



# City of Oregon City

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## Staff Report

File Number: 19-656

**Agenda Date:** 11/20/2019

**Status:** Consent Agenda

**To:** City Commission

**Agenda #:** 8a.

**From:** City Manager Tony Konkol

**File Type:** Report

### **SUBJECT:**

Memorandum of Understanding Between the Downtown Oregon City Association and the City of Oregon City for Monetary Contribution

### **RECOMMENDED ACTION (Motion):**

Staff recommends that the City Commission approve the Downtown Oregon City Association Memorandum of Understanding.

### **BACKGROUND:**

The proposed Memorandum of Understanding (MOU) was reviewed by the Commission at the November 6, 2019 meeting. The Commission requested additional language requiring a non-performance provision, demonstration that the objectives of the MOU are being met prior to the second year of funding and a reimbursement of funds on a pro-rated basis should the MOU be terminated by either party. The following requirements have been included in the MOU to address the Commission request:

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.

The additional requirements have been reviewed by DOCA and the City Attorney.

The following was provided for the November 6, 2019 Commission meeting:

Downtown Oregon City Association (DOCA) organized in 2009 as a 501(c)(3) non-profit organization and is a nationally accredited awarding winning Oregon Main Street Program. DOCA's mission is to build community and cultivate commerce in Oregon City's historic downtown by promoting tourism, supporting economic development, attracting new businesses and expansion and success of existing businesses. The proposed MOU outlines the anticipated scope of work that DOCA would be expected to achieve and the resources provided by the City will allow DOCA to maintain and grow the activation, preservation and economic stability of Downtown Oregon City.

The City of Oregon City's contribution will be \$60,000 annually for two years and DOCA will match the City contribution at 100% per year with funds not from City sources. The City investment will be used to fund DOCA's operations with the following deliverables:

- \* Monthly meeting minutes from the DOCA board meetings will be provided to the City;
- \* DOCA will provide biannual updates to the City Commission;
- \* DOCA will maintain a "Performing Main Street" status;
- \* DOCA will manage the street tree lights program;
- \* DOCA will manage the Oregon Main Street Revitalization Grant to facilitate facade improvements in Downtown Oregon City and will include City representation on the selection committee;
- \* DOCA will actively participate in city-led initiatives including tourism and after-hours parking;
- \* DOCA will 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;
- \* DOCA will play an active role in the economic development/redevelopment of the County Courthouse and the Mill property;
- \* DOCA will cross promote @TravelOregonCity for all tourism events and initiatives; and
- \* DOCA will provide letters of support, meeting attendance and share data for city initiatives and programs supporting the City's goals.

During the current budget adoption process the City Commission requested that the City and DOCA prepare an MOU identifying the monetary contribution and expected deliverables. The DOCA Board has reviewed and approved the proposed MOU, which is a two-year agreement for fiscal years 19-20 and 20-21 and the funds have been included in the current City budget.

**BUDGET IMPACT:**

Amount: \$60,000 per fiscal year. \$120,000 total.

FY(s): 2019-20 and 2020-21

Funding Source: General Fund