

**CITY COUNCIL AGENDA  
DECEMBER 1, 2014, 7:00 PM  
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)**

**Mission Statement**

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

**Vision Statement**

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

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. CITY MANAGER'S REPORT** Pages 1-8
- V. SPECIAL PRESENTATION**
  - 1. Recognition of Darleen Harding for 30 years of service Pages 9-10
  - 2. Yamhill County Mediators Update
- 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. Approve the November 17, 2014 City Council meeting minutes. Pages 11-16
  - 2. Approve the Mayor's recommendation of appointments to Newberg Urban Area Management Committee and Historic Preservation Commission Page 17
  - 3. Approve Resolution 2014-3172, accepting the canvass of votes for the November 5, 2014 General Election Pages 18-27
- VIII. PUBLIC HEARINGS**
  - 1. Approve Resolution No. 3171, Partition of 508 S. Springbrook Road File # G-14-003 Pages 28-45
  - 2. Closeout of Housing Rehabilitation Grant for the Housing Authority of Yamhill County Pages 46-48

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.

**IX. NEW BUSINESS**

1. Financial Update

Pages 49-59

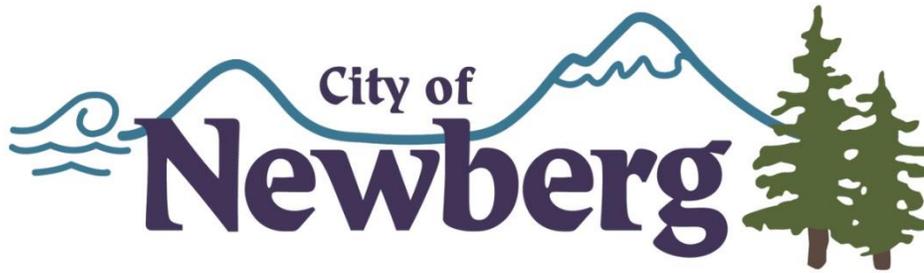
**X. COUNCIL BUSINESS**

**XII. 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 two business days 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. Speakers who wish the Council to consider written material are encouraged to submit written information in writing by 12:00 p.m. (noon) the day of the meeting.**

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.



## CITY MANAGER REPORT

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- I am pleased to report that the City has turned the corner with our new utility billing process. The total number of shut-offs this month was only 57, which is back to what the City normally processed before the policy changes were implemented. Having a temp work the week of shut-offs, disseminating paper information, posting to our Facebook page, and sending out automated phone-calls to past due customers contributed to the success this month. Staff will continue to monitor/improve the process, especially as we have City Hall closures during the holiday season.
- I have evaluated two positions in the City Manager's Office; City Recorder and Office Support Services. Sue Ryan was hired as the permanent City Recorder and I have decided to amend the Office Support Services job description to Administrative Services. It is practical to reduce the hours as major projects have been transferred to the Engineering-IT Program Assistant job description. The City will post the position internally for temporary and regular employees to consider.
- I would like to officially congratulate Brittney Jeffries on accepting the position of Engineering-IT Program Assistant with the City of Newberg. The position requires that approximately 45% of her time assist the new City Engineer, 45% of her time assist the IT Director and 10% of her time coordinate Emergency Management, managing the City's website and social media, (the new website will be launched in January), and producing a monthly electronic newsletter beginning January 2015.
- Public Works Director (PWD) Jay Harris successfully filled two high-level management (vacated) positions in the Public Works Department; the Water Treatment Superintendent and the Wastewater Treatment Plant Superintendent. After a competitive recruitment process, Dan Wilson has been promoted within to the Water Treatment Superintendent position. According to PWD Harris, "Dan has worked as a senior operator at the water treatment plant for decades and has the essential leadership, knowledge, and experience to assuredly operate our essential water supply, treatment, and storage systems at the City."

Craig Pack, another city employee, was appointed to fill the second position, Wastewater Treatment Plant Superintendent. This is also a promotion. PWD Harris states, "Craig is an exceptional leader and a hard worker which he has demonstrated on a daily basis at the wastewater treatment plant." Promoting within is plausible when it is warranted. It is important for municipalities to make succession planning a priority and with these two positions we are able to elevate institutional knowledge and protect our investment in employees. Please join staff in wishing them (Brittney, Dan, and Craig) the best of luck with their new assignments with the City.

- I attended the Chehalem Valley Chamber of Commerce (Chamber) Board of Directors Retreat at Sokol Blosser. It was a productive retreat as the Board developed a comprehensive work plan for 2015. Below are highlights:
  1. Identify the role of the Economic Development Task Force (EDTF). They will consider hiring a consultant to produce a potential lost revenue report on lodging. We have strong attractions for tourists yet they spend their transient lodging tax dollars elsewhere. The consultant will evaluate options which could include a feasibility study on mid-range hotels and redevelopment of existing establishments.

EDTF will also collaborate with myself, the Community Development Director, and possibly George Fox College interns to determine the benefits of city business licensing; how the funds are expended, and how to best utilize the data we collect. Q: *Should the Chamber administer business licenses for the City?*

2. The Chamber is going to transition "Tunes on Tuesday" to the Young Pros and Chehalem Parks and Recreation District (CPRD). CPRD will provide the non-profit umbrella status and remain engaged with the event for safety purposes. They can marshal items that need City approval (reserve officer security, sound permits, street closure permits etc.) This event is not a revenue generator for the Chamber and Young Pros has indicated a strong desire to manage the summer program so the Chamber can focus on other events.

3. Mobile Stage Project: There was discussion on researching the possibility of purchasing a mobile stage with the goal to eliminate various organizations having to spend money on portable stages for events. Potential users include:

- ✓ Special Olympics
- ✓ Brews and BBQ
- ✓ Tunes on Tuesday
- ✓ Camelia Festival
- ✓ George Fox College, PCC, and Newberg High School
- ✓ Local businesses
- ✓ Wineries
- ✓ Benefit events
- ✓ Halloween and Christmas Tree Lighting

In 2015 the Chamber will form a committee to look into options, costs, etc.

4. The Chamber recognizes the need to make the Wine Education Center a priority. They are currently recruiting to fill the vacant “Membership Manager/Wine Center Manager” position.

5. The Chamber will focus on core events and fundraisers which include:

- ✓ Awards Banquet
- ✓ Greeters
- ✓ Wine on Tuesdays
- ✓ Brews and BBQ
- ✓ Golf Tournament

They will also be committed to “Speed Networking” events; embracing new faces; providing the Ambassadors the support they need; and improving the business-community partnerships. I believe having City representation at the retreat was very beneficial as both entities have a strong desire to harmonize.

- I attended the retirement party for McMinnville City Manager Kent Taylor. Mr. Taylor served for 42 years in city government; 29 of those in McMinnville, which is rare in this profession. The City Council surprised Mr. Taylor with a gift of naming the new Civic Center (their City Hall) after him. He was honored.

As most of you may have heard, the McMinnville Council hired Martha Meeker, to replace Mr. Taylor. Ms. Meeker was a Brigadier General in the US Air Force. I look forward to networking with her so that Newberg-McMinnville has a strong community relationship.

- City Attorney Stone, Police Chief Casey, Captain Bolek, and I met with Robert Flaherty, Chair of Chehalem Youth and Family Services and Karl Hughes, Vice Chair to go over the concerns that were brought to Council's attention in executive session on October 20<sup>th</sup>. The meeting was insightful, productive, and positive. Staff believes Mr. Flaherty and Mr. Hughes understand the severity of the issues and they concluded with the promise to meet with their full Board and bring back a proposal for corrective action with a strategy plan. They also said they will reach out to the neighbors that have concerns. Staff will continue to keep the Council updated on the progress.
- I met with the elected officials in 2-2-2-1 sessions to discuss the marketing services agreement with the Chamber. The City and Chamber are in the process of negotiating a new agreement and I am measuring the temperament of the Council as to whether or not the City should continue allocating 25% of Transient Lodging Tax (TLT) to the Chamber for the next five years, or place a cap on the amount they will receive. Once the canvass of votes has been approved I will also meet with Councilor-Elect Essin and Councilor-Elect Rourke to assemble their input before I make a recommendation to Council at the February 17<sup>th</sup> meeting. (Interesting to note: My calendar says February 17<sup>th</sup> is Mardi Gras....which may mean you all will need to wear beads).
- Mayor Andrews, Interim Finance Director Shultz, HR Director Wilson, and myself met with the Principal Financial Advisors (PFA) and Heestand Company to discuss the Newberg Employees Retirement Plan (NERPs). The purpose of the retirement plan is to fund the retirement needs of the employees and their beneficiaries.

As a refresher, the City has always had its own retirement plan and in 1995, the State said that Public Safety Union Members must have an equal or better option, so they were given the choice to change into PERS. In 2007 the City did a Request for Proposals (RFP) for NERPS and PFA was chosen to be the actuarial and retiree calculator and to handle the City's investments.

There have been several "plans" through the years that have been basically consolidated and currently there are guaranteed return on investments. The advisors from Principal Financial and Mr. Heestand went over actuary and valuations of our plan and also highlighted areas that the City should consider changing. Those considerations are not listed in this report as I prefer they not be public at this time. However in early 2015 the Mayor will reconvene the sub-committee to go over potential plan design changes to reduce future funding and/or gap liabilities.

The City Manager is designated as the plan's administrator and the City Council is the governing body that handles the fiduciary commitments. In the past, for many years, most of the decisions and communications were done by one person in the organization, which is not recommended. Assessing the current plan and making recommendations on policy decisions will be a priority in 2015. It is important that our advisors, the sub-committee (made up of our elected officials), the Finance Director, the Human Resources Director, City Attorney, and I interface before any recommendations come before the full body in open session.

- I attended the Mayor's Cabinet meeting, Greeter events, and City Club.
- On December 6<sup>th</sup> Portland State University's Center for Public Service is providing a class called, "*Leadership Boot Camp for Newly Elected Officials*." It is designed to help newly elected officials navigate the challenges of working with strong-minded, passionate colleagues in an effort to make independent and quality decisions.

Councilor-Elect Essin, Councilor-Elect Rourke, Mayor Andrews and myself will be attending this training as a group. Their commitment on becoming educated on the role of a Councilor is a nice compliment to their desire to be part of a governing body that desires continuity as we keep the momentum moving forward on policy decisions in the community.

- I met with all the employees of the Newberg Police Association (Association) to recapitulate my first five months with the City. I also provided a brief update on the financial condition of the General Fund, and summarized where we stand with contract negotiations. I was very pleased with the depth of conversation that occurred yet I realize that trust needs to be restored between the Association and Administration. The meetings ended positively and I believe the Association has the required information to consider a vote on the proposed contract. It is tentatively scheduled to come before Council at the January 5<sup>th</sup> Council meeting.

As a follow-on, next March/April I offered to give the Association an overview of Oregon Budget Law, the General Fund, property taxes, and the City's reserves so they have a better understanding of the budgeting process and how funds are allocated to public safety. I will afford the same opportunity to the Fire Department Association.

- PWD Jay Harris, Public Works Maintenance Superintendent Russ Thomas and Human Resources Director Dawn Wilson were successful in reaching a tentative collective bargaining agreement with the Public Works Union (PWU). They are proposing a three-year contract which the PWU will vote on first and then it will come to Council for consideration on January 5<sup>th</sup>. A copy of the agreement with compensation and operational items will be in the January 5<sup>th</sup> Council packet.

- The Yamhill County Parkway Committee is asking interested parties to save the date February 17<sup>th</sup> for a summit on the future of interconnected trails in Yamhill County. A copy of the Flyer is attached at the end of this report. (There's that Mardi Gras date again...)
- Interim Planning Director Steve Olson and Associate Planner David Beam are putting together a Statement of Work (SOW) for the Transportation Growth Management (TGM) Grant for the Downtown Plan. We also asked Newberg Downtown Coalition Director Mike Ragsdale to review it and provide comments. The draft SOW will go to ODOT for review and then they will begin the consultant selection process. Once ODOT has finalized the SOW I will provide Council a copy of the document as it will have the timeline and deliverables listed.
- Our Department Head Retreat at Friendsview was phenomenal. It was structured, yet relaxed, and we attained a sense of camaraderie. There are many challenges (opportunities) that lie ahead for the City, whether they be financial in nature, or projects and services that need to be completed. They cannot be achieved however if we are not working together as a team. I believe the silos have been removed and we are no longer compartmentalized.

The Department Head Retreat was a prelude to the Council/Department Head Retreat in late January. We presented to our peers, an overview of the services our department provides, highlighted areas of concern, and identified future needs. This will be presented to the Council at the retreat. We also prepared a production schedule for the forthcoming electronic newsletter, identified standing articles and assigned article topics to various departments for 2015. Another element of the Retreat will include long range balancing strategies for the sustainability of the General Fund.

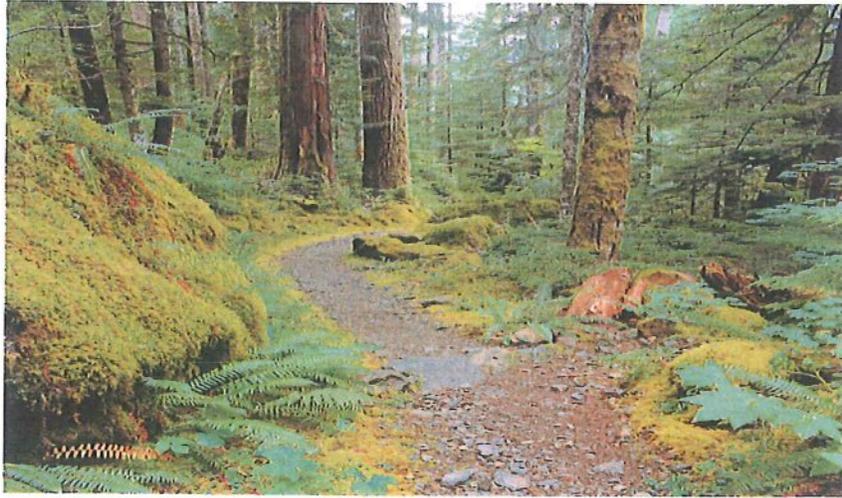
As Department Heads, we will be passionate about our positions, continue to build our internal team, paralleled with building the community team, and learning to live within our means so we are not continually dipping into our reserves. We will work to change the way Newberg is perceived in the community, collaborate and be transforming instead of transactional. We all must be able to have a positive attitude, even in difficult times; be optimistic and relentless; and most importantly be consistent, no matter what.

I continue to assemble our internal team and I am very proud of the supervisors we have working for the City. They remind me of the 1992 United States men's Olympic basketball team nicknamed the "Dream Team". Together we can accomplish a great deal in this community.

Finally, at our retreat I asked one fundamental question of myself that I will continue to ponder in 2015; "If people didn't have to report to me, would they still listen to me?" This year I will strive to be a good leader, not just a manager. A good *leader* creates a "want to" environment that is fun and inviting and brings out our employees inner passion. A *manager* creates a "have to" environment that becomes stale and has no stimulus. What will each of you ponder this coming year?

Respectfully submitted *and* Happy Holidays!

Jacque M. Betz  
City Manager



## **SAVE THE DATE**

**Tuesday, Feb. 17.  
Time TBA  
McMinnville location TBA**

### **The Yamhill County Parkway Committee Invites You to Attend a Summit on the Future of Interconnected Trails in Yamhill County**

Sponsored by the Yamhill County Parkway Committee, the organizing task force includes Chehalem Park and Recreation District, Oregon Parks and Recreation Department, YPLW and ESA vigil Agrimis.

The purpose of the summit event will be to devote a significant portion of the day to roundtable discussions and share information on trails-related projects. The outcome will be greater coordination between agencies and organizations relating to trail developments throughout Yamhill County. Your presence will be a valued part of this communication.

**Please save the date.**

The time and location will be announced nearer the date.

Questions? Contact Mike Ragsdale at [mragdale@cprdnewberg.org](mailto:mragdale@cprdnewberg.org) or 503.537.1010

# *REQUEST FOR COUNCIL ACTION*

**DATE ACTION REQUESTED: December 1st, 2014**

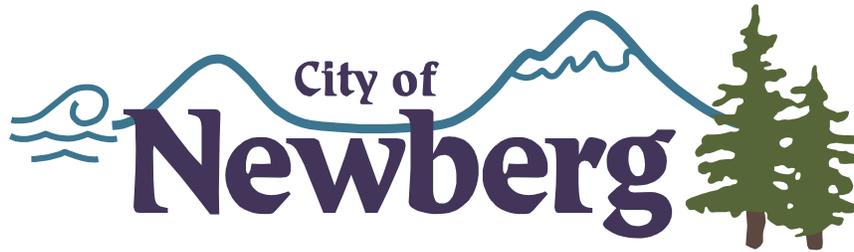
**Order \_\_\_      Ordinance \_\_\_      Resolution \_\_\_      Motion XX      Information \_\_\_**  
**No.                      No.                      No.**

**SUBJECT: Proclamation**

**Contact Person (Preparer) for this  
Motion: Chris Bolek  
Dept.: Police Department  
File No.:**

**RECOMMENDATION:**

Recognize Darleen Harding for her 30 years of service to the City of Newberg.



# PROCLAMATION

***THIS IS A PROCLAMATION RECOGNIZING DARLEEN HARDING FOR HER THIRTY (30) YEARS OF SERVICE AS A FULL TIME EMPLOYEE OF THE CITY OF NEWBERG.***

***WHEREAS, Darleen Harding*** started her career as an Animal Control Officer June 18, 1984 with the Newberg Police Department; and

***WHEREAS, Darleen Harding*** between 1984 and 2014, admirably held the assignment of Animal Control Officer; and

***WHEREAS, Darleen Harding,*** was the City of Newberg George Layman Award Recipient for Employee of the Year for 1993; and

***WHEREAS, Darleen Harding*** has been an exemplary employee of the City of Newberg and Animal Control officer for the communities of Newberg and Dundee, routinely giving her best to assist the citizens of Newberg and Dundee and to compassionately care for animals of all kinds, with empathy and deep commitment to the wellbeing of the residents of our communities, the owners of animals and for animals themselves; and

***NOW, THEREFORE, IT IS PROCLAIMED*** by the Mayor and City Council of the City of Newberg, Oregon, that the citizens of Newberg express their warmest appreciation and gratitude to ***Darleen Harding*** for her 30 years of dedication to the City as an employee of the City of Newberg.

**IN WITNESS WHEREOF,** I have hereunto set my hand and cause the Seal of the City of Newberg to be affixed on this 1<sup>st</sup> day of December, 2014.

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Bob Andrews, Mayor

# *REQUEST FOR COUNCIL ACTION*

**DATE ACTION REQUESTED: December 1st, 2014**

**Order \_\_\_      Ordinance \_\_\_      Resolution \_\_\_      Motion XX      Information \_\_\_**  
**No.                      No.                      No.**

**SUBJECT: Minutes**

**Contact Person (Preparer) for this  
Motion: Sue Ryan, City Recorder  
Dept.: Administration  
File No.:**

**RECOMMENDATION:**

Approve City Council minutes from November 17th, 2014.

**CITY COUNCIL MINUTES  
NOVEMBER 17, 2014, 7:00 PM  
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)**

A work session was held at 6:00 p.m. preceding the meeting. Present were the City Council, City Manager, City Recorder, City Attorney, Library Director, Associate Planner Jessica Nunley Pelz, and Associate Planner David Beam.

A presentation was given by Jessica Nunley Pelz, Associate Planner, on the progress of the City's Transportation System Plan update. She discussed the downtown analysis and options, analysis of the entire transportation network, creation of a transportation project list, analyzing and prioritizing the projects, round two of stakeholder interviews, and project schedule. The Planning Department will host a Community Open House on December 10 from 5-8 p.m. at the Public Safety Building. There will be a Council Work Session and Citizen Advisory Committee meeting in February/March, projects will be prioritized in April/May, and the draft TSP will be done in May/June with public hearings for adoption.

Terry Cole, ODOT, said within the TSP process there was not a time to discuss jurisdictional transfer, however ODOT was open to the discussion at any time.

There was discussion regarding the proposed bypass, 99W as a freight route, and reducing congestion downtown. There was further discussion regarding including 2<sup>nd</sup>, 1<sup>st</sup>, and Hancock in the planning, increasing capacity downtown, and options for bicycle and pedestrian traffic.

Mayor Andrews recessed the meeting at 6:40 p.m. and declared an executive session pursuant to ORS 285C.145(4) Enterprise Zone Application.

The Council, City Manager Betz, City Attorney Stone, Interim Building and Planning Director Steve Olson and Associate Planner David Beam were present during the Executive Session.

The Executive Session ended at 6:47 p.m.

The Councilors shared community news.

**CALL MEETING TO ORDER**

Mayor Andrews called the meeting to order at 7:00 p.m.

**ROLL CALL**

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

|                |   |  |
|----------------|---|--|
| Staff Present: | Jacque Betz, City Manager                           | Truman Stone, City Attorney            |
|                | Sue Ryan, City Recorder                             | Leah Griffith, Library Director        |
|                | David Beam, Associate Planner                       | Jessica Nunley Pelz, Associate Planner |
|                | Jay Harris, Public Works Director                   |  |
|                | Steve Olson, Interim Planning and Building Director |  |

**PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was performed.

**CITY MANAGER'S REPORT:** Ms. Jacque Betz, City Manager, asked Council to RSVP to the City Recorder about the Local Government Dinner on December 4 in McMinnville.

**SPECIAL PRESENTATIONS:** The Council recognized Russ Thomas, Public Works Superintendent, for receiving the William A. Bowes Service Award from the Oregon Chapter of the American Public Works Association. PWS Director Harris said this was the highest honor awarded by the APWA and he gave a background on the award. He then explained the reasons Mr. Thomas received the award and the many APWA and community activities Mr. Thomas was involved with.

Tess Fields, Director of Government Affairs for Comcast, presented on the Internet Essentials Program, a program to help all people have access to the internet.

### **PUBLIC COMMENTS**

Douglas Heuer, resident of Newberg, asked the Council to rescind Ordinance 2777, marijuana tax, and repeal Section 9 of the Newberg Municipal Code relating to paraphernalia and drug possession offenses. Since Measure 91 passed, it was a good time to clean up the Code. Measure 91 prohibited a tax on marijuana and he had an action for a declaratory judgment ready to file if need be.

### **CONSENT CALENDAR**

**MOTION:** Rierson/Corey moved to approve the November 3, 2014 City Council meeting minutes, approve the Mayor's recommendation of appointments to City Committees, and instruct staff to abate a nuisance at 516 and 516 ½ N Morton Street (Exhibit A). Motion carried (7 Yes/0 No)

### **NEW BUSINESS**

Sheryl Kelsh, Chamber Director, presented the first quarter Chehalem Valley Chamber marketing report (Exhibit B). She explained media coming to the City for tourism. She included data from the visitor surveys and a media recap. There was discussion regarding tourism events in the City.

**MOTION:** McKinney/Rierson moved to accept the first quarter report from the Chehalem Valley Chamber of Commerce. Motion carried (7 Yes/0 No)

**Resolution No. 2014-3170:** Mayor Andrews passed the gavel to Councilor Lesley Woodruff.

David Beam, Associate Planner, said earlier this year the City established an Enterprise Zone to encourage more investment by the local traded sector companies and to partner with local businesses. In September, SP Fiber Technologies filled out an application requesting a five-year property tax abatement for an \$11 million dollar capital improvement program into the facility. This would allow them to branch out into a new product line and hire 20 new employees. The application met the requirements for the zone. He explained the two conditions: the applicant would make a concerted effort to hire employees who were local citizens and that contractors also would be hired locally during the exemption period. This was property tax abatement on the new investment and there would be no effect on current property taxes. The applicant had to prove that they met the conditions and requirements for the five years.

Councilor Howard said it looked like the amount of subsidy they would be receiving divided by the 20 jobs created, each job would cost \$40,000 over the five years in the tax revenue. He wondered if more jobs could be created. AP Beam said it was a possibility. The 20 jobs was a minimum they would have to create in the five years. The life expectancy of this investment was at least 20 years. In the long run they would receive a lot more tax revenues than were being abated.

Councilor Howard was also concerned about the City's conditions not being strong enough. There needed to be more proof of the conditions being met. He also thought there should be additional criteria around

environmental protections. AP Beam discussed the benefits of the Enterprise Zone in incentivizing expansion and keeping jobs in the City.

Councilor Rierson had concern about the struggling news printing industry and putting that much capital in this kind of conversion and still losing one of the key businesses in the City. AP Beam did not know where the tipping point was for the business. They were doing this to support and encourage traded sector activity.

Councilor Bacon asked about safety improvements. CM Betz had a conversation with the Fire Chief regarding any additional conditions and no additional requirements for safety were recommended.

Councilor McKinney said the applicant was expanding to brown paper, which was the best opportunity in their market. This was their best effort to make a financial investment in their company with the emerging market of brown paper. He thought the new machines would meet environmental standards and requirements. He referred to page 43 of the resolution and asked if there was a way to make it more accountable for hiring local. Mayor Andrews suggested revising the wording in the resolution to say “make a demonstrated and concerted effort to hire local.” Truman Stone, City Attorney, said during the abatement, the average compensation for all new employees must be at least 150% of the average annual wage. Compensation included wages and benefits.

Steve Olson, Interim Planning and Building Director, understood trying to make it more measurable for hiring local, however these were specialized industries and the City would not be able to judge if one person was more qualified than another. They could measure how advertising was done locally. CM Betz said the abatement would be administrative approval if it was only for three years, but it was before Council because they were asking for five years. She thought that since the applicant would be providing an annual report to the County and State, they could also provide the City a report on how they demonstrated advertising and hiring local. She thought they should add the wording the Mayor suggested and staff would work with the company to provide an annual report. AP Beam said staff recommended approval of the resolution with the suggested addition of “and demonstrated” to both the provisions of A and B.

Councilor Howard thought there should also be a provision for requiring use of the highest environmental technologies possible. He was supportive of a three year, but not a five-year abatement.

Councilor Corey was in favor of the five-year abatement. It was important to promote local businesses and jobs. He thought the annual report to the City and conditions were sufficient.

Councilor Howard said the majority of the tax abatement was taxes paid to other taxing districts and he was concerned about the lack of input from those organizations. There was no representative from the applicant that night either. He did not think the need for the five-year abatement had been adequately demonstrated.

Councilor Rierson was in support of the resolution. He too was disappointed that there was no commitment to address environmental impacts. The economic factors and supporting businesses lead him to support the resolution. Councilor Bacon was also in favor of the resolution. She also wished there was more environmental protection, but believed the applicant would do the right thing. Councilor Woodruff would be in support if the resolution could be brought back with demonstration of environmental protection.

AP Beam had expected a representative of SP Fiber Technologies to be there that night, but something must have come up. CM Betz said staff could bring the resolution back with an additional condition for consideration at the next meeting. There was discussion on how to proceed.

**MOTION:** Andrews/McKinney moved to approve Resolution 2014-3170 with the addition of “concerted and demonstrated” in sections A and B.

**AMENDMENT TO THE MOTION:** Rierson/Howard moved to table the resolution to include environmental protection language until the December 1, 2014 City Council meeting. Motion carried (7 Yes/0 No)

**Newberg Downtown Coalition Transformation Report:** IPBD Olson said the Council received an overview of the report in July and had asked staff to return with a recommendation (Exhibit C). He gave a summary of the report for changes to downtown to make it more pedestrian friendly. The next step was to use grant funding to look at the feasibility and cost of the ideas. Some of the ideas dealt with transportation and reconfiguring streets downtown which would be reviewed during the Transportation System Plan update. Staff recommended exploring Option B for downtown transportation.

There was a discussion on funding options.

Mike Ragsdale, Executive Director of the Newberg Downtown Coalition, appreciated staff’s work on this project. He encouraged the Council to accept the plan as citizens were looking forward to continuing participation in the project. He was concerned about the draft outline for the grant because the citizen participation component was anemic and needed to be more robust.

**MOTION: Rierson/Howard** moved to accept the Downtown Transformation Report as an advisory document to inform the Transportation System Plan update and Downtown Revitalization Plan and to thank the Newberg Downtown Coalition and everyone who attended the downtown transformation meetings for their creative ideas for improving downtown. Motion carried (7 Yes/0 No)

**Resolution No. 2014-3169, Council Rules Amendment on Public Comment:** Councilor McKinney asked how the amendment would be different from what they had before and if it would solve the problem or introduce more problems later on.

Mayor Andrews replied the amendment would encourage people to submit written comments for an agenda item by noon of the day of the Council meeting. People could still give oral testimony if they wished. He suggested reformatting it into a and b paragraphs. Paragraph a would be for citizen comments on items not on the agenda and Paragraph b would be for citizen comments during a public hearing or items on the agenda.

CA Stone said the change between this amendment and what was presented before was the last sentence was added back in that had been previously deleted. He suggested striking the language referring to public hearings completely from this rule and making it solely applicable to public comments in the open forum section. The ability to participate in hearings was governed by an authority separate from the Council Rules.

Councilor McKinney was in favor of the public comments section in the Council Rules only talking about public comments and not testimony. This would make it less confusing and consistent with public hearing rules.

CM Betz clarified the direction was to delete the section related to public hearings and there would be no reformatting with subparagraphs a and b. There was discussion regarding the alternatives for a public hearing or an item on the agenda when written testimony was large and submitted last minute. Council could defer the decision until they had time to review the information, but there could be someone who would try to purposely delay the decision. There was further discussion regarding directing staff to create a separate rule about written material received last minute for public hearings or agenda items where the Council had to make a decision.

**MOTION:** Andrews/Rierson moved to adopt Resolution 2014-3169 with the amendment that under City Resolves in Rule 5.6 to delete all language after the word “meeting”. Motion passed (7 Yes/0 No)

Mayor Andrews asked staff to come back with a proposal amending the overall rules and for Council to have a discussion on the acceptance of written testimony for public hearings and agenda items.

#### **IV. COUNCIL BUSINESS**

**Council Appointment to the Newberg Urban Area Management Commission:** Councilor McKinney agreed to continue serving on the Commission. Mayor Andrews would work with Sue Ryan, City Recorder, to reappoint Councilor McKinney and appoint a Planning Commissioner to the Newberg Urban Area Management Commission on December 1.

#### **V. ADJOURNMENT**

The meeting adjourned at 9:05 p.m.

**ADOPTED** by the Newberg City Council this 1st day of December, 2014.

\_\_\_\_\_  
Sue Ryan, City Recorder

**ATTESTED** by the Mayor this \_\_\_\_\_ day of December, 2014.

\_\_\_\_\_  
Bob Andrews, Mayor

# REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: December 1, 2014

Order \_\_\_      Ordinance \_\_\_      Resolution \_\_\_      Motion XX      Information \_\_\_  
No.              No.                      No.                                                                \_\_\_

**SUBJECT: Appoint Committee members as listed  
in the Executive Summary**

**Contact Person (Preparer) for this  
Motion: Mayor Bob Andrews  
Dept.: Administration**

## RECOMMENDATION:

To consent to the Mayor's appointment of the Committee members as listed in the Executive Summary.

## EXECUTIVE SUMMARY:

### **Newberg Urban Area Management Commission (NUAMC):**

The NUAMC is a seven member commission. It consists of three members appointed by the City Council, three appointed by the Yamhill County Board of Commissioners, and one at large position appointed by NUAMC, which is ratified by the two governing bodies. A notification of the appointments will be forwarded to the Yamhill County Board of Commissioners.

The Mayor recommends:

### **Council Representative:**

**Re-appointment of Stephen McKinney to NUAMC for a term from January 1, 2015 to December 31, 2017.**

### **Planning Commission Representatives:**

The Planning Commission met on Thursday, November 13, 2014, and recommends **Allyn Edwards as the primary representative and Matt Fortner as the alternate representative to NUAMC for a term from January 1, 2015 to December 31, 2017.** The Mayor concurs with this recommendation.

### **Historic Preservation:**

The Historic Preservation Commission is a six-member commission including a non-voting student member. One position is open due to a resignation and the term will expire December 31, 2015. Its mission is to identify, recognize, and preserve significant properties relating to the community's history, encourage the rehabilitation and ongoing viability of historic buildings and structures, strengthen public support for historic preservation efforts within the community, foster civic pride and encourage cultural heritage tourism. There was one applicant.

The Mayor recommends:

**Appointment of Ryan Howard to the Historic Preservation Commission for a term from January 1, 2015 to December 31, 2015.** Mr. Howard is a six-year resident of the community and is a self-employed attorney and has served for four years on the City Council. He wants to volunteer to give back to his community and learn more about how government works. He has a strong background of community service and a good understanding of legal principles that would be helpful when dealing with property rights. He would bring an ability to work well with others toward a common goal and knowledge of current city goals and projects.

# REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: December 1, 2014

Order \_\_\_      Ordinance \_\_\_      Resolution XX      Motion \_\_\_      Information \_\_\_  
No.              No.              No. 2014-3172

**SUBJECT:** Canvass of Votes for the Nov. 5, 2014,  
General Election.

Contact Person (Preparer) for this  
Motion: Sue Ryan, City Recorder  
Dept.: Administration

## RECOMMENDATION:

Adopt Resolution No. 2014-3172 accepting the canvass of votes for the May 20, 2014, Primary Election.

## EXECUTIVE SUMMARY:

At the November 5, 2014, General Election, the City placed on the ballot before the voters of the city the following item:

### MUNICIPAL OFFICES

- Mayor – At-large
- Council Position – District 2
- Council Position – District 4
- Council Position – District 6

### CANDIDATES

- Bob Andrews\*
- Sarah Grider
- Stephen McKinney\*
- Tony Rourke\*
- Scott Essin\*

\* *Won the election*

### MEASURES

Annexations:

- Annexing .5 acres at 2525 Allison Lane into Newberg – (Measure No. 36-171) **PASSED**
- Annexing 3.3 acres at 2716 Wyooski Road into Newberg – (Measure No. 36-172) **PASSED**

On November 21st, 2014, the City received from Yamhill County Clerk Brian Van Bergen, a certificate certifying the true, actual, and final results (Canvass Report) of the November 5, 2014, General Election.

In accordance with the Newberg Municipal Code and state law, the city should accept the results as presented by the county clerk.

## FISCAL IMPACT:

The annexations will add new property to the city's tax rolls.



## RESOLUTION No. 2014-3172

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**A RESOLUTION ACCEPTING THE CANVASS OF VOTES (CANVASS REPORT) FOR THE NOVEMBER 5, 2014, GENERAL ELECTION, AS PROVIDED BY YAMHILL COUNTY CLERK BRIAN VAN BERGEN FOR MAYOR AND THREE CITY COUNCILOR POSITIONS AND TWO MEASURES (ANNEXATIONS) – MEASURE 36-171 AND MEASURE 36-172**

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### RECITALS:

1. At the November 5, 2014, General Election, the city placed on the ballot before the voters of the city the following items:

#### MUNICIPAL OFFICES

- Mayor – At-large
- Council Position – District 2
- Council Position – District 4
- Council Position – District 6

#### CANDIDATES

- Bob Andrews\*
- Sarah Grider
- Stephen McKinney\*
- Tony Rourke\*
- Scott Essin\*

\* *Won the election*

#### MEASURES

Annexations:

- Annexing .5 acres at 2525 Allison Lane into Newberg – (Measure No. 36-171) **PASSED**
- Annexing 3.3 acres at 2716 Wynoski Road into Newberg – (Measure No. 36-172) **PASSED**

2. On November 21, 2014, the city received from Yamhill County Clerk Brian Van Bergen, a certificate certifying the true, actual, and final results (Canvass Report) of the November 5, 2014, General Election.
3. In accordance with the Newberg Municipal Code and state law, the city should accept the results as presented by the county clerk.

### THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The city accepts the Canvass Report of the Yamhill County Clerk certifying the true, actual, and final results (canvass of votes) for the November 5, 2014, Primary Election. A copy of the Canvass Report showing the final results is attached as Exhibit A, which is hereby adopted and by this reference incorporated.

2. Based upon these results, the City declares the following persons elected to City Council offices and the following measures to have passed.

**MUNICIPAL OFFICES**

- Mayor – At-large
- Council Position – District 2
- Council Position – District 4
- Council Position – District 6

**CANDIDATES**

- Bob Andrews\*
- Stephen McKinney\*
- Tony Rourke\*
- Scott Essin\*

\* *Won the election*

**MEASURES**

Annexations:

- Annexing .5 acres at 2525 Allison Lane into Newberg – (Measure No. 36-171) **PASSED**
- Annexing 3.3 acres at 2716 Wynooski Road into Newberg – (Measure No. 36-172) **PASSED**

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: December 2nd, 2014.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 1<sup>st</sup> day of December, 2014.

\_\_\_\_\_  
Sue Ryan, City Recorder

**ATTEST** by the Mayor this \_\_\_\_ day of December, 2014.

\_\_\_\_\_  
Bob Andrews, Mayor

**City of Newberg Canvass Report — Total Voters — Official**  
**Yamhill County, Oregon — ||November 4, 2014 General Election — November 04, 2014**

Resolution No. 2014-3172  
 Exhibit A

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Total Number of Voters : 37,878 of 52,175 = 72.60%  
 Number of District Voters: 37,868 of 52,175 = 72.

Precincts Reporting 28 of 42 = 66.67%  
 District Precincts Reporting 21 of 21 = 100.00%

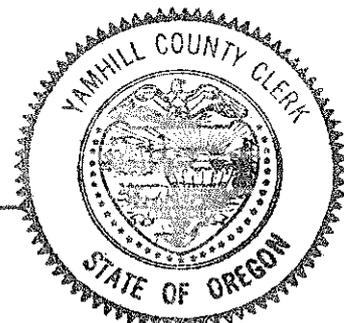
**City of Newberg Mayor**

| Precinct      | Early Ballots Cast | Election Ballots Cast | Total Ballots Cast | Registered Voters | Percent Turnout | Bob Andrews | Roger Currier | Geary Linhart | Mickey Mouse | Donna Proctor | Misc. Write-Ins | Totals      |
|---------------|--------------------|-----------------------|--------------------|-------------------|-----------------|-------------|---------------|---------------|--------------|---------------|-----------------|-------------|
| PRE0002       | 0                  | 2581                  | 2581               | 3682              | 70.10%          | 1755        | 0             | 0             | 1            | 0             | 62              | 1818        |
| PRE0003       | 0                  | 3115                  | 3115               | 4251              | 73.28%          | 2096        | 1             | 2             | 3            | 0             | 79              | 2181        |
| PRE0004       | 0                  | 2374                  | 2374               | 3279              | 72.40%          | 1622        | 7             | 1             | 1            | 3             | 76              | 1710        |
| <b>Totals</b> | <b>0</b>           | <b>8070</b>           | <b>8070</b>        | <b>11212</b>      |                 | <b>5473</b> | <b>8</b>      | <b>3</b>      | <b>5</b>     | <b>3</b>      | <b>217</b>      | <b>5709</b> |

I CERTIFY THAT THE VOTES RECORDED ON THIS  
 ABSTRACT CORRECTLY SUMMARIZE THE TALLY  
 OF VOTES CAST AT THE ELECTION INDICATED.

SIGNATURE OF COUNTY CLERK:

DATE OF ABSTRACT



**City of Newberg Canvass Report — Total Voters — Official**  
**Yamhill County, Oregon — ||November 4, 2014 General Election — November 04, 2014**

Resolution No. 2014-3172  
 Exhibit A

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Total Number of Voters : 37,878 of 52,175 = 72.60%  
 Number of District Voters: 37,868 of 52,175 = 72.

Precincts Reporting 28 of 42 = 66.67%  
 District Precincts Reporting 21 of 21 = 100.00%

**Newberg City Councilperson District 2**

| Precinct      | Early Ballots Cast | Election Ballots Cast | Total Ballots Cast | Registered Voters | Percent Turnout | Stephen J McKinney | Sarah R Grider | Misc. Write-Ins | Totals      |
|---------------|--------------------|-----------------------|--------------------|-------------------|-----------------|--------------------|----------------|-----------------|-------------|
| PRE0002       | 0                  | 2581                  | 2581               | 3682              | 70.10%          | 930                | 895            | 12              | 1837        |
| PRE0003       | 0                  | 3115                  | 3115               | 4251              | 73.28%          | 1222               | 1009           | 20              | 2251        |
| PRE0004       | 0                  | 2374                  | 2374               | 3279              | 72.40%          | 967                | 746            | 11              | 1724        |
| <b>Totals</b> | <b>0</b>           | <b>8070</b>           | <b>8070</b>        | <b>11212</b>      |                 | <b>3119</b>        | <b>2650</b>    | <b>43</b>       | <b>5812</b> |

**City of Newberg Canvass Report — Total Voters — Official**  
**Yamhill County, Oregon — ||November 4, 2014 General Election — November 04, 2014**

Resolution No. 2014-3172  
 Exhibit A

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Total Number of Voters : 37,878 of 52,175 = 72.60%  
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 District Precincts Reporting 21 of 21 = 100.00%

**Newberg City Councilperson District 4**

| Precinct      | Early Ballots Cast | Election Ballots Cast | Total Ballots Cast | Registered Voters | Percent Turnout | Tony Rourke | Roger Currier | Misc. Write-Ins | Totals      |
|---------------|--------------------|-----------------------|--------------------|-------------------|-----------------|-------------|---------------|-----------------|-------------|
| PRE0002       | 0                  | 2581                  | 2581               | 3682              | 70.10%          | 1507        | 0             | 24              | 1531        |
| PRE0003       | 0                  | 3115                  | 3115               | 4251              | 73.28%          | 1786        | 4             | 36              | 1826        |
| PRE0004       | 0                  | 2374                  | 2374               | 3279              | 72.40%          | 1361        | 0             | 21              | 1382        |
| <b>Totals</b> | <b>0</b>           | <b>8070</b>           | <b>8070</b>        | <b>11212</b>      |                 | <b>4654</b> | <b>4</b>      | <b>81</b>       | <b>4739</b> |

**City of Newberg Canvass Report — Total Voters — Official**  
**Yamhill County, Oregon — ||November 4, 2014 General Election — November 04, 2014**

Resolution No. 2014-3172  
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Total Number of Voters : 37,878 of 52,175 = 72.60%  
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 District Precincts Reporting 21 of 21 = 100.00%

**Newberg City Councilperson District 6**

| Precinct      | Early Ballots Cast | Election Ballots Cast | Total Ballots Cast | Registered Voters | Percent Turnout | Scott Essin | James Harney | Ryan Howard | Misc. Write-Ins | Totals      |
|---------------|--------------------|-----------------------|--------------------|-------------------|-----------------|-------------|--------------|-------------|-----------------|-------------|
| PRE0002       | 0                  | 2581                  | 2581               | 3682              | 70.10%          | 1518        | 0            | 2           | 25              | 1545        |
| PRE0003       | 0                  | 3115                  | 3115               | 4251              | 73.28%          | 1779        | 3            | 0           | 32              | 1814        |
| PRE0004       | 0                  | 2374                  | 2374               | 3279              | 72.40%          | 1353        | 0            | 2           | 26              | 1381        |
| <b>Totals</b> | <b>0</b>           | <b>8070</b>           | <b>8070</b>        | <b>11212</b>      |                 | <b>4650</b> | <b>3</b>     | <b>4</b>    | <b>83</b>       | <b>4740</b> |

**City of Newberg Canvass Report — Total Voters — Official**  
**Yamhill County, Oregon — ||November 4, 2014 General Election — November 04, 2014**

Resolution No. 2014-3172  
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Precincts Reporting 28 of 42 = 66.67%  
 District Precincts Reporting 21 of 21 = 100.00%

**Measure 36-171 - Newberg Annexing Allison Lane**

| Precinct      | Early Ballots Cast | Election Ballots Cast | Total Ballots Cast | Registered Voters | Percent Turnout | YES         | NO          | Totals      |
|---------------|--------------------|-----------------------|--------------------|-------------------|-----------------|-------------|-------------|-------------|
| PRE0002       | 0                  | 2581                  | 2581               | 3682              | 70.10%          | 1799        | 548         | 2347        |
| PRE0003       | 0                  | 3115                  | 3115               | 4251              | 73.28%          | 2267        | 646         | 2913        |
| PRE0004       | 0                  | 2374                  | 2374               | 3279              | 72.40%          | 1723        | 455         | 2178        |
| <b>Totals</b> | <b>0</b>           | <b>8070</b>           | <b>8070</b>        | <b>11212</b>      |                 | <b>5789</b> | <b>1649</b> | <b>7438</b> |

**City of Newberg Canvass Report — Total Voters — Official**  
**Yamhill County, Oregon — ||November 4, 2014 General Election — November 04, 2014**

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 District Precincts Reporting 21 of 21 = 100.00%

**Measure 36-172 - Newberg Annexing Wynooski Road**

| Precinct      | Early Ballots Cast | Election Ballots Cast | Total Ballots Cast | Registered Voters | Percent Turnout | YES         | NO          | Totals      |
|---------------|--------------------|-----------------------|--------------------|-------------------|-----------------|-------------|-------------|-------------|
| PRE0002       | 0                  | 2581                  | 2581               | 3682              | 70.10%          | 1722        | 604         | 2326        |
| PRE0003       | 0                  | 3115                  | 3115               | 4251              | 73.28%          | 2176        | 671         | 2847        |
| PRE0004       | 0                  | 2374                  | 2374               | 3279              | 72.40%          | 1659        | 488         | 2147        |
| <b>Totals</b> | <b>0</b>           | <b>8070</b>           | <b>8070</b>        | <b>11212</b>      |                 | <b>5557</b> | <b>1763</b> | <b>7320</b> |

**City of Newberg Canvass Report — Total Voters — Official**  
**Yamhill County, Oregon — ||November 4, 2014 General Election — November 04, 2014**

Resolution No. 2014-3172  
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Precincts Reporting 28 of 42 = 66.67%  
 District Precincts Reporting 21 of 21 = 100.00%

**Measure 36-170 - CPRD Pool Bonds**

| Precinct      | Early Ballots Cast | Election Ballots Cast | Total Ballots Cast | Registered Voters | Percent Turnout | YES  | NO   | Totals |
|---------------|--------------------|-----------------------|--------------------|-------------------|-----------------|------|------|--------|
| PRE0001       | 0                  | 1769                  | 1769               | 2238              | 79.04%          | 921  | 787  | 1708   |
| PRE0002       | 0                  | 2581                  | 2581               | 3682              | 70.10%          | 1686 | 757  | 2443   |
| PRE0003       | 0                  | 3115                  | 3115               | 4251              | 73.28%          | 1979 | 1014 | 2993   |
| PRE0004       | 0                  | 2374                  | 2374               | 3279              | 72.40%          | 1554 | 721  | 2275   |
| PRE0007       | 0                  | 1350                  | 1350               | 1839              | 73.41%          | 792  | 499  | 1291   |
| PRE0009       | 0                  | 2414                  | 2414               | 3043              | 79.33%          | 1283 | 1058 | 2341   |
| PRE0010       | 0                  | 28                    | 28                 | 39                | 71.79%          | 13   | 13   | 26     |
| <b>Totals</b> | 0                  | 13631                 | 13631              | 18371             |                 | 8228 | 4849 | 13077  |

# REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: December 1, 2014

Order \_\_\_      Ordinance \_\_\_      Resolution XX      Motion \_\_\_      Information \_\_\_  
No.              No.              No. 2014-3171

**SUBJECT: Partition of 508 S. Springbrook Road – a recommendation to Yamhill County for a property outside city limits**

Contact Person (Preparer) for this Motion: Steve Olson, Interim Director  
Dept.: Planning & Building  
File No.: G-14-003

**HEARING TYPE:                      LEGISLATIVE**

## RECOMMENDATION:

Adopt Resolution No. 2014-3171, recommending that Yamhill County approve the proposed partition of 508 S. Springbrook Road, tax lot 3221-3800.

**EXECUTIVE SUMMARY:** On October 30, 2014 the City received a copy of a partition application to divide a property at 508 S. Springbrook Road into two parcels. The property is located outside city limits but within the Newberg Urban Growth Boundary (UGB). Yamhill County has jurisdiction over the site, and will make the final decision on the partition application. The Newberg Urban Area Growth Management Agreement states that the City Council shall make a recommendation to the County on land use applications, including partitions, within the UGB. The City has 60 days from the receipt of the application to make a recommendation. The partition application is Yamhill County file no. P-09-14.

The site is at 508 S. Springbrook Road, tax lot 3221-3800. It is approximately 14.75 acres. The western half of the site (approximately 7.5 acres) is within the city's UGB and has a MDR (medium density residential) Comprehensive Plan designation. The eastern part of the site is outside the UGB and has County VLDR-1 zoning, which allows rural residential use.

The applicant, Arnie Fuchs, proposes to partition the site into a 2.47 acre parcel along Springbrook Road and a 11.98 acre eastern parcel, which will be a flag lot with a 103 foot wide connection to Springbrook Road. No new buildings or utility improvements are proposed for either site. The owner of the eastern parcel intends to continue to use it as a rural residential site. The applicant intends to use the western parcel as a staging area for Harris Thermal delivery trucks. Harris Thermal makes some very large products, and sometimes needs to ship on oversized trucks. The applicant intends to add gravel to the western site to create a flat surface for staging trucks.

The Springbrook Road frontage along this site is being improved by ODOT as part of the first phase of the Newberg-Dundee Bypass, so the Springbrook street frontage will be fully improved whether or not development occurs on this site.

The City's intent in the Urban Area Growth Management Agreement is to recommend that the County only allow development in the UGB that is limited in scope and consistent with the future urban development of the property.

- No buildings or utility improvements are proposed, so the development is limited in scope.
- The site has a Medium Density Residential designation, which means that future urban development could include single family houses, duplexes or apartments. The proposed parcels will be relatively

large, so they would not preclude the efficient future urban development of the property for apartments or other residential developments. The eastern parcel has a 103 foot wide connection to Springbrook Road, so a public road with a 60 foot wide right-of-way could be extended into the site if needed. The proposed partition would allow the future urban development of the property.

Staff recommends that the City Council recommend approval of the partition.

**FISCAL IMPACT:** There is no fiscal impact to the city from the partition.

**STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):** The partition does not hinder the future urbanization of the parcels because the parcel sizes will remain relatively large and the access to the rear parcel is wide enough to contain a public street, if necessary. No new buildings or utility improvements are proposed for either parcel, so no permanent improvements are proposed that would affect the location of future development on the parcels.

**ATTACHMENTS:**

Resolution no. 2014-3171 with

Exhibit A: Proposed partition plat

Exhibit B: Findings

1. Partition application and letter regarding future development
2. Comprehensive Plan map



## ***RESOLUTION No. 2014-3171***

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**A RESOLUTION RECOMMENDING THAT YAMHILL COUNTY APPROVE  
THE PROPOSED PARTITION OF 508 S. SPRINGBROOK ROAD, TAX LOT  
3221-3800, AS SHOWN IN YAMHILL COUNTY FILE NO. P-09-14.**

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### **RECITALS:**

1. On October 30, 2014 the City of Newberg received a copy of a partition application to divide a property at 508 S. Springbrook Road into two parcels. The Yamhill County file no. is P-09-14.
2. The site is located outside city limits. The western half of the site is within Newberg's urban growth boundary and has a MDR (medium density residential) Comprehensive Plan designation. Yamhill County will make the final decision on the partition application. Under the terms of the Newberg Urban Area Growth Management Agreement, the City Council shall hold a legislative hearing and make a recommendation to the County within 60 days of receiving a copy of the application.
3. The applicant intends to create a 2.47 acre parcel along Springbrook Road that will be used as a staging area for delivery trucks. The site will be graveled to create a flat surface. The remainder of the site will remain in rural residential use. No other development is proposed.
4. Notice of the hearing was posted in the *Newberg Graphic* on November 19, 2014.
5. The Newberg City Council held a hearing on December 1, 2014 to consider the partition proposal. After the staff report and public testimony, the City Council finds that the proposal is limited in scope, and consistent with the future urban development of the property.

### **THE CITY OF NEWBERG RESOLVES AS FOLLOWS:**

1. The City Council finds that the proposed partition, as shown in Exhibit A, meets the criteria for development in the urban growth boundary and adopts the findings, which are attached hereto as Exhibit B. Exhibits A and B are hereby adopted and by this reference incorporated.

2. The City Council recommends that Yamhill County approve the proposed partition of 508 S. Springbrook Road, Yamhill County tax lot 3221-3800, as shown in Yamhill County file no. P-09-14

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: December 2, 2014.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 1<sup>st</sup> day of December, 2014.

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Sue Ryan, City Recorder

**ATTEST** by the Mayor this 4<sup>th</sup> day of December, 2014.

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Bob Andrews, Mayor

EXHIBIT A: PROPOSED PARTITION PLAT

# APPLICATION MAP

For: CHARLOTTE PARKER  
RUTH KILGORE  
HARRIS THERMAL

LOCATION: NORTHWEST 1/4 OF SECTION 21 TOWNSHIP 3 SOUTH,  
RANGE 2 WEST, WILLAMETTE MERIDIAN, YAMHILL COUNTY, OREGON.

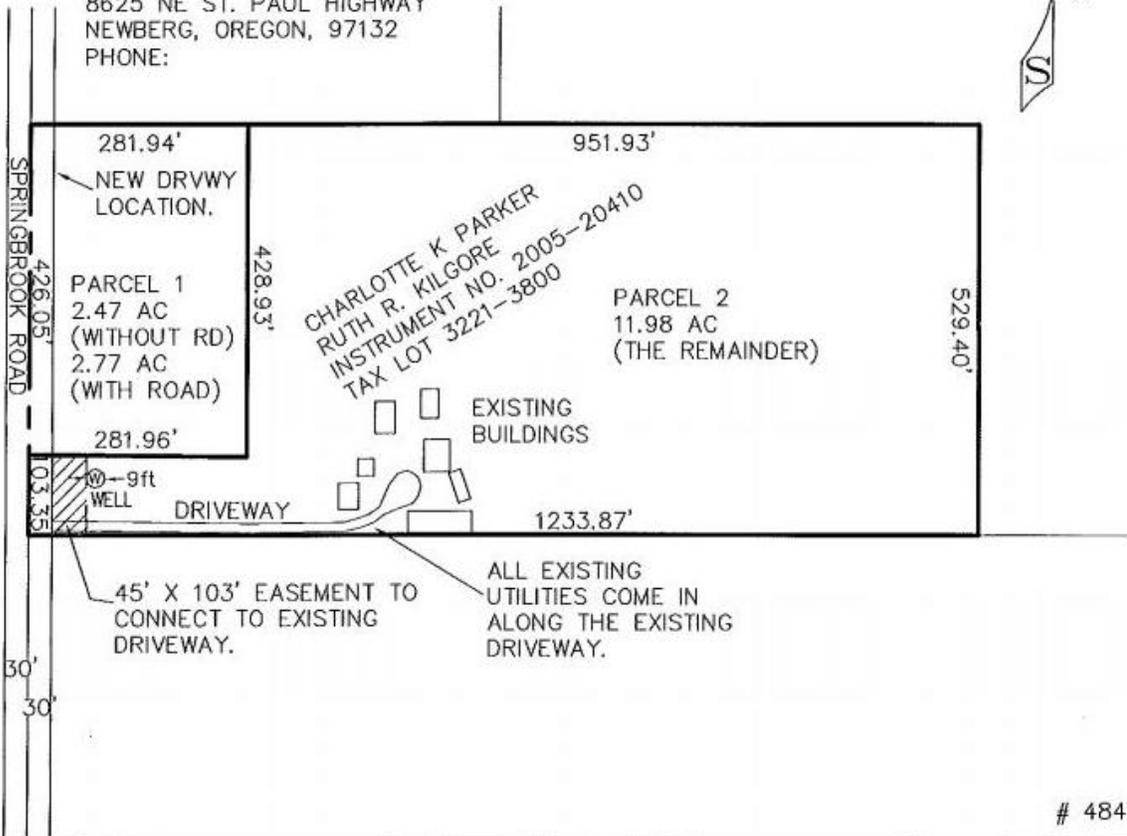
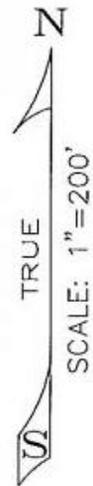
TAX LOT: 3221-3800

DATE: 16 SEPTEMBER 2014

APPLICANT:  
ARNIE FUCHS  
HARRIS THERMAL  
PO BOX 820  
NEWBERG, OREGON, 97132  
PHONE: 503-348-4454

LAND SURVEYOR:  
MAGNESS LAND SURVEYING  
NATHAN MAGNESS, PLS 60087  
PO BOX 1239  
WILLAMINA, OREGON 97396  
Cell: 971-237-3413  
E-Mail: MAGNESS@WBCABLE.NET

OWNER  
CHARLOTTE K PARKER  
RUTH R. KILGORE  
8625 NE ST. PAUL HIGHWAY  
NEWBERG, OREGON, 97132  
PHONE:



## EXHIBIT B: FINDINGS

The applicable Newberg Urban Area Growth Management Agreement criteria are:

*It is the City's intent to recommend that the County only allow development in the Urban Reserve Area that is limited in scope and that is consistent with the future urban development of the property.*

*1. Future Development Plan: The City Council shall recommend approval, recommend approval with conditions, or recommend against the future development plan in accordance with the following criteria:*

*(a) The current development shall not cause more than 10 percent of the property to be used for site improvements including buildings, parking areas, improved recreation areas, and storage areas, unless the City agrees the development intensity will not prohibit future urban development.*

*(b) The future development plan shall allow for the efficient future urban development of the remainder of the property. It shall allow for construction of future urban streets and utilities, and shall allow for required setbacks to current and future property lines.*

*(c) The plan is consistent with adopted plans and policies for the area, such as street or utility plans and policies in this agreement.*

**Findings:** The site is at 508 S. Springbrook Road, tax lot 3221-3800. It is approximately 14.75 acres. The western half of the site (approximately 7.5 acres) is within the city's UGB and has a MDR (medium density residential) Comprehensive Plan designation. The eastern part of the site is outside the UGB and has County VLDR-1 zoning, which allows rural residential use.

The applicant, Arnie Fuchs, is proposing to partition the site into a 2.47 acre parcel along Springbrook Road and a 11.98 acre eastern parcel, which will be a flag lot with a 103 foot wide connection to Springbrook Road. No new buildings or utility improvements are proposed for either site. The owner of the eastern parcel intends to continue to use it as a rural residential site. The applicant intends to use the western parcel as a staging area for Harris Thermal delivery trucks. Harris Thermal makes some very large products, and sometimes needs to ship on oversized trucks. The applicant intends to add gravel to the western site to create a flat surface for staging trucks.

The City's intent in the Urban Area Growth Management Agreement is to recommend that the County only allow development in the UGB that is limited in scope and consistent with the future urban development of the property.

- No buildings or utility improvements are proposed, so the development is limited in scope and the development intensity will not prohibit future urban development.
- The site has a Medium Density Residential designation, which means that future urban development could include single family houses, duplexes or apartments. The proposed parcels will be relatively large, so they would allow the efficient future urban development of the property for apartments or other residential developments. The eastern parcel has a 103 foot wide connection to Springbrook Road, so a public road with a 60 foot wide right-of-way and public utilities could be extended into the site if needed. The existing residential buildings on the eastern parcel are located beyond the required 5 foot setback from the new property line.
- The Springbrook Road frontage will be fully improved by ODOT as part of the Newberg-Dundee Bypass, so Springbrook will be improved as shown in the City's Transportation System Plan whether or not this site is developed.

Docket P-09-14  
 Date 10-7-14  
 Rec'd by AZ  
 Receipt # 92727  
 Fee \$1836.00

Yamhill County Department of Planning & Development

**APPLICATION FOR PARTITION**

525 NE Fourth Street, McMinnville, OR 97128 • Tel: 503-434-7516 • Fax: 503-434-7544

| APPLICANT                                       |                     |       | LEGAL OWNER (IF DIFFERENT)          |        |            |
|---|---------------------|-------|-------------------------------------|--------|------------|
| Fuchs Annie                                     |                     |       | Kilgore Ruth R.                     |        |            |
| Last name                                       | First               | MI    | Last name                           | First  | MI         |
| PO Box 820                                      |                     |       | 8625 NE St. Paul Hwy                |        |            |
| Mailing address (Street or PO Box)              |                     |       | Mailing address (Street or P O Box) |        |            |
| Newberg OR 97132                                |                     |       | Newberg OR 97132                    |        |            |
| City  | State               | Zip   | City                                | State  | Zip        |
| 503-348-4454                                    |                     |       |                                     |        |            |
| Telephone:                                      |                     |       | Telephone:                          |        |            |
| E-mail address: <u>arnold-c-fuchs@yahoo.com</u> |                     |       | E-mail address:                     |        |            |
| PROPERTY INFORMATION                            |                     |       |                                     |        |            |
| Tax Lot(s) <u>3221-3800</u>                     |                     |       | Zone: <u>VLDR-1</u>                 |        |            |
| Size of original parcel: <u>14.75</u>           |                     |       | Plan designation: _____             |        |            |
| PROPOSED PARTITION                              |                     |       |                                     |        |            |
| Parcel #1                                       | <u>2.77 w/road</u>  | acres | Dimensions:                         | Width: | <u>426</u> |
|   |                     |       | (Average)                           | Depth: | <u>282</u> |
| Parcel #2                                       | <u>11.98 w/road</u> | acres | Dimensions                          | Width: | <u>529</u> |
|   |                     |       | (Average)                           | Depth: | <u>951</u> |
| Parcel #3                                       | _____               | acres | Dimensions                          | Width: | _____      |
|   |                     |       | (Average)                           | Depth: | _____      |

**PROPERTY INFORMATION:**

- Is there a septic system on the property?  Yes  No  
 If yes, which parcel(s) is the septic system on? Parcel 2 (the remainder)
- How will water be provided?  Well:  existing  proposed New parcel will not need water  
 On-site spring or creek  Water Association (name) \_\_\_\_\_
- What road or easement will be used as access? A new & existing driveway on Spring Brook road.
- Is the property in a Fire District? \_\_\_\_\_ Name of Fire District: \_\_\_\_\_
- Is the property within two miles of any city limits? yes If yes, name of city: Newberg

**PARTITION APPLICATION**  
Page 2 of 4

To your knowledge, do any of the following exist on the property?

- Floodplain
- Areas of erosion
- Steep slopes
- Fish or wildlife habitat
- Soil limitations for building or septic

6. What is the proposed use of the new parcels (e.g. residence, farm, business)?

The new parcel will be used for staging trucks for delivery of thermal products + supplies.

I hereby declare under penalties of false swearing (ORS 162.075 and 162.085) that the above information is true and correct to the best of my knowledge. I understand that issuance of an approval based on this application will not excuse me from complying with other effective ordinances and laws regulating the use of the land and buildings.

I hereby grant permission for and consent to Yamhill County, its officers, agents, and employees coming upon the above-described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application.

A.C. Fuchs 10-3-14  
 Applicant's signature Date

Ruth R. Kilgore 10-2-14  
 Property owner's signature (if different) Date

State of OREGON )  
 County of YAMHILL )

Signed or attested before me on this 2<sup>ND</sup> day of OCTOBER, 2014  
 by RUTH R. KILGORE



Angela Lee May  
 Notary Public for Oregon  
 My Commission expires 9-2-18

**PARTITION APPLICATION**  
Page 3 of 4

## **PARTITION APPLICATION PROCEDURES AND FEES**

The information supplied in this section applies to most partitions in Yamhill County. There may, however, be additional requirements that will be explained at the time of the pre-application conference.

**PREAPPLICATION CONFERENCE** This conference involves discussion of the proposal, explanation of zoning and other requirements that pertain to the request, and identification of potential problems. There is no fee for this conference.

**SUBMITTAL OF PRELIMINARY PLAT** The application must include a preliminary plat on a separate sheet. 8 1/2 x 11 paper is preferred. The plat should be drawn on reproducible paper at a scale no less than 1" to 200'. A copy of an Assessor's map is acceptable to use as a base. The drawing should be labeled as a preliminary plat and include a north arrow, the date, the map scale, and the name, address, and telephone number of the property owner, the owner's representative, applicant, and surveyor. All proposed parcels should be numbered in consecutive order. The estimated dimensions and boundaries of all parcels to be created should be shown, along with the size of each lot in acres or square feet. The preliminary plat should show all existing and proposed access roads, easements, and public rights-of-way, and their dimensions, the location of sewage disposal facilities and wells, if known, and the location of all existing and proposed structures.

**PARCEL SIZE AVERAGING** In the AF-10, VLDR, and LDR zones, some of the parcels that will be created may be smaller than the minimum lot size, as long as the average size of all of the parcels complies with the minimum lot size. For example, a 30-acre parcel in the AF-10 zone may be partitioned into three parcels, but each parcel need not be ten acres in size as long as the average parcel size is ten acres.

**NOTICE** Yamhill County is required to send notice of all partition requests to surrounding property owners, and to publish a notice in a newspaper of general circulation in the county, prior to making a decision on the request. The notice distance varies by zone, from 100 to 500 feet. Those people that receive notice, and others that may be affected, can make comments or request that the application be considered at a public hearing before the county Planning Commission. If no one requests a hearing, the Planning Director will make the decision on whether to approve or deny the partition application.

**PRELIMINARY DECISION** Upon review and recommendation by Planning Department staff, the Planning Director renders a decision to approve, approve with modifications, or deny the request. The decision will be based on whether the application complies with the requirements of the Yamhill County Land Division Ordinance and the standards of the zoning district. The applicant and surrounding property owners will receive written notice of the decision. If the request is approved, the decision will be preliminary, subject to satisfaction of any conditions placed on the approval.

**APPEALS** The applicant is entitled to appeal a denial or any condition of a preliminary approval to the Board of County Commissioners. Anyone else that is aggrieved by the decision also has the right to appeal. There is a \$250 fee to file an appeal. This fee is refunded if the appellant prevails in the appeal. The Board will hold a public hearing on the appeal, and their decision may be appealed to the state Land Use Board of Appeals.

**ROADWAY DEDICATION REQUIREMENTS** A maximum of three parcels of land may have access to a public road via one easement. Dedication of a public road to serve the parcels will be required if the partition would result in more than three parcels having access by one easement. Also, if a parcel being partitioned abuts a county road with a right-of-way less than 60 feet wide, additional dedication along the frontage may be required prior to final plat approval.

**ROADWAY CONSTRUCTION** Generally, all roadways providing access to a new parcel (not driveways to building sites) shall be constructed, or security arranged, prior to final plat approval. If the access is an easement (not dedicated right-of-way), you may enter into a road construction agreement in lieu of the security requirement. Road construction standards are available from the Public Works Department. Fees are available by contacting Public Works or from the Public Works Web site. New accesses on a state highway must be approved by the Oregon Department of Transportation.

**PARTITION APPLICATION**  
Page 4 of 4

**SURVEY REQUIREMENTS** All parcels resulting from the partition that are 10 acres or less in size, and the centerline of any access easement or new public right-of-way, must be surveyed prior to final plat approval. Fees are available by contacting the County Surveyor or the County Surveyor web site.

**SEPTIC APPROVAL REQUIREMENTS** New parcels are required to be approved for on-site subsurface sewage disposal prior to final plat approval, unless it can be demonstrated that other sewage disposal facilities are available. The septic site evaluation is required for all vacant parcels created by the partition. The only way to waive this requirement is if a parcel is labeled on the final plat as nonresidential, and a statement is placed on the face of the final plat attesting that no sewage disposal system will be provided for parcels labeled as nonresidential. The fee for a septic site evaluation is \$669 per lot. In some instances, an evaluation of an existing septic system may also be required when there is a concern about the location of the system and replacement area in relation to the new property lines. The fee for an existing system evaluation is \$269.

**FINAL PLAT APPROVAL** When all conditions of the preliminary approval have been satisfied and a final partition plat prepared, final approval can be granted. The final plat is prepared by a registered land surveyor, even if no lot or road surveys are required. The property owner must sign the plat in black india type ink (not ball point pen) before a notary public. The plat must be delivered to the County Surveyor's office, where it will be reviewed by the County Engineer and County Surveyor and signed if no deficiencies are found. The plat will be forwarded by the County Surveyor to the Planning Department, where it will be reviewed and signed by the County Sanitarian and Planning Director if all conditions of the preliminary approval have been met. The Planning Department will forward the plat to the County Tax Collector. Before the County Tax Collector will sign the plat, all taxes must have been paid in full. Once the plat has all the necessary signatures, it must be recorded in the deed and mortgage records with the County Clerk. This is the applicant's responsibility. The fee for recording a plat is \$66. The fee for recording other documents, such as a road construction agreement, affidavits, or covenants, is \$26 for the first page and \$5 for each additional page. The final plat must be submitted within one year from the date of preliminary approval, and recorded within 90 days of that date, or the preliminary approval becomes null and void. Please contact the Surveyors Department.

**THE APPLICATION MUST INCLUDE:**

1. Completed application form, signed by the applicant and property owner (if different). The owner's signature must be notarized.
2. Preliminary plat.
3. Deed or other proof of ownership.
4. Filing fee (Make check payable to Yamhill County).

***NOTE: Fees are not refundable.***

F:\Share\FORMS\PLANNING\Applications\2014\Partitn\_app.doc

# APPLICATION MAP

## For: CHARLOTTE PARKER RUTH KILGORE HARRIS THERMAL

LOCATION: NORTHWEST 1/4 OF SECTION 21 TOWNSHIP 3 SOUTH,  
RANGE 2 WEST, WILLAMETTE MERIDIAN, YAMHILL COUNTY, OREGON.

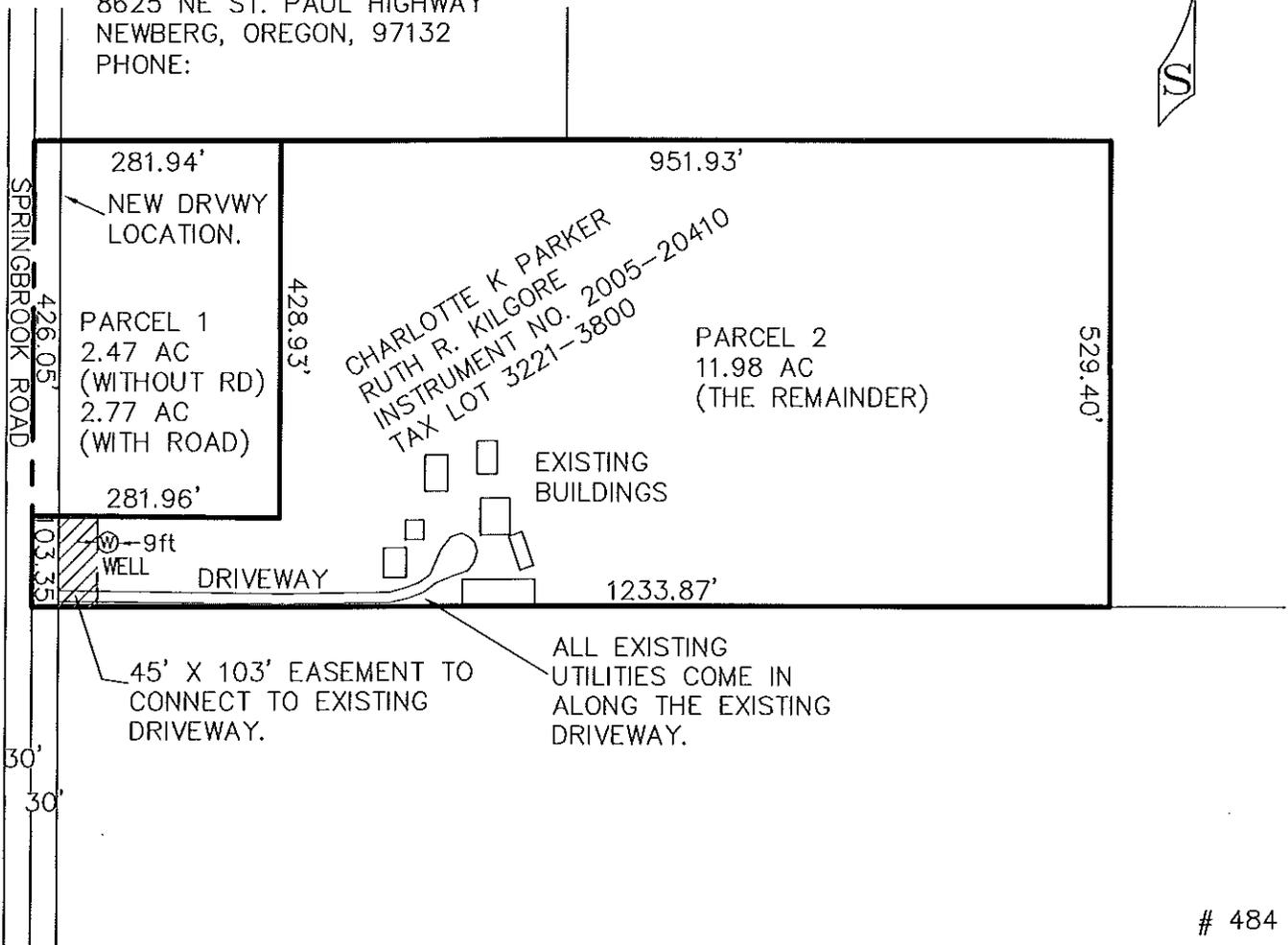
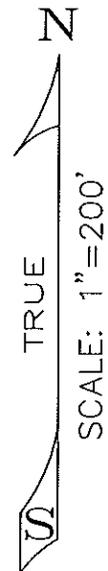
TAX LOT: 3221-3800

DATE: 16 SEPTEMBER 2014

APPLICANT:  
ARNIE FUCHS  
HARRIS THERMAL  
PO BOX 820  
NEWBERG, OREGON, 97132  
PHONE: 503-348-4454

LAND SURVEYOR:  
MAGNESS LAND SURVEYING  
NATHAN MAGNESS, PLS 60087  
PO BOX 1239  
WILLAMINA, OREGON 97396  
Cell: 971-237-3413  
E-Mail: MAGNESS@WBCABLE.NET

OWNER  
CHARLOTTE K PARKER  
RUTH R. KILGORE  
8625 NE ST. PAUL HIGHWAY  
NEWBERG, OREGON, 97132  
PHONE:



# 484

UNTIL A CHANGE IS REQUESTED, ALL TAX STATEMENTS SHALL BE SENT TO THE FOLLOWING ADDRESS:  
Ruth R. Kilgore  
8625 NE St. Paul Highway  
Newberg, OR 97132

Space reserved for recording information:

OFFICIAL YAMHILL COUNTY RECORDS  
JAN COLEMAN, COUNTY CLERK



\$31.00

200520410

2:40:29 PM 9/16/2005

DMR-DDMR Cnt=1 Str=1 KAREN  
\$10.00 \$10.00 \$11.00

AFTER RECORDING RETURN TO:  
Craig, Brand, Lake and Hart  
330 N Evans Street  
McMinnville, OR 97128

**PERSONAL REPRESENTATIVE'S DEED**

THIS INDENTURE made this 13 day of September, 2005, by and between **Charlotte K. Parker**, the duly appointed, qualified and acting personal representative of the estate of **Francis E. Kilgore**, deceased, hereinafter called the Grantor, and **Charlotte K. Parker, Individually, and Ruth R. Kilgore**, hereinafter called the Grantees;

**WITNESSETH:**

For value received and the consideration hereinafter stated, the receipt whereof hereby is acknowledged, the Grantor has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell and convey unto the said Grantee and Grantee's heirs, successors-in-interest and assigns all the estate, right and interest of the said deceased at the time of decedent's death, and all the right, title and interest that the said estate of said deceased by operation of the law or otherwise may have thereafter acquired in that certain real property situated in the County of Yamhill, State of Oregon, described as follows, to-wit:

*See attached Exhibit "A".*

TO HAVE AND TO HOLD the same unto the said Grantee, and Grantee's heirs, successors-in-interest and assigns forever.

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$ None. This conveyance is made pursuant to the General Judgment of Final Distribution of the Estate of Francis E. Kilgore, deceased, Yamhill County Circuit Court Case No. PO 040186.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

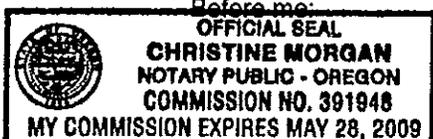
IN WITNESS WHEREOF, the said Grantor has executed this instrument on the date first written above.

*Charlotte K. Parker*  
Charlotte K. Parker, Personal Representative of the Estate of Francis E. Kilgore, Deceased

STATE OF OREGON, )  
                                  ) ss.  
County of Lane.     )

This instrument was acknowledged before me on the 13<sup>th</sup> day of Sept., 2005, by **Charlotte K. Parker**, Personal Representative of the Estate of Francis E. Kilgore, deceased.

*Christine Morgan* 5/28/09  
Notary Public for Oregon, My Commission Expires:



1. / 2 PERSONAL REPRESENTATIVE'S DEED

EXHIBIT "A"

**An undivided one-half interest in and to the following:**

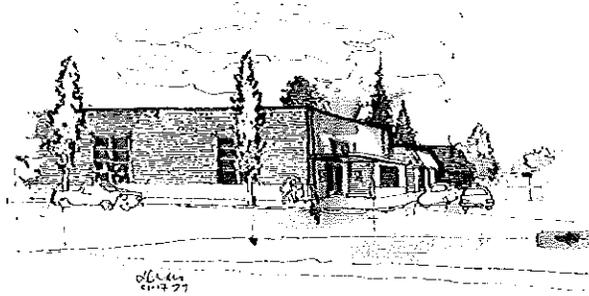
A part of the Donation Land Claim of Luke McKern #56 in Township 3 South, Range 2 West of the Willamette Meridian in Yamhill County, Oregon, described as follows:

Beginning on the West line of said claim South 33.59 rods from the Northwest corner of said claim; thence East 74.78 rods; thence South 32.09 rods; thence West 74.78 rods to the West line of said claim; thence North 32.09 rods to the point of beginning. (Yamhill County Tax Lot No. R3221 3800)

**BROWN, TARLOW, BRIDGES & PALMER, PC**  
Attorneys at Law

ALLYN E. BROWN  
JOHN T. BRIDGES  
STEPHEN C. PALMER  
RICHARD P. BROWN  
JONATHAN D. ANDERSON

515 E. FIRST STREET  
NEWBERG, OREGON 97132  
TELEPHONE: (503) 538-3138  
FACSIMILE: (503) 538-9812  
[www.newberglaw.com](http://www.newberglaw.com)



DONALD O. TARLOW  
Retired

October 3, 2014

Yamhill County  
Department of Planning and Development  
525 NE Fourth Street  
McMinnville, OR 97128

RECEIVED  
OCT 07 2014  
YAMHILL COUNTY PLANNING

**Re: Fuchs/Kilgore Partition Application Tax Lot #3221-3800**

Please find enclosed the following:

1. Application for Partition
2. Preliminary Plat
3. A Personal Representatives Deed Recorded September 16, 2005
4. A filing check in the sum of \$1,836.00.

Please process the same, and provide both Mr. Lake and me notice as to the docket number. We have a property transaction that is awaiting the conclusion of this partition to close. Anything you can do to expedite the processing would be greatly appreciated.

Yours Truly,

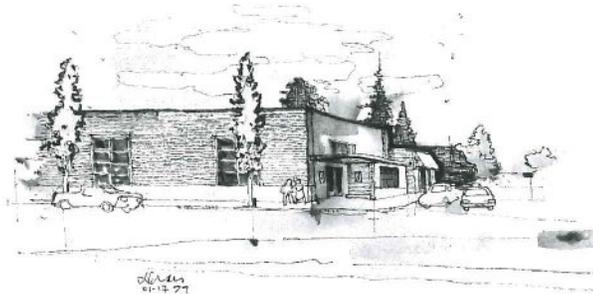
BROWN, TARLOW, BRIDGES & PALMER, P.C.

John T. Bridges  
JTB:lrc  
Enclosure

cc: Arnold Fuchs  
Brent Lake

**BROWN, TARLOW, BRIDGES & PALMER, PC**  
Attorneys at Law

ALLYN E. BROWN  
JOHN T. BRIDGES  
STEPHEN C. PALMER  
RICHARD P. BROWN  
JONATHAN D. ANDERSON



515 E. FIRST STREET  
NEWBERG, OREGON 97132  
TELEPHONE: (503) 538-3138  
FACSIMILE: (503) 538-9812  
[www.newberglaw.com](http://www.newberglaw.com)

DONALD O. TARLOW  
Retired

November 13, 2014

**RECEIVED**

NOV 14 2014

Initial: \_\_\_\_\_

Steve Olson, AICP  
Interim Planning and Building Director  
City of Newberg  
PO Box 970  
Newberg, OR 97132

**Re: Partition Tax Lot #3221-3800, Springbrook Property  
Yamhill County Docket No. P-09-14**

Dear Mr. Olson,

Please consider this letter in connection with your review of the proposed partition referenced above. I write to address the future development plan criteria discussed in the Addendum, Exhibit 1C, to the Newberg Urban Growth Management Agreement.

Future Development Plan

The proposed current development is merely to partition the lot into two parcels. The effect of the partition will not result in adding any improvement to either parcel. The first parcel will be 2.77 acres in size (including Springbrook Road) and the second parcel will be 11.98 acres (also including the road).

After the partition, the planned future development is to not add any structures to either of the parcels. The owner of the smaller parcel intends to place rock on the surface to turn it into a flat staging area to benefit his business. This first parcel is large enough in size to be developed consistent with its medium density residential designation. Rocking the surface is a limited change and will allow the first parcel to remain completely malleable as to future R-2 urban development. The owner of the second parcel intends to maintain the current use of the property

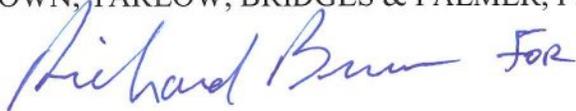
as farm land with a single residence and outbuildings. With only one residence currently on the second parcel, the second parcel is also large enough in size to be developed consistent with its medium density residential designation. No change is planned that would interfere with the potential future urban development.

A copy of the public utilities map is attached hereto as Exhibit 1. This demonstrates that the current and future plans are consistent with the adopted plans and policies for the area.

If you require any additional information, please do not hesitate to contact me.

Yours Truly,

BROWN, TARLOW, BRIDGES & PALMER, PC

A handwritten signature in blue ink that reads "Richard Brown For". The signature is written in a cursive style.

John Bridges

Encl.

cc: Arnie Fuchs  
Brent Lake



ATTACHMENT 2: COMPREHENSIVE PLAN MAP



# REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: December 1, 2014

Order \_\_\_      Ordinance \_\_\_      Resolution \_\_\_      Motion XX      Information \_\_\_  
No.              No.                      No.                                                                \_\_\_

**SUBJECT: Housing Rehabilitation Grant – project completion public hearing**

Contact Person (Preparer) for this Motion: Steve Olson, Interim Director  
Dept.: Planning & Building  
File No.: GR-11-003

**RECOMMENDATION:** Open the public hearing to take comments about the City of Newberg’s 2012 Housing Rehabilitation grant project, and the city’s performance on the grant. Move to include the memorandum from Darcy Reynolds of the Housing Authority (Exhibit A) in the meeting minutes.

**EXECUTIVE SUMMARY:** In May of 2012 the City of Newberg received a \$400,000.00 Housing Rehabilitation Community Development Block Grant from the Oregon Business Development Department. The Housing Authority of Yamhill County has been administering the grant for the city through the Yamhill County Affordable Housing Corporation (YCAHC). The grant funds have been expended, the home repairs are complete, and the grant can now be closed.

The grant funds were used for loans to low-income homeowners to make needed repairs to their homes. The loans are no-interest, and payment is deferred until the future sale of the home. The loan repayments will go to a revolving loan fund for housing rehabilitation, which is administered by YCAHC for homeowners throughout Yamhill County. Most of the grant funds were used in Newberg. The remainder were used in McMinnville, which was one of the backup grant recipients.

The grant funds were able to assist 23 households, including 68 individuals. The project prioritized health and safety issues, such as repairs to roofs, siding, insulation, and plumbing. The repairs benefited both the homeowners and the City by making the homes more livable and improving their value. The Housing Authority of Yamhill County, and in particular Darcy Reynolds, should be commended for the efficient and professional administration of the grant funds.

The hearing tonight is the final public hearing on the project, so the Council should open the hearing to listen to citizen views about the project and take comments about the City’s performance.

**FISCAL IMPACT:** There is no fiscal impact to the city from closing the grant. Applying for the grant and administering the grant did require substantial city staff time.

**STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):** The housing rehabilitation project was a success because it helped preserve affordable housing in Newberg and improve the lives of many citizens. The project was also a successful example of cooperation between local governments and organizations to meet common goals.

**Attachments:**

Exhibit A: Memorandum from Darcy Reynolds, Housing Authority of Yamhill County. 11/21/14

**To:** City of Newberg Mayor and City Council Members

**From:** Darcy Reynolds - Housing Rehabilitation Specialist, representing the Housing Authority of Yamhill County (HAYC), and Yamhill County Affordable Housing Corporation (YCAHC) a non-profit agency.

**Date:** November 21, 2014

**Subject:** Final Public Hearing for the 2012 Newberg Housing Rehabilitation Community Development Block Grant.

### **PUBLIC HEARING**

The purpose of this Public Hearing is to take comments from citizens about the City of Newberg's 2012 Housing Rehabilitation project and the local government's performance.

### **PROJECT SUMMARY**

This project assisted 68 people, 100% of which were low income, by providing funds to complete vital repairs to their homes (please see project summary memo for more details).

### **CITY PERFORMANCE**

My experience working with the City of Newberg during this project was outstanding. The city's staff met the multitude of project requirements timely and accurately, and were very pleasant to work with.

The city also performed very well during the state audit, with no performance findings.

I'd like to specifically thank Mayor Bob Andrews, for assuming the role of certifying officer, reviewing and signing off on all the site specific environmental reviews as well as various policies and contractual documents.

I'd like to give recognition and thanks to interim Planning Director Steve Olson who acted as the central point of contact for the grant, reviewing and drafting policies and procedures, working directly with the state during the course of the project and audit, and for his continuing participation on the YCAHC Board of Directors.

I'd also like to thank the accounting department for reviewing and signing draw requests and turning reimbursement checks over timely, as well as participating in the audit.

Finally, I'd like to thank the front desk staff who helped transfer loan files and documents between HAYC and the city throughout the project.

**To:** City of Newberg Mayor and City Council Members

**From:** Darcy Reynolds - Housing Rehabilitation Specialist, representing the Housing Authority of Yamhill County (HAYC), and Yamhill County Affordable Housing Corporation (YCAHC) a non-profit agency.

**Date:** November 21, 2014

**Subject:** 2012 Newberg Housing Rehabilitation Community Development Block Grant (CDBG) project summary.

### **GRANT OVERVIEW**

In May of 2012 the City of Newberg received a \$400,000 Housing Rehabilitation grant from the Oregon Business Development Department. The Housing Authority of Yamhill County has been administering the grant for the city. All of the project funds have been utilized, construction projects are now complete, and we are preparing to close the grant.

### **FAMILIES SERVED**

In total we were able to assist 23 households, encompassing a total of 68 individuals. Of these households:

- 7 households were elderly
- 8 households had a female head of household
- 10 households had family members under 18
- 3 households had extremely low income
- 6 households had low income
- 14 households had low to moderate income

### **REPAIRS COMPLETED**

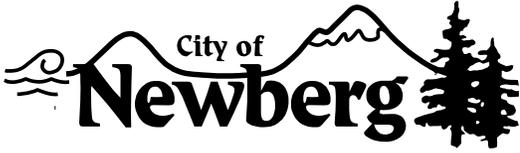
The project gave priority to families with health and safety items. The repairs completed included things like: new roofs, gutters, siding, and windows; exterior and interior painting; heating systems and insulation; plumbing and electrical repairs and upgrades; modifications to meet the needs of elderly or disabled occupants; repairing structural deficiencies; as well as flooring and general remodeling.

### **ONGOING BENEFITS**

These repairs will continue to benefit the homeowners of Newberg by reducing utility costs, preserving their structures and making their homes more livable. The city will also continue to benefit from the improved value to these homes.

Another benefit of this grant is that these loans will be repaid into a revolving loan fund that will continue to provide assistance to eligible homeowners throughout the County.

It has been a great pleasure working with the City of Newberg staff with the grant, and it's residents throughout their construction projects.



## Finance Department

P.O. Box 970 ▪ 414 E First Street ▪ Newberg, Oregon 97132  
503-537-1240 ▪ Fax 503-537-1272 ▪ [www.newbergoregon.gov](http://www.newbergoregon.gov)

### MEMORANDUM

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TO: Newberg City Council  
CC: Jacque Betz, City Manager;  
FROM: Ross Schultz, Interim Finance Director  
SUBJECT: Newberg Financial Update – City Council Regular Meeting  
DATE: December 1, 2014

---

At the December 1<sup>st</sup> Council meeting Interim Finance Director Ross Schultz and City Manager Jacque Betz will present an overview of the City's current financial situation. We will update you on the 2013-14 pre-audit results, provide a status of our General Funds and review a three-year forecast of the General Fund.

The Annual Audit is currently being prepared for 2013/14 fiscal year and will be presented in its entirety in January of 2015.

Attached, please find a copy of the City of Newberg financial report for the month of Oct. 2014. This report will be updated and included in Council packets on the second meeting of the month.

**SUMMARY REPORT**

| FUNDS                                    | 2014-15<br>BUDGET | MONTH OF<br>OCT 2014 | 2014-15<br>YTD | Current<br>YTD<br>Compare to<br>Budget | 2013-14<br>PRIOR YTD |
|--|-------------------|----------------------|----------------|--|----------------------|
|  |                   |                      |                | 33%                                    |                      |
| <b>City Budget Totals</b>                |                   |                      |                |  |                      |
| Total Beg Fund Balance                   | \$ 31,461,724     |                      | \$ 31,461,724  | 100%                                   | 31,493,673           |
| Total Revenues                           | 67,644,784        | 6,559,549            | 20,588,504     | 30%                                    | 21,267,477           |
| Total Beg Fund Bal & Revenues            | 99,106,508        | 6,559,549            | 52,050,228     |  | 52,761,150           |
| Total Expenses                           | 72,044,999        | 3,401,563            | 16,537,530     | 23%                                    | 19,844,319           |
| Total Contingencies / Reserves           | 27,061,509        | -                    | -              | 0%                                     | -                    |
| Total Exp & Contingen / Reserves         | 99,106,508        | 3,401,563            | 16,537,530     | 17%                                    | 19,844,319           |
| Total Monthly Activity Net Gain / (Loss) |                   | \$ 3,157,986         |                |  |                      |
| Total Ending Fund Balance                |                   |                      | \$ 35,512,698  |  | 32,916,831           |
| <b>City Services</b>                     |                   |                      |                |  |                      |
| <b>General Fund</b>                      |                   |                      |                |  |                      |
| Beg Fund Balance                         | \$ 2,249,309      |                      | \$ 2,249,309   | 100%                                   | 2,835,743            |
| <b>Revenues</b>                          |                   |                      |                |  |                      |
| General Government                       | 100,000.00        | -                    | 15,155.00      | 15%                                    | -                    |
| Municipal Court                          | 31,815            | 2,839                | 10,272         | 32%                                    | 10,869               |
| Police                                   | 1,152,361         | 83,728               | 379,195        | 33%                                    | 414,523              |
| Fire                                     | 307,000           | 31,531               | 31,546         | 10%                                    | -                    |
| Communications                           | 55,994            | 14,154               | 28,308         | 51%                                    | 26,952               |
| Library                                  | 142,712           | 27,561               | 55,412         | 39%                                    | 47,073               |
| Planning                                 | 498,052           | 15,378               | 107,307        | 22%                                    | 70,915               |
| Property Taxes                           | 6,714,209         | 1,820,977            | 1,890,434      | 28%                                    | 1,933,995            |
| Other Taxes                              | 696,216           | 203,218              | 203,444        | 29%                                    | 187,608              |
| Franchise Fees                           | 1,508,097         | 24,310               | 24,310         | 2%                                     | 105                  |
| Intergovernmental                        | 1,180,653         | 128,541              | 394,365        | 33%                                    | 325,876              |
| Miscellaneous                            | 2,500             | 30                   | 1,015          | 41%                                    | 71                   |
| Interest                                 | 7,070             | (231)                | 307            | 4%                                     | 153                  |
| Transfers                                | -                 | -                    | -              | 0%                                     | -                    |
| Revenue Total                            | 12,396,679        | 2,352,034            | 3,141,069      | 25%                                    | 3,018,139            |
| <b>Expenses</b>                          |                   |                      |                |  |                      |
| General Government                       | 543,314           | 24,924               | 140,988        | 26%                                    | 143,518              |
| Municipal Court                          | 364,698           | 26,000               | 107,842        | 30%                                    | 84,538               |
| Police                                   | 5,682,181         | 433,258              | 1,789,768      | 31%                                    | 1,774,878            |
| Fire                                     | 3,354,089         | 271,403              | 1,106,966      | 33%                                    | 1,121,739            |
| Communications                           | 1,041,640         | 69,182               | 378,758        | 36%                                    | 350,303              |
| Library                                  | 1,182,802         | 77,988               | 327,036        | 28%                                    | 321,116              |
| Planning                                 | 586,154           | 44,437               | 189,520        | 32%                                    | 209,336              |
| Transfers                                | 39,068            | -                    | -              | 0%                                     | -                    |
| Contingency                              | 752,042           | -                    | -              | 0%                                     | -                    |
| Unappropriated Ending Balance            | 1,100,000         | -                    | -              | 0%                                     | -                    |
| Total Expenses                           | 14,645,988        | 947,192              | 4,040,878      | 28%                                    | 4,005,428            |
| Monthly Activity Net Gain / (Loss)       |                   | \$ 1,404,842         |                |  |                      |
| Ending Fund Balance                      |                   |                      | \$ 1,349,500   |  | 1,848,454            |

**SUMMARY REPORT**

| FUNDS                              | 2014-15<br>BUDGET | MONTH OF<br>OCT 2014 | 2014-15<br>YTD | Current<br>YTD<br>Compare to<br>Budget | 2013-14<br>PRIOR YTD |
|------------------------------------|-------------------|----------------------|----------------|--|----------------------|
|                                    |                   |                      |                | 33%                                    |                      |
| <u>Public Safety Fee</u>           |                   |                      |                |  |                      |
| Beg Fund Balance                   | \$ 156,030        |                      | \$ 156,030     | 100%                                   | 196,153              |
| Revenues                           | 532,646           | 23,867               | 95,478         | 18%                                    | 95,527               |
| Expenses                           | 507,191           | 42,538               | 144,117        | 28%                                    | 108,367              |
| Contingencies / Reserves           | 181,485           | -                    | -              | 0%                                     | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ (18,670)          |                |  |                      |
| Ending Fund Balance                |                   |                      | \$ 107,392     |  |                      |
| <u>EMS</u>                         |                   |                      |                |  |                      |
| Beg Fund Balance                   | \$ 510,066        |                      | \$ 510,066     | 100%                                   | 457,509              |
| Revenues                           | 1,609,000         | 248,440              | 657,025        | 41%                                    | 503,721              |
| Expenses                           | 1,829,741         | 143,705              | 648,427        | 35%                                    | 424,546              |
| Contingencies / Reserves           | 289,325           | -                    | -              | 0%                                     | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ 104,735           |                |  |                      |
| Ending Fund Balance                |                   |                      | \$ 518,663     |  | 536,684              |
| <u>911 Emergency</u>               |                   |                      |                |  |                      |
| Beg Fund Balance                   | \$ 57,640         |                      | \$ 57,640      | 100%                                   | 89,061               |
| Revenues                           | 196,250           | 50,842               | 50,884         | 26%                                    | 49,516               |
| Expenses                           | 223,409           | 22,332               | 71,742         | 32%                                    | 67,494               |
| Contingencies / Reserves           | 30,481            | -                    | -              | 0%                                     | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ 28,510            |                |  |                      |
| Ending Fund Balance                |                   |                      | \$ 36,782      |  | 71,083               |
| <u>Civil Forfeiture</u>            |                   |                      |                |  |                      |
| Beg Fund Balance                   | \$ 45             |                      | \$ 45          | 100%                                   | -                    |
| Revenues                           | 5,000             | 9                    | 3,240          | 65%                                    | 9,703                |
| Expenses                           | 5,045             | -                    | -              | 0%                                     | -                    |
| Contingencies / Reserves           | -                 | -                    | -              | 0%                                     | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ 9                 |                |  |                      |
| Ending Fund Balance                |                   |                      | \$ 3,285       |  | 9,703                |
| <u>Library Gift &amp; Memorial</u> |                   |                      |                |  |                      |
| Beg Fund Balance                   | \$ 30,062         |                      | \$ 30,062      | 100%                                   | 92,623               |
| Revenues                           | 139,100           | 15,932               | 19,635         | 14%                                    | 108,201              |
| Expenses                           | 135,500           | 17,030               | 22,018         | 16%                                    | 13,033               |
| Contingencies / Reserves           | 33,662            | -                    | -              | 0%                                     | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ (1,098)           |                |  |                      |
| Ending Fund Balance                |                   |                      | \$ 27,679      |  | 187,791              |
| <u>Building Inspection</u>         |                   |                      |                |  |                      |
| Beg Fund Balance                   | \$ 296,733        |                      | \$ 296,733     | 100%                                   | 339,929              |
| Revenues                           | 384,750           | 27,885               | 197,333        | 51%                                    | 153,876              |
| Expenses                           | 427,956           | 33,475               | 138,397        | 32%                                    | 118,316              |
| Contingencies / Reserves           | 253,527           | -                    | -              | 0%                                     | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ (5,591)           |                |  |                      |
| Ending Fund Balance                |                   |                      | \$ 355,669     |  | 375,489              |

**SUMMARY REPORT**

| FUNDS                              | 2014-15<br>BUDGET | MONTH OF<br>OCT 2014 | 2014-15<br>YTD | Current<br>YTD<br>Compare to<br>Budget | 2013-14<br>PRIOR YTD |
|------------------------------------|-------------------|----------------------|----------------|--|----------------------|
|                                    |                   |                      |                | 33%                                    |                      |
| <u>Streets (Operating)</u>         |                   |                      |                |  |                      |
| Beg Fund Balance                   | \$ 638,391        |                      | \$ 638,391     | 100%                                   | 689,103              |
| Revenues                           | 1,350,500         | 125,292              | 374,424        | 28%                                    | 341,419              |
| Expenses                           | 1,224,719         | 200,635              | 440,623        | 36%                                    | 580,685              |
| Contingencies / Reserves           | 764,172           | -                    | -              | 0%                                     | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ (75,342)          |                |  |                      |
| Ending Fund Balance                |                   |                      | \$ 572,192     |  | 449,837              |
| <u>Water (Operating)</u>           |                   |                      |                |  |                      |
| Beg Fund Balance                   | \$ 2,741,790      |                      | \$ 2,741,790   | 100%                                   | 4,783,887            |
| Revenues                           | 4,879,371         | 470,173              | 2,464,849      | 51%                                    | 2,309,707            |
| Expenses                           | 4,928,586         | 310,163              | 1,646,412      | 33%                                    | 3,422,578            |
| Contingencies / Reserves           | 2,692,575         | -                    | -              | 0%                                     | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ 160,010           |                |  |                      |
| Ending Fund Balance                |                   |                      | \$ 3,560,227   |  | 3,671,016            |
| <u>Wastewater (Operating)</u>      |                   |                      |                |  |                      |
| Beg Fund Balance                   | \$ 4,188,939      |                      | \$ 4,188,939   | 100%                                   | 7,576,184            |
| Revenues                           | 7,030,230         | 490,543              | 2,034,295      | 29%                                    | 2,190,394            |
| Expenses                           | 6,920,955         | 764,817              | 2,642,329      | 38%                                    | 6,105,205            |
| Contingencies / Reserves           | 4,298,214         | -                    | -              | 0%                                     | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ (274,274)         |                |  |                      |
| Ending Fund Balance                |                   |                      | \$ 3,580,905   |  | 3,661,374            |
| <u>Stormwater (Operating)</u>      |                   |                      |                |  |                      |
| Beg Fund Balance                   | \$ 236,855        |                      | \$ 236,855     | 100%                                   | 1,004,730            |
| Revenues                           | 1,097,015         | 98,513               | 402,022        | 37%                                    | 318,851              |
| Expenses                           | 1,036,113         | 68,826               | 311,425        | 30%                                    | 1,110,079            |
| Contingencies / Reserves           | 297,757           | -                    | -              | 0%                                     | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ 29,686            |                |  |                      |
| Ending Fund Balance                |                   |                      | \$ 327,452     |  | 213,502              |

## SUMMARY REPORT

| FUNDS                              | 2014-15<br>BUDGET | MONTH OF<br>OCT 2014 | 2014-15<br>YTD | Current<br>YTD<br>Compare to<br>Budget<br>33% | 2013-14<br>PRIOR YTD |
|------------------------------------|-------------------|----------------------|----------------|---|----------------------|
| <u>Administrative Support</u>      |                   |                      |                |   |                      |
| Beg Fund Balance                   | \$ 740,869        |                      | \$ 740,869     | 100%  | 684,851              |
| Revenues                           | 3,627,586         | 304,901              | 1,216,852      | 34%   | 1,112,869            |
| Expenses                           |                   |                      |                |   |                      |
| City Manager                       | 287,592           | 23,565               | 91,593         | 32%   | 148,131              |
| Human Resources                    | 145,874           | 9,746                | 42,514         | 29%   | 43,112               |
| City Recorder                      | 150,860           | 4,828                | 45,400         | 30%   | 43,211               |
| Emergency Management               | -                 | -                    | -              | 0%  | 343                  |
| Finance                            | 519,586           | 31,760               | 203,193        | 39%   | 175,861              |
| Gen Office(Postage/Phones)         | 155,000           | 15,547               | 47,176         | 30%   | 42,206               |
| Utility Billing                    | 287,939           | 20,811               | 86,251         | 30%   | 74,449               |
| Information Technology             | 882,357           | 47,019               | 225,067        | 26%   | 158,883              |
| Legal                              | 431,011           | 36,711               | 143,121        | 33%   | 111,749              |
| Fleet Maintenance                  | 168,423           | 12,082               | 50,944         | 30%   | 52,937               |
| Facilities Repair/Replacement      | 343,990           | 24,575               | 116,006        | 34%   | 111,686              |
| Insurance                          | 295,000           | 343                  | 247,902        | 84%   | 247,691              |
| Transfers                          | 500,000           | -                    | 500,000        | 100%  | -                    |
| Contingencies / Reserves           | 200,823           | -                    | -              | 0%  | -                    |
| Total Expenses                     | 4,368,455         | 226,988              | 1,799,166      | 41%   | 1,210,258            |
| Monthly Activity Net Gain / (Loss) |                   | \$ 77,913            |                |   |                      |
| Ending Fund Balance                |                   |                      | \$ 158,555     |   | 587,461              |

**SUMMARY REPORT**

| FUNDS  | 2014-15<br>BUDGET | MONTH OF<br>OCT 2014 | 2014-15<br>YTD | Current<br>YTD              | 2013-14<br>PRIOR YTD |
|--|-------------------|----------------------|----------------|-----------------------------|----------------------|
|  |                   |                      |                | Compare to<br>Budget<br>33% |                      |
| <b>Capital Improvement Projects</b>          |                   |                      |                |                             |                      |
| <u>Streets CIP's</u>                         |                   |                      |                |                             |                      |
| Beg Fund Balance                             | \$ 158,192        |                      | \$ 158,192     | 0%                          | 109,838              |
| Revenues                                     | 1,180,301         | 112,632              | 231,958        | 20%                         | 307,891              |
| Expenses                                     | 1,180,000         | 112,556              | 231,723        | 20%                         | 396,527              |
| Contingencies / Reserves                     | 158,493           | -                    | -              | 0%                          | -                    |
| Monthly Activity Net Gain / (Loss)           |                   | \$ 76                |                |                             |                      |
| Ending Fund Balance                          |                   |                      | \$ 158,426     |                             | 21,202               |
| <u>Water / Wastewater / Stormwater CIP's</u> |                   |                      |                |                             |                      |
| Beg Fund Balance                             | \$ -              |                      | \$ -           | 0%                          | -                    |
| Revenues                                     | 4,705,000         | 121,317              | 1,663,870      | 35%                         | 136,032              |
| Expenses                                     | 4,705,000         | 85,767               | 244,952        | 5%                          | 136,032              |
| Contingencies / Reserves                     | -                 | -                    | -              | 0%                          | -                    |
| Monthly Activity Net Gain / (Loss)           |                   | \$ 35,550            |                |                             |                      |
| Ending Fund Balance                          |                   |                      | \$ 1,418,918   |                             | -                    |
| <u>Wastewater Financed CIP's</u>             |                   |                      |                |                             |                      |
| Beg Fund Balance                             | \$ -              |                      | \$ -           | 0%                          | -                    |
| Revenues                                     | 21,088,728        | 1,662,888            | 4,758,591      | 23%                         | -                    |
| Expenses                                     | 21,088,728        | 1,454                | 3,026,383      | 14%                         | 895,981              |
| Contingencies / Reserves                     | -                 | -                    | -              | 0%                          | -                    |
| Monthly Activity Net Gain / (Loss)           |                   | \$ 1,661,434         |                |                             |                      |
| Ending Fund Balance                          |                   |                      | \$ 1,732,208   |                             | (895,981)            |

## SUMMARY REPORT

| FUNDS                              | 2014-15<br>BUDGET | MONTH OF<br>OCT 2014 | 2014-15<br>YTD | Current<br>YTD<br>Compare to<br>Budget<br>33% | 2013-14<br>PRIOR YTD |
|------------------------------------|-------------------|----------------------|----------------|---|----------------------|
| <u>Street SDC</u>                  |                   |                      |                |   |                      |
| Beg Fund Balance                   | \$ 2,207,054      |                      | \$ 2,207,054   | 100%  | 2,534,551            |
| Revenues                           | 762,500           | 7,637                | 135,433        | 18%   | 61,250               |
| Expenses                           | 1,005,000         | 2,017                | 107,348        | 11%   | 13,974               |
| Contingencies / Reserves           | 1,964,554         | -                    | -              | 0%  | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ 5,620             |                |   |                      |
| Ending Fund Balance                |                   |                      | \$ 2,235,138   |   | 2,581,827            |
| <u>Water SDC</u>                   |                   |                      |                |   |                      |
| Beg Fund Balance                   | \$ 298,188        |                      | \$ 298,188     | 100%  | 468,918              |
| Revenues                           | 1,586,402         | 20,639               | 121,911        | 8%  | 154,349              |
| Expenses                           | 1,881,352         | 27,435               | 149,064        | 8%  | 1,852                |
| Contingencies / Reserves           | 3,238             | -                    | -              | 0%  | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ (6,796)           |                |   |                      |
| Ending Fund Balance                |                   |                      | \$ 271,035     |   | 621,415              |
| <u>Wastewater SDC</u>              |                   |                      |                |   |                      |
| Beg Fund Balance                   | \$ 3,219,421      |                      | \$ 3,219,421   | 100%  | 1,794,112            |
| Revenues                           | 691,800           | 18,565               | 155,293        | 22%   | 1,361,497            |
| Expenses                           | 1,679,779         | 6,569                | 7,871          | 0%  | 29,690               |
| Contingencies / Reserves           | 2,231,442         | -                    | -              | 0%  | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ 11,996            |                |   |                      |
| Ending Fund Balance                |                   |                      | \$ 3,366,843   |   | 3,125,918            |
| <u>Stormwater SDC</u>              |                   |                      |                |   |                      |
| Beg Fund Balance                   | \$ 166,722        |                      | \$ 166,722     | 100%  | 351,007              |
| Revenues                           | 67,000            | 708                  | 7,029          | 10%   | 14,091               |
| Expenses                           | 102,500           | -                    | 302            | 0%  | 48,939               |
| Contingencies / Reserves           | 131,222           | -                    | -              | 0%  | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ 708               |                |   |                      |
| Ending Fund Balance                |                   |                      | \$ 173,449     |   | 316,159              |

**SUMMARY REPORT**

| FUNDS                              | 2014-15<br>BUDGET | MONTH OF<br>OCT 2014 | 2014-15<br>YTD | Current<br>YTD<br>Compare to<br>Budget<br>33% | 2013-14<br>PRIOR YTD |
|------------------------------------|-------------------|----------------------|----------------|---|----------------------|
| <b>Debt</b>                        |                   |                      |                |   |                      |
| <u>Debt Service (General Op)</u>   |                   |                      |                |   |                      |
| Beg Fund Balance                   | \$ 197,349        |                      | \$ 197,349     | 100%  | 195,259              |
| Revenues                           | 892,667           | 352,400              | 411,371        | 46%   | 405,856              |
| Expenses                           | 889,332           | 221,360              | 233,855        | 26%   | 232,405              |
| Contingencies / Reserves           | 200,684           | -                    | -              | 0%  | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ 131,040           |                |   |                      |
| Ending Fund Balance                |                   |                      | \$ 374,865     |   | 368,710              |
| <u>City Hall</u>                   |                   |                      |                |   |                      |
| Beg Fund Balance                   | \$ 545,937        |                      | \$ 545,937     | 100%  | 576,115              |
| Revenues                           | 89,500            | 2,649                | 20,783         | 23%   | 16,606               |
| Expenses                           | 108,342           | 76,977               | 76,977         | 71%   | 71,863               |
| Contingencies / Reserves           | -                 | -                    | -              | 0%  | -                    |
| Unappropriated Ending Balance      | 527,095           | -                    | -              | 0%  | -                    |
| Monthly Activity Net Gain / (Loss) |                   | \$ (74,328)          |                |   |                      |
| Ending Fund Balance                |                   |                      | \$ 489,743     |   | 520,858              |

**SUMMARY REPORT**

| FUNDS                                 | 2014-15<br>BUDGET | MONTH OF<br>OCT 2014 | 2014-15<br>YTD | Current<br>YTD              | 2013-14<br>PRIOR YTD |
|---------------------------------------|-------------------|----------------------|----------------|-----------------------------|----------------------|
|                                       |                   |                      |                | Compare to<br>Budget<br>33% |                      |
| <b>Reserves</b>                       |                   |                      |                |                             |                      |
| <u>Water Replacement Reserve</u>      |                   |                      |                |                             |                      |
| Beg Fund Balance                      | \$ 4,709,677      |                      | \$ 4,709,677   | 100%                        | 2,961,007            |
| Revenues                              | 615,000           | 2,562                | 608,246        | 99%                         | 2,301,344            |
| Expenses                              | 707,500           | 9,183                | 26,487         | 4%                          | 47,445               |
| Contingencies / Reserves              | 4,617,177         | -                    | -              | 0%                          | -                    |
| Monthly Activity Net Gain / (Loss)    |                   | \$ (6,621)           |                |                             |                      |
| Ending Fund Balance                   |                   |                      | \$ 5,291,435   |                             | 5,214,906            |
| <u>Wastewater Replacement Reserve</u> |                   |                      |                |                             |                      |
| Beg Fund Balance                      | \$ 5,510,301      |                      | \$ 5,510,301   | 100%                        | 1,234,745            |
| Revenues                              | 1,015,000         | 3,224                | 1,009,448      | 99%                         | 4,703,364            |
| Expenses                              | 1,468,500         | 42,580               | 61,228         | 4%                          | 8,106                |
| Contingencies / Reserves              | 5,056,801         | -                    | -              | 0%                          | -                    |
| Monthly Activity Net Gain / (Loss)    |                   | \$ (39,357)          |                |                             |                      |
| Ending Fund Balance                   |                   |                      | \$ 6,458,521   |                             | 5,930,002            |
| <u>Stormwater Replacement Reserve</u> |                   |                      |                |                             |                      |
| Beg Fund Balance                      | \$ 811,500        |                      | \$ 811,500     | 100%                        | -                    |
| Revenues                              | 52,500            | 401                  | 51,203         | 98%                         | 809,475              |
| Expenses                              | 217,500           | -                    | -              | 0%                          | -                    |
| Contingencies / Reserves              | 646,500           | -                    | -              | 0%                          | -                    |
| Monthly Activity Net Gain / (Loss)    |                   | \$ 401               |                |                             |                      |
| Ending Fund Balance                   |                   |                      | \$ 862,703     |                             | 809,475              |

**SUMMARY REPORT**

| FUNDS                                  | 2014-15<br>BUDGET | MONTH OF<br>OCT 2014 | 2014-15<br>YTD | Current<br>YTD<br>Compare to<br>Budget | 2013-14<br>PRIOR YTD |
|--|-------------------|----------------------|----------------|--|----------------------|
|  |                   |                      |                | 33%                                    |                      |
| <u>Vehicle / Equipment Replacement</u> |                   |                      |                |  |                      |
| Beg Fund Balance                       | \$ 1,133,710      |                      | \$ 1,133,710   | 100%                                   | 1,658,968            |
| Revenues                               | \$ 1,242,464      | \$ 28,487            | \$ 496,961     | 40%                                    | 670,550              |
| Expenses                               |                   |                      |                |  |                      |
| General Government                     | -                 | -                    | -              | 0%                                     | -                    |
| City Manager's Office                  | -                 | -                    | -              | 0%                                     | -                    |
| Human Resources                        | -                 | -                    | -              | 0%                                     | -                    |
| City Recorder/Clerk                    | -                 | -                    | -              | 0%                                     | -                    |
| Finance                                | -                 | -                    | -              | 0%                                     | -                    |
| Information Technology                 | 384,172           | 8,434                | 164,397        | 43%                                    | 471,333              |
| Legal                                  | -                 | -                    | -              | 0%                                     | -                    |
| Municipal Court                        | -                 | -                    | -              | 0%                                     | -                    |
| Police                                 | 123,017           | 22,840               | 43,295         | 35%                                    | 61,032               |
| Fire                                   | 543,111           | -                    | -              | 0%                                     | -                    |
| Communications                         | 15,000            | -                    | 6,149          | 41%                                    | -                    |
| Library                                | -                 | -                    | -              | 0%                                     | -                    |
| Planning                               | 11,548            | -                    | -              | 0%                                     | -                    |
| Building                               | -                 | -                    | -              | 0%                                     | -                    |
| PW Administration                      | 162,551           | 4,469                | 64,546         | 40%                                    | 175,923              |
| Fleet Maintenance                      | 12,500            | 27                   | 231            | 0%                                     | -                    |
| Facilities Repair/Replacement          | 75,000            | -                    | -              | 0%                                     | -                    |
| Contingencies / Reserves               | 1,049,275         | -                    | -              | 0%                                     | -                    |
| Total Expenses                         | 2,376,174         | 35,770               | 278,619        | 12%                                    | 708,288              |
| Monthly Activity Net Gain / (Loss)     |                   | \$ (7,283)           |                |  |                      |
| Ending Fund Balance                    |                   |                      | \$ 1,352,052   |  | 1,621,230            |
| <u>Fire &amp; EMS Equip Fee</u>        |                   |                      |                |  |                      |
| Beg Fund Balance                       | \$ 100,371        |                      | \$ 100,371     | 100%                                   | 174,453              |
| Revenues                               | 141,000           | 12,003               | 48,015         | 34%                                    | 56,379               |
| Expenses                               | 241,371           | -                    | -              | 0%                                     | -                    |
| Contingencies / Reserves               | -                 | -                    | -              | 0%                                     | -                    |
| Monthly Activity Net Gain / (Loss)     |                   | \$ 12,003            |                |  |                      |
| Ending Fund Balance                    |                   |                      | \$ 148,386     |  | 230,832              |

**SUMMARY REPORT**

| FUNDS                              | 2014-15<br>BUDGET | MONTH OF<br>OCT 2014 | 2014-15<br>YTD | Current<br>YTD<br>Compare to<br>Budget<br>33% | 2013-14<br>PRIOR YTD |
|------------------------------------|-------------------|----------------------|----------------|---|----------------------|
| <b>Community Projects</b>          |                   |                      |                |   |                      |
| <u>Animal Shelter</u>              |                   |                      |                |   |                      |
| Beg Fund Balance                   | \$ -              |                      | \$ -           | 0%  | -                    |
| Revenues                           | -                 | -                    | -              | 0%  | -                    |
| Expenses                           | -                 | -                    | -              | 0%  | -                    |
| Contingencies / Reserves           | -                 | -                    | -              | 0%  | -                    |
| Monthly Activity Net Gain / (Loss) | \$ -              |                      |                |   |                      |
| Ending Fund Balance                |                   |                      | \$ -           |   | -                    |
| <u>Cable TV Trust</u>              |                   |                      |                |   |                      |
| Beg Fund Balance                   | \$ 26,895         |                      | \$ 26,895      | 100%  | 41,744               |
| Revenues                           | 150               | 20                   | 59             | 39%   | 61                   |
| Expenses                           | 15,000            | -                    | -              | 0%  | -                    |
| Contingencies / Reserves           | 12,045            | -                    | -              | 0%  | -                    |
| Monthly Activity Net Gain / (Loss) | \$ 20             |                      |                |   |                      |
| Ending Fund Balance                |                   |                      | \$ 26,954      |   | 41,805               |
| <u>Economic Development</u>        |                   |                      |                |   |                      |
| Beg Fund Balance                   | \$ 529,678        |                      | \$ 529,678     | 100%  | 643,183              |
| Revenues                           | 266,645           | 4,988                | 211,229        | 79%   | 56,810               |
| Expenses                           | 514,429           | 2,194                | 187,187        | 36%   | 87,228               |
| Contingencies / Reserves           | 281,894           | -                    | -              | 0%  | -                    |
| Monthly Activity Net Gain / (Loss) | \$ 2,794          |                      |                |   |                      |
| Ending Fund Balance                |                   |                      | \$ 553,720     |   | 612,765              |