

Memorandum of Understanding between the
Downtown Oregon City Association
and the City of Oregon City

Overview

This agreement outlines a partnership between Downtown Oregon City Association (DOCA) and the City of Oregon City for the City to provide monetary support to enhance DOCA's activities to benefit Downtown Oregon City and City of Oregon City goals during the fiscal years 2019-2020 and 2020-2021.

DOCA, organized in 2009, is a 501(c)(3) non-profit organization, and a nationally accredited, award-winning Oregon Main Street Program. DOCA's mission is to build community and cultivate commerce in Oregon City's historic downtown.

DOCA promotes tourism; advances economic development; facilitates attraction of new business to Main Street downtown and expansion of existing downtown businesses; fosters partnerships with merchants, civic leaders, organizations and the community and sponsors and produces exciting events.

DOCA's efforts aim to bring thousands of local and national visitors to Oregon City each year and raise the profile of our city as a destination including through, but not limited to, successful events, promotion, and placemaking connectivity. Efforts aim to cultivate meaningful engagement, commerce, and civic pride.

The following agreement outlines the anticipated scope of work that DOCA would be expected to achieve, with financial and technical support from the City of Oregon City. Resources provided by City of Oregon City are provided, in order to maintain and grow the activation, preservation, and economic stability of Downtown Oregon City.

Funding Arrangement

The City of Oregon City agrees to fund DOCA for the 2019-2021 biennium.

The City of Oregon City's contribution will be \$60,000 annually to be paid out in a lump sum in July of 2019 and July 2020. DOCA will match this funding at 100% per year for a minimum of \$60,000 per year with other funds not from City of Oregon City sources such as other city facilitated grants or other contracts for services.

Scope of Work for DOCA Staff and Board

These funds, including DOCA's match, will be used to fund DOCA's operations with the following deliverables:

1. Monthly meeting minutes from board meetings provided to City of Oregon City staff. Economic Development Manager, Economic Development Coordinator, Tourism Specialist, and City Manager by board member representative.
2. Biannual updates to City Commission.
3. Maintain "Performing Main Street" status in conjunction with Oregon City goals, which allows DOCA to access grant opportunities and technical assistance.

4. Manage the Street Tree Lights program.
5. Manage the Oregon Main Street Revitalization Grant to facilitate façade improvements in Downtown Oregon City in alignment with City goals. DOCA will invite a City representative to participate in the selection committee.
6. Serve as an active downtown representative for city-led initiatives including tourism and after-hours parking by attending quarterly Transportation Demand Management group and be an active advocate for action plans. DOCA will provide input and technical support on tourism projects led by City of Oregon City.
7. Promote tourism by executing at least five events and/or downtown promotions with attendance of a minimum of 200 people to market Downtown Oregon City. Funds raised, attendance comparison for recurring events will be included in biannual reports. DOCA will provide demonstrated alignment with City of Oregon City Strategic Tourism Plan.
8. Play an active role in the economic development/redevelopment of the County Courthouse and the Mill site project by attending meetings and providing technical support as requested. e.g. pedestrian counts, event attendance counts, etc.
9. Cross promote @TravelOregonCity for all tourism events and initiatives.
10. Provide letters of support, meeting attendance and shared data, for city initiatives including Quiet Zone, Urban Renewal, Transportation Demand Management Plan, County Courthouse initiatives, connectivity to the Grand Cove and other programs supporting city goals.

Administration

1. This funding is provided for the 2019-2021 biennium (July 1, 2019 – June 30, 2021). The funding will be subject to budget approval and will be reviewed at the end of the biennium.
2. DOCA will invoice the City at the beginning of the fiscal years 2019 and 2020 and provide documentation of hours worked with allocation to city goals and MOU agreed scope of work.
3. DOCA will be responsible for maintaining all appropriate insurance and taxes.
4. DOCA and the City acknowledge there may be modifications to the scope of work and will review and revise as both parties deem appropriate to best serve each parties' economic development roles.
5. The lead representatives from each organization are:
 - a. DOCA – Executive Director or designee
 - b. City – City Manager, Economic Development Manager, Economic Development Coordinator and Tourism Specialist when relates to events.
6. Either party may choose to terminate its participation in this agreement in writing at their sole discretion with notice of 90 days. In the event of termination by either party, DOCA shall reimburse the City on a pro-rated basis for the remainder of the year in which the annual contribution has been made upon termination. The pro-rated reimbursement shall be based on the number of months remaining in the fiscal year at a rate of \$5,000 per month. Pro-rated funds shall be returned to the City no later than 30 days after written termination is provided.

7. Prior to the distribution of the 2020 – 2021 funding as described above, DOCA shall demonstrate to the City Commission that the Scope of Work and Administration requirements as outlined in this MOU are being met. Failure to meet the Scope of Work and Administration requirements, as determined by the City Commission, may result in the immediate termination of this MOU for non-performance and/or withholding of the 2020-2021 contribution.
8. DOCA Executive Director will provide a bi-annual update to the City Commission, and, upon request, DOCA will provide financial records.

City of Oregon City

Signature of City Manager

Date

Anthony J Konkol III
Printed Name

Downtown Oregon City Association

Signature of Executive Director

Date

Printed Name