

**CITY COUNCIL AGENDA
JANUARY 4, 2016, 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

V. PUBLIC COMMENTS

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

VI. ELECTION OF COUNCIL PRESIDENT

1. Consider a motion electing a Council President from among the City Council Page 1

VII. CONSENT CALENDAR

1. Minutes for December 7, 2015 Pages 2-8

VIII. NEW BUSINESS

1. Council Priorities Pages 9-10
2. Resolution 2016-3248, A Resolution initiating an amendment to the Newberg Municipal Code, Title 15 Development Code for Time, Place and Manner Regulations for Recreational Marijuana producers and processors Pages 11-14
3. Resolution 2016-3247, A Resolution waiving System Development Charges for Water, Sewer and Transportation for construction of the Newberg Habitat ReStore at 801 N. Meridian Street Pages 15-38

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.

IX. COUNCIL BUSINESS

1. Information on Financials for October 2015 Pages 39-46
2. Information on Council Calendar Pages 47-49

X. EXECUTIVE SESSIONS

1. Executive Session pursuant to ORS 192.660 (2) h to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
2. Executive Session pursuant to ORS 192.660 (2) h to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

XI. 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: January 4, 2016

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

SUBJECT:

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

RECOMMENDATION:

Elect a member of the City Council to serve as Council President.

EXECUTIVE SUMMARY:

Chapter III, Section X of the Newberg City Charter states that “At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.”

FISCAL IMPACT:

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: January 4, 2016

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 December 7, 2015.

**NEWBERG CITY COUNCIL MINUTES
REGULAR SESSION
DECEMBER 7th, 2015, 7:00 PM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)**

The work session was held at 6:00 p.m. preceding the meeting. Present were Mayor Bob Andrews, Councilors Lesley Woodruff, Stephen McKinney, Scott Essin, Denise Bacon, Mike Corey and Tony Rourke. Also present were Acting City Manager Police Chief Brian Casey, City Attorney Truman Stone, City Recorder Sue Ryan, Finance Director Matt Zook, Community Development Director Doug Rux, Library Director Leah Griffith, Public Works Director Jay Harris, Information Technology Director Dave Brooks, Fire Chief Les Hallman and Human Resources Consultant Nancy McDonald.

REVIEW OF COUNCIL AGENDA: Mayor Andrews asked for a correction to the minutes of November 16 on Page 8. The motion made was to approve the consent calendar with two items removed, not just approval of the resolution. Councilor Rourke asked for a correction to the minutes of November 16 on Page 10. There was a motion to adopt the Library Strategic Plan but not the City classification and compensation plan update and the rest of the wording in the motion.

COUNCIL ITEMS: Councilors Woodruff, Corey, Rourke, and Essin had items to discuss under Council Business.

DEPARTMENT HEAD PRESENTATIONS:

FD Zook reported on the Finance Department. He said the audit was being wrapped up and financial statements were being prepared. An audit report and Supplemental Budget would be brought to the Council in January. The Citizens Rate Review Committee has been meeting. The committee will be recommending to the Council a stormwater rate with a 9% increase and were considering a wastewater rate increase of 5.95%.

LD Griffith reported on the Library. The Library Strategic Plan was being implemented. The department would like to add Wednesday evening and Saturday afternoon hours. The Library received a grant to digitize historic newspapers. The Summer Reading Program and Tree Lighting events had good participation. The Library had put together information on holiday lights showing where to find decorated homes. They were working on a Technology Plan and building a new service desk upstairs. They had received many grants this year.

HR Consultant McDonald explained all of the components of the Classification and Compensation Study.

IT Director Brooks reported on the Information Technology department. He gave statistics on use of the City's website and the Help Desk. A security audit was done over the summer and there were a number of items to work on. They were planning projects and working on next year's budget.

CDD Rux reported on the Community Development Department. The Building Department was cleaning up records. There were 25-30 inspections per day and they reduced permitting timelines for single family homes. The Historic Commission reviewed two historic applications. The guidelines and administrative rules for the Affordable Housing Commission had been revised and staff was looking into funding for the housing trust. The Chamber submitted the latest in the America's Best Communities competition. The Planning Department had been busy with annexation applications and the Newberg Dundee Bypass and Wilsonville Road issue. The Urban Growth Boundary and urban reserves documents had been withdrawn from the Oregon Department of Land Conservation and Development. He reported on many different applications CDD was working on.

FC Les Hallman reported on the Fire Department. He said the Fire Department had decorated the City for Christmas and were continuing the Toy and Joy program. From January 1 to December 1 there had been 4,798 calls for service, a 7% increase from last year. Most of the service calls were EMS related. They would bring the draft contract with Tualatin Valley Fire and Rescue back to Council in February.

PWSD Harris reported on the Public Works Department. He discussed the record rainfall that had been happening and the system failures that followed. The Cal Portland site had been cleaned up and Library roof replacement was scheduled in January, street sweeping. Other projects included many Engineering items including street design and master plan

updates. There was discussion regarding a pipe under a house near 5th and Blaine that was deteriorating and how the Blaine Street project would address the issue.

PC Casey reported on the Police Department, which would hold the annual Shop with a Cop program on Saturday. There was a car pursuit that day with a drunk driver and three police cars had been damaged in the process of stopping the driver. Officers were working on some child internet porn cases, there had been a lot of car theft due to the holiday season and schools had requested active shooter training.

CA Stone reported on the Legal Department. He had been working on condemnation action for the Villa sidewalk acquisition. He then discussed current litigation and improving the filing system.

CALL MEETING TO ORDER

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

ROLL CALL

Members Present:	Mayor Bob Andrews	Scott Essin	Stephen McKinney
	Lesley Woodruff	Denise Bacon	Mike Corey
	Tony Rourke		

Staff Present:	Brian Casey, Police Chief, Acting City Manager	Sue Ryan, City Recorder
	Truman Stone, City Attorney	
	Doug Rux, Community Development Director	Jessica Pelz, Associate Planner
	Jay Harris, Public Works Director	

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was performed.

CITY MANAGER PRO TEM'S REPORT:

PC Casey, Acting City Manager, stated that City Manager Pro Tem Rhodes wanted to report that he participated in a Chamber of Commerce Board meeting on December 1 and that he congratulated Library staff for a successful tree lighting program. CMPT Rhodes also attended a radio dispatch meeting.

COUNCIL APPOINTMENTS: Mayor Andrews asked for approval of appointments to several City committees.

MOTION: Bacon/Rourke moved to ratify the Mayor's appointments to City Committees: **Budget Committee:** Reappointment of Helen Brown and Beth Koschmann to the Budget Committee for three year terms from January 1, 2016 to December 31, 2018; to appoint Miles Baker as a new member to the Budget Committee for a three year term from January 1, 2016 to December 31, 2018; **Historic Preservation:** Reappointment of Ryan Howard and Geary Linhart to the Historic Preservation Commission for three year terms from January 1, 2016 to December 31, 2018; **Planning Commission:** To reappoint Gary Bliss and Jason Dale to the Planning Commission for three year terms; **Traffic Safety Commission:** To reappoint Ronald Johns and Chris Kelley to the Traffic Safety Commission for three year terms from January 1, 2016 to December 31, 2018, to appoint Daniel Emslie and Tanya Williams as new members to the Traffic Safety Commission for three year terms from January 1, 2016 to December 31, 2018, to appoint Zoe Jenkins to a vacant nonvoting Student Commissioner position for a term of January 1, 2016 to June 30, 2016. Motion carried (7 Yes/ 0 No).

PUBLIC COMMENTS:

Damon Talbot, Newberg resident, addressed the need for social media in government and emergency management. He thought the City should look into adopting a social media plan and procedures for all departments. It was important to have consistent branding, messaging, and protocols. The City should also work with local partners in this effort and connect with existing social groups. He listed the topics that had been recently discussed on social media regarding Newberg. He thought many more topics could be addressed. He was willing to discuss this topic further with the City.

CONSENT CALENDAR:

MOTION: Rourke/Corey moved to approve minutes from November 2 and 16 as amended, approved a Noise Variance request for ODOT for the OR 99W Bypass Project from December 7, 2015 to March 31, 2017 that would allow for nighttime work as needed during the hours of 7 p.m. and 7 a.m., and approved Resolution 2015-3243, A Resolution authorizing the City Manager Pro Tem to enter into a contract for professional services with Bob Murray & Associates for the provision of City Manager Recruitment Services. Motion carried (7 Yes/ 0 No).

PUBLIC HEARING – LEGISLATIVE:

Ordinance 2015-2788, Comp Plan Population Projections:

Mayor Andrews opened the public hearing and called for any abstentions, conflicts of interest, or objections to jurisdiction. There were none.

AP Pelz presented the staff report. Oregon Administrative Rules required counties to adopt and maintain a 20 year coordinated population forecast including all the cities within the County. In 2010, Newberg did not have a population forecast and coordinated with Portland State University for the work. It was adopted as Appendix D of the South Industrial Area Urban Growth Boundary report. When that report was repealed this year, the population forecast was repealed with it and there was not a mechanism to readopt it because of changes in State law. There were administrative rules allowing the City to rely on the 2012 acknowledged coordinated population forecast for future planning. The new population forecast would be completed in June 2017.

Councilor Woodruff asked about the terms acknowledged and adopted. AP Pelz replied adopted was at the local level, and acknowledged was at the State level.

There was no public testimony, oral or written. Staff recommended adoption of the ordinance. Mayor Andrews closed the public hearing.

MOTION: Rourke/Bacon moved to waive the second reading of the ordinance. Motion carried (7 Yes/ 0 No).

MOTION: Rourke/Corey moved to adopt Ordinance 2015-2788, An Ordinance updating the Historic Population and Population Projections Sections of the Comprehensive Plan. Motion carried (7 Yes/ 0 No).

CONTINUED BUSINESS:

Resolution 2015-3206, Springs Divestiture:

PWSD Harris gave the staff report. Council had directed staff to research possibilities including leasing the Springs property. Revisions to the resolution included: The City would retain ownership of the properties and lease them to the Chehalem Springs Water Association, Springs users would be responsible for 20% of the cost for the chlorine treatment project in 2008, The water rate increase scheduled for January 1, 2016, would be suspended until the outcome of the final negotiations and agreement for transfer of the system which would take about six months, and The system would remain static while the negotiations were going on. This meant the City would not do any capital projects, no new customers would be added, and no parts of the system would be removed. There were some estimated operations and maintenance costs included in the staff report.

Public Comments:

Robert Soppe, Newberg resident, said he was undecided on this issue. He read his written testimony submitted earlier in the day. While he was a proponent of divestiture of the Springs system, the present resolution did not appear to be a reasonable method. Documentation was lacking or was inconsistent. An example was claimed of an analysis of the revenue of the Springs system that covered the operation and maintenance of the system since 2008. This was contrary to what had been released in the past and there was no documentation provided. The resolution claimed it met the intent of Resolution 2008-2776, which was incorrect. It only met some of the intent, but did not meet the intent for the full cost recovery of operation, maintenance, and capital costs from the Springs customers. Staff failed to follow the direction of the Council for the Springs customers to pay 50% of the chlorine treatment project in 2008. Staff had discussed 20% of the cost, which was something Council should decide. Mr. Harris clarified some of the issues regarding the treatment project and that the chlorine treatment project was oversized by a factor of 5 because the need to treat the water was in excess of the needs of the Springs users. He found it troubling that this was the first time such comments had been made

in the last seven years. The oversize claim contradicted the resolution, which stated the current system of 72 residential service connections was currently near the maximum without constructing storm reservoirs. The financial justification for the divestiture was questionable. The analysis claimed the Association could operate the system at 2015 rates and break even assuming they would be responsible for the same capital expenditures but would have the benefit of lower operational costs. It did not make sense that the City would incur financial losses even after raising rates significantly if the Association could break even with similar expenses other than a slight decrease in operating costs. The resolution discussed financial impact and potential future expenses that the City would avoid with divestiture, but it did not include the loss of \$460,000 of future cash flow.

Paul Jellymn was an owner of property in the City and also in the Springs district. He was in favor of the resolution because it was fair and right. He gave Mr. Guthrie the rest of his time in order to explain his position.

Donald Guthrie was a representative of the Springs District customers. He was in favor of the divestiture. He submitted a copy of a 1922 agreement between the City and the original land owners regarding the Springs District for the record. The land owners were forced by condemnation to turn over their water supply. It did not start in 2008. The Springs customers felt the 2008 resolution was unilaterally written over the top of a contractual agreement entered into in 1922 in perpetuity. In that agreement the City was to keep at all times at its own expense all of the Springs infrastructure operational. In 2008 the City made statements that they did not have the obligation to honor the agreement or manage the Springs. According to the City's consultant, two thirds of the pipe had never been replaced or dealt with. Many easements to get on the properties to manage the system had never been signed. The City was going on people's properties without the necessary signed easements to take care of pipes. Springs customers wanted to take over the system to have stability in water rates. Every extra dollar not needed for operations and maintenance would go into a reserve to take care of pipe replacement and the corrosion control system. They were not taking over a system in good repair or a reserve budget for pipe replacement. They could not drink the water currently as they were under another boil notice. He thought a lot could have been taken care of during the last 87 years. The Association had retained legal counsel to help draft the current agreement. He trusted the Council would honor the efforts and complete the negotiations for transfer of ownership.

Terry Guthrie asked Council to approve the resolution as it was written.

Stan Gaibler was a board member of the Chehalem Springs Water Association. He was in support of the resolution. Two years ago they had submitted a letter of intent to work towards divestiture of the Springs system. They had spent countless hours working through the process with City staff. He encouraged the Council to vote in favor of the resolution as it was written so they could take the system over.

Mike Roos was a Springs customer and board member of the Chehalem Springs Water Association. He hoped the resolution would be adopted that night. There was a misstatement of fact regarding the water rates for the Springs customers. The statement had been made that the rate increases agreed to in 2008 and signed off by the Finance Director were never put into effect. That was wrong as each increase was applied in the appropriate timeframe in which they were ordered. He had proof of the increases in the report of his water billings provided by the City water billing department. The CRC raised the rates in 2015 to \$7.73 per 100 cubic feet and the current City rate was about half of that. The inclusion of Atkinson Spring in the divestiture was not without reason. Even though there were only a few customers who could currently be serviced by this spring, they needed it as an emergency water source and potential source of water for adding new customers to the system.

Silas Olson, Newberg resident and consultant for the Chehalem Springs Water Association, stood by the statement he made previously about water production being ten times consumption. He supported the 80/20 cost sharing proposal. The reason why some would say it was efficient and some would say it was over-engineered was that there was a contact chamber that was engineered to handle peak times and there was always a steady supply of water. He thought the system should be engineered by a variable gallons per minute to meet the demand. He thought there was a legal obligation to provide water to this area. The only options available to the City were to operate and maintain it, be sued by the State if they did not run it anymore, or find someone to take it over. He suggested not getting caught up whether or not Chehalem Springs Water Association would save money or run it for more or less.

Allan Hopp owned property in the Springs District that was one of the original properties included in the 1922 agreement. He recommended the resolution be adopted as written. He addressed the letter written by Charlie Harris that implied the Association was doing something nefarious by forming a non-profit. There were multiple small water districts on the fringes of Newberg who were purchasing water from the City and nearly all of them were set up as non-profits. All of the proceeds would go back into maintaining rates and the system.

CA Stone said Joseph O'Halloran was an applicant with property in the Springs District who wanted to transfer their service from one parcel to another parcel that they owned. The Springs Association did not want any major changes made while going through the negotiations process. The applicants concern was that the resolution would bar the change from occurring in the future. CA Stone suggested a change to Paragraph 5 on Page 47 which would read, "To allow time to complete the conveyance of the system to the Association, the City shall temporarily suspend all modifications to the Springs system except with the consent of the Springs Association until the ownership transfer was completed or until June 30, 2016."

MOTION: Rourke/Bacon moved to adopt Resolution 2015-3206, A Resolution approving the lease of approximately 87.3 acres of City property, and the transfer of water rights, waterline and access easements, water treatment and delivery infrastructure, and authorizing the City Manager Pro Tem to negotiate and execute the necessary documents to complete the conveyance of the City Spring's water system to the Chehalem Spring's Water Association as amended.

Deliberations:

Mayor Andrews said he would vote in favor of the resolution.

Councilor McKinney asked about the table on Page 38, were all of those numbers correct? PWSD Harris said yes, they came directly from the resolutions.

Councilor Rourke supported the resolution because keeping the property changed the math. He explained it would take the City about 5 ½ years to have numbers balance at the 50/50 mark and it would be less than 2 ½ years at the 80/20 mark.

Motion carried (7 Yes/ 0 No).

There was a brief recess.

NEW BUSINESS:

Resolution 2015-3244, Code amendment initiation:

CDD Rux gave the staff report. He said this resolution would initiate the process for time, place, and manner regulations for medical marijuana growers and processors. The Council created a subcommittee on marijuana, which chose to address the medical marijuana components first due to a March 2016 deadline.

MOTION: Rourke/Corey moved to adopt Resolution 2015-3244, A Resolution initiating an amendment to the Newberg Municipal Code, Title 15 Development Code for Time, Place and Manner Regulations for Medical Marijuana Growers and Processors. Motion carried (7 Yes/0 No).

COUNCIL BUSINESS:

Councilor Woodruff asked about the use of social media and the City's plans for future communications. PC Casey discussed the effectiveness of social media in getting information out and the systems the City was currently using. He would relay the message to the emergency planning staff. Councilor Rourke thought it could go further than emergency planning and staff could develop a communications strategy. CA Stone said CMPT Rhodes developing a City-wide communications plan. He explained the challenges of social media and public records law and retention.

Councilor Essin discussed infrastructure plans for the City and how it could handle high water incidents. PWSD Harris said they were tracking down why sewer lines flooded and studies for Springbrook basin and Hess Creek improvements.

Councilor Corey discussed Chehalem Youth and Family Services (CYFS) and its issues effect on neighborhoods. He would like staff to look into closing these homes. Councilor McKinney suggested meeting with the CYFS Board. PC Casey explained some of the issues. which was not limited to neighborhoods. CA Stone discussed multiple meetings staff had with the Board. Mayor Andrews concurred with Councilor McKinney to give the Board one more chance to do what was necessary. He also wanted to see what came out of the DHS investigation first.

Councilor Rourke asked about the status of federal and state funding for the Newberg Dundee Bypass. Mayor Andrews discussed how the bypass was a high priority corridor that was nationally recognized and how that opened it up for more federal and grant funding. He explained the Yamhill County Parkway Committee’s role and how they dealt with transportation issues including the bypass. The next phase of the bypass had been discussed, which was proposed to be from Highway 219 to the base of Rex Hill. He also discussed a possible road use fee rather than gas tax for building roads.

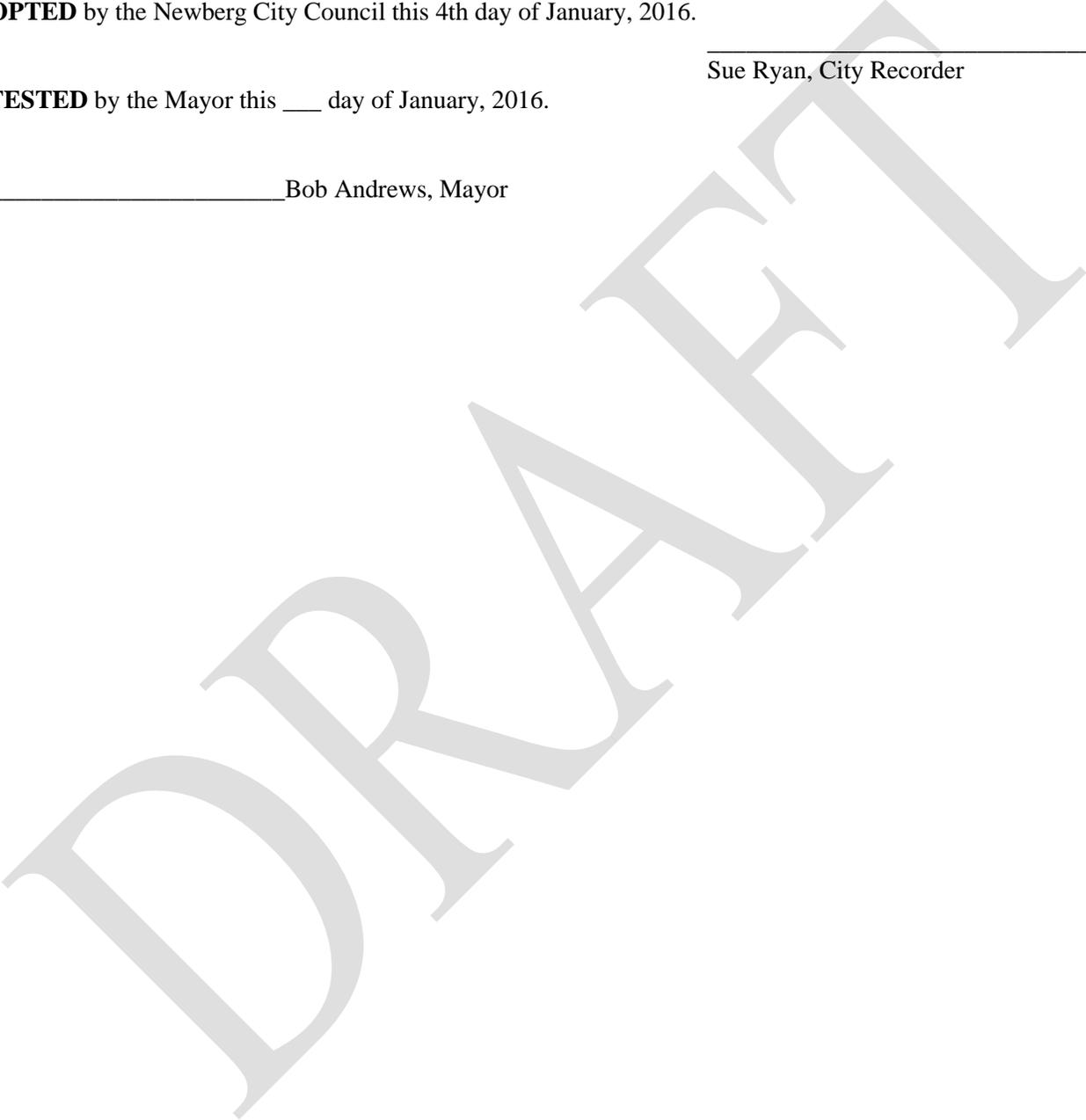
ADJOURNMENT: The meeting was adjourned at 9:20 p.m.

ADOPTED by the Newberg City Council this 4th day of January, 2016.

Sue Ryan, City Recorder

ATTESTED by the Mayor this ____ day of January, 2016.

Bob Andrews, Mayor



REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: January 4, 2016

Order ___	Ordinance ___	Resolution ___	Motion <u>XX</u>	Information ___
No.	No.	No.		

SUBJECT: Adoption of City Council Strategic Objectives	Contact Person (Preparer) for this Motion: Stephen A. Rhodes, CMPT Dept.: City Manager File No.:
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RECOMMENDATION:
Adoption of the City Council Strategic Priorities listed below.

EXECUTIVE SUMMARY:
 On October 3, 2015 the Council and Department Heads met in a Strategic Objectives Planning Session to develop mid-range strategic priorities for the City. The session was facilitated by Joseph Bailey. The time frame for the priorities is considered to be 1-3 years. These priorities are seen as precursors to a Strategic Plan and Visioning process that will be developed after the hiring of a new City Manager.

Based on staff input and Council discussion the following strategic priorities were identified by the Council:

VISIONING
 In 3 years, complete a community visioning process.

TECHNOLOGY
 Within 3 years obtain functional software/hardware that reduces redundancies and duplications through the integration of departmental systems. Within one year the City will develop a technology plan that addresses the long-term equipment and software needs of all departments. The plan focus should be on the judicious use of funds to meet long-term needs rather than applying short-term “band-aid” fixes.

FUNDING/FISCAL
 Within 18 – 24 months develop a 5-year financial plan to guide long term fiscal health for the City. Within one year create a fiscal policy that addresses use of debt, preservation of contingencies and reserves and insures that fee structures are consistent with service levels. These policies will be used to help develop the financial plan.

PROJECT PLANNING
 In 3 years the council will have a schedule for reviewing of existing Master and Long Range plans. These will include acknowledgement of inter-departmental dependencies and demonstrate a mitigation of redundancy. The intent of this is to have a strategic approach for the Council to review existing plans in a scheduled manner to ensure that the original intentions and targets are being achieved. It is not intended that the council reviews the details of all the documents.

COMMUNICATIONS
 In 3 years the City will have a consistent feedback mechanism to ensure that City communications are meeting community and staff needs. Within 12 months develop a communications plan, including staffing and training, that establishes an out reach process to the community and a method to obtain feedback.

STAFFING

In 18 months, we will create a fully functional and operational HR function to meet city-wide staffing goals as defined in a staffing plan.

After the Council has adopted the priorities the staff will develop work plans for each one and return for Council approval of the work plans.

FISCAL IMPACT:

None at this stage of the process.

STRATEGIC ASSESSMENT:

These priorities set the process in motion for the future development of a Strategic Plan and can assist in conducting a Community Visioning program.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: January 4, 2016

Order ___	Ordinance ___	Resolution <u>X</u>	Motion ___	Information ___
No.	No.	No. 2016-3248		

SUBJECT: Initiate an amendment to the Newberg Municipal Code, Title 15 Development Code for Time, Place and Manner Regulations for Recreational Marijuana Producers and Processors

**Contact Person (Preparer) for this Motion: Doug Rux, Director
Dept.: Community Development
File No.: DCA-15-003**

RECOMMENDATION:

Adopt Resolution No. 2016-3248, initiating an amendment to the Newberg Municipal Code, Title 15 Development Code for Time, Place and Manner regulations for Recreational Marijuana Producers and Processors.

EXECUTIVE SUMMARY:

The Oregon Legislature enacted four bills during the 2015 legislative session related to the Oregon Medical Marijuana Act and Measure 91. House Bill (HB) 3400 was the omnibus bill covering recreational marijuana and modifications to the medical marijuana program. HB 2014 was enacted addressing taxes on the sale of recreational marijuana, SB 460 related to limited retail sales of marijuana from medical marijuana dispensaries and SB 844 enacted a task force on researching the medical and public health properties of cannabis. In addition to the enacting of the four bills the Oregon Liquor Control Commission adopted temporary Oregon Administrative Rules (OAR's) on October 22, 2015 for recreational marijuana under Chapter 845, Division 25.

On September 8, 2015 the Newberg City Council was provided background information on medical and recreational marijuana at its Work Session. At its Business Session on September 8th the City Council established the Marijuana Subcommittee (Subcommittee) comprised of Councilors Rourke, Bacon and McKinney along with non-voting member Mayor Andrews. The City Council also directed staff to bring back an ordinance with a ban of the sale of recreational marijuana from Medical Marijuana Dispensaries.

On September 21, 2015 the Newberg City Council passed ordinance 2015-2787 declaring a ban on the early sale of recreational marijuana by marijuana dispensaries and declaring an emergency.

The Subcommittee held its second meeting on December 9, 2015. A proposed timeline was included in their packet of material to address recreational marijuana time, place and manner. At the meeting staff raised a new timeline issue based on new information from the Oregon Liquor Control Commission (OLCC) on their timeline of implementing the recreational marijuana program. Specifically, OLCC has indicated they will start issuing licenses for Producers and Processors in the 2nd Quarter of 2016.

The Subcommittee subsequently passed a motion 3-0 directing staff to create an RCA to initiate the Development Code amendment process for recreational marijuana producers and processors to bring forward for Council consideration on January 4, 2016.

The proposed amendment would include the following changes:

1. Time, place and manner land use regulations for recreational marijuana producers and processors.

The City Council is not asked to make a decision on these proposed changes at this time; only to initiate the amendment so that these proposed changes can be studied through the public hearing process. If the Council initiates the amendment, staff will schedule the item before the Subcommittee, then for a hearing at the Planning Commission for a recommendation and then the City Council for a final decision.

FISCAL IMPACT:

No fiscal impact at this time.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):

Initiating the Development Code Amendment will help meet Goal #1 – Create a clear vision for the future of Newberg, maintain its small town feel and Objective 1.1 – Support and encourage efforts to create a specific vision for Newberg.



RESOLUTION No. 2016-3248

A RESOLUTION INITIATING AN AMENDMENT TO THE NEWBERG MUNICIPAL CODE, TITLE 15 DEVELOPMENT CODE FOR TIME, PLACE AND MANNER REGULATIONS FOR RECREATIONAL MARIJUANA PRODUCERS AND PROCESSORS

RECITALS:

1. The Oregon Legislature enacted four bills during the 2015 legislative session related to the Oregon Medical Marijuana Act and Measure 91. House Bill (HB) 3400 was the omnibus bill covering recreational marijuana and modifications to the medical marijuana program.
2. On September 8, 2015 the Newberg City Council was provided background information on medical and recreational marijuana at its Work Session. At its Business Session on September 8th the City Council established the Marijuana Subcommittee (Subcommittee) comprised of Councilors Rourke, Bacon and McKinney along with non-voting member Mayor Andrews.
3. The Subcommittee held its second meeting on December 9, 2015. A proposed timeline was included in their packet of material to address recreational marijuana time, place and manner. At the meeting staff raised a new timeline issue based on new information from the Oregon Liquor Control Commission (OLCC) on their timeline of implementing the recreational marijuana program. Specifically, OLCC has indicated they will start issuing licenses for Producers and Processors in the 2nd Quarter of 2016.
4. The Subcommittee subsequently passed a motion 3-0 directing staff to create an RCA to initiate the Development Code amendment process for recreational marijuana producers and processors to bring forward for Council consideration on January 4, 2016.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City Council initiates an amendment to the Newberg Municipal Code, Title 15 Development Code for Time, Place and Manner Regulations for Recreational Marijuana Producers and Processors. This starts the public process to study the proposed amendments.
2. By initiating this amendment, the council does not commit to taking any specific action on the proposal. It only wishes to give the amendment full consideration in a public hearing.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: January 5, 2016

ADOPTED by the City Council of the City of Newberg, Oregon, this 4th day of January, 2016.

Sue Ryan, City Recorder

ATTEST by the Mayor this 7th day of January, 2016.

Bob Andrews, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: January 4, 2016

Order ___	Ordinance ___	Resolution <u>X</u>	Motion ___	Information ___
No.	No.	No. 2016-3247		

SUBJECT: A Resolution waiving System Development Charges for water, sewer and transportation for construction of the Newberg Habitat ReStore at 801 N. Meridian Street

**Contact Person (Preparer) for this Motion: Doug Rux, Director
Dept.: Community Development
File No.: G-15-007**

RECOMMENDATION:

Adopt Resolution No. 2016-3247 approving System Development Charge waivers for transportation, water and wastewater for the Habitat ReStore at 801 N. Meridian Street.

EXECUTIVE SUMMARY:

Newberg Area Habitat for Humanity is proposing to construct a new 8,845 square foot building and 1,990 square foot covered shed ReStore facility for the sale of building materials to be located at 801 N. Meridian Street. As part of the development of the project Newberg Area Habitat for Humanity has requested the City Council consider waiving System Development Charges (SDC’s) for water, wastewater (sanitary sewer) and transportation (Attachment 1). The Newberg City Council adopted Resolution No. 2007-2698 on February 5, 2007 establishing a policy regarding the granting of System Development Charge waivers for projects that serve the needs of low to moderate income families or individuals (Attachment 2). The policy further states that System Development Charge waivers are to serve the needs of low to moderate income children, families and individuals defined as 80% or lower of the median family income of Yamhill County. Waivers may be for all System Development Charges, some or none. Parks SDC’s cannot be waived by the City Council.

The minimum criteria that need to be met as stated in Resolution 2007-2698 are:

1. *The organization requesting the waiver must be a certified non-profit organization.*

Newberg Area Habitat for Humanity is a certified non-profit organization.

2. *The proposed project must principally serve low/moderate income families and/or individuals.*

Newberg Area Habitat for Humanity has stated in their request that 61% of every dollar received from sales at the ReStore goes to building affordable homes. The individuals or families that purchase these homes are defined as low to very low income, individuals or families earning between 25% and 60% of median income. The median household income for Newberg in 2015 was \$59,528. Newberg Area Habitat for Humanity’s statement in their request indicates the ReStore sales principally serve low to moderate income individuals or families to provide needed housing.

3. *Water, sewer, storm and/or transportation are the only SDCs that can be considered for waiver(s). Park S DCs cannot be considered.*

Newberg Area Habitat for Humanity has requested that water, sewer and transportation SDC's be waived with an amount of \$68,393. A Storm SDC waiver has not been requested as the site is already a gravel lot and is considered to be impervious. The amount of the requested water SDC waiver is \$6,138 based on a ¾ inch meter. The wastewater waiver request is \$5,959 for the first 18 fixture units. Finally, the transportation waiver request is for an amount of \$56,296.

Staff reviewed the requested waiver values. For wastewater the request is only for the first 18 fixture units. Based on our review of the submitted plans, the fixture unit count is not more than 18 units. For transportation, Engineering staff classified the facility as a Free Standing Discount Store with an estimated square footage of 10,843. The SDC amount would be \$72,472.19. Newberg Area Habitat for Humanity's traffic engineer classified the facility as specialty retail center with 10,835 square feet for an SDC amount of \$52,296. This facility does not qualify as a specialty retail because it is not a strip shopping center with multiple stores. It matches the ITE definition of the Free Standing Discount Store therefore the required Street SDC due is \$72,472.19, and that is the amount that should be considered in the waiver request.

Resolution No. 2007-2698 further indicates that the following issues should be considered by the City Council in a waiver request:

1. *What impact would the SDC waivers have on the respective SDC fund?*

The impacts to the Wastewater SDC fund is less than 1%. The impact to the Water SDC fund is over 1% which doesn't seem like a lot however the water monthly rates are currently paying for projects that should be borne by the SDC account. The impact on the Street SDC is 2% of the existing fund balance. The funds for the Street SDC are projected to be used for the Villa Road Improvement Project and the Crestview Drive Project. These projects are projected to need \$3,500,000 over the next three to four fiscal years. A loss of this amount will lower the amount available for these and future projects.

2. *Sources of funding for total project: what percentage of the funds have been generated "locally" ("grassroots fund raising")?*

Newberg Area Habitat for Humanity has indicated that 60% of the \$940,000 project budget has been raised locally through fund raising such as local businesses, individuals, churches, in-kind and civic groups. In addition foundation support has been obtained through grants from the Oregon Community Foundation, Newberg Rotary Foundation, Thomas J Rolfs Family Foundation, First Federal, Meyer Memorial Trust and M.J. Murdock Charitable Trust.

Newberg Area Habitat for Humanity has also requested a waiver of the Construction Excise Tax from the Newberg School District.

FISCAL IMPACT:

The fiscal impact of waiving all System Development Charges totals \$84,569, not the \$68,393 stated by Newberg Area Habitat for Humanity. This includes \$72,472.19 of Transportation SDC, \$6,138 of water SDC and \$5,959 of wastewater SDC.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL GOALS):

Goal #7 – Manage and operate the City Government in an efficient and effective manner.

Objective 7.1 – Develop a sustainable budget identifying appropriate funding sources, has appropriate contingencies and foresees issues that may arise in the future to withstand the ups and downs of the economy.

Objective 7.5 – Partner with other organizations to ensure systems for meeting the needs of the community's underprivileged or disadvantaged citizens.

Waiving System Development Charges for the ReStore will have an impact on the transportation, water and wastewater SDC funds as noted previously in this report. The waiver alternatively meets Objective 7.5 by partnering with Newberg Area Habitat for Humanity to assist in meeting the need to provide affordable housing to low and moderate income families within the community.

Attachment 1. Newberg Area Habitat for Humanity SDC Wavier Request
 2. Resolution No. 2007-2698



RESOLUTION No. 2016-3247

A RESOLUTION WAIVING SYSTEM DEVELOPMENT CHARGES FOR WATER, SEWER AND TRANSPORTATION FOR CONSTRUCTION OF THE NEWBERG HABITAT RESTORE AT 801 N. MERIDIAN STREET

RECITALS:

1. The Newberg City Council adopted Resolution No. 2007-2698 on February 5, 2007 establishing a policy regarding the granting of system development charge waivers for projects that serve the needs of low to moderate income children, families and individuals defined as 80% or lower of the median family income of Yamhill County according to U.S. Housing and Urban Development.
2. The City Council may waive all, some or none of the System Development Charges requested in a waiver.
3. Newberg Area Habitat for Humanity requested a waiver of System Development Charges for water, sewer and transportation on December 1, 2015 with a revised request on December 7, 2015 related to development of the Newberg Habitat ReStore to be located at 801 N. Meridian Street.
4. The City Council considered the criteria contained in Resolution No. 2007-2698 which included: 1. The organization requesting the waiver must be a certified non-profit organization; 2. The proposed project must principally serve low/moderate income families and/or individuals; 3. Water, sewer, storm and/or transportation are the only SDCs that can be considered for waiver(s). Park SDC's cannot be considered.
5. The City Council considered the following issues to be considered when it reviews any SDC waiver requests for projects that serve the needs of low to moderate income families and/or individuals contained in Resolution No. 2007-2698: 1. What impact would the SDC waivers have on the respective SDC fund? 2. Sources of funding for total project: what percentage of the funds have been generated "locally" ("grassroots fund raising")?

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The Transportation System Development Charge of \$72,472.19, Water System Development Charge of \$6,138 and Wastewater System Development Charge of \$5,959 are waived for the Newberg Habitat ReStore at 801 N. Meridian Street.
2. If within 10 years of granting the waivers a facility receiving SDC waivers from the City under the policy established by Resolution No. 2007-2698 is used for a purpose that is not principally to serve low to moderate income families and/or individuals, the SDC(s) in place at time of change in use must be paid in full to the City.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: January 5, 2016.

ADOPTED by the City Council of the City of Newberg, Oregon, this 4th day of January, 2016.

Sue Ryan, City Recorder

ATTEST by the Mayor this 7th day of January, 2016.

Bob Andrews, Mayor



REVISED

Doug Rux
Community Development Director
City of Newberg
414 E First Street
Newberg, OR 97132

December 7, 2015

Re: SDC Waiver Request per Resolution No. 2007-2698

Dear Doug:

As you know, Newberg Area Habitat for Humanity is in the process of seeking a building permit for the construction of our new building materials resale store (Newberg Habitat ReStore) at 801 N Meridian Street here in Newberg.

Under Resolution No. 2007-2698, we would like to request waivers of applicable systems development charges totaling \$68,393.

The eligible SDCs under the resolution include water, storm, sewer and transportation. This projected total is based on our calculations (see Attachment A) and your and Cody Gardner's estimates (see Attachment B - emails dated 5/14/15 and 6/10/15). Total projected City fees are shown in Attachment C.

We meet the minimum criteria outlined in the resolution as we are a certified non-profit organization (tax ID 93-1141508) that principally serves the needs of individuals and families defined as low to very low income (those that earn between 25% and 60% of median income).

The Newberg community has generously supported this project. Fully 60% of the \$940,040 budget has been raised through local business, individual, church, in-kind and civic group support. Local foundation support includes grants from the Oregon Community Foundation, Newberg Rotary Foundation, the Thomas J Rolfs Family Foundation and First Federal. An additional \$350,000 has been



brought into the community through grants from regional foundations (Meyer Memorial Trust and M.J. Murdock Charitable Trust). (A budget showing sources is shown in Attachment D).

Annually, net proceeds from the Newberg ReStore allow us to build one to two new homes for deserving families. The store has become our single best fundraising tool that allows us to largely refrain from competing with the various sports team, school, church and other non-profit fundraising efforts in our community. To address the question of the term 'principally' as stated in Resolution 2007-2698, fully 61% of every dollar received at the ReStore goes to the building of decent, safe, affordable homes. If I might brag a bit, the Newberg ReStore annually records the highest percentage return of any store in the state.

Not only does the store raise money for our mission, the store provides a source of reasonably priced goods, reduces the flow of trash to the landfill and promotes volunteerism.

The new store will allow us to expand our impact. We hope the City Council will look favorably on our request as approval will allow us to stretch scarce non-profit dollars.

Should you have any additional questions about this request, our organization or the ReStore, please do not hesitate to contact me. Some additional background information is attached.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Rogers".

Rick Rogers
Executive Director

Att.



Attachment A

**SDC Summary Calculations:
Newberg Area Habitat fir Humanity
ReStore Project – 801 N Meridian, Newberg**

Water - \$6,138 based on a $\frac{3}{4}$ inch meter.

Storm Water - \$0. The site is currently a compacted gravel parking lot. We will not further impact the storm water system as all storm water will be retained on site.

Wastewater - \$5,959 for the first 18 fixture units.

Transportation - \$56,296. Our traffic engineer has classified the new ReStore a specialty retail center that will generate 44.32 trips per day per 1000 square feet. Building square feet 10,835 [10.835 (sf) X 44.32 (rate) X .49 (length) X .75 (link) X \$319 = \$56,296].*

Total: \$68,393

* Please note this calculation differs from those you provided on June 10 due to the transportation classification and the footprint. If the loading/unloading area is not included, the transportation SDC will decrease \$9,871.

Rick Rogers

From: Rick Rogers [rick@newberghabitat.comcastbiz.net]
Sent: Thursday, June 11, 2015 9:09 AM
To: 'Doug Rux'
Cc: 'Steve Olson'
Subject: RE: Habitat for Humanity Restore

Doug:

Thank you for taking the time on this.

The Transportation SDC fairly jumps out at me (\$72,400).

Were you able to determine whether the City Council has the ability to waive SDC fees?

Thank you very much.

Rick

Rick Rogers
Executive Director
Newberg Area Habitat for Humanity
PO Box 118
Newberg, OR 97132
(503) 537-9938
Fax: (503) 554-1999
rick@newberghabitat.org
www.newberghabitat.org



From: Doug Rux [mailto:Doug.Rux@newbergoregon.gov]
Sent: Wednesday, June 10, 2015 4:10 PM
To: 'rick@newberghabitat.org'; Steve Olson
Cc: Steve Olson
Subject: RE: Habitat for Humanity Restore

Rick,

Sorry for the delay. Things have been busy. Here are preliminary estimates of fees and SDC's related to the Restore project. Some are only formulas as we do not have the details from the project to determine an estimated dollar amount.

Planning

The Design Review Fee will be 0.6% of the total project cost (\$784 minimum).

Pre-application Fee - \$100

Engineering

Wastewater Development Fee – for the first 18 fixture units \$5,959, then for each additional fixture unit \$332.

Wastewater Connection Fee (if the city does the connection) – Estimated at \$3,250 (the fee could be higher or lower).

Water Development Fee – This will be based on the size of meter that you need. Your engineer should be able to provide the size and the Permit Fee schedule will tell you how much.

Water Connection Fee (if the city does the connection) – Estimated at \$3,250 (the fee could be higher or lower).

Storm System Development Fee – (impervious area/2877 = EDU's) x 327. Your engineer should be able to provide you with the amount of new impervious surface area the development will be creating.

Transportation SDC – \$72,472.19 [Free Standing Discount Store ITE 815, trip rate of 57.24 per 1000 square feet. Estimate of 10,843 square feet of building, 10.8(sq ft) X 57.24 (rate) X .49(length) X .75(link) X \$319.00 = \$72,472.19]

Chehalem Park & Recreation Development Fee - Does not apply to your project.

Signalization Fee – Does not apply to your project.

ADA Ramp – Does not apply as this would be covered under the Public Improvement Site Development Permit.

Driveway Approach - Does not apply as this would be covered under the Public Improvement Site Development Permit.

Sidewalk - Does not apply as this would be covered under the Public Improvement Site Development Permit.

Development Review for Public Improvements on Commercial. Industrial - \$355 for first acre and \$203 for each additional developed acre.

Erosion Control – 500 to 5000 square feet disturbed \$152; 5001 square feet to less than 1 acre \$355. 1 acre and larger by DEQ 1200C permit.

Site Improvement: Public Improvement Site Development Permit – 5% of public construction cost estimate.

Stormwater: Private Facility Storm Drainage Plan Review and final Inspection for Water Quality/Quantity Facilities - \$304 first acre and \$76 per additional developed acre.

If you have any questions please let me know.

Thanks

Doug

From: Rick Rogers [<mailto:rick@newberghabitat.comcastbiz.net>]

Sent: Friday, May 22, 2015 10:51 AM

To: Steve Olson

Cc: Doug Rux

Subject: FW: Habitat for Humanity Restore

Steve/Doug:

I hope this note finds you well.

Cody was kind enough to provide fee information for building for our proposed ReStore (see below). Attached is a summary of Cody's email and a few other details that I could glean from the Permit Fees workbook. Could you help us determine an estimate of the other fees for our budget?

Also, have you determined whether or not the City Council has the ability to waive SDCs?

Any insight you can provide would be great. Many thanks.

Rick

P.S. We just heard good grant news from both Meyer Memorial and Murdock Trust!

Rick Rogers
Executive Director
Newberg Area Habitat for Humanity
PO Box 118
Newberg, OR 97132
(503) 537-9938
Fax: (503) 554-1999
rick@newberghabitat.org
www.newberghabitat.org



From: Cody Gardner [<mailto:cody.gardner@newbergoregon.gov>]
Sent: Thursday, May 14, 2015 11:56 AM
To: 'rick@newberghabitat.org'
Subject: Habitat for Humanity Restore

Hello Rick,

Here are some preliminary numbers for the building permit cost per our discussion yesterday. The cost provided does not include Engineering department, mechanical, plumbing or deferred submittal fees. Again, these cost do not represent actual permit fee cost.

Your structural permit cost for the Re-store (M occupancy, 8845 sq. ft.) and storage area (S-1 occupancy, 1990 Sq. ft.) are as follows:

M occupancy = 8845 sq. ft. x \$88.35 (sq. ft. cost per ICC valuation Table) = \$781,455.75 valuation.

S-1 occupancy = 1990 sq. ft. x \$57.67 (sq. ft. cost per ICC valuation Table) = \$114,763.30 valuation.

Total valuation = \$896,219.05

Per the Newberg fee schedule based on total valuation:

Permit Fee= \$3,211.76
State surcharge = \$385.41
Plan review fee = \$2569.41
Fire, life and safety = \$1766.47

In addition, the community development fee and city facility fee would be figured as follows:

CDF = $896,219.05 \times .0075 = \$6,721.64$

CFC = $896,219.05 \times .0025 = \$2,240.54$

The Newberg School District Construction excise tax fee would be figured as follows:

Total square footage 10835 X \$.50 = \$5417.50

On the City of Newberg website, you will find a permit fee packet that also outlines all this info. You can use that to get a more approximate value.

Thank you and please do not hesitate to contact me.

Cody Gardner
Plans Examiner – Building Division
Cody.gardner@newbergoregon.gov
Direct: 503 537 1286
414 E First St
Newberg, OR 97132

Newberg Area Habitat for Humanity Estimated Fees - ReStore* City of Newberg		Attachment C	
12/7/2015		REVISED	
	SF	Cost	Valuation
M Occupancy (Mercantile)	8845	\$ 88.35	\$781,455.75
S-1 Occupancy (Storage, Moderate Hazard)	1990	\$ 57.67	\$114,763.30
	<u>10835</u>		<u>\$896,219.05</u>
Building			
Permit Fee			\$ 3,211.76
State Surcharge	12%		\$ 385.41
Plan review	80%		\$ 2,569.41
Fire, life and safety	55%		\$ 1,766.47
Community Development	0.75%		\$ 6,721.64
City Facility	0.25%		\$ 2,240.55
Construction Excise (School District)	\$ 0.50 per sf		\$ 5,417.50
			<u>\$ 22,312.74</u>
Mechanical			
Permit Fee	\$ 1,402.36		\$ 1,402.36
Plan Review	45%		\$ 631.06
State Surcharge	12%		\$ 168.28
			<u>\$ 2,201.71</u>
Plumbing			
Permit Fee	\$ 190.07		\$ 190.07
Plan Review	45%		\$ 85.53
State Surcharge	12%		\$ 22.81
			<u>\$ 298.41</u>
Engineering			
Wastewater Development	\$ 5,959.00		\$ 5,959.00
Wastewater Connection	Cost		
Water Development	\$ 6,138.00		\$ 6,138.00
Water Connection	Cost		
Stormwater Development	\$ -		\$ -
Transportation Development	\$56,295.89		\$ 56,295.89
Chehalem Parks & Rec	N/A		
Signalization	N/A		
ADA Ramp	N/A		
Driveway Approach			
Sidewalk			
			<u>\$ 68,392.89</u>
Planning			
Pre Application			\$ 100.00
Design Review	0.60%		\$ 5,377.31
			<u>\$ 5,477.31</u>
Other			
Erosion Control			\$ 355.00
Stormwater Review			\$ 152.00
			<u>\$ 507.00</u>
TOTAL:			\$ 99,190.06

* Per Permit Center Fees chart, notes from Cody Gardner (5/14/15) and Doug Rux (6/10/15); Karl Birky Traffic Study.



ReStore Project Budget
Attachment D

Uses:

	Total	In-Kind	Net
Land	100,000		100,000
Plans & Fees	35,000	10,000	25,000
Architecture & Engineering	125,000	100,000	25,000
Legal	1,000	1,000	-
Job Supervision	20,000		20,000
Parking Lot	70,000	20,000	50,000
Equipment Rental	1,000	500	500
Utilities Connections	10,000		10,000
Monthly Utilities	1,200		1,200
Temporary Power	500		500
Excavation/Gravel/Backfil	30,000	10,000	20,000
Footings/Foundation	10,000	2,000	8,000
Foundation/Raindrains	5,000	4,000	1,000
Concrete flatwork	50,000	10,000	40,000
Lumber	50,000		50,000
Roofing	47,000		47,000
Labor (Contracted)	20,000		20,000
Insulation	13,000		13,000
Miscellaneous hardware	10,000	9,000	1,000
Plumbing	25,000	20,000	5,000
Electrical	70,000	40,000	30,000
HVAC Contract	80,000	50,000	30,000
Storefront windows/doors	10,000	5,000	5,000
Interior doors/trim	15,000	10,000	5,000
Finish hardware	1,000		1,000
Caulking & Sealants	1,000		1,000
Painting (interior)	20,000		20,000
Finish labor	10,000		10,000
Cabinets	5,000		5,000
Bathroom assesories	500	400	100
Lighting allowance	10,000		10,000
Landscaping	20,000	19,000	1,000
Insurance	3,000		3,000
Contingency - Construction (5%)	43,460		43,460
Contingency - Inflation (3%)	27,380		27,380
	<u>940,040</u>	<u>310,900</u>	<u>629,140</u>

Sources:

Community Gift for Land Purchase	Committed	100,000		
Community Gifts for Construction	Committed	42,500	Grants	437,500 47%
In-Kind Products and Services	Pledged	310,900	In-Kind	310,900 33%
M.J. Murdock Charitable Trust	Committed	250,000	Gifts	162,613 17%
Meyer Memorial Trust	Committed	100,000	Proceeds	29,027 3%
Newberg Rotary Foundation	Committed	20,000		
First Federal Foundation	Committed	2,500		
Thomas J Rolfs Family Foundation	Committed	25,000		
Oregon Community Foundation	Committed	40,000		
Appeal Letter (Aug15 - Net)	Committed	20,113		
ReStore Net Proceeds (Portion July - Sept15)	Committed	29,027		
		<u>940,040</u>		<u>940,040</u>

(0)

/rr11-17-15



ReStore

Coming Soon:



HABITAT RESTORE

ENTRY PERSPECTIVE

2/20/15 Rev. 4/15/15

S|E|A

PAGE 29

1/4/16

801 N. Meridian Street | Newberg

Reduce
Reuse
ReStore

Please provide the following information so that we can invite you to the next orientation meeting:

Your Name:

Your Address:

City and Zip Code:

Your Telephone Number:

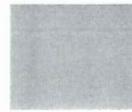
Newberg Area Habitat for Humanity is looking for a Partner Family. Pre-Applications are available.

Please Contact:

503-537-9938

Our Mission:

Seeking to put God's love into action,
Habitat for Humanity brings people together
to build homes, communities
and hope.



Newberg Area Habitat for Humanity
PO Box 118
Newberg, Oregon 97132

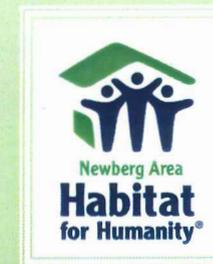


Homeownership Opportunities



Newberg Area Habitat for Humanity

Proudly serving the communities of ~



- Newberg
- Dundee
- Sherwood
- Dayton
- St. Paul

~ Since 1995

Building Homes... Changing Lives...
One Family at a Time.

Our Vision:

A world where everyone has a decent place to live.

Newberg Area Habitat for Humanity

builds homes in partnership with selected, qualified low-income families.

Habitat homes are affordable because:

- They are built by volunteers working with future homeowners.
- They are sold for no profit.
- House payments are based on 30% of monthly household income.
- Loans are provided at 0% interest.

Habitat homeowners:

- Contribute 500 hours of “sweat equity”.
- Attend classes including budgeting, home maintenance and money management.
- Build their own home with the help of Habitat volunteers.



Family Selection Criteria:

- Connection to Habitat Service Area
- Need for Adequate Shelter
- Ability to Pay
- Willingness to Partner

Income Limits—2015

		Family Size							
Percentage of Median Income	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person	
25%	12875	14700	16550	18375	19850	21325	22800	24275	
60%	30900	35280	39720	44100	47640	51180	54720	58260	

Source: HUD Guidelines
Portland MSA
2015-MFI: 73900

Habitat for Humanity does not discriminate based on age, sex, race, ethnic background, national origin, or religion.



Do I Qualify:

I have a housing need.

YES NO

I am willing to complete up to 500 hours of “Sweat Equity” .

YES NO

I am willing to attend classes on weekends/ evenings.

YES NO

Gross (before taxes) annual income of all adults in the household: \$ _____

Number of people who would live in a Habitat Home if selected: # _____

I currently pay my bills on time and have no bankruptcy in the last two years. I have no active liens, judgments, or non-medical collections.

YES NO

I have lived in the Newberg Area for at least one year and I am a legal resident or a US citizen.

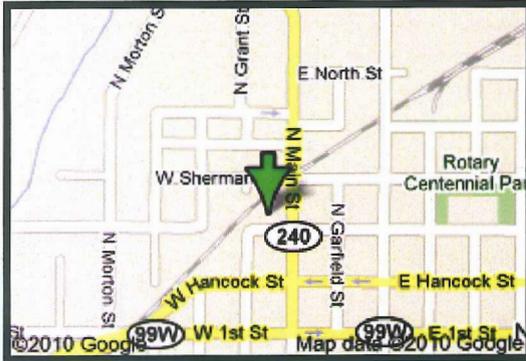
YES NO



503-537-9938
 Fax: 503-554-1999
www.newberghabitat.org
office@newberghabitat.org
 501(c)(3), CCB# 124890

Hours Of Operation:
Thursday
12:00 pm—5:00 pm

Friday & Saturday
9:00 am—5:00 pm



LOCATION:
305 N. Main Street
Newberg, Oregon 97132

ReStore:

971-832-8153

Donations:

503-547-5860

Volunteer:

503-537-9938

Our Mission:

Seeking to put God's love into action,
Habitat for Humanity brings people together
to build homes, communities
and hope.

Newberg Area Habitat for Humanity
PO Box 118
Newberg, Oregon 97132

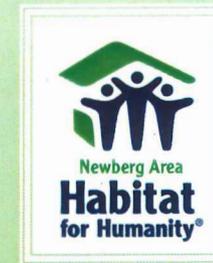


Newberg Area
Habitat for Humanity®
ReStore



Newberg Area Habitat for Humanity

Proudly serving the communities of ~



- Newberg
- Dundee
- Sherwood
- Dayton
- St. Paul

~ Since 1995

A good deal for you... Your
Community... and the Environment.

Our Vision:

A world where everyone has a decent place to live.

Newberg Area Habitat for Humanity

ReStore is a nonprofit home improvement store and donation center that sells new and gently used furniture, home accessories, building materials, and appliances to the public at a fraction of the retail price.

Whether you are a do-it-yourselfer, homeowner, renter, landlord, contractor, interior designer, environmentalist or treasure hunter, make Habitat for Humanity ReStore your first stop when shopping for your home or next renovation project.

Proceeds are used to build homes, community, and hope locally and around the world.



Shop



Donate

We accept **NEW** or **GENTLY USED**:

- Furniture
- Appliances
- Lighting
- Cabinets
- Tile
- Paint & Stain
- Plumbing Materials
- Electrical Supplies
- Flooring
- Power Tools
- Doors
- Vinyl Windows

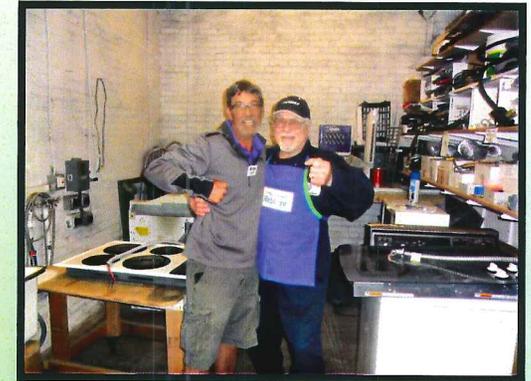


- on a space available basis -

Volunteer!

Our ReStore offers volunteer opportunities geared toward individual interests and skills.

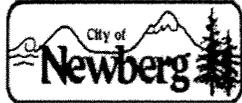
By giving your time, help keep things out of the landfill, offer furniture and building materials at a reasonable price and provide income for us to build one to two homes for deserving families every year. The ReStore has become, through the support of our community, our major source of income.



ReStore: 971-832-8153
Donations: 503-547-5860
Volunteer: 503-537-9938

Fax: 503-554-1999
www.newberghabitat.org
restore@newberghabitat.org

501(c)(3), CCB# 124890



RESOLUTION No. 2007-2698

Attachment 2

**A RESOLUTION ESTABLISHING A CITY POLICY REGARDING
THE GRANTING OF SPECIFIC SYSTEM DEVELOPMENT CHARGE
WAIVERS FOR PROJECTS THAT SERVE THE NEEDS OF LOW TO
MODERATE INCOME FAMILIES AND/OR INDIVIDUALS**

RECITALS:

1. In general, the City has not waived system development charges (SDCs) for past development projects. One exception is a waiver under Resolution No. 96-1951. This resolution provides a waiver of water and sewer SDCs for two low/moderate income *houses* per year.
2. In an effort to better serve the needs of serve low/moderate income children and families, the City desires to put in place a new policy. This policy will provide the opportunity for the City to grant waivers of specific SDCs for the construction of facilities that serve the needs of low to moderate income families and/or individuals. The intent of such a policy is to complement the policy set by the above-mentioned Resolution No. 96-1951.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. The City of Newberg adopts a new policy that will help serve the needs of low/moderate income children, families and individuals, defined as 80% or lower of the median family income of Yamhill County according to U.S. Housing and Urban Development.
2. This policy provides a mechanism for the City to consider waiving applicable SDCs for projects involving the construction of facilities that serve the needs of low to moderate income families and/or individuals. Requests for waivers of SDCs for such projects will be granted by the City Council. The City Council may waive all, some or none of the SDCs that are requested for waiver.
3. The following minimum criteria that would need to be met by any organization requesting the waiver for the waiver to be considered by the City Council:
 - The organization requesting the waiver must be a certified non-profit organization.
 - The proposed project must principally serve low/moderate income families and/or individuals.
 - Water, sewer, storm sewer and/or transportation are the only SDCs that can be considered for waiver(s). Park SDCs cannot be considered.

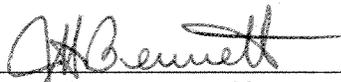
4. The following issues should be considered by the City Council when it reviews any SDC waiver requests for projects that serve the needs of low to moderate income families and/or individuals:

- What impact would the SDC waivers have on the respective SDC funds?
- Sources of funding for total project: what percentage of the funds have been generated "locally" ("grassroots fund raising")?

5. If within 10 years of granting the waiver(s) a facility receiving SDC waiver(s) from the City under this policy is used for a purpose that is not principally to serve low to moderate income families and/or individuals, the SDC(s) in place at the time of change of use must be paid in full to the City.

➤ **EFFECTIVE DATE** of this resolution is the day of adoption, which is: February 5, 2007.

ADOPTED by the City Council of the City of Newberg, Oregon, this 5th day of February, 2007.



James H. Bennett, City Recorder

ATTEST by the Mayor this 8th day of February, 2007.



Bob Andrews, Mayor

LEGISLATIVE HISTORY

By and through _____ Committee at / /200x meeting. Or, X None.
(committee name) (date) (check if applicable)

10/23/2006 MON 8:49 FAX 5035370558 CASA OF OREGON



Exhibit A Head Start of Yamhill County

2045 SW Hwy 18
PO Box 1311
McMinnville, OR 97128
Phone: (503) 472-2000
Fax: (503) 472-6539

October 16, 2006

City of Newberg
Attn: James Bennett
414 East First Street
Newberg, OR 97132

Dear Mr. Bennett,

This letter is to request the City of Newberg's additional support for the proposed Newberg Head Start facility through the waiver all system development charges in association with this project. The estimated charges from the City of Newberg are \$44,600.

This request is necessary due to the high bids this project received on August 16, 2006. Out of the seven pre-qualified bidders, only two bids were received. Both bids came in \$500,000 over budget. Head Start of Yamhill County (HSYC) will also contribute to the financial success of this project by not collecting its portion of the developer fee. This commitment, combined with the proposed system development charge waiver, additional Community Development Block Grant request and additional grant funds will provide critical community support to make this project feasible. HSYC typically uses the developer fee it collects from projects to use as seed money to develop additional Head Start facilities in other communities where Head Start facilities and services are needed.

As you know, HSYC is a learning organization that dreams of better tomorrows for those we serve. Part of our dream is realized by having a solid long range building plan. The creation of the "Healthy Head Start Facilities" will help us realize that dream. We have initiated a sustainable, green building campaign that should have a far-reaching impact on our ability to create a healthy learning environment for our children and a community building model for the future.

In conclusion, I hope that through our work together we can make this dream a reality. With your assistance, the Newberg Head Start facility will be an exciting addition for our most vulnerable young children and their families, for our community and for each other.

Sincerely,

Michael Eichman
Executive Director
Head Start of Yamhill County

Cc: Dan Danicic
Barton Brierly
Claudia Cantu

RESOLUTION NO. 96-1951

A RESOLUTION APPROVING A POLICY FOR GRANTING A LIMITED OPPORTUNITY TO WAIVE FEES AND CHARGES FOR LOW/MODERATE INCOME HOUSING

RECITALS:

1. The City receives requests to waiver building and development fees for housing built by various local nonprofit organizations.
2. The City has a history of supporting the social needs of the community.
3. The City finds it in its best interest to continue to support nonprofit organizations who help those in need.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Newberg, as follows:

Section 1. The City of Newberg desires to assist nonprofit organizations which provide housing for low and moderate income citizens.

Section 2. The City Manager will consider requests on a first come, first serve basis and will grant waivers of building and development fees based on the following criteria:

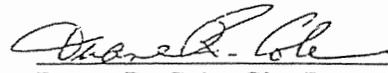
- A. The waiver would only be allowed for up to two single family houses or duplex housing complexes per fiscal year.
- B. Waiver of systems development charges will only be granted to certified nonprofit entities.
- C. Actual reduction in the costs to the homeowner must be guaranteed by the entity.
- D. The homeowner must be low income and need the fee waiver.
- E. Waivers would be granted during the fiscal year on a first come basis at the time the building permit is issued.
- F. Two waivers would be included in the annual budget and would not include costs required by outside agencies (e.g., the County electrical inspection fee or State surcharges).
- G. The fees to be waived would only apply to water and sewer systems development charges.

H. Sale of the property within five (5) years, unless the same qualifications are met by the purchasers, would require that all the fees waived be paid in full at the time of sale.

I. Federal and State subsidized housing would not be eligible for the waiver.

Section 3. The City Manager will report all waivers to the Finance Committee at its meeting following the granting of the waiver.

ADOPTED by the City Council of the City of Newberg, Oregon this 2nd day of January, 1996.



Duane R. Cole, City Recorder

ATTEST:



Donna Proctor, Mayor

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: January 4, 2016

Order ___ No.	Ordinance ___ No.	Resolution ___ No.	Motion ___	Information <u>XX</u>
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SUBJECT: Newberg Financial Report for October 2015

**Contact Person (Preparer) for this
Item: Matt Zook
Dept.: Finance**

EXECUTIVE SUMMARY:

Included with this report are the financial summary statements for October 2015. These are provided for your information only. No action is required.

In general, the October report is on track with the budget. As described in the September report, a few departments have higher than expected costs due to extraordinary activity. Management continues to monitor future expenditures within the existing budget where possible. Some expenditures will be addressed through a supplemental budget in January, 2016.

SUMMARY REPORT

OCT 2015

FUNDS	2015-16 BUDGET	MONTH OF OCT 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 33%	
City Budget Totals					
Total Beg Fund Balance	\$ 33,133,594	\$ 38,243,710	\$ 38,243,710	115%	31,493,673
Total Revenues	55,031,136	4,170,447	12,752,895	23%	13,920,457
Total Beg Fund Bal & Revenues	88,164,730	42,414,158	50,996,606		45,414,130
Total Expenses	63,999,403	3,076,815	11,719,272	18%	13,027,470
Total Contingencies / Reserves	24,165,327	-	-	0%	-
Total Exp & Contingen / Reserves	88,164,730	3,076,815	11,719,272	13%	13,027,470
Total Monthly Activity Net Gain / (Loss)		\$ 39,337,343			
Total Ending Fund Balance			<u>\$ 39,277,334</u>		32,386,660

City Services

General Fund

Beg Fund Balance	\$ 2,528,413	\$ 2,797,675	\$ 2,797,675	111%	2,835,743
Revenues					
General Government	-	-	-	0%	15,155.00
Municipal Court	31,000	2,215	9,930	32%	7,434
Police	1,074,135	84,520	392,902	37%	295,467
Fire	330,504	-	45	0%	15
Communications	59,686	14,894	29,787	50%	14,154
Library	112,859	19,262	31,667	28%	27,851
Planning	476,700	20,466	138,225	29%	91,930
Property Taxes	7,200,000	1,065,472	1,192,580	17%	69,456
Other Taxes	1,400	-	100	7%	226
Franchise Fees	1,486,882	25,421	25,421	2%	-
Intergovernmental	1,246,755	131,873	406,515	33%	265,825
Miscellaneous	2,500	806	5,734	229%	985
Interest	7,300	114	335	5%	537
Transfers	555,000	-	-	0%	-
Revenue Total	12,584,721	1,365,043	2,233,242	18%	789,035
Expenses					
General Government	178,758	13,958	76,090	43%	116,064
Municipal Court	356,023	29,078	111,202	31%	81,842
Police	5,695,178	447,773	1,793,505	31%	1,356,510
Fire	3,356,599	283,410	1,272,106	38%	835,563
Communications	1,061,396	83,837	397,036	37%	309,576
Library	1,251,056	219,013	479,253	38%	249,047
Planning	613,035	47,574	197,503	32%	145,083
Transfers	39,067	12,323	12,323	32%	-
Contingency	1,462,022	-	-	0%	-
Unappropriated Ending Balance	1,100,000	-	-	0%	-
Total Expenses	15,113,134	1,136,965	4,339,017	29%	3,093,686
Monthly Activity Net Gain / (Loss)		\$ 3,025,754			
Ending Fund Balance			\$ 691,900		531,091

SUMMARY REPORT

OCT 2015

FUNDS	2015-16 BUDGET	MONTH OF OCT 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 33%	
<u>Public Safety Fee</u>					
Beg Fund Balance	\$ 134,969	\$ 197,858	\$ 197,858	147%	196,153
Revenues	480,600	40,479	161,407	34%	71,611
Expenses	522,796	39,717	157,243	30%	101,579
Contingencies / Reserves	92,773	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 198,620			
Ending Fund Balance			\$ 202,022		166,185
<u>EMS</u>					
Beg Fund Balance	\$ 595,725	\$ 806,952	\$ 806,952	135%	457,509
Revenues	1,791,600	197,973	777,712	43%	408,585
Expenses	1,789,930	114,198	526,225	29%	504,722
Contingencies / Reserves	597,395	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 890,727			
Ending Fund Balance			\$ 1,058,439		361,372
<u>911 Emergency</u>					
Beg Fund Balance	\$ 19,768	\$ 20,940	\$ 20,940	106%	89,061
Revenues	196,200	52,640	52,635	27%	42
Expenses	197,566	14,567	61,498	31%	49,410
Contingencies / Reserves	18,402	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 59,013			
Ending Fund Balance			\$ 12,077		39,693
<u>Civil Forfeiture</u>					
Beg Fund Balance	\$ 19,596	\$ 20,146	\$ 20,146	103%	-
Revenues	4,100	3,009	4,051	99%	3,231
Expenses	23,696	-	-	0%	-
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 23,155			
Ending Fund Balance			\$ 24,197		3,231
<u>Library Gift & Memorial</u>					
Beg Fund Balance	\$ 48,169	\$ 86,434	\$ 86,434	179%	92,623
Revenues	129,389	675	10,422	8%	3,704
Expenses	171,000	2,543	9,310	5%	4,989
Contingencies / Reserves	6,558	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 84,566			
Ending Fund Balance			\$ 87,546		91,338

SUMMARY REPORT

OCT 2015

FUNDS	2015-16 BUDGET	MONTH OF OCT 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 33%	
<u>Building Inspection</u>					
Beg Fund Balance	\$ 404,838	\$ 620,378	\$ 620,378	153%	339,929
Revenues	407,850	33,632	208,234	51%	169,448
Expenses	456,453	36,687	146,576	32%	104,921
Contingencies / Reserves	356,235	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 617,322			
Ending Fund Balance			\$ 682,036		404,456
<u>Streets (Operating)</u>					
Beg Fund Balance	\$ 808,548	\$ 798,186	\$ 798,186	99%	689,103
Revenues	1,343,520	130,061	377,487	28%	249,131
Expenses	1,516,339	97,873	501,128	33%	239,989
Contingencies / Reserves	635,729	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 830,375			
Ending Fund Balance			\$ 674,545		698,246
<u>Water (Operating)</u>					
Beg Fund Balance	\$ 3,294,255	\$ 3,773,455	\$ 3,773,455	115%	4,783,887
Revenues	9,851,130	525,555	2,739,244	28%	1,994,676
Expenses	8,298,954	258,018	1,023,709	12%	1,336,249
Contingencies / Reserves	4,846,431	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 4,040,992			
Ending Fund Balance			\$ 5,488,990		5,442,314
<u>Wastewater (Operating)</u>					
Beg Fund Balance	\$ 4,403,799	\$ 4,944,662	\$ 4,944,662	112%	7,576,184
Revenues	11,780,602	579,555	2,330,356	20%	1,543,752
Expenses	8,419,662	770,067	1,881,378	22%	1,877,512
Contingencies / Reserves	7,764,739	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 4,754,150			
Ending Fund Balance			\$ 5,393,640		7,242,425
<u>Stormwater (Operating)</u>					
Beg Fund Balance	\$ 573,645	\$ 731,487	\$ 731,487	128%	1,004,730
Revenues	1,924,972	104,972	418,712	22%	303,509
Expenses	1,680,019	147,501	494,595	29%	242,598
Contingencies / Reserves	818,598	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 688,957			
Ending Fund Balance			\$ 655,604		1,065,641

SUMMARY REPORT

OCT 2015

FUNDS	2015-16 BUDGET	MONTH OF OCT 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 33%	
Administrative Support					
Beg Fund Balance	\$ 563,272	\$ 588,457	\$ 588,457	104%	684,851
Revenues	3,652,103	305,051	1,224,626	34%	911,951
Expenses					
City Manager	529,362	44,814	282,250	53%	68,028
Human Resources	-	-	-	0%	32,768
City Recorder	-	-	-	0%	40,573
Emergency Management	-	-	-	0%	-
Finance	544,827	41,294	182,382	33%	171,433
Gen Office(Postage/Phones)	155,000	14,242	47,790	31%	31,628
Utility Billing	275,106	22,231	92,292	34%	65,440
Information Technology	683,610	53,801	229,964	34%	178,047
Legal	497,180	40,772	155,985	31%	106,409
Fleet Maintenance	178,772	13,953	59,757	33%	38,862
Facilities Repair/Replacement	417,695	25,527	118,198	28%	91,431
Insurance	353,168	1,915	272,542	77%	247,558
Transfers	-	-	-	0%	500,000
Contingencies / Reserves	580,655	-	-	0%	-
Total Expenses	4,215,375	258,549	1,441,161	34%	1,572,178
Monthly Activity Net Gain / (Loss)		\$ 634,959			
Ending Fund Balance			\$ 371,922		24,624
Capital Improvement Projects					
Streets CIP's					
Beg Fund Balance	\$ 164,193	\$ 164,209	\$ 164,209	0%	109,838
Revenues	778,425	96,168	313,621	40%	119,326
Expenses	777,625	96,035	313,178	40%	119,167
Contingencies / Reserves	164,993	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 164,341			
Ending Fund Balance			\$ 164,652		109,996
Water / Wastewater / Stormwater CIP's					
Beg Fund Balance	\$ -	\$ -	\$ -	0%	-
Revenues	6,346,875	161,078	556,794	9%	1,542,553
Expenses	6,346,875	71,326	467,043	7%	159,185
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 89,751			
Ending Fund Balance			\$ 89,751		1,383,368
Wastewater Financed CIP's					
Beg Fund Balance	\$ -	\$ (749,096)	\$ (749,096)	0%	-
Revenues	-	-	-	0%	3,095,703
Expenses	-	(68,464)	27,370	0%	3,024,929
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ (680,632)			
Ending Fund Balance			\$ (776,466)		70,774

SUMMARY REPORT

OCT 2015

FUNDS	2015-16 BUDGET	MONTH OF OCT 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 33%	
<u>Street SDC</u>					
Beg Fund Balance	\$ 1,918,739	\$ 2,574,473	\$ 2,574,473	134%	2,534,551
Revenues	47,839	15,176	175,880	368%	127,796
Expenses	259,125	68,994	78,916	30%	105,331
Contingencies / Reserves	1,707,453	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 2,520,656			
Ending Fund Balance			\$ 2,671,437		2,557,016
<u>Water SDC</u>					
Beg Fund Balance	\$ 36	\$ 1,239,405	\$ 1,239,405	3442793%	468,918
Revenues	927,540	29,740	140,777	15%	101,273
Expenses	846,856	-	-	0%	121,629
Contingencies / Reserves	80,720	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 1,269,146			
Ending Fund Balance			\$ 1,380,183		448,562
<u>Wastewater SDC</u>					
Beg Fund Balance	\$ 3,475,181	\$ 4,175,483	\$ 4,175,483	120%	1,794,112
Revenues	75,120	40,294	191,745	255%	136,728
Expenses	739,361	1,073	3,533	0%	1,302
Contingencies / Reserves	2,810,940	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 4,214,703			
Ending Fund Balance			\$ 4,363,695		1,929,538
<u>Stormwater SDC</u>					
Beg Fund Balance	\$ 138,259	\$ 131,416	\$ 131,416	95%	351,007
Revenues	3,980	3,118	15,897	399%	6,321
Expenses	3,125	-	-	0%	302
Contingencies / Reserves	139,114	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 134,534			
Ending Fund Balance			\$ 147,313		357,026

SUMMARY REPORT

OCT 2015

FUNDS	2015-16			Current YTD Compare to Budget 33%	2014-15 PRIOR YTD
	BUDGET	MONTH OF OCT 2015	2015-16 YTD		
Debt					
<u>Debt Service (General Op)</u>					
Beg Fund Balance	\$ 206,309	\$ 210,221	\$ 210,221	102%	195,259
Revenues	896,711	78,801	144,517	16%	58,971
Expenses	895,317	-	8,543	1%	12,495
Contingencies / Reserves	207,703	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 289,022			
Ending Fund Balance			\$ 346,195		241,735
<u>City Hall</u>					
Beg Fund Balance	\$ 529,638	\$ 535,601	\$ 535,601	101%	576,115
Revenues	89,400	4,165	31,253	35%	18,134
Expenses	108,240	-	-	0%	-
Contingencies / Reserves	-	-	-	0%	-
Unappropriated Ending Balance	510,798	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 539,767			
Ending Fund Balance			\$ 566,854		594,249
Reserves					
<u>Water Replacement Reserve</u>					
Beg Fund Balance	\$ 5,018,630	\$ 5,151,846	\$ 5,151,846	103%	2,961,007
Revenues	-	-	-	0%	605,684
Expenses	5,018,630	-	-	0%	17,305
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 5,151,846			
Ending Fund Balance			\$ 5,151,846		3,549,386
<u>Wastewater Replacement Reserve</u>					
Beg Fund Balance	\$ 5,193,602	\$ 6,446,100	\$ 6,446,100	124%	1,234,745
Revenues	-	-	-	0%	1,006,224
Expenses	5,193,602	-	-	0%	18,648
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 6,446,100			
Ending Fund Balance			\$ 6,446,100		2,222,321
<u>Stormwater Replacement Reserve</u>					
Beg Fund Balance	\$ 814,722	\$ 684,702	\$ 684,702	84%	-
Revenues	-	-	-	0%	50,802
Expenses	814,722	-	-	0%	-
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 684,702			
Ending Fund Balance			\$ 684,702		50,802

SUMMARY REPORT

OCT 2015

FUNDS	2015-16 BUDGET	MONTH OF OCT 2015	2015-16 YTD	Current YTD	2014-15 PRIOR YTD
				Compare to Budget 33%	
<u>Vehicle / Equipment Replacement</u>					
Beg Fund Balance	\$ 1,367,710	\$ 1,362,426	\$ 1,362,426	100%	1,658,968
Revenues	\$ 653,111	\$ 65,380	\$ 230,107	35%	468,473
Expenses					
General Government	1,348	-	-	0%	-
City Manager's Office	4,856	-	-	0%	-
Human Resources	-	-	-	0%	-
City Recorder/Clerk	-	-	-	0%	-
Finance	17,267	284	284	2%	-
Information Technology	241,635	-	64,183	27%	155,963
Legal	411	-	-	0%	-
Municipal Court	4,548	-	560	12%	-
Police	530,369	12,832	12,832	2%	20,455
Fire	494,099	-	-	0%	-
Communications	97,865	-	-	0%	6,149
Library	11,374	-	751	7%	-
Planning	-	-	-	0%	-
Building	49,573	-	-	0%	-
PW Administration	381,089	-	49,403	13%	60,077
Fleet Maintenance	14,521	48	196	1%	204
Facilities Repair/Replacement	157,000	-	2,199	1%	-
Contingencies / Reserves	14,866	-	-	0%	-
Total Expenses	2,020,821	13,163	130,409	6%	242,848
Monthly Activity Net Gain / (Loss)		\$ 1,414,643			
Ending Fund Balance			\$ 1,462,124		1,884,593
<u>Fire & EMS Equip Fee</u>					
Beg Fund Balance	\$ 244,012	\$ 246,483	\$ 246,483	101%	174,453
Revenues	143,700	12,246	48,769	34%	36,012
Expenses	387,712	-	-	0%	-
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 258,729			
Ending Fund Balance			\$ 295,252		210,465
<u>Community Projects</u>					
<u>Cable TV Trust</u>					
Beg Fund Balance	\$ 38,171	\$ 37,339	\$ 37,339	98%	41,744
Revenues	200	15	55	27%	40
Expenses	38,371	50	50	0%	-
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 37,303			
Ending Fund Balance			\$ 37,343		41,784
<u>Economic Development</u>					
Beg Fund Balance	\$ 629,395	\$ 646,472	\$ 646,472	103%	643,183
Revenues	66,448	5,011	26,985	41%	97,743
Expenses	446,640	6,482	62,672	14%	76,495
Contingencies / Reserves	249,203	-	-	0%	-
Monthly Activity Net Gain / (Loss)		\$ 645,000			
Ending Fund Balance			\$ 610,785		664,431

REQUEST FOR COUNCIL ACTION

Date of Council Meeting: January 4, 2016

Order ___ No.	Ordinance ___ No.	Resolution ___ No.	Motion ___	Information <u>XX</u>
SUBJECT: Forward Looking Calendar, Cultural Passes at the Library			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.

Cultural Passes are available at the Newberg Library !

These provide reduced or free admission to museums and other fun places. Passes are only available to those who live within the Newberg or St. Paul School Districts as this is the area served by the Newberg Early Bird Rotary Club that funds this project.

Each pass may be reserved up to one month in advance with a library card by calling the Information Desk at (503) 538-7323. Here are the places you can visit with your cultural pass.

Portland Japanese Garden – Pass – 1 family (1 adult, all children under 18 and 1 adult guest)

Open: Mondays 12 noon to 4:00 p.m.; Tuesdays through Sundays 10:00 a.m. to 4:00 p.m.

Location: 611 SW Kingston Ave., Portland

More information: www.japanesegarden.com

AC Gilbert Discovery Village – Pass – 5 people (1 must be over 18)

Open: Tuesdays through Saturdays 10:00 a.m. to 5:00 p.m., Sundays 12 noon to 5:00 p.m.

Location: 1116 Marion Street NE, Salem

More information: <http://acgilbert.org/>

Evergreen Space and Aviation Museum – Pass 2 guests of any age (Children 0-4 are free)

Open: Daily from 9:00 a.m. to 5:00 p.m.

Location: 500 NE Cpt. Michael King Smith Way, McMinnville

More information: <http://evergreenmuseum.org/>

Portland Art Museum – Pass – 2 guests at a reduced fee (Children 17 and under are free). There is now a \$5.00 per person (for adults) charge for admission with this pass.

Open: Tuesdays, Wednesdays & Saturdays 10:00 a.m. to 5:00 p.m., Sundays 12 noon to 5:00 p.m.

Location: 1219 SW Park Avenue, Portland

More information: <http://portlandartmuseum.org/>

The Hoover-Minthorn Museum, 115 S. River Street, in Newberg is also part of the Cultural Pass program but is closed during the month of January. For more information, visit <http://www.thehoover-minthornhousemuseum.org/>

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

**NEWBERG CITY COUNCIL
2016 FORWARD LOOKING CALENDAR**

Monday, January 19, 2016

Urban Growth Boundary process options
Relay for Life presentation
Presentation on Wastewater Treatment Plant construction
Resolution 3246 Dispatcher hire
Resolution 3245 O'Halloran hardship water connection application
Resolution 3249 Supplemental Budget
Resolution 3242 Intergovernmental Agreement with Oregon Department of Transportation and City for Newberg Dundee Bypass
Resolution 3250 Springbrook waterline agreement
Resolution 3251 City Manager recruitment procedures

Monday, February 1, 2016

Resolution - Approval to hire tourism consultant
Resolution - Contract with Tualatin Valley Fire & Rescue
Ordinance - Medical Marijuana Growers and Processors time, place & manner
Ordinance – Transportation System Plan amendment Wilsonville Road and Newberg Dundee Bypass route

Monday, February 16, 2016

Design Star Kids presentation
Ordinance – College Street Local Improvement District

Monday, March 7, 2016

Presentation on Urban Forestry Program
Cultural District Report

Council Meeting dates for 2016.

January 2016

Monday, Jan. 4
Tuesday, Jan. 19

April 2016

Monday, April 4
Monday, April 18

July 2016

Tuesday, July 5
Monday, July 18

October 2016

Monday, October 3
Monday, October 17

February 2016

Monday, Feb. 1
Tuesday, Feb. 16

May 2016

Monday, May 2
Monday, May 16

August 2016

Monday, August 1
Monday, August 15

November 2016

Monday, November 7
Monday, November 21

March 2016

Monday, March 7
Monday, March 21

June 2016

Monday, June 6
Monday, June 20

September 2016

Tuesday, September 6
Monday, September 19

December 2016

Monday, December 5
Monday, December 19