



COMMISSION REPORT: CITY OF OREGON CITY

TO:	The Honorable Mayor and City Commissioners		
FROM:	Larry Patterson, City Manager		
PRESENTER:	Larry Patterson, City Manager		
SUBJECT:	Consider Approval of Memorandum of Understanding with Main Street Board		
Agenda Type:	General Business	Attachments:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Approved by:	Larry Patterson, City Manager	Planning Item:	<input type="checkbox"/> Land Use <input type="checkbox"/> Legislative <input type="checkbox"/> N/A

RECOMMENDED ACTION (Motion):

Staff recommends the City Commission approve a non-binding agreement with the Main Street Board to help direct the activities of the Main Street Board and clarify the expectation of these two entities about the roles and responsibilities of each.

BACKGROUND:

The Main Street Board has requested funding from Oregon City. The City has conceptual agreed to provide \$35,000 from its business license fund. The City Commission felt a need to have a memorandum of understanding with the board explaining the expectation and responsibilities of each entity. The MOU is a non-binding agreement because the Main Street Board is still in the organizational phase. At a future date when the program is further along in its operational mode a more formal and binding agreement will be developed.

BUDGET IMPACT:

FY(s): Up to \$35k
Funding Source: Business License

ATTACHMENTS:

Main Street MOU

MEMORANDUM OF UNDERSTANDING

Dated: December 17, 2008

Between: City of Oregon City Commission
City of Oregon City Main Street Board
City of Oregon City Urban Renewal Commission

Section 1: Binding Effect of MOU

This MOU is not a binding legal document, but spells out a cooperative understanding of how these three entities will work for the mutual benefit of downtown revitalization and improving the economic health of the Main Street District. The MOU also establishes an understanding of the responsibilities and commitments that each entity will strive to provide.

Section 2: Term of MOU

As discussed below, the parties anticipate that a binding agreement will be entered into. This MOU will expire on the effective date of that binding agreement.

Section 3: Main Street Board's Expectations

The Main Street Board anticipates providing the following responsibilities and services to forward the revitalization and economic health of the Main Street District:

- a. The Main Street Board will recruit and hire a Main Street Manager.
- b. The Main Street Board will manage and pay all staff and operational expenses for the Main Street program and maintain an adequate operating budget.
- c. The Main Street Board will provide quarterly progress reports to the Oregon City Commission and Urban Renewal Commission.
- d. The Main Street Board will conduct an annual meeting open to all business and building owners in the Main Street District and provide for attendance of interested citizens throughout Oregon City including the Oregon City Commission and Urban Renewal and Planning Commissions.
- e. The Main Street Board will advise and recommend to the Oregon City Commission and Urban Renewal Commission when asked on projects, grants, and loans in the Main Street District.
- f. The Main Street Board will develop an understanding of Oregon City's Economic Development Strategy and Urban Renewal Commission's Program and Goals.
- g. The Main Street Board will develop a comprehensive Main Street Work Plan that works in conjunction with the City of Oregon City's Economic Development Strategy and the Urban Renewal Commission's program and goals.

- h. The Main Street Board will provide a program of ongoing training for staff and volunteers.
- i. The Main Street Board will work to become financially independent of all City funding for staffing and operations, but will continue to work cooperatively with the Urban Renewal Commission on revitalization projects in the Main Street District.
- j. The Main Street Board will maintain a historic preservation ethic that works in conjunction with the City's economic development strategy, the Urban Renewal Commission's and Historic Review Board's program and goals.
- k. The Main Street Board will maintain a current membership with the National Main Street Network.
- l. The Main Street Board will assure the attendance of the Main Street Manager at all Urban Renewal Commission Meetings and weekly communication with the City Manager and Urban Renewal Executive Director.

In addition the Oregon City Commission and Urban Renewal Commission anticipate that the Main Street Board will:

- a. Provide marketing, advertisement and promotion of the Main Street District, its business and shops, events and activities occurring in or in support of the Main Street District and businesses.
- b. Work in conjunction with the Chamber of Commerce, and other relevant groups such as Clackamas Heritage Partners, in the advertisement and promotion of the Main Street program, along with the Chamber's marketing, advertisement, and promotion of Oregon City.
- c. Market and recruit tenants or owners to fill all storefront vacancies in the Main Street District
- d. In addition to the services mentioned above, the Main Street Board will work with downtown property and business owners and the City to provide the following amenities and services to the Main Street District where appropriate:
 - a. Clean up and beautification
 - b. Garbage service
 - c. Parking and parking management
 - d. Flower baskets and in coordination with OC DBC
 - e. Events and activities
 - f. Sidewalk cleaning and maintenance

Historic preservation but insuring such efforts is coordinated with the City and Urban Renewal Commission.
- h. Public art
- i. The Main Street Board will coordinate communications between main street owners, tenants, and merchants with the City, Urban Renewal Agency, the County, State agencies, and other parties who activities and program may impact downtown.

- j. The Main Street Board will also be an advocate for Main Street tenants, businesses, owners and city programs, where appropriate and regarding those issues that relate to the mission of the Main Street Program.

Section 4: City of Oregon City Expectations

The City of Oregon City anticipates providing the following assistance to the Main Street Board and Program:

- a. Staff support to the Main Street Board until such time as the Board is able to employ it's own staff and then as needed and requested by the Main Street Board or Manager within reason and where appropriate.
- b. \$35,000 in funding to the Main Street Program in FY 2008/09. This funding will be appropriated from the Business Development – Business License Fund.
- c. An additional \$35,000 in funding may be provided to the Main Street Board in FY 2009/10 and FY 2010/11 if approved by subsequent City Commissions and Budget Committees. It is anticipated that these funds will be appropriated from the Business Development – Business License Fund
- d. Continue to provide some level of funding to the Main Street Board for a undefined period until the Main Street Program can become self sufficient. It is anticipated that funding for this program will come from the Business Development – Business License Fund and be appropriated in a sustainable manner to Main Street Oregon City.
- e. A basic level of service in the Main Street District that consists of:
 - a. Sidewalk cleaning and maintenance
 - b. Garbage service
 - c. Event and activity set up and coordination
- f. The City Commission will encourage the Main Street Board to develop their own funding sources and assist where possible with such efforts.
- g. Payroll and accounting services to the Main Street Board. The City Commission and Board will negotiated the cost for these services.
- i. Where appropriate, the City Commission anticipates consulting with the Main Street Board on projects that affect the Main Street District.

Section 5: The Urban Renewal Commission Expectations

- a. The Urban Renewal Commission anticipates seeking the Main Street Board's advice and recommendations on projects in the Main Street District.
- b. The Urban Renewal Commission, through the Urban Renewal program and goals, anticipates conducting and financing projects aimed at the physical improvement and economic revitalization of the Main Street District.

- c. The Urban Renewal Commission will work with the Main Street Board in prioritizing urban renewal grant awards to building renovations in the Downtown/North End Urban Renewal District.

IN WITNESS WHEREOF, the parties have executed and delivered this MOU to be effective on the date first set forth above.

Main Street Board of Directors

City Commission of Oregon City
Oregon City Urban Renewal Commission

By: _____
Don Slack, Chair

By: _____
Alice Norris, Mayor & Chair of
Urban Renewal Commission

