City Council Work Session
March 20, 2017 - 6:00 PM
Public Safety Building 401 East Third Street

I. CALL MEETING TO ORDER

II. ROLL CALL

III. REVIEW OF THE COUNCIL AGENDA AND MEETING

IV. COUNCIL BUSINESS

IV.A. January 2017 Financial Statements
RCA Information Financial Reports - 2017-01 Jan.pdf

V. PRESENTATIONS

V.A. Update on Transient Lodging Tax Ad Hoc Committee Activities
Memo TLT City Council Work Session 3-20-17.doc

VI. ADJOURNMENT

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 20, 2017				
Order ___ No.	**Ordinance ___ No.**	**Resolution ___ No.**	**Motion ___**	**Information XX**
SUBJECT: Newberg Financial Report for January 2017			**Contact Person (Preparer) for this Item: Matt Zook Dept.: Finance**	

EXECUTIVE SUMMARY:

Included with this report are the financial summary statements for January 2017. The financial statements represent the City's ongoing commitment at all levels of the organization to monitor financial status and make adjustments on a monthly basis. These are provided for your information and review, as well as an opportunity for you to ask questions and keep abreast of the financial health of the City. As you review these statements, please feel free to contact me directly in advance of the meeting with questions or comments. This will provide me with an opportunity to come to the Council Work Sessions with sufficient information to answer your questions. No formal action is required at the meeting.

SUMMARY REPORT

JAN 2017

FUNDS	2016-17 BUDGET	MONTH OF JAN 2017	2016-17 YTD	Current YTD *Compare to Budget* *58%*	2015-16 PRIOR YTD
City Budget Totals					
Total Beg Fund Balance	$ 39,824,304	$ 39,824,311	$ 39,824,311	100%	25,876,261
Total Revenues	49,623,445	3,154,709	29,278,877	59%	39,603,286
Total Beg Fund Bal & Revenues	89,447,749	42,979,020	69,103,187		65,479,547
Total Expenses	58,664,884	3,285,012	28,274,766	48%	24,113,911
Total Contingencies / Reserves	30,782,865	-	-	0%	-
Total Exp & Contingen / Reserves	89,447,749	3,285,012	28,274,766	32%	24,113,911
Total Monthly Activity Net Gain / (Loss)		$ 39,694,008			
Total Ending Fund Balance			$ 40,828,421		41,365,636
City Services					
General Fund					
Beg Fund Balance	$ 3,313,032	$ 3,313,037	$ 3,313,037	100%	2,797,675
Revenues					
General Government	-	-	-	0%	-
Municipal Court	16,500	860	7,609	46%	14,930
Police	1,068,355	100,076	652,122	61%	613,263
Fire	338,212	102,035	102,035	30%	234,075
Communications	44,896	9,877	29,631	66%	44,681
Library	132,888	3,317	43,969	33%	58,929
Planning	623,000	16,479	329,747	53%	268,648
Property Taxes	7,513,136	56,104	7,175,021	95%	6,643,124
Other Taxes	41,400	-	65,054	157%	150
Franchise Fees	1,513,662	46,697	153,277	10%	111,395
Intergovernmental	1,323,991	173,272	815,197	62%	724,511
Miscellaneous	4,700	458	8,731	186%	5,651
Interest	10,000	3,344	11,161	112%	5,251
Transfers	1,004,117	171,739	576,861	57%	-
Revenue Total	13,634,857	684,258	9,970,415	73%	8,724,608
Expenses					
General Government	208,748	10,622	145,236	70%	112,381
Municipal Court	377,138	30,405	210,570	56%	208,877
Police	6,389,677	513,921	3,561,401	56%	3,312,084
Fire	3,829,075	318,409	2,233,038	58%	2,141,964
Communications	1,146,827	79,638	586,865	51%	630,899
Library	1,533,145	116,897	894,811	58%	781,008
Planning	924,562	69,288	548,368	59%	350,440
Transfers	194,813	13,039	107,681	55%	12,323
Contingency	1,243,904	-	-	0%	-
Unappropriated Ending Balance	1,100,000	-	-	0%	-
Total Expenses	16,947,889	1,152,219	8,287,970	49%	7,549,977
Monthly Activity Net Gain / (Loss)		$ 2,845,076			
Ending Fund Balance			$ 4,995,481		3,972,306

SUMMARY REPORT

JAN 2017

FUNDS	2016-17 BUDGET	MONTH OF JAN 2017	2016-17 YTD	Current YTD *Compare to Budget* *58%*	2015-16 PRIOR YTD
Public Safety Fee					
Beg Fund Balance	$ 163,549	$ 163,546	$ 163,546	100%	197,858
Revenues	530,600	41,112	287,796	54%	283,366
Expenses	597,936	45,109	363,142	61%	298,332
Contingencies / Reserves	96,213	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 159,549			
Ending Fund Balance			$ 88,200		182,891
EMS					
Beg Fund Balance	$ 1,245,744	$ 1,245,742	$ 1,245,742	100%	806,952
Revenues	327,500	9,125	335,560	102%	1,335,129
Expenses	1,511,695	118,319	1,020,525	68%	992,233
Contingencies / Reserves	61,549	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 1,136,548			
Ending Fund Balance			$ 560,777		1,149,849
911 Emergency					
Beg Fund Balance	$ 10,713	$ 10,713	$ 10,713	100%	20,940
Revenues	196,100	55,598	108,743	55%	103,086
Expenses	193,770	22,316	117,918	61%	125,940
Contingencies / Reserves	13,043	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 43,995			
Ending Fund Balance			$ 1,538		(1,914)
Civil Forfeiture					
Beg Fund Balance	$ 24,302	$ 24,302	$ 24,302	100%	20,146
Revenues	100	24	843	843%	4,084
Expenses	24,402	-	-	0%	-
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 24,325			
Ending Fund Balance			$ 25,144		24,230
Library Gift & Memorial					
Beg Fund Balance	$ 92,551	$ 92,550	$ 92,550	100%	86,434
Revenues	102,400	2,505	15,585	15%	23,848
Expenses	142,000	1,076	26,827	19%	19,695
Contingencies / Reserves	52,951	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 93,978			
Ending Fund Balance			$ 81,308		90,587

SUMMARY REPORT

JAN 2017

FUNDS	2016-17 BUDGET	MONTH OF JAN 2017	2016-17 YTD	Current YTD *Compare to Budget* *58%*	2015-16 PRIOR YTD
Building Inspection					
Beg Fund Balance	$ 746,431	$ 746,431	$ 746,431	100%	620,378
Revenues	492,110	44,679	479,487	97%	288,335
Expenses	600,636	44,252	311,648	52%	263,362
Contingencies / Reserves	637,905	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 746,858			
Ending Fund Balance			$ 914,270		645,351
Streets (Operating)					
Beg Fund Balance	$ 816,245	$ 816,245	$ 816,245	100%	798,186
Revenues	2,208,138	118,287	759,176	34%	725,678
Expenses	2,594,228	134,246	1,489,423	57%	905,409
Contingencies / Reserves	430,155	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 800,287			
Ending Fund Balance			$ 85,998		618,455
Water (Operating)					
Beg Fund Balance	$ 7,784,120	$ 7,784,122	$ 7,784,122	100%	3,773,455
Revenues	5,772,948	337,843	3,717,077	64%	8,939,522
Expenses	5,245,102	298,616	2,705,911	52%	2,560,221
Contingencies / Reserves	8,311,966	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 7,823,349			
Ending Fund Balance			$ 8,795,288		10,152,756
Wastewater (Operating)					
Beg Fund Balance	$ 12,445,970	$ 12,445,970	$ 12,445,970	100%	4,944,662
Revenues	7,806,021	650,024	4,685,136	60%	10,679,679
Expenses	11,567,935	438,352	4,810,400	42%	3,672,078
Contingencies / Reserves	8,684,056	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 12,657,643			
Ending Fund Balance			$ 12,320,706		11,952,263
Stormwater (Operating)					
Beg Fund Balance	$ 1,169,140	$ 1,169,140	$ 1,169,140	100%	731,487
Revenues	1,438,300	113,074	791,401	55%	1,409,318
Expenses	1,797,728	137,579	930,485	52%	859,526
Contingencies / Reserves	809,712	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 1,144,635			
Ending Fund Balance			$ 1,030,056		1,281,279

SUMMARY REPORT

JAN 2017

FUNDS	2016-17 BUDGET	MONTH OF JAN 2017	2016-17 YTD	Current YTD *Compare to Budget* *58%*	2015-16 PRIOR YTD
Administrative Support					
Beg Fund Balance	$ 474,294	$ 474,296	$ 474,296	100%	588,457
Revenues	4,323,345	363,272	2,532,100	59%	2,137,997
Expenses					
City Manager	556,462	41,131	277,750	50%	425,539
Human Resources	214,877	15,949	96,942	45%	-
City Recorder	-	-	-	0%	-
Emergency Management	-	-	-	0%	-
Finance	704,390	52,591	392,587	56%	341,844
Gen Office(Postage/Phones)	149,000	12,696	81,982	55%	82,237
Utility Billing	317,465	26,244	179,845	57%	158,249
Information Technology	1,006,726	76,857	586,140	58%	415,289
Legal	534,570	28,552	227,740	43%	254,108
Fleet Maintenance	189,976	14,804	104,062	55%	102,101
Facilities Repair/Replacement	519,876	32,265	221,251	43%	215,102
Insurance	391,060	-	289,899	74%	298,509
Transfers	27,536	2,295	16,063	58%	-
Contingencies / Reserves	185,701	-	-	0%	-
Total Expenses	4,797,639	303,383	2,474,260	52%	2,292,978
Monthly Activity Net Gain / (Loss)		$ 534,185			
Ending Fund Balance			$ 532,136		433,475
Capital Improvement Projects					
Streets CIP's					
Beg Fund Balance	$ 165,647	$ 165,646	$ 165,646	0%	164,209
Revenues	1,625,783	22,596	979,226	60%	628,423
Expenses	1,624,883	22,407	977,237	60%	627,699
Contingencies / Reserves	166,547	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 165,835			
Ending Fund Balance			$ 167,635		164,933
Water / Wastewater / Stormwater CIP's					
Beg Fund Balance	$ -	$ -	$ -	0%	(89,751)
Revenues	6,049,649	166,712	1,545,717	26%	1,399,210
Expenses	6,049,649	166,712	1,545,717	26%	1,309,459
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ (0)			
Ending Fund Balance			$ (0)		-
Street SDC					
Beg Fund Balance	$ 2,824,983	$ 2,824,984	$ 2,824,984	100%	2,574,473
Revenues	907,435	23,001	225,190	25%	420,432
Expenses	386,542	7,030	241,718	63%	165,999
Contingencies / Reserves	3,345,876	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 2,840,954			
Ending Fund Balance			$ 2,808,455		2,828,906

SUMMARY REPORT — JAN 2017

FUNDS	2016-17 BUDGET	MONTH OF JAN 2017	2016-17 YTD	Current YTD *Compare to Budget* *58%*	2015-16 PRIOR YTD
Water SDC					
Beg Fund Balance	$ 821,631	$ 821,631	$ 821,631	100%	1,239,405
Revenues	429,439	19,087	357,846	83%	241,655
Expenses	1,027,635	5,911	827,849	81%	758,100
Contingencies / Reserves	223,435	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 834,807			
Ending Fund Balance			$ 351,628		722,960
Wastewater SDC					
Beg Fund Balance	$ 4,527,496	$ 4,527,496	$ 4,527,496	100%	4,175,483
Revenues	519,000	31,351	651,571	126%	375,265
Expenses	815,619	5,766	373,038	46%	286,564
Contingencies / Reserves	4,230,877	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 4,553,082			
Ending Fund Balance			$ 4,806,030		4,264,184
Stormwater SDC					
Beg Fund Balance	$ 167,566	$ 167,567	$ 167,567	100%	131,416
Revenues	27,650	1,097	21,621	78%	25,864
Expenses	112,792	5,323	87,386	77%	1,466
Contingencies / Reserves	82,424	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 163,341			
Ending Fund Balance			$ 101,802		155,815
Debt					
Debt Service (General Op)					
Beg Fund Balance	$ 216,729	$ 216,728	$ 216,728	100%	215,171
Revenues	650,293	163,413	533,448	82%	750,681
Expenses	829,996	142,916	480,663	58%	551,022
Contingencies / Reserves	37,026	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 237,225			
Ending Fund Balance			$ 269,513		414,831
City Hall					
Beg Fund Balance	$ 509,076	$ 509,076	$ 509,076	100%	535,601
Revenues	87,300	2,422	60,049	69%	48,697
Expenses	106,718	-	98,718	93%	95,224
Contingencies / Reserves	-	-	-	0%	-
Unappropriated Ending Balance	489,658	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 511,498			
Ending Fund Balance			$ 470,407		489,074

SUMMARY REPORT — JAN 2017

FUNDS	2016-17 BUDGET	MONTH OF JAN 2017	2016-17 YTD	Current YTD *Compare to Budget* *58%*	2015-16 PRIOR YTD
Reserves					
PERS Stabilization Reserve					
Beg Fund Balance	$ -	$ -	$ -	0%	-
Revenues	179,255	14,995	104,617	58%	-
Expenses	-	-	-	0%	-
Contingencies / Reserves	179,255	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 14,995			
Ending Fund Balance			$ 104,617		-
Vehicle / Equipment Replacement					
Beg Fund Balance	$ 1,176,383	$ 1,176,384	$ 1,176,384	100%	1,362,426
Revenues	$ 825,956	$ 69,089	$ 490,315	59%	388,857
Expenses					
General Government	1,375	-	1,373	100%	-
City Manager's Office	1,453	-	-	0%	140
Human Resources	1,003	-	-	0%	-
City Recorder/Clerk	-	-	-	0%	-
Finance	17,328	-	-	0%	284
Information Technology	141,797	-	108,482	77%	72,711
Legal	419	-	-	0%	-
Municpal Court	4,074	-	-	0%	560
Police	404,946	-	131,233	32%	136,440
Fire	141,869	11,417	79,917	56%	-
Communications	133,122	-	-	0%	2,694
Library	11,107	807	1,110	10%	2,764
Planning	2,947	-	-	0%	-
Building	23,774	-	-	0%	280
PW Administration	948,486	33,432	33,432	4%	57,143
Fleet Maintenance	9,682	48	258	3%	232
Facilities Repair/Replacement	158,957	-	56,893	36%	69,686
Contingencies / Reserves	-	-	-	0%	-
Total Expenses	2,002,339	45,704	412,698	21%	342,934
Monthly Activity Net Gain / (Loss)		$ 1,199,769			
Ending Fund Balance			$ 1,254,001		1,408,348
Fire & EMS Equip Fee					
Beg Fund Balance	$ 371,152	$ 371,152	$ 371,152	100%	246,483
Revenues	-	144	1,126	0%	85,724
Expenses	371,152	31,378	219,644	59%	11,179
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 339,918			
Ending Fund Balance			$ 152,634		321,028

SUMMARY REPORT

JAN 2017

FUNDS	2016-17 BUDGET	MONTH OF JAN 2017	2016-17 YTD	Current YTD *Compare to Budget* *58%*	2015-16 PRIOR YTD
Community Projects					
Cable TV Trust					
Beg Fund Balance	$ 37,504	$ 37,504	$ 37,504	100%	37,339
Revenues	170	35	207	122%	105
Expenses	37,674	-	-	0%	50
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 37,540			
Ending Fund Balance			$ 37,711		37,394
Economic Development					
Beg Fund Balance	$ 570,189	$ 570,191	$ 570,191	100%	646,472
Revenues	461,010	6,208	40,874	9%	39,476
Expenses	630,587	1,383	11,513	2%	143,022
Contingencies / Reserves	400,612	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 575,016			
Ending Fund Balance			$ 599,552		542,926
Transient Lodging Tax					
Beg Fund Balance	$ 149,857	$ 149,857	$ 149,857	100%	-
Revenues	1,028,086	214,759	583,749	57%	544,248
Expenses	1,177,943	155,017	460,077	39%	80,264
Contingencies / Reserves	-	-	-	0%	-
Monthly Activity Net Gain / (Loss)		$ 209,599			
Ending Fund Balance			$ 273,529		463,984

City of Newberg

Community Development Department
P.O. Box 970 ▪ 414 E First Street ▪ Newberg, Oregon 97132
503-537-1240 ▪ Fax 503-537-1272 ▪ www.newbergoregon.gov

MEMORANDUM

TO: Newberg Mayor and City Council
FROM: Doug Rux, Community Development Director
SUBJECT: Update on Transient Lodging Tax Ad Hoc Committee Activities
DATE: March 20, 2017

BACKGROUND

On October 17, 2016 in establishing the organizational structure of the TLT Ad Hoc Committee the following activities were established:

1. An Ad Hoc Committee be established by the City Council that would operate for no less than two and no more than four years.
2. The Ad Hoc Committee consist of not more than 13 members drawing from members of the TLT Advisory Group plus a person representing Airbnb/VRBO's, a City Council member, a general at-large citizen and Ex Officio members of the Mayor and City Manager.
3. The Ad Hoc Committee would be staffed by existing city staff.
4. The Ad Hoc Committee's role would be to solicit for tourism related facility projects, review proposals and make recommendations to the City Council.
5. The City Council would make the decision on what tourism related facility projects get funded.
6. The Ad Hoc Committee would make recommendations on the small grant program to the City Council.
7. During the two year period the Ad Hoc committee continues the discussion of an organizational model appropriate for Newberg given the funding available and report their recommendations back to the City Council.
8. The City discuss with the Chehalem Valley Chamber additional services that could be provided such as FAM's, Marketing and Destination Development. Funding for these services would come out of the Tourism Promotion expense line.
9. Funds be allocated for a consultant to conduct an assessment of existing marketing material and provide recommendations for updating or modifying marketing material.

On December 5, 2016 the City Council consented to the Mayor's appointment of members to the Transient Lodging Tax (TLT) Ad Hoc Committee. The Committee consists of thirteen members plus Ex-Officio Members Mayor Andrews and City Manager Joe Hannan. Dennis Lewis is the Chair of the Committee and Sheila Nicholas is the Vice-Chair.

The TLT Ad Hoc Committee has met three times including their initial meeting on January 1, 2017. Activities the TLT Ad Hoc Committee has been involved in are:

1. A general orientation of the Newberg Strategic Tourism Plan
2. Purpose and Role of the TLT Ad Hoc Committee
3. Funding/Budget
4. Tourism Information Session Discussion
5. Review of Draft TLT Small Grant Program Guidelines, Application Materials and Sample Contract
6. Review of Draft TLT Destination Development-Marketing Grant Program Guidelines, Application Materials and Sample Contract
7. Review of the TLT Small Grant Program applications

In addition to the TLT Ad Hoc Committee activities a Subcommittee on Marketing has been established. The Marketing Subcommittee has met twice to discuss tourism marketing. Ashley Lippard is the Cahir and Rob Felton the Vice-Chair of the Marketing Subcommittee.

The joint City Council/TLT Ad Hoc Committee Work Session will be the first opportunity for the TLT AD Hoc Committee to share and discuss their activities to date, to have a dialogue with the City Council if the activities are going in the direction initially outlined by the City Council on October 17, 2016, to discuss if there are any course adjustments to consider, and what are the future activities of the Committee.

City Council Business Session
March 20, 2017 - 7:00 PM
Public Safety Building 401 East Third Street

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. CITY MANAGER'S REPORT

V. PUBLIC COMMENTS

(30 minutes maximum which may be extended at the mayor's discretion; an opportunity to speak for not more than five (5) minutes per speaker allowed)

VI. NEW BUSINESS

VI.a. Resolution 2017-3361 - Updating the Master Fee Schedule for the City of Newberg
Master Fee Schedule 2017-18 Final.pdf

VI.b. A Resolution awarding Transient Lodging Tax Small Grant Funds to the Oregon Camellia Society, Chehalem Cultural Center, Newberg Old Fashioned Festival, Hoover-Minthorn House Museum owned and operated by the National Society of the Colonial Dames of America in the State of Oregon, and Yamhill County Community Action Partnership
RCA Resolution 2017-3362.doc
Attachment 1 - TLT Small Grant Program Application Packet.pdf
Attachment 2 - Oregon Camellia Society-2017 Annual Convention.pdf
Attachment 3 - Chehalem Cultural Center - Camellia Festival & Run Walk.pdf
Attachment 4 - Hoover-Minthorn House - Signs.pdf
Attachment 5 - Old Fashioned Festival-Fireworks.pdf
Attachment 6 - Yamill County Community Action Partnership-Light The Fire Benefit.pdf
Attachment 7 - Tunes on Tuesday-Semi-Permanent Fencing plan.pdf
Attachment 8 - Summary Small Grant Score Sheets.pdf

VI.c. Riverfront Master Plan Update
RCA Information Riverfront Master Plan.doc
Attachment 1 riverfront_master_plan_map.pdf
Attachment 2 Res3309_signed.pdf
Attachment 3 Riverfront MP Study Area Map.pdf

Attachment 4 EVDS_WILLAMETTE_RIVER_WATERFRONT_CONCEPTS_W2017.pdf

VI.d. Transient Lodging Tax Destination Development-Marketing Draft Grant Program Application Materials
RCA_Information_TLT_Large_Grant_Application.doc
TLT Destination Development-Marketing Application Packet.pdf

VI.e. Capital Improvement Program Presentation
RCA CIP Presentation 2017.pdf

VII. COUNCIL BUSINESS

VIII. ADJOURNMENT

COMMENTS

Council accepts comments on agenda items during the meeting. Fill out a form identifying the item you wish to speak on prior to the agenda item beginning and turn it into the City Recorder. Speakers who wish the Council to consider written material are encouraged to submit written information in writing by 12:00 p.m. (noon) the day of the meeting.

ADA STATEMENT

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than two business days prior to the meeting. To request these arrangements, please contact the City Recorder at (503) 537-1283. For TTY services please dial 711.

ORDER

The Mayor reserves the right to change the order of items to be considered by the Council at their meeting. No new items will be heard after 11:00 p.m., unless approved by the Council.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 20, 2017				
Order No. ___	**Ordinance No.** ___	**Resolution No. 2017-3361** _X__	**Motion** ___	**Information** ___
SUBJECT: Updating the Master Fee Schedule			**Contact Person (Preparer) for this Motion: Matt Zook, Finance Director** **Dept.: Finance** **File No.:**	

RECOMMENDATION: Adopt Resolution No. 2017-3361, 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. The MFS does not include any pass through fees collected for other entities, franchise fees or city taxes. Various fees are tied to consumer price index (CPI) measurements, which has been standardized City-wide to use 2016 Annual Average CPI-U Portland-Salem, OR-WA, which is 2.1%.

HIGHLIGHT OF FEE CHANGES:

- **CITY RECORDER:** There is no change to City Recorder fees.
- **FIRE & EMS:** The fees reflect an increase based on the above-mentioned CPI plus 1% (per Resolution 2014-3136). Effective July 1, 2016, billing for emergency medical services were handled through the IGA with Tualatin Valley Fire & Rescue, however, the City will carry Fire & EMS fees on the City Master Fee Schedule for the duration of the IGA should the City return to delivery of Fire & EMS services.
- **FINANCE:** There is no change to Finance administrative fees.
- **LIBRARY:** There is no change to Library administrative fees.
- **PERMIT CENTER:** Building, Engineering, and Planning Fees subject to CPI adjustments were updated in accordance with the above-mentioned CPI.
- **POLICE:** There is no change to Police fees.
- **PUBLIC WORKS:** Public works fees are the same as last year except the Memorial Park Gazebo was removed from the listing of properties subject to reservation fees because the City is no longer responsible for the maintenance of the gazebo, and usage fees are charged through Chehalem Parks and Recreation District. In addition, Hydrant Meter Fees were inadvertently excluded from the original MFS and now included. The fees associated with Compost sales were removed from the MFS to allow City Manager discretion to adjust rates as needed.

FISCAL IMPACT: Fees are necessary to help the City provide municipal services

STRATEGIC ASSESSMENT: Resolution 2017-3361 helps the City in meeting Goal #7 – Manage and operate the City government in an efficient and effective manner.

RESOLUTION NO. 2017-3361

A RESOLUTION UPDATING THE MASTER FEE SCHEDULE FOR THE CITY OF NEWBERG

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.

3. The City has met the requirement for providing an opportunity for public comment prior to the adoption of this fee resolution as required by ORS 294.160.

4. The City submitted Building fees on January 25 to the Oregon Building Codes Division and posted notice in the Newberg Graphic on February 1, per Oregon Administrative Rule 918-020-0220.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. To update the Master Fee Schedule approved via Resolution No. 2016-3268 for all city departments,

2. To remove the Public Works compost fees from the Master Fee Schedule,

3. To include Public Works hydrant meter fees within the Master Fee Schedule,

4. Have the fee schedule attached to this resolution as Exhibit A take effect April 1, 2017 with the exception of fees established prior to the resolution separately.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: March 21, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 20th day of March, 2017.

_____

DawnKaren Bevill, Acting City Recorder

ATTEST by the Mayor this _____ day of March, 2017.

_____

Bob Andrews, Mayor

CITY RECORDER	Public Records Fees – Initially set by Resolution 2008-2771	
	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.	
	General records research	$60.00 per hour
	City Attorney research	$92.10 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 copy
	Copies by third party	Actual Cost
	Shipping and Handling	Actual Cost
	Other Records	
	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
FINANCE		
	Lien Search	$22.00
	NSF returned checks	$25.00
	Municipal Services Statement Late Fee	$20.00 per meter
	Municipal Services Statement Water Connection Fee	$20.00 per meter
	Municipal Services Statement Water Re-connection Fee	$50.00 per meter

FIRE & EMS	Originally set by Resolution 2014-3136, modified by Executive Order 2015-044	
	Basic Life Support Base Rate	$1,743.21
	Advanced Life Support (ALS) Base Rate	$1,743.21
	Interfacility & Specialty Care Transfers	$2,179.01
	Aid Call	$490.28
	Sit-Up Charge	$343.19
	Waiting Time	$102.41
	Extra Technician	$358.44
	Mileage Rate	$22.87 per mile
	FireMed	$52.00

LIBRARY		
	Damage to Items	Time & Materials (up to replacement cost)
	Lost or Destroyed Items	Price of the item (if item returned within six months, the price of the item is refunded, the fine is not. There are no refunds on items returned 6 months after payment is made). *Fines are set by CCRLS*
	Lost Library Card	$1.00
	Computer Printing & Copies	10¢ each B & W 25¢ each Color 5¢ each if using own higher quality paper, i.e. for resumes (not available for regular paper)
	MicroFilm Reader Prints	25¢ each
	Exam Proctoring Fee No charge for online exams	10¢ per page to print from e-mail $2.00 to mail the test back
	Inter Library Loan Fee	$10 each after 10 items per year
	Non-resident Library Card Fee Scholarship (donated funds) may be available for those unable to pay the fee	$79 per year-Household $40 for 6 months $70 per year- Senior, $35 for 6 months Free card to youth 18 and younger (Newberg materials only)

BUILDING	PERMIT CENTER FEES	
	Building Permit Fees - Valuation Table[1,2]	
	$1 - $500	$81.45
	$501 - $2,000	$81.45 for the first $500 plus $1.50 for each additional $100 or fraction thereof, to and including $2,000
	$2,001 - $25,000	$103.95 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	$283.35 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	$429.60 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	$624.60 for the first $100,000 plus $3.25 for each additional $1,000 or fraction thereof
	Demolition Permit	$81.45 flat fee – Complete Based on building value – Partial
	Fire Alarm Permit, Fire Sprinkler Permit – Commercial, Fire Suppression Permit – for Type 1 Hood	Use Building Valuation Table
	Fire Sprinkler Permit – Residential Stand Alone	Not part of the plumbing system, requires a building permit and plumbing (backflow) permit
	Solar	$81.45 - Prescriptive Based on Building Value - Non-Prescriptive
	Building Plan Review Fee	85% of the Building Permit Fee
	Fire and Life Safety Plan Review Fee	60% of the Building Permit Fee
	City Hall Fee[1]	.25% of the project valuation
	Community Development Fee[1]	.75% of the project valuation

[1] See Glossary for Valuation Definitions

[2] See Glossary for ICC Valuation Data February 2017

BUILDING	PERMIT CENTER FEES	
	Grading Permit Fees - Valuation Table	
	0 – 50 Cubic Yards	No permit required
	51 - 100 Cubic Yards	$81.45
	101 - 1,000 Cubic Yards	$81.45 for the first 100 Cubic Yards plus $21.68 for each additional 100 Cubic Yards or fraction thereof
	1,001 - 10,000 Cubic Yards	$276.57 for the first 1,000 Cubic Yards plus $29.48 for each additional 1,000 Cubic Yards or fraction thereof
	10,001 – 100,000 Cubic Yards	$541.89 for the first 10,000 Cubic Yards plus $82.10 for each additional 10,000 Cubic Yards or fraction thereof
	100,001 Cubic Yards and above	$1,280.79 for the first 100,000 Cubic Yards plus $45.23 for each additional 100,000 Cubic Yards or fraction thereof
	Grading Plan Review Fee[1]	85% of the Grading Permit Fee
	Phased Permit Fees[1]	$263.22 plus 10% of the Building Permit Fee with a maximum of $1,500 excluding Phase 1
	Other Fees:	
	Inspections Outside of normal business hours	$81.45 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	$81.45 first hour, fraction thereof each ¼ hour, minimum of 1 hour
	Reinspection Fee	$81.45 each
	Investigation Fee	$81.45 per hour minimum ¼ hour
	Deferred Submittal	$ 210.58 for each deferred or 10% of the permit fee for the value of the deferred work, whichever is greater

[1] See Glossary for Valuation Definitions

BUILDING - Mechanical	PERMIT CENTER FEES		
	Furnace:	**Res Fee**	**Com Value**
	FAU/Gravity Furnace <100K BTU	$18.81	$1,520.20
	FAU/Gravity Furnace > 100K BTU	$22.63	$1,754.08
	Wall/Floor/Suspended/Mounted	$18.81	$1,520.20
	Other Heating Units:		
	Wood/Fireplace/Masonry/Factory Built	$32.83	$1,169.39
	Room Heaters, Non-Portable	$23.88	$116.94
	Appliance Vents and Air Ducts	$11.15	$701.63
	Boilers/Compressors/Absorption Systems:		
	1 - 100K BTU	$18.81	$1,520.20
	101K – 500K BTU	$30.51	$2,689.59
	501K – 1,000K BTU	$41.75	$3,625.10
	1,001K – 1,750K BTU	$60.86	$5,379.33
	> 1,750K BTU	$99.11	$7,834.88
	Air Handler:		
	1 - 10K CFM	$14.98	$1,754.08
	>10K CFM	$22.63	$1,754.08
	Evaporative Coolers	$14.98	$1,520.20
	Ventilation and Exhaust:		
	Ventilation Fan – Single Duct	$11.15	$701.63
	Ventilation System	$14.98	$701.63
	Exhaust Hoods	$14.98	$1,169.39
	Incinerator:		
	Domestic	$22.63	N/A
	Commercial/Industrial	N/A	$7,250.19
	Gas Piping:		
	Gas Pipe Outlet 1-4	$13.70	$582.96
	Gas Pipe Outlet Each Outlet over 4	$6.04	$116.94
	Miscellaneous: Clothes Dryer/Water Heater/Etc.	$14.98	N/A
	Minimum Fee (*min fee is charged unless the calculated fee is greater*):	$81.45	N/A

BUILDING - Mechanical	PERMIT CENTER FEES	
	Mechanical Permit Fee - Valuation Table – Commercial/Industrial	
	$1 - $2,000	$81.45
	$2,001 - $5,000	$81.45 for the first $2,000 and $2.30 for each additional $100 or fraction thereof, to and including $5,000
	$5,001 - $10,000	$150.45 for the first $5,000 and $1.80 for each additional $100 or fraction thereof, to and including $10,000
	$10,001 - $50,000	$240.45 for the first $10,000 and $1.50 for each additional $100 or fraction thereof, to and including $50,000
	$50,001 - $100,000	$840.45 for the first $50,000 and $1.25 for each additional $100 or fraction thereof, to and including $100,000
	$100,001 and above	$1,465.45 for the first $100,000 and $1.10 for each additional $100 or fraction thereof
	Type 1 Hood	Use Mechanical valuation table
	Mechanical Plan Review Fee	50% of the Mechanical permit fee
BUILDING - Plumbing		
	1 & 2 Family New:	
	1 Bath	$197.55
	2 Bath	$261.29
	3 Bath	$325.01
	Each additional bath/kitchen	$81.45
	1 & 2 Family Alteration	
	Per Fixture	$19.12
	1 & 2 Family Fire Sprinkler system – multi-purpose (is part of the plumbing system):	
	0 - 2,000 Square Feet	$81.45
	2,001 - 3,600 Square Feet	$108.57
	3,601 - 7,200 Square Feet	$135.73
	>7,201 Square Feet	$190.02

BUILDING - Plumbing	PERMIT CENTER FEES	
	Commercial:	
	Per Fixture	$19.76
	Water/Sanitary/ Sewer:	
	First 100 Feet	$81.45
	Each additional	$31.87
	1 & 2 Family Rain Drains: Downspouts	$81.45
	Miscellaneous:	
	Alternative Water Heating	$81.45
	Backflow Device	$81.45
	Minimum Fee: Minimum Fee is charged unless the calculated fee is greater	$81.45
	Medical Gas Permit Fee - Valuation Table	
	$1 - $25,000	$256.10
	$25,001 - $50,000	$256.10 for the first $25,000 + $5.85 for each additional $1,000 or fraction thereof, to and including $50,000
	$50,001 - $100,000	$402.35 for the first $50,000 + $3.90 for each additional $1,000 or fraction thereof, to and including $100,000
	$100,001 and above	$597.35 for the first $100,000 + $3.25 for each additional $1,000 or fraction thereof
	Plumbing Plan Review Fee	50% of the Plumbing Permit Fee

BUILDING - Manufactured Parks	**PERMIT CENTER FEES**								
	Manufactured Dwelling Park Permit Fee – Table 1								
	$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			
	Manufactured Dwelling Park Valuation Fee - Table 2[1]								
Park Class	**Spaces Per Acre**								
	4	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
A	17,555.70	16,413.28	15,461.28	14,699.66	13,938.05	13,366.84	12,986.04	12,766.81	12,605.24
B	16,374.61	15,544.00	14,280.18	13,518.57	12,756.97	12,185.75	11,804.96	11,614.54	11,317.04
C	15,803.39	14,958.48	13,708.97	12,947.36	12,700.43	11,614.54	11,233.75	11,043.33	10,852.93

[1] See glossary for definitions

BUILDING – Manufactured Parks	**PERMIT CENTER FEES**	
	Formula for Manufactured Dwelling Park Permit and Plan Review Fee: 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	
BUILDING – Recreational Parks		
	Recreational Park Permit Fee – Table 1	
	$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

BUILDING – Recreational Parks	**PERMIT CENTER FEES**								
	Recreational Park Valuation Fee[1] - Table 2								
Park Class	**Spaces Per Acre**								
	6	8	10	**12**	**14**	**16**	**18**	**20**	**22**
A	2,637	2,470	2,320	2,189	2,074	1,978	1,907	1,849	1,798
B	2,483	2,317	2,176	2,035	1,920	1,824	1,754	1,696	1,645
C	1,792	1,626	1,485	1,344	1,229	1,133	1,062	1,005	954
	Formula for Recreational Park Permit and Plan Review Fee: 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								
BUILDING – Manufactured Building									
	Manufactured Building Permit Fees:								
	Manufactured Building in a Park					\$569.15 Flat Fee			
	Manufactured Building Elsewhere					\$701.74 Flat Fee			
	Manufactured Building Commercial					Based on Building Value			

[1] See glossary for definitions

PLANNING	PERMIT CENTER FEES	
	Pre-Application Review	$100
	Type I (Administrative Review):	
	Any Type I action not specifically listed in this section	$164
	Property Consolidation	$164
	Code Adjustment	$407
	Design Review – (Duplex or Commercial/Industrial minor addition review)	0.3% of project value, $407 minimum
	Minor modification or extension of Type I decision	$164
	Major modification of Type I decision	50% of original fee
	Partition final plat	$814 + $72 per parcel
	Property line adjustment	$814
	Sign review	$73 + $1 per sq. ft. of sign face
	Subdivision, PUD or Condominium final plat	$1,629 + $72 per lot or unit
	Type II (Land Use Decision):	
	Any Type II action not specifically listed in this section	$814
	Minor modification or extension of Type II decision	$164
	Major modification of Type II decision	50% of original fee
	Design Review (Including Mobile/Manufactured Home Parks)	0.6% of total project cost, $814 minimum*
	Partition preliminary plat	$814 + $72 per parcel
	Subdivision preliminary plat	$1,629 + $72 per lot
	Variance	$814
	Type III (Quasi-Judicial Review)	
	Any Type III action not specifically listed in this section	$1,726
	Annexation	$2,269 + $218 per acre
	Comprehensive plan amendment (Site specific)	$2,127
	Conditional Use Permit	$1,726

PLANNING	PERMIT CENTER FEES	
	Minor modification or extension of Type III decision	$164
	Major modification of Type II decision	50% of original fee
	Historic Landmark establishment or modification	$0
	Historic Landmark elimination	$1,978
	Planned Unit Development	$3,446 + $72 per unit
	Subdivision preliminary plat	$1,629 + $72 per lot
	Zoning Amendment (site specific)	$2,150
	Type IV (Legislative amendments)	
	Comprehensive plan text amendment or large scale map revision	$2,445
	Development Code text amendment or large scale map revision	$2,445
	Appeals	
	Type I or II Appeal to Planning Commission	$468
	Type I or II Appeal to City Council	$847
	Type III Appeal to City Council	$994
	Type I Adjustments or Type II variances that are not designed to regulate the physical characteristics of a use permitted outright	$263
	Other Fees:	
	Technology Fee **(This fee will be added to all Planning, Engineering and Building Fees. This does not apply to System Development Charges.)**	5% of the permit amount
	Expedited Land Division	$6,053 + $72 per lot or unit
	Urban Growth Boundary amendment	$3,869
	Vacation of Public Right-of-Way	$1,606
	License Fees:	
	Temporary Merchant	$99/45 days or $322 perpetual
	Home Occupation	$25
	Business License	$50
	Peddler/Solicitor/Street Vendor License	No additional fees – business license fee only

POLICE		
	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
	Dance Permit	$10.00
	Liquor License Applications	$25.00
	Police Public Records	
	Certified Background Check	$35.00 per person
	Electronic documents or file copied to CD or DVD	$13.50 per disk
	Photographs from negatives or slides	$15.00 for first photo plus $1.00 per photo each additional photo
	Reports, up to 10 pages	$15.00
	Reports over 10 pages	$27.18/hour labor over ½ hour plus copying, shipping & handling fees
	Tapes: Audio	$37.00
	Tapes: VHS or VHS to CD	$39.00

PUBLIC WORKS - Operations		
	Newgrow Compost (Bulk)	Fees set by City Manager
	Newgrow Compost (Bag)	Fees set by City Manager
	Sawdust	$30.00 per cubic yard
	Septic Drop-off (permitted septic companies only)	$.13 per gallon
	Recreational Vehicle Waste	$5.00 per vehicle
	Property Reservations: Butler Property, Francis Square or Memorial Park Gazebo	$35.00 Flat Fee
PUBLIC WORKS - Maintenance		
	Hydrant Meter Fees	
	Non-refundable Application Fee	$150 (covers first 10,000 gallons of water used)
	Water usage fee > 10,001 gallons	Charged at the current commercial volume rate
	Billing Fee	$10/month
	Rental Fee	$50/month

Public Works - ENGINEERING	**PERMIT CENTER FEES**	
	System Development Charges	
	Wastewater Development Fee[1]:	
	For the first 18 fixture units	$6,066.00
	Per each fixture unit over 18	$338.00
	Efficiency Dwelling Unit (EDU)[1]	$338.00
	Water Development Fee[1]:	
	5/8" - 3/4" meter	$6,248.00
	1" meter	$10,622.00
	1.5" meter	$20,618.00
	2" meter	$33,114.00
	3" meter	$62,480.00
	4" meter	$104,342.00
	6" meter	$208,058.00
	8" meter	$333,018.00
	10" meter	$520,458.00
	EDU	$347.11
	Storm System Development Fee[1]	$333.00 Single Family EDU Other – impervious area/2777-# EDU's x $333.00

[1] See glossary for definitions

Public Works - ENGINEERING	PERMIT CENTER FEES			
	Transportation Development Fee:			
	Single Family – LDR per unit			$3,110.25
	Multi Family – MDR per unit			$2,600.00
	Multi Family - HDR per unit			$2,184.00
	Condominium			$1,904.50
	Manufactured Home – in a park			$1,621.75
	Commercial/Industrial			See formula in Transportation System Plan
	EDU			$1,462.50
	Wastewater Connection Fee			Actual costs
	Water Connection Fee			Actual costs
	Signalization Fee - Single Family			$209.30
		BASE	**ADDITIONAL**	**PER**
	Sidewalk or Driveway approach permit and inspection	$27.05	$0.26	Square Feet
	Public street ADA ramp review and inspection	$32.16	N/A	Each ramp
	Land Use Review Fees:	**BASE**	**ADDITIONAL**	**PER**
	Planning review, Partition and Subdivision (Type II/III applications)	$263.92 2-19 lots	$11.74	lot after 20
	Final plat review, partition and subdivision	$263.92	$6.63	each lot or parcel
	Development Review for public improvements on Commercial, Industrial and Multifamily developments	$369.09 Additional first acre developed	$210.83	

Public Works - ENGINEERING	PERMIT CENTER FEES			
	Construction/Site Development Plan Review and Inspection Fees	**BASE**	**ADDITIONAL**	**PER**
	Erosion Control Plan review and inspection:			
	500 To 5000 Square Feet disturbed	$157.74	N/A	each permit
	5001 Square Feet to less than 1 acre disturbed	$369.09	N/A	each permit
	1 acre and larger disturbed	By DEQ permit	N/A	N/A
	Site Improvement:			
	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 Building permit final	$157.74	N/A	EACH PERMIT
	Stormwater: Commercial/Industrial/Multi Family private facility storm drainage plan review and final inspection for water quality/quality facilities	$315.99 First Acre CRE	$79.12 Additional developed acre ACRE	
	Reinspection Fee			$53.09
	Hardship Requests			$210.83
	Right of Way, Easement review			$263.92
	Subsurface permit for franchise			$157.74
	Stormwater Fee in lieu - Private			$1.50/SF
	Stormwater Fee in lieu - Public			$2.00/SF

Building Permit Fees - Building Valuation Table (see page 20): 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.

Valuation Table ICC Valuation Data February 2017

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	229.26	221.37	216.01	207.16	194.94	189.29	200.61	178.00	171.48
A-1	ASSEMBLY, THEATERS, WITHOUT STAGE	210.11	202.22	196.86	188.01	175.94	170.29	181.46	158.99	152.48
A-2	ASSEMBLY, NIGHTCLUBS	179.28	174.08	169.68	162.81	153.48	149.24	157.08	138.97	134.26
A-2	ASSEMBLY, RESTAURANTS, BARS, BANQUET HALLS	178.28	173.08	167.68	161.81	151.48	148.24	156.08	136.97	133.26
A-3	ASSEMBLY, CHURCHES	212.12	204.22	198.87	190.01	178.14	172.49	183.47	161.20	154.68
A-3	ASSEMBLY, GENERAL, COMMUNITY HALLS, LIBRARIES, MUSEUMS	176.94	169.04	162.69	154.83	141.96	137.30	148.28	125.01	119.50
A-4	ASSEMBLY, ARENAS	209.11	201.22	194.86	187.01	173.94	169.29	180.46	156.99	151.48
B	BUSINESS	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
E	EDUCATIONAL	194.27	187.38	182.00	173.88	162.37	154.12	167.88	141.89	137.57
F-1	FACTORY AND INDUSTRIAL, MODERATE HAZARD	109.64	104.60	98.57	94.77	85.03	81.17	90.78	71.30	66.75
F-2	FACTORY AND INDUSTRIAL, LOW HAZARD	108.64	103.60	98.57	93.77	85.03	80.17	89.78	71.30	65.75
H-1	HIGH HAZARD, EXPLOSIVES	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	N.P.
H234	HIGH HAZARD	102.63	97.58	92.55	87.75	79.22	74.36	83.76	65.48	59.94
H-5	HPM	182.98	176.21	170.40	161.91	147.69	142.14	155.55	129.66	123.97
I-1	INSTITUTIONAL, SUPERVISED ENVIRONMENT	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
I-2	INSTITUTIONAL, HOSPITALS	307.93	301.16	295.35	286.86	271.68	N.P.	280.50	253.65	N.P.
I-2	INSTITUTIONAL, NURSING HOMES	213.36	206.59	200.78	192.29	179.07	N.P.	185.93	161.04	N.P.
I-3	INSTITUTIONAL, RESTRAINED	208.19	201.43	195.62	187.12	174.39	167.85	180.76	156.37	148.68
I-4	INSTITUTIONAL, DAY CARE FACILITIES	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
M	MERCANTILE	133.57	128.37	122.97	117.10	107.27	104.03	111.38	92.75	89.05
R-1	RESIDENTIAL, HOTELS	185.63	179.39	174.24	166.97	153.72	149.58	167.06	137.86	133.61
R-2	RESIDENTIAL, MULTIPLE FAMILY	155.74	149.50	144.35	137.09	124.57	120.43	137.17	108.71	104.47
R-3	RESIDENTIAL, ONE- AND TWO-FAMILY	145.23	141.28	137.64	134.18	129.27	125.87	131.94	120.96	113.85
R-4	RESIDENTIAL, CARE/ASSISTED LIVING FACILITIES	183.95	177.72	172.57	165.30	152.29	148.15	165.39	136.43	132.19
S-1	STORAGE, MODERATE HAZARD	101.63	96.58	90.55	86.75	77.22	73.36	82.76	63.48	58.94
S-2	STORAGE, LOW HAZARD	100.63	95.58	90.55	85.75	77.22	72.36	81.76	63.48	57.94
U	UTILITY, MISCELLANEOUS	78.63	74.24	69.76	66.20	59.84	55.88	63.23	47.31	45.09

A. PRIVATE GARAGES AND COVERED DECKS, USE UTILITY, MISCELLANEOUS

B. UNFINISHED BASEMENTS (GROUP R-3) = $21.00 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.

City Hall Fee: Revenues are used to cover office space costs for the Permit Center.

Grading Plan Review Fee: The fee for Grading Permit authorizing additional work to that under a valid permit shall be the difference between the fee paid for the original permit and the fee shown for the entire project.

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

(continued on next page)

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 dwelling unit 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.

Wastewater 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 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 mantel 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.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 20, 2017				
Order No. __	**Ordinance No. __**	**Resolution No. 2017-3362 XX__**	**Motion __**	**Information ___**
SUBJECT: A Resolution awarding Transient Lodging Tax Small Grant Funds to the Oregon Camellia Society, Chehalem Cultural Center, Newberg Old Fashioned Festival, Hoover-Minthorn House Museum owned and operated by the National Society of the Colonial Dames of America in the State of Oregon, and Yamhill County Community Action Partnership			**Contact Person (Preparer) for this Motion: Doug Rux, Director Dept.: Community Development File No.: G-16-008**	

RECOMMENDATION:

Adopt Resolution No. 2017-3362.

EXECUTIVE SUMMARY:

On October 17, 2016 in establishing the organizational structure of the Transient Lodging Tax (TLT) Ad Hoc Committee one of their identified tasks was to make recommendations on the TLT Small Grant program to the City Council.

On December 5, 2016 the City Council consented to the Mayor's appointment of members to the Transient Lodging Tax (TLT) Ad Hoc Committee. The Committee consists of thirteen members plus Ex-Officio Members Mayor Andrews and City Manager Joe Hannan.

The TLT Ad Hoc Committee on February 1, 2017 and the City Council on February 6, 2017 reviewed the City of Newberg 2016-2017 Transient Lodging Tax application packet materials (Attachment 1). The solicitation for the available TLT Small Grant funds commenced on February 8, 2017 with applications required to be submitted by 4:30 p.m. on March 1, 2017. A total of $20,000 is available for the TLT Small Grant program in FY 2016-2017.

Six applications were submitted by the application deadline from (Attachments 2-7):

1. Oregon Camellia Society – American Camellia Society 2017 Annual Convention in Newberg - $2,500.
2. Chehalem Cultural Center – Newberg Camellia Festival & Run/Walk - $8,000
3. Hoover-Minthorn House Museum – Informational Signs at Gates to Hoover-Minthorn House Museum - $1,400.
4. Newberg Old Fashioned Festival – NOFF 2017 Grand Fireworks Celebration - $5,000.
5. Yamhill Community Action Partnership – Light The Fire – A YCAP Benefit - $7,500.
6. Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley – 2017 Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley: Semi-Permanent Fencing Plan - $10,000.

The total requested funding amount was $34,400.

The TLT Ad Hoc Committee met on March 15, 2017 and reviewed the submitted applications and scored each proposal based on the criteria contained in the application packet material. A summary of each application submittal scoring is included in Attachment 8. The Committee recommended by a vote of 11-0 that five of the submitted six proposal be funded:

1. Oregon Camellia Society – American Camellia Society 2017 Annual Convention in Newberg - $2,000.
2. Chehalem Cultural Center – Newberg Camellia Festival & Run/Walk - $6,550.
3. Hoover-Minthorn House Museum – Informational Signs at Gates to Hoover-Minthorn House Museum - $1,400.
4. Newberg Old Fashioned Festival – NOFF 2017 Grand Fireworks Celebration - $3,500.
5. Yamhill Community Action Partnership – Light The Fire – A YCAP Benefit - $6,550.

The TLT Ad Hoc Committee did not recommend funding for the Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley – 2017 Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley: Semi-Permanent Fencing Plan, but encouraged that the Tunes on Tuesday program to submit an application as part of the Destination Development-Marketing Grant program as their proposal would better fit that program. The Destination Development-Marketing Grant program is anticipated to start a solicitation process for applications by the end of March 2017.

FISCAL IMPACT:

The TLT Small Grant program is part of Fund 19 – Transient Lodging Tax Fund as part of the Tourism Promotion line item where $374,490 was adopted for FY 2016-2017.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM MARCH 2016):

Not applicable.

Attachments:
1. TLT Small Grant Application Packet
2. Oregon Camellia Society – American Camellia Society 2017 Annual Convention in Newberg Application Packet
3. Chehalem Cultural Center – Newberg Camellia Festival & Run/Walk Application Packet
4. Hoover-Minthorn House Museum – Informational Signs at Gates to Hoover-Minthorn House Museum Application Packet
5. Newberg Old Fashioned Festival – Grand Fireworks Celebration Application Packet
6. Yamhill Community Action Partnership – Light the Fire – A YCAP Benefit Application Packet
7. Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley – 2017 Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley: Semi-Permanent Fencing Plan Application Packet
8. Summary of TLT Small Grant Score Sheets

RESOLUTION NO. 2017-3362

A RESOLUTION AWARDING TRANSIENT LODGING TAX SMALL GRANT FUNDS TO THE OREGON CAMELLIA SOCIETY, CHEHALEM CULTURAL CENTER, NEWBERG OLD FASHIONED FESTIVAL, HOOVER-MINTHORN HOUSE MUSEUM OWNED AND OPERATED BY THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA IN THE STATE OF OREGON, AND YAMHILL COUNTY COMMUNITY ACTION PARTNERSHIP

RECITALS:

1. On October 17, 2016 in establishing the organizational structure of the Transient Lodging Tax (TLT) Ad Hoc Committee one of their identified tasks was to make recommendations on the TLT Small Grant program to the City Council.

2. On December 5, 2016 the City Council consented to the Mayor's appointment of members to the Transient Lodging Tax (TLT) Ad Hoc Committee. The Committee consists of thirteen members plus Ex-Officio Members Mayor Andrews and City Manager Joe Hannan.

3. The TLT Ad Hoc Committee on February 1, 2017 and the City Council on February 6, 2017 reviewed the City of Newberg 2016-2017 Transient Lodging Tax application packet materials.

4. The solicitation for the available TLT Small Grant funds commenced on February 8, 2017 with applications required to be submitted by 4:30 p.m. on March 1, 2017.

5. A total of $20,000 is available for the TLT Small Grant program in FY 2016-2017.

6. Six applications requesting a total of $34,400 were submitted by the application deadline from:
   a. Oregon Camellia Society – American Camellia Society 2017 Annual Convention in Newberg - $2,500.
   b. Chehalem Cultural Center – Newberg Camellia Festival & Run/Walk - $8,0000
   c. Hoover-Minthorn House Museum – Informational Signs at Gates to Hoover-Minthorn House Museum - $1,400.
   d. Newberg Old Fashioned Festival – NOFF 2017 Grand Fireworks Celebration - $5,000.
   e. Yamhill Community Action Partnership – Light The Fire – A YCAP Benefit - $7,500.
   f. Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley – 2017 Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley: Semi-Permanent Fencing Plan - $10,000.

7. The TLT Ad Hoc Committee met on March 15, 2017 and reviewed the submitted applications and scored each proposal based on the criteria contained in the application packet material and formulated a recommendation by a vote of 11-0 to approve five of the submitted application proposals as follows:

a. Oregon Camellia Society – American Camellia Society 2017 Annual Convention in Newberg - $2,000.
b. Chehalem Cultural Center – Newberg Camellia Festival & Run/Walk - $6,550.
c. Hoover-Minthorn House Museum – Informational Signs at Gates to Hoover-Minthorn House Museum - $1,400.
d. Newberg Old Fashioned Festival – NOFF 2017 Grand Fireworks Celebration - $3,500.
e. Yamhill Community Action Partnership – Light The Fire – A YCAP Benefit - $6,550.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. A TLT Small Grant of $2,000 is awarded to the Oregon Camellia Society – American Camellia Society 2017 Annual Convention in Newberg.

2. A TLT Small Grant of $6,550 is awarded to the Chehalem Cultural Center – Newberg Camellia Festival & Run/Walk.

3. A TLT Small Grant of $1,400 is awarded to the Hoover-Minthorn House Museum – Informational Signs at Gates to Hoover-Minthorn House Museum.

4. A TLT Small Grant of $3,500 is awarded to the Newberg Old Fashioned Festival – NOFF 2017 Grand Fireworks Celebration.

5. A TLT Small Grant of $6,550 is awarded to the Yamhill Community Action Partnership – Light The Fire – A YCAP Benefit.

6. All five TLT Small Grant awards are conditioned on the execution of a City of Newberg Transient Lodging Tax Small Grant Contract prior to disbursement of any grant funds.

7. The City Manager, in consultation with the City Attorney, shall finalize the City of Newberg Transient Lodging Tax Small Grant Contracts and the City Manager is authorized to sign the contracts.

- **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: March 21, 2017.

ADOPTED by the City Council of the City of Newberg, Oregon, this 20th day of March, 2017.

_____
DawnKaren Bevill, Acting City Recorder

ATTEST by the Mayor this 23rd day of March, 2017.

_____
Bob Andrews, Mayor

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Guidelines

INFORMATION FOR GRANT APPLICANTS

PURPOSE:
This grant program is intended to aid organizations and businesses that further the Newberg Tourism Plan adopted in June 2016, www.newbergoregon.gov/economicdevelopment/page/newberg-strategic-tourism-plan, by advancing the adopted goals of:

1: Tourism bolsters Newberg economy in measurable ways.
2. Newberg is a destination of artisan makers and doers.
3. Tourism funding and industry partners catalyze downtown development and creation of new experiences for target audiences.
4. The tourism organization and strategy engage and energize local tourism partners and demonstrate healthy partnership between the private sector and city.
5. Moon Shots – tourism encourages sustainable development that benefits the local community and enhances the visitor experience.

DEFINITIONS:
The City of Newberg utilizes the state definition of tourism which is aligned with Oregon's legal definition: "Tourism" means economic activity resulting from tourists.

"Tourist" is a person who, for business, pleasure, recreation, or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from, and unrelated to the person's community of residence, and that trip:

a. Requires the person to travel more than 50 miles from the community of residence; or
b. Includes an overnight stay in a paid accommodation in Newberg, Oregon.

"Tourism promotion" (as it relates to this grant application) means any of the following activities:

a. Advertising, publicizing, or distributing information for the purpose of attracting and welcoming tourists;
b. Conducting strategic planning and research necessary to stimulate future tourism development;
c. Operating Tourism promotion agencies; and
d. Marketing special events and festivals designed to attract tourists.

"Tourism Related Facility" is:

a. A conference center, convention center, or visitor information center; and

b. Other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

FUNDING:
Funding for this program is $20,000 which may be disbursed to multiple organizations or businesses. The minimum grant amount is $1,000 and the maximum $10,000. The funds are made available from the City of Newberg transient lodging taxes that are assessed to hotels, motels, bed and breakfasts, and vacation rentals for guests in the City of Newberg.

ELIGIBLE APPLICANTS:
Eligible applicants include governmental entities, 501(c)(3) and (6) non-profit organizations, and for-profit private entities with a project, program, or event in the Newberg zip code area of 97132 aimed at tourism development or marketing that promotes local tourism attractions, brings visitors, or has the potential to bring visitors, to Newberg that will create overnight stays in Newberg's commercial lodging properties in furtherance of the Newberg Strategic Tourism Plan goals.

Multiple grant applications per year will be considered for any one organization or business. If an organization or business has previously been awarded a tourism grant by the City of Newberg, it will only be considered for a grant if all previously awarded grants complied with grant agreement requirements and procedures, including filing progress reports. Since grants are funded from revenues from lodging tax, recipients are asked not to request discounts from Newberg lodging properties for the proposed project, program, or event.

GRANT APPLICATION PROCESS:
In order to be considered for grant funds from the City of Newberg:

1) A completed application must be delivered to the Community Development Director. Application forms are available at www.newbergoregon.gov/economicdevelopment/page/transient-lodging-tax-small-grant-program or by contacting the Community Development Director, doug.rux@newbergoregon.gov for a Word version of the application material. If you have multiple projects, programs, or events, separate applications will need to be submitted. The exception would be if the project, program, or event had multiple dates over the course of the fiscal year.
2) All application forms **MUST** be typed and sent to the Community Development Director. **No hand written forms will be accepted. Failure to abide will result in application disqualification.**
3) All applicants will be notified of funding requests no later than March 31, 2017.
4) Progress and Final Reports on activity, spending, and results are to be submitted to the Community Development Director.

TYPES OF PROJECTS/PROGRAMS/EVENTS TO BE CONSIDERED:
Below is a sample list of grant projects, programs or events; actual projects are not limited to only what is listed below.

1) Projects, programs, or events which generate or encourage overnight stays in Newberg.
2) Projects, programs, or events that increase visitor spending.
3) Projects, programs, or events that enhance shoulder and off season visitation.
4) Projects, programs, or events that create unique wine country experiences that distinguish Newberg from nearby destinations.

ACTVITIES NOT ELIGIBLE FOR FUNDING:

1) General administrative costs;
2) Membership fees;
3) Projects, programs or events promoting tourism outside of Newberg;
4) Project directed at the residents of Newberg;
5) Used as match for other City of Newberg funding awards;
6) Salaries;
7) Operating costs;
8) Travel and mileage;
9) Architectural engineering studies;
10) Apparel for volunteers and/or staff; or
11) Advertisements in Newberg or CVCC guides/brochures, local Chambers of Commerce publications, and local publications (print, radio, television) that are not distributed at least 50 miles outside of Newberg.

MATCHING REQUIREMENT:

The Small Grant Program requires the following minimum cash or in-kind match ratio from the applying organization or business:

1) Non-Profit/Governmental: .5 (applicant) / 1 (City of Newberg)
2) For-Profit: 1 (applicant) / 1 (City of Newberg)

Match funds must be documented and must be committed prior to the distribution of funds. The higher the cash or in-kind match ratio will enhance the application scoring.

EVALUATION FRAMEWORK AND CRITERIA:

The City of Newberg Transient Lodging Tax Ad Hoc Committee will review applications and make a recommendation to the Newberg City Council on awards according to the purpose and evaluation criteria of the grant program. The Newberg City Council will make the final award decision.

Framework

1) Aligns with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism related facility)	Yes/No
2) Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement	Yes/No
3) Appeals to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)	Yes/No
4) The project will create or enhance an experience for shoulder or off-season visitors	Yes/No
5) Is a priority for partner organization	Yes/No
6) Builds on existing assets	Yes/No
7) Leverages funding	Yes/No

Criteria	*(1 low/3 high)*
1) Ratio at which Transient Lodging Tax funds will be matched	1 / 2 / 3
2) Project will connect visitors to existing assets:	
a. Strength of existing assets	1 / 2 / 3
b. Strength of connecting assets	1 / 2 / 3

3) Alignment with target market:
    a. Wine Country Adventures 1 / 2 / 3
    b. Millennial Explorers 1 / 2 / 3
    c. George Fox Network 1 / 2 / 3
    d. Luxury Wine Travelers 1 / 2 / 3
4) Can be completed in 6 – 12 months 1 / 2 / 3
5) Lasting impact and utility 1 / 2 / 3

PROMOTIONAL MATERIAL:
All funded projects, programs or events involving promotional materials and websites must be reviewed by the Community Development Director at the draft stage and will need to include the City of Newberg Tourism web address www.newbergoregon.gov/cd/page/tourism and a link to www.newbergoregon.gov/cd/page/tourism in the case of a website.

All grant support should be referenced as; **"This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg."**

UNUSED FUNDS:
In the event that awarded funds remain and were not completely used for the project, program, or event intended, the unused funds shall be returned to the City of Newberg.

GRANT CONTRACT:
All grant award recipients must enter into a Small Grant Contract with the City of Newberg. A sample contract is included in the application material.

REPORTING PROCESS:
Applicants that are awarded grant funding are required to submit both a Progress Report on a date to be determined and a Final Report within 30 days after the project, program or event to the Newberg Community Development Director.

RECORD KEEPING:
It is requested that all grantees maintain records for the minimum required amount of time set forth by the IRS, including receipts, and make the records available to the City of Newberg upon request for audit purposes.

PERMITTING AND LICENSING:
The award of grant money through this program does not supersede the need for proper permitting and licensing with the City of Newberg and / or other governing agents. Proof of all necessary permits and licenses is required before grant funds can be dispersed.

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application Cover Page

Project Title: _____

Applicant Name: _____

Mailing Address: _____
Street City State Zip

Contact Name: _____

Phone: _____ Email: _____

Amount of total Funding Requested: $_____

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project.

Project Detail:

A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
B. Submit an updated Project, Program or Event Detail as your Progress Report.
C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: _____ Signature: _____

Title: _____ Date: _____

**********FOR OFFICE USE ONLY**********
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- Completed application Cover Sheet.
- Budget for project/program/event being funded that lists all anticipated income and expenses.
- Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- Letters of support.

Project Title: _____

Applicant Name: _____

Mailing Address: _____
Street City State Zip

Contact Name: _____

Phone: _____ Email: _____

Website Address: _____

Secretary of State Business Registry Number: _____

Non Profit _____ Government _____ For-Profit _____

Amount of total Funding Requested: $_____

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

_____ New Project _____ New Program _____ New Event

_____ Existing Project _____ Existing Program _____ Existing Event

Has this project, program or event received these grant funds in the past?

If so when and for how much?

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of $10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: _____ to _____

Income Sources	Amount
Total Project/Program/Event Income	

Expenses – Must be explicitly defined.	Amount
Total Project/Program/Event Expense	

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: _____ to _____

Income Sources	Amount
Total Organization Income	

Expenses	
Total Organization Expense	

Project Narrative:

1. Project description:

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?

4. How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)

6. How will your project, program or event create or enhance an experience for shoulder May-November) or off-season December – April) visitors?

7. Is the project, program or event a priority for the partner organization? (If yes, why?)

8. Does the project, program or event build on existing assets? (If so how?)

9. How does your program, program or event leverage funding?

10. What is the ratio at which Transient Lodging Tax funds will be matched?

11. How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?

12. How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?

13. Can your project, program, event be completed in 6 – 12 months?

14. What is the lasting impact and utility of your proposed project, program or event?

15. What is the estimated room nights that would occur from this project, program or event?

Signature and Certification Letter:

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

"*This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg*."

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

_____ _____

Signature of Authorizing Official Date

_____

Print Name of Authorizing Official

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Reports

To be completed and returned: Progress Report by _____.

To be completed and returned by _____: Final Report 30 days after project, program or event.

Attach receipts, paid invoices for monies spent and a check to the City of Newberg for any unspent grant funds.

Project Title: _____

Name of Organization requesting funds: _____

Mailing address: _____

Contact name: _____

Phone: _____ Email: _____

1. Detail of Income and Expenses as compared to budget submitted (must be as detailed as possible)

NOTE: Please attach receipts or a spreadsheet that documents both income and expenses

Budgeted Income Sources	Amount	Actual Income Sources	Amount
Total Budgeted Project/Program/Event Income		Total Actual Project/Program/Event Income	

Budgeted Expenses	Amount	ACTUAL EXPENSES	Amount
Total Budgeted Project/Program/Event Expenses		Total Actual Project/Program/Event Expenses	

2. Do you have unused City funds remaining? If so how much?

3. Date project, program or event was (or will be) completed:

4. Results achieved with project, program or event. Did you reach your target audience or goal? Discuss your measurement of success.

5. Please include data that supports how many room nights you believe this project, program or event helped generate.

SAMPLE CONTRACT ONLY

CITY OF NEWBERG
TRANSIENT LODGING TAX
SMALL GRANT CONTRACT

This Grant Contract is made and entered into by and between the City of Newberg ("CITY") and _____ ("RECIPIENT").

RECITALS

Whereas, in 1976 the City of Newberg implemented a transient lodging tax (TLT) of 6%;

Whereas, in 2014 the City of Newberg increased its TLT to 7.5%;

Whereas, in 2015 the City of Newberg increased its TLT to 9%TLT;

Whereas, HB 2267 in 2003 requires increases in the TLT after July 2, 2003 dedicate that 70% of collected tax be used for tourism promotion or tourism related facilities;

Whereas, the funds provided under this Grant Contract were derived from TLT funds and designated for use on tourism promotion, or tourism related facilities;

Whereas, the City of Newberg has reviewed RECIPIENT'S application, submitted on _____ (the "Application") and determined the Project, Program or Event, as hereafter defined, is feasible and merits funding.

NOW THEREFORE, the parties agree as follows:

1. Contract. This Grant Contract shall include the following, which in the event of any inconsistency are to be interpreted in the following order of precedence:
   A. This Grant Contract without any Exhibits.
   B. Special Conditions of Award, attached as Exhibit A.
   C. A description of the Project, Program or Event approved by the CITY (the "Project"), attached as Exhibit B.
   D. Approved Project budget showing a breakdown of sources of funds, attached as Exhibit C. This Exhibit supersedes the Project budget submitted in RECIPIENT'S Application; and
   E. RECIPIENT'S application, which by this reference is incorporated herein.

2. Grant. In reliance upon RECIPIENT'S Application and covenant to comply with all local, state and federal laws, rules and regulations and the terms of this grant as set forth herein, the CITY agrees to provide the RECIPIENT funds in the amount of $_____, the use of which shall be expressly limited to the Project and the activities described in Exhibit B. The use of these funds shall also be subject to the approved Project budget in Exhibit A, if any.

   Subject to the terms and conditions of this Grant Contract, the CITY shall disburse the grant funds to RECIPIENT upon execution of the Grant Contract.

3. Project Completion Date. The approved grant activities must be completed by _____ from the date of this Grant Contract ("Project Completion Date"). By the Project Completion Date, all Project activities must be completed, including submission of the Project Final Report 30 days after the Project Completion Date.

4. Recipient's Covenants – Compliance with Laws.
A. The RECIPIENT agrees to comply, and cause its agents, contractors and subgrantees to comply, with all applicable local, state and federal laws, regulations, policies, guidelines and requirements with respect to the use of and the administration, distribution and expenditure of the funds provided under this Grant Contract.

5. Default and Remedies.
A. Default. RECIPIENT shall be in default under this Grant Contract upon occurrence of any of the following events:

(1) Key RECIPIENT actions are not completed in accordance with the Project Schedule or CITY's approval of a Progress Report provided for in this Grant Contract.
(2) Any representation, warranty or statement made by RECIPIENT herein or in any documents or reports relied upon by CITY is untrue in any material respect when made.
(3) Any other significant breach of the terms and conditions of this Grant Contract.

B. Remedies upon Default. If RECIPIENT'S default is not cured within a reasonable term, as defined by CITY, or such longer period as CITY may authorize at its sole discretion, CITY may pursue any remedies available under this Grant Contract either at law or in equity. Such remedies include, but are not limited to, termination of this Grant Contract.

6. Termination.
A. CITY reserves the right to terminate this Grant Contract immediately upon notice to the RECIPIENT:
(1) if RECIPIENT fails to perform or breaches any of the terms of this Grant Contract; or
(2) if the RECIPIENT is unable to commence the Project within _____ ( ) months from the date of this Grant Contract; or
(3) if federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the grant made pursuant to the terms of this Grant Contract or payments to be made hereunder are prohibited.
B. CITY and RECIPIENT may mutually agree in writing to terminate this Grant Contract.
C. In the event of termination prior to Project completion, CITY will have no further obligations or liabilities under this Grant Contract, including that it will not reimburse any Project costs incurred by Recipient.

7. Indemnification. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, RECIPIENT shall indemnify, defend, and hold harmless CITY and its officers, employees, and agents from all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from, arising out of or relating to the activities of the RECIPIENT or RECIPIENT'S officers, employees, sub-contractors, or agents under this Grant Contract.

8. Miscellaneous.
A. This Grant Contract shall be null and void if this Grant Contract is not executed and

returned to CITY by the RECIPIENT by _____ (Date).

B. CITY and the RECIPIENT are the only parties to this Grant Contract and are the only parties entitled to enforce its terms. Nothing in this Grant Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individuals identified by name herein and expressly described as intended beneficiaries of the terms of this Grant Contract.

C. Except as otherwise expressly provided in this Grant Contract, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to CITY or the Recipient at the address or number set forth on the signature page of this Grant Contract, or to such other addresses or numbers as either party may hereafter indicate. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine.

D. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between CITY and RECIPIENT that arises from or relates to this Grant Contract shall be brought and conducted solely and exclusively within the Circuit Court of Yamhill County for the State of Oregon; provided however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

E. This Grant Contract and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Grant Contract. No waiver, consent, modification or change of terms of this Grant Contract shall bind either party unless in writing and signed by both parties and all necessary CITY approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of CITY to enforce any provision of this Grant Contract shall not constitute a waiver by CITY of that provision or any other provision.

This Grant Contract is hereby executed by the Parties on the dates set forth below.

CITY OF NEWBERG	RECIPIENT
By: _____	By: _____
Date: _____	Date: _____
Address: 414 E. First Street Newberg, OR 97132	Address: _____
	_____

By Authority of Resolution No. _____

ATTEST AS TO LEAGL FORM

_____
Truman A. Stone, City Attorney

Exhibit A – Special Conditions of Award
Exhibit B – Project Description
Exhibit C – Approved Project Budget

SAMPLE CONTRACT ONLY

HKCEIVED
MAR 1 201/
Initial:

City of Newberg

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application Cover Page

Project Title: ____American Camellia Society 2017 annual convention in Newberg____

Applicant Name: __Oregon Camellia Society_____

Mailing Address: _c/o Martha Ragland 4115 SE 33rd Place Portland, Oregon 97202_____
Street City State Zip

Contact Name: ____Martha Ragland, Treasurer OR Kathy Lintault, President____

Phone: _503-239-6542 (Ragland); 503-434-5472 (Lintault) Email: __mragland@efn.org
and lintault@onlinemac.com

Amount of total Funding Requested: $_2500.00____

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project.

Project Detail:

A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
B. Submit an updated Project, Program or Event Detail as your Progress Report.
C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: __Martha Ragland_____ Signature: _____

Title: __Treasurer, Oregon Camellia Society___ Date: 2/28/17_____

**********FOR OFFICE USE ONLY**********
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- Completed application Cover Sheet.
- Budget for project/program/event being funded that lists all anticipated income and expenses.
- Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- Letters of support.

Project Title: ___American Camellia Society 2017 annual convention in Newberg _____

Applicant Name: __Oregon Camellia Society _____

Mailing Address: _c/o Martha Ragland, 4115 SE 33rd Place, Portland, Oregon 97202_____
Street City State Zip

Contact Name: __Martha Ragland (Treasurer) and Kathy Lintault (President)_____

Phone: 503-239-6542 (Ragland); 503-434-5472 (Lintault) Email: mraaland@efn.org and lintault@onlinemac.com___

Website Address: ___ http://www.oreaoncamelliasocietv.org/ _____

Secretary of State Business Registry Number: ___Our small group is a dues-paying member of two larger umbrella organizations: **Pioneer District Garden Clubs (Registry number 319480-94)** and **The Oregon State Federation of Garden Clubs (Registry number 051508-18).** The Oregon Camellia Society itself is classified by the State of Oregon as an *"unincorporated non-profit" association* organized for the mutual benefit of the organization's membership. (Social clubs, business leagues, and veterans groups can have similar "mutual benefit" designations.)

According to research we conducted in 2015 at the behest of the U.S. Bank (where we keep our account), we learned that the Oregon Camellia Society, because of its classification type (described above), has never had a Secretary of State Business Registry number and does not now require one. See the attached letter from our bank affirming that the Oregon Camellia Society is a non-profit association "which is organized, validly existing, and in good standing under applicable laws."

Non Profit ____X____ Government _____ For-Profit _____

Amount of total Funding Requested: $_2500.00_____

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

_____ New Project _____ New Program __X___ New Event

_____ Existing Project __X__ Existing Program __X__ Existing Event

Has this project, program or event received these grant funds in the past?

No. This is a one-time event.

If so when and for how much?

n/a

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of $10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: _2017__ to _____

Income Sources	Amount
Convention Registrations (to date)	$15,135.00
CASH DONATIONS:	
Oregon Camellia Society donation	$500.00
IN-KIND DONATIONS:	
Four-hour wine country tour for 54 convention registrants	$500.00
Continental breakfast and local garden tour for 27 convention registrants	$272.00
10 trips from Portland to Newberg over one and one-half years to meet with representatives of Chamber of Commerce, Chehalem Park and Rec District, Chehalem Cultural Center, City Manager and Mayor's offices, local restaurants, and the Best Western Newberg Inn. Four hours per visit (est.) @ $15.00/hour.	$600.00
52 hours to research, write, gather photos, and edit articles meant to promote Newberg to members of the American Camellia Society. Efforts to promote Newberg as a site for a future convention very much fall under the State of Oregon State of Oregon's definition of "tourism promotion." These efforts began years ago with articles strategically placed in the *Camellia Journal,* a magazine published by ACS and distributed to hundreds of camellia lovers across the country. We wanted to highlight Newberg's appeal, not only as the 'gateway to wine country,' but also as an important destination for camellia lovers. Copies of the *Camellia Journal* articles are included with this application. We've valued the article writers' time at $15.00/hour	$780.00

25 hours to write and publish a booklet highlighting the attractions of downtown Newberg and the surrounding Wine Country, to be put in the hands of all convention attendees upon their arrival. Maps and other promotional materials encouraging our guests to eat-and-buy-locally will be distributed at the same time. Again, this is intended to boost economic activity and falls within the State's definition of "tourism promotion." Writing/publishing time is valued @ $15.00/hour.	$375.00
Total Project/Program/Event Income	$18,162

Expenses – Must be explicitly defined.	Amount
15-, 25- and 55-passenger tour buses over four days between April 5 and April 8	$3458.00
Meeting room rental	$200.00
Dinner speakers (two nights)	$800.00
Restaurant room rentals (two nights)	$750.00
Audio-Visual equipment rental	$300.00
Convention booklet (printing costs)	$300.00
Postage, copying, miscellaneous	$200.00
Optional tour of Chehalem Valley attractions on April 5 (including bus transportation, continental breakfast and private garden tour) for 27 persons	$385.00
Garden admission fees for 54 persons on April 6	$1080.00
54 catered lunches at Chehalem Glenn golf course tent; 54 box lunches at Chehalem	$6102.00

Cultural Center; 54 dinners at the Olive Mill; and 54 dinners at Inn at Red Hills.	
Wine country tour near Newberg including tastings at two wineries for 54 persons.	$1620.00
"WISH LIST" EXPENSES (These include expenses not covered by guest registration fees, which in the American Camellia Society tradition are kept very low, basically unchanged from 20 or 30 years ago, in order to encourage attendance at the annual business meeting/convention.) Below is our "wish list":	
Box lunches on Saturday @ $12.00 each for 12 convention volunteers.	$144.00
Guest meals for each dinner speaker plus one guest, and for a few local officials who would enjoy networking with camellia experts and enthusiasts from across the country.	$250.00
Shuttle transportation back and forth from the Best Western Newberg Inn to the Chehaiem Cultural Center on April 8, the day of the camellia show. Out-of-towners will bring blooms from their home states to add excitement and interest to our flower show. Also, they'll help judge our flowers and generally share their expertise with the many local visitors who bring questions about camellia culture to the Camellia Festival. Hiring a shuttle bus will reduce the congestion/confusion produced by asking 54 tourists to drive their own cars (or scramble to find rides) to the Cultural Center on what may be the busiest day of the year at that facility.	$500.00
Partial cost of hosting the convention's traditional "President's Reception," a gala pre-dinner event featuring local wines, spirits, beers, and locally-flavored appetizers. The reception is a chance to promote Newberg's wine industry to a group that likes to imbibe and carry wine home. We'll invite local officials who are interested in learning more about the City of Camellia's namesake flower. Our low registration fees don't cover	$300.00

this event. We've estimated uncovered costs by multiplying 60 persons by $5.00 each.	
54 "Goodie Bags" presented to convention registrants when they check in. Ideally, the contents of this bag will showcase the wares of Newberg's local merchants and include samples, coupons, promotional materials, guides to local shops/restaurants, and appealing giveaways that promote downtown Newberg and surrounding areas. Ideally, convention goers will take the "goodies" home and spread the word about the warm welcome shown them by the Newberg community. (54 bags containing $24.19 worth of delicious gifts associated with the City of Newberg)	$1306.00
Total Project/Program/Event Expense	$17,695

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: _6/30/15_ to __6/30/16___

Income Sources	Amount
Dues	$370.00
Plant Sales	$2719.50
Total Organization Income	$3089.50

Expenses	
Office supplies/copies/stamps	$90.79
Outreach (Expenses include dues paid to Pioneer District Garden Clubs and Oregon State Federation of Garden Clubs; $250 toward purchase of two ornamental planters donated to the Chehalem Cultural Center (flanking the front entrance); $120 to help restore storm-damaged heritage camellias in a public garden in Tiller, Oregon; $50 to a Tigard garden club to pay for speaker at Pioneer District luncheon; $50 to ACS in remembrance of long-time OCS member Ruth Tinkle; and $105 to pay % of the first year's ACS dues to our new members who want to join the national camellia organization at the same time they join our group.	$783.85
Auction/Flower Show (includes cost of flower show trophies; supplies for OCS summer plant auction & potluck picnic; and $100 donation to the 2015 Newberg Camellia Festival.)	$597.91
Propagation (includes costs of pots, potting soil, rooting compound, and labels for ongoing project that involves propagating cuttings of hard-to-find varieties of camellias that grow well in our climate. Over the five years since his retirement, OCS member Collier Brown has produced more than a thousand young camellia plants. Care of these growing plants is shared with the Chehalem Park and Rec Department, who have first choice of as many cultivars as they can use, at no cost to them. The intention behind propagating this many young camellias (seeking out the best and most desirable camellias grown in the Northwest) was always to provide the CPRD with camellias to plant in the forested groves edging the Chehalem Glenn golf course. The	$361.39

CPRD staff know they have the first pick of any plants we grow.	
American Camellia Society 2017 convention	$500.00
Total Organization Expense	$2333.94

Project Narrative:

1. Project description:

The **Oregon Camellia Society** (OCS) is hosting the annual convention of our national affiliate organization, the **American Camellia Society** (ACS)**,** in conjunction with the Oregon Camellia Society's spring flower show and the 2017 Newberg Camellia Festival.

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

The ACS convention will bring at least 54 people (the number registered to-date) to Newberg from 11 states around the country. Most will arrive April 4, 2017, and stay in local hotels through April 9. The Newberg Chamber of Commerce has mailed "extend-your-stay" packets to all and some have indicated their desire to stay longer.

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?

Our **program** goal is the promotion of camellia growing and giving support to the Newberg Camellia Festival. Our **event** goal is: 1) to invite camellia lovers from all over the country to Newberg to experience the area's local attractions; 2) to promote networking and friendship between residents of Newberg, the "City of Camellias," and the most passionate and knowledgeable camellia enthusiasts in the country; 3) to wine them and dine the guests in style; and 4) to send them home with a bottle or two of wine and good reports to friends and families, in the hope they'll encourage future tourist visitation.

4. How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?

Our event will showcase the camellia plantings at the Chehalem Glenn Golf Course and public camellia plantings at the edge of the golf course and throughout the city of Newberg. Also, our guests are staying a short distance from downtown Newberg and will have free time to shop and

dine. We will encourage guests to patronize local restaurants and shops in downtown Newberg on Tuesday, Wednesday, and Thursday evenings (when it's "dinner-on-their own.")

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)

We plan to promote Newberg wineries throughout our convention. In addition to a half-day guided tour of local wineries, we'll be serving local wines in pre-dinner "hospitality hours" each day, as well as the "President's Reception" described in the list of convention expenses in a previous section of this report.

6. How will your project, program or event create or enhance an experience for shoulder May-November) or off-season December – April) visitors?

Our convention is being held April 5 through April 8, showcasing the beauties of early spring in the Chehalem Valley.

7. Is the project, program or event a priority for the partner organization? (If yes, why?)

Yes. The event represents the annual convention and business meeting for our affiliate organization, the American Camellia Society. The elected leadership of the ACS (president, board members, etc.) and paid director of the organization will be present, along with leaders of sister organizations in eleven states, including Georgia, Louisiana, Mississippi, Florida, Alabama, South Carolina, North Carolina, Virginia, Maryland, Arizona, and California.

The event also is a priority for us because the OCS has "adopted" Newberg in the sense that our spring flower show is held here. Newberg is a youthful town, with its future before it. The community embraces camellias, which puts it in harmony with our own mission of promoting camellias. And the forests that line the Chehalem Glenn golf course may one day be home to walking trails lined with mature camellia bushes. It would give us pleasure to know that our club, at least in part, helped make this happen.

8. Does the project, program or event build on existing assets? (If so how?)

Our event builds on the existing Newberg Camellia Festival, which will be featured prominently as part of the convention. As can be seen in the "All Things Camellia" article attached to this grant application (from *The Camellia Journal,* September-November 2009), the OCS had some part in the formation of the Camellia Festival from the beginning. When we made the logical move from Portland to Newberg, deciding to stage our spring flower show in the City of Camellias, it became one of the foundational elements of the Festival and has remained so ever since.

Additionally, many of the 2017 ACS convention activities will focus on wine tours and other existing local tourist activities in Newberg/Yamhill County.

9. How does your project, program or event leverage funding?

Our event will bring some of the most creative and interesting camellia personalities in the country to a city that is promoting and building on its camellia heritage. Simply having these out-of-town folks in town for a few days will spark conversations and ideas about how other small towns capitalize on their "flower power." It's a chance to form lasting acquaintances and learn a great deal. Through the spring flower show, our ACS guests will participate in the Camellia Festival and be there to field the dozens of questions we've found local people want answers for. They come from some distance, simply to bring in their blooms or leaf samples. Having 54 camellia specialists at the show will be a rare opportunity for the public to "ask the experts" and receive great answers! All this may seem intangible, but if pleasing the public and encouraging them to return next year is leveraging financing, then this event fills the bill.

10. What is the ratio at which Transient Lodging Tax funds will be matched?

With cash and in-kind funds, we expect to match Transient Lodging Tax funds at an approximate 1 to 1 ratio.

11. How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?

Our guests' presence at the Newberg Camellia Festival was mentioned above. We also have several wine-tourism related activities, including a ½ day wine tour, several dinners, and daily "hospitality hours" that will showcase local wines.

12. How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?

Our guests are sufficiently well-off to travel, and most like to drink wine. A major attraction of this convention to many people is the fact it is located in wine country. Ten years ago, when we hosted an ACS convention in Portland, one of the highlights was a tasting tour of Newberg area wineries.

13. Can your project, program, event be completed in 6 – 12 months?

The event will be complete on April 8, 2017.

14. What is the lasting impact and utility of your proposed project, program or event?

The event will draw people from across the United States, particularly from the Atlantic and Gulf Coasts and from California. We will try to create memorable experiences for our guests, hoping they will share their experiences when they go home, boosting the profile of the Newberg area and enhancing its appeal as a tourist destination. Guests will sample the Valley's wines and promote local vintners to other regions of the country.

15. What is the estimated room nights that would occur from this project, program or event?

Although we don't know exactly how many of our guests will share rooms, we anticipate that our event will generate demand for at least 30 room nights per 24-hour period over the four-day and five-night convention. This yields 30 rooms nights times 5, for an estimated 150 room nights, not including nights spent by people wishing to extend their stays in the area.

Signature and Certification Letter:

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

"*This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg.*"

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

Signature of Authorizing Official

2/25/17

Date

Martha Ragland, Treasurer, Oregon Camellia Society

Print Name of Authorizing Official

February 18, 2017

Doug Rux, *AICP*
Community Development Director
City of Newberg

Dear Mr. Rux,

We authorize this application requesting a small grant through the Transient Lodging Tax - Small Grant Program. Were hosting the American Camellia Society annual convention in Newberg this year, to coincide with the Newberg Camellia Festival. Our guests will come from all over the country and will stay in Newberg hotels from April 4 through April 8, eating and shopping locally, touring wineries, and bringing blooms to the camellia show April 8 and abundant enthusiasm for all things camellias for which Newberg is famous.

Thank you.

Signatures of Board Members appear below:

CHEHALEM
Is 21 CULTURAL CENTER

www.chehalemculturalcenter.org
415 E Sheridan St
Newberg, OR 97132
(503) 487-6883

President
Mark Terry

Past President
Ashley Lippard

Vice President
Cathy Redman

Secretary
Pierre Zreik

Treasurer
Mary Martin Miller

At Large
Rick Lee

Directors
Allyn Brown
Deb Clagett
Stan Halle
Karen Halliday
David Harrelson
Kris Horn
Jody Kropf
Dennis Lewis
Barbara Palmer
Mike Ragsdale
Deborah Stevenson

February 27, 2017

To whom it may concern,

I am writing to voice my support for the Oregon Camellia Society and for granting them Transient Lodging Tax funds.

The Oregon Camellia Society has been in collaboration with the Camellia Festival & Run/Walk since its inception. In fact, some may argue that the festival would never have happened if it weren't for the incredible support and inspiring creativity that arose from this collaboration.

Each year, the Oregon Camellia Society has had their Annual Bloom Show in the gallery at the Chehalem Cultural Center during the festival. Community members spend the day getting exposed to hundreds of different camellias, they get the opportunity to be educated by the experts, and they always leave the bloom show in awe and inspiration of such beauty. The Oregon Camellia Society provides blooms from all over the country for community members to get exposed to. This is an invaluable aspect of the Camellia Festival and something that the community looks forward to each year.

This year in particular, the Oregon Camellia Society invited the *American Society's National Convention for Camellias* to meet during and participate in the 2017 Camellia Festival, bringing camellia enthusiasts and experts to Newberg from all over the country. The Oregon Camellia Society's commitment to seeing the Camellia Festival succeed and encouraging tourism in Newberg is truly amazing.

I fully support the Oregon Camellia Society and their commitment to the Camellia Festival & Run/Walk and to exposing tourism to Newberg.

Thank you,

Erin Padilla
Arts & Public Programming Coordinator | Camellia Festival Co-Chair
Chehalem Cultural Center

503-537-2909
fax 503-538-9669
125 South Elliott Road
Newberg, OR 97132
cprdnewberg.org

To: Whom It May Concern
Fr: Mark Martin Recreation Supervisor
Date: February 23, 2017
RE: American Camellia Society Conference

The Chehalem Park and Recreation District and community members are grateful and excited with anticipation that the American Camellia Society has chosen to host its 2017 conference in Newberg April 6-9, 2017.

The 2017 Newberg Camellia Festival is looking forward to partnering with the national chapter to provide the best local event to date. With the national societies participation this year's event will not only increase the number of out of town visitors, but will provide a national presence for the popular local festival and will provide some added commerce for the Newberg/Dundee area.

Just recently I was informed that a local hotel owner shared at a recent civic committee meeting that they were grateful for the festival and the American Camellia Society Conference as April is a slower month for hotel reservations in our area. We have a few new restaurants that recently opened as they along with our many wineries, other types of business, and various municipal government agencies are excited to a part of hosting our visitors from the American Camellia Society Conference. Again, having the national society's presence is exciting and has created a positive buzz of conversation for our citizens and community leaders.

If I can be of help or provided any assistance with regards to the American Camellia Society 2017 Conference, please feel free to contact me at mmartin@cprdnewberg.org or at 503-537-2909.

RESOLUTION OF NON-PROFIT ASSOCIATION, LODGE, OR OTHER SIMILAR ORGANIZATION

Authority to open accounts, make deposits, and withdraw funds

Account Number: 353605509416

I, MARTHA M RAGLAND, HEREBY CERTIFY:

- I am the duly elected, qualified and acting Secretary / Authorized Officer of the non-profit association named *OREGON CAMELLIA SOCIETY ('Association"), which is organized, validly existing, and in good standing under applicable laws.
- As of 11/09/2015 (date), this resolution is duly authorized, in full force and effect, and has not been amended or rescinded.
- The following individuals are designated as authorized agents of the Association. The authorities granted by this resolution have not been revoked, modified, annulled or amended in any manner whatsoever. Any authority granted shall remain in full force and effect until revoked in writing by the Association.

AGENTS AUTHORIZED TO ACT ON BEHALF OF ASSOCIATION

Additional individuals and their signatures may be noted on an attachment, if required.

NAME / TITLE	SIGNATURE SPECIMEN
MARTHA M RAGLAND, TREASURER	

THIS DOCUMENT ISSUED AS A YEAR 2002 TAX STATEMENT FOR A 1099 INFORMATION RETURN,
1098 MORTGAGE INTEREST STATEMENT OR 1098-E STUDENT LOAN STATEMENT – READ CAREFULLY

TAX YEAR ■©02

U S BANK NA
RETAIL SUPPORT EP-MN-P9IS
P 0 BOX 64799
ST PAUL MN 55164-0799

00915974L

E.I.N. 31-0841368

1-800-USBANKS, 1-503-USBANKS
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OREGON CAMELLIA SOCIETY
12805 NW L0VEJ0Y CT
PORTLAND OR 97229-4645

FOR TAX YEAR
2002

TAXPAYER ID NUMBER
930-96-4830

2002 - **1099-INT, INTEREST INCOME**

	ACCOUNT NUMBER	
SAV CERT	3217 984353603875272	
BOX 1	INTEREST INCOME	67.90
	TOTAL INTEREST	67.90

1099-INT 1099-OID 1099-B
1099-DIV 1099-MISC

This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

***Form 1099-OID: This may not be the correct figure to report on your income tax return. See instructions on back.**

1099-A 1099-C

This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if taxable income results from this transaction and the IRS determines that it has not been reported.

1099-S

This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this item is required to be reported and the IRS determines that it has not been reported.

1098 - MORTGAGE

•Caution: The amount shown may not be fully deductible by you. Limits based on the loan amount and the cost and value of the secured property may apply. Also, you may only deduct interest to the extent it was incurred by you, actually paid by you, and not reimbursed by another person.

The information next to boxes 1, 2, and 3 is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if the IRS determines that an underpayment of tax results because you overstated a deduction for this mortgage interest or for these points or because you did not report this refund of interest on your return.

1098-E

This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if the IRS determines that an underpayment of tax results because you overstated a deduction for student loan interest.

099-INT, Interest Income, OMB No. 1545-0112
099-DIV, Dividends and Distribution, OMB No. 1545-0110
099-OID, Original Issue Discount, OMB No. 1545-0117
098-E, Student Loan Interest Statement, OMB No. 1545-1576
1099-MISC, Miscellaneous Income, OMB No. 1545-0115
1099-A, Acquisition or Abandonment of Secured Property, OMB No. 1545-0877
1099-B, Proceeds from Broker and Barter Exchange Transactions, OMB No. 1545-0715
1099-C, Cancellation of Debt, OMB No. 1545-1424
1099-S, Proceeds from Real Estate Transactions, OMB No. 1545-0997
1098 Mortgage Interest Statement, OMB No. 1545-0901

3LEASE SEE REVERSE SIDE FOR INSTRUCTIONS

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THE
Cmwelitrl
JOURNAL
September - November 2016
'Jack Mandaric

T*7 M
Camellia
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News Items of Interest for
and about the ACS membership.
September - November 2016

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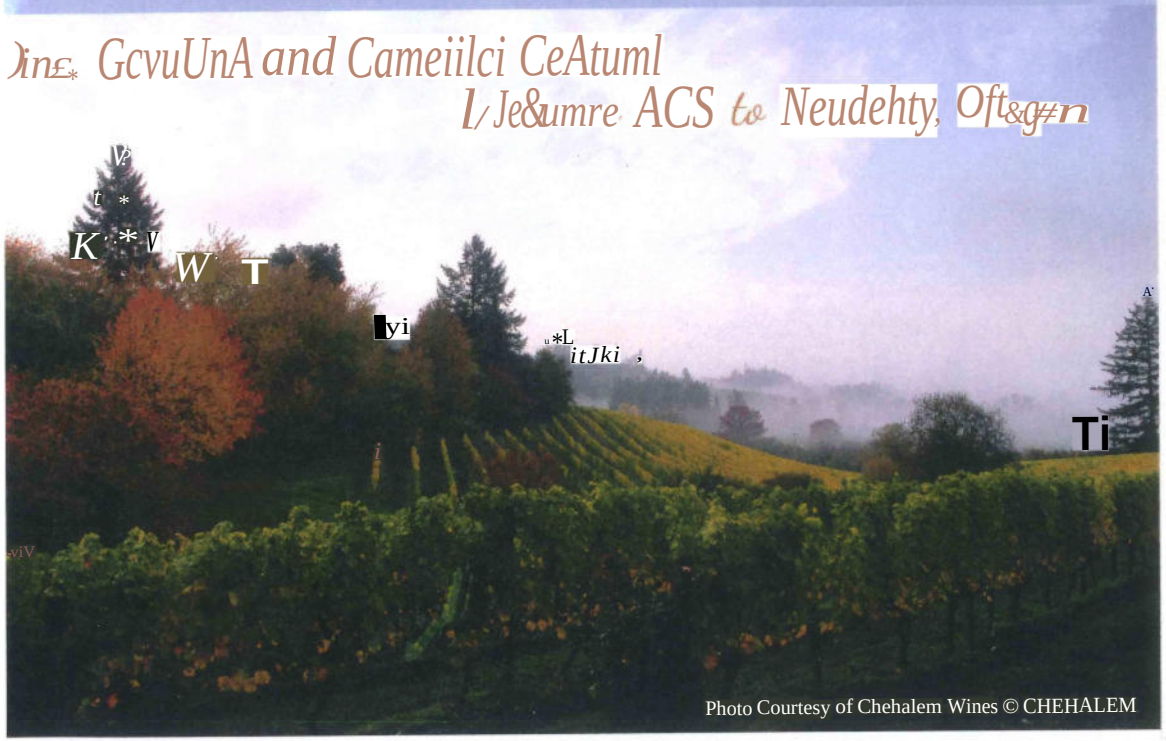


StoAy by MahiJba Rayband, Oregon, State Vif£cioJv

I /ewberg, Oregon, located about 25 miles southwest
1/ of Portland in the northern Willamette Valley, is sur-
Y rounded by rolling hills and lush valleys. Because the
ia is ideal for grape growing, Newberg has become the
:eway to Yamhill County wine country. Newberg's camel-
heritage runs even deeper—the camellia was designated
the official flower in 1949, serving as symbol for the city.
The idea of staging a spring camellia festival was a dream
· decades. The Newberg Camellia Festival was launched
2009, combining the celebration of camellias and the cul-
e of the lands where the flower originates: China, Taiwan,
›rea and Japan. The Oregon Camellia Society, founded
er 75 years ago, has hosted their annual spring coopera-
e camellia show in conjunction with the Festival since the
:eption. More than 4,000 attended the Festival in 2016.
Our presence in Newberg—with its small town friendli-
ss, its rapidly growing supply of fine restaurants, its ex-
llent wine offerings, and beautiful scenery—is only one
ison we are pleased to host the American Camellia Soci-
ety Annual Convention April 5-8, 2017. More than ten years
have passed since the ACS held its annual meeting in the
Northwest. From the lovely ornamental plantings in Port-
land's Chinese and Japanese gardens to heirloom varieties
gracing the yards of Newberg's residential neighborhoods,
even in early April the area should have an abundance of
camellias on display.

Knowing how much ACS members love camellias, we've
pondered ways to put our best foot forward when you arrive.
Each day, we will offer the chance to enjoy camellias in en-
tirely different settings, hoping your experience will be as
rich—and just plain fun—as possible.

Cfieiialenv DaMey TitoY

Those not attending the Wednesday business meetings
will be treated to a sightseeing excursion, starting with a visit
to a scenic three-acre hillside garden, planted with a number
of camellias belonging to OCS members Kathy and Roger
Lintault. We will enjoy lunch in the lively 3rd Street Historic

District of downtown McMinnville (abundantly supplied with charming shops and restaurants). In the afternoon, we will travel to the Cecil and Molly Smith Garden, which is renowned for its collection of species and hybrid rhododendrons in a natural woodland setting. The garden also features three or four very large *williamsii hybrid* camellias.

Portland Oregon Garden

A day-long tour takes in Portland's most beautiful public gardens, starting with the Portland Japanese Garden, which has been described as one of the finest of its type in the country. We'll arrive when the garden opens, before the crowds come, and break into smaller groups so our garden guides can focus on the garden's unique horticultural features.

Portland is known for its cuisine and its beer, and northwest Portland offers many restaurants to choose from when it comes to lunching on your own. The afternoon will find us at the Lan Su Chinese Garden, where artisans from Suzhou, China, helped design and construct the walkways, ponds, bridges and pavilions set amid elegant landscapes of fantastic rock groupings, delicate frees, and lattice screens. Before the day is over, we'll stop for tea at Cornell Farm, a commercial nursery that grew from a 1980s roadside stand to one of the most inspiring garden centers in the country.

CAeAalem Glenn Golf CauAM & 'ItJine Cpunfriy.

The general membership meeting and a catered lunch will be held at the golf course, followed by a brief walking tour of the public camellia plantings on site. Afterwards, we'll wind through the rolling hills to taste handcrafted wines at two excellent wineries.

Camellia Stow- & fiewA&ig. Camellia fe&twal

All day long on Saturday, the Chehalem Cultural Center will host the Newberg Camellia Festival. The Center, which came into being thanks to the generosity of a local patron (who gave in memory of her mother), added a grand forecourt in 2014 and in 2015 connected a fully restored ballroom to an enclosed garden via a stunning glass wall. Events are scheduled all day long on indoor and outdoor stages, including Asian art, performances, and gardening presentations—everything from the Dragon Dancers to Shakuhachi bamboo flutes. The Forecourt Tent features bonsai and origarni demonstrations, and hands-on art-activities for kids. Trolley tours will give visitors a look at Newberg's favorite historic sites. Vendors will offer crafts and jewelry connected to Pan-Asian culture.

The festival is also host to the Oregon Camellia Society's camellia show, highlighting the official Newberg flower and its Asian origins. Plant sales will run throughout the festival. Visit the Newberg Camellia Festival website www.newbergcamelliafestival.com.

Early Saturday morning, while some are entering blooms into the spring camellia show, others may want to stretch their legs in a festive 5k/10k Camellia Walk/Run that sets out from the Chehalem Cultural Center at 8 a.m. Festival organizers will waive the entry fee for ACS members, so please indicate your interest on the registration form. Each participant receives a free t-shirt and one-gallon camellia piant at the finish line.

Tuutel Vetailb and PeoMnmendalisnA.

Convention attendees should plan to fly into the Portland International Airport in Portland, Oregon and rent a car or car pool with a friend. Newberg is 34 miles from the airport, approximately 75 minute drive. A tour bus will be provided for some events, but guests will need transportation to various convention sites.

The Best Western Newberg Inn will be the "headquarters" motel for the convention. The hotel offers a free breakfast and has been recently renovated, but it is several decades old and is a bit quirky in that it has no elevator. Guests can ask for help with their luggage at the front desk. The hotel breakfast room will be the "hospitality room." All ACS meetings will be at the Chehalem Cultural Center (Wednesday) and the Chehalem Glenn Golf Course (Friday morning).

Other options include the Newberg Travelodge (Holiday inn Express in 2017), one block from the Best Western Newberg Inn; the Lions Gate Inn, an excellent B&B across the street from the Chehalem Cultural Center; and the Allison inn, one mile out of town. Visit www.americancamellias.org/news-events for more information on visiting Newberg.

AccmurtvvdaJtl&rtA

IBest Western Newberg Inn
(503) 537-3000
12211 Portland Road
Newberg, OR 97132-1364

Free breakfast, free Wi-Fi, pet friendly, indoor pool, hot tub, steam room, exercise facility, no elevator

Single King: $79.99
Double Queen: $89.99
Mini-Suites: $109.99

(3 first floor rooms are ADA compliant)
If ACS block is sold out, ask for "Andrea" (Manager)

fUtehnate docmisclaJtwnA

Newberg Travelodge/Holiday Inn Express	(800) 545-6343
jAllison Inn & Spa	(877) 294-2525
jLions Gate Inn B & B (sleeps 8)	(503) 476-2211

2.017 Am&ucarv Cameffliu Ststciefty Tlnnuai C&ru/enlusirv QdheAule

Wedne&dtUj. Apul 5. 2017

8:00 - 5:00 Registration
& ACS Business Meetings
(Chehalem Cultural Center)
12:00 - 1:00 Lunch On Your Own
9:30 - 4:00 Local Sightseeing
& Shopping
(Optional: $15 fee)
5:00 - 6:30 Hospitality Room, Hotel
7:00 Dinner on Your Own

Photo Courtesy Chehalem Community Center

Tholiday. Aptd 6. 2017

9:00 Tour Bus Departs from Best Western
for Portland Garden Tours
Portland Japanese Garden Tour
11:30 - 1:00 Lunch On Your Own
Lan Su Chinese Garden Tour
Tea at Cornell Farm Nursery
5:30 - 7:00 President's Reception at Chehalem
Chamber of Commerce
(Two Blocks from Hotel)
7:00 Dinner on Your Own

Photo by David M. Cobb, Courtesy Portland Japanese Garden

iday. April 7. 2017

City of Newoerg

Drive or Carpool to Chehalem Glenn Golf Course

9:00 - 11:00 ACS General Membership Meeting
11:00 - 12:00 Presentation and Tour of Chehalem
Glenn Golf Course Camellia Garden
12:00 - 1:00 Catered Luncheon
1:00 Tour Bus Pick Up from Chehalem
Glenn Golf Course and Hotel
1:00 - 5:00 Wine Country Bus Tour
6:00 Tour Bus Pick Up from Hotel
6:00 - 9:00 Buffet Dinner
Olive Mill, Dayton, OR
Guest Speaker: Lucy Hilburn
The Hardy Plant Society of Oregon
9:00 Bus Returns to Hotel

Photo Courtesy of Chehalem Wines © CHEHALEM

SatuJidajy. lipid 8. 2017

8:00 Camellia Festival 5k/10k Walk/Run
8:00 - 11:00 Camellia Show Bloom Entry
11:00 - 12:00 Camellia Show Judging
All Day Newberg Camellia Festival
OCS & ACS National Camellia Show
(Chehalem Cultural Center)
11:00 - 2:00 Box Lunch Provided
4:00 - 6:00 Hospitality Room, Hotel
6:00 Tour Bus Departs for Banquet
6:30 Farewell Banquet
Keynote Speaker: Robert Herald
Camellias: Revival of an Aristocrat
(Inn at Red Hills, Dundee, OR)
10:00 Tour Bus Returns to Hotel

Photos Courtesy Newberg Camellia Festival and Charlie Hynman

2017 CorxHentLerv TieqiAbiaJti&n. TtSidnv

iMake check or money order payable to the Oregon Camellia Society. Please mail check and application to:

Martha Ragland, OCS Treasurer
4115 SE 33rd Place, Portland, Oregon 97202

Please call or Email Martha Ragland with questions.
(503) 239-6542 mragland@efn.org

iEarly Registration (Due January 31, 2017) $275 x ____ = ____
iRegular Registration (Due March 17, 2017) $295 x ____ = ____
Optional Local Tour (April 5, 2017) $ 15 x ____ = ____
Total Payment Enclosed $ _____

iName: _____

iAddtional Attendee Name: _____

Address: _____

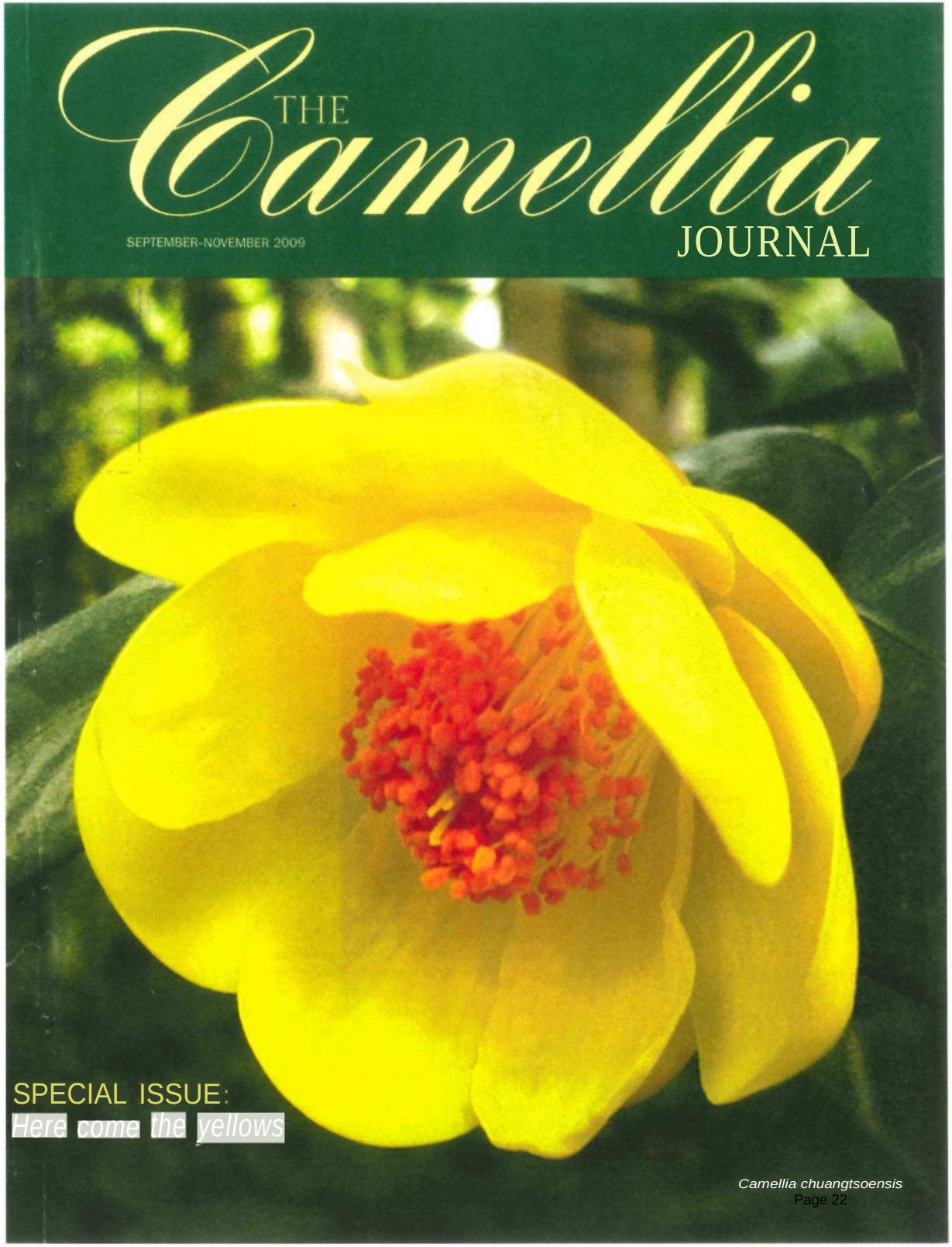
City, State, Zip: _____

iPhone: _____

Email: _____

I am interested in entering the Camellia Festival 5K/10K
Walk/Run (fee waived): o Yes ◻ No

Dietary Restrictions
◻ Vegetarian ◻ Vegan ◻ Diabetic ◻ Gluten Free


THE Camellia JOURNAL
SEPTEMBER-NOVEMBER 2009
SPECIAL ISSUE:
Here come the yellows
Camellia chuangtsoensis
Page 22

All Things Camellia

The Camellia Exhibition celebrating 'Camellia City' drew many visitors.

Oregon's Camellia City Rediscovered — And Technology Speeds It Along

On the 60th anniversary of the adoption of the ordinance naming the camellia as its official flower, Newberg, Oregon, took the occasion to celebrate in true camellia style.

The main event was a non-judged camellia exhibition. On April 4, 2009, Bryan Stewart, who is the head of grounds-keeping for Newberg, and the City of Newberg provided the city council chambers with lots of 'Yuletide' camellias to give out to those in attendance. Bryan dressed up the chambers with posters and photographs.

The camellia plants, combined with the table display of blooms (many thanks to Jim Moon and Collier Brown), made for a spectacular event which was enjoyed by those attending.

HOW IT ALL CAME TO BE

The 1940s were a time of organizing for camellia enthusiasts around the United States. The American Camellia Society and many state and local societies, including the Oregon Camellia Society (OCS), were founded during the decade. The city of Newberg adopted the camellia as its official city flower with the passing of Ordinance 1055 on April 4, 1949. Ever since, the camellia has functioned as a symbol for the city and is included on the city flag.

Newberg, incorporated in 1889, is a city of approximately 22,650 people located about 25 miles southwest of Portland. It is known as a college town, home to George Fox University, which was founded by the Society of Friends (Quakers) in 1885. It's now also known as the northern edge of the Oregon's acclaimed wine country and has many businesses that serve the nearby vineyards and the tourists who come to visit them.

CAMELLIA DAY

During one of the Oregon Camellia Society's events in 2008, long-time member Grace Bayley made mention of Newberg's relationship with the camellia. This prompted the author to verify the facts. Since the city has a technology-oriented government, the entire city code was found on IMewberg's website. On reading through the relatively short Ordinance 1055 and seeing the date of its passage, the idea of a joint commemoration of the 60th anniversary came im diately to mind. I emailed Andrews, the Mayor of Nev with the idea. After severa weeks, I received a call frc Bryan Stewart. My email h worked its way down from to City Manager to the Put Works Director, and on to Once Bryan became involv plans began to move forw very quickly. His enthusias this idea was beyond anyt had anticipated.

After an initial planning sion with Bryan at a regul meeting, the board memb and officers and the City berg set up the celebratio the camellia exhibition. Tt chambers were very festi the many 'Yuletide' came and posters and photogrc

TECHNOLOGY COMES IN HANDY

During the years after the passage of Ordinance 1055, the camellia was somewhat forgotten by the city. It had been given no special emphasis in the landscaping of city properties, and Bryan confirmed that there were only a handful of camellias on city property.

Immediately after the OCS made initial contact with Bryan, he began changing the emphasis on camellias and started planting them all over the city. Now Newberg has plans to add hundreds of additional camellias to the plantings.

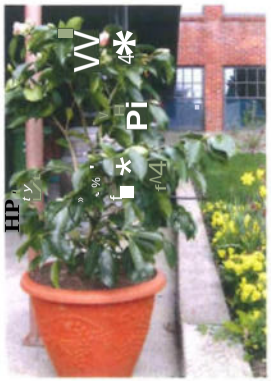
In order to keep track of the plantings, Bryan enlisted the help of Jan Wolf, the city's Geographic Information System (GIS) specialist. For those unfamiliar with GIS, it is an electronic mapping system that includes a database system. (Those of you with a GPS navigation system in your cars have a type of GIS system.) In addition to the basic map of Newberg, different layers of maps can be added to identify the location of such things as public buildings, fire hydrants, or any other items with a geographic location. To assist in tracking the Bryan planting efforts, Jan created a map layer in Newberg's GIS devoted to tracking the city's camellias. Currently, it is available to the public as a static map (see link below), but there are plans to make it part of the interactive GIS system and to include camellias growing on the grounds of George Fox University and in the yards of local residents.

When the camellia layer is available on the GIS system, it will go beyond just identifying the location of the camellias. It will also supply data on the varieties, year planted, and other attributes of the plants, including photographs. Bryan is eager to get Newberg included in the American Camellia Trail. The static map can be viewed on the city website as part of a Camellia Day promotional brochure at the following URL: http://ci.newberg.or.us/website/Land%20Information/City%20Maps/City%20of%20Newberg%20Camellia%20Trail%20Map.pdf

The use of GIS to assist in maintaining a dispersed camellia collection is an approach that other cities may want to use, or it may be useful to the ACS to provide information on the American Camellia Trail.

The OCS is looking forward to a long relationship with Oregon's rediscovered "Camellia City."

–BY DENIS DOOLEY



BRYAN STEWART

Pictured above is one way the city of Newberg is using camellias in its landscape. Around the city, visitors and residents enjoy espaliered camellias in addition to those in piantings and displays.

ANN WALTON

New book is a camellia tour deforce

Camellias, by Y. C. Shen, is a virtual smorgasbord of our favorite flower, some familiar to those of us in this country and some Chinese cultivars new to us. Of the total 363 pages in this beautiful publication, 334 are filled with pictures of camellias. Their descriptions are in Chinese; but the names are in English also.

Y. C. Shen has lived in San Francisco for several years. He writes, "My great-great grandfather, who lived in Anhui Province during the Qing dynasty, hybridized many camellias as a hobby at his home. He eventually moved the family to Wuxi, and the work of hybridizing {as a hobby} was continued by my great grandfather, my grandfather and my father at our home in Wuxi. Unfortunately, most of the old records were destroyed during the Cultural Revolution, but one record of my father's work is published in my book on page 3." The author's late father, Yuan-Ru Shen was a highly respected authority in the field of horticulture in China.

Y. C. Shen (Yin-Chun Shen) authored many books while In China, and since his arrival in the U.S. has co-authored the very popular *The Chinese Art of Bonsai & Potted Landscapes*.

Camellias is a must-have reference book. The pages not filled with camellia images show camellia gardens across the United States. Other pages depict camellias in bonsai, table decorations, flower arrangements and landscape vistas. The book brings the diverse camellia world together — truly, East meets West.

Immediate ACS Past President Barbara Tuffli writes in the foreword: "This book contains a detailed introduction to the ancient records of Chinese camellia culture and history, an introduction to the history of the development of western camellias, and an introduction to the traditional camellias found in Europe, America, Australia and New Zealand. This book brings not only new knowledge to the horticultural world but also promotes the collaboration of East and West in the form of cultural exchange."

Y. C. Shen would like to see this book published in English. He says, "I am seriously interested in raising the level of my book in the English version to make it the very best book on camellias in the world." Camellia lovers everywhere will anticipate this welcome event. –BY ANN WALTON

THE Camellia JOURNAL

September - November 2014

'Ville de Nantes'

Camelliaitis springs eternal

By Martha Ragland

A few days before the Oregon Camellia Society's 73rd annual spring show was held amidst the celebratory swirl of Newberg, Oregon's Camellia Festival last spring, a special "History" section of the *Newberg Graphic* reproduced the newspaper's front page as it appeared 65 years earlier. The lead story (alongside an article decrying neighboring City of Portland's decision to break with surrounding communities by adopting Daylight Savings Time) announced that "a new type of show" would join the ranks of Newberg public events.

Nineteen forty-nine was a good year for camellias in Newberg. In early April of that year, the small city 25 miles south of Portland adopted the Camellia as its official city flower. In addition, more than 400 plants were sold during the newly declared "Camellia Planting Days," and on April 23, the "new type of show"— an official camellia show—took place in the City.

The show's sponsors, the Newberg Men's Garden Club, had at least one member well-known to the American Camellia Society and the Oregon Camellia Society. Russel Gainer, lifetime member of both groups, went on to serve as ACS President for a time. Always genial and enthusiastic, after attending the 1965 convention in Tallahassee, Florida, he published an exuberant article in *The Camellia Bulletin*, in which he declared to all who would hear: "The people who grow camellias, joined at the national level by A.C.S., are the finest people in the world—truly the Great Society."

Many years before, when Gainer moved from Nebraska to Newberg upon finishing high school in 1927, he was hardly a camellia lover. He later wrote, "I had little interest in, or time for, flowers and gardens." He became "infected with camelliaitis" only after his marriage in 1938. His wife liked to garden, and, as he said with his usual sly humor, "The inevitable happened—I had to leam to love flowers and gardens, or else."

Casually spotting a nice red camellia in a neighbor's yard, he decided to plant three of the same in his own. When the plants bloomed a few years later, he got around to learning their name (*'Cheerful'*). At the same time, he learned that more than one variety of these enchanting plants existed.

Coloring the beautiful camellia.

That discovery rocked his world. "Before we realized what was going on," he said, "the yard was so full of camellia plants there was no room for Mrs. Gainer's sweet peas." Only the purchase of an adjacent lot and the erection of a 28' by 58' greenhouse resolved the predicament. Soon Gainer was growing 190 different types of camellias. The fever had turned into a hobby "that produced new thrills every year."

Discussing camellias at the Newberg Camellia Festival.

Fast forward 60 years. As for those early hopes to stage an annual camellia show in Newberg each spring? Somehow, the shows simply didn't happen. During the Eisenhower years and beyond, the Newberg community followed another horticultural path, developing some of the world's finest *Pinot Noir* vineyards. Few remembered the area's camellia heritage; however, in 1997 Mayor Donna Proctor unveiled an official "Camelllia Flag" for the city. But not until 2009, 60 years after Russel Gainer and his Men's Club staged that first spring camellia show, did new and grander plans for such begin to take shape. A number of people, including Denis Dooley, then president of the Oregon Camellia Society, and Bryan Stewart, Head Groundskeeper for the City of Newberg, came together to find ways to celebrate Newberg's historic connection to the flower that grows so well along with wine grapes in the mild climate of the northern Willamette Valley.

Stewart, in the same locale but now with the Chehalem Parks and Recreation District, was and is an early believer in promoting the City's camellia heritage. His enthusiasm is shared by many. Since 2009, the Camellia Festival has developed hand-in-glove with town revitalization. The newly built Chehalem Cultural Center hosts the Festival. As the Cultural Center expands, adding a grand forecourt in 2014 and connecting, in 2015, a fully restored ballroom to an enclosed garden via a stunning glass wall, so also does the Festival grow.

Last spring's celebration included a 5k/10k race, with each contestant awarded a healthy camellia plant at the finish line. Asian art and gardening presentations—from Dragon Dancing to Bonsai to Shakuhachi bamboo flutes—abounded, and the Oregon Camellia Society promoted the ever-beautiful camellia flower to more than 3,000 persons viewing the spring show.

The newly tapped energy and enthusiasm for all-things-camellia in Newberg seems almost unstoppable. The Oregon Camellia Society intends to tap into that energy by encouraging local residents to enter show blooms from their yards and join both local and national camellia societies. Camelliaitis hasn't changed much, after all. It's still a lot of fun.

ATTACHMENT 3

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City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application Cover Page

Project Title: Newberg Camellia Festival & Run/Walk

Applicant Name: Chehalem Cultural Center

Mailing Address: 415 E Sheridan St (Street) Newberg (City) OR (State) 97132 (Zip)

Contact Name: Erin Padilla & Bryan Stewart

Phone: 503-487-6883 ext. #104 Email: erin@chehalemculturalcenter.org

Amount of total Funding Requested: $8,000

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project.

Project Detail:

A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
B. Submit an updated Project, Program or Event Detail as your Progress Report.
C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: Erin Padilla Signature: fUs

Title: Arts & Public Programming Coordinator Date: 2/28/17

**********FOR OFFICE USE ONLY**********
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- Completed application Cover Sheet.
- Budget for project/program/event being funded that lists all anticipated income and expenses.
- Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- Letters of support.

Project Title: Newberg Camellia Festival & Run/Walk

Applicant Name: Chehalem Cultural Center

Mailing Address: 415 E Sheridan St (Street) Newberg (City) OR (State) 97132 (Zip)

Contact Name: Erin Padilla & Bryan Stewart

Phone: 503-487-6883 ext. #104 Email: erin@chehalemculturalcenter.org

Website Address: www.chehalemculturalcenter.org & www.newbergcamelliafestival.com

Secretary of State Business Registry Number: 313206-90

Non-Profit X Government _____ For-Profit _____

Amount of total Funding Requested: £8.000

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

_____ New Project _____ New Program _____ New Event

_____ Existing Project _____ Existing Program __X__ Existing Event

Has this project, program or event received these grant funds in the past?

-No

If so when and for how much?

-N/A

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of $10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used): See attached form approved by Doug Rux 2/24/17

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: _____ to _____

Income Sources	Amount
Total Project/Program/Event Income	

Expenses – Must be explicitly defined.	Amount
Total Project/Program/Event Expense	

	Camellia
Income	
Education Income	
CCC Class/Workshop	
CCC Youth Class/Workshop	
Contractor Youth Class/Workshop	
Contractor Class/Workshop	
Open Studio Time	
Rental Income	
Whole Building	
Lobby/Gallery	
Community Room	
Ballroom	
Classrooms/Studios	
Black Box	
Music Room	
Other Rentals (Sunday Morning)	
Event Income	
Ticket Sales	
Vendor Fees	
Sales Income	
Artist Registration/Entry Fees	
Item Sales	$ 6,000.00
Music Studio Production Services	
Contributions	
Donations	
Grants (Income Only)	
Sponsorships	$ **12,000.00**
Board	
Membership Fees	
Auction	
Beginning Fund Balance	
(Accuracy Check Line)	
Gross Profit	$ **18,000.00**

Expense	
Salary & Wages	
Employees	$ **17,995.80**
Payroll Expenses	
Payroll Service Fees	
Other Payroll Taxes	$ **1,979.54**
Health Insurance	
Total Medical Benefits	$ **1,501.25**
Contract Labor Expenses	
Legal/Accounting	
Tech Support	
Marketing	
Design	$ **1,500.00**
Artists (Commissions for new works)	
Performers	$ **4,500.00**
General Services Contractor	$ **1,100.00**
Honoraria and Stipends	
Classroom Instructors	
Refunds	
Class Refunds	
Programs Supply Refunds	
Rental Refunds	
Ticket Refunds	
Retail Refunds	
Miscellaneous Refunds	
Cleaning and Janitorial	$ **1,000.00**
Programs	
Program Supplies	$ **275.00**
Food	$ **180.00**
Decor	$ **400.00**
Installation/Repair Supplies	
Art Shipping and Transportation Costs	

Sales Expenses	
Art Work Sales to Artist	
Cost of Goods Sold	$ 4,700.00
5500 · PayPal Fees	
Volunteer Support	
Volunteer Hospitality	$ **1,000.00**
Volunteer Recognition	
Marketing Expenses	
Printed Collateral	$ 600.00
Signage	$ 275.00
Other Advertising	$ 800.00
Email Marketing Fees	$ 70.00
Website Fees	$ 30.00
Operating Expenses	
Equipment Rental	$ 2,700.00
Office Supplies	$ 300.00
Mileage Reimbursement	
Office Printing	$ 400.00
Software	
Post Office Box Rental	
Postage and Shipping	
Equipment Upgrade, Maint., Repair	
Equipment Purchase	
Dues and Subscriptions	$ 30.00
Liability Insurance	$ 800.00
Dir. & Off. / Employment / TIF	
Board Expenses	
Meetings	
Licenses and Permits	$ 50.00
Telephone	
Building Security Systems	
Professional Development	
Merchant Account Fees	$ 500.00
Fiscal Agent Correction	
(Accuracy Check Line)	
Total Expenses	$ 42,686.59
Expenses minus Personnel	$ **21,210.00**
Net Ordinary Income	-$ 24,686.59

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.
See attached form approved by Doug Rux 2/24/17

Fiscal Year: _____ to _____

Income Sources	Amount
Total Organization Income	

Expenses	
Total Organization Expense	

2016 ORGANIZATION BUDGET

	Programming					Community Events Programming							Fundraising				Admin Overhead (Expense Only)	
	Education	Iommunity Bldg	Ustfublic Programs	Gallery	Special Project:	Camellia	Lavender	Focus Culture	LAH	ArtWalk	Outreach	Other Event:	NOTM	Small Events	General	Grants (Expense Only)		Total
Income																		
Education Income	$ 37,440.00																	$ 37,440.00
Rental Income		$ 114,880.00																$ 114,880.00
Event Income			$ 1,320.00			$ 200.00	$ 7,000.00		$ 50.00		$ 1,000.00							$ 9,570.00
Sales Income	$ 1,450.00			$ 6,000.00		$ 200.00	$ 15,625.00											$ 23,275.00
Contributions	$ 1,200.00			$ 10,000.00		$ 10,000.00	$ 6,500.00		$ 500.00				$ 240,000.00		$ 21,000.00			$ 289,200.00
(Accuracy Check Line)																		$ 474,365.00
Gross Profit	$ 40,090.00	$ 114,880.00	$ 1,320.00	$ 16,000.00	$ -	$ 10,400.00	$ 29,125.00	$ -	$ 550.00	$ -	$ 1,000.00	$ -	$ 240,000.00	$ -	$ 21,000.00	$ -	$ -	$ 474,365.00
Expense																		
Salary & Wages	$ 48,160.20	$ 48,939.60	$ 26,851.40	$ 25,323.00	$ -	$ 11,569.36	$ 10,812.30	$ 10,567.52	$ 7,849.10	$ 5,135.84	$ 9,004.50	$ 2,625.42	$ 16,515.10	$ 1,802.62	$ 3,964.44	$ 2,489.24	$ 28,036.36	$ 259,646.00
Payroll Expenses	$ 5,297.62	$ 5,383.36	$ 2,953.65	$ 2,785.53	$ -	$ 1,272.63	$ 1,189.35	$ 1,162.43	$ 863.40	$ 564.94	$ 990.50	$ 288.80	$ 1,816.66	$ 198.29	$ 436.09	$ 273.82	$ 6,084.00	$ 31,561.06
Health Insurance	$ 7,748.87	$ 3,265.25	$ 2,030.63	$ 1,640.75	$ -	$ 1,039.68	$ 1,040.68	$ -	$ 925.97	$ 584.82	$ 2,014.38	$ 146.21	$ 1,120.91	$ 146.21	$ 211.19	$ 97.47	$ 1,770.71	$ 23,783.68
Contract Labor Expenses	$ 10,440.00		$ 1,760.00	$ 200.00		$ 4,800.00	$ 7,000.00		$ 750.00			$ 500.00	$ 4,000.00				$ 31,740.00	$ 61,190.00
Programs	$ 4,600.00			$ 2,350.00		$ 150.00	$ 200.00		$ 200.00	$ 100.00		$ 100.00	$ 23,500.00	$ 750.00	$ 250.00			$ 32,200.00
Sales Expenses				$ 3,600.00			$10,000.00						$ 500.00					$ 14,100.00
Volunteer Support						$ 300.00	$ 150.00		$ 150.00			$ 100.00	$ 400.00				$ 140.00	$ 1,240.00
Marketing Expenses				$ 1,000.00		$ 600.00	$ 3,900.00				$ 250.00		$ 800.00				$ 6,020.00	$ 12,570.00
Operating Expenses	$ 1,100.00	$ 500.00	$ 600.00	$ 600.00		$ 2,800.00	$ 900.00		$ 50.00			$ 600.00	$ 9,400.00	$ 50.00	$ 200.00		$ 17,810.00	$ 34,610.00
(Accuracy Check Line)																		$ 470,900.74
Total Expenses	$ 77,346.69	$ 58,088.20	$ 34,195.68	$ 37,499.28	$ -	$ 22,531.67	$ 35,192.33	$ 11,729.95	$ 10,788.47	$ 6,385.60	$ 12,259.38	$ 4,360.42	$ 58,052.67	$ 2,947.11	$ 5,061.71	$ 2,860.53	$ 91,601.071	$ 470,900.74
IMet Ordinary Income	$ (37,256.69)	$ 56,791.80	$ (32,875.68)	$ (21,499.28)	$ -	$ (12,131.67)	$ (6,067.33)	$ (11,729.95)	$ (10,238.47)	$ (6,385.60)	$ (11,259.38)	$ (4,360.42)	$ 181,947.33	$ (2,947.11)	$ 15,938.29	$ (2,860.53)	$ (91,601.07)	$ 3,464.26

Project Narrative:

1. Project description:

   The Newberg Camellia Festival and Run/Walk is an annual community event that offers exploration of Asian and Pacific Rim culture through art, food, performances, fitness, and horticulture. It begins with a 5K and 10K run/walk coordinated in collaboration with Chehalem Parks & Recreation, then continues into a full day festival featuring performances on 3 stages, a variety of local and Portland-Metro vendors, art activities, and an Oregon Camellia Society bloom show. Performers are invited to participate each year to offer experiences honoring the heritage and history of the Pacific Rim and Asian cultures. The festival features groups like the Minidoka Swing Band, formed in tribute to and made up of Japanese Americans interned during World War II, and The Lee's Lion & Dragon Dancers who are trained in the ancient art form of dragon dance.

   Vendors from around the region sell food, art, and jewelry connected to these cultures, with items such as Manga Comics and Ko Keshi doll necklaces that are specific niche interests to Millennial-aged groups. These vendors help to offer contemporary representations of this diverse culture alongside its historical roots. The festival is also known for hosting the annual Oregon Camellia Society Bloom Show, a competitive adjudicated show of the over 100 different types of Camellia flowers. The 2017 Camellia Festival is unique as it will host the *American Camellia Society's National Convention* with attendees traveling from all over the country to enjoy the festival. Attendance for the festival has grown exponentially since its creation and has averaged between 3,500 and 4,000 visitors per year. With special thanks to local sponsors, it has maintained being a free community event for all ages.

   The Camellia Run/Walk has also grown each year with over 550 participants in the 2016 cycle, drawing a number of out of town participants and their families and friends from around the country. Thanks to strong relationships with our local sponsors, the run/walk is inexpensive to participants and offers unique after-run gifts (a potted Camellia plant, run T-shirt, raffle prizes, and a goodie bag with discounts/offers from local businesses). All proceeds from the run/walk are entirely committed to benefiting the Chehalem Parks and Recreation youth sports programs.

   The Camellia Festival and Run/Walk is an experience that is free and accessible for all ages centered around celebrating community, art, culture, and Newberg's city flower, the Camellia.

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

   The Newberg Strategic Tourism Plan outlines bolstering local economy by providing tourist activity during a slower tourism season. The Camellia Festival occurs annually in early April, which has been determined as a slower tourism time for the city. As stated before, the festival brings 3,500–4,000 people to downtown Newberg through the specific placement of the event at Chehalem Cultural Center, and through recent collaboration with the Downtown Merchant Committee to get festival attendees into locally owned businesses. As Newberg is indeed a destination of artisan makers and doers, we aim to not only feature local artist and makers at our festival with vendors like

Purple Cow Vineyards, Chehalem Brewing Co., and Cream Northwest, but also by encouraging attendees to visit our various downtown spaces to experience this important aspect of Newberg themselves. Our new Downtown Newberg Camellia Passport (which will be detailed in the answer to question 4) will help to nourish and grow this events relationship with and benefit to small businesses.

While the Newberg Camellia Festival and Run/Walk are community supported and sustained events, they are unique in highlighting the Yamhill County community while simultaneously drawing a significant crowd outside of the county. The festival has been running for 9 years, with the run/walk joining it for the last 8 years; each year participation in these programs have grown in both size and reach. In 2014, the run/walk had 200 participants, which grew to over 550 by 2016, leading us to have a goal of over 700 participants for 2017. With access to more funding and marketing opportunities, we could capitalize on this average growth and aim for over 1,200 participants in 2020. In past years, runners have traveled to participate from all over Oregon, California, Washington, Idaho, Colorado, Utah, New York, Texas, and Minnesota.

The festival, which began as a simple Camellia Bloom competition coordinated by Bryan Stewart and the Oregon Camellia Society, has exploded into the main festival of the year at the Chehalem Cultural Center and has brought a significant amount of visitors to Newberg since 2013. It has become such a draw that the *American Camellia Society's National Convention for Camellias* is bringing their convention to the Chehalem Cultural Center in collaboration with the festival. This collaboration will draw visitors from California, Georgia, Louisiana, Florida, Mississippi, Virginia, South Carolina, North Carolina, Alabama, Maryland, Arizona, and Oregon, a majority of whom have already booked lodging in Newberg.

3. Flow does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?

Tourist: With the addition of the *American Camellia Society's National Convention* at the Cultural Center (drawn specifically by the Camellia Festival), the festival will be bringing at least 50 people from around the country who will be staying in Newberg accommodations for at least 1 week around the event. We hope to encourage this collaboration to occur every few years. While we do not have documentation of visiting runners/walkers staying in town, we do have numerous registered runners visiting from outside of a 50-mile radius of Newberg.

Tourism Promotion: The Camellia Festival is a special event designed to attract tourists. Our current promotion includes printing 10,000 rack cards which are distributed to local resources that operate tourism, as well as strategically distributed to areas with researched higher populations in Pacific-Rim and Asian demographics. A listing of our current promotion includes: local businesses, 5 different Burgervilles around the Portland Metro area, to major sponsors (Chehalem Parks & Recreation, Chehalem Valley Chamber of Commerce, The Allison Inn & Spa, A-Dec, Hoover Minthorn House Museum, City of Newberg Offices, Friendsview Retirement Community, Grocery Outlet, Providence Medical Center, and Les Schwab), collaborative partners, performers, vendors, and health and fitness venues around the Portland Metro area, and Uwajimaya in Beaverton. We distribute electronic fliers to the National American Camellia Convention, Chehalem Cultural Center members, the Chehalem Parks and Recreation

community, sports teams, high school clubs. We make and distribute 1,000 bookmarks to local libraries, and have placed ads in the Beaverton newspapers. We also utilize twitter, facebook, and instagram free advertising. While we access communities outside of Newberg through these avenues, there are still many ways to expand in accessing communities further away as will be explained in question 4.

Tourism Facility: The Camellia Festival is housed in the Chehalem Cultural Center, which is a tourism destination and attracts tourists throughout the year by hosting both local and nationally recognized arts exhibitions, coordinating a variety of programming, and hosting a wide range of organizations through our rental spaces. The CCC space is used for conventions, weddings, and fundraisers, which have included but are not limited to: Travel Oregon, The Oregon Humanities, The Oregon Symphony, The Oregon Truffle Festival, The Willamette Valley Wineries Association (WVVVA meets monthly and coordinates their annual meeting and vendor showcase at CCC). With each organization or community member that accesses the CCC space, we get the opportunity to promote our events and establish lasting relationships. We are also known for cultural and arts celebrations that bring people to downtown, such as the Camellia Festival, Lavender Festival, and Dia de los Muertos celebration. The CCC space is a tourist draw through free arts exhibitions, annual festivals, educational workshops, and a community resource focused facility.

4. How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?

   Outdoor Recreation Visitor: The 5k and 10k walk/run draws outdoor recreation visitors to the Newberg community. Not only is it affordable, it's unique from other runs/walks through the prizes offered; gaining access to a Jamboree of resources, receiving a free Camellia plant, and getting to participate in the festival after the run.

   Experiential Arts: The festival features a wide range of the arts highlighting the significance of heritage and culture, with performances like the tea ceremonies by the Issoan Tea School, Ikebana and Bonsai care demonstrations, Taiko drumming performances, traditional Hula dance, the Lion & Dragon Dancers, and the Minidoka Swing Band. The Minidoka Swing Band for example was formed as a tribute to Japanese Americans interned during World War II and to highlight the popular music in the Internment Camps. This band is made up of several band members who were interned during WWII, and several other members whose parents and grandparents were interned. The Lee's Lion & Dragon Dancers was formed by Terry Lee, who was formally trained in this ancient art form and now teaches it to at-risk youth; exposing these youths to culture and responsibility. The festival not only features a variety of experiential arts, but through the groups we invite to perform, we showcases how the arts can change lives.

   Downtown Enhancement: In collaboration with the Downtown Merchant Committee the festival plans to further this initiative by creating Downtown Newberg Camellia Passports. These passports, distributed on the First Friday before the festival and all day at the festival, will contain maps of downtown Newberg with the business locations outlined. Passport participants must visit 6 downtown businesses and receive stamps on their passports to then win a prize. The festival also hopes to sponsor Camellia themed sidewalk stickers to have a visual wayfinding pathway leading to downtown.

The festival and run/walk naturally appeals to a variety of audiences (horticulture enthusiasts, lovers of the performing arts, musicians, foodies, fitness junkies, etc.). The challenge is accessing those communities through target marketing in highly viewed avenues. Our current promotion (detailed in question 3) leaves several opportunities to expand with access to more funds including: producing billboards, getting ads in Sunset Magazine, the Oregonian, the Asian Reporter, Travel Oregon, and Oregon Healthy Living. To target reaching millennials specifically, we would focus on getting featured on Podcasts and OPB, collaborating with other related but different festivals in Portland such as the Lunar New Year Celebration, getting TV ad time or news coverage, and purchasing numerous facebook post boosts.

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)

   While the Camellia Festival does extend vendor space to a local winery (Purple Cow Vineyards), it is not a wine focused event. However, the festival has grown and evolved each year and we expect it to continue evolving to strategically include target markets designated by the Newberg Strategic Tourism Plan. This could culminate into many avenues for further winery partnerships. A potential future project could be a partnership with the Allison Inn & Spa, several wineries, and Black Tie Tours, where visitors could be offered the "Camellia Weekend Package." This package would include stay at the Allison, enjoying the festival and run/walk on Saturday, and then on Sunday a wine tour with Black Tie Tours visiting tasting rooms with camellias. This is one option out of the numerous ways in which the festival could partner with wine centered organizations to encourage specific tourism.

   Millennial Explores: Millenials can be known to be fitness junkies, foodies, art and culture seekers, having 'niche' art interests, and being green space enthusiasts. The Run/Walk taps into their passion for fitness while allowing them to connect with other fitness resources (The Circuit Boulder & Yoga Gym, All People Yoga, Boxing For Fitness, etc.) through the Jamboree and combining their love for fitness with horticulture by giving a camellia to every participant. The vendors at the festival are from all around the region selling food, crafts and jewelry connected to Pacific Rim and Asian culture. Having Koi Fusion (a food cart from the Portland Metro area) at the festival taps into the food-cart-foodie millennial with interesting food combinations of Asian and Mexican food. Numerous vendors like Meru Mori and Lunarcat Studios selling items like Manga Comics and Ko Keshi doll necklaces specifically tap into the niche art interests of many millennial-aged groups.

   George Fox Community: 3.1% of the George Fox network undergrad population are international students with 90% of that population being from China. The Camellia festival celebrates Chinese culture, which gives these students a place to either share their own cultural knowledge and experiences, or have a day to interact with their culture while away in the states. The festival also provides a free family friendly and educational event for this whole George Fox community. The run/walk aligns with the George Fox athletics department and their commitment to service in their community by giving their athletes an opportunity to serve at the run/walk.

6. How will your project, program or event create or enhance an experience for shoulder May-November) or off-season December – April) visitors?

   The Camellia Festival & Run/Walk is planned in the beginning of April, which has been established as a slow season for tourism. It has consistently drawn between 3,500 and 4,000 people each year in the last 3 years.

7. Is the project, program or event a priority for the partner organization? (If yes, why?)

   Yes, this event is a priority for the Chehalem Cultural Center as it is the largest annual Cultural Center committee planned event, and is our longest lasting consistent annual event. It also fulfills our 4 mission based focuses: arts, heritage, education, and community. This event features the arts through hosting a wide range of performing arts and art forms. It focuses on heritage by providing education and experiences surrounding Pacific-Rim and Asian cultures and heritages. It offers educational demonstrations about plants and culture, as well as by providing culture based kids arts activities. This festival serves the community by providing a free event for all ages as well as free vendor spaces for community artisans.

   The mission of the Chehalem Cultural Center, *to inspire and enrich lives by connecting community and culture,* is an existing non-tangible asset that the festival builds on by aligning with this mission and its core by being a cultural festival that is free and accessible to the community.

8. Does the project, program or event build on existing assets? (If so how?)

   The festival and run/walk builds on the tangible asset of the use of the CCC building, as its space is one of CCC's major assets. The festival utilizes the forecourt area (which was established in phase 2 of the CCC finishing phases) as the start and finish line to the race, the forecourt tent performance space with a stage, the fitness jamboree area, the kids arts activities space, and plant sales. The Festival uses the ballroom as the main performances space utilizing the entire space for the top performers, vendors and plant sales. The screens, tables, chairs, sound system, and aesthetic beauty are all utilized in the festival. The gallery space is utilized for the annual Oregon Camellia Society bloom show, which takes up the entire gallery space to showcase hundreds of different camellia varieties. The festival enhances the beautiful, multi-purposed, and functional space of the Cultural Center.

9. How does your project, program or event leverage funding?

   The festival and run/walk is entirely funded through asking for sponsorships from Chehalem Parks & Recreation, the Chehalem Valley Chamber of Commerce, Austin Industries, the Hoover-Minthorn House and Museum, Friendsview Retirement Community, Burgerville, Providence Newberg Medical Center, Grocery Outlet, and Les Schwab. The Chehalem Cultural Center works these sponsorships into each fiscal year budget.

10. What is the ratio at which Transient Lodging Tax funds will be matched?

    Based on activities not eligible for funding, and the regulations outlined in the grant application, the ratio of Transient Lodging Tax funds will be based off the budget we have for performances (as they serve as self-targeted marketing for attendees to the festival), as well as the funds directly budgeted for marketing purposes.

    With the combination of the festival and run/walk, we have currently budgeted $4,500 for performances and $3,675 for marketing to make a total of $8,175.

    As we are asking for $8,000 total, and with the .5/1 matching ratio for non-profits displayed in the grant application, the Transient Lodging Tax funds would be matched by at least half if not more.

11. How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?

    When festival attendees experience the Cultural Center as a building being used successfully, creatively, functionally, and in collaboration with local supporters and downtown businesses, they leave with a positive perspective of the center and of downtown Newberg as a whole. This gives visitors an enriched understanding of the variety of ways in which it can be utilized. The festival will continue to grow with the building as the building is completed.

12. How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?

    Wine Country Adventurers and Luxury Travelers: While the festival and run/walk do not currently align significantly with wine country, there is definite room for collaboration in ways that would access, and become mutually beneficial, for that tourist market.

    Millennial Explorers: The festival and run/walk aligns with millennial explorers by motivating their fitness priorities and creating connections to further those priorities. It also makes green living a priority and provides a variety of plants at wholesale price. The festival nourishes a space for arts and culture seekers.

    George Fox Network: The GFU community makes up a large portion of the families and community members of Yamhill County. The festival provides a free family friendly event for this community. It is also an educational experience so it directly applies to the education seekers that make up the GFU students and educators.

13. Can your project, program, event be completed in 6 – 12 months?

    While the festival and run/walk is a one-day event, it takes 12 months of planning to execute.

14. What is the lasting impact and utility of your proposed project, program or event?

The lasting impact of the Camellia Festival and Run/Walk is that it gives people of all demographics exposure to a variety of art forms and cultures. With a history of evolving through partnerships and creative ideas, the impact potential is boundless, non-limiting and has the ability to grow with the community it serves. The positive experience attendees have during the festival will contribute to an emerging marketing cycle, and to growing tourism in Newberg. The festival and run/walk bring new people to town each year, they experience downtown Newberg's phenomenal artisans and small businesses, grow to love this place, spread the word, and the tourism continues to grow.

15. What is the estimated room nights that would occur from this project, program or event?

Between 1 night for the run/walk participates, and 1 week for out of state visitors and the *American Camellia Society's Nation Convention* members.

Signature and Certification Letter:

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

"*This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg.*"

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

Signature of Authorizing Official

2/9-7/17
Date

Print Name of Authorizing Official

JjjjjjCHEHALEM
CULTURAL CENTER

www.ohehalemculturalcenter.org
415 E Sheridan St
Newberg, OR 97132
(503) 487-6883

President
Mark Terry

Past President
Ashley Lippard

Vice President
Cathy Redman

Secretary
Pierre Zreik

Treasurer
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Directors
Allyn Brown
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Karen Halliday
David Harrelson
Kris Horn
Jody Kropf
Dennis Lewis
Barbara Palmer
Mike Ragsdale
Deborah Stevenson

February 23, 2017

Transient Lodging Tax Board Members,

We, the officers who represent the Board of Directors of the Chehalem Cultural Center approve this application. We certify that all facts, figures and representations made in this application, including all attachments, are true and correct.

Thank you,

Signature | Print | Date

Signature | Print | Date

Signature | Print | Date

Signature | Print | Date

February 23, 2017

To Whom it may Concern:

I am writing this letter in support of the Cultural Center's Grant request for funds to help with Camellia Festival.

I have been a long time business owner in Newberg. I was active in the Chamber of Commerce and in Downtown Revitalization always with an eye for bringing people into our local businesses and also attracting quality family, friendly festivals to our area. Camellia Festival is just such a festival. I have watch it grow from the rather quiet beginnings to the robust multicultural event that we are experiencing now. It just gets better every year, bringing more and more folks to our community. The quality of entertainment is top notch as are the other aspects of the festival

The last two years I have experienced the festival as a vender and the level of organization and the committee's obvious passion for this festival shines through. It is a pleasure participating in this event. The Cultural Center continues to provide an exceptional venue for exceptional events.

Thank you for considering this grant request. I believe that it will allow this wonderful, cultural event to grow and flourish in Newberg.

Yours Very Truly,

Kristen Horn

Kristen Horn
610 E. Sheridan Street
Newberg, OR 97132

503-537-7195

Date: February 26, 2017

From: Oregon Camellia Society

Subject: Letter of Support for the Camellia Festival

To whom it may concern:

We are writing to voice our support for granting lodging tax funds to the Newberg Camellia Festival.

The Oregon Camellia Society has been in existence for more than seventy years and is one of the oldest camellia societies in the country. We've been part of the Newberg Camellia Festival for the past eight years, when we first staged our annual spring flower show in the Chehalem Cultural Center as part of the general festivities.

It's been a good match for us. Festival organizers have worked tirelessly to accommodate our needs. They provide tables for the show, juggle space so our contestants have an area to prep blooms, and even provide volunteers! We've liked having high school students greet us at the door to help elderly exhibitors transport their bloom boxes and other volunteers to act as "clerks" during the show and be there to speed the clean-up at the end of the day.

It's also exciting to be part of something new and thriving. Each year, more people pour into the Cultural Center to visit the Festival and view the show blooms. They bring questions about camellias—how to prune them, propagate, plant and care for them. We like seeing them escape day-to-day cares as they fall in love with the hundred varieties of camellias they don't commonly see.

We'll continue to support and work with the Festival because of all the reasons listed above. Further, we hope that holding our show in Newberg will eventually bring more enthusiastic gardeners our way. We want local residents to feel encouraged to enter blooms in our show. They don't have to be members of the Oregon Camellia Society to walk away with our trophies. In mid-March of this year, we're holding a workshop in Newberg to teach people to enter blooms. We'd also like to reach out to local children. Kids can be the most enthusiastic learners, and they can have lots of fun pitting bloom-against-bloom in a flower show competition.

We give our full support to the Camellia Festival's request for grant funding.

Martha Ragland
Treasurer, Oregon Camellia Society

February 25, 2017

To whom it may concern:

My name is Nana Bellerud, President of Ikebana International Portland Chapter #47, Portland, OR. I am writing to you in support of the Camellia Festival.

Though some of the members of my ikebana group have been involved with the Camellia Festival in the past, I have been performing ikebana demonstrations for three years now. This year, I brought 2 of my husband's martial arts groups for performance adding variety to the existing martial arts groups. I will be leaving for Okinawa, Japan to attend the Ikebana International World Convention representing my Chapter the day after the Festival. I would have left earlier for more celebration events in Tokyo but it is important to me that I continue to participate in the Camellia Festival. I personally feel that I am an integral part of the Festival.

Since I joined, I have been so impressed with the personnel and volunteers at the Camellia Festival that I would drive nearly an hour one way on Saturday to do my ikebana demonstration year after year. Actually, I'm very impressed with the entire community for having a cultural center and all the arts and cultural activities in Newberg. My understanding is that local businesses and residents as well as the city are all collaborating. Easier said than done! Because what the Camellia Festival offers the community – healthy event of run/walk race to arts and culture introductions and the way it's run, I keep going back. The organizers are very accommodating and easy to work with and volunteers are always pleasant and ready to help. To grow the Festival, I understand that the Festival needs more resources. I strongly support the Camellia Festival and would love to continue offering my demonstration of the traditional Japanese fine art of ikebana.

If you have any questions, please don't hesitate to contact me. My contact information is listed below. I hope you consider supporting the Camellia Festival so that it continues to grow! Thank you for your consideration.

Friendship through Flowers,

Nciwa G. Bellerud
President
Ikebana International Portland Chapter #47
E-mail: nanapotnfflfrnntipr rpm
Cell: 503-750-6273

:

HOOVER-MINTHORN HOUSE
115 South River Street
Newberg, Oregon 97132
(503) 538-6629

February 24, 2017

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

Dear Mr. Rux,

The Hoover-Minthorn House Museum supports the Chehalem Cultural Center's application to the Transient Lodging Tax small grant program for expanding marketing of the Newberg Camellia Festival. The Camellia Festival is an outstanding event that features Newberg's horticultural heritage and celebrates ethnic diversity. Additionally, it draws many visitors to Newberg during the tourist off-season.

The Hoover-Minthorn House Museum has been a sponsor of the Camellia Festival for several years and is pleased to provide this letter of support for Chehalem Cultural Center's application for Transient Lodging Tax funds.

Very truly yours,

Sarah JjjUbWJCO

Sarah B. Munro
Director, Hoover-Minthorn House Museum

BODYDRIVE

Date: 2.22.17

To: Newberg Transit Lodging Tax Committee

From: Kat Ricker, Agent of Bodydrive Fitness LLC

Contact: 971.832.4222

Subject: Support of CPRD Camellia Run/Walk & Fitness Jamboree

To Whom It May Concern:

As a participating vendor of the 2016 Fitness Jamboree segment of the CPRD Camellia Run/Walk, my local business received measurable benefit – one new local customer registered in our **Boxing for Fitness** program as a result, plus at least one out-of-state business relationship was forged with a visitor from Utah. I also valued the numerous conversations and the exposure that resulted from having a presence at this event. Bodydrive is on the schedule as a participating vendor again this year, and I invite you to stop by to chat about this event and of course, Bodydrive Fitness.

To whom it may concern,

I was asked to pen a letter describing why the CPRD Camellia Run is a positive event to have in the community. As a competitive runner that has attended at least 20 races every year for two decades, I have a bit of experience with races of all sizes. After attending this particular one for several consecutive years, it has earned a place on my calendar for several reasons.

The first is a facet of my competitive streak. Not only is this a fast and well laid out course, it is put on in a professional manner, with local law enforcement and volunteers on the streets keeping us safe and on course. They also provide chip timing, which is a must for any legitimate race.

Secondly is the community. Small town races are irreplaceable. They are basically an early morning block party. Not everyone that attends is a runner, some walk and others spectate and show support for their family or friends. This makes before and after the run a large happy social gathering, regardless of the weather.

Third is the impact of fitness. Everyone knows that we as a society need to do a better job of exercising. Events like these are seemingly geared towards athletes, but also give people a goal or reason to think about their lifestyle. This in turn is good for the community as each healthy citizen makes us stronger.

In summary, well organized and fun events like the Camellia Run strengthen our communities, at an individual level and greater.

Thank you for reading,
Brian Bernier

ATTACHMENT 4

HOOVER-MINTHORN HOUSE
115 South River Street
Newfaerg, Oregon 97132
(503) 538-6629

RECEIVED
FEB 28 2017
Initial: DRR

February 28, 2017

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

Re: Transient Lodging Tax Small Grant Application

Dear Mr. Rux,

Enclosed is an application from the Hoover-Minthorn House Museum to the Transient Lodging Tax small grant program for installing signs at the gates of the museum. The application includes the following:

1. Application cover sheet (p. 5)
2. Application (p. 6-7)
3. Budget Summary for Project (p. 8)
4. Organization Budget for 2016-2017 (p. 9)
5. Project Narrative (p. 10-12)
6. Design of Sign (p. 13)
7. iZone quote for producing signs and mounts (p. 14-15)
8. Hoover-Minthorn House Museum 2015-2016 Revenue & Expenses (p. 16-17)
9. Letter signed by officers of NSCDA-OR authorizing application (p. 18)
10. NSCDA-OR 2016 Annual Report filed with Secretary of State (p. 19)
11. Letter of support from Chehalem Park and Recreation District (p. 20)
12. Letter of support from Chehalem Garden Club (p. 21)
13. Letter of support from George Fox University (p. 22)

Please let me know if I can provide any additional information. Thank you so much for your consideration.

Very truly yours,

Sarah Munro

Sarah B. Munro
Director, Hoover-Minthorn House Museum

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application Cover Page

Project Title: Informational Signs at Gates to Hoover-Minthorn House Museum

Applicant Name: Hoover-Minthorn House Museum, owned and operated by The National Society of The Colonial Dames of America in the state of Oregon

Mailing Address: PO Box 1212, 115 South River Street, Newberg, OR 97132
Street City State Zip

Contact Name: Sarah B. Munro

Phone: 503-806-7286 Email: sarahmunro@comcast.

Amount of total Funding Requested: $1,400

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project.

Project Detail:

A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
B. Submit an updated Project, Program or Event Detail as your Progress Report.
C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the Information provided on this cover sheet is true and accurate.

Print Name: SARAH B. MUNRO Signature: Sarah B Munro

Title: Director of the Hoover-Minthorn House Museum Date: February 20, 2017

**********FOR OFFICE USE ONLY**********
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- Completed application Cover Sheet.
- Budget for project/program/event being funded that lists all anticipated income and expenses.
- Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- Letters of support.

Project Title: Informational Signs at Gates to Hoover-Minthorn House Museum

Applicant Name: : Hoover-Minthorn House Museum, owned and operated by The National Society of The Colonial Dames of America in the state of Oregon

Mailing Address: PO Box 1212, 115 South River Street, Newberg, OR 97132
Street City State Zip

Contact Name: Sarah B. Munro

Phone: 503-806-7286 Email: sarahmunro@comcast.net

Website Address: www.hooverminthorn.org

Secretary of State Business Registry Number: 025883-17

Non Profit X Government _____ For-Profit _____

Amount of total Funding Requested: $1,400

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

X New Project _____ New Program _____ New Event

_____ Existing Project _____ Existing Program _____ Existing Event
Has this project, program or event received these grant funds in the past?

No

If so when and for how much?

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of $10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: 2016 to 2017

Income Sources	**Amount**
NSCDA-OR ($300 design, $160.73 permit application; permit $202.40, $50 estimated cost of cement)	$713.13
City of Newberg (production of signs)	$1,394.82
George Fox University (in kind labor to install signs, estimated at $200)	$200.00
Total Project/Program/Event Income	$2,307.95

Expenses – Must be explicitly defined.	**Amount**
Design of signs	$300.00
City of Newberg Permit Application	$160.73
City of Newberg Permit ($202.40)	$202.40
iZone production of signs	$1,394.82
Installation of signs by George Fox (in kind)	$200.00
Cement for installation of signs	$50.00
Total Project/Program/Event Expense	$2,307.95

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: __2016___ to __2017____

Income Sources	Amount
NSCDA-OR Endowment	$2,400
NSCDA-OR Project Fund (includes $713.13 for design of signs, permit application, permit, and concrete)	$42,000
HMFIM Operating Fund	$10,000
Contributions	$6,000
Interest	$15
Signs City of Newberg Transient Lodging Tax small grant for production	$1,394.82
Installation of signs (in kind)	$200
Total Organization Income	$62,009.82

Expenses	
Utilities – Water/sewer	$2,000
Utilities = Electricity (two houses)	$4,200
Website maintenance	$90
Telephone and internet	$925
Maintenance	$5,065
Personnel	$40,600
Community Outreach	$1,920
Marketing	$1,285
Miscellaneous (archives, postage, curatorial research and education), household supplies	$2,066.88
Signs (iZone = $1,394.82, design = $300; cement about $50; permit application = $160.73; permit = $202.40; installation = $200 (in kind).	$2,307.95
Total Organization Expense	$60,459.83

In 2016, the HMHM received a $40,000 grant from the Oregon Cultural Trust for foundation stabilization, matched by a $10,000 grant from the Newberg Rotary, and $30,000 contribution from the NSCDA-OR. The foundation stabilization project is not reflected in this budget page.

Project Narrative:

1. **Project description**:

The project is to produce and install two informational signs at the gates to the Hoover-Minthorn House Museum (HMHM). The text and photos on the signs identify Jesse Edwards, Herbert Hoover, and Dr. Henry John Minthorn; describe the Friends Pacific Academy and Quaker foundations of Newberg; and provide information about the hours the HMHM is open to the public.

2. **How will your project, program or event further the Newberg Strategic Tourism Plan goals?**

The signs will enhance visitors' experience in Newberg by providing information about Newberg's cultural heritage. As visitors become more aware of community history, they are likely to visit other local establishments – galleries, restaurants, coffee shops – many of which feature historical photographs of Newberg. Enhanced tourist awareness and local resident appreciation of the significant local history that the HMHM represents may lead to increased tourist dollars being spent in the community.

3. **How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?**

The signs align with Transient Lodging Tax regulations because they assist in raising visitor awareness of Newberg's cultural heritage. As the home of one of Newberg's founding fathers as well as the boyhood home of a U.S. President, the HMHM is one of Newberg's most significant historical resources. As a museum that is open to the public, the HMHM is a tourist-related facility. The signs will promote tourism at the HMHM and should encourage visitors to explore Newberg beyond the HMHM.

4. **How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?**

The signs will be accessible to walkers and those who use the Herbert Hoover Park Disc Golf Course across the street from the HMHM. The HMHM is a key stop on heritage walking tours of the Newberg community and the focus of the Herbert Hoover Trail, one of the Central Newberg trails. Since the HMHM is conveniently located in Newberg, the informative signs will enrich the experiences of outdoor recreation visitors and downtown walkers.

5. **How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country adventurers, Millennial Explorers, George Fox Network, and Luxury Wine Travelers)**

The Newberg Strategic Tourism Plan identifies Wine Country adventurers and Luxury Wine Travelers as culturally creative and Millennial Explorers as "historically hip." Visitors who are interested in culture and history will respond to the HMHM and be likely to read informational signs at the exterior gates. The HMHM already has close ties with George Fox which annually plans group visits to the HMHM, provides interns for museum training, and supports the HMHM plans.

6. **How will your project, program or event create or enhance an experience for shoulder (May-November) or off-season (December – April) visitors?**

The purpose of the signs is to provide information to visitors who may come by the HMHM during hours that it is closed as well as when it is open. The HMHM is open during the shoulder season of May and November, Wednesday through Sunday from 1 to 4 pm and the off-season months of December and February on Saturday and Sunday. The HMHM is always open to visitors by pre-scheduled appointment. The regularly scheduled open hours during the shoulder season and most of the off-season and flexibility for scheduled tours at any time also enhances access to the HMHM, Newberg's only historical museum.

7. **Is the project, program or event a priority for the partner organization? (If yes, why?)**

The exterior signs are a priority for the HMHM in the museum's goal of increasing numbers of visitors. Many times tourists will come by the HMHM during hours that it is closed to the public and may leave wondering why the home is significant. Local residents also are curious about the HMHM. The exterior signs will provide basic information about the museum, such as why it is important and when it is open to the public so that visitors can return for a tour when the HMHM is open. The signs will also provide helpful information to those visitors who are not able to tour the museum.

8. **Does the project, program or event build on existing assets? (If so how?)**

The existing sign on the property states that the HMHM is listed in the National Register and that it is open to the public. An audio guide at Herbert Hoover Park across River Street from the HMHM also provides information about the HMHM. The proposed exterior signs will augment the information provided on the existing signs and provide it in a different format from the audio guide.

9. **How does your project, program or event leverage funding?**

A goal of the exterior signage project is to attract more visitors to the HMHM. Visitors pay a fee for tours of the museum. The more visitors, the more tour income will be earned. By increasing the number of visitors to the HMHM, the signage project will leverage funding for the museum. Increased visibility should also attract more fund-raising opportunities for HMHM.

10. **What is the ratio at which Transient Lodging Tax funds will be matched?**

The total cost of the project is $2,307.95. The NSCDA-OR has committed $713.13 and George Fox is contributing in kind installation of the pedestals (estimated at $200). The application requests $1,394.82 from Transient Lodging Tax funds for the production of the sign. The ratio of the match will be .65:1, greater than the .5 required in an application from a non-profit.

11. **How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?**

Signage at the HMHM will provide information that will connect visitors to the HMHM (an existing asset) and should connect them to the rich cultural history of Newberg that is found in its historic homes and neighborhoods, churches, and George Fox University (connecting assets).

12. **How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?**

The target market for the HMHM overlaps with the George Fox network because the entities share a mutual history. Jesse Edwards, who built the HMHM, gave the land for the Friends Pacific Academy; Dr. Henry John Minthorn was the first superintendent of the Friends Pacific Academy; the Friends Pacific Academy became the college ultimately named George Fox University. The HMHM also aligns with the target market of Wine Country Adventures, Millennial Explorers, and Luxury Wine Travelers in its proximity to local wineries in downtown Newberg and by offering tours about Newberg's rich cultural heritage.

13. Can your project, program, event be completed in 6 – 12 months?

Yes, iZone estimates that it will complete production of the signs in eight weeks; installation of the signs may take one to two more weeks. The entire project should be completed in two to three months.

14. What is the lasting impact and utility of your proposed project, program or event?

The signs are permanent additions to the HMHM yard and will have a lasting impact.

15. What is the estimated room nights that would occur from this project, program or event?

Many visitors to the HMHM are day visitors; for others the HMHM is a destination, but they may stay in another location. It is difficult to estimate room nights that would result from the increased visibility that the signs would give to the HMHM. Some visitors to the HMHM specifically come to visit the HMHM because it is a presidential house, the only presidential property in the northwest.

Signature and Certification Letter:

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

"*This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg.*"

I agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

IUUJB M .lte+lrUl — Signature of Authorizing Official

Date: 4/13

AAIITA H. BMAEY — Print Name of Authorizing Official

HOOVER-MINTHORN HOUSE MUSEUM

se was built by Jesse Edwards, Father of Newberg, in 1881. In 1885, Dr. Henry John Minthorn and his family moved here upon Dr. Minthorn's appointment as the first superintendent of the Friends Pacific Academy.

Herbert Hoover was born in West Branch Iowa in 1874 and orphaned in 1884 at the age of nine. He moved to Oregon in 1885 to live with the Minthorns and to go to school at the academy. In 1888, Hoover moved [illegible] attended Stanford University as a member of its inaugural class.

This house was restored by Burt Brown Barker, a childhood friend of Hoover's, and dedicated by Hoover on August 10, 1955, Hoover's 81st birthday. It contains furnishings typical of a rural doctor's home in the 1880s and has some original Minthorn furniture, including the bedroom set that Hoover used while he lived here.

The house is owned and operated by The National Society of The Colonial Dames of America in the state of Oregon and is open to the public.

Boyhood Home of Herbert Hoover
31st President of the United States

or call 503-538-6629

Photos from left to right:
Jesse Edwards
Dr. John Minthorn
The Friends Pacific Academy
Herbert Hoover in 1888
Dedication of the Hoover-Minthorn House Museum on August 10, 1955 (Photo courtesy of *The Oregonian*.)

Quote No. IZONE 23076-02

February 16, 2017

Customer Hoover-Minthorn House Museum

Reference Hoover Minthorn

Bill to
Hoover-Minthorn House Museum
Sarah Munro
115 South River Street
Newberg, OR 97132
US
T: (503) 538-6629
Email: sarahmunro@comcast.net

Ship to
Hoover-Minthorn House Museum
Sarah Munro
115 South River Street
Newberg, OR 97132
US
T: (503) 538-6629
Email: sarahmunro@comcast.net

Valid Until	**04/01/2017**	**Revision Date**	**02/16/2017**	**Lead Time**	3 - 4 Weeks	**SR**	Michael Dean
F.O.B.	N/A	**Revision No**	**2**	**Ship Method**	UPS	PM	Michaela Mejia
Terms	No Deposit Required						
Project Name	Hoover Minthorn						

No.	Item	Description	Qty	UOM	Unit Price	Extension
1.	CHPL panels:1/2" XT	19.5 H X 29 W : 1/2" Exterior Panel Single Sided (3.927 SQ FT) FINISHING OPTIONS: Matte Finish - Exterior Qty (4) 1/4" Threaded Holes per panel , price includes 1/2" long 1/4"-20 Button Socket Cap Black Oxide Screws	2	Each	251.57	503.14
2.	CFI	SINGLE PEDESTAL,12X12 MOUNT PLATE, 45 DEGREE ANGLE, DELUXE SURFACE MOUNT INSTALLATION, 3X3X40" ALUMINUM POST, ONE PART CONSTRUCTION, BLACK TEXTURE POWDERCOAT	2	Each	226.31	452.62
3.	PDF Proofs	PDF Proofs for content	2	Each	0.00	0.00
4.	Lab Sample	LAB (8" x 10" crop of full size panel in laminate) for color and resolution	1	Each	25.00	25.00
5.	Set-up Fee	Set up Fee	1	Each	150.00	150.00
6.	Wrapping & Crating	Wrapping & Crating	1	Each	45.00	45.00
7.	Shipping and Handling	*Estimated 4 day transit to 97034 *Estimate does NOT include any special services such as a Lift Gate or delivery to a residential address. Additional charges may apply.	1	Each	219.06	219.06

continued on next page

Quote No. IZONE 23076-02
Page 2 of 6

February 16, 2017

Customer Hoover-Minthorn House Museum

Reference Hoover Minthom

Subtotal	1,394.82
Sales Tax (0 %)	0.00
Total	1,394.82

Quote Valid Until: April 1, 2017

2015-2016 REVENUE EXPENSES

Revenue		**Amount**
	Tour Income	**$2,526.66**
	HMHM Endowment Contribution	**$42,000.00**
	NSCDA-OR Project Fund	**$10,000.00**
	Safety-Valve Operating Fund	**$6,000.00**
	Contributions in savings account	**$2,600.00**
	Contributions to Wish List	**$100.00**
	Contributions to Operating Fiind	**$2,499.04**
	Capital Improvement Fund	**$26,180.16**
	Interest	**$0.54**
	Rrst Lady Lou	**$450.00**
	Austin Grant 2014 (amount remaining in grant on 4-1-15))	**$114.00**
	Austin Grant 2015	**$5,650.00**
	NHN Grant	**$231.00**
	Kinsman Foundation Grant	**$4,900.00**
	Reimbursement for damage to fence	**$1,298.07**
	Reimbursement for overcharge from Liberty	**$361.00**
	City contribution for Cultural Pass for visitors	**$50.00**
	Total Revenue	**$104,960.47**
Expenses		
	Utilities	
	Water/Sewer	**$1,708.63**
	Electricity-Museum	**$2,495.54**
	Electricity-Little House	**$676.30**
	Website Maintenance	**$347.76**
	Frontier Telephone, Internet	**$921.63**
	General Maintenance	
	Landscape	**$333.15**
	Fence Repair	**$0.00**
	Garbage	**$151.05**
	Quadrant Security	**$240.00**
	Exterminator	**$136.00**
	Window and Museum Cleaning	**$750.00**
	Handyman Services (Quadrant)	**$189.00**
	Insurance	**$2,126.00**
	Business License	**$50.00**
	H&R Block	**$55.00**
	Personnel	
	Intern Program	**$4,877.50**
	Director	**$36,999.85**
	Community Outreach	
	Programs & Events	**$2,586.39**

2015-2016 REVENUE EXPENSES

	Am. Assoc State & Local History	**$200.00**
	OR Museum Assoc	**$120.00**
	OR Travel Council	**$574.00**
	Marketing	
	Advertising (Chamber of Commerce)	**$510.00**
	Printed Material (print cartridges; rights to use Oregonian	**$414.99**
	General (postage, supplies, educational items)	**$192.11**
	Miscellaneous	
	Archives (includes PastPerfect printout)	**$790.63**
	General (Sept. includes mustard spoon $15 and lunch for	**$513.41**
	Research/Curatorial/Education	**$130.94**
	Household Supplies	**$157.88**
	Amount taken from Safety Valve at 2014 year end	**$0.00**
	First Lady Lou 2015	**$88.92**
	Royalty (for 2016 performance at GFU in June)	**$75.00**
	Panels - foam core, mounting cost & printing photos	**$275.64**
	Austin Grant 2014	**$114.00**
	Austin Grant 2015 (webpage re-design)	**$2,492.50**
	NHN Grant (printing educational brochure)	**$0.00**
	Kinsman Foundation (structural engineer, architect to draw plans, sign)	**$3,480.00**
	Total Expenses	**$64,773.82**

HGOVER-MINTHORN HOUSE MUSEUM
115 South River Street
P.O. Box 1212
Newberg, OR 97132

February 27, 2017

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

Dear Mr. Rux:

On behalf of The National Society of The Colonial Dames of America in the State of Oregon (NSCDA-OR), the below-listed officers of the NSCDA-OR authorize the Hoover-Minthorn House Museum (HMHM) to file an application to the City of Newberg Transient Lodging Tax small grant program for funding of exterior signs at the gates of the HMHM. The NSCDA-OR financially supported the design and the city permit application for the signs.

The NSCDA-OR is looking forward to the opportunity to increase the outreach of the Museum through installation of these informational signs.

Sincerely,

Marjorie Wilson, President

Carolyn McKinney, First Vice President

GPatty Thompson, Second Vice President

Elizabeth Rocchia, Recording Secretary

Greata Beatty, Treasurer

Secretary of State
Corporation Division
255 Capitol Street NE, Suite 151
Salem, OR 97310-1327

Phone:(503)986-2200
www.filinginoregon.com

2016 ANNUAL REPORT
Registry Number: 025883-17
Date of Incorporation: 04/20/1923
Fee: $50.00
Due Date: 04/20/2016
Type: DOMESTIC NONPROFIT CORPORATION

0268
THE NATIONAL SOCIETY OF THE COLONIAL ...
PO BOX 28071
PORTLAND OR 97228

FILED
APR 14 2010
OREGON
SECRETARY OF STATE

Name of Domestic Nonprofit Corporation
THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA IN THE STATE OF OREGON

Jurisdiction: OREGON

Nonprofit Type: Public Benefit With Members

The following information is required by statute. Please complete the entire form. If any of the information is incorrect, you can make changes on this form. Failure to submit this Annual Report and fee by the due date may result in inactivation on our records.

Registered Agent
GREATA T BEATTY
1308 SW WYNDHAM LANE
PORTLAND OR 97221-5860

If the Registered Agent has changed, the new Agent has consented to the appointment. Oregon street address required.

1) Type of Business

2) **Principal Place of Business** (Str. address,city,state,zip)
74898 SHOREttNE EfR N
SAtEfeF©R 9?3S3 6306

3) Mailing Address (Address,city,state,zip)
PO BOX 28071
PORTLAND OR 97228

4) President Name and Address
4890 SHORELINE DR N

5) Secretary Name and Address

6) Signature

7) Printed Name

8) Date

9) Daytime Phone Number

Make check payable to "Corporation Division" and mai
Corporation Division, 255 Capitol ST NE Suite 151, Sale
Note: You can also fax to (503) 378-4381. Filing fees may t
and expiration date on a separate page for your protection.

THE NATIONAL SOCIETY OF THE COL

2588317-16944018 RENAN Page 16

503-537-2909
iax 503-538-9669
125 South Elliott Road
Newberg, OR 97132
cprdnewberg.org

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

February 22, 2017

Dear Doug Rux:

CPRD supports the Hoover-Minthorn House Museum and considers it to be important to local tourism. The numerous tourists that this museum draws could benefit from two informational signs placed at gates for visitors who may go to the museum when it is closed. Therefore, this agency supports their application to the Newberg Transient Lodging Tax small grants program for these signs.

Sincerely,

Don Clements, Superintendent, 503.537.4165

February 17, 2017

Mr. Doug Rux
Community Development Director
City of Newberg
Transient Lodging Tax-- Small Grant Program
Newberg City Hall
414 East First St.
Newberg, OR 97132

Dear Mr. Rux,

On behalf of the 25 members of the Chehalem Garden Club, which has been based in Newberg since 1993, I am writing to express our support for proposed new signage for the Hoover-Minthorn House Museum.

Our club maintains the herb garden at the Museum. When our members are out planting or weeding in the Museum garden, we are often approached by out-of-town visitors with questions about Herbert Hoover and his life and times in Newberg. This new signage will help visitors know they have successfully located the Museum, and will help them have a better understanding of the history and importance of this unique landmark in our community.

We urge you to approve the requested grant for this signage. Thank you.

Suzanne Miller
President,
Chehalem Garden Club

GEORGE FOX
UNIVERSITY

Doug Rux
Community Development Director
City of Newberg
Transient Lodging Tax – Small Grant Program
Newberg City Hall
414 E First Street
Newberg, OR 97132

February 24, 2017

Dear Mr. Rux,

I am writing in support of the Hoover Minthorn House Museum's application for the Transient Lodging Tax Small Grant Program. Newberg has a unique history that sets it apart from other Oregon towns. As the site of a presidential home, the homestead of early Oregon settler Ewing Young, and a large Quaker settlement; Newberg is one of the most historic towns in Oregon. The proposed signage at the Hoover Minthorn House Museum is an excellent way to make this history known. Newberg should be proud to have a presidential home, not many towns can claim such a privilege. Herbert Hoover attended Pacific Academy, the precursor to Pacific College (now George Fox University). His uncle, Henry John Minthorn was the first superintendent of the academy, Hoover's aunt Laura Minthorn was the first principal of the academy grammar school. As such, these individuals, and this home, are essential to telling the story of the university, which in turn is essential to the history of Newberg. The proposed signs will help residents, students and visitors celebrate this significant period in our two histories. George Fox University wholeheartedly supports this proposal for funding.

Sincerely,

Rachel Thomas
Archivist
George Fox University
414 N. Meridian
Newberg, Oregon 97132

ATTACHMENT 5

RECEIVED

MAR 1 2017

Initial: _____

City of Newberg

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application Cover Page

Project Title: _____NOFF 2017 Grand Fireworks Celebration _____

Applicant Name: ___Newberg Old Fashioned Festival_____

Mailing Address: _____P.O. Box 712 Newberg OR 97132_____
Street City State Zip

Contact Name: _____Kimberly Zoutendijk Chairman _____

Phone: _(503)780-5920____ Email: _kimzout1@hotmail.com_____

Amount of total Funding Requested: $_____$5000_____

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project.

Project Detail:

A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
B. Submit an updated Project, Program or Event Detail as your Progress Report.
C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: Kimberly Zoutendijk Signature: Kimberly Zoutendijk

Title: Chairman Date: 2-28-17

**********FOR OFFICE USE ONLY**********
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- Completed application Cover Sheet.
- Budget for project/program/event being funded that lists all anticipated income and expenses.
- Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- Letters of support.

Project Title: ___NOFF 2017 Grand Fireworks Celebration_____

Applicant Name: _____Newberg Old Fashioned Festival _____

Mailing Address: ____P.O. Box 721, Newberg OR 97132 _____
Street City State Zip

Contact Name: __Kimberly Zoutendijk_____

Phone: ___ (503)780-5920_____ Email: __kimzout1@hotmail.com _____

Website Address: _www.newbergoldfashionedfestival.com _____

Secretary of State Business Registry Number: ____501c4-1077587_____

Non-Profit ___XX__ Government _____ For-Profit _____

Amount of total Funding Requested: $_5000.00_____

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

_____ New Project _____ New Program _____ New Event

_____ Existing Project _____ Existing Program ___XX__ Existing Event

Has this project, program or event received these grant funds in the past?

No the funds from the City came from an unrelated line item.

If so when and for how much?

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of $10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: ___2015__ to _2016___

Income Sources	Amount
City of Newberg	$4000.00
Glow Stick Vendor	$200.00
Boyes Janitorial Sponsorship	$100.00
General Sponsorship covers the balance	
Total Project/Program/Event Income	

Expenses – Must be explicitly defined.	Amount
Western Fireworks	$15,000
Total Project/Program/Event Expense	$15,000

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: _2015____ to __2016__

Income Sources	Amount
Brews & BBQ	$3,178.55
Carnival Inc	$8,807.41
Cruise-In	$8,431.50
Rotary Pancake Breakfast	$1,654.95
Memorial Park Vendors	$2,842.59
Business Sponsorship	$45,942.62
Total Organization Income	$62,426.12

Expenses		
Advertising/printing/Stamps	$6,531.88	($759. Paid out for 2017)
Carnival	$375.00	
Festival Court	$2,824.29	
Cruise-In	$4,980.23	
Disc Golf	$1,840.54	
Fireworks	$15,000.00	
General Festival	$5,837.26	
Geocaching	$1,855.26	
Festival Insurance	$4,646.00	($3508.00 Paid out for 2017)
International Stage	$4,700.00	
Main Stage Entertainers, stage lights, sound	$23,531.00	
Pancake Breakfast	$350.00	
Parades	$2,115.00	
Sponsors Luncheon	$1,750.00	
Total Organization Expense	$76,381.46	
Start of 2016	$20,225.32	
End of 2016	$12,359.54	

Project Narrative:

1. Project description:

   The Newberg Old Fashioned Festival Grand Fireworks Celebrations is our festival premiere event, which draws the largest crowd. It is presented right in the middle of town where the spectators have a unique and up close view.

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

   Newberg Old Fashioned Festival has been our community main festival for the past 37 years and continues to grow every year. With the number of guests, who have attended the festival and especially the fireworks show it gives our community the opportunity to show just how welcoming our citizens are and supportive our local businesses are to tourist. Maintaining the high quality of the festival and fireworks helps promote our community as it has for the past 30 plus years.

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?

   We have guests that travel from out of Newberg to attend this festival, as vendors, car cruise in participants, Geocachers, disc golf competitors, antique fire apparatus participants and parade participants. (These are registered events)

4. How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?

   Our main festival corridor runs through the heart of our downtown area. Our outdoor stages with live music throughout the weekend. Our Disc Golf Tournament promotes one of the fastest growing recreational sports, Our Sidewalk Chalk Art events helps introduce and promote the arts with our partnership with the Cultural Center. Our Geocaching event requires participants to locate Caches throughout our community and has driven visitors to interact and conduct business with our local merchants.

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)?

   Newberg Old Fashioned Festival appeals to the designated audience by offering a wide verity of events with wide demographic appeal. We give them the classic small town family friendly festival.

6. How will your project, program or event create or enhance an experience for shoulder May-November) or off-season December – April) visitors?

   Newberg Old Fashioned Festival ensure a presence in the community throughout the year with festival court appearances at over 20 events throughout the year and the county. We also participate in the Camellia Festival Event in April.

7. Is the project, program or event a priority for the partner organization? (If yes, why?)

Yes, with our fireworks show being presented on Saturday evening many of our guests start early by attending our Rotary Breakfast staying for the Disc Golf and Geocaching events and then remaining for the Grand Fireworks.

8. Does the project, program or event build on existing assets? (If so how?)

Newberg Old Fashioned Festival has a committed base of support we have a committed committee who oversees the festival operations and planning. We have developed partnership with the City of Newberg, Newberg Dundee School District, George Fox University, Newberg Rotary, Chehalem Parks & Rec and Chehalem Chamber of Commerce. We have a storage trailer which houses our electrical panels, cords, banners, information and Kiosks. We have a starting bank balance for the 2017 years of $12,359.54 (+/-).

9. How does your program, program or event leverage funding?

All the funding for the entire festival including the fireworks is through fundraising and Sponsorship from local businesses.

10. What is the ratio at which Transient Lodging Tax funds will be matched?

The matching funds ration will be 2:1, matching the funds 200%

11. How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?

Newberg Old Fashioned Festival strength of connection is in the partnership with the Major community entities, City of Newberg, Chehalem Parks and Rec, Newberg School District, George Fox University (main parade sponsor),Newberg Rotary, Newberg Dundee Police and TVR&R

12. How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?

Our fireworks in an event with wide demographic appeal and is a great end to a wonderful day of wine tasting or exploring the Champoeg State Park. We are very proud of the fact that George Fox University is our main parade sponsor.

13. Can your project, program, event be completed in 6 – 12 months?

Yes our event is Saturday July 29lh.

14. What is the lasting impact and utility of your proposed project, program or event?

Continued home town pride, showcasing the appeal of our community as a safe place to raise children. Continued productive partnerships which build on the stability of our community.

15. What is the estimated room nights that would occur from this project, program or event?

3 three nights, Thursday Friday Saturday.

Signature and Certification Letter:

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

"*This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg."*

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the Immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

Sigpature of Authorizing Officiil

5-/-?/) /7
Date

Print Name of Authorising Official

ATTACHMENT 6

RECEIVED
MAR 1 2017

City of Newberg 2016 - 2017 Initial:_____
Transient Lodging Tax - Small Grant Program Application Cover Page

Project Title: **LIGHT THE FIRE**- A YCAP BENEFIT

Applicant Name: Yamhill Community Action Partnership (YCAP)

Mailing Address: _PO Box 621_____McMinnville_____Oregon_____97128
Street City State Zip

Contact Name: Julie Miller, *Community Relations Director*

Phone: 503-687-1488_____ Email: Juliem@yamhillcap.org

Amount of total Funding Requested: $ 7500.00

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project.

Project Detail:

A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
B. Submit an updated Project, Program or Event Detail as your Progress Report.
C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and vepfy-ttjat the information provided on this cover sheet is true and accurate.

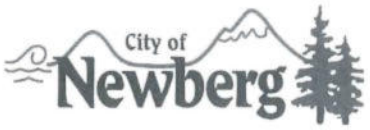
Print Name: _Julie Miller_____ Signature: _____

Title: _Community Relations Director___ Date: _2/23/2017_____

**********FOR OFFICE USE ONLY**********
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____



City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- Completed application Cover Sheet.
- Budget for project/program/event being funded that lists all anticipated income and expenses.
- Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- Letters of support.

Project Title: **LIGHT THE** FIRE-A YCAP BENEFIT

Applicant Name: Yamhill Community Action Partnership (YCAP)

Mailing Address: _PO Box 621_____McMinnville_____Oregon_____97128
Street City State Zip

Contact Name: ___Julie Miller_____

Phone: _503-687-1488_____ Email: __JulieM@yamhillcap.org_____

Website Address: _www.yamhillcap.org_____

Secretary of State Business Registry Number: 192181-97

Non Profit ____X____ Government _____ For-Profit _____

Amount of total Funding Requested: $ 7500.00

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

_____ New Project _____ New Program _____ New Event

_____ Existing Project _____ Existing Program __X__ Existing Event

Has this project, program or event received these grant funds in the past? No

If so when and for how much? N/A

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of $10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: FY Department 2016-2017 (From 7/1/2016 -6/30/2017)

Income Sources	**Amount**
Dinner ticket sales	$7,000
Street Party ticket sales	$2000
Sponsorships	$4500
Raffle/ wine wall/ activity revenue	$3000
Donations (day of)	$2000
Graphic design (in-kind)	**$1000**
Event space rental expense (in-kind)	$4,500
Chef Time (in-kind)	$6000
Event Planning (in-Kind)	$6000
Raffle experience package raffle items (in-kind)	$2500
Wine Bottles for wine wall raffle (in-Kind)	$2000
Wine for pairing with dinner (in-kind)	$1400
Hopp Insurance Parking lot (in-kind)	$1,500
Total Project/Program/Event Income	$43,400

Expenses – Must be explicitly defined.	**Amount**
Entertainment-Band	$2500
Entertainment-Fire Dancer	$500
Entertainment- Fire Performer, 'UNIPIPER'	$750
Food-collaborative chef dinner, street party	$2600
Tent rental	$1532
Portable toilets	$275
Printing costs	$740
Table rental	**$100**
Linen rental	$382
Wine Glass rental	**$102**
Event Light rental	$361
After-hour rental pickup	**$100**
Gift certificates for adventure/wellness related activities to encourage overnight lodging	**$1,000**
Advertising in Travel Oregon	$1,250
Advertising in Portland Monthly	$1,140
Advertising in 1859	**$1,100**
Advertising in Oregon Wine Press	$660
Advertising in Seattle Monthly	$2,075

Advertising in social media	$600
Total Project/Program/Event Expense	**$17,767**

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: FY Department 2016-2017 (From 7/1/2016 -6/30/2017)

Income Sources	**Amount**
Grants Received	$3,304,192
Donations	$434,443
Program Generated Revenue	$295,424
Program Revenue Food Purchases	$87,827
In-kind Revenue	$2,087,556
Fundraising Revenue- Light the Fire	$20,000
Fundraising Revenue-Raise the Barn	$40,000
Interest Earned	$24
Other Revenue	$67,187
Total Organization Income	**$6,336,653**

Expenses	
Personnel	$1,659,287
Contracted Services	$189,557
Weatherization Installation	$509,889
Client Assistance	$1,067,484
In-kind client assistance	$2,087,556
In-kind Food Inventory Adjustment	($20,000)
Vehicle Costs	$46,469
Travel Costs	$21,984
Space & Interest	$174,127
Telephone	$34,695
Supplies & Publications	$224,488
Equipment repairs & Rent	$34,421
Printing & Photocopy	$14,801
Insurance	$21,841
Training & Recruitment	$49,946
Miscellaneous	$7,496
Fundraising	$57,700
Total Organization Expense	**$6,181,741**

Project Narrative:

1. **Project description:**

The Yamhill Community Action Partnership (YCAP) LIGHT THE FIRE event is an annual fundraiser that benefits the county-wide Regional Food Bank and Youth Outreach program based in Newberg, Oregon. This event draws tourists from outside the area who desire a unique culinary and entertainment event in scenic wine country. Scheduled for early October 2017, there's opportunity to curate unique itineraries that complement and enhance the tourist experience including adventure, art, and custom wine experiences. The name, LIGHT THE FIRE, is derived from the unique experiential elements woven into the planning of this event: the hearth, warmth, harvest, connection, comfort, light, hope, action. Imagine slow cooked braised meats, thoughtfully-prepared courses, the crackling of fire pits, sparklers, upbeat live music, spectacle entertainment, and inspiring video vignettes produced by local youth yearning to find a connection. In our 3rd year, all these elements have delighted and motivated guests to learn more about our community and quality of life indicators.

This event highlights several Newberg businesses and the thriving food and drink scene in the region. This unique fundraiser begins with a reception at Valley Wine Merchants, continues with a four-course dinner and curated wine pairing at Ruddick/Wood, and concludes with a street party just outside the dinner venue. The street party features live music, regional fire-related performers, adventure raffle packages, and artistic fire installations. During the event, raffle tickets will be sold for a follow up 'Chopped' style culinary event between local celebrity chefs. This two-tiered event offers multiple ticket prices that attract a wide variety of guests. Our past attendees represent all four target audiences outlined in the Newberg Tourism Plan.

As a travel motivator, this culinary event is a night of amazing food, drink, and live music celebrating the harvest and community. Millennial Explorers, Wine Country Adventurers, The George Fox Network, and Luxury Wine Travelers like to attend events that are part of a social cause. There's significant satisfaction attending an event that contributes to an organization that promotes the economic vitality of a region and alleviates the conditions of poverty. They are community-oriented, event/chef-driven consumers, culinary explorers, and cultural creatives wishing to support emerging, undiscovered finds that are authentic and support bigger missions. LIGHT THE FIRE aligns with the Newberg Tourism Plan by promoting a 'very curated Newberg itinerary of specific experiences' through partnering with artisan producers, artists, entertainers, shop owners, chefs, vintners, distillers, and brewers.

This will be the 3rd year that proprietors of Ruddick/Wood, Paul Losch and Kyle Lattimer, have hosted LIGHT THE FIRE.

Above: Kyle Lattimer pours wine in preparation for the crowd's arrival at LIGHT THE FIRE, 2016

Left: Chefs put the final touches on salads featured at LIGHT THE FIRE, 2016

2. **How will your project, program or event further the Newberg Strategic Tourism Plan goals?**

Our event furthers the Newberg Strategic Tourism Plan goals in measurable ways. This event is collaborative, highlighting the talents of the artisan makers and doers in Newberg by creating a unique and enjoyable visitor experience. We expect 200+ people to be drawn to the city of Newberg for this event, a goal which will be achieved by strategic promotion through social media, print and online advertising along with marketing collaboration with event partners, businesses, and lodging destinations in the Newberg area. This event brings tourists to the area and boosts the local economy by enhancing the wine country experience. This enhanced tourist experience in turn will compel visitors to make this event and other enticing offerings a long weekend resulting in overnight accommodation. Promotion efforts will target communities at least 50 miles from Newberg including Seattle/Tacoma, Medford/Klamath Falls, Bend, Eugene, and the Coast. We will also advertise in the Portland/Vancouver area.

3. **How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?**

This event aligns with Transient Lodging Tax regulations in several ways. A large part of our promotional efforts will target tourists residing in communities at least 50 miles outside Newberg. We will work with Ashley Lippard, talented Newberg-based Graphic Designer and Jennifer Sitter, co-owner of Pulp & Circumstance, both LIGHT THE FIRE event team members, to help craft an effective strategy to target outlying areas and engage our defined target audiences.

Additionally, we will promote LIGHT THE FIRE in conjunction with other area events like the Art Harvest Studio Tour scheduled for that same weekend, existing winery harvest/crush/blending opportunities, and other customized experiences. These unique opportunities will encourage visitors to stay overnight and enjoy the multitude of amenities that Newberg has to offer. YCAP has a strong relationship with the Willamette Valley Winery Association and its 70+ wineries who support the Willamette Cares Food/Fund Drive during the holiday months. We will reach out to these partners and their Wine Clubs to promote the event and encourage members from further distances to experience a unique event during shoulder season when they can experience less crowds and the spirit of the harvest season.

4. **How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?**

The LIGHT THE FIRE event will create memorable experiences for Outdoor Recreation Visitors, Experiential Art seekers, Wayfinding, and Downtown Enhancement in several ways.

Outdoor Recreation: In conjunction with our event, we plan to offer experience raffle packages for guests to bid on such as equestrian tours, wine harvest/crush activities, and bike tours where they will be able to make a return visit to Newberg.

Experiential Arts: Our street party will feature upbeat music and dancing to a regional band, fire performers, and fire-related artistic installations that are experiential in nature. The famous Unipiper and his fire breathing bagpipes from PDX will lead a processional to our host restaurant.

Wayfinding: We can include curated, sample itineraries on our website when tourists are purchasing tickets as well in other advertising copy.

Downtown Enhancement: This event takes place in the downtown Newberg corridor, bringing attention to the artisan doers and makers in the area.

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)

Our LIGHT THE FIRE event appeals to designated audiences in the Newberg Strategic Tourism Plan in the following ways:

1. Wine Country Adventurers – Most of our advertising is focused on social media for these tech savvy users. This is an event that offers high quality food, wine, beer and spirits, and celebrates strong partnerships with local farmers, producers and chefs. The collaborative chef dinner menu features ingredients sourced close to home. These guests will have an opportunity to bid on custom harvest experiences which appeal to Wine Country Adventurers. Equestrian tours, hot air balloon rides, and regional bike tours will be offered as experience raffle packages. The YCAP event website will feature links to the Chehalem Parks and Recreation Website so that guests can learn about recreation in our area prior to the event along with other adventure businesses so that we are helping curate an itinerary for out of town guests. We would also ask our partners to provide a link to LIGHT THE FIRE on their websites.

2. Millennial Explorers– Since this target audience enjoys supporting up and coming restaurants/breweries, this event has always been supported by this group, who like less discovered and emerging, established talent. Ruddick Wood is a home grown favorite and a cornerstone in the community. Paul Losch and Kyle Lattimer, co-owners of Ruddick/ Wood, have been long time supporters of Youth Outreach and the Regional Food Bank, choosing YCAP as a beneficiary at both LIGHT THE FIRE and their Memorial Day Block Party. This host restaurant and their referral system of networked businesses is currently a main influencer for LIGHT THE FIRE supporters who are also event driven. The event team will create custom, experiential raffle packages and entertainment activities during the street party in lieu of more traditional silent auction offerings.

3. George Fox Network – YCAP has a strong relationship with George Fox University. We've hosted numerous internships for students over the years in our Client Services department. The university being service-driven has successfully promoted this event in the past and we will work them to reach out to the alumni network and their parent communication channels to let them know about this social service oriented event that is reflective of the university's culture and values. Many of our event volunteers are students in Marketing, Photography, and Interior Design and they would be great champions with word of mouth to parents. There is a home football game the weekend of LIGHT THE FIRE so we will also tap into that complementary activity.

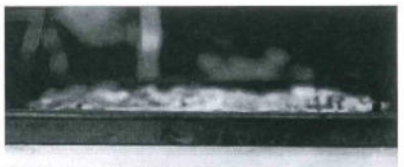
George Fox Interior Design student helping set up and decorate for LIGHT THE FIRE, 2016

4. Luxury Wine Travelers- This event is a natural for this target audience with the collaborative chef and curated wine pairing component. Andrew Turner, owner of Valley Wine Merchants, will begin the event with a welcome reception at his shop. He will once again be in charge of curating wine pairings at dinner and procuring select bottles for our Wine Wall. After the reception, there will be a 'fire-related' entertainment processional with guests to Ruddick/Wood. This audience is chef-driven so the stellar line up of local celebrity chefs does not disappoint. Paul Losch, chef at Ruddick/Wood, will serve as culinary lead and recruit fellow chefs that exemplify the culinary talent in the region. The event will also feature a Cocktail Lounge featuring LIGHT THE FIRE themed cocktails and spirits with fire-related favors.

Jeff Sergeant, YCAP Executive Director, toasts attendees at LIGHT THE FIRE, 2016

6. How will your project, program or event create or enhance an experience for shoulder May-November) or off-season December – April) visitors?

Our event takes place on October 1st, 2017 which falls in the shoulder tourist season in Yamhill County. During this time frame, harvest is in full swing in wine country along with other art focused events which we can tap into as we promote to target audiences living at least 50 miles outside of Newberg.



Various images showcasing the street party and formal four course dinner at Ruddick/Wood, LIGHT THE FIRE, 2016

7. Is the project, program or event a priority for the partner organization? (If yes, why?)

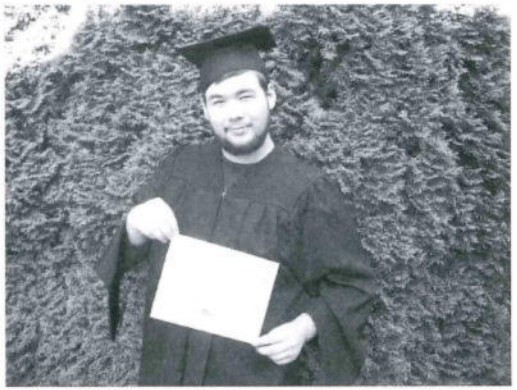
Yes. The LIGHT THE FIRE event is one piece of our Resource Development activities and budget planning to raise unrestricted funds for our essential programs and services. These funds are critical for covering costs that grants don't cover under state and federal guidelines. The beneficiaries of LIGHT THE FIRE include the county-wide Youth Outreach and Regional Food Bank programs. Youth Outreach houses the youth drop-in center for youth ages 11-21 @ 1st & Edwards directly across from Ruddick/Wood in downtown Newberg. Some of the youth have been employed by the restaurant. Services include street outreach, skills and leadership training, career readiness, emergency shelter, and transitional living. Our Regional Food Bank supplies Newberg

FISH, Deskin Commons apartments, Dundee's Promise Pantry, St Peter's Catholic Church, Newberg Community Kitchen, and various mobile pantry sites at vineyards, nurseries, and the Virginia Garcia Clinic. The Friday Family Food Program at Edwards Elementary provides weekend meals for kids and their families. This event is a high priority for our organization as proceeds enable us to empower and improve the lives of young people.

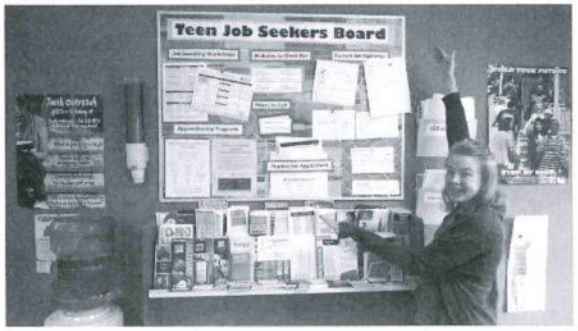
YCAP employee Joann Crow delivering a bag of produce through our Book Buddies/Mobile Pantry program.

Sidebar: For 17 years, Youth Outreach (YO) has been an active member of the downtown Newberg community. The Drop-In Center on First Street, is a good neighbor and local partner. It's a safe place, where staff work with at-risk teens helping them develop meaningful connections with our community. Services include: emergency shelter, transitional housing, street outreach, job readiness, educational support, afterschool and evening programs, peer groups, all with an emphasis on prevention. Teens at YO engage with our community in a variety ways such as chalk art on sidewalks during summer downtown events, conducting volunteer clean-up projects throughout the downtown corridor, selling blueberries through the summer months, and maintaining a beautiful urban flower garden on the side of their building each year. in 10 years, the young people YO works with, are the people working next to us. It's imperative that we help foster their development.

YCAP's Youth Outreach Drop-In Center located in downtown Newberg



Above: Chris from Youth Outreach feeling proud about his recent diploma
Below: Youth Outreach participant shows off job postings at the Drop-In Center in Newberg



8. **Does the project, program or event build on existing assets? (If so how?)**

The LIGHT THE FIRE event builds on existing assets by leveraging funding with business partnerships through sponsorship commitments, in-kind donations, and YCAP event seed funding. We have established event goals in place which include specific monetary goals along with the idea of creating and engaging supporters in our mission. That said, we're a lot about feeding and housing those in need and providing hope and direction to those who need us most, be it a local, homeless youth or a woman appearing at our back door while writing this application who needs shelter for that rainy, cold night. Unrestricted funds provided her with a survival kit and warm coat.

9. **How does your program, program or event leverage funding?**

The LIGHT THE FIRE event leverages funding in a variety of ways. First, as the event has grown, more businesses have reached out to sponsor, last year we secured $3800 with a goal of $4500 this year. Sponsorship packets for LIGHT THE FIRE 2017 will be distributed in March. In-kind donations, as outlined in our budget, have been so crucial in executing this event with the outcome of fundraising in mind. The experience raffle packages are strategically planned to increase overnight stays in a paid accommodation in Newberg, Oregon.

10. **What is the ratio at which Transient Lodging Tax funds will be matched?**

According to the ratio outlined in the grant application, we will be matching funds with in-kind donations valued at $24,900 to help offset event expenses. In-kind donation match estimates are based off previous year documentation. We also are projecting exceeding our sponsorship commitments. The ratio at which Transient Lodging Tax funds will be matched is 3 (YCAP): 1 (City of Newberg).

11. **How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?**

The LIGHT THE FIRE event connects visitors to existing assets in a variety of ways. We will reach out to community partners, lodging destinations, and area businesses with mutually beneficial and collaborative marketing efforts. As we are showcasing several local businesses in the downtown corridor, we will leverage referral connections on our respective websites.

12. **How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?**

As mentioned on page 15 of this report, the LIGHT THE FIRE event aligns with target markets as outlined below from our promotional efforts to the planning and execution of the event:

Wine Country Adventurers-As a food forward audience, this event is a great fit as it features the culinary talent of local chefs earning national recognition. Also featured are artisan breweries such as Wolves & People and Long Brewing as well as a lively food cart scene at the Street Party. The Red Hills Market's 1940's wood fired food truck frames the street party scene and the 'Big Green' gets guests in the mood with its funky tunes. In the past, we've featured the musical sounds of Boy and Bean jazz trio, The Jackelope Saints, and Latin funk band, Sabroso. This year, we will again book a live band with regional appeal and an upbeat sound, very suitable for dancing. Our experience raffle packages will focus on fun classes and unique experiences rather than traditional silent auction items. We will partner with FEAST Portland with a raffle experience as both YCAP and FEAST are involved in ending child hunger through Partners for Hunger-Free Oregon initiatives. On our website where tickets are purchased, we will include wayfinding information, and 'make a weekend/day of it' copy to include trails/recreation/art activities. We will focus our promotional efforts on Social Media and a variety of influential print publications.

Millennial Explorers-This audience loves philanthropy and fun, and this event offers both quality local food and an authentic experience. The Ruddick Wood tavern serves as the backdrop for the street party. Millennial explorers enjoy the discovery of new events and happenings and if they are paired with a good cause, even better. We will promote heavily through social media leveraging the network of artisan businesses involved with the event and share/tag Facebook and Instagram posts. Print/online advertising will specifically target this demographic. Promotion will also include food coops (New Season has been a strong supporter of this event), area Farmer's Markets, and CSAs. We have media contacts that are actively following our participating chefs and want to support and create buzz about events/happenings in wine country. Themed, fire-related, craft cocktails featuring local spirits and the talents of mixologists at the Ruddick/ Wood tavern are a hit and also attract the Millennial Explorer.

George Fox Network- YCAP has a strong relationship with George Fox University. We've hosted numerous internships for students over the years in our Client Services department. The university being service-driven has successfully promoted this event in the past and we will work them to reach out to the alumni network and their parent communication channels to let them know about this social service oriented event that is reflective of the university's culture and values. Many of our event volunteers are students in Marketing, Photography, and Interior Design and they would be great champions with word of mouth to parents. There is a home football game the weekend of LIGHT THE FIRE so we will also tap into that complementary activity.

Luxury Wine Travelers- Our multi-course dinner with curated wine pairings by the Valley Wine Merchant in the ambient Ruddick /Wood restaurant is appealing to this target audience. In past years, guests fitting this demographic are in awe of the collaborative chef component where they are able to see chefs from Ruddick Wood, The Painted Lady, and Red Hills Market all working collaboratively in the kitchen. Also, noteworthy is the partnerships with local farmers and producers. With the freshest of ingredients, chefs prepare flavorful, ingredient-driven offerings. How about these mouth-watering courses from previous events:

***Grilled Cauliflower, crispy shallot brown butter with parsley, Paul Losch-RuddickAA/ood*

***Lamb Crepinette Fire roasted fall bounty salad, Jody Kropf, Red Hills Market*

***Pork Two Ways. Tenderloin and braised cheeks. Squash Puree, Vegetable Ash, Sage Gel and Mustard Greens, Allen Routt, The Painted Lady*

***Fall Gateaux, sunflower seed cake, cream cheese mousse, apple cremeux, oat crumble , balsamic plumped raising, apple caramel, Chef Bethany Hiltebeitel, The Painted Lady*

Chefs preparing food during LIGHT THE FIRE, 2016

Again, this audience is very tech savvy so a lot of promotion will be done on social media. Wineries are strong partners of YCAP, supporting the Willamette Cares Food Share during the holidays so we reach out to them to call out the LIGHT THE FIRE event in their Wine Club communications. This event is food-forward and chef driven, it is also very focused on the Experiential Arts as this audience seeks creative experiences outside of their home town. The Chehalem Cultural Center and The Allison have supported LIGHT THE FIRE in the past and we will continue to leverage those relationships. Raffle experience packages will highlight custom winery experiences such as blending, private tours, and the art of food and wine pairings.

13. Can your project, program, event be completed in 6 – 12 months?
Yes, both our LIGHT THE FIRE event and the subsequent 'CHOPPED'-style culinary tournament (name to be determined) will be completed by October 31, 2017.

14. What is the lasting impact and utility of your proposed project, program or event?
The LIGHT THE FIRE event will attract 1st time and repeat visitors to Newberg because of its artistic and culinary uniqueness situated in this gateway to wine country community. Surrounding destination attractions will also be mentioned in our event messaging, encouraging tourists to make it a long weekend getaway. We also believe that 'word of mouth' buzz is powerful, as our event has grown into its 3rd year. We believe that because of their unique tourism experience, they will be compelled to visit again and build long term relationships and become allies of our community. Many tourists attend special fundraising events in wine country which they put on their calendars for the following year because they are event driven and want to support a good cause at the same time. Think Feast Portland, Bounty for the County, etc. LIGHT THE FIRE is attracting this same type of loyalty.

We would like to highlight that this event is in its 3rd year and we have seen the lasting impact and utility of LIGHT THE FIRE in a variety of ways. For example, some of our past attendees have become part of our event team. One of our event volunteers is now leading a nutrition program for at-risk youth at Youth Outreach. Andrew Turner, owner of the Valley Wine Merchants, will have a larger role this year offering the idea of a progressive experience for dinner guests by hosting a sparkling reception in his lovely shop in the downtown corridor. We then plan to have the nationally acclaimed UNIPIPER and his fire-breathing bagpipes lead a processional down Main Street to the Ruddick/Wood restaurant.

At LIGHT THE FIRE, we plan on promoting other unique events coming up in Newberg during the holiday season such as boutique shopping during First Friday, the Holiday Homes Tour, the Wine Country Shop Hop, Thanksgiving weekend events in wine country, and others highlighted in the Chamber event calendar.

This is a fundraiser that enables us to continue improving the lives of at risk youth through our Newberg based drop-in center and helping to feed the hungry throughout Yamhill County. The lasting impact for the city of Newberg is continued promotion of the bounty of the area through photos on social media and discussion of the success of the event after it is complete.

15. What is the estimated room nights that would occur from this project, program or event?

We are estimating that the number of room nights that would occur from the LIGHT THE FIRE event would be a minimum of 30 guests based on the following projections. We would generate and/or encourage overnight stays in Newberg by offering lodging recommendations on our website where we are selling tickets and in our promotional newsletter. By offering an extremely creative art and culinary experience, this will entice tourists to make it a long weekend, staying overnight Saturday or Sunday evening during shoulder season. We are planning for 200+ attendees. Out of this target number, we believe that our advertising efforts will attract a minimum of 75 tourists who will come from the following origins of marketable trips: Portland/Vancouver, Seattle/Tacoma, Medford/Klamath Falls, Eugene, and the Coast. We also are planning on using our network connections with other statewide food banks and Community Action agencies who enjoy supporting other agency's special events.

Of this 38% of attendees (75/200), we anticipate 40% will stay overnight, equating to a minimum of 30 tourists. The best way we can track this is to ask ticket buyers if they will be in need of lodging recommendations. Also, we can offer a discounted ticket price to tourists requiring overnight accommodations.

Signature and Certification Letter:

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

"*This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg.*"

A agree to carry out this project/program/event as outlined within the application. Further, 1 understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

2.23.17

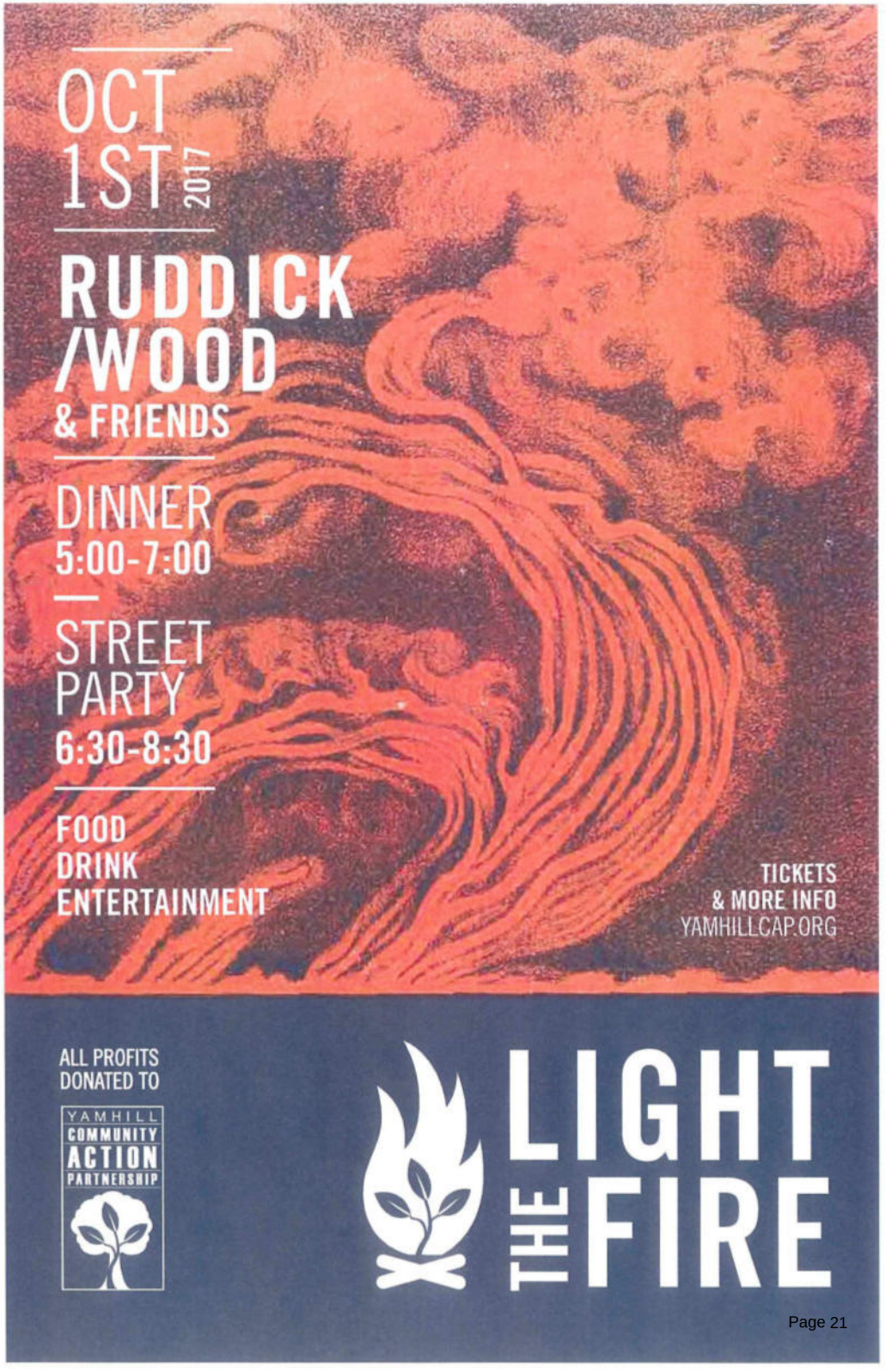
Sipjvdture of Authorizing Official — Date

Print Name of Authorizing Official

City of Newberg

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Reports

To be completed and returned: Progress Report by _____.


OCT
1ST 2017
RUDDICK
/WOOD
& FRIENDS
DINNER
5:00-7:00
STREET
PARTY
6:30-8:30
FOOD
DRINK
ENTERTAINMENT
TICKETS
& MORE INFO
YAMHILLCAP.ORG
ALL PROFITS
DONATED TO
YAMHILL
COMMUNITY
ACTION
PARTNERSHIP
LIGHT
THE FIRE

YAMHILL COMMUNITY ACTION PARTNERSHIP

Budget
From 7/1/2016 - 06/30/2017

Department 07 - Fundraising

		FY 17 PROPOSED BUDGET	FY 16 BUDGET	FY 16 PROJECTIONS	Notes
Revenue and Other Support					
Donations	3200	147,556	123,140	227,639	
In-Kind Revenue	3990	-		1,996	
Fund Raising Revenue	3250	60,000	16,000	38,887	McMinnville and Light the Fire Events
Interest Earned	3400	-	14		
Total Revenue and Other Support		207,556	139,154	268,521	
Expenses					
Personnel					
Sal & Wages -OT	5009	-		11	
Salaries & Wages	5010	44,911	47,011	62,176	
Payroll Taxes - WBF	5011	37		49	
Insurance Benefits	5012	1,745		7,294	
Retirement Benefits	5013	955		1,547	
Workers' Comp	5014	118		180	
Accrued leave	5015	-		3,515	Included in Sal & Wages in Budget
Unemployment Self-Insurance	5016	663		1,375	
FICA-Social Sec & Medicare	5017	3,435		5,078	
Total Personnel		51,864	47,011	81,224	
Contracted services					
Consultants/Contractual	5110	50,750	6,962	3,444	Grant writing, contract MD campaign, mini campaign, planned giving campaign
Legal Fees	5120	-	6,105		
Total Contracted services		50,750	13,067	3,444	
In-kind client assistance					
Donated Misc-Business	8997	-	-	1,996	
Total In-kind client assistance		-	-	1,996	
Travel costs					
Local Travel	5150	-	397	490	
Travel Expenses	6610	-	34		
Total Travel costs		-	431	490	
Space and interest					
Indirect Int & Finance Fees	8920	-	423	811	
Total Space and interest		-	423	811	
Telephone					
Telephone/Voice Mail	5470	-	256	564	
Total Telephone		-	256	564	
Supplies and publications					
Consumable Supplies	5310	480	284	800	
Total Supplies and publications		480	284	800	
Equipment repairs and rent					
Minor Equipment Purchase	5345	3,000	201	-	Workstation and Laptop
Total Equipment repairs and rent		3,000	201	-	
Printing and photocopying					
Printing	5450	-	174	-	
Total Printing and photocopying		-	174	-	
Training and recruitment					
Health Screening	5190	-	86	52	
Recruitment	5340	-	99		
Training Expenses	6600	-	230	104	
Program Delivery Training	5021	-			
Dues, Memberships & Fees	7010	-	1,867		
Total Training and recruitment		-	2,282	156	
Miscellaneous					
Postage Expense	5460	-	53	77	
Bad Debt Expense	8935	-	12,222		
Total Miscellaneous		-	12,275	77	
Fundraising					
Fundraising Expenses	8900	57,700	17,199	51,167	Video Production, 237 Marketing
Total Fundraising		57,700	17,199	51,167	
Total Expenses		163,794	93,603	140,729	
Depreciation					
Grant funded					
Depreciation - Agency Funded	5176	-	1,497	1,498	Will get moved from 99 before imported
Total Depreciation		-	1,497	1,498	
General and administrative expense					
Meeting Expenses	5330	500	500	-	
Hospitality/Community Relation	5331	-	108	1,291	
Board Expenses	5335	-			
Indirect Admin	9000	21,345	8,440	10,351	
Space Transfers	9002	1,100	1,160	1,085	
Program Copies TFRS	9012	200			
Total General and administrative expense		23,145	10,208	12,727	
Total Expenses		186,939	105,308	154,954	
Net Revenue (Loss)		20,617	33,846	113,568	

YAMHILL COMMUNITY ACTION PARTNERSHIP

Proposed Budget Summary

7/1/2016 through 6/30/2017

Account Decription	FY 17 PROPOSED BUDGET	FY 16 BUDGET	FY 16 PROJECTIONS	Variance	%
Revenue and Other Support					
Grants Received	3,304,192	2,336,223	2,782,897	521,295	
Donations	434,443	425,703	415,000	19,443	
Program Generated Revenue	295,424	58,174	271,204	24,220	
Prgm Revenue Food Purchase	87,827	91,092	65,524	22,303	
In-Kind Revenue	2,087,556	1,617,322	1,822,922	264,634	
In-kind - capital assets	-	-	2,591	(2,591)	
Fund Raising Revenue	60,000	16,050	40,000	20,000	
Interest Earned	24	14	24	-	
Other Revenue	67,187	63,443	82,194	(15,007)	
Total Revenue and Other Support	**6,336,653**	**4,608,022**	**5,482,355**	**854,298**	16%
Expenses					
Personnel	1,659,287	1,267,010	1,502,183	157,104	10%
Contracted services	189,557	114,707	186,783	2,774	
Weatherization installation	509,889	215,449	166,281	343,608	207%
Client assistance	1,067,484	895,410	1,116,140	(48,656)	
In-kind client assistance	2,087,556	1,590,540	1,804,830	282,726	
In-kind food inventory adjustment	(20,000)	(56,597)	(19,778)	(222)	
Vehicle costs	46,469	30,441	32,685	13,784	42%
Travel costs	21,984	26,291	19,934	2,050	
Space and interest	174,127	107,482	172,097	2,030	
Telephone	34,695	30,483	35,925	(1,230)	
Supplies and publications	224,488	148,188	159,371	65,117	41%
Equipment repairs and rent	34,421	27,519	33,622	799	
Printing and photocopying	14,801	10,459	15,763	(962)	
Insurance	21,841	20,109	21,723	118	
Training and recruitment	49,946	36,104	55,620	(5,674)	
Miscellaneous	7,496	18,673	6,910	586	
Fundraising	57,700	17,472	54,900	2,800	
Total Expenses	6,181,741	4,499,739	5,364,990	816,752	15%
Total Depreciation	144,485	102,585	153,391	(8,906)	
Total General and administrative expense	10,427	5,698	1,475	8,952	607%
Total Expenses	**6,336,653**	**4,608,022**	**5,519,856**	**816,797**	15%
Net Revenue (Loss)	(0)	(0)	**(37,501)**	**37,501**	

YAMHILL COMMUNITY ACTION PARTNERSHIP

FINANCIAL STATEMENTS

WITH INDEPENDENT AUDITORS' REPORT
AND
FEDERAL PROGRAM REPORTS

YEAR ENDED JUNE 30, 2016
With Comparative Totals for 2015

YAMHILL COMMUNITY ACTION PARTNERSHIP

FINANCIAL STATEMENTS

WITH INDEPENDENT AUDITORS' REPORT
AND
FEDERAL PROGRAM REPORTS

YEAR ENDED JUNE 30, 2016
With Comparative Totals for 2015

YAMHILL COMMUNITY ACTION PARTNERSHIP

TABLE OF CONTENTS

INDEPENDENT AUDITORS' REPORT	1-3
FINANCIAL STATEMENTS:	
Statement of Financial Position	4
Statement of Activities and Changes in Net Assets	5
Statement of Functional Revenues and Expenses	6
Statement of Cash Flows	7
Notes to Financial Statements	9-20
FEDERAL PROGRAM REPORTS:	
Schedule of Expenditures of Federal Awards	22-23
Notes to Schedule of Expenditures of Federal Awards	24
Schedule of Findings and Questioned Costs	25
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*	26-27
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance	28-30

ffMarkusen OcSchwinoM CPAs
9725 SW Beaverton-Hillsdale Hwy., Suite 350, Beaverton, Oregon 97005 phone (503)574-4511 fax (503)469-0447

INDEPENDENT AUDITORS' REPORT

October 18, 2016

Board of Directors
Yamhill Community Action Partnership
McMinnville, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of Yamhill Community Action Partnership, which comprise the statements of financial position as of June 30, 2016 and the related statements of activities and changes in net assets, functional revenues and expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Yamhill Community Action Partnership as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Yamhill Community Action Partnership's 2015 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 17, 2015. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2015 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

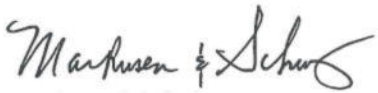
Report on Schedule of Expenditures of Federal Awards

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

October 18, 2016
Yamhill Community Action Partnership
Board of Directors

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 18, 2016 on our consideration of Yamhill Community Action Partnership's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Yamhill Community Action Partnership's internal control over financial reporting and compliance.



Markusen & Schwing

YAMHILL COMMUNITY ACTION PARTNERSHIP
STATEMENT OF FINANCIAL POSITION
June 30, 2016 with Comparative Totals as of June 30, 2015

ASSETS

	2016	2015
Current Assets:		
Cash	$ 452,102	$ 444,761
Cash - restricted for unemployment coverage	37,734	24,040
Grants and contracts receivable	236,391	220,279
Accounts receivable	28,042	35,629
Pledges receivable - capital campaign	940	5,640
Prepaid expenses	19,165	18,449
Inventory - Food	195,332	186,614
Total current assets	969,706	935,412
Property, Facilities and Equipment, net of accumulated depreciation	3,499,434	3,585,432
Restricted Deposits and Funded Reserves	95,269	92,109
Other Assets:		
Pledges receivable - capital campaign	-	13,200
Financing costs, net of accumulated amortization	5,007	5,504
Total other assets	5,007	18,704
Total Assets	$ 4,569,416	$ 4,631,657

LIABILITIES AND NET ASSETS

Current Liabilities:		
Current portion of long-term debt	$ 29,669	$ 156,836
Accounts payable	86,835	85,767
Payroll and payroll taxes payable	77,925	44,004
Accrued vacation pay	47,075	31,120
Accrued interest payable	1,679	1,801
Other current liabilities	1,077	-
Deferred revenue	42,109	11,915
Total current liabilities	286,369	331,443
Deposit Liabilities - Tenant security deposits	12,970	13,850
Long-Term Debt, less current portion	357,457	387,126
Total Liabilities	656,796	732,419
Commitments and Contingencies	-	-
Net Assets		
Unrestricted	3,698,963	3,741,049
Temporarily restricted	213,657	158,189
Total net assets	3,912,620	3,899,238
Total Liabilities and Net Assets	$ 4,569,416	$ 4,631,657

The accompanying notes are an integral part of the financial statements.

YAMHILL COMMUNITY ACTION PARTNERSHIP
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
Year ended June 30, 2016 with Comparative Totals for the year ended June 30, 2015

	2016			
	Unrestricted	Temporarily Restricted	Totals	2015 Totals
Revenues and Other Support				
Grants and contracts	$ 2,771,807	$ 33,311	$ 2,805,118	$ 2,341,990
Contributions	302,327	114,160	416,487	597,778
Program revenue	331,782	2,254	334,036	345,145
In-kind donations	1,875,533	-	1,875,533	1,577,830
Fundraising revenue	35,478	1,100	36,578	16,050
Other revenue	98,568	6,683	105,251	85,178
Total Revenues and Other Support	5,415,495	157,508	5,573,003	4,963,971
Net Assets Release from Restriction	102,040	(102,040)	-	-
Total Revenues and Other Support	5,517,535	55,468	5,573,003	4,963,971
Expenses				
Program Services				
Community development	14,441	-	14,441	41,743
Energy assistance and weatherization	1,425,106	-	1,425,106	1,337,459
Food	2,117,850	-	2,117,850	1,778,379
Client services and shelters	670,380	-	670,380	556,877
Camellia Court housing project	220,131	-	220,131	207,048
Youth	475,088	-	475,088	458,773
Total Program Services	4,922,996	-	4,922,996	4,380,279
Supporting Services				
Fund development and fundraising	149,797	-	149,797	130,254
General and administrative	486,828	-	486,828	439,113
Total Supporting Services	636,625	-	636,625	569,367
Total Expenses	5,559,621	-	5,559,621	4,949,646
Change in Net Assets	(42,086)	55,468	13,382	14,325
Net Assets, Beginning of Year	3,741,049	158,189	3,899,238	3,884,913
Net Assets, End of Year	$ 3,698,963	$ 213,657	$ 3,912,620	$ 3,899,238

The accompanying notes are an integral part of the financial statements.

YAMHILL COMMUNITY ACTION PARTNERSHIP
STATEMENT OF FUNCTIONAL REVENUES AND EXPENSES
Year Ended June 30, 2016 with Comparative Totals for the year ended June 30, 2015

	Community Development	Energy and Weatherization	Food	Client Services and Shelters
Revenue and Other Support				
Grants and contracts	$ 14,910	$ 1,403,741	$ 144,093	S 711,320
Contributions	-	2,700	179,406	27,348
Program revenue	-	-	124,004	5,795
In-kind donations	-	85,575	1,711,206	47,726
Fundraising revenue	-	-	-	800
Other revenue	-	82,884	9,538	1,149
Total Revenue and Other Support	14,910	1,574,900	2,168,247	794,138
Expenses				
Personnel	13,824	365,717	208,988	270,520
Contracted services	-	1,918	2,873	10,858
Weatherization installation	-	180,769	-	-
Client assistance	-	723,301	14,079	272,871
In-kind	-	85,575	1,710,563	30,701
In-kind food inventory adjustment	-	-	(8,162)	-
Vehicle costs	-	3,408	23,079	3,109
Travel costs	63	5,413	3,200	843
Space and interest	200	180	810	18,627
Telephone	-	1,705	2,274	4,318
Supplies and publications	-	7,353	111,033	9,637
Equipment repairs and rent	-	2,680	7,266	12,782
Printing and photocopying	-	3,974	788	1,729
Insurance	-	2,556	-	2,873
Training and recruitment	295	17,448	2,968	5,177
Miscellaneous	59	4,292	2,300	646
Fundraising	-	-	-	-
Sub-total expenses	14,441	1,406,289	2,082,059	644,691
Depreciation				
Grant-funded	-	-	2,807	-
Agency-funded	-	18,817	32,984	25,689
Total Depreciation	-	18,817	35,791	25,689
Total Functional Expenses	14,441	1,425,106	2,117,850	670,380
General and administrative expense	1,704	178,454	73,077	88,810
Total Expenses	16,145	1,603,560	2,190,927	759,190
Change in Net Assets by Function	$ (1,235)	$ (28,660)	S (22,680)	$ 34,948

The accompanying notes are an integral part of the financial statements.

Camellia Court Housing Project	Youth	Fund Development and Fundraising	General and Administrative	Totals **2016**	Totals **2015**
$ -	$ 530,930	$ -	$ 124	$ 2,805,118	$ 2,341,990
-	2,569	204,464	-	416,487	597,778
203,487	750	-	-	334,036	345,145
-	13,500	16,941	585	1,875,533	1,577,830
-	300	35,478	-	36,578	16,050
6,324	1,200	2,994	1,162	105,251	85,178
209,811	549,249	259,877	1,871	5,573,003	4,963,971
-	301,305	74,513	263,830	1,498,697	1,291,789
81,064	17,530	4,540	74,307	193,090	147,868
-	-	-	-	180,769	205,133
-	27,354	-	-	1,037,605	932,022
-	13,500	16,941	585	1,857,865	1,571,216
-	-	-	-	(8,162)	33,260
-	11,930	-	2,041	43,567	32,847
-	9,527	408	2,096	21,550	17,829
66,053	52,738	717	30,029	169,354	175,810
3,057	14,223	568	11,119	37,264	31,874
4,227	7,629	2,194	16,650	158,723	153,493
-	8,722	-	6,178	37,628	35,521
-	727	-	7,667	14,885	13,901
4,714	1,668	-	12,530	24,341	24,931
-	5,467	1,916	18,306	51,577	40,933
5,516	-	219	25,145	38,177	60,768
-	-	46,284	1	46,285	26,898
164,631	472,320	148,300	470,484	5,403,215	4,796,093
-	68	-	-	2,875	3,696
55,500	2,700	1,497	16,344	153,531	149,857
55,500	2,768	1,497	16,344	156,406	153,553
220,131	475,088	149,797	486,828	5,559,621	4,949,646
-	60,082	17,317	(419,444)	-	-
220,131	535,170	167,114	67,384	5,559,621	4,949,646
S (10,320)	$ 14,079	$ 92,763	$ (65,513)	$ 13,382	$ 14,325

YAMHILL COMMUNITY ACTION PARTNERSHIP
STATEMENT OF CASH FLOWS
Year Ended June 30, 2016 with Comparative Totals for the year ended June 30, 2015

	2016	2015
Cash flows from operating activities:		
Change in net assets	$ 13,382	$ 14,325
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation and amortization	156,406	153,553
In-kind donations capitalized	(14,434)	(6,614)
Net change in operating assets and liabilities:		
Grants and contracts receivable	(16,112)	62,634
Accounts receivable	7,587	(22,288)
Pledges receivable	17,900	7,275
Prepaid expenses	(716)	(6,429)
Inventory	(8,718)	33,261
Accounts payable	1,068	29,667
Payroll and payroll taxes payable	33,921	(6,533)
Accrued vacation pay	15,955	(3,036)
Accrued interest payable	(122)	(7,589)
Other current liabilities	1,077	-
Deferred revenue	30,194	1,188
Net cash provided (used) by operating activities	237,388	249,414
Cash flows from investing activities:		
(Increase) in cash - restricted	(13,694)	(1,335)
(Increase) in restricted deposits	(4,040)	(4,038)
Purchases of propery, plant and equipment	(55,477)	(31,055)
Decrease in cash restricted by donors	-	51,633
Net cash provided (used) by investing activities	(73,211)	15,205
Cash flows from financing activities:		
Principal payments on long-term debt	(156,836)	(162,074)
Net cash provided (used) by financing activities	(156,836)	(162,074)
Net increase in cash	7,341	102,545
Cash, beginning of year	444,761	342,216
Cash, end of year	$ 452,102	$ 444,761
Supplemental disclosure of cash flows information:		
Cash paid during year for income taxes	$ -	$ -
Cash paid during year for interest charged to expense	$ 25,007	$ 37,803

The accompanying notes are an integral part of the financial statements.

NOTES TO

FINANCIAL STATEMENTS

1. The Organization

The Yamhill Community Action Partnership (YCAP) was founded in 1980 as part of a nationwide network of social service agencies designed to help improve the lives of low-income people and strengthen communities. YCAP assists the residents of Yamhill County, diligently focusing on four primary service categories: Client Services and Housing, Energy Services, the regional Food Bank, and Youth Services.

Client Services and Housing assists hundreds of individuals and families annually with transitional shelter, stable housing search, rental assistance, emergency Financial support, case management and resource referral, among other services. This includes a specialized homeless veterans program. Last year YCAP's Energy Services provided approximately 1,500 clients with emergency utility bill support, and weatherized over 30 homes to help improve efficiency and lower energy costs. YCAP's Food Bank collected and distributed approximately 1.4 million pounds of food to over 35 partner pantries, community meal sites, public housing complexes, a senior center and four elementary schools throughout the county. Youth Services programs support young people ages 11-21 with a safe place to hang out or stay overnight, longer term housing, youth leadership and life skills training, job placement, and more.

YCAP's primary sources of revenue include federal and state grants, contracts with local, state and federal governments, fees for service, and donations from foundations, corporations, and generous individuals. A volunteer Board of Directors oversees YCAP through professional management.

YCAP's mission is to advocate for and assist persons toward self-sufficiency. YCAP's dedicated and caring staff is inspired every day by the stories of those who want a better life for themselves and their families, and we are honored to support our neighbors in need.

2. Summary of Significant Accounting Policies

Basis of Presentation

The financial statements are presented in accordance with Statement of Financial Accounting Standards Board in its Statement of Financial Accounting Standards Codification (FASB ASC). Under FASB ASC, financial statements are presented on the basis of unrestricted, temporarily restricted and permanently restricted net assets predicated on the existence of donor-imposed restrictions.

2. Summary of Significant Accounting Policies – Continued

Basis of Presentation – Continued

Unrestricted net assets consist of all resources of YCAP which have not been specifically restricted by a donor. Temporarily restricted net assets consist of cash and other assets received with donor stipulations that limit their use. Donor restrictions are stipulated by either a time restriction or a purpose restriction. Upon expiration of a time restriction or completion of a purpose restriction, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Permanently restricted net assets consist of assets whose use has been restricted for investment in perpetuity. YCAP has no permanently restricted net assets.

Revenue Recognition

Rental income, principally short-term leases on apartment units and commercial space, is recognized as the rentals become due.

Grant, Contracts and Contributions: YCAP receives grants from government sources and private foundations. Government grants, which generally reflect cost reimbursement agreements, are recognized when earned. Unconditional promises to give are recorded as revenue at estimated net realizable value. Conditional promises to give are not included as revenue until the conditions are substantially met. Grants and contributions whose restrictions, if any, are met in the same reporting period are reported as unrestricted revenue in the period of receipt. Grants and contract monies received in advance are recorded as deferred revenue, and are recognized as revenue as earned.

Donated goods and services are provided in a number of ways by volunteers and other friends of the Organization. Valuation of donated goods is based on an estimate of fair value of the goods. No amounts have been reflected in the financial statements for donated services by the Board members involved in Board activities or from unpaid volunteers because the criteria for recognition has not been met.

Cash

Cash and cash equivalents include all cash accounts, which are not subject to withdrawal restriction or penalties, and all highly liquid debt instruments purchased with a maturity of three months or less.

Receivables

Past due receivables are charged directly to expense when the amount is determined to be uncollectible. This method is not significantly different from the allowance method required by generally accepted accounting principles. In the opinion of management, receivables at June 30, 2016 and 2015 are fully collectible.

2. Summary of Significant Accounting Policies – Continued

Inventory

Inventory consists of donated and purchased food. A substantial portion of the donated food inventory is stated generally at $1.25 per pound as of June 30, 2016 and 2015, as calculated by Feeding America and The Oregon Food Bank as a fixed price per pound rate. In addition, certain food commodity inventory is stated at a value assigned by the U.S. Department of Agriculture. Purchased food inventory is stated at cost. Inventory also consists of weatherization supplies, including utility heaters, smoke detectors, and CO monitors.

Facilities, Equipment and Depreciation

Facilities and equipment utilized by YCAP are stated at cost. Donated assets are recorded at their estimated fair value. The cost of significant betterments are capitalized and depreciated over the useful life of the asset. YCAP generally capitalizes expenditures in excess of $5,000. Depreciation is provided on the straight-line method over estimated useful lives of thirty to forty years for buildings and five to ten years for furniture, equipment and vehicles. Normal repairs and maintenance are charged to expense when incurred.

Buildings and capital expenditures related to the Camellia Court Project are depreciated over their estimated useful lives of twenty-seven years under the straight-line method. Land improvements are depreciated over useful lives of fifteen years under the 150% double declining balance method. Furniture and equipment including software is depreciated over five to seven years under the 200% declining balance method. Declining balance methods are appropriate for the type of property being depreciated.

When facilities and equipment are retired or sold, cost and the related accumulated depreciation or amortization is removed from YCAP's accounts and the resulting gain or loss is recognized.

Impairment

Management reviews its investment in real estate for possible impairment whenever events or circumstances indicate the carrying amount of an asset may not be recoverable. If there is an indication of impairment, management prepares an estimate of future cash flows (undiscounted and without interest charges) expected to result from the use of the asset and its eventual disposition. If these cash flows are less than the carrying amount of the asset, an impairment loss is recognized to write down the asset to its estimated fair value. Preparation of estimated expected future cash flows is inherently subjective and is based on management's best estimate of assumptions concerning expected future conditions. Management believes there were no impairments of assets at June 30, 2016 and 2015.

Amortization

Loan fees are amortized on a straight-line basis over the life of the loans.

2. Summary of Significant Accounting Policies – Continued

Fair Value of Financial Instruments

Generally accepted accounting principles require disclosure of fair value information about financial instruments when it is practicable to estimate that value. The operations generated by the investment in real estate are subject to various government rules, regulations, and restrictions which make it impracticable to estimate the fair value of the notes payable, and related accrued interest. The carrying amount of other assets and liabilities reported on the statement of financial position that requires such disclosure approximates fair value.

FASB ASC establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy under are described below:

Level 1 – Valuation is based upon quoted prices (unadjusted) for identical assets or liabilities in active markets.

Level 2 – Valuation is based upon quoted prices for similar assets and liabilities in active markets, or other inputs that are observable for the asset or liability, either directly or indirectly, for substantially the lull term of the financial instrument.

Level 3 – Valuation is based upon other unobservable inputs that are significant to the fair value measurement.

The carrying amounts for cash, receivables, prepaid expenses, restricted cash, accounts payable and other accrued liabilities approximate their fair value due to their short maturities. It is impractical to estimate the fair value of financing fees, tax credit fees, and mortgages and notes payable because there are no quoted market prices for transactions that are similar in nature.

Except for donated food disclosed above, all of YCAP's assets are Level 1. There were no Level 2 or Level 3 assets during the years ended June 30, 2016 and 2015.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

2. Summary of Significant Accounting Policies – Continued

Federal and State Taxes

YCAP is a tax-exempt corporation within the provisions of Internal Revenue Code Section 501(c)(3) and is not classified as a private foundation. It is management's opinion that none of YCAP's present activities are subject to unrelated business income taxes; therefore, no provisions for income taxes have been made in the accompanying financial statements.

YCAP files returns in the U.S. federal jurisdiction as well as the state of Oregon jurisdiction. Generally, tax filings are subject to federal and state examination for three years after they are filed. The returns filed for periods prior to June 30, 2013 are considered closed and management believes those returns are no longer subject to income tax examination. In the event penalties and interest are assessed by income taxing authorities, it is the YCAP's policy to include these in operating expenses. No penalties and interest were assessed for the years ended June 30, 2016 and 2015.

Accounting principles generally accepted in the United States of America require organization's management to evaluate tax positions taken by the organization and recognize a tax liability (or asset) if the plan has taken an uncertain position that, more likely than not, would not be sustained upon examination by the Internal Revenue Service. YCAP has analyzed the tax positions taken and has concluded that as of June 30, 2016 and June 30, 2015, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements.

Concentration of Credit Risk

YCAP maintains cash balances with banks and other financial institutions, which may exceed depository insurance limits. YCAP has not experienced any losses from these accounts and does not believe that they are exposed to significant credit risk. At June 30, 2016 and 2015, cash exceeded federally insured limits by $181,103 and $147,427, respectively.

Compensated Absences

Sick pay is earned at a rate of .0463 hours for every hour paid for all employees, but because it is not payable at termination, it is not accrued. Vacation pay is recorded as an expense when earned by the employee.

2. Summary of Significant Accounting Policies – Continued

Concentration of Economic Risk

YCAP receives a substantial portion of its support from governmental agencies. If these funds were not available, YCAP may not be able to continue operations. In the opinion of management, YCAP will continue to receive sufficient funding to assure its existence.

Donated Goods

Individuals and organizations, from time to time, donate goods to YCAP to benefit clients. YCAP values these based on management's judgment, at fair value at the date of donation, and records the receipt and subsequent disbursement of these goods as in-kind revenues and expenses, respectively.

Donated Services

Certain individuals, including Board of Directors members, donate substantial time to the operations of YCAP. Financial Accounting Standards significantly limit the amount of donated services that may be recorded in the financial statements. Generally accepted accounting principles require that only donated services that create non-fmancial assets and which would need to have been purchased if not donated are reflected in the financial statements. When such amounts are recorded, they are valued at the equivalent market rate at which the service could have been purchased.

Functional Allocation of Expenses

The costs of providing YCAP's various programs are summarized in the Statement of Functional Revenues and Expenses. Accordingly, certain costs, including indirect and administrative costs, have been allocated among the programs benefited based primarily on a cost allocation plan designed by management. In addition, YCAP has entered into an indirect cost agreement with the U.S. Department of Health and Human Services that limits the percentage of indirect cost to program costs that can be allocated to its programs. The rate was 11.0% for the year ended June 30, 2015. During the year ended June, 30, 2016, the rate was 11.0% from July 1, 2015 until January 31, 2016 and was 13.4% from February 1, 2016 to June 30, 2016.

Summary of Financial Information for 2015

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended June 30, 2015, from which the summarized information was derived.

3. Grants and Contracts Receivable

Grants and contracts receivable consist of the following:

	2016	2015
Oregon Department of Housing and Community Services		
LIHEAP Energy Programs	$ 17,156	$ 23,187
LIHEAP Weatherization and Education Programs	4,446	23,621
DOE Weatherization and Education Programs	2,064	1,776
ECHO Weatherization and Education Programs	43,645	15,396
BPA Weatherization Programs	5,613	2,526
OEA Weatherization Programs	12,595	20,373
Home TBA	12,093	9,469
EHA	7,247	-
HSP	1,971	2,784
SHAP	1,539	5,922
ESGP	4,250	11,221
LIRHF	3,193	3,592
OLGA	358	904
Community Services Block Grant	11,553	20,531
U.S. Department of Health and Human Services		
RHY – SOP Youth	9,385	7,877
Basic Center Grants – Youth	9,962	11,319
Transitional Living Program – Youth	15,978	19,176
U.S. Department of Housing and Urban Development		
Continuum of Care	8,091	-
United Community Action Network		
Continuum of Care	18,356	4,377
Oregon Department of Human Services		
Supplemental Nutrition Assistance Program	3,238	4,198
Youth Job Development	-	12,500
Oregon Food Bank		
TEFAP	2,343	7,920
OHRF	2,930	-
United Way	-	1,843
Community Action Partnership of Oregon		
VA Supportive Services for Veteran Families Program	34,921	8,163
Others	3,464	1,604
	$ 236,391	$ 220,279

4. Pledges Receivable – Capital Campaign

YCAP has waged a capital campaign to obtain funds for construction of a facility to house its Food Bank and administrative offices. Capital Campaign pledges receivable at June 30, 2016 and 2015 represent unconditional promises to give as follows:

	2016	2015
Unconditional promises to give	$ 1,000	$ 26,700
Less allowance for doubtful accounts	-	(5,700)
Less unamortized discount	(601	(2.1601
Net capital campaign pledges receivable	1 940	$ 18.840
The pledges receivable are due as follows:		
Less than one year	$ 940	$ 5,640
One to five years	-	13,200
More than five years	-	-
	$ 940	$ 18.840

Pledges receivable with due dates extending beyond one year are discounted at 3%.

5. Property, Facilities and Equipment

Property, facilities and equipment as of June 2016 and 2015 consist of the following:

	2016	2015
Land	$ 465,902	$ 465,902
Buildings and improvements	4,271,726	4,170,760
Site improvements	433,281	433,281
Vehicles	178,875	178,875
Furniture and equipment	177,675	177,675
Construction – in-progress	-	31.055
	5,527,459	5,457,548
Less accumulated depreciation	2.028.025	1.872.116
	S3.499.434	S3.585.432

6. Restricted Deposits and Funded Reserves

Restricted cash balances related to the Camellia Court Project as of June 2016 and 2015 are comprised of the following:

	2016	2015
Tenant security deposits	$ 12,970	$ 13,850
Operating reserve	45,322	45,299
Replacement reserve	36,977	32,960
	$ 95,269	$ 92,109

Tenant security deposits are held in a separate bank account for refundable tenant security deposits. As of June 30, 2016 and 2015, the tenant security deposit account was funded as required.

The operating reserve fund shall be used to pay the operating costs and expenses to the extent collected gross receipts are insufficient for such purposes. As of June 30, 2016 and 2015, the reserve was funded as required.

The replacement reserve account shall be funded from the greater of $3,946 or three percent of the annual gross income from the Project on or before December 31, 1996. For each year after 1996, the Project shall deposit the greater of the amount contributed to such reserve in the previous year increased by four percent, or three percent of the annual gross income from the Project. The funds in the replacement reserve account shall be used solely for substantial repairs and/or replacement of the capital assets of the Project. As of June 30, 2016 and 2015, the reserve was funded as required.

7. Deferred Revenue

Deferred revenue at June 30, 2016 and 2015 consists of funds received in advance for the following programs and grants:

	2016	2015
Oregon Department of Housing and Community Services		
ECHO	$ -	$ 229
U.S. Department of Health and Human Services		
RHY – SOP Youth	2,905	2,875
New Basic Center Grant	4,821	2,875
Transitional Living Program	3,862	2,874
NW Natural Gas – Utility Client Assistance	13,245	-
Yamhill Community Care Organization – Mobile Food Pantries	9,574	-
Others	7,702	3,062
	$ 42,109	$ 11,915

8. Employee Benefit Plan

YCAP has a tax-deferred defined contribution retirement plan under Internal Revenue Code Section 401(k) for the years ended June 30, 2016 and June 30, 2015 for its employees. Regular, full- and part-time employees are eligible to receive employer contributions on the first of the month following 60 days of employment. Employees may make voluntary contributions. YCAP is required to match employees' contributions up to 3% of compensation. Employer contributions are 100% vested after four years of employment. Plan assets are not assets of YCAP, and, accordingly, are not recorded in the financial statements of YCAP. Contributions are invested in any of several investment vehicles as directed by participating employees. Employer contributions to the plan for the years ended June 30, 2016 and 2015 were $14,716 and $16,649, respectively.

9. Long-Term Debt

Long-term debt at June 30, 2016 and 2015 consists of the following:

	2016	2015
5.205% mortgage payable to Bank of America, due in monthly installments of $4,093, including interest, matures August 1, 2026. The loan is secured by a first trust deed on the Camellia Court Project.	$ 387,126	$ 415,293
4% note payable, matures June 30, 2016. The note is secured by a trust deed on YCAP's property.	-	128,669
	387,126	543,962
Less current portion	29,669	156,836
	$ 357,457	$ 387,126

Aggregate maturities of long-term debt as of June 30, 2016 for the next five years are as follows:

2017	$ 29,669
2018	31,251
2019	32,917
2020	34,672
2021	36,520
Thereafter	222,097
Total	$ 387,126

10. Line of Credit

YCAP has an unused $50,000 unsecured line of credit with a variable interest rate. The effective rate at June 30, 2016 was 5.5%. The line matures March 15, 2017.

11. Commitment and Contingencies

YCAP rents and leases facilities and equipment under month-to-month rental agreements and non-cancelable operating leases that expire in September, 2020. Monthly facility rent will be adjusted annually to reflect the most recent twelve-month increase in the Portland CPI all urban index.

Minimum rental commitments under non-cancelable operating leases at June 30, 2016 are as follows:

Year ended June 30,	
2017	$ 13,914
2018	4,464
2019	4,464
2020	4,464
2021	1.116
Total	$ 28.422

Total rent expense for the years ended June 30, 2016 and 2015 was approximately $47,000 and $45,000, respectively.

YCAP contracted with a general contractor to construct its new facility that was completed in the autumn of 2011. In September 2013, the building experienced a major water intrusion event. YCAP's legal counsel notified the liability insurance carrier that provided coverage to the contractors involved of the imminent claim for property damages and deficient workmanship. In July 2016, YCAP received a settlement in the amount of $175,000, which in the opinion of management should cover the cost of necessary repairs to the building as well as its out-of-pocket legal fees.

12. Temporarily Restricted Net Assets

Temporarily restricted net assets at June 30, 2016 and 2015 consist of the following:

	2016	2015
Capital campaign donations	$ -	$ 4,497
Youth program grants and donations	28,119	27,936
Food program grants and donations	95,044	61,403
Other donor grants and donations	90,494	64.353
	$ 213.657	$ 158.189

13. Related Party Transaction

During the year ended June 30, 2016, YCAP provided food in the amount of $1,429 for a church soup kitchen, of which a YCAP board member is the church's Pastor.

14. Unemployment Coverage

As a 501(c)(3) organization, YCAP has elected not to participate in the State Unemployment Tax system. However, YCAP does participate in the 501(c) Services Unemployment Compensation Trust program. Under the Trust program, YCAP makes contributions to a reserve account based primarily upon prior year's experience. Unemployment claims are paid to the State by the Trust from YCAP's reserve account. YCAP can be required to make additional contributions to the Trust in case of unusually large claims; however, stop-loss insurance protects the Trust and its participating agencies in the event of catastrophic losses.

15. McMinnville Area Community Foundation

On April 28, 2015, YCAP'S Board of Directors voted to invest $50,000 to McMinnville Area Community Foundation (MACF) to establish an endowment fund for the benefit of the Organization and to encourage future growth of the endowment by other donors. The endowment fund was created on May 7, 2015 and is known as the YCAP Fund. The Organization irrevocably transferred the cash to the endowment fund in the form of a contribution. The contribution is included in miscellaneous expense in the accompanying Statement of Functional Revenues and Expenses for the year ended June 30, 2015. The Organization has no control over the investment or reinvestment of Fund assets. MACF has exclusive control over the YCAP Fund and MACF charges the fund an annual service fee which shall not exceed 1% of the Fund's net assets. The Organization is entitled to distributions from the YCAP Fund. The distributable amount of the Fund shall be calculated according to MACF's Spending Policy and Oregon's Uniform Prudent Management of Institutional Funds Act (UPMIFA), at a rate to be determined by MACF's Board of Directors.

16. Subsequent Events

YCAP has evaluated events and transactions occurring after June 30, 2016 through October 18, 2016, the date the financial statements were available for issuance, for potential recognition or disclosure in the financial statements and have concluded no other subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

FEDERAL PROGRAM REPORTS

YAMHILL COMMUNITY ACTION PARTNERSHIP
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2016

Pass-through Grantor/ Program Title	Federal CFDA Number	Expenditures
MAJOR PROGRAMS		
U.S. Department of Health and Human Services		
Passed through Oregon Department of Housing and Community Services		
Low-Income Home Energy Assistance Program		
Energy Assistance and Administration	**93.568**	**$ 552,074**
Energy Assistance and Administration - TTA	**93.568**	**1,938**
Energy Assistance and Administration - Education	**93.568**	**18,083**
Weatherization	**93.568**	**51,383**
Weatherization - TTA	**93.568**	**600**
Weatherization - Education	**93.568**	6,120
TOTAL MAJOR FEDERAL AWARDS		**630,198**
NONMAJOR PROGRAMS		
U.S Department of Agriculture		
Passed through Oregon Food Bank		
Emergency Food Assistance Program Admin	**10.568**	**12,043**
Emergency Food Assistance Program Commodities (In-Kind)	**10.569**	**219,168**
Total U.S. Department of Agriculture		**231,211**
U.S. Department of Housing and Urban Development		
Direct Funding		
Continuum of Care	**14.235**	**45,638**
Passed through United Community Action Network		
Continuum of Care	**14.235**	**86,532**
Sub-Total		**132,170**
Passed through Oregon Department of Housing and Community Services		
Emergency Shelter Grant Program	**14.231**	**52,413**
Home TBA	**14.239**	**78,080**
Sub-Total		**130,493**
Total U.S. Department of Housing and Urban Development		**262,663**

YAMHILL COMMUNITY ACTION PARTNERSHIP
Schedule of Expenditures of Federal Awards - Continued
For the Year Ended June 30, 2016

Federal Grantor/ Pass-through Grantor/ Program Title	Federal CFDA Number	Expenditures
NONMAJOR PROGRAMS - Continued		
U.S. Department of Veterans Affairs		
Passed through Community Action Partnership of Oregon		
VA Supportive Services for Veteran Families Program	64.033	139,361
U.S. Department of Energy		
Passed through Oregon Department of Housing and Community Services		
DOE Weatherization	81.042	47,202
DOETTA	81.042	7,472
Sub-Total		54,674
BPA Weatherization and TTA	81.xxx	19,930
Total U.S. Department of Energy		74,604
U.S. Department of Health and Human Services		
Direct Funding		
Transitional Living for Homeless Youth	93.550	187,562
Education & Prevention to Reduce Sexual Abuse of Runaway Homeless and Street Youth	93.557	110,751
Basic Center Grants	93.623	137,331
Total Direct Funding		435,644
Passed through Oregon Department of Housing and Community Services		
Temporary Assistance for Needy Families - HSP	93.558	6,915
Community Services Block Grant		
CSBG Discretionary	93.569	123,599
Total U.S. Department of Health and Human Services		566,158
U.S. Department of Homeland Security		
Passed through Federal Emergency Management Agency		
Emergency Food and Shelter National Program	97.024	30,918
TOTAL NONMAJOR FEDERAL AWARDS		1,304,915
TOTAL FEDERAL AWARDS		$ 1,935,113
Percentage of major awards to total awards		32.6%

YAMHILL COMMUNITY ACTION PARTNERSHIP
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2016

(1) Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Yamhill Community Action Partnership (YCAP) under programs of the federal government for the year ended June 30, 2016. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of YCAP, it is not intended to and does not present the financial position, changes in net assets, or cash flows of YCAP.

(2) Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(3) Expenditures to Subrecipients

There were no federal expenditures to subrecipients during the year ended June 30, 2016.

(4) Loans Outstanding

There were no outstanding loans or loan guarantees that were related to federal programs during the year ended June 30, 2016.

(5) Insurance Coverage

The total liability insurance coverage in effect for the year was $3,000,000.

(6) Indirect Cost Rate

YCAP has elected not to use the 10% de minimis indirect cost rate allowed under Uniform Guidance.

YAMHILL COMMUNITY ACTION PARTNERSHIP
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2016

1. **Summary of Auditor's Results**

Financial Statements

Type of auditor's report issued:	**Unmodified**
Internal control over financial reporting:	
• Material weakness identified?	**No**
• Significant deficiencies identified?	**None reported**
Noncompliance material to financial statements noted?	**No**

Federal Awards

Internal control over major program:	
• Material weakness identified?	**No**
• Significant deficiencies identified?	**None reported**
Type of auditor's report issued on compliance for major programs:	**Unmodified**
Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)?	**No**

Programs tested as major programs:

CFDA Numbers	Name of Federal Program or Cluster
93.568	Low-Income Home Energy Assistance Program

Dollar threshold used to distinguish between type A and B programs:	**$750.000**
Auditee qualified as low-risk auditee?	**Yes**

2. Findings relating to the general purpose financial statements reported in accordance with Government Auditing Standards: **None noted**

3. Findings and questioned costs relating to federal awards: **None noted**

oMarkusen OtSchwinoW CPAa
9725 SW Beaverton-Hillsdale Hwy., Suite 350, Beaverton, Oregon 97005 phone (503)574-4511 fax (503)469-0447

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

October 18, 2016

Board of Directors
Yamhill Community Action Partnership
McMinnville, Oregon

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Yamhill Community Action Partnership (a non-profit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 18, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Yamhill Community Action Partnership's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Yamhill Community Action Partnership's internal control. Accordingly, we do not express an opinion on the effectiveness of Yamhill Community Action Partnership's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

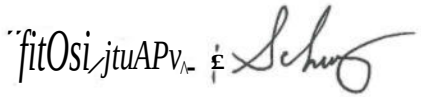
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Yamhill Community Action Partnership's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Markusen & Schwing

Markusen & Schwing CPAs
9725 SW Beaverton-Hillsdale Hwy., Suite 350, Beaverton, Oregon 97005 phone (503) 574-4511 fax (503) 469-0447

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

October 18, 2016

Board of Directors
Yamhill Community Action Partnership
McMinnville, Oregon

Report on Compliance for Each Major Federal Program

We have audited Yamhill Community Action Partnership's compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on each of Yamhill Community Action Partnership's major federal programs for the year ended June 30, 2016. Yamhill Community Action Partnership's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Yamhill Community Action Partnership's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Yamhill Community Action Partnership's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Yamhill Community Action Partnership's compliance.

Opinion on Each Major Federal Program

In our opinion, Yamhill Community Action Partnership complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

Other Matters

Report on Internal Control Over Compliance

Management of Yamhill Community Action Partnership is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Yamhill Community Action Partnership's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Yamhill Community Action Partnership's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of the Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Markusen & Schwing

February 28, 2017

Mr. Doug Rux
Community Development Director
City of Newberg
414 E First St
Newberg, OR 97132

RE: 2016-17 Transient Lodging Tax Small Grant Program

Dear Mr. Rux,

We are writing in support of the Yamhill Community Action Partnership's application for your 2016-17 Transient Lodging Tax Small Grant Program.

These grant funds would be ideal to support YCAP's third annual "Light the Fire" fundraiser, scheduled for Sunday, October 1, 2017 on the corner of E First Street and Edwards. This lively event has continued to grow in popularity. Plans this year include another outstanding meal hosted at Ruddick/Wood by Paul Losch, Kyle Lattimer, and several local well-known chefs, and an eclectic street party in the Hopp Insurance parking lot featuring outstanding music and entertainment, including performances from high-profile Portland entertainers.

Promotion during the first two years was targeted toward the Newberg/Dundee and McMinnville communities, but the YCAP Event Planning Team believes it is now time to reach out more to the Portland Metro Area as well.

We hope you will choose to support their efforts to help develop another unique entertainment and culinary event that will continue to build Newberg's reputation as an exciting tourist destination.

Thank you for your consideration.

Sincerely,

Ryan Conner, Vice-Chair
YCAP Board of Directors

John Larsen, Treasurer
YCAP Board of Directors

:op George, Secretary
ifCAP Board of Directors

Board Chair Gwen Jernstedt is recovering from a medical procedure and was unavailable.

Jetton
131/ NE Dustin Court PO Box 621 McMinnville, OR 9/128 Phone: 503-472-0457 Fax: 503 4/2-5555
Youth Outreach: 719 E First Street Newberg, OR 97132 Phone: 503-538-8023 Fax: 503-538-2100
CCB #50960 1 his institution is an equal opportunity provider.

AMENDED ANNUAL REPORT

Corporation Division
www.filinginoreaon.com

E-FILED
Feb 06, 2017
OREGON SECRETARY OF STATE

REGISTRY NUMBER

14214613

REGISTRATION DATE

01/22/1980

BUSINESS NAME

YAMHILL COMMUNITY ACTION PARTNERSHIP

BUSINESS ACTIVITY

HELPING LOW INCOME, SENIORS, VETERANS, AND PHYSICALLY/MENTALLY CHALLENGED INDIVIDUALS AND FAMILIES GAIN SELF SUFFICIENCY

MAILING ADDRESS

1317 NE DUSTIN CT
MCMINNVILLE OR 97128 USA

TYPE

DOMESTIC NONPROFIT CORPORATION

PRIMARY PLACE OF BUSINESS

1317 NE DUSTIN CT
MCMINNVILLE OR 97128 USA

JURISDICTION

OREGON

REGISTERED AGENT

JEFFREY SARGENT

1317 NE DUSTIN CT
MCMINNVILLE OR 97128 USA

If the Registered Agent has changed, the new agent has consented to the appointment.

PRESIDENT

GWEN JERNSTEDT

PO BOX 681
CARLTON OR 97111 USA

SECRETARY

ANN SCOTT

16780 SW MUDDY VALLEY RD
MCMINNVILLE OR 97128 USA

By my signature, I declare as an authorized authority, that this filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment, or both.

By typing my name in the electronic signature field, I am agreeing to conduct business electronically with the State of Oregon. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

ELECTRONIC SIGNATURE

NAME

JEFFREY SARGENT

TITLE

DIRECTOR

DATE SIGNED

02-06-2017

February 28, 2017

Mr. Doug Rux
Community Development Director
City of Newberg
414 E First St
Newberg, OR 97132

RE: 2016-17 Transient Lodging Tax Small Grant Program

Dear Doug,

I am writing in support of the Yamhill Community Action Partnership's application for your 2016-17 Transient Lodging Tax Small Grant Program.

These grant funds would be ideal to support their third annual "Light the Fire" fundraiser, scheduled for Sunday, October 1, 2017 on the corner of E First Street and Edwards. This lively event has continued to grow in popularity. Plans this year include another outstanding meal hosted at Ruddick/Wood by Paul Losch, Kyle Lattimer, and several local well-known chefs, and an eclectic street party in the Hopp Insurance parking lot featuring outstanding music and entertainment, including performances from high-profile Portland entertainers. I've attended and it is a wonderful Newberg attraction.

Promotion during the first two years was targeted toward the Newberg/Dundee and McMinnville communities, but the YCAP Event Planning Team believes it is now time to reach out more to the Portland Metro Area as well. I encourage you to support their efforts to help develop another unique entertainment and culinary event that will continue to build Newberg's reputation as an exciting tourist destination.

Thank you for your consideration.

Sincerely,

Mary Starrett
Yamhill County Commissioner
YCAP Board Member

131/ NE Dustin Court PO Box 6∧1 McMinnville, OR 9/1/8 Phone: 503-472-04Ь/ Fax: 503 472-5555
Youth Outreach: 719 E First Street Newberg, OR 97132 Phone: 503-538-8023 Fax: 503-538-2100
ECB «50960 This institution is an equal opportunity provider.

February 27, 2017

Mr. Doug Rux
Community Development Director
City of Newberg
414 E First St
Newberg, OR 97132

RE: 2016-17 Transient Lodging Tax Small Grant Program

Dear Mr. Rux,

I am writing to express my support for the Yamhill Community Action Partnership's application for the 2016 17 Transient lodging Tax Small Grant Program for their annual 'LIGHT THE FIRE' fundraising event on October 1, 2017. I attended the 2016 event with my husband and we became supporters of YCAP. As a resident of Newberg for the last several years, I am always impressed by the community support from Kyle Lattimcr and Paul Losch of Ruddick Wood. Their generosity and partnership with other nationally known restaurants for the 2017 'LIGHT THE FIRE' fundraiser is gaining a reputation that will promote Newberg as a destination location for local, national and global tourists.
YCAP's Event Planning Team is dedic ated to promoting the event this year by featuring entertainment and artists from the Portland area and inviting potential donors throughout metro Portland and beyond.
Support and interest from this unique event ensures exposure to our Newberg community os well as commitment and interest to YCAP.

I encourage you to support our 'LIGHT THE FIRE' YCAP event by issuing your grant to an organization that is committed to promoting the strong partnerships of our local businesses while developing relationships for the organization.

Thank you for your time and consideration.

Take Care,

Susan VandeLinde
4752 Clubhouse Dr
Newberg, OR 97132

Mr. Doug Rux
Community Development Director
City of Newberg
414 E First St
Newberg, OR 97132

Dear Doug,

I am writing to express my support for YCAP's application for the 2016-17 Transient Lodging Tax Small Grant Program and ask that you strongly consider providing funds to help grow the 3rd annual, 'Light the Fire,' event, on October 1st, 2017.

As one of the owners of Ruddick/Wood, I have been the culinary lead for 'Light the Fire' since it's inception. A group of local volunteers, including myself, spend a tremendous amount of time and energy planning and preparing for this event; something I do because I believe in the YCAP mission and value they bring to the community, as well as the great spotlight this event brings to our local business community and the city of Newberg.

'Light the Fire' showcases some of Newberg's strongest assets and rising stars in the local food and beverage scene alongside touring musical talent, local art and entertainers. As I'm sure you are aware, the Newberg area continues to grow as a destination for beer, wine and food lovers, and this event provides a unique atmosphere to showcase these talents. This natural draw, coupled with a comprehensive marketing campaign enables people from across the state to learn about the event and use it as an added bonus to come, stay and play for the weekend or longer.

Please consider the value this event and YCAP as an organization brings to the city of Newberg. Thank you for your time and your consideration.

Sincerely,

Paul Losch
Chef/Owner
Ruddick/Wood

RECEIVED
MAR 1 2017
Initial _____

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application Cover Page

Project Title: 2017 Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley: Semi-Permanent Fencing Plan

Applicant Name: Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley

Mailing Address: P. O. Box 302 Newberg OR 97132

Contact Name: Shannon Buckmaster, Co-Chair of Tunes on Tuesday

Phone: (503) 758-5585 Email: shannon@tunesontuesday.com
wishinaheart33@amail.com (alternate)

Amount of total Funding Requested: $10,000

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project

Project Detail:

A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
B. Submit an updated Project, Program or Event Detail as your Progress Report.
C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: Shannon Buckmaster Signature: _____

Title: Co-Chair of Tunes on Tuesday Date: 3/LM

**********FOR OFFICE USE ONLY**********
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____

City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Application

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- Completed application Cover Sheet.
- Budget for project/program/event being funded that lists all anticipated income and expenses.
- Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- Letters of support.

Project Title: 2017 Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley: Semi-Permanent Fencing Plan

Applicant Name: Tunes on Tuesday as Presented by the Young Professionals of Yamhill Valley

Mailing Address: P. O. Box 302 Newberg OR 97132

Contact Name: Shannon Buckmaster, Co-Chair of Tunes on Tuesday

Phone: (503) 758-5585 Email: shannon@tunesontuesday.com
wishingheart33@gmail.com (alternate)

Website Address: www.tunesontuesday.com

Secretary of State Business Registry Number: 117332296

Non Profit 501(c)-(3) Government _____ For-Profit _____

Amount of total Funding Requested: $10,000

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

X New Project _____ New Program _____ New Event

_____ Existing Project _____ Existing Program X Existing Event

Has this project, program or event received these grant funds in the past?
Tunes on Tuesday has never received these grant funds in the past.

If so when and for how much?

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of $10,000 in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscai Year: 2017 to 2018 (estimates from Fiscal Year 2016-2017 Budget)

Income Sources	Amount
Net Income from 2016 Season	$1,521.38
TLT Small Grant	$10,000
Additional Vendor/Sponsor Fundraising	$3,500
Total Project/Program/Event Income	$15,021.38

Expenses – Must be explicitly defined.	Amount
Light Weight Fencing Panels @ 71 panels	$8,925.41
10x15 Storage Unit @ $128/month	$1,536/year – rental rates sustainable for 3 years with grant/matching income
Total Project/Program/Event Expense	$10,461.41

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as **a** line in this budget.

Fiscal Year: 2017 to 2018

Income Sources	Amount
Sponsorships	$21,000
Donations	$800
Vendor Booths	$11,000
Misc. Sales	$120
TLT Small Grant	$10,000
Total Organization Income	$42,920

Expenses	
Band Tent	$1,500
Sound	$4,750
Fencing	$11,521.38
Weekly Setup	$1,200
Bands	$13,500
Insurance	$2,307
Supplies	$700
Banners & Signs	$1,100
Printing	$2,200
TSL License	$400
Committee Debrief & Gifts	$1,000
Admin: B&O Insurance	$100
Admin: PO Box	$70
Admin: Professional Fees	$800
Admin: Office Supplies	$50
Total Organization Expense	$41,198.38

Project Narrative:

1. Project description:

Tunes on Tuesday is a free outdoor summer concert series held in the Cultural District Plaza from 6:30-8:30pm. Tunes on Tuesday is an interactive experience for the people of Newberg and surrounding towns and is an affiliated project with the Young Professionals of Yamhill Valley. Each concert, we hear from individuals who have travelled from Central and Coastal Oregon, Portland and SW Washington to experience the music and cultural celebration. While many of our musicians are local, including from Newberg, many more are traveling to Newberg to perform and report coming back to other concerts because the experience was fun and engaging.

The 2017 season will begin on Tuesday, July 11th and continue for eight consecutive Tuesday nights, ending on Tuesday, August 29th.

The objectives of the concert series are:
1. To provide free family entertainment open to Newberg residents and the surrounding communities.
2. To build on the great "sense of community" that Newberg is known for.
3. To celebrate the arts through the appreciation of a wide variety of music.
4. To create a social asset that causes businesses and individuals to celebrate what a great place Newberg is to live, play and work.
5. To expand the cultural offerings within the community.

Beginning with the 2016 season, we expanded a safety zone that combines our desire to showcase regional caterers, wineries and breweries in a family-friendly environment while strictly adhering to OLCC guidelines. To ensure our alcohol compliance, a temporary fence is required for the entire perimeter of the event within the Cultural Center District, with 3 gate openings for concert patrons to use.

While we maintained compliance with our license without significant incident, our budget couldn't accommodate the appropriate fencing for high traffic, uneven surfaces, odd gaps between buildings and easy set-up/tear-down and storage with respect to our volunteers. Fencing was one of the largest hurdles and biggest distractions for our 2016 season.

For our 2017 and future Tunes on Tuesday seasons, we would use this grant money to invest in professional, durable and more appropriate fencing, so that we can continue to safely and effectively showcase our regional talent and attract tourism. We would also like to use part of the funding for storage of our fencing and additional Tunes on Tuesday facilities props.

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

The concert series is facilitated by a volunteer committee, the Tunes Crew, comprised of young professionals who work and live in the surrounding valley. The Tunes Crew begins meeting weekly in January each year and works together through the end of the series in early September. Committee members include: Co-chairs, Band, Vendor, Sponsor, Facilities, Intermission, Marketing and Community Partners Coordinators. These

volunteers dedicate countless hours throughout the planning months and summer months to bring this event to Newberg.

While the event is fun and already has a tremendous regional draw across the Pacific Northwest, we have a strong need to increase the professionalism and sustainability of our most successful event plan with more substantial fencing. As the quality of our event increases, we will keep our existing tourism draw and continue to increase our attendance. Our concert attendees patronize our event vendors and downtown businesses, which increases their familiarity with local businesses and increases the likelihood that they will return for their favorite experiences, including restaurants, wine tours and additional cultural events.

We also plan to make our higher quality event fencing available to other events in Newberg, which increases the effectiveness of those experiences and reinforces healthier local partnerships.

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency and Tourism related facility)?

Tunes on Tuesday is designed to highlight the arts and cultural of Newberg and surrounding areas in a way that invites travel to our region and investment in our local economy. Some of our musicians travel far enough or enjoy our community to the extent that they stay overnight. Our event integrates many different experiences with music, food, vineyards and breweries, vendors and businesses with the philosophy of our city that we celebrate family, community, heritage and culture. Our marketing includes attention to all of these components. As we enter our 12th season, we are firmly established as a local tradition.

4. How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding or Downtown Enhancement?

Tunes on Tuesday concerts are outdoor concert experiences, two blocks north of Downtown Newberg, in the Cultural District. The Chehalem Cultural Center building is open during the concerts and many attendees walk through the art gallery. The proximity of the event to Downtown Newberg encourages pedestrian traffic, even incidentally as they walk past local businesses on the way to and from designated parking areas.

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)

Tunes on Tuesday is open to all ages and demographics. The Tunes Crew selects music that targets a broad and diverse audience. Many of our bands have high publicity profiles. People travel to Newberg initially to hear a favorite band, but are then exposed to our local culture. There are family activities at Tunes, which provide a positive atmosphere for families to enjoy a variety of musical genres in a safe environment. During the 2016 season, attendance numbers reached over 2,000. It was the largest attended season thus far in the 11 years of Tunes on Tuesday.

6. How will your project, program or event create or enhance an experience for shoulder May-November) or off-season December – April) visitors?

Because our active season is during July and August, we provide a consistent venue for enjoyment and celebration of our regional culture during the prime travel season. Our Tunes Crew is busy preparing for the upcoming season during shoulder and off-season times, with meetings occurring several times each month and individual work accomplished in between planning meetings.

7. Is the project, program or event a priority for the partner organization? (If yes, why?)

In partnering with the Newberg Tourism Plan, we add publicity and awareness to the goals of the plan. Our agencies have similar goals in developing our local culture and economy and this is an opportunity to expand the outreach purposes to more individuals and businesses in our region. Tunes on Tuesday is a long-standing tradition and has a reputation for safe, family- and community-centered enjoyment.

8. Does the project, program or event build on existing assets? (If so how?)

We have a rich history of eleven years, originally through the Chamber of Commerce, and for the last several years, under the guidance of the Young Professionals of Yamhill Valley. Each year the Tunes Crew works hard to ensure that Tunes on Tuesday is the best it can be and that the attendees, sponsors, vendors and community partners are proud to be a part of the event. The Tunes Crew consists of several members who have been involved in the planning and implementation of the series for several years. They bring a wealth of experience and expertise to this community event and truly love serving the community in this way.

9. How does your program, program or event leverage funding?

In order to continue to keep Tunes on Tuesday a free event, the Tunes Crew works to ensure that every dollar raised is being multiplied and spent with purpose. Beginning last year, the Young Professionals of Yamhill Valley, and therefore Tunes on Tuesday, operates as a non-profit. Our event is financed by soliciting sponsorships, from vendor contracts and, minimally, retail sales of Tunes on Tuesday merchandise or chair rentals during concerts. We use that income primarily to hire bands that are in alignment with our mission, but also to cover operating costs, facilities, licensing, fees, insurance and smaller incidentals. For our set up and tear down crew, we've hired the Newberg High School Theater Department Students at the rate of $150/week, as another way to support the arts and culture of our community.

10. What is the ratio at which Transient Lodging Tax funds will be matched?

Because Young Professionals of Yamhill Valley and Tunes on Tuesday are a non-profit, the Transient Lodging Tax Funds will be matched at .5:1.

11. How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?

Each week, different local business are highlighted as sponsors and either on 4-week or 8-week contracts, local vendors are available to our concert attendees. Our sponsors are able to sponsor at several different investment levels, which creates an

opportunity for small businesses or single entrepreneurs, as well as large businesses, to be involved and to receive promotional benefits during our series.

Our vendors are diverse, especially in our artisanal selections of food, beer and wines. One program improvement we can make this year is to include in our vendor exit interview a request for individual profits for the season.

The Tunes Crew cannot create and implement a successful season without the partnership of many organizations such as the Yamhill County Coalition and the Chehalem Cultural Center, Chehalem Parks and Recreation, Newberg/Dundee Police, City of Newberg, Newberg Public Library, the Downtown Newberg Coalition, the Young Professionals of Yamhill Valley and many downtown local businesses which provide parking and promotion of the event.

12. How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?

The diversity of our musical acts and vendors appeals to a wide variety of interests and encourages intergenerational and socially diverse interaction at our concerts. Any given week during our active concert series, you'll see a full lawn of dancers from every age and background, which is a testament to the appeal of Tunes on Tuesday to several target markets. Because we offer alcohol for purchase from regional wineries and breweries, we're introducing potential customers with those interests to a variety of providers. Because we're a free concert series, low- or limited-income participants are more easily able to participate as an inexpensive, weekly summer adventure.

The positive values of our program reflect Newberg's community values and create a comfortable environment for families, students, wine country enthusiasts, patrons of the arts and individuals who want to participate in and contribute to the strength of our community.

13. Can your project, program, event be completed in 6 – 12 months?

Although our event repeats annually, the public portion of the event is limited to the eight-week concert series in July and August.

14. What is the lasting impact and utility of your proposed project, program or event?

The impact of Tunes on Tuesday is measured by the attendance numbers at each concert, the waitlist of bands looking to perform, local media coverage, participation of vendors and sponsors, and feedback from the community. The Tunes Crew conducts a survey at the end of each season to gather feedback and information from the season's sponsors and vendors. Tunes on Tuesday also has a very active Facebook page where attendees can share their comments.

The mindset of our volunteers is one of service to community. We have all chosen to preserve and promote our regional culture because we're proud of it and we want to contribute positively to our collective legacy. We serve because we find value in what has already been created and we want to contribute, instead of passively enjoy. All of our volunteers are local businesspeople and we're invested in the economic success of our region. With Tunes on Tuesday, it's one large event that we can promote and improve each year in celebration of what's good in our community. We focus on partnerships,

communication and friendship along the way so that our relationships have integrity and we improve our "team morale.'

15. What is the estimated room nights that would occur from this project, program or event?

In previous years, we haven't tracked our draw for overnight stays, but we could begin with our incoming musicians and include that feedback in our end-of-season community poll.

Signature and Certification Letter:

I hereby certify that all facts, figures and representations made in this application, including aii attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

"*This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg.*"

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate the Transient Lodging Tax Small Grant contract and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

Signature ofAuthorizing Official

Date 3/.1/17

Shannon Buckmaster

Print Name of Authorizing Official

YOUNG PROFESSIONALS OF YAMHILL VALLEY
Unaudited (Board use only) - Cash Basis
12/31/2016

	Bank Accounts			
	YP First Federal	*CCC Funds	Misc (Tunes banking)	Total
RECEIPTS:				
Events - Tunes				
Sponsorships	19,500.00	250.00		19,750.00
Donations	921.00			921.00
Vendor Booths	10,605.00			10,605.00
Misc. Sales	112.25			112.25
Total Events	31,138.25	250.00	-	31,388.25
				-
General				
Donations	6.00			6.00
Grants				-
Member Fees				-
Misc.				-
Total General	6.00	-	-	6.00
TOTAL RECEIPTS	31,144.25	250.00	-	31,394.25
DISBURSEMENTS:				
Events - Tunes				
Facilities				
Band Tent		1,499.40		1,499.40
Committee Tent	404.32			404.32
Sound	4,750.00			4,750.00
Lights				-
Fencing		517.15		517.15
Weekly Setup	800.00			800.00
Facilities Total	*5,954.32*	*2,016.55*	-	*7,970.87*
Bands	13,050.00			13,050.00
Insurance		2,307.00		2,307.00
Supplies	646.43	71.45		717.88
Banners & Signs	1,280.00			1,280.00
Clothing				-
Printing	331.38	1,826.26		2,157.64
Water & Ice				-
TSL License		400.00		400.00
Meal Vouchers Bands				-
Committee Debrief & Gifts	989.93			989.93
Meal Vouchers Committee				-
Total Events - Tunes	22,252.06	6,621.26	-	28,873.32
Admin				
B&O Insurance	100.00			100.00
PO Box		70.00		70.00
Professional Fees	800.00			800.00
Office Supplies	29.55			29.55
Banking Fees				-
Fees & Licenses				-
Misc				-
Total Admin Expenses	929.55	70.00	-	999.55
TRANSFERS:				
Grant to YP from CCC	206.27		(206.27)	-
NET INCOME (LOSS):	8,168.91	(6,441.26)	(206.27)	1,521.38

YHJNS Pill

of Yamhill County

February 28th, 2017

To Whom It May Concern,

! am writing this letter of permission for the Tunes On Tuesday Committee Co-Chair, Shannon Buckmaster. She has my permission to apply for the Transient Lodging Tax Grant on behalf of the Young Professionals of Yamhill Valley Tunes on Tuesday Committee.

For any other question, please feel free to reach out,

Kristen Stoller, President
Young Professionals of Yamhill Valley

AMENDED ANNUAL REPORT

«14re37

Corporation Division
www.filinginoreoon.com

E-FILED
Jan 17, 2017
OREGON SECRETARY OF STATE

REGISTRY NUMBER

117332296

REGISTRATION DATE

12/30/2015

BUSINESS NAME

YOUNG PROFESSIONALS OF YAMHILL VALLEY

BUSINESS ACTIVITY

NOT FOR PROFIT CHARITABLE CORPORATION

MAILING ADDRESS

C/O RYAN T HOWARD
201 N MERIDIAN ST STE B
NEWBERG OR 97132 USA

TYPE

DOMESTIC NONPROFIT CORPORATION

PRIMARY PLACE OF BUSINESS

201 N MERIDIAN ST STE B
NEWBERG OR 97132 USA

JURISDICTION

OREGON

REGISTERED AGENT

RYAN T HOWARD

C/O RYAN T HOWARD
201 N MERIDIAN ST STE B
NEWBERG OR 97132 USA

If the Registered Agent has changed, the new agent has consented to the appointment.

PRESIDENT

KRISTEN STOLLER

C/O RYAN T HOWARD
201 N MERIDIAN ST STE B
NEWBERG OR 97132 USA

SECRETARY

CHELSEA STUDE

201

C/O RYAN T HOWARD
201 N MERIDIAN ST STE B
NEWBERG OR 97132 USA

By my signature, I declare as an authorized authority, that this filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment, or both.

By typing my name in the electronic signature field, I am agreeing to conduct business electronically with the State of Oregon. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

ELECTRONIC SIGNATURE

NAME

RYAN T HOWARD

TITLE

AUTHORIZED AGENT

DATE SIGNED

01-17-2017

February 28th, 2017

To Whom It May Concern,

I am writing this letter in support of the Tunes On Tuesday Committee. Tunes on Tuesday has been a community staple for over 10 seasons. It has showed continued growth season to season, and is run by volunteers. The current committee is made up of Young Professionals of Yamhill Valley, the parent non-profit. They work hard to provide 8 weeks of love concert, food, drink, and dancing! This event is a HUGE draw to Newberg, bringing in between 1,000 and 1,500 people on a TUESDAY NIGHT! There is NO event that comes anywhere near to that in the valley that occurs a: regularly, on a WEEKNIGHT, and draws many from out of town.

As a former committee member when the event was owned/ran by the Chehalem Valley Chamber of Commerce, I can tell you that this event is run by a dedicated committee. Many events take all year to plan and happen in 1 night. This event is 8 weeks - with 8 different bands and differing vendors and sponsors.

There isn't a better cause, a free community, weeknight, tourist / local serving event, that this TLT tax grant could support.

Thank you for your consideration and for any other questions, please feel free to reach out,

Kristen Stoller, President
Young Professionals of Yamhill Valley
Former Tunes on Tuesday Committee Member
Current Tunes on Tuesday Sponsor

February 28, 2017

Osar Tourism Grant Selection committee:

This letter is to recommend that the Young Professional of Yamhill County receive a grant to fund Tunes on Tuesday in Newberg. As a ieader in this community, I can say that Tunes on Tuesday is one of our premier events in the city that draws visitors to our beautiful Cultural Center District, boosting our economy.

Tunes on Tuesday attendance has grown, benefiting our local economy. The grant request of $10,000 would greatly improve the current perimeter fencing to enhance and improve the crowd management at the event. This fencing would benefit other Newberg events, including the Chamber's Brews and BBQ, Lavender Festival, and Camellia Festival, saving all organizations hundreds of dollars in rental fees each year.

I stronglv recommend that Tunes is awarded this grant because it is a significant benefit to our regional tourism and local economy.

Sincerely,

Joel Stude
Chehalem Valley Chamber of Commerce Board
Young Professional of Yamhill County
Phone: 503-756-9096
115 Hazelnut Drive
Newberg, OR 97132

First Federal
MEMBER FDIC

March 1, 2017

City of Newberg
Transient Lodging Tax Small Grant Program
414 East First Street
Newberg, OR. 97132

Re: Tunes on Tuesday/Young Professionals of Yamhill County, TLT Small Grant Program Request

To Whom It May Concern,

I am writing this letter of endorsement on behalf of the Tunes on Tuesday Committee. The group has submitted a Small Grant Program request to assist with funding for an upgraded fencing system for the annual Tunes on Tuesday event held each year at the Chehalem Cultural Center. As this event has grown in visibility and overall attendance it has become necessary to enhance various elements for security and safety. If funded, the TLT Small Grant Program would contribute significantly to these efforts.

As the Tunes on Tuesday concert series has expanded over the years there has been an increasing demand to enhance safety and security for the program. The proposed fencing improvements also encourage the expanded vendor support as the event is fostering growth in regional catering services, wineries, breweries, and entertainment. Due to these dynamics there is a desire on the part of the organizers (Tunes on Tuesday/Young Pros of Yamhill County) to ensure strict OLCC guidelines are met/exceeded and the entire Tunes on Tuesday event/Chehalem Cultural Center perimeter is fully secured.

I am speaking on behalf of a number of engaged community members when I say this has easily become our signature event/concert series that draws thousands from the region. From this standpoint it is creating substantial awareness for the immediate market in terms of tourism, lodging, and dinning. People are experiencing all Newberg and the surrounding area has to offer and since it takes place over the course of the summer season it brings people back.

I believe this is an event and request worthy of full consideration as it directly speaks to the mission and purpose of the TLT Small Grant Program funding objectives. This also represents a capital improvements project that will not require continued support. If approved, this will be money well spent to ensure the safety and soundness of the summer concert series for years to come. Thank you for your consideration of this grant request.

Sincerely,

Ron Wolfe
VP, Commercial Manager
First Federal – Newberg Office

McMinnville
118 NE Third St.
PO Box 239
McMinnville, OR 97128
(503) 472-6171

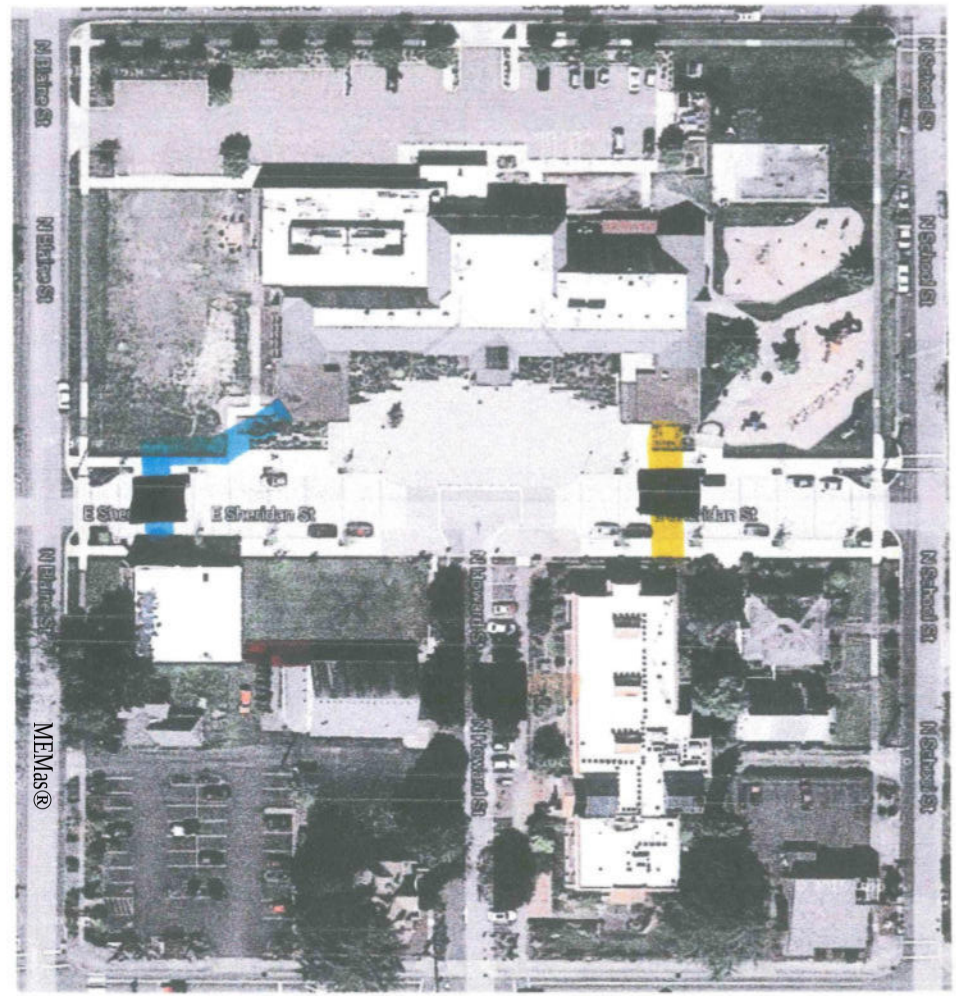
McMinnville
Baker Creek
350 NE Baker Creek Rd.
McMinnville, OR 97128
(503) 474-0731

Amity
110 Maddox St.
PO Box 125
Amity, OR 97101
(503) 835-1033

Carlton
335 W Madison St.
PO Box 38
Carlton, OR 97111
(503) 852-7051

Newberg
121 N Edwards St.
PO Box 688
Newberg, OR 97132
(503) 538-9449

Sheridan
246 S Bridge St.
PO Box 156
Sheridan, OR 97378
(503) 843 3811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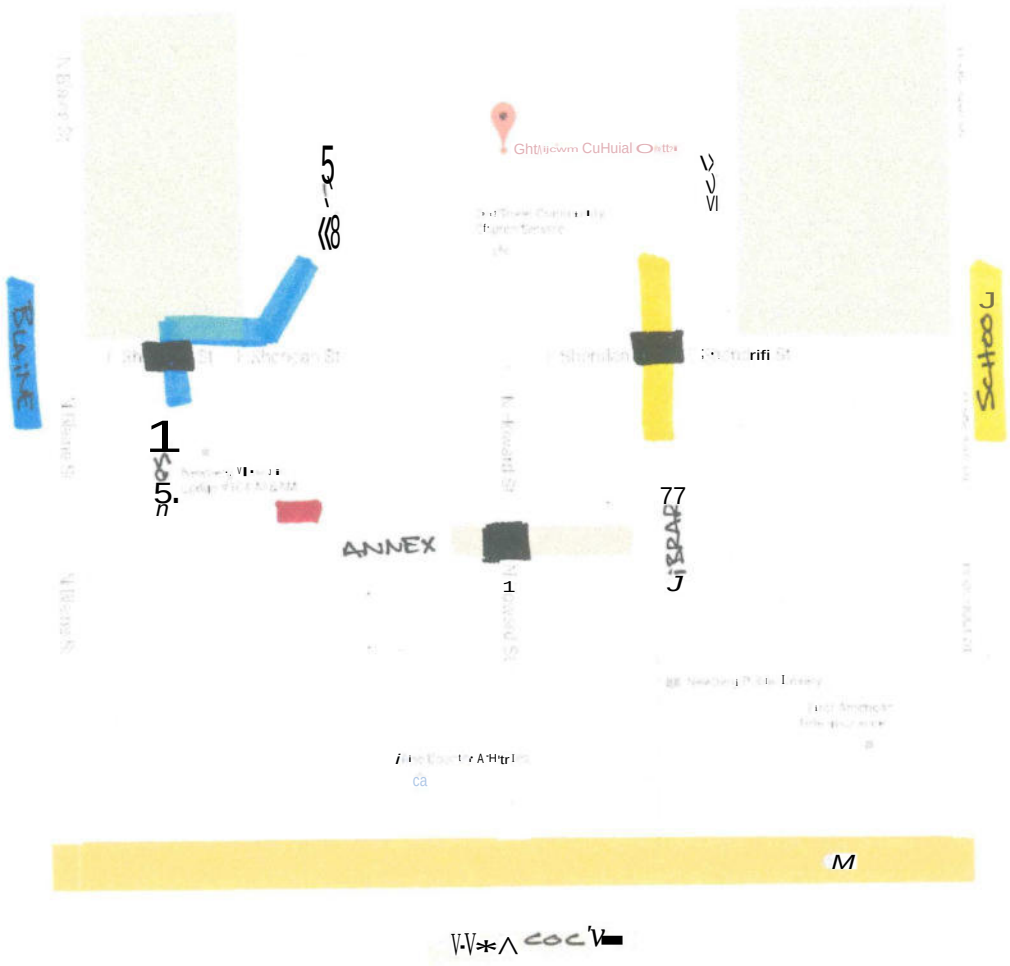

ANNEX

Event Panel Fencing average costs $105-$150 per panel w/ panel specs @ 6' or 10' in length.

My personal preference for Tunes and other events would be the silver light-weight interlocking crowd control barrier; I suggest this due to aesthetics of events, and Tunes volunteers having to load, set-up and unload the barrier. *C*
Concerns are as follows; storage location and cost, and something to consider with location would be transportation and driver to and from each event.

The silver light-weight interlocking crowd control barrier at 125.71 per panel (as indicated in attached document via amazon).
Expected cost for 600' needs (71 panels as they are 8.5' in length) would be $8,925.41
Expected cost for 300' (35 panels as they are 8.5' in length) needs would be $4,399.85

If Brews & BBQ is still interested in fencing, *their needs are @ 5210' panels)*

www.amazon.com

Rolf over image to zoom in

by Vestri

Vestil PRAIL-102-G Bright Zinc Plated Light-Weight Crowd Control Interlocking Barrier with Curved Foot, Steel, 102" Length, 40" Height, 5/8" Rail Diameter

1 customer review

Was: £-2-1-27
Price. $125.71 FREE **Shipping** (3 days) for Prime members Details
+ £0.00 estimated tax
You Save: $5.56 (4%)

Only **2 left** in **stock**.
Want it Monday, **May** 9? Order within 20 **hrs** 57 **mins** anc choose **Standard Shipping** at checkout Details
Ships from and sold by Amazon.com

Specifications for this item

Brand Name	Vestil	Overall Height	3».3125 inches
Part Number	PRAIL-102-G	Overall Length	20 125 inches
Material Type	Steel	Overall Width	100.8125 inches
item Weight	35 pounds	UNSPSC Code	24100000
Number of items	1		

www. crowdcontrolwarehouse.com

Event Fence Low-Height Panel - Picket Style Model No. SP05

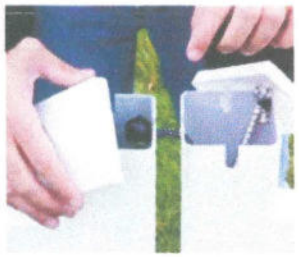
- Set up in minutes. no tods needed
- Panels connect in three directions with hidden shook chords
- Decorative caps attached to prevent toss
- Base legs swivel for angled connections and uneven terrain
- Pre-drilled hces in base legs allow for permanent installations
- Durable white PVC vinyl with UV inhibitors

- PLEASE MOTE: There is a 1C pc. minimum order for Event Fence Parels

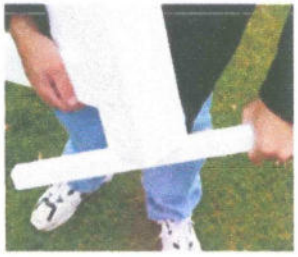
Product Options

Your Price: $104.00 Quantity: 10 + Add to C:t

- Further discounts may apply on large orders. Please contact us for s quote!
- Questions? Please contact us toll-free :t 577-585-1603 or SalesigCrcrvrdDontrcl'Abrehouse.oom for assistance:



Panes connect «vtn hdden shock cords



Base leas ssnivel witty*/ need *kr* tods

Product Features

- Attractive and functional design is ideal for directing personnel
- Each railing includes connectors to attach multiple units end-to-end
- Feet are removable sc railing will lay flat for shipping and storage
- Rugged welded steel construction long lasting use

Product Details

Item Weight: 36 pounds

Shipping Weight: 36 pounds (View shipping rates and policies)

Domestic Shipping: Item can be shipped within U.S.

International Shipping: This item is not eligible for international shipping. Learn More

ASIN: 90027Y36XA

Item model number: PRAIL-102-G

Average Customer Review: (1 customer review)

Amazon Best Sellers Rank: #124,992 in Industrial & Scientific (See Top 100 in Industrial & Scientific)
#9535 in Industrial & Scientific > **Material Handling Products**

Manufacturer's warranty can be requested from customer service. Click here to make a request to customer service.

Product Description

Vestil crowd control interlocking barriers with both curved foot. lightweight one-piece handrail is attractive and functional. Interlocking portable railing has many commercial industrial applications. Easy to move to meet changing needs. Upright bars are vertically spaced at 5-1/4-inches intervals. Includes connectors to attach multiple units togeth form long runs. All welded steel construction. Bright zinc finish. M/4-inches rail diameter. Measures 102-inches length by 40-inches height.

http://sportfenceinternational.coin/

Portable fencing system

Inventory available for immediate shipment

Sport Fence International's portable fencing system is a Nationally Recognized, Nationally Respected Product with Thousands of Satisfied Customers and millions of dollars in sales over the last 13 years!. Our fencing system employs a patended cutting edge technology with a proven track record.

Lightweight
Durable
Attractive
Easy to Install
Profitable
Stores Compactly
Use Indoors or Out

Truly Safe

- Free standing
- Break-away mechanism activates upon impact
- Eliminates fear of injury
- All plastic construction for safety and durability
- No Sharp protruding edges

Totally Portable and Compact

- Lightweight
- Sets up quickly
- No stakes or posts
- Easy to transport
- Stores compactly

Multi-purpose nets for sports and recreational events

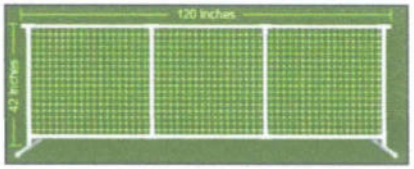
- [illegible] training uses
- [illegible]
- [illegible] covering
- [illegible]
- [illegible]

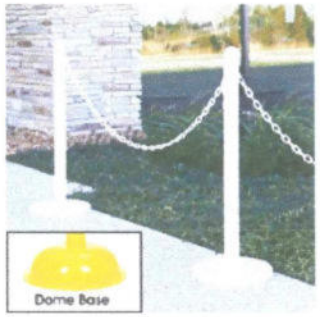
Your [illegible]

- Spread the [illegible] costs across the season by [illegible]
- Fix a budget and stick to it [illegible]
- Remember to include annual maintenance and inspection costs.

[illegible]

- [illegible]
- [illegible]
- [illegible]

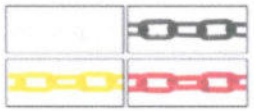




PLASTIC CROWD CONTROL

Economical, lightweight and portable. Direct folks at indoor or outdoor events.

- Weatherproof, durable and UV resistant.
- Fill bases with sand or gravel for added stability.
- Flat Base - Standard-duty stanchion. Fill weight 6 4 lbs.
- Dome Base - Heavy-duty stanchion. Fill weight: 12 lbs.
- Plastic Chain - Easily cut to size.
- S-Hooks - Connect chains together.



White, Beck, Yellow or Red

MODEL NO.	DESCRIPTION	HEIGHT	POST DIAM.	BASE DIAM.	WT. (LBS.)	PRICE EACH 1-2	PRICE EACH 5+	ADD TO CART
H-3361	Post with Flat Base	39"	2 1/2"	14"	3	$35	$32	Specify Color
H-3362	Post with Dome Base	41"	3"	16"	4	40	37	Specify Color
H-3363	8' Bag of Chain - 2" Links (min. 2 bags)				1	10	8	Specify Color
H-3364	100' Box of Chain - 2" Links				7	80	75	Specify Color
H-5108	500' Box of Chain - 2" Links				33	375	350	Specify Color
S-17974	S-Hooks 12/pk. (min. 2 pks.)				1	6	5	Specify Color

ATTACHMENT 8

American Camellia Society 2017 Annual Convention Reviewer: _____

3/15/2017

Funding Request $ 2,500.00

	Yes	No
Completed Cover Sheet	9	
Completed Application	8	
Project/Program/Event Budget	9	
Organization Budget	9	
Financial Statement	8	
Secretary of State Registry Filing	8	2
Project Narrative	9	
Signature	8	
Certification Letter	9	
Letters of Support	9	
Miscellaneous Material	9	

Framework	Yes	No
Aligns with TLT regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism Related Facility)	10	1
Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement	8	3
Appeals to designated audiences in Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, Luxury Wine Travelers)	9	2
The project will create or enhance an experience for shoulder or off-season visitors	8	3
Is a priority for partner organization	11	
Leverages funding	9	2

Criteria (1 low/2 medium/3 high)		**1**	**2**	**3**
Ratio at which transit lodging tax funds will be matched: Non-Profit/Governmental .5:1, For-Profit 1:1				
Project will connect visitors to existing assets:				
	Strength of existing assets			
	Strength of connecting assets			
Alignment with target market:				
	Wine Country Adventures			
	Millennial Explorers			
	George Fox Network			
	Luxury Wine Travelers			
Can be completed in 6 - 12 months				
Lasting impact and utility				
	Sub Total			
	Aggregate Total	236		
	Weighted Total	256		

CCC Camellia Festival & Run/Walk Reviewer: _____

3/15/2017

Funding Request $ 8,000.00

	Yes	No
Completed Cover Sheet	9	
Completed Application	9	
Project/Program/Event Budget	7	1
Organization Budget	8	
Financial Statement	9	
Secretary of State Registry Filing	8	
Project Narrative	9	
Signature	9	
Certification Letter	9	
Letters of Support	9	
Miscellaneous Material	7	1

Framework	Yes	No
Aligns with TLT regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism Related Facility)	11	1
Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement	11	
Appeals to designated audiences in Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, Luxury Wine Travelers)	10	1
The project will create or enhance an experience for shoulder or off-season visitors	9	2
Is a priority for partner organization	11	
Leverages funding	11	

Criteria (1 low/2 medium/3 high)		**1**	**2**	**3**
Ratio at which transit lodging tax funds will be matched:				
Project will connect visitors to existing assets:				
	Strength of existing assets			
	Strength of connecting assets			
Alignment with target market:				
	Wine Country Adventures			
	Millennial Explorers			
	George Fox Network			
	Luxury Wine Travelers			
Can be completed in 6 - 12 months				
Lasting impact and utility				
	Sub Total			
	Aggregate Total	249		
	Weighted Total	270		

Hoover-Minthorn House Signage Reviewer: _____

3/15/2017

Funding Request $ 1,400.00

	Yes	No
Completed Cover Sheet	10	
Completed Application	10	
Project/Program/Event Budget	10	
Organization Budget	10	
Financial Statement	10	
Secretary of State Registry Filing	10	
Project Narrative	10	
Signature	10	
Certification Letter	10	
Letters of Support	10	
Miscellaneous Material	9	1

Framework	**Yes**	**No**
Aligns with TLT regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism Related Facility)	11	
Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement	10	2
Appeals to designated audiences in Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, Luxury Wine Travelers)	12	
The project will create or enhance an experience for shoulder or off-season visitors	12	
Is a priority for partner organization	9	1
Leverages funding	9	1

Criteria (1 low/2 medium/3 high)		**1**	**2**	**3**
Ratio at which transit lodging tax funds will be matched:				
Project will connect visitors to existing assets:				
	Strength of existing assets			
	Strength of connecting assets			
Alignment with target market:				
	Wine Country Adventures			
	Millennial Explorers			
	George Fox Network			
	Luxury Wine Travelers			
Can be completed in 6 - 12 months				
Lasting impact and utility				
	Sub Total			
	Aggregate Total	273		
	Weighted Total	296		

NOFF Grand Fireworks Celebration Reviewer: _____

3/15/2017

Funding Request $ 5,000.00

	Yes	No
Completed Cover Sheet	8	
Completed Application	7	1
Project/Program/Event Budget	8	
Organization Budget	8	
Financial Statement	6	1
Secretary of State Registry Filing	4	2
Project Narrative	5	
Signature	8	
Certification Letter	8	1
Letters of Support	4	4
Miscellaneous Material	4	4

Framework	Yes	No
Aligns with TLT regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism Related Facility)	6	3
Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement	8	2
Appeals to designated audiences in Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, Luxury Wine Travelers)	6	5
The project will create or enhance an experience for shoulder or off-season visitors	2	8
Is a priority for partner organization	8	1
Leverages funding	9	1

Criteria (1 low/2 medium/3 high)		1	2	3
Ratio at which transit lodging tax funds will be matched:				
Project will connect visitors to existing assets:				
	Strength of existing assets			
	Strength of connecting assets			
Alignment with target market:				
	Wine Country Adventures			
	Millennial Explorers			
	George Fox Network			
	Luxury Wine Travelers			
Can be completed in 6 - 12 months				
Lasting impact and utility				
	Sub Total			
	Aggregate Total	193		
	Weighted Total	228		

Light The Fire - A YCAP Benefit Reviewer: _____

3/15/2017

Funding Request $ 7,500.00

	Yes	No
Completed Cover Sheet	9	
Completed Application	9	
Project/Program/Event Budget	9	
Organization Budget	9	
Financial Statement	9	
Secretary of State Registry Filing	9	
Project Narrative	9	
Signature	9	
Certification Letter	9	
Letters of Support	9	
Miscellaneous Material	8	

Framework	Yes	No
Aligns with TLT regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism Related Facility)	9	1
Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement	9	2
Appeals to designated audiences in Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, Luxury Wine Travelers)	11	
The project will create or enhance an experience for shoulder or off-season visitors	8	3
Is a priority for partner organization	9	1
Leverages funding	7	1

Criteria (1 low/2 medium/3 high)		1	2	3
Ratio at which transit lodging tax funds will be matched:				
Project will connect visitors to existing assets:				
	Strength of existing assets			
	Strength of connecting assets			
Alignment with target market:				
	Wine Country Adventures			
	Millennial Explorers			
	George Fox Network			
	Luxury Wine Travelers			
Can be completed in 6 - 12 months				
Lasting impact and utility				
	Sub Total			
	Aggregate Total	249		
	Weighted Total	270		

Tunes on Tuesday Semi-Permanent Fencing Reviewer: _____

3/15/2017

Funding Request $ 10,000.00

	Yes	No
Completed Cover Sheet	9	
Completed Application	9	
Project/Program/Event Budget	9	
Organization Budget	9	
Financial Statement	9	
Secretary of State Registry Filing	9	
Project Narrative	9	
Signature	9	
Certification Letter	9	
Letters of Support	8	1
Miscellaneous Material	9	

Framework	Yes	No
Aligns with TLT regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism Related Facility)	4	3
Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown	8	1
Appeals to designated audiences in Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, Luxury Wine Travelers)	8	1
The project will create or enhance an experience for shoulder or off-season visitors	4	6
Is a priority for partner organization	7	1
Leverages funding	3	1

Criteria (1 low/2 medium/3 high)		1	2	3
Ratio at which transit lodging tax funds will be matched:				
Project will connect visitors to existing assets:				
	Strength of existing assets			
	Strength of connecting assets			
Alignment with target market:				
	Wine Country Adventures			
	Millennial Explorers			
	George Fox Network			
	Luxury Wine Travelers			
Can be completed in 6 - 12 months				
Lasting impact and utility				
	Sub Total			
	Aggregate Total	185		
	Weighted Total	241		

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 20, 2017				
Order No. ___	**Ordinance No.** ___	**Resolution No.** ___	**Motion** ___	**Information** _XX_
SUBJECT: Riverfront Master Plan Update			**Contact Person (Preparer) for this Motion: Doug Rux, Director Dept.: Community Development File No.: GR-16-004**	

RECOMMENDATION:

Information only.

EXECUTIVE SUMMARY:

The Riverfront Master Plan was originally adopted in 2002 by Ordinance No. 2002-2564. Attachment 1 is a map of the study area. Subsequent to its adoption the Newberg-Dundee Bypass corridor was finalized and bisected the Riverfront area rendering the plan essentially non-implementable. No advancement of the Riverfront Master Plan has occurred since is original adoption. In October 2015 WestRock purchased the former SP Fiber Technologies paper mill facility and idled the plant. In January 2016 WestRock announced the closure of the paper mill. WestRock is currently looking for a purchaser of their land holdings in Newberg.

On June 6, 2016 the City Council passed Resolution No. 2016-3309 supporting a Transportation Growth Management (TGM) grant application to update the Riverfront Master Plan (Attachment 2). The summary description included in the grant application stated "The "old" Riverfront Master Plan was completed prior to finalization of the Phase 1 Bypass through the area. The ultimate Phase 1 Bypass location has impacted many of the previously planned and identified Plan elements. The proposed project would update the Riverfront Master Plan according to current market conditions and transportation infrastructure, creating a workable plan for a multi-modal transportation network through and connecting this area to the rest of the city, a zoning pattern that includes the appropriate mix of residential and employment uses, identified open space areas, and other features unique to the Riverfront area. This project would also expand the study area from the previous Plan to include the former WestRock mill site and more of the adjacent residential neighborhoods north of the Bypass."

On August 17, 2016 the City was notified that it had been awarded a grant of approximately $200,000 to develop a new plan along the riverfront that includes the shuttered WestRock paper mill site. Attachment 3 is a map representing the preliminary study area that covers approximately 450 acres. City staff and TGM staff have been developing a Statement of Work for the project. That Statement of Work has been completed and the TGM program has issued a Mini-RFP for consultant services to develop the new Riverfront Master Plan. TGM staff and City staff will jointly review and score the submitted consultant proposals in mid-March through the first part of April 2017. It is anticipated that the actual planning work will commence in June 2017.

As part of the Riverfront Master Plan Update Statement of Work a citizens committee has been identified to provide community guidance to the selected consultant and City staff. Mayor Andrews and staff have begun the discussions to establish a Citizens Advisory Committee for the Riverfront Master Plan Update. The

Mayor is scheduled to bring forward his list of names for City Council ratification on April 17, 2017. In addition to the Citizens Advisory Committee discussions have begun on who should be on the Technical Advisory Committee for the project including State agencies and possibly the Confederated Tribes of the Grand Ronde.

In parallel with the TGM activities staff has engaged the Regional Solutions program through the Mid-Valley Regional Solutions Coordinator to assist in gathering information from various State agencies regarding the WestRock site. Regional Solutions convened a meeting on December 13, 2016 which included the Oregon Department of Transportation, Oregon Department of State Lands, Oregon Parks and Recreation, Oregon Department of Fish and Wildlife, Business Oregon, Oregon Department of Energy, Oregon Employment Department, Work Source Oregon, Oregon Department of Land Conservation and Development, Oregon Water Resources Department, Mid-Willamette Valley Council of Governments and City of Newberg. Information has been gathered from these various State agencies and is being compiled. Once the information is organized it will be shared with the Riverfront Master Plan Update activities as well as any party that is interested in purchasing the WestRock property.

City staff have also met with Yamhill County and the Chehalem Park and Recreation District to gather information concerning the old landfill off of Waterfront Street, that ceased operations in 1985, and Yamhill County documentation on their lease of property from WestRock for Rogers Landing County Park. Discussions with Chehalem Park and Recreation District have focused on possibilities for additional parks and trails within the study area. On the City side our Public Works Department has been gathering information on our City infrastructure that is located on the WestRock site including a survey on where this infrastructure is located and gathering information about the City's lease of land to Yamhill County as part of Rogers Landing County Park.

Finally, through a connection with the Department of Land Conservation and Development in the fall of 2016 the University of Calgary Regional Planning Studio for graduate students toured the study area and took on as a studio project developing two concept plans for the Riverfront. Their work product is titled "Revitalize Newberg Riverfront" and is included as Attachment 4. This information will also be shared with the consultant and community participants as part of the Riverfront Master Plan update process.

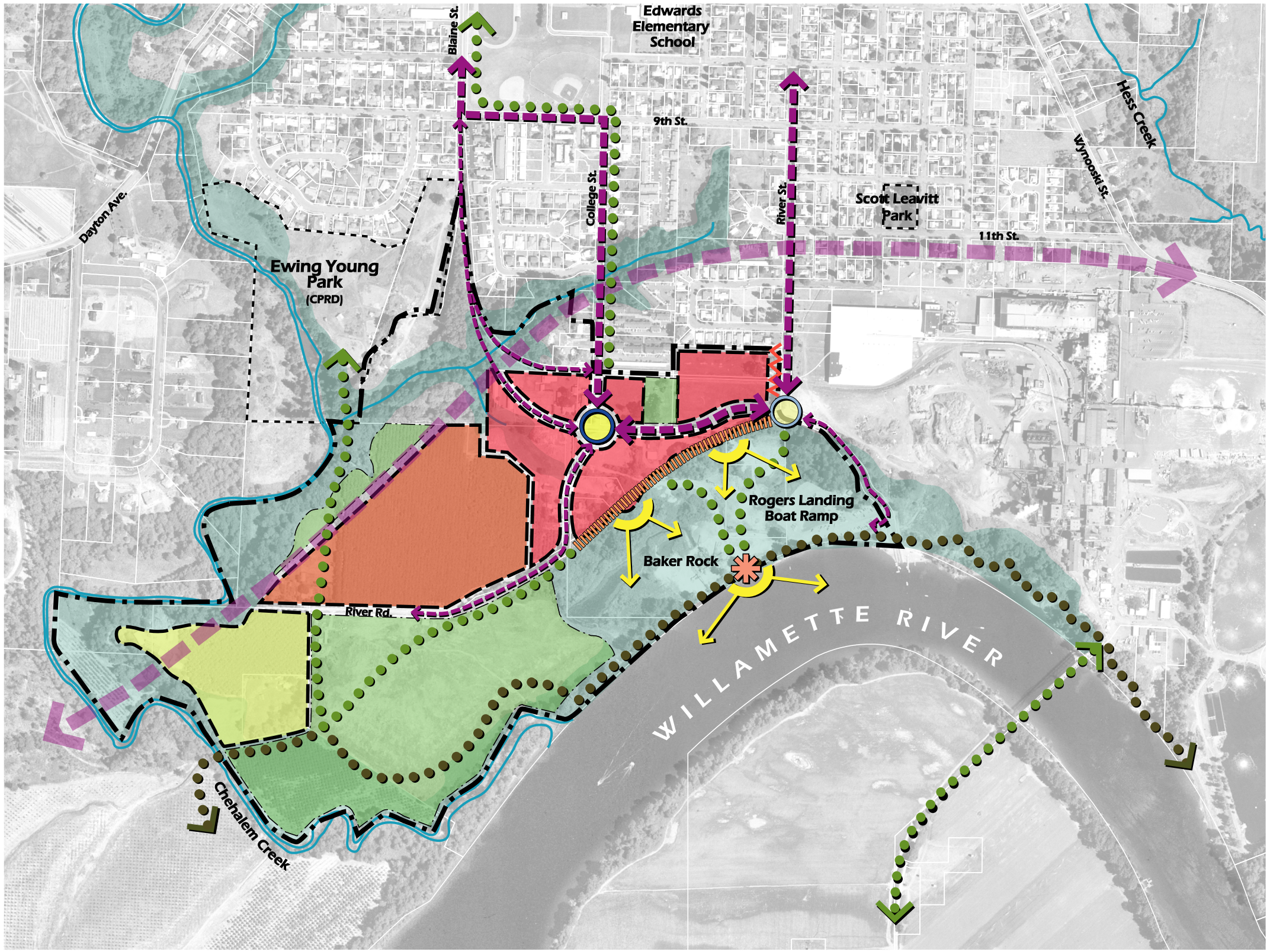
FISCAL IMPACT:

The Transportation Growth Management grant will be budgeted in FY 2017/2018 as revenue. The City will not actually receive revenue directly from the TGM program for hiring a consultant as that contract will be between the Oregon Department of Transportation and the selected consultant, but the City is required to catalog the grant as revenue for auditing purposes.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM MARCH 2016):

Not applicable.

Attachments: 1. 2002 Riverfront Master Plan Map
2. Resolution No. 2016-3309
3. Riverfront Master Plan Update Preliminary Study Area
4. Calgary - Revitalize Newberg Riverfront



LEGEND

- Low Density Residential
- Medium Density Residential
- Riverfront Commercial
- Open Space
- Stream Corridor Zone
- Gateway
- Vessel Landing
- Key Views
- Visual/Noise Buffer
- Pedestrian Esplanade
- Pedestrian Connection
- Willamette GreenWay Trail
- Proposed Hwy 99W Bypass
- Vehicular Connection
- Potential Vehicular Connection
- Study Area Boundary

NEWBERG RIVERFRONT MASTER PLAN

Master Plan

0' 200' 400'

CDA kpff Hahman Environmental Services, LLC GREENWORKS

Figure 19

ATTACHMENT 1

RESOLUTION No. 2016-3309

A RESOLUTION SUPPORTING AN APPLICATION TO THE TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM FOR A GRANT TO UPDATE THE NEWBERG RIVERFRONT MASTER PLAN

RECITALS:

1. The Transportation and Growth Management Program supports community efforts around land use and transportation planning by offering grants to local governments for planning projects that "promote compact, mixed-use, pedestrian friendly development; increase walking, biking, and transit options; or reduce reliance on the state highway system for local travel needs."

2. City Council adopted the Newberg Riverfront Master Plan in 2002. The Riverfront Master Plan created a comprehensive plan for the riverfront area, including proposed land uses and a transportation network that included parks and trails. There have been many changes over the past decade, including the ultimate location of the Phase 1 Bypass through the Riverfront area and the recent closure of the paper mill site (most recently known as WestRock). These changes impact the base assumptions of the Riverfront Master Plan.

3. The City should apply for a Transportation and Growth Management Program grant of $200,000.00 to update the Riverfront Master Plan. An update would revisit the assumptions in the prior plan, and craft a new comprehensive outlook for land use and transportation throughout the Riverfront area, allowing the city to capitalize on this asset in the future. Grant applications are due on June 10, 2016, and work on the project would begin in spring 2017 if selected.

THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

1. City Council supports an application to the Transportation and Growth Management Program for a grant to update the Newberg Riverfront Master Plan.

2. The City Manager is authorized to negotiate and execute necessary contracts associated with any resulting awards from the grant application.

∧ EFFECTIVE DATE of this resolution is the day after the adoption date, which is: June 7, 2016.

ADOPTED by the City Council of the City of Newberg, Oregon, this 6th day of June, 2016.

Sue Ryan, City Recorder

ATTEST by the Mayor this 9th day of June, 2016.

Bob Andrews, Mayor

Riverfront Master Plan Update
Study Area

HWY 240
CHEHALEM DR
ILLINOIS ST
VERMILLION ST
FULTON ST
VILLA RD
HAWORTH AVE
DEBORAH RD
VITTORIA WAY
PROVIDENCE DR
MAIN ST
COLLEGE ST
MERIDIAN ST
ELLIOTT RD
PORTLAND RD
HAYES ST
HANCOCK ST
1ST ST
2ND ST
3RD ST
4TH ST
HWY99W
BRUTSCHER ST
SPRINGBROOK RD
FERNWOOD RD
BLAINE ST
DAYTON AVE
RIVER ST
9TH ST
WYNOOSKI ST
11TH ST
14TH ST
STATE HWY 219
WILSONVILLE RD
WYNOOSKI RD

Legend

- Riverfront Study Area
- Bypass Corridor
- Newberg City Limits
- Urban Growth Boundary

N

ATTACHMENT 3

ATTACHMENT 4

UNIVERSITY OF CALGARY ENVIRONMENTAL DESIGN

City of Newberg

ACKNOWLEDGEMENTS

The project would not have been possible without the generous support from the City of Newberg. The Faculty of Environmental Design would also like to acknowledge and thank the contacts below for donating their time to discuss planning strategies and aspirations in Newberg, Oregon.

City of Newberg
414 First Street
Newberg, OR 97132

City Council
Mr. Bob Andrews, Mayor (His Worship)

Community Development & Planning
Jessica Pelz, Associate Planner

Public Works & Engineering
Jason Wuertz, Senior Engineer
Keith McKinnon, GIS Analyst

Planning Commission
PC Members 2015-16

Faculty of Environmental Design
Professional Faculties Building, Room: 2182
University of Calgary
2500 University Drive NW
Calgary, AB T2N 1N4

Regional Planning Studio
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Jarryd Csuti, MPlan Student
Hemontika Das, MPlan Student
Layne French, MPlan Student
Rachel Greene MPlan Student
Nida Hassan, MPlan Student
Adetoun Osuntoun, MPlan Student
Madison Smith, MPlan Student
Aaron Thibeault, MPlan Student
Hassan Zuberi, MPlan Student
Crystal Jackson, MPlan Student
Aaron Bomback, MPlan Student

Cover Image by: Aaron Bomback (Faculty of Environmental Design)

WILLAMETTE RIVER **WATERFRONT CONCEPT PLANS**

CONTENTS

PART 1: INTRODUCTION

PART 2: BACKGROUND
2.0 The 2001 Newberg Riverfront Master Plan
2.1 Changes Affecting the Site Since 2001

PART 3: CONCEPT PLANS
3.0 Methodology
3.1 Concept #1
3.2 Concept #2
- 3.2.1. Land Use Rationale
- 3.2.2. Circulation Rationale
- 3.2.3. Additional Measures

PART 4: CONCLUSION

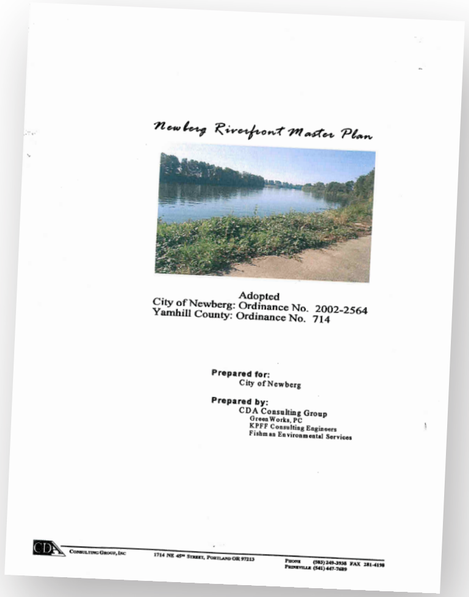
APPENDICES
A.1. Concept #1
A.2. Concept #2

PART 1: INTRODUCTION

In 2001 the City of Newberg published a Riverfront Master Plan to address the redesign of the city's Willamette River waterfront, and re-establish the historically important connection between the river and the greater community. Due to other pressing needs, however, the Riverfront Master Plan was shelved and has remained dormant to this day.

Now, however, an interest in carrying through with the redevelopment of the Riverfront Area has emerged. To complicate matters, though, several things have changed in the Site Area since the original Master Plan was published—including especially the confirmation of the Highway 99 Bypass through the Site Area, and the closing of the SP Newsprint facility in the Site Area (and the simultaneous freeing-up of the Red Electric Trolley line). Therefore, while the original Plan was thoroughly researched; expressed a comprehensive understanding of the needs and desires of the city; and incorporated the feedback of a very well-run public engagement process, the Master Plan is now in need of being modified to reflect the recent changes.

This is where our team enters the picture. Specifically, on a recent visit to Newberg, we were asked by the planning department to come up with some ideas on how to approach the redesign of the Site Area given the recent changes. This report aims to fulfill this purpose.

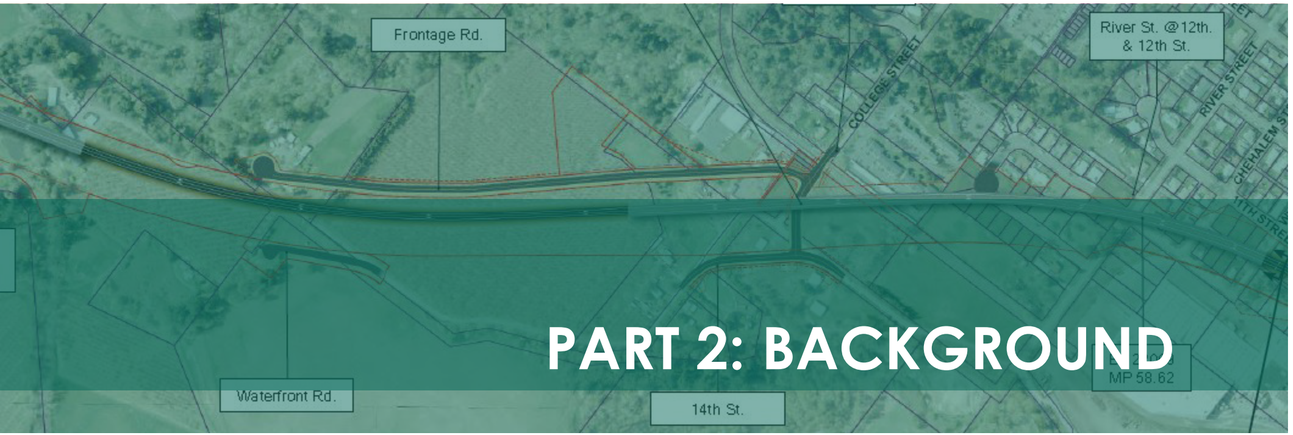


Newberg Riverfront Master Plan

Adopted
City of Newberg: Ordinance No. 2002-2564
Yamhill County: Ordinance No. 714

Prepared for:
City of Newberg

Prepared by:
CDA Consulting Group
Green Works, PC
KPFF Consulting Engineers
Fishman Environmental Services



PART 2: BACKGROUND

2.0 The 2001 Newberg Riverfront Master Plan

As mentioned in the introduction, the original Riverfront Master Plan was both rigorous and comprehensive, and expressed a thorough understanding of the needs and desires of the city (and included a very well-organized and respectful public engagement component). The original Master Plan Map is presented in **Figure 1**.

To recap, the original Master Plan called for a mixed-use Riverfront Commercial Zone to occupy the northeast section of the Site Area (an original sketch of which is shown in **Figure 2**), as well as a Medium-Density and a Low-Density Residential Zone moving west. The former landfill area at the southwest of the site was designated to remain open space, while the Stream Corridor Zone was designated to remain largely as it was—Rogers Landing Park, a boat ramp, and a parking lot (the new boat launch was not yet in place).

In terms of circulation, the original Plan called for improved pedestrian connections throughout, including new tie-ins from the top of the escarpment into Rogers Landing; as well as new connections both to the Willamette Greenway Trail and into the city. Also, the original plan called for improvements to River St. and College St. to improve vehicular access to and from the greater community. The original Plan also mentioned the possibility of reactivating the Red Electric Trolley between the Site Area and downtown for public use—using the rail line which, at that point, was still leased and used daily by the SP Newsprint facility for freight service.

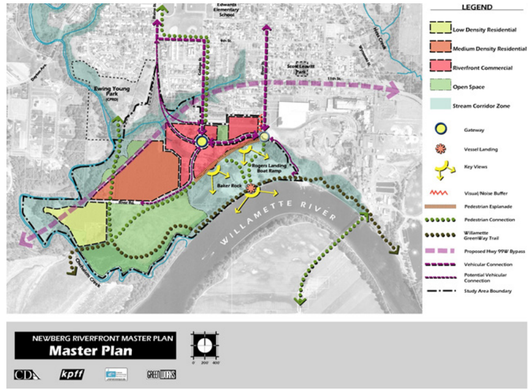


Figure 1: Newberg Riverfront Master Plan

Figure 2: Riverfront Commercial Zone

2.1 Changes Affecting the Site Since 2001

Since the original Master Plan was published two major changes have occurred that affect the Site Area—one that represents a significant constraint, and another that represents a significant opportunity.

First the constraint. Since 2001, it has been confirmed that the corridor for the Highway 99 Bypass will run through the Site Area, and construction has indeed started. Not only that, but the actual alignment of the Bypass is somewhat changed from the one that was speculated on in the original Plan. Both the predicted path and the actual path are shown in **Figure 3**.

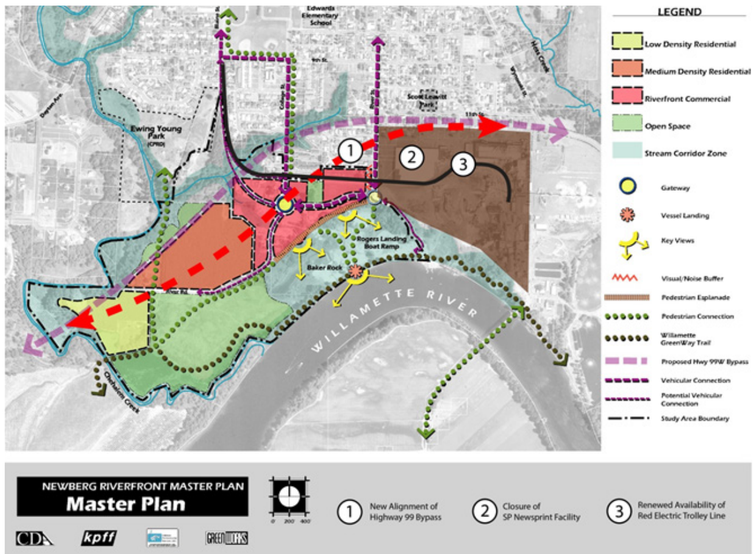


Figure 3: Highway 99W Bypass through Commercial Zone

As feared in the original Plan, the Highway 99 Bypass represents a significant challenge for any development in the Site Area. The proposed mixed-use commercial zone is particularly hard hit by the Bypass, as the corridor now runs directly through that zone, as shown in **Figure 4**.

As for the change that represents an opportunity, this is the closing of the SP Newsprint facility. Indeed, while the closing of this facility represents a significant economic and historic loss for the community, it does open up a large section of land for Riverfront redevelopment. The hope and aim here is that the new use for this space will recapture the economic benefit of the old facility, while also allowing for development that is more consistent with the city's hope for the waterfront, in addition to being respectful of the historic significance of the site.

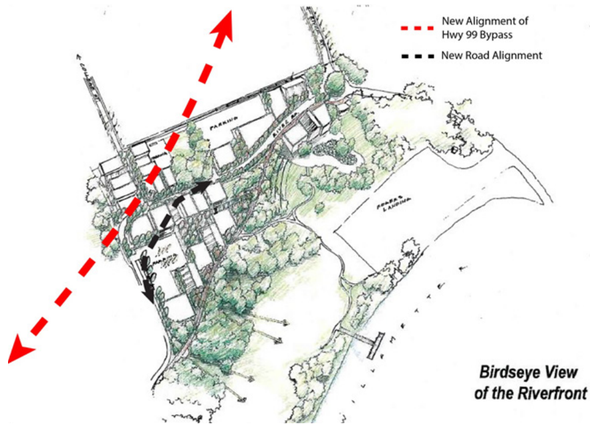
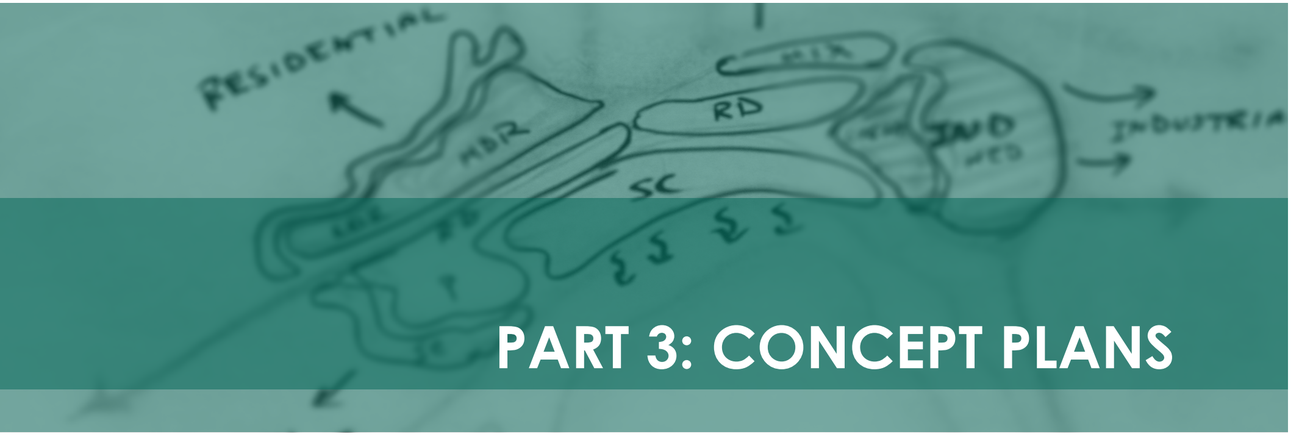


Figure 4: Highway 99W Bypass Alignment



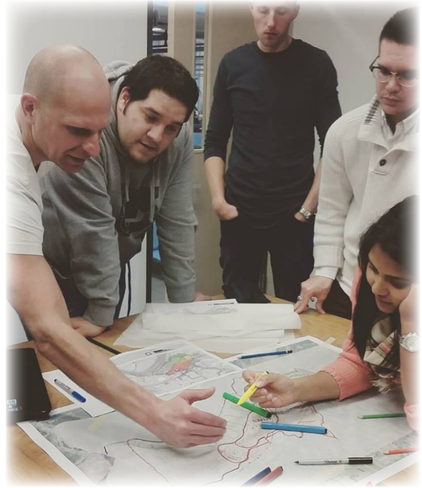
PART 3: CONCEPT PLANS

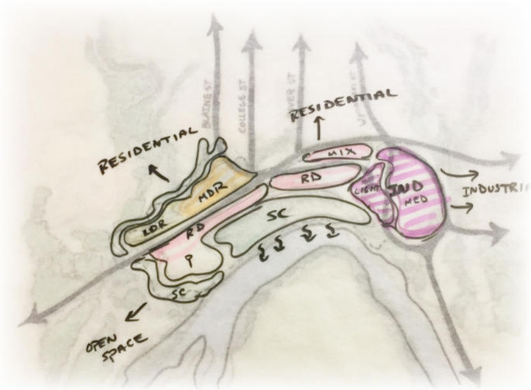
3.0 METHODOLOGY

In approaching this project, we first researched the Site Area (which included studying the original Plan) and held a community mapping exercise.

We then held a half-day design charrette to get some possible solutions out on the table. Some images and sketches from both the community mapping excerise and design charrette are shown on the following two pages.

From here, two teams emerged with their with each team developing their own Concept Plan. We now present the two Concept Plans, one after the other.




RESIDENTIAL
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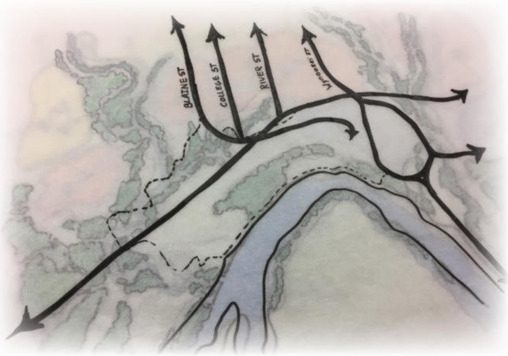
BLAINE ST
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RIVER ST

INDUSTRIAL
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MIX.
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Future Recreation.
WATER-FRONT
DUNDEE

3.1 Concept # 1

Concept Plan # 1 is shown in **Figure 5**.

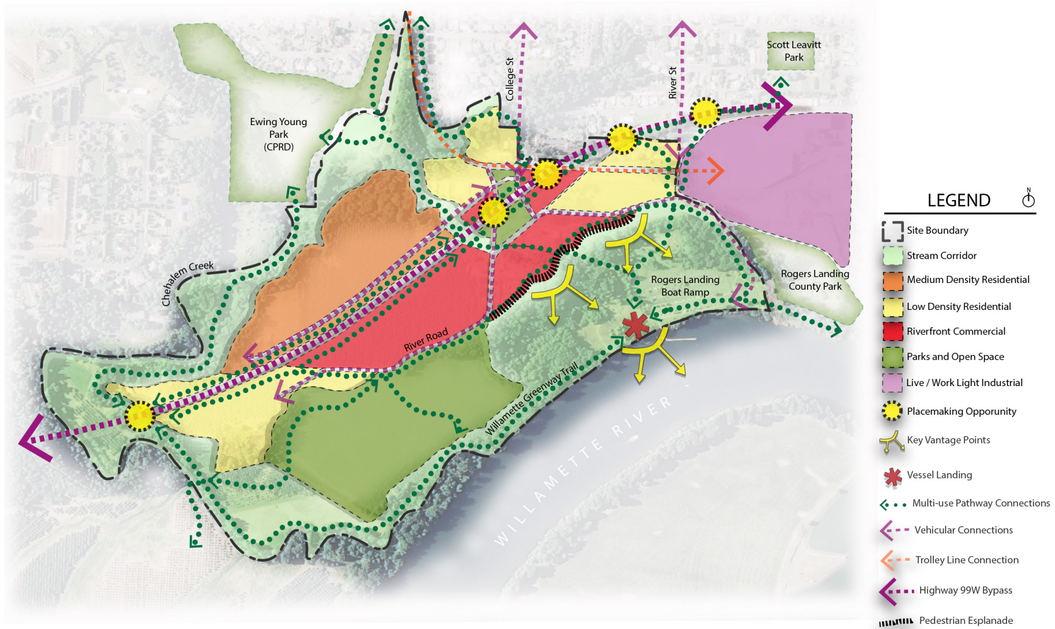


Figure 5: Final Concept Plan #1

A Unique Opportunity to Bridge Communities

The Newberg-Dundee Highway 99W Bypass can be viewed as a constraint or an opporunity. The elevated sections of the bypass offer a unique chance to utilize the longestest bridge in the State of Oregon. The bypass right-of-way could be utilized for the development of parks and pathways along the roadway system creating a spine leading to a "hub" of riverfront commercial activity (see **Figure 6**).

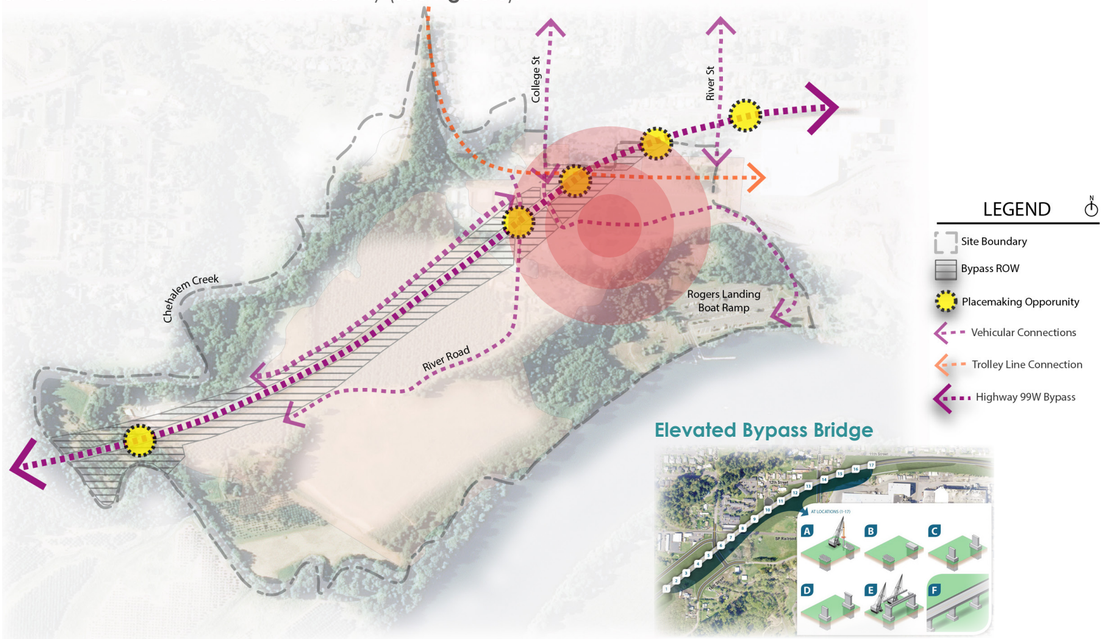


Figure 6: Proposed Major Transportation Routes

Urban Design Ideas

The proposed pathway system aims to achieve the policies outlined in the City of Newberg Comprehensive Plan by supporting the pedestrian and bicycle paths in open spaces and connecting existing parks. By incorporating urban design into the placemaking sites, this will build a tourist attraction to these unique areas that can be accessed by pedestrians, cyclists, or by The Red Electric to create "the spot" for a sense of community (see **Figure 7**).

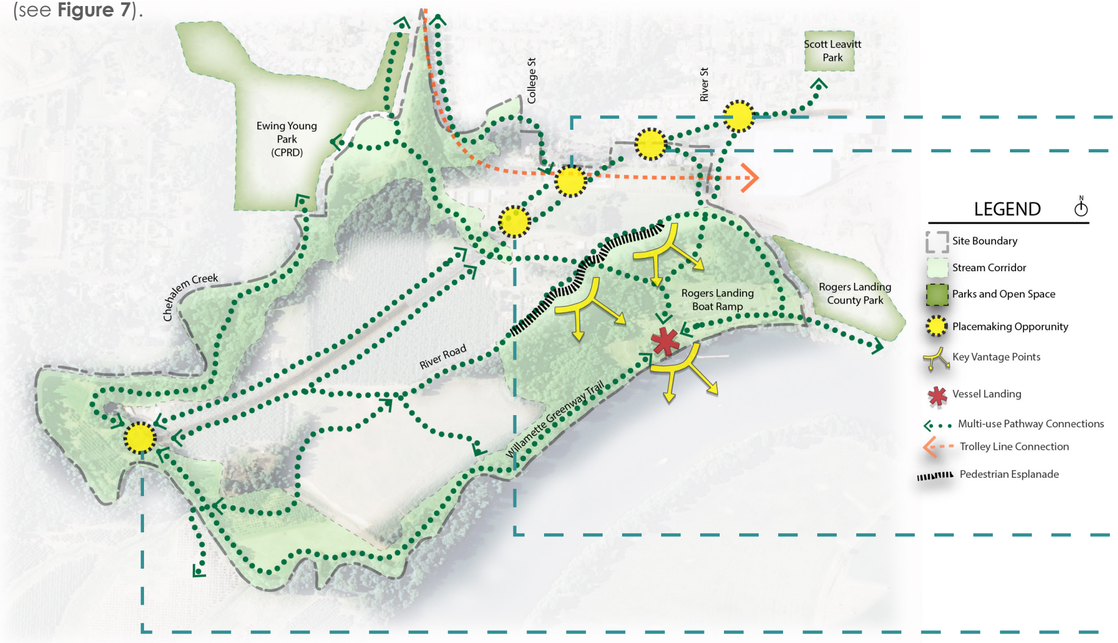


Figure 7: Proposed Pathway System and Placemaking

The Underline in Miami

10 mile walking & biking path in Miami connected by urban parks

Portland's skatepark has added a positive attribute to the neighbourhood

The Burnside Skatepark in Portland

Sabine Promenade in Houston

Located below the I-45 is a 1/2 mile stretch of pathways

America's first urban mountain bike parks built under the I-5 in Seattle

The Colonnade Bike Park in Seattle

3.2 Concept # 2

Concept Plan # 2 is shown in **Figure 8**.

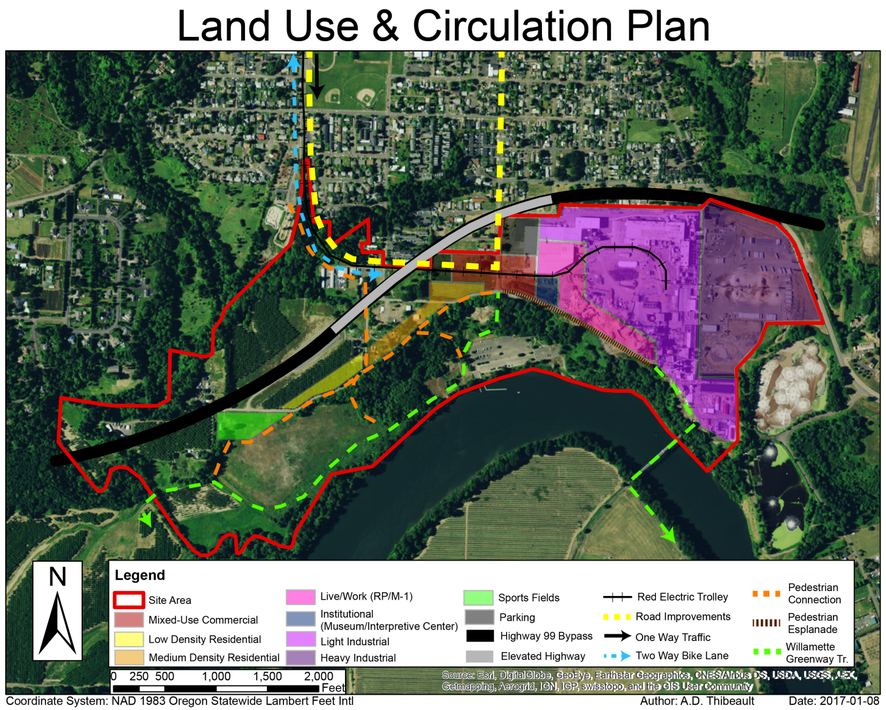


Figure 8: Final Concept Plan # 2

3.2.1. Land Use Rationale

Since the area originally designated as the mixed-use commercial zone is now compromised by the Highway 99 Bypass, this area is no longer suitable to be used as a commercial zone. However, because the SP Newsprint facility is now closed, there is an opportunity to move the commercial zone to the east. In addition, because the trolley formerly used by the SP Newsprint facility is now available to be reactivated for public use, the trolley corridor can be redeveloped as a main street for the commercial zone (with retail on the main floor and 1 to 2 stories of office/residential above). The streetscape and building scale of this development is captured by **Figure 9** (which shows the recently refurbished Main Street Trolley in Memphis, Tennessee).

Figure 9: Main Street in Memphis, Tennessee

Since Newberg is currently in need of industrial land, we recommend that much of the remainder of the former SP Newsprint facility remain zoned for industrial use. This is an appropriate use for the site not only because it has already been used as industrial in the recent pass, but because the site will now also have excellent access to the Highway 99 Bypass via the junction to the east of the site and Wynooski Road.

In order to minimize the nuisance effects from the industrial area on the mixed-use commercial zone, we recommend that a transitional land use be used. In this case we recommend a live-work zone with light industrial use, similar to Tin Town in Courtney, B.C., Waterpark Lofts in Alameda, California, and Westside Place in Chio, California (see the Live-Work website for more such examples). The live-work zone would essentially be a combination of Newberg's RP Residential-Professional District and the M-1 Limited Industrial District designations. Such a land use would not only provide the desired buffer, as noted above, but would also help generate additional tax revenues, and would provide an additional reason for local and regional residents to visit the new waterfront area.

Still on the former SP Newsprint facility, the land east of River St. and adjacent to the escarpment has excellent views of the river, and therefore, has a more appropriate use than industrial. To begin with, we recommend that the land immediately adjacent to the escarp-

ment be redeveloped as the Pedestrian Esplanade originally intended to go west of River St., and that the Esplanade connect to the historic Willamette River Bridge (this solves the issue of having to connect to the bridge via the difficult and steep pathway along the river).

Again, though, in order to ensure that the Esplanade is protected from the industrial area to the north, we recommend that a transitional land use be used. Specifically, there are two land uses that could work here. The first would involve extending the live-work zone mentioned above into this area (doing so would allow the plan to capture many of the benefits originally planned for locating the mixed-use commercial zone along the Esplanade west of River St.). Second, we recommend that a cultural and heritage site with a museum/interpretive center be located along the escarpment to commemorate the importance of the forestry industry in the area (including the original logging mills, and the newsprint operation). Apart from being a respectful salute to the history of the industry in the area, the museum/interpretive centre would also provide a significant draw to the waterfront for both locals and tourists, young and old.

As for the medium density and low density residential zones originally planned to the west of the mixed-use commercial zone, we recommend that theses should remain. However, the Highway 99 Bypass now runs through the northern portion of these zones, and therefore, the zones themselves will need to be truncated. In particular, there may only be enough room to site one row of residences nearest the escarpment. Still, these residences will have excellent views of the river, and should be far enough away from the Bypass to be protected from it, and therefore, every attempt should be made to keep them. Also, given the desirability of this area for residential use, we recommend that the site originally planned to be the mixed-use commercial zone be switched to medium density residential, to maximize the number of riverfront residences. A SketchUp model of how the mixed-commercial zone might look, and how it might integrate with the residential area to the west, and the live-work and industrial areas to the east is shown in **Figure 10**.

3.2.2. Circulation Network Rationale

In terms of the circulation network, we begin with the reactivation of the Red Electric Trolley line for public use. As mentioned above, the trolley would provide an excellent backdrop for the new mixed-use commercial area, and would also provide a very convenient way for visitors to access both the commercial area and the waterfront from the downtown (virtually all of which is within a 5 minute [1/4 mile] walk of the line) (see the separate map provided). What's more, most of the infrastructure is already in place, and therefore, this would represent a relatively low-cost intervention.

In addition, adding a northern leg of the Red Electric extending from downtown to the Allison Inn & Spa would greatly expand the accessibility of both the downtown and the waterfront area. Indeed, doing so would ensure

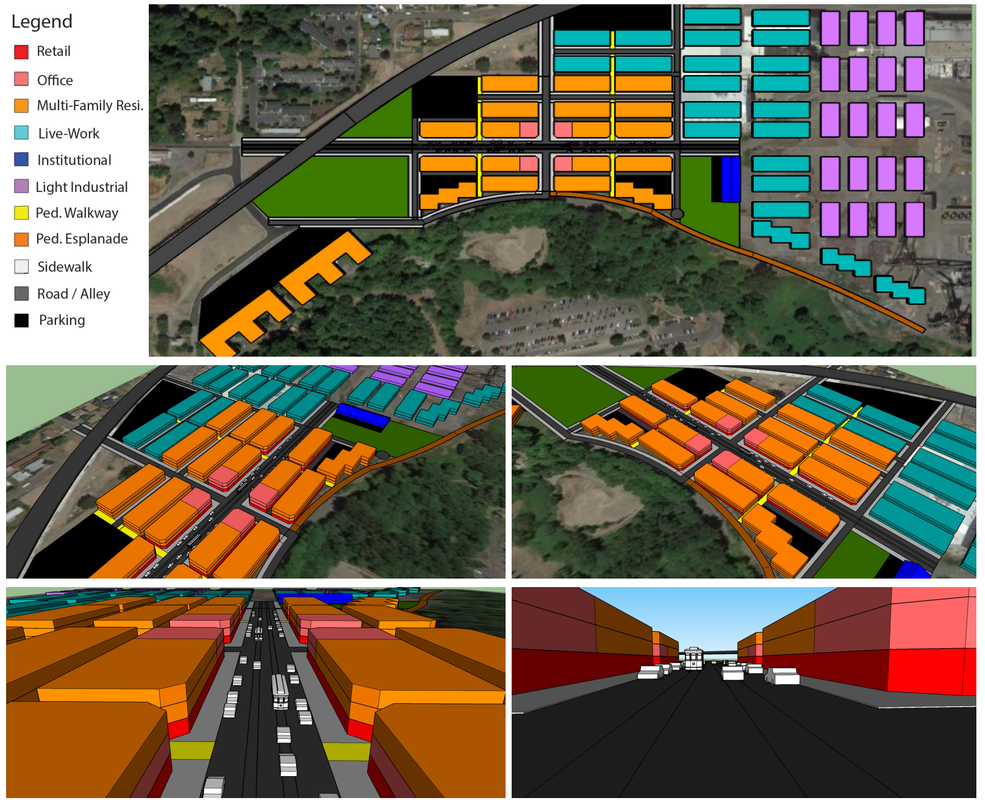


Figure 10: SketchUp Model of Mixed-Commercial Zone

WILLAMETTE RIVER **WATERFRONT CONCEPT PLANS**

that 10 of the city's 14 schools would be within a 5 minute (1/4 mile) walk of the line (including George Fox University and Newberg High School). Also, easy access would be afforded between the waterfront, downtown and both the city's major employer (A-dec), and one of its premier tourist and local attractions (the Allison Inn & Spa).

As with the original Plan, we recommend increasing the pedestrian connections both within the Site Area, and to the rest of the city. The only difference is that this plan takes into account the specific areas where the Bypass is elevated (and which therefore allow for direct connections between the waterfront and the rest of the city). Also, as mentioned above, we recommend connecting the Site Area to the historic Willamette River Bridge via the Pedestrian Esplanade, thus avoiding the necessity to make this connection via the steep and difficult path at the base of the escarpment (this may then become Newberg's contribution to the Willamette Greenway Trail).

Again in line with the original Plan, we recommend making improvements to River St. and College St. in order to facilitate access to the waterfront. However, we also recommend making improvement to Blaine St. Specifically, we recommend adding a two-way bike lane to the west side of the trolley tracks to facilitate bike access from the downtown to Ewing Young BMX Park, the Riverfront Commercial Zone, and the rest of the waterfront. We also recommend converting the lane to the east of the trolley tracks into a one way traffic lane leading down to the waterfront via 9th St. and College St. Cars returning from the waterfront would still be able access downtown but would have to do so via River St. (either directly or via College St. And 9th St.). This would ensure that Blaine St. would still be accommodating to cars (including those bound for the waterfront), while giving precedence to alternative modes of transportation (including the trolley, bikes and walking). River St., for its part, would remain mostly accommodating to cars.

3.2.3. Additional Measures

In addition to the land use and circulation suggestions mentioned above, we believe there are many other measures that could be taken to draw residents to the area, and help revitalize the waterfront (all of the forthcoming interventions are mapped in **Figure 11**).

Lumberjack Games (and Zipline)

To begin with, it was mentioned above that one of the potential land uses for the eastern escarpment would be a heritage site with a museum/interpretive center to commemorate the forestry industry. Now, one activity that is associated with this history are the lumberjack games, and one of the more popular and exciting lumberjack games is the log-roll competition, for which water is needed. It just so happens that Rogers Landing is just down the escarpment from the proposed heritage site, and would be an excellent location for the lumberjack log-roll competition—and other simple and inexpensive apparatuses could also be located here to allow for the full suite of lumberjack games. An annual competition and festival could even be organized to help generate interest and spur tourism.

Of course, the distance between the heritage site at the top of the escarpment and the lumberjack games below would create a separation between them, and a challenge for access, but this challenge could be overcome with a simple and very fun solution: a zipline.

Non-Motorized Boathouse and Bleachers for Spectators

An even more promising idea for drawing people down to the waterfront and revitalizing the area would be to encourage the use of non-motorized boats on the river (a recommendation that is also found in the original Master Plan). In order to facilitate this, we recommend that the city invest in a simple boathouse with non-motorized boats that can be rented out by the general public. With Ash Island to the southwest, and Champoeg State Heritage Area (and campground) to the southeast, there are already nearby attractions that could serve as destinations for day and weekend trips, and that would make the boat rentals valuable for both locals and tourists alike (and that would represent an additional revenue stream for the city).

In connection with this, one measure we recommend is to furnish the boathouse with Olympic row boats. Olympic rowing has a rich history in Oregon, and a number of well-organized clubs and regattas already exist (including the Northwest Collegiate Rowing Conference and the Northwest Rowing Council) that Newberg could easily tap into. In addition, a deal could be struck between the city and the numerous public and private schools in the city (including George Fox University and Newberg High School) to encourage the development of youth rowing clubs. As mentioned above, 10 of the city's 14 schools are within a 5 minute walk of the Red Electric Trolley line, so reopening the trolley for public use would allow for a very convenient way for many of the city's students to reach

rowing practice, thus helping ensure success.

If a culture of rowing were to take hold among the city's youth, it is likely that this would carry over into adulthood, ensuring that the riverfront would become a very popular destination for people of all ages. And for those who have no interest in rowing themselves, a grandstand could be sited on the former landfill where people could come to watch the rowers (including any rowing regattas that may eventually be organized).

Treehouse Campground

A further attraction that could be established to help draw residents and tourists down to the river would be a treehouse campground similar to the Vertical Horizons Treehouse Paradise and the Out'n'About Treesort both in Josephine County, Oregon.

Building a treehouses campground would take advantage of some of the impressive trees along the riverfront, while ensuring that the structures would not be threatened by any potential flooding (and would, once again, represent a potential new revenue stream for the City).

Sports Fields and Horse Stable

As for the remainder of the former landfill, sports fields could be set up on the northern portion of the site to serve the new residences in the area. Also, land could be designated for a horse stable to encourage equestrian riding along the Willamette River Greenway.

See **Figure 11** for Land Use & Circulation Plan with Waterfront additions.

Land Use & Circulation Plan with Waterfront Additions

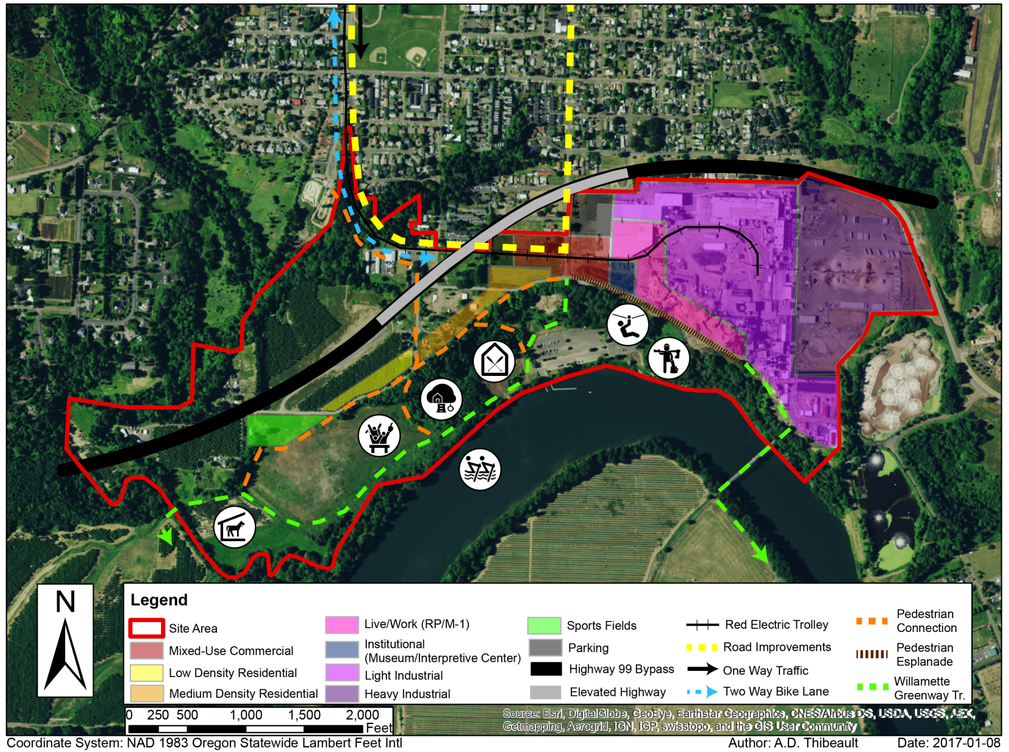


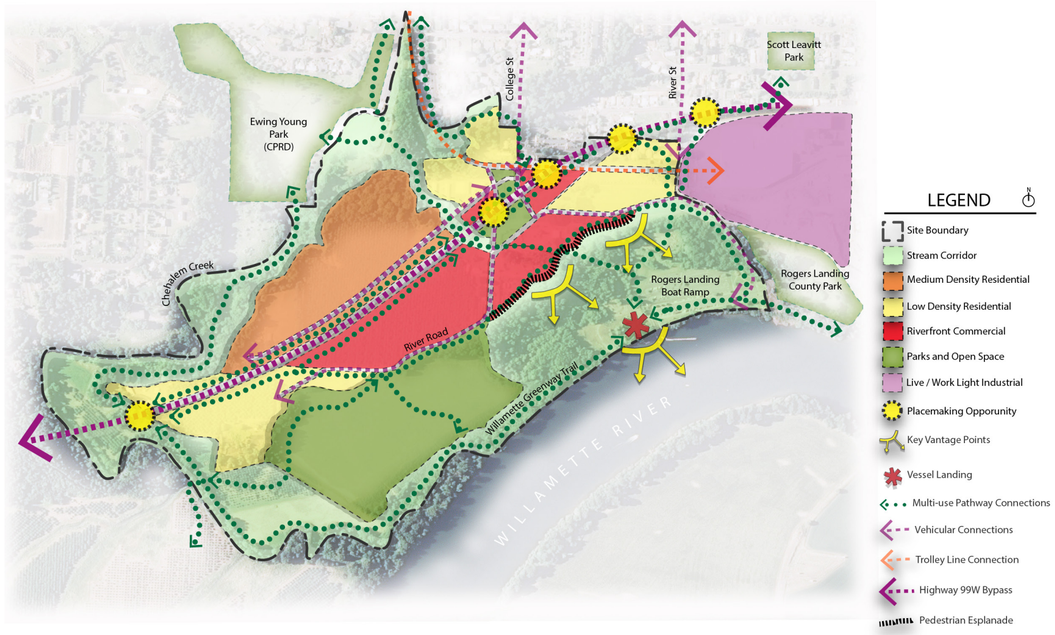
Figure 11: Waterfront Additions

PART 4: CONCLUSION

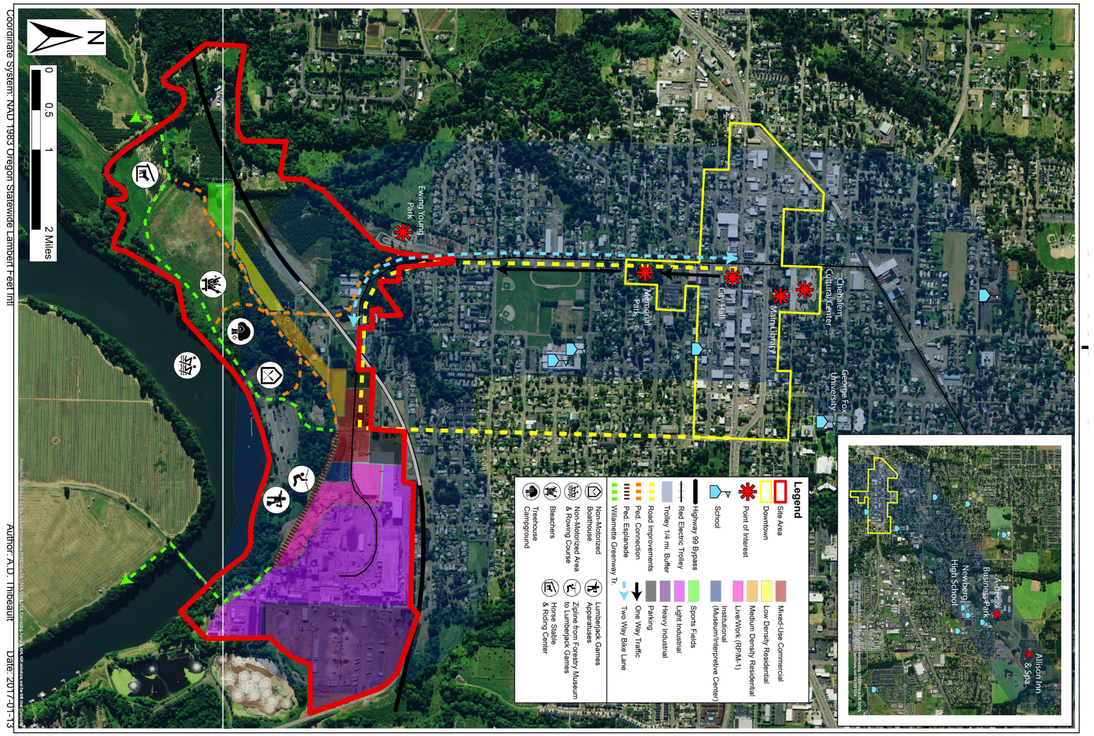
Though the two Plans differ markedly in their recommendations, we believe that both have much to offer, and in fact both teams came to believe that the best solution may well involve mixing and matching from both. Interestingly, both teams came to believe that the best solutions were those that treated the challenges associated with the site as opportunities. Specifically, both teams liked the approach of treating the underside of the Highway Bypass as a linear park; treating the recently vacated SP Newsprint facility and newly available trolley line as the backdrop of a mixed-use commercial zone; and treating the floodplain as the site of numerous low-cost, flood-resilient interventions meant to draw people and activity down to the waterfront. Whatever direction the City of Newberg decides to go with the project, we have enjoyed the opportunity to work with you on it, and wish you well in the process!

Appendices

A.1: Concept Plan #1



A.2: Concept Plan #2



REVITALIZE
NEWBERG RIVERFRONT

For more information contact:

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Professional Faculties Building, Room: 2182
University of Calgary
2500 University Drive NW
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+1 (403) 220-6764
hharker@ucalgary.ca

UNIVERSITY OF CALGARY
ENVIRONMENTAL DESIGN

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 20, 2017				
Order No. ___	**Ordinance No.** ___	**Resolution No.** ___	**Motion** ___	**Information** XX
SUBJECT: Transient Lodging Tax Destination Development-Marketing Draft Grant Program Application Materials			**Contact Person (Preparer) for this Item: Doug Rux, Director Dept.: Community Development File No.: G-16-008**	

RECOMMENDATION:

Information only.

EXECUTIVE SUMMARY:

On June 20, 2016 the City Council adopted Resolution No. 2016-3307 approving the Newberg Strategic Tourism Plan. At the October 17, 2016 City Council Work Session the City Council reviewed and discussed four options for establishing an organizational structure to administer the Newberg Strategic Tourism Plan. Of the four models presented the City Council by consensus identified the City of Newberg Transient Lodging Tax Ad Hoc Committee model as the appropriate organizational model for implementation of the Newberg Strategic Tourism Plan. The structure, purpose and responsibilities of the Ad Hoc Committee are as follows:

1. An Ad Hoc Committee be established by the City Council that would operate for no less than two years and no more than four years.
2. The Ad Hoc Committee consist of not more than 13 members drawing from members of the TLT Advisory Group plus a person representing Airbnb/VRBO's, a City Council member, a general at-large citizen and Ex Officio members of the Mayor and City Manager.
3. The Ad Hoc Committee would be staffed by existing city staff.
4. The Ad Hoc Committee's role would be to solicit for tourism related facility projects, review proposals and make recommendations to the City Council.
5. The City Council would make the decision on what tourism related facility projects get funded.
6. The Ad Hoc Committee would make recommendations on the small grant program to the City Council.
7. During the two year and not more than four year period the Ad Hoc committee continues the discussion of an organizational model appropriate for Newberg given the funding available and report their recommendations back to the City Council.
8. The City discuss with the Chehalem Valley Chamber additional services that could be provided such as FAM's, Marketing and Destination Development. Funding for these services would come out of the Tourism Promotion expense line.
9. Funds be allocated for a consultant to conduct an assessment of exiting marketing material and provide recommendations for updating or modifying marketing material.

On December 5, 2016 the Mayor appointed 13 members to the Transient Lodging Tax (TLT) Ad Hoc Committee along with the Mayor and City Manager as Ex Officio members with consent of the City Council.

The Transient Lodging Tax Ad Hoc Committee has met three times since its formation on January 4, February 1 and March 1, 2017. At the March meeting the TLT Ad Hoc Committee reviewed the draft TLT Destination Development-Marketing Grant Application materials including the Guidelines, Cover Sheet, Application, Reporting Form and Sample Contract providing feedback based on questions provided by staff and observations from TLT Ad Hoc Committee members review and discussions. All of the TLT Ad Hoc Committee modifications have been incorporated into the draft material included as Attachment 1.

This information is being shared with the City Council prior to initiating the TLT Destination Development-Marketing solicitation process which is anticipated to begin between March 21 and March 31, 2017 and run for 90-days for the $250,000 allocated for the TLT Destination Development-Marketing Grant program.

FISCAL IMPACT:

There is no fiscal impact associated with the TLT Destination Development-Marketing Grant Program. The FY 2016/2017 budget included the TLT Destination Development-Marketing Grant Program as a subset to the Tourism Promotion line item in Fund 19 which has an adopted budget line item of $374,490.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM MARCH 2016):

Not applicable.

Attachments: 1. TLT Destination Development-Marketing Grant Program Application Materials

City of Newberg 2016 - 2017
Transient Lodging Tax – Destination Development and Marketing Promotion Grant Program Guidelines

INFORMATION FOR GRANT APPLICANTS

PURPOSE:
This grant program is intended to aid organizations and businesses that further the Newberg Strategic Tourism Plan adopted in June 2016 for destination development and marketing promotion activities, http://www.newbergoregon.gov/economicdevelopment/page/newberg-strategic-tourism-plan, by advancing the adopted goals of:
1: Tourism bolsters Newberg economy in measurable ways.
2. Newberg is a destination of artisan makers and doers.
3. Tourism funding and industry partners catalyze downtown development and creation of new experiences for target audiences.
4. The tourism organization and strategy engage and energize local tourism partners and demonstrate healthy partnership between the private sector and city.
5. Moon Shots – tourism encourages sustainable development that benefits the local community and enhances the visitor experience.

DEFINITIONS:
The City of Newberg utilizes the state definition of tourism which is aligned with Oregon's legal definition: "Tourism" means economic activity resulting from tourists.

"Tourist" is a person who, for business, pleasure, recreation, or participation in events related to the arts, heritage or culture, travels from the community in which that person is a resident to a different community that is separate, distinct from, and unrelated to the person's community of residence, and that trip:

a. Requires the person to travel more than 50 miles from the community of residence; or
b. Includes an overnight stay in a paid accommodation in Newberg, Oregon.

"Tourism promotion" (as it relates to this grant application) means any of the following activities:

a. Advertising, publicizing, or distributing information for the purpose of attracting and welcoming tourists;
b. Conducting strategic planning and research necessary to stimulate future tourism development;
c. Operating Tourism promotion agencies; and
d. Marketing special events and festivals designed to attract tourists.

"Tourism Related Facility" is:

a. A conference center, convention center, or visitor information center; and

b. Other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.

FUNDING:
Funding for this program is $250,000 which may be disbursed to multiple organizations or businesses. The minimum grant amount is $10,001 and the maximum is based on funds available for that fiscal year. The funds are made available from the City of Newberg transient lodging taxes that are assessed to hotels, motels, bed and breakfasts, and vacation rentals for guests in the City of Newberg.

ELIGIBLE APPLICANTS:
Eligible applicants include governmental entities, 501(c)(3) and (6) non-profit organizations, and for-profit private entities with a project, program, or event in the Newberg zip code area of 97132 aimed at destination development or marketing promotion that promotes local tourism attractions, brings visitors, or has the potential to bring visitors, to Newberg that will create overnight stays in Newberg's commercial lodging properties in furtherance of the Newberg Strategic Tourism Plan goals.

Multiple grant applications per year will be considered for any one organization or business. If an organization or business has previously been awarded a tourism grant by the City of Newberg, it will only be considered for a grant if all previously awarded grants complied with grant agreement requirements and procedures, including filing progress reports. Since grants are funded from revenues from lodging tax, recipients are asked not to request discounts from Newberg lodging properties for the proposed project, program, or event.

GRANT APPLICATION PROCESS:
In order to be considered for grant funds from the City of Newberg:

1) A completed application must be delivered to the Community Development Director. Application forms are available at _____ or by contacting the Community Development Director, doua.rux@newberqoreaon.gov. If you have multiple projects, programs, or events, separate applications will need to be submitted. The exception would be if the project, program, or event had multiple dates over the course of the fiscal year.
2) All application forms **MUST** be typed and sent to the Community Development Director. **No hand written forms will be accepted. Failure to abide will result in application disqualification.**
3) All applicants will be notified of funding approvals no later than June 30, 2017.
4) Progress and Final Reports on activity, spending, and results are to be submitted to the Community Development Director.

TYPES OF PROJECTS/PROGRAMS/EVENTS TO BE CONSIDERED:
Below is a sample list of grant projects, programs or events; actual projects are not limited to only what is listed below.

1) Projects, programs, or events which generate or encourage overnight stays in Newberg.
2) Projects, programs, or events that increase visitor spending.
3) Projects, programs, or events that enhance shoulder and off season visitation.
4) Projects, programs, or events that create unique wine country experiences that distinguish Newberg from nearby destinations.

ACTVITIES NOT ELIGIBLE FOR FUNDING:

1) General administrative costs;
2) Membership fees;
3) Projects, programs or events promoting tourism outside of Newberg;
4) Project directed solely at the residents of Newberg;
5) Used as match for other City of Newberg funding awards;
6) Salaries;
7) Operating costs;
8) Travel and mileage;
9) Architectural engineering studies;
10) Apparel for volunteers and/or staff; or
11) Advertisements in Newberg or CVCC guides/brochures, local Chambers of Commerce publications, and local publications (print, radio, television) that are not distributed at least 50 miles outside of Newberg.

MATCHING REQUIREMENT:

The Destination Development and Marketing Promotion Grant Program requires a minimum 1:1 match ratio from the applying organization or business:

1) Non-Profit/Governmental: 1 (applicant) and includes in-kind or cash / 1 (City of Newberg)
2) For-Profit: 1 (applicant) cash match / 1 (City of Newberg)

Match funds must be documented and must be committed prior to the distribution of funds. The higher the cash or in-kind match ratio will enhance the application scoring.

EVALUATION FRAMEWORK AND CRITERIA:

The City of Newberg Transient Lodging Tax Ad Hoc Committee will review applications and make a recommendation to the Newberg City Council on awards according to the purpose and evaluation criteria of the grant program. The Newberg City Council will make the final award decision.

Framework

1) Aligns with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism related facility)	Yes/No
2) Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement	Yes/No
3) Appeals to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)	Yes/No
4) The project will create or enhance an experience for shoulder or off-season visitors	Yes/No
5) Is a priority for partner organization	Yes/No
6) Builds on existing assets	Yes/No
7) Leverages funding	Yes/No

Criteria	*(1 low/3 high)*
1) Ratio at which Transient Lodging Tax funds will be matched	1 / 2 / 3
2) Project will connect visitors to existing assets:	
a. Strength of existing assets	1 / 2 / 3
b. Strength of connecting assets	1 / 2 / 3
3) Alignment with target market:	
a. Wine Country Adventures	1 / 2 / 3

b. Millennial Explorers 1 / 2 / 3
c. George Fox Network 1 / 2 / 3
d. Luxury Wine Travelers 1 / 2 / 3

4) Lasting impact and utility 1 / 2 / 3

PROMOTIONAL MATERIAL:
All funded projects, programs or events involving promotional materials and websites must be reviewed by the Community Development Director at the draft stage and will need to include the www.newbergoreaon.gov/cd/paae/tourism web address and a link to www.newbergoreaon.gov/cd/paae/tourism in the case of a website.

All grant support should be referenced as; **"This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg."**

UNUSED FUNDS:
In the event that awarded funds remain and were not completely used for the project, program, or event intended, the unused funds shall be returned to the City of Newberg.

GRANT CONTRACT:
All grant award recipients must enter into a Destination Development and Marketing Promotion Grant Contract with the City of Newberg. A sample contract is included in the application material.

REPORTING PROCESS:
Applicants that are awarded grant funding are required to submit both a Progress Report on a date to be determined and a Final Report within 30 days after the project, program or event to the Newberg Community Development Director.

RECORD KEEPING:
It is requested that all grantees maintain records for the minimum required amount of time set forth by the IRS, including receipts, and make the records available to the City of Newberg upon request for audit purposes.

PERMITTING AND LICENSING:
The award of grant money through this program does not supersede the need for proper permitting and licensing with the City of Newberg and / or other governing agents. Proof of all necessary permits and licenses is required before grant funds can be dispersed.

City of Newberg 2016 - 2017
Transient Lodging Tax – Destination Development and Marketing Promotion Grant Program Application Cover Page

Project Title: _____

Applicant Name: _____

Mailing Address: _____
Street City State Zip

Contact Name: _____

Phone: _____ Email: _____

Amount of total Funding Requested: $_____

Please note: Funds not spent on the approved project must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Project, Program or Event Detail:

A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
B. Submit an updated Project, Program or Event Detail as your Progress Report.
C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

Any changes to your project must have prior approval to receive funding.

I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.

Print Name: _____ Signature: _____

Title: _____ Date: _____

**********FOR OFFICE USE ONLY**********

APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) _____

Progress Report Received: _____ Final Report received: _____

Funds returned, received on: _____

City of Newberg 2016 - 2017
Transient Lodging Tax – Destination Development and Marketing Promotion Grant Program Application

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- Completed application Cover Sheet.
- Budget for project/program/event being funded that lists all anticipated income and expenses.
- Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- Letter signed by officers of the Organizations Board of Directors or Business Owners authorizing this application.
- Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- Letters of support.

Project Title: _____

Applicant Name: _____

Mailing Address: _____
Street City State Zip

Contact Name: _____

Phone: _____ Email: _____

Website Address: _____

Secretary of State Business Registry Number: _____

Non Profit _____ Government _____ For-Profit _____

Amount of total Funding Requested: $_____

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

_____ New Project _____ New Program _____ New Event

_____ Existing Project _____ Existing Program _____ Existing Event

Has this project, program or event received these grant funds in the past?

If so when and for how much?

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of funding available in the fiscal year in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

DRAFT

Budget Summary (this format must be used):

Project/Program/Event Budget: This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: _____ to _____

Income Sources	Amount
Total Project/Program/Event Income	

Expenses – Must be explicitly defined.	Amount
Total Project/Program/Event Expense	

DRAFT

Organization Budget: This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: _____ to _____

Income Sources	Amount
Total Organization Income	

Expenses	
Total Organization Expense	

DRAFT

Project Narrative:

1. Project description:

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism related facility)?

4. How does your project, program or event promote or create experiences for: Outdoor Recreation Visitor, Experiential Arts, Wayfinding, Downtown Enhancement?

5. How does your project, program or event appeal to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)

6. How will your project, program or event create or enhance an experience for shoulder or off-season visitors?

7. Is the project, program or event a priority for the partner organization? (if yes, why?)

8. Does the project, program or event build on existing assets? (if so how?)

9. How does your program, program or event leverage funding?

10. What is the ratio at which Transient Lodging Tax funds will be matched?

11. How will your project, program or event connect visitors to existing assets (Strength of existing assets and Strength of connecting assets)?

12. How does your project, program or event align with target markets of Wine Country Adventures, Millennial Explorers, George Fox Network, and Luxury Wine Travelers?

13. What is the timeframe for completion of your project?

14. What is the lasting impact and utility of your proposed project, program or event?

15. What is the estimated room nights that would occur from this project, program or event?

Signature and Certification Letter:

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

"*This project/program/event is made possible in part by a grant from Newberg transient lodging taxes and the City of Newberg.*"

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

_____ _____

Signature of Authorizing Official Date

_____

Print Name of Authorizing Official

DRAFT

City of Newberg 2016 - 2017
Transient Lodging Tax – Destination Development and Marketing Promotion Grant Program Reports

To be completed and returned: Progress Report by _____.

To be completed and returned by _____: Final Report 30 days after project, program or event.

Attach receipts, paid invoices for monies spent and a check to the City of Newberg for an unspent funds.

Project Title: _____

Name of Organization requesting funds: _____

Mailing address: _____

Contact name: _____

Phone: _____ Email: _____

1. Detail of Income and Expenses as compared to budget submitted (must be as detailed as possible)

NOTE: Please attach receipts or a spreadsheet that documents both income and expenses

Budgeted Income Sources	Amount	Actual Income Sources	Amount
Total Budgeted Project/Program/Event Income		Total Actual Project/Program/Event Income	

DRAFT

Budgeted Expenses	Amount	ACTUAL EXPENSES	Amount
Total Budgeted Project/Program/Event Expenses		Total Actual Project/Program/Event Expenses	

2. Do you have unused City funds remaining? If so how much?

3. Date project, program or event was (or will be) completed:

4. Results achieved with project, program or event. Did you reach your target audience or goal? Discuss your measurement of success.

5. Please include data that supports how many tourists and room nights you believe this project, program or event helped generate based on collected zip codes of attendees.

DRAFT

SAMPLE CONTRACT ONLY

CITY OF NEWBERG
TRANSIENT LODGING TAX
DESTINATION DEVELEOPMENT AND
MARKETING PROMOTION GRANT CONTRACT

This Grant Contract is made and entered into by and between the City of Newberg ("CITY") and _____ ("RECIPIENT").

RECITALS

Whereas, in 1976 the City of Newberg implemented a transient lodging tax (TLT) of 6%;

Whereas, in 2014 the City of Newberg increased its TLT to 7.5%;

Whereas, in 2015 the City of Newberg increased its TLT to 9%TLT;

Whereas, HB 2267 in 2003 requires increases in the TLT after July 2, 2003 dedicate 70% of collected tax be used for tourism promotion or tourism related facilities;

Whereas, the funds provided under this Grant Contract were derived from TLT funds and designated for use on tourism promotion, or tourism related facilities;

Whereas, the City of Newberg has reviewed RECIPIENT'S application, submitted on _____ (the "Application") and determined the Project, Program or Event, as hereafter defined, is feasible and merits funding.

NOW THEREFORE, the parties agree as follows:

1. Contract. This Grant Contract shall include the following, which in the event of any inconsistency are to be interpreted in the following order of precedence:
   A. This Grant Contract without any Exhibits.
   B. Special Conditions of Award, attached as Exhibit A.
   C. A description of the Project, Program or Event approved by the CITY (the "Project"), attached as Exhibit B.
   D. Approved Project budget showing a breakdown of sources of funds, attached as Exhibit C. This Exhibit supersedes the Project budget submitted in RECIPIENT'S Application; and
   E. RECPIENT'S application, which by this reference is incorporated herein.

2. Grant. In reliance upon RECIPIENT'S Application and covenant to comply with all local, state and federal laws, rules and regulations and terms of this grant as set forth herein, the CITY agrees to provide the RECIPIENT'S funds in the amount of $_____, the use of which shall be expressly limited to the Project and the activities described in Exhibit B. The use of these funds shall also be subject to the approved Project budget in Exhibit A, if any.

   Subject to the terms and conditions of this Grant Contract, the CITY shall disburse the grant funds to RECIPIENT according to the attached Exhibit D (such as 50% at signing of Grant Contract and remaining funds per the schedule in Exhibit D).

3. Project Completion Date. The approved grant activities must be completed by _____ from the date of this Grant Contract ("Project Completion Date"). By the Project Completion Date, all Project activities must be completed, including submission of the Project Final Report 30 days after the Project Completion Date.

4. Recipient's Covenants – Compliance with Laws.
A. The RECIPIENT agrees to comply, and cause its agents, contractors and subgrantees to comply, with all applicable local, state and federal laws, regulations, policies, guidelines and requirements with respect to the use of and the administration, distribution and expenditure of the funds provided under this Grant Contract.

5. Default and Remedies.
A. Default. RECIPIENT shall be in default under this Grant Contract upon occurrence of any of the following events:

(1) Key RECIPIENT actions are not completed in accordance with the Project Schedule or CITY's approval of a Progress Report provided for in this Grant Contract.
(2) Any representation, warranty or statement made by RECIPIENT herein or in any documents or reports relied upon by CITY is untrue in any material respect when made.
(3) Any other significant breach of the terms and conditions of this Grant Contract.

B. Remedies upon Default. If RECIPIENT'S default is not cured within a reasonable term, as defined by CITY, or such longer period as CITY may authorize at its sole discretion, CITY may pursue any remedies available under this Grant Contract either at law or in equity. Such remedies include, but are not limited to, termination of this Grant Contract.

6. Termination.
A. CITY reserves the right to terminate this Grant Contract immediately upon notice to the RECIPIENT:
(1) if RRECIPIENT fails to perform or breaches any of the terms of this Grant Contract; or
(2) if the RECIPIENT is unable to commence the Project within _____ ( ) months from the date of this Grant Contract; or
(3) if federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the grant made pursuant to the terms of this Grant Contract or payments to be made hereunder are prohibited.
B. CITY and RECIPIENT may mutually agree in writing to terminate this Grant Contract.
C. In the event of termination prior to Project completion, CITY will have no further obligations or liabilities under this Grant Contract, including that it will not reimburse any Project costs incurred by RECIPIENT.

7. Indemnification. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, RECIPIENT shall indemnify, defend, and hold harmless CITY and its officers, employees, and agents from all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from, arising out of or relating to the activities of the RECIPIENT or RECIPIENT'S officers, employees, sub-contractors, or agents under this Grant Contract.

8. Miscellaneous.

A. This Grant Contract shall be null and void if this Grant Contract is not executed and returned to CITY by the RECIPIENT by _____ (Date).

B. CITY and the RECIPIENT are the only parties to this Grant Contract and are the only parties entitled to enforce its terms. Nothing in this Grant Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individuals identified by name herein and expressly described as intended beneficiaries of the terms of this Grant Contract.

C. Except as otherwise expressly provided in this Grant Contract, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to CITY or the RECIPIENT at the address or number set forth on the signature page of this Grant Contract, or to such other addresses or numbers as either party may hereafter indicate. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine.

D. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between CITY and RECIPIENT that arises from or relates to this Grant Contract shall be brought and conducted solely and exclusively within the Circuit Court of Yamhill County for the State of Oregon; provided however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

E. This Grant Contract and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Grant Contract. No waiver, consent, modification or change of terms of this Grant Contract shall bind either party unless in writing and signed by both parties and all necessary CITY approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of CITY to enforce any provision of this Grant Contract shall not constitute a waiver by CITY of that provision or any other provision.

This Grant Contract is hereby executed by the Parties on the dates set forth below.

CITY OF NEWBERG	RECIPIENT
By: _____	By: _____
Date: _____	Date: _____
Address: 414 E. First Street Newberg, OR 97132	Address: _____ _____

By Authority of Resolution No. _____

ATTEST AS TO LEGAL FORM

_____
Truman A. Stone, City Attorney

Exhibit A – Special Conditions of Award
Exhibit B – Project Description
Exhibit C – Approved Project Budget
Exhibit D – Grant Fund Disbursement Schedule

SAMPLE CONTRACT ONLY

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 20, 2017				
Order ___ No.	**Ordinance ___ No.**	**Resolution ___ No.**	**Motion ___**	**Information XX**
SUBJECT: Capital Improvement Plan			**Contact Person (Preparer) for this Item: Kaaren Hofmann, City Engineer Dept.: Public Works - Engineering File No.:**	

EXECUTIVE SUMMARY:

The Capital Improvement Program (CIP) is the implementation plan for identified facility, transportation, storm drainage, water, and wastewater projects. The capital infrastructure needs within the CIP are identified through a variety of sources, including Master Plans, City Council goals, operational needs, and regulatory obligations. Attached is the proposed Five Year Plan for public improvements. The proposed projects to be funded by rate funds; water, wastewater and stormwater; have been incorporated into the rate adjustments that were recommended by the Rate Review Committee and approved by the City Council last fall.

Engineering Services works closely with Public Works Operations and Maintenance to complete the identified projects on an annual basis. The fiscal year 2017-2018 Capital Improvement Program implements the planning, design, and construction of the capital infrastructure needs of the City by prioritizing projects based on an analysis of the master plans and other studies in combination with the availability of funding. The scheduled projects in the years beyond FY 2017-18 are not intended to be a spending commitment, but are included to show a proposed plan for the projects that are considered to be a priority at this particular snapshot in time. The Capital Improvement Projects for FY 2017-18 will be discussed in more depth at the Council Business Meeting.

Capital Improvement Plan

Fiscal Year 2017/2018

March 20, 2017

Inflow St Infiltration (I St

- $450,000 in FY 17/18
- Reduce peak flows to the WWTP
- Delay capacity related pipelim projects
- N. Springbrook Basin
- Fifth Street, River-Wynooski

3

2

Fifth Street Rehabilitation

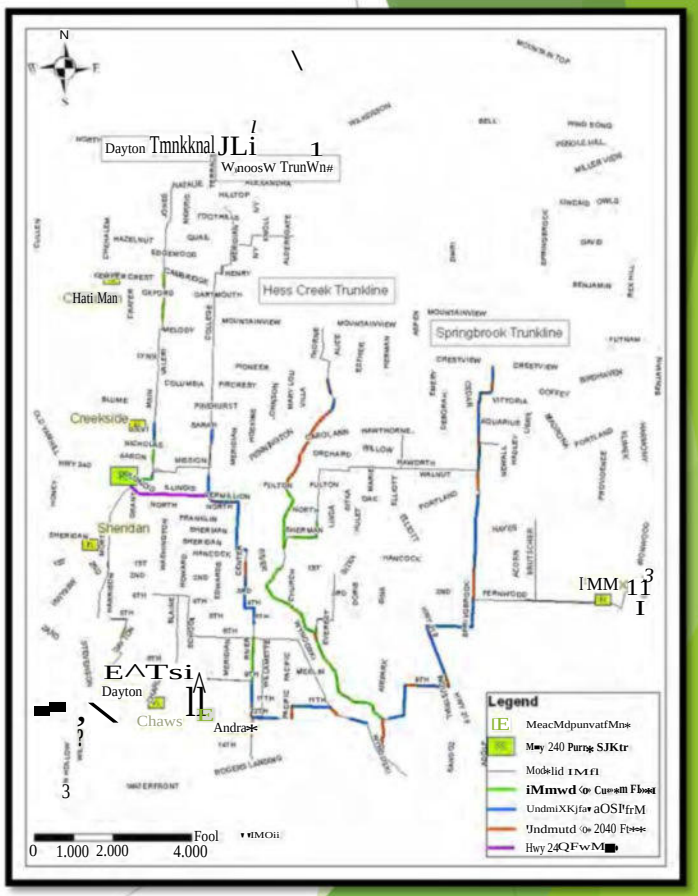
- $350,000 in FY 17/18
- Existing pipe has 5 failure points
- Major contributor of I & I
- Will construct with road improvements

4

3

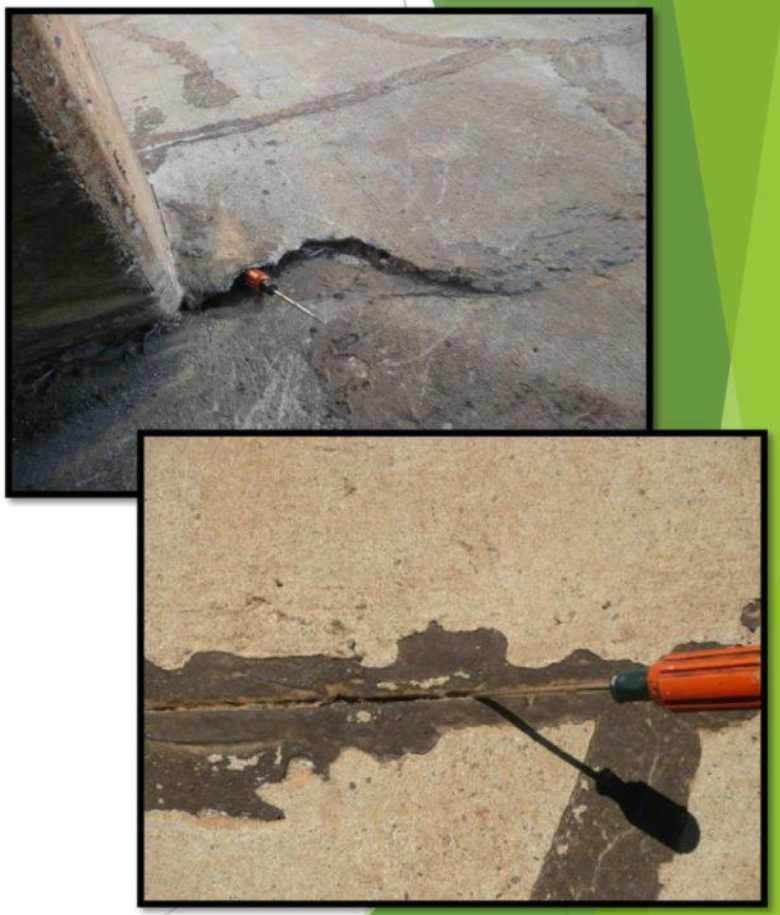
Wastewater Master Plan

- $200,000 in FY 16/17 - project underway
- $100,000 in FY 17/18
- Master plans are updated every 10 years
- Our last plan was adopted in 2007
- Will include pipelines, treatment plant, pump stations
- An ad-hoc citizen review committee will be formed in late Spring 2017
- Total Cost = $300,000



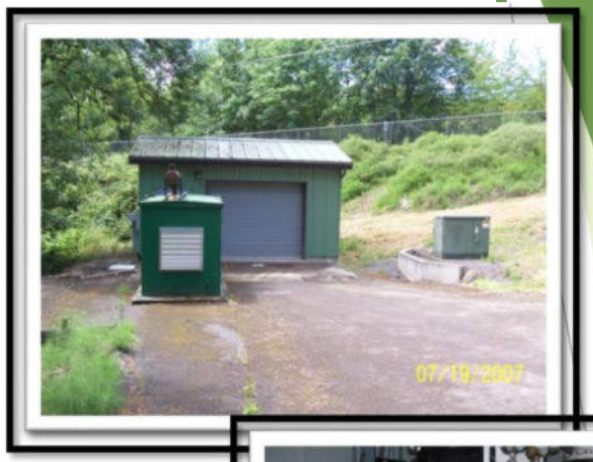
WWTP Oxidation Ditches

- Structural repairs of the existing ditches are necessary
- Design work is underway
- Remedial work on one ditch will occur in FY17/18
- $700,000 in this fiscal year
- Repair of the 2nd ditch is several years away
- Total Cost = $1,300,000



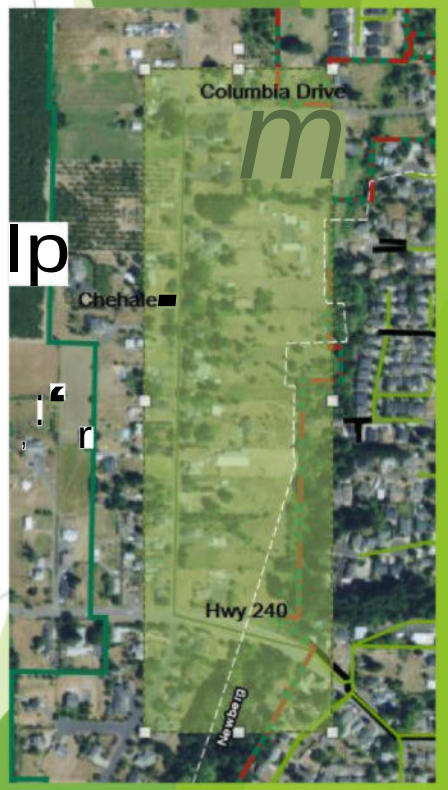
Dayton Avenue Pump Station

- Regularly overflows into Chehalem Creek
- Final Design is underway
- Construction to occur in FY17/18
- $2,000,000 in FY 17/18
- Total cost = $ 2,500,000



Chehalem Wastewater Extension

- The properties along NE Chehalem Drive are starting to develop
- There in no existing public wastewater line in the area
- An extension from the current terminus in Hwy 240 up to Columbia Drive will allow for a more orderly development (-2800 lineal feet)
- Constructed with the Chehalem Drive waterline project
- $500,000 in FY 17/18; $1,000,000 total



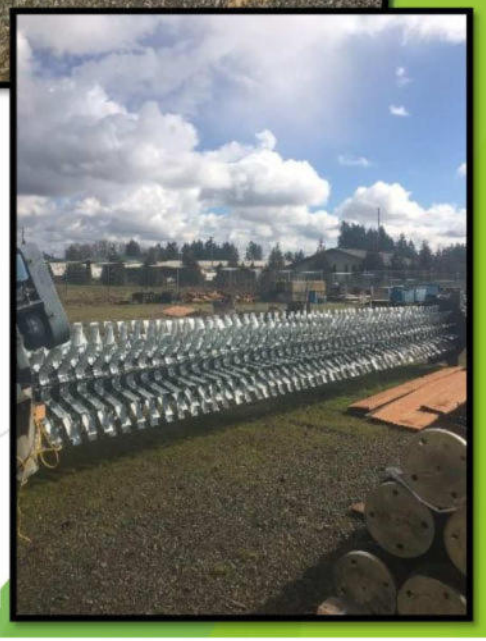
Lift Station Coatings

- Coating of existing lift stations help with I & I issues
- Fernwood Lift Station - $100,000
- Creekside Lift Station - $100,000
- Would happen over a 2 year period
- Total cost = $200,000

Oxidation Ditch Rotor Replacements

- Rotors are key in the mixing and aeration of the wastewater process
- Total of 8 brush rotor aerators
- First failure in 2015
- Replacement of the 7 remaining original rotors (1987)
- One per year over the next 7 years
- Rotor #3 will be replaced in FY17/18

Old Rotor



New Rotor

Dehydration Unit Burner Rebuild

- Burner provides heat for drying sawdust used in the composting process
- Noticeable wear since the last time it was rebuilt 5 years ago
- Total Cost = -$65,000

Existing Burner 2012

Replaced Burner 2012

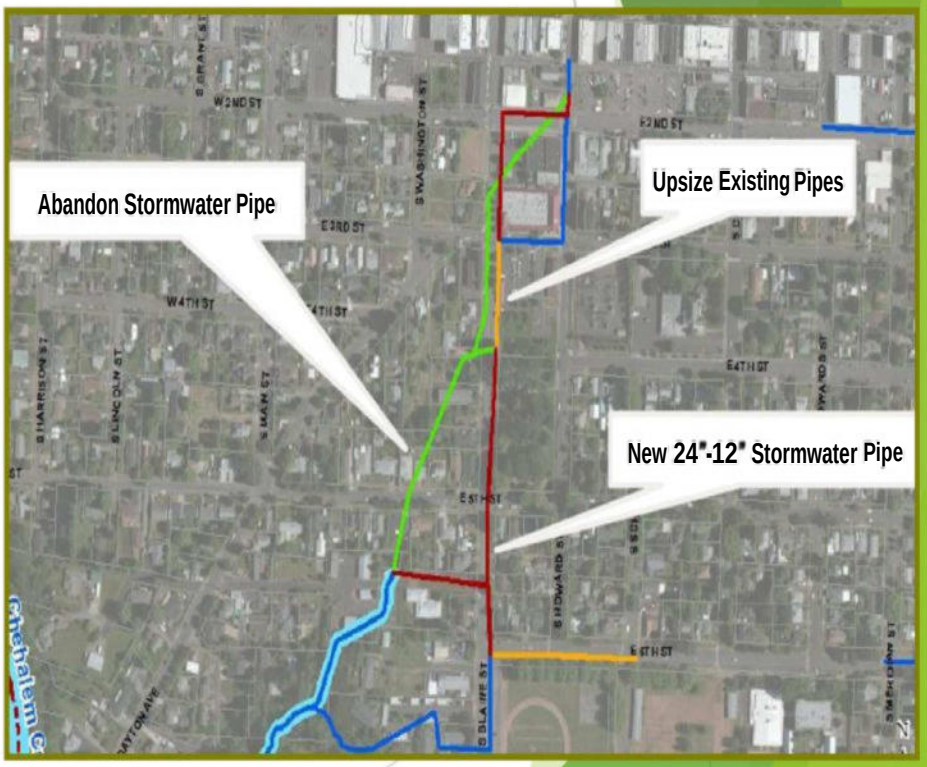
11

10

271

Blaine Street Stormwater

- Replaces undersized and structurally deficient pipe
- Project to be completed in multiple phases
- Design for phases 1 £t 2 is underway
- $800,000 in FY 17/18 for construction of phases 1 & 2
- Total Cost = $ 1,200,000



12

11

Villa Road Improvement

- Phase 1 is complete (Hess Creek Culvert)
- Phase 2 (road work) to start construction summer 2017
- $2,500,000 in FY 17/18
- Total cost = $ 4,350,000

Pavement Rehabilitation

5th Street Looking East

- $350,000 in FY 17/18
- Fifth Street from River to Wynooski
- Includes sidewalks and curb ramps

5th Street at Chehalem

Crestview Drive; 99W to Springbrook Road

- Important transportation link to the north portion of the City
- Includes curbs, gutters, bikelanes & sidewalks, and replace existing substandard roadway segments
- $1,100,000 is City's share; $740,000 from State; $3,160,000 from Developers - Total Cost = $5,000,000
- Gramor & Springbrook Properties are partners

College Street; Bikelanes &’ Sidewalks

College Street looking North

- Aldercrest to Foothills
- Extend the sidewalks and bikelanes on the west side of the road
- College Street WL Relocation will be constructed ahead of this project
- $150,000 in FY 17/18
- Total City Cost = $300,000

16

15

LED Street Light Conversion

- $100,000 in FY17/18
- Would potentially start to fund the conversion
- Total street light conversion of city owned lights is estimated at -$1,000,000
- Energy Savings estimated at $61,000/year

Water Rights Review and Reconfiguration

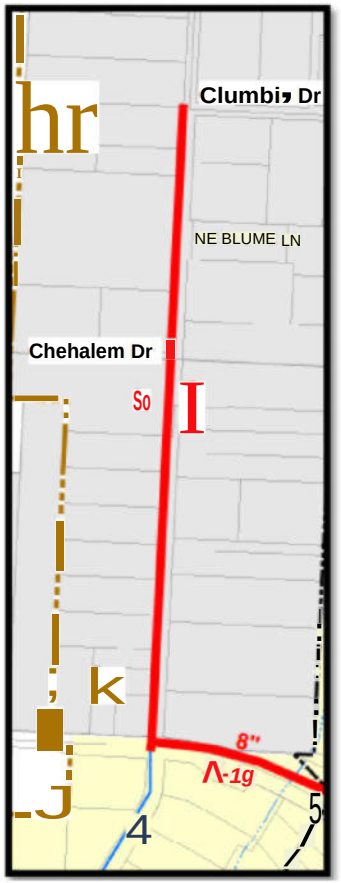
- Review our existing water rights
- Re-configure if necessary to match our current uses and needs
- Will be used in the Water Conservation Plan Update in 2018
- Total Cost = $25,000

Understanding Water Rights

West Illinois Fire Flow Project

- This area of the City has existing 6” water lines
- The new Water Master Plan shows that the fire flows in this area are deficient
- New 8” water mains will solve this issue
- Construct with the Chehalem Water & Wastewater Extension
- Total Cost = $165,000

Chehalem Water Extension



- The properties along NE Chehalem Drive are starting to develop
- There in no existing public waterline in the area
- An extension from the current terminus in Hwy 240 up to Columbia Drive will allow for a more orderly development (-2800 lineal feet)
- Constructed with the Chehalem Drive wastewater line extension and the West Illinois Fire Flow project
- $500,000 in FY17/18; $1,000,000 total

Seismic Resiliency

- Evaluate seismic hazards at the existing Water Treatment Plant
- Evaluate the water system for resiliency in the case of a seismic event
- Total Cost = $200,000

College Street Waterline Relocation

- ODOT will be installing sidewalks and bikelanes on College Street from Aldercrest to Foothills- construction in 2018
- The City's existing waterline will need be relocated prior to the road construction
- Total Cost = ~$470,000

WTP Hypochlorite Generator

- The existing generator at the WTP is at the end of life
- The new system will be the same as the WWTP allowing for interchangeable parts
- Total Cost = $500,000

Well #8 Emergency Generator

- There is currently no back up power to the well field
- The generator will allow for the operation of one well in the case of a power outage
- The generator will be on a trailer so that it can be utilized in other locations if necessary
- Total Cost = $100,000

Maintenance Yard

- The city acquired the property in 2015
- Fully functional facility is critical to adequate to respond in the future
- Improvements in process over next 5 years
- Frontage improvements and the remodel of the existing building are complete
- Site Work is programmed for FY17/18

25

24

CAPITAL IMPROVEMENT PROGRAM

March 6, 2017

Fiscal Years 2017 - 2022

The Capital Improvement Program (CIP) is the implementation plan for identified software, City facilities, transportation, storm drainage, water, and wastewater projects. The CIP may change based on the community's needs, available budget, etc....

286

Capital Improvement Program

FISCAL YEARS 2017 - 2022

INTRODUCTION

The capital infrastructure needs within the five year CIP are identified through a variety of sources, including Master Plans, City Council goals, operational needs, and regulatory obligations.

In keeping with the Council goals, Staff over the last 2 years has begun a program to reduce the amount of inflow and infiltration (I&I) that enters the wastewater system. I&I is the term used to describe surface and subsurface water that enters the wastewater piping system, caused primarily by aging infrastructure that needs to be repaired or replaced. The water enters into the wastewater pipes through cracks, holes, joint failures, faulty connections, and through holes in manhole covers. During large storm events I&I can create an overflow situation as the system is not built to handle the additional water. Although I&I is essentially 'clean water', the additional water flows to the wastewater treatment plant and must be treated with the normal wastewater flows. Normal dry weather processing at the wastewater treatment plant is approximately 3 million gallons per day, whereas, during heavy rainfall events the peak flows at the wastewater treatment plant are in excess of 20 million gallons per day. This additional flow due to excessive I&I create added operational and maintenance costs to the wastewater system.

Projects based on the adopted plan will be proposed for the next 5 fiscal years to aggressively repair and/or replace inadequate portions of the system. Although the costs to repair the aging wastewater collection system will be significant, it can no longer be postponed. Two projects were completed last fiscal year and there has been a noticeable reduction in I&I in those basins already.

Public Works is also committed to providing well maintained streets to our citizens. Although, this work started in 2012, there is a substantial amount of road repair yet to be completed. The road maintenance program budget continues to be under-funded, as identified in the 2014 City wide Pavement Management System Implementation Report. Staff has embarked on a process to determine and implement new funding sources. Phase 1 of this project is expected to be complete in Fiscal year 16/17.

Oregon Department of Transportation (ODOT) remains committed to constructing the Newberg/Dundee Bypass. Since this state highway system runs through Newberg, the City is required to pay a share of the cost of the bypass. ODOT has agreed to loan the money to the City with interest only payments begun in 2014. Full payments begin in 2018. These payments will be made using the Federal Funds Exchange.

Since 2007, there has been a major effort to upgrade the City's Wastewater Treatment Plant. The City will continue the upgrade with the addition of roofing repairs, rotor replacements and structural repairs to the existing oxidation ditches. Future upgrades will be determined based on the update to the Master Plan to be completed in 2017.

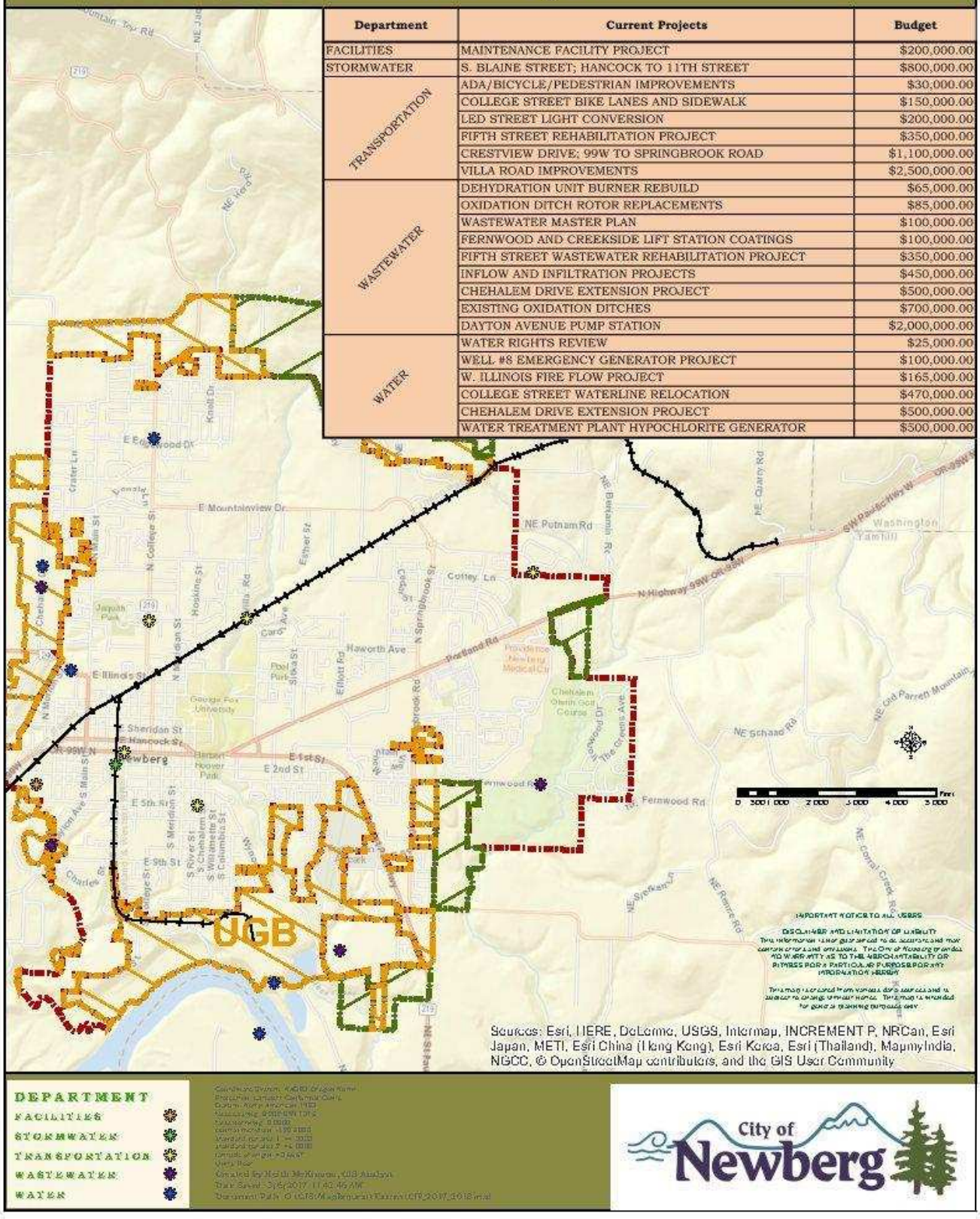
The City continues to focus its efforts towards establishing a high quality and adequate potable water supply, storage, and distribution system. With the completion of the Water Master Plan, additional projects have been added to address system deficiencies over the next several years. A project has also been added to extend water and wastewater lines up Chehalem Drive to facilitate development in this area.

Engineering Services works closely with Public Works Operations and Maintenance divisions to complete the identified projects on an annual basis. The fiscal year 2017-2018 Capital Improvement Program implements the planning, design, and construction of the capital infrastructure needs of the City by prioritizing projects based on an analysis of the master plans and other studies in combination with the availability of funding. The scheduled projects in the years beyond FY 2017-2018 are not intended to be a spending commitment, but are included to show a proposed plan for the projects that are considered to be a priority at this particular snapshot in time.

A map of the Capital Improvement Projects for FY 2017-2018 is shown on the following page.

Capital Improvement Projects FY 2017-18

Department	Current Projects	Budget
FACILITIES	MAINTENANCE FACILITY PROJECT	$200,000.00
STORMWATER	S. BLAINE STREET; HANCOCK TO 11TH STREET	$800,000.00
TRANSPORTATION	ADA/BICYCLE/PEDESTRIAN IMPROVEMENTS	$30,000.00
	COLLEGE STREET BIKE LANES AND SIDEWALK	$150,000.00
	LED STREET LIGHT CONVERSION	$200,000.00
	FIFTH STREET REHABILITATION PROJECT	$350,000.00
	CRESTVIEW DRIVE; 99W TO SPRINGBROOK ROAD	$1,100,000.00
	VILLA ROAD IMPROVEMENTS	$2,500,000.00
WASTEWATER	DEHYDRATION UNIT BURNER REBUILD	$65,000.00
	OXIDATION DITCH ROTOR REPLACEMENTS	$85,000.00
	WASTEWATER MASTER PLAN	$100,000.00
	FERNWOOD AND CREEKSIDE LIFT STATION COATINGS	$100,000.00
	FIFTH STREET WASTEWATER REHABILITATION PROJECT	$350,000.00
	INFLOW AND INFILTRATION PROJECTS	$450,000.00
	CHEHALEM DRIVE EXTENSION PROJECT	$500,000.00
	EXISTING OXIDATION DITCHES	$700,000.00
	DAYTON AVENUE PUMP STATION	$2,000,000.00
WATER	WATER RIGHTS REVIEW	$25,000.00
	WELL #8 EMERGENCY GENERATOR PROJECT	$100,000.00
	W. ILLINOIS FIRE FLOW PROJECT	$165,000.00
	COLLEGE STREET WATERLINE RELOCATION	$470,000.00
	CHEHALEM DRIVE EXTENSION PROJECT	$500,000.00
	WATER TREATMENT PLANT HYPOCHLORITE GENERATOR	$500,000.00



Multi – Funded Project

Project Summary Sheet

MAINTENANCE FACILITY PROJECT

Fiscal Year	Costs	Criteria Met:	
2017/2018	$200,000	☒	Safety/Liability
		☐	Council Goals
2018/2019	$750,000	B	Maintenance
		☐	Required per Regulation
Future Years	$2,000,000	☐	Coordinates with Larger Project
		B	Existing Capacity
Project Total	***$2,950,000***	B	Cost Reduction
		B	Future Capacity

PROJECT DESCRIPTION:

A master plan has been completed on what the newly expanded maintenance yard could look like. In the past fiscal year, a remodel of the existing office building was completed. The rest of the improvements include major site work, construction of a new fleet building and eventually a new administration building. A fully functional maintenance facility is critical to serve the existing and long term day to day needs of the City and to adequately respond to natural disasters with the needed man power and equipment.

PROPOSED FUNDING SOURCES:

The project is to be funded by utility funds, and system development charges.

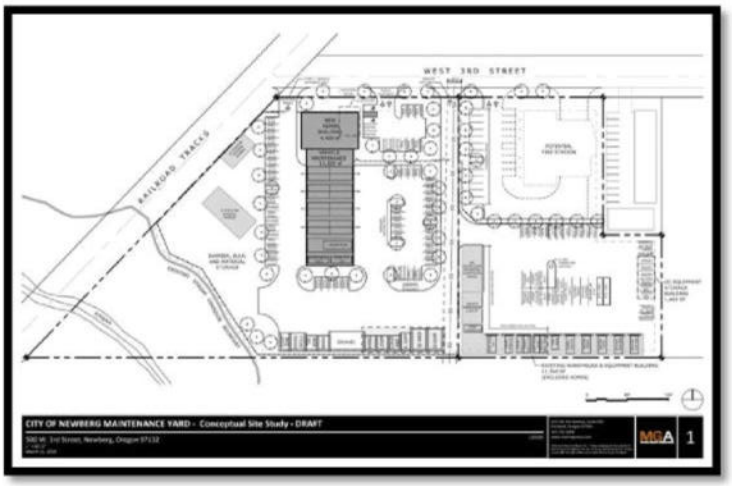


FIGURE 1 CONCEPTUAL PUBIC WORKS MAINTENANCE YARD PLAN

Transportation Projects

The Transportation Program provides planning, engineering, and construction for improvements to the City's transportation systems that preserve existing infrastructure, increase roadway capacity, improve safety mobility and/or enhance neighborhood livability.

The primary funding source for the roadway maintenance budget is the City's share of the state gas tax revenue. This revenue source has been in decline since 2005-06 due to the public's response to increased fuel prices, increase in vehicle fuel efficiency vehicles, and slow/moderate economic growth. A secondary funding source for roadway improvements is federal funding distributed by ODOT through the Surface Transportation Program (STP), and can only be used for new roadway construction or full reconstruction of existing roadways, not maintenance projects.

The following project summary sheets were developed from the Transportation System Plan and associated studies while considering the available funds from state gas tax revenue, surface transportation program (federal funds exchange) and system development charges. A proposed transportation utility is currently under consideration by Council. If adopted, an additional $1.2 million dollars per year will be available for roadway maintenance projects. This five year CIP currently does not include the additional funding from the transportation utility fee.

Transportation Program

Project Summary Sheet

FIFTH STREET REHABILITATION PROJECT

Fiscal Year	Costs	Criteria Met:	
2017/2018	$350,000	☒	Safety/Liability
		☐	Council Goals
2018/2019	N/A	B	Maintenance
		☐	Required per Regulation
Future Years	N/A	B	Coordinates with Larger Project
		B	Existing Capacity
Project Total	*$350,000*	☐	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

East Fifth Street from River Street to Wynooski Street is in need for rehabilitation. Since we will be working on the wastewater line on this street it made sense to complete the pavement rehabilitation. The sidewalks and curbs are also below standard. When the project is completed, the goal is to have completed the wastewater work, ADA & sidewalk, curb, gutter and pavement.

PROPOSED FUNDING SOURCES:

This will be paid for out of gas taxes.

FIGURE 2 FIFTH STREET ROAD CONDITIONS

294

Transportation Program

Project Summary Sheet

ADA/BICYCLE/PEDESTRIAN IMPROVEMENTS

Fiscal Year	Costs	Criteria Met:	
2017/2018	$30,000	☒	Safety/Liability
		B	Council Goals
2018/2019	$30,000	☐	Maintenance
		B	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	*$60,000*	☐	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

City Council established a comprehensive bicycle program in 2011 to implement the policies and recommended improvements in the ADA/Pedestrian/Bike Route Improvement Plan.

Projects are selected based on the City's need and available funding for each fiscal year. The ADA/Pedestrian/Bike Route Improvement Plan is a resource the City often utilizes in selecting improvement projects. Current utility maintenance projects include replacement or installation of ADA accessible barriers identified in the plan. The ADA/Pedestrian/Bike Route Improvement Plan can be found on the city website.

PROPOSED FUNDING SOURCES:

This project is funded by the gas taxes that the City receives from the 3tate of Oregon. A portion (1%) of the gas tax the City receives must be spent on bicycle projects in the right-of-way. The funding is split in the budget between the 3treet Capital Fund and the 3treet Maintenance Fund.

FIGURE 3 CURB RAMP NEEDED

Transportation Program

Project Summary Sheet

VILLA ROAD IMPROVEMENTS

Fiscal Year	Costs	Criteria Met:	
2017/2018	$2,500,000	☒	Safety/Liability
		B	Council Goals
2018/2019	N/A	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		B	Existing Capacity
Project Total	*$2,500,000*	☐	Cost Reduction
		B	Future Capacity

PROJECT DESCRIPTION:

Villa Road north of 99W is a two lane major collector roadway that has intermittent sections of curb and sidewalk improvements. The proposed roadway improvement project is to construct a full width street improvement project consisting of curbs, sidewalk, and bike lanes, from Fulton Street to Crestview Drive. The incomplete sidewalk connections are unsafe as it forces pedestrians onto the roadway shoulders and the vertical/horizontal alignments of the roadway are not to current standards.

Phase 1 of this project (replacement of the Hess Creek Culvert) was completed in fiscal year 2016/2017.

PROPOSED FUNDING SOURCES:

The project is to be funded by gas tax revenue, system development charges and the Federal Funds Exchange.

FIGURE 4 LOOKING NORTH ON VILLA ROAD

Transportation Program

Project Summary Sheet

COLLEGE STREET BIKELANES AND SIDEWALK

Fiscal Year	Costs	Criteria Met:	
2017/2018	$150,000	☒	Safety/Liability
		☒	Council Goals
2018/2019	$150,000	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	B	Coordinates with Larger Project
		B	Existing Capacity
Project Total	*$300,000*	☐	Cost Reduction
		B	Future Capacity

PROJECT DESCRIPTION:

The 2007 ADA/Pedestrian/Bike Route Improvement Plan identified the project as a primary critical pedestrian and bikeway route. The incomplete sidewalk connections are unsafe as it forces pedestrians onto the roadway shoulders. This project will be a continuation of the project that was completed 3 years ago. We will enter into an Intergovernmental Agreement with ODOT on this project.

PROPOSED FUNDING SOURCES:

The project will be funded by ODOT Surface Transportation Project Fund (STP) with a funding match from the City gas tax revenues.

FIGURE 5 LOOKING NORTH ON COLLEGE STREET

Transportation Program

Project Summary Sheet

CRESTVIEW DRIVE; 99W TO SPRINGBROOK ROAD

Fiscal Year	Costs	Criteria Met:	
2017/2018	$1,100,000	☒	Safety/Liability
		☒	Council Goals
2018/2019	N/A	B	Maintenance
		☐	Required per Regulation
Future Years	N/A	B	Coordinates with Larger Project
		B	Existing Capacity
Project Total	***$1,100,000***	☐	Cost Reduction
		B	Future Capacity

PROJECT DESCRIPTION:

Crestview Drive is an important transportation link to the north portion of the City. It will connect 99W at Providence Drive to N. Springbrook Road. The two sections on either end of the alignment have not been constructed. This improvement replaces the gravel roadway & substandard pavement and will include curbs, gutters, bike lanes and sidewalks.

PROPOSED FUNDING SOURCES:

The overall project is projected to cost $5,000,000. The Transportation SDC fund will contribute $1,100,000, the state will contribute $740,000, and the balance will be funded by Springbrook Properties and Gramor Development.

FIGURE 6 CRESTVIEW DRIVE LOOKING EAST

Transportation Program

Project Summary Sheet

ELLIOT ROAD; 99W TO NEWBERG HIGH SCHOOL

Fiscal Year	Costs	Criteria Met:	
2018/2019	$350,000	☒	Safety/Liability
		☒	Council Goals
2019/2020	$750,000	B	Maintenance
		☐	Required per Regulation
Future Years	$750,000	☐	Coordinates with Larger Project
		B	Existing Capacity
Project Total	***$1,850,000***	☐	Cost Reduction
		B	Future Capacity

PROJECT DESCRIPTION:

The TSP has identified this project as a high priority as it provides direct access to the high school. This project will construct full street improvements to include sidewalks and bike lanes. It will also include storm drainage improvements and street lighting.

PROPOSED FUNDING SOURCES:

The project will be funded by gas tax revenues and system development charges.

FIGURE 7 LOOKING SOUTH ON ELLIOTT ROAD

Transportation Program

Project Summary Sheet

LED STREET LIGHT CONVERSION

Fiscal Year	Costs	Criteria Met:	
2017/2018	$200,000	☒	Safety/Liability
		☒	Council Goals
2018/2019	N/A	B	Maintenance
		B	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	*$200,000*	B	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

This project will start the conversion of our existing street lights to an LED light. This conversion will also transition all of the City owned street lights from being maintained by PGE to being maintained by the City.

PROPOSED FUNDING SOURCES:

This project is funded by the gas taxes that the City receives from the State of Oregon.

FIGURE 8 LED LIGHT INSTALLATION BEFORE AND AFTER

300

Stormwater Projects

The Stormwater Program provides planning, design and construction of improvements for the City's public storm drainage system. This program includes the conveyance of water quality, and stormwater detention systems.

The 2014 Drainage Master Plan Update is used to plan for improvements to the overall City storm drainage system. Funding for the stormwater program is provided through stormwater utility rates and system development charges.

Stormwater Program

Project Summary Sheet

S. BLAINE STREET; HANCOCK TO 11TH STREET

Fiscal Year	Costs	Criteria Met:	
2017/2018	$800,000	☒	Safety/Liability
		☐	Council Goals
2018/2019	N/A	☒	Maintenance
		Bl	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		B	Existing Capacity
***Project Total**	***$1,200,000**	B	Cost Reduction
		☐	Future Capacity

**Project totals also includes costs from prior budget year*

PROJECT DESCRIPTION:

Flooding occurs in the system during the 10 year storm event including Second Street, Howard Street and at 6th Street and Blaine Street. Large segments of the existing pipe are constructed of corrugated metal and are near end of life. The project will decommission the existing stormwater pipes (shown in green below) and construct a new 24" stormwater mainline (shown in red) along South Blaine and 2nd Streets. Sections of the existing piping system will also be upsized to convey existing and future flows (shown in gold). This project will also include the storm system adjacent to 99W and the Second Street Parking Lot.

Due to funding constraints, the project is scheduled to be constructed in phases over several fiscal years. The first phase of construction will commence in FY17/18.

PROPOSED FUNDING SOURCES:

This project is funded by the stormwater utility fee and a small amount of system development charges.

FIGURE 9 STORMWATER UTILITY LINES

302

Stormwater Program

Project Summary Sheet

E. COLUMBIA DRIVE

Fiscal Year	Costs	Criteria Met:	
2021/2022	$100,000	☐	Safety/Liability
		☐	Council Goals
2021/2022	N/A	☒	Maintenance
		☐	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☒	Existing Capacity
Project Total	*$100,000*	☒	Cost Reduction
		B	Future Capacity

PROJECT DESCRIPTION:

The storm drainage system in E. Columbia Drive is constrained by three 18" pipes. Most of the system in this area is 24" pipe. Overflow from manholes can be expected from a 10 year storm event in this location. This project will replace those sections of pipe with 24" pipe.

PROPOSED FUNDING SOURCES:

This project is funded by the stormwater utility fee and a small amount of system development charges.

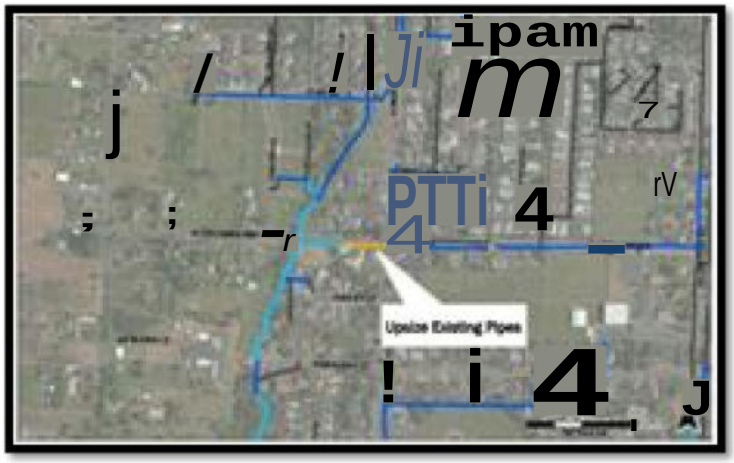


FIGURE 10 STORMWATER UTILITY LINES

Stormwater Program

Project Summary Sheet

N. ELLIOT

Fiscal Year	Costs	Criteria Met:	
2019/2020	$250,000	☒	Safety/Liability
		☐	Council Goals
2021/2022	N/A	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☒	Existing Capacity
Project Total	*$250,000*	☐	Cost Reduction
		☒	Future Capacity

PROJECT DESCRIPTION:

There is no public storm drainage system in N. Elliot Road resulting in frequent ponding alongside the roadway. This project would add 18" storm pipe to the system as a part of the larger roadway project. Refer to the N. Elliot Road Improvement project description in the Transportation section for more information.

PROPOSED FUNDING SOURCES:

This project is funded by the stormwater utility fee and a small amount of system development charges.

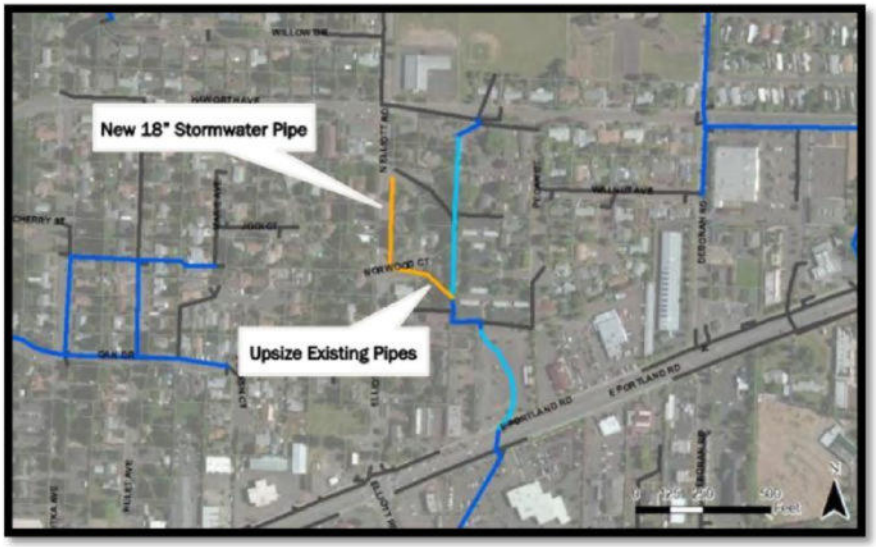


FIGURE 11 STORMWATER UTILITY LINES

304

Wastewater Projects

The Wastewater Program provides planning, design and construction of improvements for the City's public wastewater utility system. This program area includes the lift stations, wastewater treatment plant, and wastewater collection and conveyance system. About 10% of the wastewater budget over the next five years is allocated to the needed improvements at the wastewater treatment plant.

The following project list was developed from the Sewerage Master Plan, the 2007 Wastewater Treatment Facilities Plan Update and other associated studies, while considering the available funds from the wastewater utility rates and system development charges. Some larger capacity project have been removed from the list until the new Wastewater Master Plan update is complete.

Wastewater Program

Project Summary Sheet

FIFTH STREET WASTEWATER REHABILITATION PROJECT

Fiscal Year	Costs	Criteria Met:	
2017/2018	$350,000	☒	Safety/Liability
		☐	Council Goals
2018/2019	N/A	☒	Maintenance
		☐	Required per Regulation
Future Years	N/A	☒	Coordinates with Larger Project
		☒	Existing Capacity
Project Total	*$350,000*	☐	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

The existing wastewater line on Fifth Street from Chehalem to River is in need of rehabilitation. In addition there are several existing parcels that need access to the public wastewater line. This project would be constructed in conjunction with the pavement rehabilitation project for 2017.

PROPOSED FUNDING SOURCES:

This will be paid for out of wastewater rates.

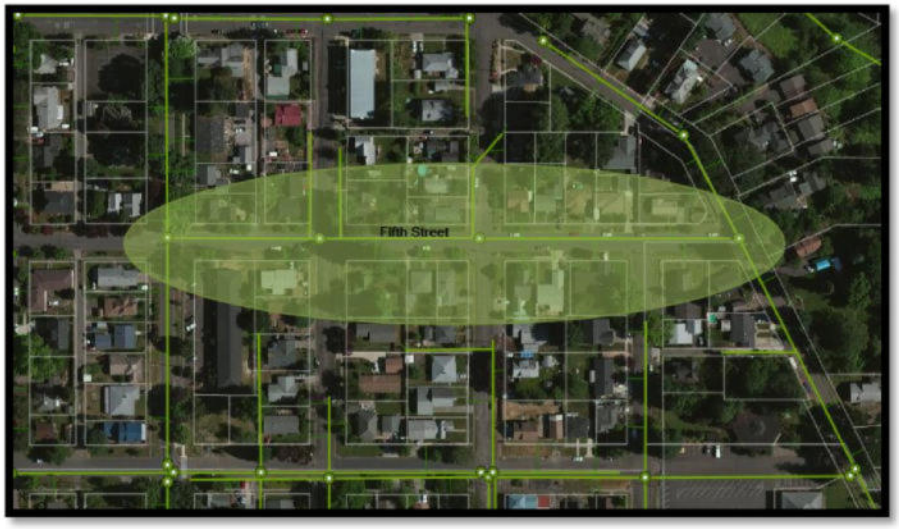


FIGURE 12 FIFTH STREET WASTEWATER UTILITY LINE REPLACEMENT

Wastewater Program

Project Summary Sheet

PROJECT: DEHYDRATION UNIT BURNER REBUILD

Fiscal Year	Costs	Criteria Met:	
2017/2018	$65,000	☒	Safety/Liability
		☐	Council Goals
2018/2019	N/A	☒	Maintenance
		☐	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	*$65,000*	☐	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

The dehydration unit at the WWTP is used to dry sawdust for our composting process. The burner on the dehydration unit provides the heat for drying the sawdust, and typically runs around 1,300 degrees. The burner is a steel tower structure that is filled with fire brick on the inside to protect the steel from the high heat environment. It has been 5 years since we last rebuilt the burner, and there is noticeable wear as shown below on the left. The rebuild involves removing all the existing brick, stacking new brick and installing a coating over the top of it which reduces the erosion of the brick and extends the life. The Dehydration Unit went online in December 2009, the burner had to be rebuilt in 2012 as it did not originally include protective coating.

PROPOSED FUNDING SOURCES:

Wastewater rate revenue.

FIGURE 13 DEHYDRATION UNIT BURNER BEFORE AND AFTER CONDITION

307

Wastewater Program

Project Summary Sheet

PROJECT: OXIDATION DITCH ROTOR REPLACEMENTS

Fiscal Year	Costs	Criteria Met:	
2017/2018	$85,000	☒	Safety/Liability
		☐	Council Goals
2018/2019	$85,000	☒	Maintenance
		☐	Required per Regulation
Future Years	$425,000	☐	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	*$595,000*	☐	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

There are a total of 8 brush rotor aerators in our two oxidation ditches at the Wastewater Treatment Plant. The brush rotors are key in mixing and aeration of the wastewater, enabling the bacteria to complete their work. This project involves replacing the remaining 7 original rotors which have been in operation since the plant startup in 1987. These rotors are 30 years old as of 2017, have an expected 25-30 year lifespan, and we experienced our first rotor failure in 2015. Our plan is to replace one rotor per year over the next 7 years. All of the rotors are inspected annually and will be replaced based on the need determined by those inspections. In the 2017-2018 budget we will be replacing rotor 3 in Oxidation Ditch #1.

PROPOSED FUNDING SOURCES:

Wastewater rate revenue.

FIGURE 14 OLD ROTOR (LEFT) NEW ROTOR (RIGHT)

Wastewater Program

Project Summary Sheet

PROJECT: FERNWOOD AND CREEKSIDE LIFT STATION COATINGS

Fiscal Year	Costs	Criteria Met:	
2017/2018	$100,000	☒	Safety/Liability
		☒	Council Goals
2018/2019	$100,000	B	Maintenance
		☐	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		B	Existing Capacity
Project Total	*$200,000*	☐	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

This project is to fix inflow and infiltration (I/I), concrete corrosion, and grout problems at these two lift stations. The project will involve bypass pumping around each station for a period of time for cleaning of the wetwell and applying the coating material. In addition to solving the above issues, it will also provide for much easier cleaning and maintenance as there will no longer be a porous surface for the grease and debris to attach to.

PROPOSED FUNDING SOURCES:

Wastewater rate revenue.

FIGURE 15 INFLOW & INFILTRATION AT THE FERNWOOD & CREEKSIE LIFT STATION

Wastewater Program

Project Summary Sheet

SAWDUST BAYS AT THE WWTP

Fiscal Year	Costs	Criteria Met:	
2019/2020	$350,000	☒	Safety/Liability
		☐	Council Goals
2020/2021	N/A	☒	Maintenance
		☐	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☒	Existing Capacity
Project Total	*$350,000*	☐	Cost Reduction
		☒	Future Capacity

PROJECT DESCRIPTION:

The current compost cure bay setup is configured to allow us to use two (2) of the bays as curing bays. They are equipped with blowers and temperature probes that enable us to use them as cure compost as we do in our tunnels. The compost must stay under cover in the inclement weather. Otherwise, it will become wet to the point of being unusable and prevent the composting. Adding the additional bays will allow us to move the sawdust storage out of the existing bays. This will free all current bays for curing and/or storage, as appropriate.

PROPOSED FUNDING SOURCES:

Wastewater rate revenue will pay for this project.

FIGURE 16 EXISTING CURING BAYS

Wastewater Program

Project Summary Sheet

CHEHALEM DRIVE EXTENSION PROJECT

Fiscal Year	Costs	Criteria Met:	
2017/2018	$500,000	☐	Safety/Liability
		☐	Council Goals
2018/2019	$500,000	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	☒	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	***$1,000,000***	☐	Cost Reduction
		B	Future Capacity

PROJECT DESCRIPTION:

This project would extend the public wastewater line from the existing terminus on the east side of Chehalem Creek in Hwy 240 to NE Chehalem Drive and then north in Chehalem Drive to just south of the intersection with Mountainview Drive. There have been several development inquiries in this area and the wastewater line extension would allow for orderly future development. This project would be constructed in conjunction with a similar waterline extension project.

PROPOSED FUNDING SOURCES:

This will be paid for out of system development charges.

FIGURE 17 EXTENDING THE PUBLIC WASTEWATER LINE

Wastewater Program

Project Summary Sheet

DAYTON AVENUE PUMP STATION

Fiscal Year	Costs	Criteria Met:	
2017/2018	$2,000,000	☒	Safety/Liability
		☐	Council Goals
2018/2019	N/A	☒	Maintenance
		Bl	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		B	Existing Capacity
Project Total	*$2,000,000*	B	Cost Reduction
		B	Future Capacity

PROJECT DESCRIPTION:

The existing Dayton Avenue pump station and the 4,000 foot long 12-inch force main were constructed in 1993. The Gorman-Rupp top-side dry pumps are nearing the end of their service life and the storage volume of the station wet well is significantly undersized for the flows to the station. The station overflows into Chehalem Creek during very high flow events. The City hired a consultant to design the needed improvements to this pump station. Construction of the replacement station is expected to begin this summer.

PROPOSED FUNDING SOURCES:

This will be paid for out of wastewater rates.

FIGURE 18 DAYTON AVE PUMP STATION (LEFT) & GORMAN- RUPP TOP-SIDE DRY PUMP (RIGHT)

Wastewater Program

Project Summary Sheet

INFLOW AND INFILTATION PROJECTS

Fiscal Year	Costs	Criteria Met:	
2017/2018	$450,000	☒	Safety/Liability
		☒	Council Goals
2018/2019	$450,000	☒	Maintenance
		☐	Required per Regulation
Future Years	$600,000/year	☐	Coordinates with Larger Project
		☒	Existing Capacity
Project Total		Bl	Cost Reduction
		☒	Future Capacity

PROJECT DESCRIPTION:

The 2015 Inflow and Infiltration Report identified the need for significant replacements/rehabilitation of the older sections of the wastewater collections system throughout the City. The goal of the project is to rehabilitate or replace the aging pipe infrastructure to reduce the maintenance costs and the stormwater inflow and infiltration into the system based on the priorities listed in the report. Additionally, the Council just approved the Private Lateral Program to assist in these efforts. This year's projects are mainline lining, rehabilitation of manholes, and replacement of a few laterals.

PROPOSED FUNDING SOURCES:

This will be paid for out of wastewater rates and system development charges.

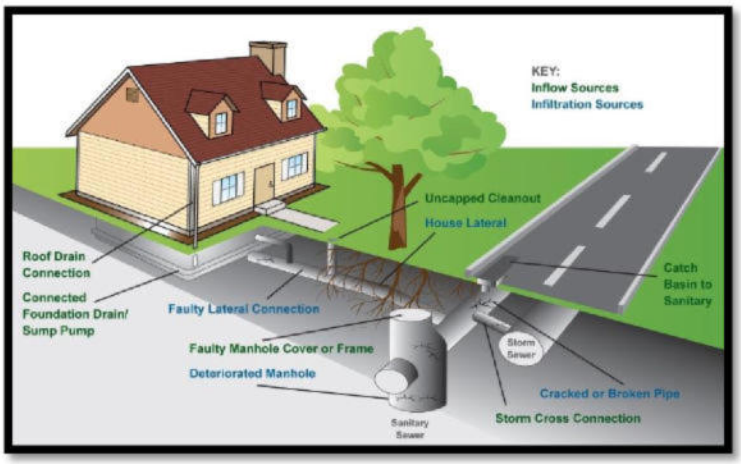


FIGURE 19 INFLOW & INFILTRATION PROGRAM

313

Wastewater Program

Project Summary Sheet

OPERATIONS REMODEL PROJECT

Fiscal Year	Costs	Criteria Met:	
2019/2020	$300,000	☐	Safety/Liability
		☐	Council Goals
2018/2019	N/A	☒	Maintenance
		☐	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☒	Existing Capacity
Project Total	*$300,000*	Bl	Cost Reduction
		☒	Future Capacity

PROJECT DESCRIPTION:

The existing treatment plant administration building was constructed in 1987 has a lot of underutilized space. The proposed remodel will allow for staff work stations and a staff meeting room other than utilizing the main conference room.

PROPOSED FUNDING SOURCES:

This project is funded through the wastewater utility.

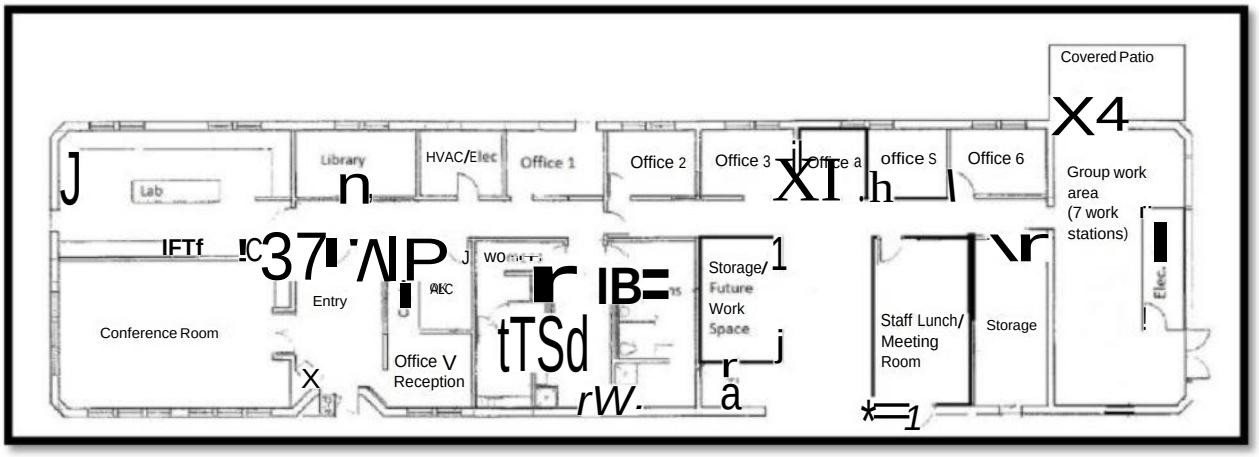


FIGURE 20 PUBLIC WORKS OPERATION REMODEL

Wastewater Program

Project Summary Sheet

EXISTING OXIDATION DITCHES

Fiscal Year	Costs	Criteria Met:	
2017/2018	$700,000	☒	Safety/Liability
		☐	Council Goals
2019/2020	$1,000,000	☒	Maintenance
		☒	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☒	Existing Capacity
***Project Total**	***$2,200,000**	☒	Cost Reduction
		☒	Future Capacity

**Project totals also includes costs from prior budget year*

PROJECT DESCRIPTION:

The two existing oxidation ditches were constructed in 1987 and need rehabilitation work to remain in service. In the future new oxidation ditches are proposed to be added after FY22/23. In order to use our existing ditches they need to be structurally rehabilitated. Only one ditch can be offline at any one time, therefore, they are shown to be completed over several years. The project started in FY16/17 and will be completed in 19/20.

PROPOSED FUNDING SOURCES:

This will be paid for out of wastewater rates and system development charges.

FIGURE 21 OXIDATION DITCH

Wastewater Program

Project Summary Sheet

ROOFING REPLACEMENT AT THE WWTP

Fiscal Year	Costs	Criteria Met:	
2020/2021	$150,000	☒	Safety/Liability
		☐	Council Goals
2018/2019	N/A	☒	Maintenance
		☐	Required per Regulation
Future Years	$70,000	☐	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	*$220,000*	Bl	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

The maintenance of roofs on the existing buildings at the treatment plant were deferred by prior administration. The building roof replacement include: Tunnels Building, Gutters and Soffits, Screw Press Room, Administration Building and the Secondary Building.

PROPOSED FUNDING SOURCES:

This will be paid for out of wastewater rates.

FIGURE 22 ROOF MAINTENANCE AT WASTEWATER TREATMENT PLANT

Wastewater Program

Project Summary Sheet

WASTEWATER MASTER PLAN

Fiscal Year	Costs	Criteria Met:	
2017/2018	$100,000	☒	Safety/Liability
		☐	Council Goals
2018/2019	N/A	☒	Maintenance
		☒	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		B	Existing Capacity
***Project Total**	*$300,000*	B	Cost Reduction
		B	Future Capacity

**Project totals also includes costs from prior budget year*

PROJECT DESCRIPTION:

The last Wastewater Master Plan was completed in 2007. Per the Oregon Revised Statutes (ORS) they are required to be updated regularly and whenever the assumptions that went into the previous plan significantly change. This update will include modeling the capacity of the system, including the treatment plant, and identify projects to address system deficiencies. The project started in FY16/17.

PROPOSED FUNDING SOURCES:

This will be paid for out of wastewater rates.

FIGURE 23 WASTEWATER MASTER PLAN

Water Projects

The Water Program provides planning, design and construction of improvements for the City's public water utility system. This program area includes the well field, storage reservoirs, water treatment plant, pump station, and water distribution system.

The following project list was developed from the 2015 Water Master Plan and other associated studies while considering the available funds from the water utility rates and system development charges.

Water Program

Project Summary Sheet

WELL #8 EMERGENCY GENERATOR PROJECT

Fiscal Year	Costs	Criteria Met:	
2017/2018	100,000	☒	Safety/Liability
		☒	Council Goals
2018/2019	N/A	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☒	Existing Capacity
Project Total	*100,000*	☐	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

This project is to purchase and place an emergency generator at the well field to be able to operate Well 8 in the event of an emergency power outage. At this time there is not any existing back up power in the well field that could be operated in the event of an extended power outage do to either flood or other natural disaster. The intent is to purchase a generator on a trailer that will be placed out at the well field but would have the potential to be moved to other locations if the need arose. This project meets the emergency preparedness goal of council and reduces the liability of a water shortage during an emergency.

PROPOSED FUNDING SOURCES:

This will be funded by water rate revenues.

FIGURE 24 EMERGENCY GENERATOR FOR THE WELL FIELD

320

Water Program

Project Summary Sheet

WATER TREATMENT PLANT HYPOCHLORITE GENERATOR

Fiscal Year	Costs	Criteria Met:	
2017/2018	$500,000	☒	Safety/Liability
		☐	Council Goals
2018/2019	N/A	☒	Maintenance
		☐	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	*$500,000*	☒	Cost Reduction
		☒	Future Capacity

PROJECT DESCRIPTION:

This project is an upgrade of the existing system that is reaching end of operational life. The options are to rebuild the existing system or to replace the system with a safer more energy efficient device that is less expensive to operate. The system upgrade also requires less maintenance and is safer to work on. The new system also consolidates the types of systems operating at the Water Treatment Plant (WTP) and the Wastewater Treatment Plant (WWTP) to the same system. In the event of an emergency the systems at the WTP and the WWTP will have interchangeable parts.

FUNDING SOURCES:

This will be paid for by water rate revenue.

FIGURE 25 PROPOSED WATER TREATMENT PLANT SODIUM HYPOCHLORITE GENERATOR

Water Program

Project Summary Sheet

BELL ROAD WEST PUMP STATION PROJECT

Fiscal Year	Costs	Criteria Met:	
2018/2019	$725,000	☒	Safety/Liability
		☐	Council Goals
2019/2020	$725,000	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	☒	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	***$1,450,000***	☐	Cost Reduction
		☒	Future Capacity

PROJECT DESCRIPTION:

The proposed pump station is needed to supply adequate fire flow and constant service pressure to the Zone 2 expansion area. Once the Bell Road Reservoir is constructed, this pump station will be used to supply the reservoir. This project should be constructed in conjunction with the N. College Street waterline extensions.

PROPOSED FUNDING SOURCES:

This will be paid for out of water rate revenue and system development charges.

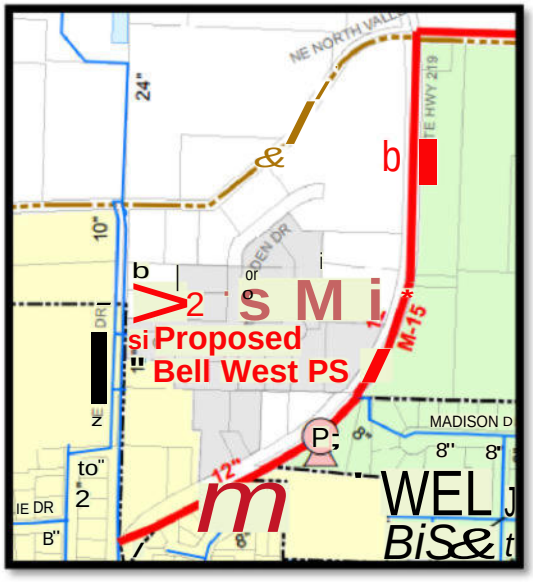


FIGURE 26 PROPOSED PUMP STATION SITE

Water Program

Project Summary Sheet

CHEHALEM DRIVE EXTENSION PROJECT

Fiscal Year	Costs	Criteria Met:	
2017/2018	$500,000	☐	Safety/Liability
		☐	Council Goals
2018/2019	$500,000	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	☒	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	***$1,000,000***	☐	Cost Reduction
		13	Future Capacity

PROJECT DESCRIPTION:

This project would extend the public water line from the existing terminus on the east side of Chehalem Creek in Hwy 240 to NE Chehalem Drive and then north in Chehalem Drive to just south of the intersection with Mountainview Drive. There have been several development inquiries in this area and the water line extension would allow for orderly future development. This project would be constructed in conjunction with a wastewater extension.

PROPOSED FUNDING SOURCES:

This will be paid for out of system development charges.

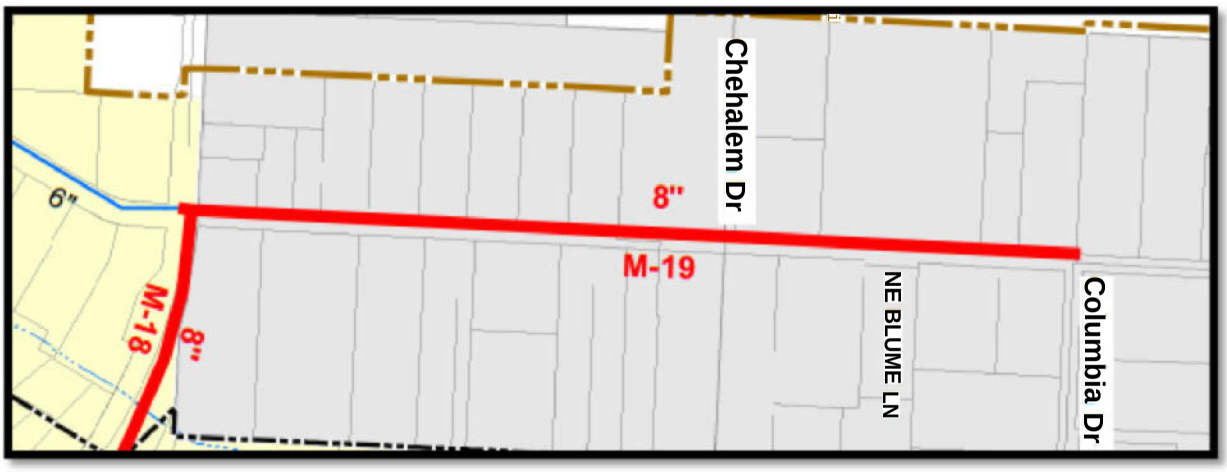


FIGURE 27 CHEHALEM DRIVE PUBLIC WATER SERVICE LINE EXTENSION

Water Program

Project Summary Sheet

COLLEGE STREET WATERLINE RELOCATION

Fiscal Year	Costs	Criteria Met:	
2017/2018	$470,000	☐	Safety/Liability
		☐	Council Goals
2019/2020	N/A	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	☒	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	*$470,000*	☐	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

The Oregon Department of Transportation will be extending sidewalks and bike lanes further north on the west side of College Street. As a part of this project the City's existing water line will need to be lowered as it is too shallow. This work is scheduled to begin in 2017/2018 and will be coordinated with the waterline valve project.

PROPOSED FUNDING SOURCES:

This will be paid for out of water rates.

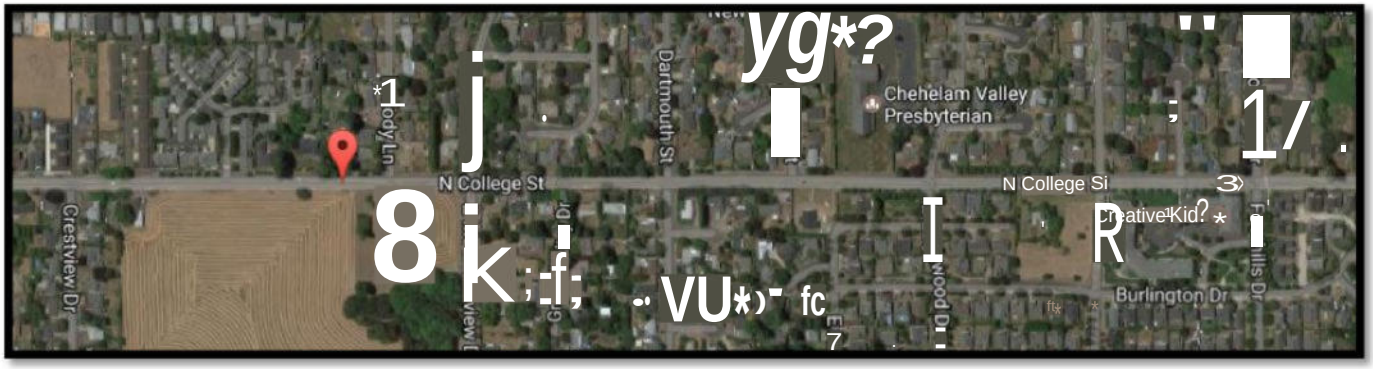


FIGURE WATERLINE RELOCATION FROM CRESTVIEW TO FOOTHILLS ON THE WEST SIDE OF COLLEGE STREET

Water Program

Project Summary Sheet

VALVES ON COLLEGE STREET

Fiscal Year	Costs	Criteria Met:	
2018/2019	$200,000	☒	Safety/Liability
		☐	Council Goals
2019/2020	N/A	B	Maintenance
		☐	Required per Regulation
Future Years	N/A	B	Coordinates with Larger Project
		B	Existing Capacity
Project Total	*$200,000*	B	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

One of the reasons for the massive amount of flooding in 2014 when the waterline in College Street broke was the lack of valves on the existing line to shut the flow of water off. This project would add valves in strategic locations to minimize future problems. It will be coordinated with the College Street waterline relocation project.

PROPOSED FUNDING SOURCES:

This will be paid for out of water rates.

FIGURE 28 2014 WATERLINE BREAK ON COLLEGE STREET CAUSING MASSIVE FLOOD

Water Program

Project Summary Sheet

DECOMMISSION WELLS #1 AND #2

Fiscal Year	Costs	Criteria Met:	
2018/2019	$200,000	☒	Safety/Liability
		☐	Council Goals
2019/2020	N/A	☐	Maintenance
		☒	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	*$200,000*	☐	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

Wells #1 & #2 have reached the end of life and are not being utilized. This project would properly decommission the wells per state standards.

PROPOSED FUNDING SOURCES:

This will be paid for out of water rates and system development charges.

FIGURE 29 DECOMMISSION WELLS 1 & 2

Water Program

Project Summary Sheet

DOWNTOWN FIRE FLOW PROJECT

Fiscal Year	Costs	Criteria Met:	
2020/2021	$552,000	☒	Safety/Liability
		☐	Council Goals
2021/2022	N/A	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	☒	Coordinates with Larger Project
		☒	Existing Capacity
Project Total	*$552,000*	☐	Cost Reduction
		☒	Future Capacity

PROJECT DESCRIPTION:

This project is to replace several non-looped sections of 1 and 2 inch diameter water mains along Hancock Street through downtown Newberg. Fire flow deficiencies occur in this area in addition to inadequate fire hydrant spacing and coverage. This project will coordinate with the newly adopted Downtown Plan.

PROPOSED FUNDING SOURCES:

This will be paid for out of water rate revenue and system development charges.

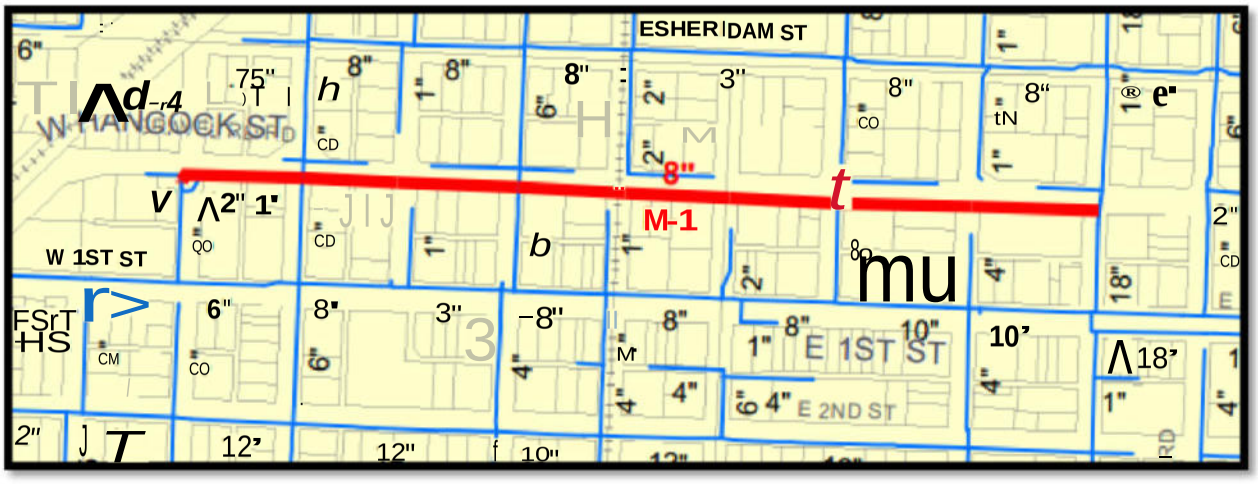


FIGURE 30 REPLACING DEFICIENT PIPE AND INADEQUATE FIRE HYDRANTS ON HANCOCK STREET

Water Program

Project Summary Sheet

FIXED BASED RADIO READ

Fiscal Year	Costs	Criteria Met:	
2019/2020	$1,000,000	☐	Safety/Liability
		☐	Council Goals
2020/2021	$25,000	☒	Maintenance
		☐	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	***$1,025,000***	☒	Cost Reduction
		☐	Future Capacity

PROJECT DESCRIPTION:

The existing meter reading system requires that someone drive though the entire city to read the meters. The fixed based system will allow for the meters to be read from the maintenance yard in real time. This will cut down on labor costs and could detect catch a leak sooner. Rate payers will also have the ability to gain access to hourly real-time and historical water use information. Hourly use data will allow the operations and treatment plant run time.

PROPOSED FUNDING SOURCES:

This will be paid for out of water rates and system development charges.

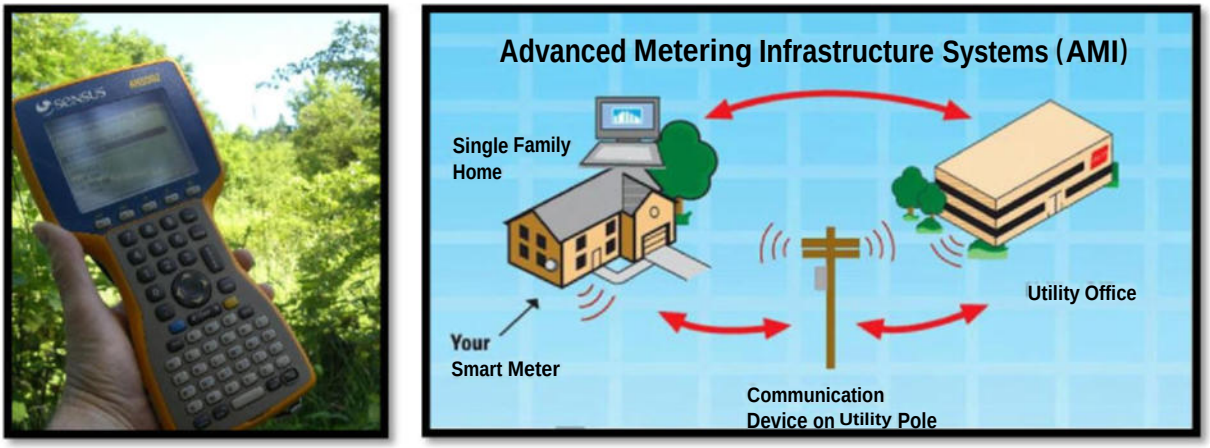


FIGURE 31 READING METERS CURRENTLY (LEFT) VS ADVANCED WATER METERING READING INFRASTRUCTURE SYSTEM (RIGHT)

Water Program

Project Summary Sheet

GEORGE FOX FIRE FLOW PROJECT

Fiscal Year	Costs	Criteria Met:	
2018/2019	$346,000	☒	Safety/Liability
		☐	Council Goals
2019/2020	N/A	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	☒	Coordinates with Larger Project
		☒	Existing Capacity
Project Total	*$346,000*	☐	Cost Reduction
		☒	Future Capacity

PROJECT DESCRIPTION:

The water modeling revealed that this area has a fire flow and pressure deficiency under existing conditions and future growth. The installation of 1410 lineal feet of 8" waterlines will address this deficiency.

PROPOSED FUNDING SOURCES:

This will be paid for out of water rate revenue and system development charges.

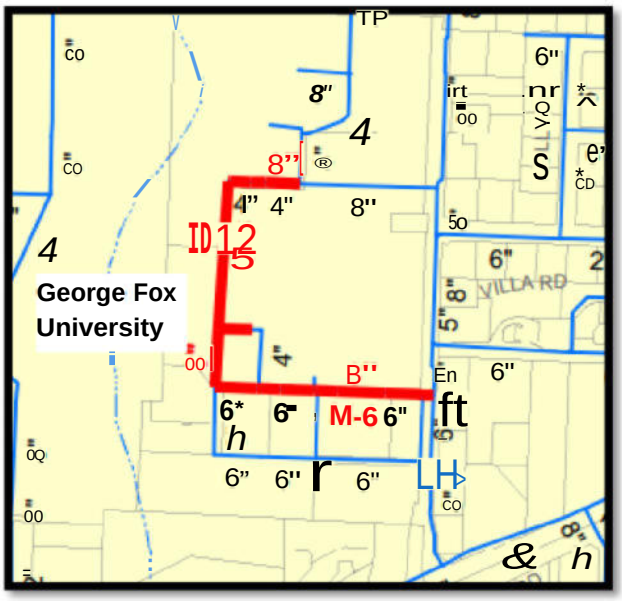


FIGURE 32 FIRE HYDRANT WATER FLOW

Water Program

Project Summary Sheet

N. COLLEGE STREET WATERLINE PROJECT

Fiscal Year	Costs	Criteria Met:	
2019/2020	$241,000	☐	Safety/Liability
		☐	Council Goals
2020/2021	$192,000	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	☒	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	*$433,000*	☐	Cost Reduction
		B	Future Capacity

PROJECT DESCRIPTION:

This project extend waterlines from N. Terrace Drive to the intersection of N. College and N. Valley Road and then to the east down Bell Road. This will help supply water for future Zone 2 development. This project should be constructed in conjunction with the proposed Bell West Pump Station.

PROPOSED FUNDING SOURCES:

This will be paid for out of water rate revenue and system development charges.

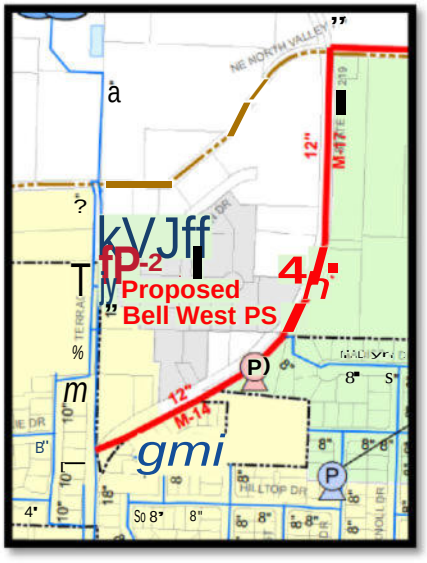


FIGURE 33 EXPAND WATERLINES FOR FUTURE DEVELOPMENT

330

Water Program

Project Summary Sheet

REDUNDANT SUPPLY PROJECT

Fiscal Year	Costs	Criteria Met:	
2018/2019	$163,000	☒	Safety/Liability
		B	Council Goals
2019/2020	$365,000	☐	Maintenance
		☐	Required per Regulation
Future Years	$3,091,000	☐	Coordinates with Larger Project
		B	Existing Capacity
Project Total	***$3,619,000***	☐	Cost Reduction
		B	Future Capacity

PROJECT DESCRIPTION:

The City's current water supply is the well field on the south side of the Willamette River. To address supply vulnerability and long-term water resiliency, per the water system master plan the City should pursue another source north of the River. The redundant supply should have an approximate capacity of 2 million gallons per day. This project would include water rights, exploration, property acquisition and potentially the construction of a secondary treatment plant.

PROPOSED FUNDING SOURCES:

This will be paid for out of water rate revenue and system development charges.

FIGURE 34 EXPLORING FUTURE WATER SUPPLY

Water Program

Project Summary Sheet

SEISMIC RESILIENCY PROJECT

Fiscal Year	Costs	Criteria Met:	
2017/2018	$200,000	☒	Safety/Liability
		☒	Council Goals
2018/2019	N/A	☒	Maintenance
		☒	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☒	Existing Capacity
Project Total	*$200,000*	☒	Cost Reduction
		☒	Future Capacity

PROJECT DESCRIPTION:

This project will evaluate the seismic resiliency of the entire water system, evaluate the seismic hazards of the existing water treatment plant, and provide both projects and best management practices. This will help the city's water system become more resilient in the case of major seismic event.

PROPOSED FUNDING SOURCES:

This will be paid for out of both water rates and system development charges.

FIGURE 35 WATER TREATMENT FACILITY SEISMIC RESILIENCY

Water Program

Project Summary Sheet

VITTORIA SQUARE FIRE FLOW PROJECT

Fiscal Year	Costs	Criteria Met:	
2019/2020	$147,000	☒	Safety/Liability
		☐	Council Goals
2020/2021	N/A	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	☒	Coordinates with Larger Project
		☒	Existing Capacity
Project Total	*$147,000*	☐	Cost Reduction
		☒	Future Capacity

PROJECT DESCRIPTION:

The water modeling revealed that this area has a fire flow and pressure deficiency under existing conditions and future growth. The installation of 600 lineal feet of 8" waterlines will address this deficiency.

PROPOSED FUNDING SOURCES:

This will be paid for out of water rate revenue and system development charges.

FIGURE 36 EXPANDING WATERLINE TO ELIMINATE DEFICIENT WATER FLOW AND FOR FUTURE GROWTH

Water Program

Project Summary Sheet

W. ILLIONIS FIRE FLOW PROJECT

Fiscal Year	Costs	Criteria Met:	
2017/2018	$165,000	☒	Safety/Liability
		☐	Council Goals
2019/2020	N/A	☐	Maintenance
		☐	Required per Regulation
Future Years	N/A	☒	Coordinates with Larger Project
		☒	Existing Capacity
Project Total	*$165,000*	☐	Cost Reduction
		☒	Future Capacity

PROJECT DESCRIPTION:

The water modeling revealed that this area has a fire flow and pressure deficiency under existing conditions and future growth. The installation of an 8" waterline will address this deficiency.

PROPOSED FUNDING SOURCES:

This will be paid for out of water rate revenue and system development charges.

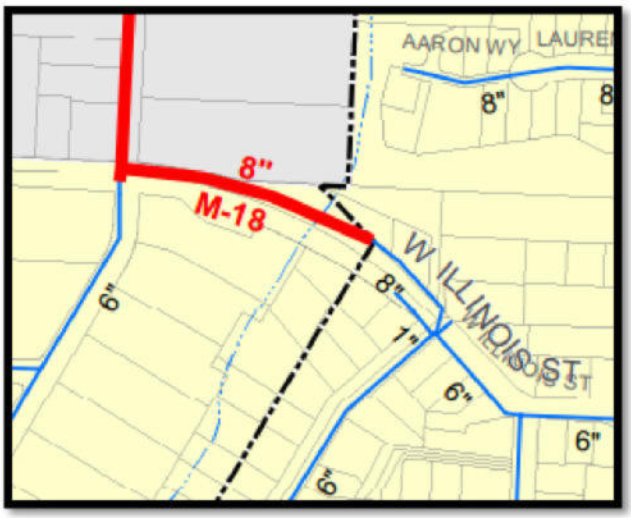


FIGURE 37 EXPANDING WATERLINE TO ELIMINATE WATER DEFICIENCY AND FOR FUTURE GROWTH

Water Program

Project Summary Sheet

WATER RIGHTS REVIEW, RECONFIGURATION AND WATER CONSERVATION PLAN

Fiscal Year	Costs	Criteria Met:	
2017/2018	25,000	☐	Safety/Liability
		☐	Council Goals
2018/2019	$100,000	☐	Maintenance
		☒	Required per Regulation
Future Years	N/A	☐	Coordinates with Larger Project
		☐	Existing Capacity
Project Total	*$125,000*	☐	Cost Reduction
		☒	Future Capacity

PROJECT DESCRIPTION:

This project is intended to take a comprehensive view of our existing water rights, make sure they are correctly a proportioned and reconfigure if necessary. The water right work will be used in our update of our required Water Conservation Plan the following year.

PROPOSED FUNDING SOURCES:

This will be paid for out of water rates and system development charges.

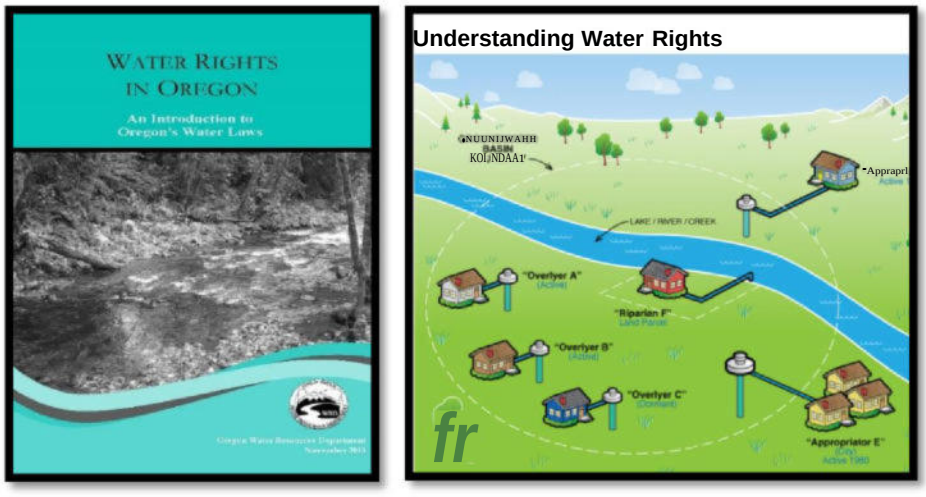


FIGURE 38 COMPREHENSIVE STUDY OF THE CITY'S EXISTING WATER RIGHTS

NEWBERG CITY COUNCIL MEETING INFORMATION

Meeting Date: March 20, 2017 **Prepared by: DawnKaren Bevill**

Councilors	**Roll Call**	**Res. 3362 - TLT Small Grant Fund Awards**	**Res. 3361 – Updating Master Fee Schedule**			
ANDREWS, Bob, Mayor	X	Yes	Yes			
BACON, Denise	X	Yes	Yes			
COREY, Mike	X	Yes	Yes			
DELLE, Hayley	A	Absent	Absent			
ESSIN, Scott	X	Yes	Yes			
JOHNSON, Patrick	X	Yes	Yes			
McKINNEY, Stephen	X	Yes	Yes			
ROLL CALL VOTES		**YES: 6 NO: 0 ABSENT: 1**	**YES: 6 NO: 0 ABSENT: 1**	**YES: NO: ABSENT:**	**YES: NO: ABSENT:**	**YES: NO: ABSENT:**
MOTION (1st/2nd):		Essin/Corey	Corey/Bacon			

Executive Session ORS 192.660
St: _8.55 p.m.
End: 9:10 p.m.
Staff present: Joe Hannan, Truman Stone
Discussion: Litigation

Meeting adjourned at 9:11 p.m.