Thursday, November 3, 2022
Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
3:30 PM
Hybrid (In-Person & Electronic)

In-Person at City Hall, 625 S College Avenue, College Place Washington

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSl-g/featured

Zoom Attendee Link: https://us06web.zoom.us/j/85271861891

Or you may call this number to listen: 1-669-900-9128 ID# 852 7186 1891 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand
LTAC

1. Opening Items

Subject :	1.01 Call To Order
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	1. Opening Items
Access :	Public
Type :	Procedural

Public Content

LTAC Members:

Monica Boyle, Councilmember, Committee Chair

Steve Owens, Columbia Rural Electric

Jon Nickell, Walla Walla University

Vacant

Dr. CherisCurrent, Vacation Rental Properties

Support Staff:

Lisa R. Neissl, MMC; City Clerk

Subject :	1.02 Roll Call
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	1. Opening Items
Access :	Public
Type :	Information

Public Content

Position 1 - Monica Boyle

Position 2 - Steve Owens

Position 3 - Vacant

Position 4 - Jon Nickell

Position 5 - Dr. Cheris Current

Staff

Sherri St. Clair, City Clerk

Subject :	1.03 Public Comment
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	1. Opening Items
Access :	Public
Type :	

Public Content

Public Content

Commission meetings are primarily structured to permit Membersto arrive at the decisions necessary to make recommendations to the City Council.

Meeting Protocol for Public Comment:

When submitting public comments, include the following information regardless of the manner you are using: Note that there are deadlines for writtencomments to be included in the meeting documents.

- Your Name
- Your Address

WrittenPublic comments may be provided by submitting comment to Clerk@cpwa.usno later than 4:30PMon the meeting date to be included in the record.(If typewritten, no less than 11 pt font).

VerbalPublic Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.
- Telephone comment - Call1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment -Join using theZoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Commission.

2. Consent Agenda

Subject :	2.01 Approve Agenda for November 3, 2022
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission

	Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda
Access :	Public
Type :	Action (Consent)
Subject :	2.02 Approve Minutes from August 4, 2022
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda
Access :	Public
Type :	Action (Consent)

File Attachments

2022-08-04_LTAC_Minutes_Draft_BoardDocs® LT Plus.pdf (676 KB)

Subject :	2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Planning Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Planning Commission and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Planning Commission member.
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	2. Consent Agenda
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve the consent agenda.

3. Reports

Subject :	3.01 Lodging Tax Funds Report
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	3. Reports
Access :	Public
Type :	Information

Public Content

The attached report shows the total funds received for Lodging Tax during 2022 with estimates for final year totals.

File Attachments

Budget Report - Fund 130 Summary.pdf (77 KB)
Fund 130 Hotel-Motel YTD Report.pdf (11 KB)

Subject :	3.02 Request for Proposals
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	3. Reports
Access :	Public
Type :	Information

Public Content

Attached is the affidavit of publication for the request for proposals.

File Attachments

2022-08-14_&_2022-08-28_Lodging_Tax_Funds_Request_For_Proposals-AD36790.pdf (108 KB)

4. Regular Agenda

Subject :	4.01 City of College Place Events Application
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	4. Regular Agenda
Access :	Public
Type :	Information

File Attachments

City_of_College_Place-Application_for_City_of_College_Place_Lodging_Tax_Funds-Final_Fillable_Form-2023_Signed.pdf (507 KB)

Subject :	4.02 Power House Threatre of Walla Walla Application
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	4. Regular Agenda
Access :	Public
Type :	Information

File Attachments

Application_from_Power_House_Theatre_Walla_Walla_for_City_of_College_Place_Lodging_Tax_Funds_20
2016_PHTWW_Business_License.pdf (275 KB)

2022_Budget.pdf (71 KB)
PHTWW_Buisness_Plan_2025_Final.pdf (189 KB)

Subject :	4.03 Fort Walla Walla Museum Application
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	4. Regular Agenda
Access :	Public
Type :	Information

File Attachments

Fort_Walla_Walla_LTAC_Application_Complete.pdf (313 KB)
Fort_Walla_Walla_Articles_of_Incorporation.pdf (61 KB)
Fort_Walla_Walla_Profit_and_Loss_Budget_Overview.pdf (25 KB)

Subject :	4.04 United Way of the Blue Mountains Application
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	4. Regular Agenda
Access :	Public
Type :	Information

File Attachments

Application_for_City_of_College_Place_Lodging_Tax_Funds_UWBM.pdf (4,427 KB)

Subject :	4.05 Funding Recommendation to City Countil
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	4. Regular Agenda
Access :	Public
Type :	Action
Recommended Action :	Motion to recommend to City Council for budget approval.

Public Content

Make a motion to recommend funding as commission decides.

5. Closing Items

Subject :	5.01 Conclude
Meeting :	Nov 3, 2022 - Lodging Tax Advisory Commission Meeting - Hybrid (In-Person & Electronic)
Category :	5. Closing Items
Access :	Public

Type :	Procedural

Lodging Tax Advisory Commission Meeting Agenda - Hybrid (In-Person & Electronic) (Thursday, August 4, 2022)
Generated by Lisa Neissl on Thursday, August 4, 2022

1. Opening Items
Procedural: 1.01 Call To Order

Chair Boyle called the meeting to order at 3:33 PM.

Information: 1.02 Roll Call

Present:	LTAC Members	Monica Boyle, Chair Steve Owens, Columbia REA Dr. Cheris Current, Vacation Rentals
	Staff	Lisa Neissl, MMC; City Clerk Shawn Doering; HR Manager
Absent:		

Procedural: 1.03 Public Comment - None

2. Consent Agenda
Action (Consent): 2.01 Approve Agenda for August 4, 2022
Action (Consent), Minutes: 2.02 Approve Minutes from November 4, 2021
Action (Consent): 2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Planning Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Planning Commission and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Planning Commission member.

Member Current made a motion to approve the consent agenda. Second by Member Owens and the motion passed 3-0.

3. Reports
Information: 3.01 Early Estimates of Funding Availability for 2023 Budget
Ms. Neissl reported that based on the early estimates of funding availability for the 2023 budget, it is estimated that the funds balance will be approximately $50,000 for next year.

Discussion, Information: 3.02 Fort Walla Walla 2021 Report for Lodging Tax Funds
Ms. Neissl presented the Fort Walla Walla 2021 Report for Lodging Tax funds to the commission.

Discussion, Information: 3.03 City of College Place 2021 & 2022 Freedom Festival Report for Lodging Tax Funds
Ms. Neissl discussed the use of LTAC lodging tax funds for the City of College Place 2021 Light Up the Avenue and 2022 Freedom Festival events.

4. Action Agenda
Action: 4.01 2023 Budget Application Document & Timeline Development
Ms. Neissl presented the Lodging Tax Funds application and proposed timeline to the Commission. Discussion ensued.

Member Owens made a motion to approve the application and timeline. Second by Member Current and the motion passed 3-0.

Action: 4.02 Language of Request for Proposals & Advertisement Plan

Ms. Neissl present the proposed language and advertising plan to the Commission. Discussion ensued. Members recommended advertising the grant opportunity through the Sherwood Trust, the Blue Mountain Community Foundation, the Walla Walla Valley Chamber of Commerce, and the Port of Walla Walla.
Discussion ensued.

Member Current made a motion to abide by the discussed plan for advertising this grant opportunity. Second by Member Owens and the motion passed 3-0.

5. Closing Items
Action, Procedural: 5.01 Conclude

Member Current made a motion to conclude the meeting at 3:53 PM. Second by Member Owens and, with no objection, the meeting concluded.

Approved:

____

Monica Boyle - Commission Chair

Attest:

____

Sherri St. Clair - City Clerk

The foregoing minutes are the official record of the Lodging Tax Advisory Committee meeting that occurred August 4, 2022. Further detail may be obtained by reviewing the actual audio recording made during this session.

Fund 130 Hotel/Motel Tax

Amount		Remark
$	36,064.23	Actual 2022 Beginning Balance
$	26,491.10	YTD 2022 Revenues
$	8,830.36	Estimated Additional 2022 Revenues
$	71,385.69	**Estimated Total 2022 Revenues**
$	11,502.02	YTD 2022 Expenditures
$	-	Estimated Additional 2022 Expenditures
$	11,502.02	**Estimated Total 2022 Expenditures**
$	**59,883.67**	**Estimated Ending Fund Balance**
$	11,976.73	Policy 20% Reserve Minimum
$	**47,906.94**	**Estimated 2023 Available Funds**

130 Hotel/Motel Tax — 01/01/2022 To: 12/31/2022

		REVENUES
001 Beginning Balances		
001 Beginning Balances		
308 31 00 03	Beginning Balance - Hotel/Motel Tax	36,064.23
001 Beginning Balances		36,064.23
001 Beginning Balances		**36,064.23**
002 Taxes		
002 Taxes		
313 31 00 01	Hotel/Motel Lodging	13,245.55
313 31 00 02	Hotel/Motel Stadium	13,245.55
002 Taxes		26,491.10
002 Taxes		**26,491.10**
025 Miscellaneous		
025 Miscellaneous		
361 10 00 30	Unrealized Gain/Loss	(929.20)
361 30 00 30	Realized Gain/Loss On Investments	29.06
361 41 00 30	Investment Interest - Purchased	52.74
025 Miscellaneous		(847.40)
035 Other Miscellaneous		
361 11 01 30	Investment Interest	125.60
035 Other Miscellaneous		125.60
025 Miscellaneous		**(721.80)**
Fund Revenues:		**61,833.53**

		EXPENDITURES
557 Tourism		
557 Economic Development		
557 30 31 30	Community Services - Office & Operating Supplies	0.00
557 30 41 30	Professional Financial / Banking Costs	2.02
557 30 44 30	Tourism Advertising	1,000.00

130 Hotel/Motel Tax — 01/01/2022 To: 12/31/2022

		EXPENDITURES
557 Economic Development		
557 30 49 01	Contributions To Other Agencies - Miscellaneous	4,000.00
557 30 49 30	City Event Entertainment	6,500.00
	557 Economic Development	11,502.02
	557 Tourism	**11,502.02**
999 Ending Balances		
999 Ending Balance		
508 31 00 03	Ending Balance - Hotel/Motel Tax	0.00
	999 Ending Balance	0.00
	999 Ending Balances	**0.00**
Fund Expenditures:		**11,502.02**
Excess/Deficit:		**50,331.51**

2022 YEAR TO DATE TOTALS

Fund	Revenues	Expenditures	Net
130 Hotel/Motel Tax	61,833.53	11,502.02	50,331.51
	61,833.53	11,502.02	50,331.51

WALLA WALLA UNION-BULLETIN
We Bring the Valley to You
Union-Bulletin.com

AFFIDAVIT OF PUBLICATION

Lisa Neissl
City Of College Place
625 S College Ave
College Place WA 99324

STATE OF WASHINGTON, COUNTIES OF WALLA WALLA

The undersigned, on oath states that he/she is an authorized representative of Walla Walla Union-Bulletin, Inc., publisher of the Walla Walla Union-Bulletin, of general circulation published daily in Walla Walla County, State of Washington. The Walla Walla Union-Bulletin has been approved as a legal newspaper by orders of the Superior Court of Walla Walla County.

The notice, in the exact form annexed, was published in the regular and entire issue of said paper or papers and distributed to its subscribers during all of the said period.

08/14/2022, 08/28/2022

Agent JACKIE CHAPMAN Signature Jackie Chapman

Subscribed and sworn to before me on August 31, 2022

Lisa M. Dripps

(Notary Signature) Notary Public in and for the State of Washington, residing at Yakima

LISA M DRIPPS
Commission Expires 04-06-2025
NOTARY PUBLIC
License Number 164990
STATE OF WASHINGTON

Publication Cost:	$180.69
Order No:	36790
Customer No:	22369
PO #:	

Lodging Tax Funds – Request for Proposals

Publication Cost:	$180.69
Order No:	36790
Customer No:	22369
PO #:	

The City of College Place is requesting proposals from parties interested in competing for estimated lodging tax funds available in the 2023 fiscal year. Lodging tax revenue under this chapter may be used, directly by any municipality or indirectly through a convention and visitors bureau or destination marketing organization for: a. Tourism marketing; b. The marketing and operations of special events and festivals designed to attract tourists; c. Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or d. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) or the internal revenue code of 1986, as amended.

Such proposals are to be submitted using the city provided form available on the city website www.cpwa.us . Navigate to Government/Boards And Commissions / Lodging Tax Advisory Commission. Application deadline is Tuesday, October 25th 2022 by 4:00 p.m. received electronically at clerk@cpwa.us or in person at City Hall, Attn: Lodging Tax Funding Application, 625 S College Ave, College Place WA 99324. Questions may be directed to Lisa Neissl, City Clerk at 509-394-8511.

(36790) August 14 and 28, 2022

Application for City of College Place Lodging Tax Funds

Application Deadline: Tuesday, October 25, 2022 by 4 p.m. received at College Place City Hall or email clerk@cpwa.us. To be eligible for consideration, your complete proposal must be received by the deadline.

Amount of Lodging Tax Requested: $ 14,500

Organization/Agency Name: City of College Place			
Federal Tax ID Number: 91-6001412			
Event or Activity Name (if applicable): Freedom Festival			
Contact Name and Title: Sherri St. Clair, City Clerk & (currently vacant) Deputy City Clerk/Events Coordinator			
Mailing Address: 625 S. College Ave	City: College Place	State: WA	Zip: 99324
Phone: 509-394-8569	Email Address: clerk@cpwa.us		
ELIGIBLE ENTITY ◉ Public Agency ○ Non-Profit	ELIGIBLE ACTIVITY Check all that apply to this application ☐ Tourism promotion/marketing ☑ Operation of special event/festival designed to attract tourists ☐ Operation of a tourism-related facility owned or operated by a non-profit ☐ Operation and/or capital costs of a tourism-related facility owned by a municipality		

CERTIFICATION

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service. If awarded, my organization intends to enter into a Professional Services Agreement with the City of College Place.
- The City will reimburse costs incurred by my organization for tourism-related services according to a Scope of Work. For events/festivals, the City may advance 50% of the award prior to the event.
- Funds must be expended within the calendar year.
- Reporting requirements meeting state guidelines outlined in this application must be submitted with final request for reimbursement.

Signature: DocuSigned by: Sherri St.Clair 1F0CE5D2F0E846A...	**Title:** City Clerk
Printed or Typed Name: Sherri St. Clair	**Date:** 10/20/2022

Application Questions

1) **Provide us an overview of your tourism-related activity, event, or service.**

The Freedom Festival will be held on Sunday July 2, 2022 and will feature live music, fireworks, kids activities, as well as many local food and craft vendors.

2) **How do your proposed services promote and enhance tourism in College Place?**

The Freedom Festival will be held the Sunday before July 4th. Many people will be traveling this time of year to visit friends and family for the upcoming July 4th holiday. This event will encourage people to come to the valley a few days early and kick their holiday off here in College Place, thereby spending more days in local lodging facilities and bringing more money to local businesses.

3) **Have you received lodging tax before?** ☑ **yes** ☐ **no. If yes, describe the prior success of your activity/event in attracting tourists.**

Yes, the City of College Place received funding for the 2022 and 2019 Freedom Festival events as well as the 2021 Winterfest event. In 2022, the City received a large turnout of around 1800 attendees at the Freedom Festival. Attendees were engaged by the kids activities, live music, and vendors throughout the evening until the firework display, thereby encouraging more sales among our vendors.

4) **Who is your target market / Where are they coming from?**

Aside from local Walla Walla Valley residents, we will target marketing to surrounding areas such as Tri-Cities, Pendleton, Hermiston, Umatilla, LaGrand, Spokane, Portland, Seattle, ect.

5) **Describe how you will promote your event or activity.**

Our marketing plan will include regular and paid social media advertisements, fliers, radio and news media advertising, and inclusion in the Walla Walla Union Bulletin Visitor Guide.

6) **Is your activity/event a partnership with other organizations? Describe the collaboration with local organizations or businesses.**

The City promotes local small businesses by offering vendors spaces for them at this event. In addition, in 2022, we partnered with the College Place High School Cheer Team. The Cheer Team operated the kids activity zone and it is our plan and hope to partner with them again in 2023.

7) **Is this a ticketed event?**

The Freedom Festival is a free community event.

8) **What is the overall budget for this event/activity?**

$23,400 is the estimate.

9) **How will you fund this event/activity if not awarded the full amount?**

If the City is not awarded the full amount, parts of the event will need to be scaled back. These parts would likely include the marketing, swag, and entertainment.

10) **What are your other funding sources for this event/activity?**

Other funding sources for this event would include private donation, labor collaboration with other organizations, and city funds.

11) The State of Washington Requires an estimate for the following:

Provide impact estimates due to the direct result of your proposed tourism-related service:		What method was used to determine attendance in previous years?
a. Overall Attendance a. Enter the total number of people predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 3000	☐ Direct Count ☑ Indirect Count ☐ Representative Survey ☐ Informal Survey ☐ Structured Estimate
b. Attendance, 50+ Miles a. Enter the number of people who traveled greater than 50 miles predicted to attend this activity, and select the method used to determine attendance.	Predicted: 300	☐ Direct Count ☑ Indirect Count ☐ Representative Survey ☐ Informal Survey ☐ Structured Estimate
c. Attendance, Out of State, Out of Country a. Enter the number of people from outside the state and country predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 1000	☐ Direct Count ☑ Indirect Count ☐ Representative Survey ☐ Informal Survey ☐ Structured Estimate
d. Attendance, Paid for Overnight Lodging a. Enter the number of predicted to attend this activity and pay for overnight lodging, and select the method used to determine the attendance.	Predicted: 200	☐ Direct Count ☑ Indirect Count ☐ Representative Survey ☐ Informal Survey ☐ Structured Estimate
e. Attendance, Did Not Pay for Overnight Lodging a. Enter the number of predicted to attend this activity without paying for overnight lodging, and select the method used to determine the attendance.	Predicted: 2800	☐ Direct Count ☑ Indirect Count ☐ Representative Survey ☐ Informal Survey ☐ Structured Estimate

Description of Methods

Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

Representative Survey: Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

Application Schedule

Application Deadline: Tuesday, October 25, 2022 by 4 p.m. received at College Place City Hall or email clerk@cpwa.us. To be eligible for consideration, your complete proposal must be received by the deadline.

Attachments to include:

1) Budget Form
2) If your agency is a non-profit, a copy of your agency's current non-profit corporate registration with the Washington Secretary of State.
3) If available, a copy o f your organization's business plan (please limit to not more than two pages) and annual budget.

This proposal and all documents filed with the City are public records. The City may choose to post on its website copies of the proposals and attached documents.

Submit a PDF and one original signed copy to:

City of College Place
City Clerk,
625 S College Ave
College Place WA 99324
Clerk@cpwa.us

College Place Lodging Tax Application

TIMELINE FOR 2022 (2023 BUDGET)

August 12	Applications available online at **www.cpwa.us**
October 25	**Applications due to City by 4 p.m.**
October 25 – October 28	Internal Staff review and scheduled LTAC meeting to review applications
November 3	LTAC meeting to recommend applicants for 2023 funding
November 8	City Council discussion
November 22	City Council decision

City of College Place Lodging Tax Fund Overview

College Place's Lodging Tax Fund is the primary source of city funding for activities, operations, and expenditures designed to increase tourism. The city has elected to create a program to competitively award funds to eligible local entities. In addition, the city intends to maintain a reserve in the fund, and will assess on an annual basis how much of the fund to appropriate in a given year to the program.

The College Place City Council has created a Lodging Tax Advisory Commission (LTAC) to conduct an annual process to solicit and recommend Lodging Tax funded projects to the City Council.

PRIORITY will be given to tourism activities that:

- Have a demonstrated potential or high potential from the Committee's perspective to result in overnight stays by tourists in lodging establishments within the City of College Place.
- Promote the College Place area and/or events, activities, and places in the City of College Place to potential tourists from outside Whitman County.
- Have demonstrated or high potential from the Committee's perspective to result in documented economic benefit to College Place.
- Have a demonstrated history or success in College Place, or are proposed by a group with a demonstrated history or high potential of success with similar activities.
- Minimize duplication of services where appropriate and encourage cooperative marketing and/or includes an element of cooperation or partnership.
- Provide, maintain, operate or enhance city-owned tourism facilities or infrastructure.

Committee Considerations

In developing its recommendations, the LTAC considers:

- The estimated amount of Lodging Tax Fund available for the coming year as provided by the City's Finance Office.
- Thoroughness and completeness of the proposal.
- Percent of the proposal request to the event/facility promotions budget and overall revenues.
- Percent of increase over prior year College Place Lodging Tax funded proposals, if any.
- Projected economic impact within the City of College Place, in particular projected overnight stays in College Place lodging establishments.
- The applicant's financial stability.
- The applicant's history of tourism promotion success.

Reporting Requirements

Organizations funded for tourism promotion or tourism-related operations will provide quarterly written reports with their funding reimbursement requests. A final written report will be provided to the LTAC and large funding recipients may be asked to make an oral presentation to the City Council near the end of the year.

Organizations funded for individual events, festivals or activities funds will provide a written and oral presentation 30 days after the event and an oral presentation to council near the end of the year.

Actual data estimated in the application table will be required at the end of the year.

State Law Excerpts

RCW 67.28.1816 – Use of Lodging Tax Fund.

Lodging tax revenue under this chapter may be used, directly by any municipality or indirectly through a convention and visitors bureau or destination marketing organization for:

a. Tourism marketing;
b. The marketing and operations of special events and festivals designed to attract tourists;
c. Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or
d. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) or the internal revenue code of 1986, as amended.

RCW 67.28.080 – Definitions.

- "Municipality" means any county, city or town of the state of Washington.
- "Operation" includes, but is not limited to, operation, management, and marketing.
- "Person" means the federal government or any agency thereof, the state or any agency, subdivision, taxing district or Municipal Corporation thereof other than county, city or town, any private corporation, partnership, association, or individual.
- "Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- "Tourism promotion" means activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing of special events and festivals designed to attract tourists.
- "Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor, and used to support tourism, performing arts, or to accommodate tourist activities.
- "Tourist" means a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.

ATTACHMENT

Budget

List approximate amount and status of funding from all other sources you anticipate receiving or are requesting for the activities/events proposed. Add additional rows as needed.

Amount	Source	Confirmed (Yes or No)
5000	Private Donation	No
300	Vendor Fees	No
1000	City Staff Time	Yes

Expenses

Activity	Lodging Tax	Other Funds (total above)	Total
Personnel		1000	1000
Administration		500	500
Marketing/Promotion	3500	500	4000
Travel	0	0	0
Consultants	0	0	0
Other (identify)	2000 swag/giveaways	900 restrooms / 1000 equipment rentals	
	9000 live entertainment	5000 fireworks	18,400
TOTAL	14,500	8,900	23,400

Application for City of College Place Lodging Tax Funds

Application Deadline: Tuesday, October 25, 2022 by 4 p.m. received at College Place City Hall or email clerk@cpwa.us. To be eligible for consideration, your complete proposal must be received by the deadline.

Amount of Lodging Tax Requested: $1,000

Organization/Agency Name: Power House Theatre Walla Walla			
Federal Tax ID Number: 32-0498056			
Event or Activity Name (if applicable): n/a			
Contact Name and Title: Amy Watkins, Executive Director			
Mailing Address: 111 North 6th Avenue	City: Walla Walla	State: WA	Zip: 99362
Phone: 509-529-6500	Email Address: amy@phtww.org		
ELIGIBLE ENTITY ◦ ○ Public Agency ◉ Non-Profit	ELIGIBLE ACTIVITY Check all that apply to this application ☐ Tourism promotion/marketing ☐ Operation of special event/festival designed to attract tourists ☑ Operation of a tourism-related facility owned or operated by a non-profit ☐ Operation and/or capital costs of a tourism-related facility owned by a municipality		

CERTIFICATION

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service. If awarded, my organization intends to enter into a Professional Services Agreement with the City of College Place.
- The City will reimburse costs incurred by my organization for tourism-related services according to a Scope of Work. For events/festivals, the City may advance 50% of the award prior to the event.
- Funds must be expended within the calendar year.
- Reporting requirements meeting state guidelines outlined in this application must be submitted with final request for reimbursement.

Signature: Amy Watkins	**Title:** Executive Director
Printed or Typed Name: Amy Watkins	**Date:** 10/21/22

Application Questions

1) Provide us an overview of your tourism-related activity, event, or service.

Our mission is to generate a strong, inclusive community through performing arts. We work to breakdown access barriers to the arts for our rural community. Simultaneously, our nonprofit theater is also a travel destination for tourists visiting the Walla Walla Valley as we host a diverse mix of world-class entertainment all year round. Locals and visitors come to Power House Theatre Walla Walla to gather for arts inspired shared experiences and celebrations.

2) How do your proposed services promote and enhance tourism in College Place?

We have a well-established track record of attracting out-of-town tourists to attend shows featuring high-profile entertainers, corporate events, films, and destination weddings. Our historical ticketing data shows that 1 in 4 of our patrons are from outside the Walla Walla Valley and 10% are from out-of-state. We offer opportunities for guests to attend various events that take place multiple times nearly every week throughout the year. This makes Gesa Power House Theatre an easy destination choice for a variety of patrons. Our steady stream of shows and events results in money spent within the City of College Place on lodging especially in vacation rentals, gas, and food. Additionally, the time of day (i.e. evenings), duration of our shows (i.e. 1-2+ hours), and day of the week (i.e. weekends) for the majority of our shows and events encourage overnight stays.

3) Have you received lodging tax before? ☑ yes ☐ no. If yes, describe the prior success of your activity/event in attracting tourists.

We have received lodging tax funds from other local governmental agencies but not from the City of College Place. For example, our 2021 out-of-area marketing campaign was the largest to date in scope and budget size because of the funding received from lodging taxes. Our base marketing plan includes being featured on the wrap for all Union Bulletin newspapers distributed to local hotel guests and social media ads. Our expanded out-of-area marketing plan was robust with the LTAC funding and included an ad in the SEA-TAC airport, Facebook/Instagram geo-targeted ads, Union-Bulletin East of the Cascades, The Entertainer, and the East Oregonian. Consequently, because of this expanded effort, we are experiencing a significant uptick in out-of-area tourists. Prior to the pandemic, we were seeing approximately 7% of our patrons from locations further away than the Tri-Cities. After we reopened from the state-wide mandatory COVID-19 closure in the Spring of 2021, we saw that number increase to 17%.

4) Who is your target market / Where are they coming from?

Our target tourists are people who travel from around the greater Walla Walla Valley/Eastern Washington region in order to enjoy a professional show or entertainment at a more reasonable ticket price and with a more affordable lodging price point than the nearest larger metropolitan areas (i.e. Spokane, Seattle, Portland). So far in 2022, 16% of patrons have traveled from Tri-Cities or further away to see a show and 14% of that total have been from out-of-state. This includes tourists traveling from 16 different states ranging from New York to Minnesota to New Mexico and even Washington D.C. Our patrons may also be taking part in the local wine tourism or traveling for business and are taking advantage of the thriving arts scene our area. Gesa Power House Theatre is also used as a recruiting tool by local businesses and realtors that highlight our offerings of live entertainment and arts programming as a draw for new employees and perspective home buyers. Additionally, our venue is a unique location for several destination weddings each year.

5) Describe how you will promote your event or activity.

We will continue to adapt our marketing strategies based on the results from data received. We use a wide range of marketing channels to promote our events including print (i.e Union-Bulletin, The Entertainer, Tri-City Herald, East Oregonian), radio (i.e. Northwest Public Broadcasting, Bob FM), television (i.e.KAPP-KVEW TV or Spectrum TV), digital (i.e. Success Media Alliance, Facebook), signage (i.e. Gesa Credit Union reader board ads), and direct mail.

6) Is your activity/event a partnership with other organizations? Describe the collaboration with local organizations or businesses.

To date, we have partnered with more than 40 local nonprofits to host their fundraisers and events. So far in 2022, our facility was rented out more than 26 times by local businesses and organizations and we additionally hosted 47 performances and/or shows, welcoming both locals and tourists to our theater.

7) Is this a ticketed event?

Our ticket structure is based on the variety of events held at our venue and includes ticketed events we host, non-ticketed events (i.e. volunteer events) we host, closed private events by a renter of our venue that are not open to the public (i.e. weddings), and private rentals by a renter that are open to the public with tickets (i.e. local fundraiser) and without tickets (i.e. community event).

8) What is the overall budget for this event/activity?

Power House Theatre Walla Walla is a 501(c)(3) nonprofit that owns and operates Gesa Power House Theatre. The marketing budget for 2023 will be $140,000 with the total operating budget for FY2023 will be nearly $1,000,000.

9) How will you fund this event/activity if not awarded the full amount?

We continue to seek support from patrons, grants, memberships, and sponsors to support our on-going arts programming and services.

10) What are your other funding sources for this event/activity?

We are seeking LTAC funding from the City of Walla Walla, Walla Walla County, and the Port of Walla Walla.

11) The State of Washington Requires an estimate for the following:

Provide impact estimates due to the direct result of your proposed tourism-related service:		What method was used to determine attendance in previous years?
a. Overall Attendance a. Enter the total number of people predicted to attend this activity, and select the method used to determine the attendance.	Predicted: In 2023, 18,000 patrons	☑ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☑ Structured Estimate
b. Attendance, 50+ Miles a. Enter the number of people who traveled greater than 50 miles predicted to attend this activity, and select the method used to determine attendance.	Predicted: In 2023, 3,000 patrons	☑ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☑ Structured Estimate
c. Attendance, Out of State, Out of Country a. Enter the number of people from outside the state and country predicted to attend this activity, and select the method used to determine the attendance.	Predicted: In 2023, 2,500 patrons	☑ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☑ Structured Estimate
d. Attendance, Paid for Overnight Lodging a. Enter the number of predicted to attend this activity and pay for overnight lodging, and select the method used to determine the attendance.	Predicted: In 2023, 1,000 patrons	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☑ Structured Estimate
e. Attendance, Did Not Pay for Overnight Lodging a. Enter the number of predicted to attend this activity without paying for overnight lodging, and select the method used to determine the attendance.	Predicted: In 2023, 500 patrons	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☑ Structured Estimate

Description of Methods

Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

Representative Survey: Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

Application Schedule

Application Deadline: Tuesday, October 25, 2022 by 4 p.m. received at College Place City Hall or email clerk@cpwa.us. To be eligible for consideration, your complete proposal must be received by the deadline.

Attachments to include:

1) Budget Form
2) If your agency is a non-profit, a copy of your agency's current non-profit corporate registration with the Washington Secretary of State.
3) If available, a copy o f your organization's business plan (please limit to not more than two pages) and annual budget.

This proposal and all documents filed with the City are public records. The City may choose to post on its website copies of the proposals and attached documents.

Submit a PDF and one original signed copy to:

City of College Place
City Clerk,
625 S College Ave
College Place WA 99324
Clerk@cpwa.us

College Place Lodging Tax Application

TIMELINE FOR 2022 (2023 BUDGET)

August 12	Applications available online at **www.cpwa.us**
October 25	**Applications due to City by 4 p.m.**
October 25 – October 28	Internal Staff review and scheduled LTAC meeting to review applications
November 3	LTAC meeting to recommend applicants for 2023 funding
November 8	City Council discussion
November 22	City Council decision

City of College Place Lodging Tax Fund Overview

College Place's Lodging Tax Fund is the primary source of city funding for activities, operations, and expenditures designed to increase tourism. The city has elected to create a program to competitively award funds to eligible local entities. In addition, the city intends to maintain a reserve in the fund, and will assess on an annual basis how much of the fund to appropriate in a given year to the program.

The College Place City Council has created a Lodging Tax Advisory Commission (LTAC) to conduct an annual process to solicit and recommend Lodging Tax funded projects to the City Council.

PRIORITY will be given to tourism activities that:

- Have a demonstrated potential or high potential from the Committee's perspective to result in overnight stays by tourists in lodging establishments within the City of College Place.
- Promote the College Place area and/or events, activities, and places in the City of College Place to potential tourists from outside Whitman County.
- Have demonstrated or high potential from the Committee's perspective to result in documented economic benefit to College Place.
- Have a demonstrated history or success in College Place, or are proposed by a group with a demonstrated history or high potential of success with similar activities.
- Minimize duplication of services where appropriate and encourage cooperative marketing and/or includes an element of cooperation or partnership.
- Provide, maintain, operate or enhance city-owned tourism facilities or infrastructure.

Committee Considerations

In developing its recommendations, the LTAC considers:

- The estimated amount of Lodging Tax Fund available for the coming year as provided by the City's Finance Office.
- Thoroughness and completeness of the proposal.
- Percent of the proposal request to the event/facility promotions budget and overall revenues.
- Percent of increase over prior year College Place Lodging Tax funded proposals, if any.
- Projected economic impact within the City of College Place, in particular projected overnight stays in College Place lodging establishments.
- The applicant's financial stability.
- The applicant's history of tourism promotion success.

Reporting Requirements

Organizations funded for tourism promotion or tourism-related operations will provide quarterly written reports with their funding reimbursement requests. A final written report will be provided to the LTAC and large funding recipients may be asked to make an oral presentation to the City Council near the end of the year.

Organizations funded for individual events, festivals or activities funds will provide a written and oral presentation 30 days after the event and an oral presentation to council near the end of the year.

Actual data estimated in the application table will be required at the end of the year.

State Law Excerpts

RCW 67.28.1816 – Use of Lodging Tax Fund.

Lodging tax revenue under this chapter may be used, directly by any municipality or indirectly through a convention and visitors bureau or destination marketing organization for:

a. Tourism marketing;
b. The marketing and operations of special events and festivals designed to attract tourists;
c. Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or
d. Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501(c)(3) and 26 U.S.C. Sec. 501(c)(6) or the internal revenue code of 1986, as amended.

RCW 67.28.080 – Definitions.

- "Municipality" means any county, city or town of the state of Washington.
- "Operation" includes, but is not limited to, operation, management, and marketing.
- "Person" means the federal government or any agency thereof, the state or any agency, subdivision, taxing district or Municipal Corporation thereof other than county, city or town, any private corporation, partnership, association, or individual.
- "Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- "Tourism promotion" means activities and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding marketing of special events and festivals designed to attract tourists.
- "Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor, and used to support tourism, performing arts, or to accommodate tourist activities.
- "Tourist" means a person who travels from a place of residence to a different town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.

ATTACHMENT

Budget

List approximate amount and status of funding from all other sources you anticipate receiving or are requesting for the activities/events proposed. Add additional rows as needed.

Amount	Source	Confirmed (Yes or No)
$50,000 - over 2 years	City of WW LTAC	No
$30,000	WW County LTAC	No
$78,800	Contributions from individuals	No
$10,825	Annual giving revenue (includes Power Club, Adopt a Seat)	No
pending	Corporate contributions and grants	No
pending	Grants from Foundations, Trusts, and other nonprofit funders	No

Expenses

Activity	Lodging Tax	Other Funds (total above)	Total
Personnel			
Administration			
Marketing/Promotion	$1,000	$123,000	$124,000
Travel		$1,000	$1,000
Consultants			
Other (identify)		$15,000 (creative services and other misc. marketing costs)	$15,000
TOTAL	$1,000	$139,000	$140,000

STATE OF WASHINGTON

BUSINESS LICENSE

Unified Business ID #: 603622841
Business ID #: 001
Location: 0001

Nonprofit Corporation

POWER HOUSE THEATRE WALLA WALLA
POWER HOUSE THEATRE WALLA WALLA, INC
111 N 6TH AVE
WALLA WALLA, WA 99362-1728

TAX REGISTRATION - ACTIVE

REGISTERED TRADE NAMES:
POWER HOUSE THEATRE WALLA WALLA, INC

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

Vikki Smith
Director, Department of Revenue

STATE OF WASHINGTON

UBI: 603622841 001 0001

POWER HOUSE THEATRE WALLA WALLA
POWER HOUSE THEATRE WALLA WALLA, INC
111 N 6TH AVE
WALLA WALLA, WA 99362-1728

FOLD HERE

TAX REGISTRATION - ACTIVE

FOLD HERE

Gesa Power House Theatre
2022 Budget

	Jan - Dec 22 Budget
Ordinary Income/Expense	
Income	
Total Concessions	46,500.00
Total Contributed Revenue	751,510.00
Total Rental Events (Other Items)	31,000.00
Total Program Income	24,100.00
Total Productions	173,500.00
Total Rent	56,000.00
Total Income	1,082,610.00
Gross Profit	1,082,610.00
Expense	
Total Fundraising Events	65,000.00
Total Marketing	118,400.00
Total Overhead	417,250.00
Total Productions	145,200.00
Total Rental Events	70,500.00
Total Expense	816,350.00
Net Ordinary Income	266,260.00
Net Income	**266,260.00**

Notes:

- $2,000 was budgeted for In-Kind Donations and is included in Total Contributed Revenue

- 17% of Total Overhead is Administrative Overhead for Executive Director

- Grants and foundation revenue were not specifically lined out in this budget as we couldn't project or guarantee them at the time of budget approval. Annually we seek LTAC funding from government agencies, foundation donations, and other grants. Contribued revenue includes revenue from memberships, sponsorships, Adopt a Seat, and community contributions.

Business Plan 2020-2025

Vision
To build Gesa Power House Theatre into a sustainable, world class gathering place for the arts, culture, and education.

Mission
To generate a strong, inclusive community through performing arts.

Objectives
1. Produce and present a portfolio of productions that fills the calendar and reaches an audience of varied interest and means from across the community.
2. Secure resources to retire the mortgage and operate sustainably thereafter.
3. Recruit and retain a diverse group of outstanding volunteers, Board members, and staff.
4. Develop and maintain systems and facilities that support high-performing programs and people.
5. Pursue and embrace values of diversity, equity, and inclusion in all areas of the organization as we advance our mission in a more inclusive and innovative way.

Activities
1.1 Anchor the calendar with, at least, twelve headline productions marked by sellouts.
1.2 Work cooperatively with Shakespeare Walla Walla to present The Bard.
1.3 Grow Little Watts as means to sponsor children's access to live theater.
1.4 Partner with other nonprofits and the community, such as the Walla Walla Chamber Musical Festival or *Dias de los Muertos,* to present shows, concerts, and events.
1.5 Develop the ***Be reMARKable*** program to collaborate and uplift the arts community in Walla Walla by supporting a community gathering place for theater, the arts, and education.
1.6 Seek partnerships with local schools and higher education institutions.
2.1 Raise $1.5M to pay off the theater mortgage by December 31, 2025.
2.2 Raise $150K in operating support from corporations ($25K), foundations ($25K), government ($50k) and individuals ($50K) in 2021, growing the base of support in subsequent years.
2.3 Develop robust sales and marketing programs that focus on ticket sales, memberships, giving, volunteering, rentals, and sponsorships.
2.4 Rent the facility when the production calendar is dark to generate additional revenue.
3.1 Build a volunteer program to support expanded programs, services, education, and outreach.
3.2 Grow and diversify the Board with attention to factors like life experience, gender, ethnicity, networks in theater and arts, residency, and other characteristics.
3.3 Monitor the pay and benefits to staff to be competitive with the local nonprofit workforce and the broader theater community.
3.4 Study the staffing structure of theaters of similar size and adapt an appropriate staffing level to the capacity requirements and means of the theater, including a paid Executive Director.
4.1 Build on the theater's reserve savings account to stabilize the finances and secure long-term capital replacement plan.
4.2 Develop a prioritized list of capital improvements that advance the mission of the theater, making improvements consistent with the financial stability of the operation.
4.3 Complete an annual review, growing toward an annual audit if needed and/or as required.
4.4 Design, implement, and maintain administrative and technology systems for efficiency and productivity.
4.5 Share results of the theater at least annually.
5.1 Engage in continuous learning for Board and Staff.
5.2 Regularly evaluate our policies and procedures to ensure barriers to access are minimized.
5.3 Invest in broader programming that supports diversity.
5.4 Build an inclusive environment in which people throughout our community can engage with one another, discovering how differences and similarities bring people together through the arts.

Application for City of College Place Lodging Tax Funds

Application Deadline: Tuesday, October 25, 2022 by 4 p.m. received at College Place City Hall or email clerk@cpwa.us. **To be eligible for consideration, your complete proposal must be received by the deadline.**

Amount of Lodging Tax Requested: $ 4,500

Organization/Agency Name: Fort Walla Walla Museum			
Federal Tax ID Number: 91-6070983			
Event or Activity Name (if applicable):			
Contact Name and Title: Katy Sassara, Executive Assistant			
Mailing Address: 755 Myra Rd	City: Walla Walla	State: Wa	Zip: 99362
Phone: (509) 525-7703	Email Address: katy@fwwm.org		
ELIGIBLE ENTITY ○ Public Agency ◉ Non-Profit	ELIGIBLE ACTIVITY Check all that apply to this application ☐ Tourism promotion/marketing ☐ Operation of special event/festival designed to attract tourists ☑ Operation of a tourism-related facility owned or operated by a non-profit ☐ Operation and/or capital costs of a tourism-related facility owned by a municipality		

CERTIFICATION

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service. If awarded, my organization intends to enter into a Professional Services Agreement with the City of College Place.
- The City will reimburse costs incurred by my organization for tourism-related services according to a Scope of Work. For events/festivals, the City may advance 50% of the award prior to the event.
- Funds must be expended within the calendar year.
- Reporting requirements meeting state guidelines outlined in this application must be submitted with final request for reimbursement.

Signature:	**Title:** Executive Assistant
Printed or Typed Name: Kathleen Sassara	**Date:** 10/19/22

Application Questions

1) **Provide us an overview of your tourism-related activity, event, or service.**

Fort Walla Walla Museum, a 501 (c) (3) not-for-profit organization, opened in 1968 and has expanded to become a 362 days/year tourist attraction. We are the largest heritage attraction for the region long known as the Cradle of the Pacific Northwest.

2) **How do your proposed services promote and enhance tourism in College Place?**

Fort Walla Walla Museum offers the unique & significant history of the region including Lewis & Clark, Fur Trade, Treaties with the Homeland Tribes, Fort Walla Walla, pioneer life, horse-era agriculture and the development of Walla Walla and College Place into their present states. We feature exhibits filled with original artifacts, entertaining and informative videos, special events, Living History programs, Museum After Hours presentations, and a Pioneer Village. These attractions draw visitors from all over the region and the country, the majority of whom require local lodging.

3) **Have you received lodging tax before?** ☑ **yes** ☐ **no. If yes, describe the prior success of your activity/event in attracting tourists.**

A majority of our visitors usually come from beyond 50 miles, and we draw tourists from all 50 states and around 35 countries. In conversations, we learn that many travel to the Walla Walla Valley to see the museum. We also attract groups from tour boats, bus tours and caravan travel clubs. In addition to attracting tourists, we also lengthen the stay of those who come for other reasons.

4) **Who is your target market / Where are they coming from?**

Due to the Walla Walla Valley's prominent history, we have a broad appeal to enthusiasts of American History beyond our core service area of a 50-mile radius around the museum. Many of our visitors come from Seattle, Portland and the Tri-Cities, as well as Spokane and Idaho. We see a broad arrange of demographics. Many families visit during the summer, and we create special events and activities for children under 16. Retired couples comprise a greater percentage of visitors from November through March. We continually work to attract all demographics and our current effort to produce a bilingual English/Spanish audio tour is an example of these efforts.

5) **Describe how you will promote your event or activity.**

We have a long history of close collaboration with local tourism promotion agencies. We also run ads in regional publications and radio stations and pay for boosted visibility on social media ads. We direct mail to schools throughout a 200-mile area. Some of our non-local school tours stay overnight, plus the students bring their families on subsequent trips. We lead the effort to produce Walla Walla's first ever heritage tourism promotional video in partnership with CM Bell, Visit Walla Walla, Port of Walla Walla, and regional heritage attractions. There were a quarter million views of this video in the first several months of its release in the Seattle, Portland, Spokane & Boise markets. Continued use of this video in 2023 will generate an increase in heritage tourism to our area.

6) **Is your activity/event a partnership with other organizations? Describe the collaboration with local organizations or businesses.**

We provide many of our visitors with information on local events, lodging, meals, and shopping opportunities. We keep our two large brochure racks stocked with information on local tourism activities including the local visitor's guide. All visitors pass by our digital reader board that highlights our local business supporters. A survey from RRC Associates commissioned by Tourism Walla Walla, showed that out-of-county visitors spent an average of $206 each in our community. For every dollar we make, local business earn about $30. The total impact of museum visitors on our community is between $2,000,000 and $3,000,000 annually.

7) **Is this a ticketed event?**

We are a year round museum with an admission ticket.

8) **What is the overall budget for this event/activity?**

Our projected 2023 operating and capital budget is $720,000.

9) **How will you fund this event/activity if not awarded the full amount?**

Museums are not money makers. Based on our 2022 budget, income from memberships, visitors and store sales only generate 20% of our revenue. Endowments cover another 11%. The remainder is covered by grants and gifts. LTAC support is crucial. We just spent most of our building reserves on a new security system, upgrade lighting and new roofs on our four exhibit halls. While our operating revenues continue to rebound after COVID, and we have returned to being open 7 days/week, there is little chance of obtaining increased operational grants. If we are short on funding, we may have to once again close more days which in turn reduces our ability to attract tourist and extend their stays.

10) **What are your other funding sources for this event/activity?**

The Fort Walla Walla Museum relies on a variety of funding methods over the course of a year, primarily grants and gifts/donations. We also receive funding from earned revenue (sales, memberships, admission) and payments out of endowment funds.

11) The State of Washington Requires an estimate for the following:

Provide impact estimates due to the direct result of your proposed tourism-related service:		What method was used to determine attendance in previous years?
a. Overall Attendance a. Enter the total number of people predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 16,900	☑ Direct Count ☐ Indirect Count ☐ Representative Survey ☐ Informal Survey ☐ Structured Estimate
b. Attendance, 50+ Miles a. Enter the number of people who traveled greater than 50 miles predicted to attend this activity, and select the method used to determine attendance.	Predicted: 10,100	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☑ Informal Survey ☐ Structured Estimate
c. Attendance, Out of State, Out of Country a. Enter the number of people from outside the state and country predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 4,100	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☑ Informal Survey ☐ Structured Estimate
d. Attendance, Paid for Overnight Lodging a. Enter the number of predicted to attend this activity and pay for overnight lodging, and select the method used to determine the attendance.	Predicted: 5,500	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☑ Informal Survey ☐ Structured Estimate
e. Attendance, Did Not Pay for Overnight Lodging a. Enter the number of predicted to attend this activity without paying for overnight lodging, and select the method used to determine the attendance.	Predicted: 11,400	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☑ Informal Survey ☐ Structured Estimate

Description of Methods

Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

Representative Survey: Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

ATTACHMENT

Budget

List approximate amount and status of funding from all other sources you anticipate receiving or are requesting for the activities/events proposed. Add additional rows as needed.

Amount	Source	Confirmed (Yes or No)
142,400	Individual contributions and memberships	N
49,800	Operating grants	N
11,000	Business sponsorships	N
101,500	Fee/service income and store sales	N
71,700	Endowment and interest income	N
238,700	Grant release	N
44,000	Miscellaneous income	N

Expenses

Activity	Lodging Tax	Other Funds (total above)	Total
Personnel	3,000	435,300	438,300
Administration	0	31,300	31,300
Marketing/Promotion	0	20,500	20,500
Travel	0	0	0
Consultants	0	33,600	33,600
Other (identify)	Occupancy and cost of store sales	66,700	66,700
Programming	1,500	56,800	58,300
TOTAL	4,500	644,200	648,700

1st amendment 12/15/66

182620
FILE NUMBER

DOMESTIC

STATE OF WASHINGTON | DEPARTMENT OF STATE

I, A. LUDLOW KRAMER, Secretary of State of the State of Washington and custodian of its seal, hereby certify that

AMENDED
ARTICLES OF INCORPORATION

of WALLA WALLA COUNTY PIONEER AND HISTORICAL SOCIETY, OF WALLA WALLA COUNTY, WASHINGTON

a domestic corporation of Walla Walla, Washington,

(Amending Article III; and changing name to WALLA WALLA VALLEY PIONEER AND HISTORICAL SOCIETY)

were filed for record in this office at 8:00 o'clock A. m. on this date, and I further certify that such Articles remain on file in this office.

Filed at request of
Arthur L. Hawman
Attorney at Law
618 Baker Building
Walla Walla, Washington

NON PROFIT
Filing and recording fee $ 10.00

License to June 30, 19__ $ ___

__Excess pages @ 25¢ $ ___

In witness whereof I have signed and have affixed the seal of the State of Washington to this certificate at Olympia, the State Capitol,

December 15, 1966

A. LUDLOW KRAMER
SECRETARY OF STATE

Microfilmed, Roll No. 1058
Page 1227 - 1230

1227

Fort Walla Walla Museum
Profit & Loss Budget Overview
January through December 2022

	Jan - Dec 22
Ordinary Income/Expense	
Income	
External Support	370,100.00
Revenue Sales	289,000.00
Total Income	659,100.00
Gross Profit	659,100.00
Expense	
Store Expenses	25,700.00
General Administration Expenses	64,900.00
Marketing & Publicity Expenses	20,500.00
Occupancy Expenses	41,000.00
Program Expenses	58,300.00
Payroll Expenses Taxes & Ben	438,300.00
Total Expense	648,700.00
Net Ordinary Income	10,400.00
Other Income/Expense	
Other Expense	
Transfer to Endowment	
Total Other Expense	
Net Other Income	
Net Income	10,400.00

Application for City of College Place Lodging Tax Funds

Application Deadline: Tuesday, October 25, 2022 by 4 p.m. received at College Place City Hall or email clerk@cpwa.us. To be eligible for consideration, your complete proposal must be received by the deadline.

Amount of Lodging Tax Requested: $ 7,923

Organization/Agency Name: United Way of the Blue Mountains			
Federal Tax ID Number: 91-0730322			
Event or Activity Name (if applicable): United Way Cornhole Tournament and Community Campaign Kickoff Celebration			
Contact Name and Title: Monica Boyle, Director of Development			
Mailing Address: PO Box 1134	City: Walla Walla	State: WA	Zip: 99362
Phone: 509.540.7435	Email Address: monica@uwbluemt.org		
ELIGIBLE ENTITY ○ Public Agency ◉ Non-Profit	ELIGIBLE ACTIVITY Check all that apply to this application ☑ Tourism promotion/marketing ☑ Operation of special event/festival designed to attract tourists ☐ Operation of a tourism-related facility owned or operated by a non-profit ☐ Operation and/or capital costs of a tourism-related facility owned by a municipality		

CERTIFICATION

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service. If awarded, my organization intends to enter into a Professional Services Agreement with the City of College Place.
- The City will reimburse costs incurred by my organization for tourism-related services according to a Scope of Work. For events/festivals, the City may advance 50% of the award prior to the event.
- Funds must be expended within the calendar year.
- Reporting requirements meeting state guidelines outlined in this application must be submitted with final request for reimbursement.

Signature: Monica Boyle	**Title:** Director of Development
Printed or Typed Name: Monica Boyle	**Date:** 10/17/2022

Application Questions

1) **Provide us an overview of your tourism-related activity, event, or service.**

   United Way of the Blue Mountains is planning our first annual Cornhole Tournament & Community Campaign Kickoff Celebration for September 10, 2023 at Yellowhawk Resort. The event will host a full cornhole tournament with prizes and an auction, local food, wine and beer options, as well as an opportunity for attendees to hear about the impact United Way is making across our region, with an invitation to donate and support our annual community giving campaign.

2) **How do your proposed services promote and enhance tourism in College Place?**

   The cornhole tournament will be promoted both locally, as well as out of the area in an effort to bring tourists into the area to participate. Local wineries and other businesses participating in the event will be asked to share the event with their mailing lists and club members, and will also be posted in all of our region's event calendars.

3) **Have you received lodging tax before?** ☐ **yes** ☑ **no. If yes, describe the prior success of your activity/event in attracting tourists.**

4) **Who is your target market / Where are they coming from?**

   Our target market are individuals looking for a fun activity with low-level competition, and a purpose.

5) **Describe how you will promote your event or activity.**

   The event will be advertised through social media, print media press releases, direct mail and e-newsletter distributions, television segment and promotion, as well as all regional event calendars and event calendars hosted by local hotels.

6) **Is your activity/event a partnership with other organizations? Describe the collaboration with local organizations or businesses.**

   This event will partner United Way with local schools, Washington State Penitentiary's Sustainability Practices Lab, and local businesses for event volunteers, and the construction of the cornhole sets.

7) **Is this a ticketed event?**

   Cornhole tournament will be registration required, general entry will require ticket purchase.

8) **What is the overall budget for this event/activity?**

   $22,638

9) **How will you fund this event/activity if not awarded the full amount?**

   This is a fundraising event to help raise dollars to help United Way of the Blue Mountains fulfill our promise of building Successful Students Cradle Through Career; Healthy People & Thriving Communities; and Disaster Recovery across the Walla Walla valley. We hope to have all event expenses covered in grant and sponsor funds, so that all direct event revenue can be invested into our community impact. If grant funds are not received, a percentage of funds raised would be used to cover these expenses.

10) **What are your other funding sources for this event/activity?**

    Community partnerships provide donated items, as well as sponsorships from local businesses.

11) The State of Washington Requires an estimate for the following:

Provide impact estimates due to the direct result of your proposed tourism-related service:		What method was used to determine attendance in previous years?
a. Overall Attendance a. Enter the total number of people predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 300	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☑ Informal Survey ☐ Structured Estimate
b. Attendance, 50+ Miles a. Enter the number of people who traveled greater than 50 miles predicted to attend this activity, and select the method used to determine attendance.	Predicted: 75	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☑ Informal Survey ☐ Structured Estimate
c. Attendance, Out of State, Out of Country a. Enter the number of people from outside the state and country predicted to attend this activity, and select the method used to determine the attendance.	Predicted: 20	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☑ Informal Survey ☐ Structured Estimate
d. Attendance, Paid for Overnight Lodging a. Enter the number of predicted to attend this activity and pay for overnight lodging, and select the method used to determine the attendance.	Predicted: 50	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☑ Informal Survey ☐ Structured Estimate
e. Attendance, Did Not Pay for Overnight Lodging a. Enter the number of predicted to attend this activity without paying for overnight lodging, and select the method used to determine the attendance.	Predicted: 250	☐ Direct Count ☐ Indirect Count ☐ Representative Survey ☑ Informal Survey ☐ Structured Estimate

Description of Methods

Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

Representative Survey: Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

ATTACHMENT

Budget

List approximate amount and status of funding from all other sources you anticipate receiving or are requesting for the activities/events proposed. Add additional rows as needed.

Amount	Source	Confirmed (Yes or No)
1,500	Walla Walla Valley Honda	Yes
500	Baker Boyer Bank	Yes
1500	Columbia REA	Yes
2,000	CDJR of Walla Walla	No
5,000	United Way Board Investment	Yes
500	Yellowhawk Resort	Yes

Expenses

Activity	Lodging Tax	Other Funds (total above)	Total
Personnel		3,500	3,500
Administration		1,500	1,500
Marketing/Promotion	750		750
Travel	125	125	250
Consultants			
Other (identify)			
Food/Beverage/Materials	7,048	9,590	16,638
TOTAL	7923	14715	22,638

WASHINGTON
Secretary of State
Corporations & Charities Division

Filed
Secretary of State
State of Washington
Date Filed: 06/06/2022
Effective Date: 06/06/2022
Registration No: 1105865

Charity Renewal

ORGANIZATION INFORMATION

Organization Name:
UNITED WAY OF THE BLUE MOUNTAINS
Registration Number :
1105865
Purpose/Mission of the Organization:
UNITED WAY OF THE BLUE MOUNTAINS EMPOWERS DONORS, VOLUNTEERS, ADVOCATES AND AGENC IES TO IMPROVE THE HEALTH, EDUCATION AND FINANCIAL STABILITY OF EVERY PERSON IN BAKER, COLUMBIA, MORROW, UMATILLA, UNION AND WALLA WALLA COUNTIES.
FEIN Number:
91-0730322
Federal Tax-Exempt Status:
Yes
Federal Status Type:
501(c)(3)
UBI Number:
601 140 466
Is this Charitable Organization associated with any Corporation or LLC?-
Yes
Organizational Structure:
Jurisdiction:
WASHINGTON

CONTACT INFORMATION

Organization Email:
INFO@UNITEDWAYWW.ORG
Confirm Organization Email:
INFO@UNITEDWAYWW.ORG
Organization Website:
WWW.UWBLUEMT.ORG
Is Foreign Contact:
No
Country Code:
1
Phone Number:
5095291183
Ext:
Mailing Address:
PO BOX 1134, WALLA WALLA, WA, 99362-0022, USA
Street Address:
13 1/2 EAST MAIN STREET, SUITE 202, WALLA WALLA COUNTY, WALLA WALLA, WA, 99362-3011, USA

Do you use any other addresses for Solicitation -
No

FINANCIAL INFORMATION

Accounting year beginning date:
07/01/2020
Accounting year ending date:
06/30/2021
Beginning Gross Assets:
$520,452.00
Ending Gross Assets:
$678,412.00
Revenue
Gross Contributions from Solicitations:
$486,904.00
Gross Revenue from All Other sources:
$88,660.00
Total Dollar Value of Gross Receipts:
$575,564.00
Expenses
Gross Expenditures from Program Services:
$299,841.00
Total Gross from All Expenditures:
$368,104.00
Percent to Program Services:
81%

FINANCIAL HISTORY

Fiscal Begin Date	Fiscal End Date	Begin Assets	Revenue	Program Services	Expenses	End Assets	% To Program Services
07/01/2019	06/30/2020	$332,312.00	$399,890.00	$315,626.00	$368,104.00	$520,452.00	86%
07/01/2018	06/30/2019	$301,358.00	$356,701.00	$284,435.00	$325,747.00	$332,312.00	87%
07/01/2017	06/30/2018	$252,054.00	$476,567.00	$328,380.00	$388,673.00	$301,358.00	84%
07/01/2016	06/30/2017	$246,731.00	$441,996.00	$326,652.00	$400,758.00	$252,054.00	82%
07/01/2015	06/30/2016	$153,157.00	$583,688.00	$370,691.00	$462,805.00	$246,731.00	80%
07/01/2014	06/30/2015	$155,642.00	$490,476.00	$408,585.00	$505,271.00	$153,157.00	81%
07/01/2013	06/30/2014	$90,939.00	$451,835.00	$276,877.00	$387,132.00	$155,642.00	72%
07/01/2012	06/30/2013	$487,193.00	$481,726.00	$394,496.00	$489,916.00	$441,670.00	81%
07/01/2011	06/30/2012	$490,744.00	$485,308.00	$404,673.00	$496,026.00	$487,193.00	82%
07/01/2010	06/30/2011	$461,015.00	$491,039.00	$385,737.00	$468,218.00	$490,744.00	82%
07/01/2009	06/30/2010	$435,719.00	$454,219.00	$394,489.00	$468,032.00	$461,015.00	84%
07/01/2008	06/30/2009	$394,734.00	$441,088.00	$356,345.00	$427,375.00	$435,719.00	84%
07/01/2007	06/30/2008	$388,243.00	$446,495.00	$402,031.00	$439,213.00	$394,734.00	92%
07/01/2006	06/30/2007	$343,882.00	$451,855.00	$340,390.00	$402,288.00	$388,243.00	85%

07/01/2005	06/30/2006	$322,876.00	$463,058.00	$373,350.00	$440,176.00	$343,882.00	85%
07/01/2004	06/30/2005	$325,085.00	$431,575.00	$365,909.00	$430,199.00	$322,876.00	86%
07/01/2003	06/30/2004	$283,050.00	$469,742.00	$377,381.00	$442,747.00	$325,085.00	86%
01/01/2003	06/30/2003	$444,719.00	$51,319.00	$160,605.00	$191,313.00	$283,050.00	84%
01/01/2002	12/31/2002	$466,696.00	$397,901.00	$356,164.00	$419,411.00	$444,719.00	85%
01/01/2001	12/31/2001	$373,301.00	$640,909.00	$479,256.00	$559,515.00	$466,696.00	86%
01/01/2000	12/31/2000	$384,201.00	$816,292.00	$691,995.00	$777,090.00	$373,301.00	89%
01/01/1999	12/31/1999	$419,895.00	$518,995.00	$471,232.00	$558,243.00	$384,201.00	84%
01/01/1998	12/31/1998	$397,874.00	$529,337.00	$416,011.00	$507,015.00	$419,895.00	82%
01/01/1997	12/31/1997	$403,067.00	$493,141.00	$401,608.00	$485,227.00	$397,874.00	83%
01/01/1995	12/31/1996	$0.00	$509,134.00	$422,895.00	$490,515.00	$0.00	86%

Solicitation Comments:
Did the Organization solicit or collect contributions in WA during the accounting year reported?- **Yes**

- Direct Mail
- Entertainment/Special Events
- Internet
- Email

Is the Organization registered to solicit outside of WA?- **Yes**

- OREGON

Does the Organization pay any of its officers or employees?- **Yes**

First Name	Last Name
CHRISTY	LIEUALLEN
MONICA	BOYLE
AMANDA	MOUNT

PERSONS ACCEPTING RESPONSIBILITY

Current Officers or Persons Accepting Responsibility for the Organization

First Name	Last Name	Title	Phone #	Address
CHRISTINA	LIEUALLEN	OFFICER	5095291183	PO BOX 1134, WALLA WALLA, WA, 99362-0022, UNITED STATES
RON	WADE	BOARD PRESIDENT	5095291183	112 S 1ST AVE, WALLA WALLA, WA, 99362-3011, UNITED STATES

FINANCIAL PREPARER

Person or Business that Prepares, Reviews or Audits Financial Information:
Type:
BUSINESS
Business Name:
CLIFTONLARSONALLEN
Representative First Name:

DAVID
Representative Last Name:
ELMENHURST
Title:
PRINCIPAL
Address:
312 N 2ND AVE, WALLA WALLA, WA, 99362-1808, USA

LEGAL INFORMATION

Do you have any Legal Actions? **- No**

COMMERCIAL FUNDRAISERS

Does the Organization use one or more Commercial Fundraisers to solicit contributions in WA?**- No**

RETURN ADDRESS FOR THIS FILING

Attention:
Email:
Address:

UPLOAD ADDITIONAL DOCUMENTS

Do you have additional documents to upload? **No**

EMAIL OPT-IN

☐ By checking this box, I hereby opt into receiving all notifications from the Secretary of State for this entity via email only. I acknowledge that I will no longer receive paper notifications.

SIGNATURE/ ATTESTATION

First Name:
CHRISTY
Last Name:
LIEUALLEN
Date:
06/06/2022
Phone Number:
509-676-9099

UNITED WAY OF THE BLUE MOUNTAINS
Approved Budget 2022-23

	Proposed Budget July 1, 2022-June 30,2023
Revenue	
4000 Campaign Income	$ 518,473
4010 In-Kind Income	$ 9,000
4020 Direct Pay & Uncollectable Pldg	($ 20,000)
4090 Grant/Trust Income	$ 100,000
4100 Blue Mt Community	$ 25,628
5800 Administration fees	$ 20,000
5950 Interest Income	$ 294
Total Revenue	**$ 653,395**
Expenditures	
Total 6010 Salaries & Wages	$ 260,000
Total 6030 Payroll Taxes	$ 25,000
6040 Professional Fees	$ 8,374
Total 6050 Marketing and Development	$ 32,000
6060 Occupancy	$ 12,000
6070 United Way Dues	$ 8,242
6080 Office Expenses	$ 10,000
6090 Computer expenses	$ 16,000
6100 Insurance - Business and D&O	$ 1,909
6110 Meetings & Conferences	$ 2,000
Total 6120 Travel Expenses	$ 7,000
6122 Annual Dues/Fees/Subscriptions	$ 320
6130 Bank & Merchant Fees	$ 3,773
6140 Oregon CFD Admin Fees	$ 341
6150 Telephone & Internet	$ 2,400
7500 In-Kind Expenses	$ 9,000
Total Expenditures	**$ 398,359**
Net Operating Revenue	**$ 255,036**
Other Expenses: Community Impact Funding	$ 254,893
Total Other Expenditures	**($ 254,893)**
Net Other Revenue	**$ 143**
Net Revenue	