will be open only to Performing Main Street and Transforming Downtown communities. The second day will be a focused training on a topic mutually agreed upon by the group in advance and will be open to all Oregon Main Street Network communities.
- H. Discounts and Scholarships.** A limited number of scholarships will be made available to cover the registration cost for community representatives to attend the National Main Streets Conference.
- I. Public Relations Assistance.** Oregon Main Street staff will work with local programs to help generate community interest. Information about each community's program and progress will be included in Oregon Main Street's media releases and marketing materials.
- J. Telephone Consultation.** Oregon Main Street staff is available to the local program representative for telephone consultation and advice on any downtown issue.
- K. First Year National Trust Main Street Network Membership.** It is recommended that Transforming Downtown Communities become members of the National Main Street Center (NMSC). Communities receive access to "Members Only" area of the NMSC website, discounts to attend the National Main Street Conference, and monthly newsletters. Dues are \$250 per year. If your program is not currently a member, the Oregon Main Street Program will pay this membership fee for the first year that a community participates in the Oregon Transforming Downtown Program. In the second year, the local program is expected to pay these membership dues.
- L. Customized Technical Assistance.** The Oregon Main Street Coordinator will determine in conjunction with the local contact person the specific technical assistance for the local downtown program based on the community's needs. Experts may be contracted to work in the community for 1 to 2 days. The local program representative and partners will work with the Oregon Main Street Program to help define the focus for the visit. Oregon Main Street establishes attendance requirements to ensure broad information exchange at the local level.
- M. Access to the Oregon Main Street Program Resource Library and Four-Point files.** Oregon Main Street has a downtown revitalization library and Four-Point file with sample projects and ideas. Information from the Resource Library or Four-Point file system is provided at no fee to communities. Communities are responsible for replacement costs of any lost material.
- N. Access to the Oregon Main Street Listserve**

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REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: November 19, 2012

Order ___ Ordinance ___ Resolution ___ Motion _____ Information XX
No. No. No. No. No.

SUBJECT: Report on policy changes and additions to the Newberg-Dundee Animal Control Policy.

Contact Person (Preparer) for this RCA.
Brian Casey, Chief of Police
Dept.: Newberg-Dundee Police Department

RECOMMENDATION: (Information only)

Update on policy changes and additions to the Newberg-Dundee Animal Control Policy. The purpose is to keep the Council informed and aware of the policies in place for the protection and care of animals handled by Newberg-Dundee animal control.

EXECUTIVE SUMMARY:

On September 3, 2012, Animal Control Officer Darleen Harding responded to a call regarding a disoriented and/or possibly wounded cat. When she arrived the cat was found in the middle of the road turning in circles. Harding noted the cat appeared to be missing an eye and had a long scar across its chest. The cat was difficult to control and perceived to be potentially dangerous. Based on her experience, Harding thought the cat was feral and/or diseased.

When Harding returned to the shelter, the cat's demeanor had not altered so she left it in the rear kennel of her truck in hopes it would calm down. Approximately two hours later Harding observed that the cat's condition and temper had not changed. Harding believed the cat would be a danger to the other animals, the volunteers, or herself, and was either in pain, injured and/or diseased. Based on those observations, she elected to euthanize the cat.

Harding did not scan the cat prior to putting it down because she believed the cat's actions posed too much of a risk. The cat was scanned after it was put down and was found to have a microchip. However, identification was not retrievable because the chip was implanted in the UK.

Phil White, the cat's owner, contacted Animal Control on September 4, 2012, describing his missing cat and confirmed it was his 16-year old cat that Harding had picked-up. Understandably, he was upset that his cat had been euthanized and felt the City should have waited 24-hours before taking action.

Mr. White addressed the City Council on October 1, 2012, concerning this issue and expressed his displeasure with the circumstances under which his cat was euthanized.

Harding has 28 years of experience and there have been no similar issues with her decision to euthanize an animal. However, the police department does recognize that other options could have been considered, which may have prevented the cat from being euthanized.

In an effort to establish policies and protocol to prevent this situation from reoccurring, Mr. White has met and worked with members of the Newberg-Dundee Police Department administration, Newberg Animal Shelter Friends, and the Yamhill County Cat Coalition. From those meetings the involved parties have agreed

to changes in policy and protocol, and the additional purchase of equipment, which will prevent similar incidents from happening again and will improve the quality of service provided by the Newberg-Dundee Animal Control program.

FISCAL IMPACT:

The Newberg-Dundee Police Department purchased the following equipment:

Avid Mini Tracker with Extension	\$449.00
Tomahawk Live Trap (Squeeze Cage)	\$102.96
Grab Bag (net)	<u>\$85.68</u>
Total	\$637.64

STRATEGIC ASSESSMENT:

Newberg-Dundee Animal Control will follow Oregon euthanasia law and the euthanasia best practices established by the Oregon Humane Society.

The Animal Control Officer will not euthanize any animal without prior approval from a police department supervisor or licensed veterinarian.

When appropriate, the Animal Control Officer will use sedation before euthanizing.

No animal will be euthanized without a 72-hour waiting period unless an emergency exists and approval to euthanize is given from a police department supervisor or licensed veterinarian. An emergency is defined as a severely injured animal, severely sick animal, uncontainable dangerous animal, or other condition deemed to be an emergency by a police department supervisor or licensed veterinarian.

No dog or cat will be euthanized without first being scanned for a microchip and checked for a license or other form of identification.

A detailed report and log will be completed and maintained by the Animal Control Officer for all animals euthanized. The report will detail the reason the animal was euthanized, who approved the euthanasia, the condition of the animal, attempts to identify the animal, the period of time the animal was in custody, along with other reporting requirements.

The Newberg-Dundee Police Department has purchased a new scanner with an extension, a squeeze cage, and netting, and will consult with a local veterinarian for sedation and IV training.