

**Memorandum of Understanding
City of Bend and Downtown Bend Business Association (DBBA)**

The City of Bend (City) and the Downtown Bend Business Association (DBBA) agree to work cooperatively to increase the economic vitality of and to further downtown Bend as a vital economic asset for the City of Bend. The Memorandum of Understanding outlines roles and responsibilities of the City of Bend and of the DBBA.

Economic Improvement District

In accordance with the agreement for the Downtown Bend Economic Improvement District (EID), the DBBA will use funds collected from the EID assessment to:

1. Create and maintain approx. 100 Flower Baskets evenly spaced throughout district, and approx. 50 beautified planters spaced throughout district.
2. Sidewalk sweeping and debris removal year-around
3. In partnership with City provide labor costs for deep sidewalk cleaning using City owned self-contained high-pressure hot water trailer.
4. Assist City of Bend and Business Owners with sidewalk snow removal.
5. Events designed to draw customers to the District. Events may include, but are not limited to, Bend Oktoberfest, First Friday Art Walk, Shop Small Saturday, Community Tree Lighting, Santa's Village, Ladies Night, Halloween Trick-or-Treating.
6. Holiday decorations which may include, but not limited to, lit snowflakes on lampposts, twinkle lights in tree canopies on significant trees, and holiday wreaths. Potential additional lighting with Holiday walkable streetscape.
7. Welcome to Downtown Bend Banners, seasonal Winter, Spring, and Fall as space allows.
8. Oversee Banner Program for Downtown Bend in cooperation with the City of Bend.
9. Marketing Downtown to promote business, draw customers to the District, advertising on various outlets (including advertising beyond Bend highlighting Downtown Bend as a destination). Increase online presence and social media following.
10. Management of the Downtown Dollars Gift Certificate Program.
11. Further "Bend Cares" awareness campaign, and its partner "Bend Cares Christmas" fundraising.
12. Provide labor for streetscape repair & maintenance, when possible, including benches, trash receptacles. Sticker and graffiti removal, when possible, on lamp post, signage, benches and other public areas.
13. Serve as advocate and liaison with other organizations, including City of Bend, City Council and Staff, Bend Parks and Rec, Bend Police Department, Visit Bend, Central Oregon Visitors Association (COVA), Cascade East Transit (CET), and others as needed. Active in the conversation for Downtown visions, including parking, streetscape, etc.
14. Serve as spokesperson to Media outlets regarding Downtown issues.
15. Provide oversight of partnership with City regarding public safety
16. Increase fundraising efforts including new events, grants, and expanding donations.

17. Maintain and further expand Friends of Downtown Bend, a 501c3 Non-Profit.
18. Coordinate volunteerism for fundraising events, clean up days, and outreach.
19. Maintain existing directories with current up-to-date information and promotions.
20. Conduct merchant meetings
21. Acquire equipment to perform duties, including office equipment, snow removal equipment, clean-up equipment, and assets related to producing events (i.e. picnic tables, canopy tents, event merchandise etc.)
22. Maintain a database of building owner and merchant contact information.

The DBBA is NOT responsible for

1. The purchase, repair or installation of hardware or facilities (i.e. trashcans benches, etc.) within the Downtown Bend EID
2. Emergency Response. The City and Police will be responsible for quickly responding and remedying emergency repairs such as broken lights, blown down lamp posts, etc.
3. Event Clean up (this is the responsibility of the organizations hosting the event)
4. Trash areas. The DBBA is not responsible for emptying over-filled trash cans, cleaning trash areas, grease spills, etc.

The City will

1. Collect the EID assessment and distribute funds to DBBA (less 5% for admin)
2. Provide non-economic support measures and facilities to assist the district in carrying out Bend Code 2.30

City-owned Facilities

The City recognizes that it owns and operates all of the rights of way, public parking lots and infrastructure in downtown Bend. As such the City will perform regular maintenance and respond to requests for service in downtown as in a manner similar to that provided to all other requests from citizens for service in the city's rights of way. However, due to high number of pedestrians in downtown, whenever possible the City will prioritize repairs to city-owned facilities.

1. Mirror Pond Parking lots
2. Mirror Pond Plaza – agreement in place with Crow's Feet Commons
3. Electrical Outlets in tree wells (see attached map)
4. Brooks Alley
5. Tin Pan Alley
6. Gasoline Alley
7. Parking structure
8. Other city-managed parking lots

The DBBA recognizes a need for a high level of service from the City's Street & Operations Department, the Utilities Department and the Economic Development Department in downtown to maintain the economic vitality of downtown. In order to ensure reasonable response from the City of Bend for sidewalk, street, street light, landscaping, bicycle parking, garbage enclosures or other city facility maintenance, the DBBA will:

1. DBBA will routinely inspect the city-owned facilities listed above.
2. DBBA will notify the appropriate City department, **in a manner determined by the City (I would like to see this defined here)**, when a city-owned facility listed above needs attention.
3. DBBA will follow-up with staff at DBBA Board meetings or other determined times for updates and progress on city repairs

The DBBA will work directly with property owners and businesses downtown so that both groups understand their responsibilities to maintain adjacent sidewalks, maintain adjacent street trees, clear sidewalks in snow events, and maintain buildings. The DBBA will also educate downtown business on city rules and polices as they relate to ADA, downtown street vendors, sidewalk café permits and special events.

Street Tree Maintenance

Typically the maintenance and replacement of street trees is the responsibility of the adjacent property owner. However, the City installed the existing downtown street (trees and recognizes the benefit and cost saving associated with maintaining them together. The City will maintain the street trees along Wall, Bond, Greenwood, Oregon, Minnesota, (insert other streets downtown) and Franklin in the EID. This will occur on an annual basis at the time best suited to preserve the health of the trees and safety of streets crews during winter operations.

In between the recommended required maintenance additional trimming may be performed by DBBA as approved by the City.

Special Events

The City requires Special Event permits from any individual, group of individuals or business that wishes to use the City's right of way to host an event. A special event is defined by the City as a gather of more than 150 people that occurs in the city's right of way. The city maintains special provisions on the number of events that are allowed to occur downtown.

The DBBA has a review role for the City on Special Event permit applications. The DBBA will provide those reviews in the manner and time as desired by the city to ensure safe and appropriate special events.

The DBBA will also communicate the times, days and location of events to the DBBA in a timely manner such that effected businesses have appropriate time to accommodate that event.

Downtown Parking Management District

It is the city's responsibility to enforce the rules and regulations of the Downtown Parking Management District. The City will enter into a contract with a qualified Parking Enforcement provider. That contractor, along with the City, will manage the Downtown Parking District.

The DBBA will provide education to businesses, property owners, employees and patrons on the existing parking regulations and promote the employee parking permit program.

