



CITY COUNCIL AGENDA

JUNE 1, 2015, 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. PRESENTATIONS

1. Library Board and Student Commissioner appointments

Pages 1-3

V. CITY MANAGER'S REPORT

VI. PUBLIC COMMENTS

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

VII. CONSENT CALENDAR

1. Approve Minutes from May 18, 2015

Pages 4-7

VIII. PUBLIC HEARINGS (Administrative)

1. State Shared Revenue funds and adoption of Resolutions 2015-3194, a resolution declaring the City of Newberg's election to receive revenues through the State Revenue Sharing program and Resolution 2015-3200, a resolution certifying the provision of municipal services by the City of Newberg for the purposes of participation in the State Revenue Sharing program. Pages 8-11
2. Budget for FY 2015-2016 and adoption of Resolution 2015-3195, a resolution adopting the City of Newberg, Oregon budget for the 2015-2016 fiscal year, making appropriations, imposing the tax and categorizing the tax. Pages 12-18
3. Supplemental Budget #2 for FY 2014-2015 and adoption of Resolution 2015-3193, a resolution to adopt Supplemental Budget #2 for fiscal year 2014-2015 beginning July 1, 2014 and ending June 30, 2015. Pages 19-23

Agenda continued on next page

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.

IV. COUNCIL BUSINESS

X. 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.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 1, 2015

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion <u>XX</u>	Information ____
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SUBJECT: Appointments to the Newberg Public Library Advisory Board

Contact Person (Preparer) for this
Motion: Leah M. Griffith, Library Director
Dept.: Library
File No.:

RECOMMENDATION:

Approve the appointments by Mayor Andrews of **Crystal Garcia**, to Position #1 (July 1, 2015 to June 30, 2019) and **Kerrie Allen** to Position #5 (July 1, 2015 to June 30, 2019) on the Newberg Public Library Advisory Board.

EXECUTIVE SUMMARY:

The library advertised two openings on the board during March and April with an article in The Newberg Graphic, postings at the library and city hall, announcements on the library and city websites and in the library newsletter. The announcement listed Position #1 as requiring city residency and Position #5 as open to a non-resident.

Three applications were received by the deadline of May 1, 2015. All three applicants were city residents. The Municipal Code states that one member of the Advisory Board “may” live outside the city, but within the Chehalem Valley. Since all candidates were very qualified, the Board determined they would not re-advertise for a non-resident and simply add the non-resident option for future appointments.

The board interviewed the three candidates at their meeting of May 21, 2015. **Crystal Garcia** is currently completing a one year term on the board. She is an employee of the Sherwood Public Library and has a master’s degree in Library Science. She has lived in Yamhill County her entire life and in Newberg for the last five years. **Kerrie Allen** has lived in Newberg for eight years. She’s employed at Leviton Manufacturing and will bring her organizational and problem solving skills to the Board. **Holly Bradford** has been a resident and user of the library for 30 years and is employed at Providence Health System.

Following deliberations, the Board voted to recommend that Mayor Andrews appoint **Crystal Garcia** to Position #1 (July 1, 2015 to June 30, 2019) and **Kerrie Allen** to Position #5 (July 1, 2015 to June 30, 2019) on the Newberg Public Library Advisory Board.

FISCAL IMPACT: None

STRATEGIC ASSESSMENT:

It is vital for the Library to have a complete Board to advise on policies and issues.

Press Release for Library Board Opening (posted March & April, 2015)

The City of Newberg is seeking applicants to fill two positions on the Newberg Public Library Board. The Board is an advisory group composed of five members who meet monthly to discuss and take action on items affecting library service to the community. There are two positions available. One requires residency within the city limits of Newberg and the other may be filled with a resident of the greater Chehalem Valley area. Both are four year terms, July 2015 to June, 2019

Appointments to the Library Board are made by the Mayor with the consent of the City Council. Applications for the position are available online at www.newberglibrary.org, or at City Hall and the Library. Please return applications to the City Recorder at Newberg City Hall by **Friday, May 1, 2015, 4:30 pm.** For more information, contact Library Director Leah Griffith at 503-537-1256 or leah.griffith@newbergoregon.gov.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 1, 2015

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion <u>XX</u>	Information ____
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SUBJECT: Student Commissioner Appointments to the Planning Commission and Historic Preservation Commission

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

RECOMMENDATION:

Approve the appointments by Mayor Andrews of **Luis Saavedra**, as Student Commissioner to the Planning Commission for a term of June 1, 2015 to May 31, 2016 and **Isamar Ramirez** as Student Commissioner to the Historic Preservation Commission for a term of June 1, 2015 to May 31, 2016.

EXECUTIVE SUMMARY:

The City Recorder advertised three student commissioner openings for the Planning Commission, Historic Preservation Commission and Traffic Safety Commission in the newspaper, posters at City Hall and around the community and with applications delivered to the Newberg High School. Student commissioners have a non-voting role.

Current student commissioners were asked about committing to another term. Because of her status as a senior student, the Traffic Safety student commissioner was not eligible for another term. Both students on the Planning Commission and Historic Preservation Commission expressed interest in serving for another term. No other applications were received.

Luis Saavedra is interested in serving on the Planning Commission because he has ideas that would improve the community. One of his ideas is to add stop signs and mirrors on streets that have low visibility.

Isamar Ramirez is interested in serving on the Historic Preservation Commission because she wants to learn more about Newberg's history, preserve it and share it with others.

FISCAL IMPACT: None

STRATEGIC ASSESSMENT:

The Newberg Planning Commission serves an important role in land use planning for the community and serves as a "visionary body" in thinking about the City's future.

The purpose of the Historic Preservation Commission is to identify, recognize and preserve significant properties related 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.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 1, 2015

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion <u>XX</u>	Information ____
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SUBJECT: Minutes

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

RECOMMENDATION:

Approve City Council minutes from May 18, 2015.

**NEWBERG CITY COUNCIL MINUTES
MAY 18, 2015, 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 Mayor Bob Andrews, Councilors Stephen McKinney, Scott Essin, Denise Bacon and Lesley Woodruff. Also present were City Manager Jacque Betz, City Recorder Sue Ryan, City Attorney Truman Stone, Public Works Director Jay Harris, City Engineer Kaaren Hofmann, Community Development Director Doug Rux, and Staff Engineer Jason Wuertz. Councilors Mike Corey and Tony Rourke were excused.

Mayor Andrews had a change to the minutes of May 4. On page 8, the motion regarding the Mid-Willamette Council of Governments to administer Newberg's Affordable Housing Trust Program, he clarified that it passed 6-1-0 with Councilor McKinney opposed.

City Engineer Kaaren Hofmann introduced Peter Olsen, Keller Associates, who would give an Inflow & Infiltration update. Mr. Olsen explained what inflow and infiltration was and how they affected the peak flows of the Wastewater Treatment Plant. The study focused on the Dayton and Wynooski basins and he explained the methods used for collecting the data. After evaluating the data, he recommended removing the cross connections. Another recommendation was to look at the pipe lines and he had prioritized the pipelines that needed improvement or replacement. There were also spot repairs needed to be done to the pipes. CE Hofmann said the first priority on the list was scheduled to be under construction this summer. There was discussion on what the project included.

Staff Engineer Jason Wuertz gave a presentation on Wastewater Treatment Plant expansion projects. He gave an overview of how the Wastewater Treatment Plant functioned. The rate of population growth was slower than expected, and the Facility Plan needed to be updated to identify more realistic growth rates and timing of plant upgrades. This plan update was scheduled to be done along with the Sanitary Sewer Master Plan update in 2016/2017. The Facility Plan identified a number of projects to be completed and he explained the projects that were done in the current phase. He discussed the schedule of the current phase, which was completed ahead of schedule and under budget. Several needed items were added to the project and completed within the original project budget. He described the additional items that were done. He then discussed the overall project budget, which was funded through a DEQ loan. In order to limit increase in water rates, a decision had been made to not take on any more debt for this project at this time. The goal was to cash fund the remaining projects over several years. The total loan at the completion of this phase would be \$25 million dollars and the repayment term was for 20 years. The remaining projects were anticipated to cost \$30 million dollars. Before they continued with the major projects, staff would be looking at updating the Facility Plan.

City Manager Betz invited the Council to tour the Wastewater Treatment Plant on May 20.

Mayor Andrews adjourned the work session at 6:35 p.m.

CALL MEETING TO ORDER

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

ROLL CALL

Members Present:	Mayor Bob Andrews Lesley Woodruff	Scott Essin Denise Bacon	Stephen McKinney
Staff Present:	Jacque Betz, City Manager Sue Ryan, City Recorder Doug Rux, Community Development Director Jason Wuertz, Staff Engineer	Truman Stone, City Attorney Jay Harris, Public Works Director Kaaren Hofman, City Engineer	

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was performed.

PRESENTATIONS: Mayor Andrews announced the "If I were Mayor" contest winners. The winners included first place in the essay contest, Abby Bingham of Mountain View Middle School; in the poster contest, first place - Claire

Faucher of Mabel Rush Elementary, second place – Mya Stigall of Mabel Rush Elementary, and third place – Emily Negra of Dundee Elementary.

Abby Bingham read her essay which focused on addressing the issue of poverty. Mayor Andrews said Ms. Bingham's essay would be forwarded to the State Mayors Association and be judged along with the other first place winners. He presented Ms. Bingham with a first place certificate, savings bond, and paddle launch certificate.

Emily Negra discussed her poster and received a third place certificate, savings bond, and paddle launch certificate.

Mya Stigall explained her poster and received a second place certificate, savings bond, and paddle launch certificate.

Claire Faucher presented her poster which would also be sent to the State Mayors Association competition. She received a first place certificate, savings bond, and paddle launch certificate.

Mayor Andrews proclaimed May 17-24, 2015, as National Public Works Week.

MOTION: Bacon/Woodruff moved to proclaim May 17-24, 2015, as National Public Works Week. Motion carried (5 Yes/0 No/2 Absent).

Public Works Maintenance Superintendent Russ Thomas introduced a video of a day in the life of Public Works professionals. A short video on Public Works from the City of Redmond, Washington, was shown.

CITY MANAGER'S REPORT: CM Betz said she had nothing to add to the report.

PUBLIC COMMENTS: None.

CONSENT CALENDAR:

MOTION: Bacon/Woodruff moved to adopt the Consent Calendar, including May 4, 2015 meeting minutes as amended, March Financial Reports, and the Chehalem Valley Chamber of Commerce quarterly report. Motion carried (5 Yes/ 0 No/2 Absent).

NEW BUSINESS: Resolution 2015-3188: CM Betz said the Council heard a presentation earlier requesting support of the creation of a Willamette Falls National Heritage Area. There would be no fiscal impact to the City.

Mayor Andrews explained the boundaries of the proposed Heritage Area. Surrounding cities would be participating in endorsing the creation of the Area that would maintain and celebrate the history of the Willamette River. The restoration of the Locks was not part of this project, but it would help to justify the reopening in the future. He recommended approval of the resolution.

MOTION: Woodruff/McKinney moved to approve Resolution 2015-3188, A Resolution supporting efforts to create a Willamette Falls National Heritage Area and urging designation of such by Congress. Motion carried (5 Yes/ 0 No/2 Absent).

Resolution 2015-3183: Staff Engineer Jason Wuertz said in 2005 the Council adopted a Public Works fee schedule. The schedule needed to be updated and he explained the changes being proposed. Staff recommended approval of the resolution.

There was discussion on the cost of the bagged compost.

MOTION: Essin/Andrews moved to approve Resolution 2015-3183, A Resolution adopting the revised Public Works fee schedule. Motion carried (5 Yes/ 0 No/ 2 Absent).

Resolution 2015-3191: City Engineer Kaaren Hofmann discussed the update to the Public Works design and construction standards. These would provide for proper design and construction of the City's water, transportation, stormwater, and wastewater systems. One of the goals of the project was to protect the public health, safety, and welfare. It allowed for transparency and consistency in construction and quality projects which would mean less maintenance over the long term. The majority of the changes were putting into place the things they were already doing but were not documented and many were industry standards and requirements.

There was discussion on getting public input from the construction/development community.

CM Betz explained this was updating the manual with what contractors and developers were already required to do, but it was not in writing. Staff would be meeting with developers who had done projects in the City and this could be one of the discussion points. These were not changes that needed public input as they reflected what was already being done.

Councilor Essin read a written communication he received regarding these changes. It was a concern that there had not been outreach to the private sector. This was not a "time is of the essence" situation and there should be ample time to facilitate an outreach to the development community.

MOTION: Essin moved to table Resolution 2015-3191 and bring it back before Council at the first meeting in August. Motion died for lack of a second.

MOTION: Bacon/Woodruff moved to adopt Resolution 2015-3191, A Resolution adopting the Public Works Design Standards Manual.

AMENDMENT TO THE MOTION: Essin/Bacon moved to amend the motion to include public outreach to those affected so they were aware of what had been passed.

There was discussion regarding how the City did public outreach.

Councilor McKinney did not think the manual fit the spirit of how they did things in the past or built a better comradery between builders and developers that they were aspiring to do. He was reluctant to support either motion.

VOTE ON THE AMENDMENT: Motion on the amendment carried (4 Yes/ 1 No/2 Absent [McKinney]).

Councilor Woodruff did not see any harm in putting the document out for public comment before they voted on it. In the spirit of transparency she would be voting no.

Councilor Essin would vote no as it was his original position for it to go out for public comment first.

Councilor McKinney did not support the main motion as it was not in the spirit of how they had done things.

VOTE ON THE MOTION: Motion failed (1 Yes/ 4 No/2 Absent [Andrews, Essin, McKinney, Woodruff]).

COUNCIL BUSINESS:

Mayor Andrews reported on the evening's Tip a Cop program and the City's plans for participation in the Old Fashioned Parade this summer. The Special Olympics would be held July 10-12 in Newberg.

ADJOURNMENT: The meeting was adjourned at 8:05 p.m.

ADOPTED by the Newberg City Council this 1st day of June, 2015.

Sue Ryan, City Recorder

ATTESTED by the Mayor this ____ day of June, 2015.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 1, 2015

Order ____ No.	Ordinance ____ No.	Resolution <u>XX</u> No. 2015-3194 and 2015-3200	Motion ____	Information ____
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SUBJECT: Public Hearing and Approval for State Revenue Sharing for 2015-16

Contact Person (Preparer) for this Motion: Matt Zook
Dept.: Finance
File No.:

HEARING TYPE: ADMINISTRATIVE

RECOMMENDATION:

Adopt Resolution No. 2015-3194 and Resolution No. 2015-3200

EXECUTIVE SUMMARY:

The City of Newberg relies upon the State Revenue Sharing program to provide vital services to its citizens. The City is required to meet certain obligations to participate in this program, namely to hold public hearings before the Budget Committee and City Council to discuss the uses of these revenues. The City performed the public hearing to discuss *possible* uses of the revenue before the Budget Committee on April 21, 2015. The City Council will hold a public hearing on the *proposed* uses of the revenue on June 1, 2015.

The final obligation of the City is to pass the two resolutions included in this packet and submit them to the Department of Administrative Services before July 31 of each year.

FISCAL IMPACT:

The FY 2015-16 Approved Budget projects receiving and spending Stated Shared Revenues in the following funds:

1) Liquor Taxes	\$346,326	General Fund
2) Cigarette Taxes	\$ 32,000	General Fund
3) State Revenue Sharing	\$235,204	General Fund
4) Gas Taxes	\$876,245	Street Fund

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):

Strategically, this revenue contributes to the provision of basic core services, namely the livability of the community and the protection of life and property.



RESOLUTION No. 2015-3194

**A RESOLUTION DECLARING THE CITY OF NEWBERG'S ELECTION TO
RECEIVE REVENUES THROUGH THE STATE REVENUE SHARING
PROGRAM**

RECITALS:

1. **WHEREAS**, State Revenue Sharing Law, ORS 221.770 requires cities to pass an ordinance or resolution each year stating that they want to receive state revenue sharing money.
2. **WHEREAS**, a copy of this ordinance or resolution must be filed with Shared Financial Services of the Department of Administrative Services before July 31 of each year.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2015-16.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: _____, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this ____ day of _____, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of _____, 2015.

Bob Andrews, Mayor

I certify that a public hearing before the Budget Committee was held on April 21, 2015 and a public hearing before the City Council was held June 1, 2015, giving citizens an opportunity to comment on use of State Revenue Sharing.

Sue Ryan, City Recorder



RESOLUTION No. 2015-3200

A RESOLUTION CERTIFYING THE PROVISION OF MUNICIPAL SERVICES BY THE CITY OF NEWBERG FOR THE PURPOSES OF PARTICIPATION IN THE STATE REVENUE SHARING PROGRAM

RECITALS:

1. Whereas, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control
- (7) One or more utility services

And

2. Whereas, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

That the City of Newberg hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control
- (7) Water utility service

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: _____, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this ____ day of _____, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this _____ day of _____, 2015.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 1, 2015

Order ____ Ordinance ____ Resolution XX Motion ____ Information ____
No. No. No. 2015-3195

SUBJECT:

- 1. Hold Public Hearings on the 2015-2016 City Budget**
- 2. Adopt Resolution No. 2015-3195, adopting the 2015-2016 City Budget**

Contact Person (Preparer) for this Motion: Matt Zook
Dept.: Finance
File No.:

HEARING TYPE: ADMINISTRATIVE

RECOMMENDATION:

Adopt Resolution No. 2015-3195 adopting the 2015-2016 Budget, and appropriating as recommended by the Budget Committee on April 21, 2015.

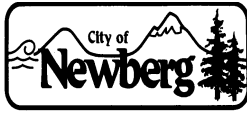
EXECUTIVE SUMMARY:

The Budget Committee met on April 14th and 21st, 2015, to deliberate on the proposed 2015-2016 City Budget prepared by staff.

The Budget Committee made one modification to the Proposed 2015-2016 Budget by eliminating the General Fund community support budget of \$40,000 and moving this amount into the General Fund contingency balance.

FISCAL IMPACT: The 2015-2016 Budget equals **\$88,164,730** with **159.93** FTE. The permanent property tax rate remains at \$4.3827 per \$1,000.00 assessed value, and the levy of General Obligation bonds also remains at \$425,000.

STRATEGIC ASSESSMENT: This is a balanced budget and reflects the direction and priorities of the City Council to meet the needs of this community.



RESOLUTION No. 2015-3195

**A RESOLUTION ADOPTING THE CITY OF NEWBERG, OREGON
BUDGET FOR THE 2015-2016 FISCAL YEAR, MAKING
APPROPRIATIONS, IMPOSING THE TAX, AND CATEGORIZING THE
TAX**

RECITALS:

1. The City of Newberg Budget Committee approved the fiscal year 2015-16 budget on April 21, 2015.
2. The notice of this budget hearing (Form LB-1) was published in the May 27, 2015 Newberg Graphic.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. Adopting the Budget. The City Council of the City of Newberg hereby adopts the budget for fiscal year 2015-16 in the total of \$88,164,730 now on file at City Hall located at 414 E. First Street, Newberg, Oregon.
2. Making Appropriations. The amounts for the fiscal year beginning July 1, 2015, and for the purposes shown below are hereby appropriated:

General Fund

General Government	178,758
Municipal Court	356,023
Police	5,695,178
Fire	3,356,599
Communications	1,061,396
Library	1,251,056
Planning	613,035
Transfers	39,067
Contingency	1,462,022
Total General Fund	14,013,134

Street Fund

Public Works	1,119,820
Transfers	396,519
Contingency	635,729
Total Street Fund	2,152,068

Civil Forfeiture Fund

Police	23,696
Total Civil Forfeiture Fund	23,696

Capital Projects Fund

Capital Projects	6,346,875
Total Capital Projects Fund	6,346,875

Emergency Medical Services Fund

Fire	1,789,930
Contingency	597,395
Total Emergency Medical Services Fund	2,387,325

Wastewater Fund

Public Works	4,629,980
Debt Service	2,162,182
Transfers	1,627,500
Contingency	4,186,330
Total Wastewater Fund	12,605,992

Water Fund

Public Works	3,371,082
Debt Service	411,641
Transfers	4,516,231
Contingency	2,481,842
Total Water Fund	10,780,796

Building Inspection Fund

Building Inspection	456,453
Contingency	356,235
Total Building Inspection Fund	812,688

Debt Service Fund

Debt Service	895,317
Total Debt Service Fund	895,317

City Hall Fund

Transfers	108,240
Total City Hall Fund	108,240

9-1-1 Emergency Fund

Communications	197,566
Contingency	18,402
Total 9-1-1 Emergency Fund	215,968

<u>Economic Development Fund</u>	
Planning	299,772
Transfers	146,868
Contingency	249,203
Total Economic Development Fund	695,843
 <u>Public Safety Fee Fund</u>	
Police	325,996
Communications	196,800
Contingency	92,773
Total Public Safety Fee Fund	615,569
 <u>Stormwater Fund</u>	
Public Works	1,097,519
Transfer	582,500
Contingency	581,889
Total Stormwater Fund	2,261,908
 <u>Street Capital Projects Fund</u>	
Capital Projects	777,625
Contingency	164,993
Total Street Capital Projects Fund	942,618
 <u>Transient Lodging Tax Fund</u>	
General Government	300,000
Transfers	555,000
Total Transient Lodging Tax Fund	855,000
 <u>Library Gift & Memorial Fund</u>	
Library	171,000
Contingency	6,558
Total Library Gift & Memorial Fund	177,558
 <u>Cable TV Trust Fund</u>	
General Government	38,371
Contingency	-
Total Cable TV Trust Fund	38,371
 <u>Wastewater CIP Reserve Fund</u>	
Public Works	-
Transfers	5,193,602
Total Wastewater Replacement Fund	5,193,602

Water CIP Reserve Fund

Public Works	-
Transfers	5,018,630
Total Water Replacement Fund	5,018,630

Stormwater Replacement Fund

Public Works	-
Transfers	814,722
Total Stormwater Replacement Fund	814,722

Admin / Support Services Fund

City Manager's Office	529,362
Finance	819,933
General Office	155,000
Information Technology	683,610
Legal	497,180
Public Works	596,467
Insurance	353,168
Transfers	-
Contingency	580,655
Total Admin / Support Services Fund	4,215,374

Vehicles / Equipment Replacement Fund

General Government	1,348
City Manager's Office	4,856
Finance	17,267
Information Technology	241,635
Legal	411
Municipal Court	4,548
Police	530,369
Fire	494,099
Communications	97,865
Library	11,374
Planning	-
Building Inspection	49,573
Public Works	395,610
Facilities Repair / Maintenance	157,000
Contingency	14,866
Total Vehicle / Equipment Replacement Fund	2,020,821

Fire & EMS Equipment Fee Fund

Capital Outlay	11,179
Contingency	376,533
Total Fire & EMS Equipment Fee Fund	387,712

Wastewater Financed CIP's Fund

Capital Projects	-
Total Wastewater Financed CIPs Fund	-

Street System Development Fund

Transfers	259,125
Contingency	1,707,453
Total Street System Development Fund	1,966,578

Stormwater System Development Fund

Transfers	3,125
Contingency	139,114
Total Stormwater System Development Fund	142,239

Wastewater System Development Fund

Debt Service	281,236
Transfers	458,125
Contingency	2,810,940
Total Wastewater System Development Fund	3,550,301

Water System Development Fund

Debt Service	843,731
Transfers	3,125
Contingency	80,720
Total Water System Development Fund	927,576

Total Appropriated Budget 80,166,522

Unappropriated Fund Balance - General Fund	1,100,000
Unappropriated Fund Balance - Debt Service	207,703
Unappropriated Fund Balance - City Hall Fund	510,798
Reserves	6,179,707

Total Budget 88,164,730

3. Imposing and Categorizing the Tax. The City Council of the City of Newberg imposes the taxes provided for in the adopted budget at the rate of \$4.3827 per \$1,000.00 of assessed value for permanent tax rate and \$425,000.00 for Debt Service, and that these taxes are hereby imposed and categorized for the tax year 2015-2016 upon the assessed value of all taxable property within the City as follows:

	<u>General Government Limitation</u>	<u>Excluded from the Limitation</u>
General Fund	\$4.3827 per \$1,000.00 TAV	
General Obligation - Bonded Debt Service		\$425,000.00

4. The Finance Director is authorized and directed to certify the levy with the Yamhill County Assessor and Yamhill County Clerk.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is June 2, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 1st day of June, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this 2nd day of June, 2015.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: June 1, 2015

Order ____ No.	Ordinance ____ No.	Resolution <u>XX</u> No. 2015-3193	Motion ____	Information ____
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SUBJECT: Request for approval of Supplemental Budget #2 for fiscal year 2014-2015 as described in Exhibit "A".

Contact Person (Preparer) :

Matt Zook

HEARING TYPE: ADMINISTRATIVE

RECOMMENDATION:

Adopt **Resolution No. 2015-3193** for approval of Supplemental Budget #2 for fiscal year 2014-2015.

EXECUTIVE SUMMARY:

The supplemental budget request is primarily for four reasons. First, operational costs are anticipated to exceed the current budget in the Communications, Police, Finance, Planning, Legal, and Building Inspection programs as outlined in Exhibit A. The primary reason in the Communications, Police, Finance, and Planning programs is higher than anticipated overtime or staff transition costs. In the Legal program, the adopted budget omitted some employee benefits. The Building Inspection program anticipates additional credit card transaction fees (note that the newspaper notice incorrectly attributed the anticipated budget need as personnel costs). Each of these budget increases will be covered from Contingency in the respective funds.

Second, increases in budget offset by revenue are necessary in two programs. The Insurance program in the Administrative Support Fund had unanticipated expenses due to the City Hall damage. This budget increase is being offset by payments already received from our insurance company. The Planning program in the General Fund received a \$15,000 specific-purpose economic development grant from Waste Management which is being using to supply the City's match toward the America's Best Communities grant administered by the Chehalem Valley Chamber of Commerce. This additional appropriation is offset by Planning Grant revenue of \$15,000.

Third, the costs to refinance outstanding debt on the 1999 City Hall remodel debt and various Public Works loans, as previously authorized by Council, are estimated to be around \$150,000 to \$160,000. These costs are being shared by the funds that contribute to the debt payments. The City Hall Fund, Wastewater System Development Fund, and the Water System Development Fund did not have a budget category for these costs (combined proportional share of \$92,439). The additional budget for these costs is being offset by Bond Proceeds.

FISCAL IMPACT:

The increase to the annual budget appropriations is \$162,439, bringing total appropriations to \$88,604,697 and the total budget to \$100,762,954. Note that both the total appropriations and total budget numbers just stated reflect a reduction of \$12,000 due to a clerical error discovered in the 2014-15 Adopted Budget resolution 2014-3145 by overstating the Contingency amount in the Water Fund. This error was limited to the creation of the resolution, not in the actual financial statement of the City, so this is a scrivener's error.

The difference between these numbers represents Unappropriated Fund Balances (\$1,827,779) and Reserves (\$10,330,478), which are not appropriations.



RESOLUTION No. 2015-3193

**A RESOLUTION TO ADOPT SUPPLEMENTAL BUDGET #2 FOR FISCAL
YEAR 2014-2015 BEGINNING JULY 1, 2014, AND ENDING JUNE 30,
2015**

RECITALS:

1. The 2014-2015 Budget was adopted by Resolution No. 2014-3145 on June 16, 2014.
2. Supplemental Budget #1 was adopted by Resolution No. 2015-3182 on April 20, 2015.
3. Resolution 2014-3147 approved a transfer of \$144,000 from the stormwater reserve fund through a supplemental budget in the fall of 2014 for additional matching funds on the North College Street Sidewalk and Bike Lane Improvement Project, and staff review finds that sufficient funds exist in the Street SDC fund to account for these costs, which does not require a supplemental budget.
4. A scrivener's error is being corrected to Resolution No. 2014-3145 whereby the Water Fund Contingency appropriation was overstated by \$12,000.
5. New circumstances require changes to the Budget as shown in Exhibit "A".
6. An additional \$15,000 for a specific-purpose grant is being added to the General Fund Planning program appropriation in addition to the newspaper publication amount of \$6,000. The combined total of \$21,000 is included in Exhibit A.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

To recognize unanticipated operational expenditures in various funds to be covered by transfers from contingencies and offset by additional resources as attached in Exhibit "A", which is hereby adopted and by this reference incorporated.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 2, 2015.

ADOPTED by the City Council of the City of Newberg, Oregon, this 1st day of June, 2015.

Sue Ryan, City Recorder

ATTEST by the Mayor this 2nd day of June, 2015.

Bob Andrews, Mayor

EXHIBIT "A" TO RESOLUTION NO. 2015-3193

City of Newberg
Supplemental Budget #2
Fiscal Year 2014-2015

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

<u>FUND 01 - GENERAL FUND</u>		BUDGET	CHANGE	REVISED
Planning Grant Revenue	<i>Increase</i>	-	15,000	15,000
Communications	<i>Increase</i>	1,041,640	38,000	1,079,640
Planning	<i>Increase</i>	586,154	21,000	607,154
Contingency	<i>Decrease</i>	752,042	(44,000)	708,042

Revised Total Resources

14,660,988

Revised Total Requirements

14,660,988

To cover additional personnel costs in each department due to staff turnover and overtime costs, as well as a \$15,000 planning grant.

<u>FUND 08 - BUILDING INSPECTION FUND</u>		BUDGET	CHANGE	REVISED
Building Inspection	<i>Increase</i>	427,956	3,000	430,956
Contingency	<i>Decrease</i>	253,527	(3,000)	250,527

Revised Total Resources

681,483

Revised Total Requirements

681,483

To cover additional credit card transaction fees

<u>FUND 10 - CITY HALL FUND</u>		BUDGET	CHANGE	REVISED
Bond Proceeds	<i>Increase</i>	-	6,409	6,409
Materials & Services	<i>Increase</i>	-	6,409	6,409

Revised Total Resources

641,846

Revised Total Requirements

641,846

To recognize bond issuance costs in connection with City Hall debt refunding

<u>FUND 13 - 911 EMERGENCY FUND</u>		BUDGET	CHANGE	REVISED
Communications	<i>Increase</i>	223,409	17,000	240,409
Contingency	<i>Decrease</i>	30,481	(17,000)	13,481

Revised Total Resources

253,890

Revised Total Requirements

253,890

To cover additional overtime costs

<u>FUND 16 - PUBLIC SAFETY FEE FUND</u>		BUDGET	CHANGE	REVISED
Police	<i>Increase</i>	337,815	17,000	354,815
Contingency	<i>Decrease</i>	181,485	(17,000)	164,485

Revised Total Resources	688,676
Revised Total Requirements	688,676

To cover additional overtime costs

<u>FUND 31 - ADMINISTRATIVE/SUPPORT SERVICES FUND</u>		BUDGET	CHANGE	REVISED
Reimbursed Costs (Resources)	<i>Increase</i>	-	55,000	55,000
Finance	<i>Increase</i>	807,525	9,000	816,525
Legal	<i>Increase</i>	431,011	25,000	456,011
Insurance	<i>Increase</i>	295,000	55,000	350,000
Contingency	<i>Decrease</i>	200,823	(34,000)	166,823

Revised Total Resources	4,423,455
Revised Total Requirements	4,423,455

To recognize City Hall damage expenses offset by insurance reimbursements. Cover employee and professional services costs in Finance due to staff transition (offset by Contingency). Correct a budget error in Legal to cover employee benefits (offset by Contingency).

<u>FUND 46 - WASTEWATER SYSTEM DEVELOPMENT FUND</u>		BUDGET	CHANGE	REVISED
Bond Proceeds	<i>Increase</i>	-	1,966	1,966
Public Works	<i>Increase</i>	-	1,966	1,966

Revised Total Resources	3,913,187
Revised Total Requirements	3,913,187

To recognize bond issuance costs in connection with Business Oregon loan refunding

<u>FUND 47 - WATER SYSTEM DEVELOPMENT FUND</u>		BUDGET	CHANGE	REVISED
Bond Proceeds	<i>Increase</i>	-	84,064	84,064
Public Works	<i>Increase</i>	-	84,064	84,064

Revised Total Resources	1,968,654
Revised Total Requirements	1,968,654

To recognize bond issuance costs in connection with Business Oregon loan refunding

REQUEST FOR COUNCIL ACTION

Date of Council Meeting: June 1, 2015

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion ____	Information <u>XX</u>
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**SUBJECT: Forward Looking Calendar, Library
Book Club Kits**

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

EXECUTIVE SUMMARY: These items are informational for the Council and the public.

The Council Forward Looking Calendar is attached.

Did you know the Library has more than 25 Book Discussion kits available for book clubs to check out ? Each kit comes with about 10 books, discussion notes and can be checked out for over a month to provide time for your group to read the book and then have it for discussion.

Some titles include:

- ▶ State of Wonder by Ann Patchett
- ▶ The Boys in the Boat by Daniel Brown
- ▶ Winter Garden by Kristin Hannah
- ▶ Immortal Life of Henrietta Lacks by Rebecca Skloot

The Book Discussion Kits were purchased with the support of the Newberg Library Friends. For more information on this and other programs, visit the Newberg Public Library online at <http://www.newbergoregon.gov/library> or drop in at 503 E. Hancock Street.

FISCAL IMPACT: None.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS): To keep the citizenry informed.

NEWBERG CITY COUNCIL 2015 FORWARD LOOKING CALENDAR

Monday, June 15, 2015

Adoption of Villa Road Contract
Adoption of Blaine Street Stormwater Design Contract
Creation of Transient Lodging Tax Fund
Intergovernmental Agreement with ODOT for Transportation Growth Management grant
Illinois Property Sale
Executive Session on Labor Negotiations with Police Union
Executive Session on City Manager Evaluation

Monday, July 6, 2015

Presentation of Vision Statement
Proclamation: Old Fashioned Festival Court
Public Hearing on Comprehensive Plan Amendment for Zoning at Martell Commons and adoption of Ordinance
Public Hearing on Temporary and Portable Signs code amendment and adoption of Ordinance
Adoption of Resolution for Newberg Fire Association Collective Bargaining Association
Adoption of Resolution for City Manager Evaluation

Monday, July 20, 2015

Presentation on Water Conservation
Second Reading of Comp Plan/ Zone Change ordinance for Martell Commons
Second Reading of Temporary and Portable Signs ordinance
Creating process for declaring an emergency
TBA - HEAL cities Resolution
Tentative – Approve Collective Bargaining Agreement with Police Association

Monday, August 3, 2015

Tentative – Cancel meeting