



**TRANSIENT LODGING TAX AD HOC COMMITTEE AGENDA
OCTOBER 4, 2017, 4:00 PM
NEWBERG CITY HALL 414 East First Street
Permit Center Conference Room**

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF SEPTEMBER 6, 2017 MINUTES**
- IV. UPDATE ON TLT SMALL GRANT PROGRAM (FY 2016-2017)**
- V. REVIEW OF FINAL REPORTS FOR OREGON CAMELLIA SOCIETY AND HOOVER-MINTHORN HOUSE MUSEUM**
- VI. UPDATE ON THE TLT DESTINATION DEVELOPMENT-MARKETING GRANT PROGRAM SOLICITATION**
- VII. UPDATE ON THE TLT SMALL GRANT PROGRAM SOLICITATION (FY 2017-2018)**
- VIII. MARKETING SUBCOMMITTEE UPDATE**
- IX. DISCUSSION ON NEWBERG HIGH SCHOOL GRAPHIC ARTS PROGRAM**
- X. TLT MEMBER UPDATES**
- XI. NEXT MEETING NOVEMBER 1, 2017**
- XII. ADJOURNMENT**

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the Office Assistant II of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 business hours prior to the meeting. To request these arrangements, please contact the Office Assistant II at (503) 544-7788. For TTY services please dial 711.

TRANSIENT LODGING TAX AD HOC COMMITTEE
September 6, 2017 4:00 pm
Newberg City Hall, 414 East First Street
Permit Center Conference Room

Chair Dennis Lewis called the meeting to order at 4:04 p.m.

ROLL CALL:

Members Present:	Dennis Lewis, Chair	Sheila Nicholas
	Rob Felton	Ashley Lippard
	Loni Parrish	Brian Love (arrived 4:10)
	Jessica Bagley	Sheryl Kelsh
	Bob Andrews, Ex Officio	Joe Hannan, Ex Officio

Absent: Patrick Johnson, Lori Louis, Kyle Lattimer (all excused), Megan Carda and Ron Wolfe

Staff Present: Steve Olson, Senior Planner

Guests: None

APPROVAL OF MINUTES

Approval of the August 2, 2017 Transient Lodging Tax Ad Hoc Committee meeting minutes.

<p>MOTION: Nicholas/Parrish to approve the Transient Lodging Tax Ad Hoc Committee minutes for August 2, 2017 as corrected. Motion carried (7 Yes/0 No/0 abstain).</p>
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TLT SUBCOMMITTEE ROLES AND RESPONSIBILITIES

Chair Lewis asked if there was any input from the TLT Ad Hoc Committee. The TLT Ad Hoc Committee held a general discussion on grants and the focus of the Committee.

Member Parrish recapped the roles contained in the packet.

Member Kelsh agreed that the focus was on grants.

Chair Lewis noted #9 and the Committee chose not to hire a consultant. The intent is to spend funds systematically.

Member Lippard noted if a consultant was hired you would still need a committee to work on marketing and provide direction to the consultant.

Member Kelsh commented on collaboration with Chamber. How would additional dollars be used? Competing elements and what is our brand.

Member Lippard inquired if the Committee decides the brand or do we pay someone to establish the brand. No one has the time to do all of the necessary activities on a volunteer basis?

Member Parrish asked how dollars got allocated to grants.

Ex Officio Hannan indicated the mix follows the recommendation from the Tourism Plan and downtown plan. There was not a discussion about hiring someone to do marketing. Some organizations focus on tourism facilities. Some need more assistance on marketing. Newberg set aside some funds for small grants. An example was shared of Newberg Old Fashioned Festival coming to Council requesting funds.

Member Parrish thought dollars would go to marketing program. Spending money and organizations may not have a plan. Her thought was the Committee in the first year was to get its ducks in a row.

Member Lewis indicated it was a purposeful approach in the grant programs. The Committee has to develop the marketing plan.

Member Lippard noted we have eight volunteers and it's difficult to do a marketing plan with volunteers.

Member Kelsh explained that a marketing plan is needed and coordination with the Chamber is necessary. Until we have one person (contractor) we are challenged. She noted McMinnville was challenged with grants. The Chamber does not have the bandwidth. To move the initiative forward we need one person.

Member Lippard agreed on the need to have a coordinator.

Vice Chair Nicholas – Consultant put together a great plan.

Member Lippard noted we don't want to reinvent anything.

SP Olson summarized the Committee operates for 2-4 years. Mixing #1, #7 and #9 in the memorandum. #7 focuses on discussing the organizational model. In the end the Committee works its self out of a job. #4 & 5 are ongoing and should be a public process.

Member Kelsh commented on comparing us to Salem and Central Oregon, which are at a different scale, is not realistic.

Chair Lewis noted the Committee has the ability to discuss what funds are necessary. The Committee does not have to spend 100% on grants. We can provide recommendations to the City Council.

Member Lippard indicated the Marketing Subcommittee is discussing what is necessary for marketing. We should also compare expenditures on marketing to what we are spending on grants.

Member Parrish noted she would like to know more about what McMinnville does and Central Oregon.

Member Lippard suggested doing research to figure out how to pull this off.

Member Kelsh asked if the Committee can invite McMinnville to come and talk. Erin Stevenson from Yamhill Flats is another possibility.

Chair Lewis clarified that the next couple of meetings will be focusing on grants. At Marketing Subcommittee invite guests. Member Kelsh to reach out to different groups and possible Newport Chamber and Redmond.

Member Love noted you can spend a lot in benefits for a person.

Ex Officio Andrews asked about coastal communities. Are they a potential to look at.

Ex Officio Hannan indicated Washington County collects 9%, 5% returned to operators. 4% then cities. Three communities have their own tax Forest Gove 2%, Hillsboro 3%, Beaverton 4%.

Member Kelsh noted the State has 1.5% tax.

SP Olson summarized the discussion follow ups on organizational structure, overall tax rate and overall budget.

Member Parrish asked if the discussion could include what would you would do differently and lessons learned.

Ex Officio Andrews inquired about other organizations in other states to look at? Utah or Idaho.

Member Kelsh shared that Travel Yamhill County received a grant from YC to look at other models in state and out of state. A report was delivered to Yamhill County about 6 weeks ago. Could not identify another way.

UPDATE ON TLT SMALL GRANT PROGRAM (FY 2016-2017)

Chair Lewis shared that the Hoover-Minthorn House signs are up.

Chair Lewis noted the Newberg Old Fashioned Festival final report to arrive soon. Ex Officio Hannan shared that there is a meeting next week to finalize their report, did not have all their bills in yet.

UPDATE ON THE TLT DESTINATION DEVELOPMENT-MARKETING GRANT PROGRAM SOLICITATION

Chair Lewis recapped the solicitation started on July 10. Closes October 9.

Member Lippard inquired if there is interest in large grant?

Member Parrish noted \$8M needs to be raised to complete the Cultural Center. Doing just the kitchen alone raises costs. Could dollars be used just for engineering and does that fit? Or does it have to be true bricks and mortar.

Member Felton indicated we would have to look at guidelines.

Ex Officio Hannan recapped the Newberg Strategic Tourism Plan identified the Cultural Center. It has been asked if they could just pull out kitchen from the overall project but that could cost an additional 20% to costs. The Cultural Center is in the middle of their capital campaign. There is a set aside in Chehalem Park and Recreation District (CPRD) SDCs of \$8M for the Cultural District. The Cultural Center and Cultural District boards will be meeting. He is prompting the Cultural Center Board to ask for dollars. There is money out there.

Member Parrish noted CPRD owns the building. The Cultural District could use \$5M other than the Cultural Center Building for projects.

Ex Officio Hannan stated on September 18 at 7 PM there will be a joint meeting between the City and CPRD. On the agenda is the Cultural District, Trails, Future Focus and Reuse Water. Electronic copies of the Cultural District Plan are available on the City web site.

Ex Officio Andrews reminded the Committee that September 18 is not a meeting where comments will be accepted.

Member Parrish inquired if CPRD is governed by the City. SP Olson clarified they are a separate government entity.

Member Lippard inquired who controls the \$8M.

Ex Officio Andrews stated it is CPRD funds.

Member Parrish noted the lawsuit on new SDC rate. What if there is no grant applications. Do we have to spend the funds?

UPDATE ON TLT SMALL GRANT PROGRAM (FY 2017-2018)

Chair Lewis shared the solicitation started on August 18 and closes on October 2, 2017.

MARKETING SUBCOMMITTEE UPDATE

Member Lippard indicated the next meeting is September 18 at 8:30 AM at the Chamber office. The videographer and photographer will be present to do a final brain storm and get them started.

Member Parrish asked if artists could be added to the list.

Member Lippard inquired about a date for invitees or possible a different date and time to share how their programs work.

TLT MEMBER UPDATES

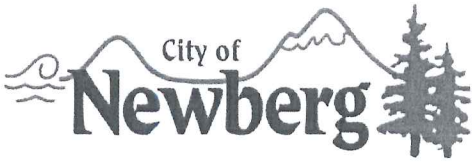
None.

ADJOURNMENT: Chair Lewis adjourned the meeting at 4:56 p.m.

Approved by the Transient Lodging Tax Ad Hoc Committee this 4th day of October, 2017.

Dennis Lewis,
TLT Ad Hoc Committee Chair

Doug Rux, Community Development Director



**City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Reports**

To be completed and returned: Progress Report by N/A.

To be completed and returned by May15, 2017: Final Report 30 days after project, program or event.

Attach receipts, paid invoices for monies spent and a check to the City of Newberg for any unspent grant funds.

Project Title: _____American Camellia Society 2017 annual convention in Newberg_____

Name of Organization requesting funds: __Oregon Camellia Society (OCS)_____

Mailing address: _____

Contact name: __c/o Martha Ragland 4115 SE 33rd Place Portland, Oregon 97202_____

Phone: _503-239-6542_____ Email: __mragland@efn.org_____

1. Detail of Income and Expenses as compared to budget submitted (must be as detailed as possible)

NOTE: Please attach receipts or a spreadsheet that documents both income and expenses

Budgeted Income Sources	Amount	Actual Income Sources	Amount
Convention Registrations	\$15,135 (at time of grant application)	Convention Registrations	\$17,649
Local OCS members' meal charges	\$0	Local OCS members' meal charges	\$784
OCS Cash Donation	\$500	OCS Cash Donation	\$500
Total Budgeted Event Income (excluding TLT grant money)	\$15,635	Total Actual Event Income (excluding TLT grant money)	\$18,933

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TLT Grant	\$2000 (not quite "budgeted" for?)	TLT Grant	\$2000
Total Budgeted Event Income (including TLT grant money)	\$17,635	Total Actual Event Income (including TLT grant money)	\$20,933

Budgeted Expenses	Amount	ACTUAL EXPENSES	Amount
Registration refunds due to unexpected flight cancellations/illness, etc.	\$0	Registration refunds due to unexpected flight cancellations/illness, etc.	\$585.00
Tour Bus expenses over four days between April 5 and April 8	\$3458.00	Tour Bus expenses over four days between April 5 and April 8	\$2523.00
Meeting room rental	\$200.00	Meeting room rental	\$180.00
Dinner speakers (two nights)	\$800.00	Dinner speakers (two nights)	\$800.00
Restaurant room rentals (two nights)	\$750.00	Restaurant room rentals (two nights)	\$600.00
Audio-Visual equipment rental	\$300.00	Audio-Visual equipment rental	\$100.00
Plates, glasses, silverware rental for Friday dinner at Olive Mill	\$0.00	Plates, glasses, silverware rental for Friday dinner at Olive Mill	\$391.00
Convention booklet (printing costs)	\$300.00	Convention booklet (printing costs)	\$347.05
Postage, etc.	\$200.00	Postage, etc.	\$200.15
Optional tour of Chehalem Valley attractions on April 5 for 27 persons	\$385.00	Optional tour of Chehalem Valley attractions on April 5 for 20 persons	\$285.00
Garden admission fees for 54 persons on April 6	\$1080.00	Garden admission fees for 59 persons on April 6	\$1051.35
Convention meals (54 catered lunches; 54 box lunches; 54 Olive Mill dinners; 54 Inn at Red Hills dinners)	\$6102.00	Convention meals (65 catered lunches; 60 box lunches; 69 Olive Mill dinners; 60 Inn at Red Hills dinners; coffee/tea for 28)	\$7290.99
Box lunches on Saturday at \$12.50 each for 12 convention volunteers	\$144.00	Box lunches on Saturday at \$10.50 each for 15 convention volunteers	\$157.50
Wine country tour at Hyland Estates and	\$1620.00	Wine country tour at Hyland Estates and	\$1460.00

Stoller Family Estate for 54 persons		Stoller Family Estate for 60 persons	
Shuttle transportation (by limo) from Best Western to Chehalem Cultural Center on April 8.	\$500??	Shuttle transportation (by trolley) from Best Western to Chehalem Cultural Center on April 8	\$236.00
Hospitality gatherings at Best Western (soft drinks, ice, beer, food, plates and napkins, etc.)	\$0.00	Hospitality gatherings at Best Western (soft drinks, ice, beer, food, plates and napkins, etc.)	\$305.47
Hospitality gatherings at Best Western (excellent local Newberg wines, including: 2013 <i>Chehalem Ridgecrest Vineyard Gamey Noir</i> and 2015 <i>Adelsheim Pino Gris</i>)	\$0.00	Hospitality gatherings at Best Western (excellent local Newberg wines, including: 2013 <i>Chehalem Ridgecrest Vineyard Gamey Noir</i> and 2015 <i>Adelsheim Pino Gris</i>)	\$360.22
Local Newberg craft beer	\$0.00	Local Newberg craft beer	\$49.30
Four nights at Best Western Newberg Inn for convention organizer (a last-minute necessity to avert extreme exhaustion driving to Portland and back each day and to be available to handle whatever came up (like high wind on the morning the group planned to meet in the golf course tent)	\$0.00	Four nights at Best Western Newberg Inn for convention organizer (a last-minute necessity to avert extreme exhaustion driving to Portland and back each day and to be available to handle whatever came up (like high wind on the morning the group planned to meet in the golf course tent).	\$450.14
"Goodie bag" contents (NON-GRANT RELATED)	\$0.00	"Goodie bag" contents (NON-GRANT RELATED). We distributed 122 packets of camellia-themed greeting cards (two each for 61 guests). Each packet contained 8 cards and was valued at \$4 each.	\$488.00

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TOTAL BUDGETED EXPENSES excluding costs assumed to be covered by TLT grant	\$15,839	TOTAL ACTUAL EXPENSES excluding costs assumed to be covered by TLT grant	\$17,860
BUDGETED EXPENSES ASSUMED TO BE ELIGIBLE FOR TLT GRANT FUNDS under "Special Conditions of Award":		ACTUAL EXPENSES ASSUMED TO BE ELIGIBLE FOR TLT GRANT FUNDS under "Special Conditions of Award":	
Guest meals for dinner speakers and local officials.	\$250.00	Guest meals for dinner speakers and local officials	\$333.94
Hosting the convention's traditional "President's Reception" as part of attracting tourists and welcoming guests	\$300 (partial cost)	Hosting the convention's traditional "President's Reception" as part of attracting tourists and welcoming guests	\$426.00 (full cost excluding wine)
"Goodie Bag" contents showcasing Newberg's local wares, including samples, local guides, promotional materials, and giveaways that promote downtown Newberg and surrounding areas.	\$1306.00	"Goodie Bag" contents showcasing Newberg's local wares, including samples, local guides, promotional materials, and giveaways that promote downtown Newberg and surrounding areas	\$52.76 (for cost of bags themselves. Maps, guides, promotional materials, and giveaways were included in bag but were free of cost to the OCS.)
Sum of Budgeted Expenses assumed to be eligible for TLT grant under "Special Conditions of Award"	\$1856.00	Sum of Actual Expenses assumed to be eligible for TLT grant under "Special Conditions of Award"	\$812.70
TOTAL BUDGETED EXPENSES including costs assumed to be covered by TLT grant	\$17,695	TOTAL ACTUAL EXPENSES including costs assumed to be covered by TLT grant	\$18,672

2. Do you have unused City funds remaining? If so how much?

Yes, we do have funds remaining in the "Goodie Bag" category. Months before the convention, the OCS envisioned purchasing umbrellas (or other types of gifts) printed with NEWBERG, OREGON – CITY OF CAMELLIAS. We also envisioned purchasing 60 items of local food/jam, etc. that our guests could have carried home in suitcases. Frankly, we ran out of time.

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Purchasing 60 of anything required pre-ordering. We instead handed out free samples of Mary Kay hand lotion donated by Katy Tatro, Independent Beauty Consultant. We also gave out copies of *The Chehalem Valley Field Guide*, a map of downtown Newberg, and other materials promoting the area provided at no cost by the Chamber. As a result, we spent \$52.76 on the cost of the bags themselves and are returning to the city \$1187.30 of the \$2000.00 grant. If further adjustments need to be made, just let us know.

3. Date project, program or event was (or will be) completed:

April 8, 2017

4. Results achieved with project, program or event. Did you reach your target audience or goal? Discuss your measurement of success.

Yes, we reached our target audience. Due partly to pre-convention promotional efforts made by the Newberg City Mayor, the Chehalem Valley Chamber, and the Oregon Camellia Society, registration exceeded our expectations. We had 59 regular registrations plus four part-time registrations. Guests came from the Mid-Atlantic, the U.S. Southeast, and California. A number of guests reported extending their stays before or after the convention to travel and sightsee in the area.

Although unscientific, the overwhelmingly positive response heard from convention goers during the event was another measure of success. Despite rain and high winds on Friday 4/6, many, many people told me they'd had an absolutely wonderful time. They couldn't rave enough about the beautiful countryside around Newberg, the food, the wine, the friendly atmosphere, and the many fine events we put on their schedule.

Thanks to the welcome they received from Newberg's Mayor and City Manager, from all staff working at the Chehalem Cultural Center, from the CPRD supervisor and hard-working organizers of the Newberg Camellia Festival, not to mention every motel clerk and trolley driver and caterer and restaurant wait persons, the community made a positive impression on our guests. Many people told me that this national convention would be a hard one to top. A line from a thank-you note I received afterwards from ACS member Sandy Jones says it all:

"We do appreciate all the hospitality and warmth bestowed upon your guests. I learned that the south does NOT have a monopoly on that!"

5. Please include data that supports how many room nights you believe this project, program or event helped generate.

I don't have precise motel registration data. We filled our room block at the Best Western Newberg Inn (20 rooms at five nights each). My guess is that we filled at least 15 more local rooms during the five-night period, with guests scattered from Highway 99 motels to the Allison Inn. Thirty-five rooms times five nights yields 175 shoulder season room nights.

6

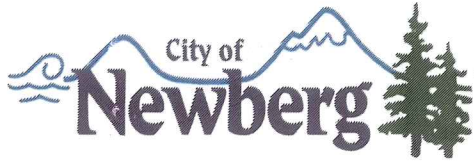
NOTE: We tried to plan a convention in which receipts and expenses would be neatly balanced. We encountered unexpected expenses in some areas, however, and realized unexpected savings in others. We spent less on bus transportation than we budgeted, partly because one of the buses we'd contracted for didn't show. Another unexpected savings was realized when our Saturday night dinner venue ran short of food before everyone was fed. The lapse was understandable, because this was the day the electricity went out all over the valley. The short-staffed restaurant refunded some money, lowering our cost below what we had budgeted for this meal.

We also had lower costs for shuttle service and wine tasting than we expected (because our visitors purchased enough wine to warrant discounts on tasting costs), and our unexpectedly large registration numbers helped cover the convention's fixed costs. As a result, we came out a little farther ahead than we'd anticipated. I'm very glad to say that we chose to roll out the red carpet and serve good cheeses and great local wines at the evening hospitality gatherings at the hotel. I believe this was one big key to the convention's success! It also promoted, in the most direct way possible, Newberg's reputation as an outstanding wine-growing region.

Thank you to the City for allowing us to participate in the TLT grant program. It did give a boost to the spirit of our convention. The sign we displayed at grant-sponsored events is attached.

Printed
in letter
paper
and framed

*This event is made possible in part by a
grant from Newberg transient lodging taxes
and the City of Newberg.*



**City of Newberg 2016 - 2017
Transient Lodging Tax - Small Grant Program Reports**

To be completed and returned: Progress Report by June 4, 2017.

To be completed and returned by August 31, 2017: Final Report 30 days after project, program or event.

Attach receipts, paid invoices for monies spent and a check to the City of Newberg for any unspent grant funds.

Project Title: **Informational Signs at Gates to Hoover-Minthorn House Museum**

Name of Organization requesting funds: **Hoover-Minthorn House Museum, owned and operated by The National Society of The Colonial Dames of America in the State of Oregon**

Mailing address: **PO Box 1212, Newberg, OR 97132**

Contact name: **Sarah B. Munro**

Phone: **503-806-7286**

Email: **sarahmunro@comcast.net**

1. Detail of Income and Expenses as compared to budget submitted (must be as detailed as possible)

NOTE: Please attach receipts or a spreadsheet that documents both income and expenses

Budgeted Income Sources	Amount	Actual Income Sources	Amount
NSCDA-OR (\$300 design, \$160.73 permit application; permit \$202.40, \$50 estimated cost of cement)	\$713.13	NSCDA-OR (\$300 design, \$160.73 permit application; permit \$202.40, \$50 estimated cost of cement)	\$663.13
City of Newberg (production of signs)	\$1,394.82	City of Newberg (production of signs)	\$1,400.00
George Fox University (in kind labor to install signs, estimated at \$200)	\$200.00		
Total Budgeted Project/Program/Event Income	\$2,307.95	Total Actual Project/Program/Event Income	\$2,063.13

Budgeted Expenses	Amount	ACTUAL EXPENSES	Amount
Design of signs	\$300.00	Design of signs	\$300.00
City of Newberg Permit Application	\$160.73	City of Newberg Permit Application	\$160.73
City of Newberg Permit (\$202.40)	\$202.40	City of Newberg Permit (\$202.40)	\$202.40
iZone production of signs	\$1,394.82	iZone production of signs	\$1,391.30
Total Budgeted Project/Program/Event Expenses	\$2,057.95	Total Actual Project/Program/Event Expenses	\$2,054.43

2. Do you have unused City funds remaining? If so how much?

\$8.70

3. Date project, program or event was (or will be) completed:

July 31, 2017

4. Results achieved with project, program or event. Did you reach your target audience or goal? Discuss your measurement of success.

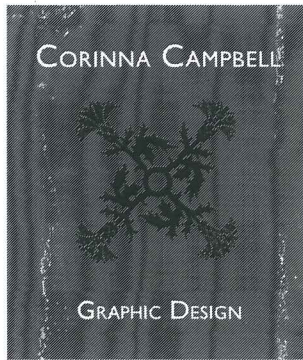
Signs were installed on July 28, 2017. We estimate that we will reach all visitors who enter the gates of the Museum and many who walk by. Already, we have noticed visitors stop to read the signs.

5. Please include data that supports how many room nights you believe this project, program or event helped generate.

We do not have data that supports room nights. We assume that although some out-of-state visitors are staying with relatives, many stay in local hotels and inns. Some of the out-of-state visitors are from out of the United States, including Canada, The Netherlands, Melanesia, and Indonesia. Our visitors register records visitors' home towns and states. The information in the register suggests that the project supports room nights in Newberg.

Each entry in the register may cover from one to four individuals. The actual numbers of visitors is probably double the number of entries. Our most recent register has a list of 913 entries since April 2016 to the present. Of these, 263 were from out of state. This is close to 30 percent.

Signage at the gates encourages people to visit the museum. We believe that with nearly one-third of the Museum visitors coming from out of state, the signage project is significant in generating more room-nights in Newberg tourist facilities.



Client:
Sarah B. Munro, Director
Hoover-Minthorn House Museum
115 South River Street
Newberg, OR 97132-3153

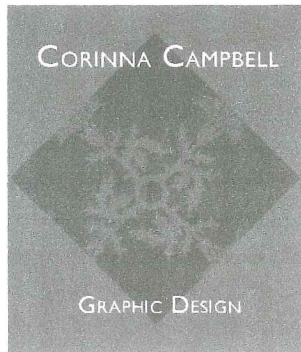
Date:
August, 14, 2016

Invoice No. 2016-1

Description:
Deisgn and production management of
Interpretive signs for Hoover-Minthorn House
total: \$300.
paid on account: \$200
amount remaining due: \$100

Payable to:
Corinna Campbell
208 Durham Street
Lake Oswego, Oregon 97034

503 697 8192 • campbellsack@mac.com • 208 Durham Street • Lake Oswego, Oregon 97034 USA



Client:

Sarah B. Munro, Director
Hoover-Minthorn House Museum
115 South River Street
Newberg, OR 97132-3153

Date:

May 5, 2017

Invoice No. 2017-1

Description:

Design changes to
Interpretive signs for Hoover-Minthorn House
total: \$100

Payable to:

Corinna Campbell
208 Durham Street
Lake Oswego, Oregon 97034

503 697 8192 • campbellsack@mac.com • 208 Durham Street • Lake Oswego, Oregon 97034 USA



TRANSACTION RECEIPT

Set Receipt Number: 17767

Receipt Date: 1/20/17

Set ID: SIGNS

Cashier: BMORGAN

CITY OF NEWBERG

414 E. First Street

P.O. Box 970

Newberg, OR 97132

503-537-1240

www.newbergoregon.gov

newbergbuilding@newbergoregon.gov

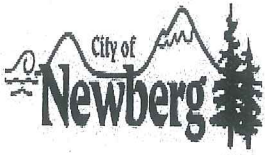
Record No: 623-17-000010-PLNG	Record Receipt No: 22582
Parcel No: 3220BB 06800	
Address: 115 S RIVER ST, NEWBERG, OR 97132	

Description	Account Code	Fee Amt	Applied Amt
Sign review (based on sq. ft. of sign face)	010000341003	\$80.00	\$80.00
Technology Fee	080000341006	\$4.00	\$4.00
		\$84.00	\$84.00

Record No: 623-17-000056-STR	Record Receipt No: 22581
Parcel No: 3220BB 06800	
Address: 115 S RIVER ST, NEWBERG, OR 97132	

Description	Account Code	Fee Amt	Applied Amt
Structural plan review fee	080000202011	\$76.73	\$76.73
		\$76.73	\$76.73

Payee	Payment Type	Check/CC Auth	Payment Amount
MUNRO/SARAH B	Credit Card	07398D	\$160.73
Credit Card Transaction Code:	200117A14-7CFECB46-06D4-4796-A4B9-E1AD9B3BBBF2		



CITY OF NEWBERG

414 E. First Street
P.O. Box 970
Newberg, OR 97132
503-537-1240

TRANSACTION RECEIPT

Set Receipt Number: 18800

Receipt Date: 3/14/17

Set ID: 17-CAP-00012

www.newbergoregon.gov

Cashier: MFABER

newbergbuilding@newbergoregon.gov

Record No: 623-17-000056-STR	Record Receipt No: 22811
Parcel No: 3220BB 06800	
Address: 115 S RIVER ST, NEWBERG, OR 97132	

Description	Account Code	Fee Amt	Applied Amt
Structural building permit fee	080000202011	\$93.27	\$93.27
Community development fee	010000322009	\$10.50	\$10.50
City facility fee	100000322010	\$3.50	\$3.50
Structural plan review fee	080000202011	\$79.28	\$2.55
State of Oregon Surcharge - Bldg (12% of applicable fees)	080000202011	\$11.19	\$11.19
Technology Fee	080000341006	\$4.66	\$4.66
		\$202.40	\$125.67

Invoice

PO Box 368
 Temple, TX 76503-0368

Date	Invoice #
5/24/17	41516

Bill To
Hoover-Minthorn House Museum 114 South Center Newberg, OR US

Ship To
Hoover-Minthorn House Museum 114 South Center Newberg, OR US

P.O. No.	Terms	Due Date	Rep	Project Name
2017-01	No Deposit Required	6/23/17	MD	Hoover Minthorn

Sq Ft	Qty	Description	Rate	Amount
7.042	2	19.5 H X 26 W : 1/2" Exterior Panel Single Sided (3.521 SQ FT) FINISHING OPTIONS: Matte Finish - Exterior	227.62	455.24
	1	1 original + 1 copy		
	2	CUSTOM FABRICATED ITEM - MODIFIED SINGLE PEDESTAL, 12X12 MOUNT PLATE, 30 DEGREE ANGLE, DELUXE SURFACE MOUNT INSTALLATION, 3X3X31" ALUMINUM POST, ONE PART CONSTRUCTION, BLACK TEXTURE POWDERCOAT	248.50	497.00
	2	PDF Proofs for content	0.00	0.00
	1	LAB (8" x 10" crop of full size panel in laminate) for color and resolution	25.00	25.00
	1	Set up Fee	150.00	150.00
	1	Wrapping & Crating	45.00	45.00
	1	*Estimated 4 day transit to 97034	219.06	219.06
*Estimate does NOT include any special services such as a Lift Gate or delivery to a residential address. Additional charges may apply.				

			Total	\$1,391.30
Phone #	Fax #	E-mail	Payments/Credits	\$0.00
254-778-0722	254-778-0938	accounting@izoneimaging.com	Balance Due	\$1,391.30