

**CITY COUNCIL AGENDA
APRIL 1, 2013
7:00 P.M. MEETING**

PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PROCLAMATION

Declare April 14-20, 2013, as National Public Safety Telecommunications Week. (Pgs. 3-6)

V. CITY MANAGER'S REPORT

VI. 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)

VII. CONSENT CALENDAR

1. Consider a motion adopting **Resolution No. 2013-3038** authorizing a Professional Services Agreement with Brown & Caldwell, Inc. for a City Stormwater Master Plan Update. (Pgs. 7-16)
2. Consider a motion adopting **Resolution No. 2013-3040** authorizing Agreement No. 28784 with ODOT for traffic signal and illumination maintenance. (Pgs. 17-26)
3. Consider a motion approving the February 19, 2013, and March 4, 2013, City Council meeting minutes. (Pgs. 27-38)

VIII. COUNCIL BUSINESS

Discussion of City Council Budget for fiscal year 2013-2014. (Pgs. 39-58)

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 business 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.

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REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: Month Day, Year

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

SUBJECT: Approve a proclamation declaring April 14–20, 2013, as National Public Safety Telecommunications Week.

Contact Person (Preparer) for this Motion: Mary Newell, Support Service Manager
Dept.: Police

RECOMMENDATION:

Approve a proclamation declaring April 14–20, 2013, as National Public Safety Telecommunications Week.

EXECUTIVE SUMMARY:

The Newberg-Dundee 9-1-1 Center joins other 9-1-1 communications centers across the nation in celebrating the week of April 14–20, 2013, as National Public Safety Telecommunications Week. During this week, the Association of Public Safety Communications Officials (APCO) International honors the thousands of men and women who respond to emergency calls, dispatch emergency police, fire and EMS responders, and provide life saving assistance to citizens throughout the United States.

Newberg-Dundee 9-1-1 Center is the Primary Answering Point (PSAP) for east Yamhill County, approximately 100 square miles, for all emergency 9-1-1 calls. Additionally, they answer the business lines for Newberg-Dundee Police, Newberg Animal Control, and after-hours emergency calls for Newberg and Dundee fire and Newberg and Dundee public works departments. Between January 1 and December 31, 2013 Newberg-Dundee 9-1-1 Center processed 76,584 telephone calls, 11,164 of which were emergency 9-1-1 calls.

During this same period, 35,835 CAD (Computer Aided Dispatch) Calls for Service were generated:

1459	9-1-1 Hang-Up
1641	Animal calls
27,824	Police related calls
824	Fire Related calls
2811	EMS Related calls
1303	Miscellaneous

Newberg–Dundee 9-1-1 Center participated in several major, high-profile incidents involving coordination of multiple jurisdictions, agencies, and resources during 2012:

- Robbery, male with gun. Dispatcher Kuhlman
- Critter Cabana Fire. Dispatchers Miller and Thomson
- Robbery, male with gun. Dispatcher Kuhlman
- Bank Robbery. Dispatchers Cox and Christensen
- Murder and suicide. Dispatchers Miller and Thomson
- Robbery, male with gun. Dispatchers Schwartz and Scott
- Multiple SP Newsprint Fires.

Dispatchers, also known as Telecommunicators, are trained responders and the first point of influence in an emergency situation, and the first to render emergency service the moment they answer a telephone call. Newberg-Dundee dispatchers are highly trained, professional, and dedicated personnel. Taking control of a call is vital to getting the call dispatched efficiently, but dispatchers must also exercise compassion when handling high risk medical calls such as suicides/attempts (43), active childbirth/OB calls (9), and trauma (88) calls including stabbings, lawnmower/fireworks accidents, impaling, and equestrian accidents. Acquiring, distributing, and recording call details quickly and accurately to police, fire and EMS personnel is important in all call types: road rage (26), motor vehicle crashes (522), domestic disturbance (90), suspicious devices (8), or gunshot wounds (2). Daily, telecommunicators speak and interact with emotional, hysterical, or angry callers, and respond with respect, compassion, and professionalism.

Fire departments rely heavily on dispatch personnel to activate/monitor personnel and apparatus, locations and status, as well as obtaining outside resources. Similarly, vehicle pursuits or bomb threats involving police responders put dispatchers on alert as they track vehicle movements and stage additional resources.

Telecommunications training begins with an 80 hour academy at the Department of Public Safety Standards and Training (DPSST), 32 hours of Emergency Medical Dispatch Training (EMD), and field training with a trainer for up to 18 months. Telecommunicators are certified through DPSST, and can obtain Basic, Intermediate, and Advanced certification based on training, education, and experience. Dispatchers must be able to multi-task between keyboards, radios, telephones, multiple types of software and computer screens, all while talking on radios, telephones, and between one another. Technology is rapidly changing, with Next Gen 9-1-1 on the horizon offering texting, video, and other methods of electronic communication.

The City of Newberg has provided dispatch services for 50+ years. Currently, staffing consists of 9 dispatchers, which includes the Communications



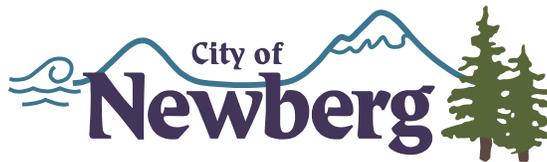
Supervisor. Dispatch personnel work five 8-hour shifts per week, with frequent overtime shifts. Four have achieved Advance certification, 3 Intermediate, and 3 Basic. Education levels include 4 Bachelor degrees.



Their background experiences bring into the dispatch center knowledge as a police reserve officer, a Basic EMT, a middle school teacher, former college security, two Veterans, and a pilot.

FISCAL IMPACT: None.

STRATEGIC ASSESSMENT: With great appreciation and gratitude, we recognize and celebrate the hard work of these largely unseen dedicated professionals who work in tandem with police, fire, and EMS to ensure the safety and security of our citizens.



PROCLAMATION

A PROCLAMATION DECLARING APRIL 14–20, 2013, AS NATIONAL PUBLIC SAFETY TELECOMMUNICATIONS WEEK

WHEREAS, emergencies can occur at any time that require police, fire, or emergency medical services; and

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters, and paramedics is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our police officers and firefighters is dependant upon the quality and accuracy of information obtained from citizens who telephone the Newberg-Dundee Communications Center; and

WHEREAS, professional Public Safety Telecommunicators are a vital link between citizens and victims and are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Public Safety Telecommunicators are the single vital link for our police officers, firefighters, and emergency medical personnel by monitoring their activities by radio, providing them information, and insuring their safety; and

WHEREAS, Public Safety Telecommunicators of the Newberg-Dundee Communications Center have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients; and

WHEREAS, each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year.

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Newberg, Oregon, the week of April 14–20, 2013, to be National Public Safety Telecommunications Week in Newberg, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Newberg to be affixed on this 1st day of April, 2013.

Bob Andrews, Mayor

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REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 1, 2013

Order ___ No.	Ordinance ___ No.	Resolution <u>XX</u> No. 2013-3038	Motion ___	Information ___
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SUBJECT: Authorize the city manager to enter into a Professional Services Agreement with Brown & Caldwell, Inc. to complete a City Stormwater Master Plan Update in the amount of \$198,698.00

Contact Person (Preparer) for this Motion: Paul Chiu, P.E., Senior Engineer
Dept.: Public Works Department - Engineering

RECOMMENDATION:

Adopt Resolution No. 2013-3038.

EXECUTIVE SUMMARY:

The Drainage (Stormwater) Master Plan for the City of Newberg was last updated in September, 2001, by Thomas/Wright, Inc. The City recognizes changes in land use, zoning, urban growth, and new environmental requirements having occurred since the completion of the 2001 Drainage Master Plan. Therefore, an update is needed to provide a comprehensive phased-drainage improvement capital plan in sync with the City's growth for the next 20 years.

The project was advertised on the City's website on January 4, 2013. Nine consultants specializing in stormwater master planning were informed of this opportunity to submit their proposals for consideration.

Five proposals were received on January 24, 2013. Their evaluation scores are listed below:

Brown and Caldwell, Inc.	91.75 points
Keller Associates, Inc.	83.25 points
Cardno, Inc.	78.75 points
Herrera, Inc.	77.50 points
David Evans and Associates, Inc.	70.75 points

Brown and Caldwell, Inc. was determined to be the most qualified consultant and was asked to submit a detailed proposal with scope of work and cost breakdown for the City's consideration. The proposal requests \$198,698.00 for compensation, which is reasonable considering the proposed scope of work.

FISCAL IMPACT:

Funding for this project is included in the adopted fiscal year 2012-2013 budget under the capital project account number 04-5150-717725. The project will be completed in fiscal year 2013-2014; therefore, any unused portion of the \$250,000.00 budget will be carried over to the next fiscal year.

STRATEGIC ASSESSMENT:

The drainage master plan requires a periodic update to ensure adequate system capacity for future growth, allows for the review of priorities for stormwater capital improvement projects, and to ensure compliance with existing environmental regulations.



RESOLUTION No. 2013-3038

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH BROWN AND CALDWELL, INC. TO COMPLETE A STORMWATER MASTER PLAN UPDATE IN THE AMOUNT OF \$198,698.00

RECITALS:

1. The Drainage Master Plan for the City of Newberg was last updated in September, 2001, by Thomas/Wright, Inc. An update is required to provide a comprehensive phased-drainage capital improvement plan in sync with the City's growth for the next 20 years.
2. The objectives of the proposed update include, but are not limited to, an assessment of the current stormwater conveyance system; development of a user friendly drainage model; incorporation of new regulatory requirements; planning for system expansion to meet future growth; and improving the overall efficiency in engineering, operations and maintenance of the existing and future improvements.
3. Through a qualification based Request for Proposals process, the City received a total of five (5) proposals from the following consultants on January 24, 2013: Brown and Caldwell, Cardno, David Evans and Associates, Herrera, and Keller Associates.
4. A four-member evaluation committee reviewed and scored each proposal based on four key categories: stormwater master plan experience, key personnel qualifications, proposed scope and understanding, and project delivery schedule. The committee ranked Brown and Caldwell as the most qualified firm for this project. Brown and Caldwell submitted a detailed proposal outlining the scope of work with a reasonable phase-by-phase cost breakdown, which is attached as Exhibit "A" and by this reference incorporated.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

The City Council, acting as Contract Review Board for the City, does hereby authorize the city manager to enter into a Professional Services Agreement with Brown and Caldwell, Inc. to complete a Stormwater Master Plan Update in the amount of \$198,698.00.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: April 2, 2013.

ADOPTED by the City Council of the City of Newberg, Oregon, this 1st day of April, 2013.

Norma Alley, MMC, City Recorder

ATTEST by the Mayor this 1st day of April, 2013.

Bob Andrews, Mayor

Attachment A

Scope of Work

The City of Newberg (City) is developing an updated Stormwater Master Plan that provides a clear understanding of existing stormwater infrastructure and an outline of stormwater projects to address both existing and future needs. In 2001, the City prepared a Drainage Master Plan to address capacity deficiencies in each of the three drainage basins (Hess Creek, Springbrook Creek, and Chehalem Creek). Since then, new development plans and changing environmental regulations have prompted the need to develop an updated Stormwater Master Plan. This Master Plan Update Project will include an update list of Capital Improvement Projects (CIPs) and a strategy for system maintenance that gives the City confidence in implementing the stormwater program over the next 10 years.

Task 1. Project Management

Objective: To provide overall project coordination and ongoing communication with the City.

Activities: The following activities are included in this task:

- *Kick-off meeting:* Conduct a kick-off meeting with the City and project team to confirm the project objectives. Prior to the meeting, Brown and Caldwell (BC) will prepare a data request list, documenting data needs from the City. At the kick-off meeting, BC will also present a draft table of contents for the Master Plan. While the draft table of contents may be refined during the project, the draft will provide a starting point for setting expectations of the Master Plan project. Other agenda items will include public and stakeholder involvement, schedule, and project communication.
- *Coordination meetings:* Bi-weekly check-in phone calls will be conducted for the project duration to discuss project progress and coordinate deliverables with the City.
- *Quality assurance/quality control (QA/QC):* The Project Manager will coordinate peer reviews to be conducted on project deliverables to result in the development of high quality products. Specifically, QC checks will be completed by technical experts as necessary during the course of the project.
- *Progress Reports/Invoicing:* BC will prepare monthly project progress reports and invoices.

Deliverables: The following deliverables are included in this task:

- Kick-off meeting agenda
- Data request list
- Kick-off meeting minutes
- Bi-Weekly phone calls
- Monthly project progress reports and invoices

Assumptions: The following assumptions were made for this task:

- Project coordination meetings will be conducted via telephone and attended by one or two BC staff.
- Additional project meetings are included in technical tasks below.



Task 2. Data Development

Objective: To gather, examine, and interpret existing data, records, and reports.

Activities: Prior to the project kick-off meeting, BC will review existing information provided by City staff and also review information provided during the project. The information includes the following:

- *Flow data collection:* BC will review collected flow data and identify data for use in reviewing modeling results. This will be used to confirm modeling results are close to measured flow.
- *GIS database:* BC will review the City's existing storm drainage information provided by the City. A desktop analysis will be conducted to compare recorded manhole rim elevations in the City's GIS system with City provided LIDAR data. This comparison will be used to identify major discrepancies and where a datum inconsistency is likely. Where a standard offset is apparent, the GIS data will be adjusted to match the LIDAR elevations. Where inconsistent data gaps are present, BC will develop a priority list of field data needs and coordinate with City staff to collect the required data.
- *Staff interviews:* After establishing a baseline understanding of the storm drainage network and stormwater program information, BC will prepare a stormwater program questionnaire. Using the questionnaire, BC will conduct interviews with up to six City staff members, identified by the City's project manager. Interviews will be focused on identifying storm drainage and water quality problem areas, system deficiencies, and maintenance and operational needs for the stormwater program. Technical Memorandum (TM) No. 1 will be prepared to document the interviews and findings.

Deliverables: The following deliverables are included in this task:

- Stormwater questionnaire
- TM No. 1: Staff Interview Results

Assumptions: The following assumptions were made for this task:

- The City will provide up-to-date LIDAR data to be used in comparing GIS elevations.
- Flow monitoring will be completed by an independent contractor under separate, direct contract with the City. BC review of the data is for usefulness in the project and will not be a QA/QC review of the data.
- Field work to collect additional stormwater inventory data will be completed by City staff.

Task 3. Flow Model Development

Objective: To develop a hydrologic/hydraulic model of the City's stormwater system (pipes, manholes, open channel conveyances, and drainage areas) to represent both existing and future flows.

Activities: The following activities are included in this task:

- Using the GIS system inventory updated in Task 2, land use information provided by the City, and topography data, BC will establish drainage basin boundaries and hydrologic characteristics for areas draining to and through the City. A model of existing hydrologic and hydraulic conditions will be developed using the PC SWMM 2011. The modeled network will include storm system piping greater than 12 inches, manholes, and larger culverts associated with the identified creek systems and all



within the City boundaries. It will not include smaller storm pipe systems, driveway culverts, small roadside ditches, or catch basin leads. BC will prepare TM No. 2 to document the modeling methodology. At the end of the project model files will be provided to the City in PC SWMM and EPA SWMM format.

- Two modeled scenarios will be developed to represent existing land use information and future (build-out) land use to represent expected development conditions as defined by the City's planning documents. The models will include simulation of the 2-, 10-, 25-, and 100-year, 24-hour, Type IA storm events.
- Model validation will include a comparison of recorded flow information to modeled flows at up to four locations in the City. Additional validation will include a comparison to anecdotal information of observed flow conditions.
- Modeling results (basin boundaries, peak flows, and surcharge areas) will be documented as GIS shapefiles, so that the City has access to modeling data and results. Documentation of model development and modeling results will be added to TM 2 for the 60% submittal.
- BC will prepare for and present one training session for City staff on using the model to understand flow data and the impacts from capacity improvements. The training session is expected to last approximately 2 hours.
- BC will acquire and review HEC RAS models prepared for FEMA's Flood Insurance Study for Yamhill County to evaluate conditions in open channels of Chehalem Creek, Hess Creek, and Springbrook within the city limits.

Deliverables: The following deliverables are included in this task:

- TM No. 2: Modeling Methodology (30 percent submittal)
- TM No. 2: Updated Hydrologic and Hydraulic Modeling Results(60 percent submittal)
- One training session for City staff
- Electronic modeling files in PC SWMM and EPA SWMM format at project completion
- GIS shapefiles documenting existing and future flow rates at key locations

Assumptions: The following assumptions were made for this task:

- City staff will provide BC with flow data for model verification.
- City staff will provide BC with future population growth and land use projections.
- The fee estimate is based on modeling pipes 12 inches in diameter and larger.
- No changes or updates to the HEC RAS models are included in this scope of work.

Task 4. System Analysis

Objective: To identify current and future capacity issues and stormwater infrastructure needs.

Activities: The following activities are included in this task:

- BC will work with City staff to establish design criteria for the performance of stormwater infrastructure. Design criteria will identify when system improvements are required in the form of either downstream capacity improvements or upstream flow control. Design criteria will be documented in TM No. 3 for City review.



- BC will use the hydraulic models from Task 3 to analyze the functionality of the existing stormwater system to convey both current and future predicted flows. Capacity problem areas will be compared to flooding reports. TM No. 3 will be expanded to include documentation of problem areas.
- BC will conduct an analysis to identify opportunities to retrofit the storm drainage infrastructure. TM No. 3 will be expanded to describe storage and water quality retrofit opportunities and the impacts on long-term infrastructure needs.
- BC will conduct a future system analysis to identify capacity upgrades or new trunklines needed to support this future growth. The City has approved an Urban Growth Boundary Amendment to support the development of the South Industrial Area. Other areas of significant future growth are expected northeast of the City TM No. 3 will be expanded to document future infrastructure needs.

Deliverables: The following deliverables are included in this task:

- TM No. 3: Design Criteria (30 percent submittal)
- TM No. 3: Including Problem Areas (60 percent submittal)
- TM No. 3: Including Retrofit Strategies and Future Infrastructure Needs (90 percent submittal)

Assumption: The future growth analysis will focus on identifying conceptual locations for public infrastructure facilities. Design of stormwater systems within individual development areas will be the responsibility of the developer.

Task 5. Maintenance and Program Evaluation

Objective: To develop a long-term maintenance strategy and staffing plan.

Activities: The following activities are included in this task:

- Through staff interviews conducted in Task 2, BC will develop an understanding of the City's current maintenance practices. BC will document maintenance obligations from the City's TMDL Plan. BC will develop a proposed maintenance strategy based on the City's current program, with adjustments to improve program efficiencies through adjusted schedules, frequencies, and/or improved tracking methods. Through a discussion with City staff, BC will prepare TM No. 4 to present the preferred maintenance strategy and schedule.
- BC will develop a staffing plan for the stormwater program. The staffing plan will include field maintenance activities, as well as recordkeeping, TMDL reporting, and overall program management to give a total overview of stormwater program needs. BC will develop staffing recommendations using the same format and methodology that was used in the SSMP. TM No. 4 will be expanded to document the staffing plan.

Deliverables: The following deliverables are included in this task:

- TM No. 4: Maintenance Strategy (60 percent submittal)
- TM No. 4: Including Staffing Plan (90 percent submittal)

Assumption: City staff will provide information about current maintenance activities, schedules, frequencies, and costs.



Task 6. Project Prioritization

Objective: To establish a 20-year Stormwater CIP.

Activities: The following activities are included in this task:

- *CIP strategy meeting:* After completion of Task 4, the project team will conduct a CIP Strategy Meeting with City staff to facilitate discussion of the City’s realistic goals and expectations for a CIP program. The Strategy Meeting will also be used to discuss preliminary project alternatives and establish project prioritization criteria, so that the proposed CIP reflects the values of the community and top-rated needs (i.e., maintenance versus replacement versus retrofit).
- *CIP development:* CIP development will be conducted to create a list of capital projects that address critical needs and top priorities. When possible, problem areas will be combined into single projects that serve multiple objectives, such as integrating enhanced water quality treatment with necessary capacity improvements. Project fact sheets will be developed for each major project, showing project information, sketches, costs, and a proposed schedule on a single page.
- *CIP cost estimation:* Planning level cost estimates will be prepared for each project. Costs will include capital expenses and annual expenses for activities associated with maintenance. Recent bid documents and unit cost estimates for local clients that have already been compiled will be utilized in this task.
- *Project prioritization:* Using the rating criteria established in the CIP Strategy Meeting rank projects based on City priorities. Projects will be categorized as short-term (0 to 5 years), medium-term (5 to 10 years), or long-term (10 to 20 years) targets based on priority, funding availability, and design considerations.
- *Funding analysis:* BC will prepare a preliminary funding analysis to compare the proposed project and activity schedule to current stormwater program revenue. The analysis will include a comparison of up to three project schedule alternatives based on City’s current stormwater utility rate. The funding analysis will be presented in spreadsheet format, to aid in future budget discussions.

Deliverables: The following deliverables are included in this task:

- CIP prioritization criteria
- CIP project sheets (maps, sketches, descriptions, and cost estimates)
- CIP prioritization and proposed schedule, funding analysis spreadsheet

Assumptions: The following assumptions were made for this task:

- The City will participate in the CIP strategy meeting and project prioritization.
- Cost estimates will be provided in 2013 dollars.

Task 7. Master Plan Documentation

Objective: To submit project documentation and prepare Master Plan.

Activities: The following activities are included in this task:

- Project documentation will be submitted for City review at the 30, 60, and 90 percent levels. These submittals will consist of TMs, maps, figures, and technical documentation as described in Tasks 1 through 6.



- The 30 percent submittal will include a proposed SWMP outline, TM No. 1 (Staff Interviews), TM No. 2 (Model Selection and Methodology), and TM No. 3 (Design Criteria).
- The 60 percent submittal will include revised TM No. 2 (Hydrologic and Hydraulic Modeling), TM No. 3 (Problem Areas), and TM No. 4 (Maintenance Strategy).
- The 90 percent submittal will include TM No. 2 (Retrofit Strategies and Future Infrastructure Needs), TM No. 4 (Staffing plan), and CIP Project Sheets.
- BC will meet with City staff following the 30, 60, and 90 percent submittals to receive and discuss City comments.
- BC will incorporate all TMs prepared throughout the project into a concise Master Plan that reflects stormwater program goals and projects and activities over the next 10 to 20 years. An Executive Summary will highlight the major findings and recommendations from the Master Plan. Detailed technical information, such as modeling data and cost estimates, will be included as appendices. BC will prepare a Draft Master Plan for Staff and Council Review and a Final Master Plan, incorporating City and Council comments.
- BC will prepare final project documentation and transmit project files, models, and documentation to the City.

Deliverables: The following deliverables are included in this task:

- 30 percent submittal TMs
- 30 percent submittal review meeting
- 60 percent submittal TMs
- 60 percent submittal review meeting
- 90 percent submittal TMs
- 90 percent submittal review meeting
- Draft Master Plan in electronic format
- Final Master plan in electronic PDF
- Printed and bound copies of the final Master Plan
- Electronic project files
- Stormwater inventory GIS files in electronic format
- Hydrologic and hydraulic modeling files in electronic format

Assumptions: The following assumptions were made for this task:

- The City's Project Manager will coordinate City review of 30, 60, and 90 percent submittals and provide consolidated direction to BC at review meetings.
- Five final copies of the Master Plan will be produced. Draft copies will be distributed electronically.

Task 8. Public and Council Review

Objective: To present the Master Plan to the public and City council.

Activities: The following activities are included in this task:



- Following the 60 percent submittal, BC will prepare materials for a public information meeting to present the Master Plan goals and objectives. The meeting will be used to solicit feedback from the public concerning program priorities and perceived infrastructure trouble spots.
- Following the 90 percent submittal, BC will prepare a revised presentation and materials to present the Master Plan findings and recommendations at a City council work session. The presentation will be aimed at educating the council about the City's stormwater-related obligations and the opportunities to integrate stormwater maintenance and projects with other City programs.
- BC will attend a City council meeting when the final SWMP is considered for adoption.

Deliverables: The following deliverables are included in this task:

- Materials and Presentation at one public information meeting.
- Materials and Presentation at one council work session.
- Attendance at one City council meeting.

Assumption: City staff will coordinate logistics for the public information meeting, including securing a meeting location, establishing meeting date and time, advertising the meeting to the public, and preparing sign-in sheets and other meeting documentation materials.



Newberg, City of (OR) -- Newberg SW Master Plan Update														
Phase	Phase Description	Harper, James A	Gage, Eva D	Maxwell, Alissa M	Wieland, Angela M	Keeley, Janice M	Hansen, James R	Reininga, Krista	Whirty, Nathan S	Total Hours per Phase	Total Labor per Phase	Travel	Total Expense	Total Cost per Phase
001	Project Management	\$185 36	\$81 20	\$130 48	\$130 8	\$120 0	\$185 12	\$185 12	\$100 0	136	20,000	200	200	20,200
002	Data Development	8	2	40	24	44	0	0	40	158	19,242	200	200	19,442
003	Flow Model Development	20	8	80	8	260	4	0	28	408	50,528	0	0	50,528
004	System Analysis	14	8	80	16	60	8	0	8	194	25,198	0	0	25,198
005	Maintenance and Program Eval	4	6	12	76	0	8	0	0	106	14,146	0	0	14,146
006	Project Prioritization	32	0	96	8	20	0	0	16	172	23,440	0	0	23,440
007	Master Plan Documentation	40	18	132	12	30	0	0	20	252	33,178	300	300	33,478
008	Public Review/Council	24	6	48	0	0	0	0	8	86	11,966	300	300	12,266
GRAND TOTAL		178	68	536	152	414	32	12	120	1,512	197,698	1,000	1,000	198,698

Hours and Dollars are rounded to nearest whole number.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 1, 2013

Order ___ No.	Ordinance ___ No.	Resolution <u>XX</u> No. 2013-3040	Motion ___	Information ___
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SUBJECT: Authorize the city manager to enter into Miscellaneous Contracts and Agreements Number 28784 with State of Oregon Department of Transportation for Traffic Signal and Illumination Maintenance.

Contact Person (Preparer) for this Motion: Jay Harris, City Engineer
Dept.: Public Works Department

RECOMMENDATION:

Adopt Resolution No. 2013-3040.

EXECUTIVE SUMMARY:

Highway 99W and Highway 219 are part of the state highway system under the jurisdiction and control of the Oregon Department of Transportation (ODOT) and are routed through the corporate limits of the City of Newberg. As such, ODOT regulates all traffic signal and illumination devices installed on those highway systems.

ODOT and the City enter into an agreement each time a new device is installed. Those agreements set forth terms and conditions with regard to maintenance of each device. Historically, these agreements have been signed without expiration dates. ODOT's legal counsel has now requested for all agreements to identify end dates to allow an opportunity to review the agreement terms. Rather than amend each individual agreement, it is more efficient to combine all existing agreements at this time and identify one end date.

This Agreement No. 28784, as it relates to maintenance, timing, and electrical energy costs, shall supersede all previous Agreements between the City and ODOT for traffic signals described within its exhibit. All City responsibilities will remain the same as they were in previously signed agreements.

FISCAL IMPACT:

The City currently pays for the electrical energy costs of these devices as well as some minor pavement maintenance around the vehicle detectors of some signals. These costs do not exceed \$5,000.00 per signalized intersection, per calendar year. While this cost does impact the street maintenance budget, this fiscal responsibility already exists under previous agreements. Therefore, there is no additional fiscal impact for signing this combined agreement.

STRATEGIC ASSESSMENT:

Combining all signal maintenance agreements into one will allow the City and ODOT to better track ongoing responsibilities and associated costs.



RESOLUTION No. 2013-3040

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO MISCELLANEOUS CONTRACTS AND AGREEMENTS NUMBER 28784 WITH THE STATE OF OREGON DEPARTMENT OF TRANSPORTATION FOR TRAFFIC SIGNAL AND ILLUMINATION MAINTENANCE

RECITALS:

1. Highway 99W and Highway 219 are part of the state highway system under the jurisdiction and control of the Oregon Department of Transportation (ODOT). Therefore, ODOT must regulate all traffic signal and illumination devices installed on those highway systems.
2. It is mutually beneficial for the City and ODOT to share maintenance responsibilities of these devices, therefore agreements are entered into with each new installation to set forth maintenance terms and conditions.
3. ODOT's legal counsel has requested for all agreements to identify end dates to allow an opportunity to review terms. To accommodate the request, Miscellaneous Contracts and Agreements Number 28784 was created to combine several existing agreements which currently do not expire and identify one end date for them all.
4. This Agreement No. 28784, as it relates to maintenance, timing, and electrical energy costs, shall supersede all previous agreements between the City and ODOT for devices described within. All City responsibilities will remain the same as they were in the previously signed agreements.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

The city manager is authorized to enter into agreement with ODOT by signing Miscellaneous Contracts and Agreements Number 28784 entitled Traffic Signal and Illumination Maintenance Agreement attached as Exhibit "A", which is hereby adopted and by this reference incorporated.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: April 2, 2013.

ADOPTED by the City Council of the City of Newberg, Oregon, this 1st day of April 2013.

Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 4th day of April 2013.

Bob Andrews, Mayor

**Oregon Department of Transportation
TRAFFIC SIGNAL AND ILLUMINATION
MAINTENANCE AGREEMENT**
City of Newberg

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State;" and the CITY OF NEWBERG, acting by and through its designated officials, hereinafter referred to as "City;" both herein referred to individually or collectively as "Party" or "Parties".

RECITALS

1. Oregon Route 99W (Pacific Highway West) and Oregon Route 219 (Hillsboro-Silverton Highway) are part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission and are routed through the corporate limits of City. Oregon Route 99W (OR 99W) is also known as First and Hancock Streets in the couplet section located within City. Exhibit A lists other named streets that are part of the city street system under the jurisdiction and control of City.
2. By the authority granted in Oregon Revised Statutes (ORS) 190.110, 366.572 and 366.576, State may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
3. By the authority granted in ORS 810.210, State is authorized to determine the character or type of traffic control devices to be used, and to place or erect them upon state highways at places where State deems necessary for the safe and expeditious control of traffic. No traffic control devices shall be erected, maintained, or operated upon any state highway by any authority other than State, except with its written approval. Traffic signal work will conform to the current State standards and specifications.
4. State and City have determined that it is both to their mutual benefit and to the general public's benefit if they jointly utilize State and City maintenance resources.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. This Agreement, as it relates to on-going signal and illumination maintenance, timing, and electrical energy costs, shall supersede all previous Agreements entered into between City and State for the traffic signals described herein.

EXHIBIT "A" TO RESOLUTION NO. 2013-3040

*City of Newberg / State of Oregon – Dept. of Transportation
Agreement No. 28784*

2. Under such authority, State and City enter into this Agreement to identify the maintenance, timing, and electrical energy responsibilities for the traffic signals (Signals); and maintenance and electrical energy responsibilities for the illumination attached to the signal poles (Signal Illumination), as shown in the chart marked "Exhibit A," attached hereto and by this reference made a part of this Agreement.
3. The total estimated cost of this Agreement is \$1,600,000 in State and City funds, and is subject to change. The maintenance, timing, and electrical energy costs shall not exceed \$5,000 per signalized intersection, per calendar year. Said cost is subject to review for inflation, and any changes shall be by an amendment, signed by both Parties. Maintenance does not include repairs performed on an emergency basis or as a result of a construction project and are not included under this Agreement.
4. This Agreement shall become effective on the date all required signatures are obtained and shall remain in effect for the purpose of ongoing maintenance and power responsibilities for the useful life of the facilities, which is defined as twenty (20) calendar years.

CITY OBLIGATIONS

1. City shall be responsible for and pay 100 percent of the electrical energy costs associated with the Signals and Signal Illumination. City shall have the power company send bills directly to City.
2. City shall maintain the asphaltic concrete pavement surrounding the vehicle detector loops installed in city streets in such a manner as to provide adequate protection for said detector loops.
3. All employers, including City, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required workers' compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. City shall ensure that each of its contractors complies with these requirements.
4. City acknowledges and agrees that State, the Secretary of State's Office of the State of Oregon, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of City which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after the expiration of the Agreement. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.
5. City's contact for this Agreement is James (Jay) Harris, City Engineer, City of Newberg Public Works Department, PO Box 970, Newberg, Oregon 97132; phone: (503) 537-1211; email: jay.harris@newbergoregon.gov, or assigned designee upon

EXHIBIT "A" TO RESOLUTION NO. 2013-3040

*City of Newberg / State of Oregon – Dept. of Transportation
Agreement No. 28784*

individual's absence. City shall notify the other Party in writing of any contact information changes during the term of this Agreement.

STATE OBLIGATIONS

1. State shall, at its own expense, perform all necessary timing and maintenance operations of Signals and Signal Illumination.
2. State's contact for this Agreement is Rich Hinkle, Region 2 Electrical Manager, 455 Airport Road SE, Building B, Salem, Oregon 97301-5395; phone: (503) 986-2705; email: richard.l.hinkle@odot.state.or.us, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. This Agreement may be terminated by mutual written consent of both Parties.
2. State may terminate this Agreement effective upon delivery of written notice to City, or at such later date as may be established by State, under any of the following conditions:
 - a. If City fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If City fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
 - c. If City fails to provide payment of its share of the cost of the Agreement.
 - d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
 - e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.
3. City may terminate this Agreement effective upon delivery of written notice to State, or at such later date as may be established by City, under any of the following conditions:
 - a. If State fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If State fails to provide payment of its share of the cost of the Agreement.

EXHIBIT "A" TO
RESOLUTION NO. 2013-3040

*City of Newberg / State of Oregon – Dept. of Transportation
Agreement No. 28784*

- c. If City fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow City, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
 - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or City is prohibited from paying for such work from the planned funding source.
4. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the parties prior to termination.
 5. Both Parties shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Both Parties expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
 6. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or City with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
 7. With respect to a Third Party Claim for which the State is jointly liable with City (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by City in such proportion as is appropriate to reflect the relative fault of State on the one hand and of City on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of City on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any

EXHIBIT "A" TO
RESOLUTION NO. 2013-3040

*City of Newberg / State of Oregon – Dept. of Transportation
Agreement No. 28784*

instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

8. With respect to a Third Party Claim for which City is jointly liable with State (or would be if joined in the Third Party Claim), City shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of City on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of City on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. City's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.
9. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
10. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
11. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification, or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

EXHIBIT "A" TO
RESOLUTION NO. 2013-3040

City of Newberg / State of Oregon – Dept. of Transportation
Agreement No. 28784

CITY OF NEWBERG, by and through its
designated officials

By _____
City Manager

Date _____

APPROVED AS TO LEGAL FORM

By _____
City Legal Counsel

Date _____

City Contact:

James (Jay) Harris, City Engineer
City of Newberg Public Works Department
PO Box 970
Newberg, OR 97132
Phone: (503) 537-1211
Email: jay.harris@newbergoregon.gov

State Contact

Rich Hinkle, Electrical Manager
ODOT Region 2
455 Airport Road SE, Bldg. B
Salem, OR 97301-5395
Phone: (503) 986-2705
Email: richard.l.hinkle@odot.state.or.us

STATE OF OREGON, by and through
its Department of Transportation

By _____
Highway Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____
State Traffic Engineer

Date _____

By _____
Region 2 Maintenance and Operations
Manager

Date _____

By _____
Region 2 Electrical Manager

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By _____
Assistant Attorney General

Date _____

City of Newberg / State of Oregon – Dept. of Transportation
Agreement No. 28784

**EXHIBIT A
NEWBERG TRAFFIC SIGNALS & SIGNAL ILLUMINATION**

The traffic signals listed in the table below are both part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission, and under the jurisdiction of State, but serve both City and State systems. **State shall perform maintenance and timing on all Signals and Signal Illumination at the intersections listed below.**

State-owned Traffic Signals and Signal Illumination

LOCATION	MAINTENANCE COSTS	POWER COSTS
1. OR 219 (College Street) at East Mountainview Drive	State – 100%	City – 100%
2. OR 219 at Springbrook Road	State – 100%	City – 100%
3. OR 99W at Providence Drive	State – 100%	City – 100%
4. OR 99W at Brutscher Street	State – 100%	City – 100%
5. OR 99W at Springbrook Road	State – 100%	City – 100%
6. OR 99W at Elliott Road	State – 100%	City – 100%
7. OR 99W at Villa Road	State – 100%	City – 100%
8. OR 99W (First Street) at River Street	State – 100%	City – 100%
9. OR 99W (First Street) at Meridian Street	State – 100%	City – 100%
10. OR 99W (Hancock Street) at Meridian Street	State – 100%	City – 100%
11. OR 99W (First Street) at OR 219 (College Street)	State – 100%	City – 100%
12. OR 99W (Hancock Street) at OR 219 (College Street)	State – 100%	City – 100%
13. OR 99W (First Street) at Howard Street	State – 100%	City – 100%
14. OR 99W (Hancock Street) at Howard Street	State – 100%	City – 100%
15. OR 99W (First Street) at Main Street	State – 100%	City – 100%
16. OR 99W (Hancock Street) at Main Street	State – 100%	City – 100%

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REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: April 1, 2013

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

SUBJECT: Approve the February 19, 2013, and
March 4, 2013, 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
FEBRUARY 19, 2013
7:00 P.M. MEETING
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)

A work session was held prior to the meeting. The 6th grade students from Mountainview Middle School gave presentations regarding their Design Star class projects on ideas to develop properties in Newberg. No action was taken and no decisions were made.

I. CALL MEETING TO ORDER

Mayor Bob Andrews called the meeting to order at 7:00 PM.

II. ROLL CALL

Members Present:	Mayor Bob Andrews	Denise Bacon	Ryan Howard
	Bart Rierson	Lesley Woodruff	Mike Corey
	Stephen McKinney		

Staff Present:	Daniel Danicic, City Manager	Terrence Mahr, City Attorney
	Janelle Nordyke, Finance Director	Barton Brierly, Planning and Building Director
	Jessica Nunley, Assistant Planner	Lee Elliot, Assistant City Manager
	Brian Casey, Chief of Police	Norma Alley, City Recorder
		Mandy Dillman, Minutes Recorder

Others Present: Doug Caffall

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

IV. CITY MANAGER'S REPORT

Mr. Daniel Danicic, city manager, reported the local government dinner is Thursday, which will be hosted in Newberg this year. Tomorrow Mayor Bob Andrews and Mr. Danicic will be going to Salem to sit in on Oregon Department of Transportation's (ODOT) presentation on the loan portion of the bypass project. The final paperwork will be brought to the council for approval after this meeting. ODOT has been purchasing properties on 11th Street, one of which will be used for a "burn and learn" project for the fire department. The animal shelter is near completion, only needing electrical inspections and the final certificate of occupancy before they can move in the animals. Mr. Danicic plans to bring Council their line item budget for their review at an upcoming Council meeting.

V. PUBLIC COMMENTS

Leah Griffith, library director, provided information on the progress of the children's area remodel. This project has been completely funded by donations thus far, for a total of \$250,000.00; however, they are still short \$95,000.00 for furniture, shelving and a few other items, which they are hoping will be funded from a future grant request. The construction will start in March and they hope to be done in June. To kick-off the start of construction the library is having a dance party on March 8, 2013, at 6:30 PM to celebrate and all are welcome to attend.

Councilor Lesley Woodruff asked if they will be able to reuse any current furniture or shelves. Ms. Griffith replied the new area will have a completely different look, so most items will be replaced. Councilor Woodruff asked if they had considered a fundraiser and book moving party. Ms. Griffith replied they thought about a lot of ways to move the books; however, they need to move all 23,000 books in one day and they need them to all be in order, so having trained librarians move them is the best idea.

Mr. Doug Caffall spoke about the memorial park playground restoration project. They have raised \$152,000.00 of the \$162,000.00 they need and he asked the council for their help in providing funding for the rest of the project.

VI. CONSENT CALENDAR

1. Consider a motion adopting **Resolution No. 2013-3035** authorizing a contract with Baldwin General Contracting, Inc. for construction of the Children's Library Remodel Project.
2. Consider a motion approving the January 22, 2013, City Council meeting minutes.

MOTION: **Howard/McKinney** adopting **Resolution No. 2013-3035** authorizing a contract with Baldwin General Contracting, Inc. for construction of the Children's Library Remodel Project and approving the January 22, 2013, City Council meeting minutes. Motion carried (7 Yes/0 No).

VII. CONTINUED BUSINESS

Consider a motion postponing the Ninth Street Vacation hearing date to April 15, 2013.

Mr. Barton Brierley, planning and building director, explained they have not been able to find an acceptable solution for the Ninth Street Vacation and asked for additional time to consider other options.

MOTION: **McKinney/Corey** to postpone the Ninth Street Vacation hearing date to April 15, 2013. Motion carried (7 Yes/0 No).

VIII. NEW BUSINESS

1. Consider a motion adopting **Resolution No. 2013-3036** accepting the Engineer's Report and setting a public hearing date to consider formation of the College Street LID.

Mr. Paul Chiu, senior engineer, and Mr. Lee Elliot, assistant city manager, presented the staff report accompanied by a PowerPoint presentation (see official meeting packet for full report).

Councilor Stephen McKinney asked if the state will be giving money to those property owners who will be losing property to the LID. Mr. Chiu explained ODOT provided grant money to give to those who give right-of-way to accommodate the sidewalk. Councilor McKinney inquired if only the three lots on College Street get compensation for right-of-way or if all forty-three lots will receive compensation. Mr. Chiu replied that only the three lots require right-of-way dedication and will be compensated.

Councilor Mike Corey asked if ODOT will be purchasing property from the church, which would mean the church could come out even in cost. Mr. Chiu said it will be a process between ODOT and the church so they can make a ballpark calculation, but they have no guaranteed information. Councilor Corey asked if they would at least be getting some compensation from ODOT; Mr. Chiu replied they most likely would. Councilor Corey asked if the driveway access onto College Street from the church will be in a different location. Mr. Chiu

replied they are diligently working with ODOT and Mr. Chuck Zickefoose to find the best solution. The church is obligated to relocate the drive way 100 feet further away from Mission Drive because of the change in classification. Councilor Corey inquired if they will be making it a right turn only to help with traffic issues. Mayor Andrews and Mr. Chiu concluded there was no restriction requiring them to make it a right turn only, and Veritas School has some restrictions of their own making a right turn only not necessary.

Discussion commenced on how to fund the sidewalk project and what portion of the cost should be paid by homeowners. Historically the city has been very successful working with property owners in regards to this type of payment. They have done many things such as negotiating what percentage property owners pay, scaling back projects to cost less, not implementing projects at all, and omitting some of the projects where homeowners have said they do not wish to participate. This seems to keep harmony between home owners and the city. The amount owed can become a lien on the property and the owner has the choice to pay at the end of the project, finance through the city for ten years, or in the worst case scenario the owner pays nothing and a lien is instituted which must be paid when the property exchanges hands. The final amount home owners will pay cannot be determined until completion of the project due to changes in materials and labor costs.

Mr. Chuck Zickefoose commended staff and council for hearing their needs and addressing their concerns at the church. He explained they will be getting a credit for the current sidewalk and clarified the school has a new policy for parents when they drop off and pick up their children, which is working well. They are working with ODOT to possibly open another access. He is in favor of passing the engineers report as it is and offered the church space for the city to use to hold any necessary public meetings.

MOTION: Howard/Bacon adopting **Resolution No. 2013-3036** accepting the Engineer's Report and setting a public hearing date on May 6, 2013, to consider formation of the College Street LID. Motion carried (7 Yes/0 No).

2. Consider a motion adopting **Resolution No. 2013-3034** approving reallocation of funds from contingencies for payroll increases.

Ms. Janelle Nordyke, finance director, presented the staff report (see official meeting packet for full report). Staff recommends approval of **Resolution No. 2013-3034**.

Councilor Corey asked if a date has been set for the non-represented employee's cost of living adjustment (COLA) to increase. Mr. Danicic replied it is set for the end of February, 2013. Councilor Corey asked if there was a plan in place for non-represented employees to get another COLA next January. Mr. Danicic said they will consider it as they put together the 2013-2014 budget, and he will have more information for them in April.

MOTION: Rierson/Bacon adopting **Resolution No. 2013-3034** approving reallocation of funds from contingencies for payroll increases. Motion carried (7 Yes/0 No).

IX. COUNCIL BUSINESS

1. Doug Caffall requested allocation of \$3,000.00 to upgrade Memorial Park playground equipment.

TIME – 8:10 PM

Mayor Andrews asked the council if they would approve allocating \$3,000.00 to the playground at Memorial Park.

Councilor McKinney inquired where the money would be coming from. Mr. Danicic answered it would ultimately come from hotel tax revenues since this park holds many public events which are heavily attended by tourists.

MOTION: Andrews/McKinney adopting allocation of \$3,000.00 to upgrade memorial park playground equipment. Motion carried (7 Yes/0 No).

2. Consider sending a request for qualification (RFQ) for utility billing services.

Mr. Danicic informed the council of a utility billing company in Arizona which provides private water services to Phoenix, but also contracts out water billing services in California and Washington State. He estimates in fifteen years the city could save a significant amount of money. This company has employees who know water utility and have experience doing this service. They have a fully developed website, 24-hour phone service for customers, experience producing reports, and work seamlessly with utility workers in the field. They charge per account and the city would enter into a fifteen year contract which would increase in cost by only 2% each year. In order to do this the city would have to reduce staff to only one FTE employee in utility billing, and eventually change that position to a half time employee. If council wishes to move forward the city will request qualification from interested firms, review proposals, and then come back to council to present a formal request.

Councilor McKinney asked if they could just reassign staff instead of letting them go; Mr. Danicic replied they could if a position was available for them. Councilor McKinney asked if the \$4.00 per account fee would be attached to water billings. Mr. Danicic said they already include a utility billing fee within the water rate structure, so it would just be supplemented into that. He also mentioned it would not be the full \$4.00 right away, it would be closer to \$2.60 for the first two years and then it would change to \$4.00, and then start increasing by 2% each year after that.

MOTION: Bacon/McKinney consider sending for an RFQ for utility billing services. Motion carried (7 Yes/0 No).

3. Accept City Attorney's letter of resignation.

MOTION: Howard/Corey accept City Attorney's letter of resignation. Motion carried (7 Yes/0 No).

Council appointed Councilor Rierson and Councilor McKinney, along with Mayor Andrews, to form a sub-committee to recruit a replacement for the city attorney position.

X. ADJOURNMENT

TIME – 8:35 PM

ADOPTED by the Newberg City Council this 1st day of April, 2013.

Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 4th day of April, 2013.

Bob Andrews, Mayor

**CITY COUNCIL MINUTES
MARCH 4, 2013
7:00 P.M. MEETING
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)**

An executive session was held prior to the meeting. A presentation was given by Mr. Barton Brierley and Mr. Terry Mahr regarding Urban Growth Boundary. No action was taken and no decisions were made. All Councilors and the Mayor were present.

I. CALL MEETING TO ORDER

Mayor Bob Andrews called the meeting to order at 7:28 PM.

II. ROLL CALL

Members Present:	Mayor Bob Andrews	Denise Bacon	Ryan Howard
	Bart Rierson	Lesley Woodruff	Mike Corey
	Stephen McKinney		

Staff Present:	Daniel Danicic, City Manager	Barton Brierley, Planning and Building Director
	Terrence Mahr, City Attorney	Norma Alley, City Recorder
		Mandy Dillman, Minutes Recorder

Others Present: Sheryl Kelsh, Steve Reutov, Mike Gougler, Dennis Gaibler, Curtis Walker, Scott Simmons, Sid Friedman, Lee Does, and Grace Schaad

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

IV. CITY MANAGER'S REPORT

Mr. Daniel Danicic, city manager, reported the library project is underway and there will be a dance party this Friday to celebrate. The annual employee appreciation lunch will be held at the armory on March 20, 2013. On March 30, 2013, the annual Easter egg hunt will be held at Jaquith Park. The new animal shelter received their certificate of occupancy and will start moving in this week.

V. PUBLIC COMMENTS

Steve Reutov spoke about rising utility rates. He said he works for the city and his friends keep asking him if he knows why utility rates are so high. He asked the council why they are contracting engineering projects out when the city employs their own engineers. Mr. Reutov works at the wastewater plant and has learned the city is putting a pump station system into a natural drainage way to save money. His perspective is if they put the station in a deep hole like that, they will need an even bigger and more expensive pump to bring the water out, which will take more energy and will cause higher electric bills. The third item he brought up was the new screw press system for sludge. The amount it will inevitably cost keeps changing and after it was decided they would demolish the old one to save money, the price went up. In the end he feels all these costs will raise the utility rates even more. Mr. Reutov feels the city should not be borrowing money but instead keep jobs local and find ways to keep the utility rates from rising.

Mayor Bob Andrews asked Mr. Danicic to make note of Mr. Reutov's questions and give them to staff to answer. He told Mr. Reutov to read the Resolution for information about the new screw presses.

VI. CONSENT CALENDAR

1. Consider a motion adopting **Resolution No. 2013-3037** authorizing a contract with Huber Technology, Inc. for purchase of dewatering system screw press components.
2. Consider a motion approving the February 4, 2013, City Council meeting minutes.

<p>MOTION: Rierson/Bacon adopting Resolution No. 2013-3037 authorizing a contract with Huber Technology, Inc. for purchase of dewatering system screw press components and approving the February 4, 2013, City Council meeting minutes. Motion carried (7 Yes/0 No).</p>
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VII. PUBLIC HEARING

1. Consider a motion adopting **Ordinance No. 2013-2758** amending the Newberg Municipal Code to add provisions for Peddlers, Solicitors, Street Vendors, and Temporary Merchants.
(Legislative Hearing)

Mr. Terry Mahr, city attorney, reported police have concerns of door to door salesmen approaching private homes. The city has had issues with people signing documents when registering with the city which say they have no criminal history, and when an incident comes up and their backgrounds are looked into it is being found that they do have histories of criminal offenses. The companies who employ the salesmen may not do extensive background checks before hiring them, so we should do background checks on salesmen when they register with the city. They are considering different repercussions if salespeople cause issues, such as disqualifying them on outstanding warrants. He mentioned if a citizen has a "no solicitations" sign the salesperson can be arrested for trespassing, so most of the issues are with citizens who do not have a sign on their home.

Councilor Stephen McKinney asked when the city would do a criminal background check and what it costs the city to perform one. Mr. Mahr replied it is a minimal cost.

Councilor Mike Corey asked if there is an application fee for peddlers or solicitors. Mr. Mahr said there is not. Councilor Corey wondered if there had been any discussion regarding fingerprinting each salesperson and having an application fee to cover the cost. Mr. Mahr explained they have discussed it; however, it is too onerous to fingerprint each individual and there are some legal issues regarding having a fee for applications.

Mayor Andrews asked for clarification on page nineteen which has new language and removed a section of text. Mr. Mahr replied they did not mean to delete the text and it should be replaced only under section "C".

Councilor McKinney asked what the process is if a salesperson receives a citation and if they are collectible. Mr. Mahr replied it depends on the nature of the citation and it is collectible. He also explained the individual receives the violation; however, they can go after the owner of the company itself as well.

Councilor Bart Rierson wondered if citizens can ask to see permits when a salesperson is being unprofessional. Mr. Mahr replied the city does not issue a permit. The citizen can ask if they are registered and can call the police department to check on them.

MOTION: Rierson/Corey adopting **Ordinance No. 2013-2758** amending the Newberg Municipal Code to add provisions for Peddlers, Solicitors, Street Vendors, and Temporary Merchants, as amended. Motion carried (7 Yes/0 No).

2. Consider a motion adopting **Ordinance No. 2013-2760** amending the Newberg Municipal Code provisions regarding the Student Planning Commission position.
(Administrative Hearing)

Staff recommends adopting **Ordinance No. 2013-2760** amending the Newberg Municipal Code provisions regarding the Student Planning Commission position.

MOTION: Bacon/Howard adopting **Ordinance No. 2013-2760** amending the Newberg Municipal Code provisions regarding the Student Planning Commission position. Motion carried (7 Yes/0 No).

VIII. CONTINUED BUSINESS

1. Reconsideration of the motion to endorse the Mayor sending a letter to Yamhill County requesting they adopt the South Industrial UGB amendment.

Barton Brierley, planning and building director, presented the staff report accompanied by a handout (see official meeting packet for full report).

Mike Gougler expressed his excitement that the Urban Growth Boundary (UGB) project is proceeding. He has been speaking and participating in the effort to expand the UGB for over seven years. They have invested a lot of time in critically analyzing the city's needs and looking at alternative methods to accomplish those needs. He feels the land is essential for creating opportunity and expanding Newberg's existing industrial space. Yesterday he was on an airplane with an individual who said Kendal Jackson, the largest supplier of wines in America, has acquired over 100 acres in Yamhill County to become the single largest supplier of pinot wines in the United States. To reach those goals they will need industrial sites near their areas of supply. Several years ago he heard A-dec received almost 90% of its industry support from companies within twenty-five miles of Newberg. Now none of their support companies are close, with many coming from the Midwest and east coast because the companies grew and there were no industrial sites large enough for them. Mr. Gougler expressed his support in sending the letter without dividing the application into two pieces.

Mr. Dennis Gaibler, a land owner near the UGB, said Newberg needs one large industrial area to support our industries that are land blocked and who will need bigger areas in the future if we want them to stay in the community. He feels if the land is broken into two sections there will be delay in getting the second area approved in the future. They should send the letter to the county with a strong message which says they need this area to be one contiguous space.

Mr. Curtis Walker said he has reviewed the mayor's letter and it is right on target. It is important the UGB is not split and they apply with one application. He hopes they move forward and supports the council sending the letter to the county commissioners.

Mr. Scott Simmons, vice president of quality engineering at Climax Portable Machine Tools, informed the council his company is in support of the mayor sending the letter to the county. It is a great time to be in manufacturing and an even better time to be in manufacturing in our community where we have grown and enjoyed being part of Newberg. The comments others have made about services not being local are very

accurate and Climax wants to do their business as close and local as they can. They are currently hiring and growing and have used every square inch on their property they are allowed to use. Mr. Simmons said he and Climax are in support of sending the letter and getting the UGB process started quickly so they can continue to grow and stay in Newberg.

Mr. Sid Friedman does not agree with sending the letter. He explained removing the large block of farm land from the UGB proposal is the best option for the community, and the letter says the opposite. Mr. Friedman also mentioned he understands the letter to say including the farm land concurs with state law, which is untrue. His interpretation is the letter mischaracterizes the 1000 Friends of Oregon compromise proposal, which does not reduce the land by two-thirds, but replaces it with other adjacent land. He closed by saying he is testifying on behalf of 1000 Friends of Oregon and appreciates the council reconsidering, but encouraged them not to send the letter and to postpone their decision. It is a short delay now, but it will give them more time down the road.

Mr. Lee Does asked the council not to send the letter. He does not see the benefit in taking farm land when there is low value land available closer to the city. Mr. Does is a farmer and is invested in Newberg's future and does not want to see businesses moving out; however, he feels they should split the land for now and add more when there is need. He asked them to not dilute the real-estate pool with a lot of available flat land which builders will take readily over the low value land. Mr. Does wants them to move on as they have already spent too much time and money when there are more important things to deliberate.

Ms. Grace Schaad urged the council not to send the letter. She asked them to reconsider the proposal from the commissioners for the UGB, and in doing so they would be accepting the compromise from 1000 Friends and Friends of Yamhill County. She is in support of what others have said and sees no justification for expanding the UGB to prime farmland when there are other lands available. Ms. Schaad feels the land west of Highway 219 is a good alternative with partial industrialized areas which already have available infrastructure. She wanted to remind council farming is also an industry.

MOTION: Rierson/Bacon to endorse the mayor sending the attached letter to the Yamhill County Commission requesting they adopt the south industrial urban growth boundary amendment, and to request the County Commissioners continue their hearing on the South Industrial UGB amendment to a future date to allow the city additional time to strengthen the findings. Motion carried (6 Yes/1 No).

Councilor Ryan Howard stated he has concluded the preservation of farm land has a higher value than the requirement to have one continuous industrial space. He thinks they could be more careful in determining where industry is located. He is concerned about the ambiguity in the law and future legal issues from this.

Councilor McKinney is very appreciative of how well all parties of been able to discuss differences in this decision. He said he will not oppose the letter because they need to start somewhere. Once things are approved, or not, they can continue from there and reach a goal.

Councilor Corey believes there has been an adequate amount of research done and 1000 Friends of Oregon's proposal does not include enough acreage for the UGB project. Tonight they heard about companies wanting to grow and the UGB would create jobs right here. Councilor Corey recommends the UGB as whole.

Councilor Rierson is concerned about splitting the UGB. The first section of the UGB passed every expectation and delaying the second half to be approved will just open up the battle with 1000 Friends and others who oppose the idea. This plan means they only have to develop infrastructure in one area, it is more reasonable to finance this way, it is connected to the bypass which makes for better access to I-5, it will lower the traffic of large trucks in downtown Newberg, and will keep industrial areas away from residential areas.

Councilor Lesley Woodruff has felt very ambivalent since she has started participating in this debate. She feels both arguments have value and agrees with good planning in advance, keeping trucks out of downtown, and having one industrial area removed from residential areas, but she also really values local food and farms. Councilor Woodruff feels sending the letter will be the best decision for Newberg.

VOTE: **Rierson/Bacon** to endorse the mayor sending the attached letter to the Yamhill County Commission requesting they adopt the south industrial urban growth boundary amendment. Motion carried (6 Yes/1 No).

2. Consider a motion to request the county commissioners continue their hearing on the South Industrial UGB amendment to a future date to allow the city additional time to strengthen the findings.

VOTE: **Rierson/Corey** to request the County Commissioners continue their hearing on the South Industrial UGB amendment to a future date to allow the city additional time to strengthen the findings. Motion carried (7 Yes/0 No).

IX. NEW BUSINESS

TIME – 8:48 PM

1. Consider the Chehalem Valley Chamber of Commerce’s 2nd Quarter Report.

Ms. Sheryl Kelsh, CEO of Chehalem Valley Chamber, presented the staff report accompanied by a handout (see official meeting packet for full report).

Councilor McKinney asked if the membership is trending upward. Ms. Kelsh replied the chamber’s membership is about 200, but they have renewals happening right now. Councilor McKinney mentioned membership was at 400 in years past. Ms. Kelsh replied it was around 300; however, it has diminished since the recession. Councilor McKinney asked how the visitor center was doing. Ms. Kelsh replied it has a separate budget, with the chamber’s budget being on a calendar year which is approved in January, and a second budget which is set to subset the funds dedicated to the visitor center and tourism. Councilor McKinney asked if it is different from other cities. Ms. Kelsh answered some cities fund tourism 100%, whereas Newberg follows a model where the chamber raises part of the tourism budget.

Mr. Danicic asked about the second quarter report capital group and what part of their budget will cover capital overages. Ms. Kelsh informed the council they are done with capital improvements and the reductions will come out of their reserves. Mr. Danicic mentioned the idea of increasing hotel tax rates brought up during a budget meeting. Ms. Kelsh mentioned Portland hotels voluntarily increased their tax rate because they believe strongly in tourism.

Councilor Rierson asked about Paddle Oregon. Ms. Kelsh replied she has met with Ms. Kate Ross from Paddle Oregon and they have decided to bring it back to Newberg. They will be doing the same route, however paddlers will be encouraged to spend a couple of days in Newberg before starting to help bring business to the city. Councilor Rierson mentioned at least 200 paddlers will be coming through Newberg.

Discussion commenced on how the chamber of commerce and visitors center is funded and what happens if the city doesn’t make enough to fund them.

MOTION: **McKinney/Howard** to approve the Chehalem Valley Chamber of Commerce’s 2nd quarter report. Motion carried (7 Yes/0 No).

X. COUNCIL BUSINESS

TIME – 9:11 PM

1. Cancel the March 18th, 2013 City Council meeting.

Mr. Danicic explained they only have one item to discuss at this meeting. He proposes they cancel the meeting so the mayor's sub-committee can meet instead.

MOTION: McKinney/Corey to cancel the March 18, 2013, City Council meeting. Motion carried (7 Yes/0 No).

2. Cutting Edge City Symposium.

Council Howard spoke about the Cutting Edge Conference in Bend, Oregon he attended three weeks ago. The purpose of the conference was to discuss initiatives which help cities pursue efficiencies and green energy efforts. Some of the ideas discussed were changing street lights to LEDs, changing insulation types, making upgrades, and reducing operation costs.

Mayor Andrews asked if there was any discussion on capital outlays to make conversions and how long it would take to recoup costs. Councilor Howard agreed it is a problem. There are sub-state programs to help with costs, most projects save money over their life, and renewable energy projects help offset costs. He also mentioned ideas like biomass generation, energy exporting, efficiency economic development, geothermal and giving these projects to high schools to develop ideas. The city of Beaverton is pursuing certifying contractors for different efficiency projects such as insulation or solar panels. The city will ask for bids from contractors then certify certain ones to do energy efficient improvements which make it easy for homeowners to invest in these types of projects.

Councilor Howard talked about how the I-5 corridor is the west coast electric highway with lots of charging stations for electric vehicles, including Newberg, which has several charging stations. Electric cars are growing at a faster rate than hybrids did when they began. There are also tax incentives, grants, and loans available to help cities become more "green".

Mr. Mahr asked how cities are determining credentials of contractors they train for green developments. Councilor Howard explained the sustainability director of Beaverton was working on figuring out the details and they are expecting to get a large amount of people to invest in solar panels through this program. The city will also set the prices the contractor will charge so it is fair. Mayor Andrews asked if they will provide a clearinghouse for these people. Councilor Howard replied they would and would look into the programs in other cities and get more information back to the council. Councilor McKinney asked if they mentioned anything about firms like Solar World and others. Councilor Howard said they did not speak about specific companies; however it will be a challenge to compete with outsourced companies.

3. Pulse Pads.

Mr. Danicic mentioned League of Oregon Cities (LOC) has invested in pulse pads, which are electronic voting systems to disperse in groups of people such as at a town hall meeting to easily register and vote on issues. They are looking at acquiring a system for LOC members to use and how to recoup the cost. The Newberg school district currently uses a similar system. Mr. Danicic said he is not sure about purchasing them, but he can let the League of Oregon Cities know they are open to the idea, pending cost information.

4. City Day at the Capital.

Mayor Andrews spoke on his recent attendance at the Capital's City Day.

5. Citizen Complaint about Municipal Court.

Council discussed a recent complaint the city received and how to help prevent issues in the future.

XI. ADJOURNMENT

TIME – 9:35 PM

ADOPTED by the Newberg City Council this 1st day of April, 2013

Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 4th day of April, 2013.

Bob Andrews, Mayor

MEMORANDUM



To: Mayor and Council
From: Daniel Danicic, City Manager
RE: Fund 01 General Government FY 13/14 Budget Development
Date: April 1, 2013

Mayor and Council,

The development of the budget for FY 2013/2014 is underway. Within the General Fund is Account 1110 General Government. This portion of the budget are the allocations of funds related to the City Council such as meeting compensation, education, tourism, and community support.

Though a small part of the overall General Fund, it is yours to use and as such I like to bring it to you each year to review.

The attached packet has the detail calculations as to how all the numbers are developed. You can also see how the line item budget has changed over the past years.

We will spend some time on April 1, 2013 to review the budget, answer your questions and make any desired changes.

The final numbers will be part of the proposed budget to be issued in mid-April.

Dues and Meetings Schedule

2013-2014 Budget Year

01.1110.520

Organization	Purpose	Last Year Proposed	Last Year Budget	This Year Proposed	This Year Approved
LOC	Annual Dues	\$ 14,678.00	\$ 14,678.00	\$ 14,630.00	
COG	COG Membership	\$ 9,376.00	\$ 9,376.00	\$ 9,230.00	
Chamber of Commerce	Annual Membership	\$ 300.00	\$ 300.00	\$ 300.00	
Chamber of Commerce	Banquet (5 @ \$35/ea.)	\$ 245.00	\$ 245.00	\$ 175.00	
COG	Banquet (5 @ \$35/ea.)	\$ 245.00	\$ 245.00	\$ 175.00	
COG	Econ. Dev. District for Econ. Dev. Planning Fee	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -
City/County Dinners	(\$100/dinner x 6 dinners)	\$ 600.00	\$ 600.00	\$ 600.00	
OGEC	Annual Dues	\$ 500.00	\$ 500.00	\$ 500.00	
Misc. Events		\$ -	\$ -		
Hearts of Gold	Banquet (7 @ \$30/ea.)	\$ -	\$ -		
Faith In Action	Banquet (table sponsor)	\$ -	\$ -		
Chamber	Forum Luncheon (2 people x 5 luncheons @ \$15)	\$ -	\$ -	\$ 150.00	
LOC	Hosting City Hall Day	\$ 200.00	\$ 200.00	\$ 200.00	
Newberg	Hosting City/County Din	\$ 200.00	\$ 200.00		
Annual Budget		\$ 27,844.00	\$ 27,844.00	\$ 25,960.00	\$ -

Savings Between Years: \$ 1,884.00

Econ. Dev. Fee is being paid out of Econ. Dev. Fund

Mayor's Expense

2013-2014 Budget Year

01.1110.520005

Company	Service	Last Year Proposed	Last Year Budget	This Year Proposed	This Year Approved
Newberg City Club	Annual Dues	\$ -	\$ -	\$ -	
Oregon Mayor's Assoc.	Annual Dues	\$ 150.00	\$ 150.00	\$ 150.00	
Oregon Mayor's Assoc.	Annual Conf.	\$ 550.00	\$ 550.00	\$ 550.00	
Oregon Mayor's Assoc.	Mayor's Day Regis.	\$ 50.00	\$ 50.00	\$ 50.00	
Kiwanis	Annual Dues	\$ 175.00	\$ 175.00	\$ 175.00	
Mayor's Cabinet	Meeting Costs	\$ -	\$ -		
Mileage Reimbursement	(\$190/mo.x 12 mo.)	\$ 2,280.00	\$ 2,280.00	\$ 2,280.00	
Travel Reimbursement	(\$15/mo. x 12 mo.)	\$ 180.00	\$ 180.00	\$ 180.00	
Annual Budget		\$ 3,385.00	\$ 3,385.00	\$ 3,385.00	\$ -

Mayor's Cabinet was moved to Council Committee Expense in 2012/2013 Budget

Savings Between Years: \$ -

Council/Committee Expense

2013-2014 Budget Year 01.1110.520006

Company	Service	Last Year Proposed	Last Year Budget	This Year Proposed	This Year Approved
Council Mtg. Meals	24 Mtgs./yr. @ \$150/meal	\$ -	\$ -	\$ -	
Council Subcomm. Meals	12 Mtgs./yr. @ \$60/meal	\$ -	\$ -	\$ -	
Costco	Meeting Supplies	\$ 200.00	\$ 200.00	\$ 200.00	
Misc.	Mayor's Cabinet (\$35/mtg.x12)	\$ 420.00	\$ 420.00	\$ 420.00	
Annual Budget		\$ 620.00	\$ 620.00	\$ 620.00	\$ -

Savings Between Years: \$ -

Mayor's Cabinet moved here from Mayor's Expense in 2012/2013 Budget

Recognition

2013-2014 Budget Year

01.1110.520008

Program	Service	Last Year Proposed	Last Year Budget	This Year Proposed	This Year Approved
Sister City Gifts	Sister City Gifts	\$ 500.00	\$ 500.00	\$ 500.00	
Volunteer Apprec.	Food/Supplies	\$ 200.00	\$ 200.00	\$ 200.00	
Giveaways	Lapel Pin/Pens/Misc	\$ 700.00	\$ 700.00	\$ 700.00	
Mayor's Contest	Savings Bonds	\$ 700.00	\$ 700.00	\$ 700.00	
Annual Budget		\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ -

Savings Between Years: \$ -

Training and Travel Schedule

2013-2014 Budget Year

01.1110.525

Company	Service	Last Year Proposed	Last Year Budget	This Year Proposed	This Year Approved
LOC Annual Conf.	Registration for 3 x \$365	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	
	Lodging (\$200/nt. x 3 nts. x 3)	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	
	Mileage (\$115/person x 2)	\$ 230.00	\$ 230.00	\$ 230.00	
	Food (\$50/person)	\$ 150.00	\$ 150.00	\$ 150.00	
LOC Misc. Training	New Councilor Train for 3	\$ 200.00	\$ 200.00	\$ 200.00	
LOC City Hall Day @ Capitol	Registration for 5	\$ 130.00	\$ 130.00	\$ 130.00	
Mileage Reimbursement	Councilors Only	\$ 500.00	\$ 500.00	\$ 500.00	
Lunch & Learns	4 members @ \$10/ea.x12	\$ -	\$ -		
Asago City, Japan Visit		\$ 2,000.00	\$ 2,000.00		
Poysdorf, Austria Visit		\$ -	\$ -	\$ 3,000.00	
Annual Budget		\$ 6,110.00	\$ 6,110.00	\$ 7,110.00	\$ -

Savings Between Years: \$ (1,000.00)

Company	Service	Last Year Proposed	Last Year Budget	This Year Proposed	This Year Approved
	Goal Setting Facilitator	\$ -	\$ -	\$ -	
	Goal Setting Location	\$ -	\$ -	\$ -	
	Video Tape CC Mtgs.	\$ -	\$ -	\$ -	
	Rebranding	\$ -	\$ -	\$ -	
Annual Budget		\$ -	\$ -	\$ -	\$ -

Savings Between Years: \$ -

Outside Agency Requests

2013-2014 Budget Year

Company	Service	Last Year Request	Last Year Paid	This Year Request	This Year Staff Proposal
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Tourism Fund:

Old Fashioned Festival	Fireworks	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 8,000.00
Annual Budget		\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 8,000.00

Savings Between Years: \$ (5,000.00) \$ (3,000.00)

Community Support Fund:

First Transit	Operating	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
Downtown Coalition	Operating	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
Your Community Mediators	Operating	\$ 5,500.00	\$ 3,000.00	\$ 5,500.00	\$ -
Homeward Bound	Operating	\$ 1,500.00		\$ 1,500.00	\$ -
LOC (22,300x.05)	Scholarships Fund	\$ -	\$ -	\$ 1,115.00	\$ -
Annual Budget		\$ 33,500.00	\$ 29,500.00	\$ 34,615.00	\$ 26,500.00

Savings Between Years: \$ 3,000.00 \$ 3,000.00

Community Support

2013-2014 Budget Year

01.1110.592000

Company	Service	Last Year Proposed	Last Year Expensed	This Year Proposed	This Year Approved
First Transit		\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	
Downtown Coalition		\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	
Community Mediators		\$ -	\$ 3,000.00	\$ -	
Misc. Unappropriated		\$ 1,000.00	\$ -	\$ 500.00	
Homeward Bound	Animal Shelter	\$ -	\$ -	\$ -	
LOC	Scholarships			\$ -	
Annual Budget		\$ 27,500.00	\$ 29,500.00	\$ 27,000.00	\$ -

Savings Between Years: \$ 2,500.00

**2013-14 CITY OF NEWBERG BUDGET
Proposed Budget Template 2013-14**

printed: 03/19/2013

ACTUAL 2010-11	ACTUAL 2011-12	ADOPTED 2012-13	ESTIMATED ACTUAL	FTE	ACCOUNT #	DESCRIPTION	FTE	PROPOSED 2013-14
1110 GENERAL GOVERNMENT								
1,834	1,497	1,924	1,944	-	01-1110-431000	Salaries	-	1,924
2,890	1,710	2,900	2,900	-	01-1110-432000	Councilor Salaries	-	2,900
4,830	4,470	4,600	4,600	-	01-1110-433000	Mayor Salaries	-	4,600
431	310	721	721	-	01-1110-441000	FICA/Medicare	-	721
189	120	442	442	-	01-1110-442000	Workers Compensation	-	442
29	23	65	65	-	01-1110-443000	Unemployment	-	84
10,202	8,131	10,652	10,672	-		Total Personnel Services	-	10,671
903	2,233	2,000	2,000	-	01-1110-510000	Office Supplies	-	-
-	-	-	-	-	01-1110-511000	Postage	-	-
2,881	2,862	4,025	4,000	-	01-1110-515000	Printing & Advertising	-	-
26,246	25,843	27,844	27,800	-	01-1110-520000	Dues & Meetings	-	-
2,112	2,836	3,385	3,388	-	01-1110-520005	Mayor's Expenses	-	-
290	241	620	600	-	01-1110-520006	Council/Committee Expense	-	-
-	-	-	-	-	01-1110-520007	Employee Expenses	-	-
114	1,018	2,100	2,100	-	01-1110-520008	Recognition	-	-
2,107	2,758	6,110	6,110	-	01-1110-525000	Travel & Training	-	-
-	-	-	-	-	01-1110-533000	Contractual Services	-	-
-	-	-	-	-	01-1110-533032	Regional Strategies	-	-
-	-	-	-	-	01-1110-533045	CERT Grant Program	-	-
-	-	-	-	-	01-1110-575000	Bond Registration Costs	-	-
-	-	-	-	-	01-1110-576000	Recording Fee/Satisfaction Lien	-	-
-	5,480	-	-	-	01-1110-580000	Professional Services	-	-
-	-	-	-	-	01-1110-581000	Council/Mayor Reimbursement	-	-
139,002	135,095	141,216	141,216	-	01-1110-590000	Internal Chrg-Admin Support Services	-	141,216
-	-	-	-	-	01-1110-590002	Internal Chrg-Computers	-	-
-	-	-	-	-	01-1110-591000	Elections	-	-
28,000	30,476	30,000	30,000	-	01-1110-592000	Community Support	-	-
91,395	108,979	103,365	120,813	-	01-1110-592500	Tourism Promotion	-	5,000
-	-	-	-	-	01-1110-593000	Nuisance/Abatement Control	-	-
293,050	317,821	320,665	338,027	-		Total Materials and Services	-	146,216
-	-	-	-	-	01-1110-610000	Capital Outlay	-	-
-	-	-	-	-		Total Capital Outlay	-	-
303,253	325,951	331,317	348,699	-	1110	TOTAL GENERAL GOVERNMENT	-	156,887



P.O. Box 721
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Festival Chair
Russ Thomas
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Festival Vice Chair
Al Blodgett
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Corporate Officers

Al Blodgett
Vice-Chair

Becky Green/Jill Dorrell
Co-Secretary

Carrie Palmore
Treasurer

Chair Elect/
Sponsor Coordinator

Kimberly Zoutendijk
503.780-5920
noffsponsorsco@hotmail.com

NEWBERG OLD FASHIONED
FESTIVAL IS A 501(C)3
NONPROFIT ORGANIZATION,
#93-1077597

March 14, 2013

Newberg City Councilors,

As Chairman of the 2013 Newberg Old Fashioned Festival, I am excited to be associated with the Festival, something our entire community and surrounding areas eagerly anticipate and look forward to each year. As we continue the planning for this year's festival, we once again return to the City of Newberg to ask for your support to be able to continue our areas signature summer event, the Saturday Fireworks Display.

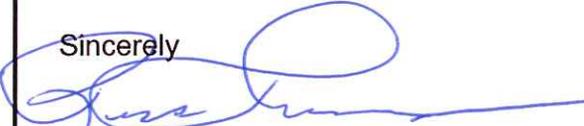
The festival committee is comprised of volunteer local community members who work all year to bring our city the best 4 day festival possible. Thousands of volunteer man hours, in-kind services, and dollars are contributed every year from our community sponsors to make this event possible, without which, none of this would happen, and without the annual festival, our community would surely feel its loss.

A major component of the festival is the Saturday evening Fireworks, which is one of the most spectacular displays in the state. Every year, thousands of people enjoy the fireworks on Saturday evening at the Renne Field, helping cap off the Festival, and celebrate our community as a whole. The City of Newberg has provided significant financial support for this every year, which has been reduced to \$5,000.00 the last few years. This now accounts for less than half of the cost of the fireworks, and has allowed the committee to continue to offer the highlight of the Festival over the past 3 years. All of our funding is via sponsorships and fundraising, which has remained static over the past few years, while coast to provide the festival free of charge, to the community has continued to increase every year. Because of this, we have been forced to maintain a restricted level of funding for the fireworks, and the length and type of the display has been reduced.

I am asking that the Newberg City Council increase the City of Newberg's financial support of the Fireworks to \$10,000.00. All of the requested increase in funding will be used to lengthen the Fireworks back to the historic 20 minute display, and the aerial display to what the community enjoyed 10 years ago, which will be held on Saturday night, July 27th this year. Without an increase in the City's major sponsorship of the fireworks display, it will continue to diminish as cost's increase and the funding remains static.

On behalf of the citizens of Newberg, thank you for past support of the Newberg Old Fashioned Festival and we look forward to your continued support, and consideration of this request.

Sincerely


Russ Thomas
2013 Newberg Old Fashioned Festival Chair

www.newbergoldfashionedfestival.com



**Your Community Mediators
of Yamhill County**

P.O. Box 444, Newberg, OR 97128

503-435-2835

ycm@macnet.com

Empowering people to make positive changes in the way they respond to conflict

March 19, 2013

FY2012-2013 FUNDING REQUEST

Dan Danicic, City Manager
Mayor Bob Andrews & Newberg City Council
City of Newberg
414 E. 1st St.
Newberg, OR 97132

\$5,500 (\$.25 per resident)

Greetings from Your Community Mediators !

The Board and staff of YCM again wish to express our gratitude to the City of Newberg for supporting our community mediation program. We also hope we can count on your continued financial endorsement of our innovative and community supporting programs as we move into our next fiscal year.

Since its inception in 1991, YCM has collaborated with government agencies, courts and community social service organizations to serve them and the citizens of Newberg by providing effective conflict resolution delivered by qualified, dedicated volunteers. By resolving disputes that drain personal and resources governmental, YCM continues to provide cost savings to Newberg on a daily basis.

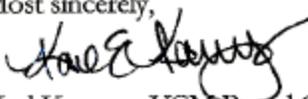
YCM makes the best possible use of the taxpayer dollars that the City of Newberg invests in support of our program. As the trend of our caseload numbers increase (over 250% in a decade), our small annual budget of \$65,500 leverages the efforts of a roster of over 40 trained volunteer mediators with a staff of just one employee. Our work supports City agencies, including law enforcement, by reducing the time they spend with conflict. Mediating family and workplace issues helps maintain a healthy business environment. Unresolved conflict has a substantial negative impact on morale and productivity, leading to less employee turnover and savings in HR dollars spent. Attracting and retaining quality businesses to the Newberg area is dependent on low crime, workforce satisfaction and safe schools. YCM's mission to build a "culture of peace" helps make this a reality.

The National Crime Prevention Council says that mediation is a key crime prevention tool. ***"Providing mediation prevents disputes from escalating. Unresolved conflicts can sever relationships, cause job loss, and lead to property crimes, larger community problems and even serious injury and death. The cost of a community program responding to disputes is significantly less than repeated involvement by law enforcement, and often meets with better results."***

Yamhill County has stated that YCM provides "essential services" for Yamhill County residents, and your past support indicates a similar conviction. Although we recognize that resources are in high demand, we believe that you and your citizens will be well served by our continuing efforts to assist Newberg residents with these vital programs and services.

Please contact us if you have questions or to schedule a presentation to your Budget Committee or City Council to discuss our funding request in more detail. We look forward to your positive response to our request!

Most sincerely,


Karl Kamper, YCM Board Chair


Marlena I. Bertram, Executive Director

2012 NEWBERG CASES: YCM COMMUNITY MEDIATION PROGRAM

CASE TYPE	# Cases	# Newberg Residents Served	OPERATIONAL & STAFFING EXPENSES		VOLUNTEER VALUATION - STATE RATES			
			# Mediations/Mtgs	\$ Cost per/hr	\$ YCM Cost	Volunteer Hrs	\$ Value Time	\$ Vol Value
Community: Neighbor-to-Neighbor	4	24	-	8 \$	\$ 37.50	300	30.82	\$ -
Community: Landlord-Tenant	2	5	-	6 \$	\$ 37.50	225	30.82	\$ -
Community: Workplace	2	8	1	5 \$	\$ 37.50	188	30.82	\$ 185
Community: Business-Consumer, Bus-Bus	1	4	2	5 \$	\$ 37.50	188	30.82	\$ 247
Family: Custody Disputes	9	38	2	29 \$	\$ 37.50	1,088	30.82	\$ 493
Family: Parent/Adolescent	8	18	4	28 \$	\$ 37.50	1,050	30.82	\$ 955
Family: Parenting Plan	3	14	-	9 \$	\$ 37.50	338	30.82	\$ -
Family: Other	1	2	-	2 \$	\$ 37.50	75	30.82	\$ -
Small Claims	18	47	18	22 \$	\$ 37.50	825	30.82	\$ 678
	48	160	27	114.0	\$	4,275	83.0	\$ 2,558

\$ 6,833

Case Referral Sources	
Courts, Small Claims	21
Social Services	5
Former Clients	5
Self-referral / Word of Mouth	5
Schools	3
Law Enforcement	2
Advertising/Media/Internet	3
Government Agency	1
Juvenile Justice	1
Housing Agencies	1
Private Counselors & Attorneys	1

TOTAL CASE VALUE

In 2012, \$6,833 or 11% of YCM's resources (budget expenses & volunteer time value) were used to serve cases involving Newberg residents = **20%** of total caseload

For 2013 YCM is requesting \$5,500 or just .25 cents per resident for ongoing YCM program support to ensure that all Newberg residents continue to have access to our valuable range of services ~ **mediation, group facilitation, education ~ effective conflict resolution**

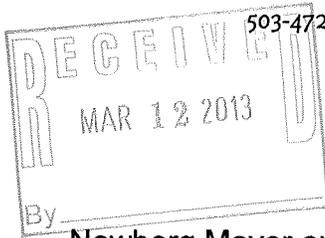
2013 Contribution REQUEST from YCM: \$ 5,500

Your Community Mediators of Yamhill County ~ FY 2012-13 BUDGET SUMMARY	
INCOME	EXPENSE
28,800 Grants: OOCDCR State Grant, United Way	53,000 Staffing Expense
25,300 Cities & County Contributions	5,200 Office Support
3,000 Donations, Service Fees, Fundraising	1,800 Travel & Meeting Expense
2,000 Contract - Small Claims	1,250 Contracted Services - Payroll, CPA
3,000 Basic Mediation Training Fees	1,200 Volunteer Mediator Training
3,400 New Grants, Contracts, Projects	1,500 Special Project Expense
\$ 65,500 Total INCOME	\$ 63,950 Total EXPENSE

The National Crime Prevention Council says mediation is a key crime prevention tool

"Providing mediation prevents disputes from escalating. Unresolved conflicts can sever relationships, cause job loss, lead to property crimes, larger community problems, and even serious injury and death. The cost of a community program is significantly less than repeated involvement by law enforcement, and often meets with better results."

Homeward Bound Pets Adoption Shelter
P.O. Box 8 10601 SE Loop Rd.
McMinnville, Or 97128
503-472-0341



Homeward Bound Pets Thrift Shop
1120 NE Lafayette Ave
McMinnville Or 97128
503-434-6545

Homeward Bound Pets
Every Animal Matters

Newberg Mayor and City Council
PO Box 970
Newberg, OR 97132

March 8, 2013

Honorable Mayor and City Council Members,

I came before you last year and asked you to support HBPets county wide spay/neuter program. As you can see below, this program has been very successful; unfortunately the funds go very quickly.

Homeward Bound Pets has been serving Yamhill County for over 37 years. We accept surrendered, stray, and abandoned dogs and cats, and love and care for them until they can find their 'Forever Homes'. We are a no-kill, no-cage shelter, non-profit shelter. Every one of our animals are spayed/neutered and fully vetted before an adoption may be completed.

We have been offering to the general public, a spay/neuter program for stray, pet, or feral cats, for a \$0 to \$20.00 co-pay for the past 21 months. We have successfully spayed or neutered over 1,750 cats with this program with 172 of them coming directly from the City of Newberg. That has cost this HBPets program between \$9,460 and \$6,020, depending what amount of co-pay was paid, if any.

Because of the success of this program, we are seeing a significant decline in births in the past kitten seasons, especially in Newberg and Yamhill city. With each cat having two to three litters a year, we expect to see less abandonment and deaths than we have experienced in the past. However we still have a long way to go. With your help of \$1,500 towards our goal we will be able to, someday in the future, get the problem under control. If we let up even for a year we will be loose ground quickly.

Last year we had a wonderful opportunity from POPPA to raise matching funds, up to \$10,000. However this year POPPA itself has to cut back, therefor we are much in need of help form the cities in Yamhill County. With your support we will be able to continue this much needed program.

If you would like me to attend the appropriate city council meeting to discuss the request please feel free to call me at 971-237-1604. At that time I can answer any questions you may have.


Dawn Vvette Witt, Director

League of Oregon Cities Foundation



P.O. Box 928 • Salem, Oregon 97308 • (503) 588-6550 • (800) 452-0338 • Fax: (503) 399-4863
www.orcities.org



July 16, 2012

Mayor and Council
c/o Norma Alley
PO Box 970
Newberg, OR 97132

Dear Mayor and Council:

On behalf of the League of Oregon Cities Foundation, I am writing to your city to invite you to follow the lead of the many cities in Oregon who have contributed to the LOC Foundation over the past several years. Our last fund-raising drive was in 2008 and the time seems ripe to once again seek the support of Oregon's cities to continue to fund efforts such as conference and training scholarships that assist the League in its efforts to be the effective and collective voice of Oregon's cities and their authoritative and best source of information and training.

We are asking that you consider a donation, in an amount that your city can afford in order to provide information and education to city officials across the state of Oregon. Our suggestion is that you consider a donation in an amount equal to five cents per capita or any other amount your city can afford.

Since its inception, the Foundation has provided the following benefits to city officials around the state:

- Scholarships for officials to attend the League of Oregon Cities conference each year;
- Scholarships to help Mayors around the state to attend the annual Mayor's Conference; and
- Scholarships for many city officials to participate in Oregon Local Leadership Institute training workshops.

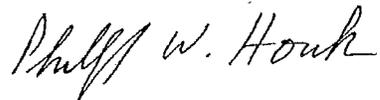
Based on current funds available, staff have been instructed to budget the following for FY 2012-13:

- \$1,000 Scholarships for the Oregon Mayors Association Conference
- \$4,500 Scholarships for the League of Oregon Cities Conference
- \$6,500 Scholarships for Oregon Local Leadership Institute workshops

If your city wishes to make a donation to the LOC Foundation, please send your check to LOC Foundation, ATTN: Jennie Messmer, P.O. Box 928, Salem, OR 97308. The Foundation accepts tax-free donations from private parties as well if you would like to contribute individually.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in cursive script that reads "Phillip W. Houk".

Phillip W. Houk, President
LOC Foundation Board