



**TRANSIENT LODGING TAX AD HOC COMMITTEE AGENDA  
NOVEMBER 1, 2017, 4:00 PM  
WASTEWATER TREATMENT PLANT 2301 Wynooski Road  
Conference Room**

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF OCTOBER 4, 2017 MINUTES**
- IV. MINUTES OF THE MARKETING SUBCOMMITTEE - AUGUST 14 AND SEPTEMBER 18, 2017**
- V. FINAL REPORT FOR YAMHILL COMMUNITY ACTION PARTNERSHIP AND PROGRESS REPORT FOR CHEHELEM CULTURAL CENTER**
- VI. PRESENTATIONS FROM APPLICANTS FOR THE TLT DESTINATION DEVELOPMENT-MARKETING GRANT PROGRAM**
- VII. TLT MEMBER UPDATES**
- VIII. NEXT MEETING DECEMBER 6, 2017**
- IX. 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**  
**October 4, 2017 4:00 pm**  
**Newberg City Hall, 414 East First Street**  
**Permit Center Conference Room**

Chair Dennis Lewis called the meeting to order at 4:23 p.m.

**ROLL CALL:**

Members Present: Dennis Lewis, Chair  
Rob Felton  
Kyle Lattimer  
Lori Louis  
Bob Andrews, Ex Officio  
Sheila Nicholas  
Sheryl Kelsh  
Ashley Lippard  
Megan Carda

Absent: Patrick Johnson, Jessica Bagley, Brian Love, Ron Wolfe, Joe Hannan, Ex Officio (all excused) and Loni Parrish

Staff Present: Doug Rux, Community Development Director

Guests: Carr Biggerstaff and Teri Council

**APPROVAL OF MINUTES**

Approval of the September 6, 2017 Transient Lodging Tax Ad Hoc Committee meeting minutes.

**MOTION:** Felton/Kelsh to approve the Transient Lodging Tax Ad Hoc Committee minutes for September 6, 2017.  
Motion carried (7 Yes/0 No/0 abstain).

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

CDD Rux YCAP Light the Fire Sunday will get final in a month

CDD Rux NOFF have not received final report.

Member Kelsh inquired what the consequences are if they don't comply. CDD Rux indicated the next time they applied for an application the Committee would need to take that into consideration.

CDD Rux indicated the Cultural Center submitted their Progress Report and that information will be shared at the November meeting.

**REVIEW OF FINAL REPORTS FOR OREGON CAMELLIA SOCIETY AND HOOVER-MINTHORN HOUSE MUSEUM**



CDD Rux noted in the packet information on the two Small Grant Final Reports that are available for the Committee member review. Oregon Camellia Society had 54 people come from out of state. Hoover-Minthorn report noted visitors come from out of state. They returned \$8.47 of the grant funds.

## **UPDATE ON THE TLT DESTINATION DEVELOPMENT-MARKETING GRANT PROGRAM SOLICITATION**

CDD Rux indicated applications close Monday at 4:30 on the 9<sup>th</sup>. Inquiries of interest have been received from Anvil Academy, Chehalem Cultural Center, Hoover-Minthorn House, a retail business is looking to see if it has a tourist connection, developer of potential hotel, and Wolves & People.

Vice Chair Nicholas noted the Newberg wineries downtown will be submitting an application.

CDD Rux stated the Cultural District is considering an application for wayfinding signage. A general question was asked who make up the Cultural District. CDD Rux shared it's the City of Newberg, Chehalem Park and Recreation District, the Chehalem Cultural Center and a citizen representative.

CDD Rux shared that he is looking for a location for the November 1 meeting as the Public Safety Building is already booked. On November 1 applicants provide presentations for 10 minutes and Committee members will have the opportunity to ask questions. After the meeting score sheets will be distributed Committee members and they will need to be returned to staff by November 15. For the December meeting the Committee will rank and develop a recommendation to the City Council. Staff will prepare a baseline evaluation and have that material for the November meeting.

Member Kelsh asked if there would be an audio available of the November meeting as she will be absent for that meeting. CDD Rux indicated it will be on the City web site.

Member Felton inquired if members could tally their scores on Survey Monkey. CDD Rux stated that is a possibility.

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

Chair Lewis stated that no Small Grant applications have been submitted by October 2, 2017.

CDD Rux indicated one application came in late from the Cultural Center and was on the wrong form. He was asked if the Committee would accept a late application.

Member Kelsh asked if we would do that for all potential applicants.

CDD Rux suggested going out and re-soliciting after the large grant closes and possibly start in the middle of November.

Vice Chair Nicholas inquired why we received no responses.

CDD Rux stated that all past applicants were notified as well as other interested parties that were on his list.

Chair Lewis inquired if information was shared with the Graphic.



CDD Rux stated that the Graphic had the information and ran multiple articles. Member Kelsh indicated she had spoken with three businesses about the grant.

Chair Lewis asked the Committee if they wanted to revisit the solicitation.

Ex Officio inquired if re-noticing would cause any logistical issues.

Member Lattimer asked how far to push the timeline back.

Chair Lewis responded possibly two months and to look at December submittal deadline.

CDD Rux suggested start soliciting in mid-November and close December 15. The Committee could then do their review in January and February.

Member Carda inquired if the holiday season might limit responses.

CDD Rux noted Council would not be reviewing March and that timing is close to the start of spring and activities and events.

Member Kelsh made the following motion.

<p><b>MOTION:</b> Kelsh/Carda to reopen the Small Grant solicitation on November 15 and close on December 15. Motion carried (8 Yes/0 No/0 abstain).</p>
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## **MARKETING SUBCOMMITTEE UPDATE**

Chair Lewis introduced the Marketing Subcommittee update and Peterson sister contract on video work

Lippard shared that the contract is until late spring for the Peterson's. There is a need for a bigger marketing plan. The subcommittee tried to do it ourselves. Need to rethink the approach. There are a couple of ways to approach it as a small team proposal to the Subcommittee. The subcommittee is spinning its wheels. Need to focus. Don't have an outlet for social media. A lot of ideas. Who is going to spend time to do it (Marketing Plan).

Member Carda asked about the Dundee approach to marketing.

Member Kelsh indicated the Chamber is doing social media, 50% are posts on tourism in social media.

Member Lippard stated it's a big issue, need to figure out a plan.

Member Louis noted Doug and Sheryl are doing things now.

Member Lippard restated the need for a plan and hiring someone to do the work.

Member Kelsh asked if a special meeting could be held where the Chamber can share what they are doing, what needs to be done and what makes sense moving forward.

Chair Lewis inquired if there is a dedicated employee at Chamber working on tourism.



Member Kelsh indicated staff all share tourism activities.

Chair Lewis asked who pays to do social media.

Member Kelsh noted the Chamber membership person does the social media for tourism.

Vice Chair Nicholas stated we need a job description, time required, and look at what other regions have done.

Member Kelsh noted she created a job description for WVVA.

Member Lippard shared you can't hire a person that can do all the various aspects, they do not exist. Many different aspects that need to be considered. We need to assess the need and what is the best use of our money.

Vice Chair Nicholas noted that a lot is covered in Tourism Strategic Plan.

Member Lippard noted that plan was more aspirational.

Member Kelsh inquired if there was interest in a special meeting.

Member Lattimer asked if we need to hire a person.

There was a general discussion about a possible meeting date which included meeting prior to the November 1 Ad Hoc Committee, meeting on October 16 or finding another date. It was settled to meet on October 16 at 8:30 AM at City Hall, all Committee members would be invited to the Subcommittee meeting. Past information by the Subcommittee is in the Subcommittee minutes which all member can read. Member Felton offered to come up with bullet points which can be shared with the Committee.

## **DISCUSSION ON NEWBERG HIGH SCHOOL GRAPHIC ARTS PROGRAM**

CDD Rux summarized conversations with Newberg High School (Tyson and Mona Lou) on students in the graphic art program on flags, signs, wayfinding signage, flags and the possibility of graphic art work for tourism. CDD Rux was to approach the TLT Ad Hoc Committee on possibilities. Committee members discussed and concluded that the timing was not appropriate as a marketing plan had not been prepared or a brand developed.

## **TLT MEMBER UPDATES**

Member Kelsh shared the WVVA Stakeholder meeting will be on November 2<sup>nd</sup>. CDD Rux to send out email to the Committee. She also shared the Chamber has received a Travel Oregon Grant for \$20,000 promoting restaurant week for Newberg and Dundee. She will be reaching out to Dundee for funds. The activity will be in late February or early March and will be promoted on social media, television, web page and a short video.

Chair Lewis shared that the Cultural Center has hired Sean Andries as the new Director and Carissa Smith-Burkett who replaces Erin Padilla.

Member Lattimer shared the YCAP Light the Fire event went well.



Member Louis shared the Allison Inn & Spa will be hosting roughly 21 people from the Board for the Society for American Travel Writers on October 27 – 28.

**ADJOURNMENT:** Chair Lewis adjourned the meeting at 5:13 p.m.

**Approved by the Transient Lodging Tax Ad Hoc Committee this 1<sup>st</sup> day of November, 2017.**

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Dennis Lewis,  
TLT Ad Hoc Committee Chair

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Doug Rux, Community Development Director

**TRANSIENT LODGING TAX AD HOC COMMITTEE  
MARKETING SUBCOMMITTEE  
August 14, 2017 8:30 am  
Chehalem Valley Chamber of Commerce  
2119 Portland Road**

The meeting called to order by Chair Ashley Lippard at 8:33 a.m.

**ROLL CALL:**

Members Present:	Ashley Lippard, Chair	Rob Felton, Vice Chair
	Sheila Nicholas	Sheryl Kelsh (arrived 8:40)
	Jessica Bagley	Dennis Lewis

Staff Present: Doug Rux, Community Development Director

Guests: Mike Ragsdale

**APPROVAL OF MINUTES**

Approval of the June 19, 2017 TLT Ad Hoc Committee Marketing Subcommittee Minutes.

<p><b>MOTION:</b> Lippard/Bagley to approve the Marketing Subcommittee minutes for June 19, 2017. Motion carried (5 Yes/0 No).</p>
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**TOURISM MARKETING MATERIAL:**

Chair Lippard opened the discussion on the scope of work for the tourism videos to be prepared. She is working on the scope and will send it to CDD Rux for review. The question was asked if the videos should be snippets or three focus areas. Videos would include B-roll footage. There was a general group discussion on what are the top ten draws that bring people in for tourism that still photos and video may be taken at.

Historic – Ewing Young (Newberg was the first provision government location), Hoover-Minthorn House Museum, Historic homes (self-guided tour), Champoeg Park.

Wine – Equestrian win tours, Chehalem Tasting Room (back room), Archer Vineyards (view), Chehalem Ridge, A to Z/Rex Hill Vineyards, Ribbon Ridge, Brick House, Beckham Vineyard.

Food – Painted Lady, Recipe

Beer – Wolves & People

Makers/Artists – Chehalem Cultural Center

Adventure – Vista Balloons, Precision Helicopters, biking, boating.

Allison Inn & Spa

Events (attract beyond 50 miles) – Truffle Festival, Camellia Festival, Lavender Festival, Bounty of County (Sokol Blosser)

Vice Chair Felton indicated wine should be the focus, 70% - 80% of the focus.

Chair Lippard indicated Makers are tied to wine, beer and food.

Vice Chair Felton indicated videos had to be on social media and shots of beauty of the area would not hurt.

Chair Lippard indicated the long video would be about 1 minute and there would also be short videos. The group should pick two wineries and two restaurants.

Member Lewis noted the hub and spoke concept. Tourist stay in Newberg and travel out to locations. He suggested shots inside winery facilities the shots outside from vistas. An example for restaurants was the Painted Lady of photo shots from the outside and then the inside watch the chef cook.

Member Nicholas suggested a shot of all the bottles of wine from the area with ten bottles at a time.

There was a general discussion about photo and video shots in the Downtown area which included: Barley & Vine, the nine tasting rooms, Jac's Deli, Jem 100, Ruddick-Wood, Valley Wine Merchant and Tunes on Tuesday.

Chair Lippard suggested giving the consultant places to go and let them pick the photo and video shots. The Committee needs to have our demographics covered. She suggested to not micro manage the consultant and inquired if the consultant should attend the next meeting.

Member Kelsh noted that she get inquiries for B-roll footage so we need to make sure we get that product because we currently do not have any.

Member Lewis indicated that the Committee needs to have daily activities in the concept of five to six activities that are strung together.

Chair Lippard suggested the concept of Newberg by the numbers.

Mr. Ragsdale suggested Pulp & Circumstance and T's Antiques as two locations to possible get phot shots.

Member Nicholas suggested Newberg Bakery.

Vice Chair Felton suggested the 99W Drive-In Theater and the Cameo Theater.

Chair Lippard inquired what does the Committee want to do with the videos once they are completed. The web site needs to be fixed and a new URL is needed. She suggested band aid fixes to show Newberg, Newberg Downtown Coalition, Merchant Group logos as temporary fix. Should the end of the video have a hand drawn "Newberg".

Member Nicholas shared a McMinnville biking and walking tour card.



Mr. Ragsdale noted the new bike shop is open in Newberg. He also indicated there is a camellia tour map but has not seen it.

**ADJOURNMENT:** Chair Lippard adjourned the meeting at 9:33 a.m.

**Approved by the Transient Lodging Tax Ad Hoc Committee Marketing Subcommittee this 16<sup>th</sup> day of October, 2017.**



Ashley Lippard  
TLT Ad Hoc Committee  
Marketing Subcommittee Chair



Doug Rux, Community Development Director

**TRANSIENT LODGING TAX AD HOC COMMITTEE  
MARKETING SUBCOMMITTEE  
September 18, 2017 8:30 am  
Chehalem Valley Chamber of Commerce  
2119 Portland Road**

The meeting called to order by Chair Ashley Lippard at 8:30 a.m.

**ROLL CALL:**

Members Present:	Ashley Lippard, Chair	Rob Felton, Vice Chair
	Sheila Nicholas	Sheryl Kelsh
	Jessica Bagley	Dennis Lewis
	Kyle Lattimer	

Staff Present:

Guests:

**TOURISM MARKETING MATERIAL:**

Chair Lippard opened the discussion and passed out a refined list of possible shot locations for the video and photos. Looking for sites that would reflect a contrast between New & Hip verses established. Stephanie and Laurie Peterson were introduced. They are the George Fox University students that will be producing the videos. It is unknown how many videos will be produced but probably two or three from 15 seconds to no more than a minute.

The Marketing Subcommittee discussed the best use of videos including social media, online, distribution to media, and distribution to local tourism partners to post on their websites. The Subcommittee also discussed that the target market audience is 50+ miles from Newberg. The discussion additional included three concepts for the videos of by the numbers, Doers and Makers, and the typical all the things you can do video. The Subcommittee identified the concept of Doers and Makers as the theme.

There was a general discussion of the shot list with committee members assigned to contact.

1. Brickhouse Winery – Member Nicholas
2. The Painted Lady – Member Bagley
3. Ruddick/Wood – Member Lattimer
4. Vista Balloons – Member Kelsh
5. The Allison Inn & Spa – Member Kelsh
6. AN Artist – Chair Lippard will contact Loni Parrish. Possible Romona Younquist could be the artist.
7. Chehalem Cultural Center – Member Lewis
8. Wolves & People – Member Lattimer
9. JK Carrier Winery – Member Nicholas
10. Chehalem Ridge Bed & Breakfast – Member Nicholas
11. Adventure Shot – Dewey Neilsen – Member Lattimer or Chair Lippard will contact.


Laurie and Stephanie Peterson will start filming once a contract is signed.

The Subcommittee discussed the possibility of Laurie and Stephanie Peterson shooting some extra video at the same time for a short (15 second) "Shop Local" themed video that could be used by the Shop Local committee. Laurie and Stephanie Peterson will provide separate quote for this to the Chehalem Valley Chamber of Commerce. This expense is probably not eligible for TLT dollars because the target market is locals.

The Subcommittee discussed the need to hire a Tourism Coordinator to drive the marketing programs and that it has been difficult for the volunteer committee to get tasks completed.

**ADJOURNMENT:** Chair Lippard adjourned the meeting at 10:00 a.m.

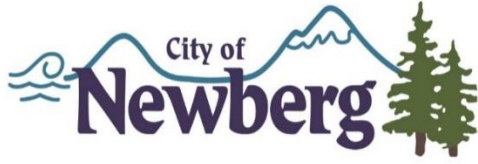
**Approved by the Transient Lodging Tax Ad Hoc Committee Marketing Subcommittee this 16<sup>th</sup> day of October, 2017.**



Ashley Lippard  
TLT Ad Hoc Committee  
Marketing Subcommittee 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 July 30, 2017.

To be completed and returned by December 15, 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: **LIGHT THE FIRE**

Name of Organization requesting funds: **Yamhill Community Action Partnership**

Mailing address: 1317 NE Dustin Court, McMinnville, OR 97128

Contact name: Julie Miller, Community Relations Director (new position at Chemeketa Community College effective 10/13/17) Please direct future correspondence to our Executive Director, Jeff Sargent.

Phone: 503-883-4172 Email: [jeffs@yamhillcap.org](mailto:jeffs@yamhillcap.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 (scanned invoices attached)

<b>Budgeted Income Sources</b>	<b>Amount</b>	<b>Actual Income Sources</b>	<b>Amount</b>
Dinner Tickets	\$6000	Dinner Tickets	\$4000 Sold out Remaining tickets given to major donors/media comps.
Street Party Tickets	\$3000	Street Party Tickets	\$1700 170 paid Many comp tickets given out to vendors/influencers/in

			kind donors/community leaders
Onsite cash/credit sales: wine wall, food and drink sales, remit donations, Raffle tickets for experience packages	\$5000	Onsite revenue activities	\$5126
Sponsorships	\$4500	Sponsorships	\$3,100
City of Newberg TLT grant	\$6550	\$6550	\$6550 of grant spent on promotional efforts directed at 50+ miles away (see media buys in # 4) \$6608 (additional \$58 covered by YCAP)
Total Budgeted Project/Program/Event Income	<b>\$25,050</b>	Total Actual Project/Program/Event Income	<b>\$20, 476</b>

<b>Budgeted Expenses</b>	<b>Amount</b>	<b>ACTUAL EXPENSES</b>	<b>Amount</b>
Street Party Tent Rental, tables, chairs, linens, lights, etc.	\$ 2,577	TBD, waiting on bids	\$3,255
Portable Toilets	\$ 275	TBD,	\$300
Event printing	\$ 740	Ended up doing some printing in house for local marketing	\$93.50
Lazerquick	\$100	Event signage	\$68.20
Postcard printing	\$100		\$66.52
Banner for Street Party tent, 'Rendered'	\$100	Not yet ordered	Used previous event banner
Boy Scouts donation (Set up/tear down)	\$100		\$100
Ruddick/Wood Staff Service/space rental	\$800	TBD	In kind TBD
Dance Hall Days band	\$1800	Deposit of \$900	\$1800
Unipiper (Performance + travel expenses)	\$650	Balance due 10/1/17	\$650
Flamebuoyant Productions	\$460/	Deposit	\$460
Artistic/Interactive Fire Installations	\$200		\$200 + In kind donation
Sparklers	\$150		\$132
Marketing/Advertising (TLT Grant)	6,550	Marketing/Advertising (TLT Grant)	\$6550

(50 miles or further from Newberg)			
Food Costs (Chefs donating time)	\$1000	Food Costs	\$800 In kind TBD
Payment Processing Fees	\$300	Pay Pal/Stripe	\$308.83
Vendor/Event team thank you bags Purchased from downtown Newberg businesses; Snacks/Raffle Blankets	\$500		\$415.45 \$103.26
Total Budgeted Project/Program/Event Expenses	<b>\$16,402</b>	Total Actual Project/Program/Event Expenses	<b>\$15,302.76</b>

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

We do not have any unused City funds. We are grateful for the opportunity to have been awarded these grant funds to promote this destination event and the City of Newberg to new audiences. All invoices/receipts attached to this final report.

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

**October 1, 2017**

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

Our 2017 fundraising budget projections for Light the Fire are as follows:

Projected:

**Revenue: \$25,050**

**Expenses: \$16,402**

**Net: \$8,648**

Actual:

**Revenue: \$20,476.00**

**Expenses: \$15,302.76**

**Net: TBD**

Based on ticket sales and data metrics, we feel that we accomplished what we set out to do by creating an artistic culinary event during shoulder season in downtown Newberg which encouraged tourists to secure overnight lodging in the Newberg area. We received more publicity than in past years and added additional fire-themed entertainment that impressed attendees.

We will continue to look for ways to increase the net by adding more revenue producing activities the night of including a Raise the Paddle option at dinner. Because of the size of the dining venue, it was difficult to bring a lot of attention to our experience raffle promotion. There is a significant amount of in kind donations to pull off this event and we are waiting on in kind donation forms from participating vendors; we expect in kind donations to exceed \$15,000. Based on the feedback we received, attendees loved the entertainment, artistic elements, and amazing vendor line up. It brought out the different targeted audiences which was our intention from the start in our advertising and inclusion of customized itineraries.

This year we filled the restaurant and the beautiful weather prompted a significant amount of at the gate ticket sales. As we plan for next year, we'd like to add additional elements to extend the event down to 2<sup>nd</sup> street. Our promotional efforts via the grant were successful as we attracted tourists from 50 miles+ for the event based on zip codes/responses collected at check in.

We implemented the following strategic Marketing plan which was developed in collaboration with my advisory team, all volunteers. I also vet ideas with YCAP Resource Development staff, Executive Director, and Light the Fire event team.

The Advisory team members specific to planning and researching the best media buys included:

*Vanessa Haddick & Caitlin Sessa (Sokol Blosser Marketing Directors)*

*Kitri McGuire: City of McMinnville*

*Jenny Bailey: self-employed, previously worked at Red Hills Market*

*Jeannine Olson: Media consultant*

**(These outlets represented multi-tiered buys which target various audiences and locations)**

**Talk Story, Lila Martin, PR** \$1500

*Targeted Story Pitches to editors of:*

Oregon Wine Press

Seattle Met Magazine

Via Magazine and Newsletter

Journey Magazine and Newsletter

Eugene Register-Guard

The Oregonian

1859 Magazine

The Bend Bulletin

Portland Monthly

The Bend Source Weekly

Seattle Magazine

**Ashley Lippard Design/White Space Collective** \$1750, \$66.52

-graphics for digital ads in media buys

-itineraries/copy for media partners and press releases

-social media rollout plan for Facebook advertising

**425 Magazine** \$1000

-sponsored web post

-Sip and Savor e-newsletter

-Side Bar banner ad

-E-newsletter sidebar

**Travel Oregon** \$600

-Eat and Drink Events

-E-culinary newsletter

-60,000 impressions

-Aug 1-Oct. 1 run

**Oregon Wine Press** \$1090

-1/2 page print ad in August/September issues

-Online format

-Event calendar

-In kind donation: \$1090

**Oregon Coast Today** \$150  
 -Digital banner ad  
 -4 Facebook Shout Outs-August  
 -Serving Central Coast communities of Lincoln City, Manzanita, Seaside, Newport

**The Daily Astorian** \$160  
 -Cube Ad  
 -serving Astoria, Cannon Beach

**Facebook Boosted Ads/Paid Advertising** \$291.62  
 -‘Bendites’  
 -Hood River  
 -Target demographic groups

**George Fox Network**  
 -Alumni newsletter, social media

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

We projected that 30 tourists would stay overnight as a direct effect of the Light the Fire event and the focus of a weekend getaway in wine country. We provided numerous Newberg itineraries on our website for the various target audiences.

We used the following data collection tools to measure this goal. Ticket buyers needed to enter their zip code in order to move on and purchase the ticket at our target web address: [www.yamhillcap.org/lightthefire](http://www.yamhillcap.org/lightthefire).

Next, when we greeted guests at the entrance, we told them about the activities and identified ourselves ourselves as a nonprofit and a recipient of a grant where we need to track where everyone is coming from. We asked: May I have your zip code? Where are you visiting from? If it was 50 miles + away then staff/volunteers asked if they were staying overnight in the Newberg area. Of course, many of our attendees were local and supporters of YCAP so in that case we welcomed them to the event.

Below is a summary of zip codes at least 50 miles away:  
 Zip codes collected at check in who said they stayed overnight in Newberg area (notes in parentheses were offered by guests as part of conversation):

06877-Conneticut (2) (Airbnb)  
 97131-90 miles (stayed with Family)  
 97703-Bend (4)-VRBO  
 97701-Bend (2)  
 57103-South Dakota (VRBO-De Lancellotti Vineyard property)-4  
 80222-Denver (VRBO-De Lancellotti Vineyard property)-2  
 90272-California (Allison)-2

We can confirm that 14 guests indicated that they stayed overnight in the Newberg area because of attending the Light the Fire event.

**Note:** Zip codes < 50 miles further away: 13 guests said that they were staying in Newberg overnight because of the event





## **THE WILLAMETTE VALLEY LIGHTS UP THIS FALL WITH CULTURAL AND CULINARY DELIGHTS**

*Tickets are on sale now for Light the Fire, an annual harvest season chef collaboration and spectacle-filled street party in Oregon's wine country*

**McMinnville, Ore. (Aug. 2, 2017)** – The wine country town of Newberg, Ore., just outside of Portland, will come alive during the weekend of September 30th - October 1st with the 3rd annual [Light the Fire](#) culinary extravaganza for charity, and the 25th annual [Art Harvest Studio Tour](#). Light the Fire begins on October 1st with a champagne reception and pairings by a James Beard award-nominated chef at [Valley Wine Merchants](#), followed by a multi-course dinner paired with exceptional wines at [Ruddick/Wood](#) restaurant. Each course will be prepared over wood fire by three of the Willamette Valley's most talented chefs. Meanwhile, a street party outside will spark through the night with live music, fire dancers, flaming cocktails featuring local spirits, food trucks, fire pits, illuminated art installations, award-winning local wine and beer, and Portland's famous Unipiper playing his flaming bagpipes. This spectacle of fire performance and culinary collaboration is not to be missed!

**When:** 5:00-7:00pm (chef dinner), and 6:30-8:30pm (street party) on Sunday, October 1st, 2017

**Where:** Ruddick/Wood, 720 E. First St, Newberg, OR, 97132

**Tickets:** Tickets are on sale now for Light the Fire's dinner and street party at [yamhillcap.org/lightthefire](http://yamhillcap.org/lightthefire). The street party is \$10 per person for entry and entertainment, food and beverage is à la carte. The chef collaboration dinner is \$100 per person, including four courses and wine pairings curated by Valley Wine Merchants, as well as the street party. Both events are 21+.

### **Featured Chefs:**

Paul Losch, Ruddick/Wood, Newberg, OR

Sunny Jin, Jory at The Allison Inn, Newberg, OR

Dario Pisoni, Agrivino, Carlton, OR

### **Street Party Vendors:**

Nineteen27 S'mores, Portland, OR (scratch-made s'mores)

Ransom Spirits, Sheridan, OR (flaming cocktails made with local spirits)

Red Hills Market, Dundee, OR (farm-to-table wood-fired bites)

Wolves & People Farmhouse Brewery, Newberg, OR (award-winning farmhouse ales)

*And more vendors to be announced!*

**Street Party Entertainment (many just returning from European tours):**

Dancehall Days (band), Portland, OR

Flamebuoyant Productions (fire dancers), Portland, OR

Raging Heart (fire art) by Richard Crawley, Portland, OR

The Unipiper, Portland, OR

Wine Wall (a wall filled with bottles of Willamette Valley wines, for silent auction)

Guests of Light the Fire are invited to stay for a wine country weekend, exploring the charming shops, art galleries, welcoming wine tasting rooms, restaurants and wine bars that line the streets of Newberg. Some of the Willamette Valley's top wineries lie in the hills just outside, which will be at peak autumn color. The annual [Art Harvest Studio Tour](#) (Sept. 29-Oct. 1; Oct. 6-8) takes place at over 30 artists' studios throughout Yamhill County, with a Grand Exhibition at the Chehalem Cultural Center in downtown Newberg. For travel further travel inspiration, visit <http://yamhillcap.org/lightthefire> to view three unique travel itineraries created for the weekend.



*Photo of a fire pit at Light the Fire 2016 by Lehman Pekkola. Additional high-res event photos are available.*

**About YCAP (Yamhill County Action Partnership)**

Founded in 1980, YCAP is the largest non-profit serving Yamhill County, Oregon. Our high profile agency changes lives and strengthens our communities by helping people take action toward self-sufficiency. Our services include: the regional Food Bank, Client Services and Housing, Energy Services, and Youth Outreach. YCAP produces Light the Fire as their largest annual Newberg fundraising

event, and all proceeds from the event support YCAP programs. For more information, please visit [www.yamhillcap.org](http://www.yamhillcap.org)

**About Ruddick/Wood**

Ruddick/Wood is a casual restaurant and tavern serving locally focused, seasonal, new-American fare alongside craft beer, wine and cocktails in a renovated 1920s garage in downtown Newberg, Oregon. Ruddick/Wood was built around the idea of country kitchens, roadhouses, saloons and way-points; and reflects our love of local food and drink, as well as our desire to create a place that is part of the community fabric. Dinner menus are comprised of wood-fired steaks, roasted fish and flatbreads; seasonal vegetable plates and salads; house-made desserts; and rotating snacks all changing with the season. The project is headed by working owners, Kyle Lattimer and Paul Losch, Executive Chef. [www.ruddickwood.com](http://www.ruddickwood.com)

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

###



**YCAP**

ALL PROFITS DONATED TO  
YAMHILL COUNTY ACTION PARTNERSHIP  
THIS EVENT IS MADE POSSIBLE IN PART BY A GRANT FROM  
NEWBERG TRANSIENT LODGING TAXES AND THE CITY OF NEWBERG.

**OCT 1ST**  
**NEWBERG**

**DINNER & STREET PARTY**

FOOD: RUDDICKWOOD / JORY  
RED HILLS MARKET / AGRIVINO  
NINETEEN 27 SMORES  
WINE: VALLEY WINE MERCHANTS  
SOKOL BLOSSER / UNION WINE COMPANY  
BEER: WOLVES & PEOPLE  
FLAMING COCKTAILS: RANSOM SPIRITS  
ENTERTAINMENT: THE UNIPPER  
DANCE HALL DAYS / FIRE DANCERS

**RUDDICKWOOD: 720 E 1ST ST, NEWBERG**  
**FOR INFO & TICKETS | YAMHILLCAP.ORG/LIGHTTHEFIRE**

**OCTOBER 1, 2017**  
**DINNER: 5-7 · STREET PARTY: 6:30-8:30**  
**LOCATION: NEWBERG, OR**

ruddick/wood / red hills market / jory  
wolves & people / the unipiper / live music  
fire dancers / flaming cocktails

**LIGHT  
THE  
FIRE**

*(proceeds benefit Yamhill Community Action Partnership)*

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

L T F

Invoices

COPY

Ashley Lippard Design LLC  
409 N College St  
Newberg, OR 97132  
(971)226-1865  
finance@ashleylipparddesign.com  
http://www.ashleylipparddesign.com

**BILL TO**

Yamhill Community Action  
Partnership  
PO Box 621  
1317 NE Dustin Ct  
McMinnville, OR 97128

**INVOICE #** 2172  
**DATE** 07/25/2017  
**DUE DATE** 07/25/2017  
**TERMS** Due on receipt

**ACTIVITY**

**AMOUNT**

**Design**

1,750.00

1. Three Itineraries targeted at the TLT assigned demographics (Wine country Adventurers, Millennial Explorers, Luxury Wine Country Travelers)

Includes:

- Writing
- Design of itineraries and support graphics for social media
- Landing pages on YCAP website
- Coordination and purchasing of Facebook ads (targeting potential visitors from 50+ miles)

2. Social Media Toolkit for contributing partners

Includes:

- Writing
- Support graphics
- Distribution to partners

3. Print Materials

- Poster
- Save the date for RTB
- Tickets
- Flyers
- YCAP FB header
- Event signage
- Menu
- Web

Thank you for your business!

**BALANCE DUE**

**\$1,750.00**

# 425 MAGAZINE

COPY

## Advertising Contract

**Advertiser**

Vanessa Haddick  
Yamhill County Action Partnership  
1317 Northeast Dustin Court  
McMinnville, OR 97128

**Ad Agency**

425 Magazine  
Premier Media Group  
227 Bellevue Way NE #600  
Bellevue, WA 98004  
Caryn Thomas  
Phone:  
Email: caryn@premiermedia.net  
Fax: 253.588.5348



Publication	Section	Issue Date	Year	Position	Card Rate	Discounts	Net	Amount
425 - Sponsored Post (Web)		8/1/2017	2017	Sponsored Post-Web	1,500.00	750.00	\$750.00	\$750.00
425 "Sip & Savor" Food E-Newsletter		9/6/2017	2017	Sidebar	695.00	445.00	\$250.00	\$250.00
					\$2,195.00	\$1,195.00	\$1,000.00	\$1,000.00
<b>Digital Total</b>								<b>\$1,000.00</b>

<b>Total:</b>	<b>\$1,000.00</b>
---------------	-------------------

Advertiser

Date

**We value your business!**

**Advertising Terms & Conditions**

This agreement is with the named firm (Advertiser) and Premier Media group, Inc., and change of ownership or management will not dissolve contract obligations. 1. Failure to acknowledge or return advertising proof will not alter contract payment terms or obligations. 2. All charges are due and payable immediately upon receipt of invoice. 3. Orders may be canceled if written notice is received within (3) three business days after the date of execution of the agreement (contract) shall mean the signing by both the advertiser and Premier Media Group's authorized representative. Advertiser agrees to pay 50% of contracted net total if the contract is terminated by the advertiser. 4. In the event that the Advertiser defaults or fails to perform in any way under the terms of these parties' contract, advertiser agrees to pay for any and all attorney's fees and costs incurred by Premier Media Group Inc, in any attempt to enforce the parties agreement. Advertiser agrees to pay \$250.00 per month in late fees after the 30 day publication date. 5. In no event, shall Premier Media Group be liable to Advertiser for claims or demands made of any kind for loss or damage arising out of, or resulting from any error, admission, negligence, tort, breach by any party, in any amount exceeding the total contract price paid for the related advertisement by the advertiser. Such limitation on damages is the result of the speculative nature of determining the amount of damages resulting from any such claim or demand. Both parties recognize that calculating such damages would likely be mere speculation and therefore agree the amount of damages (as described in the "Discount" section) will be limited to the total contract price paid by the advertiser for the related advertisement which as the basis of the claim. This provision shall be the advertiser's sole remedy for a breach of the agreement, or any of the above described events, including errors, admissions, negligence, or tort. 6. The Publisher guarantees the delivery of this publication. Publisher does not guarantee publication date. 7. A \$25.00 service charge will apply to all returned checks. 8. Neither party is relying upon any oral representations not contained within this agreement. Oral representations purporting to alter this agreement are ineffective and are not binding upon either party. 9. All advertisements are accepted and published by the Premier Media Group, Inc. entirely on the representation of the advertiser, that the advertiser is properly authorized to publish the entire contents and subject matter thereof. It is recognized by the advertiser, in consideration of this publication of advertisements, that the advertiser will indemnify and hold Premier Media Group, Inc. harmless from and against any claim or suits for libel, violation of right of privacy, plagiarism, copyright infringement and any other claim or suits based on the contents or subject matter of such publication. In the event of any claim or demand brought by a third party relating to the advertisement, advertiser will pay all attorney fees, costs, judgments or settlement amounts, or will reimburse Premier Media Group, Inc. in the event Premier Media Group, Inc. is required to pay any sums or take any action in defense of any claim. 10. If any term or provision of this agreement, to any extent, shall be invalid or unenforceable, the remainder of the agreement, or the application of such term or provision to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term or provision shall be valid and be enforceable to the fullest extent permitted by law. 11. No waiver of any breach of any provision contained herein shall be deemed a waiver of any preceding or succeeding breach thereof, or any other covenant or provision here contained. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act. 12. The parties expressly agree that this agreement shall be governed by, interpreted under, and construed and enforced in accordance with the laws of the State of Washington and venue shall be Pierce County, Washington.

BY SIGNING ABOVE, I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS HEREIN AND HEREBY REPRESENT THAT I HAVE THE LEGAL RIGHT AND AUTHORITY TO SIGN ON BEHALF OF AND BIND THE ABOVE NAMED PARTY.



COPY

Lila Martin DeBenedetti  
Talk Story LLC  
30203 N.E. Benjamin Road  
Newberg, OR 97132



Date: 7/31/17  
Invoice # 283

Bill to: Yamhill Community Action Partnership/Light the Fire

Description		Ext.
15 Hours of public relations services to support Light the Fire 2017		\$1,500
	Subtotal	\$1,500
Reimbursed Expenses:		0
	<b>TOTAL DUE UPON RECEIPT</b>	<b>\$1,500</b>

Please make all checks payable to **Lila Martin DeBenedetti**, and mail to:

Lila Martin DeBenedetti  
Talk Story LLC  
30203 N.E. Benjamin Road  
Newberg, OR 97132

Talk Story LLC | lila@talkstorypr.com | 503.347.6655

**OREGON**  
WINE PRESS  
 P.O. Box 727 • McMinnville • OR • 97128  
 503.472.5114 • OregonWinePress.com

*Inkind  
Attached*

**COPY**

OWP-YCAP YAMHILL COUNTY  
 ACTION PARTNERSHIP  
 1317 NE DUSTIN CT  
 MCMINNVILLE, OR 97128

Invoice Number	63443	Invoice Date	8/1/2017
Advertiser No.	54849	Amount Due	\$1,090.00
		Due Date	8/31/2017

A fee of 1.5% will be imposed on all balances past due.

**Amount Enclosed**

Please detach top portion and return with your payment.

**INVOICE**

Oregon Wine Press

OWP-YCAP YAMHILL COUNTY ACTION  
 PARTNERSHIP

Invoice No. 63443

8/1/2017

Date	Order	Description	Ad Size	Sub Total	Sales Tax	Amount
8/1/2017	142467	OWP Display: Winery by Art Harvest Studio Tour	1/2 page			\$990.00
8/1/2017	142468	WPW Display	Premium Calendar Listing			\$100.00
				<b>Sub Total:</b>		<b>\$1,090.00</b>
<b>Total Transactions: 2</b>				<b>Total:</b>		<b>\$1,090.00</b>

**SUMMARY**      Advertiser No.    54849                      Invoice No.                63443                      Invoice Amount        \$1,090.00

A fee of 1.5% will be imposed on all balances past due.

Please make checks payable to: Oregon Wine Press  
 Thank you for your business!

## **Maggi Deibel**

---

**From:** Lisa Cadonau <lcadonau@dailyastorian.com>  
**Sent:** Tuesday, July 25, 2017 10:12 AM  
**To:** Maggi Deibel  
**Subject:** The Daily Astorian advertising receipt attached

Good morning Maggi,

Thank you for your time today!

Attached is the receipt for the web ad for YCAP.

Have a great day!

Respectfully,  
Lisa Cadonau  
Multi-Media Advertising Consultant  
The Daily Astorian

Phone: (503)325-3211 X 273  
Fax: (503)325-6573  
Toll-Free: 1-800-781-3211  
Email: [lcadonau@dailyastorian.com](mailto:lcadonau@dailyastorian.com)  
P.O. Box 210  
Astoria, OR. 97103

74% of Clatsop County reads The Daily Astorian!

\*Attached is a printed proof of your requested advertisement. It is your responsibility to verify the accuracy of its content. Your approval of this proof authorizes The Daily Astorian to print your advertisement as designed at the time of approval. Changes from original copy and layout that exceed three creative alterations will be billed at the rate of \$50 per hour, 1/4 hour minimum.

----- Forwarded message -----

**From:** **The Daily Astorian** <[notifications@paytrace.com](mailto:notifications@paytrace.com)>  
**Date:** Tue, Jul 25, 2017 at 10:08 AM  
**Subject:** The Daily Astorian transaction receipt. 7/25/2017 10:07:33 AM Pacific - Invoice: 6478 8/1 Web Cube For 2 Wks  
**To:** [lcadonau@dailyastorian.com](mailto:lcadonau@dailyastorian.com)

The Daily Astorian  
P.O. Box 2048  
Salem , OR 97308  
[800-781-3211](tel:800-781-3211)

503-325-3211  
7/25/2017 10:07:19 AM

Reference Number:	168208418
Total:	\$160.00
Transaction Type:	Sale
Transaction Status:	Pending Settlement
Card Type:	Visa
Card Number:	xxxxxxxxxxxx0443
Entry Method:	Keyed
Approval Code:	215270
Approval Message:	EXACT MATCH
AVS Result:	Full Exact Match
CSC Result:	Match
Customer Reference ID:	CustomerID
Customer Name:	Yamhill Community Action/Jeff Sergeant
Invoice:	6478 8/1 Web Cube For 2 Wks

X \_\_\_\_\_  
Please sign here to agree to payment.

# INVOICE



## MEDIAmerica, Inc.

715 SW Morrison St., #800  
Portland OR 97205

(503) 223-0304 - fax (503) 221-6544

INVOICE NUMBER: 0031339-IN  
INVOICE DATE: 07/28/2017  
ORDER NUMBER:  
ORDER DATE:  
SALESPERSON: 01-TM  
CUSTOMER NO: 01-RUDDICK

BILL TO:	ADVERTISER:
----------	-------------

Ruddick Wood / Tavern  
720 East 1st Street  
Newberg, OR 97132

Ruddick Wood / Tavern  
720 East 1st Street  
Newberg, OR 97132

CUSTOMER P.O.	Paul Losch	TERMS	Due On Receipt
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ITEM #	ITEM DESCRIPTION	AMOUNT
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Travel Oregon Official Website Advertising

/TOW3

Travel Oregon Web - Qtr. 3  
Horizontal Rectangle - Events

600.00

Invoice Total	600.00
---------------	--------

**OREGON COAST TODAY**  
 ATTN: ACCOUNTS RECEIVABLE  
 PO BOX 2048  
 SALEM OR 97308-2048  
 (800) 882-6789

Fax(503) 365-2867

Advertising Memo Bill

1 Memo Bill Period 08/2017		2 Advertiser/Client Name YCAP		
23 Total Amount Due 50.00		*Unapplied Amount	3 Terms of Payment	
21 Current Net Amount Due .00	22 30 Days .00	60 Days .00	Over 90 Days .00	
4 Page Number 1	5 Memo Bill Date 08/07/17	6 Billed Account Number 25401	7 Advertiser/Client Number LARAY. 25401	

8 Billed Account Name and Address YCAP PO BOX 621 MCMINNVILLE OR 97115		Amount Paid:  Comments:  Ad #: 459006	
---	--	---	--

Please Return Upper Portion With Payment

10 Date	11 Newspaper Reference	12(13)14 Description-Other Comments/Charges	15 SAU Size 16 Billed Units	17 Times Run 18 Rate	19 Gross Amount	20 Net Amount
08/04/17	459006 FB	FACEBOOK 08/04 NM/FB		1 50.00	50.00	50.00

**Statement of Account - Aging of Past Due Amounts**

21 Current Net Amount Due 0.00	22 30 Days 0.00	60 Days 0.00	Over 90 Days 0.00	*Unapplied Amount	23 Total Amount Due 50.00
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**OREGON COAST TODAY**  
 (800) 882-6789

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

24 Invoice 459006	25 Billing Period 08/2017	Advertiser Information			
		5 Billed Account Number 25401	7 Advertiser/Client Number 25401	2 Advertiser/Client Name YCAP	

**OREGON COAST TODAY**  
 ATTN: ACCOUNTS RECEIVABLE  
 PO BOX 2048  
 SALEM OR 97308-2048  
 (800) 882-6789

Fax(503) 365-2867

Advertising Memo Bill

11 Memo Bill Period 08/2017		2 Advertiser/Client Name YCAP		
23 Total Amount Due 100.00		*Unapplied Amount	3 Terms of Payment	
21 Current Net Amount Due .00	22 30 Days .00	60 Days .00	Over 90 Days .00	
4 Page Number 1	5 Memo Bill Date 08/07/17	6 Billed Account Number 25401	7 Advertiser/Client Name LARAY.	8 Advertiser/Client Number 25401

8 Billed Account Name and Address YCAP PO BOX 621 MCMINNVILLE OR 97115		Amount Paid:  Comments:  Ad #: 459007
---	--	---

Please Return Upper Portion With Payment

10 Date	11 Newspaper Reference	12 (13) 14 Description-Other Comments/Charges	15 SAU Size 16 Billed Units	17 Times Run 18 Rate	19 Gross Amount	20 Net Amount
08/04/17	459007 DOL	DINING ONLINE BANNER 08/04 NM/ADBK		1 0.00	100.00	100.00

**Statement of Account - Aging of Past Due Amounts**

21 Current Net Amount Due 0.00	22 30 Days 0.00	60 Days 0.00	Over 90 Days 0.00	*Unapplied Amount	23 Total Amount Due 100.00
-----------------------------------	--------------------	-----------------	----------------------	-------------------	-------------------------------

**OREGON COAST TODAY**  
 (800) 882-6789

\* UNAPPLIED AMOUNTS ARE INCLUDED IN TOTAL AMOUNT DUE

24 Invoice 459007		25 Advertiser Information Billing Period 08/2017			6 Billed Account Number 25401		7 Advertiser/Client Number 25401		8 Advertiser/Client Name YCAP	
----------------------	--	--	--	--	----------------------------------	--	-------------------------------------	--	----------------------------------	--

Receipt for Christina Cortez-Bannick

Account ID: 204643893



Payment date  
30 September 2017 04:00

Payment method  
VISA \*0443  
Reference number: 4Z43YD25V2

Transaction ID  
1435406006576322-2819450

Product type  
Facebook

Paid

\$5.71 USD

Remaining advert costs at the end of the month.

COPY

Campaigns

<b>Post: "Attention: wanderlust wine lovers, seeking a..."</b>		<b>\$0.58</b>
From 12 September 2017 07:00 to 25 September 2017 06:30		
Post: "Attention: wanderlust wine lovers, seeking a..."	8 Impressions	\$0.58
<b>Post: "Adventure seekers, wine lovers &amp; those who have a..."</b>		<b>\$1.60</b>
From 12 September 2017 07:00 to 25 September 2017 06:30		
Post: "Adventure seekers, wine lovers & those who have a..."	39 Impressions	\$1.60
<b>Post: "Wine enthusiasts, food connoisseurs, and those..."</b>		<b>\$3.53</b>
From 12 September 2017 07:00 to 25 September 2017 06:30		
Post: "Wine enthusiasts, food connoisseurs, and those..."	93 Impressions	\$3.53

Facebook, Inc.  
1601 Willow Road  
Menlo Park, CA 94025-1452  
United States



Receipt for Christina Cortez-Bannick  
Account ID: 204643893



Payment date  
31 July 2017 02:38

Payment method  
VISA \*0443  
Reference number: 6568YJCJ4V2

Paid

Transaction ID  
1324107891039464-2688312

COPY

\$13.62 USD

Remaining advert costs at the end of the month.

Product type  
Facebook

Campaigns

Post: "If you enjoy eating good food, live music, raffle..."		\$11.68
From 30 June 2017 00:30 to 12 July 2017 23:00		
Post: "If you enjoy eating good food, live music, raffle..."	1,353 Impressions	\$11.68
Post: "If you enjoy eating good food, live music, raffle..."		\$1.70
From 30 June 2017 00:30 to 12 July 2017 23:00		
Post: "If you enjoy eating good food, live music, raffle..."	225 Impressions	\$1.70
Post: "*****Free Ticket Raffle!!!*****"		\$0.24
From 30 June 2017 00:30 to 12 July 2017 23:00		
Post: "*****Free Ticket Raffle!!!*****"	22 Impressions	\$0.24

Facebook, Inc.  
1601 Willow Road  
Menlo Park, CA 94025-1452  
United States

Receipt for Christina Cortez-Bannick

Account ID: 204643893



Payment date  
31 August 2017 13:12

Payment method  
VISA \*0443  
Reference number: 3N66JDW4V2

Paid

\$14.38 USD

Transaction ID  
1386805794769676-2758865

Remaining advert costs at the end of the month.

Product type  
Facebook



Campaigns

<b>Post: "Wine enthusiasts, food connoisseurs, and those..."</b>			<b>\$5.54</b>
From 14 August 2017 07:00 to 21 August 2017 07:30			
Post: "Wine enthusiasts, food connoisseurs, and those..."	141 Impressions		\$5.54
<b>Post: "Attention: wanderlust wine lovers, seeking a..."</b>			<b>\$0.95</b>
From 14 August 2017 07:00 to 21 August 2017 07:30			
Post: "Attention: wanderlust wine lovers, seeking a..."	42 Impressions		\$0.95
<b>Post: "Adventure seekers, wine lovers &amp; those who have a..."</b>			<b>\$7.89</b>
From 14 August 2017 07:00 to 21 August 2017 07:30			
Post: "Adventure seekers, wine lovers & those who have a..."	228 Impressions		\$7.89

Receipt for Christina Cortez-Bannick

Account ID: 204643893



Payment date  
15 August 2017 11:48

Payment method  
VISA \*0443  
Reference number: 8NYNKD25V2

COPY

Paid

\$24.84 USD

Transaction ID  
1392137437569846-2722847

You're being billed because you've reached your billing threshold.

Product type  
Instagram

Campaigns

<b>Post: "Adventure seekers, wine lovers &amp; those who have a..."</b>		<b>\$8.51</b>
From 14 August 2017 07:00 to 15 August 2017 11:48		
Post: "Adventure seekers, wine lovers & those who have a..."	258 Impressions	\$8.51
<b>Post: "Attention: wanderlust wine lovers, seeking a..."</b>		<b>\$8.22</b>
From 14 August 2017 07:00 to 15 August 2017 11:48		
Post: "Attention: wanderlust wine lovers, seeking a..."	265 Impressions	\$8.22
<b>Post: "Wine enthusiasts, food connoisseurs, and those..."</b>		<b>\$8.11</b>
From 14 August 2017 07:00 to 15 August 2017 11:48		
Post: "Wine enthusiasts, food connoisseurs, and those..."	207 Impressions	\$8.11

Receipt for Christina Cortez-Bannick

Account ID: 204643893



Payment date  
17 August 2017 19:39

Payment method  
VISA \*0443  
Reference number: 7TCC4FJ5V2

Transaction ID  
1562244830559109-2727015

Product type  
Instagram

COPY

Paid

\$49.43 USD

You're being billed because you've reached your billing threshold.

Campaigns

<b>Post: "Adventure seekers, wine lovers &amp; those who have a..."</b>		<b>\$16.82</b>
From 15 August 2017 09:30 to 17 August 2017 19:30		
Post: "Adventure seekers, wine lovers & those who have a..."	335 Impressions	\$16.82
<b>Post: "Wine enthusiasts, food connoisseurs, and those..."</b>		<b>\$15.74</b>
From 15 August 2017 09:30 to 17 August 2017 19:30		
Post: "Wine enthusiasts, food connoisseurs, and those..."	455 Impressions	\$15.74
<b>Post: "Attention: wanderlust wine lovers, seeking a..."</b>		<b>\$16.87</b>
From 15 August 2017 09:30 to 17 August 2017 19:30		
Post: "Attention: wanderlust wine lovers, seeking a..."	502 Impressions	\$16.87

Receipt for Christina Cortez-Bannick  
Account ID: 204643893



Payment date  
31 August 2017 13:12

Payment method  
VISA \*0443  
Reference number: 8N66JDW4V2

Transaction ID  
1386805811436341-2758867

Product type  
Instagram

COPY

Paid

\$61.35 USD

Remaining advert costs at the end of the month.

Campaigns

<b>Post: "Adventure seekers, wine lovers &amp; those who have a..."</b>		<b>\$16.78</b>
From 17 August 2017 19:30 to 21 August 2017 08:30		
Post: "Adventure seekers, wine lovers & those who have a..."	413 Impressions	\$16.78
<b>Post: "Wine enthusiasts, food connoisseurs, and those..."</b>		<b>\$20.61</b>
From 17 August 2017 19:30 to 21 August 2017 08:30		
Post: "Wine enthusiasts, food connoisseurs, and those..."	538 Impressions	\$20.61
<b>Post: "Attention: wanderlust wine lovers, seeking a..."</b>		<b>\$23.96</b>
From 17 August 2017 19:30 to 21 August 2017 08:30		
Post: "Attention: wanderlust wine lovers, seeking a..."	709 Impressions	\$23.96

Facebook, Inc.  
1601 Willow Road  
Menlo Park, CA 94025-1452  
United States

Receipt for Christina Cortez-Bannick

Account ID: 204643893



Payment date  
30 September 2017 04:00

Payment method  
VISA \*0443  
Reference number: 8Z43YD25V2

Transaction ID  
1435406019909654-2819452

Product type  
Instagram

COPY

Paid

\$122.29 USD

Remaining advert costs at the end of the month.

Campaigns

<b>Post: "Attention: wanderlust wine lovers, seeking a..."</b>		<b>\$37.42</b>
From 11 September 2017 15:30 to 25 September 2017 05:30		
Post: "Attention: wanderlust wine lovers, seeking a..."	1,168 Impressions	\$37.42
<b>Post: "Wine enthusiasts, food connoisseurs, and those..."</b>		<b>\$41.47</b>
From 11 September 2017 15:30 to 25 September 2017 05:30		
Post: "Wine enthusiasts, food connoisseurs, and those..."	1,319 Impressions	\$41.47
<b>Post: "Adventure seekers, wine lovers &amp; those who have a..."</b>		<b>\$43.40</b>
From 11 September 2017 15:30 to 25 September 2017 05:30		
Post: "Adventure seekers, wine lovers & those who have a..."	1,460 Impressions	\$43.40

**Ashley Lippard Design LLC**

409 N College St  
Newberg, OR 97132  
(971)226-1865  
finance@ashleylipparddesign.com  
http://www.ashleylipparddesign.com

**BILL TO**

Yamhill Community Action  
Partnership  
PO Box 621  
1317 NE Dustin Ct  
McMinnville, OR 97128

**INVOICE #** 2215

**DATE** 08/29/2017

**DUE DATE** 08/29/2017

**TERMS** Due on receipt

---

**ACTIVITY**

**AMOUNT**

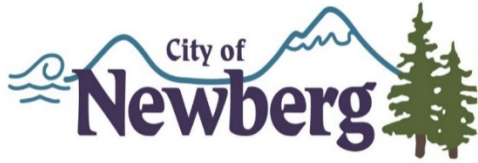
<b>Print</b>	66.52
1000 Postcards - Light the Fire	

---

Thank you for your business!

**BALANCE DUE**

**\$66.52**



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

To be completed and returned: Progress Report by **October 16, 2017.**

To be completed and returned by May 15, 2018: 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: Newberg Camellia Festival & Run/Walk

Name of Organization requesting funds: Chehalem Cultural Center

Mailing address: 415 E Sheridan St. Newberg, OR 97132

Contact name: Carissa Smith-Burkett; CCC Arts & Public Programming Coordinator

Phone: 503-487-6883 ext. 104      Email: carissa@chehalemculturalcenter.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
TLT Grant	\$6,550	TLT Grant	\$6,550
Plant/Item Sales	\$6,000	Plant/Item Sales	\$6,675
Sponsorship	\$12,000	Sponsorship: Austin Industries	\$2,500
		Sponsorship: Chehalem Valley Chamber of Commerce	\$4,000
		Sponsorship: Chehalem Parks & Rec	\$3,500
		Sponsorship: Friendsview	\$1,000
		Sponsorship: Hoover Minthorn House	\$1,000
Total Budgeted Project/Program/Event Income	\$24,550	Total Actual Project/Program/Event Income	\$25,225



Budgeted Expenses	Amount	ACTUAL EXPENSES	Amount
Design	\$1,500	Design	\$375
Performers	\$4,500	Performers	\$4,263
General Services Contractor	\$1,100	General Services Contractor: Close up, Hello Kitty drycleaning, security, Oregon Sound Rental	\$1,235
Plant/Item Sales Pay Back to Nursery	\$4,700	Plant/Item Sales Pay Back to Nursery	\$6,100
Program Supplies	\$275	Program Supplies	\$74
Food	\$180	Food	\$258
Decor	\$400	Decor	\$1,261
Volunteer Hospitality (T-shirts)	\$1,000	Volunteer Hospitality (T-shirts)	\$887
Printed Collateral	\$600	Printed Collateral: rack cards, posters, bookmarks	\$1,613.46
Signage	\$275	Signage: Banners	\$1,586.70
Other Advertising	\$800	Other Ad: Ad with Beyond 50 Radio	\$80
Equipment Rental	\$2,700	Equipment Rental: Tent	\$3,886
Office Supplies	\$300	Office Supplies	\$68
Office Printing	\$400	Office Printing	\$86
Licenses and permits	\$50	Licenses and permits: OLCC	\$0
Total Budgeted Project/Program/Event Expenses	\$14,080	Total Actual Project/Program/Event Expenses	\$15,673

\*Employee expenses, and general across the board fees (janitorial, email marketing fees, website fees, liability insurance, dues and subscriptions, and merchant account fees) on the pre-submitted budget are not actually worked into our program budget.

\*We spend the TLT money specifically on the printed collateral and banners for a total of \$3,200.16

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

Yes. As stated above, we spent the TLT money specifically on the marketing materials of printed collateral and banners for a total of \$3,200.16. Our grant was originally approved to spend about half of the money on the 2017 festival and the other half on the 2018 festival. We plan to use the remaining \$3,349.54 on the 2018 festival.

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

The 2017 event was completed on April 9<sup>th</sup>, 2017. The 2018 event will be completed on April 8<sup>th</sup>, 2018.

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

The 2017 Newberg Camellia Festival and Run/Walk was another successful event. We estimated about 3800 attendees throughout the day, with people attending from a variety of places outside of Newberg (see data below). We received very positive feedback from our attendees and performers. The American Camellia Society Conference hosting people from all over the country thoroughly enjoyed their time at the festival as well as participating in tourisit activities throughout Yamhill County during their visit.

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

Please see the attached documents with data both from a survey as well as zip code documentation information. The survey included a question about whenter the attendee stayed overnight in Newberg. The zip code list portrays that a number of attendees who traveled to the festival from 50 miles outside of Newberg or more, which includes out of state attendees who would have most likely stayed in Newberg for at least one night in order to attend the event.

## 2017 Newberg Camellia Festival Survey

Place	Zip Code	Did you travel to Newberg, did you spend the night?	What was your favorite part of the Festival
Amity, OR	97101	N/A	The beautiful plants & hula dancing
Aurora, OR	97002	N/A	Plant Sale
Blakely, GA	39823	Yes, 9 Nights	Camellia Show
Brentwood, CA	94513	Yes, 3	Total was wonderful
Clackamas, OR	97015	Yes	10k run, Camelia Flower contest
Clackamas, OR	97015	No	The race
Corvallis, OR	97330	No	Flowers
Dundee, OR	97115	N/A	Flowers
Gresham, OR	97080	No	Flowers
Kennewick, WA	99337	–	Koi pond info
Lafayette, OR	97127	No	Flowers
Lake Oswego, OR	97035	No	–
McMinnville, OR	97128	No	All the plant sales
McMinnville, OR	97128	N/A	The food
McMinnville, OR	97128	N/A	Asian culture
McMinnville, OR	97128	N/A	Hula/Flowers
Newberg, OR	97132	N/A	Flowers
Newberg, OR	97132	N/A	Walking
Newberg, OR	97132	No	The run & the plants to purchase
Newberg, OR	97132	No	Walk/Run
Newberg, OR	97132	No	–
Newberg, OR	97132	N/A	The People
Newberg, OR	97132	N/A	Flowers for trophies
Newberg, OR	97132	N/A	Plant show
Newberg, OR	97132	No	Cultural Performances & plant Sales
Newberg, OR	97132	No	The flowers, arts and plant sale
Newberg, OR	97132	No	Kids Crafts & Flower exhibit
Newberg, OR	97132	No	The Camellias
Newberg, OR	97132	N/A	Flower show & Koto
Newberg, OR	97132	No	Camellia Blooms
Newberg, OR	97132	No	Flower Show
Newberg, OR	97132	N/A	Face Painting
Newberg, OR	97132	N/A	Entertainment
Newberg, OR	97132	N/A	The entertainment & Activities
Newberg, OR	97132	N/A	The People

Newberg, OR	97132	N/A	Volunteering, Food, crafts
Newberg, OR	97132	N/A	Camellias
Newberg, OR	97132	N/A	The local Artists
Newberg, OR	97132	N/A	The run & free flower & Jazz
Newberg, OR	97132	N/A	Running
Newberg, OR	97132	N/A	The Music
Newberg, OR	97132	N/A	–
Newberg, OR	97132	N/A	The run & free Camellia & the jazz band
Newberg, OR	97132	N/A	Crafts
Newberg, OR	97132	N/A	Drumming & Kid Crafts
Newberg, OR	97132	N/A	–
Newberg, OR	97132	N/A	–
Newberg, OR	97132	N/A	Everything
Newberg, OR	97132	N/A	Music
Newberg, OR	97132	N/A	Music
Newberg, OR	97132	N/A	Plants & Food
Newberg, OR	97132	N/A	–
Newberg, OR	97132	N/A	Plant Sales
Newberg, OR	97132	N/A	Dragons & Drums
Newberg, OR	97132	N/A	Stage
Newberg, OR	97132	N/A	–
Newberg, OR	97132	N/A	1st Time Here
Newberg, OR	97132	N/A	Dragon Dancers
Newberg, OR	97132	N/A	Crafts
Newberg, OR	97132	N/A	The Run
Newberg, OR	97132	N/A	–
Newberg, OR	97132	N/A	–
Newberg, OR	97132	N/A	Flowers
Newberg, OR	97132	N/A	Everything
Newberg, OR	97132	N/A	The plant Sale!
Newberg, OR	97132	N/A	–
Newberg, OR	97132	N/A	–
Portland, OR	97233	No	The Jazz ensemble was a delight
Portland, OR	97267	No	Band minintoka
Portland, OR	97086	No	Ballroom stage - all of it
Portland, OR	97229	No	Hula!
Portland, OR	97223	N/A	The Walk
Portland, OR	97219	N/A	All
Portland, OR	97223	N/A	All the beautiful Blooms
Sheridan, OR	97378	No	Hawaiin Dance/ Taiko/Lion Dance
Sherwood, OR	97140	No	Did 5k! But I know Taiko is the Best.

Slidell, LA	70458	Yes, 6	Flowers
St. Paul, OR	97137	N/A	Entertainment drummers
Stayton, OR	97383	Yes, 3	Plants
Vancouver, WA	98660	Yes, 1	Judged
Vancouver, WA	98660	Yes, 1 night	Bonsi & Japanese Music
Wasilla, AK	99687	Yes, 1	Cultural Dances
Yamhill, OR	97148	No	The Blossoms being judged
Yamhill, OR	97148	N/A	Flower blossom judging

## Zip Code List

Place	Zip Code	Total
Albany, OR	97321	1
Aurora, OR	97002	1
Banks, OR	97106	5
Beaverton, OR	97003	9
Bellingham, WA	98226	2
Canby, OR	97013	4
Carlton, OR	97111	4
Chehalis, WA	98532	1
Clackamas, OR	97015	2
Coos Bay, OR	97420	1
Corbett, OR	97019	1
Damascus, OR	97089	1
Danville, CA	94526	2
Dayton, OR	97114	1
Dundee, OR	97115	22
Estacada, OR	97023	1
Fairbanks, AK	99712	1
Fairview, OR	97024	1
Fayetteville, NC	28314	1
Forest Grove, OR	97116	3
Gaston, OR	97119	3
Gervais, OR	97026	2
Gresham, OR	97080	3
Hillsboro, OR	97123	6
Keizer, OR	97303	4
Lafayette, OR	97127	2
Lake Oswego, OR	97035	2
McMinnville, OR	97128	18
Merida, Mexico	97155	1
Monmouth, OR	97361	1
Mount Vista, WA	98686	3
Newberg, OR	97132	204
Oregon City, OR	97045	3
Portland, OR	97086	3
Portland, OR	97201	1
Portland, OR	97202	2
Portland, OR	97203	3
Portland, OR	97205	1
Portland, OR	97206	3
Portland, OR	97210	1
Portland, OR	97212	1

Portland, OR	97213	5
Portland, OR	97217	3
Portland, OR	97219	9
Portland, OR	97220	2
Portland, OR	97221	2
Portland, OR	97229	5
Portland, OR	97230	1
Ricardo Flores Magon, Mexico	92062	1
Salem, OR	97302	3
Salem, OR	97306	2
Sheridan, OR	97378	1
Sherwood, OR	97140	22
Silverton, OR	97381	2
South Pasadena, CA	91030	1
St. Paul, OR	97137	2
Thodore, AL	36582	2
Tigard, OR	97223	5
Tigard, OR	97224	2
Tualatin, OR	97062	11
Vancouver, WA	98683	1
Warrenton, OR	97146	1
West Linn, OR	97068	1
Wilsonville, OR	97070	2
Woodburn, OR	97071	3
Yamhill, OR	97148	3
<b>TOTAL</b>		<b>423</b>

**Hoover-Minthorn House Roof, Gutters & Electrical**

**Request amount: \$30,000**

<b>Required Application Materials</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
1) Completed application Cover Sheet	X		
2) Budget for project/program/event being funded that lists all anticipated income and expenses.	X		Budget is unclear, mixes past projects with new proposed project
3) Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.	X		2016-2017 statement included
4) Letter signed by officers of the Organization's Board of Directors or Business Owners authorizing this application.	X		Letter included
5) Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.	X		2017 Annual Report
6) Documentation that no bankruptcy or other financial corruption has occurred within the past five years.	X		Letter stating no bankruptcy
7) Letters of support.	X		3 letters of support
8) Past grant recipient.	X		Met prior grant reporting requirements for Small Grant program



**Eligibility Requirements**

**YES NO NOTES**

1) Aligns with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism related facility)	X		Tourist and Tourism Related Facility
2) Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement	X		Downtown Enhancement
3) Appeals to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)	X		George Fox Network
4) The project will create or enhance an experience for shoulder or off-season visitors	X		Both shoulder and off-season
5) Does it align with other tourism activities in the community	X		Cultural Center, Camellia Festival, NOFF
6) Builds on existing assets	X		History, tourism,
7) Leverages funding		X	Application states .36:1 and does not meet the 1:1 requirement
8) Entities that have a bankruptcy or other financial corruption within the past five years are ineligible		X	None

**Newberg Downtown Wineries Association**

**Request amount: \$20,500**

**Required Application Materials**

**YES NO NOTES**

1) Completed application Cover Sheet	X		
2) Budget for project/program/event being funded that lists all anticipated income and expenses.	X		
3) Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.	X		P & L for 2015 - Sept 2017
4) Letter signed by officers of the Organization's Board of Directors or Business Owners authorizing this application.		X	Signed Certification Letter in application but no separate letter
5) Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.	X		2018 Registration, did not fill number in on application form
6) Documentation that no bankruptcy or other financial corruption has occurred within the past five years.		X	No statement, current P & L does not show bankruptcy
7) Letters of support.	X		4 letters
8) Past grant recipient.		X	

**Eligibility Requirements**

**YES NO NOTES**

1) Aligns with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism related facility)	X		Tourism Promotion
2) Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement	X		Outdoor recreation visitor, Experiential arts, Downtown enhancement
3) Appeals to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)	X		Wine Country Adventurers and Luxury Wine Travelers
4) The project will create or enhance an experience for shoulder or off-season visitors	X		Both seasons
5) Does it align with other tourism activities in the community	X		Events, restaurants, lodging and tourist
6) Builds on existing assets	X		Tasting rooms, events, tourist attractions
7) Leverages funding	X		1:1 and meets the requirement
8) Entities that have a bankruptcy or other financial corruption within the past five years are ineligible		X	None

**Chehalem Cultural Center Culinary Enrichment Center**

**Request amount: \$250,000**

**Required Application Materials**

**YES NO NOTES**

1) Completed application Cover Sheet		X	Missing Cover Sheet
2) Budget for project/program/event being funded that lists all anticipated income and expenses.	X		Kitchen equipment would not be eligible unless permanently affixed to the floor
3) Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.	X		Fiscal Year 2016
4) Letter signed by officers of the Organization's Board of Directors or Business Owners authorizing this application.		X	Signed Certification Letter in application but no separate letter
5) Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.	X		2017 Annual Report
6) Documentation that no bankruptcy or other financial corruption has occurred within the past five years.		X	No statement, current P & L does not show bankruptcy
7) Letters of support.		X	None submitted
8) Past grant recipient.	X		Met prior grant progress reporting requirements for Small Grant program

**Eligibility Requirements**

**YES NO NOTES**

1) Aligns with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism related facility)	X		Tourist and Tourist Related Facility.
2) Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement			Arts, Downtown Enhancement
3) Appeals to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)	X		Wine Country Adventurers, Luxury Wine Travelers, Millennial Explorers, George Fox Network
4) The project will create or enhance an experience for shoulder or off-season visitors	X		Events during both seasons
5) Does it align with other tourism activities in the community	X		Festivals, events
6) Builds on existing assets	X		Cultural Center, events, festivals, restaurants
7) Leverages funding	X		1:1 and meets the requirement
8) Entities that have a bankruptcy or other financial corruption within the past five years are ineligible		X	None

**CPRD Darnell Wright Sport Complex Lighting**

**Request amount: \$225,000**

**Required Application Materials**

**YES NO NOTES**

1) Completed application Cover Sheet	X		
2) Budget for project/program/event being funded that lists all anticipated income and expenses.	X		
3) Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.	X		Adopted budget and Audit reports
4) Letter signed by officers of the Organization's Board of Directors or Business Owners authorizing this application.	X		CPRD Board Letter
5) Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.	X		Audits Division Muni #
6) Documentation that no bankruptcy or other financial corruption has occurred within the past five years.	X		Audit reports show no bankruptcy
7) Letters of support.	X		5 letters
8) Past grant recipient.		X	

**Eligibility Requirements**

**YES NO NOTES**

1) Aligns with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism related facility)	X		Tourist and Tourism Related Facility
2) Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement	X		Outdoor Recreation
3) Appeals to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)	X		Millennials and Wine Country Adventurers
4) The project will create or enhance an experience for shoulder or off-season visitors	X		Both Shoulder and off-season
5) Does it align with other tourism activities in the community	X		Wine tasting
6) Builds on existing assets	X		Hotels, local services, expand existing
7) Leverages funding	X		1:1 and meets the requirement
8) Entities that have a bankruptcy or other financial corruption within the past five years are ineligible		X	None

**City of Newberg Cultural District Wayfinding**

**Request amount: \$73,500**

<b>Required Application Materials</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
1) Completed application Cover Sheet	X		
2) Budget for project/program/event being funded that lists all anticipated income and expenses.	X		
3) Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.	X		Adopted budget and Audit report
4) Letter signed by officers of the Organization's Board of Directors or Business Owners authorizing this application.		X	Signed Certification Letter in application but no separate letter
5) Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.	X		Federal Tax ID#
6) Documentation that no bankruptcy or other financial corruption has occurred within the past five years.	X		Audit reports show no bankruptcy
7) Letters of support.	X		5 letters
8) Past grant recipient.		X	



**Eligibility Requirements**

**YES NO NOTES**

1) Aligns with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism related facility)	X		Tourist and Tourism Related Facility
2) Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement	X		Wayfinding and Downtown Enhancement
3) Appeals to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)	X		Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers
4) The project will create or enhance an experience for shoulder or off-season visitors	X		Tourism activities at the Cultural Center and District during both seasons
5) Does it align with other tourism activities in the community	X		Tourism activities at Cultural Center
6) Builds on existing assets	X		Cultural Center, Cultural District and
7) Leverages funding	X		1:1 and meets the requirement
8) Entities that have a bankruptcy or other financial corruption within the past five years are ineligible		X	None

**Wolves & People Vines to Steins Trail**

**Request amount: \$65,000 - \$80,000**

**Required Application Materials**

**YES NO NOTES**

1) Completed application Cover Sheet	X		
2) Budget for project/program/event being funded that lists all anticipated income and expenses.	X		States \$65,000 request, Application states \$80,000 request, need to clarify
3) Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.	X		Private entity confidential information
4) Letter signed by officers of the Organization's Board of Directors or Business Owners authorizing this application.		X	Signed Certification Letter in application but no separate letter
5) Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.	X		2017 Annual Report
6) Documentation that no bankruptcy or other financial corruption has occurred within the past five years.		X	Confidential financial information submitted does not indicate a bankruptcy
7) Letters of support.	X		2 letters
8) Past grant recipient.		X	

**Eligibility Requirements**

**YES NO NOTES**

1) Aligns with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, Tourism related facility)	X		Tourist, Tourism Promotion, Tourism Related Facility. The trail is a grey area according to legal counsel review.
2) Promote or create experiences for: Outdoor recreation visitor, Experiential arts, Wayfinding, Downtown enhancement	X		Outdoor recreation visitor, wayfinding, and indirectly downtown enhancement
3) Appeals to designated audiences in the Newberg Strategic Tourism Plan (Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers)	X		Wine Country Adventures, Millennial Explores, George Fox Network, and Luxury Wine Travelers
4) The project will create or enhance an experience for shoulder or off-season visitors	X		Both Shoulder and off-season
5) Does it align with other tourism activities in the community	X		Winery tours, restaurants,
6) Builds on existing assets	X		Vineyards, winery, brewery
7) Leverages funding		X	2:1 for Phase 1; .33:1 for Phase 2; .7:1 combined Phase 1 & 2 does not meet 1:1 requirement
8) Entities that have a bankruptcy or other financial corruption within the past five years are ineligible		X	None



HOOVER-MINTHORN HOUSE MUSEUM  
115 South River Street  
P.O. Box 1212  
Newberg, OR 97132

October 6, 2017

Doug Rux, Community Development Director  
City of Newberg  
Newberg City Hall  
414 East First Street  
Newberg, OR 97132

**Re: Transient Lodging Tax Destination Development and Marketing Promotion  
Grant Program Application**

Dear Mr. Rux,

Enclosed is an application from the Hoover-Minthorn House Museum to the Transient Lodging Tax small grant program for installing signs at the gates of the museum. The application includes the following:

1. Application cover sheet (p. 5)
2. Application (p. 6-7)
3. Project Budget 2017-2018 (p. 8)
4. Organization Budget 2017-2018 (p. 9)
5. Project Narrative (p. 10-13)
6. Financial Statement 2016-2017 (p. 14-15)
7. Letter signed by officers of NSCDA-OR authorizing application (p. 16)
8. NSCDA-OR 2016 Annual Report filed with Secretary of State (p. 17)
9. Letter stating that no bankruptcy or other financial corruption has occurred in the last five years (p. 18)
10. Letter of support from Dave Rice, Chehalem Winery (p. 19)
11. Letter of support from Suzanne Miller, Chehalem Garden Club (p. 20)
12. Letter of support from Carissa Smith-Burkett, Chehalem Cultural Center (p. 21)

Please let me know if I can provide any additional information. Thank you so much for your consideration.

Very truly yours,

Sarah B. Munro  
Director, Hoover-Minthorn House Museum

RECEIVED

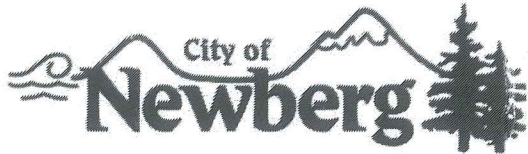
OCT 06 2017

Initial: DBR

RECEIVED

OCT 06 2017

Initial: \_\_\_\_\_



**City of Newberg 2017 - 2018  
Transient Lodging Tax – Destination Development and Marketing  
Promotion Grant Program Application Cover Page**

Project Title: Preservation of Hoover-Minthorn House Museum

Applicant Name: Hoover-Minthorn House Museum, owned and operated by NSCDA-OR

Mailing Address: PO Box 1212 Newberg OR 97132  
Street City State Zip

Contact Name: Sarah B. Munro

Phone: 503-806-7286 Email: sarahmunro@comcast.net

Amount of total Funding Requested: \$30,000

*Please note: Funds not spent on the approved project must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.*

**Project, Program or Event Detail:**

- A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
- B. Submit an updated Project, Program or Event Detail as your Progress Report.
- C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

**Any changes to your project must have prior approval to receive funding.**

*I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.*

Print Name: Marjorie Wilson

Signature: *Marjorie Wilson*

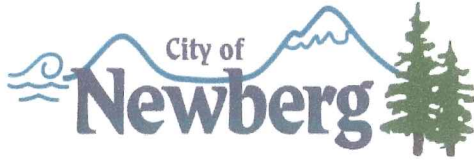
Title: President, NSCDA-OR

Date: *Oct 5, 2017*

\*\*\*\*\***FOR OFFICE USE ONLY**\*\*\*\*\*  
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) \_\_\_\_\_

Progress Report Received: \_\_\_\_\_ Final Report received: \_\_\_\_\_

Funds returned, received on: \_\_\_\_\_



**City of Newberg 2017 - 2018  
Transient Lodging Tax – Destination Development and Marketing  
Promotion Grant Program Application**

**THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:**

- ❖ Completed application Cover Sheet.
- ❖ Budget for project/program/event being funded that lists all anticipated income and expenses.
- ❖ Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- ❖ Letter signed by officers of the Organization's Board of Directors or Business Owners authorizing this application.
- ❖ Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- ❖ Documentation that no bankruptcy or other financial corruption has occurred within the past five years.
- ❖ Letters of support.

Project Title: Preservation of the Hoover-Minthorn House Museum

Applicant Name: The 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  
Street City State Zip

Contact Name: Sarah B. Munro

Phone: 503-806-7286 Email: [sarahmunro@comcast.net](mailto:sarahmunro@comcast.net)

Website Address: [www.hooverminthorn.org](http://www.hooverminthorn.org)

Secretary of State Business Registry Number: 025883-17

Non Profit  Government  For-Profit

Amount of total Funding Requested: \$ 30,000.00

*Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.*

Classify how funds will be used for your project/program/event: *check all that apply*

New Project

New Program

New Event

Existing Project

Existing Program

Existing Event

Has this project, program or event received these grant funds in the past?

No

If so when and for how much?

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of funding available in the fiscal year in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

**Budget Summary (this format must be used):**

**Project/Program/Event Budget:** This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: 2017 to 2018

<b>Income Sources</b>	<b>Amount</b>
NSCDA-OR	\$35,300.00
Oregon Cultural Trust	\$40,000.00
Newberg Rotary	\$10,000.00
City of Newberg - ERDFL	\$1,000.00
City of Newberg - TLT	\$30,000.00
<b>Total Project/Program/Event Income</b>	<b>\$116,300.00</b>

<b>Expenses – Must be explicitly defined.</b>	<b>Amount</b>
Engineer's drawing of foundation for permit	\$500.00
Engineer's drawing of foundation for contractor	\$375.00
Engineer's drawing of foundation for permit & delivery	\$381.25
Architect consultation on foundation stabilization	\$2,200.00
Architect drawing for permit	\$950.00
Contractor foundation stabilization	\$39,700.00
City of Newberg permit application for foundation stabilization	\$436.66
City of Newberg permit for foundation stabilization	\$1,318.23
Architect consultation on preservation projects	\$3,000.00
Contractor repair and painting exterior	\$20,409.00
Contractor ramps to porch and panels	\$8,452.00
Handyman screening of back porch and kitchen structure to ground	\$247.52
Roofer repair roof	\$410.00
Chimney mason clean and seal chimneys	\$5,179.00
Electrician removal of unused wiring in attic	\$500.00
Insulation company clean attic and put in bat-type insulation	\$1,373.00
Roofer replace roof on museum	\$26,000.00
Contractor replace gutters on museum	\$2,300.00
Electrician install exterior security lights and light for flag and purchase of portable ramp	\$2,500.00
Materials – notebook and tabs	\$15.37
Other miscellaneous	\$41.18
<b>Total Project/Program/Event Expense</b>	<b>\$116,288.21</b>



**Organization Budget:** This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: 2017 to 2018

<b>Income Sources</b>	<b>Amount</b>
Tour Income	\$2,600.00
Endowment	\$48,000.00
Project Fund	\$10,000.00
Director's Fund	\$4,652.00
Contributions	\$5,000.00
Interest	\$18.00
Grant – TLT (small grant)	\$1,400.00
Grant – Helen E. Austin Pioneer Fund	\$6,250.00
Grants and match for foundation stabilization	\$111,000.00
<b>Total Organization Income</b>	<b>\$188,920.00</b>

<b>Expenses</b>	
Utilities	\$6,665.00
General Maintenance (landscaping, cleaning)	\$2,415.00
Business Expenses (insurance, license)	\$2,200.00
Personnel	\$48,710.00
Community Outreach (OMA and AASLH memberships, programs and events)	\$3,515.00
Marketing/Development	\$1,750.00
Operating Costs (archives, postage)	\$1,523.00
Grants – Exterior signs (TLT small grant)	\$1,400.00
Grants – Historic Structures Report	\$6,250.00
Grants and NSCDA-OR – Foundation stabilization and other preservation projects	\$114,164.00
<b>Total Organization Expense</b>	<b>\$188,592.00</b>

## **Project Narrative:**

### **1. Project description:**

The project is for preservation of the Hoover-Minthorn House Museum (HMHM), and includes several parts: installation of a new roof and gutters, putting in attic insulation, and several electrical upgrades, including exterior lighting. Although recent leaks have been repaired, the roof has begun to deteriorate and needs to be replaced with wood shingles, consistent with the historic structure. New gutters are also needed. Exterior lighting on the flag will bring the HMHM into compliance with proper procedures for flying the U.S. flag, and additional exterior lights will increase security on the property. A portable ramp will provide wheelchair access from the back porch to the first floor of the museum. Funding from the Transient Lodging Tax Destination Development and Marketing Promotion Grant Program will cover the cost of the roof, gutters, attic insulation and part of the electrical upgrade. Funding from The National Society of The Colonial Dames of America in the State of Oregon (NSCDA-OR) will cover remaining costs of the electrical work and the portable ramp.

The current project includes necessary improvements that are part of a series of preservation projects begun in 2016, including stabilizing the foundation, repairing and painting the exterior, repairing the chimney, installing panels and a ramp to the back porch to provide wheelchair access to the porch and to protect artifacts on the porch from the weather. Funding for these projects was provided through the Oregon Cultural Trust, Newberg Rotary, City of Newberg EDRFL, and the NSCDA-OR. The current project will complete this round of preservation improvements and is critical to preserve the HMHM and enable it to continue to function as a primary tourist attraction in downtown Newberg.

### **2. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, or Tourism related facility)?**

The project aligns with the Transient Lodging Tax regulations by preserving a "tourist-related facility." The HMHM is improved real property with a useful life exceeding 10 years that has a substantial purpose of supporting tourism and accommodating tourist activities.

Exterior signs at the gates to the museum (funded by the TLT Small Grant Fund) explain that the HMHM is a presidential home, is the only presidential home in the northwest, is listed in the National Register of Historic Places, and is open to the public. Together with Herbert Hoover Park and the adjacent disk golf course, the HMHM is part of a group of recreational facilities that also attract visitors and tourists as defined in the Transient Lodging Tax regulations. The HMHM provides a historical cornerstone in the southeast corner of downtown Newberg. It was restored in 1955 to become a museum in honor of Herbert Hoover, 31<sup>st</sup> president of the United States, and it is the only presidential home in the northwest. Significantly, many tourists visit the HMHM because they regularly visit presidential sites. The HMHM is unique in Newberg for attracting these tourists.

In addition, the HMHM, built in 1881, is the oldest or one of the oldest structures in Newberg and was built by one of Newberg's founding fathers, Quaker Jesse Edwards. As a museum, the HMHM is open to the public on regularly scheduled days throughout the year. and provides house tours, shows videos, and offers walking tours to tourists and local visitors.

### **3. What is the projected return on investment?**

Information is lacking to quantify a projected return on investment. The return on investment would weigh the cost of the project against the value of tourist visits. The project is important in

order to preserve the HMHM so that it can continue to be open to the public. Although it is difficult to quantify the value of the tourist visits, the location of the HMHM at the southeast corner of downtown Newberg positions it to welcome tourists as they enter Newberg from the east and south. The HMHM provides an entrée to neighboring businesses, such as the nearby Chehalem Winery and the new food carts across Center Street from the winery.

**5. Predicted number of tourists' attracted / overnight guests?**

Fully one-third of the visitors to the HMHM are "tourists" within the definition of tourist in Newberg's Strategic Tourism Plan and come from outside a 50-mile radius of Newberg. Not all visitors stay overnight in Newberg, but many patronize local wineries, coffee shops, and restaurants before leaving town.

The calculation of one-third was drawn by comparing the total number of signed lines (that can include one, two or more visitors) in the visitors' register to the number of lines that were signed by visitors outside a 50-mile radius of Newberg. The HMHM has also hosted several tourist groups that came to Newberg specifically to tour the HMHM; a group from Texas visited recently and another group of traveling antique car collectors visited on Herbert Hoover's birthday. The records of HMHM visitors are not accurate enough to predict the number of tourists who will be overnight guests at local hotels.

**6. Will it have lasting impact and utility?**

The roof project will have a lasting impact because it is a necessary improvement to preserve the HMHM. Because the project will protect the HMHM from leaks and damage to the interior, it will have lasting utility.

**7. How does your project, program or event leverage funding?**

The project has the potential to leverage funding by preserving it and by raising HMHM's appeal to tourists. The improvements will stabilize the HMHM, extending its life for another generation. Collectively, the projects are an investment in the future of the HMHM and its potential to continue to operate as a historic museum.

**8. What is the ratio at which Transient Lodging Tax funds will be matched?**

The project (the roof, gutters, insulation, and electrical upgrades) funded by the Transient Lodging Tax is part of a larger group of preservation activities at the HMHM completed over the summer and fall. These include foundation stabilization (\$39,700), exterior repairs and painting (\$20,409), ramps and panels on the back porch (\$8,452); chimney repair (\$5,179); and several small projects, all totaling \$84,164. The project funded by TLT includes replacing the roof (\$26,000), installing gutters (\$2,300), putting insulation in the attic (\$1,373), and part of needed electrical upgrades (\$323), the total estimated at \$30,000. The ratio at which the TLT funds will be matched is .36:1.

**9. What is your demonstrated history of attracting tourists?**

The HMHM has operated as a museum since 1955 and during almost all of that time, the museum has maintained the same schedule of being open to the public Wednesday through Sunday from 1 to 4 pm. Many tourists come to the HMHM because it is a presidential site. It is older than almost all commercial venues in Newberg and has a demonstrated history of attracting tourists over time.

The HMHM has great potential to attract more tourists in the future. It is unique as the only presidential house in the northwest. In addition, because it is owned and operated by NSCDA-

OR, the HMHM is grouped with properties of historical significance that 44 Colonial Dames societies are involved with nationally. Collectively these properties are called Great American Treasures. The national organization of Colonial Dames plans to link all historic properties and to promote them together through signage and social media. The HMHM has the potential to attract more tourists to Newberg through this national linkage.

**10. Does your project, program or event engage and energize local tourism partner(s)?**

The HMHM collaborates with the Chehalem Cultural Center (CCC) and Chehalem Park and Recreation District as sponsors for the Camellia Festival every year. The HMHM plans a major collaboration with the CCC in 2018 when the HMHM plans to launch an exhibit on Herbert Hoover's Oregon Boyhood at the CCC. Another long-time collaboration has been between the HMHM and Chehalem Garden Club that manages the herb bed in the HMHM garden. The HMHM collaborates with the Newberg Historical Society on Old Fashioned Festival events, and the HMHM has undertaken several fruitful collaborations with George Fox University, including its intern program. All of these partnerships seek to encourage visitors and tourists to Newberg. The project enables the HMHM to continue these collaborations with local tourism partners.

**11. Does your project, program or event enhance Newberg as a destination? If so how?**

The project will enhance Newberg as a destination by preserving the HMHM. As mentioned above, some tourists visit Newberg solely because the HMHM is a presidential site. In addition, some tourists will seek out the HMHM as a historic house museum – the HMHM is the only historical museum in Newberg. As one of the oldest houses in Newberg and the oldest in that part of Newberg that was known as the “godly end,” the HMHM is a testament to the early Quaker history of Newberg. The HMHM has the potential to enhance any tourist's visit to Newberg by putting the town in historic context.

**12. Does your project, program or event enhance Newberg as a location for Makers and Doers? If so how?**

The project will enhance the HMHM by preserving it as a cultural icon in Newberg and as a symbol of early settlement and Newberg's Quaker founders. The HMHM has the potential to attract Movers and Doers because of its connection to the history of Newberg and also the historic contents of the museum. Some visitors are particularly interested in the historic textiles at the HMHM. The HMHM enhances Newberg as a location for artisan Makers and Doers.

**13. Does your project, program or event catalyze downtown development? If so how?**

The project definitely catalyzes downtown development because it will preserve the HMHM. The HMHM is a vital asset that not only symbolizes Newberg's past, it also forms a cultural anchor to the southeast end of downtown. It is generally accepted that cultural sectors of towns catalyze economic vitality and the HMHM and its neighborhood are no exception. See: The American Planning Association report, “Economic Vitality: How the arts and culture sector catalyzes economic vitality” ([www.planning.org/research/arts/briefingpapers/vitality.htm](http://www.planning.org/research/arts/briefingpapers/vitality.htm)).

**14. Does your project, program or event enhance offseason (October – May or Sunday – Thursday Visitation), or shoulder season visitation? Explain how.**

The HMHM is open during part of the offseason, including October through November (Sundays, Wednesdays and Thursdays), December and February (Sundays), and March through May (Sundays, Wednesdays and Thursdays). In addition, the HMHM is always open by special appointment. The project will enable the HMHM to continue to be open to the public, offering access to tourists to Newberg during the offseason and shoulder season.

**15. Does this project align with at least one of the four target audiences (Wine Country Adventurers, Millennial Explorers, George Fox Network, or Luxury Wine Travelers)?**

The project will stabilize the HMHM, preserving it and making it more attractive to visitors. The HMHM attracts the target audience of the George Fox Network, the public history class, attendees to the Yearly Meeting, parents and family members of the university, and others are frequent visitors to the HMHM. The project will enable this target audience to continue to enjoy the HMHM.

The HMHM has the potential to attract other audiences, especially Millennial Explorers who are seeking variety in their travels. The HMHM can provide a historic foundation to tourists' understanding Newberg.

**16. What is the timeframe for completion of your project, program or event?**

The roof, gutters, insulation, and electrical work will be completed over a two-week period in the late spring of 2018. The HMHM plans to complete the work before the exhibit at the Chehalem Cultural Center opens on June 1, 2018 if the weather allows.

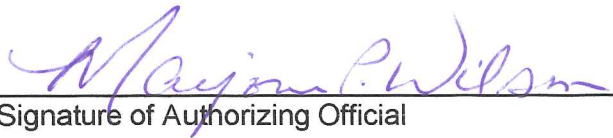
**Signature and Certification Letter:**

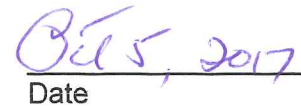
I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

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

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

  
\_\_\_\_\_  
Signature of Authorizing Official

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Print Name of Authorizing Official

**HOOVER-MINTHORN HOUSE MUSEUM  
RVENUE-EXPENSES 2016-2017**

10/5/2017

<b>Revenue</b>	<b>Annual</b>
Tour Income (fluctuates)	\$2,775.20
HMHM Endowment Contribution	\$42,000.00
NSCDA-OR Project Fund	\$10,000.00
HMHM Operating Fund Savings transfers	\$10,612.73
Contributions	\$3,100.00
Contributions for re-upholstering chair	\$701.96
Interest	\$21.63
Austin Grant 2015	\$147.00
Northwest History Network Grant	\$187.44
Kinsman Foundation grant for architectural drawings and engineer's report	\$137.50
Donation for Willamette Heritage Center Exhibit	\$570.00
Contribution for display columns	\$50.00
Transient Lodging Tax Small Grant	\$1,400.00
<b>Total Revenue</b>	<b>\$71,703.46</b>
<b>Expenses</b>	
<b>Utilities</b>	
Water/Sewer	\$1,246.85
Electricity-Museum	\$2,957.06
Electricity-Little House	\$1,329.59
Website Maintenance (monthly charge eliminated & Vistaprint dropped)	\$329.00
Frontier Telephone, Internet	\$928.09
<b>General Maintenance</b>	
Landscape (includes contribution to Camellia Festival 2016)	
Garbage	\$210.06
Quadrant Security (\$125 for annual fire alarm inspection)	\$315.00
Exterminator	\$68.00
Roof/gutter repair	\$90.00
Window and Museum Cleaning	\$289.81
Handyman Services	\$946.65
Insurance	\$1,966.47
Business License	\$50.00
Bookkeeper/checking account access*	\$506.00
<b>Personnel</b>	
Intern Program	\$10,257.96
Director	\$36,999.96
Bonus	\$3,000.00

**HOOVER-MINTHORN HOUSE MUSEUM  
RVENUE-EXPENSES 2016-2017**

10/5/2017

	<b>Community Outreach</b>	
	Programs & Events (Camellia Festival, Old Fashioned Days, Hoover Birthday, CBS Sunday Morning; Exhibit at Newberg Library Am. Assoc State & Local History (AASLH workshop)	\$1,925.07
	OR Museum Assoc	\$214.00
		\$120.00
	<b>Marketing</b>	
	OR Travel Experience	\$574.00
	Advertising (Chamber of Commerce, design for sign, brochure)	\$1,180.89
	Printed Material (brochures)	\$462.31
	<b>Miscellaneous</b>	
	Archives (nonacid boxes, files, tissue, light-blocking curtains in collection room)	\$631.54
	General (postage, postal box rental, locking file box)	\$1,022.36
	Stamps and business envelopes	\$27.58
	Curatorial Research and Education (OMA)	\$75.00
	Household Supplies	\$311.78
	Willamette Heritage Center exhibit	\$524.49
	<b>Austin Grant 2015 (webpage re-design &amp; sign)</b>	\$89.00
	<b>Northwest History Network Grant (printing educational brochure)</b>	\$94.08
	<b>Kinsman Foundation grant for architectural drawings and engineer's report</b>	\$500.00
	<b>First Lady Lou Fund (Birthday)</b>	
	Contributions	\$740.00
	<b>Total Expenses</b>	<b>\$69,982.60</b>
Expense of exterior signs in 2017-2018		
Foundation stabilization grants and expenditures shown on Project Budget		



October 4, 2017


Doug Rux, Community Development Director  
City of Newberg  
Newberg City Hall  
414 East First Street  
Newberg, OR 97132

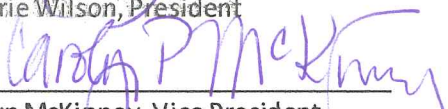
Dear Mr. Rux:

On behalf of The National Society of The Colonial Dames of America in the State of Oregon (NSCDA-OR), the below listed officers of the NSCDA-OR authorize an application to the City of Newberg Transient Lodging Tax Destination Development and Marketing Promotion Grant Program for funding re-roofing the HMHM, installing new gutters, and placing insulation in the atticas part of a series of major necessary preservation projects at the HMHM. These preservation projects have been supported by a grant from the Oregon Cultural Trust, the Newberg Early Birds Rotary, the City of Newberg Economic Development Revolving Loan Fund, and the NSCDA-OR.

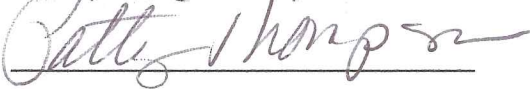
The exterior signs funded by the TLT small grant program have been very effective in increasing public awareness of the HMHM and in guiding tourists to the museum. The NSCDA-OR is looking forward to the completion of crucial preservation projects to continue to attract tourists to the HMHM and Newberg.

Sincerely,

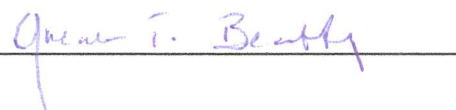
  
\_\_\_\_\_  
Marjorie Wilson, President

  
\_\_\_\_\_  
Carolyn McKinney, Vice President

\_\_\_\_\_  
Patty Thompson, Second Vice President and  
Corresponding Secretary

  
\_\_\_\_\_

Greata Beatty, Treasurer

  
\_\_\_\_\_





Secretary of State  
Corporation Division  
255 Capitol Street NE, Suite 151  
Salem, OR 97310-1327

Phone: (503) 986-2200  
www.filinginoregon.com

**2017 ANNUAL REPORT**

Registry Number: 025883-17

Date of Incorporation: 04/20/1923

Fee: \$50.00

Due Date: 04/20/2017

Type: DOMESTIC NONPROFIT CORPORATION

3-30-25-13

0269

THE NATIONAL SOCIETY OF THE COLONIAL ...  
PO BOX 28071  
PORTLAND OR 97228

FILED

MAR 31 2017

OREGON  
SECRETARY OF STATE

**Name of Domestic Nonprofit Corporation**

THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA IN THE STATE OF OREGON

**Jurisdiction:** OREGON

**Nonprofit Type:** Public Benefit With Members

The following information is required by statute. Please complete the entire form. If any of the information is incorrect, you can make changes on this form. Failure to submit this Annual Report and fee by the due date may result in inactivation on our records.

**Registered Agent**

GREATA T BEATTY  
~~1308 SW WYNDHAM LANE~~ 1132 SW 19th Ave #603  
PORTLAND OR ~~97221-5660~~ 97205

If the Registered Agent has changed, the new Agent has consented to the appointment. Oregon street address required.

**1) Type of Business**

**2) Principal Place of Business** (Str. address, city, state, zip)

3684 NW 124TH PL  
PORTLAND OR 97229

**3) Mailing Address** (Address, city, state, zip)

PO BOX 28071  
PORTLAND OR 97228

**4) President Name and Address**

MARJORIE WILSON  
3684 NW 124TH PL  
PORTLAND OR 97229

**5) Secretary Name and Address**

~~SALLY BROUGHTON~~ Patty Thompson  
38 GREENRIDGE CRT 4303 SW 48th PL  
~~LAKE OSWEGO OR 97035~~  
Portland, OR.  
97221

**6) Signature**

Greata T. Beatty

**7) Printed Name**

Greata T. Beatty

**8) Date**

3/28/2017

**9) Daytime Phone Number**

503 223-5860

Make check payable to "Corporation Division" and mail Corporation Division, 255 Capitol ST NE Suite 151, Sale Note: You can also fax to (503) 378-4381. Filing fees may b and expiration date on a separate page for your protection.

THE NATIONAL SOCIETY OF THE COL



2588317-17846911

RENANA



October 1, 2017

To Whom It May Concern:

This is to verify that The National Society of the Colonial Dames of America in the State of Oregon has had no bankruptcy or other financial corruption within the last five years or during its entire history beginning in 1923.

Sincerely,

A handwritten signature in purple ink that reads "Greata T. Beatty".

Greata T. Beatty  
Treasurer

# CHEHALEM

October 3, 2017

Mr. Doug Rux  
Community Planning Director  
City of Newberg  
414 East First Street  
Newberg, OR 97132

Dear Mr. Rux:

I am writing in support of the Hoover-Minthorn House Museum's Transient Lodging Tax fund grant application.

The Hoover-Minthorn House has been a valued neighbor and referral source for the 9+ years Chehalem has occupied the downtown Tasting Room. The Museum is an important historic landmark in the City and one that we hope stands for decades to come.

As I understand it, the Hoover-Minthorn House Museum is eager to address long-standing roof and gutter concerns as well as numerous electrical and insulation needs. We encourage you to fulfill their request so they can continue their important mission.

Best Regards,



Dave Rice  
Direct Sales and Hospitality Manager

**106 SOUTH CENTER STREET  
NEWBERG, OR 97132  
503-538-4700**

October 2, 2017

Mr. Doug Rux  
Community Development Director,  
City of Newberg  
Newberg City Hall  
414 East First St.  
Newberg, OR 97132

Dear Mr. Rux,

On behalf of the members of the Chehalem Garden Club, which has been based in Newberg since 1993, I am writing to express our support for proposed improvements, such as a new roof, gutters and attic insulation, to the Hoover-Minthorn House Museum.

Our club maintains the herb garden at the Museum. When our members are out working in the Museum garden, we are often approached by out-of-town visitors who comment on what a "hidden jewel" the Museum is. The proposed projects will help promote tourism by ensuring a well-maintained, attractive venue where visitors can learn about Herbert Hoover and his Oregon boyhood home. It is so incredibly special that Newberg is home to the ONLY presidential property in the Pacific Northwest, and the property needs to be properly maintained and cared for.

We urge you to approve the requested grant. Thank you.

Suzanne Miller  
President,  
Chehalem Garden Club



www.chehalemculturalcenter.org  
415 E Sheridan St  
Newberg, OR 97132  
(503) 487-6883

Dear Transient Lodging Tax Granting Committee,

I am happy to write this letter to confirm our commitment to support the Hoover-Minthorn House Museum in their request for funds to assist with renovations. This project will benefit the community we serve, as well as further the Chehalem Cultural Center's mission to inspire and enrich lives by connecting community and culture.

The Chehalem Cultural Center is a non-profit 501 (c)3 organization housed in a historic building in the cultural district in Newberg OR that began its life in 1935 as Central School—a depression era Works Progress Administration (WPA) project. This historic building now houses the Cultural Center's galleries, arts studio classrooms, meeting space, a black box theater and a grand ballroom for public and private events.

If I can be of any further assistance, please don't hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Carissa Smith-Burkett".

**Carissa Smith-Burkett, MFA**

**Arts & Public Programming Coordinator  
Chehalem Cultural Center**

<http://www.chehalemculturalcenter.org/>

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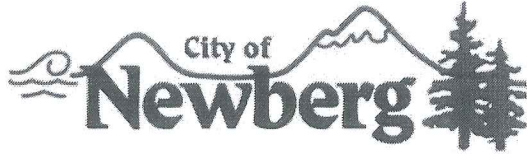
OCT 06 2017

Initial: \_\_\_\_\_

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OCT 09 2017

Initial: BW



**City of Newberg 2017 - 2018  
Transient Lodging Tax – Destination Development and Marketing  
Promotion Grant Program Application Cover Page**

Project Title: Newberg Downtown Wineries Strategic Multi-Media Presence

Applicant Name: Newberg Downtown Winery Association

Mailing Address: 501A N. Howard St. Newberg OR 97132  
Street City State Zip

Contact Name: Tracy Timmins

Phone: 503-544-3511 Email: tracyt@chehalemwines.com

Amount of total Funding Requested: \$ 20,500

*Please note: Funds not spent on the approved project must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.*

**Project, Program or Event Detail:**

- A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
- B. Submit an updated Project, Program or Event Detail as your Progress Report.
- C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

**Any changes to your project must have prior approval to receive funding.**

*I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.*

Print Name: David Rosmessel

Signature: [Signature]

Title: Pres

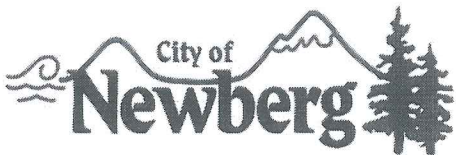
Date: 10/19/17

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*  
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) \_\_\_\_\_

Progress Report Received: \_\_\_\_\_

Final Report received: \_\_\_\_\_

Funds returned, received on: \_\_\_\_\_



**City of Newberg 2017 - 2018  
 Transient Lodging Tax – Destination Development and Marketing  
 Promotion Grant Program Application**

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- ❖ Completed application Cover Sheet.
- ❖ Budget for project/program/event being funded that lists all anticipated income and expenses.
- ❖ Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- ❖ Letter signed by officers of the Organization’s Board of Directors or Business Owners authorizing this application.
- ❖ Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- ❖ Documentation that no bankruptcy or other financial corruption has occurred within the past five years.
- ❖ Letters of support.

Project Title: Newberg Downtown Wineries Strategic Multi-Media Presence

Applicant Name: Newberg Downtown Winery Association

Mailing Address: <u>501A N Howard St.</u>	<u>Newberg</u>	<u>OR</u>	<u>97132</u>
Street	City	State	Zip

Contact Name: Tracy Timmins

Phone: 503-544-3511 Email: tracyt@chehalemwines.com

Website Address: http://newbergdowntownwineries.com/

Secretary of State Business Registry Number: \_\_\_\_\_

Non Profit 501(c)(4) Government \_\_\_\_\_ For-Profit \_\_\_\_\_

Amount of total Funding Requested: \$ 20,500

*Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.*

Classify how funds will be used for your project/program/event: *check all that apply*

New Project       New Program       New Event

Existing Project       Existing Program       Existing Event

Has this project, program or event received these grant funds in the past?

No

If so when and for how much?

N/A

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of funding available in the fiscal year in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.



**Budget Summary (this format must be used):**

**Project/Program/Event Budget:** This budget provides the detail of the project, program or event that the grant funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: 2015 to 2016

Income Sources	Amount
2015 Membership Dues	4592.61
2016 Membership Dues	5768.49
2015 Progressive Picnic Tickets	1296.04
2016 Progressive Picnic Tickets	1459.91
2015 Miscellaneous	700
<b>Total Project/Program/Event Income</b>	<b>13817.05</b>

Expenses – Must be explicitly defined.	Amount
Website Design and hosting	7651
Web Advertising	296
Printed Collateral/Promotional items	3383.16
Oregon Wine Press Event	2235
<b>Total Project/Program/Event Expense</b>	<b>13565.16</b>

**Organization Budget:** This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: 2017 to 2018

Income Sources	Amount
Member Dues	6,600
Progressive Picnic	2,000
Member In-Kind Contributions (tasting fees, wine)	15,000
TLT Grant	20,500
<b>Total Organization Income</b>	<b>44,100</b>

Expenses	
Website migration for marketing optimization	2000
Website Additions for restaurants, lodging links	2000
Search Engine Optimization	2000
Mobile Website Improvements	2000
Google Analytics	2000
Press Releases	500
Blog Entries and Updates/Events Calendar Entries	500
Printed Collateral Design for Conventions	1,000
Printing Costs	2,000
Advertising; online	5000
Advertising; travel magazines	10,000
<b>Total Organization Expense</b>	<b>43,000</b>

## Project Narrative:

### 1. Project description:

Working in collaboration with Prepared Marketing, a local Newberg marketing firm specializing in digital management, our goal is to provide Newberg Downtown Wineries with an online presence that helps convert customers. Our strategy for Newberg Downtown Wineries begins by analyzing marketing efforts, assessing opportunities and challenges and providing an actionable plan that fits within business objectives. Each month we will review the progress of Newberg Downtown Wineries and make adjustments accordingly.

### 2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

The goals for the Newberg Downtown Wineries site are to:

- Improve organic rankings in search engines to maximize visibility to tourists seeking information about visiting the Willamette Valley or Wine Country, and directing this traffic to Newberg wineries specifically
- Increase qualified traffic, specifically tourists from key target markets as determined by current traffic patterns in Tasting Rooms - New York City, Houston, Austin, Atlanta, Mid-West (IL, MN, OH)
- Increase conversions to visits with traceable metrics

### 3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, or Tourism related facility)?

The Newberg Downtown Wineries group functions as Tourism Promotion group, utilizing advertisements and marketing of year-long special events. The participating tasting rooms would be individually tourism related facilities, open year-round.

### 4. What is the projected return on investment?

Visitors from greater than 50 mile radius of Newberg make up approximately 60% of our current guests in the 9 member tasting rooms. The goal is a 15% increase in this type of visitor, which will also produce sales for local restaurants, stores and lodging.

### 5. Predicted number of tourists' attracted / overnight guests?

Based on current records taken from the affiliated tasting rooms, approximately 5500-6000 guests per year visit from outside a 50 mile radius of Newberg. We hope with increased traffic to our website, as well as strategic marketing and event attendance, we will see a 15% increase year-to-year, or approximately 7000 visits.

6. Will it have lasting impact and/or utility?

Yes, the updated site will continue to drive tourism to downtown Newberg. The member tasting rooms are committed to continued event presence, and marketing dollars driving traffic to the site. Our improved site will also provide links to other local tourist-related attractions, such as restaurants, lodging and events.

7. How does your project, program or event leverage funding?

Successful grant funding will be leveraged to extend and expand all marketing efforts done by the NDW group. Each member winery will continue to provide funding via dues, special events and other activities to strengthen the downtown marketing efforts. The NDW will identify strategic partners that were not previously available with a smaller, less robust web presence.

8. What is the ratio at which Transient Lodging Tax funds will be matched?

The funds will be matched with 50% cash from member tasting rooms, and 50% in-kind through trade for services.

9. What is your demonstrated history of attracting tourists?

The Newberg Downtown Wineries group is comprised of nine tasting rooms. The tasting room visitor logs show that approximately 50% of guests have traveled from a distance greater than 50 miles to visit Newberg. Several tasting rooms have been located in Newberg for 10 years or more, and actively seek tourists from outside of Oregon through participation in national sales programs, conventions, competitions, and targeted advertising.

Tourism related to the wine industry results in estimated expenditures of \$279.6 million throughout the state. This does not include tasting room revenues at the wineries; this estimate covers hotel, food, entertainment, transportation, retail and other business generated in Oregon by visitors to wineries. <http://willamettewines.com/wp-content/uploads/2016/11/2015-Economic-Impact-Study-Full-Glass-Research.pdf>

10. Does your project, program or event engage and energize local tourism partner(s)?

Visitors often use the tasting rooms as their local tourism expert, engaging owners and staff in conversations to plan the remainder of their trips. Guests seek advice on lodging, restaurants, shopping and tourist attractions. Tasting rooms stock menus, maps, business cards and other collateral promoting local small businesses. Tasting rooms employ qualified, knowledgeable employees who understand the unique opportunities of the area - hidden food, great music, insider tips that are the hallmark of modern wine/food tourism.

11. Does your project, program or event enhance Newberg as a destination? If so how?

As evidenced by the letters of support from our neighbors in Newberg, the most common reason stated by tourists for visiting the Newberg area is wine tourism. Promoting a vibrant and interesting cooperation of local tasting rooms will encourage visitors to stay local, rather than bypassing Newberg in favor of other wine-centric towns in the valley.

12. Does your project, program or event enhance Newberg as a location for Makers and Doers? If so how?

Several of the tasting rooms represented by the Newberg Downtown Wineries group also produce the wine right here in Newberg. In addition, all tasting rooms offer diverse educational programs, events and cultural opportunities throughout the year. Many actively participate month-to-month in the Newberg ARTwalk, introducing artists and artisans to our guests.

13. Does your project, program or event catalyze downtown development? If so how?

Existence of quality tasting rooms draws visitors, both local and national to Newberg. Visitors are seeking full day and overnight experiences, with 50% having chosen the region specifically for wine tasting. These visitors therefore create demand for supplementary services: restaurant, shopping, fuel, and lodging.

14. Does your project, program or event enhance tourism from October – May or any Sunday – Thursday Visitation? Explain how.

The majority of tasting rooms are open 7 days a week, 12 months out of the year. Our downtown location makes these hours practical and not dependent on weather or what is happening in the fields. We also continue to offer events that entice visitors throughout these months, and on weekdays. Examples of weekday events include: Educational Sessions; Will Work Out for Wine classes; Painting /Crafting Classes. The weekends before and after Thanksgiving are also some of the largest days for visitors in Newberg, with a large percentage of visitors from out of state.

15. Does this project align with at least one of the four target audiences (Wine Country Adventurers, Millennial Explorers, George Fox Network, or Luxury Wine Travelers)?

This project would target specifically Wine Country Adventurers and Luxury Wine Travelers. Additions of events such as live music on weekends and evenings has also begun to attract George Fox Network visitors.

16. What is the timeframe for completion of your project, program or event?

A target completion date of website updates and initial marketing efforts through advertising and tourism bureaus is April 30, 2018. This will capture those tourists planning their travels beginning Memorial Day weekend through the remainder of the year. Further marketing and participation in festivals, competitions and conventions will continue throughout the year.

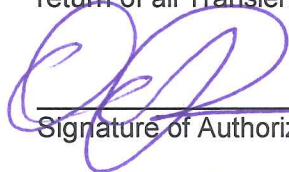
**Signature and Certification Letter:**

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

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

I agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.



\_\_\_\_\_  
Signature of Authorizing Official

10/9/17  
\_\_\_\_\_  
Date

David Rosmusen

\_\_\_\_\_  
Print Name of Authorizing Official



## Newberg Downtown Wineries (Website + SEO)

**Prepared For**

Tracy Timmins  
Newberg Downtown Wineries

**Created By**

Prepared Marketing  
Prepared Marketing  
5032133100  
Proposals@preparedmarketing.com  
<http://www.preparedmarketing.com>

## Overview

### Prepared Marketing Introduction

Prepared Marketing is a full-service marketing firm located in Newberg, OR. We are Google Adwords and Infusionsoft certified consultants who provide marketing strategy and campaigns to our clients. Our experience in Adwords spans +3 million in advertising spend with over +10 years of experience in marketing strategy. Not only do we find ways to convert and grow businesses but also look to reduce advertising waste. We delve into marketing strategy and tactics to give you the best outcome possible. As a marketing agency we also provide:

- Marketing360 Analysis
- SEO (search engine optimization)
- SEM (search engine marketing aka pay-per-click advertising)
- social media marketing (social media management and advertising)
- marketing automation (implementation and management)
- web design,
- mobile app development,
- copywriting
- and email marketing

We work with you to find ways to improve business, increase sales and convert customers. We look forward to serving you!

## Website Deliverables

### Our Website Process

Building a website has certain requirements. With each project, we have identified common elements to each website. This will help you understand what steps we take to help keep the project moving forward and help you be prepared to keep things moving forward.

- **Wireframe.** A wireframe is a basic layout of the website with position elements like where text will be, where images are, and other important pieces of your website.
- **Gather Assets** (Logo, Photos, Content, etc.)
- **Website Mockup.** This usually takes 1-3 pages depending on the website to help figure out how the website will look visually.
- **Production.** Producing a functioning site from our PSD mockup. We take into account all the previous steps and do our best to reflect that in the development of the website.
- **Testing/Review/Edit.** After we've finished with the elements to your website we then test to figure out whether the website and functions the way we expect it to. We then review and make changes based on your feedback.
- **Launch.** At this point, your website is fully functional and viewable to your customers.
- **Optimize.** There are a few things we need to sure up once we've launched the site like speed optimization.



# SEO Deliverables

## SEO Overview (Update 9/25/2017)

Our goal is to provide Newberg Downtown Wineries with an online presence that helps convert customers. Our strategy for Newberg Downtown Wineries begins by analyzing their marketing efforts, assessing opportunities and challenges and providing an actionable plan that fits within their business objectives. Based on the desired marketing level we provide actionable steps to improve your visibility within search results. Each month we will review the progress of Newberg Downtown Wineries and make adjustments accordingly.

## SEO Goals

The goals for the Newberg Downtown Wineries site, as we understand them, are to:

1. Improve organic rankings
2. Increase qualified traffic
3. Increase conversions (Phone Calls, Emails, Etc)

## What is SEO

SEO is short for search engine optimization. Search engine optimization is improving your website visibility to search engines so that searchers can find your business. Within SEO there can be nuances between how a national brand is listed versus a local business. We will briefly mention a high overview of how a business can be listed in search results.

- Content Related Terms
- Front End Optimizations (e.g. Content, Images, etc.)
- Backend Optimizations (e.g. Server, Site speed, etc.)
- Consistent Business Information across all directories
- Citations + Links
- Reviews
- Social signals
- Behavioral Signals
- Mobile

A proper SEO strategy covers these topics to help improve the overall visibility depending on the level of SEO you select. Each element is used by Google to determine the accuracy of a business listing. In order to rank well we would optimize your website within each element of this site. Each price listed below provides what is covered and how aggressive you want to be with your organization and search results

## SEO Implementation

<b>Search Marketing Deliverables</b>	<b>Local SEO</b>	<b>Partial Blended SEO</b>	<b>Full Blended SEO</b>
--------------------------------------	------------------	----------------------------	-------------------------

Responsive Website Design	√	√	√
Website & Competitor Analysis	√	√	√
Keyword Research & Analysis	√	√	√
SEO Friendly URL Structure	√	√	√
Internal Link Navigation	√	√	√
Unique Titles Tags	√	√	√
Unique Description Tags	√	√	√
H Tags Optimization	√	√	√
Use SEO Friendly Code	√	√	√
Images & Alt tag Optimization	√	√	√
Xml Sitemaps Creation	√	√	√
Sitemap Submit in Google Webmaster Tool	√	√	√
Sitemap Submit in Yahoo Site Explorer	√	√	√
Sitemap Submit in Bing Webmaster Center	√	√	√
Google Analytics Install/Optimization	√	√	√
Keywords Density Set	√	√	√
Website Content	√	√	√
Press Releases Writing		√	√
Info FAQ	√	√	√
Press Releases Disputations		√	√
Directory Submissions	√	√	√
Social Bookmarking	√	√	√
Https (Market Rate			√
Server Optimization			√
CDN	√	√	√

Website Speed Optimization	√	√	√
RSS Feed Submissions		√	√
Linking to Quality and Relevant Blogs & Websites		√	√
Local Citation Development	√	√	√
Microformat Implementation			√
Bi Monthly InfoFAQ Inserts			√
Brand & Packaging Consulting		√	√
UX & Conversion Optimization		√	√
Consistency Clean-up	√	√	√
Review Strategy	√	√	√
<b>Pricing</b>	<b>\$900/mo.</b>	<b>\$1600/mo.</b>	<b>\$2000/mo.</b>

## Video Deliverables

### Video Project

Video is a tangible piece of marketing that everyone understands. It can help provide experiences that text and images have a difficult time translating to readers and viewers. Our video service aims to provide an affordable option to businesses while harnessing the power of digital media. This video service provides each location, 10 locations, a 1-minute video to be placed within the directory. This service is optional and can be scaled based on the needs of your organization.

### Restaurant Video

### Automotive Video

### Internal Video

## Portfolio

### Websites by Prepared Marketing

#### Client Project

[Bricks and Minifigs](#) (Website Design + Maintenance, SEO, Marketing)

[Pinot Car](#) (Website Design, Marketing Automation, Adwords Management)

[Portland Real Estate Guide](#) (Website Design)

[Trees Restaurant & Catering](#) (Website Design, SEO, Video)

[Beeson Wellness Clinic](#) (Web Design, SEO, Adwords, Email Marketing)

[The Barberry](#) ( Website, SEO, Display Advertising)

[Doran Automotive](#) (Adword, SEO, Video)

[Scott Steele Law](#) (Website Design)

[Advancing Life](#) (Website)

## Terms of Service

### Outline

For Website Design:

We require a 50% deposit to commence work, and final payment of 50% on acceptance of the site content, and before the public launch of the website.

Payments to Prepared Marketing must be made on a timely basis. Invoices are due net five days.

- Quote good for 15 days.
- Rate and services quote subject to change 15 days after the date of this proposal.
- Upon signing, rates and specifications are guaranteed for the length of contract.
- sixSenderCompany:: guarantees that project will be completed within 6 weeks of the signing of the contract, so long as required graphics, content and communication is provided by the client in a timely fashion.
- Payments are Due Via Check.

For Advertising, SEO, Consulting:

- Quote good for seven days.
- Rate and services quote subject to change seven days after the date of this proposal.
- Payments accepted Via Check and Paypal.
- Month 2+ Payments are due, 3-5 days prior to bill date.
- The client can specify if they would like payments to Google, Facebook, LinkedIn, or other online advertising to go through Prepared Marketing or through Newberg Downtown Wineries.
- Please Note: We are a Service provider. We can not make promises of results and do not offer cancellations based upon performance.
- Our SEO Services are based upon a 6-month contract. This agreement for service renews automatically at the end of the previous term.
- All agreements are covered by our cancellation policies at <http://preparedmarketing.com/cancellation-policy>

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Signed by:

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Newberg Downtown Wineries

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Date



Secretary of State  
Corporation Division  
255 Capitol Street NE, Suite 151  
Salem, OR 97310-1327

Phone: (503) 986-2200  
www.filinginoregon.com

Registry Number: 1350483-95  
Type: DOMESTIC NONPROFIT CORPORATION

Next Renewal Date: 08/09/2018

BRIANA ROGERS  
1337 HARTFORD DR  
FOREST GROVE, OR 97116

### Acknowledgment Letter

The document you submitted was recorded as shown below. Please review and verify the information listed for accuracy.

**Document**

ARTICLES OF INCORPORATION

**Filed On**

08/09/2017

**Jurisdiction**

OREGON

**Nonprofit Type**

PUBLIC BENEFIT

**Name**

NEWBERG WINERIES, INC.

**Registered Agent**

BRIANA ROGERS  
501 N HOWARD ST  
NEWBERG OR 97132

## Business Registry Business Name Search

[New Search](#)

### Business Entity Data

09-15-2017  
12:56

Registry Nbr	Entity Type	Entity Status	Jurisdiction	Registry Date	Next Renewal Date	Renewal Due?
1350483-95	DNP	ACT	OREGON	08-09-2017	08-09-2018	
<b>Entity Name</b> NEWBERG WINERIES, INC.						
<b>Foreign Name</b>						
<b>Non Profit Type</b> PUBLIC BENEFIT						

[New Search](#)

### Associated Names

Please click [here](#) for general information about registered agents and service of process.

Type	AGT REGISTERED AGENT	Start Date	08-09-2017	Resign Date	
<b>Name</b>	BRIANA ROGERS				
<b>Addr 1</b>	501 N HOWARD ST				
<b>Addr 2</b>					
<b>CSZ</b>	NEWBERG OR 97132	<b>Country</b>	UNITED STATES OF AMERICA		

[New Search](#)


### Name History

Business Entity Name	Name Type	Name Status	Start Date	End Date
NEWBERG WINERIES, INC.	EN	CUR	08-09-2017	

Please [read](#) before ordering [Copies](#).

[New Search](#)

### Summary History

Image Available	Action	Transaction Date	Effective Date	Status	Name/Agent Change	Dissolved By
	ARTICLES OF INCORPORATION	08-09-2017		FI	Agent	

© 2017 Oregon Secretary of State. All Rights Reserved.

1:38 PM

10/01/17

Accrual Basis

**Newberg Wineries Inc.**  
**Profit & Loss**  
 All Transactions

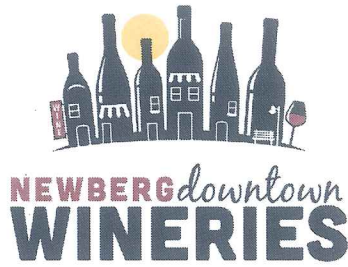
	Dec 31, 15	Dec 31, 16	Sep 22, 17	TOTAL
<b>Ordinary Income/Expense</b>				
Income				
Member Deposits	4,592.61	5,768.49	100.00	10,461.10
Other Types of Income	1,996.04	1,459.91	0.00	3,455.95
<b>Total Income</b>	<b>6,588.65</b>	<b>7,228.40</b>	<b>100.00</b>	<b>13,917.05</b>
<b>Expense</b>				
Contract Services				
Legal Fees	0.00	0.00	390.00	390.00
Outside Contract Services	0.00	296.00	182.00	478.00
Physical Marketing Material	820.00	0.00	0.00	820.00
Website & Marketing Design Fees	3,392.00	4,259.00	250.00	7,901.00
<b>Total Contract Services</b>	<b>4,212.00</b>	<b>4,555.00</b>	<b>822.00</b>	<b>9,589.00</b>
Operations				
Other Advertising	2,235.00	0.00	0.00	2,235.00
Printing and Copying	1,607.16	2,284.89	0.00	3,892.05
Supplies	41.60	0.00	0.00	41.60
<b>Total Operations</b>	<b>3,883.76</b>	<b>2,284.89</b>	<b>0.00</b>	<b>6,168.65</b>
<b>Total Expense</b>	<b>8,095.76</b>	<b>6,839.89</b>	<b>822.00</b>	<b>15,757.65</b>
<b>Net Ordinary Income</b>	<b>-1,507.11</b>	<b>388.51</b>	<b>-722.00</b>	<b>-1,840.60</b>
<b>Net Income</b>	<b>-1,507.11</b>	<b>388.51</b>	<b>-722.00</b>	<b>-1,840.60</b>



	<b>ASSETS</b>
	Current Assets
	Checking/Savings
817.29	NDW 2129
817.29	Total Checking/Savings
817.29	Total Current Assets
<u>817.29</u>	<b>TOTAL ASSETS</b>
<u>817.29</u>	<b>LIABILITIES &amp; EQUITY</b>
<u>817.29</u>	Equity
194.00	Member Contributions
194.00	Anam Cara
194.00	Ancient Cellars
490.00	Artisanal Wine Cellars
140.00	Cash Account
188.00	Cliff Creek Cellars
700.00	Fox Farm Vineyards
188.00	La's Vineyard - Longplay
563.89	PCV-VintYr
2,657.89	Total Member Contributions
-1,118.60	Retained Earnings
-722.00	Net Income
817.29	Total Equity
<u>817.29</u>	<b>TOTAL LIABILITIES &amp; EQUITY</b>

**Newberg Wineries Inc.**  
**Balance Sheet**  
 As of October 1, 2017

1:39 PM  
 10/01/17  
 Accrual Basis



Doug Rux  
Community Development Director  
Newberg City Hall  
414 East First Street  
Newberg, Oregon 97132

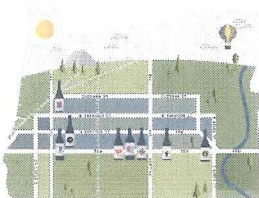
Dear Mr. Rux:

This letter is in full support of our application for the Transient Lodging Tax Grant to fund website updates to promote SEO marketing as well as maintenance. This enhanced web presents is to focus on outreach to other communities to promote travel and tourism to Newberg. Our goal is to expand our ability to attract more tourists to Newberg as a group than we can singly.

Sincerely,

A handwritten signature in purple ink, consisting of a large, stylized 'D' and 'R' followed by a long horizontal line.

David J Rasmussen  
President





## Chehalem Ridge BED & BREAKFAST

To the TLT Grant Award Committee:

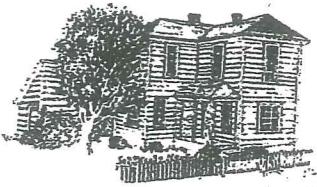
When we opened our Bed & Breakfast in 2007, we chose our location within wine country based on my husband's commute. We didn't study individual area towns to see which would be the best fit for our guests. Good thing, too, because in 2007, downtown Newberg was sad. With very few wineries and only one upscale restaurant, we had to send our guests – nearly all drawn to the area because of our great wines – to other towns for dining and wine tasting. I'm pleased to report that downtown Newberg has adapted to visitor needs over the years, with upscale dining, hip shops and taverns, and the all-important wine tasting rooms. We are proud to send our guests into downtown Newberg to experience the hospitality and culture of Oregon's Wine Country.

The Downtown Newberg Wineries represent a wide variety of wine tastes, so I know our guests will find wine to love and rave about to friends back home. It's a pleasure to work with staff of the tasting rooms who help our guests understand their wines and provide them with memorable experiences in wine tasting and special events.

As these wineries are a valuable part of our hospitality industry, funding for enhanced marketing materials and a far-reaching online presence will benefit the entire community, bringing more visitors in and improving their time while here. I am honored to endorse the Downtown Newberg Wineries grant proposal and look forward to continued growth in bringing the wine world to Newberg.

Sincerely,

Kristin Fintel, Innkeeper  
Chehalem Ridge Bed & Breakfast  
Newberg, Oregon



## HOOVER-MINTHORN HOUSE MUSEUM

115 South River Street  
P.O. Box 1212  
Newberg, OR 97132

Doug Rux  
Community Development Director  
Newberg City Hall  
414 East First  
Newberg, OR 97132

Dear Mr. Rux:

This letter is in support of the Downtown Newberg Wineries Association grant application to the Transient Lodging Tax fund for website updates, maintenance, design, etc. As a neighbor of the Chehalem Winery Tasting Room, I can attest to the value to the city of having tasting rooms in the downtown area. We often reap the benefits of the tasting room in visitors who visit both the museum and the tasting room. The tasting room is a terrific neighbor to the museum and has repeatedly supported museum events.

An active website presence for the Downtown Newberg Wineries Association will expand the Association's ability to attract more tourists – singly and in groups. I encourage support for the Association's application.

Most sincerely,

Sarah Baker Munro  
Director



October 8, 2017

Doug Rux  
Community Development Director  
Newberg City Hall  
414 East First Street  
Newberg, Oregon 97132

Dear Mr. Rux:

This letter is in full support of the Newberg Downtown Wineries Association application for the Transient Lodging Tax Grant to fund website updates to promote SEO marketing as well as maintenance. This enhanced web presents is to focus on outreach to other communities to promote travel and tourism to Newberg. The goal of this organization is to expand our ability to attract more tourists to Newberg as a group than we can singly.

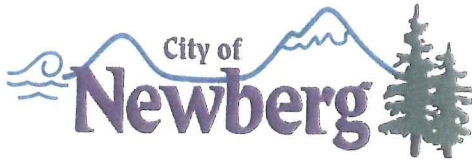
I can attest that the current webpage and other marketing activities that these nine wineries have engaged in to this point have been able to reach more tourists than anyone winery would be able to do on their own.

Sincerely,

A handwritten signature in black ink, appearing to read "Briana DR Rasmussen", is written over the typed name.

Briana DR Rasmussen  
President

501 A North Howard Street, Newberg, OR 97132  
971-259-8269



RECEIVED

OCT 09 2017

Initial: DRC

**City of Newberg 2017 - 2018  
Transient Lodging Tax – Destination Development and Marketing  
Promotion Grant Program Application**

**THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:**

- ❖ Completed application Cover Sheet.
- ❖ Budget for project/program/event being funded that lists all anticipated income and expenses.
- ❖ Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- ❖ Letter signed by officers of the Organization’s Board of Directors or Business Owners authorizing this application.
- ❖ Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- ❖ Documentation that no bankruptcy or other financial corruption has occurred within the past five years.
- ❖ Letters of support.

Project Title: \_\_\_\_\_ **Culinary Enrichment Center at CCC** \_\_\_\_\_

Applicant Name: \_\_\_\_\_ **Chehalem Cultural Center** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ **415 E Sheridan Street, Newberg, OR 97132** \_\_\_\_\_  
Street City State Zip

Contact Name: \_\_\_\_\_ **Rick Lee** \_\_\_\_\_

Phone: \_\_\_\_\_ **(503) 333-6322** \_\_\_\_\_ Email: \_\_\_\_\_ **leefamlee@gmail.com** \_\_\_\_\_

Website Address: \_\_\_\_\_ **[www.chehalemculturalcenter.org](http://www.chehalemculturalcenter.org)** \_\_\_\_\_

Secretary of State Business Registry Number: \_\_\_\_\_

Non Profit XXX Government \_\_\_\_\_ For-Profit \_\_\_\_\_

Amount of total Funding Requested: \$ \_\_\_\_\_ **250,000.00** \_\_\_\_\_

*Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.*

Classify how funds will be used for your project/program/event: *check all that apply*

\_XXX\_ New Project

\_XXX\_ New Program

New Event

Existing Project

Existing Program

Existing Event

Has this project, program or event received these grant funds in the past?

**No.**

If so when and for how much?

**n/a**

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of funding available in the fiscal year in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

**Budget Summary (this format must be used):**

**Project/Program/Event Budget:** This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year:  01/01/2018  to  12/31/2018

Income Sources	Amount
TLT Grant	\$250,000
Building Fund Cash on hand + Pledged	\$52,000
In-Kind Donations	
--- Kitchen Equipment	\$15,000
--- Labor and services	\$10,000
Donations/Grants	\$180,000
<b>Total Project/Program/Event Income</b>	<b>\$507,000</b>

Expenses – Must be explicitly defined.	Amount
CEC Construction Cost 776 sq ft @ \$175	\$139,300
Restrooms – remodel existing 107 sf @ \$125	\$13,375
Public Restrooms – new 476 sf @ \$225	\$107,100
Meeting/Dining Room – 466 sf @ \$100	\$46,600
Storage – 406 sf @\$100	\$40,600
New Stair/ramp/hall 668 sf @ \$100	\$66,800
<b>ESTIMATED CONSTRUCTION COST</b>	<b>\$413,775</b>
Construction Contingency @ 15%	\$62,066
Kitchen Equipment	\$28,600
<b>Total Project/Program/Event Expense</b>	<b>\$504,441</b>



**Organization Budget:** This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: \_\_ 01/01/18 \_\_\_\_\_ to \_\_ 12/31/18 \_\_\_\_\_

**This is a capital improvement project which will have no direct impact on our operating budget in the coming year – it will impact our balance sheet, but not our P&L. Upon completion, we expect to see increased revenue from space rentals as our food-service delivery capabilities are enhanced as well as culinary classes and other programs.**

**Attached is our most current (August 31, 2017) Profit and Loss Budget Performance statement, which also shows this year’s budget and performance against same. Upon request, we are happy to share additional financial information – profit and loss statements, balance sheets, budgets, tax returns – that helps to understand the Cultural Center’s financial condition in support of this grant application.**

Income Sources	Amount
<b>Total Organization Income</b>	<b>\$252,000</b>

Expenses	
<b>Total Organization Expense</b>	

**Project Narrative:**

1. **Project description:**  
**Renovate existing first floor space into a multi-use culinary classroom and staging area for caterers and other users to prepare and stage food and beverage to be served in the Central Grand Ballroom and other venues in and around the Cultural Center, including the forecourt plaza. Adjacent to the main catering space we will also be adding a multi-purpose room which could serve as a “back of the house” meeting space during events, where a bride could get ready before a wedding, or where a dinner might be served to a small group after a culinary class. We will renovate small lavatories to service the culinary space, and construct new larger public restrooms which can be accessed directly from the plaza, which will be very convenient for public gatherings there, even on days or times when the Cultural Center is otherwise closed.**
  
2. **How will your project, program or event further the Newberg Strategic Tourism Plan goals?**  
**Newberg and the surrounding region has become internationally known as a destination for lovers of wine and food. The Cultural Center offers an affordable, attractive venue for festivals, events, conferences and celebrations. We can accommodate crowds in the Cultural District which have exceeded 2000 guests. We enjoy tremendous support from the wine community, local restaurateurs, event-planners, service clubs and others who recognize the need for a quality venue that can serve a broad spectrum of guests and visitors. The recent Arts and Economic Prosperity study calculated that the overall economic impact of Arts and Cultural spending is \$45 million annually in Yamhill County.**
  
3. **How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, or Tourism related facility)?**  
**The CCC prides itself on being a regional asset, a destination in it’s own right but also a valued partner with others who share these environs. We host specific events that draw out of town guests, such as weddings, reunions, conferences, and also ongoing programs that are open to all visitors, such as performances, statewide and regional festivals, art exhibits and classes. We offer an ever-changing set of unique options for visitors to enjoy. That above-referenced study also told us that spending by arts-related audiences from outside the county average more than \$45 per day, including dining, lodging, transportation, souvenirs and other purchases.**
  
4. **What is the projected return on investment?**  
**The CCC has been very intentional about monetizing the spaces we build out based on our core belief that arts organizations can be sustainable. Over the past five years our reliance on Contributed Income has dropped from around 80% of our annual revenue to less than 50% -- we generate over half of our revenue from Earned Income, mostly space rentals, with the greatest driver being the Ballroom. We spent \$1.2 million on that space, knowing that the return on investment it generated would pay back more quickly than any other space we improved. This Culinary space is the next logical place to invest – we can offer more options to Ballroom users, and possibly adjust our pricing accordingly (while still remaining affordable, especially to other non-profits). We will be able to provide food and drink from there to other venues inside and outside the building (including the plaza and upstairs spaces once those are finished). As with most of our other**

programming, when we generate revenue that means that others in our community are making money as well, in this case caterers, winemakers, craft beer producers, wait staff, event planners, etc . Again referencing the Arts and Economic prosperity study, 1150 FTE jobs in Yamhill County are directly attributable to Non-profit arts and cultural organizations and their audiences.

5. Predicted number of tourists' attracted / overnight guests?  
Currently we service more than 40,000 visitors to the CCC and Cultural District outdoor event spaces each year – we conservatively estimate 8.13% of those is a “tourist”, so at least 3250. Most of our current visitors are local, but many events also draw guests from over 50 miles away who avail themselves of hotel beds, including reunions, weddings (more than 25 in 2017 alone), the Camellia Festival, the Truffle Festival, Lavender Festival, business conferences such as the Oregon Winemakers and Oregon Vineyard Growers' Association, Oregon Humanities events, quicieaneras and many others. We also believe that many visitors prefer to access the arts as audience members (witness the popularity of Tunes on Tuesday) so as we complete our build-out there will be more focus on our performance spaces – theater, film series, dance and music performances as well as more business conference space. We anticipate growing our visitor count to 80,000 or more once fully built, with an ever-increasing number being tourists, as local concierges and others can refer guests to our expanded offerings. When we reach capacity we will likely see 6500 or more tourist visits to the CCC each year.
6. Will it have lasting impact and utility?  
Absolutely. Once fully built-out, the renovated Cultural Center will include 40,000 square feet on three acres in the downtown core. This specific renovation is the logical next step (after opening our Ballroom in 2014) to add culinary dimensions to both our programming and event-hosting capabilities. Our full build-out may require \$8 million or more to complete and is possibly a few years away, but this particular space can be completed within 2018 with this grant and at a relatively lower cost. It ties in beautifully with what we currently have and our master plan for the future build-out. We expect the Cultural Center to be a jewel in the crown of this community, with careful stewardship, possibly into the next century.
7. How does your project, program or event leverage funding?  
As noted, the CCC business model is to seek the highest percentage of our revenue from Earned Income (target 80%), primarily user fees. This space can be a stand-alone rental or a revenue-producing enhancement to other rentals.
8. What is the ratio at which Transient Lodging Tax funds will be matched?  
50% - 50%, with some of the CCC match coming from in-kind contributions of labor, materials, furnishings and equipment.
9. What is your demonstrated history of attracting tourists?  
Visitor counts, which as noted will exceed 40,000 guests in 2017, with a year-over-year rise annually since we opened in 2010. These numbers are mostly derived from counts provided from those staging events in and around CCC, as well as our internal counts, class rosters, space rental records, etc. The 8.13% number used previously was from a sample of 689 guest zip codes from the 2017 Camellia Festival – interestingly, in that study about 40% were from outside of Yamhill County. 5.6% of the guests were from outside the state of Oregon.

10. Does your project, program or event engage and energize local tourism partner(s)?  
**Yes! Restaurant owners. Caterers. Hoteliers. Winemakers. Craft Brewers. Event planners. Business conferences. Service clubs. Non-profit organizations. Local government. Food service workers. Teachers. Artists and artisans. Local businesses providing goods and services to visitors and those who serve them.**
11. Does your project, program or event enhance Newberg as a destination? If so how?  
**One of the defining attributes of the wine-growing region that surrounds us is that it is zoned for agriculture, and the pioneer winemakers were vigilant about helping to minimize commercial development outside the urban growth boundaries. Our art galleries consistently draw visitors from the region, throughout Oregon as well as out of state. We provide an attractive, in-town (downtown Newberg) venue to sip, savor and celebrate the bounty of great food, wine and more that is around us. Our range of offerings to tourists is affordable, stimulating, fun and unique. We enjoy a tremendous partnership with like-minded Newberg area tourism promoters.**
12. Does your project, program or event enhance Newberg as a location for Makers and Doers? If so how?  
**The Chehalem Cultural Center prides itself on providing financial opportunities for the Creatives among us. Artists display and sell their work in our galleries. We have a long list of full-time and part time instructors in the visual arts, ceramics, music, and more. We offer paid internships and volunteer opportunities (some 700 volunteers are on our roster) and have hired several GFU alumni onto our staff. Each year we support the Art Harvest Studio tour with their centralized display, and sell the buttons that invite guests to tour their creative spaces. Local artisans sell their wares at our many craft fairs, festivals and gallery exhibitions. This project will allow even more of the many local culinary artists (Makers) to leverage the CCC as a place to sell food, wine, beer and more, while employing food service workers, event planners and many others in the "Doer's" category. There is a multiplier effect that has a strong economic impact as those dollars are spent and respent in our community.**
13. Does your project, program or event catalyze downtown development? If so how?  
**Since the 20/20 Visioning that was done two decades ago, to the latest rounds of revisioning for our downtown, the CCC has been consistently listed as one of the primary assets in the core area. Newberg should be very proud of this unique public/private partnership, managed through a non-profit organization with a mission to "enrich lives by connecting community and culture". We truly believe that when the truck traffic diminishes on downtown streets, the two-block walk to First Street (one block from Hancock) will seem even shorter. We see many downtown area celebrations in Newberg's future, for many decades to come, and CCC will be there to host, feed, educate, stimulate and welcome all those people, doing everything we can to show them a good time.**
14. Does your project, program or event enhance offseason (October – May or Sunday – Thursday Visitation), or shoulder season visitation? Explain how.  
**Indeed it will! Most of our vendors currently must serve from food trucks or have relatively sophisticated delivery vehicles to feed our guests. This project will**

make food preparation and staging space available to a much larger set of food service providers. It will be indoors, meaning we will have much superior conditions for prepping and serving great food in those wetter months of October to May. The CCC will always be able to offer great outdoor/indoor venues leveraging the plaza or the new patio with tents, for example, but this gives event promoters an entirely indoor option as well, which will be attractive to vendors and visitors alike. We have seen strong increases this past year in our weekday ballroom rentals, especially from wine industry and other business conferences plus George Fox – enhanced food service capabilities will improve that even more.

15. Does this project align with at least one of the four target audiences (Wine Country Adventurers, Millennial Explorers, George Fox Network, or Luxury Wine Travelers)?  
**All four are certainly included in our target market. More casual wine country adventurers enjoy venues like ours where groups of different wine-makers come together – lately there have been varietal-specific tastings and other similar events that have proven to be very popular – plus festivals where food and drink are featured. Luxury wine country travelers additionally want some upscale offerings like gallery exhibitions, musical and stage performances, and perhaps cooking classes taught by our remarkable local chefs. Millennials with children are a very important target market for us as they will be the one's inheriting the operation of the CCC in a few short years – we offer classes and camps for kids as young as 3-years of age, and many parents and grandparents enroll children who are visiting from outside the area. As we expand our music, dance, performance and theater offerings we anticipate being even more attractive to this demographic. And our partnership with GFU is a source of tremendous pride – GFU students take classes, teach, volunteer, and serve as art camp counselors. Faculty serve on our Board, exhibit at CCC and collaborate with us on major exhibitions including some with internationally acclaimed artists. Each year that relationship has grown – this fall hundreds of new students have packed into our Ballroom on Tuesday evenings for orientation-style events. In addition, GFU teaches art classes at CCC each semester. We love seeing students share this community connection with friends and family members who come to visit from out of the area.**
16. What is the timeframe for completion of your project, program or event?  
**With funding in place we should certainly be able to complete the renovation of this space in 2018.**

**Signature and Certification Letter:**

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

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

I agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

*Richard B. Lee*

Signature of Authorizing Official

*October 9, 2017*

Date

*Richard B. Lee*

Print Name of Authorizing Official

I further certify that the Chehalem Center Association, which is the non-profit organization which operates the Chehalem Cultural Center, has had no bankruptcies nor any financial corruption over the past five years.

*Richard B. Lee*

Signature of Authorizing Official

*October 9, 2017*

Date

*Richard B. Lee*

Print Name of Authorizing Official

**CHEHALEM CULTURAL CENTER**  
**Profit & Loss Budget Performance**  
August 2017

YTD  
2017

	Aug 17	Budget	Jan - Aug 17	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Education Income	2,596.00	2,210.00	47,308.13	44,810.00	53,150.00
Rental Income	14,495.50	13,055.00	116,132.55	104,135.00	154,000.00
Event Income	950.00	0.00	7,656.70	6,520.00	8,240.00
Sales Income	816.00	738.00	43,070.50	30,589.00	34,250.00
Contributions	29,370.55	12,910.00	117,022.23	110,180.00	321,300.00
Grants (income only)	0.00	650.00	42,300.00	39,550.00	45,000.00
Release of Net Assets	4,583.33	4,583.00	36,666.64	36,664.00	55,000.00
Unrealized Gain/Loss on investm	2.45		-47.85		
Miscellaneous Income	0.00		191.70		
<b>Total Income</b>	<u>52,813.83</u>	<u>34,146.00</u>	<u>410,300.60</u>	<u>372,448.00</u>	<u>670,940.00</u>
<b>Gross Profit</b>	52,813.83	34,146.00	410,300.60	372,448.00	670,940.00
<b>Expense</b>					
Salary & Wages	27,073.94	32,465.08	191,385.42	259,738.90	389,591.00
Payroll Expenses	2,916.49	3,822.20	21,560.69	30,565.14	45,855.02
Total Medical Benefits	1,881.40	2,850.76	15,029.90	22,808.04	34,200.01
Contract Labor Expenses	9,256.18	3,526.00	94,587.82	49,587.00	71,790.00
Programs	3,384.20	1,395.00	17,224.01	13,130.00	34,980.00
Sales Expenses	15,519.25	965.00	25,858.30	16,505.00	19,200.00
Volunteer Support	0.00	0.00	1,350.43	1,170.00	2,115.00
Marketing Expenses	1,487.72	1,135.50	12,477.67	12,404.00	16,050.00
Operating Expenses	3,242.93	2,867.00	38,395.16	28,925.75	51,845.00
<b>Total Expense</b>	<u>64,762.11</u>	<u>49,026.54</u>	<u>417,869.40</u>	<u>434,833.83</u>	<u>665,626.03</u>
<b>Net Ordinary Income</b>	-11,948.28	-14,880.54	-7,568.80	-62,385.83	5,313.97
<b>Other Income/Expense</b>					
<b>Other Income</b>					
Interest Income -	0.14		48.89		
Capital Campaign	14,500.00		17,100.00		
<b>Total Other Income</b>	<u>14,500.14</u>		<u>17,148.89</u>		
<b>Net Other Income</b>	14,500.14		17,148.89		
<b>Net Income</b>	<u><u>2,551.86</u></u>	<u><u>-14,880.54</u></u>	<u><u>9,580.09</u></u>	<u><u>-62,385.83</u></u>	<u><u>5,313.97</u></u>

**CHEHALEM CULTURAL CENTER**  
**Profit & Loss Budget Performance**  
December 2016

PREVIOUS  
FISCAL YEAR  
(2016)

	<u>Dec 16</u>	<u>Budget</u>	<u>Jan - Dec 16</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Education Income	1,701.00	1,970.00	49,725.47	37,440.00	37,440.00
Rental Income	14,634.10	9,574.00	174,894.72	114,880.00	114,880.00
Event Income	369.60	110.00	8,172.13	9,570.00	9,570.00
Sales Income	666.00	600.00	44,801.45	23,275.00	23,275.00
Contributions	19,391.36	1,750.00	383,686.03	288,000.00	288,000.00
Grants (income only)	3,500.00	100.00	13,850.00	1,200.00	1,200.00
Unrealized Gain/Loss on investm	396.15		1,328.04		
<b>Total Income</b>	<u>40,658.21</u>	<u>14,104.00</u>	<u>676,457.84</u>	<u>474,365.00</u>	<u>474,365.00</u>
<b>Gross Profit</b>	40,658.21	14,104.00	676,457.84	474,365.00	474,365.00
<b>Expense</b>					
Salary & Wages	23,389.86	21,673.00	270,208.61	260,061.00	260,061.00
Payroll Expenses	2,614.42	2,632.00	30,753.10	31,606.00	31,606.00
Total Medical Benefits	1,907.20	1,983.00	23,038.70	23,784.00	23,784.00
Contract Labor Expenses	8,365.08	3,661.00	77,122.95	61,190.00	61,190.00
Programs	608.03	1,261.00	37,666.15	32,200.00	32,200.00
Sales Expenses	1,092.00	300.00	25,168.81	14,100.00	14,100.00
Volunteer Support	131.77	11.00	1,974.26	1,240.00	1,240.00
Marketing Expenses	435.98	523.00	17,598.89	12,570.00	12,570.00
Operating Expenses	3,199.39	1,531.00	56,719.42	34,610.00	34,610.00
6700 - Other Office Expenses	114,603.00		114,603.00		
<b>Total Expense</b>	<u>156,346.73</u>	<u>33,575.00</u>	<u>654,853.89</u>	<u>471,361.00</u>	<u>471,361.00</u>
<b>Net Ordinary Income</b>	-115,688.52	-19,471.00	21,603.95	3,004.00	3,004.00
<b>Other Income/Expense</b>					
<b>Other Income</b>					
Interest Income -	245.09		253.14		
Capital Campaign	10,000.00		10,000.00		
<b>Total Other Income</b>	<u>10,245.09</u>		<u>10,253.14</u>		
<b>Net Other Income</b>	<u>10,245.09</u>		<u>10,253.14</u>		
<b>Net Income</b>	<u><u>-105,443.43</u></u>	<u><u>-19,471.00</u></u>	<u><u>31,857.09</u></u>	<u><u>3,004.00</u></u>	<u><u>3,004.00</u></u>



# AMENDED ANNUAL REPORT



Corporation Division  
[www.filinginoregon.com](http://www.filinginoregon.com)

**E-FILED**  
Oct 05, 2017  
OREGON SECRETARY OF STATE

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**REGISTRY NUMBER**

31320690

**REGISTRATION DATE**

09/27/2005

**BUSINESS NAME**

CHEHALEM CENTER ASSOCIATION

**BUSINESS ACTIVITY**

WE CELEBRATE THE ARTS, COMMUNITY, EDUCATION, AND HERITAGE AND STRIVE TO RENOVATE AND PRESERVE ONE OF OREGONS HISTORICAL TREASURES, THE 1935 CENTRAL SCHOOL. OUR MISSION IS TO INSPIRE AND ENRICH LIVES BY CONNECTING COMMUNITY AND CULTURE.

**MAILING ADDRESS**

415 E SHERIDAN ST  
NEWBERG OR 97132 USA

**TYPE**

DOMESTIC NONPROFIT CORPORATION

**PRIMARY PLACE OF BUSINESS**

415 EAST SHERIDAN ST  
NEWBERG OR 97132 USA

**JURISDICTION**

OREGON

**REGISTERED AGENT**

W DON CLEMENTS

125 S ELLIOTT RD  
NEWBERG OR 97132 USA

If the Registered Agent has changed, the new agent has consented to the appointment.

**PRESIDENT**

MARK TERRY

414 N MERIDIAN ST  
NEWBERG OR 97132 USA

**SECRETARY**

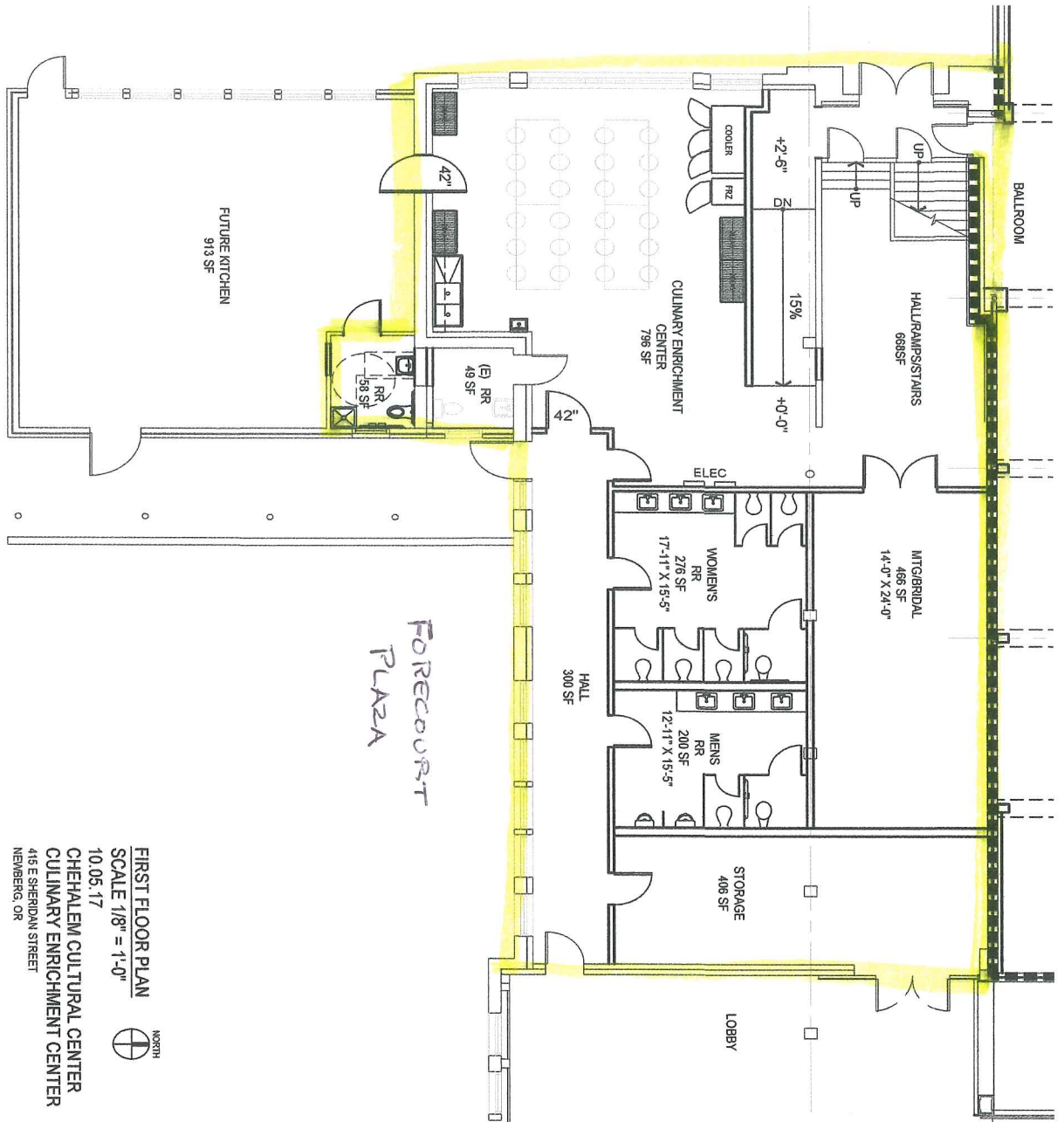
PIERRE ZRIECK

2525 ALLISON LN  
NEWBERG OR 97132 USA

**City of Newberg 2017 - 2018  
Transient Lodging Tax – Destination Development and  
Marketing Promotion Grant Program Application**

**Supporting Documentation**

- Project Floor Plan
- Central Grand Ballroom Attendance Numbers
- Architectural Rendering for Culinary Enrichment Center



FIRST FLOOR PLAN  
 SCALE 1/8" = 1'-0"  
 10.05.17  
 CHEHALEM CULTURAL CENTER  
 CULINARY ENRICHMENT CENTER  
 415 E SHERIDAN STREET  
 NEWBERG, OR



**S|E|A**  
 scott|lewis|and|anderson|architects|llp  
 2225 E. Bendale St., Portland, OR 97214  
 phone: (503) 238-2177 | www.slea.com

**CENTRAL GRAND BALLROOM RENTALS - 2017**

<u>Day</u>	<u>Date</u>	<u>Name</u>	<u>Event</u>	<u>Approx # Guests</u>	<u>Type</u>
Fri	01/06/17	PRIVATE Wedding & Reception	Wedding	150	Rental
Mon	01/16/17	MLK King	Celebration	200	Prog
Fri	1/20-22/17	Truffle Festival (3 days)	Festival	1000	Prog
Fri	01/27/17	GFU - Latin Dance	Dance	100	Rental
Fri	02/03/17	CHP Conference	Meeting	100	Rental
Mon	02/06/17	Travel Oregon 101	Seminar	30	Rental
Tue	02/07/17	WVWA Annual Meeting & Tradeshow	Meeting	250	Rental
Sat	02/11/17	MeCHa Party	Dance	100	Trade
Fri	02/17/17	Chamber of Commerce Awards Dinner	Dinner	250	Rental
Sat	02/18/17	PRIVATE Wedding	Wedding	220	Rental
Wed	02/22/17	City of Newberg Employee Recognition	Breakfast	110	Rental
Thu	02/23/17	Local City and County Government	Dinner	75	Rental
Sat	02/25/17	PRIVATE Wedding	Wedding	180	Rental
Sat	03/04/17	PRIVATE Wedding	Wedding C & R	200	Rental
Mon	03/13/17	GFU Field Fair	Job Fair	120	Rental
Tue	03/14/17	Veritas Middle School Choir Festival	Festival	300	Rental
Wed	03/15/17	NW Senior & Disabilities Services	Seminar	100	Rental
Sat	03/18/17	Veritas Protocol	Banquet	100	Rental
Thu	03/23/17	Ushio America 50th Anniversary	Lunch	60	Rental
Fri	03/24/17	GFU - Fashion Show	Fashion Show	150	Rental
Sat	04/08/17	Camellia Festival	Festival	3500	Prog
Fri	04/14/17	Treasured Vintage Show (2 days)	Show	750	Rental
Sat	04/15/17	Treasured Vintage Show (Continued)	Show		
Tue	04/18/17	LIVE Annual Meeting	Meeting	180	Rental
Thu	04/20/17	Oregon Winegrowers Assn.	Meeting	200	Rental
Sat	04/22/17	Young Life	Fundraiser	150	Rental
Wed	04/26/27	Oregon Heritage Summit (2 days)	Seminar	150	Rental
Fri	04/28/17	GFU Physical Therapy Grad Party	Graduation Celebrator	120	Rental
Sat	04/29/17	Wine 'n Whiskers	Fundraiser	200	Rental
Thu	05/04/17	Paper Gardens	Awards Presentation	300	Prog
Fri	05/05/17	GFU Adult Degree Honors and Banquet	Banquet	250	Rental
Sat	05/06/17	McMinnville HS Prom	Prom	400	Rental
Sun	05/07/17	PRIVATE Wedding	Wedding	275	Rental
Tue	05/09/17	Laffort USA Winemaker	Meeting	50	Rental
Thu	05/11/17	Chardonnay Technical Tasting	Tasting	90	Rental

<u>Day</u>	<u>Date</u>	<u>Name</u>	<u>Event</u>	<u>Approx # Guests</u>	<u>Type</u>
Sat	05/13/17	Veritas Fundraiser	Fundraiser	240	Rental
Thu	05/18/17	Relay for Life	Fundraiser	75	Trade
Fri	05/19/17	Chamber Job Fair	Job Fair	200	Rental
Sat	05/20/17	PRIVATE Quinceanera	Quinceanera	300	Rental
Sun	05/21/17	PRIVATE Wedding	Wedding & Reception	125	Rental
Sat	05/27/17	PRIVATE Wedding	Wedding	220	Rental
Sun	05/28/17	PRIVATE Wedding	Lobby	90	Rental
Sat	06/03/17	CYFS Rubies and Roses	Fundraiser	275	Rental
Sat	06/10/17	PRIVATE Wedding	Wedding	200	Rental
Wed	06/14/17	Newberg Public Schools	Awards Reception	300	Rental
Sat	06/17/17	PRIVATE Wedding	Wedding	300	Rental
Fri	06/23/17	Country Financial Client Appreciation	Party	250	Rental
Sat	06/24/17	PRIVATE Wedding	Wedding	200	Rental
Sun	06/25/17	Newberg Rotary Club Installation	Banquet	100	Rental
Sat	07/01/17	PRIVATE Wedding	Wedding Reception	300	Rental
Sat	7/5-7/9	Lavender Festival	Festival	2800	Prog
Fri	07/14/17	PRIVATE Grad Party	Grad Party	130	Rental
Sat	07/15/17	PRIVATE Wedding	Wedding Reception	150	Rental
Sat	07/22/17	PRIVATE Wedding	Wedding Reception	240	Rental
Thu	07/27/17	DeLap Retreat	Retreat	100	Rental
Sat	07/29/17	PRIVATE Quinceanera	Quinceanera	250	Rental
Sat	08/05/17	PRIVATE Wedding	Wedding C & R	320	Rental
Sat	08/12/17	NHS Class of 1987 Reunion	Class Reunion	100	Rental
Tue	08/15/17	WVWA Marketing Meeting	Ballroom	40	Rental
Thu	08/17/17	Orderport Winery Solutions	Ballroom	40	Rental
Thu	08/17/17	Yamhill City/County Gov Dinner	Dinner	90	Rental
Sat	08/19/17	PRIVATE Quincenara	Quincenara	350	Rental
Fri	08/25/17	PRIVATE Wedding	Wedding C & R	225	Rental
Sat	08/26/17	PRIVATE Wedding	Wedding C & R	150	Rental
Sat	09/02/17	PRIVATE Wedding	Wedding Reception	340	Rental
Sat	09/09/17	NOTM	Fundraiser	200	In-house
Fri	09/15/17	Oktoberfest	Event	500	Rental
Sat	09/16/17	Oktoberfest	Event	500	Rental
Sat	09/23/17	PRIVATE Wedding	Wedding C & R	180	Rental
Sun	09/24/17	PRIVATE Wedding	Wedding Reception	320	Rental
Tue	09/26/17	Goodwill Job Connections	Job Fair	100	Rental

<u>Day</u>	<u>Date</u>	<u>Name</u>	<u>Event</u>	<u>Approx # Guests</u>	<u>Type</u>
Fri	09/29/17	Newberg/Dundee Police Foundation	Fundraiser	200	Rental
Sat	09/30/17	PRIVATE Wedding	Wedding Reception	240	Rental
Fri	10/06/17	Treasured Show	Setup/Preview	200	Rental
Sat	10/07/17	Treasured Show	Show	300	Rental
Mon	10/09/17	PRIVATE Wedding	Wedding C & R	200	Rental
Fri	10/13/17	PRIVATE Wedding	Wedding C & R	160	Rental
Wed	10/18/17	Kevin Locke Concert	Concert	150	Prog
Fri	10/20/17	GFU - Voices Project	Panel	400	Rental
Sat	10/21/17	PRIVATE Quinceanera	Quincenara	200	Rental
Thu	10/26/17	A Family Place	Luncheon	300	Rental
Thu	10/26/17	Dobbes Family Estate	Dinner	80	Rental
Fri	10/27/17	Arts Congress	Setup/Preview		Prog
Sat	10/28/17	Dobbes Family Estate Wine Pickup	Reception - Flow	400	Rental
Thu	11/02/17	Dia de los Muertos	Event	500	Prog
Fri	11/03/17	OVS	Corp Event	300	Rental
Sat	11/11/17	PRIVATE Wedding	Wedding C & R	160	Rental
Thu	11/16/17	Water Polo Banquet	Banquet	120	Trade
Sat	11/18/17	PRIVATE Wedding	Wedding Reception	300	Rental
Sat	11/25/17	PRIVATE Wedding	Wedding Reception	160	Rental
Fri	12/01/17	Holiday Market		250	Rental
Sat	12/02/17	Holiday Market/Tree Lighting		500	Rental
Sat	12/09/17	Holiday Market		250	Rental
Wed	12/13/17	Providence Benefit Concert	Concert	150	Rental
Sat	12/16/17	Holiday Market/Tree Lighting		250	Rental
Sun	12/17/17	PRIVATE Wedding	Wedding C & R	300	Rental
Mon	12/18/17	Eclectic Christmas Concert	Concert	300	Rental
Sat	12/30/17	PRIVATE Wedding	Wedding Reception	175	Rental
				27255	

<u>Day</u>	<u>Date</u>	<u>Name</u>	<u>Event</u>	<u>Approx # Guests</u>	<u>Type</u>
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The above was provided by Sharyl Fickas, Rentals Coordinator for CCC. It includes all events held in the ballroom through September 30 and those booked for the rest of the year -- additional events may increase these numbers. This list does not include the regular GFU classes in the Ballroom on Monday & Tuesday night, Newberg City Club lunches twice a month, Rotary meetings twice a week and Kiwanis meetings once a week. It also does not include use by our Spring and Summer Kids Camp. 2nd Street Community Church. Based on the estimates below (gathered from estimated counts from club members and others) this would add another 16,000 visits to the ballrooms alone. For the purposes of this grant we are not including these in our computation of tourist visits as almost all of these visitors would be local and they are recurring on a weekly basis. The service clubs in particular need to be fed, however, and the Culinary Enrichment Center would be a huge value add for them.

		Annual Count of Ballroom Visits	Days Used in 2017 times Average Attendance
Early Bird Rotary	Service Club	2500	50 X 50
Noon Rotary	Service Club	2000	50 X 40
Kiwanis	Service Club	1000	50 X 20
City Club	Service Club	500	20 X 25
2nd Street Community Church	Church	5400	50 X 108
George Fox Classes	University	4000	20 X 200
Spring and Summer Camps	Art Classes	600	20 X 30
TOTAL RECURRING VISITORS (BALLROOM ONLY)		16000	



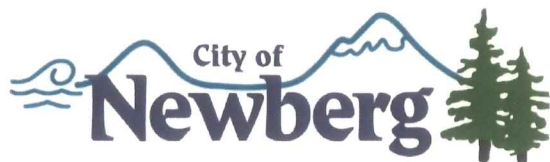
CHEHALEM CULTURAL CENTER - PHASE III

STAGING/CULINARY ROOM

415 E SHERIDAN ST  
NEWBERG, OR  
07/14/2017

S|E|A  
ELECTRICAL SUPPLY COMPANY, INC.





RECEIVED

OCT 09 2017

Initial: DRR

**City of Newberg 2017 - 2018  
Transient Lodging Tax – Destination Development and Marketing  
Promotion Grant Program Application Cover Page**

Project Title: Darnell Wright Sport Complex Lighting Project

Applicant Name: Chehalem Park and Recreation District

Mailing Address: 125 South Elliott Road Newberg Oregon 97132

Contact Name: Mark Martin

Phone: 503-537-2909 Email: mmartin@cprdnewberg.org

Amount of total Funding Requested: \$ 225,000

*Please note: Funds not spent on the approved project must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.*

**Project, Program or Event Detail:**

- A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
- B. Submit an updated Project, Program or Event Detail as your Progress Report.
- C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

**Any changes to your project must have prior approval to receive funding.**

*I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.*

Print Name: Mark Martin

Signature: 

Title: Recreation Supervisor

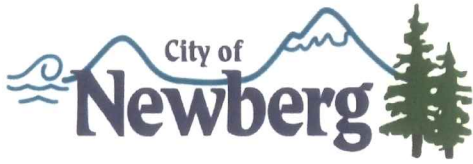
Date: October 6, 2017

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*  
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) \_\_\_\_\_

Progress Report Received: \_\_\_\_\_

Final Report received: \_\_\_\_\_

Funds returned, received on: \_\_\_\_\_



**City of Newberg 2017 - 2018  
Transient Lodging Tax – Destination Development and Marketing  
Promotion Grant Program Application**

**THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:**

- ❖ Completed application Cover Sheet.
- ❖ Budget for project/program/event being funded that lists all anticipated income and expenses.
- ❖ Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- ❖ Letter signed by officers of the Organization’s Board of Directors or Business Owners authorizing this application.
- ❖ Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- ❖ Documentation that no bankruptcy or other financial corruption has occurred within the past five years.
- ❖ Letters of support.

Project Title: The CPRD Darnell Wright Sport Complex Lighting Project

Applicant Name: Chehalem Park and Recreation District

Mailing Address: 125 S Elliott Rd Newberg OR  
97132  
Street City State Zip

Contact Name: Mark Martin, Recreation Supervisor

Phone: 503-538-1065 Email: [mmartin@cprdnewberg.org](mailto:mmartin@cprdnewberg.org)

Website Address: [www.cprdnewberg.org](http://www.cprdnewberg.org)

Secretary of State Business Registry Number:  
000954muni

Non Profit  Government  For-Profit

Amount of total Funding Requested: \$ 225,000

*Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.*

Classify how funds will be used for your project/program/event: *check all that apply*

New Project       New Program       New Event  
 Existing Project       Existing Program       Existing Event

Has this project, program or event received these grant funds in the past?

NO

If so when and for how much?

N/A

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of funding available in the fiscal year in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

**Budget Summary (this format must be used):**

**Project/Program/Event Budget:** This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: 2017 to 2018

Income Sources	Amount
CPRD funds	225,000
TLT Destination Development Marketing Grant	225,000
<b>Total Project/Program/Event Income</b>	<b>\$450,000</b>

Expenses – Must be explicitly defined.	Amount
Bid – Musco Lighting. detailed as offered from Musco	
10 Pre Cast Concrete Bases	100,000
10 Galvanized Steel Poles	75,000
Remote Electrical Component Enclosures and Warranty	10,000
Pole Length Wire Harnesses	15,000
Factory Aimed and assembled Luminaries 68 fixtures	250,000
<b>Total Project/Program/Event Expense</b>	<b>\$450,000</b>

**Organization Budget:** This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: 2017 to 2018

Income Sources	Amount
Taxes	2,770,796
Fees and Charges	3,640,073
Beginning Balance	539,167
Interest and Other	553,500
System Development Charges	668,500
Loan service Fund	1,291,250
Debt Service Fund	1,355,555
Capital Project Fund	15,070,000
Total Organization Income	25,888,841

Expenses	
Personnel Services	2,811,105
Materials and Services	2,701,110
Operating Contingencies	100,000
Transfer to Loan	1,260,000
Capital Develop	631,321 **** Funds for Ball field Lighting***
System Development	668,500
Pay Principal Interest , for Loans	1,260,000
Capital development, Improv & Acquisition	31,250
(Debt) to Pay Bond Interest	723,195
to Pay Bond Principal	535,000
Ending Balance	97,360
Capital Project	1,5070,000
Total Organization Expense	25,888,841

## **Project Narrative:**

### **1. Project description:**

The project consists of the installation of sport field lighting on the remaining two unlit fields at the Darnell Wright Sports Complex. The completely irrigated and maintained complex consists of four full size softball fields (two of which are lighted) two youth football fields and one soccer field. The complex opened in 1998 and has played over 69,000 games to date.

### **2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?**

We will increase tourism and the transient lodging tax by being able to host softball tournaments with teams from all over the Western United States and Canada by being able to play night games. This is a significant bidding criteria when cities are looking to host these events that bring major tourism dollars to a city. Currently, Newberg tournaments average 45 teams for each event that includes players, parents, coaching staffs, spectators, and officials in need of food, gas, and lodging. We have partnered and seen an increase in kind event support (food and lodging specials) over the years from various restaurants and hotels. Installation of lights on the two fields will allow over another 150 youth and adult clubs to participate in local tournament play during each and every season. The light addition will open up the facilities for other sport tournament options in soccer, all in which will help our local economic stimulus.

### **3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, or Tourism related facility)?**

By enhancing this "Tourism Related Facility", we set Newberg apart with "Tourism Promotion" by being able to attract major events to increase the TLT fund directly through more room nights at our hotels.

With team's sports being the number one participant activity within park and recreation agencies, we have seen the Darnell Wright Sports Complex yearly draw adult and youth teams from all western United States including Alaska and Canada. Being awarded various state, regional, and national tournaments over the years Newberg has seen many visiting teams from the Midwest and east coast. The Darnell Wright Sport complex is a top facility within Newberg for attracting visitors from outside our area. Recently Darnell Wright Sport Complex help secure the bid to provided softball facilities for Oregon State Special Olympics during their tenure in Newberg.

**4. What is the projected return on investment?**

The projected return on the \$225,000(Grant money requested) investment in overall tourism dollars over the 50 years life cycle that the manufacturer suggest for lighting, we calculated at an annual cost of \$4,000 a year. This will bring in an additional tourism income annually of \$40,000 to the Newberg community in tourism related travel which is a 10 to 1 ratio of return on investment over 50 years. The Specific ROI to the TLT fund is estimated at 2 to 1 using the current room tax rate of 9% room tax rate.

**5. Predicted number of tourists' attracted / overnight guests?**

In 2018 alone, Newberg softball tourism over the 36 weekends that weekend tournament softball is offered will attract 60,000 players and fans with 20,000 of those being overnight guests and spectators total with \$6,400,000 in total economic impact from softball tourism using the **minimum** industry standards for calculations.

**6. Will it have lasting impact and utility?**

The new lights will last a minimum of 50 years and maybe more.

**7. How does your project, program or event leverage funding?**

We leverage funding 1:1 with CPRD funding to accomplish this major project. CPRD fee structure is to have fees, sponsorships, or other revenue to offset special services without utilizing tax money. Underground conduit and wiring were put in place during the initial build to prepare for future light expansion needs and to reduce costs of the light addition.

**8. What is the ratio at which Transient Lodging Tax funds will be matched?**

1 to 1 with CPRD funds.

**9. What is your demonstrated history of attracting tourists?**

Again for the last 19 years, annual Newberg softball tourism has been the largest tourist attraction in our community which supports all hotels, restaurants, and stores. Over the 36 weekend season that weekend tournament softball is offered, we will attract 60,000 players and fans with an estimated 20,000 of those being overnight guests and spectators totaling \$6,400,000 in total economic impact from softball tourism using the minimum industry standards for calculations.

**10. Does your project, program or event engage and energize local tourism partners?**

Yes, currently working with three local hotels and numerous restaurants to provide visitor specials and advertise local services to visitors during their stay in Newberg.

The project allows us to bid for major events with significant over night travelers which will have a major impact on our economic impact for our community and for the Transient Lodging Tax. We will be able to set ourselves apart in convincing major organizations that we can play at night and deal with bad weather and games running later which will help us as a marketing tool to attract these events and organizations.

**11. Does your project, program or event enhance Newberg as a destination? If so how?**

The project allows us to bid for major events with significant over night travelers which will have a major impact on our economic impact for our community and for the Transient Lodging Tax. We will be able to set ourselves apart in convincing major organizations that we can play at night and deal with bad weather and games running later which will help us as a marketing tool to attract these events and organizations. The lighting project will allow tournaments to register more teams per event and to allow for expanded activities , soccer tournaments, and rentals.

**12. Does your project, program or event enhance Newberg as a location for Makers and if so, how?**

Yes, specifically, our beautiful netted safe facility will be able to play games(with all four fields now being lit) so that the makes and doers are assured that their major event won't be cancelled or shortened and so that they know that their event will be completed when they choose Newberg over other cities. Millennia's and families are one of the largest publics to visitor our facility. Darnell Wright Sport Complex has provided various types of employment. Umpires, field maintenance, concession attendants, various vendors of clothing, food, and merchandise have all set up at the site in a festive atmosphere. CPRD has utilized GFU Interns for interns for promotions, tournament directors, field maintenance and part time help.

**13. Does your project, program or event catalyze downtown development? If so how?**

With the Darnell Wright and Jaquith Sport complexes located on the north end of town, visitors travel through the downtown area and purchase needed items at local grocers, gas stations. Tournament Directors also promote various attractions and businesses that cater to our visitors



**14. Does your project, program or event enhance offseason (October – May or Sunday – Thursday Visitation), or shoulder season visitation? Explain how.**

Yes, absolutely, as the daylight gets shorter, we can play longer because of the lights which allows us to play more games and bring more people to Newberg on weekends including Sundays, during September, October as well as in March and April and May. When other cities can only play during the daylight, Newberg can play at night which is a huge benefit in drawing larger numbers of teams to our events held in Newberg.

**15. Does this project align with at least one of the four target audiences (Wine Country Adventurers, Millennial Explorers, George Fox Network, or Luxury Wine Travelers)?**

Yes, parents and grandparents make up 2/3 of the visitors. Many are attracted to the wine industry and exploring while they are here visiting. It is a very natural tie. It also brings them back to Newberg and wine country on their own time when they aren't watching their kids and grand kids play softball.

**16. What is the timeframe for completion of your project, program or event?**

Project to be completed within the 2017-18 budget cycle.

**Signature and Certification Letter:**

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

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

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

  
\_\_\_\_\_  
Signature of Authorizing Official

10/6/2017  
\_\_\_\_\_  
Date

Mark Martin  
\_\_\_\_\_  
Print Name of Authorizing Official



503-537-2909  
fax 503-538-9669  
125 South Elliott Road  
Newberg, OR 97132  
[cprdnewberg.org](http://cprdnewberg.org)

City of Newberg  
414 East First Street  
Newberg Oregon 97132

October 3, 2017

Dear TLT Grant Committee;

During the September CPRD 2017 Board of Directors meeting, it was approved by unanimous vote to submit an application for the CPRD Darnell Wright Complex Lighting Project for the City of Newberg's 2017 Transient Lodging Tax Destination Development and Marketing Promotion Grant program.

Completion of this project will enhance the promotion of our community and will increase the number of visitors from across the state, regionally, nationally, and those from Canada to Newberg to participate at various sporting events at the CPRD Darnell Wright Sports Complex.

Thank you for your consideration for the CPRD Darnell Wright Complex Lighting TLT Application.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Siderius".

Peter Siderius  
Chairman

A handwritten signature in black ink, appearing to read "Bart Rierson".

Bart Rierson  
Vice Chairman

A handwritten signature in black ink, appearing to read "Mike Ragsdale".

Mike Ragsdale  
Secretary

Most Current

CLIENT'S COPY

Print Form

OREGON AUDITS DIVISION  
SUMMARY OF REVENUES AND EXPENDITURES

Municipal Customer # 000954MUNI

Name of Municipal Corporation CHEHALEM PARKS & REC DISTRICT

Address STREET / PO BOX 126 S ELLIOTT RD

CITY NEWBERG STATE OR ZIP 97132

Period Covered by Audit/Review Report From 07/01/2015 To 06/30/2016

Total Revenues and/or Receipts - (Government-wide + Fiduciary Funds)	\$ 7,468,137
Less:	
Revenues of Component Units included in report of primary government	
Taxes, assessments and other collections to be distributed to other governmental units	
<b>Net Revenues and/or Receipts</b>	<b>\$ 7,468,137</b>

Total Expenditures and/or Disbursements - (Government-wide + Fiduciary Funds)	7,399,566
Less:	
Expenditures of Component Units included in report of primary government	
Turnovers to other municipal corporations:	
Taxes and Assessments	
Other Distributions	
<b>Net Expenditures and/or Disbursements</b>	<b>\$ 7,399,566</b>

The above information is based upon the revenues and expenditures/expenses for government-wide and fiduciary activities of the municipal corporation on the basis of accounting used in the audited or reviewed financial statements.

Auditor/Firm Signature (type if submitting electronically) *[Signature]*

**PLEASE ENCLOSE PAYMENT WITH SUMMARY**

Over	Not Over	Fee	ORS 297.485 (1)
0	\$ 50,000	\$ 20	... The filing fee shall be determined by the total expenditures made by the municipal corporation for any and all purposes during the calendar or fiscal year audited, <u>except</u> that expenditures for principal of bonded debt, principal of short-term loans, principal of warrants redeemed which were issued during prior audit periods, transfers or loans between funds and turnovers of taxes or other trust moneys to other municipal corporations shall not be included in the total expenditures upon which the amount of the fee is based. <i>(Net Expenditures and/or Disbursements)</i>
\$ 50,000	150,000	40	
150,000	500,000	150	
500,000	1,000,000	200	
1,000,000	5,000,000	250	
5,000,000	10,000,000	300	
10,000,000	50,000,000	350	
50,000,000		400	

Within 30 days after delivering the audit report to the municipal corporation, one copy of this summary must be filed with the Secretary of State, Division of Audits, Salem, Oregon 97310, and one copy must be delivered to the municipal corporation.



# PAULY, ROGERS AND CO., P.C.

® CERTIFIED PUBLIC ACCOUNTANTS

• 12700 SW 72ND AVENUE • TIGARD, OR 97223  
• (503) 620-2632 • FAX (503) 684-7523

November 19, 2012

## Independent Auditors' Report Required by Oregon State Regulations

We have audited the basic financial statements of the Chehalem Parks and Recreation District as of and for the year ended June 30, 2012 and have issued our report thereon dated November 19, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

### Compliance

As part of obtaining reasonable assurance about whether the financial statement are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts and grants, including the provision of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to, the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment**
- **Budgets legally required (ORS Chapter 294)**
- **Insurance and fidelity bonds in force or required by law**
- **Authorized investment of surplus funds (ORS Chapter 294)**
- **Public contracts and purchasing (ORS Chapters 279A, 279B and 279C)**

In connection with our testing, nothing came to our attention that caused us to believe the Chehalem Parks and Recreation District was not in substantial compliance with certain provisions of laws, regulations, contracts and grants, including the provisions of Oregon Revised Statutes as specific in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except as follows:

1. Expenditures of the various funds were within authorized appropriations, except as noted on page 16.

### OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the internal controls over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal controls over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal controls over financial reporting.

We noted matters involving the internal control structure and its operation that we consider significant deficiencies under standards established by the American Institute of Certified Public Accountants, which are noted in our management letter dated November 19, 2012.

This report is intended solely for the information and use of the Board of Directors, management and the Oregon Secretary of State, and is not intended to be, and should not be, used by anyone other than these parties.

*Pauly, Rogers and Co. P.C.*  
PAULY, ROGERS AND CO., P.C.



PAULY, ROGERS, AND CO., P.C.  
12700 SW 72<sup>nd</sup> Ave. Tigard, OR 97223  
(503) 620-2632 (503) 684-7523 FAX  
www.paulyrogersandcpcpas.com

2013 Audit

April 24, 2014

### Independent Auditors' Report Required by Oregon State Regulations

We have audited the basic financial statements of the Chehalem Parks and Recreation District as of and for the year ended **June 30, 2013** and have issued our report thereon dated April 24, 2014. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

#### Compliance

As part of obtaining reasonable assurance about whether the financial statement are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts and grants, including the provision of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to, the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment**
- **Budgets legally required (ORS Chapter 294)**
- **Insurance and fidelity bonds in force or required by law**
- **Authorized investment of surplus funds (ORS Chapter 294)**
- **Public contracts and purchasing (ORS Chapters 279A, 279B and 279C)**

In connection with our testing, nothing came to our attention that caused us to believe the Chehalem Parks and Recreation District was not in substantial compliance with certain provisions of laws, regulations, contracts and grants, including the provisions of Oregon Revised Statutes as specific in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

#### OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the internal controls over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal controls over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal controls over financial reporting.

This report is intended solely for the information and use of the Board of Directors, management and the Oregon Secretary of State, and is not intended to be, and should not be, used by anyone other than these parties.

Roy R. Rogers, CPA  
PAULY, ROGERS AND CO., P.C.



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February 22, 2017

### Independent Auditors' Report Required by Oregon State Regulations

We have audited the basic financial statements of the Chehalem Parks and Recreation District as of and for the year ended **June 30, 2016** and have issued our report thereon dated February 22, 2017. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

#### Compliance

As part of obtaining reasonable assurance about whether the basic financial statement are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts and grants, including the provision of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of basic financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to, the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment**
- **Budgets legally required (ORS Chapter 294)**
- **Insurance and fidelity bonds in force or required by law**
- **Authorized investment of surplus funds (ORS Chapter 294)**
- **Public contracts and purchasing (ORS Chapters 279A, 279B and 279C)**

In connection with our testing, nothing came to our attention that caused us to believe the Chehalem Parks and Recreation District was not in substantial compliance with certain provisions of laws, regulations, contracts and grants, including the provisions of Oregon Revised Statutes as specific in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except expenditures exceeded appropriations as noted on page 14 of the report.

#### OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the internal controls over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal controls over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal controls over financial reporting.

This report is intended solely for the information and use of the Board of Directors, management and the Oregon Secretary of State, and is not intended to be, and should not be, used by anyone other than these parties.

*Roy R Rogers*

ROY R. ROGERS, CPA  
PAULY, ROGERS AND CO., P.C.





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March 17, 2016

### Independent Auditors' Report Required by Oregon State Regulations

We have audited the basic financial statements of the Chehalem Parks and Recreation District as of and for the year ended June 30, 2015 and have issued our report thereon dated March 17, 2016. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

#### Compliance

As part of obtaining reasonable assurance about whether the basic financial statement are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts and grants, including the provision of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of basic financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to, the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment**
- **Budgets legally required (ORS Chapter 294)**
- **Insurance and fidelity bonds in force or required by law**
- **Authorized investment of surplus funds (ORS Chapter 294)**
- **Public contracts and purchasing (ORS Chapters 279A, 279B and 279C)**


In connection with our testing, nothing came to our attention that caused us to believe the Chehalem Parks and Recreation District was not in substantial compliance with certain provisions of laws, regulations, contracts and grants, including the provisions of Oregon Revised Statutes as specific in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

#### OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the internal controls over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal controls over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal controls over financial reporting.

We noted matters involving the internal control structure and its operation that we consider to be significant deficiencies under standards established by the American Institute of Certified Public Accountants, which are noted in our management letter dated March 17, 2016.

This report is intended solely for the information and use of the Board of Directors, management and the Oregon Secretary of State, and is not intended to be, and should not be, used by anyone other than these parties.

  
ROY R. ROGERS, CPA  
PAULY, ROGERS AND CO., P.C.



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December 29, 2014

### Independent Auditors' Report Required by Oregon State Regulations

We have audited the basic financial statements of the Chehalem Parks and Recreation District as of and for the year ended **June 30, 2014** and have issued our report thereon dated December 29, 2014. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

#### Compliance

As part of obtaining reasonable assurance about whether the financial statement are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts and grants, including the provision of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to, the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment**
- **Budgets legally required (ORS Chapter 294)**
- **Insurance and fidelity bonds in force or required by law**
- **Authorized investment of surplus funds (ORS Chapter 294)**
- **Public contracts and purchasing (ORS Chapters 279A, 279B and 279C)**

In connection with our testing, nothing came to our attention that caused us to believe the Chehalem Parks and Recreation District was not in substantial compliance with certain provisions of laws, regulations, contracts and grants, including the provisions of Oregon Revised Statutes as specific in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

#### OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the internal controls over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal controls over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal controls over financial reporting.

We noted matters involving the internal control structure and its operation that we consider to be significant deficiencies under standards established by the American Institute of Certified Public Accountants, which are noted in our management letter dated December 29, 2014.

This report is intended solely for the information and use of the Board of Directors, management and the Oregon Secretary of State, and is not intended to be, and should not be, used by anyone other than these parties.

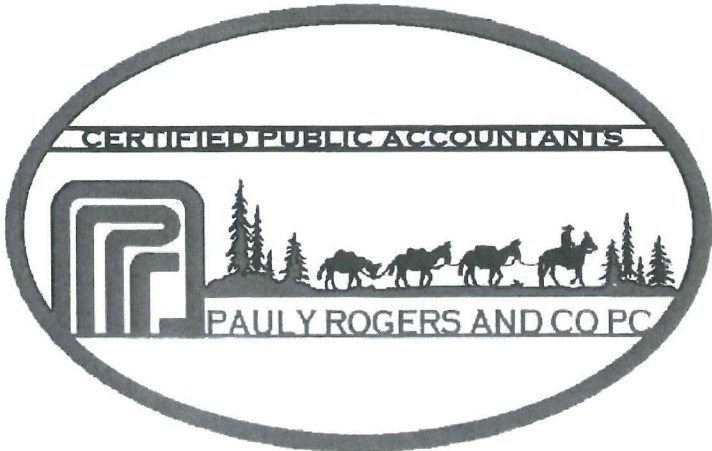


ROY R. ROGERS, CPA  
PAULY, ROGERS AND CO., P.C.

**CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED JUNE 30, 2016**



**12700 SW 72<sup>nd</sup> Ave.  
Tigard, OR 97223**

CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2016

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CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

2015-16 FINANCIAL REPORT

Don Loving, President	June 30, 2019
Peter Siderius, Vice President	June 30, 2017
Bart Rierson, Secretary / Treasurer	June 30, 2019
Mike McBride	June 30, 2017
Mike Ragsdale	June 30, 2017

Board members receive mail at the District address listed below

ADMINISTRATION

W. Don Clements, Superintendent and Registered Agent  
125 S Elliott Road  
Newberg, Oregon 97132



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CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

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February 22, 2017

To the Board of Directors  
Chehalem Parks and Recreation District  
Yamhill County, Oregon

INDEPENDENT AUDITORS' REPORT

**Report on the Basic Financial Statements**

We have audited the accompanying basic financial statements of the governmental activities and each major fund of Chehalem Parks and Recreation District, as of and for the year ended June 30, 2016, and the related notes to the basic financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

**Management's Responsibility for the Basic Financial Statements**

Management is responsible for the preparation and fair presentation of these basic financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to fraud or error.

**Auditors' Responsibility**

Our responsibility is to express opinions on these basic financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Opinions**

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Chehalem Parks and Recreation District, as of June 30, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Emphasis of Matter**

The District adopted the provisions of GASB Statement No. 72, *Fair Value Measurement and Application* and GASB 79 – *Certain External Investment Pools and Pool Participants*, for the year ended June 30, 2016. Our opinion is not modified with respect to this manner.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers them to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the management's discussion and analysis because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison schedules presented as Required Supplementary Information, as listed in the table of contents, has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and in our opinion are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

#### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

#### *Other Information*

The listing of board members containing their term expiration dates located before the table of contents, and the other information, as listed in the table of contents, have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

## Report on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated February 22, 2017, on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.



ROY R. ROGERS, CPA  
PAULY, ROGERS AND CO., P.C.

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**CHEHALEM PARKS AND RECREATION DISTRICT  
NEWBERG, OREGON  
MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)**

This section of Chehalem Parks and Recreation District's annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year ended June 30, 2016. Please read it in conjunction with the District's financial statements and notes, which follow this section.

**FINANCIAL HIGHLIGHTS**

- The District's total net position was \$16,349,039 at June 30, 2016.
- During the year, the District's net position increased by \$68,571.
- The general fund reported a fund balance this year of \$1,020,899.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the basic financial statements. This report also contains supplementary information in addition to the basic financial statements themselves.

This annual report consists of four parts: *management's discussion and analysis* (this section), the *basic financial statements*, *supplementary information*, and *other information*. The basic financial statements include two kinds of statements that present different views of the District:

**Government-wide Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business. These statements include:

*The Statement of Net Position:* The Statement of Net Position presents information on all of the assets and liabilities of the District at year-end. Net position is what remains after the liabilities have been paid or otherwise satisfied. Over time, increases or decreases in net position serves as a useful indicator of whether the financial position of the District is improving or deteriorating. It also provides the basis for evaluating the capital structure of the District and assessing the liquidity and financial flexibility of the District.

*The Statement of Activities:* The Statement of Activities presents information showing how the net position of the District changed over the year tracking revenues, expenses and other transactions that increase or reduce net position. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g. uncollected taxes and earned but unused vacation leave).

In the government-wide financial statements the District's activities are shown in one category:

- *Governmental activities* - The District's basic functions are shown here, such as parks and facilities expense. These activities are primarily financed through user fees and property taxes.



## Fund Financial Statements

The fund financial statements provide more detailed information about the District's *funds* - not the District as a whole. Funds are accounting devices that the District uses to keep track of specific sources of funding and spending for particular purposes. The District has five funds, all of which are considered to be major funds under the provisions of GASB 34.

The District's basic services are included in governmental funds, which focus on (1) how *cash and other financial assets* that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed *short-term* view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.

## FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

The District's main sources of revenue are taxes. The District's main disbursements are personnel services.

	<u>2015-16</u>	<u>2014-15</u>
ASSETS		
Current Assets	\$ 21,040,257	\$ 21,492,038
Capital Assets	<u>19,315,162</u>	<u>19,649,396</u>
Total Assets	40,355,419	41,141,434
DEFERRED OUTFLOWS	<u>43,853</u>	<u>48,726</u>
Total Assets and Deferred Outflows	<u>40,399,272</u>	<u>41,190,160</u>
LIABILITIES		
Current Liabilities	1,087,933	1,025,674
Noncurrent Liabilities	<u>22,962,300</u>	<u>23,884,018</u>
Total Liabilities	<u>24,050,233</u>	<u>24,909,692</u>
Net Position		
Net Investment in Capital Assets	(4,547,579)	(5,020,604)
Restricted	19,627,045	20,416,714
Unrestricted	<u>1,269,573</u>	<u>884,358</u>
Total Net Position	<u>\$ 16,349,039</u>	<u>\$ 16,280,468</u>

	<u>2015-16</u>	<u>2014-15</u>
<b>REVENUES</b>		
General Revenues		
Charges for Services	\$ 3,465,994	\$ 3,572,406
Property Taxes	3,832,941	2,593,595
Interest and Investment Earnings	169,202	11,096
	<u>7,468,137</u>	<u>6,177,097</u>
<b>EXPENSES</b>		
Parks	6,430,150	5,343,836
Interest on Long-Term Debt	969,416	564,548
	<u>7,399,566</u>	<u>5,908,384</u>
Change in Net Position	68,571	268,713
Prior period adjustment	-	130,000
Beginning Net Position	16,280,468	15,881,755
	<u>16,349,039</u>	<u>\$ 16,280,468</u>

#### **FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS**

Governmental fund balances totaled \$20,647,944 at June 30, 2016. A summary of changes in governmental fund balances follows:

	<u>June 30, 2015</u>	<u>June 30, 2015</u>	<u>Change</u>
General Fund	\$ 1,020,899	\$ 704,640	\$ 316,259
System Development Fund	274,632	342,550	(67,918)
2015 Bond Debt Service Fund	(27,674)	-	(27,674)
Debt Service	30,867	30,643	224
Pool Bond Fund	19,349,220	20,043,521	(694,301)
	<u>\$ 20,647,944</u>	<u>\$ 21,121,354</u>	<u>\$ (473,410)</u>

### **CAPITAL ASSETS**

At June 30, 2016, the District had \$19,315,162 invested in capital assets net of depreciation. More detailed information about the District's capital assets is presented in the notes to the financial statements.

### **LONG-TERM DEBT**

At June 30, 2016, the District had outstanding debt payable of \$23,906,594. More detailed information about the District's long-term debt is presented in the notes to the financial statements.

### **CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

Our financial report is designed to provide our taxpayers, ratepayers, investors and creditors with an overview of the District's finances. If you have any questions about this report or need any clarification of information please contact Don Clements at the Chehalem Parks and Recreation District. Our address is 125 S Elliott Rd., Newberg, OR 97132.

CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

BASIC FINANCIAL STATEMENTS

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**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**STATEMENT OF NET POSITION**  
**June 30, 2016**

<b>ASSETS</b>	
Cash and Cash Equivalents	\$ 20,353,599
Accounts Receivable	252,649
Taxes Receivable	298,149
Interest Receivable	30,172
Supply Inventory	52,290
Prepaid Expenses	53,398
Capital Assets not being depreciated	12,115,425
Capital Assets, net of accumulated depreciation	<u>7,199,737</u>
Total Assets	40,355,419
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred Charge on Refunding	<u>43,853</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<u><b>40,399,272</b></u>
<b>LIABILITIES</b>	
Current Liabilities:	
Accounts Payable	13,028
Unearned Revenue	44,622
Compensated Absences	85,989
Long-term Debt – Current Portion	<u>944,294</u>
Total Current Liabilities	1,087,933
Noncurrent Liabilities:	
Long-term Debt	<u>22,962,300</u>
Total Liabilities	<u>24,050,233</u>
<b>NET POSITION</b>	
Net Investment in Capital Assets	(4,547,579)
Restricted	19,627,045
Unrestricted	<u>1,269,573</u>
Total Net Position	<u><u>\$ 16,349,039</u></u>

See accompanying notes to basic financial statements

**CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2016**

FUNCTIONS	EXPENSES	PROGRAM REVENUES CHARGES FOR SERVICES	NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION
Parks	\$ 6,430,150	\$ 3,465,994	\$ (2,964,156)
Interest on Long-term Debt	969,416	-	(969,416)
Total Governmental Activities	<u>\$ 7,399,566</u>	<u>\$ 3,465,994</u>	<u>\$ (3,933,572)</u>
General Revenues:			
			3,832,941
			<u>169,202</u>
			4,002,143
			68,571
			<u>16,280,468</u>
			<u>\$ 16,349,039</u>

See accompanying notes to basic financial statements

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**BALANCE SHEET – GOVERNMENTAL FUNDS  
June 30, 2016**

	GENERAL FUND	SYSTEM DEVELOPMENT FUND	DEBT SERVICE FUND	2015 BOND DEBT SERVICE FUND	POOL BOND FUND	TOTAL
<b>ASSETS</b>						
Cash and Investments	\$ 835,938	\$ 208,731	\$ 30,867	\$ -	\$ 19,278,063	\$ 20,353,599
Accounts Receivable	175,214	65,901	-	11,534	-	252,649
Taxes Receivable	253,423	-	-	44,726	-	298,149
Interest Receivable	902	-	-	-	29,270	30,172
Prepaid Expenditures	53,398	-	-	-	-	53,398
Due from Other Funds	-	-	-	-	41,887	41,887
<b>Total Assets</b>	<b>\$ 1,318,875</b>	<b>\$ 274,632</b>	<b>\$ 30,867</b>	<b>\$ 56,260</b>	<b>\$ 19,349,220</b>	<b>\$ 21,029,854</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE</b>						
<b>Liabilities</b>						
Accounts Payable	\$ 13,028	\$ -	\$ -	\$ -	\$ -	\$ 13,028
Due to Other Funds	-	-	-	41,887	-	41,887
Deferred Revenue	44,622	-	-	-	-	44,622
<b>Total Liabilities</b>	<b>57,650</b>	<b>-</b>	<b>-</b>	<b>41,887</b>	<b>-</b>	<b>99,537</b>
<b>Deferred Inflows of Resources</b>						
Unavailable Revenue - Property Taxes	240,326	-	-	42,047	-	282,373
<b>Fund Balance</b>						
Nonspendable	53,398	-	-	-	-	53,398
Restricted for Acquisition and Development	-	274,632	-	-	19,349,220	19,623,852
Restricted for Debt Service	-	-	30,867	(27,674)	-	3,193
Unassigned	967,501	-	-	-	-	967,501
<b>Total Fund Balance</b>	<b>1,020,899</b>	<b>274,632</b>	<b>30,867</b>	<b>(27,674)</b>	<b>19,349,220</b>	<b>20,647,944</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	<b>\$ 1,318,875</b>	<b>\$ 274,632</b>	<b>\$ 30,867</b>	<b>\$ 56,260</b>	<b>\$ 19,349,220</b>	<b>\$ 21,029,854</b>

See accompanying notes to basic financial statements



**CHEHALEM PARK AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position**  
**June 30, 2016**

Total Fund Balances - Governmental Funds	\$	20,647,944
<p>The cost of capital assets (land, buildings, furniture and equipment) purchased or constructed is reported as an expenditure in governmental funds. The Statement of Net Position includes those capital assets among the assets as a whole.</p>		
Net Capital Assets		19,315,162
<p>Inventory is not accounted for in the governmental funds as it is recorded on the purchase method instead of the consumption method.</p>		
		52,290
<p>Long-term liabilities applicable to the governmental activities are not due and payable in the current period, and accordingly, are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the Statement of Net Position.</p>		
Long term Liabilities		
Bonds payable	(23,825,000)	
Bond premium	(81,594)	
Deferred charge on refunding	43,853	(23,862,741)
<p>Compensated Absences Payable not accounted for in governmental funds</p>		
		(85,989)
<p>Property taxes receivable and other receivables will be collected this year, but are not available soon enough to pay for the current period's expenditures, and therefore are reported as deferred inflows of resource in the fund financial statements.</p>		
		282,373
Net Position	\$	16,349,039

See accompanying notes to basic financial statements

CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
For the Year Ended June 30, 2016

	GENERAL FUND	SYSTEM DEVELOPMENT FUND	DEBT SERVICE FUND	2015 BOND DEBT SERVICE FUND	POOL BOND FUND	TOTALS
<b>REVENUES</b>						
Taxes	\$ 2,618,333	\$ -	\$ -	\$ 1,168,064	\$ -	\$ 3,786,397
Earnings on Investments	5,983	2	224	7,252	155,741	169,202
Parks	12,907	-	-	-	-	12,907
Concession Income	14,720	-	-	-	-	14,720
Sports Receipts	331,330	-	-	-	-	331,330
Recreation	105,242	-	-	-	-	105,242
Preschool	30,353	-	-	-	-	30,353
Community School	33,539	-	-	-	-	33,539
Community Center/Scout House	123,256	-	-	-	-	123,256
Paddle Launch	17,553	-	-	-	-	17,553
Pool Receipts	500,860	-	-	-	-	500,860
Playgrounds/Centers	624,346	-	-	-	-	624,346
Golf Club House	1,317,332	-	-	-	-	1,317,332
SDC Income	-	290,080	-	-	-	290,080
Miscellaneous Income	64,476	-	-	-	-	64,476
<b>Total Revenues</b>	<b>5,800,230</b>	<b>290,082</b>	<b>224</b>	<b>1,175,316</b>	<b>155,741</b>	<b>7,421,593</b>
<b>EXPENDITURES</b>						
Current:						
Personal Services	2,269,677	-	-	-	-	2,269,677
Materials and Services	2,248,557	-	-	-	-	2,248,557
Capital Outlay	352,390	358,000	-	-	852,542	1,562,932
Debt Service	-	-	610,847	1,202,990	-	1,813,837
<b>Total Expenditures</b>	<b>4,870,624</b>	<b>358,000</b>	<b>610,847</b>	<b>1,202,990</b>	<b>852,542</b>	<b>7,895,003</b>
Excess of Revenues Over (Under) Expenditures	929,606	(67,918)	(610,623)	(27,674)	(696,801)	(473,410)
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers In	-	-	610,847	-	2,500	613,347
Transfers Out	(613,347)	-	-	-	-	(613,347)
<b>Total Other Financing Sources (Uses)</b>	<b>(613,347)</b>	<b>-</b>	<b>610,847</b>	<b>-</b>	<b>2,500</b>	<b>-</b>
Net Change in Fund Balance	316,259	(67,918)	224	(27,674)	(694,301)	(473,410)
Beginning Fund Balance	704,640	342,550	30,643	-	20,043,521	21,121,354
Ending Fund Balance	\$ 1,020,899	\$ 274,632	\$ 30,867	\$ (27,674)	\$ 19,349,220	\$ 20,647,944

See accompanying notes to basic financial statements

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and  
Changes in Fund Balances to the Statement of Activities  
For the Year Ended June 30, 2016**

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Total Net Changes in Fund Balances - Governmental Funds	\$	(473,410)
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Repayment of bond principal, capital leases and post-retirement obligations is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position. Additions to bond principal, capital leases and post-retirement obligations is an expense for the Statement of Net Position, but not the governmental funds.

Long-term Debt Principal Reduction	\$	845,000	
Reduction in Premium		4,294	
Deferred Charge on Refunding		(4,873)	
Compensated Absences		<u>(10,656)</u>	833,765

Capital asset additions are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives as depreciation expense. This is the amount by which capital asset additions exceeds depreciation.

Capital Asset Additions		297,463	
Depreciation Expense		<u>(631,697)</u>	(334,234)

In the governmental funds, inventory is accounted for with a reserve account. In the Statement of Activities, the changes in inventory during the year is recognized as an expense. In prior years, prepaids was handled the same way, but is removed in this reconciliation as it is reported in the governmental funds.

Change in Inventory			(4,094)
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Because some property taxes will not be collected for several months after the District's fiscal year end, they are not considered as "available" revenues in the governmental funds, and are instead recorded as unavailable revenue. They are, however, recorded as revenue in the Statement of Activities.

			<u>46,544</u>
Change in Net Position of Governmental Activities	\$	<u>68,571</u>	

See accompanying notes to basic financial statements

**CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the accounting policies are described below.

**A. THE FINANCIAL REPORTING ENTITY**

The Chehalem Parks and Recreation District is a municipal corporation governed by an elected board. Accounting principles general accepted in the United States of America require that these financial statements present Chehalem Parks and Recreation District (the primary government) and all component units, if any. Component units, as established by the GASB Statement No. 61, are separate organizations that are included in the reporting entity because of the significance of their operational or financial relationships with the District. All significant activities and organizations with which the District exercises oversight responsibility have been considered for inclusion in the basic financial statements. There are no component units.

**B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION**

**GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)**

The Statement of Net Position and Statement of Activities display information about the District as a whole.

The Statement of Net Position and Statement of Activities are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting for exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting for nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*.

Program revenues included in the Statement of Activities derive directly from the program itself or from parties outside the District's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the general revenues.

All direct expenses are reported by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function. Interest on general long-term debt is considered an indirect expense and is reported separately on the Statement of Activities.

In the process of aggregating data for the Statement of Net Position and Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities.

**FUND FINANCIAL STATEMENTS**

The accounts are organized and operated on the basis of fund accounting. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION (continued)**

**FUND EQUITY**

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund-type Definitions*, is followed. The objective of this statement was to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, there are five balance classifications: *non-spendable*, *restricted*, *committed*, *assigned* and *unassigned*.

- Non-spendable represents amounts that are not in a spendable form. The Non-spendable fund balance represents prepaid items.
- Restricted represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirement or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution.
- Assigned represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as *restricted* or *committed*. Intent can be stipulated by the governing body or by an official to whom that authority has been given by the governing body.
- Unassigned is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

The District has approved the following order of spending regarding fund balance categories: restricted resources are spent first when both restricted and unrestricted (*committed*, *assigned* or *unassigned*) resources are available for expenditures. When unrestricted resources are spent, the order of spending is *committed* (if applicable), *assigned* (if applicable) and *unassigned*.

There were no assigned or committed fund balances as of June 30, 2016.

**GOVERNMENTAL FUNDS**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measureable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, revenues are considered to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, fees and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable that is due within the current fiscal period is considered to be measureable to accrue as revenue of the current period.

**CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION (continued)

GOVERNMENTAL FUNDS (continued)

All other revenue items are considered to be measurable and available only when cash is received.

There are the following major funds:

GENERAL FUND

This fund accounts for all financial resources and expenditures, except those required to be accounted for in another fund. The principal revenue sources are property taxes, pool receipts, golf receipts, recreational income and state grants.

SYSTEM DEVELOPMENT FUND

The System Development Fund was established to handle monies received from new homes built within the District limits. It helps fund expansions due to a larger volume of residents in the area utilizing the facilities.

DEBT SERVICE FUND

The Debt Service Fund was established to account for payments made to retire lease purchases. The principal financing source is transfers from the General Fund.

2015 BOND DEBT SERVICE FUND

This fund provides for the payment of principal and interest on the 2015 General Obligation Bond. The principal revenue source is property taxes.

POOL BOND FUND

The Pool Bond Fund was established to account for the revenues and expenditures related to the bond which was issued to replace or upgrade the existing swimming pool.

C. BUDGET

A budget is prepared and legally adopted for each governmental fund type on the modified accrual basis of accounting in the main program categories required by Oregon Local Budget Law. The budgets for all budgeted funds are adopted on a basis consistent with generally accepted accounting principles, except for budgetary purposes, depreciation is not recorded; capital outlay, prepaid items and supply inventory are expensed when purchased; taxes are recorded as revenue when received and debt is an expenditure when paid.

Expenditure budgets are appropriated at the following levels for each fund:

Personnel Services	Interfund Transfers
Materials and Services	Debt Service
Capital Outlay, Development, Improvement and Acquisition	Contingency

**CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**C. BUDGET (continued)**

Expenditures cannot legally exceed appropriations except in the case of grants which could not be estimated at the time of budget adoption. Appropriations lapse at the fiscal year-end. Management may amend line items in the budget without Board approval as long as appropriation levels (the legal levels of control) are not changed. Supplemental appropriations may occur if the Board approves them due to a need which exists which was not determined at the time the budget was adopted.

Budget amounts shown in the basic financial statements include the original budget amounts and approved transfers between appropriations. Appropriations lapse at the end of the year.

Expenditures of the various funds were within authorized appropriations except the 2015 Bond Debt Service Fund was over-expended by \$34,927 in Debt Service.

**D. PROPERTY TAXES RECEIVABLE**

In the government-wide financial statements, uncollected property taxes are recorded on the Statement of Net Position. In the fund financial statements, property taxes that are collected within 60 days after year-end are considered measurable and available and, therefore, are recognized as revenue. The remaining balance is recorded as unavailable revenue because it is not deemed available to finance operations of the current period. An allowance for doubtful accounts is not deemed necessary by management, as uncollectible taxes become a lien on the property. Property taxes are levied on all taxable property as of July 1, the beginning of the fiscal year, and become a lien on that date. Property taxes are payable on November 15, February 15 and May 15. Discounts are allowed if the amount due is received by November 15 or February 15. Taxes unpaid and outstanding on May 16 are considered delinquent.

**E. CAPITAL ASSETS**

Capital assets are recorded at their original or estimated cost. Donated capital assets are recorded at their estimated fair market value on the date donated. Capital assets are defined as assets with an initial cost of more than \$5,000 and an estimated life in excess of one year. Interest incurred during construction, maintenance and repairs that do not add to the value of the asset or materially extend assets' lives is not capitalized. Costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets' lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings	30 years
Equipment	10 to 20 years

**F. PENSION PLAN**

A defined contribution 401(k) pension plan is participated in through Principal Mutual Life Insurance Company. Employees may contribute 1 to 10 percent of their salary to the plan, and the District will pay up to 8 percent of the employee's salary, based on the amount the employee elects to contribute.

**CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**G. VESTED COMPENSATED ABSENCES**

It is the policy to permit employees to accumulate earned unused vacation and sick pay benefits. There is no liability for unpaid accumulated sick leave since there is no policy to pay any amounts when employees separate from service. All unused vacation pay is accrued when earned in the government-wide financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignation and retirement.

**H. SUPPLY INVENTORIES**

Inventories purchased are valued at cost (first-in, first-out method). Any donated inventories are valued at their estimated fair market value. Inventories purchased have been charged as expenditures in the financial statements when purchased in the budgetary statements.

**I. ESTIMATES**

The preparation of the basic financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the reporting period. Actual results could differ from those estimates.

**J. LONG-TERM DEBT**

In the government-wide financial statements, long-term debt is reported as a liability in the Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method, which approximates the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, bond premiums and discounts are recognized when incurred and not deferred. The face amount of the debt issued, premiums received on debt issuances and discounts are reported as other financing sources and uses.

**K. NET POSITION**

Net position comprises the various net earnings from operations, nonoperating revenues, expenses and contributions of capital. Net position is classified in the following three categories:

Net Investment in Capital Assets – consists of all capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any bonds or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

Restricted – consists of external constraints placed on asset use by creditors, grantors, contributors or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted – consists of all other assets that are not included in the other categories previously mentioned.



**CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**K. NET POSITION (continued)**

When both restricted and unrestricted assets are available, it is policy to first use restricted assets, then unrestricted as needed.

**L. DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

In addition to assets, the financial statements will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to future periods, and so will not be recognized as an outflow of resources (expenditure) until then. The District has only one item that qualifies for reporting in this category. It is the deferred charge on refunding in the amount of \$43,853 reported in the government-wide statement of net position. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt.

In addition to liabilities, the financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. The District has only one type of item which qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes. Unavailable revenues for property taxes are \$282,373. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

**M. CASH AND CASH EQUIVALENTS**

The cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

**N. FAIR VALUE INPUTS AND METHODOLOGIES AND HIERARCHY**

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Observable inputs are developed based on market data obtained from sources independent of the reporting entity. Unobservable inputs are developed based on the best information available about the assumptions market participants would use in pricing the asset. The classification of securities within the fair value hierarchy is based upon the activity level in the market for the security type and the inputs used to determine their fair value, as follows:

Level 1 – unadjusted price quotations in active markets/exchanges for identical assets or liabilities that each Fund has the ability to access

Level 2 – other observable inputs (including, but not limited to, quoted prices for similar assets or liabilities in markets that are active, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the assets or liabilities (such as interest rates, yield curves, volatilities, loss severities, credit risks and default rates) or other market-corroborated inputs)

**CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**N. FAIR VALUE INPUTS AND METHODOLOGIES AND HIERARCHY (continued)**

Level 3 – unobservable inputs based on the best information available in the circumstances, to the extent observable inputs are not available (including each Fund’s own assumptions used in determining the fair value of investments)

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Accordingly, the degree of judgment exercised in determining fair value is greatest for instruments categorized in Level 3. The inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the fair value hierarchy classification is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

**2. CASH AND INVESTMENTS**

Cash and investments at June 30, 2016 (recorded at fair value) consisted of:

Deposits with Financial Institutions	
Demand Deposits	\$ 517,507
Investments	<u>19,836,092</u>
 Total	 <u>\$ 20,353,599</u>

There are the following investments and maturities:

Investment Type	Fair Value	Maturity (in months)		
		Less than 3	3 - 17	18 - 59
State Treasurer's Investment Pool	<u>\$ 19,836,092</u>	<u>\$ 19,836,092</u>	<u>\$ -</u>	<u>\$ -</u>

**DEPOSITS**

Deposits with financial institutions consist of bank demand deposits. Oregon Revised Statutes require deposits to be adequately covered by federal depository insurance or deposited at an approved depository as identified by the Treasury. Effective July 1, 2008, state statutes (ORS 295.002) allow public officials to deposit public funds in one or more depositories currently qualified pursuant to ORS 295.001 to 295.108. As long as the bank depository has entered in an agreement [ORS 295.008(2)(b)] and has deposited securities pursuant to state statutes [ORS 295.015(1)], there may now be on deposit on any one bank depository and its branches a sum in excess of the amount insured by the Federal Deposit Insurance Corporation.

**CREDIT RISK – DEPOSITS**

In the case of deposits, this is the risk that in the event of a bank failure, the deposits may not be returned. There is no deposit policy for custodial credit risk. As of June 30, 2016, the bank balance of \$490,357 was fully insured or collateralized under the Oregon Public Funds Collateralization Program.

**CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**2. CASH AND INVESTMENTS (Continued)**

**INVESTMENTS**

Investments in the Local Government Investment Pool (LGIP) are included in the Oregon Short-Term Fund, which is an external investment pool that is not a 2a-7-like external investment pool, and is not registered with the U.S. Securities and Exchange Commission as an investment company. Fair value of the LGIP is calculated at the same value as the number of pool shares owned. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. Investments in the Short-Term Fund are governed by ORS 294.135, Oregon Investment Council, and portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund appears to be in compliance with all portfolio guidelines at June 30, 2016. The LGIP seeks to exchange shares at \$1.00 per share; an investment in the LGIP is neither insured nor guaranteed by the FDIC or any other government agency. Although the LGIP seeks to maintain the value of share investments at \$1.00 per share, it is possible to lose money by investing in the pool. We intend to measure these investments at book value since it approximates fair value. The pool is comprised of a variety of investments. These investments are characterized as a level 2 fair value measurement in the Oregon Short Term Fund's audited financial report. As of June 30, 2016, the fair value of the position in the LGIP is 100.6% of the value of the pool shares as reported in the Oregon Short Term Fund audited financial statements. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized.

**INTEREST RATE RISK**

Oregon Revised Statutes require investments to not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the OSTFB. There are no investments that have a maturity date beyond three months.

**CUSTODIAL CREDIT RISK**

Oregon Revised Statutes do not limit investments as to credit rating for securities purchased from U. S. Government agencies or USGSE. The State Investment Pool is not rated.

**CONCENTRATION OF CREDIT RISK**

At June 30, 2016, 100% of total investments were in the State Treasurer's Investment Pool. State statutes do not limit the percentage of investments in either of these instruments. Oregon Revised Statutes require no more than 25% of the monies of a local government to be invested in banker's acceptances or any qualified financial institution. At June 30, 2016, investments were compliant with all percentage restrictions.

**CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**3. CAPITAL ASSETS**

The changes in capital assets for the year ended June 30, 2016 are as follows:

	Balance July 1, 2015	Adjustments	Additions	Deletions	Balance June 30, 2016
Non-Depreciable					
Land	\$ 12,115,425	\$ -	\$ -	\$ -	\$ 12,115,425
Depreciable:					
Land Improvements	585,624	1,106,456	16,450	-	1,708,530
Buildings and Improvements	7,072,686	(167,242)	-	-	6,905,444
Golf Course	6,351,231	183,730	281,013	-	6,815,974
Vehicles and Equipment	1,812,218	(1,122,944)	-	(44,139)	645,135
Total Capital Assets	27,937,184	-	297,463	(44,139)	28,190,508
Accumulated Depreciation					
Land and Improvements	128,838	961,122	76,177	-	1,166,137
Buildings and Improvements	4,124,799	(58,054)	208,254	-	4,274,999
Golf Course	2,695,720	65,763	315,630	-	3,077,113
Vehicles and Equipment	1,338,431	(968,831)	31,636	(44,139)	357,097
Total Accumulated Depreciation	8,287,788	-	631,697	(44,139)	8,875,346
Capital Assets, Net	<u>\$ 19,649,396</u>				<u>\$ 19,315,162</u>

Depreciation of \$631,697 was allocated to the Parks function.

Adjustments were made to reconcile and update the books to actual. A total of \$1,290,186 was reclassified in the current year. There was also \$44,139 of vehicles and equipment disposed in the current year. At the time of the disposal, the assets were completely depreciated.

**4. PENSION PLAN**

Pension benefits are provided to all full-time employees through a defined contribution plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. A 401(k) plan offered through Principal Mutual Life Insurance is available to employees. Employees may contribute 1 to 10 percent of their salary to the plan. In addition, the District will pay 8 percent of the employee's salary if the employee contributes 4 or more percent. If the employee contributes less than 4 percent, the District will pay according to a sliding scale. Contributions paid by the District were \$128,374, \$122,430, and \$117,570, respectively, for the years ended June 30, 2016, 2015, and 2014. The plan was fully funded on June 30, 2016. The assets of the plan are held by the Plan Administrator for the benefit of the employees and thus are not included in the District financial statements.

**CHEHALEM PARKS AND RECREATION DISTRICT**  
**YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

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**5. JOINT VENTURES**

During the year ended June 30, 1995, an inter-governmental agreement was entered into with the Newberg School District and the City of Newberg. The agreement was made to undertake the Combined Crater Site Projects, which includes, among other things, construction of an elementary school, a middle school, a Senior Center and four official tournament-sized softball fields on property owned by the School District and the District. The District is responsible for costs related to operation of the Senior Center and softball fields. The agreement also includes an operating lease whereby the District leases the property for the Senior Center from the School District for \$1 per year for a term of 99 years.

The School District shall have sole responsibility for the cost of maintenance of the facilities located upon the school site, except that the District shall have the sole responsibility for the cost of maintenance for the Senior Center on property leased from the School District. The District and the School District have each capitalized their own portion of the above projects; therefore, there is no separate financial statement for the joint venture.

**6. RISK MANAGEMENT**

There is exposure to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omission; injuries to employees; or natural disasters. Commercial insurance is purchased to minimize exposure to these risks. Settled claims for the last three years have not exceeded this commercial coverage.

**7. PROPERTY TAX LIMITATIONS**

The voters of the State of Oregon imposed a constitutional limit on property taxes for schools and non-school government operations. School operations include community colleges, local school districts and education service districts. The limitation provides that property taxes for non-school operations are limited to \$10.00 for each \$1,000 of property market value. This limitation does not apply to taxes levied for principal and interest on general obligation bonded debt.

The voters further reduced property taxes by replacing the previous constitutional limits on tax bases with a rate and value limit in 1997. This reduction was accomplished by rolling property values back to their 1995-96 values, less 10%, and limiting future tax value growth of each property to no more than 3% per year, subject to certain exceptions. Taxes levied to support bonded debt are exempted from the reductions. The State Constitution sets restrictive voter approval requirements for most tax and many fee increases and now bond issues, and requires the State to minimize the impact to school districts from the impact of the tax cuts.

**8. POST-EMPLOYMENT BENEFITS**

The actuary has determined that there is no implicit rate subsidy required to be recognized under GASB 45.

**9. SHORT-TERM DEBT**

The District has an available line of credit agreement with KeyBank which can be used to borrow up to \$300,000. Interest rates are based on the prime rate of the bank for the month(s) outstanding. Interest paid on the amounts borrowed against the credit line during the 2015-16 fiscal year was \$1,345. As of June 30, 2016, there was \$0 outstanding.

**10. LONG-TERM DEBT**

All long-term debt obligations are payable from the General Fund and the Debt Service Fund. Interest rates vary between 4.0 percent and 6.5 percent.

**CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**10. LONG-TERM DEBT (continued)**

The following changes occurred in long-term debt for the year ended June 30, 2016:

	GO Bond	Bond Premium	Full Faith and Credit Bonds	Total Bonds and Premium	Deferred Charge on Refunding
Balance at July 1, 2015	\$ 19,900,000	\$ 85,888	\$ 4,770,000	\$ 24,755,888	\$ 48,726
Additions	-	-	-	-	-
Reductions	(420,000)	(4,294)	(425,000)	(849,294)	(4,873)
Balance at June 30, 2016	<u>\$ 19,480,000</u>	<u>\$ 81,594</u>	<u>\$ 4,345,000</u>	<u>\$ 23,906,594</u>	<u>\$ 43,853</u>

**REFUNDING CERTIFICATES OF PARTICIPATION**

Amounts Payable in Fiscal Year	GO Bond	Bond Premium	Full Faith and Credit Bonds	Total Bonds and Premium	Interest	Deferred Charge on Refunding
2016-17	\$ 495,000	\$ 4,294	\$ 445,000	\$ 944,294	\$ 877,288	\$ 4,873
2017-18	535,000	4,294	455,000	994,294	846,100	4,873
2018-19	575,000	4,294	460,000	1,039,294	812,688	4,872
2019-20	620,000	4,294	485,000	1,109,294	777,038	4,873
2020-21	660,000	4,294	505,000	1,169,294	702,169	4,873
2021-26	4,150,000	21,473	1,995,000	6,166,473	2,951,687	19,490
2026-31	5,960,000	21,473	-	5,981,473	1,818,937	-
2031-35	6,485,000	17,178	-	6,502,178	605,175	-
Total	<u>\$ 19,480,000</u>	<u>\$ 81,594</u>	<u>\$ 4,345,000</u>	<u>\$ 23,906,594</u>	<u>\$ 9,391,082</u>	<u>\$ 43,854</u>

In February 2002, a refunding certificate of participation was issued. The proceeds of the new debt were placed in an irrevocable trust to provide for future debt service payments on the 1995, 1996 and 1997 capital leases. Accordingly, the trust account assets and liability for the defeased capital leases are not included in the basic financial statements.

**FULL FAITH AND CREDIT BONDS**

Full faith and credit obligation bonds are direct obligations and pledge the full faith and credit of the District. Full faith and credit obligation bonds are issued to provide funds for the acquisition and construction of a golf course.

In May 2014, \$1,735,000 of full faith and credit obligation bonds were issued to refinance \$1,640,000 of the 2004 full faith and credit obligation bonds. A portion of the net proceeds of \$1,676,528 were deposited in an irrevocable trust with an escrow agent to provide funds for the future debt service payments on the refunded bonds.

The following full faith and credit obligations were outstanding at June 30, 2016:

Amount	Rates	Maturity	Balance
\$ 1,665,000	4.00%	2022	\$ 790,000
3,200,000	4.25-5.00%	2026	2,010,000
1,735,000	4.00-4.75%	2024	1,545,000
Total			<u>\$ 4,345,000</u>

**CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**10. LONG-TERM DEBT (continued)**

**POOL GENERAL OBLIGATION BOND 2015**

In April of 2015, general obligation bonds-Series 2015 were issued in the amount of \$19,900,000 with current interest bonds at 4%. Bond interest payments begin June 15, 2016 and end June 15, 2035. The premium for the G.O. Bond is \$85,888.

**11. OPERATING AND OTHER LEASES**

Several parks are leased from the City of Newberg at no cost. During the year ended June 30, 1995 these leases were extended for 99 years. Crabtree Park is leased from Yamhill County at no cost for a 25-year period ending on May 9, 2018. Leasehold improvements made to these parks will revert to the owners of the property in the event of non-renewal of the lease.

Operating lease agreements have been entered into for six copiers and printers. The monthly payments range from \$207 to \$845. Lease payments for the year ending June 30, 2016 were \$12,837.

The future minimum operating lease payments are as follows:

Year Ended June 30,	Amount
2017	\$ 12,624
2018	12,624
2019	7,554
2020	828
Total	<u>\$ 33,630</u>

**12. INTERFUND TRANSFERS AND INTERFUND RECEIVABLES/PAYABLES**

	Transfers Out	Transfers In	Due From	Due To
General Fund	\$ 613,347	\$ -	\$ -	\$ -
Debt Service Fund	-	610,847	-	-
2015 Bond Debt Service Fund	-	-	-	41,887
Pool Bond Fund	-	2,500	41,887	-
Total	<u>\$ 613,347</u>	<u>\$ 613,347</u>	<u>\$ 41,887</u>	<u>\$ 41,887</u>

Interfund transfers and interfund receivables/payables consist of the following:

**13. DEFICIT FUND BALANCE**

At June 30, 2016, the 2015 Bond Debt Service Fund had a negative budgetary ending fund balance of \$27,674. The deficit fund balance will be eliminated in the next fiscal year through property tax revenue.

CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

REQUIRED SUPPLEMENTARY INFORMATION



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**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

<u>GENERAL FUND</u>				
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
<b>REVENUES:</b>				
Property Tax:				
Current Year	\$ 2,467,806	\$ 2,467,806	\$ 2,534,067	66,261
Prior Years	60,000	60,000	84,266	24,266
Earnings on Investments	3,500	3,500	5,983	2,483
Parks	42,500	42,500	12,907	(29,593)
Sports:				
Concession Income	50,240	50,240	14,720	(35,520)
Sports Receipts	326,287	326,287	331,330	5,043
Recreation:				
Recreation	145,400	145,400	105,242	(40,158)
Preschool	49,528	49,528	30,353	(19,175)
Community School	59,500	59,500	33,539	(25,961)
Community Center/Scout House	148,300	148,300	123,256	(25,044)
Paddle Launch	-	-	17,553	17,553
Pool Receipts	464,555	464,555	500,860	36,305
Playgrounds/Centers	379,900	379,900	624,346	244,446
Golf Club House	1,504,500	1,504,500	1,317,332	(187,168)
Rec Adjustment	61,500	61,500	-	(61,500)
Miscellaneous Income	550,000	550,000	64,476	(485,524)
<b>Total Revenues</b>	<u>6,313,516</u>	<u>6,313,516</u>	<u>5,800,230</u>	<u>(513,286)</u>

Continued on page 23a

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	
<b>EXPENDITURES</b>				
Personnel Services	\$ 2,472,720	\$ 2,472,720 (1)	\$ 2,269,677	\$ 203,043
Materials and Services	2,607,082	2,607,082 (1)	2,248,557	358,525
Capital Outlay, Development, Improvement and Acquisition	476,941	476,941 (1)	352,390	124,551
Contingency	100,000	100,000 (1)	-	100,000
<b>Total Expenditures *</b>	<u>5,656,743</u>	<u>5,656,743</u>	<u>4,870,624</u>	<u>786,119</u>
Excess of Revenues Over (Under) Expenditures	656,773	656,773	929,606	272,833
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers Out	(1,106,773)	(1,106,773) (1)	(613,347)	493,426
<b>Total Other Financing Sources (Uses)</b>	<u>(1,106,773)</u>	<u>(1,106,773)</u>	<u>(613,347)</u>	<u>493,426</u>
<b>Net Change in Fund Balance</b>	(450,000)	(450,000)	316,259	766,259
<b>Beginning Fund Balance</b>	<u>450,000</u>	<u>450,000</u>	<u>704,640</u>	<u>254,640</u>
<b>Ending Fund Balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>1,020,899</u>	<u>\$ 1,020,899</u>

(1) Appropriation level

Continued from page 23

\* Expenditure detail by Department follows on pages 30A through 30N

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

SYSTEM DEVELOPMENT FUND

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
REVENUES:				
SDC Income	\$ 140,000	\$ 140,000	\$ 290,080	\$ 150,080
Interest Earned	160	160	2	(158)
Total Revenues	<u>140,160</u>	<u>140,160</u>	<u>290,082</u>	<u>149,922</u>
EXPENDITURES:				
Capital, Development, Improvement & Acquisition	<u>380,160</u>	<u>380,160 (1)</u>	<u>358,000</u>	<u>22,160</u>
Net Change in Fund Balance	(240,000)	(240,000)	(67,918)	172,082
Beginning Fund Balance	<u>240,000</u>	<u>240,000</u>	<u>342,550</u>	<u>102,550</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 274,632</u>	<u>\$ 274,632</u>

(1) Appropriation level

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>DEBT SERVICE FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
REVENUES:				
Interest Earned	\$ 183	\$ 183	\$ 224	\$ 41
Total Revenue	<u>183</u>	<u>183</u>	<u>224</u>	<u>41</u>
EXPENDITURES:				
Capital Outlay	30,865	30,865 (1)	-	30,865
Debt Service	<u>1,106,773</u>	<u>1,106,773 (1)</u>	<u>610,847</u>	<u>495,926</u>
Total Expenditures	<u>1,137,638</u>	<u>1,137,638</u>	<u>610,847</u>	<u>526,791</u>
Excess of Revenues Over (Under) Expenditures	(1,137,455)	(1,137,455)	(610,623)	526,832
OTHER FINANCING SOURCES (USES):				
Transfers In	<u>1,106,773</u>	<u>1,106,773</u>	<u>610,847</u>	<u>(495,926)</u>
Total Other Financing Sources (Uses)	<u>1,106,773</u>	<u>1,106,773</u>	<u>610,847</u>	<u>(495,926)</u>
Net Change in Fund Balance	(30,682)	(30,682)	224	30,906
Beginning Fund Balance	<u>30,682</u>	<u>30,682</u>	<u>30,643</u>	<u>(39)</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,867</u>	<u>\$ 30,867</u>

(1) Appropriation level

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

2015 BOND DEBT SERVICE FUND

	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
REVENUES:				
Property Tax	\$ 1,251,944	\$ 1,251,944	\$ 1,168,064	\$ (83,880)
Interest Earned	-	-	7,252	7,252
Total Revenue	<u>1,251,944</u>	<u>1,251,944</u>	<u>1,175,316</u>	<u>(76,628)</u>
EXPENDITURES:				
Debt Service	<u>1,168,063</u>	<u>1,168,063 (1)</u>	<u>1,202,990</u>	<u>(34,927)</u>
Net Change in Fund Balance	83,881	83,881	(27,674)	(111,555)
Beginning Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Fund Balance	<u>\$ 83,881</u>	<u>\$ 83,881</u>	<u>\$ (27,674)</u>	<u>\$ (111,555)</u>

(1) Appropriation level

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>POOL BOND FUND</u>			
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE WITH FINAL BUDGET</u>
REVENUES:				
Taxes Levied				
Interest Earned	\$ 102,000	\$ 102,000	\$ 155,741	\$ 53,741
Total Revenue	<u>102,000</u>	<u>102,000</u>	<u>155,741</u>	<u>53,741</u>
EXPENDITURES:				
Capital Outlay	20,617,000	20,617,000 (1)	852,542	19,764,458
Total Expenditures	<u>20,617,000</u>	<u>20,617,000</u>	<u>852,542</u>	<u>19,764,458</u>
Excess of Revenues Over (Under) Expenditures	(20,515,000)	(20,515,000)	(696,801)	19,818,199
OTHER FINANCING SOURCES (USES):				
Transfers In	-	-	2,500	2,500
Total Other Financing Sources (Uses)	<u>-</u>	<u>-</u>	<u>2,500</u>	<u>2,500</u>
Net Change in Fund Balance	(20,515,000)	(20,515,000)	(694,301)	19,820,699
Beginning Fund Balance	<u>20,515,000</u>	<u>20,515,000</u>	<u>20,043,521</u>	<u>(471,479)</u>
Ending Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 19,349,220</u>	<u>\$ 19,349,220</u>

(1) Appropriation level

CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

SUPPLEMENTARY INFORMATION



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**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF PROPERTY TAX TRANSACTIONS AND BALANCES  
OF TAXES UNCOLLECTED  
For the Year Ended June 30, 2016**

TAX YEAR	ORIGINAL LEVY OR BALANCE UNCOLLECTED 7/1/2015	DEDUCT DISCOUNTS	ADJUSTMENTS TO ROLLS	ADD INTEREST	CASH COLLECTION BY COUNTY TREASURER	BALANCE UNCOLLECTED/ UNSEGREGATED 06/30/16
<b>GENERAL FUND</b>						
<b>CURRENT</b>						
2015-16	\$ 2,716,044	\$ 68,927	\$ (23,503)	\$ 1,672	\$ 2,528,256	\$ 97,030
<b>PRIOR YEARS</b>						
2014-15	106,421	-	(5,621)	3,336	50,069	54,067
2013-14	59,079	-	(4,213)	3,799	20,131	38,534
2012-13	38,796	-	(4,291)	4,035	13,489	25,051
2011-12	16,376	-	(1,671)	1,716	4,538	11,883
Prior	30,113	-	(3,131)	1,471	1,595	26,858
Total Prior	250,785	-	(18,927)	14,357	89,822	156,393
Total	\$ 2,966,829	\$ 68,927	\$ (42,430)	\$ 16,029	\$ 2,618,078	\$ 253,423

	GENERAL FUND
<b>RECONCILIATION OF REVENUE</b>	
Cash Collections by County Treasurer Above	\$ 2,618,078
Accrual of Receivables	
Other taxes	2,114
June 30, 2015	(14,956)
June 30, 2016	13,097
Total Revenue	\$ 2,618,333

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF PROPERTY TAX TRANSACTIONS AND BALANCES  
OF TAXES UNCOLLECTED  
For the Year Ended June 30, 2016**

TAX YEAR	ORIGINAL LEVY OR BALANCE UNCOLLECTED 7/1/2015	DEDUCT DISCOUNTS	ADJUSTMENTS TO ROLLS	ADD INTEREST	CASH COLLECTION BY COUNTY TREASURER	BALANCE UNCOLLECTED/ UNSEGREGATED 06/30/16
<u>2015 BOND DEBT SERVICE FUND</u>						
CURRENT						
2015-16	\$ 1,251,944	\$ 31,771	\$ (10,832)	\$ 770	\$ 1,165,385	\$ 44,726
PRIOR YEARS						
2014-15	-	-	-	-	-	-
2013-14	-	-	-	-	-	-
2012-13	-	-	-	-	-	-
2011-12	-	-	-	-	-	-
Prior	-	-	-	-	-	-
Total Prior	-	-	-	-	-	-
Total	<u>\$ 1,251,944</u>	<u>\$ 31,771</u>	<u>\$ (10,832)</u>	<u>\$ 770</u>	<u>\$ 1,165,385</u>	<u>\$ 44,726</u>

	GENERAL FUND
<u>RECONCILIATION OF REVENUE</u>	
Cash Collections by County Treasurer Above	\$ 1,165,385
Accrual of Receivables	
June 30, 2015	-
June 30, 2016	2,679
Total Revenue	<u>\$ 1,168,064</u>

CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

OTHER INFORMATION

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**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 413				
ADMINISTRATION				
Personnel Services				
Superintendent	\$ 99,986	\$ 99,986	\$ 99,990	\$ (4)
Administrative Coordinator	31,088	31,088	30,182	906
Public Information Coordinator	45,871	45,871	45,699	172
Part-time Clerk	10,400	10,400	4,477	5,923
Payroll Taxes and Benefits	92,289	92,289	92,059	230
Total Personnel Services	279,634	279,634	272,407	7,227
Materials and Services				
Office Supplies	7,000	7,000	9,312	(2,312)
Postage Supplies	1,000	1,000	1,263	(263)
Program Supplies	2,500	2,500	3,192	(692)
Promotional Supplies	2,500	2,500	592	1,908
Classifieds	1,000	1,000	544	456
Brochures	7,000	7,000	1,457	5,543
Flyers and Schedules	200	200	630	(430)
Publicity	750	750	1,145	(395)
Directors Fees	360	360	-	360
Professional Dues	8,000	8,000	12,949	(4,949)
Conferences/Workshops	5,250	5,250	3,693	1,557
Staff Mileage	500	500	-	500
Staff Expenses	7,500	7,500	6,503	997
Telephone	3,000	3,000	3,457	(457)
Miscellaneous	-	-	102	(102)
Fees	6,500	6,500	6,862	(362)
Maintenance	1,000	1,000	-	1,000
Legal Services	68,250	68,250	32,596	35,654
Audit Services	23,000	23,000	17,330	5,670
Program Contracts	15,950	15,950	12,367	3,583
Insurance Services	7,750	7,750	3,608	4,142
Interest	1,500	1,500	-	1,500
Equipment Maintenance Contracts	2,500	2,500	-	2,500
Consultants	38,250	38,250	-	38,250
Property Taxes	7,500	7,500	11,895	(4,395)
Elections	-	-	13,216	(13,216)
Rental/Lease	1,500	1,500	362	1,138
Total Materials and Services	220,260	220,260	143,075	77,185
<b>TOTAL ADMINISTRATION</b>	<b>499,894</b>	<b>499,894</b>	<b>415,482</b>	<b>84,412</b>

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 450				
<b>PARKS DEPARTMENT</b>				
Personnel Services				
Park Supervisor	\$ 67,457	\$ 67,457	\$ 67,392	\$ 65
Park Lead Man	37,579	37,579	37,631	(52)
Park Technicians	58,383	58,383	49,946	8,437
Maintenance Supervisor	58,284	58,284	58,284	0
Park Laborer/Secretaries	68,642	68,642	63,518	5,124
Payroll Taxes and Benefits	<u>157,684</u>	<u>157,684</u>	<u>137,586</u>	<u>20,098</u>
Total Personnel Services	448,029	448,029	414,357	33,672
Materials and Services				
Office Supplies	2,200	2,200	1,429	771
Postage Supplies	550	550	1,264	(714)
Program Supplies	2,200	2,200	2,067	133
Small Tools	2,500	2,500	1,208	1,292
Janitorial Supplies	17,000	17,000	17,161	(161)
Chemical and Agricultural Supplies	6,000	6,000	7,187	(1,187)
Gas and Oil Supplies	17,000	17,000	8,375	8,625
Classifieds	225	225	104	121
Brochures	750	750	1,099	(349)
Flyers	2,500	2,500	1,642	858
Professional Dues	4,000	4,000	3,790	210
Conferences/Workshops	1,500	1,500	-	1,500
Staff Mileage	600	600	1,077	(477)
Staff Expense	600	600	667	(67)
Electricity	56,000	56,000	55,642	358
Natural Gas	29,000	29,000	20,350	8,650
Water/Sewer	160,000	160,000	137,564	22,436
Fees	2,500	2,500	2,043	457
Telephone	4,200	4,200	4,611	(411)
Garbage Expense	7,500	7,500	11,125	(3,625)
Building Maintenance	20,000	20,000	14,415	5,585
Structure Maintenance	12,000	12,000	10,894	1,106
Equipment Maintenance	42,000	42,000	37,394	4,606
Grounds Maintenance	30,000	30,000	32,287	(2,287)
Program Contracts	153,270	153,270	154,955	(1,685)
Insurance Services	24,838	24,838	12,372	12,466
Refunds	-	-	99	(99)
Equipment Rental	1,500	1,500	1,718	(218)
Buildings and Structures	<u>19,050</u>	<u>19,050</u>	<u>9,289</u>	<u>9,761</u>
Total Materials and Services	619,483	619,483	551,827	67,656
<b>TOTAL PARKS DEPARTMENT</b>	<u>1,067,512</u>	<u>1,067,512</u>	<u>966,184</u>	<u>101,328</u>

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 451				
<b>AQUATICS</b>				
Personnel Services				
Aquatic Coordinator	\$ 37,579	\$ 37,579	\$ 37,566	\$ 13
Secretary	26,696	26,696	27,263	(567)
Guards, Instructors and Cashiers	161,450	161,450	141,087	20,363
Coaches	5,812	5,812	4,341	1,471
Payroll Taxes and Benefits	78,333	78,333	75,620	2,713
<b>Total Personnel Services</b>	<b>309,870</b>	<b>309,870</b>	<b>285,877</b>	<b>23,993</b>
Materials and Services				
Office Supplies	2,750	2,750	2,690	60
Postage Supplies	1,450	1,450	1,054	396
Program Supplies	10,200	10,200	8,988	1,212
Chemical and Agricultural Supplies	16,500	16,500	18,135	(1,635)
Store Supplies	6,000	6,000	2,814	3,186
Gas and Oil Supplies	-	-	228	(228)
Classifieds	625	625	35	590
Brochures	600	600	1,203	(603)
Flyers	2,700	2,700	2,092	608
Professional Dues	2,500	2,500	1,528	972
Conferences/Workshops	750	750	-	750
Staff Mileage	350	350	48	302
Staff Expenses	400	400	309	91
Electricity	52,400	52,400	49,732	2,668
Natural Gas	70,050	70,050	61,005	9,046
Water/Sewer	33,000	33,000	24,827	8,173
Telephone	7,730	7,730	2,072	5,658
Fees	20,750	20,750	29,211	(8,461)
Program Contracts	22,000	22,000	19,769	2,231
Insurance Services	25,900	25,900	11,856	14,044
Refunds	450	450	145	305
<b>Total Materials and Services</b>	<b>277,105</b>	<b>277,105</b>	<b>237,744</b>	<b>39,361</b>
<b>TOTAL AQUATICS</b>	<b>586,975</b>	<b>586,975</b>	<b>523,621</b>	<b>63,354</b>



**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 452				
RECREATION - ADULT SPORTS				
Personnel Services				
Sports Supervisor	\$ 10,118	\$ 10,118	\$ 10,086	\$ 32
Sports Technician	7,878	7,878	6,816	1,062
Sports Assistant	2,775	2,775	938	1,837
Payroll Taxes and Benefits	12,082	12,082	8,801	3,281
Total Personnel Services	32,853	32,853	26,641	6,212
Materials and Services				
Office Supplies	1,350	1,350	1,659	(309)
Postage Supplies	320	320	977	(657)
Program Supplies	2,150	2,150	10,127	(7,977)
Classifieds	100	100	-	100
Brochures	850	850	1,257	(407)
Flyers and Schedules	400	400	101	299
Professional Dues	340	340	298	43
Conferences/Workshops	75	75	-	75
Staff Mileage	225	225	(9)	234
Staff Expenses	100	100	116	(16)
Electricity	1,950	1,950	4,844	(2,894)
Telephone	900	900	230	670
Fees	1,000	1,000	884	116
Equipment Maintenance	225	225	-	225
Program Contracts	9,156	9,156	8,362	794
Insurance	3,200	3,200	1,766	1,434
Refunds	850	850	(1,000)	1,850
Equipment Rental	225	225	295	(70)
Buildings and Structures	225	225	-	225
Total Materials and Services	23,641	23,641	29,906	(6,265)
TOTAL ADULT SPORTS	56,494	56,494	56,547	(53)

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 453				
RECREATION - YOUTH SPORTS				
Personnel Services				
Sports Supervisor	\$ 35,077	\$ 35,077	\$ 35,055	\$ 22
Sports Technician	23,634	23,634	24,022	(388)
Sports Leaders/Secretaries	32,375	32,375	23,219	9,156
Payroll Taxes and Benefits	41,562	41,562	29,888	11,674
Total Personnel Services	132,648	132,648	112,184	20,464
Materials and Services				
Office Supplies	3,400	3,400	3,377	23
Postage Supplies	700	700	1,142	(442)
Program Supplies	50,481	50,481	75,033	(24,552)
Janitorial Supplies	-	-	2,424	(2,424)
Gas and Oil Supplies	700	700	204	496
Classifieds	100	100	-	100
Brochures	1,700	1,700	1,257	443
Flyers	1,400	1,400	108	1,292
Professional Dues	1,350	1,350	1,244	106
Conferences/Workshops	400	400	299	101
Staff Mileage	250	250	(8)	258
Staff Expenses	375	375	331	44
Electricity	2,000	2,000	304	1,696
Telephone	2,200	2,200	1,347	853
Fees	7,300	7,300	7,547	(247)
Equipment Maintenance	375	375	-	375
Program Contracts	40,135	40,135	37,038	3,097
Insurance Services	5,000	5,000	2,475	2,525
Refunds	2,000	2,000	1,567	433
Equipment Rental	2,100	2,100	3,918	(1,818)
Buildings and Structures	-	-	88	(88)
Total Materials and Services	121,966	121,966	139,695	(17,729)
TOTAL YOUTH SPORTS	254,614	254,614	251,879	2,735

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 454				
RECREATION - CLASSES & ACTIVITIES				
Personnel Services				
Recreation Supervisor	\$ 11,467	\$ 11,467	\$ 11,489	\$ (22)
Recreation Coordinator	30,016	30,016	30,948	(932)
Special Events Staff/Secretaries	37,625	37,625	29,279	8,346
Payroll Taxes and Benefits	<u>40,310</u>	<u>40,310</u>	<u>39,067</u>	<u>1,243</u>
Total Personnel Services	119,418	119,418	110,783	8,635
Materials and Services				
Office Supplies	1,800	1,800	2,491	(691)
Postage Supplies	700	700	1,305	(605)
Program Supplies	3,900	3,900	4,005	(105)
Gas and Oil Supplies	50	50	-	50
Classifieds	150	150	-	150
Brochures	1,200	1,200	1,377	(177)
Flyers	800	800	834	(34)
Professional Dues	200	200	189	11
Conferences/Workshops	550	550	114	436
Staff Mileage	300	300	463	(163)
Staff Expenses	300	300	421	(121)
Telephone	1,450	1,450	978	472
Fees	4,400	4,400	3,899	501
Equipment Maintenance	50	50	-	50
Program Contracts	18,400	18,400	25,999	(7,599)
Insurance Services	4,600	4,600	1,922	2,678
Refunds	<u>150</u>	<u>150</u>	<u>15</u>	<u>135</u>
Total Materials and Services	<u>39,000</u>	<u>39,000</u>	<u>44,012</u>	<u>(5,012)</u>
TOTAL CLASSES & ACTIVITIES	<u>158,418</u>	<u>158,418</u>	<u>154,795</u>	<u>3,623</u>

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 455				
RECREATION - PLAYGROUNDS & CENTERS				
Personnel Services				
Recreation Supervisor	\$ 10,793	\$ 10,793	\$ 10,828	\$ (35)
Recreation Coordinator	37,579	37,579	37,566	13
After School Staff	190,697	190,697	208,058	(17,361)
Payroll Taxes and Benefits	<u>50,601</u>	<u>50,601</u>	<u>53,857</u>	<u>(3,256)</u>
Total Personnel Services	289,670	289,670	310,310	(20,640)
Materials and Services				
Office Supplies	3,500	3,500	1,405	2,095
Postage Supplies	300	300	626	(326)
Program Supplies	29,200	29,200	35,062	(5,862)
Gas and Oil Supplies	2,100	2,100	296	1,804
Summer Playground Supplies	-	-	89	(89)
Classifieds	300	300	-	300
Brochures	2,200	2,200	2,739	(539)
Flyers	1,000	1,000	732	268
Professional Dues	295	295	192	103
Conferences/Workshops	680	680	136	544
Staff Mileage	50	50	(10)	60
Staff Expenses	500	500	343	157
Telephone	3,500	3,500	3,953	(453)
Fees	10,100	10,100	13,745	(3,645)
Program Contracts	2,300	2,300	2,285	15
Insurance Services	2,700	2,700	1,237	1,463
Refunds	100	100	107	(7)
Contracts - Admissions	7,200	7,200	6,463	737
Equipment Rental	<u>7,000</u>	<u>7,000</u>	<u>6,545</u>	<u>455</u>
Total Materials and Services	<u>73,025</u>	<u>73,025</u>	<u>75,944</u>	<u>(2,919)</u>
TOTAL PLAYGROUNDS & CENTERS	<u>362,695</u>	<u>362,695</u>	<u>386,254</u>	<u>(23,559)</u>

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 456				
COMMUNITY CENTER/SCOUT HOUSE				
Personnel Services				
Senior Center Specialist	\$ 28,580	\$ 28,580	\$ 25,997	\$ 2,583
Building Leaders	19,558	19,558	14,295	5,263
Payroll Taxes and Benefits	<u>34,344</u>	<u>34,344</u>	<u>30,630</u>	<u>3,714</u>
Total Personnel Services	82,482	82,482	70,922	11,560
Materials and Services				
Office Supplies	1,800	1,800	729	1,071
Postage Supplies	600	600	1,008	(408)
Program Supplies	3,800	3,800	5,739	(1,939)
Gas and Oil Supplies	950	950	371	579
Classifieds	500	500	624	(124)
Brochures	1,800	1,800	3,976	(2,176)
Flyers	1,800	1,800	1,469	331
Professional Dues	400	400	68	332
Conferences/Workshops	550	550	146	404
Staff Mileage	200	200	131	69
Staff Expense	400	400	473	(73)
Electricity	8,500	8,500	8,129	371
Natural Gas	1,500	1,500	1,232	268
Water/Sewer	10,500	10,500	15,186	(4,686)
Telephone	1,400	1,400	1,496	(96)
Fees	900	900	1,150	(250)
Equipment Maintenance	500	500	-	500
Program Contracts	10,000	10,000	11,831	(1,831)
Equipment Maintenance Contracts	200	200	-	200
Insurance Services	25,000	25,000	13,077	11,923
Senior Trips	5,000	5,000	3,671	1,329
Refunds	<u>150</u>	<u>150</u>	<u>1,723</u>	<u>(1,573)</u>
Total Materials and Services	<u>76,450</u>	<u>76,450</u>	<u>72,229</u>	<u>4,221</u>
TOTAL COMMUNITY CENTER/ SCOUT HOUSE	<u>158,932</u>	<u>158,932</u>	<u>143,151</u>	<u>15,781</u>

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 457				
COMMUNITY SCHOOLS				
Personnel Services				
Part-time, Temporary and Full-time	\$ 22,490	\$ 22,490	\$ 14,575	\$ 7,915
Payroll Taxes and Benefits	<u>3,051</u>	<u>3,051</u>	<u>2,564</u>	<u>487</u>
Total Personnel Services	25,541	25,541	17,139	8,402
Materials and Services				
Office Supplies	2,000	2,000	1,543	457
Postage Supplies	600	600	977	(377)
Program Supplies	2,850	2,850	1,408	1,442
Snacks and Food	400	400	-	400
Classifieds	100	100	-	100
Brochures	1,000	1,000	1,357	(357)
Flyers	600	600	702	(102)
Professional Dues	100	100	62	38
Conferences/Workshops	220	220	145	75
Staff Mileage	150	150	167	(17)
Staff Expense	100	100	-	100
Telephone	1,000	1,000	99	901
Fees	1,000	1,000	578	422
Program Contracts	8,000	8,000	3,483	4,517
Insurance Services	1,400	1,400	621	779
Refunds	<u>100</u>	<u>100</u>	<u>-</u>	<u>100</u>
Total Materials and Services	<u>19,620</u>	<u>19,620</u>	<u>11,142</u>	<u>8,478</u>
TOTAL COMMUNITY SCHOOLS PROGRAM	<u>45,161</u>	<u>45,161</u>	<u>28,281</u>	<u>16,880</u>

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 458				
GOLF COURSE MAINTENANCE				
Personnel Services				
Golf Course Supervisor	\$ 67,455	\$ 67,455	\$ 67,661	\$ (206)
Golf Course Technician	25,168	25,168	20,879	4,289
Golf Mechanic	27,230	27,230	16,155	11,075
Golf Course Landscaper	52,978	52,978	52,563	415
Assistant Groundskeeper	34,279	34,279	34,137	142
Part-time and Temporary	119,524	119,524	85,345	34,179
Payroll Taxes and Benefits	130,696	130,696	115,994	14,702
Total Personnel Services	457,330	457,330	392,733	64,597
Materials and Services				
Office Supplies	1,768	1,768	1,445	323
Postage Supplies	350	350	617	(267)
Program Supplies	15,023	15,023	9,024	5,999
Small Tools	7,104	7,104	7,758	(654)
Janitorial Supplies	1,543	1,543	1,175	368
Chemical and Agricultural Supplies	117,753	117,753	75,012	42,741
Gas and Oil Supplies	42,582	42,582	25,733	16,849
Snacks and Food	660	660	638	22
Uniforms	600	600	162	438
Classifieds	200	200	297	(97)
Brochures/Flyers	-	-	1,257	(1,257)
Flyers	-	-	202	(202)
Professional Dues	1,870	1,870	1,742	128
Conferences & Workshops	3,690	3,690	4,712	(1,022)
Staff Mileage	100	100	-	100
Staff Expense	240	240	338	(98)
Electric	15,900	15,900	14,707	1,193
Natural Gas	-	-	524	(524)
Water & Sewer	198,750	198,750	226,552	(27,802)
Telephone	2,460	2,460	3,545	(1,085)
Garbage Expense	-	-	56	(56)
Fees	600	600	-	600
Buildings	2,730	2,730	2,451	279
Equipment	49,729	49,729	87,431	(37,702)
Structures	-	-	2,721	(2,721)
Grounds	109,640	109,640	78,899	30,741
Vehicles	2,050	2,050	677	1,373
Professional Services	-	-	2,178	(2,178)
Program Contracts	18,600	18,600	30,558	(11,958)
Insurance Services	11,000	11,000	3,093	7,907
Equipment Maintenance Contracts	5,690	5,690	2,945	2,745
Consultant Services	9,600	9,600	7,000	2,600
Equipment Rentals	3,800	3,800	8,369	(4,569)
Buildings and Structures	-	-	839	(839)
Total Materials and Services	624,032	624,032	602,658	21,374
TOTAL GOLF COURSE MAINTENANCE	1,081,362	1,081,362	995,390	85,972

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT - BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 459				
<b>GOLF CLUB HOUSE</b>				
Personnel Services				
Club House Supervisor	\$ 67,455	\$ 67,455	\$ 66,398	\$ 1,057
Golf Clerks	49,950	49,950	70,529	(20,579)
Marshall/Starter Staff	45,389	45,389	6,140	39,249
Outside Service Staff	25,900	25,900	27,375	(1,475)
Snack Bar Clerk	1,850	1,850	3,953	(2,103)
Beverage Cart Clerk	11,100	11,100	8,972	2,128
Catering Staff	1,803	1,803	-	1,803
Payroll Taxes and Benefits	52,670	52,670	51,959	711
Total Personnel Services	256,117	256,117	235,326	20,791
Materials and Services				
Office Supplies	1,800	1,800	1,153	647
Postage Supplies	900	900	1,580	(680)
Program Supplies	37,250	37,250	41,806	(4,556)
Small Tools	600	600	-	600
Janitorial Supplies	2,400	2,400	2,655	(255)
Store Supplies	168,855	168,855	158,662	10,193
Gas and Oil Supplies	600	600	-	600
Snacks and Food	1,000	1,000	141	859
Uniforms	3,600	3,600	114	3,486
Classifieds	200	200	200	-
Brochures	1,000	1,000	811	189
Flyers	30,200	30,200	13,184	17,017
Professional Dues	2,700	2,700	5,200	(2,500)
Conferences/Workshops	4,750	4,750	117	4,633
Staff Mileage	750	750	288	462
Staff Expense	750	750	258	492
Electric	18,000	18,000	16,003	1,997
Water/Sewer	1,800	1,800	25	1,775
Telephone	2,400	2,400	5,247	(2,847)
Fees	5,400	5,400	34,373	(28,973)
Computer and Cable	30,240	30,240	176	30,064
Garbage Expense	-	-	5,341	(5,341)
Buildings Maintenance	6,000	6,000	696	5,304
Structures	3,000	3,000	-	3,000
Equipment	5,600	5,600	6,889	(1,289)
Program Contracts	22,500	22,500	6,760	15,740
Insurance Services	7,500	7,500	3,650	3,850
Consultant Services	10,000	10,000	-	10,000
Refunds	6,000	6,000	-	6,000
Equipment Rentals	43,356	43,356	24,812	18,545
Total Materials and Services	419,151	419,151	330,137	89,014
<b>TOTAL GOLF CLUB HOUSE</b>	<u>675,268</u>	<u>675,268</u>	<u>565,463</u>	<u>109,805</u>



**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 472				
JAQUITH CONCESSION				
Personnel Services				
Concession Attendant	\$ 14,476	\$ 14,476	\$ -	\$ (14,476)
Payroll Taxes and Benefits	1,980	1,980	-	1,980
Total Personnel Services	16,456	16,456	-	16,456
Materials and Services				
Office Supplies	60	60	5	55
Postage	30	30	-	30
Program Supplies	14,600	14,600	-	14,600
Classifieds	75	75	-	75
Flyers	125	125	-	125
Conferences/Workshops	700	700	-	700
Professional Dues	974	974	7	967
Concession Mileage	200	200	-	200
Concession Insurance	1,600	1,600	516	1,084
Concession Electricity	1,600	1,600	-	1,600
Fees	1,400	1,400	-	1,400
Equipment Maintenance	300	300	-	300
Total Materials and Services	21,664	21,664	528	21,136
TOTAL JAQUITH CONCESSION	38,120	38,120	528	37,592

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 474				
PRESCHOOL				
Personnel Services				
Head Instructor	\$ 20,577	\$ 20,577	\$ 17,753	\$ 2,824
Preschool Instructors	-	-	532	(532)
Payroll Taxes and Benefits	2,095	2,095	2,716	(621)
Total Personnel Services	22,672	22,672	21,000	1,672
Materials and Services				
Office Supplies	950	950	752	198
Postage	100	100	430	(330)
Program Supplies	2,100	2,100	1,433	667
Classifieds	200	200	140	60
Brochures	1,600	1,600	2,522	(922)
Dues	60	60	7	53
Conferences/Workshops	100	100	92	8
Electricity	500	500	368	132
Natural Gas	800	800	860	(60)
Water/Sewer	800	800	925	(125)
Telephone	875	875	569	306
Refunds	-	-	144	(144)
Fees	1,000	1,000	877	123
Insurance	1,100	1,100	541	559
Total Materials and Services	10,185	10,185	9,661	524
TOTAL PRESCHOOL	32,857	32,857	30,661	2,196

**CHEHALEM PARK AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON**

**SCHEDULE OF EXPENDITURES BY DEPARTMENT – BUDGET AND ACTUAL  
For the Year Ended June 30, 2016**

	<u>GENERAL FUND</u>			VARIANCE WITH FINAL BUDGET
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	
EXPENDITURES - Department 470				
ACQUISITION AND IMPROVEMENT				
Capital Outlay, Development, Improvement, and Acquisition	\$ 476,941	\$ 476,941	352,390	\$ 124,551
TOTAL ACQUISITION AND IMPROVEMENT	<u>476,941</u>	<u>476,941</u>	<u>352,390</u>	<u>124,551</u>
MISCELLANEOUS DEPARTMENTS				
Materials and Services				
Babe Ruth League - Department 504	8,000	8,000	-	8,000
Bambino League - Department 503	22,000	22,000	-	22,000
Chehalem Volleyball Club - Department 505	1,500	1,500	-	1,500
Quilt Club - Department 506	10,000	10,000	-	10,000
Community Progress Team - Department 501	20,000	20,000	-	20,000
TOTAL MISCELLANEOUS DEPARTMENTS	61,500	61,500	-	61,500
CONTINGENCY	<u>100,000</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>
TOTAL EXPENDITURES	<u><u>\$ 5,656,743</u></u>	<u><u>\$ 5,656,743</u></u>	<u><u>\$ 4,870,624</u></u>	<u><u>786,119</u></u>

CHEHALEM PARKS AND RECREATION DISTRICT  
YAMHILL COUNTY, OREGON

INDEPENDENT AUDITORS' REPORT REQUIRED BY OREGON STATE REGULATIONS

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**PAULY, ROGERS, AND CO., P.C.**  
12700 SW 72<sup>nd</sup> Ave. Tigard, OR 97223  
(503) 620-2632 (503) 684-7523 FAX  
www.paulyrogersandcocpas.com

February 22, 2017

### **Independent Auditors' Report Required by Oregon State Regulations**

We have audited the basic financial statements of the Chehalem Parks and Recreation District as of and for the year ended June 30, 2016 and have issued our report thereon dated February 22, 2017. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

#### **Compliance**

As part of obtaining reasonable assurance about whether the basic financial statement are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts and grants, including the provision of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of basic financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to, the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment**
- **Budgets legally required (ORS Chapter 294)**
- **Insurance and fidelity bonds in force or required by law**
- **Authorized investment of surplus funds (ORS Chapter 294)**
- **Public contracts and purchasing (ORS Chapters 279A, 279B and 279C)**

In connection with our testing, nothing came to our attention that caused us to believe the Chehalem Parks and Recreation District was not in substantial compliance with certain provisions of laws, regulations, contracts and grants, including the provisions of Oregon Revised Statutes as specific in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except expenditures exceeded appropriations as noted on page 14 of the report.

#### **OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered the internal controls over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal controls over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal controls over financial reporting.

This report is intended solely for the information and use of the Board of Directors, management and the Oregon Secretary of State, and is not intended to be, and should not be, used by anyone other than these parties.

A handwritten signature in black ink that reads "Roy R. Rogers". The signature is written in a cursive style with a large, stylized "R" and "R".

ROY R. ROGERS, CPA  
PAULY, ROGERS AND CO., P.C.

# Player's Choice Sports Association

Dear City of Newberg Transient Lodging Tax and Destination Development and Marketing Promotion Grant Selection Committee:

We are in support of the "CPRD Darnell Wright Complex Lighting Project" and believe it will significantly impact the ability to draw major events to Newberg impacting tourism in a very positive fashion.

Please feel free to contact me at any time.

*Kristine Russom* 

Kristine Russom, Executive Director

Player's Choice Sports Association

503-559-5229



To whom it may concern...

10-9-17

We support the Darnell Wright field project for what it can bring to the community. Here at Abby's, we see throughout the year the many teams that are brought into town for different tournaments and see the benefits first hand and economic value it brings to our local business.

Jesse Woolen

Associate Manager

A handwritten signature in black ink, appearing to read 'Jesse Woolen', written in a cursive style.

# North American Fastpitch Association

TO: City of Newberg Selection Committee

FR: Clark Evans, NAFA West Coast Vice President

The North American Fastpitch Association strongly supports the "CPRD Darnell Wright Complex Lighting Project" and we hope that you will also. The ability to play large events with out of town teams from all over the US and Canada due to having lights on the fields makes all the difference in the world in selecting the location to host major events for our organization and any other organization.

*Clark Evans*

Clark Evans, West Coast Vice President

North American Fastpitch Association

575-642-7564

To whom it may concern,

We would like to encourage you to install lights at the Darnell Wright Softball Light Project.

We personally think lights will enhance the ability of local youth to play in our unpredictable Oregon weather. Also, we have noticed an increase in the building of residential houses in this section of Newberg and, as a result, an increase also in the number of customers frequenting our business. We feel it would be a great asset to this end of town to have lights at the softball fields. Thank you for considering this.

Tom and Linda Vondrachek, Jem 100

A handwritten signature in black ink, appearing to read "Tom and Linda Vondrachek". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

# Youthfastpitch.com

## Developing our Youth one child at a time

This letter is written to the City of Newberg to support the lighting of the CPRD Darnell Wright Complex Lighting Project”.

Youthfastpitch.com is the largest softball tournament operator of events in the Pacific Northwest. Being able to play at night and when bad weather hits and when games go long is extremely important due to the fact that teams come from so far away to play in our events so we MUST get all the games played. The top cities have lit fields so that this can be accomplished and they are selected over other cities for major events. Bring these events to Newberg instead of other cities by supporting this project.

*Amy Hardesty*

Amy Hardesty, Youthfastpitch.com

503-857-5891



RECEIVED

OCT 09 2017

Initial: DRR

**City of Newberg 2017 - 2018  
Transient Lodging Tax – Destination Development and Marketing  
Promotion Grant Program Application Cover Page**

Project Title: Newberg Cultural District Wayfinding Project

Applicant Name: City of Newberg

Mailing Address: 503 E Hancock Newberg OR 97132  
Street City State Zip

Contact Name: Leah M. Griffith

Phone: 503-537-1267 Email: leah.griffith@newbergoregon.gov

Amount of total Funding Requested: \$ \$73,500

*Please note: Funds not spent on the approved project must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.*

**Project, Program or Event Detail:**

- A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
- B. Submit an updated Project, Program or Event Detail as your Progress Report.
- C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

**Any changes to your project must have prior approval to receive funding.**

*I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.*

Print Name: Joe Hannan

Signature: 

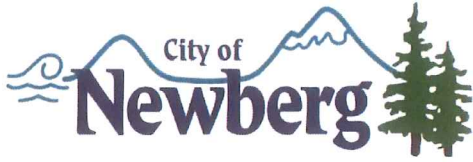
Title: City Manager, City of Newberg

Date: 10/9/2017

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*  
APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) \_\_\_\_\_

Progress Report Received: \_\_\_\_\_ Final Report received: \_\_\_\_\_

Funds returned, received on: \_\_\_\_\_



City of Newberg 2017 - 2018
Transient Lodging Tax – Destination Development and Marketing
Promotion Grant Program Application

THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:

- Completed application Cover Sheet.
Budget for project/program/event being funded that lists all anticipated income and expenses.
Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
Letter signed by officers of the Organization’s Board of Directors or Business Owners authorizing this application.
Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
Documentation that no bankruptcy or other financial corruption has occurred within the past five years.
Letters of support.

Project Title: Newberg Cultural District Wayfinding Project

Applicant Name: City of Newberg

Mailing Address: 503 E Hancock Street Newberg City OR 97132 State Zip

Contact Name: Leah M. Griffith

Phone: 503-537-1267 Email: leah.griffith@newbergoregon.gov

Website Address: www.newbergculturaldistrict.org

Secretary of State Business Registry Number: 93-6002221

Non Profit Government X For-Profit

Amount of total Funding Requested: \$ 73,500

Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.

Classify how funds will be used for your project/program/event: *check all that apply*

New Project                       New Program                       New Event

Existing Project                       Existing Program                       Existing Event

Has this project, program or event received these grant funds in the past?

**No**

If so when and for how much?

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of funding available in the fiscal year in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

**Budget Summary (this format must be used):**

**Project/Program/Event Budget:** This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year: 2017 to 2018

Income Sources	Amount
TLT Grant	73,500
Matching	
City of Newberg Cash	15,000
City of Newberg In kind	21,750
Chehalem Park & Recreation District Cash	15,000
Chehalem Park & Recreation District In kind	21,750
Total Project/Program/Event Income	\$147,000

Expenses – Must be explicitly defined.	Amount
Large Monument size at Hancock/Howard	42,550
Pedestrian Directional	25,559
Parking Identification	13,800
Vehicular Directional	2,070
Parking Direction w Pole	3,450
Demo and Install	46,000
Contingency	13,571
Total Project/Program/Event Expense	\$147,000



Wayfinding at the Newberg Cultural District Expense

2017-18

		Quantity	2014 Cost	Extended Cost	Estimate
A	Large monument at Howard and Hancock	1	\$37,000	\$37,000	\$42,550
C	Pedestrian Directional	7	\$3,175	\$22,225	\$25,559
D	Parking Identification	4	\$3,000	\$12,000	\$13,800
E1	Vehicular Directional	2	\$900	\$1,800	\$2,070
E2	Parking Direction w/Pole	3	\$1,000	\$3,000	\$3,450
	Demo & Install	1	\$40,000	\$40,000	\$46,000
	Remove existing Signs		\$3,450		
	Installation		\$23,000		
	Landscaping		\$17,250		
	Other		\$2,300		
	Contingency 10%		\$8,508	\$11,603	\$13,571
	<b>TOTAL</b>				<b>\$147,000</b>

**PLAN**

**ELEVATION**

**TYPE A**  
District Marker  
Internally Illuminated

**TYPE C**  
Pedestrian Directional

**TYPE D**  
Parking ID

**TYPE E1, E2**  
Vehicular Directional

**Revisions**

**Submitted / Date**  
CONSTRUCTION DOCUMENTS  
June 16, 2014

**Project**  
NEWBERG CULTURAL DISTRICT  
IDENTITY & WAYFINDING

**Sheet Title**  
DISTRICT IDENTIFY  
SIGN SYSTEM

**Sheet No.** 4 of 20

**Organization Budget:** This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: 2017 to 2018

Income Sources	Amount
This project would be added as a Supplemental budget to the 2017-18 budget as shown on the next page	\$46,714,784
Fund 22	
TLT Transfer	\$73,500
City Cash	\$15,000
CPRD Cash	\$15,000
Total Organization Income	\$46,818,284

Expenses	
This project would be added as a Supplemental budget to the 2017-18 budget as shown on the next page	\$57,482,894
Fund 22	
TLT Transfer	\$73,500
City Cash	\$15,000
CPRD Cash	\$15,000
Public Works Funds In Kind (note: CPRD In Kind would be within their Budget \$21,750)	\$21,750
Total Organization Expense	\$57,608,144

**Project Narrative:**

1. Project description:

***Newberg Cultural District Wayfinding Project will provide wayfinding signage for directing people to the Newberg Cultural District as well as the Chehalem Cultural Center. It will also provide directional signage for parking and identifying locations within the district. While the large monument sign at Hwy 99W and Hancock will not specifically say Chehalem Cultural Center, the use of the word Cultural will allow visitors to extrapolate the location of the Chehalem Cultural Center.***

2. How will your project, program or event further the Newberg Strategic Tourism Plan goals?

***Signage and Wayfinding are part of the "Destination Development" investment strategy with TLT funding. The Newberg Cultural District leads visitors to experiences at the Cultural District, a playground/splash pad when traveling with children, and to events at the Chehalem Cultural Center.***

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, or Tourism related facility)?

***The wayfinding project fits under the Tourism-related facility in that it directs and welcomes people to an area where events are being held. Data collected at numerous events in the Newberg Cultural District and the Chehalem Cultural Center have demonstrated that annually over 3,250 visitors either spend the night in local lodging or come from more than 50 miles away. This grant would increase the number of visitors by making the area more visible and by improving their experiences in the District.***

4. What is the projected return on investment?

***The added visibility of the Newberg Cultural District with the Wayfinding resources would bring in more users to the District and Cultural Center which would result in higher TLT revenues.***

5. Predicted number of tourists' attracted / overnight guests?

***At present, large events alone attract 15,000 visits. A modest estimate is that the long-term impact of the grant would increase that by 10%, or 1,500 visits. The visitors to the Newberg Cultural District events would be at the same ratio/level as visitors to events sponsored by the Chehalem Cultural Center.***

***The main monument sign at the corner of Howard and Hwy 99W will have a greater impact on attracting tourists than locals as it will make people travelling through Newberg aware of the Cultural District.***

6. Will it have lasting impact and utility?

***The signage will have over 20 years of life, if not longer. The impact of heightened awareness by travelers going through our community will be much longer. Travelers to the coast and wine destinations will now see that Newberg has a cultural area and be more likely to return for events and activities.***

7. How does your project, program or event leverage funding?

***Once the signs have been in place and visits have increased, funding for other projects, both in the Chehalem Cultural Center and in the Newberg Cultural District, will be easier to obtain.***

8. What is the ratio at which Transient Lodging Tax funds will be matched?

***There will be a 1:1 match between the TLT funds and local match. Half the local match will come from CPRD and half from the City of Newberg.***

9. What is your demonstrated history of attracting tourists?

***Currently events such as Camellia Festival, Lavender Festival and Tunes on Tuesday attract tourists and locals. Each of those events have grown each year and continue to bring in tourists. With more visibility on Hwy 99W those attendees will increase.***

10. Does your project, program or event engage and energize local tourism partner(s)?

***The project will promote local tourism projects such as the Oktoberfest, Camellia Festival and more as it will provide better directional signage and help to identify the location of these events. The improvements will also serve to make the District a more attractive place for new tourist-oriented events to be held here.***

11. Does your project, program or event enhance Newberg as a destination? If so how?

***Quality wayfinding signage enhances the appearance of the downtown area and allows tourists to find their way events and locations. The improvements will also serve to make the District a more attractive place for new tourist-oriented events to be held here.***

12. Does your project, program or event enhance Newberg as a location for Makers and Doers? If so how?

***Not specifically, other than to locate the Cultural District.***

13. Does your project, program or event catalyze downtown development? If so how?

***We have seen from existing events that visitors often walk to downtown to enjoy what is offered there. Since the improvements being requested are expected to have a great impact on attracting new tourists, an even greater percentage of those can be expected to visit downtown. The wayfinding project would engage the downtown in activities at the Cultural District which then have attendees visit downtown businesses.***

***This project would work with the Newberg Downtown Coalition and others to blend all the wayfinding signage into a cohesive appearance to enhance the impression presented by Newberg.***

14. Does your project, program or event enhance offseason (October – May or Sunday – Thursday Visitation), or shoulder season visitation? Explain how.

***The wayfinding system will make the indoor events at the Chehalem Cultural Center more easily found during the dreary, rainy months. Visits will see the lighted sign at Howard and the parking directional signs and be able to park and attend those events at the Center.***

15. Does this project align with at least one of the four target audiences (Wine Country Adventurers, Millennial Explorers, George Fox Network, or Luxury Wine Travelers)?

***The Newberg Cultural District hosts events that appeal to all four target audiences, such as Tunes on Tuesday, Oktoberfest, Lavender Festival, Truffle Festival and Camellia Festival. Without the large monument sign on Hwy 99W and Howard, many travelers miss the fact they are a block away from the Newberg Cultural District and Chehalem Cultural Center.***

16. What is the timeframe for completion of your project, program or event?

***The project would be complete in 12 months.***


**Signature and Certification Letter:**

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

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

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.

  
\_\_\_\_\_  
Signature of Authorizing Official

October 9, 2017  
Date

Joe Hannan  
\_\_\_\_\_  
Print Name of Authorizing Official



## INDEPENDENT AUDITOR'S REPORT

To the City Council  
City of Newberg

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Newberg as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

A

**INDEPENDENT AUDITOR'S REPORT (Continued)**

***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Newberg, as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof, and the respective budgetary comparison for the General, Street and Building Inspection Funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters***

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages a-o and the required supplementary information on pages 71-75 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining statements and individual fund financial schedules, the other financial schedules, and the statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The combining statements and individual fund financial schedules and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements and individual fund financial schedules and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section, other financial schedules, and the statistical section have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.



**INDEPENDENT AUDITOR'S REPORT (Continued)**

**Reports on Other Legal and Regulatory Requirements**

*Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 30, 2016 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

*Other Reporting Required by Oregon State Regulations*

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have also issued our report dated December 30, 2016, on our consideration of the City's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Boldt Carlisle + Smith  
Certified Public Accountants  
Salem, Oregon  
December 30, 2016

By:



Bradley G. Bingenheimer, Member

Full Audit is available at

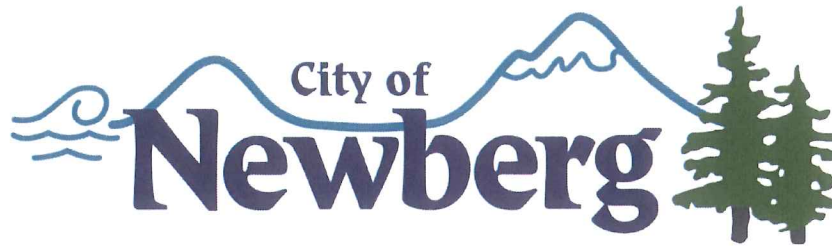
<http://www.newbergoregon.gov/finance/page/annual-financial-reports>

**CITY OF NEWBERG  
2017-18 ADOPTED BUDGET**

**2017-18 Budget - All Funds Summary - Adopted**

Fund	Fund No.	Beginning Fund Balance	RESOURCES		REQUIREMENTS		ENDING FUND BALANCE	
			Revenues	Transfers In	Expenditures	Transfers Out	Contingencies	Reserves
General	01	3,077,675	15,398,746	1,174,924	17,764,008	143,834	643,504	1,100,000
Street	02	489,326	1,953,375	2,829	1,362,441	987,150	95,939	-
Civil Forfeiture	03	25,234	200	-	25,434	-	-	-
Public Works Capital Projects	04	(0)	-	7,135,000	7,135,000	-	-	-
Emergency Medical Services	05	87,036	501,000	-	200,000	351,741	36,295	-
Wastewater	06	10,812,028	8,144,331	2,829	8,038,751	3,110,000	1,979,530	5,830,907
Water	07	8,874,908	5,837,714	39,811	4,218,940	1,805,174	2,084,343	6,643,976
Building Inspection	08	932,354	824,671	647	689,957	16,810	1,050,905	-
Debt Service	09	36,946	518,244	225,181	736,006	-	-	44,365
City Hall Fee	10	512,086	93,000	-	-	108,486	-	496,600
9-1-1 Tax	13	23,357	221,000	-	224,876	-	19,481	-
Economic Development	14	522,130	457,771	-	842,460	4,872	132,568	-
Public Safety Fee	16	109,612	496,809	-	542,792	-	63,629	-
Stormwater	17	898,152	1,486,095	2,829	1,279,253	895,000	212,823	-
Streets Capital Projects	18	168,396	2,000	4,935,000	4,935,000	-	-	170,396
Transient Lodging Tax	19	250,000	1,047,427	-	617,295	680,132	-	-
Library Gift, Memorial, and Grant	22	63,516	135,600	-	160,000	-	39,116	-
Cable TV	23	37,825	200	-	38,025	-	0	-
PERS Stabilization Reserve	25	179,255	-	-	-	179,255	-	-
Administrative Support Services	31	553,185	4,726,111	24,241	5,055,277	3,362	244,898	-
Vehicle/Equipment Replacement	32	1,372,748	1,097,665	16,412	2,486,825	-	(0)	-
Fire & EMS Equipment Fee	33	-	-	-	-	-	-	-
Street Systems Development	42	2,965,113	2,365,125	-	-	3,971,000	1,359,238	-
Stormwater Systems Development	43	94,806	71,200	-	-	55,000	96,772	14,234
Wastewater Systems Development	46	4,516,526	830,000	-	284,724	1,295,000	3,766,802	-
Water Systems Development	47	298,518	504,500	230,213	845,831	183,100	4,300	-
<b>Total</b>		<b>36,900,731</b>	<b>46,712,784</b>	<b>13,789,916</b>	<b>57,482,894</b>	<b>13,789,916</b>	<b>11,830,143</b>	<b>14,300,478</b>

Total Budget \$ 97,403,431



414 E. First Street · P.O. Box 970 · Newberg, OR 97132

October 9, 2017

To Transient Lodging Tax Committee:

The City of Newberg strongly supports the request for a lodging tax grant to enhance tourist travel throughout the cultural district and downtown through the Newberg Cultural District Wayfinding Project. The City will commit to \$21,750 of in-kind service for the Newberg Cultural District Wayfinding Project. The City will join CPRD's support of the grant request for this project and will also commit \$15,000 as a cash match to the project

A handwritten signature in blue ink, appearing to read "Joe Hannan", with a long horizontal line extending to the right.

Joe Hannan  
City Manager

[joe.hannan@newbergoregon.gov](mailto:joe.hannan@newbergoregon.gov)

206.992.4702



503-537-2909  
fax 503-538-9669  
125 South Elliott Road  
Newberg, OR 97132  
[cprdnewberg.org](http://cprdnewberg.org)

October 9, 2017

To Whom It May Concern:

Chehalem Park and Recreation District will commit to \$21,750 of in-kind service for the Newberg Cultural District Wayfinding Project. CPRD supports the City of Newberg's grant request for this project from the City of Newberg 2017 – 2018 Transient Lodging Tax – Destination Development and Marketing Promotion Grant Program.

Additionally, CPRD Superintendent Don Clements intends to submit a request to the CPRD Board of Directors for a \$15,000 monetary donation, also for this wayfinding project.

Feel free to contact us with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Clements". The signature is fluid and cursive.

Don Clements



www.chehalemcculturalcenter.org  
415 E Sheridan St  
Newberg, OR 97132  
(503) 487-6883

October 9, 2017

Leah M Griffith  
Newberg Public Library  
503 E. Hancock  
Newberg, OR 97132

**President**  
Mark Terry

**Past President**  
Ashley Lippard

**Vice President**  
Cathy Redman

**Secretary**  
Pierre Zreik

**Treasurer**  
Mary Martin Miller

**At Large**  
Rick Lee

**Directors**  
Allyn Brown  
Deb Clagett  
Stan Halle  
Karen Halliday  
David Hamrelson  
Kris Horn  
Jody Kropf  
Dennis Lewis  
Barbara Palmer  
Mike Ragsdale  
Deborah Stevenson

To Whom It May Concern:

As Interim Executive Director of the Chehalem Cultural Center (CCC), I want to express my support of the Newberg Cultural District Wayfinding Project. Wayfinding is critical to travelers coming to Newberg. CCC will see well over 40,000 people come through our doors in 2017, 3,250 of whom come from beyond 50 miles and even out-of-state. Providing excellent signage can be a huge help for these many visitors in finding their way.

CCC's business relations committee is very active with the Newberg Downtown Coalition. One of our goals is to direct people between the Cultural District and our Historic Downtown and visa versa. Effective wayfinding will greatly enhance our ability to support these partnerships with downtown businesses.

We are deeply grateful to the Cultural District for its efforts to inform and guide the thousands of visitors and guests that come to Newberg.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Halliday".

Jim Halliday  
Interim Executive Director  
Chehalem Cultural Center

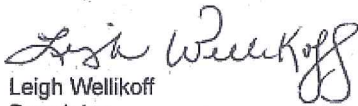
# University House of Newberg

October 9, 2017

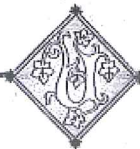
I would like to express my support for use of the Transient Lodging Tax money for signage to assist out-of-town visitors in discovering the many assets of the Cultural District. Use of these funds would synergistically help all local lodging-based industries and as such would aid all of the ancillary hospitality related industries.

For the last 15 years The U House has welcomed hundreds of visitors to the Cultural District. In the course of our hosting these guests, we are frequently asked for guidance and direction to various events. (The Camellia Festival, Truffle Festival, Tunes on Tuesday, Childrens' park, weddings etc.)

Good signage for the Cultural District would also improve the identification of the Cultural District as a Destination District.



Leigh Wellikoff  
Proprietor  
University House of Newberg





October 9, 2017

Shannon Buckmaster  
Co-Chair, Tunes on Tuesday  
Young Professionals of Yamhill Valley  
P. O. Box 302  
Newberg, OR 97132  
shannon@tunesontuesday.com  
(503) 758-5585

To Whom It May Concern:

I fully support the efforts of Leah Griffith, on behalf of the Newberg Cultural District, to install wayfinding signage for our district facilities and events.

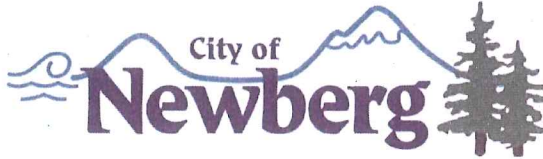
Tunes on Tuesday is a free outdoor summer concert series held in the Cultural District Plaza from 6:30-8:30pm for eight consecutive Tuesday evenings in July and August. Tunes on Tuesday is an interactive experience for the people of Newberg and surrounding towns and is an affiliated project with the Young Professionals of Yamhill Valley. Each concert, we hear from individuals who have travelled from Central and Coastal Oregon, Portland and SW Washington to experience the music and cultural celebration. With so many people who are unfamiliar with our city layout travelling to Newberg for the concerts, the wayfinding signs would more efficiently help our concert attendees find our event, increasing our attendance and professional appeal.

Our event would greatly benefit by the approval of the Newberg Cultural District's proposal.

Thank you.

Sincerely,

Shannon Buckmaster



RECEIVED

OCT 09 2017

Initial: DR

**City of Newberg 2017 - 2018  
Transient Lodging Tax – Destination Development and Marketing  
Promotion Grant Program Application Cover Page**

Project Title: The Vines-to-Steins Trail

Applicant Name: Wolves & People Farmhouse Brewery

Mailing Address: 30203 NE Benjamin Rd. Newberg OR 97132  
Street City State Zip

Contact Name: Christian DeBenedetti, founder/owner/head brewer

Phone: 503-487-6873 Email: [christian@wolvesandpeople.com](mailto:christian@wolvesandpeople.com)

Amount of total Funding Requested: \$65,000

*Please note: Funds not spent on the approved project must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.*

Project, Program or Event Detail:

- A. To apply, attach a completed application to this cover sheet along with any required supporting materials.
- B. Submit an updated Project, Program or Event Detail as your Progress Report.
- C. Within 30 days after project, program or event is complete submit a Final Report. Attach receipts/paid invoices for monies spent and a check to the City of Newberg for any unspent funds.

**Any changes to your project must have prior approval to receive funding.**

*I agree to all terms described on this application and verify that the information provided on this cover sheet is true and accurate.*

Print Name: Christian DeBenedetti

Signature: CDB 

Title: Founder/Owner/Head Brewer

Date: 10/9/17

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

APPROVED/NOT APPROVED/REVISED (ATTACH DETAILS) \_\_\_\_\_

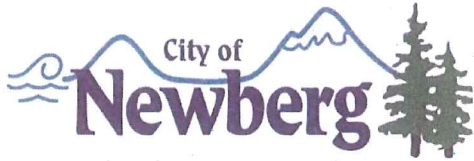
Progress Report Received: \_\_\_\_\_

Final Report received: \_\_\_\_\_

Funds returned, received on: \_\_\_\_\_







**City of Newberg 2017 - 2018  
Transient Lodging Tax – Destination Development and Marketing  
Promotion Grant Program Application**

**THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR APPLICATION:**

- ❖ Completed application Cover Sheet.
- ❖ Budget for project/program/event being funded that lists all anticipated income and expenses.
- ❖ Board or Owner approved financial statement for most recently completed fiscal year of the organization or business responsible for the project/program/event.
- ❖ Letter signed by officers of the Organization's Board of Directors or Business Owners authorizing this application.
- ❖ Documentation of organization or business existence: Current, valid Oregon Secretary of State Corporation Division registry filing.
- ❖ Documentation that no bankruptcy or other financial corruption has occurred within the past five years.
- ❖ Letters of support.

Project Title: Vines-to-Steins Interpretive Walking Trail & Visitor Pavilion

Applicant Name: Springbrook Beer LLC DBA Wolves & People Farmhouse Brewery

Mailing Address: 30203 NE Benjamin Rd. Newberg OR 97132  
Street City State Zip

Contact Name: Christian DeBenedetti

Phone: 503-487-6873 Email: Christian@WolvesandPeople.com

Website Address: www.wolvesandpeople.com

Secretary of State Business Registry Number: 917658-92

Non Profit \_\_\_\_\_ Government \_\_\_\_\_ For-Profit  \_\_\_\_\_

Amount of total Funding Requested: \$80,000 (Phase One: \$15,000; Phase Two: \$65,000)

*Please note: Funds not spent on the approved project, program or event must be returned to the City of Newberg by check with the Final Report due 30 days after completion of the project, program or event.*

Classify how funds will be used for your project/program/event: *check all that apply*

New Project       New Program       New Event

Existing Project       Existing Program       Existing Event

Has this project, program or event received these grant funds in the past?

No.

If so when and for how much?

Prior year grant award through this program does not guarantee additional funding in subsequent years. All returning projects, programs or events must reapply and are subject to approval. This program has limitations of funding available in the fiscal year in total amount of funds requested. All required reports must be in good standing at the time of application for future funding by a past grant recipient.

**Budget Summary (this format must be used):**

**Project/Program/Event Budget:** This budget provides the detail of the project, program or event that the grants funds would be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Fiscal Year:   2018   to   2019  

APPLICANT'S NOTE: The project will proceed in **two phases**: PHASE ONE, a joint effort with A to Z Wineworks and Wolves & People to establish and mark a tourist-friendly, interpretive walking trail between our tasting rooms. PHASE TWO will be the construction of a visitor pavilion to be designed and built by Wolves & People as a separate project, also seeking funding from the Large Grant Program, but not from A to Z.

Income Sources	Amount
Wolves & People Brewery	\$15,000 Phase ONE
A to Z Wineworks	\$15,000 Phase ONE
Large Grant Program Matching Funds	\$15,000 Phase ONE
Wolves & People	\$15,000 Phase TWO
Large Grant Program Matching Funds	\$50,000 Phase TWO
<b>Total Project/Program/Event Income</b>	<b>\$110,000</b>

Expenses – Must be explicitly defined.	Amount

GOAL: Create an interpretative walking trail between two premier Newberg agritourism destinations.

PHASE ONE, Excavation: Working with local excavators and A to Z Wineworks, a simple footpath route will be delineated and constructed along the neighboring farm properties from the shared property line at Benjamin Road Eastward toward A to Z's lower vineyards, then continuing North and East toward A to Z Wineworks HQ. Visitors will walk through the scenic hazelnut orchard and neighboring vineyards, with views of the Chehalem Valley toward the Coastal Mountains. The parking and footpath will take out zero working farmland, utilizing a road previously constructed and broad tractor paths already existing in the vineyards. Traversing the trail in one direction on foot (with no unauthorized motorized vehicles allowed) will take approximately 15-20 minutes. Additional gravel parking on fallow farmland will accommodate visitors. The path will be free of charge. Visitors will walk the path at their own risk. The path will be open only during business hours of both businesses.

Phase ONE Excavation and Trail Preparations \$25,000

<p>Signage: we will commission durable interpretive signage explaining the route itself along with several key historical aspects such as 1) the significance of hazelnuts to Newberg and Oregon 2) the importance of Pinot noir and other grape cultivation in Newberg and its surrounding areas 3) the history of the Rex pioneer community 4) the history of the Southern Pacific Railroad and Red Electric train which were located immediately Northeast of both properties 5) the importance of Newberg's founding pioneer Sebastian Brutscher as the path will pass just a few feet North of the NE corner of the Donation Land Claim on which Brutscher and his wife Mary Everest originally farmed hops, wheat, and oats starting in 1850 in 6) the importance of preserving and protecting farmland as well as native flora and fauna like Douglas Fir, red tail hawks, Great Blue Heron, and other organisms native to the ecosystem 7) with great views of town, the early history of Newberg itself 8) the importance of Parrett Mountain and its pristine aquifer from which the brewery's water is drawn 9) the geologic history of The Chehalem Mountains and Coast Range visible to the North and West and how the local geology relates to viticulture 10) a brief history of each farm property. The signage will be carefully vetted for historical and scientific accuracy.</p>	<p>Phase ONE, Ten Permanent Signs Creation and Placement \$15,000</p>
<p>Media &amp; Marketing: In months prior to the trail's dedication in Spring 2018, a local public relations professional will be hired to work with the teams at A to Z and Wolves &amp; People to publicize this new community offering as an attraction that greatly enhances Newberg's reputation as having among Oregon's (and the nation's) best agriculture, winemaking, and brewing. This tourism marketing outreach will focus on regional and national media attention, and ideally partnership with Travel Oregon and local DMOs to broaden the reach. Additional information on budget can be provided.</p>	<p>Phase ONE Marketing \$5,000</p>

<p>PHASE TWO: Pavilion. Working under the direction of Wolves &amp; People, local builders Griffins Gardens will construct a 72x20 pavilion structure near the trail's starting point on Springbrook Farm and Wolves &amp; People Farmhouse Brewery (\$41,000 plus excavation, electrical, assorted finish work and masonry). This will be either the starting and ending or midway point of walkers (who begin the trail at the winery) and will function as a community gathering spot in addition to shade and shelter for visitors and customers. The pavilion will be ADA-accessible, built from rough-hewn cedar and offer impressive year-round views of Parrett Mountain, vineyards, and the Chehalem Mountains. The pavilion will be tasteful, inviting, and low-profile, with a gravel area and outdoor firepit.</p>	<p>Phase TWO - Pavilion \$65,000</p>
<p>Total Project/Program/Event Expense</p>	<p>PHASE ONE: \$45,000  PHASE TWO: \$65,000  <b>TOTAL \$110,000</b></p>

**Organization Budget:** This budget shows how this project, program or event fits into your organization. Your project, program or event should be shown as a line in this budget.

Fiscal Year: 2018 to 2019

Income Sources	Amount
----------------	--------

Wolves & People	We will undertake this opportunity as a part of our ongoing business and not utilize grant funds for the hours dedicated to the trail and pavilion. A to Z, will be doing the same.
Total Organization Income	

Expenses	



Total Organization Expense	

**Project Narrative:**

1. Project description: Newberg is home to some of the best wineries, farms, and breweries in the state, nation, and indeed the world. With the successful launch of our brewery in 2016, the Vines-to-Steins Trail was conceived of as a joint venture between A to Z Wineworks, Wolves & People Farmhouse Brewery, and Ellen & Charles McClure, property owners of Springbrook Farm where Wolves & People brewery is established. Newberg’s fame as a destination for discerning wine, food, and beer lovers is growing day by day, and the applicants feel this walking path connecting their two businesses will only enhance that reputation, offering a free, original, safe, low-impact, interpretive/informational/educational attraction for visitors of all ages. To our knowledge, there is no similar trail in the world connecting a world-class winery business with an upstart brewery that is rapidly reaching the same world-class status, which will make for a compelling reason to visit Newberg and its culture of excellence in the field of fermentation. Visitors to Yamhill County’s prestigious wineries are increasingly interested in the emerging local craft brewing scene. We are uniquely situated, with bordering properties and historic-register buildings, to build a one-of-a-kind agritourism experience in Newberg. Our brewery is already family-friendly, and the interpretive trail will be an attractive draw for families and out-of-town visitors.
- 2.

Goal Number One is, “Tourism bolsters Newberg economy in measurable ways.” In seventeen months of operation, Wolves & People has drawn visitors from across the city, region, nation, and overseas. A to Z Wineworks, one of the state’s biggest (if not *the* biggest players in Oregon wine, has a global reputation for quality and a showpiece new winery. By linking our businesses in this way we will attract visitors eager to experience the best Newberg has to offer in a healthy and zero-cost way.

Goal Number 2. “Newberg is a destination of artisan makers and doers.” Both Wolves & People and A to Z exemplify the spirit of artisanship. By pursuing their passions to share with the world,

both businesses have realized their dreams of creating unique and valuable additions to their respective industries and the local community. Both were founded with elbow grease and uncompromising vision, and both employ and cultivate “doers” in their operation, dedicated to a wholesome pursuit of excellence in wine and beer forms.

As for Goal 3, “Tourism funding and industry partners catalyze downtown development, and creation of new experiences for target audiences,” this trail will impact downtown development indirectly by steering visitors to the other restaurants and related businesses in the downtown core. It will also draw visitors from Portland to the area who seek a family day out with a walk, some history, and fabulous views.

Regarding Goal #4, “The tourism organization and strategy engage and energize local tourism partners and demonstrate healthy partnerships between the private sector and city,” we feel this concept is highly marketable to travel and food/drink/beer/wine journalists around the world, and we would look forward to working with local tourism partners to get the word out. The wine/beer trail will be a unique experience that will draw additional visitors to the area; it is our experience that visitors to wineries are also interested in artisanal beer- we will build a unique connection between the two. (Much of our beer is aged in wine barrels- the connection is real.)

As for Goal 5, “Moon shots - tourism encourages sustainable development that benefits the local community and enhances the visitor experience,” we feel this idea is original, exciting, and unusual enough to greatly enhance Newberg’s reputation as a world-class destination for travelers and quality of life for aspiring home owners.

3. How does your project, program or event align with Transient Lodging Tax regulations (Tourist, Tourism Promotion, Tourism Promotion Agency, or Tourism related facility)?

We believe the trail and pavilion would closely align with the regulations as they are written.

4. What is the projected return on investment? We would hope that the amount of coverage and enjoyment generated by the trail and pavilion would be substantial enough to impact the city directly by drawing out of town visitors and their holiday budgets to Newberg. Each business would see an upturn in visitors to the respective tasting rooms. In a 2013 study by the Oregon Wine Board, the state’s industry brings in \$3.3B to the economy. The beer industry in Oregon brings \$4.49B to the state. Our project budget would amount to just 0.00142% of this combined number and we believe the increased tax revenue to Newberg and Yamhill County will be more than offset. The payback may well occur in the first year of operation. Further, according to the Yamhill County Agri-Business Economic and Community Development Plan of 2009, “facilities to support outdoor tourism are lacking – including trail systems, bicycle paths, riverfront parks, and campgrounds...” This trail directly responds to well-identified needs and goals by Newberg and the county. That 2009 study is packed with urgent recommendations for local businesses and government to support increased tourism options that “connect the dots” between local producers, the wine and farming industries, maker culture, outdoor recreation, and hospitality.

5. Predicted number of tourists' attracted / overnight guests? It is difficult to say at this time, but we would conservatively estimate an upturn in our number of visitors of 10-20% over 2017 levels.
6. Will it have lasting impact and utility? The trail and pavilion will be long lasting and useful for decades to come.
7. How does your project, program or event leverage funding? PHASE ONE is 200% matched by our own respective funds. In PHASE TWO Wolves & People is able to support approximately 15% of the budget.
8. What is the ratio at which Transient Lodging Tax funds will be matched? PHASE ONE: 2:1. PHASE TWO: 1:6.
9. What is your demonstrated history of attracting tourists? Since opening our doors in May 2016, we have welcomed many thousands of guests, and the percentage of visitors from Portland and beyond the state is quite substantial. There were visitors from California, Washington, and the Midwest on our opening day. We have generated positive media coverage from local to national print publications including *Travel + Leisure*, *Sunset*, *USA Today*, and a nationally-televised Japanese documentary program, among others. Our website keeps a tally of coverage, with over 30 significant editorial stories on our business in 17 months. Comparing the periods of opening day in May 2016 to May-October 2017, we show a 68% rise in sales, indicating we are on a path to prosperity.

10. Does your project, program or event engage and energize local tourism partner(s)?

This is a prime opportunity to get local entities together to promote a walking path between our winery and brewery. We foresee working with many partners locally to get the word out and cross promote like-minded restaurants and hotel partners like the Allison, which itself is walking-distance from our two properties. Winery tour operators would be interested in the unique nature of this idea to create more visitor traffic to Newberg.

11. Does your project, program or event enhance Newberg as a destination? If so how?

In my former professional I was a professional travel writer based in New York and took the liberty of called Newberg the "Napa of the North" in an article for *Departures Magazine*. While no one wants to see suffocating levels of tourism with buses and crowds, we at the brewery and winery feel that we have a compelling story to share with the world and even more compelling products, made from local ingredients with local know-how and a deep respect for area history and traditions. We are drawing a coveted type of tourist: educated, affluent, tasteful, exploratory, and energetic.

12. Does your project, program or event enhance Newberg as a location for Makers and Doers? If so how? We will employ local contractors to get this project done for starters, and the trail itself will stand as a testament to the idea that Newberg fosters a culture of making and doing. Both businesses were started as passion projects that have evolved into viable efforts that have drawn many visitors and fans. People who walk the trail will experience a small brewery and major winery, and feel they've accomplished something in the process. The walk will be healthful and invigorating.

13. Does your project, program or event catalyze downtown development? If so how?

While Wolves & People aspires to expand to downtown Newberg, this project will indirectly impact downtown. As we do presently, we will continue to direct visitors to the downtown core in order to enjoy Newberg's great restaurants, shops, and walking areas. We are located adjacent to Newberg, just a mile from the Allison Hotel & Spa, and will be one more reason for people to visit and shop in the area.

14. Does your project, program or event enhance offseason (October – May or Sunday – Thursday Visitation), or shoulder season visitation? Explain how. We think this can be an almost year-round attraction (with the possible exception of snowy days in January and February). Guests will be able to warm up in the pavilion and venture out on the path rain, sleet, or shine (but preferably around sunset for the views). We enjoy walking in our respective hazelnut farm and vineyards year-round.

15. Does this project align with at least one of the four target audiences (Wine Country Adventurers, Millennial Explorers, George Fox Network, or Luxury Wine Travelers)?

All four. We believe wine country adventurers, Millennial explorers, George Fox families, and luxury wine travelers will all be attracted by this concept. Currently we at Wolves & People get many guests from the Allison Inn & Spa, for example, and we are in the process of developing tour packages and perhaps even a special beer for the hotel. We are also pairing up with The Vintages in Dayton on a brewery tour package, which shows our appeal to Millennial Explorers.

16. What is the timeframe for completion of your project, program or event? We could break ground on the Pavilion and Vines-to-Steins Trail within a month of grant approval or perhaps sooner if schedules and weather allow. We have contacted builders and excavators to create bids and timeframes. With approval by January 31st, 2018, we think both the trail and pavilion could be ready for an opening in late Spring, 2018 (i.e. May/June).

**Signature and Certification Letter:**

I hereby certify that all facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my Board of Directors or Owners, which is attached to this application.

I agree that all publicity, press releases, publications, materials and or media advertising produced as part of this proposed project/program/event will acknowledge the grant program as follows:

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

A agree to carry out this project/program/event as outlined within the application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Transient Lodging Tax grant monies to the City of Newberg.



\_\_\_\_\_  
Signature of Authorizing Official

10/9/17

\_\_\_\_\_  
Date

Christian DeBenedetti  
Print Name of Authorizing Official

# AMENDED ANNUAL REPORT



Corporation Division  
[www.filinginoregon.com](http://www.filinginoregon.com)

**E-FILED**  
Jan 25, 2017  
OREGON SECRETARY OF STATE

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**REGISTRY NUMBER**

91765892

**REGISTRATION DATE**

02/22/2013

**BUSINESS NAME**

SPRINGBROOK BEER LLC

**BUSINESS ACTIVITY**

BREW PUB

**MAILING ADDRESS**

WOLVES AND PEOPLE FARMHOUSE BREWERY  
30203 NE BENJAMIN RD  
NEWBERG OR 97132 USA

**TYPE**

DOMESTIC LIMITED LIABILITY COMPANY

**PRIMARY PLACE OF BUSINESS**

30203 NE BENJAMIN RD  
NEWBERG OR 97132 USA

**JURISDICTION**

OREGON

**REGISTERED AGENT**

CHRISTIAN DEBENEDETTI

SPRINGBROOK FARM  
30203 NE BENJAMIN RD  
NEWBERG OR 97132 USA

If the Registered Agent has changed, the new agent has consented to the appointment.

**MEMBER**

DANIEL SHELTON

PO BOX 486  
BELCHERTOWN MA 01007 USA

**MEMBER**

JOHN F KRESKGE

1030 NW 12TH AVE  
PORTLAND OR 97209 USA



**MANAGER**

CHRISTIAN DEBENEDETTI

SPRINGBROOK FARM  
30203 NE BENJAMIN RD  
NEWBERG OR 97132 USA

By my signature, I declare as an authorized authority, that this filing has been examined by me and is, to the best of my knowledge and belief, true, correct, and complete. Making false statements in this document is against the law and may be penalized by fines, imprisonment, or both.

By typing my name in the electronic signature field, I am agreeing to conduct business electronically with the State of Oregon. I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement.

**ELECTRONIC SIGNATURE**

**NAME**

CHRISTIAN DEBENEDETTI

**TITLE**

FOUNDER

**DATE SIGNED**

01-25-2017

AMY PROSENJAK  
President  
A to Z Wineworks • REX HILL  
30835 N. Hwy 99W Newberg, OR 97132  
503.550.0912 (cell)  
[Amy@AtoZwineworks.com](mailto:Amy@AtoZwineworks.com)  
[AtoZwineworks.com](http://AtoZwineworks.com) • [REXHILL.com](http://REXHILL.com)

*A to Z Wineworks is excited to be working with our neighbors and friends at Wolves & People Farmhouse Brewery to establish the "Vine to Stein" trail connecting our establishments. We feel that this is a way for us to bring education and fun to the community of Newberg, while celebrating its history and creating new connections for its future. Our picturesque neighboring properties used to be conjoined and we often partner to elevate visitor experiences.*

Signed,

AMY PROSENJAK  
President





Oct. 9, 2017

To The Committee,

As Newberg residents since 1967 and enthusiastic supporters of the local wine—and more recently, beer—industries, we wish to write in full support of the nature trail to be constructed along our shared property lines with Rex Hill/A to Z Wineworks. We have enjoyed many decades of warm relations with our winemaking neighbors to the Northeast of Springbrook Farm, and we are also staunch supporters of the farmhouse brewery our son Christian opened on our property in May, 2016. We believe this walking path will greatly enhance the memorable experiences of visitors to Newberg, offering a safe and salutary diversion between samples of world-class wine and beer.

Regards,

Charles & Ellen McClure,  
Owners, Springbrook Farm  
30295 N. HWY. 99W.  
Newberg, OR 97132