



KNOW YOUR LOCAL GOVERNMENT

Get To Know The Departments That
Serve The City Of Newberg

Updated Nov 20, 2024

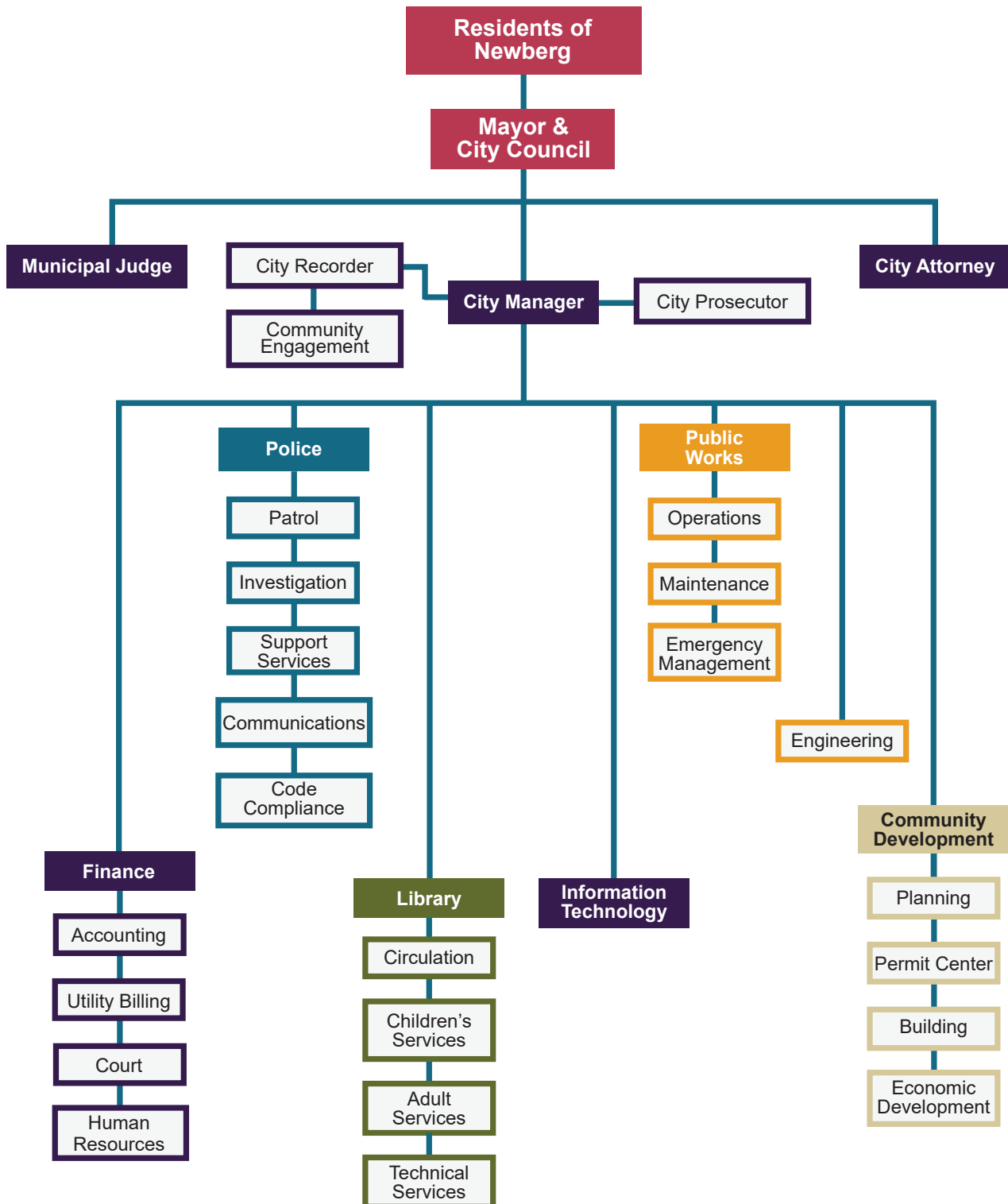


TABLE OF CONTENTS

ORGANIZATIONAL CHART	1
WHERE WE'RE LOCATED	2
MAYOR & CITY COUNCIL	4
ADMINISTRATION DEPARTMENT	5
City Manager	5
City Recorder	6
Community Engagement	7
Human Resources	8
COMMUNITY DEVELOPMENT DEPARTMENT	9
FINANCE DEPARTMENT	10
Municipal Court	11
INFORMATION TECHNOLOGY DEPARTMENT	12
LEGAL DEPARTMENT	13
NEWBERG PUBLIC LIBRARY	14
NEWBERG-DUNDEE POLICE DEPARTMENT	15
PUBLIC WORKS DEPARTMENT	18
Engineering	19
Emergency Management	20
Maintenance	22
Operations - Water Treatment	23
Operations - Wastewater Treatment	24
NON-CITY AGENCIES AND ORGANIZATIONS	25



ORGANIZATIONAL CHART



WHERE WE'RE LOCATED

City Buildings and Locations

NEWBERG CITY HALL

414 E First Street
Newberg, OR 97132
(503) 538-9421

DEPARTMENTS

- Administration
 - City Manager
 - City Recorder
 - Community Engagement
 - Human Resources
- Community Development
 - Planning
 - Building
- Finance
- Information Technology
- Legal
- Engineering

NEWBERG PUBLIC LIBRARY

503 E Hancock St
Newberg, OR 97132
(503) 538-7323

DEPARTMENTS

- Newberg Public Library

PUBLIC WORKS MAINTENANCE YARD

500 W Third St
Newberg, OR 97132
(503) 537-1234

DEPARTMENTS

- Public Works Maintenance

NEWBERG PUBLIC SAFETY BUILDING

401 E Third Street
Newberg, OR 97132
(503) 538-8321*

DEPARTMENTS

- Newberg-Dundee Police Department
- Municipal Court
- Code Compliance
- Utility Billing

*In the event of an emergency, please call 9-1-1.

NEWBERG WASTEWATER TREATMENT PLANT

2301 NE Wynooski Road
Newberg, OR 97132
(503) 537-1234

DEPARTMENTS

- Public Works Operations
 - Water Treatment*
 - Wastewater Treatment

*The City of Newberg Water Treatment Plant is not at the address listed, but staff offices can be found here.

WHERE WE'RE LOCATED

Map of City Facilities



MAYOR & CITY COUNCIL

The council consists of a mayor nominated and elected from the city at large, and six councilors nominated from districts and elected by the city at large. The council typically meets the first and third Monday of each month at the Newberg Public Safety Building located at 401 E Third St, Newberg, OR to hear information presented by staff and city partners and/or stakeholders, make legislative actions, and direct city staff. The City Council has group authority and takes actions as a collective body, no one member has unilateral authority.

The Mayor

The mayor presides over and facilitates council meetings, preserves order, and determines the order of business under council rules. The mayor is a voting member of the council and has no veto authority. With the consent of council, the mayor appoints members of commissions and committees established by ordinance or resolution. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government.

The Council President

At its first meeting each year, the council elects 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.

Boards, Committees, and Commissions

The City Council has several boards, commissions, and committees made up of appointed persons who advise the Council on specific issues or serve a statutory role. The appointment process is established by resolution, and the qualifications, terms, and other conditions of appointment are specified in the code or the resolution or document establishing the Committee.

The City's current boards, committees, and commissions are listed below.

- Affordable Housing Commission
- Budget Committee
- Historic Preservation Commission
- Library Advisory Board
- Newberg Urban Area Management Commission
- Newberg Urban Renewal Agency
- Newberg Urban Renewal Agency – Citizens Advisory Committee
- Planning Commission
- Rate Review Committee
- Traffic Safety Commission

The administrative support for City Council and the scheduling, management, and noticing of public meetings is organized by the City Recorder's office.

To contact the city recorder, email cityrecorder@newbergoregon.gov.

CITY MANAGER

Administration Department

The Administration Department is housed in City Hall at 414 E First Street. The Administration Department includes the City Manager, the City Recorder, and Community Engagement.

The City Manager serves the following functions:

- Chief Executive Officer for the City, which includes serving as the budget officer.
- Oversees the City's daily business and translates policy directives from the City Council into action.
- Provides staff support for the Mayor and Council on tasks related to policy including assisting the elected in engaging and responding to their constituents.
- The CM is ultimately responsible for everything the city staff do or fail to do.

The City Manager operates on a \$290,000 operating budget that is mainly spent on staff (92%), and professional services (8%).

In 2024 and looking into 2025 the City Manager has a few exciting projects in the pipeline. Some of our largest projects include:

Finishing the 2022 internal reforms:

- Operationalizing our EOP
- Continuing a long-term battle to reduce the city's debt
- Moving on data integrity measures

Implementing strategies and internal practices to further the 2023 City Council Goals:

- A focus on an attempt to expand the Urban Growth Boundary
- Working to bring more family wage jobs to town
- Continuing to improve transparency and community safety

The City Manager as well as overseeing the Administration Department, the City Manager serves as the Chief Executive Officer for the entirety of the City including all 150+ employees and 9 departments.

Will Worthey is the current City Manager.

To reach the City Manager, email will.worthey@newbergoregon.gov or call (503) 537-1256.

CITY RECORDER

Administration Department

The City Recorder is housed in City Hall and is part of the Administration Department. The City Recorder handles the following functions:

- Serves as the clerk to the Newberg City Council, the clerk ensures that the actions of City Council are in compliance with all federal, state, and local statutes and regulations and that all actions are properly executed, recorded, and archived
- Handles public records requests
- Sets records policies to ensure all information and documents are kept and maintained according to state laws
- Manages local elections for the Newberg City Council
- Manages volunteers for boards and commissions
- Holds the official version of the Newberg Municipal Code

With 2 full-time employees, the City Recorder and Records Management Clerical Assistant, the department operates on a \$335,251 operating budget that is mainly spent on staff (80%), archives, records, professional services, and boards and commissions.

The City Recorder has a few exciting projects in the pipeline.

- Oregon Records Management Solution (ORMS): Continued conversion of city's permanent records into an electronic format to be maintained in the State's Electronic Records Management System
- File Structure Training and Assistance for Departments as part of the citywide push toward data integrity driven by the City Manager.

Rachel Thomas is the City Recorder for the City of Newberg.

To reach the City Recorder email cityrecorder@newbergoregon.gov, reach Rachel directly at rachel.thomas@newberoregon.gov or call (503) 537-1283.

COMMUNITY ENGAGEMENT

Administration Department

Community Engagement (CE) is part of the Administration Department in City Hall. CE handles all the following functions:

- Develops and maintains communication materials and assets to educate residents and engage the community in projects being completed
- Develops internal communication materials to help inform staff
- Collaborates with residents and partner organizations to inform City projects

With 1 full-time employee, Community Engagement operates on a \$125,186 budget that is mainly spent on staff (73%), professional services (20%), website maintenance (5%), and the equipment such as design software (2%).

In 2024 and looking into 2025, Community Engagement has a few exciting projects in the pipeline. Some of our biggest projects include

- Maintaining a City-wide Communications Plan and Strategy
- Working with Departments to plan strategic City communications
- Launching a new, modern, and customer-service focused city website.

Emily Salsbury is the Graphic Design Specialist for the City of Newberg. To reach Community Engagement, email PublicAffairs@NewbergOregon.gov or call (503) 554-7718.

HUMAN RESOURCES

Administration Department

The Human Resources Department is housed in the Archives Building behind City Hall. Simply put, Human Resources handles the following functions:

- Empowers an honest and transparent workplace culture dedicated to public service
- Responds to the needs of City personnel in their ongoing lives and careers
- Ensures the City is in compliance with laws pertaining to labor relations, employment discrimination, workers' compensation, unemployment, benefit benchmarks and trends affecting employers and employees
- Provides training and streamlining processes for more efficiency for personnel

The Human Resources Department budget has 1 full-time employee and 1 part-time employee. Human Resources operates on a \$258,417 operating budget that is mainly spent on personnel services (72.8%), and the provision of recruitment and training software (16.75%).

In 2024 and looking into 2025, Human Resources has a few exciting projects in the pipeline. Some of our largest projects include:

- Navigating the integration of Paid Leave Oregon into the city's policies while staying in compliance with the everchanging rules and regulations
- Digitizing all personnel files and securely storing them in Oregon Records Management Solution (ORMS) software
- Rolling out Safety in Motion training through SAIF for all departments
- Enhanced benefit education
- Interdepartmental, bi-monthly lunch and learn program

Alison Seiler is the HR Manager for the City of Newberg and Sydney Kosmicki is the HR Generalist. You can reach them at alison.seiler@newbergoregon.gov and sydney.kosmicki@newbergoregon.gov.

COMMUNITY DEVELOPMENT

Planning & Building

The Community Development Department is housed in City Hall. Simply put, Community Development handles the following functions:

- **Land Use Planning:** The Planning Division administers land use planning functions including current planning, long range planning, and economic development.
- **Building Permit Services:** The Building division provides services for plan review, permit issuance, and inspection for residential, commercial, and industrial development as well as providing these services on contract to the cities of Dundee, Lafayette, and Dayton
- **Economic Development:** Focuses on administering the business license program, the Economic Development Revolving Loan Fund, and the Affordable Housing Trust Fund.
- **Community Visioning:** Manages the creation and oversees the implementation of long range, aspirational, plans for the City including the Newberg Riverfront Master Plan, the Newberg Downtown Improvement Plan, and more

With 10.5 full-time employees, the Community Development Department operates on a \$4.2 million operating budget that is mainly spent on staff, professional services, special payments (grants and loans), and tourism promotion (contracted outside the City).

In 2024 and looking into 2025, the Community Development Department has a few exciting projects in the pipeline. Some of our largest projects include:

- **Urban Growth Boundary Expansion:** Expanding Newberg city limits to include more land to help facilitate growth
- **Housing Needs Analysis Update:** The housing needs analysis will help the City address increases in population, and analyzes the residential land available and how much is needed.
- **Springbrook Properties Master Plan Implementation:** Working to implement plans laid out in 2007 in the Springbrook Master Plan

Scot Siegel is the Director of the Community Development Department.
To reach Scot email scot.siegel@newbergoregon.gov.

FINANCE

The Finance Department is housed in City Hall. Simply put, the Finance Department handles the following functions:

- Budgeting, financial reporting, and financial planning
- Purchasing, payments, and payroll
- Treasury management & receivables
- Utility billing
- HR management

With 7 full-time employees, the Finance Department operates on a \$1.2 million operating budget that is mainly spent on staffing (76%), software (8%), and financial-related professional services (3%).

In 2024 and looking into 2025, the Finance Department has a few exciting projects in the pipeline. Some of our largest projects include:

- Long Range Financial Planning Software: Continuing to refine cloud software in order to spend more time on meaningful data and less time on programming and technical design
- Biennial Budget Model: Implementing and refining a biennial budget model citywide.

Kady Strode is Finance Director for the City of Newberg. To reach the Finance Department, please email kady.strode@newbergoregon.gov.

MUNICIPAL COURT

Finance Department

The Municipal Court is housed in the Newberg Public Safety Building. Simply put, the Municipal Court handles the following functions:

- Maintains violation and criminal citations for the City of Newberg

The Honorable Larry Blake, Jr. presides over the court. With 1 full-time employee and two part-time employees, the Municipal Court operates on a \$332,000 operating budget that is mainly spent on staffing (60%).

Wendy Looney is the Court Administrator for the City of Newberg. To reach the Municipal Court, please email Court@NewbergOregon.gov or call (503) 537-1241.

INFORMATION TECHNOLOGY

The Information Technology Department (IT Department) is housed in City Hall. Simply put, the IT Department handles the following functions:

- Supports standard software applications and hardware including desktop computers, mobile devices, and telephones
- Designs infrastructure in a way to provide resiliency and security through use of modern virtualization technology and robust backups
- Provides 24/7 support including for a 9-1-1 Dispatch Center

With 6 full-time employees, the IT Department operates on a \$1,724,440 budget that is mainly spent on staff (59.6%), materials (4.3%), services (1.2%), software maintenance agreements (22.1%), and capital outlay (12.6%).

Looking to 2025 the IT Department is anticipating several large projects including:

- Storage upgrade: Assess primary storage appliances that host city's technology to prevent data loss if current hardware starts to fail.
- Community Development Software Upgrade: Working closely with the Community Development department to deploy a new software program to replace Trakit and integrate with other pieces of software that already exist such as new finance management software.

To reach the IT Department please email SupportIT@newbergoregon.gov or call (503) 554-7755.

LEGAL

The Legal Department is housed in City Hall. The Legal Department handles the following functions:

- Provides legal advice on a wide variety of public sector legal issues including, but not limited to: public meetings and records, elections, land use, planning, labor and employment law, public sector collective bargaining, financing public infrastructure, local budget law, purchasing and procurement, real estate transactions, inter-governmental agreements, ethics information, and code enforcement
- Drafts and reviews ordinances, resolutions, contracts and other legal documents to ensure compliance with local, state and federal law
- Represents the City in civil actions, brought in state or federal trial and appellate courts, as well as administrative agencies
- Prosecution of crimes and violations in the Newberg Municipal Court
- Processes insurance claims, schedules of assets, renewals, and general risk management

The City of Newberg utilizes outside contracted legal services. The City has contracted with legal firm Miller Nash Graham & Dunn. James Walker has been appointed as Newberg City Attorney (Chief Legal Officer).

The City Prosecutor is Jeanne Schuback. The city prosecutor's office handles all misdemeanor charges that come through the Municipal Court. The prosecutor's office reviews cases, provides discovery and prepares plea offers, negotiates with parties and makes sentencing recommendations to the court.

The Legal Department operates on a \$505,862 budget that is mainly spent on staff (92%), training (2%), and professional services (2%).

City Attorney James Walker supervises the Legal Department. To reach the City Attorney, please email james.walker@newbergoregon.gov.

To reach the City Prosecutor please email [jeanne.schuback @newbergoregon.gov](mailto:jeanne.schuback@newbergoregon.gov).

NEWBERG PUBLIC LIBRARY

The Newberg Public Library resides in its original 1912 location at 503 E. Hancock Street.

While the original Carnegie Library is now the smallest part of the expanded library, the beautiful historic building with its 1980's expansion featuring glass work and a brick facade is a source of pride in the community.

The library continues to thrive in Newberg, continually evolving to meet the changing needs of all ages of the library community.

The following are some of the ways the library serves the community:

- Promotes cultural and literary enrichment of the city through adult and youth programming
- Provides foundational early literacy education and activities to pre-K children and their caregivers
- Curates and maintains a physical collection of more than 80,000 titles
- Provides reference services including computer assistance, job search assistance and inter-library loan functions
- Curates a wide array of eResources including access to over 50,000 eBooks, eAudiobooks and educational databases covering a considerable spread of topics
- Curates local historical documents to highlight and share with the community

Statistical snapshot of the library's 2023-2024 fiscal year:

- Over 350,000 circulation events
- Nearly 32,000 reference transactions
- Over 12,000 sessions of public internet and Wi-Fi usage
- Over 99,000 library visits
- Over 570 library programs offered
- Over 35,500 attendances at library programs

The library's hard-working staff makes up 13 FTE. The library operated on a \$2.5 million dollar budget, spent on labor costs, books, audiobooks, physical library materials, E-materials and periodicals, utilities, internal transfer costs and membership of the Chemeketa Cooperative Regional Library Services (CCRLS) network.

Interested in getting to know your library better or accessing library or historical materials? Please contact City of Newberg Library Director Korie Jones Buerkle at korie.buerkle@newbergoregon.gov, or call (503) 554-7734.

NEWBERG-DUNDEE POLICE DEPARTMENT

The Newberg-Dundee Police Department (NDPD) is in the Public Safety Building located at 401 E 3rd Street, Newberg, Oregon. The NDPD provides 24-hour police services for 29,500 residents in both Newberg and Dundee, and the 4,000 students at George Fox University. The NDPD responds to an average of 25,000 to 27,000 calls each year. The NDPD is comprised of the following areas:

- The Patrol Team is the most visible and accessible team in the department. They respond to all the calls for service and conduct preliminary and follow-up investigations involving criminal activity.
- The Special Investigations Team is tasked with investigating computers crimes forensically, person crimes, property crimes and child abuse.
- The Newcom Center is our 911 dispatch center that provides a point of contact for all 911 calls 24hours a day. The center handles roughly 34k calls a year with over 11k being 911 calls.
- The Support Servies Team supports the police departments records management, distributions and fulfills records requests.
- The Administrative Team provides a wide range of managerial oversight, leads the direction of the department to include organization behavior to ethically manage the goals of providing public safety without violating the law or public trust. This team also handles hiring, discipline, budgeting, research and planning, management of information, department policies, and community relations.

The NDPD is comprised of 35 full-time police officers, 5 reserve police officers, 5 dispatchers, 4 support staff and a code compliance technician. The NDPD budget is \$10.2 million, while the dispatch center (communications) budget is \$1.4 million. The dispatch center receives \$500k in funding from 911 tax money.

Within the operating budget, the police department spends approximately \$7.2 million on personnel and \$2.1 million for materials and services. Out of the money budgeted for police nearly \$1.7million pays for central services.

The 911-dispatch center spends \$1.4m for personnel and \$647k for materials and services. Out of the dispatch budget, \$486K pays for central services.

The NDPD has been an accredited police agency since 2004. Being an accredited agency through the Oregon Accreditation Alliance means the department has established and follows a uniform set of “best practice policies” for police agencies.

The department is audited every 3 years by (OAA) to confirm NDPD complies with all 101 standards. Being accredited decreases exposure to civil liability and costly settlements, which leads to potential reductions in premiums for liability insurance. By July 1, 2026, all law enforcement agencies in this

state with 35 or more sworn police officers must be accredited. The annual cost is \$2,975. The department contracts with Lexipol for its policy manual production and maintenance regarding all changes to the policy manual. Lexipol provides framework and guidance on changes in the Oregon Legislature, case law, and best practices that govern police departments. This service is vitally important and ties directly into the OAA.

In 2023 NDPD created a drone program and selected Axon drones for the compatibility with the data storage and the body worn cameras. The goal is to have roughly 10 pilots that could assist with an operation 24 hours a day.

In 2023 NDPD added a second school resource officer for 10 schools in the district. Part of the duties of the second SRO is to teach the “New Dare” program to 5th graders in our district.

Our PIO team uses a variety of social media platforms. Those platforms include FlashAlert Messenger, Facebook, Instagram, and Twitter. The department has approximately 7800 Facebook followers and 1600 Instagram followers.

NDPD manages the following teams and programs:

- Mental Health Response
- Canine (2 tracking dogs)
- Traffic
- Reality Based Training
- Computer Forensics
- Domestic Violence Response
- Peer Support (inward facing)
- Deputy Medical Examiner
- Blood Born Pathogens
- CPR First Aid
- Chaplain
- Roll Call / Police Policy
- Firearms
- Survival Skills
- Community Outreach
- Honor Guard
- Reserve Police Department
- Field Training and Evaluation
- PIO
- Emergency Vehicle operations

NDPD engages in the following community outreach efforts:

- School Resource Officers (2)
- Shop with a cop
- Unidos Hispanic Outreach
- I'll be your friend (Anti-bullying)
- Suicide Prevention and awareness car
- Breast Cancer Awareness
- Honor Guard
- Safety Town
- Citizens Police Academy
- National Night Out
- Vacation Home Check
- Police Internship
- Tip-a-cop
- Special Olympics Polar Plunge
- Airplane Pull

Jeff Kosmicki is the Chief of Police for the City of Newberg.

To reach Jeff please email Jeff.Kosmicki@NewbergOregon.gov or call (503) 537-1246.

PUBLIC WORKS

The Public Works Department is organized into four divisions: Emergency Management, Engineering, Maintenance, and Operations. The Operations Division includes two sections: Wastewater Treatment and Water Treatment. The Engineering division is housed at City Hall. The Maintenance Division is located at 500 W 3rd Street, and the Operations administrative office, which also houses the City Emergency Coordinator, is located at 2301 S. Wynooski Road. See the department descriptions to learn more about the Emergency Management, Engineering, Maintenance, and Operations Divisions.

With 52 full-time and 1 part-time employees, the Public Works Department operates on a \$60 Million-dollar annual budget that is mainly spent on staff, materials, operating supplies, equipment, contractors, professional services, required regulatory programs, capital improvement projects, and utility debt service.

In looking into 2025, the Public Works Department continues to plan for the city's future needs by:

- Ensuring development, design, and construction standards are followed.
- Utility systems are operated meeting state and federal regulations.
- City infrastructure, facilities, and fleet are properly maintained.
- Supporting the functions of other city departments and the community at large.
- Planning, preparedness, mitigation, and training for Emergency response.

Several projects that are in the final stages or on the schedule in the near future include:

- Continued installation and improvement of transportation systems for bike lanes and sidewalks to connect all users to safe routes.
- A Sidewalk Program to fill gaps for sidewalks sections on the public Right of Way.
- Installation and upgrades of failing water mains to enhance water quality and improve fire flows for the community, and to meet the requirements of Oregon HB 2001.
- Master Plan Updates: Providing guidance for future improvements to the storm water, transportation, water, and wastewater systems.

Russ Thomas is the Director of Public Works for the City of Newberg. To reach the Public Works Director, please email Russ.Thomas@NewbergOregon.gov or call (503) 537-1233

ENGINEERING

The Engineering Division is located on the ground floor in City Hall. Simply put, the Engineering Division provides engineering, project design, management, construction, and inspection services for the city utility and transportation systems, and inspection and regulation services for private development.

The Engineering Division operates in the following areas:

- Geographic Information Systems (GIS): Integrating data for the creation, maintenance, and dissemination of land records data.
- Utility and Transportation Master Planning: Planning for core systems that shape Newberg's physical, social, environmental, and economic future including plans for storm water, transportation, water distribution. ADA/pedestrian/bike routes, and wastewater.
- Capital Improvement Program: Managing the implementation plan for identified software, City facilities, transportation, storm drainage, water, and wastewater projects
- Land Development: Managing and inspecting projects within the City to ensure improvements meet City code.
- Supporting other Public Works divisions
- Willamette River Total Maximum Daily Load (TMDL) Plan.
- Inflow and Infiltration Reduction Program
- Erosion & Sedimentation Control
- Stormwater & Watershed Management
- Engineering Permit Review
- Construction Inspection

With 8 full-time employees, the Engineering Division operates on a \$8 million operating budget that includes staff, materials, supplies, equipment, contractors, and professional services. The Engineering Division also oversees the \$13 million Capital Improvement Project budget.

In 2025, the Public Works Engineering Division has the following projects scheduled:

- Seismic Improvements to Existing Water Lines
- Routine Waterlines Replacement
- West Franklin storm study and fix
- HB2001 Water Mainline Improvements.
- LiDar scanning of streets and city infrastructure.
- Inflow and Infiltration (I&I) mitigation
- Responding to State Health Division's drinking water program to cover all exposed water storage and treatment areas at the plant.

To reach the Public Works Engineering Division, email Engineering@NewbergOregon.gov or call (503) 537-1273.

EMERGENCY MANAGEMENT

Public Works Department

Prepare-Train-Respond-Recover-Mitigate:

The goal of the Emergency Management Program is to save lives and create a resilient community that can meet the Federal expectation that “communities are prepared to be self-sufficient for at least 3 days during a disaster”. In 2022 the City’s Emergency Programs were centralized for the first time since 2012. In 2023 the city approved a new Emergency Operations Plan with an identified framework for planning, response and recovery as well as core priority responsibilities.

Response Focus:

- Protect Lives & Property
- Protect & Restore essential services/ infrastructure
- Protect the environment
- Foster Public Resiliency

Priority of Response:

1. Within the City limits
2. Outside city limits unincorporated areas (school district)
3. Request of partner agencies (PGE, NW Natural, TVF&R, etc.)
4. Request by agencies (ODOT, City or County, ORCCA, etc.)

In 2024 Emergency Management Program had the opportunity to test the Emergency Operations Plan by handling a flood at city hall due to a burst pipe in the fire suppression system during a freeze in January. This flood damaged the building and displaced staff, requiring coordinated effort from all areas of the city to triage the situation and avoid a disruption in city services.

The Emergency Program is responsible for the following non-routine police and fire activities:

- Emergency Operations Center: Readiness, Training Inventory, Equipment, ARES radio, stand up, demobilize, job aids, operations, documentation, and redundancy.
- ICS NIMS Training Federal & State Required staff training and record keeping.
- Develop, maintain, or facilitate comprehensive plans: Emergency Plan, Functional Annexes, Industrial Operations Plans, Climate Impacts, ADA and Bilingual Emergency protocols, Evacuation plans, Wildfire-to-Urban Plans, Rapid Facility Damage Assessments, Water Curtailment plans, Treatment Plant Emergency Plans, and other state or federal required plans.
- Coordinate with County/State: Planning and exercises for Natural Hazard, Mass Evacuation, Alerting.
- Employee Safety/Emergency Response orientation.
- Facility Evacuations: Shelter in Place and Evacuation plans, training, and exercises.
- Communication Equipment and redundant systems: In coordination NDPD, NEWCOM Dispatch, Public Works, TVFR, and Yamhill County.
- City Emergency PIO and maintain the Emergency Public Affairs plan and templates.
- Post Incident Reviews: Facilitate department After Action reviews & reports and record keeping.

- Event Planning Review: Participate in safety review for city sponsored events.
- Emergency Grants: assist Departments who are applying for related grants.
- City Safety Committee: Liaison for this OSHA required committee
- Community Outreach: in partnership with Nonprofits, Businesses, Schools and Volunteer organizations.
- Develop/Maintain Resources and Partnerships: with local, state, regional & national partners.

Karen Tarmichael is the Emergency Coordinator for the City of Newberg. To reach the Emergency Management Division, please email NewbergPrepares@newbergoregon.gov or Karen.Tarmichael@NewbergOregon.gov Phone: (503) 537-1204.

MAINTENANCE

Public Works Department

The Public Works Maintenance Division is housed at the Public Works Maintenance Facility at 500 W 3rd Street. Responsible for most public owned property located above on, or below the ground. The Maintenance Division provides operation, maintenance, and repair of the following City infrastructure and facilities:

- City fleet and Fuel station
- City owned facilities (not including parks)
- City grounds
- Storm water piping, collection, and detention systems
- Street and transportation systems
- Wastewater pipe collection system
- Water pipe distribution system
- FOG Mitigation Program
- Storm Response 24-7

With 28 full-time employees, the Public Works Maintenance Division operates on a \$7.5 Million annual operating budget that includes staff, materials, supplies, equipment, contractors, and professional services.

In 2025 the Public Works Maintenance Division continues its commitment to maintain the city infrastructure and facilities, working closely with the other Public Works Divisions and partner agencies such as ODOT and Yamhill County on a variety of projects. Several exciting projects are in the pipeline. Some of the projects include:

- Continued scheduled replacement and upgrade of city vehicles and equipment
- Installation of facilities for EV charging of city vehicles
- Development of a concrete crew to for construction projects, including infill of missing sidewalk sections and ADA ramps
- Continued improvements to the Public Works Maintenance Yard

Preston Langeliers is the Public Works Maintenance Superintendent for the City.

To reach the Public Works Maintenance Division, please email Maintenance@NewbergOregon.gov or call (503) 537-1234

OPERATIONS

Public Works Department

WATER TREATMENT

The Water Treatment Section of the Public Works Operations Division operates and maintains the water treatment plant (WTP), aquifer water supply wells, three reservoirs, a booster pump station, and the backflow prevention program.

These include:

- Two N. Valley Reservoirs, each having 4-million-gallon storage capacity
- The Corral Creek Reservoir, which has a 4-million-gallon storage capacity
- Six wells, which are capable of 8.5 million gallons per day production
- The Oak Knoll Booster Station
- A non-potable water source at Otis Springs
- The Water Treatment Plant
- Water Quality Regulations and Reporting

With 3 full-time employees cross trained between both treatment plants managed by the Operations Division, the Water Treatment Section of the Public Works Operations Division operates on a \$1.3 million operating budget that includes staff, materials, operational supplies, equipment, contractors, and professional services.

In 2025, the Water Treatment Section of the Public Works Operations Division is working with the engineering and maintenance divisions to move forward with the following activities:

- Responding to State Health Division's drinking water program to cover all exposed water storage and treatment areas at the plant.
- Update the Oak Knoll Booster Station to meet expansion requirements.
- Examine the need for a third oxidation ditch
- Study to upsize the water treatment plant

Craig Pack is the Operations Superintendent for the City of Newberg.

To reach the Water Treatment Section of the Public Works Operations Division, please email Operations@NewbergOregon.gov or call (503) 537-1239.

WASTEWATER TREATMENT

The Wastewater Treatment Section of the Public Works is located at the Operations Administration offices 2301 NE Wynooski Road and operates and maintains the Wastewater Treatment Plant (WWTP), including:

- The WWTP influent lift station
- Seven sewage lift stations
- A two-tunnel reactor compost system to run the compost operation
- Membrane Effluent re-use water system providing 500,000 gallons of irrigation water daily to the Chehalem Glenn Golf Course
- A commercial and RV septage station
- An Industrial Pretreatment program
- Regulatory Laboratory

With 7 full-time employees cross trained at both treatment plants, the Wastewater Treatment Section of the Operations Division operates on a \$3.3 million operating budget that includes staff, materials, operating supplies, equipment, contractors, and professional services.

In 2025, the Wastewater Treatment Section has the following projects planned, working with the engineering and/or maintenance division:

- Continued upgrades and improvements to the 7 wastewater lift stations

Craig Pack is the Operations Superintendent for the City of Newberg.

To reach the Wastewater Treatment Section of the Public Works Operations Division, please email Operations@NewbergOregon.gov or call (503) 537-1252.

OTHER AGENCIES & ORGS

Non-City of Newberg Contacts

PARKS, RECREATION, & CONSERVATION

Chehalem Parks and Recreation District (CPRD)

- www.cprdnewberg.org/

Yamhill County Soil & Water District

- www.yamhillswcd.org/

FIRE & EMS SERVICES

Tualatin Valley Fire & Rescue (TVF&R)

- www.tvfr.com/

UTILITY SERVICES

Portland General Electric

- www.portlandgeneral.com/

NW Natural

- www.nwnatural.com/

EDUCATIONAL FACILITIES

Newberg-Dundee Public Schools

- www.newberg.k12.or.us/

George Fox University

- www.georgefox.edu/

Portland State University (Newberg Center)

- www.pcc.edu/locations/newberg/

NONPROFITS & TOURISM

Chehalem Valley Chamber of Commerce

- www.chehalemvalley.org/

Taste Newberg

- www.tastenewberg.com/

Newberg Downtown Coalition

- www.newbergdowntown.org/

City Club

- www.newbergcityclub.org/

Kiwanis Club of Newberg

- www.newbergkiwanis.com/

HUMANITARIAN AID

Newberg FISH Emergency Service

- www.newbergfish.org/

Encompass Yamhill Valley

- www.encompassyv.org/

Love Inc.

- www.loveincnewberg.org/

YCAP

- www.yamhillcap.org/

Community Wellness Collective

- www.communitywellnesscollective.org/

Housing Authority of Yamhill County

- www.hayc.org/

Newberg Area Habitat for Humanity

- www.newberghabitat.org/

Find More on our Website:

<https://bit.ly/new2newberg>

