

RESOLUTION NO. 947

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE WILSONVILLE CHAMBER OF COMMERCE.

WHEREAS, the City staff and the Wilsonville Chamber of Commerce has prepared a contract on the above captioned subject which is attached hereto as Exhibit "1"; and

WHEREAS, the City Council has duly considered the subject and the recommendation(s) contained in the staff report; and

WHEREAS, the Finance Director, by his signature below, has verified that the Transient Room Tax Fund has been budgeted to receive receipts and, to the extent receipts are received by the City, 40% can be made available for payment of any billings under this contract; and


RAY SHORTEN, Finance Director

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES that the Wilsonville City Council does hereby adopt the report attached hereto as Exhibit "1", with the recommendation(s) contained therein and further instructs that action appropriate to the recommendation(s) be taken.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof the 17th day of August, 1992, and filed with the Wilsonville City Recorder this date.


GERALD A. KRÜMMEL, Mayor

ATTEST:


VERA A. ROJAS, CMC/AE, City Recorder

SUMMARY of Votes:

Mayor Krummel AYE
Councilor Chandler AYE
Councilor Carter AYE
Councilor Lehan AYE
Councilor Van Eck AYE

CITY OF WILSONVILLE
AGREEMENT WITH INDEPENDENT CONTRACTOR
TO PROVIDE SERVICES TO CITY OF WILSONVILLE

THIS CONTRACT is entered into this 17th day of August, 1992 by and between the City of Wilsonville, a municipal corporation of the State of Oregon, hereinafter called City, and the Wilsonville Chamber of Commerce, hereinafter called Chamber.

WHEREAS, City has need for the services of an independent contractor with the particular training, ability, knowledge, expertise and experience possessed by Chamber, now therefore, in consideration of fee described in Exhibit A (attached hereto and incorporated herein by reference), Chamber agrees to perform the services described in Exhibit A, which is attached hereto and incorporated as terms and conditions of this Contract.

In performing the above services, it is understood and agreed that:

- 1. STATUS. Chamber is currently employed by the City. The parties to this contract intend that the relationship between them is that of an employer-independent contractor. No agent, employee or servant of Chamber shall be or shall be deemed to be the employee, agent or servant of City. City is interested only in the results obtained under this contract, the manner and means of conducting the work are under the sole control of Chamber.*
- 2. WORK PERFORMED. The work to be performed by Chamber includes services generally performed by Chamber in its usual line of business.*
- 3. TAXES. Chamber will be responsible for any federal or state taxes applicable to payments received under this contract. City will report the total of all payments to Chamber, including any expenses, in accordance with the Federal Internal Revenue Service and the State of Oregon Department of Revenue.*
- 4. BENEFITS. Chamber will not be eligible for any federal social security, state worker's compensation, unemployment insurance, or public employees' retirement system benefits from this contract payment except as a self-employed individual.*
- 5. FEDERAL EMPLOYMENT STATUS. In the event any payment made pursuant to this contract is to be charged against federal funds, Chamber certifies that it is not currently employed by the federal government and the amount charged does not exceed its normal charge for the type of services provided.*
- 6. HOLD HARMLESS. Chamber shall defend, indemnify and hold harmless City from and against all liability or loss and against all claims or actions based upon or arising out of damage or injury to persons or property caused by or sustained in connection with the performance of this contract by Chamber.*

7. INSURANCE.

a. Chamber, its subcontractors, if any, and all employers working under this agreement are subject employers under the Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers.

8. EMPLOYEES' TAXES. Chamber shall also defend, indemnify, and hold harmless City against all liability and loss in connection with and shall assume full responsibility for, payment of all federal, state and local taxes or contributions imposed under unemployment insurance, social security, and income tax laws, with respect to Chamber's employees engaged in the performance of this contract.

9. TERMINATION. For purposes of this contract, cause shall mean material breach of the terms and conditions of this contract. Either party, believing it has cause to terminate the contract, shall give written notice of not less than ten (10) days, specifying the cause and the date selected for termination, and if the breach is not remedied within ten (10) days, or other greater period of time as specified within the notice, the relationship may be terminated by either party. Suspension or termination may also occur in the event of default, inability, or failure to perform on the part of Chamber.

10. CONTRACT DURATION. Except as provided for under paragraph 9, the duration of this contract shall be as described in Exhibit A. This fact notwithstanding, the services of Chamber shall be authorized and paid for as described in Exhibit A.

SIGNED this 19th day of August, 1992.

CITY OF
WILSONVILLE

WILSONVILLE
CHAMBER OF COMMERCE

By: Gerald A. Krummel

By: _____

Name: Gerald A. Krummel

Name: _____

Title: Mayor

Title: _____

EXHIBIT A

WHEREAS, the City Council of the City of Wilsonville (City) on determining the need for services of the Wilsonville Chamber of Commerce (Chamber) authorizes the appropriation of 40% from the Transient Room Tax Fund for the Chamber during the fiscal year ending June 30, 1993.

NOW, THEREFORE, for and in consideration of the mutual terms and conditions herein contained to be faithfully performed and kept by the City and Chamber, said parties do mutually agree as follows:

A. The Wilsonville Chamber of Commerce shall provide general tourism services to local and non-local visitors to Wilsonville, Oregon. The Chamber agrees to do the following:

- 1. Receive tourist and convention inquiries and answer tourism-related correspondence, in-person inquiries, and telephone calls. The Chamber shall maintain office hours from 9:00 a.m. to 5:00 p.m., Monday thru Friday.**
- 2. Maintain an inventory of tourism-related literature for free distribution to visitors, that cover the following general areas:**
 - a. Local and regional attractions.**
 - b. Accommodations.**
 - c. Tourist-oriented activities and events.**
 - d. Area historic attractions.**

The Chamber shall also distribute materials to all local motels and tourist-related businesses as needed to maintain an adequate supply of tourism related materials at those establishments.

- 3. Coordinate the Chamber's tourism-related activities with the Clackamas and Washington County's Information and Visitor's Bureaus.**
- 4. Develop and maintain a photo-library of photographs, slides, film, videos, etc., that depict Wilsonville's assets, attractions, events, and way of life and make the materials available to the City and other organizations, as appropriate, to promote the community.**
- 5. Provide a display area suitable for use by the Chamber and the City to display materials promoting the community and its businesses at events, conferences and meetings.**
- 6. Distribute City of Wilsonville maps.**

7. *Make an annual report of Chamber tourism-related activities to the Wilsonville City Council at a time convenient to both parties. In coordination with the development of the annual City budget, a proposal will be presented for the next fiscal year's contract.*
 8. *Produce and distribute regularly a Wilsonville brochure for tourists and Wilsonville's hospitality industry to display, use, or distribute.*
 9. *Promote community events, including but not exclusive of:*
 - a. *"Enter 2000: International Festival of Technology, Wilsonville, Oregon."*
 - b. *Oregon Advanced Technology Center Trade Show.*
 - c. *GM Haulers Cruise-In.*
 - d. *Wilsonville "Northern Neighbor Days."*
 10. *Provide updated Wilsonville specific statistics, community profiles, and marketing materials to local and non-local contacts in order to increase tourism. The promotional materials will describe the community's unique features, attractions, and events and be available for use by the Chamber, the City and other community organizations.*
 11. *Work with the City in Developing a closer relationship with neighboring Chambers and possible joint publications of tourist-related materials.*
 12. *In cooperation with the City's Economic Development staff, evaluate the need to develop display materials for travel and industrial trade shows.*
- B.** *The Chamber shall maintain adequate accounting records of all revenues and expenditures with supporting invoices. Said records shall be retained by the Chamber for a period of seven (7) years. The Finance Director of the City or any person authorized in writing by the Finance Director may examine during normal business hours the books, papers, and accounting records of the Chamber as it relates to the activities covered by this contract. Information regarding the contents of the books, papers, and accounting records shall be considered confidential, provided that nothing shall prevent the disclosure to other City officials for the purpose of enforcing provisions of the contract.*
- C.** *The City shall pay to the Chamber for the local-tourist and information activities performed in the interest of the citizens of Wilsonville an amount not to exceed 40% of Transient Room Tax for the fiscal year ending June 30, 1993, payable in quarterly installments at the beginning of each quarter, following a statement from the Chamber.*

D. The Chamber in receiving, monies from the City and in providing non-profit services in the interest of the citizens of Wilsonville shall:

- 1. Acknowledge that any contract entered into between the Chamber and third parties shall not be the obligation of the City, and the Chamber shall not represent that it has power or authority to contractually obligate the City.**
- 2. Cooperate with any government agency as directed by the City in preparation of various studies and reports. The Chamber shall not be obligated, however, to financial support or assist in any study or report not a part of this agreement or subsequent agreements; nor shall its cooperation constitute an endorsement of such study or report or any results or recommendations therefrom.**
- 3. Not discriminate in providing the community services on the basis of race, religion, color, national origin, sex, marital status, age, or mental or physical handicap.**
- 4. Agrees that no part of the funds stated in paragraph D above shall be used for any political activity whatsoever, whether or not the actions of the City are involved.**

E. The City Manager and the Chamber may modify the requirements of Exhibit A when necessary to meet needs deemed appropriate for the period of the contract. In making changes, the City Manager shall incorporate any directions given by the City Council in response to the annual report of the Chamber required under paragraph A-7 above.

Wilsonville Chamber of Commerce

1991-92 Annual Report

A. General Tourism

1. ***The Visitor Information Center of the Chamber had a total of 11,819 inquiries from local and non-local people during the reporting period. (See Inquiries Report attached.) We were informed that, Sue Pickill, Seaside Executive Director, had done a confidential mailing to 102 Chambers of Commerce throughout the state asking for relocation information. Of the 86 Chambers that responded, only six had mailed out adequate or more than adequate information. Wilsonville Chamber of Commerce is proud to announce that we were one of those six.***
2. ***We have on hand brochures, maps, and bus schedule information plus literature from local businesses representing events, places to live and office space available. We also have books, for viewing, in the Center which depict the various gardens in the Portland Metro Area and Oregon National Forests. All information is free to the general public with the exception of the Portland City Map.***
3. ***The Chamber worked very closely with the Clackamas County Associated Chambers of Commerce (CCACC) and representatives from the Oregon Business Magazine to create the Clackamas County Insert in the March 1992 addition. Our new Business Directory will be in circulation by April 8th. The directory provides information on all community resources available in Wilsonville.***
4. ***We show the video to individuals who express interest in Wilsonville as a place to live. Last year the Chamber showed the video at the Clackamas County Fair.***
5. ***We will continue to take the opportunity to display and show videos to promote our city and its businesses at events, conferences and meetings.***
6. ***Last year we distributed approximately 4 cases of City of Wilsonville maps.***
7. ***This annual report is intended to fulfill item 7.***
8. ***We are presently reviewing the current "Visitor's Guide." We intend to have it updated and give it a new look. We will present it to City upon completion.***

9. *As a Chamber of Commerce and as a Visitor's Information Center we are presently supporting and have supported the following events:*
- a. *"Enter 2000: International Festival of Technology, Wilsonville, Oregon." This event will literally put Wilsonville on the map. We will have an opportunity to show we are actively involved in educating our children and adults to live in the future.*
 - b. *Annual Trade Show. The Chamber held their first Trade Show in conjunction with the opening of the Oregon Advanced Technology Center (OATC). This will continue to be an annual event.*
 - c. *GM Haulers "Cruise-In." 200 cars and 650 people, again both visitors and participants came to the Memorial Park to display their pride and joy, 1950 and prior restored cars and trucks. Everyone enjoyed walking the park to see the various entries (obviously comparing the things that owners compare), and meeting, greeting and in general just conversing. Payless Drugs Northwest, Inc., provided their "Sound Truck" and the entire event was enjoyed by all present. This first time event has materialized into a second event for the Haulers Group in June of this year but has attracted a national show which will be held at the Holiday Inn later in the year.*
 - d. *Wilsonville "Northern Neighbor Days." This event was a first time event last year and a continuation of Oregon Tourism Alliance three-year efforts to encourage Canadian visitors to Oregon. This year we have had three confirmed tours amounting to approximately 135 people. Our Northern Neighbors come with the intention to buy our goods and enjoy our hospitality and we have not disappointed them. They have enjoyed their stays and are not only returning but telling their neighbors about their stay in Oregon as well.*
10. *The Center has continually provided local and non-local contacts information such as our relocation packet, the Fact Book, and the Chamber of Commerce Business Directory. We have had numerous comments regarding the assistance these tools have been in helping people find what they were looking for and/or locating a place to live in our community.*
11. *This article is closely related to article A. 3, and again since Chambers in neighboring communities are represented on the Washington County Visitor's Association Board and on the Clackamas County Associated Chambers of Commerce Board we are all constantly working together on tourism-related projects and materials.*

12. *We are always ready to work with City's Economic Development staff to create display materials for travel and industrial trade shows.*

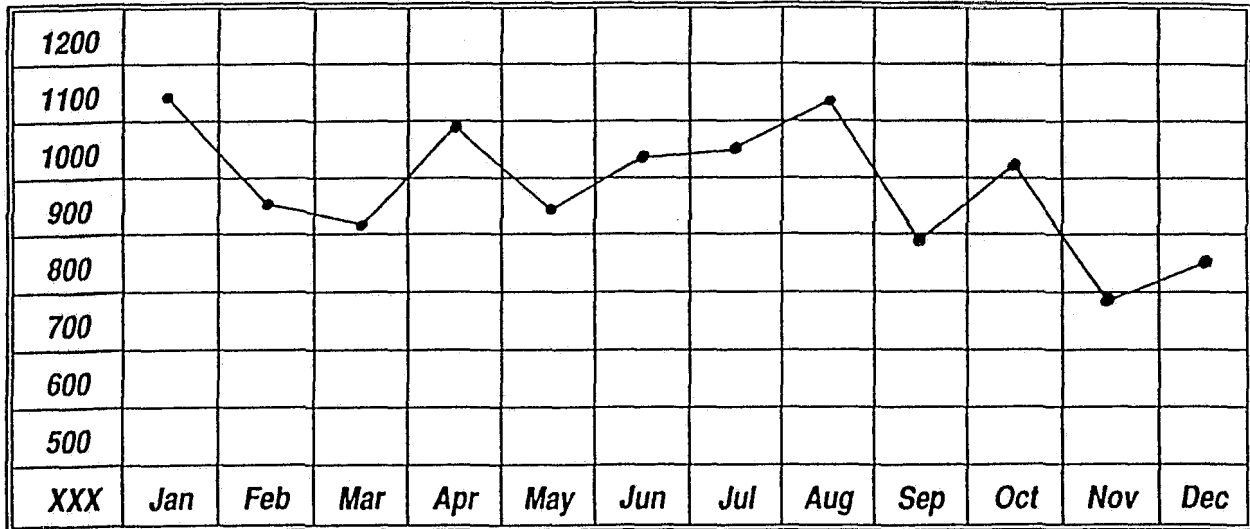
B. Records are on file as agreed.

C The City has paid on invoice those funds as agreed upon.

D. The Chamber has complied and will continue to do so with all items of this article as listed.

E. The Chamber has and will continue to comply with this article and is open to discussion of change as deemed necessary by the City Manager as directed by City Council.

**Information Center
1991-92 Inquiries**



<i>Month</i>	<i>Telephone</i>	<i>Walk-Ins</i>	<i>Inquiries/ Relocations</i>	<i>Total Inquiries</i>
<i>January</i>	<i>594</i>	<i>499</i>	<i>43</i>	<i>1,136</i>
<i>February</i>	<i>507</i>	<i>427</i>	<i>23</i>	<i>957</i>
<i>March</i>	<i>477</i>	<i>386</i>	<i>48</i>	<i>911</i>
<i>April</i>	<i>588</i>	<i>467</i>	<i>43</i>	<i>1,098</i>
<i>May</i>	<i>502</i>	<i>393</i>	<i>49</i>	<i>944</i>
<i>June</i>	<i>481</i>	<i>488</i>	<i>55</i>	<i>1,024</i>
<i>July</i>	<i>510</i>	<i>512</i>	<i>32</i>	<i>1,054</i>
<i>August</i>	<i>479</i>	<i>582</i>	<i>68</i>	<i>1,129</i>
<i>September</i>	<i>418</i>	<i>425</i>	<i>55</i>	<i>898</i>
<i>October</i>	<i>539</i>	<i>423</i>	<i>54</i>	<i>1,016</i>
<i>November</i>	<i>452</i>	<i>321</i>	<i>22</i>	<i>795</i>
<i>December</i>	<i>492</i>	<i>330</i>	<i>35</i>	<i>857</i>
TOTAL	6,039	5,253	527	11,819

**TOURISM/VISITOR'S CENTER
EXPENSES**

TOURISM SPECIAL PROJECTS:

<i>Project:</i>	<i>Income</i>	<i>Expense</i>
<i>Sternwheeler</i>	\$ 5,939	\$ 7,716
<i>Northern Neighbor Days</i>	\$ 804	\$ 590
<i>Enter 2000</i>	0	\$ 5,000

VISITOR'S CENTER

<i>Relocation Packets</i>	\$ 0	\$ 684
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***Facilities, Personnel and
Administrative Expenses.****

<i>Building</i>	\$ 0	\$ 1,000
<i>Wages, Benefits and Insurance</i>	\$ 0	\$17,687
<i>Insurance</i>	\$ 0	\$ 806
<i>Postage for Relocation Packets & Inquiries</i>	\$ 0	\$ 1,158
<i>Taxes</i>	\$ 0	\$ 426
<i>Rent/Maintenance</i>	\$ 0	\$ 523
<i>Utilities including phone</i>	<u>\$ 0</u>	<u>\$ 1,572</u>

TOTAL	\$6,743	\$37,162
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*** Note: The Chamber devotes 110 Sq. Ft. of facilities to the Visitor's Center. One full year of personnel time is also devoted to the Visitor's Center. Differences between Income and Expenses are supported by the City Contract and the Chamber.**

**1992 INQUIRIES
STATISTICAL TOTALS**

	Month	Monthly Total						
1991	<u>January</u>	<u>1,136</u>						
	<u>February</u>	<u>957</u>						
	<u>March</u>	<u>911</u>						
	<u>April</u>	<u>1,098</u>						
	<u>May</u>	<u>944</u>						
	<u>June</u>	<u>1,024</u>						
	<u>July</u>	<u>1,054</u>						
	<u>August</u>	<u>1,129</u>						
	<u>September</u>	<u>898</u>						
	<u>October</u>	<u>1,016</u>						
	<u>November</u>	<u>795</u>						
	<u>December</u>	<u>857</u>						
1992	<u>January</u>	<u>932</u>						
	<u>February</u>	<u>983</u>						
	<u>March</u>	<u>1,047</u>						
	<u>April</u>	<u>1,067</u>						
	<u>May</u>	<u>975 *</u>						
	<u>June</u>	<u>1,050 *</u>						
	GRAND TOTAL	<table style="margin-left: auto; margin-right: 0;"> <tr> <td style="text-align: right;">1991</td> <td style="text-align: right;">11,819</td> </tr> <tr> <td style="text-align: right;">1992</td> <td style="text-align: right;"><u>6,054</u></td> </tr> <tr> <td></td> <td style="text-align: right;">17,873</td> </tr> </table>	1991	11,819	1992	<u>6,054</u>		17,873
1991	11,819							
1992	<u>6,054</u>							
	17,873							

* Projected inquiries



8880 S.W. Wilsonville Road • P.O. Box 111 • Wilsonville, Oregon 97070

March 7, 1991

City of Wilsonville
Budget Committee
PO Box 111
Wilsonville, OR 97070

Attn: Bill Elliott, Chairman

Dear Mr. Elliott:

Members of your committee requested information about how other communities in the State obtained their tourism dollars. Using the recently published "Oregon Chamber Executives 1990 Survey" as a basis for documentation as well as personal telephone conversations with many of those Chamber Directors and Tourism groups, we have compiled the following list of communities within the State and the percentage of the hotel/motel taxes within their city/county area that are designated for use in tourism activities.

According to our research which included numerous telephone conversations with Chamber Directors, city officials and county commissioners, Wilsonville is the only city government who directly assesses the hotel/motel tax and does not designate a substantial portion of it for use in tourism activities.

We submit this information in support of our previous request that the City of Wilsonville use a portion of the motel/hotel tax collected locally to contract with the Chamber to continue providing Tourism programs and Information Center administrative services on behalf of the City of Wilsonville. As you can see, the 35% we are requesting is significantly lower than the documented average of 42%.

Sincerely,

Sandra K. Wells
President

Enclosure

OREGON CHAMBER EXECUTIVES
1990 Survey

Cities/Counties collecting Room Tax
and Percentage that goes to Tourism

<u>CITY</u>	<u>% of Tax for Tourism</u>
Umatilla	50%
Tualatin	20%
Tillamook	13%
Tigard	20%
Springfield	5.1%
Salem	46%
Roseburg	35%
Redmond	28%
Prineville	40%
Port Orford	25%
Portland (POVA - OCC)	50%
Ontario	30%
Newport	95%
No. Clack Co.	50%
Medford	25%
Lincoln City	50%
Klamath County	16%
Jnct City/Harrisburg	16%
Hood River	91%
Harney Co.	25%
Grants Pass	25%
Grant County	40%
Gold Beach	75%
Forest Grove	30%
Eugene	24%
Corvallis	60%
CCACC	50%
Canby	50%
Bend	80%
Baker Co	100%
Greater Astoria	43%
Ashland	25%
Average percentage:	42%



8880 S.W. Wilsonville Road • P.O. Box 111 • Wilsonville, Oregon 97070

February 28, 1991

Wilsonville Budget Committee
City of Wilsonville
PO Box 220
Wilsonville, OR 97070

Re: 1991 Tourism and Visitors Center Budget

The Wilsonville Chamber of Commerce would like to thank the Budget Committee and the City Council for their consideration of the Chamber's Tourism Budget request dated February 8, 1991. Based on the excellent issues raised by the council, we went back to find the answers to questions raised. We discovered because we had a new Board and new Executive Director, we basically followed protocol established by the last Executive Director to request tourism funds. We did not at that time understand how the Transient Lodging Tax effected Tourism and the Chamber of Commerce. Based on our review of the issues we hereby request that the City disregard the proposed 1991 Tourism Budget request dated February 8, 1991.

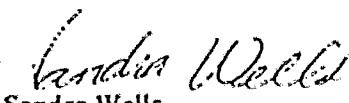
Tourism brought in \$2.4 billion of revenue into the state of Oregon last year and more and more focus is being placed on the value of tourism to the local economy. While it is possible for the city to contract for the Tourism and Information Services with outside consultants or contractors, the Chamber thinks it is in the best position to do a superior job to promote not only our community but our businesses effected by tourism dollars as well. We have experience developing and implementing tourism programs. We handled 13,385 Information Center types of requests during the last year, 25% of our building facilities and 75% of our personnel resources are currently devoted to this undertaking.

In an attempt to become consistent with other communities in the state, we propose to enter into a contract with the City of Wilsonville.

Based on our research on how the "Hotel/Motel" taxes are being handled in other communities, we request that the City of Wilsonville provide the Wilsonville Chamber of Commerce with 35% of all collected Transient Lodging Tax funds. In exchange for which, the Chamber will contract with the City to continue providing Tourism and Information Center service on behalf of the City and Community.

We look forward to the opportunity to continue serving our community.

Sincerely,


Sandra Wells
President

 **Holiday Inn®**
Portland South

25425 S.W. Boones Ferry Road, Wilsonville, Oregon 97070 (503) 682-2211

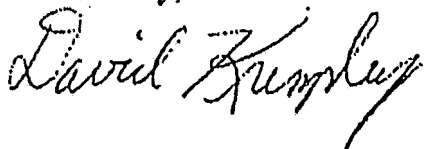
February 28, 1991

City of Wilsonville
Budget Committee

We wish to express our support of the Chamber of Commerce as it works toward the development of a progressive and cohesive policy regarding administration of the present hotel/motel tax fund.

It is our belief that the Chamber is the most appropriate vehicle to promote the programs necessary in obtaining our community's fair market share of the more than \$2.4 billion projected Oregon Tourism income for 1991.

Sincerely,





Willamette Inn

"INDEPENDENTLY OWNED AND OPERATED"

February 28, 1991

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Budget Committee

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Sincerely,

Jolanta Cuss

BURNS WEST MOTELS

**Next Door to
Burns Bros.
Car/Truck Stops**

790 N.W. Frontage Rd.
Troutdale, Oregon 97060
(503) 867-6212

8750 Elligsen Rd.
Wilsonville, Oregon 97070
(503) 682-2123

February 28, 1991

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Sincerely,

Jane Rock

Valu Inn[®]

by Nendels[®]

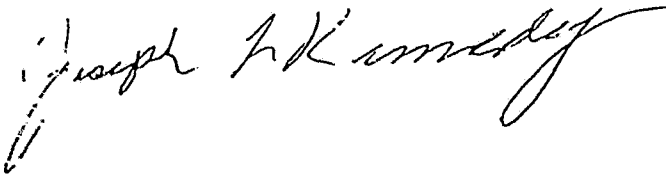
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Sincerely,



An Independently Owned & Operated Franchise of Nendels Corporation

P.O. Box 767 • 30245 Parkway Avenue • Wilsonville, OR 97070 • (503) 682-2333

**SUPER 8 MOTEL — WILSONVILLE**

25438 SW Parkway Avenue • Wilsonville, OR 97070 • 503-682-2088

February 28, 1991

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Budget Committee

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Sincerely,

General Manager



8880 S.W. Wilsonville Road • P.O. Box 111 • Wilsonville, Oregon 97070

February 8, 1991

Wilsonville Budget Committee
City of Wilsonville
PO Box 220
Wilsonville, OR 97070
Attention: Ray Shorten

Re: 1991 Tourism Budget

The Wilsonville Chamber of Commerce would like to submit a request for inclusion in the 1991-92 Budget of the City of Wilsonville. The Chamber has developed the Tourism Promotion Committee to provide an increased tourism and economic impact awareness in our community and the metropolitan area. This past year we published the Wilsonville Business Directory, several Visitor Guides, as well as ensuring the completion of an extensive signage program for the Wilsonville community.

In 1990, since we have been keeping statistics, we have handled 13,385 inquiries on behalf of our community. We appreciate the support the City of Wilsonville has provided the Chamber which allows us to serve the community of Wilsonville.

If you have any questions or if additional information would be helpful, please contact me.

Sincerely,

Frank C. Redford

Enclosure

cc: Michael Kohlhoff
Interim City Manager

CITY OF WILSONVILLE
1991 Tourism Budget

A. SPECIAL PROJECTS:

1. Tourism Community Event Promotion:

(50) 14" x 20" Photographic or Artistic portrayals of events (i.e., Hot Air Balloon Festival, Spring Gallery, Spaghetti Feed, Strawberry Festival, Country Classic, Auto/Truck Classics, Golf Tournaments, Cruise In, etc.)

\$ 4,000.00

2. Information Technology Faire:

For the development and promotion of the Information Technology Faire. Sponsoring with others such as Oregon Advanced Technology Center, Society for the Advancement of Applied Information Technology and State of Oregon, Education Department Project.

50% City - 50% Business Community =
\$10,000 @ 50%

\$ 5,000.00

B. PRINTED MATERIAL:

1. Visitor's Guide:

Update Visitor's Guide. One color, tri-fold brochure - 15,000 copies

\$ 550.00

2. Create Wilsonville, OR Information Brochure:

Brochure will contain technical and statistical data. Four color, four fold. It will be given in place of City's Annual Report and will effect a reduction in current City expenditure of \$2.50 per copy to approximately \$.12 per copy.

\$ 2,150.00

C. CONTINUING PROJECTS:

1. Sister City Functions:

Luncheon, dinner and/or gifts

\$ 1,000.00

2. Canadian Motor Coach:

Marketing

\$ 1,500.00

D. ADMINISTRATIVE:

Personnel Staff -	\$ 4,140.00
Telephone -	551.00
Postage -	72.00
Supplies -	<u>23.00</u>

\$ 4,786.00

TOTAL

\$ 18,986.00

SUMMARY OF FINDINGS

History of "Transient Lodging Tax" (Hotel/Motel Tax) Ordinance #48, Enacted 5/10/75 and Amended

- 4/28/75 First Reading: Council asked for a straw ballot from the citizenry to determine the enacting of a 5% tax on hotel/motel facilities.
- 5/6/75 Vote: Resulted in a unanimous YES vote.
- 5/19/75 Second Reading: Council passed the ordinance and it was enacted.
- 7/6/76 First Reading: Proposed Amendment (supplement to Ordinance #48)
- 8/2/76 Second Reading: Proposed Amendment was approved unanimously. It is not referred to as Ordinance #65.

This amended ordinance has been included in the Code of the City of Wilsonville. That ordinance makes provisions for a Review Committee to be appointed by the Mayor and approved by the council for a 3 year term. To date there has never been a Transient Lodging Review Committee appointed. There was no specific intent documented as to how these funds would be allocated other than they would be put into the general fund.

Called Carol Cook of Washington County Visitor's Association (WCVA). She said 6 years ago a petition was circulated and they were able to put a vote on the ballot to enact a 7% tax for hotel/motel in Washington County. Of that 7% tax, 20% is allocated to WCCA, 20% goes to the Washington County Fair Board and 60% is put in the County's General Fund. Tourism brought in \$2.4 billion of revenue into the State of Oregon last year. More and more focus is being placed on the value of tourism activities in all communities.

Talked to Katherine Greseth of Clackamas County Associated Chambers of Commerce (CCACC). 655-1765. She said Clackamas County has no hotel/motel tax but permits each city within the County the option of levying a hotel/motel tax and to decide the amount of that tax. Each city then can decide how to allocate those funds. In Clackamas County, the only city that does not have a hotel/motel tax is Lake Oswego. Every other city collects a hotel/motel tax. All other cities in Clackamas County give 100% of their collected taxes to CCACC, with the exception of Wilsonville and Oregon City, who retain all their collected taxes. CCACC allocates 50% of those collected funds to the Clackamas County Fair Board and the remaining 50% to Chambers of Commerce. Even though Wilsonville does not contribute any monies to CCACC, the Wilsonville Chamber of Commerce has received monies from them.

County Fair Board.

2. No.

Lake Oswego

Dee Denton

636-3634

1. No. They receive some funding for tourism through CCACC (Region III consists of Canby, Lake Oswego and Wilsonville and they submit their tourism marketing budgets as a region).

2. No.

Oregon City

Verneath (?)

656-1619

1. Yes. They have a city tax (7%). All funds are allocated for tourism and they are designated through the "City Civic Improvement Trust Fund". They submit a proposal and it is reviewed. They have never been turned down on their proposals.

2. No.

I called the manager of Oregon City Chamber of Commerce to see how their hotel/motel taxes are allocated. Oregon City has appointed a "Civic Improvement Trust" committee made up of 6 members who are selected from a cross section of hotel/motel owners, private citizens, and a representative from the city council - usually the mayor. That committee designates how those hotel/motel funds will be disbursed. The Chamber submits their proposal for funding to this committee. In the past the Chamber of Commerce has never been turned down for any of their proposals.

Wilsonville is the only city in the two counties who does not allocate their collected hotel/motel taxes to tourism related activities. They are the only governing body who has no specific mechanism in place to track how those funds are dispersed.

Sewer Fund

1. Vactor Truck w/out insurance
tax rate of .4 [←] Recommended 63000 Vactor
Truck.
2. Water Fund: Water Superint. 42,000
Seasonal help .6. Utility Truck Yes . 80,000
3. Transit AG 326,000
4. Planning Wages! Wetlands funded in Proposal
10,000 consulting services
5. Bonus Figures what about off set Revenue? 23000

M
& S

MacKay & Sposito

ENGINEERS SURVEYORS PLANNERS

110 E. 17TH ST. VANCOUVER, WA 98663

WASHINGTON
PH. (206) 695-3411

OREGON
(503) 289-6726

TRANSMITTAL LETTER

TO: City of Wilsonville JOB: 11,259.TLI
30000 S.W. Town Center Loop East DATE: 7-17-92
Wilsonville, OR 97070 SUBJECT: L.I.D. No. 10 -
ATTN: Vera Rojas 95th Avenue

DESCRIPTION OF ENCLOSED:

Copies of documentation received from Title Co.

MESSAGE:

For your files, as per request of Wayne Sorenson. I also have copies of all of the recorded deeds, let me know if you want them.

MACKAY & SPOSITO, Civil Engineers, Inc.

BY: Richard Sposito

cc: Wayne Sorenson

FILED
JUL 20 1992
CITY OF WILSONVILLE

City of
WILSONVILLE
in OREGON

30000 SW Town Center Loop E
Wilsonville, Oregon 97070
FAX (503) 682-1015
(503) 682-1011

July 10, 1992

Barbara Parr
City Attorney's Office
Lake Oswego City Hall
P. O. Box 369
Lake Oswego, Oregon 97034

Dear Ms. Parr:

I apologize for not getting the information you requested on the City's Transient Lodging Tax before this time. I have enclosed a disk on which the Transient Lodging Tax is located. The Transient Lodging Tax is a part of Chapter 7 of the City's Code, so I've prepared it in booklet form for distribution, a copy of which I am also enclosing.

I do hope this helps you. If I can be of further assistance, or answer any questions for you, please feel free to call me.

Sincerely,



Vera A. Rojas, CMC/AAE
City Recorder

Enclosure