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**CITY OF NEWPORT, OREGON
NYE NEIGHBORHOOD ASSOCIATION FUNDING AGREEMENT FY 2024-2025**

THIS AGREEMENT is between the City of Newport, an Oregon municipal corporation (City), and Nye Neighborhood Association (NNA) for funding.

TERMS OF AGREEMENT

1. PURPOSE

The purpose of the funding is for the work outlined in attached Exhibit A, which is a letter from NNA dated June 25, 2024. NNA shall utilize funds provided under this agreement for that purpose.

2. TERM

This agreement shall be effective when signed by both parties and end on June 30, 2025.

3. FUNDING AND REPORTS

The City has committed \$10,000 for use by the NNA in the 2024/2025 Fiscal Year. City will pay NNA \$5,000 upon execution of this agreement, and the receipt by City of W9, or IRS determination letter. Subsequent to filing the mid-year report, the additional \$5,000 will be made available to the NNA upon request to the City.

The NNA shall provide the City with a mid-year report by January 31, 2025, and a final report due no later than June 01, 2025.

The reports should contain documentation listing how funds were expended during the reporting period. Copies of documentation in the form of receipts, invoices, purchase orders or other transaction records must be included with the grant expense documentation report. In the event funds are not fully expended, they must be returned to the City.

4. COMPLIANCE WITH LAWS AND RULES

Grantee shall comply with all applicable federal, state, and local laws, rules, and regulations.

5. SUBMITTING NOTICE

All notices shall be made in writing and may be given by personal delivery or mail. Payments may be made by personal deliver, mail, or electronic transfer. The following addresses shall be used to transit notices and other information:

City: City of Newport
Attn: City Manager

169 SW Coast Highway
Newport, OR 97365

NNA: Nye Neighborhood Association
35 NW High Street
Newport, OR 97365

Notices mailed to the address provided for notice in this section shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery.

6. STATUS OF NNA

- A. NNA is not an officer, employee, or agent of the City as those terms are used in ORS 30.265.
- B. No employee of the City, or any partnership or corporation in which a City employee has an interest, has or will receive any remuneration of any description from NNA, either directly or indirectly, in connection with this agreement, except as specifically declared in writing prior to payment to NNA.
- C. If applicable, NNA will obtain a City business license.

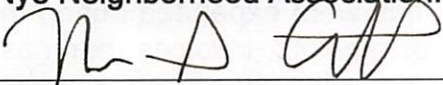
City of Newport:



Date: 07-08-24

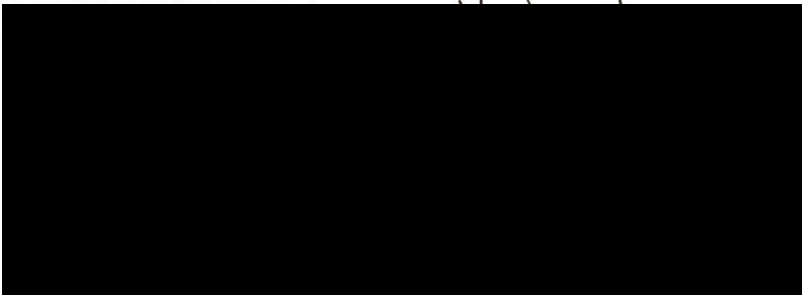
Spencer R. Nebel, City Manager
City of Newport
169 SW Coast Highway
Newport, Oregon 97365
Phone: 541.574.0603

Nye Neighborhood Association:



Date: 7/22/24

(NNA Signature)





Nye Neighborhood Association

Spencer Nebel, City Manager
Newport City Hall
169 SW Coast Highway
Newport OR 97365

June 25, 2024,

RE: NNA Funding request

Dear Spencer,

This is a request for a total of **\$9,833.76** to close out the 2023-24 fiscal year and an advance for the 2024-25 fiscal year.

2023-24- The City of Newport provided up to \$10,000 in funding to the Nye Neighborhood Association for the 2023-24 fiscal year. To date, NNA has spent \$5679.76 and encumbered \$4,154. This totals \$9833.76. We were previously advanced \$5000 and are now requesting **\$4,833.76**.

The City's budget for 2024-25 also includes \$10,000. We are requesting an advance of **\$5000**.

2023-24 Highlights and Accomplishments

During the 2023-24 fiscal year the Association continued to grow its presence in the neighborhood through social gatherings, utilizing our email list to publicize city news (parking issues, support for Cultural District, beach and park cleanups, emergency preparedness information, land use notices, etc.). The Association paid for and supplied volunteers to beautify the Performing Arts Center and the ambassador statue.

The Association sponsored and Emergency Preparedness information event featuring Rob Murphy and Del Lockwood that was well attended. The Association worked closely with City Parks & Rec to gather volunteers for cleanups at Sam Moore Park and at Coast Park. The Association Board submitted letters of support for establishing a Cultural District and in support of the city's application for the T-Mobile Hometown Grant. The Association was active in support of the zoning changes adopted by the city to allow for Custom Creative usage. In November of 2023 the Association was granted 501(c)3 status by the IRS.

Working with our legal representatives the Association adopted policies on conflicts of interest, travel expenses, records retention, whistleblower issues, and financial accounts.

The Association is currently working to increase street safety in the Nye Neighborhood and has catalogued needed improvements for crosswalks in the neighborhood. We are making improvements to Don Davis Park in collaboration with Parks & Rec and will be purchasing one new bench and repairing an existing bench.

2023-24 City funds accounting

Expended as of June 25, 2004

Venue rentals for meetings	\$1,250.00
Supplies for meetings	\$ 429.76
Printing	\$ 172.25
Business Cards	\$ 54.75
Oregon Business License	\$ 50.00
Legal consultation	\$ 720.00
Website Expenses	\$ 130.00
Holiday Gathering (Zurita) 12/10/23 -Food	\$ 960.00
Holiday Gathering entertainment	\$ 75.00
Mulch for Ambassador Sculpture	\$ 288.00
Banner Project	\$1,400.00
Deposit for Sept. 6 Social gathering	\$ 150.00
Sub-Total	\$5,679.76

Encumbered as of June 25, 2024

Olalla Center Garden	\$1,000
Bench for Don Davis Park	\$2,500
Bench repair for Don Davis Park	\$ 500
Chamber of Commerce membership	\$ 154

Sub-total **\$4,154**

Total expenses for 2023-24 **\$9,833.76**

Total received from city **\$5,000**

Due from City for 2023-24 **\$4,833.76**

2024-25 Advance Request- \$5000

NNA's 2024 Budget is below for reference. We anticipate similar expenses in our 2024 budget and will forward this to you in February 2025 after the budget is formally adopted. (Note: The NNA fiscal year is the calendar year)

Anticipated and actual expenses include monthly venue rental for meetings, supplies and refreshments for meeting, legal expenses, accounting and bookkeeping expenses, Website development, and consultation fees.

Finally, we are pleased to inform you that in November, 2023 the IRS approved our application to become a 501(c)3 nonprofit corporation.

We sincerely appreciate the City's support of our organization and believe that we are added value in our rental and use of city-owned facilities, outreach to neighbors, opportunities for city officials to meet in the community, and our partnership with Parks & Rec to cleanup and beautify the neighborhood, beaches and parks.

Please let us know if you require any additional information.

Thank you,

Tom Ettel, Treasurer

Jan Kaplan, President

Nye Neighbors Proposed Budget FY 2024

Resources

2023 Ending Balance	6193.48	\$2883.82 in donations + \$3309.66 City 2023-24
Member donations-possible	2000	Estimated donations
City of Newport January-June 30 2023	5000	Available for expenditures through 6/30/24
City of Newport July 2024-December 2024	5000	Available for expenditures 7/1- 12/31/24
Total Available	18193.48	
Expenses		
Public Art Team Projects*	2500	*For projects proposed by these teams subject to
Public Safety Enhancement Projects*	2500	Board approval
Sponsorship for Banner Project	1000	annual request
Venue rentals	2000	Board & general meetings, Social gatherings
Supplies for meetings	1500	for all meetings and gatherings
Web services	500	Domain costs and web design
Board insurance	300	
Business registration	300	State and Federal fees
Zoom cost	150	annual
Professional Fees*	1000	*Speaker fees for programs
Consultation fees	1000	Legal, Accounting, Land use expertise
Clean up supplies	516.79	for neighborhood clean up
Landscape supplies	500	beautification efforts
Public relation materials	500	Printing and materials
Total line item expenses	14266.79	
Contingency	3926.69	Projected ending balance