



City Council

June 1<sup>st</sup>, 2026

6pm

Newberg Public Safety Building 401 E. Third Street  
Denise Bacon Community Room

Online: <https://us06web.zoom.us/j/89536547180>

[Public Comment Registration](#)

[View Slides](#)

- 
1. Call to Order
  2. Roll Call
  3. Pledge of Allegiance
  4. [City Manager Narrative Report on May](#)
    - a. [Presentation](#)
  5. Public Comments
  6. Presentation
    - 6.1. [Tualatin Valley Fire and Rescue State of the District Presentation](#)
  7. Consent
    - 7.1. [Authorization of Grind and Inlay and Slurry Seal Road Repairs 2026](#)
      - a. [Exhibit A: Map of proposed work](#)
      - b. [Exhibit B: Eagle Elsner quotes](#)
      - c. [Exhibit C: Doolittle quotes](#)
      - d. [Exhibit D: Mountainview section that will not receive slurry seal](#)
  8. Public Hearings
    - 8.1. [Supplementary Budget](#)
      - a. [Presentation](#)
    - 8.2. [Property Tax Levy](#)
    - 8.3. [Master Fee Schedule](#)
      - a. [Resolution 2026-4022](#)
      - b. [Exhibit A: Fee Schedule](#)

## Adjournment

**ADA Statement:** Contact the City Recorder's Office for physical or language accommodation at least 2 business days before the meeting. Call (503) 537-1283 or email [cityrecorder@newbergoregon.gov](mailto:cityrecorder@newbergoregon.gov). For TTY services please dial 711.

\*Indicates supplementary item

# REQUEST FOR COUNCIL ACTION



**Date Action Requested: (June 1, 2026)**

Order <input type="checkbox"/>	Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input type="checkbox"/>	Information <input checked="" type="checkbox"/>	Proclamation <input type="checkbox"/>
Subject: CM narrative for May 2026 events			Staff: Will Worthey CM Department: Administration		
Work Session <input type="checkbox"/> Business Session <input checked="" type="checkbox"/>			Order On Agenda: CM report		

**Is this item state mandated?** Yes  No

**If yes, please cite the state house bill or order that necessitated this action:** NA

**Recommendation:** NA

**Executive Summary:** The summary of events conducted by city departments in May of 2026.

**Fiscal Impact:** All were conventionally budgeted items.

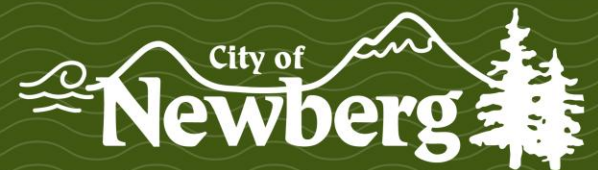
**Council Goals:**

**Goal 4: Create and maintain a high level of transparency with our residents in order to build trust.**

O1: Expand communication outreach in regard to regular city events and additional involvement with city businesses by the end of 2026.

# Newberg CM report

Monthly Events for May 2026



## **Public Works** some of our recent work orders:

- Flushed Water Main-approx. 18,000ft
- The water team completed 634 tasks
- Replaced 38 Water Meters
- Videoed over 14,980 LF of Sewer main
- Sewer main repairs and laterals-9 services
- The storm crew swept 169 curb miles and collected 102 yards of debris
- The storm crew also rebuilt the road down to a water quality pond
- The sewer crew worked with a contractor to safely remove asbestos pipe from the lateral at 216 E 3rd ST

## **Public Works – A Big Nighttime Mission**

- On May 4 2026, We replaced two large water main valves on Edward St.
- One was 18-inch valve, and the second was a 12-inch valve
- The two valves had not been functioning properly and threatened the whole downtown system in the event of a break
- The work started at 8:00 PM and was completed by 5:00 AM the next day as promised
- As part of this project there were number of houses and businesses without water at night – water was supplied in advance
- The city had made a concerted effort with help from Admin team to make sure that everybody was notified
- This was excellent teamwork and went off like clockwork!!

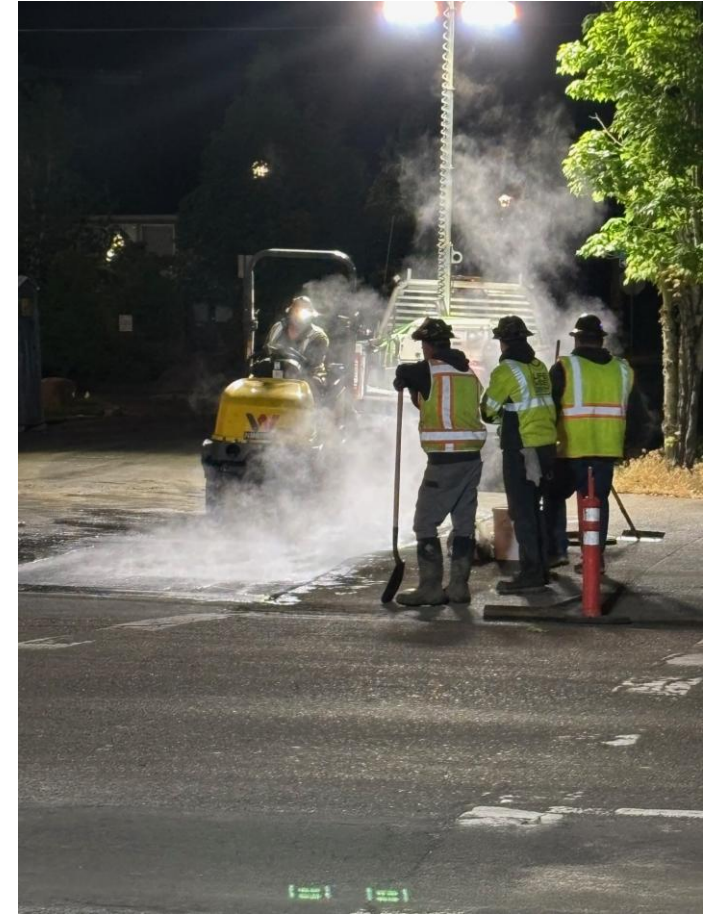


A New Valve



Cutting Out the Old Valve

## Surface Repairs





**The old valve that was removed from  
Edward & 1<sup>st</sup> Street**



**Show and tell at CS Lewis School on Tuesday May 19**

We also completed a demonstration of a piece of equipment called Pavement Zipper:

- An amazing tool that pulverizes asphalt and gravel that enables us to use 80% of the material for subgrade and place asphalt over it
- It is one other equipment we are evaluating for possible streets paving projects next year



**Crack seal teams have completed approximately 9200 lane FT of roadway sealed already!!**



## Community Development – Key May Events

- SB1537 (one-time UGB Expansion) solicitation opening June 1st
- HIVE land use approval issued May 13.
- Historic Preservation Commission approved Rosmarino addition (replaces temporary structure on alley).
- Opportunity Zone application submitted to Business Oregon.
- CD Director denied CPRD request to remove pickleball noise mitigation requirement at Jacquith Park, no appeal.
- Collina Ph. 3 approved and to be recorded soon, includes roadwork on Mountainview.

## NDPD Events

- Memorial Day Ceremony Monday, May 25th @ 11:00 in Memorial Park
- D.A.R.E over 900 5th grade students have gone through the program in the past 3 years
- SRO J. Stearns has accepted the role of State Training Coordinator for Oregon. His job will be to help other agencies start a D.A.R.E. program



## 2026 MEMORIAL DAY CEREMONY

MONDAY MAY 25, 2026 AT  
11:00 AM IN MEMORIAL  
PARK

PLEASE JOIN THE VETERANS OF FOREIGN WARS AND THE  
NEWBERG-DUNDEE POLICE DEPT. FOR THE ANNUAL VETERAN'S  
MEMORIAL DAY CELEBRATION

Officer Paul Cooley  
retired on May 31st  
having serving Newberg-  
Dundee for over 27  
years of service.

We thank him for his  
service and wish him  
well in his retirement!



## City Recorder Latest Events

- Published all required information about the upcoming council election
- Hosted a Wildfire Ready event with PGE
- Issued an RFP for updates to the Historic Resource Inventory
- Set up the River Street Ad-Hoc Committee
- Dug into a work plan for our new emergency manager
- As a team received and responded to over 5600 emails!
- Continued work on ADA updates to the website

## Engineering Events

- Water basin Covers are complete - The two large fans and humidistat controls were installed in the fabric-covered steel building in late April
- This was the last significant construction item in the project
- Substantial completion was approved on Thursday, May 7th
- Punch list items were completed in May
- Main Street Waterline Replacement ODOT permit approval was received on May 7th This will go out to bid soon **and that's a good thing** as pipe projects have been coming in under budget lately [1<sup>st</sup> Street valve and Frankline Storm line as examples]

## **Finance did the Following Things:**

- Held a mid-point biennial budget committee meeting
- Prepared public notice for the Supplemental Budget Public Hearing (June 1st)
- Met with CDD to discuss short term rentals and TLT tax
- Attended Government Accounting Standards Board 103 training for upcoming financial statement changes for our audit reporting
- Assisted with the PW Business Manager interview panel

## HR

- It was relatively busy time in HR with the usual recruitments and claims processing
- No fewer than six new employees were onboarded
- HR continues to focus on recruitment and onboarding, and finishing up a few active recruitments
- At the time of writing it looks like there are going to be six or seven finalists for the new HR manager recruitment – more to come about this soon

## **Library Highlights:**

- Newberg Library Friends is providing funding for much needed new shelving and furniture in the Teen's Area
- The rearrangement of the Carnegie Room is completed. Thanks to the Library Friends, we now have additional wooden shelving to match the original Carnegie shelves.
- The library has a historic display of items related to Oregon Settler Ewing Young, including a miniature of what it's thought Young's mill would have looked like, donated by Gary Brooks.

## Ewing Young Display



## More Library Events

- The Library Board has started work on the Strategic Plan for 2027-2032. Surveys and listening sessions are planned for public input
- The Summer Reading Program for all ages kicks off on Saturday, June 6, 2026
- This year's Summer Reading mascot is Percival P. Potato. Look for him soon in downtown Newberg businesses and at the library

**Library kids reading  
Mascot 2026 – Percival  
the Potato**

**What noise does a  
spud make ???**



**Summer Reading Mascot 2026**

# So that's it for May events!

As you can see it was a very busy and fiscally effective month!

Questions?



**State of the District**

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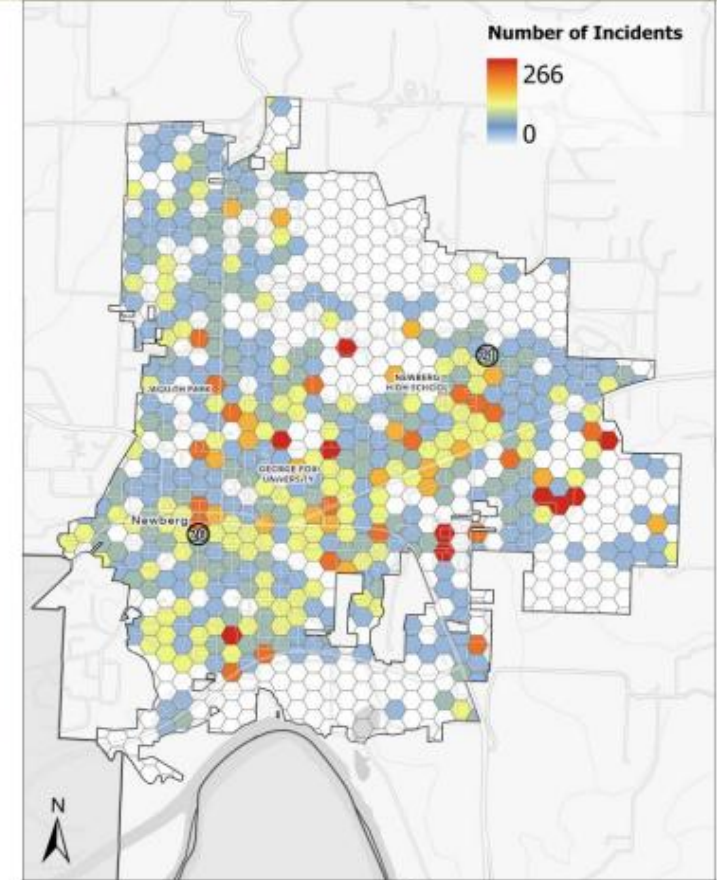
# TONIGHT'S TOPICS

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- Incident Snapshot
- Preparing for Wildland Season
- EMS Landscape
- Bond & Capital Projects
- Struggle Well

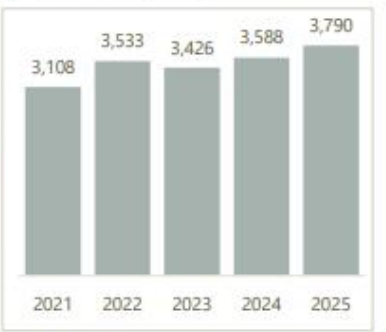
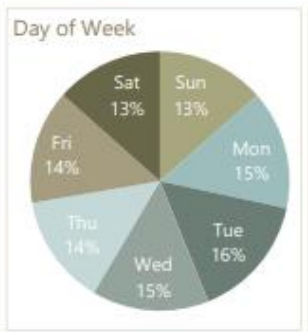
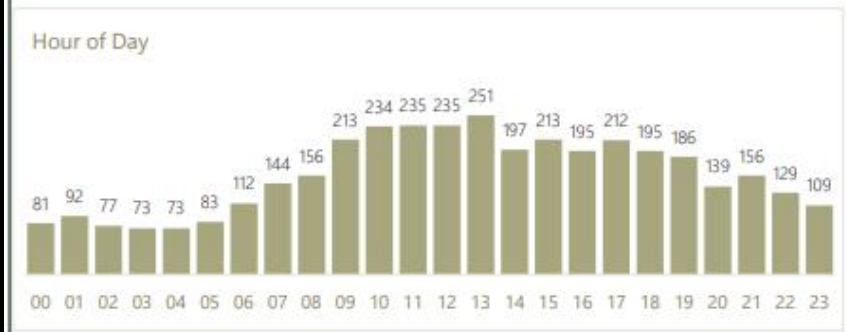
Total Incidents **3,790**

EMS	FIRE	HAZARD	SERVICE	GOOD INTENT	FALSE ALARM	NATURAL CONDITION	OTHER
Dispatched As							
<b>3,276</b>	<b>268</b>	<b>22</b>	<b>204</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>
86.4%	7.1%	0.6%	5.4%	0.0%	0.0%	0.0%	0.5%
Situation Found							
<b>3,176</b>	<b>43</b>	<b>35</b>	<b>101</b>	<b>238</b>	<b>192</b>	<b>0</b>	<b>5</b>
83.8%	1.1%	0.9%	2.7%	6.3%	5.1%	0.0%	0.1%
Incident Sub-Categories							
<b>Structure Fires</b>	<b>Cooking Fires</b>	<b>Vehicle Fires</b>	<b>Vegetation Fires</b>	<b>Other Fires</b>	<b>Critical Patients*</b>	<b>MVC with Injury</b>	<b>MVC Unknown Injury</b>
<b>8</b>	<b>5</b>	<b>4</b>	<b>19</b>	<b>7</b>	<b>915</b>	<b>78</b>	<b>10</b>
Structure Fire Types				*Critical Patients: cardiac arrest, chest pain, stroke, seizure, breathing problem, drowning, respiratory distress, respiratory arrest, or trauma system entry. *MVC* = motor vehicle crash.			
Residential	Commercial						
5	3						



# Newberg

# 3,790 Incidents



Station	Percentage
Station 20	57%
Station 21	38%
Station 35	2%
Station 33	1%

*Depending on incident severity, units from multiple stations may respond to a single incident.*

Data Filters: no test, information, interfacility transports, or mobile health care incidents.

Incident data gathered geospatially based on city boundary.



# Preparing for Wildland Season



**Evolving  
EMS  
Landscape**

Wednesday, May 24, 2023

CT2

09:31:44  
05/24/2023  
Wednesday

ALLSOP



# BOND & CAPITAL PROJECTS



Station 35



Station 20



# Struggle Well



*Tualatin Valley Fire & Rescue*

**QR Code for 2025 Year in Review**



Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> Proclamation <input type="checkbox"/>	
No. 2026-4027	
Subject: A Resolution Authorizing Grind and Inlay and Slurry Sealing Work in July and August of 2026	Staff: Will Worthey CM Department: Capital Engineering
Business Session	Order On Agenda:
Hearing Type: Administrative	

Is this item state mandated? Yes  No

If yes, please cite the state house bill or order that necessitated this action: NA

**Recommendation:**

Staff recommends the approval of this year’s grind and inlay, spot repair and slurry seal projects.

**Executive Summary:**

This is the latest section of our multi-year grind and inlay and slurry seal projects with Doolittle and Eagle Elsner. It will remediate another large section of road surface behind the ramps / sidewalk we have already installed or repaired. See 2026 pavement rehabilitation map attached as Exhibit A and attached quotes Exhibits B - D. This work also provides a sealing topcoat to finish last year’s Mountainview crack sealing.

**Fiscal Impact:**

The total dollar impact of these budgeted tasks will be \$1,327,352.20 broken out as follows:

Task	Company	Cost
<b>Grind and Inlay Southern Districts</b>	Eagle Elsner	\$ 288,724.00
<b>Springbrook identified soft spot repairs</b>	Eagle Elsner	\$ 77,720.00
<b>3 sections Mountainview grind and inlay</b>	Eagle Elsner	\$ 50,996.00
<b>Slurry Springbrook and Mountainview</b>	Doolittle	\$ 909,912.20
		<b>\$1,327,352.20</b>

**Council Goals:**

Ensure Newberg infrastructure (roads, water, city employees) is in good repair and supply.

- Review the capital improvement projects annually.
- Focus on road and sidewalk improvements in Districts 1 & 3.



# RESOLUTION NO. 2026-4027

**A Resolution Authorizing Grind and Inlay and Slurry Sealing Work in July and August of 2026**

## **Recitals:**

1. In 2024 the City of Newberg concluded a multi-year contract with Eagle Elsner and Doolittle after a competitive bidding process.
2. The performance period of these contracts runs through 2027.
3. In 2025 target areas were identified for road surface improvements through to 2029.
4. The work described in this resolution is the latest part of this ongoing plan.

## **The City of Newberg Resolves as Follows:**

1. To authorize expenditures to complete the listed grind and inlay, soft spot and slurry seal improvements.

**Effective Date** of this resolution is the day after the adoption date, which is: June 2, 2026.

**Adopted** by the City Council of Newberg, Oregon, this 1st day of June, 2026.

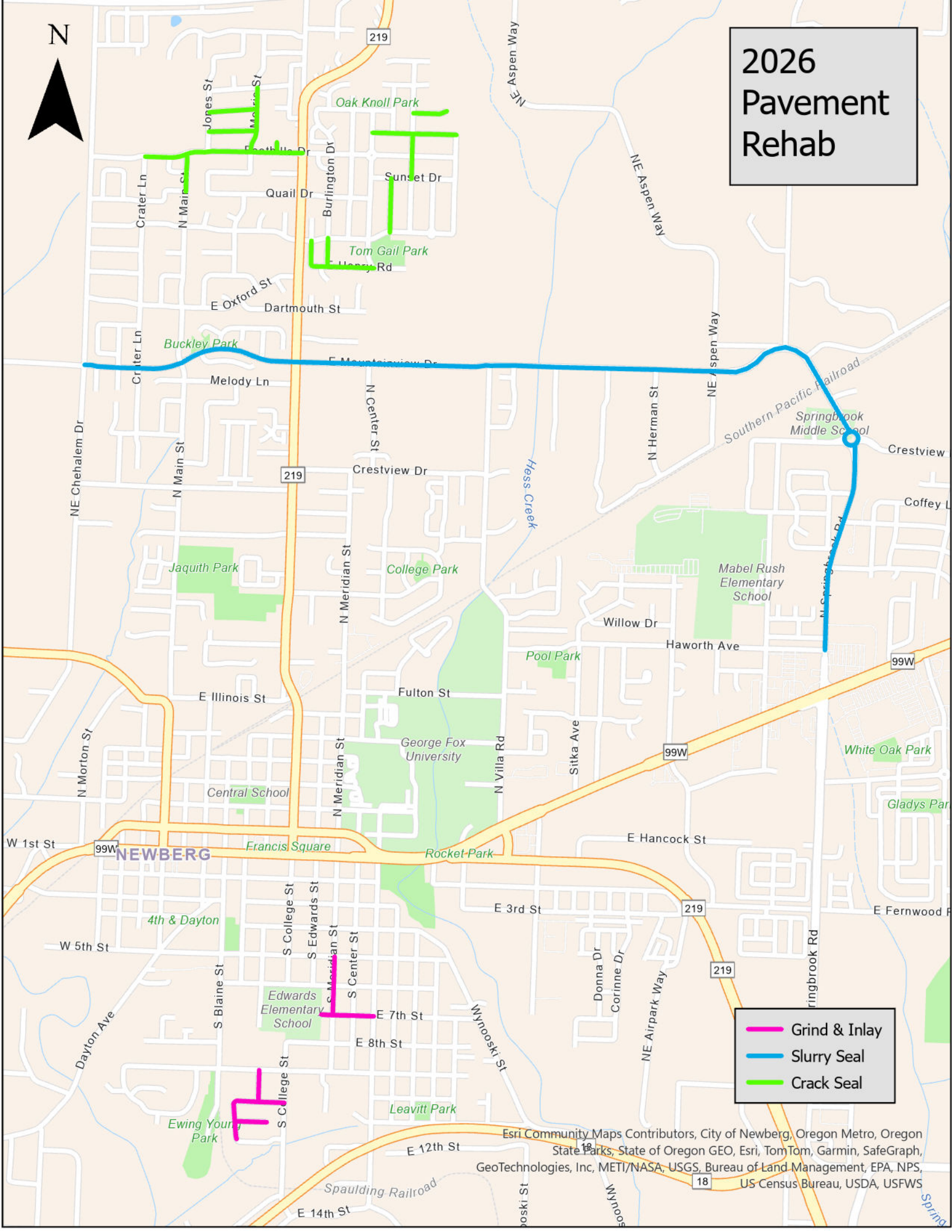
\_\_\_\_\_  
Rachel Thomas, City Recorder

**Attest** by the Mayor this 1st day of June, 2026.

\_\_\_\_\_  
Bill Rosacker, Mayor



# 2026 Pavement Rehab



- Grind & Inlay
- Slurry Seal
- Crack Seal

Esri Community Maps Contributors, City of Newberg, Oregon Metro, Oregon State Parks, State of Oregon GEO, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS

**Newberg Paving-Start 2nd Week of July 2026**

Phasing				SQ feet	Units	Cost Per Unit Per 1000 SF Pricing Bid	Total Cost Per Area
<b>TBD</b>	S. Meridian St.	2" G/I - Eagle Elsner	2nd week of July	23,800	23.80	\$2,620.00	\$62,356.00
<b>TBD</b>	E. Seventh St.	2" G/I - Eagle Elsner	2nd week of July	20,400	20.40	\$2,620.00	\$53,448.00
<b>TBD</b>	S. School St.	2" G/I - Eagle Elsner	2nd week of July	13,100	13.10	\$2,620.00	\$34,322.00
<b>TBD</b>	E. Tenth St.	2" G/I - Eagle Elsner	2nd week of July	20,400	20.40	\$2,620.00	\$53,448.00
<b>TBD</b>	S. James St.	2" G/I - Eagle Elsner	2nd week of July	16,400	16.40	\$2,620.00	\$42,968.00
<b>TBD</b>	E. Michelle Ct.	2" G/I - Eagle Elsner	2nd week of July	16,100	16.10	\$2,620.00	\$42,182.00
				<b>110,200</b>			<b>\$288,724.00</b>

Provided by Others

- Water Source (Hydrant Meter)
- Density Testing
- Traffic Control
- Tenant Notification
- EMS-Garbage-Mail Notification

**Est. Total**

**\$288,724.00**

**Contact:** BRENT WILLIAMS  
**Phone:** (503) 999-0497  
**Fax:** (503) 628-1138

**Quote To:** City of Newberg  
**Attn:** Brian Kershaw  
**Phone:** 971-246-0428  
**Email:** brian.kershaw@newbergoregon.gov

**Job Name:** Newberg Full Depth Patching-2026  
**Quote #:** BW26-019  
**Owner:** City of Newberg  
**Bid Date:** 2/18/26

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	18" EXCAVATION-6" AC PAVING-8 PATCHES	2,900.00	SF	26.80	77,720.00
<b>GRAND TOTAL</b>					<b>\$77,720.00</b>

**NOTES:**

## EXCLUSIONS:

BOND...ADD 1% IF REQUIRED  
PERMITS  
WASHING & SWEEPING  
UTILITY ADJUSTMENTS  
WHEEL STOPS  
PAVEMENT MARKINGS  
SIGNAGE  
SPEED BUMPS

\*\*THIS QUOTE MUST BE APPROVED WITHIN 30 DAYS OF BID DATE  
\*\*ALL PRICING SUBJECT TO OIL AND GAS ESCALATION  
\*\*THIS QUOTE MUST BE INCLUDED IN ANY SUBCONTRACT  
\*\*THIS QUOTE INCLUDES:LOCATES,TRAFFIC CONTROL,SAWCUTTING,EXCAVATION & HAUL OFF, FABRIC,  
ASPHALT, JOINT SEALING

BRENT WILLIAMS



**Contact:** BRENT WILLIAMS  
**Phone:** (503) 999-0497  
**Fax:** (503) 628-1138

**Quote To:** City of Newberg  
**Attn:** Brian Kershaw  
**Phone:** 503-537-1236  
**Email:** brian.kershaw@newbergoregon.gov

**Job Name:** E. Mountainview Dr-2" Grind & Inlay  
**Quote #:** BW26-025  
**Owner:** City of Newberg  
**Bid Date:** 3/6/2026

QUOTE IS GOOD FOR 30 DAYS TO SECURE OIL PRICE.

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	2" GRIND & INLAY	23,180.00	SF	2.20	50,996.00
<b>GRAND TOTAL</b>					<b>\$50,996.00</b>

**NOTES:**

EXCLUSIONS:  
BOND...ADD 1% IF REQUIRED  
PERMITS  
ANY GRADING  
WASHING  
UTILITY ADJUSTMENTS  
WHEEL STOPS  
PAVEMENT MARKINGS  
SIGNAGE  
SPEED BUMPS

\*\*THIS QUOTE MUST BE APPROVED WITHIN 30 DAYS OF BID DATE  
\*\*ANY CHANGES FROM THE MAP SENT ON 3/4/26 ARE SUBJECT TO REBID  
\*\*ALL PRICING SUBJECT TO OIL AND GAS ESCALATION  
\*\*THIS QUOTE MUST BE INCLUDED IN ANY SUBCONTRACT  
\*\*1 MOB INCLUDED IN PRICING  
\*\*THIS PROPOSAL INCLUDES 1 MILLING SHIFT

BRENT WILLIAMS





PO Box 1819, Snoqualmie, WA 98065  
 Phone # (425) 455-1150 - Fax # (425) 455-6782  
[www.DoolittleLLC.com](http://www.DoolittleLLC.com)

**Accepting Authorized Signer**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

**PROPOSAL AND CONSTRUCTION CONTRACT**

WA Contractor's license # DOOLICL960CO  
 OR CCB # 230244

CA CSLB # 1066710  
 CA DIR # 1000660256

April 20<sup>th</sup>, 2026

Proposal Acceptance Valid: 30 Days

**Project Name: City of Newburg-2026 Pavement Preservation**

**ATTN: ESTIMATING DEPARTMENT**

1	Type II Slurry Seal	486.2	1000/SF	\$ 1,406.00	\$ 683,597.20
2	Striping	1	LS	\$ 311,400.00	\$ 311,400.00
3	Discount-(crack seal credit)	(486.2)	1000/SF	\$ 175.00	\$ (85,085.00)
				<b>TOTAL</b>	<b>\$ 909,912.20</b>

**NOTE:** Quote is based on acceptance of **ALL ITEMS**.

*\*Doolittle is a NON Union Contractor and will not sign any signatory agreements.*

**Special Conditions/Exclusions:**

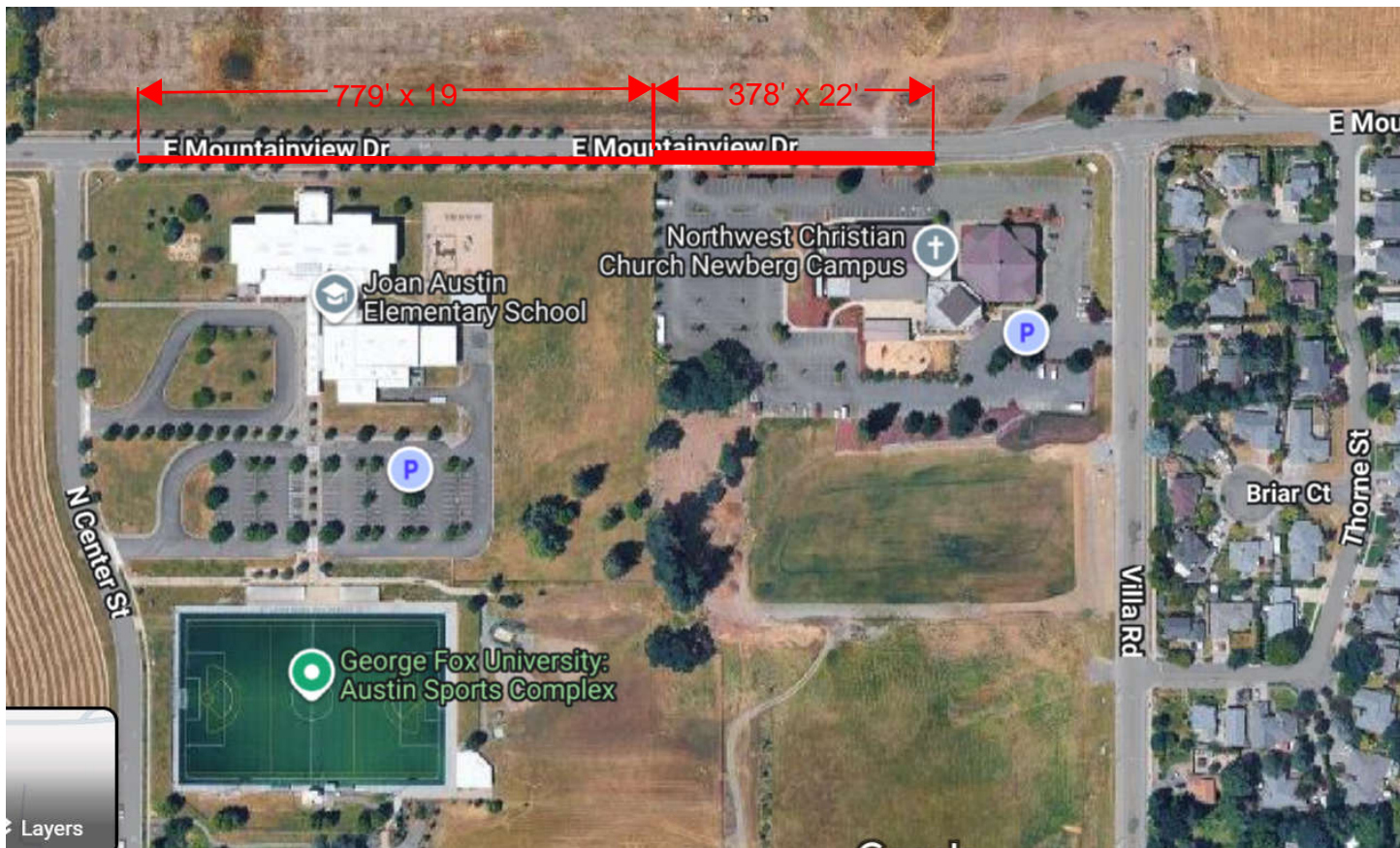
- 1) Construction Area Signs, Portable Radar Speed Feedback Sign System, PCMS boards or other project identification signs excluded.
- 2) This quote is based on one mobilization, additional mobilization will be charged at \$10,000 each. (Move-in defined as a deviation from agreed upon work schedule)
- 3) Quote based on consecutive shifts M-F. Weekend work requests will be subject to additional labor surcharge.
- 4) This proposal assumes that mutually agreeable commercial and legal terms and conditions will be reached.
- 5) Excludes SWPPP. QCP (3<sup>rd</sup> party testing) and QCM if required.
- 6) Includes project specific Slurry Seal design.
- 7) Excludes permits, TCP, WPCP, utility adjustments, edge line delineation, temporary striping.
- 8) Excludes pothole repair, striping removal, AC Patch work, fog seal/tack oil prior to, or post Slurry Seal. Weed spraying, cleaning/grubbing, permits/licenses and final cleanup excluded. Only items of work covered in above schedule will be performed.
- 9) Pre-Sweeping included only during days of Slurry Seal placement
- 10) 3-week advance notice required for scheduling.
- 11) Bonds excluded. Upon request, Bond will be issued and charged to General Contractor at 2% of Bid Price.
- 12) Suitable stockpile and water source to be furnished by General Contractor within project limits

**If you have any questions regarding this proposal, please give me a call at (775) 691-7232. Thank you for your consideration.**

Sincerely,

Marc Thoreson  
 (775) 691-7232

Improved section no slurry here.



# REQUEST FOR COUNCIL ACTION



**Date Action Requested: June 1, 2026**

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/>	
No. 2026-4030	
Subject: <b>Public hearing and approval of Supplemental Budget #1 for 2025-27 biennium as described in Exhibit "A".</b>	Staff: <b>Kady Strode</b> Department: <b>Finance</b> File No.
Business Session	Order On Agenda: Public Hearing
Hearing Type: Administrative	

**Recommendation:** Adopt Resolution No. 2026-4030 for approval of Supplemental Budget #1 for 2025-27 biennium.

**Executive Summary:** The changes presented in the Supplemental Budget #1 covers 16 funds. A brief description of the reasons for these changes is provided below. Notice of the supplemental budget public hearing was published in the Newberg Graphic on May 21, 2026.

**Fiscal Impact:** The Supplemental Budget #1 results in a net increase in total appropriations of \$4,164,296, bringing total appropriations to \$207,247,558 and reserves and unappropriated ending fund balances of \$21,726,938 for a total amount of \$228,974,496. The main reason for increase of appropriations was truing up beginning fund balances to match the actual ending fund balances from the prior year. Many of these numbers came in higher than budgeted due to capital projects which were not completed during the prior year as well as additional revenue the city received that was unexpected.

**Strategic Assessment:** The Supplemental Budget #1 allows for better transparency to the public and Council for truing up the budget to actual beginning fund balances and to reflect current expected spending throughout the fiscal year.



# RESOLUTION NO. 2026-4030

**A Resolution to approve the Supplemental Budget #1 for 2025-27 biennium as described in Exhibit A.**

**Recitals:**

1. The 2025-27 Biennial Budget was adopted by Resolution 2025-3972 on June 2, 2025.
2. Increase in appropriations can be characterized into three categories – 1) beginning fund balance adjustments to match actual ending fund balance from prior fiscal year, 2) carryover expenditures from prior fiscal year offset by contingency or higher beginning fund balance, and 3) Increasing an appropriation due to a need for an expenditure increase.
3. In accordance with Oregon Budget Law, notice of this Council public hearing was published in the Newberg Graphic on May 21, 2026.

**The City of Newberg Resolves as Follows:**

1. The Council adopts the above recitals.
2. The Council adopts the Supplemental Budget #1 as reflected in the attached Exhibit A which is incorporated in full by this reference. The Council further authorizes the supplemental appropriations reflected in Exhibit A.

**Effective Date** of this resolution is the day after the adoption date, which is: June 2, 2026.

**Adopted** by the City Council of Newberg, Oregon, this 1st day of June, 2026

\_\_\_\_\_  
Rachel Thomas, City Recorder

**Attest** by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Bill Rosacker, Mayor

City of Newberg  
Supplemental Budget #1  
2025-27 Biennium

<b>SUMMARY OF PROPOSED BUDGET CHANGES</b>				
AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED				
<b>FUND 01 - GENERAL FUND</b>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	40,363,886	817,000	41,180,886
Municipal Court	<i>Increase</i>	1,129,854	65,000	1,194,854
Police	<i>Increase</i>	22,189,534	225,700	22,415,234
Communications	<i>Increase</i>	3,278,579	200,000	3,478,579
Planning	<i>Increase</i>	3,013,643	87,200	3,100,843
Transfers	<i>Increase</i>	1,040,000	50,000	1,090,000
Contingency	<i>Increase</i>	2,989,127	189,100	3,178,227
Revised Total Resources		41,180,886		
Revised Total Requirements		41,180,886		
<p><i>Resources include truing up beginning fund balance to actual numbers from the 2024-25 audit and recognition of revenue from CLG Grant, Police Foundation, and sale of vehicles. Court increased shared personnel cost of Finance Clerical Clerk. Police increased due to sale of forensic equipment and a grant received from the Police Foundation for the purchase of two drone vehicles. Communications increased due to addition of 1 FTE Communication Officer. Planning increased due to maintenance agreement costs previously paid for by Fund 14. Transfers increased to account for final payoff amount of the Communication Tower Debt. Contingency increased as the offset in change in beginning fund balance number.</i></p>				
<b>FUND 02 - STREETS</b>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	12,157,463	103,209	12,260,672
Public Works	<i>Increase</i>	4,391,830	1,458,936	5,850,766
Contingency	<i>Decrease</i>	4,669,801	(1,355,727)	3,314,074
Revised Total Resources		12,260,672		
Revised Total Requirements		12,260,672		
<p><i>Resources increased from truing up the beginning fund balance to actual numbers from the audit. Expenditures increased primarily due to staffing reorganization. Contingency decreased due to an offset in change in beginning fund balance.</i></p>				
<b>FUND 03 - CIVIL FORFEITURE</b>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	28,715	334	29,049
Police	<i>Increase</i>	28,715	334	29,049
Revised Total Resources		29,049		
Revised Total Requirements		29,049		
<p><i>Resources and Police expenditures increased due to the true up of beginning fund balance to actual from the audit.</i></p>				

<u>FUND 04 - CAPITAL PROJECTS</u>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	17,590,774	225,000	17,815,774
Capital Projects	<i>Increase</i>	17,590,774	225,000	17,815,774
Revised Total Resources		17,815,774		
Revised Total Requirements		17,815,774		

*Resources and Capital Projects increased due to the addition of a new capital project related to the Springbrook Sewer Line Extension which additional funding was approved for during the city's rate review process.*

<u>FUND 06 - WASTEWATER FUND</u>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	42,226,054	1,742,456	43,968,510
Transfers	<i>Increase</i>	6,861,946	225,000	7,086,946
Contingency	<i>Increase</i>	12,652,797	1,517,456	14,170,253
Revised Total Resources		43,968,510		
Revised Total Requirements		43,968,510		

*Resources and Contingency increased due to beginning fund balance trued up to less Inflow/Infiltration needed due to upcoming oxidation ditch replacement. Transfers increased due to the new capital project added related to the Springbrook Sewer Line Extension.*

<u>FUND 07 - WATER</u>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	33,452,288	15,582	33,467,870
Public Works	<i>Increase</i>	15,182,319	360,000	15,542,319
Contingency	<i>Decrease</i>	13,382,346	(344,418)	13,037,928
Revised Total Resources		33,467,870		
Revised Total Requirements		33,467,870		

*Resources increased due to beginning fund balance trued up to actual from the audit. Public Works expenditures increased due to a staffing reorganization. Contingency decreased as the offset.*

<u>FUND 08 - BUILDING INSPECTION</u>		BUDGET	CHANGE	REVISED
Resources	<i>Decrease</i>	5,406,099	(68,874)	5,337,225
Building Inspection	<i>Increase</i>	2,354,194	3,400	2,357,594
Contingency	<i>Increase</i>	3,051,905	(72,274)	2,979,631
Revised Total Resources		5,337,225		
Revised Total Requirements		5,337,225		

*Resources and Contingency increased due to the true up of beginning fund balance to actual. Building Inspection expenditures increased due to additional purchases of office supplies.*

<u>FUND 09 - DEBT SERVICE</u>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	2,048,354	50,000	2,098,354
Debt Service	<i>Increase</i>	2,041,287	50,000	2,091,287
Revised Total Resources		2,098,354		
Revised Total Requirements		2,098,354		

*Resources and Debt Service increased to account for the final payoff calculation for the Communication Tower Debt.*

<u>FUND 13 - 911 EMERGENCY</u>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	1,046,981	2,256	1,049,237
Communications	<i>Increase</i>	995,586	2,256	997,842
Revised Total Resources		1,049,237		
Revised Total Requirements		1,049,237		

*Resources and Communication expenditures increased due to beginning fund balance trued up to actual.*

<u>FUND 14 - ECONOMIC DEVELOPMENT</u>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	1,266,557	74,108	1,340,665
Special Payments	<i>Increase</i>	1,194,380	36,844	1,231,224
Transfers	<i>Increase</i>	-	37,264	37,264
Revised Total Resources		1,340,665		
Revised Total Requirements		1,340,665		

*Resources increased due to beginning fund true up to actual related to interest earned. Transfers out increased due to final portion of Economic Development funds moving to General Fund from true up of audit.*

<u>FUND 16 - PUBLIC SAFETY FEE</u>		BUDGET	CHANGE	REVISED
Resources	<i>Decrease</i>	1,553,767	(15,962)	1,537,805
Contingency	<i>Decrease</i>	75,644	(15,962)	59,682
Revised Total Resources		1,537,805		
Revised Total Requirements		1,537,805		

*Resources and Police expenditures increased due to beginning fund balance true up to actual.*

<u>FUND 17 - STORMWATER</u>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	9,252,289	5,609	9,257,898
Contingency	<i>Increase</i>	925,885	5,609	931,494
Revised Total Resources		9,257,898		
Revised Total Requirements		9,257,898		

*Resources and Contingency increased due to beginning fund balance true up to actual.*

<u>FUND 18 - STREET CAPITAL PROJECTS</u>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	6,052,126	184,901	6,237,027
Capital Projects	<i>Increase</i>	5,900,000	184,901	6,084,901
Revised Total Resources		6,237,027		
Revised Total Requirements		6,237,027		

*Resources and Capital Projects increased due to true up of fund balance from audit.*

<u>FUND 19 - TRANSIENT LODGING TAX</u>		BUDGET	CHANGE	REVISED
Resources	<i>Increase</i>	3,080,740	5,376	3,086,116
Contingency	<i>Increase</i>	4,152	5,376	9,528
Revised Total Resources		3,086,116		
Revised Total Requirements		3,086,116		

*Resources and Contingency increased due to the true up of beginning fund balance to actual.*

<b>FUND 22 - LIBRARY GIFT, MEMORIAL &amp; GRANT</b>		<b>BUDGET</b>	<b>CHANGE</b>	<b>REVISED</b>
Resources	<i>Increase</i>	129,131	80,086	209,217
Library	<i>Increase</i>	104,271	80,086	184,357
Revised Total Resources		209,217		
Revised Total Requirements		209,217		

*Resources and Library expenditures increased due to the true up of beginning fund balance to actual as well as additional donations and grants that were received in the current fiscal year.*

<b>FUND 31 - ADMIN SUPPORT SERVICES</b>		<b>BUDGET</b>	<b>CHANGE</b>	<b>REVISED</b>
Resources	<i>Increase</i>	19,475,459	943,215	20,418,674
City Manager's Office	<i>Increase</i>	2,664,029	21,000	2,685,029
Public Works	<i>Increase</i>	4,729,887	370,165	5,100,052
Contingency	<i>Increase</i>	416,176	552,050	968,226
Revised Total Resources		20,418,674		
Revised Total Requirements		20,418,674		

*Resources increased due to the true up of beginning fund balances from actual and the receipt of the FEMA grant. City Manager's Office increased due to the addition of the City Manager's new contract, addition of a city-sponsored firework show, removal of Grant Writer position and addition of Assistance to City Manager position. Public Works expenditures increased due to costs related to the roof and window replacement which the FEMA grant is covering.*

Total Increase in appropriations for all funds: \$ 4,164,296

Total Appropriated Budget	203,083,262
Plus: Increase in appropriations	
Supplemental Budget #1	4,164,296
Revised Appropriated Budget	<u>\$ 207,247,558</u>

**Reconciliation of BY 2025-27 Budget Changes**

**Appropriations**

Total Appropriations from original Adopted Budget (June 2, 2025)	\$ 203,083,262
Changes in appropriations	
Supplemental Budget #1 (June 1, 2026)	4,164,296
Total Appropriations including Supplemental Budgets	<u>\$ 207,247,558</u>

**Unappropriated Ending Fund Balance (UEFB)**

Unappropriated Ending Fund Balance - Debt Service Fund	7,067
Reserve for Future Expenditure - Street System Development Fund	6,368,988
Reserve for Future Expenditure - Stormwater System Development Fund	127,461
Reserve for Future Expenditure - Wastewater System Development Fund	14,683,140
Reserve for Future Expenditure - Water System Development Fund	373,922
Reserve for Payment in Lieu - Street Capital Project Fund	152,126
Reserve for Payment in Lieu - Stormwater System Development Fund	14,234
Total Unappropriated Ending Fund Balance	<u>\$21,726,938</u>

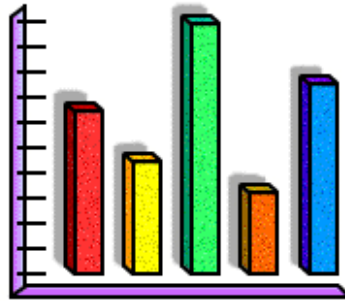
**Adjusted Adopted Budget (Sum of Appropriations, UEFB, and Reserves) \$228,974,496**

# Supplemental Budget



# Summary of Changes

- Total adjustments \$4,164,296
- Total biennial budget now \$228,974,496



# General Fund (01)

## Beginning Fund Balance – Increased \$515,036 from Adopted Budget

- Vacant position in both Police and Planning

## Other Resources – Increased by \$301,964

- Sale of vehicles and CLG Grant, and Police Foundation Grant for the purchase of two drone trucks.

## Municipal Court – Increased by \$65,000

- Finance Clerical Assistant is partially split between Finance and Court

## Police – Increased by \$225,700

- Due to forensic equipment sale and grant to purchase two drone trucks

## Planning – Increased by \$87,200

- To account for maintenance agreements and other expenses previously covered by business license fees in Fund 14 (which have now moved to the General Fund)

## Communications – Increased by \$200,000

- Added 1 FTE Communications Officer during fiscal year

## Transfers – Increased by \$50,000

- Add'l amount to cover payoff of Communication Tower Debt

## Contingency – Increased by \$239,100

- To offset beginning fund balance adjustment and other adjustments as needed.

# Admin Services Fund (31)

## Beginning Fund Balance– *Increased by \$603,050 from the Adopted Budget*

- Primarily due to vacancies in IT and Facilities

## Other Resources – *Increased by \$340,165*

- Receipt of FEMA grant money related to City Hall Flood event

## City Manager's Office– *Increased by \$21,000*

- Adjusted for CM's new contract, firework show, and removing the Grant Writer Position for the Assistant to the CM Position

## Public Works– *Increased by \$370,165*

- Increased related to roof and window replacement (paid for by the FEMA grant) as well as professional services dollars added for temporary facilities help

## Contingency– *Increased by \$552,050*

- Offset to beginning fund balance and other adjustments.

# Street Fund (02)

## Beginning Fund Balance– *Increased by \$103,209 from the Adopted Budget*

- Careful spending of the Street Fund in the last quarter of the year helped increase this fund balance

## Public Works– *Increased by \$1,458,936*

- Due to PW staffing reorganization and TUF spending

## Contingency– *Decreased by \$1,355,727*

- Offset to beginning fund balance and other adjustments.

# Civil Forfeiture Fund (03)

## Beginning Fund Balance – *Increased \$334 from Adopted Budget*

- True up from audit – additional interest accrued during PY

## Police – *Increased by \$334*

- Offset the increase to beginning fund balance.

# Proprietary Capital Projects Fund (04)

## Resources – *Increased by \$225,000*

- Transfers in related to new CIP project Springbrook Sewer Line Extension. Funding for this was approved by the Rate Review Committee.

## Capital Projects – *Increased by \$225,000*

- Related to Springbrook Sewer Line Extension

# Wastewater Fund (06)

## Beginning Fund Balance– *Increased \$1,742,456 from Adopted Budget*

- Carryover of projects from prior year to current year which were not completed. Those projects include Hess Creek and Inflow/Infiltration projects

## Transfers– *Increased by \$225,000*

- Increase related to new CIP project Springbrook Sewer Line Extension

## Contingency – *Increased by \$1,517,456*

- Offset the increase to beginning fund balance.

# Water Fund (07)

## Beginning Fund Balance – *Increased by \$15,852 from Adopted Budget*

- Carryover of projects from prior year to current year which were not completed. Those projects include HB 2001.

## Public Works – *Increased by \$360,000*

- Due to Public Works staffing restructure

## Contingency – *Decreased by \$344,818*

- Offset the increase to beginning fund balance.

# Building Inspection Fund (08)

## Beginning Fund Balance – *Decreased \$68,874 from Adopted Budget*

- Revenue came in slightly less than projected in PY (building permits, plumbing/mechanical permits, and contract building inspection)

## Building Inspection – *Increase by \$3,400*

- Purchase of additional office supplies

## Contingency – *Decreased by \$72,274*

- Offset the increase to beginning fund balance.

# Debt Service Fund (09)

**Other Sources– Increased by  
\$50,000 from Adopted Budget**

- Related to final payoff of  
Communication Tower Debt

**Debt Service– Increase by  
\$50,000**

- Related to the final payoff of  
the Communication Tower  
Debt

# 911 Emergency Fund (13)

**Beginning Fund Balance – Increased  
\$2,256 from Adopted Budget**

- Minimal true up of fund balance

**Communications – Increased by  
\$2,256**

- Offset the increase to  
Communication expenditures.

# Economic Development Fund (14)

## Beginning Fund Balance – *Increased by \$74,108 from Adopted Budget*

- Mainly due interest calculation true up

## Special Payments – *Increased by \$36,844*

- Interest calculation added to remaining funds

## Transfers – *Increased by \$37,264*

- Transferring out the last of the Economic Development funds which moved to General Fund at the end of FY25 (these were audit true-up from interest calculations and business license money that came in during June 2025)

# Public Safety Fee Fund (16)

## Beginning Fund Balance – *Decreased by \$15,962 from Adopted Budget*

- Small variance in fund balance – trying to use up remaining amount of COF portion of fund balance

## Contingency – *Decreased by \$15,962*

- Offset the increase of beginning fund balance

# Stormwater Fund (17)

**Beginning Fund Balance– *Increased by \$5,609 from the Adopted Budget***

- Carryover of funds from Annual Pipe Replacement

**Contingency– *Increased by \$5,609***

- Offset to beginning fund balance.

# Street Capital Projects Fund (18)

## Beginning Fund Balance— *Increased by \$184,901*

- Carryover related to TUF projects and completion of N College St Aldercrest Foothills and Main Street/Illinois/240 Intersection

## Capital Projects— *Increased by \$184,901*

- Offset to fund balance increase.

# Transient Lodging Tax Fund (19)

**Beginning Fund Balance– Increased by \$5,376 from the Adopted Budget**

- Small true up due to interest revenue earned

**Contingency– Increased by \$5,376**

- Offset to beginning fund balance

# Library Gift and Memorial Fund (22)

## Beginning Fund Balance – *Increased by \$34,112 from Adopted Budget*

- Carryover of grants and donations received that are planned to be spent in this fiscal year

## Other Sources – *Increased by \$45,974*

- Additional grant and donations received from various sources (including Library Friends)

## Library – *Increased by \$80,086*

- Add'l expenditures planned for new carpeting in Austin Room, new acrylic shelf end panels, and countertop replacement

# QUESTIONS?



# REQUEST FOR COUNCIL ACTION



**Date Action Requested: (June 1, 2026)**

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/>	
No. 2026-4031	
Subject: <b>Resolution imposing the tax and categorizing the tax for fiscal year 2026-27 (second half of the biennium).</b>	Staff: <b>Kady Strode</b> Department: <b>Finance</b> File No.
Business Session	Order On Agenda:
Hearing Type: Administrative Public Hearing	

**Recommendation:** Adopt Resolution No. 2026-4031 imposing and categorizing the tax for fiscal year 2026-27 (the second half of the 2025-27 biennium).

**Executive Summary:** Due to November 2017 Special Election, City Council is left with the decision each year to decide whether to increase the assessed rate by 3% each year until we are back at the maximum assessed rate of \$4.3827 per \$1,000.

Last year, the City passed its first biennial budget. Because this is an “off” year for the budget cycle, the Council will need to determine the property tax rate outside of the normal budget process.

The City has had stable fund balances throughout the current fiscal year and believes the 3% property tax increase is not necessary to continue stable operations in FY 26-27.

**Fiscal Impact:** By electing not to take the property tax increase next fiscal year, this would equate to approximately \$250,000 less property tax revenue than if the 3% increase was taken. This will save the average Newberg homeowner approximately \$19 per year.

**Strategic Assessment:** The City has assessed its fund balances and believes there is enough financial stability next fiscal year to continue levying the current property tax rate.



# RESOLUTION NO. 2026-4031

**A Resolution imposing the tax and categorizing the tax for fiscal year 2026-27 (second half of the biennium).**

**Recitals:**

1. The City of Newberg adopted the biennial budget for BY 25-27 on June 2, 2025.
2. The city is mid-biennium and must determine the property tax rate outside of the normal budget process.

**The City of Newberg Resolves as Follows:**

1. Imposing the Tax. The City Council of the City of Newberg imposes the following ad valorem property taxes upon the assessed value of all taxable property within the district at the rate of \$3.0748 per \$1,000 of assessed value for permanent rate tax.

4. Categorizing the Tax. The City Council of the City of Newberg categorizes the imposed taxes for purposes of Article XI section 11b as:

	General Government <u>Limitation</u>	Excluded from <u>the Limitation</u>
Permanent Rate Tax	\$3.0748 per \$1,000.00 TAV	

5. 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, 2026.

**Adopted** by the City Council of Newberg, Oregon, this 1st day of June, 2026.

\_\_\_\_\_  
Rachel Thomas, City Recorder

**Attest** by the Mayor this \_\_\_\_\_ day of June, 2026.

\_\_\_\_\_  
Bill Rosacker, Mayor

# REQUEST FOR COUNCIL ACTION



**Date Action Requested: June 1, 2026**

Order <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Information <input type="checkbox"/> No. 2026-4022	
Subject: <b>A Resolution to update the Master Fee Schedule including removal of the Communication Officer Public Safety Fees as well as updates to the Wastewater and Transportation SDC fees</b>	Staff: <b>Dan Keuler, Accounting Manager</b> Department: <b>Finance</b> File No.
Business Session	Order On Agenda:
Hearing Type: Administrative	

## Recommendation:

Adopt Resolution No. 2026-4022, a resolution updating the Master Fee Schedule for the City of Newberg.

## Executive Summary:

The Master Fee Schedule (MFS) was established in April 2016 with Resolution 2016-3268 and last updated in March of 2025 via Resolution 2025-3961. The MFS does not include any franchise fees, city taxes, or pass-through fees collected for other entities. Various fees are tied to consumer price index (CPI) measurements. The fee-in-lieu of parking program fee is tied to the Engineering News Record Construction Cost Index for Seattle for December of each year, which for 2025 is 4.1%. All other rates subject to annual CPI increase use the CPI-U, which for December 2025 is 2.7%. These fees subject to the approval of the Master Fee Schedule will be effective on July 1, 2026.

## Highlight of Fee Changes:

- **City Recorder:** There is no change to City Recorder fees.
- **Finance:** The Municipal Services Statement Fees were updated as presented on the MFS to appropriately reflect the increases that took place on January 1, 2026. Additionally, the Communication Officer Public Safety Fee was removed per Newberg's debt reduction plan.
- **Library:** There is no change to Library fees.
- **Permit Center:** Building and Planning Fees subject to CPI adjustments were updated in accordance with the above-mentioned CPI-U, and the Fee-in-lieu of Parking rate updated using the Engineering News Record Construction Cost Index for Seattle.

Various fee descriptions were added to assist customers in determining permit type and fee amount including sign, swimming pool, manufactured building – commercial, air conditioner, and mini-split. These fees are not new but are simply splitting out separately from where they previously were charged under for more clarity.

The Grading Permit fees were removed as they are no longer required due to a change in the Oregon Structural Specialty Code (OSSC) 101.2.2.1.

The Mural Sign Review Fee was added to ensure fair pricing, as mural projects are often large-scale and can result in disproportionately high costs under standard sign review pricing.

The Type II Vacation Rental Review fee line item has been separated for clarity and transparency, but continues to be charged at the same rate as "Any Type II actions not specifically listed in this section".

The Trees in Public Right of Way Removal Permit line item has been added to correct an oversight. The fee has been consistently applied in practice for many years but was not previously reflected in the fee schedule.

Bike Rack Cost Sharing Program is being removed due to inactivity. It was part of the Bike Newberg initiative in 2012, it has not been maintained since 2016 and has not generated any applications or requests in recent years.

The System Development Charge updates are as follows:

- Wastewater SDC: Decreasing by 7% - as the work that the City of Newberg has completed on the Wastewater Facility is allowing the city to move infrastructure concentration to higher prioritized needs for the city.
- Transportation SDC: Increasing by 6.06% to fund planned infrastructure projects for the upcoming biennium.
- Stormwater and Water SDC: No change for this biennium
- **Police:** The Police Reports fee for police record requests is being increased from \$15 to \$20. This fee has remained the same for over eight years and no longer reflects the true cost of processing, producing, and distributing records. This increase is necessary to ensure the agency can adequately recover labor and operational costs associated with fulfilling records requests. Additionally, the Dance Permit was removed.
- **Public Works:** There is no change to Public Works fees.

#### **Fiscal Impact:**

Fees are necessary to help the City provide municipal services and recover resources used.

#### **Strategic Assessment:**

Resolution 2026-4022 helps the City to manage and operate the City government in an efficient and effective manner.

# RESOLUTION NO. 2026-4022

**A Resolution to update the Master Fee Schedule including removal of the Communication Officer Public Safety Fees as well as updates to the Wastewater and Transportation SDC fees.**

## **Recitals:**

1. The City performs and offers certain services, the cost of which are most reasonably borne by the resident, as opposed to paying for said services from general City funds.
2. In April, 2016, the City established a Master Fee Schedule via Resolution 2016-3268 to create transparency and increase efficiency in managing city services and was last updated via Resolution 2025-3961 in March of 2025.
3. Following a change to Oregon Structural Specialty Code (OSSC) 101.2.2.1 Grading Fees are now listed as matters outside the statutory authority of this code.
4. The City previously provided, installed, and maintained bike racks downtown for the cost of \$100 per rack, as a facet of the downtown bicycle rack cost-sharing program established as part of a comprehensive bike program created by council action in 2011. The city is ending this program due to inactivity.
5. In February 2024 the City Council Ordinance 2024-2922, an ordinance to modify the system development charge model and to adopt code amendments to the system development charges chapter of the Newberg Municipal Code. The new fees were established via Resolution 2025-3961 in March of 2025.
6. The City submitted Building fees on April 15, 2026 to the Oregon Building Codes Division and posted notice in the Newberg Graphic on April 16, 2026, per Oregon Administrative Rule 918-020-0220.

**The City of Newberg Resolves as Follows:**

1. To remove the Communication Officer Public Safety Fee.
2. To remove Grading Permit Fees.
3. To remove the Bike Rack Cost Sharing Fee of \$100.
4. To remove the \$10 dance permit fee.
5. To update the Master Fee Schedule approved via Resolution No. 2026-4022 for all city departments.
6. Have the fee schedule attached to this resolution as Exhibit A take effect July 1, 2026 with the exception of fees not subject to this approval process, as they are established separately via code or resolution.

**Effective Date** of this resolution is July 1, 2026.

**Adopted** by the City Council of Newberg, Oregon, this 1<sup>st</sup> day of June, 2026

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Rachel Thomas, City Recorder

**Attest** by the Mayor this \_\_\_ day of June, 2026.

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Bill Rosacker, Mayor

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>CITY RECORDER</b>	
<b>PUBLIC RECORDS FEES</b> – Initially set by Resolution 2008-2771	
<i>Research Requests – These fees are in addition to any copy, shipping, and handling fees. When research is less than 15 minutes, research fees may be waived. Research is charged at 1 hour minimum and billed in 15 minute increments after 1 hour.</i>	
General records research	\$60.00 per hour
City Attorney research	\$404.00 per hour
Paper Copies and prints – Fees noted are for one sided copies. For two-sided copies, fees are double those shown.	
Letter, legal, or tabloid size. Larger sizes charged at third copy party rate	25 cents per page, per copy
Copies by third party	Actual Cost
Shipping and Handling	Actual Cost
<b>Other Records</b>	
City of Newberg Street maps	\$3.00
Comprehensive Plan Map and Zoning Maps	\$15.00
Custom Maps – Engineering (GIS/Large)	\$15.00 per map plus \$62.00 per hour labor
<b>OTHER CITY RECORDER / ADMIN FEES</b>	
Notarization Fee (By appointment only)	\$10.00 per action
Grant writing services (by appointment only)	\$50.00 per hour

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>FINANCE</b>	
<b>GENERAL FEES</b>	
Lien Search	\$27.00
NSF returned checks	\$25.00
<b>MUNICIPAL SERVICES STATEMENT FEES - Administrative</b>	
Late Fee	\$20.00 per meter
Water Connection Fee	\$20.00 per meter
Water Re-connection Fee	\$50.00 per meter

<b>FINANCE</b>	
<b>MUNICIPAL SERVICES STATEMENT FEES - Public Safety Fees <sup>1</sup></b>	
<b>Public Safety Fee <sup>2</sup></b>	
5/8" or 3/4" meter	\$4.70
1" meter	\$11.75
1.5" meter	\$23.50
2" meter	\$37.60
3" meter	\$75.20
4" meter	\$117.50
8" meter	\$376.00

<sup>1</sup> These fees are updated via a separate approval process.

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>FINANCE</b>		
<b>MUNICIPAL SERVICES STATEMENT FEES - Transportation Utility Fee <sup>1</sup></b>		
<b>Residential Land Uses</b>		
Single Family Detached Housing	\$6.86	per dwelling unit
Multi-Family	\$4.63	per dwelling unit
Mobile Home	\$3.59	per dwelling unit
<b>Non-Residential Land Uses</b>		
Class 1 - Manufacturing	\$5.12	per 1000 sf
Class 2 - Office	\$20.16	per 1000 sf
Class 3 - Auto Repair, Clinic	\$29.36	per 1000 sf
Class 4 - Sit Down Restaurant	\$46.01	per 1000 sf
Class 5 - Convenience Store, Drive Thru	\$133.61	per 1000 sf
Class 6 - Others		
Senior Adult Housing Attached	\$2.81	per dwelling unit
Congregate Care	\$1.54	per dwelling unit
Assisted Living	\$2.02	per bed
Continued Care Retirement Community	\$1.83	per unit
Hotel	\$6.22	per room
Motel	\$4.29	per room
City Park	\$1.44	per acre
County Park, Farmland, Commercial Agriculture	\$1.72	per acre
Golf Course	\$27.19	per hole
Public Elementary School	\$0.50	per student
Public Middle/Junior High School	\$0.62	per student
Public High School	\$0.66	per student
Private School (K-12)	\$1.88	per student
Junior/Community College	\$0.94	per student
University/College	\$1.31	per student
Quick Lubrication Veh. Shop	\$17.70	per service position
Gas/serve Station	\$74.39	per fueling position
Gas/Serve Station with Conv. Market	\$54.51	per fueling position
Food Cart	\$65.54	per food cart

<sup>1</sup> These fees are updated via a separate approval process.

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>FINANCE</b>	
<b>MUNICIPAL SERVICES STATEMENT FEES - Water Service Charges<sup>1</sup></b>	
<b>Service Charge (\$/month)</b>	\$3.98
<b>Meter Charge (\$/month)</b>	
3/4" meter	\$22.22
1" meter	\$37.77
1.5" meter	\$73.33
2" meter	\$117.77
3" meter	\$222.20
4" meter	\$371.07
6" meter	\$739.93
8" meter	\$1,184.33
10" meter	\$1,850.93
<b>Nonpotable Meter Charge (\$/month)</b>	
4" meter	\$62.21
8" meter	\$195.75
<b>Volume Charge (\$/ccf)</b>	
Single Family Residential	\$4.86
Multi-family Residential	\$4.10
Commercial	\$5.02
Industrial	\$5.99
Irrigation	\$9.30
Outside City	\$7.29
Public Agency	\$5.59
Non-Potable	\$3.25

<sup>1</sup> These fees are updated via a separate approval process.

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>FINANCE</b>	
<b>MUNICIPAL SERVICES STATEMENT FEES - Wastewater Service Charges <sup>1</sup></b>	
<b>Service Charge (\$/month)</b>	\$33.63
Multi-family per unit Charge	\$26.41
<b>Volume Charge (\$/ccf)</b>	
Single Family Residential	\$10.95
Multi-family Residential	\$10.95
Commercial 1	\$10.95
Commercial 2	\$13.87
Commercial 3	\$22.54
Industrial	\$13.87
Outside City	\$10.95
<b>Sewer Only (no water service) Flat Rate including monthly service charge</b>	<b>\$77.41</b>
<b>MUNICIPAL SERVICES STATEMENT FEES - Stormwater Service Charges <sup>1</sup></b>	
<b>Service Charge (\$/month)</b>	<b>\$19.06</b>

<sup>1</sup> These fees are updated via a separate approval process.

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

LIBRARY	
Damage to Items	Time & Materials (up to replacement cost)
Lost or Destroyed Items	Price of the item. <i>Fines are set by CCRLS</i>
Computer Printing & Copies	20¢ each B & W 50¢ each Color
Exam Proctoring Fee	10¢ each B & W; 50¢ each color per page for printing \$5.00 per test
Inter Library Loan Fee	\$5 each after 12 items per year
Non-resident Library Card Fee	\$79 per year-Household \$40 for 6 months \$70 per year- Senior, \$35 for 6 months Free limited-access library cards available

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>BUILDING</b>	
<b>PERMIT CENTER FEES</b>	
<b>Building Permit Fees - Valuation Table<sup>1,2</sup></b>	
\$1 - \$500	\$111.14
\$501 - \$2,000	\$111.14 for the first \$500 plus \$1.50 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$133.64 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$313.04 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$459.29 for the first \$50,000 plus \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and above	\$654.29 for the first \$100,000 plus \$3.25 for each additional \$1,000 or fraction thereof
<b>Fire Alarm Permit, Fire Sprinkler Permit – Commercial, Fire Suppression Permit – for Type 1 Hood</b>	Use Building Valuation Table
<b>Sign</b>	Use Building Valuation Table
<b>Swimming Pool</b>	Use Building Valuation Table
<b>Manufactured Building - Commercial</b>	Use Building Valuation Table
<b>Fire Sprinkler Permit – Residential Stand Alone</b>	Not part of the plumbing system, requires a building permit and plumbing (backflow) permit
<b>Solar</b>	\$111.14 - Prescriptive Based on Building Value - Non-Prescriptive
<b>Building Plan Review Fee</b>	85% of the Building Permit Fee
<b>Fire and Life Safety Plan Review Fee</b>	60% of the Building Permit Fee
<b>Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)</b>	5% of the permit amount
<b>Community Development Fee<sup>1</sup></b>	.75% of the project valuation

<sup>1</sup> See Glossary for Valuation Definitions

<sup>2</sup> See Glossary for ICC Valuation Data February 2026

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>BUILDING</b>	
<b>PERMIT CENTER FEES</b>	
<b>Phased Permit Fees<sup>1</sup></b>	\$348.74 plus 10% of the Building Permit Fee with a maximum of \$1,500 excluding Phase 1
<b>Other Fees:</b>	
Inspections Outside of normal business hours	\$111.14 per hour minimum of 2 hours
Additional plan review required by changes, additions or revisions to approved plans, Inspections for which no fee is specifically indicated, occupancy change permit	\$111.14 first hour, fraction thereof each ¼ hour, minimum of 1 hour
Reinspection Fee / Reinstatement Fee	\$111.14 each
Investigation Fee	\$111.14 per hour minimum ¼ hour
Deferred Submittal	\$287.35 for each deferred or 10% of the permit fee for the value of the deferred work, whichever is greater

<sup>1</sup> See Glossary for Valuation Definitions

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>BUILDING - Mechanical</b>		
<b>PERMIT CENTER FEES</b>		
<b>Furnace:</b>	<b>Res Fee</b>	<b>Com Est. Value</b>
FAU/Gravity Furnace <100K BTU	\$27.40	\$2,074.46
FAU/Gravity Furnace > 100K BTU	\$27.40	\$2,393.62
Wall/Floor/Suspended/Mounted	\$27.40	\$2,074.46
<b>Other Heating Units:</b>		
<b>Wood/Fireplace/Masonry/Factory Built</b>	\$44.80	\$1,595.75
<b>Room Heaters, Non-Portable</b>	\$27.40	\$159.58
<b>Appliance Vents and Air Ducts</b>	\$15.21	\$957.45
<b>Boilers/Compressors/Absorption Systems:</b>		
1 - 100K BTU	\$25.66	\$2,074.46
101K – 500K BTU	\$41.62	\$3,670.20
501K – 1,000K BTU	\$56.96	\$4,946.78
1,001K – 1,750K BTU	\$83.05	\$7,340.60
> 1,750K BTU	\$135.24	\$10,691.42
Air Conditioner	\$20.46	\$2,393.62
<b>Air Handler:</b>		
1 - 10K CFM	\$20.46	\$2,393.62
>10K CFM	\$27.40	\$2,393.62
Mini-Split	\$20.46	\$2,393.62
<b>Evaporative Coolers</b>	\$27.40	\$2,074.46
<b>Ventilation and Exhaust:</b>		
Ventilation Fan – Single Duct	\$15.21	\$957.45
Ventilation System	\$20.46	\$957.45
<b>Exhaust Hoods</b>	\$20.46	\$1,595.75
<b>Incinerator:</b>		
Domestic	\$30.89	N/A
Commercial/Industrial	N/A	\$9,893.58
<b>Gas Piping:</b>		
Gas Pipe Outlet 1-4	\$18.70	\$795.50
Gas Pipe Outlet Each Outlet over 4	\$8.25	\$159.58
<b>Miscellaneous: Clothes Dryer/Water Heater/Etc.</b>	\$20.46	N/A
<b>Minimum Fee (min fee is charged unless the calculated fee is greater):</b>	\$111.14	N/A

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>BUILDING - Mechanical</b>	
<b>PERMIT CENTER FEES</b>	
<b>Mechanical Permit Fee - Valuation Table – Commercial/Industrial</b>	
\$1 - \$2,000	\$111.14
\$2,001 - \$5,000	\$111.14 for the first \$2,000 and \$2.30 for each additional \$100 or fraction thereof, to and including \$5,000
\$5,001 - \$10,000	\$180.14 for the first \$5,000 and \$1.80 for each additional \$100 or fraction thereof, to and including \$10,000
\$10,001 - \$50,000	\$270.14 for the first \$10,000 and \$1.50 for each additional \$100 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$870.14 for the first \$50,000 and \$1.25 for each additional \$100 or fraction thereof, to and including \$100,000
\$100,001 and above	\$1,495.14 for the first \$100,000 and \$1.10 for each additional \$100 or fraction thereof
<b>Type 1 Hood</b>	Use Mechanical valuation table
<b>Mechanical Plan Review Fee</b>	50% of the Mechanical permit fee
<b>Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)</b>	5% of the permit amount

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>BUILDING - Plumbing</b>	
<b>PERMIT CENTER FEES</b>	
<b>1 &amp; 2 Family New:</b>	
1 Bath	\$269.57
2 Bath	\$356.54
3 Bath	\$443.52
Each additional bath/kitchen	\$111.14
<b>1 &amp; 2 Family Alteration</b>	
Per Fixture	\$26.11
<b>1 &amp; 2 Family Fire Sprinkler system – multi-purpose (is part of the plumbing system):</b>	
0 - 2,000 Square Feet	\$111.14
2,001 - 3,600 Square Feet	\$148.16
3,601 - 7,200 Square Feet	\$185.22
>7,201 Square Feet	\$259.30

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>BUILDING - Plumbing</b>	
<b>PERMIT CENTER FEES</b>	
<b>Commercial:</b>	
Per Fixture	\$26.11
<b>Water/Sanitary/ Sewer:</b>	
First 100 Feet	\$111.14
Each additional	\$43.50
<b>1 &amp; 2 Family Rain Drains: Downspouts</b>	<b>\$111.14</b>
<b>Miscellaneous:</b>	
Alternative Water Heating	\$111.14
Backflow Device	\$111.14
Minimum Fee: Minimum Fee is charged unless the calculated fee is greater	\$111.14
<b>Medical Gas Permit Fee - Valuation Table</b>	
\$1 - \$25,000	\$349.48
\$25,001 - \$50,000	\$349.48 for the first \$25,000 + \$5.85 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$495.73 for the first \$50,000 + \$3.90 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 and above	\$690.73 for the first \$100,000 + \$3.25 for each additional \$1,000 or fraction thereof
<b>Plumbing Plan Review Fee</b>	50% of the Plumbing Permit Fee
<b>Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)</b>	5% of the permit amount

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>BUILDING - Manufactured Parks</b>									
<b>PERMIT CENTER FEES</b>									
<b>Manufactured Dwelling Park Permit Fee – Table 1</b>									
\$1 - \$500					\$15.00				
\$501 - \$2,000					\$15.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000				
\$2,001 - \$25,000					\$45.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$25,000				
\$25,001 - \$50,000					\$252.00 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000				
\$50,001 - \$100,000					\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000				
\$100,001 - \$500,000					\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000				
\$500,001 - \$1,000,000					\$2,039.50 for the first \$500,000 plus \$2.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000				
\$1,000,001 and above					\$3,039.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000 or fraction thereof				
<b>Manufactured Dwelling Park Valuation Fee - Table 2<sup>1</sup></b>									
Park Class	<b>Spaces Per Acre</b>								
	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
	A	23,956.42	22,397.47	21,098.37	20,059.09	19,019.77	18,240.31	17,720.67	17,421.51
B	22,344.70	21,211.25	19,486.67	18,447.36	17,408.09	16,628.61	16,108.99	15,849.15	15,443.18
C	21,555.39	20,412.26	18,707.21	17,667.89	17,330.94	15,849.15	15,329.51	15,069.67	14,809.83

<sup>1</sup> See glossary for definitions

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>BUILDING - Manufactured Parks</b>
<b>PERMIT CENTER FEES</b>
<b>Formula for Manufactured Dwelling Park Permit and Plan Review Fee:</b>
1. Square Feet of Area being developed ÷ 43,560 (43,560 = 1 acre)
2. Number of spaces ÷ number of acres = valuation in Table 2
3. Valuation in Table 2 x Number of spaces = Permit Fee in Table 1
4. The Permit Fee is taken from Table 1
5. The Plan Review Fee is 85% of the Permit Fee

<b>BUILDING - Recreational Parks</b>	
<b>PERMIT CENTER FEES</b>	
<b>Recreational Park Permit Fee – Table 1</b>	
\$1 - \$500	\$15.00
\$501 - \$2,000	\$15.00 for the first \$500 plus \$2.00 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 - \$25,000	\$45.00 for the first \$2,000 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 - \$50,000	\$252.00 for the first \$25,000 plus \$6.50 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 - \$100,000	\$414.50 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 - \$500,000	\$639.50 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 - \$1,000,000	\$2,039.50 for the first \$500,000 plus \$2.00 for each additional \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and above	\$3,039.50 for the first \$1,000,000 plus \$2.00 for each additional \$1,000 or fraction thereof

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>BUILDING - Recreational Parks</b>									
<b>PERMIT CENTER FEES</b>									
<b>Recreational Park Valuation Fee<sup>1</sup> - Table 2</b>									
Park Class	<b>Spaces Per Acre</b>								
	<b>6</b>	<b>8</b>	<b>10</b>	<b>12</b>	<b>14</b>	<b>16</b>	<b>18</b>	<b>20</b>	<b>22</b>
<b>A</b>	2,637	2,470	2,320	2,189	2,074	1,978	1,907	1,849	1,798
<b>B</b>	2,483	2,317	2,176	2,035	1,920	1,824	1,754	1,696	1,645
<b>C</b>	1,792	1,626	1,485	1,344	1,229	1,133	1,062	1,005	954
<b>Formula for Recreational Park Permit and Plan Review Fee:</b>									
1. Square Feet of Area being developed ÷ 43,560 (43,560 = 1 acre)									
2. Number of spaces ÷ number of acres = valuation in Table 2									
3. Valuation in Table 2 x Number of spaces = Permit Fee in Table 1									
4. The Permit Fee is taken from Table 1									
5. The Plan Review Fee is 85% of the Permit Fee									

<b>BUILDING - Manufactured Building</b>	
<b>PERMIT CENTER FEES</b>	
<b>Manufactured Building Permit Fees:</b>	
Manufactured Building in a Park	\$798.56 Flat Fee (technology fee included)
Manufactured Building Elsewhere	\$987.57 Flat Fee (technology fee included)
Manufactured Building Commercial	Based on Building Value
<b>Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)</b>	5% of the permit amount

<sup>1</sup> See glossary for definitions

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>PLANNING</b>	
<b>PERMIT CENTER FEES</b>	
Pre-Application Review	\$100.00
<b>Type I (Administrative Review):</b>	
Any Type I action not specifically listed in this section	\$219.00
ADU Design Review	\$219.00
Cottage Cluster Design Review	\$440.00
Property Consolidation	\$219.00
Code Adjustment	\$550.00
Design Review – (Commercial/Industrial minor addition review)	0.3% of project value, \$550 minimum
Minor modification or extension of Type I decision	\$219.00
Major modification of Type I decision	50% of original fee
Partition final plat	\$1,107 + \$94 per parcel
Property line adjustment	\$1,107.00
Sign review	\$95 + \$1 per sq. ft. of sign face
Mural Sign review	\$95 + \$1 per sq. ft. of sign face, \$200 maximum
Subdivision, PUD or Condominium final plat	\$2,219 + \$94 per lot or unit
<b>Type II (Land Use Decision):</b>	
Any Type II action not specifically listed in this section	\$1,107.00
Minor modification or extension of Type II decision	\$219.00
Major modification of Type II decision	50% of original fee
Design Review (Including Mobile/Manufactured Home Parks)	0.6% of total project cost, \$1,107 minimum
Middle Housing Land Division	\$1,107 + \$94 per parcel
Partition preliminary plat	\$1,107 + \$94 per parcel
Subdivision preliminary plat	\$2,219 + \$94 per lot
Variance	\$1,107.00
Vacation Rental review	\$1,107.00
<b>Type III (Quasi-Judicial Review)</b>	
Any Type III action not specifically listed in this section	\$2,351.00
Annexation	\$3,091 + \$293 per acre
Comprehensive plan amendment (Site specific)	\$2,897.00
Conditional Use Permit	\$2,351.00
Minor modification or extension of Type III decision	\$219.00
Major modification of Type II decision	50% of original fee

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>PLANNING</b>	
<b>PERMIT CENTER FEES</b>	
Historic Landmark establishment or modification	\$0.00
Historic Landmark elimination	\$2,696.00
Planned Unit Development	\$4,697 + \$94 per unit
Subdivision preliminary plat	\$2,219 + \$94 per lot
Zoning Amendment (site specific)	\$2,929.00
<b>Type IV (Legislative amendments)</b>	
Comprehensive plan text amendment or large scale map revision	\$3,331.00
Development Code text amendment or large scale map revision	\$3,331.00
<b>Appeals</b>	
Type I or II Appeal to Planning Commission	\$634.00
Type I or II Appeal to City Council	\$1,150.00
Type III Appeal to City Council	\$1,351.00
Type I Adjustments or Type II variances that are not designed to regulate the physical characteristics of a use permitted outright	\$354.00
Exhibitor license fee appeal to the City Council	50% of Exhibitor License Fee
<b>Other Fees:</b>	
Technology Fee <b>(This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)</b>	5% of the permit amount
Expedited Land Division	\$8,255 + \$94 per lot or unit
Urban Growth Boundary amendment	\$5,274.00
Vacation of Public Right-of-Way	\$2,188.00
Fee-in-lieu of Parking Program	\$17,726.00
Trees in Public Right of Way Removal Permit	\$10.00
Vertical Housing Development Zone fees	\$600.00 certification and application fee \$400.00 annual monitoring fee

<b>DEVELOPMENT ENGINEERING</b>			
<b>PERMIT CENTER FEES</b>			
<b>Land Use Review Fees:</b>	<b>BASE</b>	<b>ADDITIONAL</b>	<b>PER</b>
Planning Design Reviews, Partitions, Subdivisions, Type II&III Planned Unit Developments, & MHL D	\$360.14 2-19 lots	\$16.00	lot after 19
Final plat review, partition and subdivision & MHL D	\$360.14	\$9.05	each lot
Development Review for public improvements on Commercial, Industrial, Institutional zone, and Multifamily developments	\$503.66	\$287.69	Additional first acre

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<b>BUSINESS LICENSES AND PERMITS</b>	
<b>Yearly Business Licenses</b>	
General	\$50.00 per year
Home Occupation	\$25.00 per year
Peddler/Solicitor/Street Vendor	\$25.00 per 6 mo only
Perpetual Temporary Merchant in Operations more than 45 days	\$75.00 per year
Exhibitor License	\$160.00
<b>Business Permits - one time fee</b>	
Temporary Merchant in Operations from 4 to 45 days	\$129.00
Temporary Merchant in Operations more than 45 days	\$437.00
Peddler/Solicitor/Street Vendor License	No additional fees

<b>POLICE</b>	
Alarm Permit: False alarms – First 2 free, 3 to 9 false alarms	\$50.00 per incident per calendar year
Alarm Permit: False alarms – Over 10	\$100 per incident per calendar year
Right of Way Permit	\$10.00
<b>Dog Impound Fees</b>	
Kenneling Fees	\$25.00 per day, plus required medical costs associated
Subsequent impound citation – 2nd violation	\$75.00 per incident per calendar year
Subsequent impound citation – 3rd + violations	\$150.00 per incident per calendar year
<b>Police Public Records</b>	
Certified Background Check	\$35.00 per person
Photographs	\$15.00 per link
Reports	\$20.00
Research	\$27.18/hour labor over ½ hour
Audio / Video	\$37.00 per link
Body Cam	\$70.00 plus \$35.00 per half hour of redaction prep past
USB	\$39.00

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Master Fee Schedule

<b>PUBLIC WORKS - Operations</b>	
Newgrow Compost (Bulk)	Fees set by City Manager
Sawdust	\$30.00 per cubic yard
Septic Drop-off (permitted septic companies only)	\$.15 per gallon
Recreational Vehicle Waste	\$5.00 per vehicle

<b>PUBLIC WORKS - Maintenance</b>	
<b>Hydrant Meter Fees<sup>1</sup></b>	
Non-refundable Application Fee	\$150.00
Water usage fee > 10,001 gallons	Charged at the current industrial volume rate (\$5.99 @ 100CCF)
Billing Fee	\$10/month
Rental Fee	\$5/day
Monthly Stormwater Service Charge	Charged at the current monthly rate (\$19.06/mo)
Refundable Meter & Valve Deposit	\$1,500.00

<sup>1</sup> These fees are updated via a separate approval process.

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Master Fee Schedule

<b>PUBLIC WORKS - Capital Engineering</b>		
<b>PERMIT CENTER FEES</b>		
<b>System Development Charges<sup>2</sup></b>		
<b>Wastewater Development Fee<sup>1</sup>:</b>		
For the first 18 fixture units	\$5,587.00	
Per each fixture unit over 18	\$310.39	
<b>Water Development Fee<sup>1</sup>:</b>	<b>Potable</b>	<b>Nonpotable</b>
3/4" meter	\$7,846.12	\$4,066.00
1" meter	\$13,338.40	\$6,912.20
1.25" meter	\$19,615.30	\$10,165.00
1.5" meter	\$25,892.19	\$13,417.80
2" meter	\$41,584.43	\$21,549.80
3" meter	\$78,461.19	\$40,659.99
4" meter	\$131,030.19	\$67,902.19
6" meter	\$258,921.94	\$134,177.98
8" meter	\$415,844.32	\$215,497.97
<b>Storm System Development Fee:<sup>1</sup></b>		
Single Family - Equivalent Dwelling Unit (EDU) <sup>1</sup>	\$629.57 flat fee	
Other than Single Family	$(\text{Impervious Area}/2877) \times \$629.57$	

<sup>1</sup> See glossary for definitions and summaries of the incentive programs allowing for various waivers or discounts.

<sup>2</sup> These fees are established via a separate approval process - Refer to Ordinance No. 2024-2922. Fees are calculated based on the Permit Issuance Date - Ordinance 2023-3887.

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Master Fee Schedule

<b>PUBLIC WORKS - Capital Engineering</b>			
<b>PERMIT CENTER FEES</b>			
<b>Transportation Development Fee<sup>2</sup>:</b>			
Single Family / ADU <sup>1</sup> / Duplex / Triplex / Quadplex / Cottage Cluster– per	\$6,645.78		
Multi Family – per unit	\$4,365.37		
Manufactured Home – in a park	\$3,192.59		
Manufactured Home – Elsewhere	\$6,645.78		
Commercial/Industrial	See Transportation SDC Calculation Formula in the		
<b>Wastewater Connection Fee</b>	Actual costs		
<b>Water Connection Fee</b>	Actual costs		
<b>Signalization Fee - Single Family</b>	\$285.61		
	<b>BASE</b>	<b>ADDITIONAL</b>	<b>PER</b>
<b>Sidewalk or Driveway approach permit and inspection</b>	\$36.92	\$0.35	Square Feet
<b>Public street ADA ramp review and inspection</b>	\$43.88	N/A	Each ramp

<sup>1</sup> See glossary for definitions and summaries of the incentive programs allowing for various waivers or discounts.

<sup>2</sup> These fees are established via a separate approval process. The City of Newberg has many incentive programs to encourage business development. These can be found within Ordinance 2024-2922. Fees are calculated based on the Permit Issuance Date - Ordinance 2023-3887.

The formula used to calculate the fee is:  $SDC\ Fee^1 = UNIT \times ITE\ PMPH\ Vehicle\ Trip\ Rate \times 1.68 \times \$3,878.26$

The conversion of PM peak hour vehicle trip-ends (PMPHVT) to PM peak hour person trip-end (PMPHPT) is:  $PMPHVT \times 1.68$

Resolution 2026-4022 Exhibit A  
Master Fee Schedule

<b>PUBLIC WORKS - Capital Engineering</b>			
<b>PERMIT CENTER FEES</b>			
<b>Construction/Site Development Plan Review and Inspection Fees</b>	<b>BASE</b>	<b>ADDITIONAL</b>	<b>PER</b>
<b>Erosion Control Plan review and inspection:</b>			
500 To 5000 Square Feet disturbed	\$215.25	N/A	each permit
5001 Square Feet to less than 1 acre disturbed	\$503.66	N/A	each permit
1 acre and larger disturbed	By DEQ permit	N/A	N/A
<b>Technology Fee (This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)</b>	5% of the permit amount		
<b>Site Improvement:</b>			
Public Improvement site development permit – refer to application form for additional fee details	5%	N/A	Public construction cost estimate
Single Family house Site Plan Review, stormwater review and Engineering	\$215.25	N/A	EACH PERMIT
<b>Stormwater:</b> Commercial/Industrial/Multi Family private facility storm drainage plan review and final inspection for water quality/quality facilities	\$431.21	\$107.96	First Acre Additional Developed Acre
<b>Reinspection Fee</b>	\$72.45		
<b>Demolition Permit</b>	\$111.14 flat fee – Complete Based on building value – Partial		
<b>Hardship Requests</b>	\$287.69		
<b>Utility Right of Way Non-refundable Application Fee</b>	\$500.00		
<b>Right of Way, Easement Review</b>	\$260.14		
<b>Subsurface Permit for Franchise</b>	\$215.25		
<b>Stormwater Fee in lieu - Private</b>	\$1.50/SF		
<b>Stormwater Fee in lieu - Public</b>	\$2.00/SF		

**Building Permit Fees** - Building Valuation Table (see page 24): The Fee complies with the definition of “valuation” in Section 423 of the State of Oregon Structural Specialty Code and includes Architectural, Structural, Electrical, Plumbing, Heating, Ventilation Devices and Equipment. The valuation also includes the contractor’s profit which should not be omitted. The determination of value or valuation under any provisions of this code shall be made by the Building Official. The value shall be the estimated amount from the City of Newberg building valuation data table or the estimated value including all construction work for which the permit is issued as well as all finish work, painting, roofing, electrical , plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment, whichever is greater.

The square foot construction costs table determines the cost of the project by the building use and type of construction. To calculate the valuation, the cost per square foot is multiplied by the projects total square footage. For projects where square footage is not added, the value is calculated by multiplying product value by 1.6 to determine valuation.

<b>Refund Fee Schedule</b>	
Refund Type	Refund
Outside City Limits	<b>100%</b>
Permit Submitted/Plan Review Not Started	<b>80%</b>
Permit Submitted/Plan Review Started/Completed	Building Plan Review Not Refundable
Permit Submitted/ Plan Review Completed/ Permit Issued	<b>Not Refundable</b>
	Building / Plumbing / Mechanical Plan Review Fees
	<b>80% Refundable</b>
	Permit Fees (Building/Plumbing/Mechanical) / Community Development /
	State Surcharge (Building/Plumbing/Mechanical) / Technology (Building/Plumbing/Mechanical)
	<b>100% Refundable</b>
	Third Party Fees - Chehalem Park & Recreation / School CET

NEWBERG MASTER FEE GLOSSARY FOR 2026-27

Valuation Table ICC Valuation Data February 2026

SQUARE FOOT CONSTRUCTION COSTS		TYPE OF CONSTRUCTION								
GROUP	(INTERNATIONAL BUILDING CODE)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	ASSEMBLY, THEATERS, WITH STAGE	357.33	344.89	333.96	321.01	300.49	291.98	310.03	280.47	269.61
A-1	ASSEMBLY, THEATERS, WITHOUT STAGE	328.57	316.12	305.20	292.25	271.49	262.97	281.27	251.46	240.61
A-2	ASSEMBLY, NIGHTCLUBS	277.44	269.30	260.84	250.89	234.99	228.61	242.28	213.69	205.58
A-2	ASSEMBLY, RESTAURANTS, BARS, BANQUET HALLS	276.44	268.30	258.84	249.89	232.99	227.61	241.28	211.69	204.58
A-3	ASSEMBLY, CHURCHES	331.74	319.29	308.36	295.42	275.14	266.62	284.43	255.12	244.26
A-3	ASSEMBLY, GENERAL, COMMUNITY HALLS, LIBRARIES, MUSEUMS	276.12	263.67	251.75	239.80	218.28	210.76	228.82	198.26	188.40
A-4	ASSEMBLY, ARENAS	327.57	315.12	303.20	291.25	269.49	261.97	280.27	249.46	239.61
B	BUSINESS	309.01	297.89	287.04	274.77	250.17	241.34	264.17	223.59	213.27
E	EDUCATIONAL	296.02	285.47	275.84	264.24	245.34	232.84	255.15	214.74	207.79
F-1	FACTORY AND INDUSTRIAL, MODERATE HAZARD	169.11	160.95	150.84	145.13	129.25	122.95	138.37	107.18	99.77
F-2	FACTORY AND INDUSTRIAL, LOW HAZARD	168.11	159.95	150.84	144.13	129.25	121.25	137.37	107.18	99.77
H-1	HIGH HAZARD, EXPLOSIVES	157.75	149.59	140.48	133.77	119.20	111.90	127.00	97.13	N.P.
H234	HIGH HAZARD	157.75	149.59	140.48	133.77	119.20	111.90	127.00	97.13	88.73
H-5	HPM	309.01	297.89	287.04	274.77	250.17	241.34	264.17	223.59	213.27
I-1	INSTITUTIONAL, SUPERVISED ENVIRONMENT	283.25	273.10	263.35	253.39	231.93	225.70	252.86	208.88	201.43
I-2	INSTITUTIONAL, HOSPITALS	485.04	473.91	463.07	450.80	425.24	N.P.	440.20	398.66	N.P.
I-2	INSTITUTIONAL, NURSING HOMES	334.61	323.48	312.64	300.37	277.75	N.P.	289.77	251.17	N.P.
I-3	INSTITUTIONAL, RESTRAINED	325.77	314.64	303.80	291.53	269.89	260.06	280.93	263.64	230.99
I-4	INSTITUTIONAL, DAY CARE FACILITIES	283.25	273.10	263.35	253.39	231.93	225.70	252.86	208.88	201.43
M	MERCANTILE	207.08	198.94	189.48	180.53	164.30	158.91	171.92	143.00	135.89
R-1	RESIDENTIAL, HOTELS	286.53	276.38	266.63	256.68	234.71	228.48	256.15	211.66	204.20
R-2	RESIDENTIAL, MULTIPLE FAMILY	239.24	229.09	219.34	209.38	188.69	182.45	208.85	165.63	158.18
R-3	RESIDENTIAL, ONE- AND TWO-FAMILY	224.62	218.65	213.40	208.84	201.86	194.67	213.06	187.70	175.92
R-4	RESIDENTIAL, CARE/ASSISTED LIVING FACILITIES	283.25	273.10	263.35	253.39	231.93	225.70	252.86	208.88	201.43
S-1	STORAGE, MODERATE HAZARD	156.75	148.59	138.48	132.77	117.20	110.90	126.00	95.13	87.73
S-2	STORAGE, LOW HAZARD	155.75	147.59	138.48	131.77	117.20	109.90	125.00	95.13	86.73
U	UTILITY, MISCELLANEOUS	125.18	118.05	109.33	104.91	93.46	87.55	99.89	74.38	71.07
A. PRIVATE GARAGES AND COVERED DECKS, USE UTILITY, MISCELLANEOUS										
B. UNFINISHED BASEMENTS (GROUP R-3) = \$31.50 PER SQ. FT.										
C. FOR SHELL ONLY BUILDINGS DEDUCT 20 PERCENT										
D. N.P. = NOT PERMITTED										
E. CARPORT, COVERED PORCH, PATIO, OR DECK SQUARE FOOTAGE SHALL BE CALCULATED SEPARATELY AT 50% OF THE VALUE OF A PRIVATE GARAGE FROM THE ICC BUILDING VALUATION DATA TABLE CURRENT AS OF APRIL 1 – OAR 918-050-0100										

**Community Development Fee:** Revenues are used to cover the costs of operating the Permit Center. The Permit Center provides services including customer information, planning and zoning, and engineering review that are necessary prior to building plan review, and are not covered under Building Plan Review Fees.

**Manufactured Dwelling Park Valuation Fee – Table 2 Definitions**

- \* Deduct 10% from the valuation of parks constructed east of the cascade summit
- \* Class A Parks contain paved streets, curbs and sidewalks
- \* Class B Parks contain no paved streets, no curbs but have sidewalks on one side of each street
- \* Class C Parks contain no paved streets, no curbs but have sidewalks on one side of each street
- \* Parks containing spaces in more than one class, figure the spaces in each class; then add them together to obtain the total valuation for the park.
- \* The Area Development Permit does not include permits or related fees for buildings, manufactured dwelling installations, accessory buildings or structures, mechanical, plumbing or electrical systems, boiler, or elevated or permits required by other agencies.
- \* See Oregon Administrative Rule (OAR) 918-600-030 for plan review and inspection fees based on this valuation

**Phased Permit Fees:** in each phase of Building, Phase 1 – Foundation, Phase 2 – Building “Shell”, Phase 3 – Completion, Building Permits may be obtained as phased permits under the following conditions: 1) In each phase there must be sufficient information provided in order to allow a complete review of the plans. 2) Plans shall be prepared by a licensed Oregon architect or engineer. 3) Deferral of any submittal items shall have prior approval of the Building Official. The licensed Oregon architect or engineer of record shall list the deferred submittals on the plans and shall review the deferred submittal documents for compatibility with the design of the building prior to submittal to the Building Official for review. 4) The City of Newberg will accept plans submitted in the sequence listed for phased development. 5) Grading and site utilities are not part of the phase program.

**Recreational Park Valuation Fee - Table 2 Definitions**

- \* Deduct 10% from the valuation of parks and camps constructed east of the cascade summit
- \* Class A Parks and camps contain paved streets and electric, water and sewer service to each R.V or camping space
- \* Class B Parks and camps contain electric, water and sewer service to each R.V. or camping space, but do not have paved streets
- \* Class C Parks and camps contain a combination of no more than two services involving electric, water or sewer and do not have paved streets
- \* When a park or camp contains spaces in more than one class, figure the spaces in each class, then add them together to obtain the total valuation

**Recreational Park Valuation Fee - Table 2 Definitions (continued)**

\* The area developed permit does not include permits or related fees for buildings, manufactured dwelling installations, accessory buildings or structures, mechanical, plumbing or electrical systems, boiler, or elevators, or permits required by other agencies

\* See Oregon Administrative Rule (OAR) 918-600-030 for plan review and inspection fees based on this valuation

**PERMIT CENTER –ENGINEERING****SYSTEM DEVELOPMENT CHARGES DEFINITIONS**

**Efficiency Dwelling Unit (EDU):** A Studio or one bedroom Accessory Dwelling Unit (ADU) with less than 600 square feet floor area and one bathroom. The unit is located on a lot with other dwelling units or primary uses.

**Accessory Dwelling Unit (ADU):** An interior, attached or detached residential structure that is used in connection with or that is accessory to a single-family dwelling. An Accessory Dwelling Unit may not exceed 50 percent of the size of the primary unit, up to a maximum of 1,000 square feet. See Newberg Municipal Code 15.05.030.

**Dwelling Unit:** a single unit of one or more habitable rooms providing complete independent facilities for occupants, including permanent provisions for living, sleeping, eating, cooking and sanitation. See Newberg Municipal Code 15.05.030.

**Wastewater System Development Fee:** Revenues are used to maintain the City's Wastewater System. This fee is collected for any new connections to the City's Wastewater System and is determined by the number of fixture units i.e. sink, bathtub, etc. in the unit.

**Water System Development Fee:** Revenues are used to maintain the City's Water System. This fee is collected for each new connection to the City's water system and is determined by the size of the water meter. Standard single family meter size is ¾".

**Storm System Development Fee:** Revenues are used to maintain the City's Stormwater System. This fee is collected for each new development that connects to or otherwise uses the City Stormwater System and is determined by the square feet of impervious area. Impervious surface is the hard surface area which either prevents or retards entry of water into the soil mantle and/or causes water to run off the surface in greater quantities or at an increased rate of flow from that present under natural conditions. Impervious surface areas include, but are not limited to, rooftops, concrete or asphalt paving, walkways, patios, driveways, parking lots or storage areas and trafficked gravel or other surfaces which impede the natural infiltration or runoff of surface water. An equivalent dwelling unit (EDU) is equal to 2,877 square feet of impervious area.

**Transportation System Development Fee:** Revenues are used for future expansion of the City's Streets. This fee is collected for each new development that connects to the City's current street system and is determined by a methodology utilizing a PM peak hour person trip-end (PMPHPT) basis for calculating future trip growth. The transportation charge is calculated based on the "land use", "units", and trips during pm peak hours both in a vehicle and as a pedestrian. Land use references the type of development, from a hotel to a golf course to a library to a single-family home, and so on. Units are determined by the land use – municipalities can calculate units based on square footage size, the amount of acreage, or on the number of rooms. The City of Newberg uses the Institute of Transportation Engineers Trip Generation Manual (ITE) to determine trip rates for peak hours. Therefore, different types of development are charged different rates per square foot, or other Unit, as defined in the ITE. The ITE typically provides PM peak hour vehicle trip-ends for the various types of land use categories, or ITE Code designations.

The formula used to calculate the fee is:  $SDC \text{ Fee} = \text{UNIT} \times \text{ITE PMPH Vehicle Trip Rate} \times 1.68 \times \$3,878.26$

The conversion of PM peak hour vehicle trip-ends (PMPHVT) to PM peak hour person trip-end (PMPHPT) is:  $\text{PMPHVT} \times 1.68 \text{ PMPHPT/PMPHVT} = \text{PMPHPT}$ .

**INCENTIVE PROGRAMS TO ENCOURAGE DEVELOPMENT – Refer to Ordinance 2024-2922 Attachment B  
Pending amendments to Newberg Municipal Code (NMC) Section 13.05**

**13.05.040 (C)**

C. For residential developments where dwelling units, as defined by the Oregon Residential Specialty Code, are one thousand square feet or less, except for multifamily housing as defined in ORS 456.515(8), the city will, at the election of the developer, modify the system development charge owed by applying a factor of twenty percent to the system development charge computed for the development. For multi-parcel developments, a factor of twenty percent may be applied only to those parcels whose only above grade improvements are single-family houses with dwelling units that are 1000 square feet or less. Developers that claim this system development charge modifier cannot claim any other waiver or discount for system development charges.

**13.05.120 (D)**

D. No transportation system development charges shall be charged for applications that only request a change in use for improvements existing at the time of application submission.

**13.05.120 (E)**

E. Development of child care facilities as defined by ORS 329A.250(5) and certified per ORS 329A.300 are exempt from all system development charges established under this Chapter.

**13.05.125 (B)**

B. Partial waivers of twenty-five percent for each category of system development charge shall be applied to developments starting or expanding enterprises that provide family wage jobs as further described in this subsection. No developer may claim any other waiver, modifier, or discount for system development charges in addition to the partial waiver described in this subsection. No partial waiver shall be applied unless the city council affirmatively finds that:

1. The enterprise will create at least twenty family wage jobs.
2. The developer will also be the employer of each individual receiving a family wage job.

**13.05.125 (B) (Continued)**

3. The family wage jobs will not pay less than one hundred and fifty percent of the applicable minimum wage rate provided under ORS 653.025(1).
4. The enterprise has been reviewed and endorsed by the Strategic Economic Development Corporation of the Mid-Willamette Valley, Oregon or another outside Oregon economic development agency.
5. The duration of each family wage job is permanent in nature and will likely last three or more years.
6. A staff report by the city's community development department supports the award of a partial waiver.