

**UMATILLA CITY COUNCIL MEETING
AGENDA
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882
JUNE 1, 2021
7:00 PM**

1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF AGENDA**

5. **CITY MANAGER'S REPORT**

- 5.1 [Government Finance Officer's Association \(GFOA\) Distinguished Budget Presentation Award](#) *Suggested Action: GFOA has presented the Distinguished Budget Presentation Award to the City of Umatilla for its Annual Budget for the fiscal year beginning July 1, 2020. This award is the highest form of recognition in governmental budgeting. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as a policy document, a financial plan, an operations guide and a communication device.*

Click [HERE](#) for a video from Chris Morrill, GFOA Executive Director

6. **PUBLIC COMMENT** Public Comment is an opportunity for citizens to express opinions, raise issues, and provide information to the City Council. Comments presented during this segment should be on city-related issues and not on items that are scheduled for a Public Hearing on the same evening's agenda. If you wish to speak, please provide the requested information on the Sign-Up Sheet, being sure to note the topic on which you will speak. When called to the podium, begin by stating your name and address. You will have five minutes to speak, unless otherwise instructed.

7. **CONSENT AGENDA**

- 7.1 Paid Invoices *Suggested Action: Motion to approve.*
- 7.2 [Resolution No. 61-2021. A Resolution authorizing the Mayor to sign a new Employment Agreement between the City of Umatilla and David Stockdale.](#) *Suggested Action: This proposal was reviewed by the Personnel Committee on April 14, 2021 with Unanimous Approval to bring it before City Council for consideration and directed by Council on 5/18/21 to bring this item forward on Consent.*

Motion to Approve Resolution 61-2021.

8. **PUBLIC HEARING**

- 8.1 Public Hearing on State Revenue Sharing *Suggested Action: The Budget Committee held a public hearing on the use of state shared revenues on April 20, 2021. This is the second mandatory public hearing required before the City can certify its' election to receive state shared revenue.*

9. **NEW BUSINESS**

- 9.1 [Resolution No. 54-2021 - A resolution adopting the 2021-2022 budget](#) *Suggested Action: Motion for approval of Resolution No. 54-2021.*

This resolution approves the 2021-2022 budget total of \$55,544,110 as recommended by the Budget Committee.

- 9.2 [Resolution No. 55-2021 - A resolution appropriating budget amounts for fiscal year 2021-2022](#) *Suggested Action: Motion to approve Resolution No. 55-2021.*

This resolution appropriates the 2021-2022 budget of \$55,544,110 among the various funds as recommended by the Budget Committee.

- 9.3 [Resolution No. 56-2021 - A resolution levying ad valorem taxes and categorizing taxes for the 2021-2022 fiscal year](#) *Suggested Action: Motion to approve Resolution No. 56-2021.*

This resolution levies the City's permanent tax rate of \$2.9191 per \$1,000 of taxable value for the next fiscal year. There is no additional levy for debt service.

- 9.4 [Resolution No. 57-2021 - A resolution declaring the City's election to receive state revenues](#) *Suggested Action: Motion for approval of Resolution No. 57-2021.*

A public hearing to discuss the use of state revenue sharing was held before the Budget Committee on April 20, 2021 and before the City Council on June 1, 2021. This resolution confirms that the necessary public hearings were held and that the City wishes to receive state revenues.

- 9.5 [Resolution No. 58-2021 - A Resolution Authorizing the City Manager to Sign a Memorandum of Understanding with the Umatilla School District to Implement a S.W.E.L.L. Cooperative](#) *Suggested Action: Motion to approve Resolution No. 58-2021*

The Umatilla School District has implemented S.W.E.L.L. (Summer Work-based Experience Learning Lesson) Cooperative to provide opportunities for disabled students to gain work based learning experiences throughout the community. The City has partnered with this program in the past with great results and wishes to do so again this year. This resolution authorizes the City Manager to sign the attached Memorandum of Understanding with the Umatilla School District to implement a S.W.E.L.L. Cooperative.

- 9.6 [Resolution No. 59-2021 - A resolution authorizing the City Manager to execute grant](#)

agreement documents with Business Oregon's Infrastructure Finance Authority for the Umatilla River Waterline Crossing Replacement Project *Suggested Action: Motion to approve Resolution No. 59-2021*

The total Umatilla River Waterline Crossing Replacement Project cost is estimated at \$675,799. FEMA will reimburse seventy-five percent of the total project costs and Business Oregon's Infrastructure Finance Authority has awarded a grant for the remaining twenty-five percent, or \$168,949. This resolution authorizes City Manager Stockdale to execute the grant agreement and any subsequent amendments.

- 9.7 Resolution No. 60-2021 - A resolution of the City of Umatilla authorizing a grant and loan from the Special Public Works Fund (SPWF) by entering into a financing contract with the Oregon Infrastructure Finance Authority for the Umatilla River Pedestrian Bridge Replacement Project *Suggested Action: Motion to approve Resolution No. 60-2021*

The total Umatilla River Pedestrian Bridge Replacement Project cost is estimated at \$5,844,796. FEMA will reimburse seventy-five percent of the total project costs and Business Oregon's Infrastructure Finance Authority has awarded a grant in the amount of \$500,000 and a loan in the amount of \$937,555 for the remaining twenty-five percent. This resolution authorizes City Manager Stockdale to execute the grant agreement and any subsequent amendments.

- 9.8 Local Business Grant Application Review: Charlotte Baxter, has submitted a grant request from the Local Business Grant program for reimbursement of remodeling the building located at 610 6th Street aka Old Nicks Tavern. This application is for the 1st Quarter of the 21-22 FY. The scope of work includes ceiling repairs and flooring. The total project cost is \$18,020.00. Keith Morgan, has submitted a grant request from the Local Business Grant program for reimbursement of improvements on his property located at 3793 Powerline Road, Powerline Storage, LLC. This application is for the 1st Quarter of the 21-22 FY. The scope of work includes; Drop powerline, pave, curb/sidewalk, lighting/landscaping and fencing. The total project cost is \$70,000.00. *Suggested Action: The Community Development Department has reviewed the applications and recommends the following;*

Motion to award maximum grant in the amount of \$27,500 to Keith Morgan and deny Charlotte Baxter's grant application due to an incomplete application.

- 9.9 Downtown Revitalization Grant Application Review: Marla May, has submitted a grant request from the Downtown Revitalization Grant program for reimbursement of exterior improvements for the building located at 1508 6th Street, Umatilla Liquor Store. This application is for the 1st Round of FY22. The scope of work includes; signage, asphalt seal/stripe, concrete work, paint/rock veneer and front roof update. The total project cost is \$43,198. Mitch McClannahan, has submitted a grant request from the Downtown Revitalization Grant program for reimbursement of exterior improvements for the building located at 500/528 6th Street. This application is for the 1st Round of FY22. The scope of work includes paint and rock veneer. The total project cost is \$33,500. Martin Pitney, has submitted a grant request from the Downtown Revitalization Grant program for the reimbursement of site improvements to the property located at 220 6th Street, Photography Plus, Inc. This application is for the 1st Round of FY22. The scope of work includes landscaping, paving and striping the west side of the building. The total project cost is \$26,930. *Suggested Action: The Community Development Department has reviewed the*

applications and recommends the following:

Motion to award a Downtown Revitalization Grant to:

1. *Marla May in the amount of \$26,500; and*
 2. *Mitch McClannahan in the amount of \$25,125; and*
 3. *Martin Pitney in the amount of \$20,197.50.*
- 9.10 [First Reading of Ordinance No. 845](#). [An Ordinance amending Title 3, Chapter 5 of the Umatilla Municipal Code to update the Transient Room Tax code to include an additional tourism promotion assessment charge used to fund tourism promotion, facility design, and construction of the Eastern Oregon Trade and Event Center, Umatilla Marina & RV Park, Big River Golf Course, and the existing and/or future Umatilla Community Center.](#)
Suggested Action: Motion to adopt Ordinance No. 845.

The additional tourism promotion assessment (TPA) is scheduled to sunset June 30, 2021 with the purpose to temporarily fund budget shortfalls and construction of the Eastern Oregon Trade and Event Center (EOTEC). With this additional payment sunsetting, the City has the opportunity to consider Umatilla-specific tourism opportunities that are eligible to receive TPA funds. The Umatilla Marina & RV Park, Big River Golf Course, and Umatilla Community Center have been identified as City tourism facilities that would provide the largest tourism-related and economic impact to Western Umatilla County and the City. These funds will be used to, at least, help offset the cost of an all-new marina, improvements and expansion to the RV Park, an all-new club house and Pro Shop at Big River Golf Course and other course enhancements, and improvements to the Community Center and/or construction of an all-new Community Center.

- 9.11 [Ordinance No. 845](#). [An Ordinance amending Title 3, Chapter 5 of the Umatilla Municipal Code to update the Transient Room Tax code to include an additional tourism promotion assessment charge used to fund tourism promotion, facility design, and construction of the Eastern Oregon Trade and Event Center, Umatilla Marina & RV Park, Big River Golf Course, and the existing and/or future Umatilla Community Center.](#) *Suggested Action: Motion to adopt Ordinance No. 845.*

The additional tourism promotion assessment (TPA) is scheduled to sunset June 30, 2021 with the purpose to temporarily fund budget shortfalls and construction of the Eastern Oregon Trade and Event Center (EOTEC). With this additional payment sunsetting, the City has the opportunity to consider Umatilla-specific tourism opportunities that are eligible to receive TPA funds. The Umatilla Marina & RV Park, Big River Golf Course, and Umatilla Community Center have been identified as City tourism facilities that would provide the largest tourism-related and economic impact to Western Umatilla County and the City. These funds will be used to, at least, help offset the cost of an all-new marina, improvements and expansion to the RV Park, an all-new club house and Pro Shop at Big River Golf Course and other course enhancements, and improvements to the Community Center and/or construction of an all-new Community Center.

10. **PUBLIC COMMENT**

11. **DISCUSSION ITEMS**

11.1 **Transient Room Tax Discussion** *Suggested Action: In February 2020, ECONorthwest produced the report "Local Transient Lodging Tax" (attached) for Travel Oregon. Their analysis produced the following findings from respondents:*

1. *The City of Umatilla has the 2nd lowest per capita tourism revenue in Eastern Oregon, and*
2. *Even with a 469% (the report incorrectly states 369%) increase in tourism-related funds from 2007 to 2018, Umatilla still ranks 2nd lowest in Eastern Oregon in tourism revenue, and*
3. *The City of Umatilla has the 2nd lowest Transient Lodging Tax (aka Transient Room Tax) rate of all Eastern Oregon with our rate at 3.5% and the median rate at 6%.*

Staff seeks direction to determine the Council's desire on the following question: "Should the City of Umatilla increase our TRT rate, leave it alone, or decrease the rate?"

12. **MAYOR'S MESSAGE**

13. **COUNCIL INFORMATION & DISCUSSION**

14. **EXECUTIVE SESSION**

- 14.1 **Potential Real Estate Transaction - ORS 192.660(2)(e)** Authorizes council to deliberate with persons designated by council to negotiate real property transactions, including long-term leases. Does not authorize discussion of general leasing policies. *Suggested Action: None*
- 14.2 **Potential Litigation - ORS 192.660(2)(h)** Authorizes council to consult with its counsel regarding current litigation or litigation likely to be filed. Media members must be excluded if the member is a party to the litigation. *Suggested Action: None*
- 14.3 **Potential Litigation - ORS 192.660(2)(h)** Authorizes council to consult with its counsel regarding current litigation or litigation likely to be filed. Media members must be excluded if the member is a party to the litigation. *Suggested Action: None.*

15. **ADJOURN** This institution is an equal opportunity provider. Discrimination is prohibited by Federal law. Special accommodations to attend or participate in a city meeting or other function can be provided by contacting City Hall at (541) 922-3226 or use the TTY Relay Service at 1-800-735-2900 for appropriate assistance.

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CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Government Finance Officer's Association (GFOA) Distinguished Budget Presentation Award	Meeting Date: 2021-06-01
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa Ince	Phone Number:
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Cost of Proposal: N/A	Fund(s) Name and Number(s): N/A
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: N/A
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Attachments to Agenda Packet Item:

[GFOA Distinguished Budget Presentation Award.pdf](#)

Summary Statement:

GFOA has presented the Distinguished Budget Presentation Award to the City of Umatilla for its Annual Budget for the fiscal year beginning July 1, 2020. This award is the highest form of recognition in governmental budgeting. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as a policy document, a financial plan, an operations guide and a communication device.

Click [HERE](#) for a video from Chris Morrill, GFOA Executive Director

Consistent with Council Goals:

Goal 5 : Perform at the Highest Levels of Operational Excellence



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Umatilla
Oregon**

For the Fiscal Year Beginning

July 01, 2020

Christopher P. Morill

Executive Director

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
7							
7	A & M Supply	2044044	Golf Course	04/27/21	240.42	46674	05/07/21
		3042955	Golf Course	04/15/21	115.48	46674	05/07/21
		3043271	Golf Course	04/21/21	8.79	46674	05/07/21
	Total 7:				364.69		
32							
32	Advanced Northwest Welding, L	23670	Cast Iron Skid Assembly	03/25/21	347.48	46593	Multiple
		23670	Cast Iron Skid Assembly	03/25/21	347.48-		
	Total 32:				.00		
45							
45	AJ's Printed Apparel	18966	PD - Employee Clothing Allowance	05/05/21	80.00	46760	05/24/21
	Total 45:				80.00		
55							
55	All American Heating and Coolin	14848	PW Refridgerator Repair	05/05/21	76.25	46761	05/24/21
		14848	PW Refridgerator Repair	05/05/21	76.25	46761	05/24/21
	Total 55:				152.50		
102							
102	Aramark Uniform Services, Inc.	5290000221	Police Mats	04/23/21	252.27	46676	05/07/21
	Total 102:				252.27		
148							
148	Banner Bank Mastercard	0715.04.23.2	Quarterly Lunch P/W Crew	04/23/21	69.25	46679	05/07/21
		0715.04.23.2	Quarterly Lunch P/W Crew	04/23/21	69.25	46679	05/07/21
		0715.04.23.2	Quarterly Lunch P/W Crew	04/23/21	69.25	46679	05/07/21
		0715.04.23.2	Quarterly Lunch P/W Crew	04/23/21	69.25	46679	05/07/21
		0715.04.23.2	Lunch Meeting with Brandon	04/23/21	8.25	46679	05/07/21
		0715.04.23.2	Lunch Meeting with Brandon	04/23/21	8.25	46679	05/07/21
		0715.04.23.2	Lunch Meeting with Brandon	04/23/21	8.25	46679	05/07/21
		0715.04.23.2	Lunch Meeting with Brandon	04/23/21	8.25	46679	05/07/21
		0715.04.23.2	Lunch w/ Leon	04/23/21	7.50	46679	05/07/21
		0715.04.23.2	Lunch w/ Leon	04/23/21	7.50	46679	05/07/21
		0715.04.23.2	Lunch w/ Leon	04/23/21	7.50	46679	05/07/21
		0715.04.23.2	Lunch w/ Leon	04/23/21	7.50	46679	05/07/21
		0715.04.23.2	Lunch w/ Leon	04/23/21	7.50	46679	05/07/21
		0715.04.23.2	Lunch w/ Leon	04/23/21	8.25	46679	05/07/21
		0715.04.23.2	Lunch w/ Leon	04/23/21	8.25	46679	05/07/21
		0715.04.23.2	Lunch w/ Leon	04/23/21	8.25	46679	05/07/21
		0715.04.23.2	Lunch w/ Leon	04/23/21	7.99	46679	05/07/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		0715.04.23.2	Lunch with Brandon	04/23/21	7.00	46679	05/07/21
		0715.04.23.2	Lunch w/ Brandon	04/23/21	7.00	46679	05/07/21
		0715.04.23.2	Lunch w/ Brandon	04/23/21	7.00	46679	05/07/21
		0715.04.23.2	Lunch W/ Brandon	04/23/21	7.00	46679	05/07/21
		2217.04.23.2	TLO Transunion	04/23/21	75.00	46679	05/07/21
		2217.04.23.2	Ceasars Palace-Training-Wilson	04/23/21	185.94	46679	05/07/21
		2217.04.23.2	OMG Burgers-Telecom Appreciation X 4	04/23/21	81.98	46679	05/07/21
		2217.04.23.2	Rae's Dayz-Telecom Appreciation	04/23/21	60.00	46679	05/07/21
		2217.04.23.2	Credit to Acct.	04/23/21	115.59-	46679	05/07/21
		2970.04.23.2	Amazon Recreation Supplies	04/23/21	944.82	46679	05/07/21
		2970.04.23.2	Building Dept. Supplies	04/23/21	219.00	46679	05/07/21
		2970.04.23.2	NFL Flag Football Equip.	04/23/21	226.50	46679	05/07/21
		2970.04.23.2	Rec. Prog Gift Cards	04/23/21	75.00	46679	05/07/21
		2970.04.23.2	Server Lic. For Golf Course	04/23/21	40.99	46679	05/07/21
		2970.04.23.2	Park Luncheon	04/23/21	35.25	46679	05/07/21
		2970.04.23.2	REc. Prog. Supplies	04/23/21	159.52	46679	05/07/21
		2970.04.23.2	Adobe Photoshop	04/23/21	20.99	46679	05/07/21
		2970.04.23.2	Arbor Day Foundation	04/23/21	75.56	46679	05/07/21
		2970.04.23.2	Recreation Equipment	04/23/21	1,545.42	46679	05/07/21
		3132.04.23.2	Lunch with Scott	04/23/21	10.87	46679	05/07/21
		3132.04.23.2	Lunch with Scott	04/23/21	10.88	46679	05/07/21
		3132.04.23.2	Lunch with Scott	04/23/21	10.87	46679	05/07/21
		3132.04.23.2	Lunch with Scott	04/23/21	10.88	46679	05/07/21
		3132.04.23.2	Cast Iron Skid	04/23/21	347.48	46679	05/07/21
		3132.04.23.2	Deodorizer for Hash and Soccer Fields	04/23/21	68.40	46679	05/07/21
		3960.04.23.2	Training	04/23/21	23.70	46679	05/07/21
		3960.04.23.2	Training	04/23/21	27.65	46679	05/07/21
		3960.04.23.2	Training	04/23/21	27.65	46679	05/07/21
		3960.04.23.2	Golf Course Retail	04/23/21	468.00	46679	05/07/21
		3960.04.23.2	USPS	04/23/21	9.60	46679	05/07/21
		3960.04.23.2	Certificate Frames	04/23/21	95.94	46679	05/07/21
		5571.04.23.2	CDD Luncheon	04/23/21	69.10	46679	05/07/21
		5571.04.23.2	NFL Flag Football Equip.	04/23/21	1,974.00	46679	05/07/21
		5571.04.23.2	Recreation Luncheon-Clean Up	04/23/21	157.71	46679	05/07/21
		5571.04.23.2	Planning Recording Fees	04/23/21	2.50	46679	05/07/21
		5571.04.23.2	AED Golf Course	04/23/21	1,291.00	46679	05/07/21
		5919.04.23.2	Working Lunch	04/23/21	22.54	46679	05/07/21
		5919.04.23.2	GFOA Conference Registration	04/23/21	420.00	46679	05/07/21
		5919.04.23.2	OACA Dues	04/23/21	75.00	46679	05/07/21
		5919.04.23.2	Indeed Job Postings	04/23/21	331.56	46679	05/07/21
		5919.04.23.2	Library In-Service Lunch	04/23/21	48.50	46679	05/07/21
		5919.04.23.2	Golf Course Router	04/23/21	99.99	46679	05/07/21
		5919.04.23.2	Frito Lay Golf Course Order	04/23/21	90.66	46679	05/07/21
		5919.04.23.2	GFOA Treasury Management Training	04/23/21	315.00	46679	05/07/21
		5919.04.23.2	Working Lunch	04/23/21	26.45	46679	05/07/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		5919.04.23.2	Staff Support/Meetings	04/23/21	67.47	46679	05/07/21
		8328APRIL2	Charger for Planning Commission	04/23/21	25.99	46679	05/07/21
		8328APRIL2	PD Awards	04/23/21	616.22	46679	05/07/21
		8328APRIL2	Employee Appreciation	04/23/21	159.99	46679	05/07/21
		8328APRIL2	LogMeln Phone Configuration	04/23/21	419.00	46679	05/07/21
		8336.04.23.2	Amazon-Ink Gloves, DVD	04/23/21	144.33	46679	05/07/21
		8336.04.23.2	Amazon-Paper Plates	04/23/21	20.99	46679	05/07/21
		8336.04.23.2	Amazon-Name Plates	04/23/21	31.90	46679	05/07/21
		8336.04.23.2	Amazon-Ink Cartiridge	04/23/21	37.78	46679	05/07/21
		8336.04.23.2	Amazon-Paper, Binder, File Folders	04/23/21	51.83	46679	05/07/21
		8336.04.23.2	Walmart-Staff Mtg Supplies	04/23/21	75.15	46679	05/07/21
		8336.04.23.2	Abandoned Vehicle Stickers	04/23/21	54.00	46679	05/07/21
		8336.04.23.2	Amazon-Folding Table	04/23/21	49.99	46679	05/07/21
		8336.04.23.2	Galls Nametag	04/23/21	16.43	46679	05/07/21
		8336.04.23.2	Amazon-cutting boards	04/23/21	5.49	46679	05/07/21
		8336.04.23.2	Amazon-Stainless binder clip	04/23/21	7.00	46679	05/07/21
		8336.04.23.2	Galls-Pants x 4	04/23/21	320.93	46679	05/07/21
		8336.04.23.2	Amazon-Handcuff Pouch	04/23/21	32.19	46679	05/07/21
	Total 148:				12,203.73		
276							
276	Builders FirstSource	83163202	Boards for dump truck	04/08/21	86.56	46682	05/07/21
	Total 276:				86.56		
281							
281	Bureau of Labor & Industries	33-20-023	Wanapa Permanent Rd BOLI Fee	05/01/21	1,831.16	46683	05/07/21
	Total 281:				1,831.16		
294							
294	Buttercreek Sod, LLC	19-744	Sod	04/10/21	300.00	46684	05/07/21
		21-11	Sod	03/18/21	270.00	46684	05/07/21
		21-13	Sod	03/18/21	300.00	46684	05/07/21
		21-6	Sod	03/17/21	270.00	46684	05/07/21
		INV6	Sod	04/30/21	8.47	46763	05/24/21
	Total 294:				1,148.47		
320							
320	Canon Solutions America, Inc	4036082709	COPIER MAINTENANCE	04/24/21	54.21	46685	05/07/21
		4036116780	COPIER MAINTENANCE	04/29/21	237.06	46764	05/24/21
	Total 320:				291.27		
351							
351	Cascade Natural Gas Corp.	1092.04.26.2	700 6th St.	04/26/21	42.81	46687	05/07/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		1092.04.26.2	700 6th St.	04/26/21	42.81	46687	05/07/21
		1092.04.26.2	700 6th St.	04/26/21	42.82	46687	05/07/21
		3033.04.26.2	82959 Draper St.	04/26/21	24.88	46687	05/07/21
		7846.04.26.2	830 6th St.	04/26/21	161.13	46687	05/07/21
		7851.04.26.2	822 6TH ST.	04/26/21	12.61	46687	05/07/21
		8476.04.26.2	1205 W 3RD St.	04/26/21	313.75	46687	05/07/21
	Total 351:				640.81		
355							
355	Casiday Battery Co.	12804	Replacement batteries per Leon	03/29/21	119.94	46688	05/07/21
	Total 355:				119.94		
362							
362	Center Point Large Print	1844759	Large Print Books for Library	05/01/21	140.22	46690	05/07/21
	Total 362:				140.22		
367							
367	CenturyLink	678B.04.25.2	Police Dept Phones	04/25/21	90.24	46691	05/07/21
	Total 367:				90.24		
391							
391	CI INFORMATION MANAGMEN	0116882	PD Shred Services	04/30/21	49.81	46765	05/24/21
		0116883	SHRED SERVICES	04/30/21	99.62	46765	05/24/21
		0116884	SHRED SERVICES	04/30/21	49.81	46765	05/24/21
	Total 391:				199.24		
413							
413	CNA Surety	61378524-20	Finance Officer Bond Renewal	05/20/21	175.00	46766	05/24/21
	Total 413:				175.00		
440							
440	Confederated Tribes Umatilla	23622	IWW Project-Cultural Monitoring	04/16/21	510.65	46694	05/07/21
		23623	6th St. Project-Cultural Monitoring	04/21/21	890.61	46694	05/07/21
		23624	Meter Replacement-Cultural Monitoring	04/21/21	145.98	46694	05/07/21
		23714	IWW Project-Cultural Monitoring	05/13/21	119.19	46768	05/24/21
	Total 440:				1,666.43		
484							
484	Crown Paper & Janitorial	301382	Marina - Janitorial Supplies	04/29/21	295.80	46769	05/24/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 484:					295.80		
487							
487	Crystal Clear Ice, LLC	21-105876	Ice for Marina Resale	04/16/21	131.25	46770	05/24/21
		21-106020	Ice for Marina Resale	05/07/21	60.00	46770	05/24/21
		23-104116	Ice for Marina Resale	05/21/21	210.00	46770	05/24/21
Total 487:					401.25		
513							
513	Daryl Frederickson Cust. Fabrica	2367	Golf Course River Pump	03/10/21	555.00	46696	05/07/21
		2374	Golf Course River Pump	03/10/21	667.00	46696	05/07/21
Total 513:					1,222.00		
540							
540	DEMCO, Inc.	6936760	program supplies	04/13/21	78.17	46697	05/07/21
Total 540:					78.17		
550							
550	DEQ - Dept. of Environmental Q	LEON2021W	Leon Scheel-WW Operator Cert	05/01/21	160.00	46698	05/07/21
		NPDES#103	NPDES Permit No. 103196 Modification	05/03/21	7,686.00	46759	05/10/21
		WQ22WSC-0	Design Capacity Average Dry Weather Flow	05/01/21	190.00	46771	05/24/21
Total 550:					8,036.00		
577							
577	DIVCO	SCPAY86877	HVAC Maintenance-Sewer	04/01/21	353.75	46700	05/07/21
		SCPAY86878	HVAC Maintenance-City Hall	04/01/21	484.50	46700	05/07/21
		SCPAY86879	HVAC Maintenance - Public Works	04/01/21	146.00	46700	05/07/21
Total 577:					984.25		
607							
607	Ducote Consulting	1594	CDBG Water Grant Admin	03/31/21	425.00	46701	05/07/21
		1605	CDBG Sewer Grant Admin	03/31/21	212.50	46701	05/07/21
		1608	EDA Business Center	03/31/21	112.50	46701	05/07/21
		1608	EDA Business Center	03/31/21	112.50	46701	05/07/21
		1626	CDBG Sewer Grant Admin	04/29/21	476.25	46701	05/07/21
		1627	CDBG Water Grant Admin	04/30/21	255.00	46701	05/07/21
		1628	EDA Business Center	04/30/21	123.75	46701	05/07/21
		1628	EDA Business Center	04/30/21	123.75	46701	05/07/21
Total 607:					1,841.25		
609							
609	Duke's Auto Plus	13632	Oil Change	05/17/21	75.00	46774	05/24/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 609:					75.00		
628							
628	East Oregonian	240395	Planning Commission Notice	05/06/21	204.58	46702	05/07/21
Total 628:					204.58		
635							
635	Eastern Oregon Telecom, LLC	0317.04.12.2	Golf Course	04/12/21	120.09	46703	05/07/21
		8743 04.12.2	City Hall Internet	04/12/21	111.85	46703	05/07/21
		8743 04.12.2	Marina Internet	04/12/21	295.13	46703	05/07/21
		8743 04.12.2	Library Internet	04/12/21	301.59	46703	05/07/21
		8743 04.12.2	Police Dept. Internet	04/12/21	275.23	46703	05/07/21
		8743 04.12.2	Shop Internet	04/12/21	450.05	46703	05/07/21
		8743 04.12.2	Shop Internet	04/12/21	176.50	46703	05/07/21
		8743 04.12.2	City Hall Internet	04/12/21	37.28	46703	05/07/21
Total 635:					1,767.72		
674							
674	EOTEC	TOURISMPR	tourism Promotion Assessment	05/01/21	10,721.04	46705	05/07/21
Total 674:					10,721.04		
750							
750	Follett's Tree Service	05.01.2021	Tree Removals	05/01/21	1,200.00	46706	05/07/21
Total 750:					1,200.00		
854							
854	Gordon's Electric Inc.	W15378	Install customer supplied replacement head on street light	04/19/21	238.34	46709	05/07/21
Total 854:					238.34		
856							
856	Gotcha Covered	137746	Cleaning Services	05/05/21	443.84	46710	05/07/21
		137746	Cleaning Services	05/05/21	383.98	46710	05/07/21
		137746	Cleaning Services	05/05/21	383.98	46710	05/07/21
		137746	Cleaning Services	05/05/21	248.20	46710	05/07/21
Total 856:					1,460.00		
905							
905	H.D. Fowler Company	I5755854	Water Dept Supplies Meters etc	04/22/21	613.00	46711	05/07/21
		I5773455	Water Dept Supplies Meters etc	05/07/21	57.64	46777	05/24/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 905:					670.64		
911							
911	Hagerman Inc.	1-31362	Truck #10 Repairs	04/28/21	50.11	46712	05/07/21
		1-31362	Truck #10 Repairs	04/28/21	50.11	46712	05/07/21
		1-31362	Truck #10 Repairs	04/28/21	50.11	46712	05/07/21
		1-31362	Truck #10 Repairs	04/28/21	50.12	46712	05/07/21
		1-31708	RV Park Repairs	05/13/21	130.00	46778	05/24/21
Total 911:					330.45		
960							
960	Heller & Sons Dist., Inc.	112571	Golf Course	04/30/21	626.03	46779	05/24/21
		112713	Golf Course	04/30/21	269.26	46779	05/24/21
		112748	Fuel Public Works	05/01/21	1,492.80	46779	05/24/21
		36071	Police Dept Fuel	04/30/21	2,810.21	46779	05/24/21
		36072	Gas for Public Works Vehicles	04/30/21	295.94	46779	05/24/21
		36072	Gas for Public Works Vehicles	04/30/21	483.09	46779	05/24/21
		36072	Gas for Public Works Vehicles	04/30/21	191.49	46779	05/24/21
		36072	Gas for Public Works Vehicles	04/30/21	480.19	46779	05/24/21
		9018153	Gas for Public Works Vehicles	04/30/21	37.19	46779	05/24/21
		9018153	Gas for Public Works Vehicles	04/30/21	60.71	46779	05/24/21
		9018153	Gas for Public Works Vehicles	04/30/21	24.07	46779	05/24/21
		9018153	Gas for Public Works Vehicles	04/30/21	60.35	46779	05/24/21
Total 960:					6,831.33		
966							
966	Hermiston Auto Parts, Inc.	613667	Parks Supplies	04/20/21	3.49	46713	05/07/21
		613668	Parks Supplies	04/20/21	4.50	46713	05/07/21
		613675	streets Supplies	04/20/21	13.27	46713	05/07/21
		613825	Vehicle Maintenance	04/23/21	6.77	46713	05/07/21
		613825	Vehicle Maintenance	04/23/21	11.85	46713	05/07/21
		613825	Vehicle Maintenance	04/23/21	33.85	46713	05/07/21
		613825	Vehicle Maintenance	04/23/21	12.69	46713	05/07/21
		613825	Vehicle Maintenance	04/23/21	19.47	46713	05/07/21
		613836	Vehicle Maintenance	04/23/21	6.77-	46713	05/07/21
		613836	Vehicle Maintenance	04/23/21	11.85-	46713	05/07/21
		613836	Vehicle Maintenance	04/23/21	33.85-	46713	05/07/21
		613836	Vehicle Maintenance	04/23/21	12.69-	46713	05/07/21
		613836	Vehicle Maintenance	04/23/21	19.47-	46713	05/07/21
		613841	Vehicle Maintenance	04/23/21	6.77	46713	05/07/21
		613841	Vehicle Maintenance	04/23/21	11.85	46713	05/07/21
		613841	Vehicle Maintenance	04/23/21	33.85	46713	05/07/21
		613841	Vehicle Maintenance	04/23/21	12.69	46713	05/07/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		613841	Vehicle Maintenance	04/23/21	19.47	46713	05/07/21
		613842	Vehicle Maintenance	04/23/21	6.18-	46713	05/07/21
		613842	Vehicle Maintenance	04/23/21	10.82-	46713	05/07/21
		613842	Vehicle Maintenance	04/23/21	30.91-	46713	05/07/21
		613842	Vehicle Maintenance	04/23/21	11.59-	46713	05/07/21
		613842	Vehicle Maintenance	04/23/21	17.77-	46713	05/07/21
		613851	street supplies	04/23/21	20.99	46713	05/07/21
		614348	Consumer Rivets Tool	05/07/21	14.24	46780	05/24/21
		614433	street supplies	05/10/21	24.98	46780	05/24/21
	Total 966:				88.83		
980							
980	Hermiston Quicky Lube	486568	Oil Change	04/14/21	42.95	46781	05/24/21
	Total 980:				42.95		
1012							
1012	Home Depot Credit Services	4040585	Parks Supplies	04/08/21	18.96	46716	05/07/21
		7050102	Parks Supplies	04/05/21	36.68	46716	05/07/21
	Total 1012:				55.64		
1034							
1034	HRA VEBA Trust Contributions	GOLSEN21	G. Olsen's 2021 Contribution	05/01/21	400.00	46783	05/24/21
		HAMMER21	Trever Hammermeister 2021 contribution	05/01/21	200.00	46783	05/24/21
		MOSLEN21	M. Olsen's 2021 Contribution	05/01/21	400.00	46783	05/24/21
	Total 1034:				1,000.00		
1044							
1044	Huxel, Darla	HUXEL.05.1	L.E. Memorial and Supplies	05/14/21	195.35	46784	05/24/21
	Total 1044:				195.35		
1053							
1053	Ince, Melissa	LIBRARY032	Library Training	05/04/21	17.38	46717	05/07/21
	Total 1053:				17.38		
1060							
1060	Ingram	52769400	Library Books	05/04/21	17.37	46718	05/07/21
		52769401	Library Books	05/04/21	68.99	46718	05/07/21
		52769402	Library Books	05/04/21	16.80	46718	05/07/21
		52769403	Library Books	05/04/21	16.20	46718	05/07/21
		52769404	Library Books	05/04/21	17.40	46718	05/07/21
		52769405	Library Books	05/04/21	10.36	46718	05/07/21
		52769406	Library Books	05/11/21	239.05	46718	05/07/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 1060:					386.17		
1068							
1068	Intermountain ESD	525P020813	Annual Water Quality Report	05/21/21	2,367.86	46785	05/24/21
		598T071691	Maintenance Renewal, annual production	04/16/21	592.95	46719	05/07/21
		598T071785	Computer Equipment	04/28/21	421.36	46719	05/07/21
		598T071870	Computer Equipment	05/04/21	174.00	46785	05/24/21
		598T071953	Marina Fuel Dock	05/04/21	33.00	46785	05/24/21
Total 1068:					3,589.17		
1089							
1089	J U B Engineers, Inc.	142681	Umatilla Water Master Plan	05/10/21	11,470.91	46786	05/24/21
		142684	6th Street Improvements: L to Switzler	05/10/21	2,199.00	46786	05/24/21
		142838	Umatilla Public Works Standards Update	05/17/21	3,270.97	46786	05/24/21
		142838	Umatilla Public Works Standards Update	05/17/21	3,270.97	46786	05/24/21
		142838	Umatilla Public Works Standards Update	05/17/21	3,270.96	46786	05/24/21
		142980	Umatilla On-Call Engineering Services	05/20/21	585.56	46786	05/24/21
		142980	Umatilla On-Call Engineering Services	05/20/21	585.56	46786	05/24/21
		142980	Utility Shapefile Update	05/20/21	2,526.22	46786	05/24/21
		142996	Umatilla Wastewater Facilities Plan	05/20/21	999.86	46786	05/24/21
		142997	Wanapa Road and Utilities Extension	05/20/21	25,375.58	46786	05/24/21
		142998	Power City-Brownell Water Improvements	05/20/21	2,845.42	46786	05/24/21
		142999	City of Umatilla-Risk and Resilience Assessment	05/20/21	2,990.60	46786	05/24/21
		143025	Umatilla Pedestrian Bridge and Waterline Replacement	05/24/21	1,338.83	46786	05/24/21
		143025	Umatilla Pedestrian Bridge and Waterline Replacement	05/24/21	11,659.54	46786	05/24/21
		143028	Umatilla McNary Market Waterline	05/24/21	5,376.92	46786	05/24/21
Total 1089:					77,766.90		
1112							
1112	Jimmy's Johns Portable Toilets L	14046	Marina & RV Park - 2 Units	05/01/21	195.00	46787	05/24/21
Total 1112:					195.00		
1187							
1187	Kids Reference Co.	KRC04-9841	Books for Library	04/07/21	83.94	46788	05/24/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 1187:					83.94		
1189							
1189	KIE Supply Corp	2041836	Sprinkler Parts	04/14/21	44.68	46724	05/07/21
		2041999	Sprinkler Parts	04/16/21	641.34	46724	05/07/21
		2042001	Water Dept. Supplies	04/16/21	28.63	46724	05/07/21
		2042101	Sprinkler Parts	04/19/21	140.07	46724	05/07/21
		2042223	Parks Supplies	05/20/21	135.59	46724	05/07/21
		2042507	Sprinkler Parts	04/23/21	286.07	46724	05/07/21
		2042550	Sprinkler Parts	04/23/21	96.29	46724	05/07/21
		2043214	Sprinkler Parts	05/04/21	56.37	46724	05/07/21
		2043477	Street Dept. Supplies	05/07/21	16.79	46789	05/24/21
		2043664	Sprinkler Parts	05/05/21	271.77	46789	05/24/21
		2043700	Marina Sprinkler Supplies	05/11/21	171.70	46789	05/24/21
		2043800	Marina Sprinkler Supplies	05/12/21	48.45	46789	05/24/21
Total 1189:					1,937.75		
1211							
1211	Krogh, Theresa	APRIL2021	Weddings	05/01/21	150.00	46725	05/07/21
Total 1211:					150.00		
1249							
1249	LAWSON PRODUCTS	9308451323	SHOP Supplies	05/12/21	43.94	46790	05/24/21
		9308451323	SHOP Supplies	05/12/21	43.93	46790	05/24/21
		9308451323	SHOP Supplies	05/12/21	43.93	46790	05/24/21
Total 1249:					131.80		
1263							
1263	Les Schwab Tires	1801192585	Tires/Repairs Golf Course	05/13/21	123.49	46791	05/24/21
Total 1263:					123.49		
1461							
1461	Mid-American Research Chemic	0730145-IN	Sewer Supplies	04/23/21	283.76	46728	05/07/21
Total 1461:					283.76		
1561							
1561	Norco Inc.	31764457	Safety Vest	04/02/21	35.90	46793	05/24/21
		31806606	Cylinder Rental	04/08/21	73.33	46793	05/24/21
		31986016	Cylinder Rental	04/30/21	45.30	46793	05/24/21
		31986016	Cylinder Rental	04/30/21	45.30	46793	05/24/21
Total 1561:					199.83		
1563							
1563	North Coast Electric Co.	S010860466.	Banner Arms	04/29/21	979.06	46794	05/24/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 1563:					979.06		
1580							
1580	NW Farm Supply Inc.	2104-066786	Park Supplies	04/01/21	172.56	46730	05/07/21
		2104-070184	Park Supplies	04/07/21	47.62	46730	05/07/21
		2105-088308	Golf Course Supplies	05/08/21	250.25	46796	05/24/21
Total 1580:					470.43		
1599							
1599	OHA Cashier	2021	Water System Fee	07/01/21	1,500.00	46797	05/24/21
		2021WATER	Annual Water System	07/01/21	75.00	46797	05/24/21
Total 1599:					1,575.00		
1615							
1615	One Call Concepts, Inc.	1040506	Regular Tickets, Modem Delivery	04/30/21	39.69	46731	05/07/21
Total 1615:					39.69		
1627							
1627	Oregon Accreditation Alliance	1769	Annual Agency Fee PD	05/01/21	1,155.00	46798	05/24/21
Total 1627:					1,155.00		
1628							
1628	Oregon Assoc Chiefs of Police	2030	Conference-Tovey	05/10/21	100.00	46799	05/24/21
		2036	Conference-Wright	05/10/21	100.00	46799	05/24/21
		KENNEDY	Conference-Kennedy	05/10/21	100.00	46799	05/24/21
Total 1628:					300.00		
1629							
1629	Oregon Assoc of Water Util	30879	Membership Renewal	05/01/21	685.60	46800	05/24/21
Total 1629:					685.60		
1636							
1636	Oregon Dept of Revenue	APRIL2021	State Court Assessments-May 2021	05/01/21	26,837.89	46732	05/07/21
Total 1636:					26,837.89		
1676							
1676	OXARC Inc.	31251395	WWTP Supplies	05/06/21	18.84	46801	05/24/21
		31259436	Chlorine Cylinders	05/18/21	955.50	46801	05/24/21
		31259437	Supplies	05/18/21	477.75	46801	05/24/21
		31259438	Supplies	05/18/21	955.50	46801	05/24/21
Total 1676:					2,407.59		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
1684							
1684	Pacific Power	0010.05.13.2	820 6th St.	05/13/21	52.84	46802	05/24/21
		0013.05.13.2	Highway 395 & 730 Interti Well	05/13/21	3,396.90	46802	05/24/21
		0021.04.27.2	Lift Station	04/27/21	7,048.91	46733	05/07/21
		0028.04.23.2	golf course	04/23/21	2,915.72	46733	05/07/21
		0028.05.17.2	golf course	05/17/21	3,655.34	46802	05/24/21
		0039.04.26.2	McFarland Well	04/26/21	2,306.51	46733	05/07/21
		0054.04.29.2	City Pk Rest Rooms	04/29/21	100.03	46802	05/24/21
		0062.05.13.2	Shop Complex	05/13/21	26.91	46802	05/24/21
		0070.05.13.2	8th & F SE Corner	05/13/21	50.12	46802	05/24/21
		0088.05.13.2	8th & E St.	05/13/21	11.37	46802	05/24/21
		0096.04.22.2	6th & A St.	04/22/21	27.67	46733	05/07/21
		0104.04.26.2	Street Lights	04/26/21	2,595.67	46733	05/07/21
		011.2.05.13.2	800 6th St.	05/13/21	252.37	46802	05/24/21
		011.2.05.13.2	800 6th St.	05/13/21	252.36	46802	05/24/21
		011.2.05.13.2	800 6th St.	05/13/21	252.36	46802	05/24/21
		011.2.05.13.2	800 6th St.	05/13/21	61.66	46802	05/24/21
		0120.05.13.2	632 D St. Umatilla OR	05/13/21	453.31	46802	05/24/21
		0146.05.13.2	Bud Draper Dr.	05/13/21	5,037.35	46802	05/24/21
		0153.05.13.2	Water Booster Station	05/13/21	2,674.11	46802	05/24/21
		0161.05.13.2	Port Well	05/13/21	4,942.88	46802	05/24/21
		0179.04.26.2	285 Radar Rd.	04/26/21	873.39	46733	05/07/21
		0187.05.13.2	Div 7 Naches Ave. Lift	05/13/21	27.87	46802	05/24/21
		0377.04.22.2	Bath House Marina	04/22/21	497.50	46733	05/07/21
		0385.04.22.2	Fish Cleaning Station	04/22/21	18.04	46733	05/07/21
		0393.04.22.2	West End Comfort Station	04/22/21	25.18	46733	05/07/21
		0401.04.22.2	15 HP Pump Marina Levy	04/22/21	238.38	46733	05/07/21
		0419.04.22.2	Quincy Ave. N 2nd @ Marina	04/22/21	267.87	46733	05/07/21
		0427.04.22.2	Marina Park	04/22/21	999.15	46733	05/07/21
		0435.04.22.2	1710 Quincy St.	04/22/21	548.65	46733	05/07/21
		0443.04.27.2	Marina Lights	04/27/21	135.24	46802	05/24/21
		0476.04.22.2	ABT 30322 Hwy 730	04/22/21	24.59	46733	05/07/21
		0500.04.21.2	129 Walla Walla St.	04/21/21	48.43	46733	05/07/21
		0500.05.13.2	129 Walla Walla St.	05/13/21	35.37	46802	05/24/21
Total 1684:					39,854.05		
1715							
1715	Pea Ridge Embroidery	37285	Embroider Caps	03/24/21	567.50	46734	05/07/21
		37343	Employee Clothing	04/14/21	69.98	46734	05/07/21
		37386	Employee Allowance-Leon-Kennedy	05/10/21	56.94	46803	05/24/21
		37407	Full color Banner-Fishing Derby	05/19/21	153.00	46803	05/24/21
Total 1715:					847.42		
1737							
1737	Pet Rescue	207	Dog Impounds	04/26/21	400.00	46736	05/07/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 1737:					400.00		
1763							
1763	Platt	1075746	RV Park Supplies	05/14/21	58.08	46806	05/24/21
		1M40919	Marina Supplies	05/14/21	155.02	46806	05/24/21
Total 1763:					213.10		
1773							
1773	Positive Promotions, Inc.	06730632	Promo Items for Police Dept	05/03/21	234.95	46807	05/24/21
Total 1773:					234.95		
1791							
1791	PRO RENTAL & SALES, INC.	1541023-000	Clean up Day	05/11/21	331.60	46809	05/24/21
Total 1791:					331.60		
1818							
1818	Quill Corporation	16218260	Office Supplies	04/21/21	293.93	46737	05/07/21
		16218260	Office Supplies	04/21/21	58.40	46737	05/07/21
		16218260	Office Supplies	04/21/21	117.76	46737	05/07/21
		16218260	Office Supplies	04/21/21	176.17	46737	05/07/21
		16218260	Office Supplies	04/21/21	176.17	46737	05/07/21
		16218260	Office Supplies	04/21/21	117.76	46737	05/07/21
		16218260	Office Supplies	04/21/21	17.23	46737	05/07/21
		16357407	Office Supplies	04/28/21	9.82	46811	05/24/21
		16357407	Office Supplies	04/28/21	1.95	46811	05/24/21
		16357407	Office Supplies	04/28/21	3.93	46811	05/24/21
		16357407	Office Supplies	04/28/21	5.89	46811	05/24/21
		16357407	Office Supplies	04/28/21	5.89	46811	05/24/21
		16357407	Office Supplies	04/28/21	3.93	46811	05/24/21
		16357407	Office Supplies	04/28/21	.58	46811	05/24/21
		16381014	Office Supplies	04/28/21	6.69	46811	05/24/21
		16381014	Office Supplies	04/28/21	1.33	46811	05/24/21
		16381014	Office Supplies	04/28/21	2.68	46811	05/24/21
		16381014	Office Supplies	04/28/21	4.01	46811	05/24/21
		16381014	Office Supplies	04/28/21	4.01	46811	05/24/21
		16381014	Office Supplies	04/28/21	2.68	46811	05/24/21
		16381014	Office Supplies	04/28/21	.39	46811	05/24/21
		16381694	Office Supplies	04/28/21	26.90	46811	05/24/21
		16381694	Office Supplies	04/28/21	5.34	46811	05/24/21
		16381694	Office Supplies	04/28/21	10.78	46811	05/24/21
		16381694	Office Supplies	04/28/21	16.12	46811	05/24/21
		16381694	Office Supplies	04/28/21	16.12	46811	05/24/21
		16381694	Office Supplies	04/28/21	10.78	46811	05/24/21
		16381694	Office Supplies	04/28/21	1.58	46811	05/24/21
		16381726	Office Supplies	04/28/21	57.65	46811	05/24/21
		16381726	Office Supplies	04/28/21	11.46	46811	05/24/21
		16381726	Office Supplies	04/28/21	23.10	46811	05/24/21
		16381726	Office Supplies	04/28/21	34.55	46811	05/24/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		16381726	Office Supplies	04/28/21	34.55	46811	05/24/21
		16381726	Office Supplies	04/28/21	23.10	46811	05/24/21
		16381726	Office Supplies	04/28/21	3.38	46811	05/24/21
		16390286	Office Supplies	04/28/21	4.79	46811	05/24/21
		16390286	Office Supplies	04/28/21	.95	46811	05/24/21
		16390286	Office Supplies	04/28/21	1.92	46811	05/24/21
		16390286	Office Supplies	04/28/21	2.87	46811	05/24/21
		16390286	Office Supplies	04/28/21	2.87	46811	05/24/21
		16390286	Office Supplies	04/28/21	1.92	46811	05/24/21
		16390286	Office Supplies	04/28/21	.27	46811	05/24/21
Total 1818:					1,302.20		
1846							
1846	RDO Equipment Co.	P2045665	Golf Course Mower Blade	05/13/21	73.74	46812	05/24/21
Total 1846:					73.74		
1912							
1912	Ross Machine & Steel Sales, Inc	I59351	Storm Drains	05/06/21	90.00	46738	05/07/21
		S27525	Golf Course Supplies	04/01/21	269.85	46813	05/24/21
Total 1912:					359.85		
1929							
1929	S.S. EQUIPMENT	WH09887	Equipment Repair	04/29/21	611.79	46739	05/07/21
Total 1929:					611.79		
1943							
1943	Sanitary Disposal, Inc.	APRIL2021	Refuse Collection	04/30/21	66,900.45	46740	05/07/21
		MARCH2021	Refuse Collection	04/01/21	107,882.05	46740	05/07/21
		MARCH2021	Refuse Collection	04/01/21	17,261.13-	46740	05/07/21
Total 1943:					157,521.37		
1977							
1977	Seder Architecture + Urban Des,	18	Umatilla Business Center	04/24/21	2,201.87	46741	05/07/21
		18	Umatilla Business Center	04/24/21	2,201.87	46741	05/07/21
Total 1977:					4,403.74		
2005							
2005	Sherwin Williams	6318-2	Paint for Parks Dept	04/28/21	295.40	46743	05/07/21
Total 2005:					295.40		
2021							
2021	Simplot Grower Solutions	757129315	Envy and Round Up	04/14/21	636.00	46744	05/07/21
Total 2021:					636.00		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
2059							
2059	Smitty's Ace Hardware	649876	Supplies	04/21/21	74.99	46745	05/07/21
		650288	Parks Supplies	04/08/21	182.73	46745	05/07/21
		650396	Parks Supplies	04/29/21	29.99	46745	05/07/21
		650786	clothing allowance	05/05/21	19.29	46745	05/07/21
		650786	Clothing Allowance	05/05/21	96.47	46745	05/07/21
		650786	Clothing Allowance	05/05/21	38.59	46745	05/07/21
		650786	Clothing allowance	05/05/21	38.58	46745	05/07/21
		650788	Water Department supplies	05/05/21	71.64	46745	05/07/21
		650849	Supplies	05/06/21	160.85	Multiple	05/26/21
		650880	Golf Course Supplies	05/07/21	80.55	Multiple	05/26/21
		650908	WWTP supplies	05/07/21	7.58	Multiple	05/26/21
		651208	Water Department supplies	05/12/21	12.96	Multiple	05/26/21
		651276	Supplies	05/13/21	343.17	46821	05/26/21
		651335	Water Dept Supplies	05/14/21	68.96	Multiple	05/26/21
Total 2059:					1,226.35		
2076							
2076	Specks Printing	8391	Business Cards-Rodriguez	05/05/21	65.00	46747	05/07/21
Total 2076:					65.00		
2138							
2138	SYNCHRONY BANK/AMAZON	05052021	Library Fees	05/05/21	35.00	46814	05/24/21
		4377784548	Program Supplies	03/03/21	20.96	46748	05/07/21
		4377784548	Program Supplies	04/03/21	89.97	46748	05/07/21
		4469394799	Library Books	04/30/21	63.16	46814	05/24/21
		4579848663	Asurion 3 year portable Electr.	04/23/21	4.99	46814	05/24/21
		5386797456	Library Books	04/30/21	14.32	46814	05/24/21
		5757953834	Program Supplies	05/01/21	33.98	46814	05/24/21
		6334468784	Program Supplies	04/23/21	697.80	46814	05/24/21
		7349436588	Buzzy Terracotta Mini Grow Pot	04/20/21	29.99	46814	05/24/21
		9446664755	Asurion 3 year portable Electr.	04/23/21	4.99	46814	05/24/21
		9495358747	Buzzy Terracotta Mini Grow Pot	04/18/21	35.98	46814	05/24/21
Total 2138:					1,031.14		
2185							
2185	The Police and Sheriffs Press	146446	Holoview Secure ID Cards	04/09/21	17.55	46751	05/07/21
Total 2185:					17.55		
2227							
2227	Traffic Safety Supply Co.	INV037832	Street Signs	05/05/21	404.42	46815	05/24/21
Total 2227:					404.42		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
2264							
2264	Umatilla Chamber of Commerce	MOTELTAXQ	Motel Tax payments Qtr. 1 2021	05/01/21	6,117.90	46752	05/07/21
		MOTELTAXQ	Motel Tax payments Qtr. 1 2021	05/01/21	5,250.00	46752	05/07/21
Total 2264:					11,367.90		
2270							
2270	Umatilla County Circuit Court	210763CHAV	Paid Wrong Court-Juan D. Chavez-210763	05/01/21	500.00	46753	05/07/21
		210832RIGG	Paid Wrong Court-Jack Riggs 210832	05/01/21	440.00	46753	05/07/21
		210971TEM	P210971 Jerry A Temple- Paid wrong court	05/01/21	440.00	46753	05/07/21
Total 2270:					1,380.00		
2273							
2273	Umatilla County Finance Dept	MAY2021	County Assesment	05/01/21	3,741.11	46754	05/07/21
Total 2273:					3,741.11		
2281							
2281	Umatilla Elect. Coop. Assoc.	2904.05.01.2	Lights for Waterfall	05/01/21	36.23	46816	05/24/21
		6190.05.01.2	60 HP Pump	05/01/21	54.24	46816	05/24/21
		6190.05.01.2	Street Lights	05/01/21	70.00	46816	05/24/21
		7216.05.01.2	5 HP Sewer Pump	05/01/21	42.02	46816	05/24/21
		7216.05.01.2	Street Lights	05/01/21	103.58	46816	05/24/21
Total 2281:					306.07		
2293							
2293	Unifirst Corporation	1430293724	Bldg Maint/Supplies CH/Library	04/16/21	49.13	46756	05/07/21
		1430293724	Bldg Maint/Supplies CH/Library	04/16/21	76.11	46756	05/07/21
		1430293724	Bldg Maint/Supplies CH/Library	04/16/21	76.10	46756	05/07/21
		1430294276	Bldg Maint/Supplies CH/Library	04/23/21	217.90	46756	05/07/21
		1430294276	Bldg Maint/Supplies CH/Library	04/23/21	337.56	46756	05/07/21
		1430294276	Bldg Maint/Supplies CH/Library	04/23/21	337.56	46756	05/07/21
		1430294812	Bldg Maint/Supplies CH/Library	04/30/21	49.13	46756	05/07/21
		1430294812	Bldg Maint/Supplies CH/Library	04/30/21	76.11	46756	05/07/21
		1430294812	Bldg Maint/Supplies CH/Library	04/30/21	76.10	46756	05/07/21
		1430295901	Bldg Maint/Supplies CH/Library	05/14/21	49.13	46817	05/24/21
		1430295901	Bldg Maint/Supplies CH/Library	05/14/21	76.11	46817	05/24/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		1430295901	Bldg Maint/Supplies CH/Library	05/14/21	76.10	46817	05/24/21
		1430296460	Bldg Maint/Supplies CH/Library	05/21/21	63.19	46817	05/24/21
		1430296460	Bldg Maint/Supplies CH/Library	05/21/21	97.89	46817	05/24/21
		1430296460	Bldg Maint/Supplies CH/Library	05/21/21	97.90	46817	05/24/21
		430295363	Bldg Maint/Supplies CH/Library	05/07/21	49.13	46817	05/24/21
		430295363	Bldg Maint/Supplies CH/Library	05/07/21	76.11	46817	05/24/21
		430295363	Bldg Maint/Supplies CH/Library	05/07/21	76.10	46817	05/24/21
Total 2293:					1,957.36		
2314							
2314	USA Bluebook Inc.	593974	Water Department Supplies	05/05/21	666.47	46818	05/24/21
Total 2314:					666.47		
2337							
2337	Verizon Wireless	9877751906	Mobile Hotspots	04/15/21	16.16	46820	05/24/21
		9878915403	Cell Phone Administrator	05/02/21	120.03	46820	05/24/21
		9878915403	Public Works Phones	05/02/21	131.45	46820	05/24/21
		9878915403	Public Works Phones	05/02/21	131.45	46820	05/24/21
		9878915403	Building Inspector Phone	05/02/21	31.99	46820	05/24/21
		9878915403	Police Cell Phones	05/02/21	1,190.29	46820	05/24/21
Total 2337:					1,589.05		
2361							
2361	Walmart Community	013333	Program Supplies	04/13/21	103.78	46758	05/07/21
		033121	Program Supplies	03/31/21	311.22	46758	05/07/21
Total 2361:					415.00		
2529							
2529	Daily Journal of Commerce	744994030	Wanapa Permanent Road Ad	03/12/21	384.78	46695	05/07/21
Total 2529:					384.78		
2612							
2612	Hermiston Transportation	4009	Senior/Disabled Tax Ticket	05/01/21	493.00	46714	05/07/21
Total 2612:					493.00		
2695							
2695	Umpqua Research Company	T004241	Coliforms	04/22/21	225.00	46755	05/07/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 2695:					225.00		
2723							
2723	T Mobile	8369.04.21.2	Hotspots	04/21/21	93.78	46749	05/07/21
Total 2723:					93.78		
2777							
2777	Law Offices of Peter D. Mohr	108	Water Legal	04/20/21	1,650.00	46726	05/07/21
		110	Golf Course Legal	04/20/21	1,350.00	46726	05/07/21
		111	Water Legal	04/20/21	750.00	46726	05/07/21
Total 2777:					3,750.00		
2780							
2780	Arne's	13394	Pumping out Soccer Field and Hash Park Bathrooms	04/22/21	993.00	46678	05/07/21
Total 2780:					993.00		
2797							
2797	Quadient Leasing USA, Inc.	N8867129	postage meter lease payment	05/12/21	193.50	46810	05/24/21
		N8867129	postage meter lease payment	05/12/21	193.50	46810	05/24/21
Total 2797:					387.00		
2852							
2852	City of Umatilla	21026002	Marina Refuse	04/30/21	3,552.53	46692	05/07/21
		75308092.04	Golf Course Refuse	04/30/21	114.80	46692	05/07/21
Total 2852:					3,667.33		
2892							
2892	First Book Marketplace	700404009	program supplies	03/24/21	30.00	46775	05/24/21
		700412822	program supplies	05/01/21	14.00	46775	05/24/21
Total 2892:					44.00		
2924							
2924	Blackstone Publishing	1218291	audio books	04/19/21	26.95	46681	05/07/21
		1221724	audio books	05/07/21	50.68	46762	05/24/21
Total 2924:					77.63		
2938							
2938	Khehra Brothers LLC	APRIL-MAY2	Pro Shop Rent April-May 2021	05/07/21	2,400.00	46723	05/07/21
Total 2938:					2,400.00		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
2946							
2946	GC Management LLC.	04.22.2021	Reimbursement for liquor sales	04/22/21	333.33	46707	05/07/21
		04.29.2021	Reimbursement for liquor sales	04/29/21	341.12	46707	05/07/21
		BIMART04.0	Reimbursement for Gas Horn Supplies	04/07/21	30.98	46776	05/24/21
		HEALTHINS	Reimbursement for Health Benefits	05/03/21	1,297.33	46707	05/07/21
Total 2946:					2,002.76		
2952							
2952	Northside Ford Truck Sales Inc.	11945	Library Van	05/01/21	25,043.71	46795	05/24/21
		11946	City Hall F150	05/01/21	40,660.60	46795	05/24/21
Total 2952:					65,704.31		
2960							
2960	Pendleton Bottling Co.	1082403	Retail for Golf Course	04/23/21	76.20	46735	05/07/21
		1082944	Retail for Golf Course	05/07/21	168.60	46804	05/24/21
		1803173	Retail for Golf Course	05/14/21	108.00	46804	05/24/21
		1803419	Retail for Golf Course	05/21/21	131.00	46804	05/24/21
Total 2960:					483.80		
2981							
2981	Doug's Septic Service Inc.	20612	Portable Toilet-Golf Course	04/30/21	225.00	46773	05/24/21
Total 2981:					225.00		
2995							
2995	Vern's Food Service Distribution	132005-00	Rec program-home run derby	04/29/21	460.58	46757	05/07/21
Total 2995:					460.58		
3004							
3004	Nelson Construction	05/03/2021	Wanapa Rd.	05/03/21	25,757.50	46729	05/07/21
		PAYREQUES	Wanapa Rd.	05/01/21	312,335.25	46729	05/07/21
Total 3004:					338,092.75		
3006							
3006	Cobra Puma Golf	G2502442	Golf Course Retail for Pro Shop	05/05/21	127.23	46767	05/24/21
		G2513857	Golf Course Retail for Pro Shop	05/11/21	690.67	46767	05/24/21
Total 3006:					817.90		
3007							
3007	Cascade Civil Corp.	6TH-SWITZL	6th/Switzler	03/22/21	150,404.94	46686	05/07/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 3007:					150,404.94		
3024							
3024	Hodgen Distributing	229487	Retail Product for Golf Course	04/20/21	250.67	46715	05/07/21
		229940	Retail Product for Golf Course	04/27/21	362.43	46715	05/07/21
		230410	Retail Product for Golf Course	05/04/21	391.80	46715	05/07/21
		230900	Retail Product for Golf Course	05/11/21	321.80	46782	05/24/21
		231407	Retail Product for Golf Course	05/18/21	406.31	46782	05/24/21
Total 3024:					1,733.01		
3029							
3029	CDN Logistics Inc.	210510WRIG	Overpayment Fernando Wright-210510	05/01/21	215.00	46689	05/07/21
Total 3029:					215.00		
3030							
3030	Jorgensen, Matthew	210627JOR	Overpayment-Matthew Jorgensen-210627	05/01/21	75.00	46720	05/07/21
Total 3030:					75.00		
3031							
3031	Egan, Cody J.	210692EGA	Overpayment Cody J. Egan	05/01/21	215.00	46704	05/07/21
Total 3031:					215.00		
3032							
3032	Leonard's Express	210793KUTZ	Overpayment Ronald H. Kutz 210793	05/01/21	215.00	46727	05/07/21
Total 3032:					215.00		
3033							
3033	Soar Transportation Group	210494BEEC	Overpayment Scott E Beecher 210494	05/01/21	200.00	46746	05/07/21
Total 3033:					200.00		
3034							
3034	Arkawazi, Abbas A.	210448ARKA	Overpayment Abbas A Arkawazi 210448	05/01/21	215.00	46677	05/07/21
Total 3034:					215.00		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
3035							
3035	BG Advance Solutions Inc.	210778SMIT	Overpayment Johnathan T. Smith 210778	05/01/21	215.00	46680	05/07/21
Total 3035:					215.00		
3036							
3036	Kackman, Richard	211018KACK	Overpayment 211018 Richard Kackman	05/01/21	75.00	46721	05/07/21
Total 3036:					75.00		
3037							
3037	General Pacific Inc.	1246689	Drone	03/30/21	7,397.99	46708	05/07/21
		1246689	Drone	03/30/21	720.00	46708	05/07/21
Total 3037:					8,117.99		
3038							
3038	Taylor Made Golf Company Inc.	34974473	Merchandise for Pro Shop	04/27/21	518.97	46750	05/07/21
Total 3038:					518.97		
3039							
3039	Coeur D'Alene Service Station E	0086699	Pump Testing	04/12/21	378.00	46693	05/07/21
Total 3039:					378.00		
3040							
3040	Sherrell, Ralph	001974	Slip Release	04/15/21	75.00	46742	05/07/21
		001974	Key	04/15/21	10.00	46742	05/07/21
Total 3040:					85.00		
3041							
3041	Amundsen, Kylie	OLCC04.15.	Alcohol Server Permit	05/01/21	40.99	46675	05/07/21
Total 3041:					40.99		
3042							
3042	Keister, Hannah	REIMBURSE	Reimbursment-Rec. Prg. Supplies	05/06/21	129.76	46722	05/07/21
Total 3042:					129.76		
3043							
3043	DirectTV	039513239X	TV for Golf Course	05/01/21	131.98	46699	05/07/21
		039513239X	TV for Golf Course	05/28/21	102.23	46772	05/24/21
Total 3043:					234.21		
3044							
3044	Planet Turf	21515	Golf Course	05/05/21	1,530.00	46805	05/24/21

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		21551	Golf Course	05/06/21	203.93	46805	05/24/21
		21571	Golf Course	05/07/21	5,120.00	46805	05/24/21
Total 3044:					6,853.93		
3045							
3045	Vandeman, Carol	VANDEMAN	slip release	01/21/21	110.00	46819	05/24/21
Total 3045:					110.00		
3046							
3046	Powell, Debbie	2-4343909	RV Cancellation	05/18/21	108.31	46808	05/24/21
Total 3046:					108.31		
3047							
3047	Mullins, John	152ELMONT	Deposit Refund	05/01/21	150.00	46792	05/24/21
Total 3047:					150.00		
Grand Totals:					998,343.93		

Report Criteria:

Detail report type printed

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 61-2021. A Resolution authorizing the Mayor to sign a new Employment Agreement between the City of Umatilla and David Stockdale.	Meeting Date: 2021-06-01
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Department: City Administration	Director: Melissa Ince	Contact Person: Melissa Ince	Phone Number:
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Cost of Proposal: incl. in FY22 Budget	Fund(s) Name and Number(s): General Fund - 01
Amount Budgeted: The total compensation is included in the FY22 budget	

Reviewed by Finance Department: Yes	Previously Presented: 05/18/2021
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Attachments to Agenda Packet Item:

[RES 61-2021 New Stockdale Employment Agreement.docx](#)

[Stockdale_City_Manager_Contract_effective_7.1.21.docx](#)

Summary Statement: <i>This proposal was reviewed by the Personnel Committee on April 14, 2021 with Unanimous Approval to bring it before City Council for consideration and directed by Council on 5/18/21 to bring this item forward on Consent.</i> Motion to Approve Resolution 61-2021.
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Consistent with Council Goals: Goal 5 : Perform at the Highest Levels of Operational Excellence

RESOLUTION NO. 61-2021

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A NEW EMPLOYMENT AGREEMENT BETWEEN THE CITY OF UMATILLA AND DAVID STOCKDALE

WHEREAS, the Charter of the City provides in Chapter VIII, Appointive Officers, Section 33, The City Manager be appointed by a majority of the council; and

WHEREAS, after a nationwide search for candidates, the City entered into an employment agreement with David Stockdale effective October 16, 2018 and a subsequent amendment on October 5, 2019; and

WHEREAS, the Personnel Subcommittee, on April 14, 2021 reviewed and unanimously recommended to the City Council that this new Employment Agreement be brought before City Council for consideration; and

WHEREAS, the City Council reviewed and discussed this new Employment Agreement at their May 18, 2021 Special Council Meeting together with a City Manager Compensation Market Analysis and directed to staff that this new Employment Agreement be brought back to Council and placed on Consent at their next meeting; and

WHEREAS, after review and discussion, the Council notes that City Manager Stockdale has consistently performed at Exceeds Expectation levels and that finds it to be in the best interest of the City to enter into this new Employment Agreement with David Stockdale for City Manager Services.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Council reappoints David Stockdale as the City Manager for the City of Umatilla, Oregon, effective July 1, 2021, subject to terms and conditions of the attached Employment Agreement.
2. The Mayor is hereby authorized and directed to execute the Employment Agreement with David Stockdale.

PASSED by the Council and **SIGNED** by the Mayor this 1st day of June 2021

MARY DEDRICK, MAYOR

ATTEST:

NANCI SANDOVAL, CITY RECORDER

**EMPLOYMENT AGREEMENT
CITY OF UMATILLA – DAVID STOCKDALE
CITY MANAGER
EFFECTIVE JULY 1, 2021**

ARTICLE 1. PARTIES

This agreement (“Agreement”) is made and entered into the 1st day of July 2021 by and between the City of Umatilla, in Umatilla County, State of Oregon, an Oregon municipal corporation, hereinafter referred to as "City" and David Stockdale, hereinafter referred to as "City Manager," both of whom agree and understand as follows:

ARTICLE 2. RECITALS

WHEREAS, City desires to continue to employ the services of David Stockdale, as City Manager for the City as provided by UMATILLA CITY CODE, Chapter 7;

WHEREAS, this Agreement shall replace the existing Employment Agreement with David Stockdale effective October 16, 2018 and subsequent Amendment 1 dated October 15, 2019;

WHEREAS, it is the desire of the Umatilla City Council (hereinafter referred to as "Council") to provide certain benefits, establish certain conditions of employment and to set working conditions for the City Manager;

WHEREAS, it is the desire of the Council that this Agreement:

1. Continue to secure the services of City Manager and to provide inducement to remain in such employment;
2. Make possible full work productivity by assuring City Manager morale and peace of mind with respect to future security;
3. Act as a deterrent against malfeasance or dishonesty for personal gain on the part of the City Manager; and
4. Provide a fair means for terminating City Manager services at such time as he may be unable to discharge his duties or when City may desire to terminate his employment.

ARTICLE 3. AGREEMENT

3.1 Now, therefore, the City hereby agrees to continue the employment of David Stockdale as City Manager of the City and David Stockdale agrees to perform the functions and duties of City Manager as specified in the City's Charter, ordinances and resolutions, and to abide by state and federal law and to perform other legally permissible and proper duties and functions as the Council

shall from time to time assign.

ARTICLE 4. TERM

4.1 Notwithstanding 1-7-1 B. of the UMATILLA CITY CODE, the City Manager's term of office will commence on July 1, 2021 and shall continue for a period of five (5) years until June 30, 2026. The five-year period of employment shall automatically be extended by 2 (two) years on the same terms and conditions as provided herein, unless either party gives 30 days' written notice to the other party on or before the anniversary date of this agreement of that party's intent that this agreement not be automatically extended.

4.2 Notwithstanding 4.1, nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Council to terminate the services of City Manager at any time and for any lawful reason pursuant to 1-7-2 of the UMATILLA CITY CODE.

ARTICLE 5. SUSPENSION AND TERMINATION

5.1 Suspension with Pay. The City may suspend the City Manager with full pay and benefits at any time during the term of this agreement.

5.2 Suspension without Pay. The City may suspend the City Manager without full pay and benefits at any time during the term of this agreement, but only after:

5.2.1 A majority of the Council so agrees in writing; or

5.2.2 A public hearing where a majority of the Council votes to suspend the City Manager, after hearing any information or mitigating evidence provided by the City Manager; provided however, the City Manager shall be either served personally with written notice setting forth any charges at least three (3) days prior to such hearing by the Council or served by first class mail, at the City Manager's last known address, with written notice setting forth any changes at least (7) days prior to such hearing by the Council.

5.3 Termination. The City may terminate the City Manager at the pleasure of the Council on or before June 30, 2026 or as provided by 1-7-2 of the UMATILLA CITY CODE. In the event the City Manager is terminated by the City pursuant to this Section, the City Manager's sole rights and remedies shall be under 1-7-2 of the UMATILLA CITY CODE and Article 6 below.

ARTICLE 6. SEVERANCE PAY AND RESIGNATION

6.1 Severance Pay. In the event the City Manager's employment is terminated by the City after July 1, 2021, or the City Manager's contract is not renewed, and the City Manager is willing and able to perform his duties, then City will pay a lump sum cash payment equivalent to six (6) month's aggregate salary less payroll deductions. Upon each year of successful completion, the severance payment will increase by one month, to a maximum of twelve (12) months. Final paychecks will include all wages earned through the last workday plus payment for any accrued

and vested benefits (excluding PERS) that are due and payable at separation.

6.2 No Severance Pay. In the event that City Manager's employment is terminated before June 30, 2026 (or under 1-7-2 of the UMATILLA CITY CODE) because he has been convicted of committing Official Misconduct during his term of office, or convicted of any illegal act classified as a felony under Oregon or federal law during his term of office, or convicted of any illegal act involving fraud, theft, or conversion of funds or property of the City or of the public at large during his term of office, or because the City Manager's employment is terminated by the Council under 1-7-2 of the UMATILLA CITY CODE for malfeasance in office or willful or wanton neglect of duty or intentional violation of any state, federal or local regulation, no severance pay will be due. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits (excluding PERS) that are due and payable at separation.

6.3 Resignation.

6.3.1 Voluntary Resignation. In the event the City Manager voluntarily resigns his position, at his sole discretion, with the City before expiration of his term of employment, then City Manager shall give City thirty days (30) written notice of his voluntary resignation. In the event of voluntary resignation, the City shall pay a lump sum cash payment equivalent to one month's aggregate salary less payroll deductions. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits (excluding PERS) that are due and payable at separation.

6.3.2 Requested Resignation. In the event the City Manager is requested to resign for the convenience of the City during such time the City Manager is willing and able to perform his duties under this Agreement and has not been convicted of any wrong-doing as established in Section 6.2, City shall pay City Manager, as severance, a cash payment equal to that as required in Section 6.1. Such payment shall fully and finally release City from any and all further obligations to City Manager under this Agreement. Any severance shall be paid in a lump sum unless otherwise agreed to by City and City Manager.

6.4 Orderly Transition. It is understood that after notice of termination or resignation in any form, City Manager and City will cooperate to provide for an orderly transition. Specific responsibilities during such transition may be specified in a written separation agreement.

ARTICLE 7. SALARY

7.1 City agrees to pay City Manager for his services an annual salary of \$149,500.

7.2 Pursuant to City Code Section 1-7-4, the Council will review the salary and benefits of the City Manager annually, beginning with a date one year from the execution of this contract. In determining whether to increase the salary of the City Manager, the City Council will consider the Performance Evaluation conducted under Article 8 of this contract. A successful 12-month review will result in a \$5,500 salary increase effective July 1, 2022. A successful review on the subsequent year(s) will result in a cost of living increase matching that of the general employees of the City, unless otherwise directed by Council.

ARTICLE 8. PERFORMANCE EVALUATION

8.1 The City Council will review and evaluate the performance of the City Manager at least once annually no later than March 31 of each year. A mid-year evaluation shall be completed no later than October 31, 2021 in the first year. Said review and evaluation shall be in accordance with specific criteria developed jointly by the City Council's Personnel Sub-Committee and City Human Resources Dept. Said criteria may be added to or deleted from time-to-time as the City Council and Human Resources Dept. may determine, and notification of changes will be made in writing to the City Manager. Further, the Mayor will provide the City Manager with a summarized written statement of the findings of the Council and provide an adequate opportunity for the City Manager to discuss his evaluation with the Council.

8.2 In effecting the provision of this Section, the Council and City Manager mutually agree to abide by the provisions of the applicable Umatilla City Charter, Ordinances, Resolutions, and rules, federal and state law.

8.3 In the event that the City Council asserts that the City Manager is not in compliance with any of his performance obligations, unless such non-compliance or breach is willful and intentional, the City shall provide the City Manager with written notice of such assertion and a ninety (90) day opportunity to cure such noncompliance prior to taking any disciplinary action or withholding payment of any consideration specified in this agreement.

ARTICLE 9. HOURS OF WORK

It is recognized and expected that the City Manager must devote time outside the normal 8:00 a.m. to 5:00 p.m. office hours to conduct business of the City. The City Manager pay will not be subject to overtime, compensatory time or other adjustments as a result of work.

ARTICLE 10. OUTSIDE ACTIVITIES

City Manager shall not spend any time in teaching, consulting, counseling or other non-City connected business without the prior written approval of the Council.

ARTICLE 11. ALLOWANCES AND EXPENSES

11.1 City agrees to pay City Manager a car allowance of \$500/month (\$6,000 annually) in lieu of the routine use of a City vehicle. City Manager will provide proof of insurance and will be responsible for providing a vehicle that is in good appearance and repair, and pay all fuel and related expenses. Tolls related to City travel will be reimbursed by the City.

11.2 City agrees to pay City Manager a cell phone allowance of \$100 per month, on the second

paycheck of the month.

11.3 City agrees to pay the appropriate amount of professional dues and Subscriptions necessary for Manager's participation in national, regional, state and local professional City Manager's associations and organizations to further professional growth and competitiveness of the City. These may include, but are not limited to:

- Membership in the Oregon City/County Manager Association and conference registration and attendance for two in-state conferences per year.
- ICMA membership, and annual conference registration and attendance.

11.4 In the event City Manager wishes to learn the Spanish language, the City will reimburse the City Manager for reasonable professional Spanish language courses cost. The City may ask the City Manager for proof of his progress in learning the language.

ARTICLE 12. BENEFITS

City agrees to provide the following benefits to the City Manager:

12.1 Mandated employer taxes such as Social Security (FICA), Workers Compensation and Unemployment Compensation.

12.2 Employer and employee share of the Public Employees Retirement System (PERS) contributions. City will also provide access to City's OneAmerica retirement program, or the official deferred compensation program of City. Contributions will be at the employee's expense, with City matching 50% of each City Manager contribution, with a total maximum contribution of no more than 3%. For example, if City Manager contributes 6% into this program, the City will contribute 3%.

12.3 During the Term of this Agreement, the City shall provide medical, dental, long-term disability, VEBA and vision coverage for Employee and his dependents on the same basis as is provided for other non-bargaining unit employees, as approved by the Council. It is understood that the benefits City employees receive may change from time to time at the City's discretion.

12.4 Usual and customary holidays, sick leave accrual, and administrative leave in accordance with adopted City personnel policies.

12.5 All previously accrued leave will be carried forward into this new agreement. For the purpose of vacation accrual, City Manager will begin vested as a ten-year employee. This results in 160 hours (20 days) annual vacation and 40 hours (5 days) annual personal leave. City Manager will accrue leave monthly on a prorated basis in the same distribution method established for all City employees.

The personal leave days are not reimbursable financially and do not carry over from one contract year to the next. Carry-over vacation hours shall not exceed 250. Any amount over 250 must be used by June 30th annually or forfeited. Once per fiscal year, the City Manager may "sell-back" for

cash payment up to 80 hours of accrued vacation time, provided he/she requests an equivalent amount of vacation time off to be taken at a fixed, mutually agreeable time within the fiscal year in which the check for time is received and earned. However, the City Manager may not schedule any periods of absence in excess of three consecutive weeks without prior approval of the City Council not including approved OFLA related absences.

ARTICLE 13. FIDELITY BOND

City shall bear the full cost of any fidelity or other bonds required of the City Manager under any law or ordinance.

ARTICLE 14. RESIDENCY

The Council recognizes the City Manager as a current resident of the City of Umatilla, but also approves nonresident status as provided by Chapter VIII Section 33(c) of Umatilla City Charter should this become necessary at any time during the term of this Agreement.

ARTICLE 15. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The Council, in consultation with the City Manager, shall fix any other such terms and conditions of employment, as it may determine from time to time, relating to the performance of City Manager, provided such terms and conditions are not in conflict with the provisions of this agreement, the City Charter, federal or state law.

ARTICLE 16. GENERAL PROVISIONS

16.1 The text herein shall constitute the entire agreement between the parties and replace any previous oral or written agreement offer.

16.2 This agreement shall be binding upon and inure to the benefits of the heirs at law and executors of the City Manager.

16.3 This agreement shall become effective commencing July 1, 2021.

16.4 If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of the agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

16.5 Property Clause: Maintenance of Records. City Manager agrees to keep and maintain adequate and current written records of all Intellectual Property developed by him (solely or jointly with others) during the term of employment. The records may be in the form of notes, sketches, drawings, flow charts, electronic data or recordings, and any other format. The records will be available to and remain the sole property of the City at all times. City Manager agrees not

to remove such records from the City's place of business except as expressly permitted by City policy which may, from time to time, be revised at the sole discretion of the City.

16.6 City Manager will return all City property in his possession by the last day of employment. City property includes such items as credit cards, keys, ID cards, cellular phones, tools, software, computer disks, thumb drives, flash drives, and any other items belonging to the City of Umatilla.

16.7 This agreement shall be governed by and construed in accordance with the laws of the State of Oregon. The parties agree that should this agreement be disputed that venue will be in the Circuit Court for the County of Umatilla.

IN WITNESS WHEREOF, the parties have signed and executed this agreement in multiple copies, effective the day and year first written above.

City Manager

City of Umatilla

David Stockdale

Mary Dedrick, Mayor

Date: _____

Date: _____

ATTEST:

City Recorder, Nanci Sandoval

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 54-2021 - A resolution adopting the 2021-2022 budget	Meeting Date: 2021-06-01
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa ince	Phone Number:
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Cost of Proposal: N/A	Fund(s) Name and Number(s): N/A
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: 4/20/2021
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Attachments to Agenda Packet Item:

[RES 54-2021.doc](#)

Summary Statement: Motion for approval of Resolution No. 54-2021. This resolution approves the 2021-2022 budget total of \$55,544,110 as recommended by the Budget Committee.
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Consistent with Council Goals: Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.

RESOLUTION NO. 54-2021

A RESOLUTION ADOPTING THE 2021-2022 BUDGET

BE IT RESOLVED, that the City Council of the City of Umatilla hereby adopts the budget approved by the budget committee for the fiscal year 2021-2022, in the total sum of \$55,544,110 now on file at Umatilla City Hall, 700 Sixth Street, Umatilla, Oregon 97882.

PASSED by the City Council and **SIGNED** by the Mayor this 1st day of June, 2021.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 55-2021 - A resolution appropriating budget amounts for fiscal year 2021-2022	Meeting Date: 2021-06-01
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa Ince	Phone Number:
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Cost of Proposal: N/A	Fund(s) Name and Number(s): N/A
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: 4/20/2021
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Attachments to Agenda Packet Item:

[RES 55-2021.pdf](#)

Summary Statement: Motion to approve Resolution No. 55-2021. This resolution appropriates the 2021-2022 budget of \$55,544,110 among the various funds as recommended by the Budget Committee.

Consistent with Council Goals: Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.

RESOLUTION NO. 55-2021

**A RESOLUTION APPROPRIATING BUDGET AMOUNTS
FOR FISCAL YEAR 2021-2022**

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2021 and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

Administration	\$ 2,405,897
Community Development Department	1,085,411
Municipal Court Department	532,897
Parks and Recreation Department	785,617
Marina and RV Park	761,572
Police Department	2,598,015
Code Enforcement	217,776
Transportation	2,760
Golf Course	769,960
911 Emergency Services Department	1,250
Non-Departmental:	
Operating Contingency	1,000,000
Transfers	3,260,325
Reserves	<u>1,382,491</u>
GENERAL FUND TOTAL	\$ 14,803,971

WATER FUND

Personnel Services	\$ 525,919
Material & Services	667,440
Operating Contingency	100,000
Debt Service	32,523
Transfers	537,920
Reserves	<u>103,178</u>
WATER FUND TOTAL	\$ 1,966,980

SEWER FUND

Personnel Services	\$ 600,426
Material & Services	711,690
Operating Contingency	100,000
Debt Service	475,777
Transfers	609,220
Reserves	<u>546,941</u>
SEWER FUND TOTAL	\$ 3,044,054

STREET FUND

Personnel Services	\$ 374,903
Material & Services	294,000
Capital Outlay	7,884,857
Operating Contingency	350,000
Transfers	136,900
Reserves	<u>253,903</u>
STREET FUND TOTAL	\$ 9,294,563

CAPITAL RESERVE FUND

Capital Outlay	\$ 11,522,131
Debt Service	146,154
Reserves	<u>1,433,065</u>
CAPITAL RESERVE TOTAL	\$ 13,101,350

LIBRARY FUND

Personnel Services	\$ 219,940
Material & Services	70,965
Capital Outlay	5,000
Transfers	10,000
Contingency	15,000
Reserves	<u>102,401</u>
LIBRARY FUND TOTAL	\$ 423,306

REFUSE FUND

Material & Services	\$ 719,400
Operating Contingency	25,000
Transfers	136,800
Reserves	<u>24,122</u>
REFUSE FUND TOTAL	\$ 905,322

BUILDING DEPARTMENT FUND

Personnel Services	\$ 427,001
Materials and Services	374,100
Transfers	430,040
Contingency	500,000
Reserves	<u>1,851,887</u>
BUILDING DEPARTMENT FUND TOTAL	\$ 3,583,028

DEBT SERVICE FUND

Reserves	\$ <u>4,020</u>
DEBT SERVICE FUND TOTAL	\$ 4,020

TRANSIENT ROOM TAX FUND

Personnel Services	\$ 6,377
Material & Services	632,060
Capital Outlay	60,715
Reserves	<u>27,929</u>
TRANSIENT TAX FUND TOTAL	\$ 727,081

BUILDING RESERVE FUND

Debt Service	\$ 117,222
Reserves	<u>179,793</u>
BUILDING RESERVE FUND TOTAL	\$ 297,015

WATER RESERVE FUND

Materials and Services	\$ 580,850
Capital Outlay	2,216,801
Contingency	300,000
Reserves	<u>650,725</u>
WATER RESERVE FUND TOTAL	\$ 3,748,376

SEWER RESERVE FUND

Materials and Services	\$ 362,000
Capital Outlay	610,961
Contingency	400,000
Reserves	<u>2,272,083</u>
SEWER RESERVE FUND TOTAL	\$ 3,645,044

PASSED by the City Council and **SIGNED** by the Mayor this 1st day of June, 2021.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 56-2021 - A resolution levying ad valorem taxes and categorizing taxes for the 2021-2022 fiscal year	Meeting Date: 2021-06-01
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa Ince	Phone Number:
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Cost of Proposal: N/A	Fund(s) Name and Number(s): General Fund - 01
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: 4/20/21
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Attachments to Agenda Packet Item:

[RES 56-2021.doc](#)

Summary Statement: Motion to approve Resolution No. 56-2021. This resolution levies the City's permanent tax rate of \$2.9191 per \$1,000 of taxable value for the next fiscal year. There is no additional levy for debt service.

Consistent with Council Goals: Goal 5 : Perform at the Highest Levels of Operational Excellence

RESOLUTION NO. 56-2021

**A RESOLUTION LEVYING AD VALOREM TAXES AND CATEGORIZING TAXES
FOR THE 2021-2022 FISCAL YEAR**

BE IT RESOLVED, that the City Council of the City of Umatilla hereby levies the taxes provided for in the adopted budget at the permanent tax rate of 2.9191 per \$1,000 by rate for the General Fund and that these taxes are levied upon all taxable property within the City of Umatilla as of 1:00 a.m. July 1, 2021. The following allocation and categorization, subject to the limits of Section 11b Article XI of the Oregon Constitution, make up the above levy:

	GENERAL GOVERNMENT LIMITATION	EXCLUDED FROM LIMITATION
GENERAL FUND	\$2.9191/\$1,000	
DEBT SERVICE FUND	_____	<u>\$0</u>
CATEGORY TOTAL	\$2.9191/\$1,000	\$0

TOTAL LEVY: \$2.9191 per \$1,000 of taxable value to the General Fund

PASSED by the City Council and **SIGNED** by the Mayor this 1st day of June, 2021.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 57-2021 - A resolution declaring the City's election to receive state revenues	Meeting Date: 2021-06-01
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa Ince	Phone Number:
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Cost of Proposal: N/A	Fund(s) Name and Number(s): N/A
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: 4/20/2021
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Attachments to Agenda Packet Item:

[Resolution 57-2021.pdf](#)

Summary Statement: Motion for approval of Resolution No. 57-2021. A public hearing to discuss the use of state revenue sharing was held before the Budget Committee on April 20, 2021 and before the City Council on June 1, 2021. This resolution confirms that the necessary public hearings were held and that the City wishes to receive state revenues.

Consistent with Council Goals: Goal 5 : Perform at the Highest Levels of Operational Excellence



RESOLUTION NO. 57-2021

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE
STATE REVENUES**

The City of Umatilla ordains as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2021-2022.

Passed by the Common Council the 1st day of June, 2021.

Approved by the Mayor this 1st day June, 2021.

Mayor _____

Attest _____

I *certify that a public hearing before the Budget Committee was held on April 20, 2021 and a public hearing before the City Council was held on June 1, 2021, giving citizens an opportunity to comment on use of State Revenue Sharing.

City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 58-2021 - A Resolution Authorizing the City Manager to Sign a Memorandum of Understanding with the Umatilla School District to Implement a S.W.E.L.L. Cooperative	Meeting Date: 2021-06-01
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa Ince	Phone Number:
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Cost of Proposal: 0	Fund(s) Name and Number(s): N/A
Amount Budgeted: 0	

Reviewed by Finance Department: Yes	Previously Presented: N/A
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Attachments to Agenda Packet Item:

[RES 58-2021.docx](#)

[RES 58-2021 MOU.pdf](#)

Summary Statement: Motion to approve Resolution No. 58-2021 The Umatilla School District has implemented S.W.E.L.L. (Summer Work-based Experience Learning Lesson) Cooperative to provide opportunities for disabled students to gain work based learning experiences throughout the community. The City has partnered with this program in the past with great results and wishes to do so again this year. This resolution authorizes the City Manager to sign the attached Memorandum of Understanding with the Umatilla School District to implement a S.W.E.L.L. Cooperative.

Consistent with Council Goals: Goal 3: Enhance and Cultivate Relationships and Partnerships.
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RESOLUTION NO. 58 – 2021

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING WITH THE UMATILLA SCHOOL DISTRICT TO IMPLEMENT A S.W.E.L.L. (SUMMER WORK-BASED EXPERIENCE LEARNING LESSON) COOPERATIVE

WHEREAS, the Umatilla School District has implemented S.W.E.L.L. Cooperative to provide opportunities for disabled students to gain work-based learning experiences throughout the community; and

WHEREAS, through the interaction of student and work experiences, the students are able to enhance their academic knowledge, personal development, and professional preparation; and

WHEREAS, the City has partnered with this program in the past with great results and wishes to do so again this year.

NOW THEREFORE, BE IT RESOLVED BY THE UMATILLA CITY COUNCIL:

1. The City Manager is authorized to sign the Memorandum of Understanding with the Umatilla School District to implement a S.W.E.L.L. Cooperative.

PASSED by the City Council and **SIGNED** by the Mayor this 1st day of June, 2021.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

Memorandum of Understanding

The Umatilla School district has implemented S.W.E.L.L., (Summer Work-based Experience Learning Lesson) Cooperative, to foster self and career exploration, develop positive work habits and attitudes, and provide opportunities for students to strengthen key soft-skill areas, such as communication, enthusiasm and attitude. Students will fortify teamwork, networking, problem-solving, critical thinking skills and professionalism.

Through S.W.E.L.L., students will be able to engage in a Co-Op work Team, where they will work alongside non-disabled peers. Students will frequent worksites that are located within our school district community. Students will not only gain experiences, though in addition they will experience a sense of acceptance and accomplishment, as they secure compensation, which would be an incentive as they participate in job-related tasks. Such opportunity would provide a challenge for students to explore how to communicate disability-related work support and accommodation needs.

The school district has partnered with your business to provide students with assistance, training and resources to offer work-based learning experiences, in an effort to assist students in choosing careers, network with potential employers, select courses of student, and develop job skills relevant to future employment. Through the interaction of student and work experiences, the goal is to allow students to enhance their academic knowledge, personal development, and professional preparation.

Purpose of the Agreement

This Memorandum of Agreement (MOA) sets out the terms by which The Youth Transition Program, Umatilla School District and The City of Umatilla, whereas, the parties have agreed to work together to implement a S.W.E.L.L. (Summer Work-based Experience Learning Lesson) Cooperative.

This agreement will remain in effect from June 14th, 2021 to August 6th, 2021. Julie A. Hunt, Special Education Director, Umatilla School District, is the key contact for Umatilla Youth Transition Program. Chelsea Kik-Whitbeck, Youth Transition Specialist (YTS), is the key contact for the student placements, service organization and supervision of this service project. These individuals are responsible for ensure the conduct of the activities herewithin.

Through this agreement The Umatilla Youth Transition Program agrees to provide student compensation (minimum wage), for each hour worked, as scheduled by the YTS. Students will fill out timesheets and have them signed by their employer. The Service Project Manager, will confirm logged ours, during weekly check-ins. The Youth Transition Program will run simultaneously with this summer project and will offer, as part of this learning experience, on-going assistance, training, coaching, and support. To assist students, through the implementation of S.W.E.L.L., a summer Work-based Experience Learning Lesson Cooperative.

City of Umatilla agrees to offer students a work-experience opportunity to gain a work-based learning experience, where they can expand their knowledge, enhance their skills, and experience an occasion for personal development, and professional work practice.

Dated this _____, day of _____, 2021

Umatilla School District

Community Partner Participant

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 59-2021 - A resolution authorizing the City Manager to execute grant agreement documents with Business Oregon's Infrastructure Finance Authority for the Umatilla River Waterline Crossing Replacement Project	Meeting Date: 2021-06-01
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa Ince	Phone Number:
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Cost of Proposal: \$675,799	Fund(s) Name and Number(s): N/A
Amount Budgeted: \$675,799	

Reviewed by Finance Department: Yes	Previously Presented: 12/01/2020
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Attachments to Agenda Packet Item:

[RES 59-2021.docx](#)

[1 L21003 Umatilla Contract.pdf](#)

[2 L21003 Umatilla Authorized Signature Card.pdf](#)

Summary Statement: Motion to approve Resolution No. 59-2021 The total Umatilla River Waterline Crossing Replacement Project cost is estimated at \$675,799. FEMA will reimburse seventy-five percent of the total project costs and Business Oregon's Infrastructure Finance Authority has awarded a grant for the remaining twenty-five percent, or \$168,949. This resolution authorizes City Manager Stockdale to execute the grant agreement and any subsequent amendments.
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Consistent with Council Goals: Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.

RESOLUTION NO. 59-2021

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AGREEMENT DOCUMENTS WITH BUSINESS OREGON'S INFRASTRUCTURE FINANCE AUTHORITY FOR THE UMATILLA RIVER WATERLINE CROSSING REPLACEMENT PROJECT

WHEREAS, the City Council authorized the City Manager to apply for a Special Public Works Fund (SPWF) funding package in December 2020 for the pedestrian bridge and waterline replacement projects; and

WHEREAS, the SPWF allows grants up to \$500,000 for each emergency project resulting from a federally declared disaster; and

WHEREAS, the waterline is a critical piece of City infrastructure that needs to be replaced to ensure the City can provide adequate water supply and fire flow to the South Hill area of Umatilla; and

WHEREAS, the total waterline replacement project cost is estimated at \$675,799. FEMA will reimburse seventy-five percent of the total project costs and Business Oregon's Infrastructure Finance Authority has awarded a grant for the remaining twenty-five percent, or \$168,949.

NOW THEREFORE, The City of Umatilla Resolves as Follows:

1. The City Manager is authorized to execute a grant agreement, and any subsequent amendments, on behalf of the City with Business Oregon's Infrastructure Financing Authority, for a grant of \$168,949 to be used for the City's Umatilla River Waterline Crossing Replacement Project.

Approved by the Council and signed by the Mayor this 1st day of June, 2021.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

SPECIAL PUBLIC WORKS FUND EMERGENCY PROJECT
FINANCING CONTRACT

Project Name: Umatilla River Waterline Crossing Replacement

Project Number: L21003

This financing contract (“Contract”), dated as of the date the Contract is fully executed, is made by the State of Oregon, acting by and through its Oregon Infrastructure Finance Authority of the Business Development Department (“OBDD”), and the City of Umatilla (“Recipient”) for financing of the project referred to above and described in Exhibit B (“Project”). This Contract becomes effective only when fully signed and approved as required by applicable law. Capitalized terms not defined in Section 1 and elsewhere in the body of the Contract have the meanings assigned to them by Exhibit A.

This Contract includes the following exhibits, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

Exhibit A	General Definitions
Exhibit B	Project Description
Exhibit C	Project Budget

SECTION 1 - KEY TERMS

The following capitalized terms have the meanings assigned below.

“Estimated Project Cost”: \$675,799

“Grant Amount”: \$168,949

“Project Closeout Deadline”: 90 days after the earlier of the Project Completion Date or the Project Completion Deadline.

“Project Completion Deadline”: 36 months after the date of this Contract.

SECTION 2 - FINANCIAL ASSISTANCE

The OBDD shall provide Recipient, and Recipient shall accept from OBDD, a grant (the “Grant”) in an aggregate amount not to exceed the Grant Amount; provided however that total disbursements under this Grant shall not exceed the total local matching funds requirement for federal disaster relief for the Project or 25 percent of the total Costs of the Project, whichever is less.

SECTION 3 - DISBURSEMENTS

- A. Reimbursement Basis. The Financing Proceeds shall be disbursed to Recipient on an expense reimbursement or costs-incurred basis. The Recipient must submit each disbursement request for the Financing Proceeds on an OBDD-provided or OBDD-approved disbursement request form (“Disbursement Request”).
- B. Financing Availability. The OBDD’s obligation to make and Recipient’s right to request disbursements under this Contract shall terminate on the Project Closeout Deadline.

SECTION 4 – CONDITIONS PRECEDENT

- A. Conditions Precedent to Funding Commitment. The OBDD’s obligations are subject to the receipt of the following items, in form and substance satisfactory to OBDD and its Counsel:
- (1) This Contract duly signed by an authorized officer of Recipient.
 - (2) Such other certificates, documents, opinions and information as OBDD may reasonably require.
- B. Conditions to Disbursements. As to any disbursement, OBDD has no obligation to disburse funds unless all following conditions are met:
- (1) There is no Default or Event of Default.
 - (2) The representations and warranties made in this Contract are true and correct on the date of disbursement as if made on such date.
 - (3) The OBDD, in the reasonable exercise of its administrative discretion, has sufficient moneys in the Fund for use in the Project and has sufficient funding, appropriations, limitations, allotments and other expenditure authority to make the disbursement.
 - (4) The OBDD (a) has received a completed Disbursement Request, (b) has received any written evidence of materials and labor furnished to or work performed upon the Project, itemized receipts or invoices for payment, and releases, satisfactions or other signed statements or forms as OBDD may require, (c) is satisfied that all items listed in the Disbursement Request are reasonable and that the costs for labor and materials were incurred and are properly included in the Costs of the Project, and (d) has determined that the disbursement is only for costs defined as eligible costs under the Act and any implementing administrative rules and policies.
 - (5) Department receives and approves evidence of (a) OR Emergency Management / FEMA approval of activities as described in the approved Project Worksheet (as described in Exhibit B) and (b) FEMA’s payment of 75% of the requested reimbursement.
 - (6) The Recipient has delivered to OBDD (in form and substance satisfactory to OBDD) an estimated schedule of Disbursement Requests for Project design, including anticipated number, submission dates, and amounts and, prior to the beginning of Project construction, an estimated schedule of Disbursement Requests for construction, including anticipated number, submission dates, and amounts.
 - (7) Any conditions to disbursement elsewhere in this Contract are met.

SECTION 5 - USE OF FINANCIAL ASSISTANCE
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- A. Use of Proceeds. The Recipient shall use the Financing Proceeds only for the activities described in Exhibit B and according to the Project Budget in Exhibit C. Recipient may not transfer Financing Proceeds among line items in the Project Budget without the prior written consent of OBDD. Recipient may not use any of the Grant proceeds for costs that are not allowed under the FEMA Project Worksheet.
- B. Costs of the Project. The Recipient shall apply the Financing Proceeds to the Costs of the Project in accordance with the Act, and Oregon law as applicable. Financing Proceeds cannot be used for costs in excess of one hundred percent (100%) of the total Costs of the Project and cannot be used for pre-Award Costs of the Project, unless permitted by Exhibit B.
- C. Costs Paid for by Others. The Recipient may not use any of the Financing Proceeds to cover costs to be paid for by other financing for the Project from another State of Oregon agency or any third party.

SECTION 6 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT

The Recipient represents and warrants to OBDD:

- A. Estimated Project Cost. A reasonable estimate of the Costs of the Project is shown in Section 1, and the Project is fully funded.
- B. Organization and Authority.
- (1) The Recipient is a Municipality under the Act, and validly organized and existing under the laws of the State of Oregon.
 - (2) The Recipient has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Contract, and (b) incur and perform its obligations under this Contract.
 - (3) This Contract, executed and delivered by Recipient has been authorized by an ordinance, order or resolution of Recipient's governing body, and voter approval, if necessary, that was adopted in accordance with applicable law and requirements for filing public notices and holding public meetings.
 - (4) This Contract has been duly executed by Recipient, and when executed by OBDD, is legal, valid and binding, and enforceable in accordance with its terms.
- C. Full Disclosure. The Recipient has disclosed in writing to OBDD all facts that materially adversely affect the Project, or the ability of Recipient to perform all obligations required by this Contract. The Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading. The information contained in Exhibit B and Exhibit C is true and accurate in all respects.
- D. Pending Litigation. The Recipient has disclosed in writing to OBDD all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- E. No Defaults.
- (1) No Defaults or Events of Default exist or occur upon authorization, execution or delivery of this Contract.
 - (2) The Recipient has not violated, and has not received notice of any claimed violation of, any agreement or instrument to which it is a party or by which the Project or its property may be bound, that would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- F. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Contract will not: (i) cause a breach of any agreement, indenture, mortgage, deed of trust, or other instrument, to which Recipient is a party or by which the Project or any of its property or assets may be bound; (ii) cause the creation or imposition of any third party lien, charge or encumbrance upon any property or asset of Recipient; (iii) violate any provision of the charter or other document pursuant to which Recipient was organized or established; or (iv) violate any laws, regulations, ordinances, resolutions, or court orders related to Recipient, the Project or its properties or operations.

- G. Governmental Consent. The Recipient has obtained or will obtain all permits and approvals, and has made or will make all notifications, declarations, filings or registrations, required for the making and performance of its obligations under this Contract, and undertaking and completion of the Project.

SECTION 7 - COVENANTS OF RECIPIENT

The Recipient covenants as follows:

- A. Notice of Adverse Change. Recipient shall promptly notify OBDD of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient or the Project related to the ability of Recipient to perform all obligations required by this Contract.
- B. Compliance with Laws. The Recipient shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to this Contract, the Project and the operation of the road system of which the Project is a component. In particular, but without limitation, Recipient shall comply with the following, as applicable:
- (1) State procurement regulations found in the Oregon Public Contracting Code, ORS Chapter 279A, 279B and 279C.
 - (2) State labor standards and wage rates found in ORS Chapter 279C.
 - (3) OAR 123-042-0165 (5) requirements for signs and notifications.
- These laws, rules, regulations and orders are incorporated by reference in this Contract to the extent required by law.
- C. Project Completion Obligations. Recipient shall:
- (1) Provide OBDD with copies of all plans and specifications relating to the Project.
 - (2) Provide a copy of the bid tabulation, notice of award, and contract to OBDD.
 - (3) Permit OBDD to conduct field engineering and inspection of the Project at any time.
 - (4) Complete the Project using its own fiscal resources or money from other sources to pay for any Costs of the Project in excess of the total amount of financial assistance provided pursuant to this Contract.
 - (5) Complete the Project no later than the Project Completion Deadline, unless otherwise permitted by the OBDD in writing.
 - (6) Obtain and maintain as-built drawings for all facilities constructed as part of the Project.
- D. Ownership of Project. The Project is and will continue to be owned by Recipient for ten years after the Project Completion Date. The Project will be operated by Recipient or by a person under a management contract or operating agreement with Recipient. Any such management contract or operating agreement will be structured as a “qualified management contract” as described in IRS Revenue Procedure 97-13, as amended or supplemented.
- E. Operation and Maintenance of the Project. Recipient shall operate and maintain the Project in good repair and operating condition so as to preserve the long term public benefits of the Project, including making all necessary and proper repairs, replacements, additions, and improvements, for ten years after the Project Completion Date. On or before the Project Closeout Deadline, Recipient shall adopt a plan acceptable to OBDD for the on-going operation and maintenance of the Project without reliance on OBDD financing and furnish OBDD, at its request, with evidence of such adoption. The plan must include measures for generating revenues sufficient to assure the operation and maintenance of the Project during the usable life of the Project.

- F. Insurance, Damage. The Recipient shall maintain, or cause to be maintained, until ten years after the Project Completion Date, insurance policies with responsible insurers or self insurance programs, insuring against liability and risk of direct physical loss, damage or destruction of the Project, at least to the extent that similar insurance is customarily carried by governmental units constructing, operating and maintaining similar facilities. Nothing in this provision precludes Recipient from exerting a defense against any party other than OBDD, including a defense of immunity. If the Project or any portion is destroyed, any insurance proceeds will be paid to OBDD, not to exceed the Grant Amount, unless OBDD agrees in writing that the insurance proceeds may be used to rebuild the Project.
- G. Sales, Leases and Encumbrances. Unless specifically described in Exhibit B, for ten years after the Project Completion Date, Recipient shall not sell, lease, exchange, abandon, transfer or otherwise dispose of any substantial portion of or interest in the Project unless worn out, obsolete, or, in the reasonable business judgment of Recipient, no longer useful in the operation of the Project. Nevertheless, OBDD may consent to such disposition if it has received 90 days' prior written notice from Recipient. Such consent may require payment of OBDD's costs related to such consent and be conditioned upon receipt by OBDD of an opinion of Bond Counsel to the effect that such disposition complies with applicable law and will not adversely affect the exclusion of interest on any Lottery Bonds from gross income for purposes of federal income taxation under Section 103(a) of the Code. The term "Bond Counsel" means a law firm determined by OBDD to have knowledge and expertise in the field of municipal law and whose opinions are generally accepted by purchasers of municipal bonds. In the case of sale, lease, exchange, transfer or other disposition of any substantial portion of or interest in the Project, Recipient shall, within 30 days of receipt of any proceeds from such disposition, pay such proceeds to OBDD, not to exceed the Grant Amount, unless OBDD agrees otherwise in writing. If Recipient abandons the Project, Recipient shall repay the Grant Amount immediately upon demand by OBDD, unless otherwise agreed by OBDD.
- H. Condemnation Proceeds. Until ten years after the Project Completion Date, if the Project or any portion is condemned, within 30 days of receipt of any proceeds from such disposition, Recipient shall pay such proceeds to OBDD, not to exceed the Grant Amount, unless OBDD agrees otherwise in writing.
- I. Records; Accounts. The Recipient shall keep accurate books and records for the use of all Financing Proceeds and the expenditure or utilization of all resources used in the Project, separate and distinct from its other books and records, and maintain them according to generally accepted accounting principles established by the Government Accounting Standards Board in effect at the time.
- J. Inspections; Information. The Recipient shall permit OBDD and any party designated by OBDD: (i) to inspect, at any reasonable time, the property, if any, constituting the Project; and (ii) at any reasonable time, to inspect and make copies of any accounts, books and records, including, without limitation, its records regarding receipts, disbursements, contracts, investments and any other related matters. The Recipient shall supply any related reports and information as OBDD may reasonably require.
- K. Records Maintenance. The Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Contract, the Project or the Financing Proceeds for a minimum of six years, or such longer period as may be required by other provisions of this Contract or applicable law, following the Project Closeout Deadline. If there are unresolved issues at the end of such period, Recipient shall retain the books, documents, papers and records until the issues are resolved.
- L. Economic Benefit Data. The OBDD may require Recipient to submit specific data on the economic development benefits of the Project and other information to evaluate the success and economic impact

of the Project, from the date of this Contract until six years after the Project Completion Date. The Recipient shall, at its own expense, prepare and submit the data within the time specified by OBDD.

- M. Disadvantaged Business Enterprises. ORS 200.090 requires all public agencies to “aggressively pursue a policy of providing opportunities for disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans owned and emerging small businesses...” The OBDD encourages Recipient in any contracting activity to follow good faith efforts as described in ORS 200.045, available at https://www.oregonlegislature.gov/bills_laws/ors/ors200.html. Additional resources are provided by the Governor’s Policy Advisor for Economic and Business Equity. Also, the Certification Office for Business Inclusion and Diversity at the Oregon Business Development Department maintains a list of certified firms and can answer questions. Search for certified firms on the web at: <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>.
- N. Professional Responsibility. A professional engineer or architect, as applicable, registered and in good standing in Oregon, will be responsible for the design and construction of the Project. All service providers retained for their professional expertise will be certified, licensed, or registered, as appropriate, in the State of Oregon for their specialty. Recipient shall follow standard construction practices, such as bonding requirements for construction contractors, requiring errors and omissions insurance, and performing testing and inspections during construction.
- O. Notice of Default. The Recipient shall give OBDD prompt written notice of any Default as soon as Recipient becomes aware of its existence or reasonably believes a Default is likely.
- P. Indemnity. To the extent authorized by law, Recipient shall defend (subject to ORS chapter 180), indemnify, save and hold harmless OBDD and its officers, employees and agents from and against any and all claims, suits, actions, proceedings, losses, damages, liability and court awards including costs, expenses, and attorney’s fees incurred related to any actual or alleged act or omission by Recipient, or its employees, agents or contractors; however, the provisions of this Section are not to be construed as a waiver of any defense or limitation on damages provided for under Chapter 30 of the Oregon Revised Statutes or under the laws of the United States or other laws of the State of Oregon.
- Q. Further Assurances. The Recipient shall, at the request of OBDD, authorize, sign, acknowledge and deliver any further resolutions, conveyances, transfers, assurances, financing statements and other instruments and documents as OBDD reasonably determines may be necessary or desirable.
- R. Exclusion of Interest from Federal Gross Income and Compliance with Code.
- (1) The Recipient shall not take any action or omit to take any action that would result in the loss of the exclusion of the interest on any Lottery Bonds used by OBDD to fund the Financing Proceeds from gross income for purposes of federal income taxation, as governed by Section 103(a) of the Code. OBDD may decline to disburse Financing Proceeds if it finds that the federal tax exemption of the Lottery Bonds cannot be assured.
 - (2) The Recipient shall not take any action (including but not limited to the execution of a management agreement for the operation of the Project) or omit to take any action that would cause any Lottery Bonds to be “private activity bonds” within the meaning of Section 141(a) of the Code. Accordingly, unless Recipient receives the prior written approval of OBDD, Recipient shall not permit in excess of ten percent (10%) of either (a) the Financing Proceeds or (b) the Project financed or refinanced with the Financing Proceeds to be directly or indirectly used in any manner that would constitute “private business use” within the meaning of Section 141(b)(6) of the Code, including not permitting more than one half of any permitted private business use to be “disproportionate related business use” or private business use unrelated to the government use of the Financing Proceeds. Unless Recipient receives the prior written approval of OBDD, Recipient shall not directly or indirectly use any

Financing Proceeds to make or finance loans to persons other than governmental units, as that term is used in Section 141(c) of the Code.

- (3) The Recipient shall not directly or indirectly use or permit the use of any of the Financing Proceeds or any other funds, or take any action or omit to take any action, which would cause any Lottery Bonds to be “arbitrage bonds” within the meaning of Section 148(a) of the Code.
- (4) The Recipient shall not cause any Lottery Bonds to be treated as “federally guaranteed” for purposes of Section 149(b) of the Code, as may be modified in any applicable rules, rulings, policies, procedures, regulations or other official statements promulgated or proposed by the Department of the Treasury or the Internal Revenue Service with respect to “federally guaranteed” obligations described in Section 149(b) of the Code. For purposes of this paragraph, any Lottery Bonds will be treated as “federally guaranteed” if: (a) all or any portion of the principal or interest is or will be guaranteed directly or indirectly by the United States of America or any agency or instrumentality thereof, or (b) five percent (5%) or more of the proceeds of the Lottery Bonds will be (i) used in making loans if the payment of principal or interest that is guaranteed in whole or in part by the United States of America or any agency or instrumentality thereof, or (ii) is invested directly or indirectly in federally insured deposits or accounts, and (c) none of the exceptions described in Section 149(b)(3) of the Code apply.
- (5) The Recipient shall assist OBDD to ensure that all required amounts are rebated to the United States of America pursuant to Section 148(f) of the Code. Recipient shall, at the request of OBDD, cooperate with OBDD to provide information OBDD may need to compute any arbitrage rebate payments which may be due in connection with the Lottery Bonds. Recipient shall, at the request of OBDD, report any information on expenditure of amounts that are paid to the Recipient under this Contract, which OBDD reasonably requires to comply with the arbitrage compliance and rebate requirements which apply to the Lottery Bonds. The Recipient shall pay to OBDD such amounts as may be directed by OBDD to satisfy the requirements of Section 148(f) applicable to the portion of the proceeds of any tax-exempt bonds. The Recipient further shall reimburse OBDD for the portion of any expenses it incurs related to the Financing Proceeds that is necessary to satisfy the requirements of Section 148(f) of the Code.
- (6) Upon OBDD’s request, Recipient shall furnish written information regarding its investments and use of Financing Proceeds, and of any facilities financed or refinanced therewith, including providing OBDD with any information and documentation that OBDD reasonably determines is necessary to comply with the arbitrage and private use restrictions that apply to the Lottery Bonds.
- (7) Notwithstanding anything to the contrary, so long as is necessary to maintain the exclusion from gross income for purposes of federal income taxation of interest on any Lottery Bonds, the covenants contained in this subsection will survive the payment of the Lottery Bonds, and the interest thereon, including the application of any unexpended Financing Proceeds. The Recipient acknowledges that the Grant may be funded with the proceeds of the Lottery Bonds and that failure to comply with the requirements of this subsection could adversely affect any exclusion of the interest on the Lottery Bonds from gross income for federal income tax purposes.

SECTION 8 - DEFAULTS

Any of the following constitutes an “Event of Default”:

- A. Any false or misleading representation is made by or on behalf of Recipient, in this Contract, or in any document provided by Recipient related to the Project, or in regard to compliance with the requirements of Section 103 and Sections 141 through 150 of the Code.
- B. Recipient fails to perform any obligation required under this Contract, other than that referred to in subsection A of this section 8, and that failure continues for a period of 30 calendar days after written

notice specifying such failure is given to Recipient by OBDD. The OBDD may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

SECTION 9 - REMEDIES

- A. Remedies. Upon any Event of Default, OBDD may pursue any or all remedies in this Contract, and any other remedies available at law or in equity to enforce the performance of any obligation of Recipient. Remedies may include, but are not limited to:
- (1) Terminating OBDD's commitment and obligation to make the Grant or disbursements under the Contract.
 - (2) Barring Recipient from applying for future awards.
 - (3) Withholding amounts otherwise due to Recipient for application to the payment of amounts due under this Contract.
 - (4) Requiring repayment of the Grant and all interest earned by Recipient on those Grant funds.
- B. Application of Moneys. Any moneys collected by OBDD pursuant to section 9.A will be applied first, to pay any attorney's fees and other fees and expenses incurred by OBDD; second, as applicable, to repay any Grant proceeds owed; third, to pay any other amounts due and payable under this Contract.
- C. No Remedy Exclusive; Waiver; Notice. No remedy available to OBDD is intended to be exclusive, and every remedy will be in addition to every other remedy. No delay or omission to exercise any right or remedy will impair or is to be construed as a waiver of such right or remedy. No single or partial exercise of any right power or privilege under this Contract shall preclude any other or further exercise thereof or the exercise of any other such right, power or privilege. The OBDD is not required to provide any notice in order to exercise any right or remedy, other than notice required in section 8 of this Contract.
- D. Default by OBDD. In the event OBDD defaults on any obligation in this Contract, Recipient's remedy will be limited to injunction, special action, action for specific performance, or other available equitable remedy for performance of OBDD's obligations.

SECTION 10 - MISCELLANEOUS

- A. Time is of the Essence. Recipient agrees that time is of the essence under this Contract.
- B. Relationship of Parties; Successors and Assigns; No Third Party Beneficiaries.
- (1) The parties agree that their relationship is that of independent contracting parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265.
 - (2) Nothing in this Contract gives, or is to be construed to give, directly or indirectly, to any third persons any rights and benefits greater than those enjoyed by the general public.
 - (3) This Contract will be binding upon and inure to the benefit of OBDD, Recipient, and their respective successors and permitted assigns.
 - (4) Recipient may not assign or transfer any of its rights or obligations or any interest in this Contract without the prior written consent of OBDD. The OBDD may grant, withhold or impose conditions on such consent in its sole discretion. In the event of an assignment, Recipient shall pay, or cause to be paid to OBDD, any fees or costs incurred because of such assignment, including but not limited to attorney's fees of OBDD's Counsel and Bond Counsel. Any

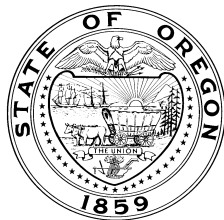
Any party bringing a legal action or proceeding against any other party arising out of or relating to this Contract shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

J. Integration. This Contract (including all exhibits, schedules or attachments) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Contract.

K. Execution in Counterparts. This Contract may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.

The Recipient, by its signature below, acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.



STATE OF OREGON
acting by and through its
Oregon Infrastructure Finance Authority
of the Business Development Department



CITY OF UMATILLA

By: _____
Chris Cummings, Assistant Director
Economic Development

By: _____
David Stockdale, City Manager

Date: _____

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

/s/ Wendy Johnson via email dated 5 May 2021
Wendy Johnson, Senior Assistant Attorney General

EXHIBIT A - GENERAL DEFINITIONS

As used in this Contract, the following terms have the meanings below.

“Act” means ORS 285B.410 through 285B.482, as amended.

“Award” means the award of financial assistance to Recipient by OBDD dated 07 Mar 2021.

“C.F.R.” means the Code of Federal Regulations.

“Code” means the Internal Revenue Code of 1986, as amended, including any implementing regulations and any administrative or judicial interpretations.

“Costs of the Project” means Recipient’s actual costs (including any financing costs properly allocable to the Project) that are (a) reasonable, necessary and directly related to the Project, (b) permitted by generally accepted accounting principles to be Costs of the Project, and (c) are eligible or permitted uses of the Financing Proceeds under applicable state or federal statute and rule.

“Counsel” means an attorney at law or firm of attorneys at law duly admitted to practice law before the highest court of any state, who may be of counsel to, or an employee of, OBDD or Recipient.

“Default” means an event which, with notice or lapse of time or both, would become an Event of Default.

“Financing Proceeds” means the proceeds of the Grant.

“Lottery Bonds” means any bonds issued by the State of Oregon that are special obligations of the State of Oregon, payable from unobligated net lottery proceeds, the interest on which is exempt from federal income taxation, together with any refunding bonds, used to finance or refinance the Project through the initial funding or refinancing of all or a portion of the Loan or Grant.

“Municipality” means any entity described in ORS 285B.410(9).

“ORS” means the Oregon Revised Statutes.

“Project Completion Date” means the date on which Recipient completes the Project.

EXHIBIT B - PROJECT DESCRIPTION

The Recipient shall replace its damaged waterline over the Umatilla River with a new 18” line. The new line will be cased and insulated and installed on the underside of a new bridge replacement. Six (6) 2” utility conduits will be hung on the underside. In order to link the waterline to the City’s existing piping – and decommission the existing pipe – some excavation will be performed along the existing waterline.

All activities and expenses must be in accordance with FEMA Project 113715 Broken Water Line (059-75650-00) in response to emergency DR-4452-OR.

EXHIBIT C - PROJECT BUDGET

	OBDD Funds	Other / Matching Funds (FEMA)
Activity	Approved Budget	Approved Budget
FEMA project 113715	168,949	506,850
Total	\$168,949	\$506,850

Authorized Signature Card for Cash Payments on Oregon Business Development Department Awards

Recipient	Project Number
Signatures of Delegated Authorized Individuals to Request Payments (Two signatures are required to request disbursement of funds)	
_____ Typed Name and Title (1) a _____ Signature (Highest Elected Official must not sign here)	_____ Typed Name and Title (1) b _____ Signature (Highest Elected Official must not sign here)
Additional Signatures (if desired)	
_____ Typed Name and Title (1) c _____ Signature (Highest Elected Official must not sign here)	_____ Typed Name and Title (1) d _____ Signature (Highest Elected Official must not sign here)
I certify that the signatures above are of the individuals authorized to draw funds for the cited project. _____ Typed Name, Title and Date (2) _____ Signature of Highest Elected Official or duly authorized official for the Recipient (Must not be listed in item (1) a through (1) d above)	Agency Use Only: Date Received:

Oregon Business Development Department/Authorized Signature Card

Preparation of the Authorized Signature Card Form: If a mistake is made, or a change is necessary during the preparation of the signature card form, please prepare a new form, since erasures or corrections of any kind will not be acceptable. If you want to change individuals authorized to draw funds from the project, then please submit a new signature card. Any updated signature card will replace the previous one, so please be sure to include the names of all authorized individuals.

- | | |
|---------------|--|
| Item # | Explanation |
| (1) a-d | Type the names and titles, and provide the signatures of the officials of your organization who are authorized to make draws on project funds. (Note: Two signatures are required. We recommend showing three or four signatures to allow adequate signature coverage.) |
| (2) | Enter the typed name, title, date and signature of the Highest Elected Official, or other official duly authorized by the governing body of the Recipient, certifying the authenticity of the signatures of individuals listed in Item (1) a through (1) d. The person signing here must not be listed in Item (1) a through d. |
| (3) | Leave blank—Oregon Business Development Department will sign here. |

Complete one form and return it to: Oregon Business Development Department
 775 SUMMER ST NE STE 200
 SALEM OR 97301-1280

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 60-2021 - A resolution of the City of Umatilla authorizing a grant and loan from the Special Public Works Fund (SPWF) by entering into a financing contract with the Oregon Infrastructure Finance Authority for the Umatilla River Pedestrian Bridge Replacement Project	Meeting Date: 2021-06-01
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa Ince	Phone Number:
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Cost of Proposal: \$5,844,796	Fund(s) Name and Number(s): N/A
Amount Budgeted: \$5,844,796	

Reviewed by Finance Department: Yes	Previously Presented: 12/01/2020
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Attachments to Agenda Packet Item:

[RES 60-2021 L21005 Umatilla Borrowing Resolution.doc](#)

[1 L21005 Umatilla Contract.pdf](#)

[2 L21005 Umatilla Authorized Signature Card.pdf](#)

Summary Statement: Motion to approve Resolution No. 60-2021 The total Umatilla River Pedestrian Bridge Replacement Project cost is estimated at \$5,844,796. FEMA will reimburse seventy-five percent of the total project costs and Business Oregon's Infrastructure Finance Authority has awarded a grant in the amount of \$500,000 and a loan in the amount of \$937,555 for the remaining twenty-five percent. This resolution authorizes City Manager Stockdale to execute the grant agreement and any subsequent amendments.
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Consistent with Council Goals: Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.

RESOLUTION NUMBER 60-2021

**RESOLUTION OF THE CITY OF UMATILLA
AUTHORIZING A GRANT AND LOAN FROM THE SPECIAL PUBLIC WORKS FUND
BY ENTERING INTO A FINANCING CONTRACT**

**WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY FOR THE UMATILLA RIVER PEDESTRIAN
BRIDGE REPLACEMENT PROJECT**

The City Council (the “Governing Body”) of the City of Umatilla (the “Recipient”) finds:

A. The Recipient is a “municipality” within the meaning of Oregon Revised Statutes 285B.410(9).

B. Oregon Revised Statutes 285B.410 through 285B.482 (the “Act”) authorize any municipality to file an application with the Oregon Infrastructure Finance Authority of the Business Development Department (“OBDD”) to obtain financial assistance from the Special Public Works Fund.

C. The Recipient has filed an application with the OBDD to obtain financial assistance for an “emergency project” within the meaning of the Act. The project is described in that application (the “Project”).

D. The Recipient is required, as a prerequisite to the receipt of financial assistance from the OBDD, to enter into a Financing Contract with the OBDD, number L21005, substantially in the form attached hereto as Exhibit 1.

E. The OBDD has approved the Recipient’s application for financial assistance from the Special Public Works Fund pursuant to the Act.

F. The Project is intended to qualify for reimbursement from the U.S. Federal Emergency Management Agency (“FEMA”) at 75% of the costs of the Project, and the remainder of the costs of the Project are intended to qualify for a grant from OBDD for the federally-required 25% local funds match, up to the \$500,000 grant program limit.

G. The remainder of the federally-required 25% local funds match will be provided as an interim financing loan from OBDD. Although it is not a requirement, the interim loan is intended to qualify for inclusion in a future State of Oregon bond sale (referred to as the “Oregon Bond Bank” and includes a 1% application fee), and upon such occurrence, this contract will be paid off and replaced by a new long-term loan contract.

H. Notice relating to the Recipient’s consideration of the adoption of this Resolution was published in full accordance with the Recipient’s charter and laws for public notification.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Recipient as follows:

1. Interim Loan Authorized. The Governing Body authorizes the City Manager (the “Authorized Officer”) to execute on behalf of Recipient the Financing Contract and such other documents as may be required to obtain financial assistance (the “Financing Documents”) in the form of an interim loan. The proceeds of the loan from the OBDD will be applied solely to the “Costs of the Project” as such term is defined in the Financing Contract. The Financing Documents will contain such terms as may be agreed upon between the Authorized Officer and OBDD, on the condition that the principal amount of the loan from the OBDD to the Recipient is not in excess of \$937,555 and an interest rate of 0.25% and a loan term of three years.

2. Sources of Repayment. Amounts payable by the Recipient are payable from the sources described in section 4 of the Financing Contract and the Oregon Revised Statutes Section 285B.437(3) which include:

- (a) The revenues of the project, if any, including any special assessment revenues;
- (b) Amounts withheld under ORS 285B.449 (1);
- (c) The general fund of the Recipient; or
- (d) Any other source.

DATED this 1st day of June, 2021.

CITY OF UMATILLA

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

SPECIAL PUBLIC WORKS FUND EMERGENCY PROJECT
GRANT PLUS INTERIM LOAN FINANCING CONTRACT

Project Name: Umatilla River Pedestrian Bridge Replacement

Project Number: L21005

This financing contract (“Contract”), dated as of the date the Contract is fully executed, is made by the State of Oregon, acting by and through its Oregon Infrastructure Finance Authority of the Business Development Department (“OBDD”), and City of Umatilla (“Recipient”) for financing of the project referred to above and described in Exhibit C (“Project”). This Contract becomes effective only when fully signed and approved as required by applicable law. Capitalized terms not defined in section 1 and elsewhere in the body of the Contract have the meanings assigned to them by Exhibit A.

This Contract includes the following exhibits, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

Exhibit A	General Definitions
Exhibit B	Security
Exhibit C	Project Description
Exhibit D	Project Budget

SECTION 1 - KEY TERMS

The following capitalized terms have the meanings assigned below.

“Estimated Project Cost” means \$5,844,796.

“Grant Amount” means \$500,000.

“Interest Rate” means 0.25% per annum.

“Loan Amount” means \$937,555.

“Maturity Date” means the earlier of 3 years plus 90 days after the date of this Contract, or the receipt of Refunding Proceeds by either party.

“Project Closeout Deadline” means 90 days after the earlier of the Project Completion Date or the Project Completion Deadline.

“Project Completion Deadline” means 36 months after the date of this Contract.

SECTION 2 - FINANCIAL ASSISTANCE

The OBDD shall provide Recipient, and Recipient shall accept from OBDD, financing for the Project specified below:

- A. A non-revolving loan (the “Loan”) in an aggregate principal amount not to exceed the Loan Amount.
- B. A grant (the “Grant”) in an aggregate amount not to exceed the Grant Amount; provided however that total disbursements under this Grant shall not exceed the total local matching funds requirement for federal disaster relief for the Project or 25 percent of the total Costs of the Project, whichever is less.

Notwithstanding the above, the aggregate total of Financing Proceeds disbursed under this Contract cannot exceed the Costs of the Project.

SECTION 3 - DISBURSEMENTS

- A. Reimbursement Basis. The Financing Proceeds will be disbursed to Recipient on an expense reimbursement or costs-incurred basis. The Recipient must submit each disbursement request for the Financing Proceeds on an OBDD-provided or OBDD-approved disbursement request form (“Disbursement Request”).
- B. Financing Availability. The OBDD’s obligation to make, and Recipient’s right to request, disbursements under this Contract terminates on the Project Closeout Deadline.
- C. Payment to Contractors. The OBDD, in its sole discretion, may make direct payment to suppliers, contractors and subcontractors and others for sums due them in connection with construction of the Project, instead of reimbursing Recipient for those sums.
- D. Loan and Grant Allocation. OBDD will make disbursement of the Grant when OBDD determines all the applicable conditions precedent have been met, including Section 5.B(6). All subsequent disbursements will be allocated to the Loan.

SECTION 4 - LOAN PAYMENT; PREPAYMENT

- A. Promise to Pay. The Recipient shall repay the Loan and all amounts due under this Contract in accordance with its terms. Payments required under this Contract are, without limitation, payable from the sources of repayment described in the Act and this Contract, including but not limited to Exhibit B, and the obligation of Recipient to make all payments is absolute and unconditional. Payments will not be abated, rebated, set-off, reduced, abrogated, terminated, waived, postponed or otherwise modified in any manner whatsoever. Payments cannot remain unpaid, regardless of any contingency, act of God, event or cause whatsoever, including (without limitation) any acts or circumstances that may constitute failure of consideration, eviction or constructive eviction, the taking by eminent domain or destruction of or damage to the Project, commercial frustration of purpose, any change in the laws, rules or regulations of the United States of America or of the State of Oregon or any political subdivision or governmental authority, nor any failure of OBDD to perform any agreement, whether express or implied, or any duty, liability, or obligation arising out of or connected with the Project or this Contract, or any rights of set off, recoupment, abatement or counterclaim that Recipient might otherwise have against OBDD or any other party or parties; provided further, that payments hereunder will not constitute a waiver of any such rights.
- B. Interest. Interest accrues at the Interest Rate on each disbursement from the date of disbursement until the Loan is fully paid. Interest is computed by counting the actual days occurring in a 360-day year.

The Recipient authorizes OBDD to calculate interest accrued under the Loan, including as necessary to determine the loan amortization schedule, a loan prepayment, or a loan payoff amount. Absent manifest error, such calculations will be conclusive.
- C. Loan Payment. The entire outstanding balance of the Loan, including all accrued unpaid interest, is due and payable in full on the Maturity Date.
- D. Loan Prepayments.
 - (1) Mandatory Prepayment. The Refunding Proceeds shall be applied to repay the outstanding balance of the Contract. Further, Recipient shall prepay all or part of the outstanding balance of the Loan as may be required by this Contract.

- (2) Optional Prepayment. The Recipient may prepay all or part of the outstanding balance of the Loan on any day except a Saturday, Sunday, legal holiday or day that banking institutions in Salem, Oregon are closed.

E. Application of Payments. Regardless of any designation by Recipient, payments and prepayments by Recipient under this Contract or any of the Financing Documents will be applied first to any expenses of OBDD, including but not limited to attorneys' fees, then to unpaid accrued interest (in the case of prepayment, on the amount prepaid), then to the principal of the Loan. In the case of a Loan prepayment that does not prepay all the principal of the Loan, OBDD will determine, in its sole discretion, the method for how the Loan prepayment will be applied to the outstanding principal payments. A scheduled payment received before the scheduled repayment date will be applied to interest and principal on the scheduled repayment date, rather than on the day such payment is received.

SECTION 5 - CONDITIONS PRECEDENT

A. Conditions Precedent to OBDD's Obligations. The OBDD's obligations are subject to the receipt of the following items, in form and substance satisfactory to OBDD and its Counsel:

- (1) This Contract duly signed by an authorized officer of Recipient.
- (2) A copy of the ordinance, order or resolution of the governing body of Recipient authorizing the borrowing and the contemplated transactions and the execution and delivery of this Contract and the other Financing Documents.
- (3) An opinion of Recipient's Counsel.
- (4) Such other certificates, documents, opinions and information as OBDD may reasonably require.

B. Conditions to Disbursements. As to any disbursement, OBDD has no obligation to disburse funds unless all following conditions are met:

- (1) There is no Default or Event of Default.
- (2) The representations and warranties made in this Contract are true and correct on the date of disbursement as if made on such date.
- (3) The OBDD, in the reasonable exercise of its administrative discretion, has sufficient moneys in the Special Public Works Fund for use in the Project and has sufficient funding, appropriations, limitations, allotments and other expenditure authority to make the disbursement.
- (4) The Recipient has delivered to OBDD (in form and substance satisfactory to OBDD) an estimated schedule of Disbursement Requests for Project design, including anticipated number, submission dates, and amounts and, prior to the beginning of Project construction, an estimated schedule of Disbursement Requests for construction, including anticipated number, submission dates, and amounts.
- (5) The OBDD (a) has received a completed Disbursement Request, (b) has received any written evidence of materials and labor furnished to or work performed upon the Project, itemized receipts or invoices for payment, and releases, satisfactions or other signed statements or forms as OBDD may require, (c) is satisfied that all items listed in the Disbursement Request are reasonable and that the costs for labor and materials were incurred and are properly included in the Costs of the Project, and (d) has determined that the disbursement is only for costs defined as eligible costs under the Act and any implementing administrative rules and policies.

- (6) For the Grant, Department receives and approves evidence of (a) OR Emergency Management / FEMA approval of activities as described in the approved Project Worksheet (as described in Exhibit B) and (b) FEMA's payment of 75% of the requested reimbursement.
- (7) Any conditions to disbursement elsewhere in this Contract or in the other Financing Documents are met.

SECTION 6 - USE OF FINANCIAL ASSISTANCE

- A. Use of Proceeds. The Recipient shall use the Financing Proceeds only for the activities described in Exhibit C and according to the budget in Exhibit D. Recipient may not use any of the Grant proceeds for costs that are not allowed under the FEMA Project Worksheet. The Recipient may not transfer Financing Proceeds among line items in the budget without the prior written consent of OBDD.
- B. Costs of the Project. The Recipient shall apply the Financing Proceeds to the Costs of the Project in accordance with the Act and Oregon law, as applicable. Financing Proceeds cannot be used for costs in excess of one hundred percent (100%) of the total Costs of the Project.
- C. Costs Paid for by Others. The Recipient may not use any of the Financing Proceeds to cover costs to be paid for by other financing for the Project, whether from OBDD or from another State of Oregon agency or any third party.

SECTION 7 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT

The Recipient represents and warrants to OBDD:

- A. Estimated Project Cost, Funds for Repayment. A reasonable estimate of the Costs of the Project is shown in section 1, and the Project is fully funded. The Recipient will have adequate funds available to repay the Loan, and the Maturity Date does not exceed the usable life of the Project.
- B. Organization and Authority.
 - (1) The Recipient is a Municipality under the Act, and validly organized and existing under the laws of the State of Oregon.
 - (2) The Recipient has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Contract and the other Financing Documents, (b) incur and perform its obligations under this Contract and the other Financing Documents, and (c) borrow and receive financing for the Project.
 - (3) This Contract and the other Financing Documents executed and delivered by Recipient have been authorized by an ordinance, order or resolution of Recipient's governing body, and voter approval, if necessary, that was adopted in accordance with applicable law and requirements for filing public notices and holding public meetings.
 - (4) This Contract and the other Financing Documents have been duly executed by Recipient, and when executed by OBDD, are legal, valid and binding, and enforceable in accordance with their terms.
- C. Full Disclosure. The Recipient has disclosed in writing to OBDD all facts that materially adversely affect the Project, or the ability of Recipient to make all payments and perform all obligations required by this Contract and the other Financing Documents. The Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading. The information contained in this Contract and the other Financing Documents is true and accurate in all respects.

- D. Pending Litigation. The Recipient has disclosed in writing to OBDD all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the Project or the ability of Recipient to make all payments and perform all obligations required by this Contract and the other Financing Documents.
- E. No Defaults.
- (1) No Defaults or Events of Default exist or occur upon authorization, execution or delivery of this Contract or any of the Financing Documents.
 - (2) The Recipient has not violated, and has not received notice of any claimed violation of, any agreement or instrument to which it is a party or by which the Project or its property may be bound, that would materially adversely affect the Project or the ability of Recipient to make all payments and perform all obligations required by this Contract and the other Financing Documents.
- F. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Contract and the other Financing Documents will not: (i) cause a breach of any agreement, indenture, mortgage, deed of trust, or other instrument, to which Recipient is a party or by which the Project or any of its property or assets may be bound; (ii) cause the creation or imposition of any third party lien, charge or encumbrance upon any property or asset of Recipient; (iii) violate any provision of the charter or other document pursuant to which Recipient was organized or established; or (iv) violate any laws, regulations, ordinances, resolutions, or court orders related to Recipient, the Project or its properties or operations.
- G. Governmental Consent. The Recipient has obtained or will obtain all permits and approvals, and has made or will make all notifications, declarations, filings or registrations, required for the making and performance of its obligations under this Contract and the other Financing Documents, for the financing or refinancing and undertaking and completion of the Project.

SECTION 8 - COVENANTS OF RECIPIENT

The Recipient covenants as follows:

- A. Notice of Adverse Change. The Recipient shall promptly notify OBDD of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient or the Project related to the ability of Recipient to make all payments and perform all obligations required by this Contract or the other Financing Documents.
- B. Compliance with Laws. The Recipient shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to this Contract or the other Financing Documents, and the Project. In particular, but without limitation, Recipient shall comply with the following, as applicable:
- (1) State procurement regulations found in the Oregon Public Contracting Code, ORS chapters 279A, 279B and 279C.
 - (2) State labor standards and wage rates found in ORS chapter 279C.
 - (3) OAR 123-042-0165 (5) requirements for signs and notifications.

These laws, rules, regulations and orders are incorporated by reference in this Contract to the extent required by law.

- C. Project Completion Obligations. The Recipient shall:

- (1) Provide OBDD with copies of all plans and specifications relating to the Project, and a timeline for the bidding/award process, at least ten (10) days before advertising for bids.
 - (2) Provide a copy of the bid tabulation, notice of award, and contract to OBDD within ten (10) days after selecting a construction contractor.
 - (3) Permit OBDD to conduct inspection of the Project at any time.
 - (4) Complete the Project using its own fiscal resources or money from other sources to pay for any Costs of the Project in excess of the total amount of financial assistance provided pursuant to this Contract.
 - (5) Complete the Project no later than the Project Completion Deadline, unless otherwise permitted by OBDD in writing.
 - (6) Obtain and maintain as-built drawings for all facilities constructed as part of the Project.
- D. Ownership of Project. During the term of the Loan, the Project is and will continue to be owned by Recipient. The Project will be operated by Recipient or by a person under a management contract or operating agreement with Recipient.
- E. Operation and Maintenance of the Project. The Recipient shall operate and maintain the Project in good repair and operating condition so as to preserve the long term public benefits of the Project, including making all necessary and proper repairs, replacements, additions, and improvements during term of the Loan. On or before the Project Closeout Deadline, Recipient shall adopt a plan acceptable to OBDD for the on-going operation and maintenance of the Project without reliance on OBDD financing and furnish OBDD, at its request, with evidence of such adoption. The plan must include measures for generating revenues sufficient to assure the operation and maintenance of the Project during the usable life of the Project.
- F. Insurance, Damage. The Recipient shall maintain, or cause to be maintained, insurance policies with responsible insurers or self-insurance programs, insuring against liability and risk of direct physical loss, damage or destruction of the Project, at least to the extent that similar insurance is customarily carried by governmental units constructing, operating and maintaining similar facilities. Nothing in this provision precludes Recipient from asserting a defense against any party other than OBDD, including a defense of immunity. If the Project or any portion is destroyed, any insurance proceeds will be paid to OBDD and applied to prepay the outstanding balance on the Loan in accordance with section 4.D.(1), unless OBDD agrees in writing that the insurance proceeds may be used to rebuild the Project.
- G. Sales, Leases and Encumbrances. Except as specifically described in Exhibit D, Recipient shall not sell, lease, exchange, abandon, transfer or otherwise dispose of any substantial portion of or interest in the Project or any system that provides revenues for payment or is security for the Loan, unless worn out, obsolete, or, in the reasonable business judgment of Recipient, no longer useful in the operation of the Project. Nevertheless, OBDD may consent to such disposition if it has received 90 days' prior written notice from Recipient. Such consent may require assumption by transferee of all of Recipient's obligations under the Financing Documents and payment of OBDD's costs related to such assumption. In the case of sale, exchange, transfer or other similar disposition, Recipient shall, within 30 days of receipt of any proceeds from such disposition, first, prepay the entire outstanding balance on the Loan in accordance with section 4.D.(1), unless OBDD agrees otherwise in writing. If Recipient abandons the Project, Recipient shall prepay the entire outstanding balance of the Loan immediately upon demand by OBDD.

- H. Condemnation Proceeds. If the Project or any portion is condemned, any condemnation proceeds will be paid to OBDD and applied to prepay the outstanding balance of the Loan in accordance with section 4.D.(1).
- I. Financial Records. The Recipient shall keep accurate books and records for the revenues and funds that are the source of repayment of the Loan, separate and distinct from its other books and records, and maintain them according to generally accepted accounting principles established by the Government Accounting Standards Board in effect at the time. The Recipient shall have these records audited annually by an independent certified public accountant, which may be part of the annual audit of all records of Recipient.
- J. Inspections; Information. The Recipient shall permit OBDD and any party designated by OBDD: (i) to inspect, at any reasonable time, the property, if any, constituting the Project; and (ii) at any reasonable time, to inspect and make copies of any accounts, books and records, including, without limitation, its records regarding receipts, disbursements, contracts, investments and any other related matters, and financial statements or other documents related to its financial standing. The Recipient shall supply any related reports and information as OBDD may reasonably require. In addition, Recipient shall, upon request, provide OBDD with copies of loan documents or other financing documents and any official statements or other forms of offering prospectus relating to any other bonds, notes or other indebtedness of Recipient that are issued after the date of this Contract.
- K. Records Maintenance. The Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Contract, the Project or the Financing Proceeds for a minimum of six years, or such longer period as may be required by other provisions of this Contract or applicable law, following the Project Closeout Deadline. If there are unresolved issues at the end of such period, Recipient shall retain the books, documents, papers and records until the issues are resolved.
- L. Economic Benefit Data. The OBDD may require Recipient to submit specific data on the economic development benefits of the Project and other information to evaluate the success and economic impact of the Project, from the date of this Contract until six years after the Project Completion Date. The Recipient shall, at its own expense, prepare and submit the data within the time specified by OBDD.
- M. Disadvantaged Business Enterprises. ORS 200.090 requires all public agencies to “aggressively pursue a policy of providing opportunities for disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own and emerging small businesses...” The OBDD encourages Recipient in any contracting activity to follow good faith efforts as described in ORS 200.045, available at https://www.oregonlegislature.gov/bills_laws/ors/ors200.html. Additional resources are provided by the Governor’s Policy Advisor for Economic and Business Equity. Also, the Certification Office for Business Inclusion and Diversity at the Oregon Business Development Department maintains a list of certified firms and can answer questions. Search for certified MWESB firms on the web at: <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>.
- N. Professional Responsibility. A professional engineer or architect, as applicable, registered and in good standing in Oregon, will be responsible for the design and construction of the Project. All service providers retained for their professional expertise must be certified, licensed, or registered, as appropriate, in the State of Oregon for their specialty. The Recipient shall follow standard construction practices, such as bonding requirements for construction contractors, requiring errors and omissions insurance, and performing testing and inspections during construction.

- O. Notice of Default. The Recipient shall give OBDD prompt written notice of any Default as soon as Recipient becomes aware of its existence or reasonably believes a Default is likely.
- P. Indemnity. To the extent authorized by law, Recipient shall defend (subject to ORS chapter 180), indemnify, save and hold harmless OBDD and its officers, employees and agents from and against any and all claims, suits, actions, proceedings, losses, damages, liability and court awards including costs, expenses, and attorneys' fees incurred related to any actual or alleged act or omission by Recipient, or its employees, agents or contractors; however, the provisions of this section are not to be construed as a waiver of any defense or limitation on damages provided for under Chapter 30 of the Oregon Revised Statutes or under the laws of the United States or other laws of the State of Oregon.
- Q. Further Assurances. The Recipient shall, at the request of OBDD, authorize, sign, acknowledge and deliver any further resolutions, conveyances, transfers, assurances, financing statements and other instruments and documents as may be necessary or desirable for better assuring, conveying, granting, assigning and confirming the rights, security interests and agreements granted or intended to be granted by this Contract and the other Financing Documents.

SECTION 9 - DEFAULTS

Any of the following constitutes an “Event of Default”:

- A. The Recipient fails to make any Loan payment when due.
- B. The Recipient fails to make, or cause to be made, any required payments of principal, redemption premium, or interest on any bonds, notes or other material obligations, for any other loan made by the State of Oregon.
- C. Any false or misleading representation is made by or on behalf of Recipient in this Contract, in any other Financing Document or in any document provided by Recipient related to this Loan or the Project.
- D. (1) A petition, proceeding or case is filed by or against Recipient under any federal or state bankruptcy or insolvency law, and in the case of a petition filed against Recipient, Recipient acquiesces to such petition or such petition is not dismissed within 20 calendar days after such filing, or such dismissal is not final or is subject to appeal;
- (2) The Recipient files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, liquidation, dissolution, winding-up or composition or adjustment of debts;
- (3) The Recipient becomes insolvent or bankrupt or admits its inability to pay its debts as they become due, or makes an assignment for the benefit of its creditors;
- (4) The Recipient applies for or consents to the appointment of, or taking of possession by, a custodian (including, without limitation, a receiver, liquidator or trustee) of Recipient or any substantial portion of its property; or
- (5) The Recipient takes any action for the purpose of effecting any of the above.
- E. The Recipient defaults under any other Financing Document and fails to cure such default within the applicable grace period.
- F. The Recipient fails to perform any obligation required under this Contract, other than those referred to in subsections A through E of this section 9, and that failure continues for a period of 30 calendar days after written notice specifying such failure is given to Recipient by OBDD. The OBDD may

agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

SECTION 10 - REMEDIES

- A. Remedies. Upon any Event of Default, OBDD may pursue any or all remedies in this Contract or any other Financing Document, and any other remedies available at law or in equity to collect amounts due or to become due or to enforce the performance of any obligation of Recipient. Remedies may include, but are not limited to:
- (1) Terminating OBDD's commitment and obligation to make any further disbursements of Financing Proceeds under the Contract.
 - (2) Declaring all payments under the Contract and all other amounts due under any of the Financing Documents immediately due and payable, and upon notice to Recipient the same become due and payable without further notice or demand.
 - (3) Barring Recipient from applying for future awards.
 - (4) Withholding amounts otherwise due to Recipient for application to the payment of amounts due under this Contract, including as provided in ORS 285B.449.
 - (5) Foreclosing liens or security interests pursuant to this Contract or any other Financing Document.
 - (6) Requiring repayment of the Grant funds.
- B. Application of Moneys. Any moneys collected by OBDD pursuant to section 10.A will be applied first, to pay any attorneys' fees and other fees and expenses incurred by OBDD; then, to repay any Grant proceeds owed; then, to pay interest due on the Loan; then, to pay principal due on the Loan; and last, to pay any other amounts due and payable under this Contract or any of the Financing Documents.
- C. No Remedy Exclusive; Waiver; Notice. No remedy available to OBDD is intended to be exclusive, and every remedy will be in addition to every other remedy. No delay or omission to exercise any right or remedy will impair or is to be construed as a waiver of such right or remedy. No single or partial exercise of any right power or privilege under this Contract or any of the Financing Documents will preclude any other or further exercise thereof or the exercise of any other such right, power or privilege. The OBDD is not required to provide any notice in order to exercise any right or remedy, other than notice required in section 9 of this Contract.
- D. Default by OBDD. In the event OBDD defaults on any obligation in this Contract, Recipient's remedy will be limited to injunction, special action, action for specific performance, or other available equitable remedy for performance of OBDD's obligations.

SECTION 11 - MISCELLANEOUS

- A. Time is of the Essence. The Recipient agrees that time is of the essence under this Contract and the other Financing Documents.
- B. Relationship of Parties; Successors and Assigns; No Third Party Beneficiaries.
- (1) The parties agree that their relationship is that of independent contracting parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265.

- E. No Construction against Drafter. This Contract is to be construed as if the parties drafted it jointly.
- F. Severability. If any term or condition of this Contract is declared by a court of competent jurisdiction as illegal, invalid or unenforceable, that holding will not invalidate or otherwise affect any other provision.
- G. Amendments, Waivers. This Contract may not be amended without the prior written consent of OBDD (and when required, the Department of Justice) and Recipient. This Contract may not be amended in a manner that is not in compliance with the Act. No waiver or consent is effective unless in writing and executed by the party against whom such waiver or consent is sought to be enforced. Such waiver or consent will be effective only in the specific instance and for the specific purpose given.
- H. Attorneys' Fees and Other Expenses. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the prevailing party in any dispute arising from this Contract is entitled to recover its reasonable attorneys' fees and costs at trial and on appeal. Reasonable attorneys' fees cannot exceed the rate charged to OBDD by its attorneys. The Recipient shall, on demand, pay to OBDD reasonable expenses incurred by OBDD in the collection of Loan payments.
- I. Choice of Law; Designation of Forum; Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Contract, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

Any party bringing a legal action or proceeding against any other party arising out of or relating to this Contract shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

- J. Integration. This Contract (including all exhibits, schedules or attachments) and the other Financing Documents constitute the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Contract.
- K. Execution in Counterparts. This Contract may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.

The Recipient, by its signature below, acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.



STATE OF OREGON
 acting by and through its
 Oregon Infrastructure Finance Authority
 of the Business Development Department



CITY OF UMATILLA

By: _____
 Chris Cummings, Assistant Director
 Economic Development

By: _____
 David Stockdale, City Manager

Date: _____

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

 /s/ Wendy Johnson per email dated 20 May 2021
 Wendy Johnson, Senior Assistant Attorney General

EXHIBIT A - GENERAL DEFINITIONS

As used in this Contract, the following terms have the meanings below.

“Act” means ORS 285B.410 through 285B.482, as amended.

“Award” means the award of financial assistance to Recipient by OBDD dated 30 April 2021.

“Costs of the Project” means Recipient’s actual costs (including any financing costs properly allocable to the Project) that are (a) reasonable, necessary and directly related to the Project, (b) permitted by generally accepted accounting principles to be Costs of the Project, and (c) are eligible or permitted uses of the Financing Proceeds under applicable state or federal statute and rule.

“Counsel” means an attorney at law or firm of attorneys at law duly admitted to practice law before the highest court of any state, who may be of counsel to, or an employee of, OBDD or Recipient.

“Default” means an event which, with notice or lapse of time or both, would become an Event of Default.

“Financing Documents” means this Contract and all agreements, instruments, documents and certificates executed pursuant to or in connection with OBDD’s financing of the Project.

“Financing Proceeds” means the proceeds of the Loan and Grant collectively or Loan or Grant individually without distinction.

“Lottery Bonds” means any bonds issued by the State of Oregon that are special obligations of the State of Oregon, payable from unobligated net lottery proceeds, together with any refunding bonds, used to finance or refinance the Project through the initial funding or refinancing of all or a portion of the Loan.

“Municipality” means any entity described in ORS 285B.410(9).

“ORS” means the Oregon Revised Statutes.

“Project Completion Date” means the date on which Recipient completes the Project.

“Refunding Proceeds” means the proceeds of any subsequent short- or long-term financing, whether resulting from the sale of tax-exempt bonds or otherwise, issued to refund the Loan or to finance the Project.

“System” means Recipient’s street system, which includes the Project or components of the Project, as it may be modified or expanded from time to time.

EXHIBIT B - SECURITY

- A. General Fund Pledge. The Recipient pledges its full faith and credit and taxing power within the limitations of Article XI, sections 11 and 11 b, of the Oregon Constitution to pay the amounts due under this Contract. All amounts due under this Contract are payable from all legally available funds of Recipient.
- B. Refunding Proceeds. The outstanding principal of and accrued, but unpaid, interest on the Loan shall be payable from any Refunding Proceeds. The Recipient hereby grants to OBDD a security interest in and irrevocably pledges the Refunding Proceeds to pay all of the obligations owed by Recipient to OBDD under this Contract. The Refunding Proceeds pledged and hereafter received by Recipient will be immediately subject to the lien of this pledge without physical delivery or further act, and the lien of this pledge will be superior to all other claims and liens to the fullest extent permitted by ORS 287A.310. The Recipient represents and warrants that this pledge of Refunding Proceeds complies with, and is valid and binding from the effective date of this Contract as described in, ORS 287A.310.
- C. Pledge of Net Revenues of the System.
1. All payment obligations under this Contract and the other Financing Documents are payable from the revenues of Recipient's System after payment of operation and maintenance costs of the System ("Net Revenues"). The Recipient irrevocably pledges and grants to OBDD a security interest in the Net Revenues to pay all of Recipient's obligations under this Contract and the other Financing Documents. The Net Revenues pledged pursuant to the preceding sentence and received by Recipient will immediately be subject to the lien of this pledge without physical delivery, filing or further act, and the lien of this pledge is superior to all other claims and liens, except as provided in subsections 2 and 3 of this section C, to the fullest extent permitted by ORS 287A.310. The Recipient represents and warrants that this pledge of Net Revenues complies with, and is valid and binding from the date of this Contract as described in, ORS 287A.310.
 2. The Recipient shall not incur any obligation payable from or secured by a lien on and pledge of the Net Revenues that is superior to, or on parity with the Loan.
 3. Notwithstanding the requirements of subsection 2 of this section C, loans previously made and loans made in the future by OBDD to Recipient that are secured by the Net Revenues may have a lien on such Net Revenues on parity with the Loan; provided that nothing in this paragraph will adversely affect the priority of any of OBDD's liens on such Net Revenues in relation to the lien(s) of any third party(ies).

EXHIBIT C - PROJECT DESCRIPTION

This project will have three primary elements: Removal of a pedestrian bridge over the Umatilla River damaged during 2019 flooding declared as a disaster (DR-4452-OR), construction of the new bridge, and wetland mitigation, all in accordance with FEMA’s City of Umatilla’s Project 113711 Pedestrian Bridge. The Recipient shall:

1. Remove the existing bridge and water line components. The existing waterline will be decommissioned and the piping removed from the area. The bridge’s concrete elements remaining will be removed and the footings in the river will be removed.
2. Construct a 10-ft wide, single-span, steel truss bridge. The elevation of the new bridge will be 5- 10’ higher than the current one. The bridge will feature two viewing platforms in the middle of the bridge on either side looking over the river. Abutment will be added to the river bank with rip rap to aid with stabilization. To connect the new bridge to the existing shared-use paths along the river, new ADA-compliant ramps and approaches will be installed. Wetland impacts from the ramped approaches may be mitigated with retaining walls.
3. Complete wetland impact mitigation work around the project site.

EXHIBIT D - PROJECT BUDGET

Budget Line Items	SPWF Source	Insurance Proceeds	FEMA	Totals
Engineering / Architecture**	\$221,945		\$665,836	\$887,781
Construction	877,933	\$93,573	\$2,633,798	\$3,605,304
Construction Contingency	\$219,618		\$658,855	\$878,473
Other Legal/Admin	\$21,962		\$65,886	\$87,848
Other Topo, Utility, Boundary surveys	\$8,250		\$24,750	\$33,000
Environmental Review	\$87,847		\$264,543	\$352,390
Total Project Costs	\$1,437,555	\$93,573	\$4,313,668	\$5,844,796

Authorized Signature Card for Cash Payments on Oregon Business Development Department Awards

Recipient	Project Number
Signatures of Delegated Authorized Individuals to Request Payments (Two signatures are required to request disbursement of funds)	
_____ Typed Name and Title (1) a _____ Signature (Highest Elected Official must not sign here)	_____ Typed Name and Title (1) b _____ Signature (Highest Elected Official must not sign here)
Additional Signatures (if desired)	
_____ Typed Name and Title (1) c _____ Signature (Highest Elected Official must not sign here)	_____ Typed Name and Title (1) d _____ Signature (Highest Elected Official must not sign here)
I certify that the signatures above are of the individuals authorized to draw funds for the cited project. _____ Typed Name, Title and Date (2) _____ Signature of Highest Elected Official or duly authorized official for the Recipient (Must not be listed in item (1) a through (1) d above)	Agency Use Only: Date Received:

Oregon Business Development Department/Authorized Signature Card

Preparation of the Authorized Signature Card Form: If a mistake is made, or a change is necessary during the preparation of the signature card form, please prepare a new form, since erasures or corrections of any kind will not be acceptable. If you want to change individuals authorized to draw funds from the project, then please submit a new signature card. Any updated signature card will replace the previous one, so please be sure to include the names of all authorized individuals.

- | | |
|---------------|--|
| Item # | Explanation |
| (1) a-d | Type the names and titles, and provide the signatures of the officials of your organization who are authorized to make draws on project funds. (Note: Two signatures are required. We recommend showing three or four signatures to allow adequate signature coverage.) |
| (2) | Enter the typed name, title, date and signature of the Highest Elected Official, or other official duly authorized by the governing body of the Recipient, certifying the authenticity of the signatures of individuals listed in Item (1) a through (1) d. The person signing here must not be listed in Item (1) a through d. |
| (3) | Leave blank—Oregon Business Development Department will sign here. |

Complete one form and return it to: Oregon Business Development Department
 775 SUMMER ST NE STE 200
 SALEM OR 97301-1280

CITY OF UMATILLA, OREGON

AGENDA BILL

<p>Agenda Title: Local Business Grant Application Review:</p> <p>Charlotte Baxter, has submitted a grant request from the Local Business Grant program for reimbursement of remodeling the building located at 610 6th Street aka Old Nicks Tavern. This application is for the 1st Quarter of the 21-22 FY. The scope of work includes ceiling repairs and flooring. The total project cost is \$18,020.00.</p> <p>Keith Morgan, has submitted a grant request from the Local Business Grant program for reimbursement of improvements on his property located at 3793 Powerline Road, Powerline Storage, LLC. This application is for the 1st Quarter of the 21-22 FY. The scope of work includes; Drop powerline, pave, curb/sidewalk, lighting/landscaping and fencing. The total project cost is \$70,000.00.</p>	<p>Meeting Date: 2021-06-01</p>
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Department: Community Development	Director: Brandon Seitz	Contact Person: Esmeralda Horn	Phone Number:
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<p>Cost of Proposal: \$27,500.00</p> <p>Amount Budgeted: \$225,000.00</p>	<p>Fund(s) Name and Number(s): General Fund - 01</p>
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<p>Reviewed by Finance Department: Yes</p>	<p>Previously Presented: N/A</p>
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Attachments to Agenda Packet Item:

[LBG-Baxter.pdf](#)

[LBG-Morgan.pdf](#)

Summary Statement:

The Community Development Department has reviewed the applications and recommends the following;

Motion to award maximum grant in the amount of \$27,500 to Keith Morgan and deny Charlotte Baxter's grant application due to an incomplete application.

Consistent with Council Goals:

Goal 2: Promote Economic Development and Job Growth.



City of Umatilla Downtown Revitalization Grant Program

Not Recomm

Welcome to the City of Umatilla Downtown Revitalization Grant Program. This program is available to commercial and mixed-use buildings in the Downtown District. The city has set aside funds to provide up to **\$26,500 annual match** for eligible improvements.

Application Process:

To apply for a grant, review and complete Sections 1 thru 8 of the application. Grants will be accepted for submittal twice yearly (May 15th to May 31st and November 15th to November 31st). **This application must be submitted and approved PRIOR to work commencing.** Submit the completed application to the City of Umatilla, Community Development Department, 700 6th St Umatilla, OR or via email to Esmeralda Horn at: esmeralda@umatilla-city.org

Section 1 – Applicant Information

Section 2 – Project Information

Section 3 – Submittal List

Section 4 – Grant Request and Approval Process

Section 5 – Grant Funds Distribution Process

Section 6 – Signature

City of Umatilla Downtown Revitalization Grant Program Application

Section 1 – Applicant Information

Company/Business Name: Olde Nicks

Address of Subject Property: 610 6th Street, Umatilla

Assessor Tax Lot Number: 5N2817-BC-04300 thru 04600

Mailing Address: 37 Cliff St. Umatilla OR 97882

Contact Person: Charlotte Baxter Email Address: [REDACTED]

Phone Number: [REDACTED] Fax Number: _____

Applicant is the: Building Owner Tenant

Building Owner Information (if different from applicant):

Owner Name: Hat Rock Capital LLC

Mailing Address: 2401 NW Walden Dr., Camas, WA 98607

Contact Person: Ken Peterson, Jr. Email Address: [REDACTED]

Phone Number: [REDACTED] Fax Number: NA

Signature of Building Owner indicating consent for improvements: Kenneth Peterson
by: Meredith

Section 2 – Project Information

Project Start Date: _____ Anticipated Completion Date: _____

Estimated Budget for Proposed Project: \$ _____

A general description of the overall project scope is appreciated (here). Also, applicants are encouraged to prepare a written response to the approval criteria.

Will you be using a contractor for this project? Yes No

If yes, please supply the following contractor information:

Contractor Business Name: _____

Address: _____

Contact Person: _____ Phone Number: _____

Attach a copy of the cost estimate from the contractor

Note: At least one competitive bid must be provided for service estimates greater than \$500.00. For projects that do not use a contractor, only materials will be reimbursed (not labor or tools).

Section 3– Submittal List

Please attach copies of the required submittals to this application.

- Photographs clearly showing existing conditions of the building to be improved.
- Drawings or sketches showing the proposed improvement(s) on the building and placement of other features around the building, if applicable.
- Exact color samples of paint and other materials to be used for the proposed improvement(s).
- Cost estimate for the project (itemized).
- Written statement explaining how proposed changes demonstrate compliance with downtown design standards.

Section 4 – Grant Request and Approval Process

Estimated total budget for proposed project (listed in Section 3): \$ _____

Portion of estimated budget that qualifies: \$ _____ x .75 = \$ _____

Total Grant Amount Requested (not to exceed \$26,500): \$ _____

Approval Process:

- Upon receipt of a completed application, a three (3) City Council will review the application and will make a decision shortly after the submittal deadline date. Staff may contact you ahead of the deadline to clarify the project scope.
- Approval is based upon: 1) Readiness to proceed, 2) visual prominence of the building/location, 3) ability to demonstrate compliance with applicable building design standards 4) restoration of historical elements (if applicable) and 5) leverage of other project funds as available.
- Conditions of Approval may be applied to ensure compliance with the code standards of the Downtown district, which may be identified as part of the Grant Approval Agreement.
- Staff may choose to forward an application to the City Council for review.
- **Grant recipients are required to sign the agreement before construction begins.**

If an application is not approved, the City of Umatilla will provide a written explanation and may include recommendations for steps that may be taken to receive approval.

Section 5 – Grant Funds Distribution Process

- Funds are limited to the annual budget process (\$50,000 total amount available in FY 19-20)
 - (1) No more than 80% of the annual program budget can be spent in Round 1
 - (2) All remaining budgeted funds may be awarded in Round 2 (though, not required)
- Minimum Grant Match Requirement = 25%. Applicants can request a larger personal match, if desired
- Maximum Grant Award Not to Exceed \$26,250
- All awards from the City Council are final.
- Recipients will receive a Notification of Award from CDD upon Council approval
- Grant monies will be issued after project is complete.
- Projects must be completed within 6 months of approval. Upon completion of a project,
- City staff must be contacted for a site inspection. If the staff finds that the project complies with all standards and conditions above and with the pre-approved plans submitted with the application, the City shall provide the agreed upon amount of funding.
- If a contractor was used, a copy of the invoice and proof of payment must be provided to the City before funds can be released.
- If a contractor was not used, receipts accompanied by proof of payment must be provided before reimbursement can be issued.
- All receipts must be received within 30 days of project completion.
- Only materials may be reimbursed for projects that do not use a contractor (cost of shipping, tools/machinery and labor are not reimbursable items).
- Funds shall then be disbursed within thirty (30) days from the date invoices are received.
- In order to encourage multiple business to apply and to disperse the distribution across several businesses, no applicant may:
 - (1) Receive more than three awards over the past four years, and
 - (2) Receive more than \$52,500 in total awards over the past four years, and
 - (3) Receive more than two awards per round (applicant may apply for more than one faced grant improvement per round if they can clearly demonstrate that they have two unique improvement projects.

Section 6 - Signature

I agree that the information provided above and within is accurate and correct to the best of my knowledge.

Signature of Applicant: Charlotte Baxter Date: 4/28/21

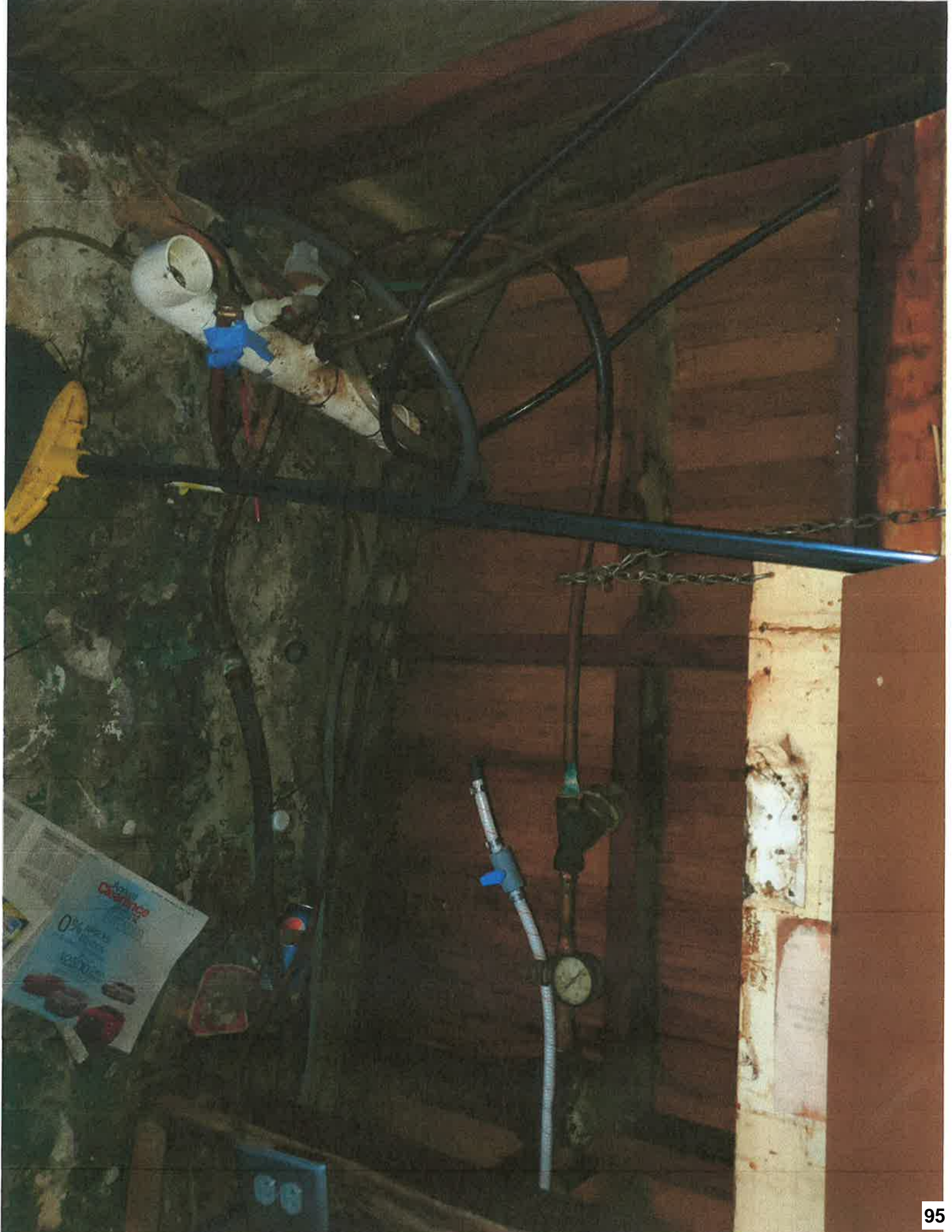






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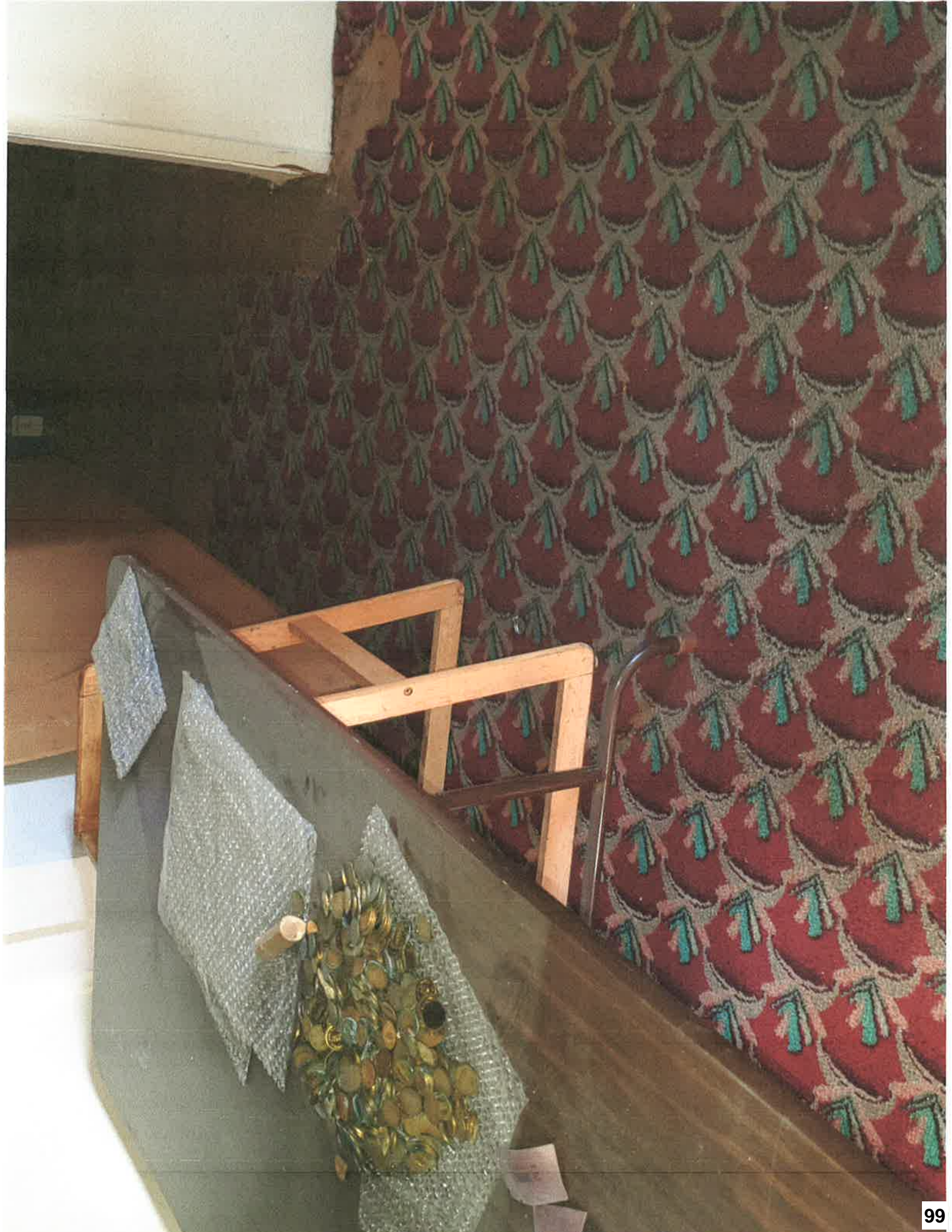
Don't Put Shovel
here. It's full
and the ash
will spill out

















Don't put sleep
here. It falls
around the whole















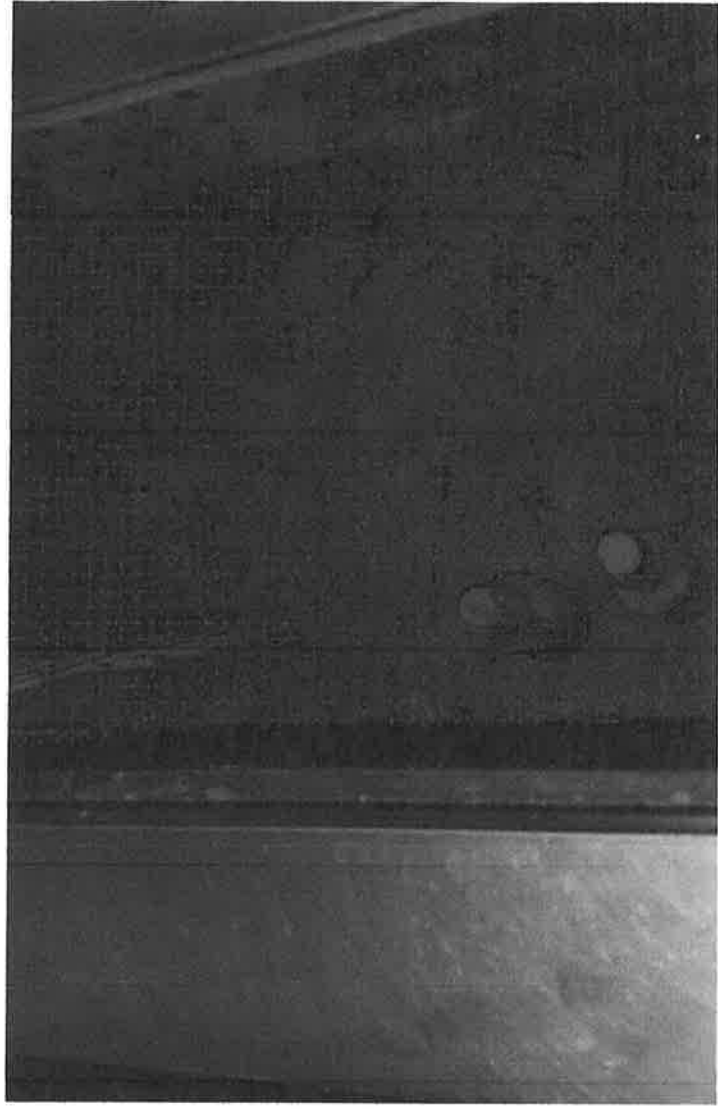


















LOCAL BUSINESS GRANT APPLICATION

Date Received: 04/27/21

BUILDING/BUSINESS NAME: Powerline Storage LLC

ADDRESS: 3793 Powerline Rd

Please include the following items to complete your application:

- Application with Owner Authorization {if the Applicant is not the property owner}
- Lease Agreement or Letter of Intent to Lease between property owner and tenant
- "Before" photographs of the property
- Any architectural drawings, plans, elevations, or sketches related to this project {for construction projects}
- Proof of funds needed to complete proposed project
- Applicants W-9

APPLICANT INFORMATION

Name:	<u>Keith Morgan</u>	Property Address:	<u>3793 Powerline Rd</u>
Mailing Address:	<u>P.O. Box 522 Umatilla OR 97882</u>		
Phone:	[REDACTED]	Email:	[REDACTED]

PROPERTY OWNER INFORMATION (If different from Applicant)

Name:		Property Address:	
Mailing Address:			
Phone:		Email:	

BUSINESS INFORMATION

Describe the business that occupies or will occupy the improved space. Please include hours of operation and the anticipated hours with the most customers/traffic:

Powerline Storage LLC
Storage Facility - Mini Storage -
24 hr Access

ABOUT THE PROPOSED PROJECT

Describe the proposed project:

Drop Power line
Pave Powerline Rd - Gap
Curb and Sidewalks
Lighting & Landscaping
Multiple Steel Storage Buildings
Fencing

How does your proposed project help the City accomplish its goals and objectives?

Number of New Jobs Created: _____

What other relevant information would you like to share regarding your project and why it should be funded?

I am asking for the grants because what the City is asking us to do is on City Property not our property. We are asking for 3 different grants

1.) Powerline overhead to underground	\$22,500	/ \$69,500
2.) Pave gap to Powerline Rd.	\$20,000	
3.) Curb Sidewalk & Landscaping	\$27,000	

PUBLIC INFORMATION NOTICE

All information submitted by Applicants shall be public records and subject to disclosure pursuant to the Oregon Public Records Act {ORS 192.410 et seq.}, except such portions for which Applicant requests exception from disclosure consistent with Oregon law. Any portion of a submittal that the Applicant claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501(2) and ORS 192.502(4). Applicant must clearly identify such material, by marking it "CONFIDENTIAL," and provide separate notice in writing of the status of this material to the official contact.

OWNER AUTHORIZATION (Only required if Applicant is not the property owner)

I, Keith C Morgan, am the owner of the property located at 3793 Powerline Rd in Umatilla, Oregon. I hereby give authorization for Powerline Storage LLC, the Applicant, to alter my building. I do not waive the right to review and approve any proposed project before it commences.

Name of Owner: Keith & Eric Morgan Powerline Storage LLC

Signature of Owner: Keith C Morgan // Date: 4/29/21

STATEMENT OF UNDERSTANDING AND CERTIFICATION BY APPLICANT

I, Keith C Morgan, {The Applicant} certify that I am authorized to sign on behalf of the Applicant entity. I understand that the City Council must approve the proposed project, with Notice of Award issued in writing, in order to be eligible for reimbursement. Certain changes or modifications may be required by CDD prior to final approval. A Notice of Award will not be issued before the CDD has received the necessary bids for the approved work. Any work started before the Notice of Award is issued may not be eligible for reimbursement. Furthermore, changes to the scope of work must be approved by CDD prior to initiating the work in order for that work to be eligible for reimbursement.

If approved, the applicant hereby authorizes the CDD, and those acting within the City's authority, to use before and after photographed images of this project, both in print and online.

The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the Applicant's knowledge. Verification of any of the information contained in this application may be obtained by staff.

Name of Applicant: Keith C Morgan Powerline Storage LLC

Signature of Applicant: Keith C Morgan // Date: 4-29-21

RE: [INTERNET] Re: Pacific Power OH to UG conversion plan on Powerline Road #6972833

From: Triebelhorn, Douglas (PacificCorp) (douglas.triebelhorn@pacificcorp.com)

To: keithcmorgan@yahoo.com

Date: Monday, March 1, 2021, 12:21 PM PST

Mr. Morgan,

I've calculated rough **ballpark costs** for both options along with some details as listed below. In either option you will be required to trench and install the conduits and vault for option #2. See attached sketches.

#1. \$22,500. This is for the short route (approximately 300') between our existing pole# 202001 & 292900. You will be required to dig a 36" deep trench and install two 6" PVC conduits between these two poles. Pacific Power will reframe both poles, remove the OH wire, build the 6" risers down the poles and install the UG wire.

Payment for

11:30

city street

MAY / JUNE

#2. \$46,000. This is for the long route (approximately 570') between our existing pole# 202001 & 292901 AND approximately 180' between pole# 200000 and the UG transformer# 290981 (by the radio towers on Radar Road). You will be required to dig a 36" deep trench for both of these routes, install two 6" PVC conduits between the poles on Powerline Road, install one 3" PVC conduit between the locations on Radar Road and install a 6'x6' pulling vault in the middle of the two 6" conduits along Powerline Road. See attached pulling vault spec.

Let me know if you'd like to proceed with either of these options.

Doug Triebelhorn

Pacific Power Estimator

(541) 278-2957

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <i>Keith C & Edie J. Morgan</i>	
2 Business name/disregarded entity name, if different from above <i>Powerline Storage LLC</i>	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. <i>3793 Powerline Rd</i>	Requester's name and address (optional)
6 City, state, and ZIP code <i>Umatilla, OR 97882</i>	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number <div style="background-color: black; height: 20px; width: 100%;"></div>																				
or																				
Employer identification number <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>																				

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶ <i>Keith C Morgan</i>	Date ▶ <i>5-26-21</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

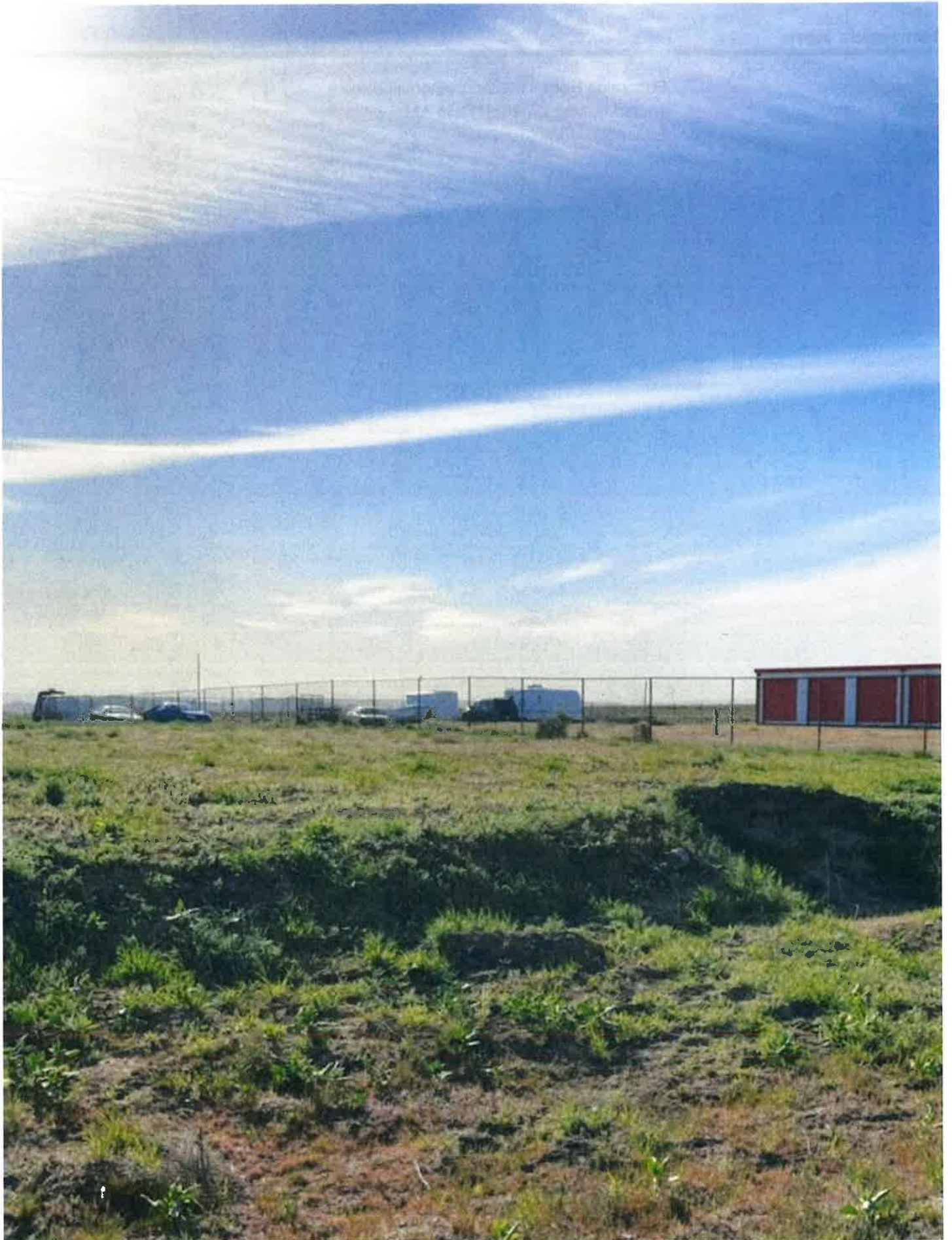
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

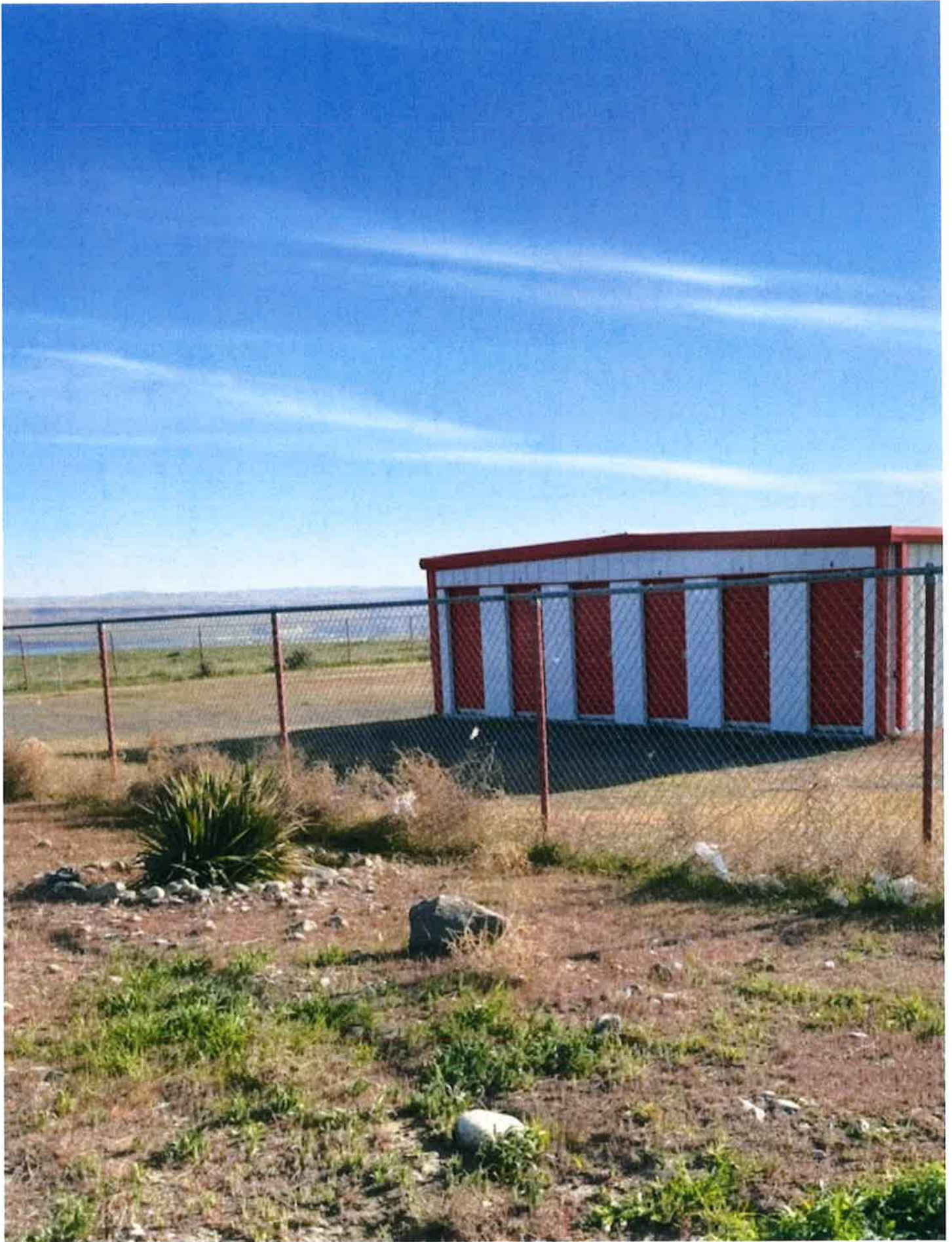
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding,









CITY OF UMATILLA, OREGON

AGENDA BILL

<p>Agenda Title: Downtown Revitalization Grant Application Review:</p> <p>Marla May, has submitted a grant request from the Downtown Revitalization Grant program for reimbursement of exterior improvements for the building located at 1508 6th Street, Umatilla Liquor Store. This application is for the 1st Round of FY22. The scope of work includes; signage, asphalt seal/stripe, concrete work, paint/rock veneer and front roof update. The total project cost is \$43,198.</p> <p>Mitch McClannahan, has submitted a grant request from the Downtown Revitalization Grant program for reimbursement of exterior improvements for the building located at 500/528 6th Street. This application is for the 1st Round of FY22. The scope of work includes paint and rock veneer. The total project cost is \$33,500.</p> <p>Martin Pitney, has submitted a grant request from the Downtown Revitalization Grant program for the reimbursement of site improvements to the property located at 220 6th Street, Photography Plus, Inc. This application is for the 1st Round of FY22. The scope of work includes landscaping, paving and striping the west side of the building. The total project cost is \$26,930.</p>	<p>Meeting Date: 2021-06-01</p>
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<p>Department: Community Development</p>	<p>Director: Brandon Seitz</p>	<p>Contact Person: Esmeralda Horn</p>	<p>Phone Number:</p>
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<p>Cost of Proposal: \$71,822.50</p> <p>Amount Budgeted: \$170,000.00</p>	<p>Fund(s) Name and Number(s): General Fund - 01</p>
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<p>Reviewed by Finance Department: Yes</p>	<p>Previously Presented: N/A</p>
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Attachments to Agenda Packet Item:

[DTRG-May.pdf](#)

[DTRG-McClanahan.pdf](#)

[DTRG-Pitney.pdf](#)

Summary Statement:

The Community Development Department has reviewed the applications and recommends the following;

Motion to award a Downtown Revitalization Grant to:

1. Marla May in the amount of \$26,500; and
2. Mitch McClannahan in the amount of \$25,125; and
3. Martin Pitney in the amount of \$20,197.50.

Consistent with Council Goals:

Goal 2: Promote Economic Development and Job Growth.

MAY 20 2021

DOWNTOWN REVITALIZATION APPLICATION

Date Received: _____

BUILDING/BUSINESS NAME: MB Exclusives Corp operating as Umatilla

ADDRESS: 1508 6th Street liquor store

Please include the following items to complete your application:

- Application with Owner Authorization {if the Applicant is not the property owner}
- Lease Agreement or Letter of Intent to Lease between property owner and tenant
- "Before" photographs of the property
- Any architectural drawings, plans, elevations, or sketches related to this project {for construction projects} picture
- Proof of funds needed to complete proposed project Last bank statement
- Applicants W-9

APPLICANT INFORMATION

Name:	<u>marla may</u>	Property Address:	<u>1508 6th Street</u>
Mailing Address:	<u>P.O. BOX 369</u>		
Phone:	[REDACTED]	Email:	[REDACTED]

PROPERTY OWNER INFORMATION (If different from Applicant)

Name:	<u>Charles Heinnich</u>	Property Address:	<u>1508 6th Street, Umatilla</u>
Mailing Address:	<u>1323 SW 39th St, Pendleton, OR 97801</u>		
Phone:	[REDACTED]	Email:	[REDACTED]

PROJECT INFORMATION

Project Name: ULS exterior makeover

Project Start Date: 7/2021 Anticipated Completion Date: 9/2021

Project Cost: 43,198 **Grant requested : \$26,500**

Please provide a general description of the overall project scope.

To give Umatilla liquor store an updated fresh new look.

PUBLIC INFORMATION NOTICE

All information submitted by Applicants shall be public records and subject to disclosure pursuant to the Oregon Public Records Act {ORS 192.410 et seq.}, except such portions for which Applicant requests exception from disclosure consistent with Oregon law. Any portion of a submittal that the Applicant claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501(2) and ORS 192.502(4). Applicant must clearly identify such material, by marking it "CONFIDENTIAL," and provide separate notice in writing of the status of this material to the official contact.

OWNER AUTHORIZATION (Only required if Applicant is not the property owner)

I, Charles Heinrich, am the owner of the property located at 1508 6th Street in Umatilla, Oregon. I hereby give authorization for Marla May, the Applicant, to alter my building. I do not waive the right to review and approve any proposed project before it commences.

Name of Owner: Charles Heinrich

Signature of Owner: Charles P. Heinrich // Date: 5/12/21

STATEMENT OF UNDERSTANDING AND CERTIFICATION BY APPLICANT

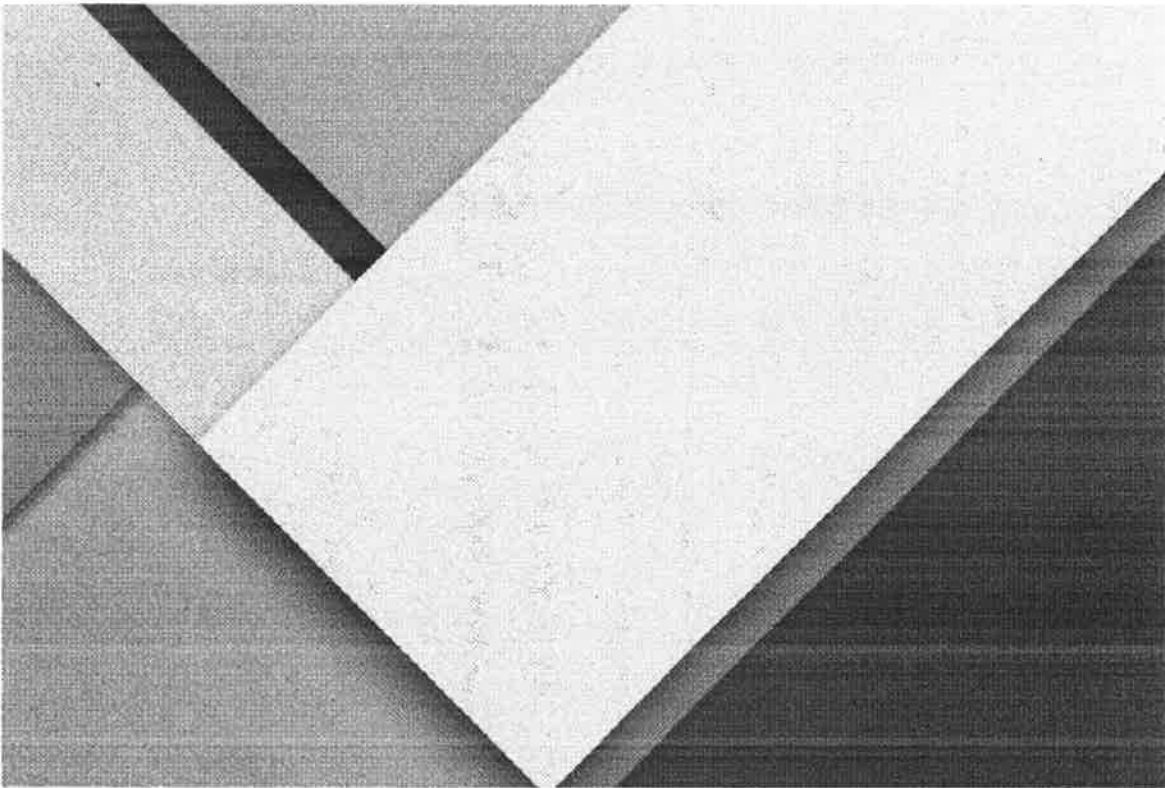
I, Marla May, {The Applicant} certify that I am authorized to sign on behalf of the Applicant entity. I understand that the City Council must approve the proposed project in writing in order to be eligible for reimbursement. Certain changes or modifications may be required by staff prior to final approval. A Notice of Award will not be issued before CDD has received the necessary bids for the approved work. Any work started before a Notice of Award is issued may not be eligible for reimbursement. Furthermore, changes to the scope of work must be approved by CDD prior to initiating the work in order for that work to be eligible for reimbursement.

If approved, the applicant hereby authorizes CDD, and those acting within the City's authority, to use before and after photographed images of this project, both in print and online.

The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the Applicant's knowledge. Verification of any of the information contained in this application may be obtained by staff.

Name of Applicant: Marla May

Signature of Applicant: Marla May // Date: 5/12/21



Umatilla Liquor Store work Proposal.

05.14.2021

Francisco Perez Jr
Perez Construction LLC Lic#234934
380 NE Eighth st
Irrigon, OR 97844

Marla May
Umatilla liquor store
1508 6th st
Umatilla OR 97882

Scope of work

Perez construction is proposing to work on the Umatilla Liquor store remodel. Perez construction is proposing to work on different parts of the remodel in (4) Phases of work. A brief description of the work to be performed by Perez Construction will be listed below.

-Phases .1 Concrete

Existing concrete at front of building will be demolished and soil will be prepared to accept new concrete. -Approx 8yards of concrete to be removed and 4yards of rocks, Everything taken out will be disposed of by Perez Construction. New concrete slabs will be poured at the front of the building in place of old concrete and some decorative strips will be added to approx 3yd at the front entrance. Patio roof will be supported by a shoring system.

-Phases .2 Roof and Wood Support Beams

Patio roof shingles, flashing and underlayment will all be removed and replaced with a metal roof, matching fascia, and rain catch system will be installed around patio roof only . Not all the roof will be replaced, only the top layer. Perez Construction will also be installing wood veneer wraps to 4 existing support posts at the front of the building.

-Phase .3 Stone Veneer

Veneer stone paneling and underlayment approx 140sq ft will be installed along the front of the building and wrap around 2 feet on each side. A transition sill will be added to the top of stone panels.

-Phase .4 Paint

-Exterior of building will be washed, prepped and painted. And existing concrete at the right side of the building will be sealed.

Labor

Approx 15days

Cost

Phase .1 Concrete, \$11,090

Phase .2 Roof and Wood Support Beams, \$8,562

Phase .3 Veneer, \$7,220

Phase .4 Paint, \$4,760

Total \$31,632

Material prices may go up due to Current market.

Client is responsible for all inspection charges.

Friends and Neighbors Services

Friends & Neighbors Services
 1567 N. Ott Rd.
 Hermiston, Ore. 97838

Estimate

Date	Estimate #
5/6/2021	440

Name / Address
Umatilla Liquor Store 1508 6th St, Umatilla Ore. 97882

Project

Description	Qty	Rate	Total
Reseal	5,828	0.17	990.76
Restripe	1	200.00	200.00
1/2 of total must be paid to start project. Call 541-571-3594 Thank you			Total
			\$1,190.76

UMATILLA LIQUOR STORE BEFORE



UMATILLA LIQUOR STORE PROPOSED



DOWNTOWN REVITALIZATION APPLICATION

Date Received: **5/27/21**

BUILDING/BUSINESS NAME: _____

ADDRESS: 500 6TH LAMARVILLE

Please include the following items to complete your application:

- Application with Owner Authorization {if the Applicant is not the property owner}
- Lease Agreement or Letter of Intent to Lease between property owner and tenant
- "Before" photographs of the property
- Any architectural drawings, plans, elevations, or sketches related to this project {for construction projects}
- Proof of funds needed to complete proposed project
- Applicants W-9

APPLICANT INFORMATION

Name:	<u>MITCHELL L. McCLANNAHAN</u>	Property Address:	
Mailing Address:	<u>PO. BOX 224 LAMARVILLE OR 97882</u>		
Phone:	[REDACTED]	Email:	[REDACTED]

PROPERTY OWNER INFORMATION (if different from Applicant)

Name:		Property Address:	
Mailing Address:			
Phone:		Email:	

PROJECT INFORMATION

Project Name: 500 6TH REFACE

Project Start Date: 7-1-2021

Anticipated Completion Date: 8-15-2021

Project Cost: 33,500⁰⁰

Grant funds requested: \$25,125.00

Please provide a general description of the overall project scope.

<u>REFACE ALL OF 500 6TH AND 528 6TH</u>
--

How does your proposed project help the City accomplish its goals and objectives?

WP DATES THE LOOK OF SOUTH FACING ON 6TH FROM E-TO F STREETS

Will you be applying for or have you applied for other City grants? Yes No

If yes, which grant: _____ Amount: _____ When: _____

PROJECT BUDGET (please attach any bids received for this project-if over \$10,000)

ACTIVITY	CONTRACTOR/VENDOR	COST ESTIMATE
REFACE BUILDING FRONT		
	FOREVER LIFE SYSTEMS	
	STUCCO	M. M. M. 33,500 ⁰⁰
	TOTAL	\$ 33,500⁰⁰

PUBLIC INFORMATION NOTICE

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OWNER AUTHORIZATION (Only required if Applicant is not the property owner)

I, _____, am the owner of the property located at _____ in Umatilla, Oregon. I hereby give authorization for _____, the Applicant, to alter my building. I do not waive the right to review and approve any proposed project before it commences.

Name of Owner: _____

Signature of Owner: _____ // Date: _____

STATEMENT OF UNDERSTANDING AND CERTIFICATION BY APPLICANT

I, Mitchell L. McClanmahan, {The Applicant} certify that I am authorized to sign on behalf of the Applicant entity. I understand that the City Council must approve the proposed project in writing in order to be eligible for reimbursement. Certain changes or modifications may be required by staff prior to final approval. A Notice of Award will not be issued before CDD has received the necessary bids for the approved work. Any work started before a Notice of Award is issued may not be eligible for reimbursement. Furthermore, changes to the scope of work must be approved by CDD prior to initiating the work in order for that work to be eligible for reimbursement.

If approved, the applicant hereby authorizes CDD, and those acting within the City's authority, to use before and after photographed images of this project, both in print and online.

The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the Applicant's knowledge. Verification of any of the information contained in this application may be obtained by staff.

Name of Applicant: Mitchell L. McClanmahan

Signature of Applicant: Mitchell L. McClanmahan // Date: 5/27/2021



Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Mitchell and Candace McClannahan	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
<input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	<input type="checkbox"/> S Corporation
<input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Partnership
<input type="checkbox"/> Trust/estate	<input type="checkbox"/> Trust/estate
5 Address (number, street, and apt. or suite no.) See instructions. 120 Thompson Rd, PO Box 2022	
6 City, state, and ZIP code Kalama, WA 98625	Requester's name and address (optional)
7 List account number(s) here (optional)	

Part III Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> </tr> <tr> <td colspan="9" style="text-align: center;">or</td> </tr> <tr> <td colspan="9" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 10%; height: 20px;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> <td style="width: 10%;"> </td> </tr> </table>	Social security number																		or									Employer identification number																	
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Certification Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶	Date ▶
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General Instructions

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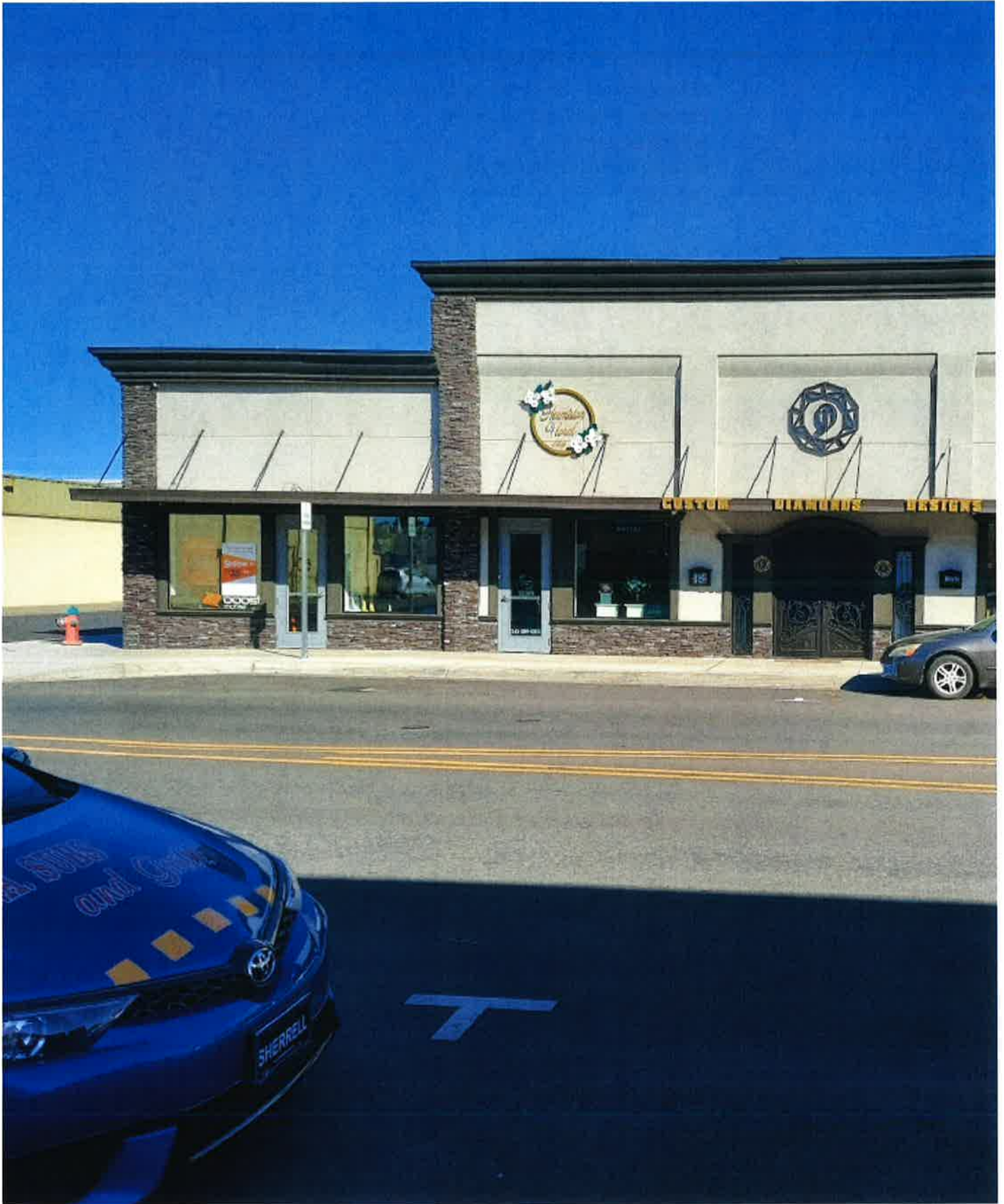
Purpose of Form

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- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Sent from my iPhone

DOWNTOWN REVITALIZATION APPLICATION

Date Received: 05/24/21



BUILDING/BUSINESS NAME: Photography Plus Inc.

ADDRESS: 220 6th Street

Please include the following items to complete your application:

- Application with Owner Authorization {if the Applicant is not the property owner}
- Lease Agreement or Letter of Intent to Lease between property owner and tenant
- "Before" photographs of the property
- Any architectural drawings, plans, elevations, or sketches related to this project {for construction projects}
- Proof of funds needed to complete proposed project
- Applicants W-9

APPLICANT INFORMATION

Name:	<u>Martin Pitney</u>	Property Address:	<u>220 6th Street</u>
Mailing Address:	<u>P.O. Box 1375 Umatilla OR 97882</u>		
Phone:	[REDACTED]	Email:	[REDACTED]

PROPERTY OWNER INFORMATION (If different from Applicant)

Name:		Property Address:	
Mailing Address:			
Phone:		Email:	

PROJECT INFORMATION

Project Name: Paved parking lot

Project Start Date: September 2021 Anticipated Completion Date: October 2021

Project Cost: \$27,000 **\$26,930** **Grant requested : \$20,197.50**

Please provide a general description of the overall project scope.

Pave west side of building for parking.

How does your proposed project help the City accomplish its goals and objectives?

Will you be applying for or have you applied for other City grants? Yes No

If yes, which grant: _____ Amount: _____ When: _____

PROJECT BUDGET (please attach any bids received for this project-if over \$10,000)

ACTIVITY	CONTRACTOR/VENDOR	COST ESTIMATE
Rock & Fabric (planter)		\$ 1,500.00
Asphalt		\$ 22,430.00
Bumpers, striping, etc		3,600.00
TOTAL		\$

PUBLIC INFORMATION NOTICE

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OWNER AUTHORIZATION (Only required if Applicant is not the property owner)

I, _____, am the owner of the property located at _____ in Umatilla, Oregon. I hereby give authorization for _____, the Applicant, to alter my building. I do not waive the right to review and approve any proposed project before it commences.

Name of Owner: _____

Signature of Owner: _____ // Date: _____

STATEMENT OF UNDERSTANDING AND CERTIFICATION BY APPLICANT

I, Martin Pitey, {The Applicant} certify that I am authorized to sign on behalf of the Applicant entity. I understand that the City Council must approve the proposed project in writing in order to be eligible for reimbursement. Certain changes or modifications may be required by staff prior to final approval. A Notice of Award will not be issued before CDD has received the necessary bids for the approved work. Any work started before a Notice of Award is issued may not be eligible for reimbursement. Furthermore, changes to the scope of work must be approved by CDD prior to initiating the work in order for that work to be eligible for reimbursement.

If approved, the applicant hereby authorizes CDD, and those acting within the City's authority, to use before and after photographed images of this project, both in print and online.

The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the Applicant's knowledge. Verification of any of the information contained in this application may be obtained by staff.

Name of Applicant: Photography Plus

Signature of Applicant: Martin L Pitey // Date: 5-5-21

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <div style="text-align: center; font-size: 1.2em; font-family: cursive;">Photography Plus</div>	
2 Business name/disregarded entity name, if different from above <div style="text-align: center; font-size: 1.2em; font-family: cursive;">Photography Plus</div>	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. <div style="text-align: center; font-size: 1.2em; font-family: cursive;">220 6th Street P.O. Box 1375</div>	Requester's name and address (optional)
6 City, state, and ZIP code <div style="text-align: center; font-size: 1.2em; font-family: cursive;">Umatilla Oregon 97882</div>	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number																
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶ 5-5-21

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ATTACHMENT "A"

5/14/2021

Martin Pitney

Attn; Martin

509- 541- 727- 3825

photo@oregontrail.net

RE: Grade preparation, Crushed rock and Asphalt paving at 220 -6th Street in Umatilla, Oregon per the enclosed skotch Approx. 3,800 Sq. Ft.

We are pleased to submit our quote for the following items of work;

1. Cut, Fill water, compact and finish grade existing subgrade materials to proper elevations to insure for positive water drainage.
2. Supply and lay 6" compacted depth crushed rock.
3. Supply and lay 2" compacted depth level 3 - 1/2" PG 64-22 binder asphaltic concrete.

PRICING,

Mobilization 1 (One) @ \$4,000 = \$4,000.00

Prep, Rock,Paving 3,800 sq. ft. @ \$4.85 = \$18,430.00

TOTAL \$22,430.00

Stipulations:

1. Pricing in this quotation is valid for the 2021 paving season only.
2. Contingent upon a mutual acceptable contract and schedule.
3. Includes one complete mobilization
4. This quotation shall become an attachment to any subsequent subcontract agreement.

EXCLUSIONS;

1. Concrete & building items.
2. Bollards.
3. Utility adjustments.
4. Survey, Layout & alignment.
5. Drainage systems.
6. Striping, Bumper blocks & signing items.
7. Prime Coat.
8. Clean up except for our items of work.
9. Traffic control.
10. Utility adjustments.
11. Soil Sterilizing.
12. Testing.
13. Permits, Taxes & fees.
14. Bonds, if required add 1 3/4%

Thank you for the opportunity to quote this project. If you should have any questions or comments please contact us.

Martin Pitney

Granite Construction Co.

Accepted By


ELMER W. ADKINS

Date:

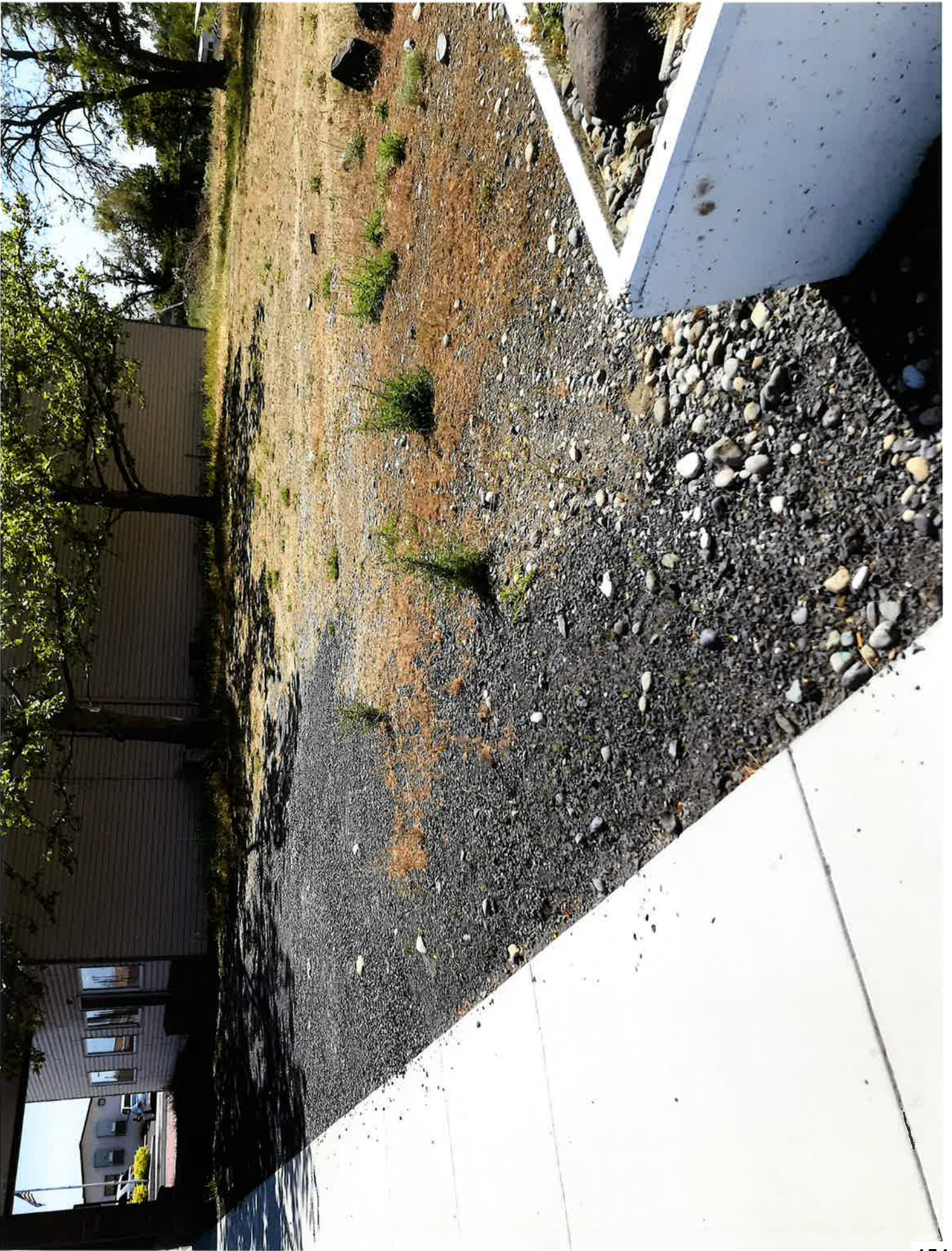
Hermiston Area Office: PO Box 6 Hermiston, Oregon 97838-0006 541-567-2896 541-567-1792 fax
CCB #101195

Location: 81500 Lind Road Hermiston, Oregon 97838

6th Street
Hwy 130



C. Street





City of Umatilla

700 6th Street, PO Box 130, Umatilla, OR 97882
City Hall (541) 922-3226 Fax (541) 922-5758

NOTICE OF ADMINISTRATIVE DECISION

April 16, 2021

Dear Martin:

The City of Umatilla Planning Department **APPROVED** Photography Plus, Site Plan Review (SP-4-21), based on the applicable review criteria, development standards, findings of fact and conclusions and public comment received as contained in the *City of Umatilla Planning Department Report and Decision for Site Plan Review SP-4-21*, subject to the conditions of approval contained therein. A copy of the report is available for review at Umatilla City Hall, 700 Sixth Street, Umatilla, or a copy will be provided upon request at reasonable cost.


Photography Plus Site Plan Review (SP-4-21): The applicant, Photography Plus, is requesting approval to develop the property west of their current building with a new paved parking area. The property is located in Township 5N, Range 28, Section 18AD, Tax Lot 3300.

You are hereby notified that the Planning Department's decision for SP-4-21 may be appealed to the Umatilla City Planning Commission within 10 calendar days from the date of this letter. A notice of appeal must include the following:

1. The City's file number and date the decision to be appealed was rendered. The name, mailing address, and daytime telephone number for each appellant.
2. A statement of how each appellant has an interest in the matter and standing to appeal.
3. A statement of the specific grounds for the appeal.
4. The appropriate appeal fee. Failure to include the appeal fee with the notice of appeal is deemed to be a jurisdictional defect and will result in the automatic rejection of any appeal so filed.

The filing fee to appeal an Administration Decision is \$250.00. If no appeal is filed by **April 25, 2021**, the decision becomes final. If you have any question, please contact me at (541) 922-3226 ext. 110 or via email at jacob@umatilla-city.org.

Respectfully,


Jacob Foutz,
Associate Planner

Enclosures: City of Umatilla Planning Department Report and Decision for Site Plan Review SP-4-21

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: First Reading of Ordinance No. 845. An Ordinance amending Title 3, Chapter 5 of the Umatilla Municipal Code to update the Transient Room Tax code to include an additional tourism promotion assessment charge used to fund tourism promotion, facility design, and construction of the Eastern Oregon Trade and Event Center, Umatilla Marina & RV Park, Big River Golf Course, and the existing and/or future Umatilla Community Center.	Meeting Date: 2021-06-01
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Department: City Administration	Director: David Stockdale	Contact Person: David Stockdale	Phone Number:
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Cost of Proposal: Approximately \$18,000/year in revenue	Fund(s) Name and Number(s): Transient Room Tax - 13
Amount Budgeted: n/a	

Reviewed by Finance Department: Yes	Previously Presented: 05/18/2021
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Attachments to Agenda Packet Item:

[ORD 845 TPA for City Tourism Related Projects.docx](#)

Summary Statement: Motion to adopt Ordinance No. 845. The additional tourism promotion assessment (TPA) is scheduled to sunset June 30, 2021 with the purpose to temporarily fund budget shortfalls and construction of the Eastern Oregon Trade and Event Center (EOTEC). With this additional payment sunseting, the City has the opportunity to consider Umatilla-specific tourism opportunities that are eligible to receive TPA funds. The Umatilla Marina & RV Park, Big River Golf Course, and Umatilla Community Center have been identified as City tourism facilities that would provide the largest tourism-related and economic impact to Western Umatilla County and the City. These funds will be used to, at least, help offset the cost of an all-new marina, improvements and expansion to the RV Park, an all-new club house and Pro Shop at Big River Golf Course and other course enhancements, and improvements to the Community Center and/or construction of an all-new Community Center.

Consistent with Council Goals:

Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.

ORDINANCE NO. 845

AN ORDINANCE AMENDING TITLE 3, CHAPTER 5 OF THE UMATILLA MUNICIPAL CODE TO UPDATE THE TRANSIENT ROOM TAX CODE TO INCLUDE AN ADDITIONAL TOURISM PROMOTION ASSESSMENT CHARGE USED TO FUND TOURISM PROMOTION, FACILITY DESIGN, AND CONSTRUCTION OF EASTERN OREGON TRADE AND EVENT CENTER, THE UMATILLA MARINA & RV PARK, BIG RIVER GOLF COURSE, AND THE EXISTING AND/OR FUTURE UMATILLA COMMUNITY CENTER.

WHEREAS, the City is authorized by ORS 320.345 through 350 to adopt a tourism promotion assessment charge for funding tourism promotion and tourism-related facilities; and

WHEREAS, the City adopted such assessment through Ordinance 791 in July 2014; and

WHEREAS, the Eastern Oregon Trade and Event Center Authority (EOTEC Authority) has been established to construct, own, and operate an Eastern Oregon Trade and Event Center (“EOTEC”) on 75 acres within Umatilla County; and

WHEREAS, the City, through utilization of a long-term lease agreement with the United States Army Corps of Engineers, operates the Umatilla Marina & RV Park on approximately 73 acres of both land and water that includes the RV Park, Marina, Days Use Areas, pavilions, restrooms, Visitor Center, and other tourism related or tourism supportive facilities; and

WHEREAS, the City owns and operates the Big River Golf Course on approximately 103 acres of land that includes an 18-hole golf course, Columbia River Point of Diversion (POD) with corresponding easements, storage facilities and shops, and other tourism related or tourism supportive facilities; and

WHEREAS, the City owns and operates the Umatilla Community Center on approximately 0.36 acres of land that includes the Community Center building, parking facilities, and other tourism related or tourism supportive facilities; and

WHEREAS, the City may, during the next twenty-five years, upgrade, refurbish, relocate, or expand the existing Umatilla Community Center; and

WHEREAS, each of the facilities above offer tourism-related benefits that will be or are realized by the public, businesses, and communities in West Umatilla County, including the City of Umatilla; and

WHEREAS, these facilities do or will generate trips to and from the facilities for their intended uses and purposes or for events which will, in turn, generate business in the local communities above and beyond the motel and RV Park businesses, creating income that will circulate and replicate in the local economy for the benefit and betterment of all; and

WHEREAS, the City Council of the City of Umatilla desires to amend and extend the tourism promotion assessment charge currently in effect to assist in funding tourism promotion, facilities design, and construction of EOTEC, Umatilla Marina & RV Park, Big River Golf Course, and the existing or future Umatilla Community Center; and

WHEREAS, the revenues collected from such increase will be dedicated and distributed within the parameters of applicable law for tourism promotion, facilities design, and construction and the tourism-related facilities listed above; and

WHEREAS, the proposal is to continue the assessment of \$2.00 for each night of rent charged by the operator of a Motel, and \$1.00 for each night of rent charged by the operator of a Recreational Vehicle Park.

THE CITY OF UMATILLA, OREGON ORDAINS AS FOLLOWS:

NOTE: Matter in **boldfaced, underlined** type in an amended section is new; matter in [~~bracketed strikethrough~~] is existing text to be omitted.

Section 1. Section 3-5-1: DEFINITIONS of the Umatilla Municipal Code is amended by correcting the definition for "Tourism Promotion Assessment Charge" to read:

TOURISM PROMOTION ASSESSMENT CHARGE: An increase in the local transient lodging taxes as herein adopted to fund tourism promotion, **facilities design**, and construction of the **facilities** [~~facility~~] known as the Eastern Oregon Trade and Event Center, **the Umatilla Marina & RV Park, Big River Golf Course, and Umatilla Community Center.**

Section 2. Section 3-5-2: TAX IMPOSED of the Umatilla Municipal Code is amended to read:

- A. For the privilege of occupancy in any motel or recreational vehicle park, each transient shall pay a tax in the amount of three and one-half percent (3.5%) of the rent charged by the operator.
- B. For the privilege of occupancy in any motel, on and after **July 1, 2021** [~~July 1, 2016~~], each transient shall pay a tourism promotion assessment charge in the amount of two dollars (\$2.00) per night of occupancy up to the thirty (30) day limitation of this chapter.
- C. For the privilege of occupancy in any recreational vehicle park, on and after **July 1, 2021** [~~July 1, 2016~~], each transient shall pay a tourism promotion assessment charge in the amount of one dollar (\$1.00) per one space night of occupancy up to the thirty (30) day limitation of this chapter.
- D. The taxes and charges imposed by subsections A, B, and C of this section constitute a debt owed by the transient to the City which is extinguished only by payment to the operator or to the City. The transient shall pay the tax to the operator of the motel or

recreational vehicle park at the time the rent is paid. The operator shall enter the tax on the operator's records when rent is collected, if the operator keeps his/her records on the cash accounting basis, or when earned, if the operator keeps his/her records on the accrual accounting basis.

- E. If rent is paid in installments, a proportionate share of the tax shall be paid by the transient to the operator with each installment. If for any reason the tax is not paid to the operator of the motel or recreational vehicle park, the tax administrator may require that such tax shall be paid directly to the city. In all cases, the rent paid or charged for occupancy shall exclude the sale of any goods, services, and commodities other than the furnishing of rooms, accommodations, and parking space in mobile home parks or trailer parks.

Section 6. Section 3-5-17: TRANSIENT ROOM TAX FUND of the Umatilla Municipal Code is amended to read:

- A. All revenues received from the tax shall be deposited into a special fund known as the city transient room tax fund.
- B. All revenues remitted to the city shall be used as stipulated in Oregon Revised Statutes 320.350.
- C. Any unused revenues may be invested by the city at the highest rate available and such revenues and interest shall be allocated to the transient room tax fund to be used for the purposes of this chapter.
- D. Seventy percent (70%) of the transient room tax collected shall be distributed by the **Budget Committee or City Council** [~~Transient Room Tax Committee~~] in the form of tourism grants to applicants who have met all of the required criteria as listed in the grant application. The remaining thirty percent (30%) will be used at the City's discretion for various activities and projects.
- E. Funds collected from the tourism promotion assessment charge imposed by Subsections B and C of 3-5-2 and remitted to the City, less seven percent (7%) retained by the operator, are dedicated to **Eastern Oregon Trade and Event Center Authority, and the City of Umatilla for the City's facilities known as the Umatilla Marina & RV Park, Big River Golf Course, and Umatilla Community Center** [~~and shall be transferred promptly to the Eastern Oregon Trade and Event Center Authority~~] to be split equally **between the Eastern Oregon Trade and Event Center and the City of Umatilla** to fund tourism promotion, **facility design**, and construction of Eastern Oregon Trade and Event Center, **Umatilla Marina & RV Park, Big River Golf Course, and Umatilla Community Center**
- F. Collection Fee: Every operator liable for collection and remittance of the transient room tax imposed by this chapter may withhold five percent (5%) of the net tax and every operator liable for collection and remittance of the tourism promotion

assessment charge imposed by this chapter may withhold seven percent (7%) of the net tax herein collected to cover the operator's expenses in collection and remittance of the tax and charge.

Section 6.Section 3-5-19: SUBSEQUENT REVIEW AND SUNSET PROVISION of the Umatilla Municipal Code is added to read:

The amount of Tourism Promotion Assessment designated to fund **tourism promotion, facility design, and** construction of the Eastern Oregon Trade and Event Center, **Umatilla Marina & RV Park, Big River Golf Course, and Umatilla Community Center** is being added in an effort to **increase and promote tourism** [~~aid in their current funding deficiency~~]. The additional \$1.00 per night of occupancy in any motel and the additional \$0.50 per night of occupancy in any recreational vehicle park designated to help fund **tourism promotion, facility design, and** construction will sunset on June 30, 2046, unless further extended by City Council by ordinance.

PASSED and ADOPTED by the City Council the 1st day of June 2021,

Voting yes, Council Members: _____

Voting no, Council Members: _____

Absent Council Members: _____

Abstaining Council Members: _____

And SIGNED in authentication by the Mayor this 1st day of June 2021.

MARY DEDRICK, MAYOR

ATTEST:

Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Ordinance No. 845. An Ordinance amending Title 3, Chapter 5 of the Umatilla Municipal Code to update the Transient Room Tax code to include an additional tourism promotion assessment charge used to fund tourism promotion, facility design, and construction of the Eastern Oregon Trade and Event Center, Umatilla Marina & RV Park, Big River Golf Course, and the existing and/or future Umatilla Community Center.	Meeting Date: 2021-06-01
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Department: City Administration	Director: David Stockdale	Contact Person: David Stockdale	Phone Number:
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recreational vehicle park at the time the rent is paid. The operator shall enter the tax on the operator's records when rent is collected, if the operator keeps his/her records on the cash accounting basis, or when earned, if the operator keeps his/her records on the accrual accounting basis.

- E. If rent is paid in installments, a proportionate share of the tax shall be paid by the transient to the operator with each installment. If for any reason the tax is not paid to the operator of the motel or recreational vehicle park, the tax administrator may require that such tax shall be paid directly to the city. In all cases, the rent paid or charged for occupancy shall exclude the sale of any goods, services, and commodities other than the furnishing of rooms, accommodations, and parking space in mobile home parks or trailer parks.

Section 6. Section 3-5-17: TRANSIENT ROOM TAX FUND of the Umatilla Municipal Code is amended to read:

- A. All revenues received from the tax shall be deposited into a special fund known as the city transient room tax fund.
- B. All revenues remitted to the city shall be used as stipulated in Oregon Revised Statutes 320.350.
- C. Any unused revenues may be invested by the city at the highest rate available and such revenues and interest shall be allocated to the transient room tax fund to be used for the purposes of this chapter.
- D. Seventy percent (70%) of the transient room tax collected shall be distributed by the **Budget Committee or City Council** [~~Transient Room Tax Committee~~] in the form of tourism grants to applicants who have met all of the required criteria as listed in the grant application. The remaining thirty percent (30%) will be used at the City's discretion for various activities and projects.
- E. Funds collected from the tourism promotion assessment charge imposed by Subsections B and C of 3-5-2 and remitted to the City, less seven percent (7%) retained by the operator, are dedicated to **Eastern Oregon Trade and Event Center Authority, and the City of Umatilla for the City's facilities known as the Umatilla Marina & RV Park, Big River Golf Course, and Umatilla Community Center** [~~and shall be transferred promptly to the Eastern Oregon Trade and Event Center Authority~~] to be split equally **between the Eastern Oregon Trade and Event Center and the City of Umatilla** to fund tourism promotion, **facility design**, and construction of Eastern Oregon Trade and Event Center, **Umatilla Marina & RV Park, Big River Golf Course, and Umatilla Community Center**
- F. Collection Fee: Every operator liable for collection and remittance of the transient room tax imposed by this chapter may withhold five percent (5%) of the net tax and every operator liable for collection and remittance of the tourism promotion

assessment charge imposed by this chapter may withhold seven percent (7%) of the net tax herein collected to cover the operator's expenses in collection and remittance of the tax and charge.

Section 6.Section 3-5-19: SUBSEQUENT REVIEW AND SUNSET PROVISION of the Umatilla Municipal Code is added to read:

The amount of Tourism Promotion Assessment designated to fund **tourism promotion, facility design, and** construction of the Eastern Oregon Trade and Event Center, **Umatilla Marina & RV Park, Big River Golf Course, and Umatilla Community Center** is being added in an effort to **increase and promote tourism** [~~aid in their current funding deficiency~~]. The additional \$1.00 per night of occupancy in any motel and the additional \$0.50 per night of occupancy in any recreational vehicle park designated to help fund **tourism promotion, facility design, and** construction will sunset on June 30, 2046, unless further extended by City Council by ordinance.

PASSED and ADOPTED by the City Council the 1st day of June 2021,

Voting yes, Council Members: _____

Voting no, Council Members: _____

Absent Council Members: _____

Abstaining Council Members: _____

And SIGNED in authentication by the Mayor this 1st day of June 2021.

MARY DEDRICK, MAYOR

ATTEST:

Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Transient Room Tax Discussion	Meeting Date: 2021-06-01
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Department: City Administration	Director: David Stockdale	Contact Person: David Stockdale	Phone Number:
---	-------------------------------------	---	----------------------

Cost of Proposal: n/a	Fund(s) Name and Number(s): Transient Room Tax - 13
Amount Budgeted: n/a	

Reviewed by Finance Department: Yes	Previously Presented: 05/18/2021
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Attachments to Agenda Packet Item:

[2020 Local-Transient-Lodging-Tax-Report_FINAL-1.pdf](#)

Summary Statement:

In February 2020, ECONorthwest produced the report "Local Transient Lodging Tax" (attached) for Travel Oregon. Their analysis produced the following findings from respondents:

1. The City of Umatilla has the 2nd lowest per capita tourism revenue in Eastern Oregon, and
2. Even with a 469% (the report incorrectly states 369%) increase in tourism-related funds from 2007 to 2018, Umatilla still ranks 2nd lowest in Eastern Oregon in tourism revenue, and
3. The City of Umatilla has the 2nd lowest Transient Lodging Tax (aka Transient Room Tax) rate of all Eastern Oregon with our rate at 3.5% and the median rate at 6%.

Staff seeks direction to determine the Council's desire on the following question: "Should the City of Umatilla increase our TRT rate, leave it alone, or decrease the rate?"

Consistent with Council Goals:

Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.

Local Transient Lodging Tax: Expenditures and Administration

February 2020

Final Report

Prepared for: Travel Oregon

ECONorthwest
ECONOMICS • FINANCE • PLANNING

KOIN Center
222 SW Columbia Street
Suite 1600
Portland, OR 97201
503-222-6060

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Acknowledgements

ECONorthwest prepared this report for Travel Oregon/Oregon Tourism Commission. ECONorthwest and Travel Oregon thank the communities and their representatives who helped develop the Transient Lodging Tax Study by participating in an interview.

Travel Oregon

Scott West, Chief Strategy Officer
Sara Morrissey, Public Affairs Manager
Ladan Ghahramani, Research Manager
Meredith Williams, Executive Assistant

ECONorthwest

Beth Goodman, Project Director
Sadie DiNatale, Associate
Angelica True, Research Analyst
Lauren Butler, Research Analyst
Melissa Carson, Research Analyst
Virginia Wiltshire-Gordon, Spatial Analyst

Travel Oregon Contact:

Sara Morrissey, Public Affairs Manager
Travel Oregon
319 SW Washington Street, Suite 700
Portland, OR 97204
971-717-6179
saram@traveloregon.com

ECONorthwest Contact:

Beth Goodman, Project Director
ECONorthwest
222 SW Columbia, Suite 1600
Portland, OR 97201
503-222-6060
goodman@econw.com

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1. Introduction and Methodology

The State of Oregon enables municipalities to charge a transient lodging tax on hotels, bed-and-breakfasts, motels, campgrounds, vacation rental operators, and other facilities that provide lodging on a transient basis. To better understand the overall economic impacts of the local transient lodging tax (TLT), this study examined *how* local jurisdictions use the TLT revenue they generate, as well as how they impose their TLT.

This study is a follow up to the 2008 *Local Transient Lodging Tax Survey* conducted by ECONorthwest for the Oregon Tourism Commission (dba Travel Oregon). The 2008 study examined the impact that 2003 legislation (codified in ORS 320.300 to 320.350) had on TLT rates, revenues, and expenditures.¹ It also examined how local governments use transient lodging tax revenues. Using findings from the 2008 study and this 2019 study, this report offers a comparative analysis of the ways in which jurisdictions use their TLT revenues today compared to a decade ago.

This analysis looks at cities and counties that levy a TLT. Where possible, this report organizes data for TLT cities and counties by Oregon’s seven tourism regions. Travel Oregon’s description for each region is copied below, and regions are displayed spatially in Exhibit 1.²

- **Central:** A high-desert playground for everything under the sun—skiing, hiking, climbing, cycling, fishing, rafting, golf—and in the shade too.
- **Coast:** 363 miles of stunning public coastline—the stuff dreams are made of—dotted with lighthouses, fishing villages, and dramatic scenery.
- **Eastern:** Vast landscapes where history and adventure collide—along canyons, twisting rivers, alpine wilderness, and lonesome ghost towns.
- **Mt. Hood and Columbia River Gorge:** An outdoor wonderland home to a tremendous river gorge, scenic vistas, gushing waterfalls, and the state's highest peak.
- **Portland Region:** A bustling urban core famous for its maker culture and communities ringed by forests and farms, rivers, and rolling hills.
- **Southern:** An ethos of arts and culture thriving in a land known for its wild rivers, deep caves, and the awe-inspiring Crater Lake.
- **Willamette Valley:** Woodsy cityscapes cradled by vineyards, forests and farms, inspiring crafters, adventurers, and everyone in between.

¹ In 2003, the state of Oregon changed the statutes governing levying, collecting, and using transient lodging tax receipts. A primary reason for these changes was to ensure that jurisdictions used their TLT receipts, in part to fund tourism and tourism-related activities.

² More information about Travel Oregon’s tourism regions: <https://traveloregon.com/places-to-go/regions/>

Exhibit 1. Oregon Tourism Regions, 2019

Source: ECONorthwest, using shapefiles from Travel Oregon.

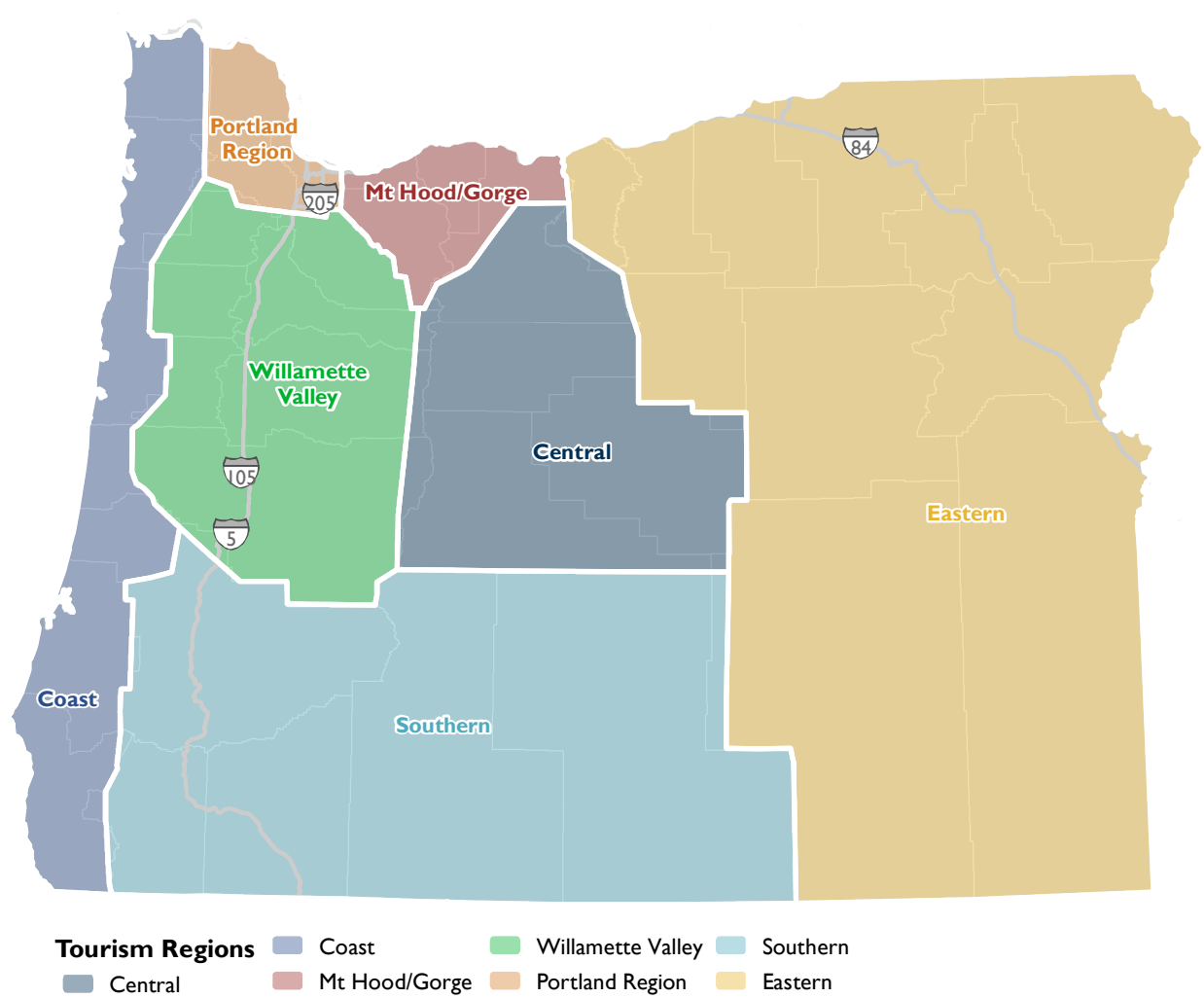
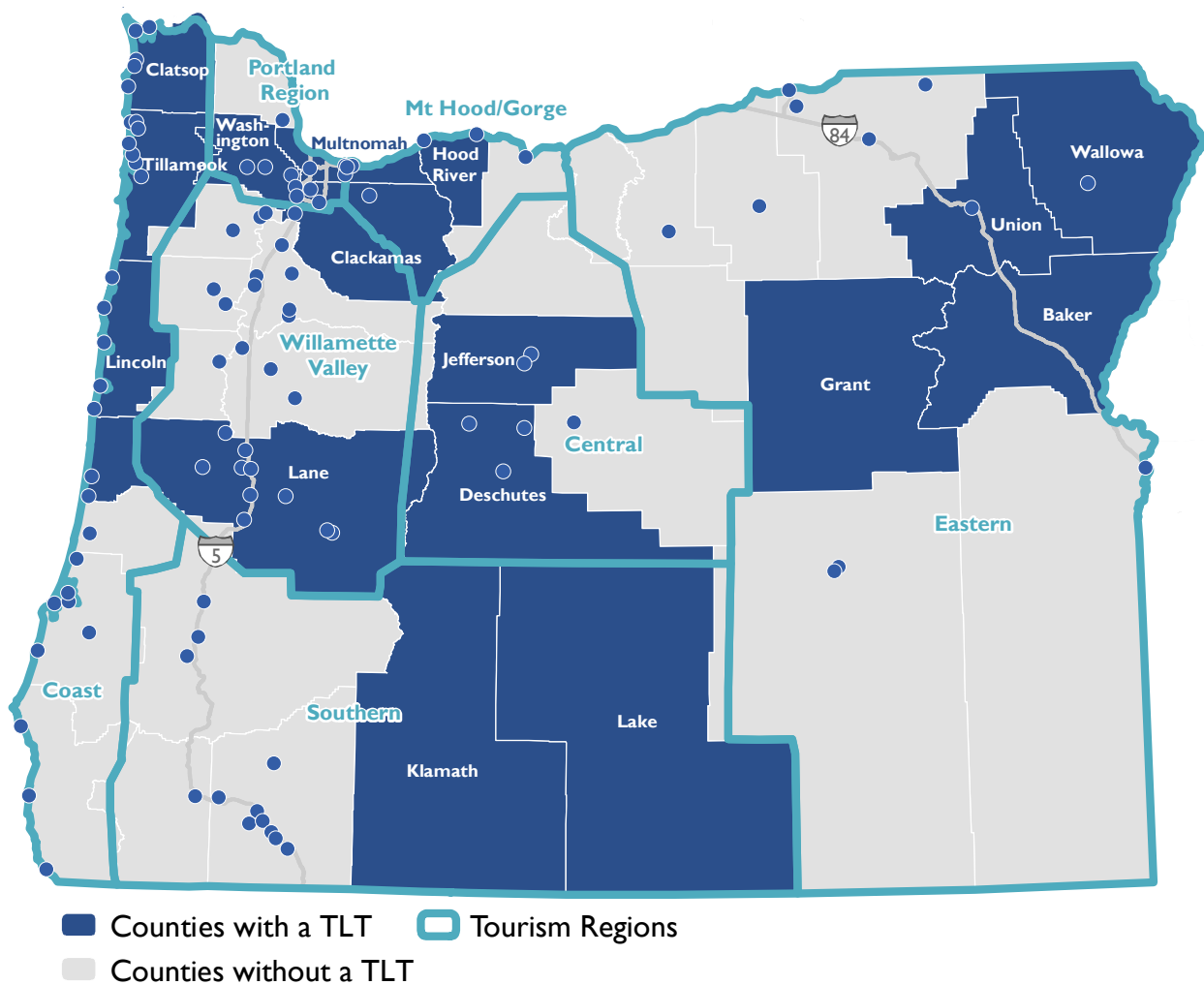


Exhibit 2. Cities and Counties that Levy a Transient Lodging Tax, by Tourism Region, 2018

Source: ECONorthwest, using data from Dean Runyan Associates.



Note: Cities without a TLT are not delineated on this map.

Methods

The analysis of TLT expenditures had three main steps: (1) conduct topical research and develop interview questions; (2) interview the jurisdictions which currently levy a TLT; and (3) analyze and summarize findings.

Research and Interview Questions

ECONorthwest started the project by conducting the following initial research:

- **Review statutes governing TLT.** ECONorthwest reviewed changes in legislation regarding TLTs in Oregon to determine what, if anything, changed statutorily since 2008 (when ECONorthwest conducted the initial study).³ To summarize findings at a high-level:
 - In 2013, HB 2656 passed, expanding the list of who must collect and pay TLTs. The bill requires lodging providers and intermediaries (e.g. online platforms such as Airbnb, etc.) to collect and remit TLT whenever the tax is imposed by the jurisdiction where the lodging is located.⁴
 - In 2016, HB 4146 passed, affecting the State’s TLT guidelines. As a result, Oregon’s TLT rate increased from 1% to 1.8% (in July 2016 through July 2020). After July 2020, the State TLT rate will decrease to 1.5%.⁵ This bill also affected the State’s processes for evaluating TLT revenue requests and how the state could use its TLT revenue.⁶ It did not, however, affect local TLT rates, administration, or use of local TLT revenue.
 - In 2017, HB 2400 passed, authorizing any state agency or department to enter into agreements with a political subdivision for the collection, enforcement, administration, and distribution of local TLTs.
 - In 2017, HB 3180 passed, enabling the Department of Revenue (DOR) and units of local government to request disclosure of “confidential information” to one another.
 - In 2018, HB 4120 passed, changing the definition of a “transient lodging intermediary” and clarifying intermediaries’ responsibility for TLT collections. HB

³ Note: A summary of 2003 legislative changes are described in more detail in Chapter 2: Restrictions on spending TLT revenues.

⁴ Per ORS 320.310: Every transient lodging tax collector shall keep records, render statements and comply with rules adopted by the Department of Revenue with respect to the tax imposed under ORS 320.305. The records and statements required by this section must be sufficient to show whether there is a tax liability under ORS 320.305. https://www.oregonlegislature.gov/bills_laws/ors/ors320.html

⁵ For more information: <https://industry.traveloregon.com/resources/tourism-in-oregon/lodging-tax/>

⁶ Per ORS 284.131 (4): The commission shall spend state transient lodging tax moneys appropriated to the commission under ORS 320.335 as follows: (a) At least 65 percent must be used to fund state tourism programs. (b) Ten percent must be used for a competitive grant program for projects that further the purpose described in ORS 284.138, which may include tourism-related facilities and tourism-generating events, including sporting events. (c) Twenty percent must be used to implement a regional cooperative tourism program. https://www.oregonlegislature.gov/bills_laws/ors/ors284.html

4120 added clarifying language around transient lodging owners' liability for tax delinquencies. In addition, the bill added language that a local TLT must be computed on *the total retail price* paid by a person occupying transient lodging.

- In 2019, HB 3136 passed, requiring the DOR to collect local TLT revenues at the local level, rather than the regional level.
- In 2019, HB 3137 passed, providing that the TLT becomes due when occupancy of transient lodging ends.
- In 2019, HB 3138 passed, clarifying exemption language. In that, the state TLT exemption for dwelling units occupied fewer than 30 days per year does not apply to dwelling units that are rented out on a transient lodging intermediary platform. For example, properties rented on the AirBnB home-sharing platform would not be exempt from the state TLT.
- **Review existing information about TLT revenues.** Dean Runyan Associates,⁷ a firm which tracks Oregon's travel and tourism industry and provides research reports for Travel Oregon, assisted in providing data on (1) which jurisdictions currently levy a TLT in Oregon; (2) who, at each municipality, was an appropriate first contact to discuss their local TLT program; and (3) historical tax rate and receipts for TLT jurisdictions.⁸ ECONorthwest reviewed this information and used it to inform the analysis.

After this research, ECONorthwest developed the 2019 interview questions to collect the following information from each jurisdiction with a TLT:

- Total, actual jurisdiction-wide expenditures (inclusive of all government funds spent) and TLT expenditures in the 2017–2018 fiscal year.
- Administrative details of the jurisdictions' local TLT programs.
- Activities funded by TLT revenue, including the amount funded and a description of the programs, facilities, services, and activities paid for with local TLT revenues.

ECONorthwest presents the interview questions, used to collect the information presented in this report, in Appendix A.

Interviews

ECONorthwest attempted to gather information about TLT expenditures and administrative practices in each of the 120 jurisdictions that levy a TLT via phone interviews.

In the 2008 study, ECONorthwest attempted to collect information through an online survey. The 2008 study shed light on the complexity of taxing jurisdictions' collection procedures for TLT and the nuances among TLT expenditures. In most jurisdictions, multiple people were

⁷ Dean Runyan Associates developed the report "Oregon Travel Impacts: 1991 – 2018," for Travel Oregon.

⁸ Dean Runyan Associates tracks transient lodging tax receipts on an annual basis for all jurisdictions in Oregon.

responsible for tracking TLT revenues and expenditures. An online survey was a limiting factor to the 2008 study because respondents were not able to re-visit their survey to update inputs.

To alleviate the 2008 limitations, in the 2019 study ECONorthwest conducted interviews, asking the interview questions to one or more staff of each TLT jurisdiction, as participants had availability. ECONorthwest recorded interview responses using the online platform Survey Monkey. Survey Monkey has a data entry mode which allowed ECONorthwest to add and update survey inputs over time.

ECONorthwest followed this process to contact and interview staff at each jurisdiction with a TLT:

- The League of Oregon Cities assisted Travel Oregon by using their weekly newsletter to inform jurisdictions that ECONorthwest would be reaching out to conduct a study on local TLTs. The newsletter article explained that ECONorthwest would reach out to individual jurisdictions to schedule a 30-minute phone interview to discuss their TLT programs.
- To initiate interviews, ECONorthwest sent emails to all TLT jurisdictions, describing the project, outlining the type of questions that would be asked, and requesting a 30-minute interview.
- ECONorthwest attempted to contact all TLT jurisdictions four to five times, using email and phone calls/voicemail, and talking to multiple staff, as needed.
- Some jurisdictions were non-responsive. After ECONorthwest made three contact attempts to individual jurisdictions, Travel Oregon encouraged participation by reaching out to jurisdictions and regional tourism partners directly, to describe the value of the study.

Analysis and Summary

ECONorthwest analyzed and summarized the 2019 interview findings, focusing on *how* jurisdictions spent their local TLT revenues (i.e. their expenditures). The analysis is similar to the analysis in the 2008 study as results are summarized by jurisdiction and tourism region. This report adds additional information about expenditures for general services and other types of expenditures, beyond the data available in the 2008 study.

Limitations

The 2019 study alleviated some of the 2008 study limitations by collecting information via interviews rather than an online survey. The online survey presented challenges in that respondents could not come back to their survey to enter information over time. It was also difficult to touch base with survey respondents after they submitted their survey to ask follow-up and clarifying questions.

The interview format worked well in that it established a personal connection between interviewer and interviewee. The interviews allowed ECONorthwest to ask clarifying questions in real time and established a relationship to allow ECONorthwest to send follow-up emails (inquiring about specific questions that respondent could not answer over the phone) with more success.

While every TLT jurisdiction did not participate in an interview, ECONorthwest still obtained a high participation rate using the methods described above. In the 2017–2018 fiscal year, 120 jurisdictions had a local TLT, generating about \$210 million of TLT revenue. Of the 120 TLT jurisdictions, 101 participated in an interview (84%), accounting for 97% of the total TLT revenues from the 2017–2018 fiscal year (\$204.3 million of \$210 million).

From a strict statistical standpoint, one would expect the results to be highly valid. Using standard margin of error formulas, an 84% response rate would result in a margin of error of $\pm 4\%$ at a 95% confidence interval. That calculation, however, assumes the population is relatively homogenous and that the distribution of responses is “normal” (e.g., it follows a typical bell curve). The sample population, however, shows considerable variation in many of the variables collected. Nonetheless, the fact that the sample includes 97% of all TLT revenue in the 2017–2018 fiscal year suggests that the sample should be highly representative of the entire population.

Finding information about TLT expenditures from jurisdictional staff presented challenges. The information gathered through interview questions were not completely comprehensive for a variety of reasons. The limitations of the interviews were:

- **Different revenue aggregation and distribution methods.** While collection of local TLT is generally done by lodging operators, the aggregation and distribution of revenues occurs at multiple jurisdictional levels. In some areas the TLT is levied by the county, who aggregates and distributes the revenues to the appropriate cities. In some instances, one jurisdiction may aggregate the revenues collected by operators on behalf of other jurisdictions. In other cases, both county and city municipalities aggregate their own TLT.
- **Partial responses.** Some jurisdictions could not answer all interview questions. Questions most difficult to answer were: (1) What year did the jurisdiction first impose the local transient lodging tax? (2) If the jurisdiction’s TLT rate had changed since 2003, what was the previous rate and what was the date of change? (3) Does the jurisdiction retain an administrative fee for collection and administration of TLT (and if yes, how much is retained (in dollars))?
- **Non-responses.** About 16% of jurisdictions with a local TLT did not participate in an interview. However, these jurisdictions accounted for 3% of TLT revenue collected in Oregon by jurisdictions in the 2017–2018 fiscal year. Non-responses do not present a substantial limitation to the interviews because the overwhelming majority of TLT revenues was accounted for by interview participants.

- **Assuming accuracy.** ECONorthwest did not audit the responses of interviewees for compliance with existing legislation or consistency with jurisdictions' budgets. While some jurisdictions provided financial reports and budgetary details, ECONorthwest relied on jurisdictions to report information accurately—and ECONorthwest assumed their statements were correct. In limited circumstances, if jurisdictions did not know total jurisdiction-wide expenditures, ECONorthwest looked up budgetary details (if the jurisdiction published their budgets online). It is additionally possible that some jurisdictions' responses were best guesses.

Interview Responses

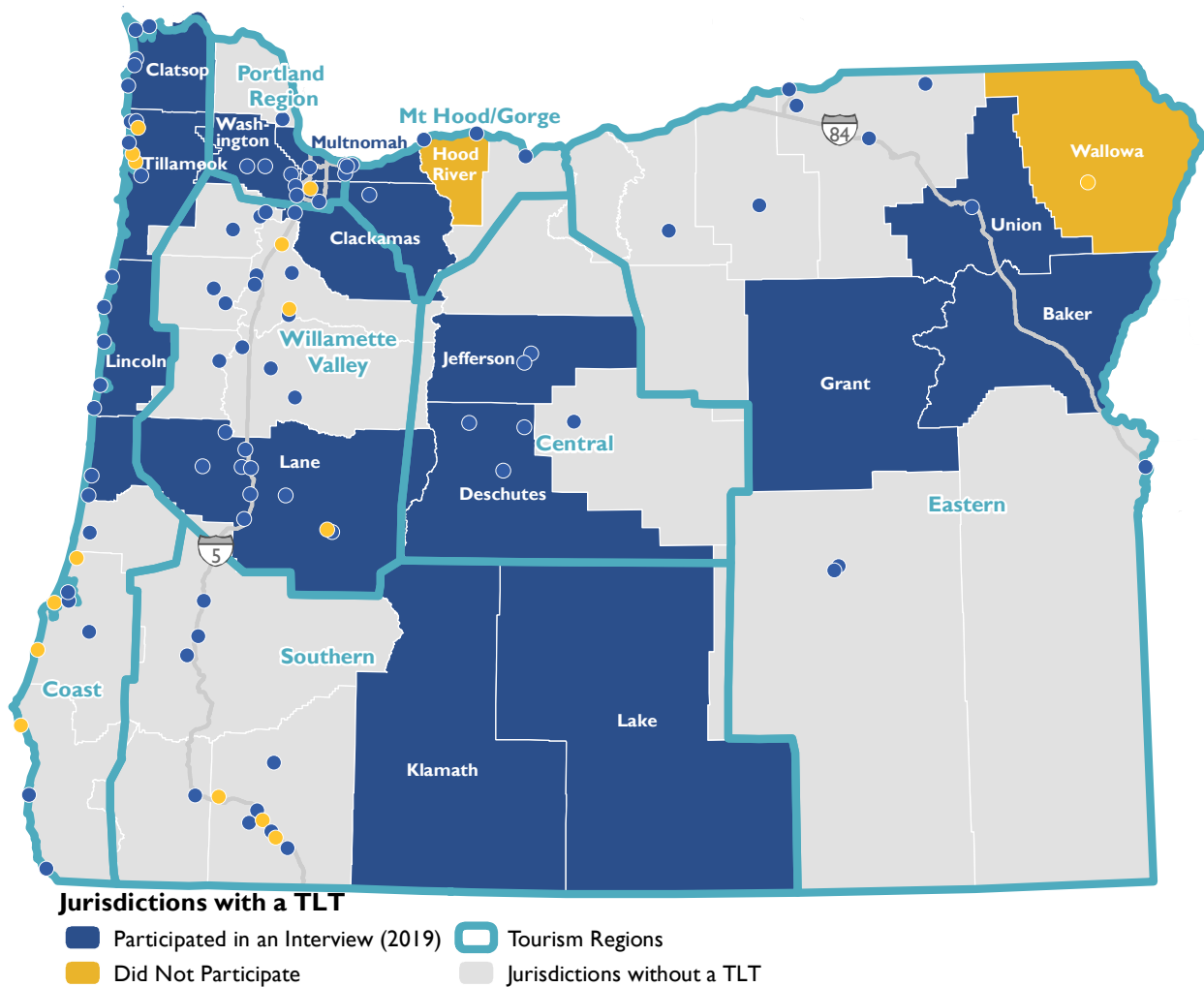
In the 2017–2018 fiscal year, 120 jurisdictions had a local TLT, with total TLT revenues of \$210.3 million. One hundred and one of these jurisdictions (84%) participated in an interview, accounting for 97% (\$204.3 million) of TLT revenue collected by jurisdictions in the 2017–2018 fiscal year.

Exhibit 3 spatially displays the jurisdictions that participated in an interview and Exhibit 4 presents an alphabetical list of jurisdictions that did/did not participate. Jurisdictions that opted not to participate were not addressed in this study.

The response rate of the interviews can be thought of in two ways: (1) the percentage of jurisdictions that responded (i.e. 84%) and (2) the percentage of TLT revenue by responding jurisdictions (see Exhibit 5).

Exhibit 3. Jurisdictions that Participated in an Interview, by Tourism Region, 2018

Source: ECONorthwest, using TLT jurisdiction data from Dean Runyan Associates and the *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.⁹



⁹ TLT survey data from 2019 is sourced as: *Local Transient Lodging Tax: Expenditures and Administration* report (2019), ECONorthwest.

Exhibit 4. Jurisdictions that Levy TLT in Oregon, by Interview Participation Status¹⁰, 2019

Source: The *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

Interview Participation Status (2019)		
Did Participate in a TLT Interview		
Albany	Hermiston	Redmond
Ashland	Hillsboro	Reedsport
Astoria	Hines	Rockaway Beach
Baker County	Hood River	Roseburg
Beaverton	Jacksonville	Salem
Bend	Jefferson County	Sandy
Brookings	Junction City	Scappoose
Burns	Keizer	Seaside
Cannon Beach	Klamath County	Shady Cove
Cascade Locks	La Grande	Silverton
Central Point	Lake County	Sisters
Clackamas County	Lane County	Springfield
Clatsop County	Lebanon	Stayton
Coburg	Lincoln County	StHelens
Condon	Lincoln City	Sutherlin
Coos Bay	Lowell	Sweet Home
Corvallis	Madras	The Dalles
Cottage Grove	Manzanita	Tigard
Creswell	McMinnville	Tillamook
Dallas	Metolius	Tillamook County
Depoe Bay	Milton-Freewater	Troutdale
Deschutes County	Monmouth	Tualatin
Dundee	Multnomah County	Umatilla
Dunes City	Nehalem	Union County
Eugene	Newberg	Veneta
Fairview	Newport	Waldport
Florence	North Bend	Warrenton
Forest Grove	Oakridge	Washington County
Gearhart	Ontario	Wilsonville
Gold Beach	Oregon City	Winston
Grant County	Pendleton	Wood Village
Grants Pass	Phoenix	Yachats
Gresham	Portland	
Heppner	Prineville	
Did Not Participate in a TLT Interview		
Bandon	Lakeside	Town of Lakeview
Bay City	McKenzie	Wallowa County
Coquille Indian Tribe	Medford	Westfir
Enterprise	Port Orford	Wheeler
Garibaldi	Rogue River	Woodburn
Hood River County	Sublimity	
Lake Oswego	Talent	

¹⁰ The City of Sherwood implemented a TLT in June of 2018. Because this analysis evaluated data for Fiscal Year 2017-2018, ECONorthwest did not ask the City of Sherwood to participate in an interview.

Exhibit 5 groups respondents by share of local TLT revenue to show that, while not all jurisdictions participated in an interview, the jurisdictions that *did* respond represented a large share of the total, local TLT revenue received in fiscal year 2017–2018. Ninety-three percent of the jurisdictions that accounted for 90% of total TLT revenue participated in an interview. This point is key because this study addresses the impacts of TLT dollars *spent*. While the study cannot account for how a share of the local TLT revenue is spent, the analysis is still comprehensive.

Exhibit 5. Interview Responses for all Jurisdictions with TLT Revenues, 2018

Source: ECONorthwest, using revenue data from using data from Dean Runyan Associates and the *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

Share of all local TLT Revenue	All TLT Jurisdiction	Participating Jurisdictions	Non-Responsive Jurisdictions	Percent of Participating Jurisdictions
90% of TLT Revenue	30	28	2	93%
8% of TLT Revenue	25	23	2	92%
2% of TLT Revenue	48	37	11	77%
Unknown	17	13	4	76%
Total	120	101	19	84%

Described in another way (see Exhibit 6): 101 of the 120 TLT jurisdictions participated in an interview, representing 97% of the total TLT revenues from the 2017–2018 fiscal year.

Exhibit 6. Interview Responses for all Jurisdictions with TLT Revenues, 2018

Source: ECONorthwest, using revenue data from using data from Dean Runyan Associates and the *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

TLT Jurisdictions	Count of TLT Jurisdictions	TLT Revenue Generated in FY 2017-2018	Share of TLT Revenue Generated in FY 2017-2018
Participating Jurisdictions	101	\$204,295,461	97%
Non-Responsive Jurisdictions	19	\$6,012,718	3%
All TLT Jurisdictions	120	\$210,308,179	100%

Organization of this Report

The remainder of the report is organized into the following chapters:

- **Chapter 2 Local Transient Lodging Tax Regulations:** provides an overview of the transient lodging tax and legislative context that influences how jurisdictions may use their transient lodging tax revenues.
- **Chapter 3 Local Transient Lodging Tax Interview Results:** describes changes in local transient lodging tax revenues and expenditures, changes in local transient lodging tax rates, and the administration of the transient lodging tax by local jurisdictions. In addition, Chapter 3 includes comparative analysis between FY 2007–2008 and 2017–2018.
- **Chapter 4 Conclusions:** provides conclusions about the use of the transient lodging taxes and describes the overall economic impact of these local taxes.
- **Appendix A:** presents the TLT interview questionnaire.
- **Appendix B:** presents the ways in which TLT revenues are spent by tourism region and program.

2. Local Transient Lodging Tax Regulations

This section provides details about the TLT—what it is, the tax’s current legislative framework, and how it functions in local jurisdictions.

The Transient Lodging Tax

The transient lodging tax (TLT) is a fee charged to customers for overnight lodging, generally for periods of less than 30 consecutive days. TLTs can be levied by local governments, in addition to the state.¹¹ The fee is a percentage of lodging charges incurred by the customer. The local tax rate is set by individual jurisdictions (cities and counties) and averages 7.5% for all jurisdictions (cities and counties) in Oregon that levy a TLT. The average local TLT rate of the jurisdictions that participated in this study via interview (cities and counties) was 7.2%.

Local governments generally use revenues from the lodging tax to either fund tourism-related facilities or tourism promotion activities, with the purpose of increasing economic activity, or to fund programs indirectly related or unrelated to tourism promotion, such as infrastructure and general services that benefit residents as well as tourists.

Individual lodging providers (e.g. hotel or motel operators) collect transient lodging taxes, imposed by municipalities, by applying the local and statewide tax rate to each customer’s lodging charges. The lodging facility owner(s) remit the taxes to the local jurisdiction on the payment schedule required by the jurisdictions. Payment schedules and reporting requirements vary among jurisdictions.

In general, local and statewide TLTs apply to tourists and local customers of overnight lodging facilities. TLT applies to lodging facilities such as (ORS 320.300(11)):

- Hotels and motels
- Bed-and-breakfast facilities
- RV sites in RV parks or campgrounds
- Resorts and inns
- Dwellings: houses, cabins, condominiums, apartment units
- Short-term and vacation rentals
- Tent sites and yurts in private and public campgrounds

Local Transient Lodging Tax: a tax imposed by a unit of local government on the sale, service, or furnishing of transient lodging.

¹¹ The statewide TLT, established in 2003 by House Bill 2267 and codified in ORS 320.300, is used to fund Oregon Tourism Commission programs, which promotes and manages tourism statewide. The statewide lodging tax is distinct and separate from individual city and county lodging taxes. The statewide tax is in addition to and not in lieu of any local transient lodging taxes. The information presented in this report focuses on local transient lodging taxes, excluding the statewide 1.8% transient lodging tax.

Restrictions on Spending TLT revenues

The 2003 Oregon Legislature passed House Bill 2267, which was codified in ORS 320.300, resulting in the following changes to transient lodging taxes: (1) establishment of a 1% statewide tax on hotels, motels, and other overnight lodging facilities, and (2) requirement that pre-existing local levels of support for tourism continue, and (3) requirements about how new or increased local transient lodging taxes can be spent. The 2008 Transient Lodging Tax study, developed by ECONorthwest, offered a first look at local jurisdictions' spending of TLT since statutory changes were implemented.

The following sub-sections describe the restrictions on local TLT spending.¹² In summary, jurisdictions with a local TLT as of July 2, 2003 are required to maintain (or increase) the amount of revenue spent on tourism related items, as a percent of total net local TLT revenues. In addition, jurisdiction with a local TLT implemented after July 2, 2003 must direct at least 70% of the *new* or *expanded* tax revenue to support the tourism industry.

EXISTING TLT REVENUES

The statutes that guide guiding spending TLT revenue (ORS 320.345 and 320.350) restrict spending of TLT revenues from lodging taxes in effect prior to July 2, 2003 in the following ways:

- **Maintain share of TLT spent on tourism.** Local jurisdictions are required to maintain the share of local TLT used for tourism promotion¹³ and tourism-related facilities¹⁴ based on spending on or after July 2, 2003 (ORS 320.350(3)). For example, a city that spent 50% of their local TLT revenue to fund tourist-related facilities on July 1, 2003, may not spend less than 50% of local TLT revenue to fund tourist-related facilities in the future.
- **Honor agreements to increase spending on tourism.** Local jurisdictions that agreed (before July 2, 2003) to increase spending on tourism funded by the local TLT must raise the tax as agreed (ORS 320.350(3)).
- **Continue financing debt with TLT revenue.** A local jurisdiction that is financing debt with local TLT revenues on November 26, 2003 must continue to finance the debt until the retirement of the debt, including any refinancing of that debt. At the time of debt retirement, the tax must be eliminated or must comply with regulations for new or increased local lodging taxes (ORS 320.350(4)).

¹² For more information: https://www.oregonlegislature.gov/bills_laws/ors/ors320.html

¹³ "Tourism promotion" 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 an festivals designed to attract tourists (ORS 320.300, Definitions).

¹⁴ "Tourism-related facility" means: (a) a conference center, convention center or visitor information center; and (b) other improved real property that has useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities (ORS 320.300, Definitions).

- **Maintain reimbursement rates to lodging providers.** Local jurisdictions are prohibited from decreasing the amount of reimbursement (as a percent of local transient lodging tax collected) allocated to lodging providers based on the amount reimbursement allowed on December 31, 2000 (ORS 320.345(1)). For example, a city that allowed operators to retain 3% of the local lodging tax collected may not decrease the reimbursement percentage below 3%.

As a further point of clarification, while the rate is called a *reimbursement* rate, in actuality it allows lodging operators to retain dollars prior to remittance of the tax revenue to local governments. In other words, operators do not submit the full tax to get reimbursed by the jurisdiction. Instead, they retain their allowance and then submit the remaining balance to the jurisdiction.

- **Raise reimbursement rates lodging providers with increases in TLT rates.** Local jurisdictions that raised their TLT rate on or after January 1, 2001 are required to reimburse (or retain, see explanation above) lodging providers at least 5% of all collected local TLT revenues, including revenues that would have been collected without the increase (ORS 320.345(3)). For example, if a City reimbursed a lodging provider 3% of their local TLT revenue collected and raised their local TLT rate from 7% to 8% after January 1, 2001, then the City would need to increase the collection reimbursement to lodging providers from 3% to 5% of total, collected, local TLT revenues.

NEW TLT REVENUES

New TLTs or increases in local TLTs (approved on or after July 2, 2003) must meet the requirements described below:

- **Spending of new or increased revenue on tourism.** At least 70% of the net revenue from a *new* or *increased* local transient lodging tax must be used for tourism promotion and tourism-related facilities (including debt financing of tourism-related facilities). No more than 30% of the net revenue from a new or increased TLT may be used for funding city or county services (i.e. transportation infrastructure, libraries, parks, and other services) (ORS 320.350(6)). For example, if a City raises their TLT from a 6% to 7% rate, the additional 1% tax must adhere to the 70/30 revenue split.
- **Using TLT to finance debt of tourism-related facilities.** Net revenue from new or increased local TLT can be used to finance or refinance debt of tourism-related facilities and to pay administrative costs involved in financing or refinancing that debt provided: (1) TLT revenue may be used for administrative costs only if the jurisdiction provides a collection reimbursement charge to lodging providers; and (2) after the debt is retired, the jurisdiction reduces the TLT rate by the amount the TLT rate was increased to finance or refinance the debt (ORS 320.350(5)).

SPENDING ON TOURISM

The restrictions on spending existing or new TLT revenues are designed, in part, to maintain or increase the spending of TLT revenues on tourism, as a reinvestment in tourism. ORS 320.300¹⁵ provides the following definitions of tourism and related activities:

“Tourism” means economic activity resulting from tourists.

“Tourism promotion” 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 promotion agency” includes:

- (a) An incorporated nonprofit organization or governmental unit that is responsible for the tourism promotion of a destination on a year-round basis.
- (b) A nonprofit entity that manages tourism-related economic development plans, programs and projects.
- (c) A regional or statewide association that represents entities that rely on tourism-related business for more than 50 percent of their total income.

“Tourism-related facility” means:

- (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.

“Tourist” means 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.

¹⁵ ORS 320.300: https://www.oregonlegislature.gov/bills_laws/ors/ors320.html

3. Local Transient Lodging Tax Interview Results

The purpose of this project was to learn how municipalities across Oregon use the revenues they generate from their local transient lodging tax (TLT). The results of the project will help Travel Oregon understand the expenditure of TLT revenues in local jurisdictions. This project focused on the programs, facilities, services, and activities that were financed with local TLT funds in the 2017–2018 fiscal year.

This chapter presents the results of study in the following sections:

- Local TLT Revenues
- Local TLT Expenditures
- Administration of Local TLT

TLT: Quick Facts

The following provides a high-level snapshot of the TLT interview findings for the 2017–2018 fiscal year:

<p>104</p> <p>Cities that Receive TLT Revenue</p>	<p>16</p> <p>Counties that Receive TLT Revenue</p>	<p>84%</p> <p>Interview Participation Rate</p>
<p>7.2%</p> <p>Average TLT Rate of Participating Jurisdictions</p>	<p>\$608k</p> <p>The Average Program Expenditures of Participating Jurisdictions</p>	<p>4</p> <p>Average Number of Programs that TLT is Used for, of Participating Jurisdictions</p>

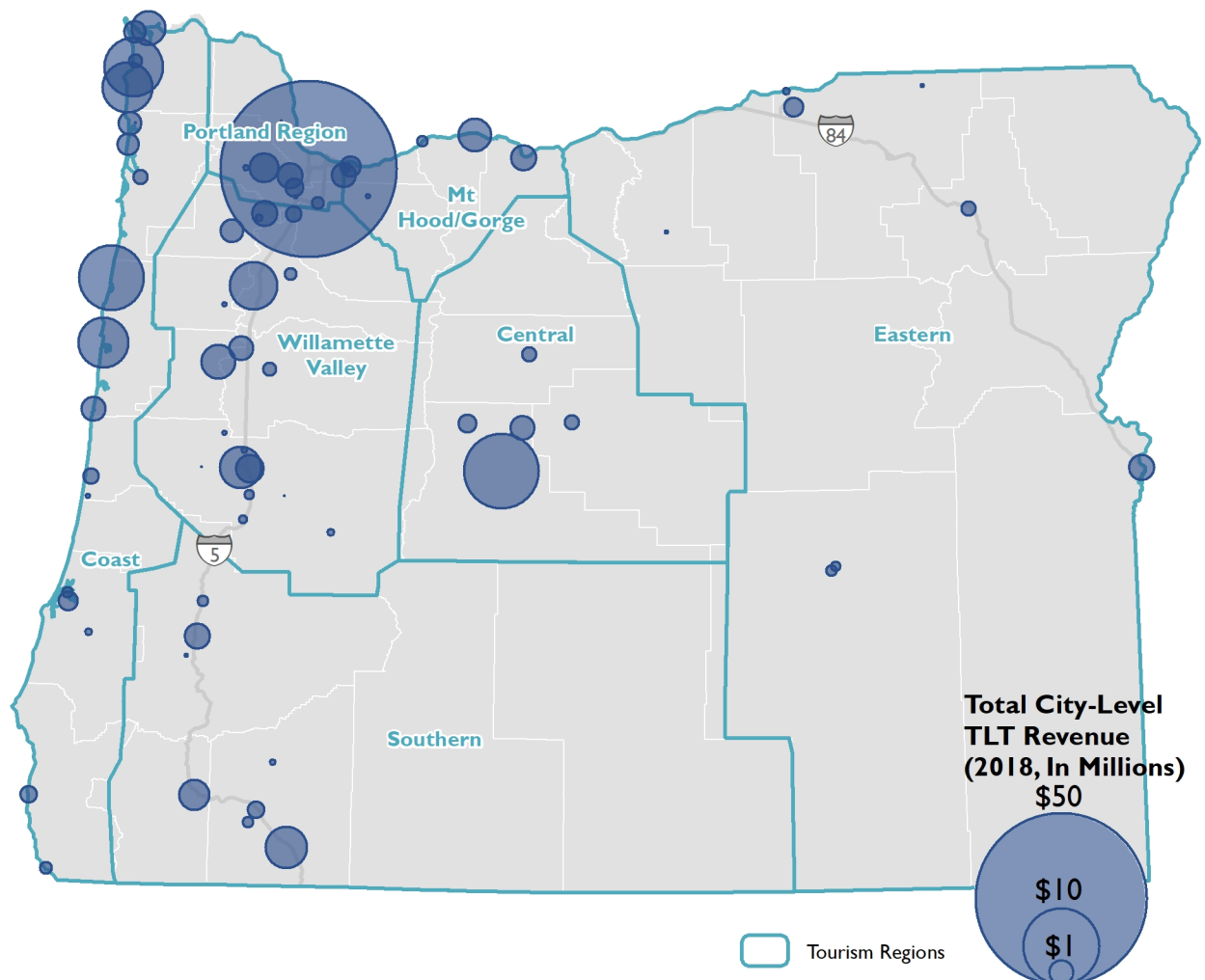
Local TLT Revenues

The following maps (Exhibit 7 and Exhibit 8) show total revenue for cities and counties using proportional symbols (i.e. dots are proportional to revenue values).

As displayed in Exhibit 7, the four cities with the largest total revenues in 2018 were Portland (\$53.2 million), Bend (\$9.7 million), Lincoln City (\$7.2 million), and Seaside (\$5.9 million). In 2018, local TLT revenue generated by cities was concentrated in the Portland Region, along the northern coast, and along the I-5 corridor.

Exhibit 7. Total TLT Revenue, Participating TLT Jurisdictions (cities only) by Tourism Region, FY 2018

Source: ECONorthwest, using revenue data from Dean Runyan Associates (and Travel Lane County for Cottage Grove, Eugene, Florence, and Springfield).

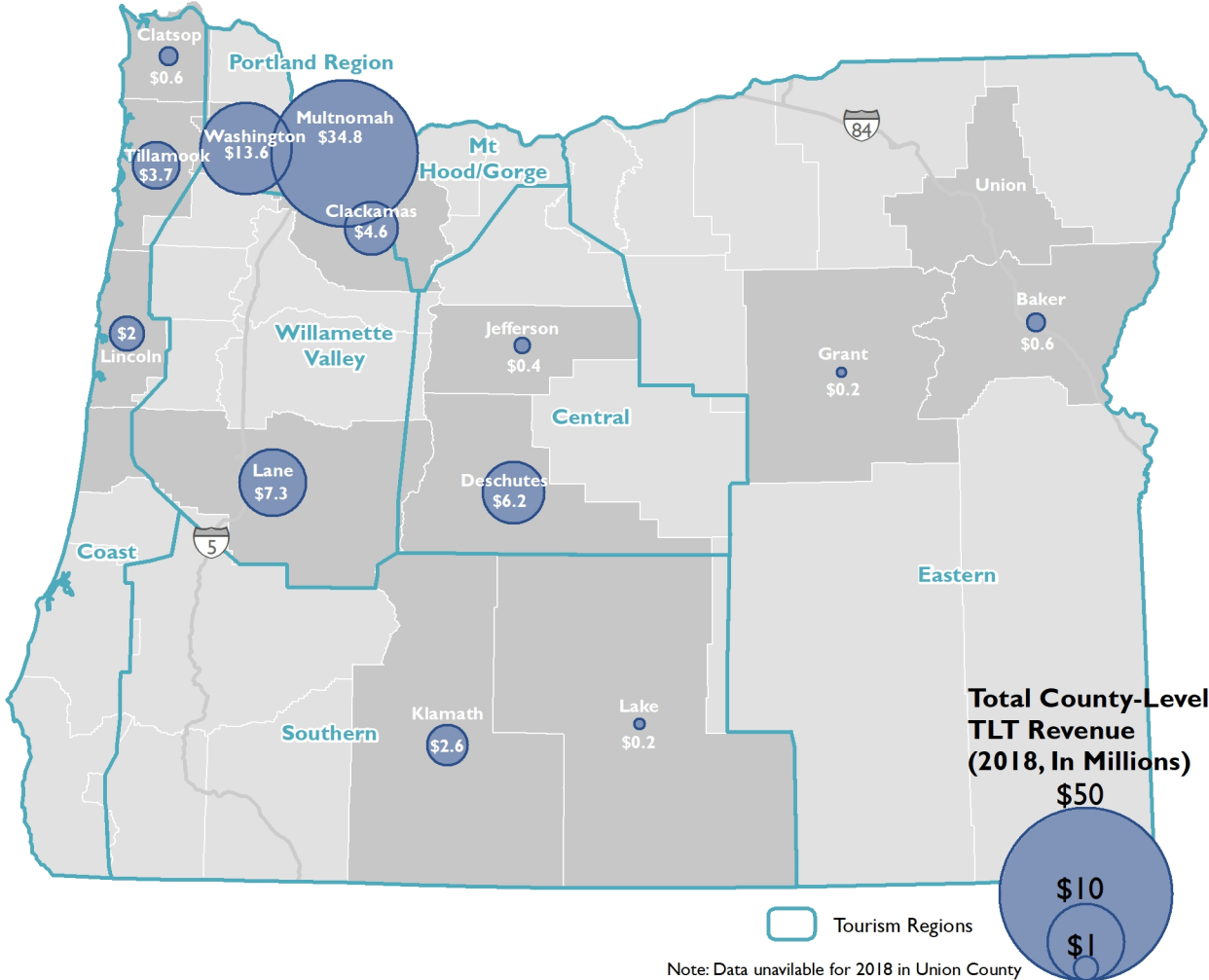


As displayed in Exhibit 8, the counties with the largest TLT revenues in 2018 were Multnomah County (\$34.8 million), Washington County (\$13.6 million), Lane County (\$7.3 million), and Deschutes County (\$6.2 million).

Several counties only impose their local TLT rates in unincorporated areas of their jurisdiction which limits the amount of revenue they receive (e.g., Clatsop, Deschutes, Jefferson, and Lincoln Counties).¹⁶ Tillamook County levies their TLT rate in both unincorporated and incorporated areas of the county (but they impose a lower rate in incorporated areas). Baker, Clackamas, Grant, Klamath, Lake, Lane, Multnomah, Union, and Washington Counties impose a single TLT rate across both incorporated and unincorporated areas of their jurisdictions.

Exhibit 8. Total TLT Revenue, Participating TLT Jurisdictions (counties only) by Tourism Region, FY 2018

Source: ECONorthwest, using revenue data from Dean Runyan Associates (and Travel Lane County for Lane County).



¹⁶ Hood River County also levies their TLT in unincorporated areas only but did not participate in this study.

Local TLT Revenues per Capita

This section compares local TLT revenues by normalizing findings across communities of varying sizes. Exhibit 9 shows the amount of local TLT revenue per capita (i.e. local TLT revenue per resident) in 2007 and 2018. The Coast had the highest per capita TLT revenue in 2007 and 2018 (\$109 and \$231 per person respectively) and the largest change per person (\$122 per person). The Willamette Valley had the lowest per capita TLT revenue in 2007 and in 2018, while Eastern region experienced the smallest change in local TLT revenues (\$4 per person difference).

Per capita TLT revenue grew in each region.

Some of the increase in TLT revenue may have resulted from jurisdictions increasing their TLT rate.

Exhibit 9. Change in Local TLT Revenues per Capita, Participating TLT Jurisdictions by Tourism Region, FY 2007 and FY 2018

Source: Calculations by ECONorthwest, using revenue data from Dean Runyan Associates and Travel Lane County, and population estimates from the Population Research Center at Portland State University (2007 and 2018).

Region	TLT Revenue per Capita		Change 2007-2018	
	2007	2018	Amount	Percent Change
Coast	\$109	\$231	\$122	111%
Mt. Hood/Gorge	\$43	\$92	\$49	114%
Central	\$41	\$84	\$43	104%
Portland Region	\$28	\$60	\$32	118%
Southern	\$29	\$47	\$18	61%
Eastern	\$24	\$29	\$4	18%
Willamette Valley	\$15	\$26	\$12	79%

As Exhibit 10 and Exhibit 11 indicate, the participating TLT cities with the most revenue per capita are located along the Coast. The cities of Cannon Beach (\$2,497), Yachats (\$1,398), and Manzanita (\$1,396) generated the most revenue per capita and are all located in the Coast region. The average revenue per capita for all participating TLT cities was \$56.

Exhibit 10. Local TLT Revenue per Capita, Participating TLT Jurisdictions (cities only) by Tourism Region, FY 2018

Source: ECONorthwest, using revenue data from Dean Runyan Associates and Travel Lane County, and population estimates from the Population Research Center at Portland State University (2018).

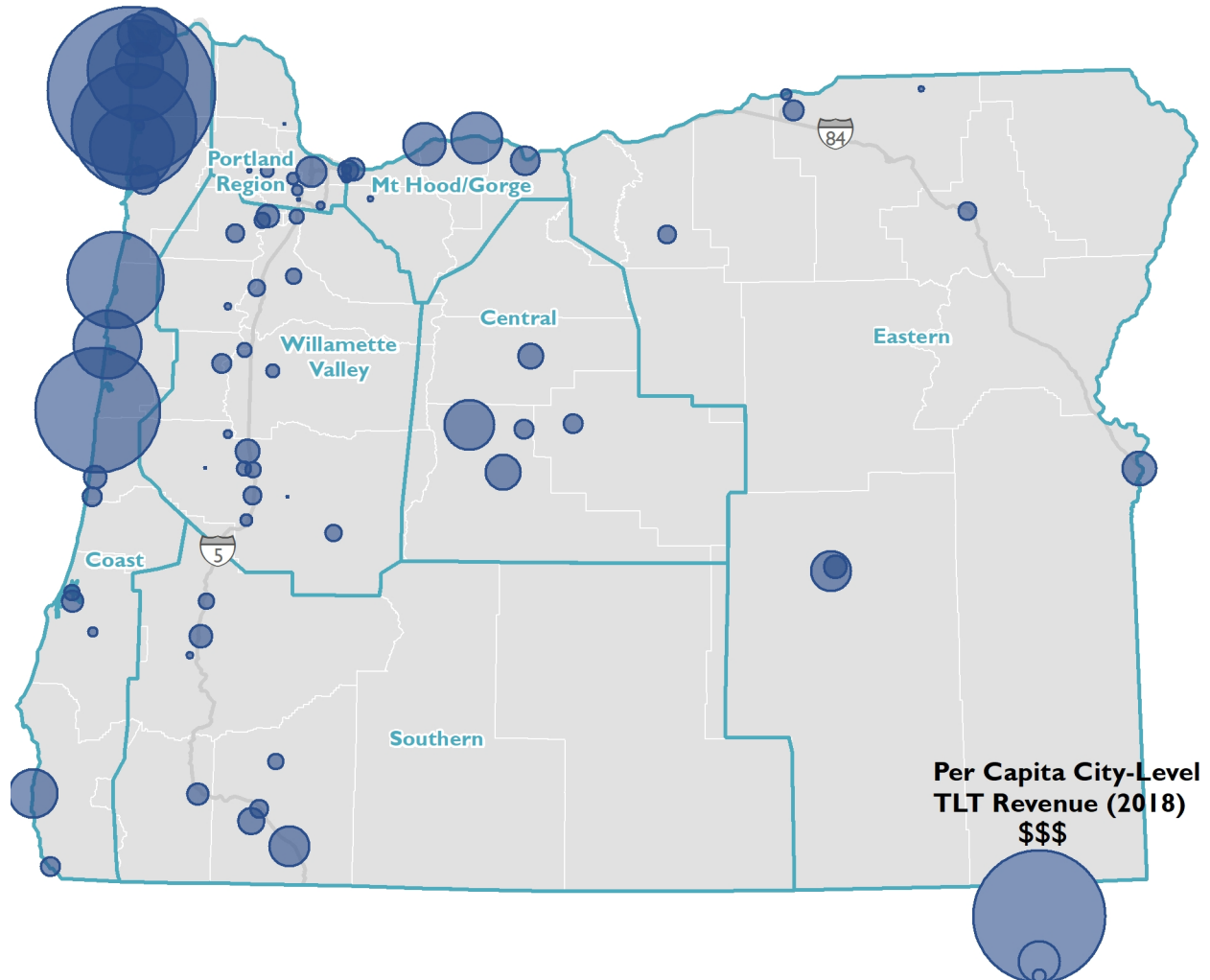


Exhibit 11. Local TLT Revenue Per Capita, Participating Jurisdictions (cities only) by Tourism Region, FY 2018

Source: Calculations by ECONorthwest, using revenue data from Dean Runyan Associates (and Travel Lane County for Cottage Grove, Eugene, Florence, and Springfield), and population estimates from the Population Research Center at Portland State University (2018).

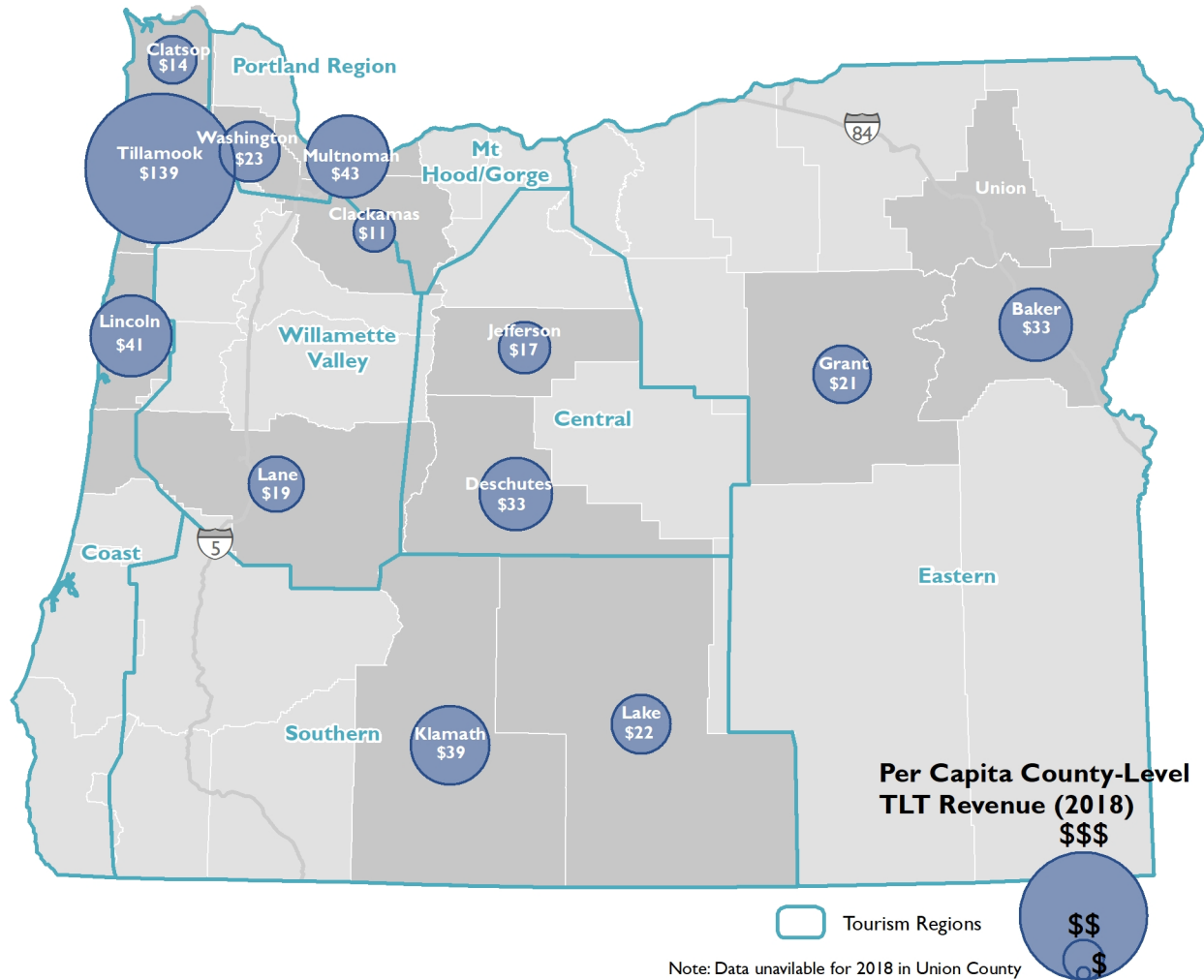
Jurisdiction by Tourism Region	Revenue Per Capita	Jurisdiction by Tourism Region	Revenue Per Capita	Jurisdiction by Tourism Region	Revenue Per Capita
Central		Mt. Hood / Gorge		Willamette Valley	
Sisters	\$218	Hood River	\$237	Coburg	\$51
Bend	\$108	Cascade Locks	\$160	Newberg	\$47
Madras	\$56	The Dalles	\$73	Florence	\$47
Redmond	\$34	Troutdale	\$45	Corvallis	\$33
Prineville	\$34	Wood Village	\$39	Creswell	\$31
Metolius	<i>not available</i>	Portland Region		McMinnville	\$28
Coast		Portland	\$82	Oakridge	\$25
Cannon Beach	\$2,497	Hillsboro	\$14	Salem	\$24
Yachats	\$1,398	Tigard	\$10	Springfield	\$23
Manzanita	\$1,396	Beaverton	\$12	Silverton	\$22
Seaside	\$893	St. Helens	\$9	Dundee	\$22
Lincoln City	\$822	Gresham	\$9	Albany	\$20
Rockaway Beach	\$633	Fairview	\$8	Wilsonville	\$18
Newport	\$420	Oregon City	\$7	Eugene	\$18
Gold Beach	\$210	Sandy	\$3	Lebanon	\$16
Astoria	\$206	Forest Grove	\$2	Cottage Grove	\$12
Gearhart	\$201	Tualatin	\$0.98	Junction City	\$6
Warrenton	\$158	Scappoose	\$0.50	Monmouth	\$5
Tillamook	\$76	Southern		Lowell	\$0.66
Coos Bay	\$41	Ashland	\$140	Veneta	\$0.21
Dunes City	\$35	Jacksonville	\$61	Dallas	<i>not available</i>
Brookings	\$35	Roseburg	\$47	Keizer	<i>not available</i>
North Bend	\$23	Grants Pass	\$41	Stayton	<i>not available</i>
Nehalem	\$9	Central Point	\$28	Sweet Home	<i>not available</i>
Depoe Bay	<i>not available</i>	Sutherlin	\$23		
Reedsport	<i>not available</i>	Shady Cove	\$22		
Waldport	<i>not available</i>	Winston	\$5		
Eastern		Phoenix	<i>not available</i>		
Hines	\$142				
Ontario	\$99				
Burns	\$49				
Hermiston	\$37				
La Grande	\$29				
Condon	\$28				
Umatilla	\$10				
Milton-Freewater	\$3				
Heppner	<i>not available</i>				
Pendleton	<i>not available</i>				

Note: This exhibit presents the cities that participated in an interview. Revenue data, (provided by Dean Runyan Associates), that informed the revenue per capita calculation was not available for all cities. In these instances, ECONorthwest used the annotation “not available.”

Next is the analysis of revenue per capita for counties. The average TLT revenue per capita for participating counties was \$34. Tillamook County generated the most revenue per capita (\$139) while Clackamas County generated the least revenue per capita (\$11).

Exhibit 12. Local TLT Revenue per Capita, Participating TLT Jurisdictions (counties only) by Tourism Region, FY 2018

Source: Calculations by ECONorthwest, using revenue data from Dean Runyan Associates and Travel Lane County for Lane County. Population estimates derive from the Population Research Center at Portland State University (2018).



Note: The proportional symbols in Exhibit 10 do not use the same scale as the symbols in this exhibit. Counties highlighted in dark grey participated in the study. County revenue is net of city collections.

Change in Local TLT Revenues, FY 2007 to FY 2018

TLT revenues increased in all tourism regions between 2007 and 2018. Exhibit 13 shows change in TLT revenues by region for 2007 and 2018. In nominal dollars, TLT revenues grew by 128% or \$114.8 million in Oregon between 2007 and 2018. The Portland Region accounted for over half of local TLT revenue in Oregon in 2018 (\$111 million), with growth of \$66.8 million or 151% from 2007. The share of local TLT revenue collected in the Portland Region increased by nearly 5% over the last decade.

Jurisdictions in the Coast and in the Willamette Valley regions accounted for a combined 29% of local TLT revenue collected across the State. Jurisdictions in the Oregon Coast collected \$35.8 million in local TLT revenues in 2018, an increase of \$19.5 million or 120% since 2007. In the Willamette Valley, jurisdictions collected \$22.3 million in 2018, an increase of \$11 million or 97% since 2007.

Exhibit 13. Change in Local TLT Revenues, Participating TLT Jurisdictions by Tourism Regions, FY 2007 and FY 2018

Source: Calculations by ECONorthwest, using revenue data from Dean Runyan Associates and Travel Lane County.

Region	Jurisd.	TLT Collections				Change in Revenue 2007 to 2018		
		2007		2018		Amount	Percent	Share
		Revenue	Percent of Total	Revenue	Percent of Total			
Portland Region	15	\$44,173,957	49%	\$110,955,343	54%	\$66,781,386	151%	5.0%
Coast	24	\$16,262,496	18%	\$35,795,436	18%	\$19,532,940	120%	-0.6%
Willamette Valley	25	\$11,334,012	13%	\$22,314,981	11%	\$10,980,969	97%	-1.7%
Central	8	\$7,922,896	9%	\$18,622,491	9%	\$10,699,595	135%	0.3%
Southern	11	\$5,452,009	6%	\$9,374,451	5%	\$3,922,442	72%	-1.5%
Mt. Hood/Gorge	5	\$1,693,980	2%	\$4,068,724	2%	\$2,374,744	140%	0.1%
Eastern	13	\$2,775,069	3%	\$3,395,614	2%	\$620,545	22%	-1.4%
Total	101	\$89,614,419	100%	\$204,527,040	100%	\$114,912,621	128%	-

Exhibit 14 shows TLT revenues in 2018 and percent change in TLT revenues between 2007 and 2018. It shows that, in four of the seven tourism regions, TLT revenues grew by over 100% over the last eleven years.

Exhibit 14. Total Local TLT Revenues, Participating TLT Jurisdictions by Tourism Region, FY 2018 and Change Between FY 2007 and FY 2018

Source: Calculations by ECONorthwest, using revenue data from Dean Runyan Associates and Travel Lane County.

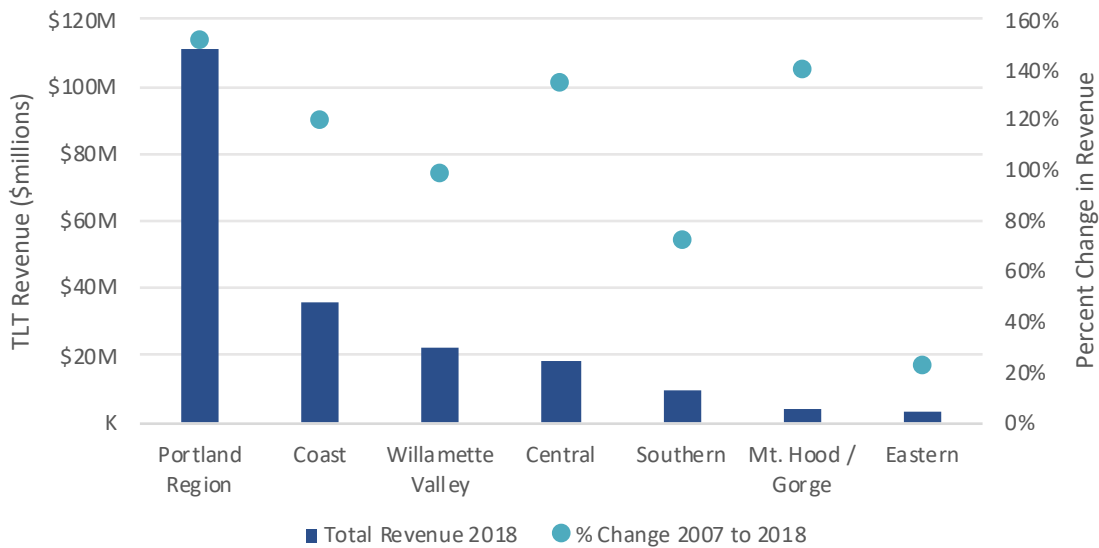


Exhibit 15 shows change in the distribution of local TLT revenues. In 2007, the Portland Region’s TLT revenues accounted for 49% of local TLT revenues, increasing to 54% by 2018.

Exhibit 15. Percent of Total Local TLT Revenues, Participating TLT Jurisdictions by Tourism Regions, FY 2007 and FY 2018

Source: Calculations by ECONorthwest, using revenue data from Dean Runyan Associates and Travel Lane County.

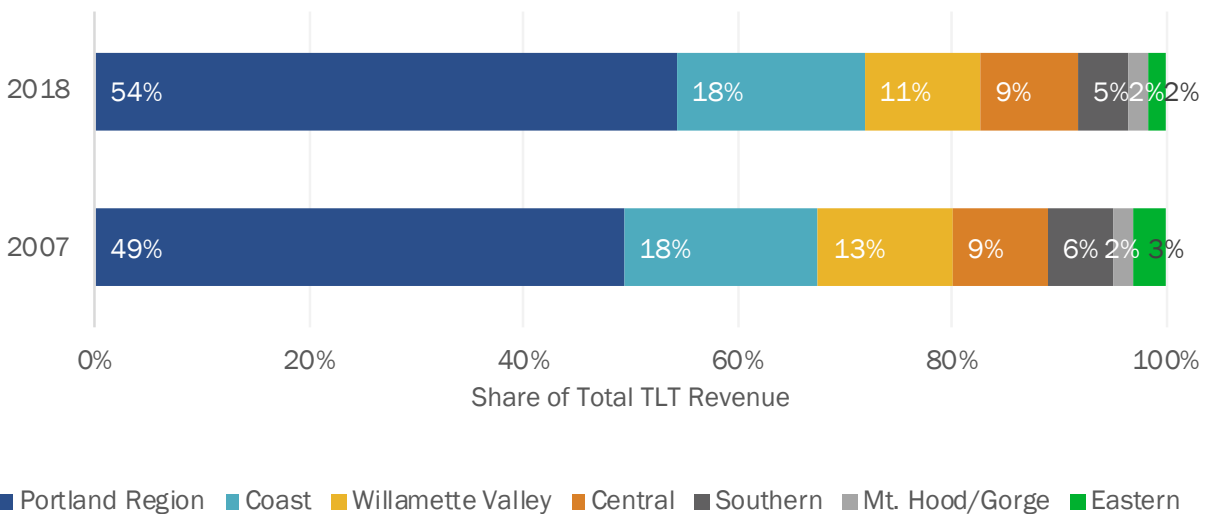


Exhibit 16 shows change in TLT revenues by jurisdiction over the 2007 to 2018 period. In 2018, the jurisdictions with the largest TLT revenues were Portland, Multnomah County, Washington County, Bend, Lincoln City, Eugene, Deschutes County, and Seaside.

Exhibit 16. Change in Local TLT Revenue Collections, Participating TLT Jurisdictions by Tourism Region, FY 2007 and FY 2018

Source: Calculations by ECONorthwest, using revenue data from Dean Runyan Associates and Travel Lane County. Note: In instances where data is unavailable, ECONorthwest could not calculate a percent change or revenue change; this is represented with a dash.

Jurisdiction	TLT Revenue Collection		Change 2007 to 2018	
	2007	2018	Amount	Percent Change
Central				
Bend	\$3,303,000	\$9,700,000	\$6,397,000	194%
Deschutes - Unincorporated	\$3,304,438	\$6,249,600	\$2,945,162	89%
Jefferson - Unincorporated	\$228,022	\$388,521	\$160,499	70%
Madras	\$171,827	\$354,739	\$182,912	106%
Metolius	\$2,082	<i>not available</i>	-	-
Prineville	\$197,250	\$339,003	\$141,753	72%
Redmond	\$492,744	\$995,754	\$503,010	102%
Sisters	\$223,532	\$594,874	\$371,342	166%
Coast				
Astoria	\$1,028,982	\$1,998,522	\$969,540	94%
Brookings	\$170,683	\$229,177	\$58,494	34%
Cannon Beach	\$1,997,424	\$4,270,546	\$2,273,122	114%
Clatsop - Unincorporated	\$134,859	\$569,068	\$434,209	322%
Coos Bay	\$553,678	\$685,204	\$131,526	24%
Depoe Bay	\$402,571	<i>not available</i>	-	-
Dunes City	\$23,693	\$46,631	\$22,938	97%
Gearhart	\$119,425	\$302,483	\$183,058	153%
Gold Beach	\$291,898	\$475,376	\$183,478	63%
Lincoln - Unincorporated	\$1,118,544	\$1,963,802	\$845,258	76%
Lincoln City	\$3,437,960	\$7,173,273	\$3,735,313	109%
Manzanita	\$313,474	\$893,329	\$579,855	185%
Nehalem	<i>not available</i>	\$2,444	-	-
Newport	\$2,271,620	\$4,248,219	\$1,976,599	87%
North Bend	\$245,487	\$222,034	-\$23,453	-10%
Reedsport	\$172,674	<i>not available</i>	-	-
Rockaway Beach	\$225,632	\$854,750	\$629,118	279%
Seaside	\$2,595,978	\$5,945,788	\$3,349,810	129%
Tillamook	\$315,749	\$374,686	\$58,937	19%
Tillamook - Incorporated	<i>not available</i>	<i>not available</i>	-	-
Tillamook - Unincorporated	<i>not available</i>	\$3,660,541	-	-
Waldport	\$23,048	<i>not available</i>	-	-
Warrenton	\$316,060	\$838,255	\$522,195	165%
Yachats	\$503,056	\$1,041,308	\$538,252	107%

Exhibit continued on following pages.

Jurisdiction	TLT Revenue Collection		Change 2007 to 2018	
	2007	2018	Amount	Percent Change
Eastern				
Baker County	\$385,109	\$558,693	\$173,584	45%
Burns	\$78,885	\$139,618	\$60,733	77%
Condon	<i>not available</i>	\$19,486	-	-
Grant County	\$98,403	\$156,637	\$58,234	59%
Hepner	\$3,951	<i>not available</i>	-	-
Hermiston	\$313,443	\$678,588	\$365,145	116%
Hines	\$128,877	\$221,325	\$92,448	72%
La Grande	\$232,370	\$383,674	\$151,304	65%
Milton-Freewater	<i>not available</i>	\$22,302	-	-
Ontario	\$606,998	\$1,140,329	\$533,331	88%
Pendleton	\$767,608	<i>not available</i>	-	-
Umatilla	\$15,977	\$74,962	\$58,985	369%
Union County	\$143,448	<i>not available</i>	-	-
Mt. Hood and Columbia River Gorge				
Cascade Locks	\$116,671	\$220,016	\$103,345	89%
Hood River	\$577,969	\$1,894,382	\$1,316,413	228%
The Dalles	\$560,853	\$1,076,026	\$515,173	92%
Troutdale	\$340,617	\$724,912	\$384,295	113%
Wood Village	\$97,870	\$153,388	\$55,518	57%
Portland Region				
Beaverton	<i>not available</i>	\$1,158,948	-	-
Clackamas County	\$2,776,897	\$4,629,328	\$1,852,431	67%
Fairview	\$39,037	\$73,305	\$34,268	88%
Forest Grove	<i>not available</i>	\$53,358	-	-
Gresham	\$556,046	\$994,578	\$438,532	79%
Hillsboro	<i>not available</i>	\$1,452,027	-	-
Multnomah County	\$16,726,000	\$34,806,000	\$18,080,000	108%
Oregon City	\$51,546	\$238,096	\$186,550	362%
Portland	\$17,526,682	\$53,181,447	\$35,654,765	203%
Scappoose	<i>not available</i>	\$3,573	-	-
Sandy	\$17,819	\$30,071	\$12,252	69%
St. Helens	<i>not available</i>	\$123,148	-	-
Tigard	<i>not available</i>	\$542,780	-	-
Tualatin	<i>not available</i>	\$26,557	-	-
Washington County	\$6,479,931	\$13,642,127	\$7,162,196	111%

Exhibit continued on following page.

Jurisdiction	TLT Revenue Collection		Change 2007 to 2018	
	2007	2018	Amount	Percent Change
Southern				
Ashland	\$1,551,386	\$2,910,000	\$1,358,614	88%
Central Point	\$293,468	\$495,046	\$201,578	69%
Grants Pass	\$1,046,936	\$1,532,684	\$485,748	46%
Jacksonville	\$64,485	\$180,388	\$115,903	180%
Klamath County	\$1,329,537	\$2,633,811	\$1,304,274	98%
Lake County	\$110,666	\$178,035	\$67,369	61%
Phoenix	\$26,994	<i>not available</i>	-	-
Roseburg	\$881,145	\$1,166,406	\$285,261	32%
Shady Cove	\$65,150	\$67,361	\$2,211	3%
Sutherlin	\$73,365	\$184,923	\$111,558	152%
Winston	\$8,877	\$25,797	\$16,920	191%
Willamette Valley				
Albany	\$700,912	\$1,061,288	\$360,376	51%
Coburg	\$48,169	\$61,043	\$12,874	27%
Corvallis	\$1,095,330	\$1,976,863	\$881,533	80%
Cottage Grove*	\$96,890	\$122,376	\$25,486	26%
Creswell	\$82,442	\$169,485	\$87,043	106%
Dallas	<i>not available</i>	<i>not available</i>	-	-
Dundee	<i>not available</i>	\$72,061	-	-
Eugene*	\$1,671,707	\$3,024,441	\$1,352,734	81%
Florence*	\$127,787	\$412,144	\$284,357	223%
Junction City	\$25,862	\$34,602	\$8,740	34%
Keizer	\$75,963	<i>not available</i>	-	-
Lane County*	\$3,958,389	\$7,257,795	\$3,299,406	83%
Lebanon	\$30,378	\$276,203	\$245,825	809%
Lowell	\$0	\$706	\$706	-
McMinnville	<i>not available</i>	\$950,622	-	-
Monmouth	\$9,424	\$44,806	\$35,382	375%
Newberg	\$129,383	\$1,118,742	\$989,359	765%
Oakridge	\$50,849	\$82,893	\$32,044	63%
Salem	\$2,394,765	\$3,922,627	\$1,527,862	64%
Silverton	<i>not available</i>	\$231,074	-	-
Springfield*	\$756,945	\$1,393,527	\$636,582	84%
Stayton	<i>not available</i>	<i>not available</i>	-	-
Sweet Home	\$18,488	<i>not available</i>	-	-
Veneta	\$0	\$1,002	\$1,002	-
Wilsonville	\$267,651	\$450,412	\$182,761	68%

*Note: Travel Lane County provided revenue estimates for Lane County, Cottage Grove, Eugene, Florence, and Springfield.

Other cities within Lane County (Coburg, Creswell, Dunes City, Junction City, Lowell, McKenzie, Oakridge, Veneta, and Westfir) receive a share of Lane County's total revenue. While revenue amounts are listed for these communities (using Dean Runyan data), they are not in addition to the \$4 million (2007) and \$7.3 million (2018) revenue amount for Lane County.

Local TLT Expenditures

This section provides information about fiscal year 2017–2018 expenditures at a higher and more detailed-level, comparing findings from fiscal year 2006–2007 where data is available.

The overall increase in expenditures from 2007 to 2018 is similar to local jurisdictions’ overall growth in revenues. Total local TLT revenues increased by \$114.8 million or 128% from 2007 to 2018. In that same time, local TLT expenditures increased by \$155.7 million or 202%. The difference in growth in revenue versus growth expenditures (about \$28.6 million) could be due to several reasons. For example, Dean Runyan Associates provided revenue data while individual TLT jurisdictions provided expenditure details. Jurisdictions could have spent TLT revenues from previous years in FY 2018 (i.e. revenues carried over to FY 2018). Jurisdictions could have estimated or rounded their expenditure amounts as well.

Program expenditures have increased, as have the number of individual programs.

In 2018, the average amount of local TLT revenues allocated to programs increased by more than \$333,000.

Exhibit 17. Local TLT Expenditures, Participating Jurisdictions, FY 2007 and FY 2018

Source: *Transient Lodging Tax Survey (2008)* and *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

	2007	2018	Change (Amount)	Percent Change
Total Programs	281	383	102	36%
Total Expenditures	\$77.2m	\$232.9m	\$155.7m	202%
Average Expenditure per Program	\$274,549	\$607,970	\$333,421	121%

The following maps (Exhibit 18 and Exhibit 19) show total expenditures for cities and counties using proportional symbols (i.e. dots are proportional to spending).

Exhibit 18. Total TLT Expenditures, Participating TLT Jurisdictions (cities only) by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

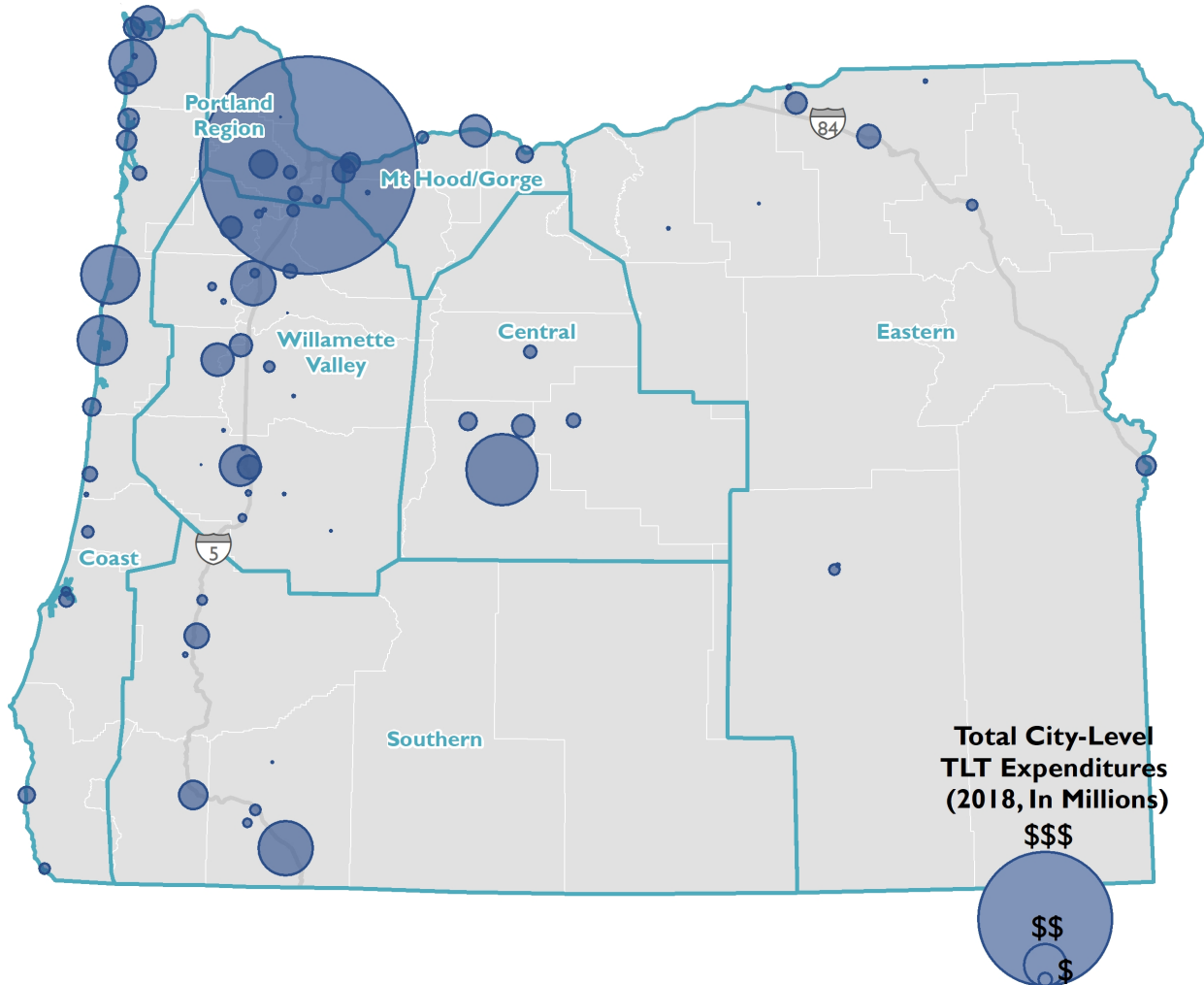
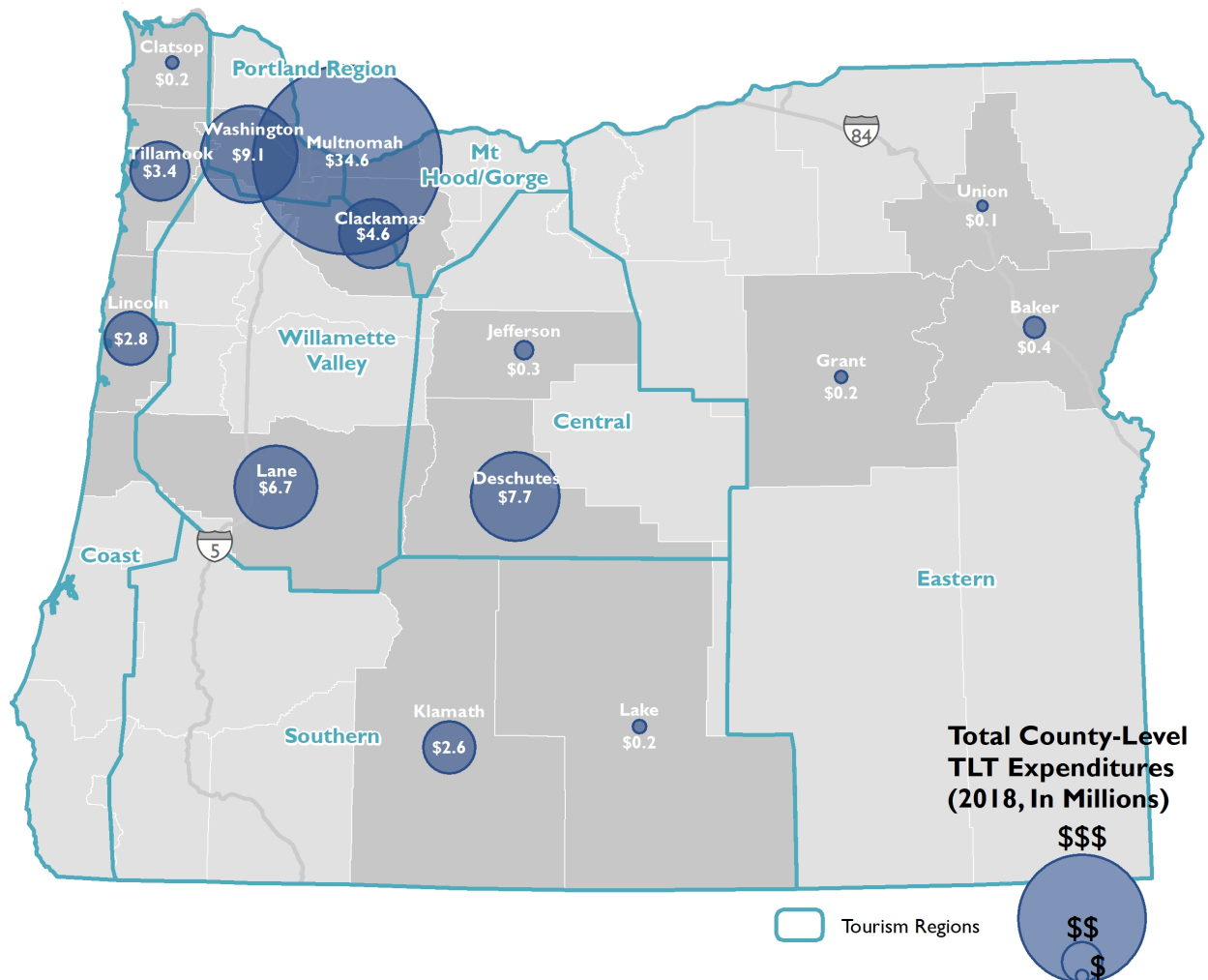


Exhibit 19. Total TLT Expenditures, Participating TLT Jurisdictions (counties only) by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.



Local TLT Expenditures per Capita in FY 2018

This section compares local TLT revenues by normalizing findings across communities of varying sizes. Exhibit 20 shows the amount of local TLT spending per capita (i.e. dollars of local TLT spending per resident) in 2007 and 2018.

Per capita TLT spending grew in each region.

Per capita spending in nominal dollars increased the most in the Coast region (\$138 increase) and the least in the Eastern region (\$10).

Exhibit 20. Change in Local TLT Expenditures per Capita, Participating TLT Jurisdictions by Tourism Region, FY 2007 and FY 2018

Source: *Transient Lodging Tax Survey (2008)* and *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest. Population estimates derive from the Population Research Center at Portland State University (2007 and 2018).

Region	TLT Expenditure per Capita		Change 2007-2018	
	2007	2018	Amount	Percent Change
Coast	\$74	\$212	\$138	187%
Central	\$24	\$89	\$65	267%
Mt. Hood/Gorge	\$24	\$81	\$57	240%
Portland Region	\$25	\$75	\$50	198%
Southern	\$35	\$57	\$23	65%
Eastern	\$23	\$33	\$10	45%
Willamette Valley	\$6	\$26	\$20	326%

The following maps (Exhibit 21 and Exhibit 22) show per capita expenditures for cities and counties using proportional symbols (i.e. dots are proportional to spending).

Exhibit 21. Local TLT Expenditures per Capita, Participating TLT Jurisdictions (cities only) by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest. Population estimates derive from the Population Research Center at Portland State University (2018).

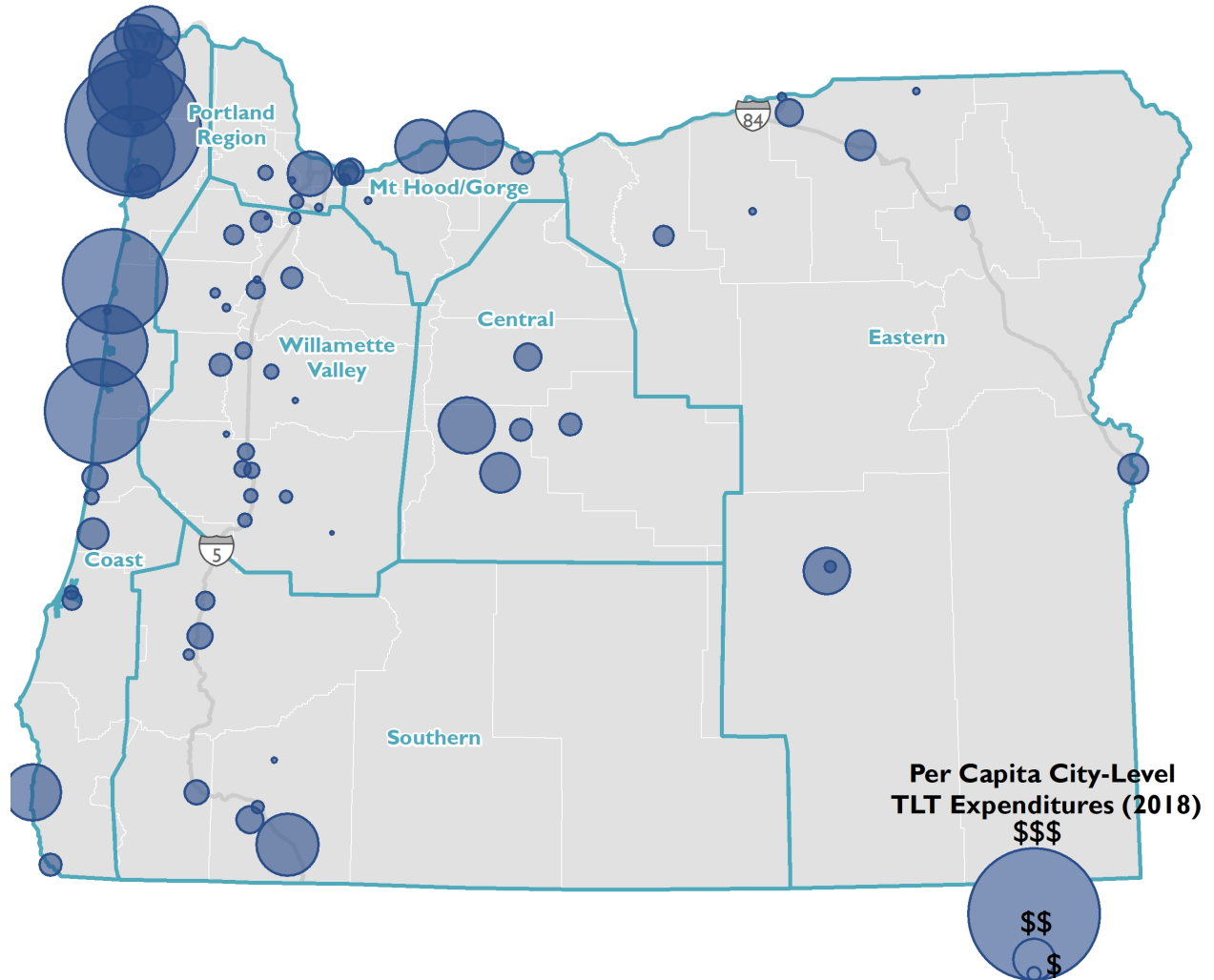
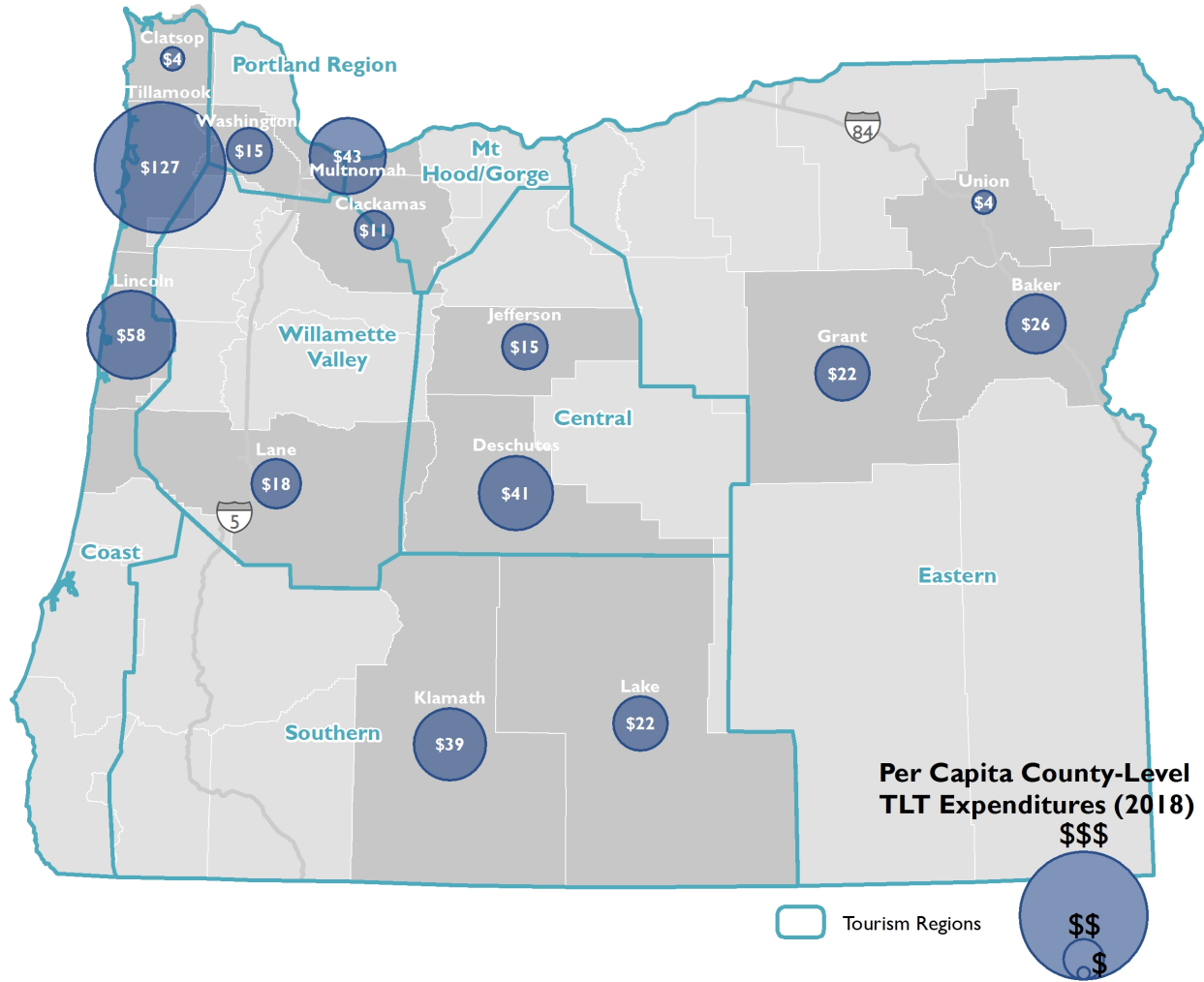


Exhibit 22. Local TLT Expenditures per Capita, Participating TLT Jurisdictions (counties only) by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest. Population estimates derive from the Population Research Center at Portland State University (2018).



Overview of Local TLT Expenditure Details

This section presents the primary findings of this study. It defines the general categories of TLT expenditures, and it provides details about the kinds of activities that jurisdictions' fund using their local TLT dollars.

Programs

For purposes of this analysis, “programs” is a term defined as activities or other ways that cities and counties spend their local TLT revenues. In total, jurisdictions provided information about 383 programs that they spend TLT revenues on. On average, jurisdictions allocated TLT revenues to four programs per jurisdiction.

ECONorthwest asked jurisdictions to describe in detail the programs that FY 2017–2018 TLT revenues were spent on. ECONorthwest categorized programs into one of nine categories, using largely the same categories from the 2008 *Transient Lodging Tax Study*, defined and described below.

- **General services** are the provision of services that serve local residents such as law enforcement, other public safety, parks, road maintenance, library services, and other services. Spending on general services accounted for \$84.2 million or 36% in 2018, down from 39% in 2007.
- **Tourism-related facilities** includes facilities such as conference centers, visitor centers, and other facilities with a useful life of 10 or more years with a “substantial purpose of supporting tourism or accommodating tourist activities” (ORS 320.300(9)). Spending on tourism-related facilities accounted for \$58.3 million or 25% of TLT revenues in 2018, down from 29% in 2007.
- **Tourism promotion** includes marketing entities and activities to promote the jurisdiction or events in the jurisdiction, such as advertising or marketing plans. Spending on tourism promotion accounted for \$49 million in 2018 or 21% of TLT revenues, up from 18% in 2007.
- **Arts, culture, and entertainment** is for local activities, such as theaters, choir groups, local museums, debt service on capital improvement that are used most frequently by local residents, and other activities. Spending in this category accounted for \$20.9 million in 2018 or 9%, up from 6% in 2007.
- **Events** include activities such as concerts, festivals, holiday celebrations, and activities that attract visitors and residents. Spending on events accounted for \$9.1 million or 4% in 2018, up from 1% in 2007.
- **Chambers of commerce** are organizations that promote business activity and may promote tourism. Spending on chambers of commerce accounted for \$4 million or 2% in 2018. Spending on commerce activities also accounted for 2% of local TLT spending in 2007.

- **Economic development activities** include programs that promote local economic activities, such as business attraction and promotion, infrastructure projects (e.g., median strips), beautification projects, downtown redevelopment projects, or providing amenities (e.g., benches) in public areas. Spending on economic development accounted for \$4.1 million or 2% in 2018, down from 5% in 2007.
- **Administration and overhead** includes administrative activities, such as accounting or TLT tax collection costs. Spending on administration accounted for \$1.2 million or 1% in 2018, up from \$272k in 2007.
- **Other** includes uses of TLT revenues that do not fit into the other categories, such as revenue sharing or ending fund balances. Other spending accounted for \$2.1 million or 1% in 2018, up from 0.4% in 2007.

Exhibit 23 and Exhibit 24 show total expenditures for each of the nine program categories. About 82% of local TLT expenditures were in the following categories: general services (35%), tourism-related facilities (26%), and tourism promotion (21%). Nominal spending increased in all program categories between 2007 and 2018.

Exhibit 23. Local TLT Expenditures by Program Category, Participating TLT Jurisdictions, FY 2007 and FY 2018

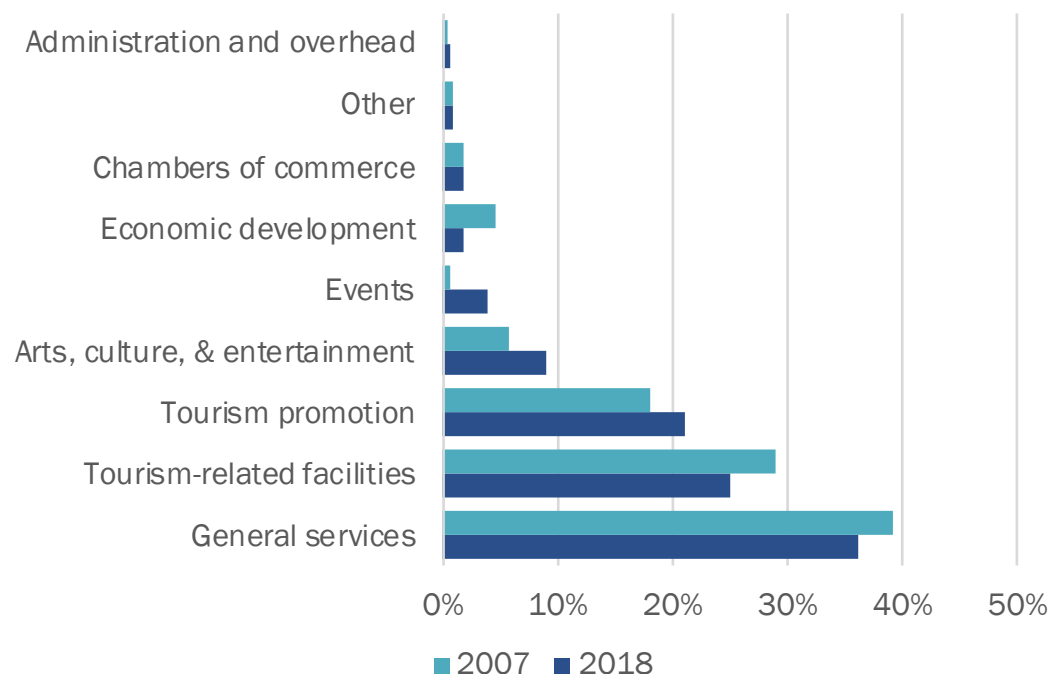
Source: *Transient Lodging Tax Survey (2008)* and *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

Program Category	2007			2018			Change in Expenditure	
	Programs	Expenditures	Share	Programs	Expenditures	Share	Amount	Percent
General services	78	\$30,148,071	39%	107	\$84,194,912	36%	\$54,046,841	179%
Tourism-related facilities	31	\$22,376,825	29%	25	\$58,312,100	25%	\$35,935,275	161%
Tourism promotion	41	\$13,870,125	18%	76	\$48,965,052	21%	\$35,094,927	253%
Arts, culture, & entertainment	17	\$4,397,013	6%	24	\$20,855,625	9%	\$16,458,612	374%
Events	30	\$530,901	1%	40	\$9,184,891	4%	\$8,653,990	1630%
Economic development	32	\$3,507,240	5%	44	\$4,071,652	2%	\$564,412	16%
Chambers of commerce	35	\$1,340,412	2%	40	\$4,035,060	2%	\$2,694,648	201%
Other	12	\$705,255	1%	7	\$2,062,897	1%	\$1,357,642	193%
Administration and overhead	5	\$272,459	0%	20	\$1,170,350	1%	\$897,891	330%
Total	281	\$77,148,300	100%	383	\$232,852,539	100%	\$155,704,239	202%

As a percent of total expenditures, spending in general services, tourism-related facilities, and economic development decreased from 2007 to 2018. In that same time, as a percent of total expenditures, spending in tourism promotion; arts, culture, and entertainment; events, and administration and overhead increased.

Exhibit 24. Local TLT Expenditures by Program Category, Participating TLT Jurisdictions, FY 2007 and FY 2018

Source: *Transient Lodging Tax Survey (2008)* and *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.



Program Purpose

In addition to categorizing programs into one of nine program categories, ECONorthwest also coded programs by its intent or purpose. Program purpose categories were (1) tourism-related, (2) non-tourism related, or (3) other (i.e., a catch-all for activities like “year-end balance,” etc.).

ECONorthwest had limited information about each program (and respective activities) to make program purpose assignments. To classify a program as tourism-related, the program would need to (1) attract tourist from more than 50 miles away or (2) cause a tourist to stay overnight. Because information about these two factors **were not** readily available, program purpose assignments (as well as assignments to the nine program categories) could be debated. ECONorthwest reminds readers that the purpose of this project was not to audit TLT jurisdictions to ensure compliance with statutes that dictate TLT revenue spending.

As displayed in Exhibit 25, ECONorthwest categorized 52% of program expenditures as tourism related, 47% as non-tourism related, and 1% as “other.” In the previous study, ECONorthwest used different categorizes but the breakdown was: 49% tourism related, 45% non-tourism related, and 6% economic development.

To provide an example of the program purpose categories, ECONorthwest categorized 25 programs as tourism-related “events” and 15 programs as non-tourism related “events” (Exhibit 25). Events classified as tourism-related included such events as Fourth of July fireworks celebrations, County fairs, festivals, etc. Events categorized as non-tourism related included concerts in the park, “social events to bring families together,” Santa welcoming and Christmas tree lighting events, etc.

Exhibit 25. Local TLT Expenditures by Purpose and Program Category, Participating TLT Jurisdictions, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

Program Category by Purpose	Programs	Expenditures	Share of Total Expenditures
Tourism	176	\$120,854,607	51.9%
Tourism-related facilities	25	\$58,312,100	25.0%
Tourism promotion	76	\$48,965,052	21.0%
Events	28	\$8,582,179	3.7%
Chambers of commerce	29	\$3,441,176	1.5%
Arts, culture, and entertainment	16	\$1,411,368	0.6%
Economic development	2	\$142,732	0.1%
Non-Tourism	200	\$109,935,035	47.2%
General services	107	\$84,194,912	36.2%
Arts, culture, and entertainment	8	\$19,444,257	8.4%
Economic development	42	\$3,928,920	1.7%
Administration and overhead	20	\$1,170,350	0.5%
Events	12	\$602,712	0.3%
Chambers of commerce	11	\$593,884	0.3%
Other	7	\$2,062,897	0.9%
Other	7	\$2,062,897	0.9%
Total	383	\$232,852,539	100%

Program Activities

The exhibits that follow present the details, or the activities, of programs. Each program category is displayed as an individual exhibit and activities are summarized generally. In addition, Appendix B presents these details by tourism region.

TOURISM-RELATED FACILITIES

Exhibit 26 shows detailed TLT expenditures for tourism-related facility programs. Jurisdictions spent TLT revenues on a variety of activities, but most frequently on the operations and maintenance of tourism-related facilities (about \$5 million, or 8.5% of total spending in this program category). The majority of program expenditures in this category (about 83%) went toward capital facility debt service.

Exhibit 26. Detailed Local TLT Expenditures for Tourism-Related Facility Programs, Participating TLT Jurisdictions, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

Activities by Program Purpose	Programs	Expenditures	Share of Total Expenditures
Tourism			
Capital Facility Debt Service	2	\$48,500,000	83.2%
Operations/Maintenance - Facilities	13	\$4,952,496	8.5%
Grants to Support Tourism Activities	3	\$2,554,660	4.4%
Capital Project Event Center	1	\$1,454,000	2.5%
Pool Construction Bond	1	\$248,886	0.4%
Acquisition of Tourism Facility	1	\$239,101	0.4%
Capital Project - Boating Facility	1	\$162,957	0.3%
Capital Project - Expo Center	1	\$100,000	0.2%
Capital Project - Interactive Elevator	1	\$50,000	0.1%
Set Aside Revenue for Capital Project	1	\$50,000	0.1%
Total	25	\$58,312,100	100%

TOURISM PROMOTION

Exhibit 27 provides additional detail about TLT expenditures for tourism promotion programs. The majority of jurisdictions interviewed did not provide precise descriptions of their tourism promotion activities (about 88%).

Exhibit 27. Detailed Local TLT Expenditures for Tourism Promotion Programs, Participating TLT Jurisdictions, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

Activities by Program Purpose	Programs	Expenditures	Share of Total Expenditures
Tourism			
General	57	\$42,913,961	87.6%
Social Media/Websites	3	\$4,095,741	8.4%
Promotion of Events	2	\$545,095	1.1%
Mobile Kiosk	1	\$475,581	1.0%
Promotion of Tourism Facility	3	\$317,970	0.6%
Undesignated	1	\$277,485	0.6%
Professional Services	2	\$193,752	0.4%
Grants for Tourism Promotion	6	\$125,467	0.3%
Promotional Video	1	\$20,000	0.0%
Total	76	\$48,965,052	100%

ARTS, CULTURE, AND ENTERTAINMENT

Exhibit 28 provides details about spending in the arts, culture, and entertainment program category. The majority (92%) of spending in this category went toward public art programs. Jurisdictions also spent over a million dollars on museums.

Exhibit 28. Detailed Local TLT Expenditures for Arts, Culture, and Entertainment Programs, Participating TLT Jurisdictions, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

Activities by Program Purpose	Programs	Expenditures	Share of Total Expenditures
Tourism	16	\$1,411,368	6.8%
Museum	8	\$1,098,298	5.3%
Aquarium	1	\$246,373	1.2%
Sister City Program	3	\$21,000	0.1%
Trolley Rides	1	\$20,300	0.1%
Historic Building Tours	1	\$15,142	0.1%
Aquatic Center	1	\$9,955	0.0%
Fine Arts	1	\$300	0.0%
Non-Tourism	8	\$19,444,257	93.2%
Public Art*	6	\$19,139,257	91.8%
Historic Buildings	1	\$300,000	1.4%
Other	1	\$5,000	0.0%
Total	40	\$20,855,625	95%

*Note: Public art may qualify as a tourism activity if it is programmed to bring in tourists, such as a mural or art trail. However, without having specific details on the type of public art programmed, this has been classified as a non-tourism purpose.

EVENTS

Exhibit 29 provides details about spending on events. The majority (66%) of spending in this category went to activities classified as “community events.” Over \$2 million in this program category (23.5%) went toward supporting annual fairs and County fairgrounds.

For most jurisdictions, non-tourism related community event(s) included events such as concerts in the park, fundraisers at community centers, seasonal events (e.g. tree lightings), and fun runs. Tourism related community event(s) include larger-scale events identified to pull in large crowds and other, miscellaneous events held at event centers.

Exhibit 29. Detailed Local TLT Expenditures for Event Programs, Participating TLT Jurisdictions, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

Activities by Program Purpose	Programs	Expenditures	Share of Total Expenditures
Tourism	28	\$8,582,179	93.4%
Community Event(s)	4	\$5,494,662	59.8%
County Fair	5	\$2,160,460	23.5%
Multi-Day Events	2	\$382,217	4.2%
Festival	3	\$157,649	1.7%
Solar Eclipse	2	\$149,000	1.6%
Grants for Events that Support Tourism	3	\$116,045	1.3%
Event Support - Public Safety	3	\$53,400	0.6%
4th of July	3	\$52,813	0.6%
Parade	2	\$14,303	0.2%
Other	1	\$1,630	0.0%
Non-Tourism	12	\$602,712	6.6%
Community Event(s)	9	\$572,406	6.2%
Community Concert Series	2	\$30,056	0.3%
Other	1	\$250	0.0%
Total	40	\$9,184,891	100%

CHAMBERS OF COMMERCE

Many jurisdictions allocated a share of their TLT revenues directly to local Chambers of Commerce. Exhibit 30 shows how the Chambers' spent revenues received by TLT jurisdictions. Half of revenues spent by local Chambers of Commerce went toward marketing and promotion efforts. Almost 30% went toward jurisdictions' visitor centers.

Exhibit 30. Detailed Local TLT Expenditures for Chambers of Commerce Programs, Participating TLT Jurisdictions, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

Activities by Program Purpose	Programs	Expenditures	Share of Total Expenditures
Tourism	29	\$3,441,176	85.3%
Marketing and Promotion	17	\$2,018,560	50.0%
Visitor Center	6	\$1,105,132	27.4%
Special Projects	1	\$117,500	2.9%
Grants	1	\$80,000	2.0%
Events	2	\$65,074	1.6%
Facilities	2	\$54,910	1.4%
Non-Tourism	11	\$593,884	14.7%
Undesignated	9	\$526,971	13.1%
Multimedia Equipment	1	\$64,263	1.6%
Other	1	\$2,650	0.1%
Total	40	\$4,035,060	100%

ECONOMIC DEVELOPMENT

Exhibit 31 provides details about spending on economic development programs. About 55% went toward funding grant programs and beautification efforts.

While one could rationalize a nexus with tourism, ECONorthwest categorized nearly 100% of economic development related programs as non-tourism. For example, ECONorthwest categorized \$6,000 of “Bike/Ped Pathway” activities¹⁷ as non-tourism related, although it is reasonable that tourists could use those pathways during their visits in, or overnight stays at, the respective community. ECONorthwest categorized about \$140,000 of “Bike/Ped Pathway” activities as tourism-related because the jurisdiction used dollars to match a grant for the construction of a portion of trailhead in a recreation area.

Exhibit 31. Detailed Local TLT Expenditures for Economic Development Programs, Participating TLT Jurisdictions, FY 2018

Source: Local Transient Lodging Tax: Expenditures and Administration (2019), ECONorthwest.

Activities by Program Purpose	Programs	Expenditures	Share of Total Expenditures
Tourism	2	\$142,732	3.5%
Bike/Ped Pathway	1	\$140,232	3.4%
Covered Bridge Maintenance	1	\$2,500	0.1%
Non-Tourism	42	\$3,928,920	96.5%
Grants	6	\$1,228,538	30.2%
Beautification	11	\$1,033,123	25.4%
Capital Projects	1	\$479,550	11.8%
Business Development/Retention	2	\$282,172	6.9%
Downtown Development	4	\$268,227	6.6%
Professional Services	4	\$206,215	5.1%
Undesignated	3	\$177,420	4.4%
Park Project	2	\$104,318	2.6%
Main Street Initiatives	3	\$92,817	2.3%
Workforce Resources	2	\$22,540	0.6%
Purchase/appraisal of property	1	\$17,000	0.4%
Other	3	\$17,000	0.4%
Total	44	\$4,071,652	100%

¹⁷ One program funded a bicycle lane (no other details provided) and the other program funded the extension of a walking/biking path to connect two main roads.

GENERAL SERVICES

Exhibit 32 provides details about spending on general service programs. The majority of revenues categorized as general services went directly into the General Fund (about 78%).

Exhibit 32. Detailed Local TLT Expenditures for General Services Programs, Participating TLT Jurisdictions, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

Activities by Program Purpose	Programs	Expenditures	Share of Total Expenditures
Non-Tourism			
General Fund	34	\$65,264,449	77.5%
Law Enforcement / Public Safety	9	\$5,039,565	6.0%
Transportation	9	\$3,998,959	4.7%
Parks and Recreation Maintenance	12	\$3,889,350	4.6%
Operations/Maintenance - Facilities	4	\$1,703,528	2.0%
Fairgrounds	2	\$1,009,276	1.2%
Operations	6	\$842,251	1.0%
Undesignated	5	\$785,680	0.9%
Debt Service	1	\$681,646	0.8%
Grant	5	\$300,056	0.4%
Emergency Preparedness / Services	6	\$286,250	0.3%
Parks and Recreation	1	\$116,700	0.1%
Infrastructure	1	\$98,797	0.1%
Emergency Preparedness	1	\$52,120	0.1%
Capital Project - City Hall Remodel	1	\$50,413	0.1%
Youth Program	3	\$29,368	0.0%
Capital Project - Office Building	1	\$26,922	0.0%
Other	6	\$19,582	0.0%
Total	107	\$84,194,912	100%

ADMINISTRATION AND OVERHEAD

Exhibit 33 provides some details about program expenditures categorized as an administration and overhead program. Most jurisdictions spent (89%) TLT revenues on general administration of their TLT (e.g. staff time to perform collection, accounting, recording, and similar duties). Two jurisdictions spent almost \$100,000 in TLT revenues (combined) to audit lodging providers. Another two jurisdictions redistributed their TLT revenues back to room operators.

Exhibit 33. Detailed Local TLT Expenditures for Administration and Overhead Programs, Participating TLT Jurisdictions, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

Activities by Program Purpose	Programs	Expenditures	Share of Total Expenditures
Non-Tourism			
Administrative Services	16	\$1,043,116	89.1%
Auditing	2	\$95,000	8.1%
Room Operators	2	\$32,234	2.8%
Total	20	\$1,170,350	100%

OTHER

Exhibit 34 provides details about TLT revenues spent on “other” programs. These expenditures did not neatly fit into the previously mentioned program categories. For example, nearly \$2 million was held in reserves or leftover as an ending balance.

Exhibit 34. Detailed Local TLT Expenditures for Other Programs, Participating TLT Jurisdictions, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

Activities by Program Purpose	Programs	Expenditures	Share of Total Expenditures
Other			
Reserves	2	\$1,639,178	79.5%
Ending Balance	2	\$354,765	17.2%
Loan Payment	1	\$62,000	3.0%
Credit Card Processing Fee	1	\$6,843	0.3%
Refund of Overpayment	1	\$111	0.0%
Total	7	\$2,062,897	100%

Regional Variations in Program Spending

This section presents program expenditure findings for FY 2018, aggregated by tourism region. Appendix B provides additional details about program expenditures by tourism region.

In FY 2018, about \$141 million of TLT revenue was spent in the Portland Region.

Exhibit 35. Total Local TLT Expenditures, Participating TLT Jurisdiction by Tourism Region, FY 2018

Source: Local Transient Lodging Tax: Expenditures and Administration (2019), ECONorthwest.

Region	Total, Local TLT Expenditures	Share of Total, Local TLT Expenditures
Portland Region	\$140,978,815	61%
Coast	\$32,744,964	14%
Willamette Valley	\$20,193,247	9%
Central	\$19,872,336	9%
Southern	\$11,568,686	5%
Eastern	\$3,949,325	2%
Mt. Hood/Gorge	\$3,545,166	2%
Total	\$232,852,539	100%

ECONorthwest asked jurisdictions about all expenditures made by the jurisdiction. Exhibit 36 shows TLT expenditures as a share of total expenditures (inclusive of all jurisdictions' expenditures) by tourism region. Although the Portland Region has the largest nominal expenditures from TLT revenues (see Exhibit 35), TLT dollars in the Coast and Mt. Hood/Gorge regions make up the greatest share of total, jurisdiction-wide expenditures (inclusive of all revenue sources).

Exhibit 36. Total Local TLT Expenditures as a Share of Total Jurisdictional Expenditures (for all types of expenditures), Participating TLT Jurisdiction by Tourism Region, FY 2018

Source: Local Transient Lodging Tax: Expenditures and Administration (2019), ECONorthwest.

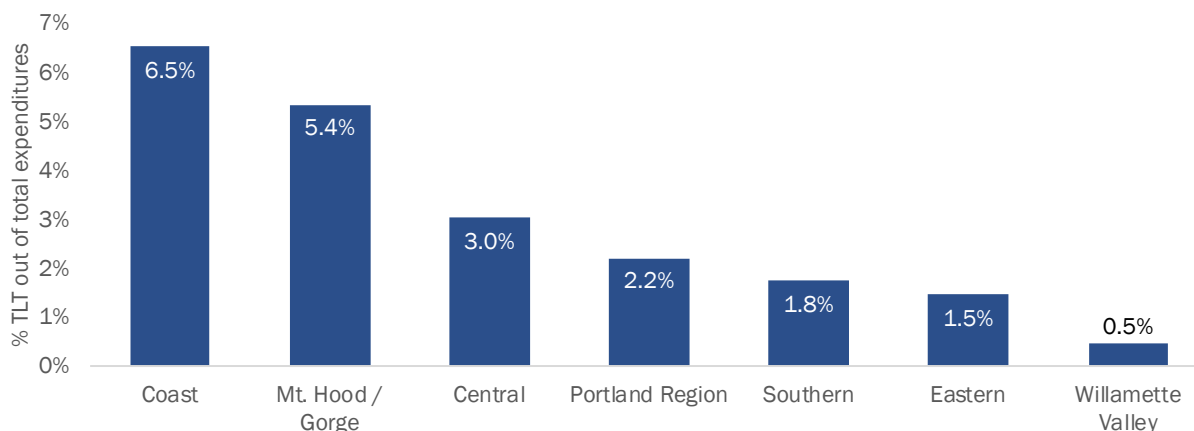
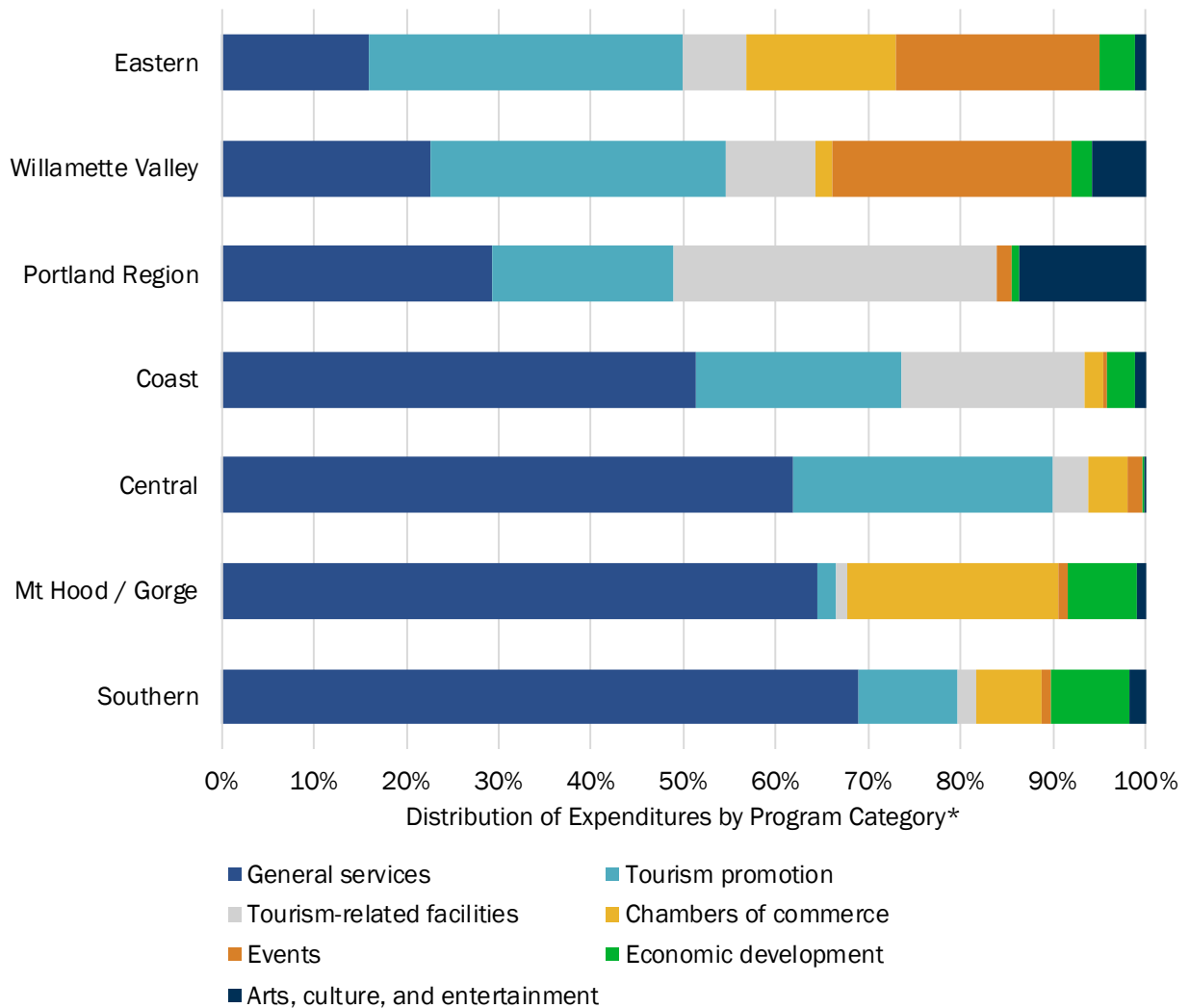


Exhibit 37 shows that in FY 2018, Southern, Mt. Hood/Gorge, Central, and the Coast regions spent more than half of their TLT revenue on general services. The Portland Region and the Coast spent a larger share of their revenues on tourism-related facilities compared to other regions in Oregon (35% and 25%, respectively). With the exception of the Portland Region (14%) most regions did not spend a large share of their TLT revenues on arts, culture, and entertainment.

Exhibit 37. Comparison of Spending by Program Category, Participating TLT Jurisdiction by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.



*Note: Expenditures in the program category “Other” and the program category “Administration and Overhead” are excluded for this analysis.

Administration of Local TLT

Just as jurisdictions vary in their spending of local TLT, jurisdictions also vary in the administration of their local TLT. This section provides some historical context about the administration of the local TLT and it describes variations in TLT revenue collection and sharing between jurisdictions.

Change in Local TLT Levy Rates

Local jurisdictions' levy TLT rates on lodging facilities at varying rates but, on average, local TLT rates are 7.2% (respective of the jurisdictions that participated in this study). The following exhibits describe TLT rates in a few ways to characterize similarities and differences.

The average (mean) local TLT rate has increased by almost 1% from 2003 to 2018.

As of 2018, the highest tax rate was 12.0% and the lowest was 1.0%.

Exhibit 38. Variance of Local TLT Levy Rate, Participating TLT Jurisdictions, FY 2003, FY 2007, and FY 2018

Source: ECONorthwest, using data from Dean Runyan and Travel Oregon.

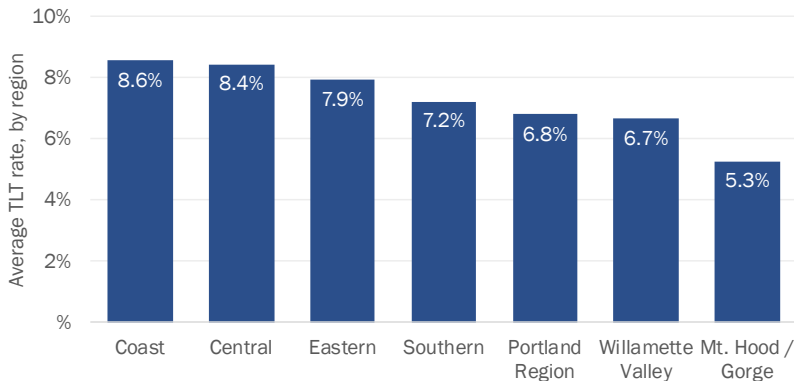
	TLT Tax Rate		
	2003	2007	2018
Mean	6.4%	6.8%	7.2%
Median	7.0%	7.0%	8.0%
Mode	7.0%	6.0%	9.0%
Minimum	1.0%	1.0%	1.0%
Maximum	9.0%	9.5%	12.0%

The Coast Region had the highest average TLT rate at nearly 9%.

Eastern, Willamette Valley, and Portland Regions had average rates below 7%.

Exhibit 39. Average Local TLT Levy Rate, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: ECONorthwest, using data from Dean Runyan and Travel Oregon.

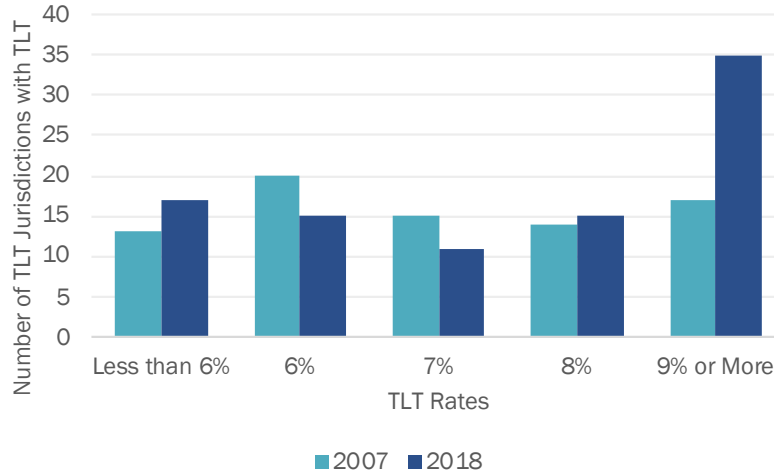


Over the last decade, jurisdictions have increased their TLT rates.

As of 2018, 38% of TLT jurisdictions imposed a tax rate of 9% or higher, up from 22% in 2007.

Exhibit 40. Local TLT Levy Rates, Participating TLT Jurisdictions (cities and counties), FY 2007 and FY 2018

Source: ECONorthwest, using data from Dean Runyan Associates and Travel Lane County.



From 2007 to 2018, 28% of the participating TLT jurisdictions had a different existing, local TLT rate. In every instance of a changed existing rate, with the exception of the City of Hines, the jurisdiction increased its tax rates.

Exhibit 41 shows changes in local TLT rates, for cities and counties, by tourism region. Rates displayed are not inclusive of the state’s existing tax rate of 1.8%. In addition, city and county rates displayed in Exhibit 41 are mutually exclusive. A rate listed for a city does not include the county’s rate and a rate listed for a county does not include any city rate. To understand the total tax impact, one would need to combine the tax rates of all applicable taxing jurisdictions. The following provides two examples:

- The City of Astoria’s local TLT rate is 11%. Astoria is located in Clatsop County and Clatsop County only imposes their 10.5% TLT rate in unincorporated areas of the county (i.e. on lodging facilities outside of cities).¹⁸ The total tax on lodging facilities located in Astoria is 12.8% (city rate, plus the state rate).
- The City of Gresham’s local TLT rate is 6%. Gresham is located in Multnomah County and Multnomah County imposes their 5.5% TLT in both unincorporated and incorporated areas of the county. The total tax on lodging facilities located in Gresham is 13.3% (city rate, plus the county rate, plus the state rate).

¹⁸ Some county TLT rates are additive, meaning they are on top of a city-levied rate. Some counties levy two distinct rates (a rate that they impose in unincorporated areas and a rate that they impose in incorporated areas).

Exhibit 41. Change in Local TLT Levy Rates, Participating TLT Jurisdictions by Tourism Regions, FY 2003, FY 2007, and FY 2018

Data Source: Dean Runyan Associates and Travel Lane County.

Note: In instances where data is unavailable, ECONorthwest could not calculate a rate change from 2003 to 2018; this is represented with a dash.

Jurisdiction	Tax Rates			Rate Change (2003 to 2018)
	2003	2007	2018	
Central				
Bend	8.0%	9.0%	10.4%	2.4%
Deschutes County - Unincorporated	7.0%	7.0%	8.0%	1.0%
Jefferson County - Unincorporated	6.0%	6.0%	6.0%	0.0%
Madras	7.4%	9.0%	9.0%	1.6%
Metolius	6.0%	6.0%	6.0%	0.0%
Prineville	7.0%	8.5%	8.5%	1.5%
Redmond	7.5%	9.0%	9.0%	1.5%
Sisters	8.0%	8.0%	9.0%	1.0%
Coast				
Astoria	9.0%	9.0%	11.0%	2.0%
Brookings	6.0%	6.0%	6.0%	0.0%
Cannon Beach	6.0%	6.0%	8.0%	2.0%
Clatsop County - Unincorporated	7.0%	7.0%	10.5%	3.5%
Coos Bay	7.0%	7.0%	7.0%	0.0%
Depoe Bay	7.0%	8.0%	8.0%	1.0%
Dunes City	8.0%	8.0%	8.0%	0.0%
Gearhart	7.0%	7.0%	7.0%	0.0%
Gold Beach	6.0%	6.0%	7.0%	1.0%
Lincoln County	8.0%	8.0%	10.0%	2.0%
Lincoln City	8.0%	8.0%	9.5%	1.5%
Manzanita	7.0%	7.0%	9.0%	2.0%
Nehalem	<i>not available</i>	<i>not available</i>	9.0%	-
Newport	7.2%	9.5%	9.5%	2.3%
North Bend	7.0%	7.0%	7.0%	0.0%
Reedsport	6.2%	6.0%	6.0%	-0.2%
Rockaway Beach	7.0%	7.0%	10.0%	3.0%
Seaside	7.6%	8.0%	10.0%	2.4%
Tillamook	7.0%	9.0%	10.0%	3.0%
Tillamook - Incorporated	<i>not available</i>	<i>not available</i>	1.0%	-
Tillamook - Unincorporated	<i>not available</i>	<i>not available</i>	10.0%	-
Waldport	7.0%	7.0%	7.0%	0.0%
Warrenton	7.0%	9.0%	12.0%	5.0%
Yachats	7.0%	7.0%	9.0%	2.0%

Exhibit continued on following pages.

Jurisdiction	Tax Rates			Rate Change (2003 to 2018)
	2003	2007	2018	
Eastern				
Baker County	6.2%	7.0%	7.0%	0.8%
Burns	9.0%	9.0%	9.0%	0.0%
Condon	<i>not available</i>	<i>not available</i>	5.0%	-
Grant County	4.0%	8.0%	8.0%	4.0%
Heppner	5.0%	5.0%	5.0%	0.0%
Hermiston	5.8%	8.0%	8.0%	2.3%
Hines	7.0%	8.0%	7.0%	0.0%
La Grande	5.0%	5.0%	6.0%	1.0%
Milton-Freewater	<i>not available</i>	<i>not available</i>	8.0%	-
Ontario	8.0%	8.0%	9.0%	1.0%
Pendleton	7.8%	8.0%	8.0%	0.3%
Umatilla	2.0%	2.0%	3.5%	1.5%
Union County	3.0%	3.0%	3.0%	0.0%
Mt. Hood and Columbia River Gorge				
Cascade Locks	7.0%	7.0%	7.0%	0.0%
Hood River	8.0%	8.0%	8.0%	0.0%
The Dalles	7.1%	8.0%	8.0%	0.9%
Troutdale	7.0%	7.0%	7.0%	0.1%
Wood Village	6.0%	6.0%	6.0%	0.0%
Portland Region				
Beaverton	<i>not available</i>	<i>not available</i>	4.0%	-
Clackamas County	6.0%	6.0%	6.0%	0.0%
Fairview	6.0%	6.0%	6.0%	0.0%
Forest Grove	<i>not available</i>	<i>not available</i>	2.5%	-
Gresham	6.0%	6.0%	6.0%	0.0%
Hillsboro	<i>not available</i>	<i>not available</i>	3.0%	-
Multnomah County	5.5%	5.5%	5.5%	0.0%
Oregon City	4.0%	4.0%	6.0%	2.0%
Portland	6.0%	6.0%	8.0%	2.0%
Sandy	3.0%	3.0%	3.0%	0.0%
Scappoose	9.0%	9.0%	9.0%	0.0%
St. Helens	<i>no local rate</i>	<i>not available</i>	6.0%	100.0%
Tigard	<i>not available</i>	<i>not available</i>	2.5%	-
Tualatin	<i>not available</i>	<i>not available</i>	2.5%	-
Washington County	7.0%	9.0%	9.0%	2.0%

Exhibit continued on following page.

Jurisdiction	Tax Rates			Rate Change (2003 to 2018)
	2003	2007	2018	
Southern				
Ashland	7.0%	7.0%	9.0%	2.0%
Central Point	null	9.0%	9.0%	-
Grants Pass	9.0%	9.0%	9.0%	0.0%
Jacksonville	7.5%	9.0%	9.0%	1.5%
Klamath County	6.0%	6.8%	8.0%	2.0%
Lake County	6.0%	6.0%	6.0%	0.0%
Phoenix	6.0%	6.0%	6.0%	0.0%
Roseburg	8.0%	8.0%	8.0%	0.0%
Shady Cove	6.0%	6.0%	6.0%	0.0%
Sutherlin	5.0%	5.0%	8.0%	3.0%
Winston	5.0%	5.0%	7.0%	2.0%
Willamette Valley				
Albany	9.0%	9.0%	9.0%	0.0%
Coburg	*	*	*	
Corvallis	9.0%	9.0%	9.0%	0.0%
Cottage Grove	*	*	*	
Creswell	*	*	*	
Dallas	<i>not available</i>	<i>not available</i>	9.0%	-
Dundee	<i>not available</i>	<i>not available</i>	10.0%	-
Eugene	*	*	*	
Florence	*	*	*	
Junction City	*	*	*	
Keizer	6.0%	6.0%	6.0%	0.0%
Lane County	8.0%	8.0%	8.0%	0.0%
Lebanon	6.0%	6.0%	9.0%	3.0%
Lowell	<i>not available</i>	<i>not available</i>	*	-
McMinnville	<i>not available</i>	<i>not available</i>	10.0%	-
Monmouth	<i>not available</i>	9.0%	9.0%	-
Newberg	6.0%	6.0%	9.0%	3.0%
Oakridge	*	*	*	
Salem	9.0%	9.0%	9.0%	0.0%
Silverton	<i>not available</i>	<i>not available</i>	9.0%	-
Springfield	*	*	*	
Stayton	7.0%	7.0%	7.0%	0.0%
Sweet Home	6.0%	6.0%	6.0%	0.0%
Veneta	*	*	*	
Wilsonville	5.0%	5.0%	5.0%	0.0%

* Notes: Cottage Grove, Eugene, Florence, and Springfield receive three of Lane County's eight percentage points, which is in addition to the jurisdictions' city-tax rate (Eugene and Springfield's city tax rate is 1.5% and Florence and Cottage Grove's city tax rate is 1%). The Cities of Coburg, Creswell, Junction City, Lowell, Oakridge, and Veneta do not have their own TLT rate but receive local TLT revenue from Lane County.

Exhibit 42 shows the share of jurisdictions that changed or did not change their existing, local TLT rate between 2003 and 2018. Since 2003, and of the 101 participating jurisdictions, 51% did not change their existing TLT rate, 46% did change their existing TLT rate, and 3% were not sure if their rate had changed.

Since 2003, the Coast region had the largest share of jurisdictions (79%) with existing rate changes while the Mt. Hood/Gorge region had the smallest share (20%). In every instance of a rate change (between 2003 and 2018), with the exception of the City of Reedsport, the jurisdiction increased its tax rate.

Exhibit 42. Local TLT Levy Rates, Participating TLT Jurisdictions by Tourism Region, Since FY 2003

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

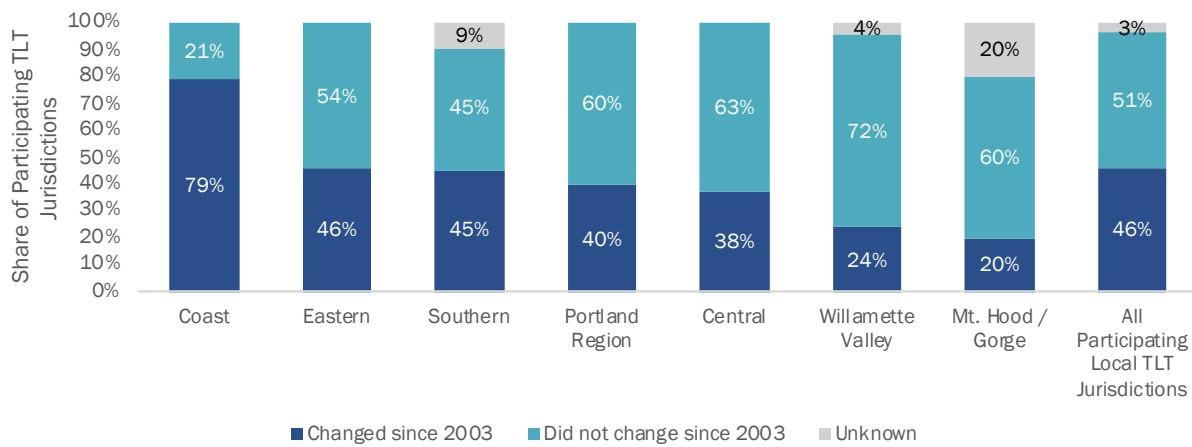
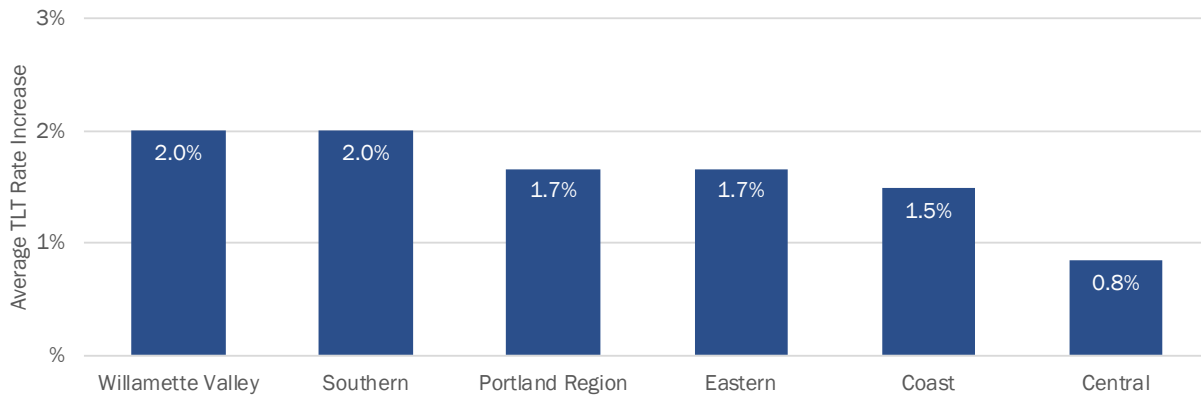


Exhibit 43 shows the average TLT levy rate change by tourism region (for participating TLT jurisdictions with rate changes between 2003 and 2018). On average, jurisdictions in the Willamette Valley and Southern regions had the highest rate increases at 2.0%. Jurisdictions in the Central region had the lowest average rate increases at 0.8%. On average overall, jurisdiction's existing, local rates increased by 1.5% between 2003 and 2018.

Exhibit 43. Average Increase in Local TLT Levy Rate, Participating TLT Jurisdictions (with Rate Change) by Tourism Region, FY 2003 to FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

Note: Per interview responses from participating TLT jurisdictions in the Mt. Hood/Gorge region, only one City indicated changing its rate since 2003, but this jurisdiction did not provide data about the levy rate change.

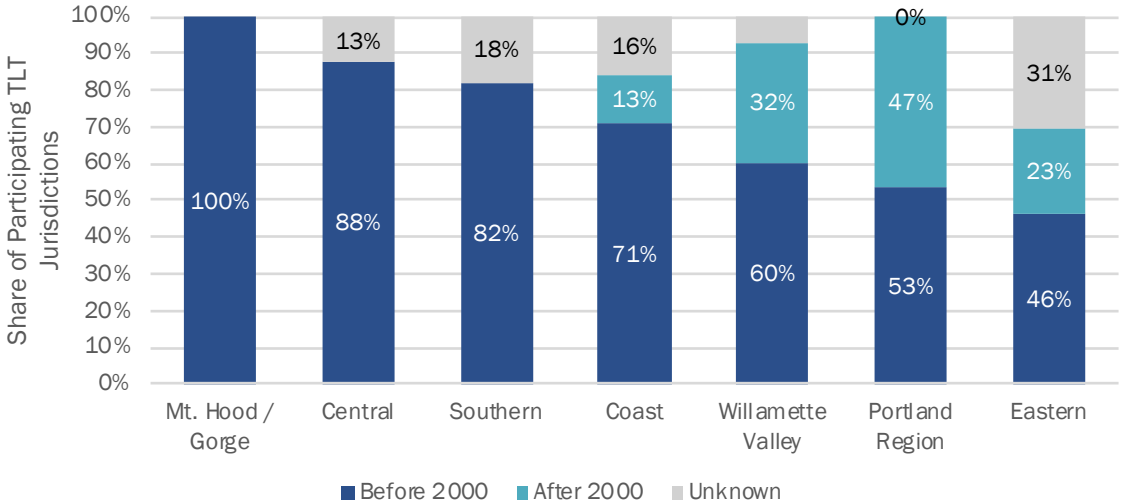


Implementation

Exhibit 44 shows the share of jurisdictions that implemented a TLT before and after 2000 by tourism region. The majority of jurisdictions implemented their TLT prior to 2000 (also see Exhibit 45). The Mt. Hood/Gorge, Central, and Southern regions comprise jurisdictions which were early implementors of TLT. The Portland Region had the greatest share of jurisdictions that implemented a TLT after 2000. For some jurisdictions, interviewees were unaware of when their jurisdiction implemented the TLT; these jurisdictions are listed as “unknown.”

Exhibit 44. Implementation of Local TLT, Participating TLT Jurisdictions by Tourism Region, FY 2018

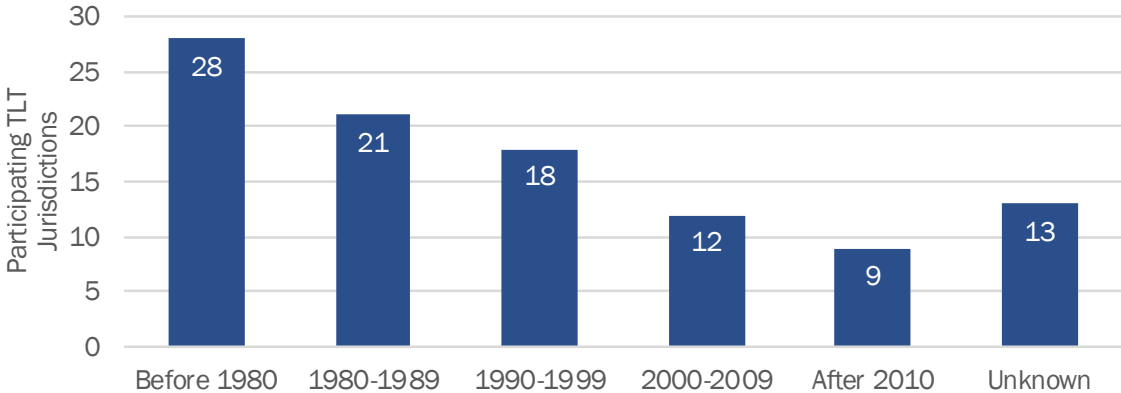
Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.



Based on interview findings, the earliest implementors of a local TLT were Multnomah County, Washington County, Portland, and Troutdale (1972). Soon after in 1973, Lane County (unincorporated), Corvallis, and Creswell implemented a local TLT. Of the participating TLT jurisdictions, 28 jurisdictions implemented a TLT before 1980 (see Exhibit 45).

Exhibit 45. Implementation of Local TLT, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.



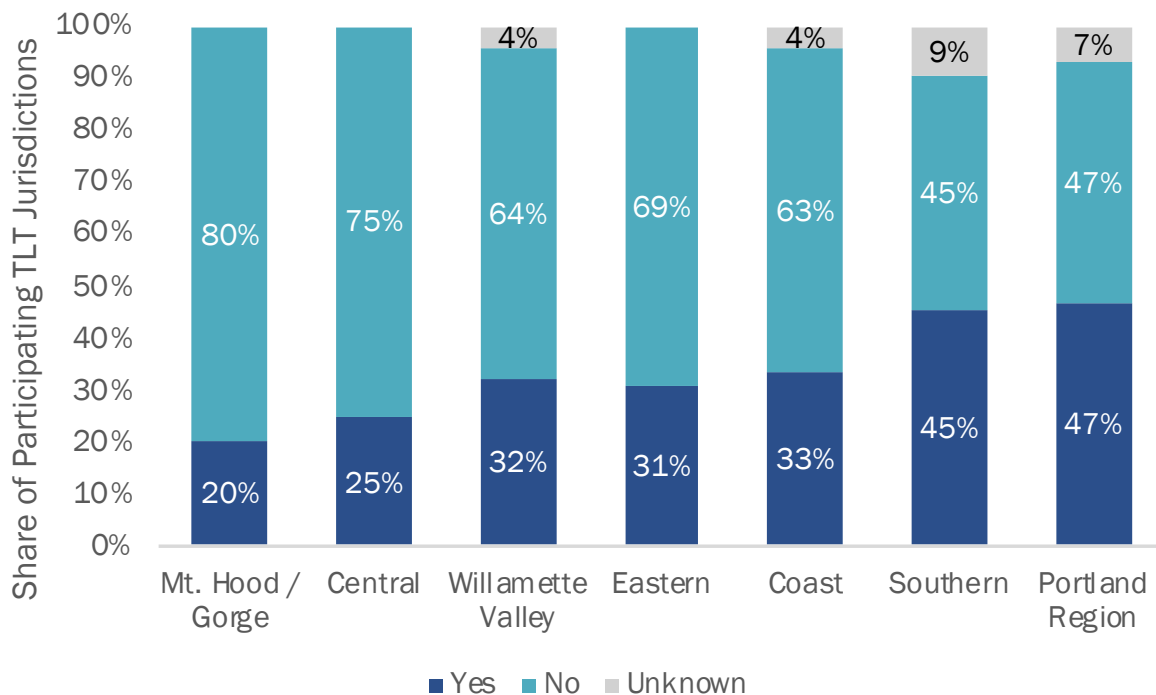
Revenue Collection and Sharing

TLT revenue collection practices vary between jurisdictions. This section describes some of the nuances between jurisdictions. ECONorthwest bases these findings solely on the information shared at interviews.

- **Some jurisdictions collected TLT revenue on other jurisdictions' behalf.** Baker County collected Baker City's TLT and Lane County collected Creswell's and Dunes City's TLT. The Grant County Chamber of Commerce administers Grant County's TLT and collects revenues for the County. The City of Eugene administers Springfield's, Florence's, Cottage Grove's, and Lane County's TLT collections, and retains a portion of the revenue. The City of Corvallis will administer Benton County's TLT, which went into effect July 1, 2019. The City of Portland collected TLT for Multnomah County if the lodging facility was within Portland's boundaries.
- **Most jurisdictions did not retain an administrative fee, but some did set aside TLT revenue to cover administrative costs.** In the 2017–2018 fiscal year, 61% of participating jurisdictions did not retain an administrative fee, 35% did retain an administrative fee, and 4% were not sure.
 - Exhibit 46 shows the share of jurisdictions that collected an administrative fee by tourism region. A greater share of jurisdictions in the Portland Region collected an administrative fee while the smallest share of jurisdictions in the Mt. Hood/Gorge region collected an administrative fee. Exhibit 47 shows that about \$1.9 million was retained as administrative fees in the 2017–2018 fiscal year.
- **Most TLT jurisdictions collected TLT on short-term rentals (STRs) and vacation rentals.** In the 2017–2018 fiscal year, 78% of participating jurisdictions did collect TLT on STRs, 20% did not collect TLT on STRs, and 2% were not sure.

Exhibit 46. Jurisdictions which Retain Administrative Fees, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.



Revenue retained for administration of TLT accounts for about 1% of all TLT revenue generated in the 2017–2018 fiscal year.

Exhibit 47. Retained Administrative Fee Amounts, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest. Note: Amount retained in administrative fees, is an aggregate of revenue retained by participating jurisdictions in each region.

Participating Jurisdictions by Regions	Amount Retained in Admin. Fees	Amount Retained (% of Total Revenue)
Mt. Hood/Gorge	\$94,719	2.3%
Coast	\$760,076	2.1%
Eastern	\$42,525	1.3%
Southern	\$97,265	1.0%
Central	\$168,586	0.9%
Portland Region	\$631,594	0.6%
Willamette Valley	\$117,304	0.5%
Total	\$1,912,069	0.9%

4. Conclusions

This study was a follow up to the 2008 Local Transient Lodging Tax Survey conducted by ECONorthwest for Travel Oregon. Its purpose was to better understand the overall economic impacts of the local transient lodging tax (TLT) by examining *how* local jurisdictions use the TLT revenue they generate, as well as how they impose their TLT.

ECONorthwest developed the key findings that follow through a series of interviews with participating cities and counties that levy a TLT. In fiscal year 2017-2018 (FY 2018), 120 jurisdictions had a local TLT. One hundred and one of these jurisdictions (84%) participated in this study via an interview survey, accounting for 97% of the local TLT revenue collected by all jurisdictions in that year.

The conclusions are representative of participating TLT jurisdictions, and not all jurisdictions that levy a local TLT:

- **Local TLT spending increased.** Local TLT spending increased from \$77.2 million in FY 2007 to \$232.9 million in FY 2018 (a \$155.7 million increase or 202% change). Increased spending is consistent with the increase in local TLT revenues. Total revenues increased at a rate of 8% while total expenditures increased by a rate of 11% (FY 2007 to 2018)—see footnote for more information.¹⁹
- **Spending on tourism related activities versus non-tourism related activities was generally balanced.** In FY 2018, ECONorthwest coded 52% of program expenditures as tourism related and 47% of tourism expenditures as non-tourism related.²⁰
 - Spending on **tourism-related facilities** accounted for the largest share (48%) of *tourism related* spending. It also accounted for a quarter of total, local TLT spending. About 83% of spending in this category went toward capital facility debt service (nearly \$50 million). Of that \$50 million, the City of Portland spent roughly \$36 million on repayment of the convention center bond and Multnomah County deposited about \$12.5 million into their visitor facilities account (which went toward activities such as repayment of the convention center, stadium, and convention center hotel bonds).
 - Spending on **general services** accounted for the largest share (77%) of *non-tourism* related spending. It also accounted for 36% of total, local TLT spending. A majority

¹⁹ The difference in growth rates for revenues versus expenditures could be due to several reasons. For example, Dean Runyan Associates provided revenue data while individual TLT jurisdictions reported expenditure details via interviews. While jurisdictions could have provided partial, estimated, or rounded expenditure amounts, ECONorthwest did not audit differences. The analysis assumes accuracy in interview responses and Dean Runyan Associates data. It is additionally possible that jurisdictions spent TLT revenues from previous years in FY 2018 (i.e. revenues carried over to FY 2018).

²⁰ ECONorthwest coded the balance of expenditures (1%) as “other.”

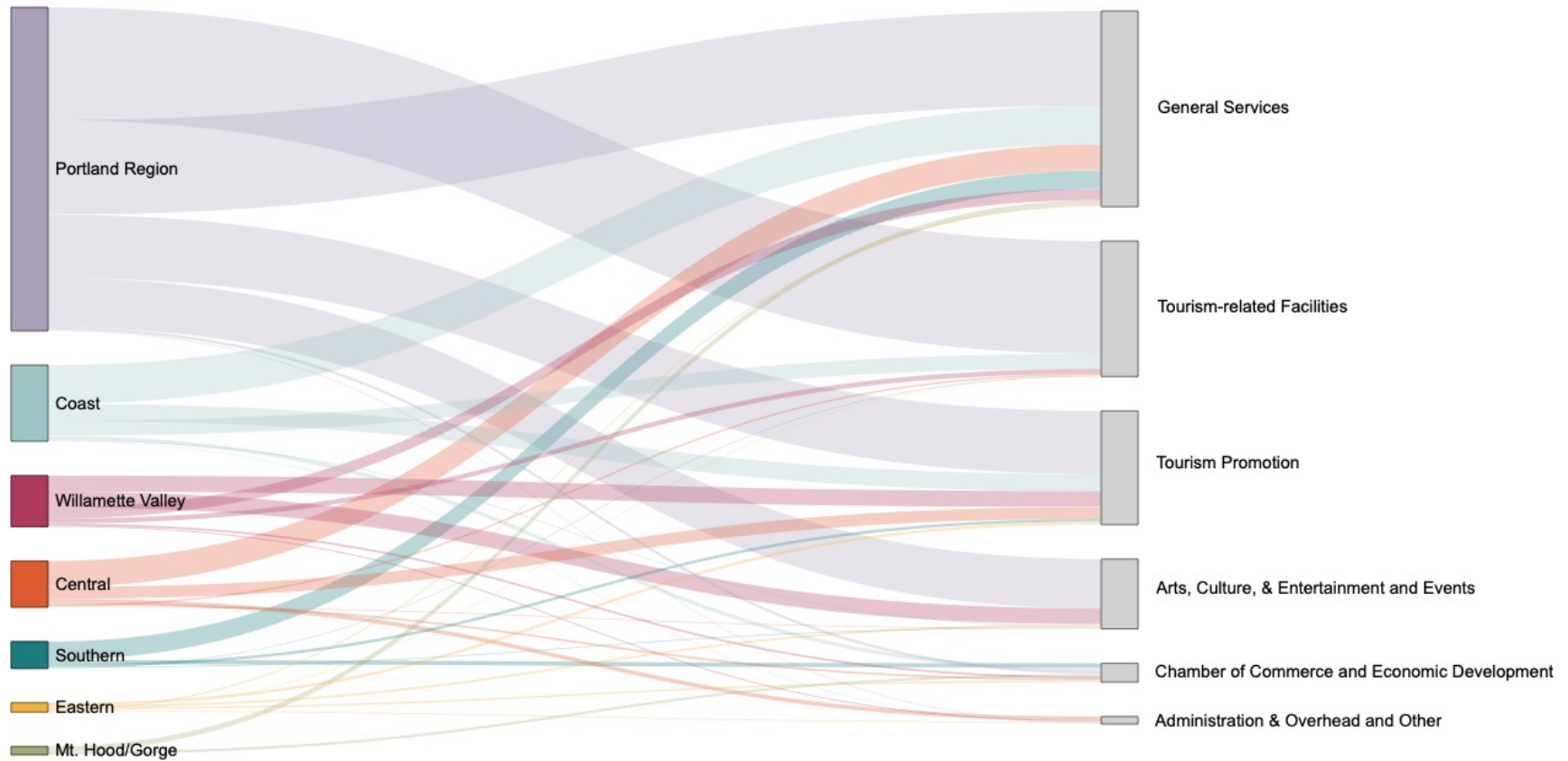
of spending in the general services category (about \$65 million), was General Fund allocated.

- **Consistent with findings from FY 2007, jurisdictions spent most of their local TLT revenues on general services, tourism-related facilities, or tourism promotion.** The following summarizes spending in each of the nine program categories:
 - **General services:** Spending on general services accounted for \$84.2 million or 36% of TLT spending in fiscal year 2018, down from 39% in 2007. Other than funds deposited into jurisdictions' General Funds (accounting for 78% of spending in this category), spending in this category went to a range of jurisdiction-wide needs such as law enforcement, transportation, parks and recreation maintenance, etc.
 - **Tourism-related facilities:** Spending on tourism-related facilities accounted for \$58.3 million or 25% of TLT revenues in 2018, down from 29% in 2007. While repayment of capital facility debt service accounted for the largest share of tourism-related facility spending (see description above), jurisdictions most frequently spent local TLT revenues on operations and maintenance of tourism-related facilities (amounting to nearly \$5 million in aggregate).
 - **Tourism promotion:** Spending on tourism promotion accounted for \$49 million in 2018 or 21% of TLT revenues, up from 18% in 2007. While some jurisdictions described specific marketing activities (e.g. social media/websites, promotion of events, etc.), most jurisdictions simply reported "tourism promotion" as the general program activity.
 - **Arts, culture, and entertainment:** Spending in this category accounted for \$20.9 million in 2018 or 9%, up from 6% in 2007. Public art activities accounted for the largest share of spending in this category (over \$19 million), followed by spending on museums (about \$1 million).
 - **Events:** Spending on events accounted for \$9.1 million or 4% in 2018, up from 1% of spending in 2007. Funds in this category supported community events, annual fairs and County Fairgrounds, festivals, Fourth of July celebrations, parades, and more. Compared to other program categories, spending on events from 2007 to 2018 changed the most (1630% change).
 - **Chambers of Commerce:** Spending on chambers of commerce accounted for \$4 million or 2% in 2018. Similarly, spending on commerce activities accounted for 2% of total TLT spending in 2007. About 77% of funds allocated to Chambers of Commerce was spent on general marketing and promotion activities as well as Visitor Center operations/maintenance.
 - **Economic development:** Spending on economic development accounted for \$4.1 million or 2% in 2018, down from 5% in 2007. A majority of spending in this category went toward grants and beautification projects (about 56% of total spending in this category, or \$2.3 million).

- **Administration and overhead:** Spending on administration accounted for \$1.2 million or 1% in 2018, up from 0.4% in 2007.
- **Other:** Use of local TLT revenues that did not fit into the other categories (e.g. ending fund balances) accounted for \$2.1 million or 1% in 2018. Similarly, spending in this category accounted for 1% of total, local TLT spending in 2007.
- **Spending varied among regions.** To describe the variations, ECONorthwest assessed nominal spending and the distribution of spending as a percentage of all local TLT spending by region. Exhibit 48 and the following summarizes:
 - In nominal dollars, the Portland Region spent the most local TLT dollars in the categories of (1) tourism-related facilities; (2) tourism promotion; (3) general services; (4) economic development; and (5) arts, culture, and entertainment. Of the four remaining categories, the Willamette Valley spent the most in the categories of events and administration/overhead. Southern region and Mt. Hood/Gorge allocated the most money to Chambers of Commerce. Central region spent the most in the category of “other.”
 - As a percent of local TLT expenditures by region, Southern (69%), Mt. Hood/Gorge (65%), Central (62%), and the Coast (51%) spent the largest share of their local TLT revenues on general services. The Portland Region spent the largest share of their revenues on tourism-related facilities (36%). The Willamette Valley (35%) and Eastern region (34%) spent the largest share of their revenues on tourism promotion.
- **Local TLT levy rates increased over time.** Almost half of participating TLT jurisdictions increased their TLT levy rate since 2003, and only one jurisdiction (Reedsport) decreased their TLT levy rate. The average levy rate increase was 1.5% between 2003 and 2018. In 2007, 22% of participating jurisdictions had a TLT rate of 9% or more, and by 2018, 38% of participating jurisdictions had a TLT rate of 9% or more.
- **Local TLT revenues increased over time.** According to estimates from Dean Runyan Associates and Travel Lane County, from 2007 to 2018, local TLT revenue increased in all participating jurisdictions (North Bend being the only exception). In that time, revenues increased over \$100 million (128%). Aggregated at the regional level, revenues increased by about \$67 million in the Portland Region and nearly \$20 million in the Coast region. In contrast, revenues increased by about \$620,500 in Eastern Oregon.
- **Per capita TLT revenues was generally the largest for jurisdictions in the Coast.** In FY 2018, jurisdictions in the Coast region averaged \$231 of local TLT revenue per capita, compared to jurisdictions in the Willamette Valley region (averaging \$47 per capita). Revenue per capita more than doubled for jurisdictions in the Coast, Central, Mt. Hood/Gorge, and the Portland regions.

Exhibit 48. Diagram of Local TLT Program Expenditures, Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.



Note: ECONorthwest combined the program category “arts, culture, and entertainment” with “events,” “Chamber of Commerce” with “economic development,” and “administration and overhead” with “other.”

Appendix A: Interview Questionnaire

This appendix presents the *Local Transient Lodging Tax: Expenditures and Administration* (2019) interview questions that ECONorthwest used to collect information presented in the main report.

Interview Questionnaire

EXPENDITURES

1. What was your jurisdiction's total, actual revenue expenditure in FY2017–2018?
2. What was your jurisdiction's total expenditures for all TLT funds spent in FY2017–2018?

TLT ADMINISTRATION

3. What is your jurisdiction's current transient lodging tax rate (excluding the 1.8% state lodging tax)?
4. Does your jurisdiction collect transient lodging tax for short-term rentals, such as AirBnB or VRBO?
5. What year did the jurisdiction first impose the local transient lodging tax?
6. Has your jurisdiction changed the TLT rate since 2003?
 - a. If the rate has changed since 2003, what was the previous rate? And what was the date of change?
7. Does the jurisdiction retain an administrative fee for collection and administration of TLT?
 - a. If yes, how much is retained (dollars)?

PROGRAMS

8. Please describe your jurisdiction's programs financed with monies appropriated from local TLT revenue in FY 2017–2018. *Note: for each program, jurisdictions were asked to answer:*
 - a. What amount was allocated to the program?
 - b. What activities were supported through the program?

Appendix B: Program Activity Spending by Tourism Region

Cities and counties in Oregon spend their local transient lodging tax (TLT) revenues in a variety of ways. The exhibits that follow present the details, or activities, of local TLT spending by tourism region (grouped by program category) for the 2017-2018 fiscal year. Each program category is displayed as an individual exhibit and activities are summarized generally.

TOURISM-RELATED FACILITIES

The Portland Region spent a substantial amount of local TLT revenue in the tourism-related facility program category. Jurisdictions in Central, Eastern, Mt. Hood/Gorge, and Southern regions did not frequently spend local TLT revenues in this program category.

Exhibit A 1. Detailed Local TLT Expenditures for Tourism-Related Facility Programs, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

Activities by Program Purpose and Region	Programs	Expenditures	Share of Total Expenditures
Central	1	\$694,654	1%
Operations/Maintenance - Facilities	1	\$694,654	100%
Coast	12	\$6,438,150	11%
Operations/Maintenance - Facilities	9	\$3,725,533	58%
Grants	2	\$2,549,660	40%
Capital Project - Boating Facility	1	\$162,957	3%
Eastern	1	\$248,886	0.4%
Pool Construction Bond	1	\$248,886	100%
Mt. Hood and Columbia River Gorge	1	\$50,000	0.1%
Set Aside Revenue for Capital Project	1	\$50,000	100%
Portland Region	5	\$50,300,309	86%
Capital Facility Debt Service	2	\$48,500,000	96.4%
Capital Project Event Center	1	\$1,454,000	2.9%
Operations/Maintenance - Facilities	1	\$296,309	0.6%
Capital Project - Interactive Elevator	1	\$50,000	0.1%
Southern	1	\$239,101	0.4%
Acquisition of Tourism Facility	1	\$239,101	100%
Willamette Valley	4	\$341,000	1%
Operations/Maintenance - Facilities	2	\$236,000	69%
Capital Project - Expo Center	1	\$100,000	29%
Grants	1	\$5,000	1%
Total	25	\$58,312,100	100%

TOURISM PROMOTION

Jurisdictions in the Coast and Willamette Valley regions more frequently spent local TLT revenues on tourism promotion activities.

Exhibit A 2. Detailed Local TLT Expenditures for Tourism Promotion Programs, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

Activities by Program Purpose and Region	Programs	Expenditures	Share of Total Expenditures
Central	4	\$5,086,171	10%
General	2	\$3,013,200	59%
Social Media/Websites	1	\$2,064,221	41%
Promotion of Tourism Facility	1	\$8,750	0.2%
Coast	24	\$7,284,248	15%
General	21	\$6,961,763	96%
Undesignated	1	\$277,485	4%
Grants	1	\$25,000	0.3%
Promotional Video	1	\$20,000	0.3%
Eastern	11	\$1,212,593	2%
General	8	\$671,331	55%
Promotion of Events	1	\$515,483	43%
Promotion of Tourism Facility	1	\$20,000	2%
Social Media/Websites	1	\$5,779	0.5%
Mt. Hood and Columbia River Gorge	1	\$66,013	0%
General	1	\$66,013	100%
Portland Region	7	\$27,212,149	56%
General	4	\$24,577,075	90%
Social Media/Websites	1	\$2,025,741	7%
Mobile Kiosk	1	\$475,581	2%
Professional Services	1	\$133,752	0.5%
Southern	6	\$1,231,397	3%
General	5	\$1,201,590	98%
Grants	1	\$29,807	2%
Willamette Valley	23	\$6,872,481	14%
General	16	\$6,422,989	93%
Promotion of Tourism Facility	1	\$289,220	4%
Grants	4	\$70,660	1%
Professional Services	1	\$60,000	1%
Promotion of Events	1	\$29,612	0.4%
Total	76	\$48,965,052	100%

ARTS, CULTURE, AND ENTERTAINMENT

Jurisdictions in the Portland Region spent a substantial amount of local TLT revenues on arts, culture, and entertainment. With the exception of Central region, spending on museums and/or public art initiatives were common activities to spend local TLT revenues on in this program category.

Exhibit A 3. Detailed Local TLT Expenditures for Arts, Culture, and Entertainment Programs, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

Activities by Program Purpose and Region	Programs	Expenditures	Share of Total Expenditures
Central	1	\$6,000	0.0%
Sister City Program	1	\$6,000	100%
Coast	4	\$347,841	2%
Aquarium	1	\$246,373	71%
Museum	1	\$68,968	20%
Public Art	1	\$25,000	7%
Sister City Program	1	\$7,500	2%
Eastern	4	\$40,203	0.2%
Public Art	1	\$18,648	46%
Aquatic Center	1	\$9,955	25%
Museum	1	\$6,600	16%
Boy Scouts	1	\$5,000	12%
Mt. Hood and Columbia River Gorge	3	\$32,500	0.2%
Museum	2	\$25,000	77%
Sister City Program	1	\$7,500	23%
Portland Region	2	\$19,000,699	91%
Public Art	2	\$19,000,699	100%
Southern	1	\$195,560	1%
Museum	1	\$195,560	100%
Willamette Valley	9	\$1,232,822	6%
Museum	3	\$802,170	65%
Historic Buildings	1	\$300,000	24%
Public Art	2	\$94,910	8%
Trolley Rides	1	\$20,300	2%
Historic Building Tours	1	\$15,142	1%
Fine Arts	1	\$300	0.02%
Total	24	\$20,855,625	100%

EVENTS

In nominal dollars, the Willamette Valley spent a substantial amount of local TLT dollars in this program category, followed by the Portland Region and Eastern region. Jurisdictions in several regions (Coast, Southern, and Willamette Valley) reallocated local TLT revenues to the community through grants to support events that draw in tourists and visitors.

Exhibit A 4. Detailed Local TLT Expenditures for Events Programs, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

Activities by Program Purpose and Region	Programs	Expenditures	Share of Total Expenditures
Central	4	\$292,500	3%
Solar Eclipse	2	\$149,000	51%
County Fair	1	\$142,500	49%
Community Event(s)	1	\$1,000	0.3%
Coast	7	\$144,166	2%
Community Event(s)	3	\$79,963	55%
Grants for Events that Support Tourism	1	\$50,000	35%
Parade	1	\$11,203	8%
4th of July	1	\$3,000	2%
Multi-Day Events	1	unknown	-
Eastern	3	\$793,761	9%
Community Event(s)	2	\$411,544	52%
Multi-Day Events	1	\$382,217	48%
Mt. Hood and Columbia River Gorge	3	\$31,630	0.3%
4th of July	1	\$25,000	79%
Community Concert Series	1	\$5,000	16%
Farmer's Market	1	\$1,630	5%

Note: Exhibit continues on the following page.

Activities by Program Purpose and Region	Programs	Expenditures	Share of Total Expenditures
Portland Region	7	\$2,235,398	24%
County Fair	2	\$1,972,345	88%
Community Event(s)	2	\$212,485	10%
Community Concert Series	1	\$25,056	1%
4th of July	1	\$24,813	1%
Festival	1	\$699	0.03%
Southern	5	\$121,859	1%
Community Event(s)	2	\$57,514	47%
County Fair	1	\$45,290	37%
Grants for Events that Support Tourism	1	\$18,805	15%
Gala Table Sponsorship	1	\$250	0.2%
Willamette Valley	11	\$5,565,577	61%
Community Event(s)	3	\$5,304,562	95%
Festival	2	\$156,950	3%
Event Support - Public Safety	3	\$53,400	1%
Grants for Events that Support Tourism	1	\$47,240	1%
Parade	1	\$3,100	0.1%
County Fair	1	\$325	0.01%
Total	40	\$9,184,891	100%

CHAMBERS OF COMMERCE

With the exception of jurisdictions in the Portland Region, many jurisdictions allocate a share of their local TLT revenues to the local Chambers of Commerce. Most commonly, Chambers of Commerce spend a share of these dollars on marketing and promotional initiatives.

Exhibit A 5. Detailed Local TLT Expenditures for Chambers of Commerce Programs, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

Activities by Program Purpose and Region	Programs	Expenditures	Share of Total Expenditures
Central	5	\$793,634	20%
Marketing and Promotion	2	\$537,815	68%
Undesignated	2	\$191,556	24%
Multimedia Equipment	1	\$64,263	8%
Coast	8	\$653,463	16%
Marketing and Promotion	5	\$417,509	64%
Undesignated	2	\$187,000	29%
Visitor Center	1	\$48,954	7%
Eastern	11	\$574,463	14%
Marketing and Promotion	5	\$303,306	53%
Visitor Center	1	\$174,466	30%
Undesignated	3	\$56,472	10%
Events	1	\$20,309	4%
Facilities	1	\$19,910	3%
Mt. Hood and Columbia River Gorge	3	\$816,529	20%
Marketing and Promotion	2	\$572,685	70%
Visitor Center	1	\$243,844	30%
Southern	5	\$816,602	20%
Visitor Center	1	\$580,368	71%
Special Projects	1	\$117,500	14%
Undesignated	1	\$87,943	11%
Marketing and Promotion	1	\$28,141	3%
Business Promotion	1	\$2,650	0.3%
Willamette Valley	8	\$380,369	9%
Marketing and Promotion	2	\$159,104	42%
Grants	1	\$80,000	21%
Visitor Center	2	\$57,500	15%
Events	1	\$44,765	12%
Facilities	1	\$35,000	9%
Undesignated	1	\$4,000	1%
Total	40	\$4,035,060	100%

ECONOMIC DEVELOPMENT

In nominal dollars, the Portland, Southern, and Coast regions spent the most in this program category.

Exhibit A 6. Detailed Local TLT Expenditures for Economic Development Programs, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

Activities by Program Purpose and Region	Programs	Expenditures	Share of Total Expenditures
Central	2	\$42,000	1%
Grants	1	\$31,000	74%
Special Projects	1	\$11,000	26%
Coast	13	\$980,449	24%
Capital Projects	1	\$479,550	49%
Beautification	3	\$178,209	18%
Bike/Ped Pathway	3	\$146,232	15%
Business Development/Retention	1	\$103,000	11%
Downtown Development	1	\$35,668	4%
Professional Services	2	\$20,250	2%
Purchase/appraisal of property	1	\$17,000	2%
Workforce Resources	1	\$540	0.1%
Eastern	5	\$134,874	3%
Park Project	1	\$69,718	52%
Professional Services	1	\$40,730	30%
Downtown Development	1	\$20,000	15%
Grants	1	\$2,500	2%
Main Street Initiatives	1	\$1,926	1%
Mt. Hood and Columbia River Gorge	4	\$239,988	6%
Beautification	2	\$165,388	69%
Main Street Initiatives	1	\$40,000	17%
Park Project	1	\$34,600	14%

Note: Exhibit continues on the following page.

Activities by Program Purpose and Region	Programs	Expenditures	Share of Total Expenditures
Portland Region	2	\$1,212,555	30%
Grants	1	\$1,182,484	98%
Undesignated	1	\$30,071	13%
Southern	8	\$980,547	24%
Beautification	3	\$441,467	45%
Downtown Development	2	\$212,559	22%
Business Development/Retention	1	\$179,172	18%
Undesignated	2	\$147,349	15%
Willamette Valley	10	\$481,239	12%
Beautification	3	\$248,059	52%
Professional Services	1	\$145,235	30%
Main Street Initiatives	1	\$50,891	11%
Workforce Resources	1	\$22,000	5%
Grants	3	\$12,554	3%
Covered Bridge Maintenance	1	\$2,500	1%
Total	44	\$4,071,652	100%

GENERAL SERVICES

For most regions, spending in the program category of general services was substantial. Across every region, jurisdictions allocated a large share of local TLT dollars to General Funds.

Exhibit A 7. Detailed Local TLT Expenditures for General Services Programs, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

Activities by Program Purpose and Region	Programs	Expenditures	Share of Total Expenditures
Central	15	\$11,186,018	13%
General Fund	4	\$7,479,540	67%
Law Enforcement / Public Safety	3	\$3,348,910	30%
Emergency Preparedness / Services	1	\$192,000	2%
Parks and Recreation Maintenance	4	\$128,836	1%
Capital Project - Office Building	1	\$26,922	0.2%
Operations/Maintenance - Facilities	1	\$8,000	0.1%
Environmental	1	\$1,810	0.0%
Coast	38	\$16,647,460	20%
General Fund	9	\$7,129,574	43%
Transportation	6	\$3,721,651	22.4%
Operations/Maintenance - Facilities	3	\$1,695,528	10.2%
Law Enforcement / Public Safety	4	\$1,438,653	9%
Parks and Recreation Maintenance	2	\$1,197,496	7.2%
Debt Service	1	\$681,646	4%
Operations	2	\$281,449	1.7%
Parks and Recreation	1	\$116,700	0.7%
Undesignated	2	\$97,060	0.58%
Fairgrounds	1	\$66,581	0%
Grant	1	\$63,402	0%
Emergency Preparedness	1	\$52,120	0%
Emergency Preparedness / Services	2	\$52,000	0%
Capital Project - City Hall Remodel	1	\$50,413	0%
Accessibility	2	\$3,187	0%
Eastern	7	\$573,169	1%
Transportation	2	\$267,308	47%
General Fund	2	\$178,180	31%
Parks and Recreation Maintenance	1	\$108,780	19%
Law Enforcement / Public Safety	1	\$12,901	2%
Grant	1	\$6,000	1%

Note: Exhibit continues on the following page.

Activities by Program Purpose and Region	Programs	Expenditures	Share of Total Expenditures
Mt. Hood and Columbia River Gorge	12	\$2,308,506	3%
General Fund	3	\$2,200,638	95%
Operations	2	\$57,000	2.5%
Youth Program	3	\$29,368	1.3%
Transportation	1	\$10,000	0.4%
Emergency Preparedness / Services	1	\$9,000	0%
Grant	2	\$2,500	0%
Portland Region	6	\$40,682,313	48%
General Fund	5	\$40,309,362	99%
Operations	1	\$372,951	1%
Southern	13	\$7,948,379	9%
General Fund	2	\$5,532,190	70%
Fairgrounds	1	\$942,695	12%
Undesignated	2	\$686,976	9%
Parks and Recreation Maintenance	2	\$284,763	4%
Law Enforcement / Public Safety	1	\$239,101	3%
Grant	1	\$228,154	3%
Emergency Preparedness / Services	2	\$33,250	0.4%
Publications	2	\$1,250	0.0%
Willamette Valley	16	\$4,849,067	6%
General Fund	9	\$2,434,965	50%
Parks and Recreation Maintenance	3	\$2,169,475	44.7%
Operations	1	\$130,851	3%
Infrastructure	1	\$98,797	2%
Accessibility	1	\$13,335	0%
Undesignated	1	\$1,644	0.03%
Total	107	\$84,194,912	100%

ADMINISTRATION AND OVERHEAD

With the exception of the Mt. Hood/Gorge region, jurisdictions in every region spent some local TLT revenue on TLT administration and overhead. In nominal dollars, the Willamette Valley region spent the most in this program category (nearly \$400,000).

Exhibit A 8. Detailed Local TLT Expenditures for Administration and Overhead Programs, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration* (2019), ECONorthwest.

Activities by Program Purpose and Region	Programs	Expenditures	Share of Total Expenditures
Central	2	\$150,181	13%
Administrative Services	2	\$150,181	100%
Coast	4	\$242,344	21%
Administrative Services	2	\$176,344	73%
Auditing	1	\$40,000	17%
Room Operators	1	\$26,000	11%
Eastern	2	\$34,148	3%
Administrative Services	2	\$34,148	100%
Portland Region	5	\$317,392	27%
Administrative Services	4	\$262,392	83%
Auditing	1	\$55,000	17%
Southern	2	\$35,241	3%
Administrative Services	2	\$35,241	100%
Willamette Valley	5	\$391,044	33%
Administrative Services	4	\$384,810	98%
Room Operators	1	\$6,234	2%
Total	20	\$1,170,350	100%

OTHER

Spending of local TLT dollars (or lack thereof) in the “other” program category was relatively small—with the exception of the Central region (where one jurisdiction allocated a relatively large amount of local TLT dollars to a reserve fund).

Exhibit A 9. Detailed Local TLT Expenditures for Other Programs, Participating TLT Jurisdictions by Tourism Region, FY 2018

Source: *Local Transient Lodging Tax: Expenditures and Administration (2019)*, ECONorthwest.

Activities by Program Purpose and Region	Programs	Expenditures	Share of Total Expenditures
Central	1	\$1,621,178	79%
Reserves	1	\$1,621,178	100%
Coast	1	\$6,843	0.3%
Credit Card Processing Fee	1	\$6,843	100%
Eastern	2	\$337,228	16%
Ending Balance	1	\$337,117	100%
Refund of Overpayment	1	\$111	0.03%
Portland Region	1	\$18,000	1%
Reserves	1	\$18,000	100%
Willamette Valley	2	\$79,648	4%
Loan Payment	1	\$62,000	78%
Ending Balance	1	\$17,648	22%
Total	7	\$2,062,897	100%

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Potential Real Estate Transaction - ORS 192.660(2)(e)
Authorizes council to deliberate with persons designated by council to negotiate real property transactions, including long-term leases. Does not authorize discussion of general leasing policies.

Meeting Date:

2021-06-01

Department:

City Administration

Director:

David Stockdale

Contact Person:

David Stockdale

Phone Number:

Cost of Proposal:

n/a

Amount Budgeted:

n/a

Fund(s) Name and Number(s):

General Fund - 01

Reviewed by Finance Department:

Yes

Previously Presented:

05/04/2021

Attachments to Agenda Packet Item:

Summary Statement:

None

Consistent with Council Goals:

Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Potential Litigation - ORS 192.660(2)(h) Authorizes council to consult with its counsel regarding current litigation or litigation likely to be filed. Media members must be excluded if the member is a party to the litigation.

Meeting Date:

2021-06-01

Department:

City Administration

Director:

David Stockdale

Contact Person:

David Stockdale

Phone Number:

Cost of Proposal:

n/a

Amount Budgeted:

n/a

Fund(s) Name and Number(s):

General Fund - 01

Reviewed by Finance Department:

Yes

Previously Presented:

05/04/2021

Attachments to Agenda Packet Item:

Summary Statement:

None

Consistent with Council Goals:

Goal 5 : Perform at the Highest Levels of Operational Excellence

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Potential Litigation - ORS 192.660(2)(h) Authorizes council to consult with its counsel regarding current litigation or litigation likely to be filed. Media members must be excluded if the member is a party to the litigation.

Meeting Date:

2021-06-01

Department:

City Administration

Director:

David Stockdale

Contact Person:

David Stockdale

Phone Number:

Cost of Proposal:

n/a

Amount Budgeted:

n/a

Fund(s) Name and Number(s):

General Fund - 01

Reviewed by Finance Department:

Yes

Previously Presented:

03/16/2021

Attachments to Agenda Packet Item:

Summary Statement:

None.

Consistent with Council Goals:

Goal 5 : Perform at the Highest Levels of Operational Excellence