



RECREATION PROJECTS FUND ADVISORY COMMITTEE

Community Center- 415 S. HWY 395

Where Life is Sweet

February 08, 2024 at 6:30 PM

AGENDA

1. **CALL TO ORDER**

2. **MINUTES**

A. Minutes from Rec Projects Fund Advisory Committee - August 2, 2023

B. 2023 AUGUST TRT Minutes - TRT Committee

3. **REVIEW TRT APPLICATION**

A. Review 2023 TRT Application Packet

4. **RECOMMEND PROPOSAL REVIEW DATE**

5. **COMMITTEE DISCUSSION / PUBLIC COMMENT**

6. **ADJOURN**

**** AMERICANS WITH DISABILITIES ACT NOTICE****

Please contact Hermiston City Hall, 180 NE 2nd St, Hermiston, OR 97838 (Phone No. 541-567-5521) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TTY and TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900 or 711.



August 2, 2023

City of Hermiston Recreation Project Fund Advisory Committee

Parks & Recreation

Committee members present: Val Hoxie, Jeffrey Kelso, James Whalley, Roy Barron, and Helen Nevin
Staff members present: Brandon Artz and Kelly Schwirse.

CALL TO ORDER

Committee members assembled meeting called to order at 5:01pm

PROJECT PROPOSALS

City Council recommended that this committee reopen to accept additional applications to be received no later than July 28, 2023. The following organizations submitted applications.

- **Hermiston Cinco de Mayo**
Requesting \$10,000 Cinco de Mayo Event
- **Hermiston Jr Football**
Requesting \$6,000 Start-up equipment
- **Hermiston Special Olympics**
Requesting \$4,600 Bowling and bocce ball
- **Hermiston Cultural Awareness**
Requesting \$5,000 Juneteenth Event

Committee discussed at length how to proceed and whether to accept any or all the applications as they were submitted after the established deadline of June 2nd.

Concerns of the committee are:

- \$72,338 has already been awarded and approved by council to earlier applicants, exceeding the recommended budget for 2023.
- Setting a precedence by accepting and awarding late applicants.

Motion to not accept the applicants listed above based on submission after the established deadline of June 2nd was made by Val Hoxie. Second by Helen Nevin. Motion passed 3-1

Motion to make May 31st the annual deadline for applications to be received made by Helen Nevin, seconded by Val Hoxie. Motion passed unanimously.

It is recommended by this committee that City Council add to the by-laws regarding the TRT Funding Program that the deadline for applications will be May 31st annually. Applications received after May 31st will not be considered.

Discussion:

- Possibility of this committee meeting two times per year and be involved in setting the budget for the year.
- Application available and accepted starting April 1.
- Committee actively help get the word out about the TRT Grant Application to encourage more applicants.

ADJOURNED

Meeting was adjourned at 5:33pm. No future meetings scheduled.



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City of Hermiston
Parks and Recreation Department
415 S HWY 395, Hermiston, OR 97838
(541)667-5018
bartz@hermiston.or.us



July 12, 2023

Where Life is Sweet

Subject: Request for Project Proposals - Transient Room Tax

The City of Hermiston is currently accepting project proposals for Transient Room Tax (TRT) dedicated for recreation for the 2023-2024 fiscal year. The grant program represents 15% of 5/8ths of the Transient Room Tax collected in the prior year, mandated to be spent on Recreation Programs and Projects. The grant program is competitive and limited to recreation related programs and projects taking place within the Hermiston City Limits.

Submit applications no later than **Friday - June 2, 2023 - before 4:00pm.**
2nd Round Applications: **Friday - June 28, 2023 - before 4:00pm.**

Mail: Brandon Artz, 415 S HWY 395, Hermiston, OR 97838
Hand Deliver: Hermiston Community Center, 415 S HWY 395
Email: bartz@hermiston.or.us

TRT Funding Criteria and Eligibility:

- Total project fund allocation for 2023 is approximately \$65,000.
- Projects must be within the City of Hermiston.
- Applicants must have a non-profit tax status.
- Projects that benefit Hermiston through enhanced tourism, promotion, marketing, and lodging will be given highest consideration.
- Projects that benefit the greatest number of participants will be given greater consideration.
- Projects that represent a broad base of other support shall be given greater consideration.
- Funded projects are required to submit a breakdown of expenditures on how the funds were spent including receipts prior to reimbursement.

You may be invited to make a 10-minute presentation regarding your proposal on a date to be determined. Bring pictures and illustrations to aid in your presentation.

If you have questions, please feel free to call me at 541-667-5018.

Cordially,

Brandon Artz, Director
Hermiston Parks & Recreation



Where Life is Sweet

TRT GRANT APPLICATION

TRT FUNDING CRITERIA

- Projects must be within the City of Hermiston.
- Applicants must have a 501(C)(3) non-profit tax status.
- Projects that benefit Hermiston through enhanced tourism, promotion, marketing, and lodging will be given highest consideration.
- Projects that benefit the greatest number of participants will be given greater consideration.
- Projects that represent a broad base of other support shall be given greater consideration.
- Funded projects are required to submit a breakdown of expenditures on how the funds were spent including receipts for reimbursement.

