



REVISED

NOTICE OF PUBLIC MEETING

CITY OF ALBANY
CITY COUNCIL WORK SESSION
City Hall, Municipal Court Room
333 Broadalbin Street SW
Monday, April 25, 2011
4:00 p.m.

AGENDA

- 4:00 p.m. **CALL TO ORDER**
- 4:00 p.m. **ROLL CALL**
- 4:00 p.m. **BUSINESS FROM THE PUBLIC**
- 4:05 p.m. **TRANSIENT ROOM TAX POLICY REVIEW** – Mayor Sharon Konopa
Action Requested: Information, discussion toward adoption on April 27, 2011.
- ~~4:30 p.m. **RECESS TO EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION OR LITIGATION
LIKELY TO BE FILED IN ACCORDANCE WITH ORS 192.660 (2)(b)**~~ **CANCELED**
- 5:10 p.m. **RECONVENE**
- 5:10 p.m. **COUNCILOR COMMENTS**
- 5:25 p.m. **CITY MANAGER REPORT**
- 5:30 p.m. **ADJOURNMENT**

City of Albany Web site: www.cityofalbany.net

The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, advance notice is requested by notifying the Human Resources Director at 917-7500.



TO: Albany City Council
VIA: Wes Hare, City Manager
FROM: Marilyn Smith, Management Assistant/Public Information Officer *mms*
Stewart Taylor, Finance Director *st*
DATE: April 15, 2011, for the April 25, 2011, City Council Work Session
SUBJECT: Transient Room Tax Task Force

RELATES TO STRATEGIC PLAN THEME: • Effective Government

Action Requested:

This memo is intended to answer questions raised by Councilors at the March 7 and 21, 2011, City Council work sessions during discussion of a proposed policy related to distribution of the Transient Lodging Tax (TLT).

Discussion:

The Mayor's Transient Room Tax Task Force came about from discussions at City Budget Committee meetings in May 2010. At the May 20, 2010, Budget Committee meeting, Finance Director Stewart Taylor reviewed state law that applies to the transient lodging tax and how Albany's transient lodging tax receipts are typically apportioned. The City follows ORS Sections 320.300-320.350 and Albany Municipal Code Chapter 3.14 in imposing, collecting, and disbursing the tax.

Oregon law states that a unit of local government that imposed a local transient lodging tax on July 1, 2003, may not decrease the percentage of total local transient lodging tax revenues that are actually expended to fund tourism promotion or tourism-related facilities on or after July 2, 2003. Tourism is defined as "economic activity resulting from tourists." Tourism promotion is defined as "advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists; conducting strategic planning and research necessary to stimulate future tourism development; operating tourism promotion agencies; and marketing special events and festivals designed to attract tourists."

In fiscal year 2003-2004, Albany apportioned transient lodging taxes:

- 50.02% to the Albany Visitors Association, Albany Downtown Association, and Albany-Millersburg Economic Development Corporation
- 46.99% to debt associated with construction of the Linn Fair & Expo Center

The final Expo debt payment will be made this fiscal year, freeing up that percentage of taxes and prompting the discussion at the 2010 Budget Committee meetings. At the May 20, 2010, meeting, Mayor Konopa suggested forming a work group with outside agencies that are involved with Parks & Recreation to discuss the best ways to spend future transient lodging tax dollars.

At the same meeting, AVA had requested a higher allocation than the amount included in the proposed 2010-11 budget; the budgeted amount was five percent less than the amount allocated for fiscal 2010 in keeping with reductions made in all City departments and to the other outside agencies this year. Councilor Coburn moved to authorize the City Council to consider AVA's request for more funding in six months in consideration of transient tax revenues received at that time; Councilor Johnson seconded the motion. Coburn amended the motion to "create a group formed at the direction of the City Council to discuss transient room tax revenue. Secunder agreed. Motion passed 6-3 – Kirbey, Lusk, Christman no."

The annual public hearing on the proposed City budget was held at the June 9, 2010, City Council meeting. Councilor Reid asked the Council to consider using transient lodging tax money from the Expo debt payments for the airport. The Mayor reminded the Council that "the Budget Committee had agreed to create a task force to review and consider uses for the transient room tax. The task force would include all interested parties and the airport would be a part of the discussion."

At the July 26, 2010, Council work session, the Mayor presented a list of proposed members of "a task force to draft a policy for the administering of the transient room tax revenue.... The Budget Committee gave the City Council direction to form a work group or task force to establish a policy for the future disbursements of TRT revenue to programs that can legally be funded from TRT.... They would review existing programs to see that is the best use of TRT revenues and then establish a policy with a recommendation to the full City Council." Christman and Coburn said that the task force should include more citizens and fewer City staff. The Mayor submitted a revised list to the Council at the August 9, 2010, work session; and the list was adopted. Twice on July 26 and once on August 9, the Mayor told the Council that the task force's charge was to come up with a policy for how to disburse transient room tax revenues.

The task force held its first meeting on September 20, 2010. The group met eight times through February 7, 2011. An attached timeline shows how the meetings were advertised, publicized, posted, and noticed. A news release was issued on January 13, 2011, to give special emphasis to and solicit public comment at the group's January 24 meeting. All of the task force's meeting minutes are posted on the City website.

At the first meeting, Mayor Konopa announced that this was an ad hoc task force that would be dissolved once it had developed a recommendation for the City Council for allocation of the transient room tax. Staff reported the fiscal 2004 percentages allocated to programs that support tourism promotion and tourist-related facilities and described that the City must continue to use the same percentages according to state law.

The suggestion of a reserve account was first mentioned as a "rainy-day fund" at the second task force meeting; and by the third meeting, the group said they wanted to consider establishing one.

At the January 10, 2011, meeting, the task force finalized the following recommendations for discussion at the January 24 special public meeting:

- Existing programs will maintain current funding with reasonable cost-of-living increases.
- The Airport Capital Reserve will be treated as an existing program and will have a beginning funding amount of \$60,000.
- New programs will be identified with an initial funding amount and relative ongoing funding.
- A reserve account (rainy-day fund) will be established and maintained at a designated target balance.
- The reserve account is only to be used to offset actual fluctuations in TRT dollars. This reserve is not a contingency account for unforeseen changes in individual program costs.
- Fluctuations in actual TRT dollars will be offset with corresponding increases and decreases first in the reserve account up to the designated target amount and secondly in new programs on a prorated basis according to percent of total allocation to the new programs.
- The task force will meet on a six-month basis to review the policies and recommend any changes to the City Council.

The Transient Lodging Tax Committee was first mentioned in minutes of the January 24 task force meeting. As outlined in the revised policy draft (attached), the Transient Room Task Force is disbanded when the policy is adopted and a new committee will convene every six months as needed to review room tax receipts and recommend adjustments in the policy and funding accordingly. At this meeting, staff said annual grant applications would no longer be required from the agencies identified as "existing programs."

Discussion at Council work sessions on March 7 and March 21, 2011, raised several additional issues, listed here in **boldface**. Staff response follows each.

- **Some agencies or programs are guaranteed a certain level of funding annually.** The task force intends to protect the programs identified as "existing." The group felt that AVA specifically best meets the definition of promoting tourism as defined in state law.
- **How does the methodology impact the City budget overall, particularly in overtime for Police, Fire, and Public Works?** The methodology has relatively minor impact on the City budget overall. The transfers for Parks & Recreation, Public Safety, and Public Works free up dollars to be used in different ways. The greatest impact is to the Airport Capital Reserve, which has no other funding source.
- **The policy doesn't show the percentage of the tax that needs to be spent on tourism per state law.** State law requires 70 percent of new and increased taxes to be spent on tourism promotion or tourism-related facilities. The City's TLT is not new and has not been increased; so the 70 percent requirement does not apply. What does apply is maintaining the same percent that was in place in 2003-2004.
- **The agencies that review the spending are the ones that receive the money; is that a conflict of interest?** Most if not all City advisory boards and commissions are made up of individuals with a direct interest in or knowledge of the area on which they advise the Council – artists, bicyclists, arborists, building contractors, land developers, bankers, owners of historic homes, and park users, as examples.
- **The Budget Committee should go back to the old way of reviewing funding requests from all of the outside agencies.** The Budget Committee appointed a subcommittee in 2004 to develop application procedures and grant award criteria for grants to nonprofit agencies for programs that serve "an appropriate governmental purpose." The intent was to provide standard objective criteria by which outside agency requests could be evaluated and to streamline the process for the agencies, Budget Committee, and staff. Council passed Resolution 5089 on January 26, 2005, adopting the new process. A copy of that resolution, the 1990 resolution that it replaced, and the new application guidelines and application form are attached.
- **How do new agencies get on the "collaborative tourism promotion" list?** This subcommittee, outlined in the draft policy, could receive proposals from new agencies or may come up with ideas on its own. The task force's intent in forming this subcommittee is to encourage the synergy that coalesced among its members during their time as task force members and promote continued collaboration in support of specific events or marketing strategies.
- The task force's main intentions have been included in the new draft of the proposed policy, and three elements of Section V have been deleted. The new draft also adds language requiring that the new committee comply with the Oregon Public Meetings Law.

Budget Impact:

The task force and staff have worked to complete the policy, allocation methodology, and first year budget in time for it to be included in the City's 2011-12 budget document. Changes to the proposed reserve fund or methodology will refer the matter back to the task force for further discussion.

MMS:ST:ldh

Attachments (7)

Proposed Transient Lodging Tax Policy

Timeline of TRT Task Force meetings

Democrat-Herald story announcing the January 24 public meeting

One-page report from AVA

One-page report from ADA

Resolution #5089, establishing process for applying for allocating money to outside agencies

Application guidelines for outside agencies

Application form for outside agencies

Resolution #2944, which was repealed by Resolution #5089

c: Laura Hyde, Executive Assistant to the City Manager

	<p>City of Albany Finance Policy Policy #: F-12-11-001 Title: Transient Lodging Tax Policy</p>	<p>Draft</p>
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I. POLICY STATEMENT

The Transient Room Tax Task Force recommends that the City Council, by motion, adopt the Transient Lodging Tax (TLT) Policy and establish a TLT Advisory Committee.

The ~~Transient Lodging Tax (TLT)~~ **TLT Policy, is when adopted by the City Council, establishes an initial methodology** to allocate transient lodging tax dollars in compliance with ORS Sections 320.300 to 320.350 and Albany Municipal Code Chapter 3.14 and in consideration of **existing and new and ongoing programs. The allocation of TLT dollars shall be included in the proposed budget and considered by the Budget Committee and City Council through the existing budget approval process.**

The TLT Policy also establishes a TLT Advisory Committee that will meet on a semiannual basis and may, from time to time, recommend changes in the allocation methodology or other provisions of the policy to the City Council.

II. ADVISORY COMMITTEE

1. A seven-member ~~Transient Lodging Tax~~ **TLT Advisory** Committee is hereby formed. Representation on the committee will include: the Mayor and one other member of the Albany City Council, the Albany City Manager, the Albany Visitors Association Director, the Albany Downtown Association Director, the Linn County Fair and Expo Director, and the Albany Parks & Recreation Director.
2. The TLT **Advisory** Committee will meet every six months to review **actual transient lodging tax revenues and any implications to the allocation methodology described in this policy and may recommend changes the allocation methodology or this policy** to the City Council.
3. **All meetings of the TLT Advisory Committee shall be public meetings with proper notice, agendas, and minutes as required by ORS Sections 192.610-192.710.**

III. EXISTING PROGRAMS

Existing programs **have traditionally received funding from TLT revenues and have partnered in promoting tourism and tourism-related activities. In addition to miscellaneous Personnel Services and Materials and Services, the existing programs include: ~~Personnel Services; Other;~~ Albany Downtown Association (ADA); Albany Visitors Association (AVA); Albany-Millersburg Economic Development Corporation (AMEDC); and Albany Airport Capital Reserve. The initial methodology of allocating TLT revenues provides that funding for existing programs may increase up to three (3) percent per year but only if TLT revenues are sufficient to provide for the increase. A reduction in TLT revenues may be offset from the reserve account but shall not be offset from any other City resource.**

IV. NEW PROGRAMS

1. New programs **have not traditionally received funding from TLT revenues but are programs that support and enhance existing events and future opportunities for tourism and tourism-related activities. They include: Collaborative Tourism**

Promotion; Albany Main Street Program Development; Northwest Art & Air Festival; Public Safety Reimbursement; Veterans' Day Parade/Public Works Reimbursement; Monteith House Museum Capital Reserve; and City Trolley Maintenance & Operations. **The initial methodology of allocating TLT revenues provides that funding for these programs will increase or decrease depending on available TLT revenues. Available TLT revenues will be distributed among the new programs on a proportionate basis after existing programs and the reserve account are fully funded. Decreases in funding for new programs shall not be offset from any other City resources.**

2. The purposes of the newly **funded** programs are established as follows:
 - a. Collaborative Tourism Promotion: This fund is jointly managed by the Albany Visitors Association, Albany Downtown Association, Linn County Fair & Expo, and the City of Albany Parks & Recreation Department. Funding requests may come from or through any of the four partners. Funding requests must be supported by a majority of the partners. Funds are used for modest matching grants for event start-up costs to outside agencies, new marketing campaigns, or expanded advertising for a new element of an existing event; travel expenses to submit proposals to host events, conferences, and trade shows. The funds shall not be used for wages or benefits.
 - b. Albany Main Street Program Development: Funds are used for the Albany Downtown Association's Main Street Program in the areas of design, promotions, economic development, and organization as defined by the National Main Street Program — a downtown marketing program, targeted business recruitment, interpretive historic signage, technical improvements for the website, computers and software, event development, a downtown maintenance program, seminars, speakers, and educational opportunities for downtown business owners.
 - c. Northwest Art & Air Festival: Funds are used for reimbursement to the Albany Parks & Recreation Department for expenditures not recovered from event sponsors.
 - d. Public Safety Reimbursement: Funds are used for reimbursement to the Albany Police and Fire Departments for personnel costs associated with support for community events.
 - e. Veterans' Day Parade/Public Works Reimbursement: Funds are used for continued funding for the parade at \$3,000 and future reimbursement to the Albany Public Works Department for costs associated with the parade and other events.
 - f. Monteith House Museum Capital Reserve: The Monteith Historical Society will use funds to make capital improvements to the Monteith House Museum for building maintenance, exhibit development, ADA improvements, preservation materials, and artifact acquisition. Ending balances will be carried forward from one budget year to the next.
 - g. City Trolley Maintenance & Operations: Funds are used for ongoing maintenance, operations, and capital needs in support of tourism-related events of the Albany Visitors' Association, Albany Downtown Association, Linn County Fair and Expo, and Albany Parks & Recreation Department.

V. GUIDELINES FOR RESERVE ACCOUNT

The reserve account is intended to smooth the impacts of unanticipated swings in TLT revenues upon existing programs and, thereby, enable the existing programs to better develop strategies for promoting tourism and tourism-related activities. The reserve account shall be maintained according to the following guidelines:

1. A reserve account will be established and maintained at a target balance of \$100,000. The reserve account will only be used to offset actual fluctuations in TLT revenues and is not a contingency account for unforeseen changes in individual **activities programs**.
- ~~2. Existing programs will maintain current funding levels or will grow at a maximum three percent (3%) each year.~~
- ~~3. Decreases in revenues will be offset from the reserve account.~~
- ~~4. If the decrease in revenues is greater than the funds in the reserve account, then all new programs will be decreased proportionately in order to keep existing programs fully funded.~~
- ~~5.~~ **2.** Decreased revenues for more than one year will be reviewed by the TLT **Advisory Committee** before the next budget cycle in order to establish a plan to replenish the reserve account.
- ~~6.~~ **3.** Increased revenues will be directed first to existing programs, secondly to the reserve account, and thirdly to new programs on a proportionate basis.

Supersedes:	Created/Amended by/date:	Effective Date:

TRANSIENT ROOM TAX TASK FORCE (TRTTF)
PUBLIC NOTICE CHRONOLOGY OF TASK FORCE ACTIVITIES

- 09-17-2010 TRTTF added to City's website
- Residents, Task Forces (ad hoc)
 - Agendas
 - Minutes
 - Proposal for allocation of TRT dollars
- Notification of first TRTTF meeting (September 20) TRTTF
- Group e-mail providing link to agenda packet
 - Faxed agenda to media group
 - Public Meeting Calendar *[via public postings*, e-mail, City's website]*
- 09-20-2010 Posting of day's public meetings in City Hall on display board in Great Hall
[included today's TRTTF meeting]
- 10-15-2010 Notification of October 18 TRTTF meeting
- Group e-mail providing link to agenda packet
 - Faxed agenda to media group
 - Public Meeting Calendar *[via public postings*, e-mail, City's website]*
- 10-18-2010 Posting of day's public meetings in City Hall on display board in Great Hall
[included today's TRTTF meeting]
- 11-12-2010 Notification of November 15 TRTTF meeting
- Group e-mail providing link to agenda packet
 - Faxed agenda to media group
 - Public Meeting Calendar *[via public postings*, e-mail, City's website]*
- 11-15-2010 Posting of day's public meetings in City Hall on display board in Great Hall
[included today's TRTTF meeting]
- 12-09-2010 Notification of December 13 TRTTF meeting
- Group e-mail providing link to agenda packet
 - Faxed agenda to media group
 - Public Meeting Calendar *[via public postings*, e-mail, City's website]*
- 12-13-2010 Posting of day's public meetings in City Hall on display board in Great Hall
[included today's TRTTF meeting]
- 01-07-2011 Notification of January 10 TRTTF meeting
- Group e-mail providing link to agenda packet
 - Faxed agenda to media group
 - Public Meeting Calendar *[via public postings*, e-mail, City's website]*
- 01-10-2011 Posting of day's public meetings in City Hall on display board in Great Hall
[included today's TRTTF meeting]

* = public postings at City Hall, Main Library, Carnegie Library, County courthouse, and Two Rivers Market

- 01-13-2011 E-mail to News Release-Nonemergency group about January 24 TRTTF meeting
Fax news release to Media group about January 24 TRTTF meeting
- 01-17-2011 DH article regarding the January 24 TRTTF meeting
- 01-21-2011 Fax news release to Media group about January 24 TRTTF meeting
- 01-24-2011 Posting of day's public meetings in City Hall on display board in Great Hall
[included today's TRTTF meeting]
- 02-03-2011 Notification of February 7 TRTTF meeting
 ➤ Group e-mail providing link to agenda packet
 ➤ Faxed agenda to media group
 ➤ Public Meeting Calendar *[via public postings*, e-mail, City's website]*
- 02-07-2011 Posting of day's public meetings in City Hall on display board in Great Hall
[included today's TRTTF meeting]
- 02-18-2011 Notification of February 23 TRTTF meeting
 ➤ Group e-mail providing link to agenda packet
 ➤ Faxed agenda to media group
 ➤ Public Meeting Calendar *[via public postings*, e-mail, City's website]*
- 02-23-2011 Posting of day's public meetings in City Hall on display board in Great Hall
[included today's TRTTF meeting]

* = public postings at City Hall, Main Library, Carnegie Library, County courthouse, and Two Rivers Market

Mayor calls public meeting on Albany room tax plan

Mayor Sharon Konopa has invited people to a public meeting on Albany's room tax revenue and a plan for how to use it.

It will be at 2 p.m. Monday, Jan. 24, in the Willamette Room at City Hall.

Albany hotels and motels collect a 9 percent tax on room rentals of less than 30 days at a time. A mayor's task force has been looking into the best uses for the revenue, estimated at about \$500,000 this budget year.

Its report says most of the money, \$320,000, would continue to go to the Albany Visitors Association. Smaller amounts would go toward economic development and other projects such as Northwest Art and Air Festival and tourism promotions.

For the first time, \$60,000 would go toward an airport capital reserve.

Details are available on the city's website, cityofalbany.net, under the "Recently Added/Up-

dated" icon.

"We brought together the tourism directors of the Albany Downtown Association, Albany Visitors Association, and Linn County Fair & Expo and city staff who are involved in tourism events and an Albany resident to evaluate tourism needs in the community," Konopa said in a statement.

"The focus was strengthening existing programs and establishing new ones. The task force has proposed funding for those programs and establishment of an upfront reserve as a rainy-day fund."

The city now spends the tax revenue to support the ADA, AVA, Albany-Millersburg Economic Development Corporation, debt related to develop-

ment of the Fair & Expo Center, and economic development activities.

Some past events that received funding included the Willamette River Festival and a community fireworks display.

The city's Fair & Expo Center debt will be paid off this fiscal year, freeing up room tax money that has been dedicated to that purpose.

The task force will submit recommended policies and disbursements of transient room tax revenue to the city council.

For more information, interested persons may contact Mayor Konopa at 541-926-6812 or sharon.konopa@cityofalbany.net.

Democrat-Herald

1-17-11

Albany's Transient Room Tax at Work

Albany Visitors Association

AVA's Mission: *The mission of the Albany Visitors Association (AVA) is to grow the economic impact of tourism through enriching local experiences.*

Key Objectives: The Albany Visitors Association (AVA) carries out our mission by -

- Encouraging overnight stays and visitor expenditures
- Seeking new tourism opportunities
- Promoting the surrounding area
- Assisting visitors in discovering enriching experiences
- Supporting events, attractions, and facilities
- Honoring our history
- Celebrating culture
- Building community identity and involvement
- Maintaining a positive quality of life
- Developing and strengthening partnerships

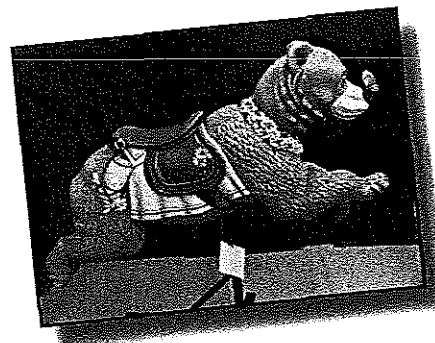


Who we are: The Albany Visitors Association is the official marketing arm of the City of Albany, per Albany's City Manager, Wes Hare. It is our task to place ads in media, pitch stories to Travel Oregon and media writers. We support community economic growth, local organizations and attractions through our marketing efforts on behalf of the City.

Staff: Albany Visitors Association currently employs two full time staff members, three part time staff members and a host of volunteers (volunteer hours totaled 1,460 in 2009/2010). Our total payroll for 2009/2010 for 3.75 FTE was \$152,000. Health care or retirement benefits stipend averages \$220/full time employee.

Support: Staff serves as members and liaison to:

- Willamette Valley Visitors Association
- Visit Linn Coalition
- Historic Homes Tours
- Monteith Historical Society
- Albany Regional Museum
- Historic Carousel and Museum
- Boston Mill Society
- Oregon Cultural Trust via Linn County Cultural Coalition
- Landmarks Commission
- Albany Downtown Association
- Albany Transient Lodging
- Oregon Country Trails
- Oregon Tour and Travel Task force



Industry Partners: Some of the industry partners that AVA works with are: Travel Oregon, Oregon Destination Marketing Organizations, Oregon Restaurant and Lodging Association, Oregon Bed and Breakfast Guild, Oregon Festival and Events Association, Historic Preservation League of Oregon, Linn County Fairgrounds, Albany Downtown Association, Local Lodging

Events: *AVA organized events:* Albany Nosh Tour, Albany Photo Contest, and Albany Video Contest

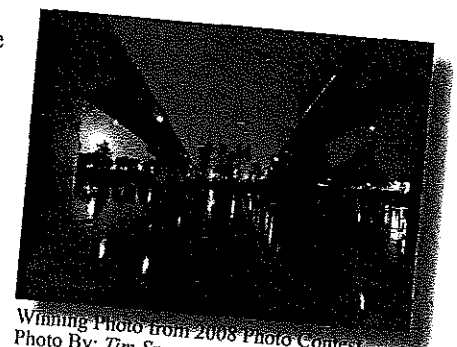
AVA supported events: Historic Homes Tour, Parlour Tour, NW Art & Air Festival, Mid Winter Festival, Master Gardeners Garden Tour, Albany Wine Walk, Criterium Bike Race

Create, Maintain, and Distribute Community Information: The official Albany Visitors Guide (includes restaurant and lodging information), official Visitors Website, Community Event Calendar, Seems Like Old Times Historic Walking Tour

Develop/maintain relationships with stakeholders and county tourism partners:

Visit Linn Coalition and other efforts include the following communities:

- Albany
- Lebanon
- Brownsville
- Scio
- Sweet Home
- Harrisburg



Winning Photo from 2008 Photo Contest
Photo By: Tim Spary

Albany Downtown Association Profile

Mission and Purpose: The purpose of the ADA shall be the economic well-being of downtown Albany; to strengthen the ability of public and private leaders to work together to manage the downtown effectively; to enhance the unique characteristics of downtown Albany by encouraging the historically sensitive redevelopment of downtown; and to promote, sponsor and facilitate cultural, employment and commercial revitalization within downtown Albany.

Who we are: The ADA is a non-profit organization funded through City grants, a voluntary Economic Improvement District in which property owners tax themselves to support the work of the ADA, and membership dues paid by downtown merchants.

Staff: The ADA currently has three full-time staff, The Executive Director, an Office Manager, and one Parking Officer. Plus an additional part-time employee during the summer months to water the flower baskets. Total payroll for the current fiscal year is about \$80,700.

Events: Downtown Easter Egg Roll & Bunny Trail, Upstairs Downtown Loft Tour and Wine Walk, Albany Quilt Show, Movies by Moonlight, Crazy Daze, Antiques in the Streets, Downtown Trick-or-Treat, Unwrapping Downtown, Twice Around Parade, Breakfast with Santa, Free Holiday Movie. We also assist with the Procession of the Species, Preservation Month Activities, The Albany Criterium, and The Veteran's Day Parade.

Programs: Helping building owners find tenants for their buildings, Downtown Christmas Lights, the set-up and removal of the Community Christmas Tree, the Downtown Newsletter, Patriotic Flag Displays, Facade Improvement, Building Renovation, Downtown Flower Baskets, and Retail & Dining Guides for Tourists.

Main Street: As a "performing" Main Street we have been able to get some excellent advice from national experts regarding our programs, promotions and our downtown in general. We will continue to use those connections to strengthen our businesses and programs. Open communication with Main Street programs all over the country is a resource that until just recently was not open to us, and we are excited at the possibilities that it brings. We were very pleased to be able to bring the Oregon Main Street Conference to Downtown Albany in October. The event was attended by over 600 Main Street managers and business owners from all over the state, many of which have reported return trips with their families to see the town and shop.

On behalf of the Albany Downtown Association Members and Board, we wish to thank you, for all the support we get from the City.

It's all Happening in Historic Downtown Albany!



ADA Quick Facts

ADA has been a valued City partner since 1983.

Cost to City TRT Budget Fiscal Year 2010/2011

City Grant	\$28,500
Downtown Garbage	\$5,400
Total:	\$33,900

What the City Gets:

- 3 Full-time Staff
- 1200+ Volunteer Hours
- 12+ Downtown Events
- DT Business development
- DT Parking Management
- Property Owner/City Liaison
- Advocate for Revitalization
- Main Street Program

We partner with City Departments giving/getting support in a multitude of daily and seasonal programs.

- Parks & Recreation
- Public Works
- Municipal Court
- CARA
- City Manager's Office

We also partner with other Non-Profit organizations to create a downtown that is Tourist and Resident friendly

- Albany Visitors Association
- Albany Carousel & Museum
- Albany Regional Museum
- Monteith Historical Society
- SafeHaven • Albany Rotary
- Furniture Share • Kiwanis
- Linn/Benton Wood Share
- Oregon Bike Race Assoc.



Oscar B. Hult,
Executive Director

Debi Wahl,
Office Manager

Paul Ford,
Parking Officer

A RESOLUTION CLARIFYING THE APPLICATION AND ACCOUNTING REQUIREMENTS FOR NON-GOVERNMENTAL CITY GRANTS.

WHEREAS, the City of Albany, during the annual budget process, is asked to provide City funds to assist non-City organizations in the provision of services to the Albany community; and

WHEREAS, City funds are principally obtained from taxation; and

WHEREAS, it is not the intent of the City Council to use taxpayer funds for charitable or religious purposes; and

WHEREAS, taxpayer funds can be used to fund grants to nongovernmental organizations if it can be demonstrated that the funds will be used for an appropriate governmental purpose which could otherwise be funded by the City of Albany; and

WHEREAS, in the last decade, Oregon voters have twice approved property tax reform initiatives that have placed new limitations on the City of Albany's property tax revenues and have also eliminated Albany's required apportionment of certain property tax revenues to parks & recreation services; and

WHEREAS, the Albany Budget Committee appointed a subcommittee to develop new application procedures and grant award criteria for nonprofit agency grants which are provided in Exhibit "A" attached hereto.

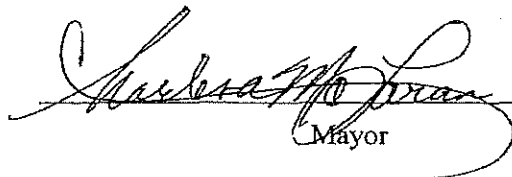
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Albany that no nongovernmental organization will be eligible for funding from the City of Albany unless it demonstrates in its application that any funds granted by the City will be used for an appropriate governmental purpose. "Appropriate governmental purpose" means services to the citizens of the city of Albany a recognized governmental function or a function proposed to be provided by the City of Albany; and

BE IT FURTHER RESOLVED that any recipient of City grant funds shall be required to submit to the City Manager a second quarter accounting no later than April 1 of the year following the grant and a final accounting on July 30 of each year following the grant showing how the granted funds were expended and the benefits achieved, using forms to be provided by the City; and

BE IT FURTHER RESOLVED, that no recipient of City grant funds will be eligible for subsequent or additional grants by the City of Albany unless it has complied with the accounting requirements set forth above; and

BE IT FURTHER RESOLVED, that any recipient of the City grant who is subsequently determined to have misrepresented any accounting of the required account information to the City of Albany shall be barred from consideration for future City grants for a period of not less than five (5) years.

DATED AND EFFECTIVE THIS 26TH DAY OF JANUARY 2005.



Mayor

ATTEST:



City Clerk

Exhibit A

Review Criteria and Guidelines for Selection of NonProfit Agencies to Achieve City Objectives

Preparation for Application and Selection Process:

- Through long-range and annual strategic planning and community dialog, the City Council defines prioritized issues and needs that will be addressed in the upcoming fiscal year—*January retreat*.
- City issues and priorities are announced to prospective applicants; applications are received, reviewed and evaluated by staff/commissions/council; preliminary recommendations are provided to Budget Committee—*January-March*.
- Based on prioritized issues and community needs, departments draft budgets, which are responsive to Council's service priorities and reviewed by the Budget Committee—*March-June*.

Review Criteria:

1. Does proposed service promote the Council's established priorities?
2. Is the applicant a legal nonprofit or nongovernmental organization with whom the City of Albany may contract for services?
3. Has the applicant completed the required application form and submitted requested information to the City by established deadlines?
4. Does the applicant have significant prior experience providing the proposed services?
5. Has the applicant demonstrated a capacity to immediately implement and sustain the proposed service?
6. Does the applicant's proposal present a cost-effective plan for the delivery of the desired services? Measures might include cost/unit of service, cost/benefit ratios, numbers of persons to be positively (directly and indirectly) affected, etc.
7. If the applicant has been a past recipient of City funding, was their performance satisfactory?
8. How does your proposal leverage the requested City funds with other resources?

4. What is the applicant's prior experience and expertise in performing the proposed program or work? Highlight any previous work for the City of Albany.

5. What do you believe makes you the most or uniquely qualified to receive City funding for this purpose?

6. How does this proposal address the Albany City Council's established goals and service priorities?

7. Please attach a budget that shows how the City's money will be spent. The budget should include such information as the cost of materials, labor, overhead, administration, transportation, and contract services, plus any additional expenses that are relevant. Be specific.

8. How does your proposal leverage the requested City funds with other resources? Identify the source(s) and amount(s) of other funding to be used in conjunction with City funds.

Audit Authorization

The organization applying for this grant hereby agrees to provide the City of Albany, its agents, officers, employees, and auditors, access to all organization documents and records for five (5) years following the grant of any City funds to organization. The organization further agrees, that if funds are granted, City of Albany, its agents, officers, and employees, will, upon 24 hours' notice, be entitled to have access to and inspect any organization offices, locations, or facilities.

Should suitor action be instituted to enforce any term of this agreement, the prevailing party shall be entitled to an award of its reasonable attorney fees, including those incurred upon appeal.

Name

Title

Date

RESOLUTION NO. 2944

A RESOLUTION ESTABLISHING COUNCIL PROCEDURES FOR OUTSIDE AGENCY REQUESTS FOR FUNDING.

WHEREAS, periodically the City Council is presented with requests for funding by outside nonprofit and other public service agencies; and

WHEREAS, the Council wishes to be responsive to community needs while maintaining a commitment to meeting its priority municipal public service responsibilities.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the following guidelines be established for receiving and processing requests for outside agency funding:

1. All agencies which have continuing funding requests from City resources shall be encouraged to submit their requests in writing to the City Manager in the month of March of each year for consideration in the preparation of the budget for the following fiscal year. Such agencies shall be encouraged to publicly present their requests at a meeting of the Albany Budget Committee and to be present during public hearings on the proposed budget.
2. Agencies which have immediate funding requests outside of the normal budget cycle shall be encouraged to submit supportive information to the City Manager, who shall investigate the request and make a report to the appropriate Council subcommittee. If the subcommittee recommends full or partial funding of the request, it shall forward a report to the full Council at the next opportunity. In addition, requests for funding may be made at any regular meeting of the City Council. However, except in emergency situations, the Council shall refer all such requests to an appropriate Council subcommittee for investigation and subsequent recommendation to the entire Council.
3. Agencies which are granted City funds shall make a written request for payment to the City Finance Director including a complete report on the intended use of the funds. The Finance Director will arrange a payment schedule which is appropriate to the amount of funds granted and the time period for which the funds are required. In addition, each agency shall make a full accounting to the City on the use of such funds at least annually.

Dated this 11th day of April 1990.



Mayor

ATTEST:



City Recorder