

**UMATILLA CITY COUNCIL MEETING
AGENDA
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882
MAY 5, 2020
7:00 PM**

1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF AGENDA**

5. **CITY MANAGER'S REPORT**

5.1 **COVID-19 Update** *Suggested Action: Provide brief update on the City's response to the Governor's Orders regarding COVID-19*

6. **PUBLIC COMMENT** Public Comment is an opportunity for citizens to express opinions, raise issues, and provide information to the City Council. Comments presented during this segment should be on city-related issues and not on items that are scheduled for a Public Hearing on the same evening's agenda. If you wish to speak, please provide the requested information on the Sign-Up Sheet, being sure to note the topic on which you will speak. When called to the podium, begin by stating your name and address. You will have five minutes to speak, unless otherwise instructed.

7. **CONSENT AGENDA**

7.1 **Paid Invoices** *Suggested Action: Motion to approve.*

8. **PUBLIC HEARING**

9. **NEW BUSINESS**

9.1 **Resolution No. 52-2020 General Fee Resolution** *Suggested Action: Motion to approve Resolution No. 52-2020*

Staff annually reviews the City's fee resolution and makes recommended changes for Council to review. This year, the review process also incorporated the utility rate recommendations from the comprehensive rate analysis performed by FCS Group. Staff has recommended slightly lower base rates than FCS Group for 3/4" and 1" meters in an effort to be conscious of the effect that these rate increases will have on our residential users. At this time the City's growth rate is outpacing the model and we feel confident that we will still collect the required revenue. Other minor changes include the addition of fees for GIS public record requests and separate copy/print fees for the library and removal of the sign permit fee.

10. **PUBLIC COMMENT**

11. **DISCUSSION ITEMS**

11.1 **Discussion on adoption of Financial Management Policies** *Suggested Action: Staff is working to achieve Council Goal 5.7 - to receive the Government Finance Officers Association (GFOA) Distinguished Budget Award for the FY20/21. A required criterion of the award is the adoption and inclusion of financial management policies. Staff has reviewed the GFOA best practices on creation of these policies as well as a review of other Oregon award recipient policies. These policies set a basis for the financial planning, reporting and internal financial management of the City. In a time where Umatilla is experiencing tremendous growth, these policies will safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health. The City is already adhering by the majority of these policies. The most challenging will be the implementation of an annual five year forecast. If Council is comfortable with the policies, they will be brought to the June 2nd meeting for formal adoption.*

12. **EXECUTIVE SESSION**

12.1 **Potential Real Estate Transaction - ORS 192.660(2)(e) Authorizes council to deliberate with persons designated by council to negotiate real property transactions, including long-term leases. Does not authorize discussion of general leasing policies** *Suggested Action: Discussion*

12.2 **Potential Litigation - ORS 192.660(2)(h) Authorizes council to consult with its counsel regarding current litigation or litigation likely to be filed. Media members must be excluded if the member is a party to the litigation.** *Suggested Action: Discussion*

13. **MAYOR'S MESSAGE**

14. **COUNCIL INFORMATION & DISCUSSION**

15. **ADJOURN** This institution is an equal opportunity provider. Discrimination is prohibited by Federal law. Special accommodations to attend or participate in a city meeting or other function can be provided by contacting City Hall at (541) 922-3226 or use the TTY Relay Service at 1-800-735-2900 for appropriate assistance.

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CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

COVID-19 Update

Meeting Date:

2020-05-05

Department:

City Administration

Director:

Contact Person:

Phone Number:

Cost of Proposal:

Amount Budgeted:

Fund(s) Name and Number(s):

Reviewed by Finance Department:

No

Previously Presented:

Attachments to Agenda Packet Item:

Summary Statement:

Provide brief update on the City's response to the Governor's Orders regarding COVID-19

Consistent with Council Goals:

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
9							
9	A Plus Connectors	202475	Bolts for 6th St.	03/17/20	113.53	44865	04/08/20
	Total 9:				113.53		
55							
55	All American Heating and Coolin	12656	Service Call City Hall	03/27/20	100.00	44866	04/08/20
	Total 55:				100.00		
102							
102	Aramark Uniform Services, Inc.	864403693	Mats Water and WW Shop	03/12/20	170.12	44867	04/08/20
		864423225	Police Mats	03/26/20	252.27	44867	04/08/20
		864441080	Police Mats	04/09/20	252.27	44932	04/21/20
		864441082	Mats Water and WW Shop	04/09/20	170.12	44932	04/21/20
	Total 102:				844.78		
147							
147	Banner Bank	APRIL2020	Loan Payment 72100591	04/11/20	28,316.81	44868	04/08/20
		APRIL2020	Loan Payment 72100591	04/11/20	88,904.62	44868	04/08/20
	Total 147:				117,221.43		
148							
148	Banner Bank Mastercard	0715APRIL2	Sunriver Resort- Conference OR Association of Water Coleman	03/24/20	684.11	44869	04/08/20
		0715APRIL2	Sunriver Resort- Oregon Association of Water- Harrington	03/24/20	684.11	44869	04/08/20
		0715APRIL2	Midway Bar and Grill- Business Lunch	03/24/20	8.00	44869	04/08/20
		0715APRIL2	Midway Bar and Grill- Business Lunch	03/24/20	8.00	44869	04/08/20
		0715APRIL2	Midway Bar and Grill- Business Lunch	03/24/20	8.00	44869	04/08/20
		0715APRIL2	Midway Bar and Grill- Business Lunch	03/24/20	8.00	44869	04/08/20
		2217APRIL2	Amazon	03/24/20	52.53	44869	04/08/20
		2217APRIL2	Amazon	03/24/20	87.00	44869	04/08/20
		2217APRIL2	TLO Transunion	03/24/20	50.00	44869	04/08/20
		2217APRIL2	OACP Conference	03/24/20	275.00	44869	04/08/20
		2217APRIL2	LOC-Conference	03/24/20	150.00	44869	04/08/20
		2217APRIL2	Laser Labs	03/24/20	139.90	44869	04/08/20
		2217APRIL2	Positive Promotions	03/24/20	237.23	44869	04/08/20
		2217APRIL2	Northern Quest-Training Clautro	03/24/20	713.05	44869	04/08/20
		2217APRIL2	OTC Brands	03/24/20	161.92	44869	04/08/20
		2217APRIL2	Bonney's Ag-Generator				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
			Hitch	03/24/20	206.00	44869	04/08/20
		2552APRIL2	Marina Float Keychains	03/24/20	954.16	44869	04/08/20
		2552APRIL2	Parks Rec. Advertising	03/24/20	11.96	44869	04/08/20
		2552APRIL2	Easter Eggs	03/24/20	1,001.00	44869	04/08/20
		3132APRIL2	Working Lunch-Coleman and Scheel	03/24/20	8.07	44869	04/08/20
		3132APRIL2	Working Lunch-Coleman and Scheel	03/24/20	8.07	44869	04/08/20
		3132APRIL2	Working Lunch-Coleman and Scheel	03/24/20	8.06	44869	04/08/20
		3132APRIL2	Water Dept. Tools-D&B Supply	03/24/20	229.72	44869	04/08/20
		3132APRIL2	Dinner for crew-Lohman, Dyer, Whitaker	03/24/20	46.20	44869	04/08/20
		3132APRIL2	OWPSACSTATE-Training	03/24/20	164.00	44869	04/08/20
		3132APRIL2	Hermiston Ranch and Home-Water Dept. Tools	03/24/20	429.85	44869	04/08/20
		5571APRIL2	Building Dept Training	03/24/20	44.31	44869	04/08/20
		5571APRIL2	Travel for Building Dept. Training	03/24/20	155.86	44869	04/08/20
		5571APRIL2	Working Lunch-Community Development	03/24/20	15.70	44869	04/08/20
		5919APRIL2	WWTP Interview Lunch	03/24/20	61.07	44869	04/08/20
		5919APRIL2	Indeed Job Posting	03/24/20	175.33	44869	04/08/20
		5919APRIL2	SMARSH Archiving Subscription	03/24/20	135.00	44869	04/08/20
		5919APRIL2	FTD Sympathy Flowers	03/24/20	115.08	44869	04/08/20
		5919APRIL2	Fred Pryor Renewal	03/24/20	199.00	44869	04/08/20
		5919APRIL2	Fred Pryor Renewal	03/24/20	597.00	44869	04/08/20
		5919APRIL2	Fred Pryor Renewal	03/24/20	99.50	44869	04/08/20
		5919APRIL2	Fred Pryor Renewal	03/24/20	99.50	44869	04/08/20
		7017APRIL2	Grand Hotel-CIS Conference	03/24/20	90.69	44869	04/08/20
		7017APRIL2	Grand Hotel-CIS Conference	03/24/20	105.81	44869	04/08/20
		7017APRIL2	Grand Hotel-CIS Conference	03/24/20	105.80	44869	04/08/20
		7017APRIL2	Marina Supplies	03/24/20	57.95	44869	04/08/20
		7017APRIL2	Marina Supplies	03/24/20	29.99	44869	04/08/20
		7017APRIL2	Online Timekeeping Training	03/24/20	78.31	44869	04/08/20
		7017APRIL2	Online Timekeeping Training	03/24/20	48.85	44869	04/08/20
		7017APRIL2	Or Dept. Ag.-Whitaker License Renewal	03/24/20	50.00	44869	04/08/20
		7017APRIL2	HeartSmart Battery IED	03/24/20	395.00	44869	04/08/20
		7017APRIL2	HeartSmart Battery-IED Police Dept	03/24/20	395.00	44869	04/08/20
		8336APRIL2	Kitchennete Garbage Can	03/24/20	29.99	44869	04/08/20
		8336APRIL2	Microwave for Kichennete	03/24/20	189.95	44869	04/08/20
		8336APRIL2	Paper Towel Dispenser	03/24/20	73.30	44869	04/08/20
		8336APRIL2	Paper Towels	03/24/20	24.44	44869	04/08/20
		8336APRIL2	Flash Drives, Kitchennete Sup	03/24/20	84.50	44869	04/08/20
		8336APRIL2	Ink	03/24/20	51.48	44869	04/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		8336APRIL2	Sherwin-Williams-Kitchennete Paint	03/24/20	93.64	44869	04/08/20
		8336APRIL2	Nightstick Batteries	03/24/20	102.00	44869	04/08/20
		8336APRIL2	DVD/CD's Ink	03/24/20	99.52	44869	04/08/20
		8336APRIL2	First Aid Kits	03/24/20	53.52	44869	04/08/20
		8336APRIL2	Bulk Post-it notes	03/24/20	18.29	44869	04/08/20
		8336APRIL2	Code Enforcement Boots	03/24/20	95.83	44869	04/08/20
		8336APRIL2	Fire Detector	03/24/20	20.99	44869	04/08/20
		8336APRIL2	Copy Paper	03/24/20	26.39	44869	04/08/20
	Total 148:				10,352.53		
276							
276	Builders FirstSource	80759573	Supplies	04/02/20	21.29	44933	04/21/20
	Total 276:				21.29		
320							
320	Canon Solutions America, Inc	4032317120	COPIER MAINTENANCE	03/24/20	437.81	44870	04/08/20
	Total 320:				437.81		
351							
351	Cascade Natural Gas Corp.	1092APRIL2	700 6th St.	03/25/20	78.25	44872	04/08/20
		1092APRIL2	700 6th St.	03/25/20	78.25	44872	04/08/20
		1092APRIL2	700 6th St.	03/25/20	78.26	44872	04/08/20
		3033APRIL2	82959 Draper St.	03/25/20	68.99	44872	04/08/20
		7846APRIL2	830 6th St.	03/25/20	186.00	44872	04/08/20
		7851APRIL2	822 6TH ST.	03/25/20	78.75	44872	04/08/20
		8476APRIL2	1205 W. 3RD St.	03/25/20	458.36	44872	04/08/20
	Total 351:				1,026.86		
367							
367	CenturyLink	678BAPRIL2	Police Dept T31 Line	03/25/20	93.23	44873	04/08/20
	Total 367:				93.23		
391							
391	CI INFORMATION MANAGMEN	0098603	SHRED SERVICES POLICE DEPT	03/31/20	47.40	44934	04/21/20
		0098604	SHRED SERVICES CITY HALL	03/31/20	94.80	44934	04/21/20
	Total 391:				142.20		
394							
394	City County Insurance Services	UMA-GASB7	2018 GASB 75 Valuation	04/10/20	707.41	44935	04/21/20
	Total 394:				707.41		
398							
398	City of Hermiston - Building Dept	8285	Building Inspection/Plan				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
			Review	03/27/20	20,033.95	44874	04/08/20
		8285	Electrical Inspection/Plan Review	03/27/20	3,628.63	44874	04/08/20
	Total 398:				23,662.58		
414							
414	Coast to Coast Carports, Inc	04232019	Carpot	04/23/19	2,251.75	43647	Multiple
		04232019	Carpot	04/23/19	2,251.75-		
	Total 414:				.00		
418							
418	Coffey, Tisa	MARCH2020	Boot Reimbursment	03/30/20	149.99	44875	04/08/20
	Total 418:				149.99		
419							
419	Coleman Oil Company	0534515-IN	oil for clarifier	03/12/20	333.80	44876	04/08/20
	Total 419:				333.80		
435							
435	Commercial Tire	253161	Flat Repair	03/24/20	53.95	44877	04/08/20
		253286	Tires-Unit 10	03/27/20	3,740.22	44877	04/08/20
		253532	snow tire change over	04/03/20	63.00	44936	04/21/20
		253533	Snow tire change over	04/03/20	63.00	44936	04/21/20
	Total 435:				3,920.17		
439							
439	Concrete Special Ties, Inc.	52564	Laser Level for Streets and Parks	03/30/20	612.50	44878	04/08/20
		52564	Laser Level for Streets and Parks	03/30/20	612.50	44878	04/08/20
		52586	Sidewalk Forms-Smart Level	04/01/20	387.52	44878	04/08/20
	Total 439:				1,612.52		
453							
453	Core & Main LP	M30648	WATER DEPT MAINTENANCE	03/17/20	2,116.57	44880	04/08/20
	Total 453:				2,116.57		
478							
478	Creative Product Source, Inc.	CIP084369	Coloring Books for Library	03/13/20	123.14	44881	04/08/20
	Total 478:				123.14		
484							
484	Crown Paper & Janitorial	246491	Marina - Janitorial Supplies	03/20/20	5.00	44882	04/08/20
		278963	Marina - Janitorial Supplies	03/12/20	241.80	44882	04/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		279916	Marina - Janitorial Supplies	03/30/20	40.30	44882	04/08/20
Total 484:					287.10		
488							
488	Crystal Springs	9262940040	Water for Police Department	04/01/20	47.90	44883	04/08/20
Total 488:					47.90		
547							
547	Dept of Consumer & Business S	1QTR2020	Surcharge Fee Report	04/13/20	34,316.71	44937	04/21/20
Total 547:					34,316.71		
609							
609	Duke's Auto Plus	12749	Oil Change	03/25/20	65.00	44884	04/08/20
Total 609:					65.00		
628							
628	East Oregonian	178743	REQUEST FOR PROPOSALS	03/27/20	240.90	44885	04/08/20
		178959	PUBLIC NOTICE	03/24/20	494.68	44885	04/08/20
Total 628:					735.58		
635							
635	Eastern Oregon Telecom, LLC	8743APRIL2	Marina Internet	04/01/20	328.74	44886	04/08/20
		8743APRIL2	City Hall Internet	04/01/20	402.00	44886	04/08/20
		8743APRIL2	City Library Internet	04/01/20	300.69	44886	04/08/20
		8743APRIL2	Police Dept. Internet	04/01/20	274.34	44886	04/08/20
		8743APRIL2	Waste Water Treatment Telephone	04/01/20	337.00	44886	04/08/20
		8743APRIL2	City Shop Internet	04/01/20	64.05	44886	04/08/20
Total 635:					1,706.82		
659							
659	Elmer's Irrigation & Supply	280224	6th St. Remodel	03/20/20	64.13	44887	04/08/20
Total 659:					64.13		
669							
669	Engraving Specialties	7667	name plate, desk bar-Sipe, Foutz, Seitz	03/24/20	105.00	44938	04/21/20
Total 669:					105.00		
717							
717	FENCE TITE RITE	8960	Replace Fence Nugent Park	04/02/20	24,068.82	44889	04/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 717:					24,068.82		
720							
720	FERGUSON WATERWORKS #3	0864948	Water Gages	03/26/20	2,561.44	44890	04/08/20
Total 720:					2,561.44		
856							
856	Gotcha Covered	137729	Cleaning Services	04/05/20	443.84	44893	04/08/20
		137729	Cleaning Services	04/05/20	383.98	44893	04/08/20
		137729	Cleaning Services	04/05/20	383.98	44893	04/08/20
		137729	Cleaning Services	04/05/20	248.20	44893	04/08/20
Total 856:					1,460.00		
864							
864	Granite Construction Company	1761160	Paving & Supplies	03/05/20	671.00	44894	04/08/20
		1764801	Paving & Supplies	03/13/20	398.51	44894	04/08/20
		1766915	Paving & Supplies	03/19/20	849.73	44894	04/08/20
		1767828	Repairs on 6th Street	03/23/20	140.01	44894	04/08/20
		1776039	Gravel - IWW Project	04/07/20	1,092.50	44941	04/21/20
		1776039	Gravel for Kiwanis-Bathrooms	04/07/20	400.53	44941	04/21/20
		1776419	Gravel for Marina RV Space	04/08/20	404.04	44941	04/21/20
		1776419	Gravel for Shop	04/08/20	66.98	44941	04/21/20
		1776419	Gravel for Shop	04/08/20	66.99	44941	04/21/20
		1776419	Gravel - IWW Project	04/08/20	681.63	44941	04/21/20
Total 864:					4,771.92		
905							
905	H.D. Fowler Company	I5410427	6th Street Water Lines	03/12/20	7,160.52	44895	04/08/20
		I5411486	6th Street Water Lines	03/13/20	65.56	44895	04/08/20
		I5412748	Reducer	03/16/20	224.82	44895	04/08/20
		I5414420	6th Street Water Lines	03/18/20	2,094.98	44895	04/08/20
Total 905:					9,545.88		
960							
960	Heller & Sons Dist., Inc.	109941	WWTP Diesel	03/04/20	1,272.70	44896	04/08/20
		215277	Golf Well Oil	03/20/20	447.14	44896	04/08/20
		215285	Marina Fuel Tank Repair	03/31/20	265.74	44896	04/08/20
		25895	Police Dept Fuel	03/31/20	1,725.14	44896	04/08/20
		25896	Gas for Public Works Vehicles	03/31/20	261.87	44896	04/08/20
		25896	Gas for Public Works Vehicles	03/31/20	427.47	44896	04/08/20
		25896	Gas for Public Works Vehicles	03/31/20	169.45	44896	04/08/20
		25896	Gas for Public Works Vehicles	03/31/20	424.90	44896	04/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 960:					4,994.41		
966							
966	Hermiston Auto Parts, Inc.	599262	Headlight	03/16/20	57.97	44897	04/08/20
		599543	Street Dept Supplies	03/23/20	31.84	44897	04/08/20
		599555	Street Dept Supplies	03/23/20	2.24	44897	04/08/20
		599656	Belt for Plate Whacker	03/25/20	4.17	44897	04/08/20
		599832	Filters for Blowers	03/31/20	175.70	44897	04/08/20
		600107	Vehicle Maintenance	04/10/20	7.26	44943	04/21/20
		600107	Vehicle Maintenance	04/10/20	12.70	44943	04/21/20
		600107	Vehicle Maintenance	04/10/20	36.29	44943	04/21/20
		600107	Vehicle Maintenance	04/10/20	13.61	44943	04/21/20
		600107	Vehicle Maintenance	04/10/20	20.86	44943	04/21/20
Total 966:					358.16		
973							
973	Hermiston Herald, The	2020SUBSC	Renew Library Subscription 1 year	04/01/20	49.00	44898	04/08/20
Total 973:					49.00		
976							
976	Hermiston Payless Lumber Co.	2003-097792	Plywood for Streets	03/31/20	60.05	44899	04/08/20
Total 976:					60.05		
980							
980	Hermiston Quicky Lube	462570	Oil Change	04/13/20	42.95	44944	04/21/20
Total 980:					42.95		
1012							
1012	Home Depot Credit Services	2104900	Galvanized Fence Post Driver and Safety Barrier	03/06/20	66.70	44901	04/08/20
		2122713	Tools for Truck #22	02/25/20	165.28	44901	04/08/20
		2122713	Tools for Truck #22	02/25/20	165.28	44901	04/08/20
		2122713	Tools for Truck #22	02/25/20	165.27	44901	04/08/20
		6030205	Supplies-Street Repair	03/12/20	127.72	44901	04/08/20
		9040530	Galvanized Steel Strap	03/09/20	44.68	44901	04/08/20
		9100775	Marina Supplies	03/19/20	35.93	44901	04/08/20
Total 1012:					770.86		
1060							
1060	Ingram	44371509	Library Books	03/17/20	34.20	44902	04/08/20
		44371510	Library Books	03/17/20	33.57	44902	04/08/20
		44409821	Library Books	03/19/20	21.00	44902	04/08/20
		44647611	Library Books	04/01/20	34.19	44902	04/08/20
		44647612	Library Books	04/01/20	16.19	44902	04/08/20
		45000499	Library Books	04/16/20	17.40	44945	04/21/20
		45000500	Library Books	04/16/20	66.59	44945	04/21/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		45000501	Library Books	04/16/20	17.39	44945	04/21/20
		45000502	Library Books	04/16/20	9.75	44945	04/21/20
Total 1060:					250.28		
1089							
1089	J U B Engineers, Inc.	132964	Lind Road Improvements	04/09/20	16,152.88	44946	04/21/20
		132973	Umatilla On-Call Engineering Services	04/09/20	109.01	44946	04/21/20
		132973	Umatilla On-Call Engineering Services	04/09/20	109.00	44946	04/21/20
		132977	Phase 1 Construction Management Services	04/09/20	4,909.48	44946	04/21/20
		132995	Bonney Lane Industrial Discharge Facility	04/09/20	6,454.83	44946	04/21/20
		133003	Power City Water Tech Memo and CDBG Application Assistance	04/13/20	14,668.18	44946	04/21/20
Total 1089:					42,403.38		
1108							
1108	JESSE RODRIGUEZ CONSTR	8	Industrial Discharge Facility Project	04/03/20	36,173.35	44903	04/08/20
Total 1108:					36,173.35		
1112							
1112	Jimmy's Johns Portable Toilets L	11201	Marina & RV Park - 2 Units	04/01/20	185.00	44904	04/08/20
Total 1112:					185.00		
1189							
1189	KIE Supply Corp	2019642	Repair parts	03/11/20	81.43	44905	04/08/20
		2019769	Landscape Fabric	03/13/20	170.74	44905	04/08/20
		2019912	6th Street Storm Drains	03/17/20	336.63	44905	04/08/20
		2019943	Sewer Dept Supplies	03/17/20	14.90	44905	04/08/20
		2019993	Water Dept Supplies	03/18/20	65.77	44905	04/08/20
		2020107	Nugent Ballfield Irrigation Repair	03/20/20	74.83	44905	04/08/20
		2020993	Kiwanis Irrigation Repair	04/06/20	12.79	44947	04/21/20
		2021099	Irrigation Repair	04/07/20	812.01	44947	04/21/20
		2021133	Sprinkler Parts	04/07/20	58.66	44947	04/21/20
		2021342	Sprinkler Parts	04/09/20	38.24	44947	04/21/20
		2021355	Lights for Women's Rest. City Hall	04/09/20	4.98	44947	04/21/20
		2021357	Irritrol Controller	04/09/20	127.18	44947	04/21/20
		2021360	R/B Battery Controller	04/09/20	220.00	44947	04/21/20
		2021657	Sprinkler Parts	04/14/20	69.07	44947	04/21/20
Total 1189:					2,087.23		
1211							
1211	Krogh, Theresa	MARCH2020	Weddings	03/27/20	50.00	44906	04/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 1211:					50.00		
1219							
1219	Kuhn Law Offices	3260	Legal Services - Pedestrian Bridge Damage	04/03/20	262.50	44907	04/08/20
Total 1219:					262.50		
1362							
1362	Martin Business Systems	15019-2	Checks for Common Account	01/14/20	60.00	44908	04/08/20
Total 1362:					60.00		
1460							
1460	Midamerica Books	511731	Books for Library	02/07/20	56.85	44909	04/08/20
Total 1460:					56.85		
1561							
1561	Norco Inc.	28938048	Cylinder Rental	03/31/20	44.33	44910	04/08/20
		28938048	Cylinder Rental	03/31/20	44.33	44910	04/08/20
Total 1561:					88.66		
1562							
1562	North Central Labs of Wisc	437762	Water Test Supplies	04/09/20	147.43	44951	04/21/20
Total 1562:					147.43		
1580							
1580	NW Farm Supply Inc.	B212862	Vac Truck Hose	04/09/20	23.27	44952	04/21/20
Total 1580:					23.27		
1615							
1615	One Call Concepts, Inc.	30502	Excavation Notices	03/31/20	63.21	44911	04/08/20
Total 1615:					63.21		
1636							
1636	Oregon Dept of Revenue	MARCH2020	State Court Assessments	03/31/20	24,273.50	44954	04/21/20
Total 1636:					24,273.50		
1676							
1676	OXARC Inc.	30925482	Reflective vest	03/27/20	14.10	44912	04/08/20
Total 1676:					14.10		
1684							
1684	Pacific Power	0010APRIL2	820 6th Street	03/17/20	95.94	44913	04/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		0013APRIL2	Hwy 395 & 730 Interti Well	03/17/20	2,113.06	44913	04/08/20
		0021APRIL2	McNary Ind Park	03/27/20	7,528.37	44913	04/08/20
		0039APRIL2	McFarland Well	03/26/20	1,554.95	44913	04/08/20
		0047	McNary Mobil Phase #2	04/06/20	333.56	44955	04/21/20
		0047APRIL2	McNary Mobil Phase #2	03/30/20	270.38	44913	04/08/20
		0054APRIL2	City Park Rest Rooms	03/24/20	252.91	44913	04/08/20
		0062APRIL2	Shop Complex	03/17/20	28.32	44913	04/08/20
		0070APRIL2	8th & F SE Corner	03/20/20	118.23	44913	04/08/20
		0088APRIL2	8th & E St SS Park	03/16/20	132.12	44913	04/08/20
		0096APRIL2	6th & A St.	03/18/20	17.94	44913	04/08/20
		0104APRIL2	Street Lights	03/19/20	2,334.01	44913	04/08/20
		0112APRIL2	800 6th St.	03/17/20	54.56	44913	04/08/20
		0112APRIL2	800 6th St.	03/17/20	222.02	44913	04/08/20
		0112APRIL2	800 6th St.	03/17/20	222.03	44913	04/08/20
		0112APRIL2	800 6th St.	03/17/20	222.02	44913	04/08/20
		0120APRIL2	632 D St.	03/17/20	605.80	44913	04/08/20
		0146APRIL2	Bud Draper Dr.	03/17/20	3,368.24	44913	04/08/20
		0153APRIL2	Water Booster Station	03/17/20	1,088.40	44913	04/08/20
		0161APRIL2	Water Tank Port	03/17/20	3,316.34	44913	04/08/20
		0179APRIL2	285 Radar Rd.	03/27/20	451.34	44913	04/08/20
		0187APRIL2	Div 7 Naches Ave Lift	03/17/20	28.85	44913	04/08/20
		0377APRIL2	Bath House Marina	03/24/20	720.45	44913	04/08/20
		0385APRIL2	Fish Cleaning Station	03/24/20	17.94	44913	04/08/20
		0393APRIL2	West End Comfort Station	03/24/20	18.78	44913	04/08/20
		0401APRIL2	15 Hp Pump Marina Levy	03/25/20	100.44	44913	04/08/20
		0419APRIL2	Quincy Ave. N 2nd @ Marina	03/24/20	224.17	44913	04/08/20
		0427APRIL2	Marina Park	03/24/20	1,430.43	44913	04/08/20
		0435APRIL2	1710 Quincy St.	03/24/20	690.60	44913	04/08/20
		0476APRIL2	ABT 30322 HWY 730 Umatilla	03/24/20	25.35	44913	04/08/20
		0500APRIL2	Kiwanis Park/Lights	03/16/20	21.22	44913	04/08/20
Total 1684:					27,608.77		
1715							
1715	Pea Ridge Embroidery	36462	City Hats	04/03/20	484.50	44914	04/08/20
		36462	City Hats	04/03/20	242.25	44914	04/08/20
		36462	City Hats	04/03/20	242.25	44914	04/08/20
		36462	City Hats	04/03/20	484.50	44914	04/08/20
		36479	Marina Uniforms	04/10/20	442.80	44956	04/21/20
Total 1715:					1,896.30		
1763							
1763	Platt	0G80930	Supplies	04/09/20	45.67	44958	04/21/20
Total 1763:					45.67		
1774							
1774	Postmaster	2020RENEW	Permit 26	04/01/20	120.00	44915	04/08/20
		2020RENEW	Permit 26	04/01/20	120.00	44915	04/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 1774:					240.00		
1791							
1791	PRO RENTAL & SALES, INC.	22-1165371	Compactor, jumping jack	03/11/20	399.37	44916	04/08/20
		22-1170149	Mini Excavator-Kiwanis Pk Restroom Install	04/01/20	1,299.20	44959	04/21/20
		22-1170204	Roller for Nugent Ball Field	03/26/20	468.64	44916	04/08/20
		22-1172770	Sod Cutter-Nugent	04/02/20	87.78	44916	04/08/20
Total 1791:					2,254.99		
1813							
1813	Quality Control Services	59502	On Site Service Balance WWTP	03/20/20	250.00	44960	04/21/20
Total 1813:					250.00		
1818							
1818	Quill Corporation	5519128	Marina Supplies	03/13/20	61.38	44917	04/08/20
		5652016	Office Supplies	03/02/20	5.34	44917	04/08/20
		5652016	Office Supplies	03/02/20	1.06	44917	04/08/20
		5652016	Office Supplies	03/02/20	2.14	44917	04/08/20
		5652016	Office Supplies	03/02/20	3.20	44917	04/08/20
		5652016	Office Supplies	03/02/20	3.20	44917	04/08/20
		5652016	Office Supplies	03/02/20	2.14	44917	04/08/20
		5652016	Office Supplies	03/02/20	.30	44917	04/08/20
		5723183	Office Supplies	03/20/20	28.39	44917	04/08/20
		5723183	Office Supplies	03/20/20	5.64	44917	04/08/20
		5723183	Office Supplies	03/20/20	11.37	44917	04/08/20
		5723183	Office Supplies	03/20/20	17.01	44917	04/08/20
		5723183	Office Supplies	03/20/20	17.01	44917	04/08/20
		5723183	Office Supplies	03/20/20	11.37	44917	04/08/20
		5723183	Office Supplies	03/20/20	1.67	44917	04/08/20
Total 1818:					171.22		
1846							
1846	RDO Equipment Co.	P9231465	Fertilizer	04/14/20	830.55	44961	04/21/20
		W3975865	John Deere Mower Parts	04/16/20	1,564.23	44961	04/21/20
Total 1846:					2,394.78		
1853							
1853	Reese Concrete Products	012280	Concrete Rings	03/13/20	1,215.00	44919	04/08/20
Total 1853:					1,215.00		
1943							
1943	Sanitary Disposal, Inc.	FEB2020	Refuse Collection	02/28/20	73,645.59	44920	04/08/20
		FEB2020	Refuse Collection-Marina	02/28/20	738.35	44920	04/08/20
		MARCH2020	Refuse Collection	03/31/20	61,424.19	44920	04/08/20
		MARCH2020	Refuse Collection-Marina	03/31/20	738.35	44920	04/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 1943:					136,546.48		
1977							
1977	Seder Architecture + Urban Des,	8	Umatilla Business Center	04/11/20	855.05	44963	04/21/20
		8	Umatilla Business Center	04/11/20	855.05	44963	04/21/20
Total 1977:					1,710.10		
2059							
2059	Smitty's Ace Hardware	0623201	Diesel No Spill Can	02/27/20	65.98	44964	04/21/20
		624506	20mm Metal Abrasive Wheel	03/18/20	38.97	44964	04/21/20
		624522	Wood Shims	03/18/20	3.98	44964	04/21/20
		624523	Rental Equipment Deposit Return	03/18/20	300.00-	44964	04/21/20
		625406	Multi-mix Container	03/30/20	8.37	44964	04/21/20
		626114	IWW Sampler	04/08/20	28.12	44964	04/21/20
		626116	IWW Sampler	04/08/20	32.96	44964	04/21/20
		626413	Safety Equipment	04/13/20	66.55	44964	04/21/20
		626682	Kiwanis Irrigation Repairs	04/15/20	25.54	44964	04/21/20
		626682	Library Building Maintenance	04/15/20	47.96	44964	04/21/20
Total 2059:					18.43		
2076							
2076	Specks Printing	7718	Business Cards Seitz	03/11/20	32.50	44922	04/08/20
		7718	Business Cards Seitz	03/11/20	32.50	44922	04/08/20
		7719	Police Evidence Reports	03/11/20	200.00	44922	04/08/20
		7720	Code Violation Notice	03/11/20	265.00	44922	04/08/20
		7720-2	2 Part CAB Forms	03/11/20	90.00	44922	04/08/20
		7721	Violation Warning Tags	03/11/20	160.00	44922	04/08/20
Total 2076:					780.00		
2138							
2138	SYNCHRONY BANK/AMAZON	4839463878	Library Books	03/25/20	302.20	44923	04/08/20
		4853849577	Library Books	03/18/20	134.88	44923	04/08/20
		9755958745	Library Books	03/25/20	53.50	44923	04/08/20
Total 2138:					490.58		
2148							
2148	Talos Engineering, Inc.	1489	Cellular Texting System	04/01/20	60.00	44966	04/21/20
		1496	Port Well Maint.	04/08/20	832.90	44966	04/21/20
		1497	Port Well Maint.	04/08/20	754.19	44966	04/21/20
Total 2148:					1,647.09		
2214							
2214	Tom Denchel Ford Country	510734	Auto Repairs	04/01/20	136.49	44968	04/21/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 2214:					136.49		
2273							
2273	Umatilla County Finance Dept	MARCH2020	County Assessment	03/31/20	2,803.00	44969	04/21/20
Total 2273:					2,803.00		
2281							
2281	Umatilla Elect. Coop. Assoc.	4907APRIL2	Lights for Waterfall	04/01/20	46.37	44970	04/21/20
		6190APRIL2	Pumps	04/01/20	67.59	44970	04/21/20
		6190APRIL2	Street Lights	04/01/20	70.00	44970	04/21/20
		7216APRIL2	Pumps	04/01/20	79.53	44970	04/21/20
		7216APRIL2	Street Lights	04/01/20	27.39	44970	04/21/20
Total 2281:					290.88		
2291							
2291	Umatilla School District	OPENGYMF	Open Gym Facility Use	02/05/20	300.00	44632	Multiple
		OPENGYMF	Open Gym Facility Use	02/05/20	300.00-		
Total 2291:					.00		
2293							
2293	Unifirst Corporation	1430264045	Bldg Maint/Supplies CH/Library	03/20/20	44.72	44927	04/08/20
		1430264045	Bldg Maint/Supplies CH/Library	03/20/20	69.28	44927	04/08/20
		1430264045	Bldg Maint/Supplies CH/Library	03/20/20	69.29	44927	04/08/20
Total 2293:					183.29		
2295							
2295	Uni-Tech Communications Inc.	13840	Call Forwarding-COVID19 LEAVE	03/30/20	122.00	44928	04/08/20
Total 2295:					122.00		
2299							
2299	UNITED RENTALS INC	180706852-0	Concrete Cutter - Kiwanis Park Bathrooms	04/09/20	158.08	44971	04/21/20
Total 2299:					158.08		
2311							
2311	US Bank	5687331	WW Bond Paying Agent Fee	03/25/20	550.00	44972	04/21/20
Total 2311:					550.00		
2314							
2314	USA Bluebook Inc.	175710	Mechanical Convection Oven	03/17/20	2,415.00	44929	04/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		179235	Hach HQd Field Kit-Case	03/19/20	160.00-	44929	04/08/20
		192787	Public Works Equip	04/01/20	148.76	44929	04/08/20
Total 2314:					2,403.76		
2337							
2337	Verizon Wireless	9850582804	Water Dept Lines	03/15/20	159.24	44930	04/08/20
		9851713964	Cell Phones	04/02/20	214.42	44973	04/21/20
		9851713964	Cell Phone	04/02/20	214.42	44973	04/21/20
		9851713964	Police Air Cards	04/02/20	1,080.96	44973	04/21/20
Total 2337:					1,669.04		
2361							
2361	Walmart Community	5523APRIL2	Office Supplies	04/01/20	12.13	44931	04/08/20
Total 2361:					12.13		
2541							
2541	FCS Group	3034-220030	Umatilla-Water, Wasterwater and Parks Rate Study	03/20/20	2,953.21	44888	04/08/20
		3034-220030	Umatilla-Water, Wasterwater and Parks Rate Study	03/20/20	2,590.54	44888	04/08/20
Total 2541:					5,543.75		
2557							
2557	Hermiston Ranch & Home	1480083609	water department tools	03/19/20	638.80	44900	04/08/20
Total 2557:					638.80		
2638							
2638	Rosales, Pablo	RESTITUTIO	Restitution 191603	04/01/20	20.00	44962	04/21/20
Total 2638:					20.00		
2647							
2647	Pinnock, David Wayne	115	Park Concessionaire Services	04/13/20	5,500.00	44957	04/21/20
		1QTR2020	1st QTR Revenue Sharing-RV Park/Campground	04/01/20	1,992.07	44957	04/21/20
Total 2647:					7,492.07		
2693							
2693	Consolidated Supply Co.	S009679768.	Water Supplies	03/18/20	4,392.00	44879	04/08/20
Total 2693:					4,392.00		
2723							
2723	T Mobile	8369APRIL2	Library hotspots	04/01/20	123.64	44924	04/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 2723:					123.64		
2751							
2751	Carla McLane Consulting, LLC.	UMA202003	Consulting Services	04/01/20	2,168.75	44871	04/08/20
Total 2751:					2,168.75		
2754							
2754	GreenPlay LLC	6891	Consulting Master Park Plan	04/10/20	1,995.00	44942	04/21/20
Total 2754:					1,995.00		
2758							
2758	Geophysical Survey, LLC	3571	Utility Locate	03/30/20	450.00	44892	04/08/20
Total 2758:					450.00		
2765							
2765	Taurus Power & Control	5903	WWTP Radio Upgrades for IWW Project	03/02/20	19,681.25	44925	04/08/20
Total 2765:					19,681.25		
2766							
2766	Specialty Mining & Infield Suppli	1482	Diamond Dust Regional Mix/Warning Track	03/24/20	14,940.00	44921	04/08/20
Total 2766:					14,940.00		
2767							
2767	Rivera, Luis	612354	Sprinkler Repair Reimbursement	04/01/20	1,248.56	44864	04/01/20
Total 2767:					1,248.56		
2768							
2768	Tice Psy D, Lindsay	04.01.2020	Police prehire interview/start of report	04/01/20	550.00	44926	04/08/20
		KIERONCAR	Police prehire interview	04/07/20	550.00	44967	04/21/20
Total 2768:					1,100.00		
2769							
2769	First Responder Psychology	424	Training Manuals	03/31/20	360.00	44891	04/08/20
Total 2769:					360.00		
2770							
2770	Reece Complete Security Soluti	DRGP04012	Downtown Revitalization Grant Program	04/01/20	8,515.00	44918	04/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 2770:					8,515.00		
2771							
2771	Mihalas, Mihai	200395MIHA	Overpayment 200395 Mihail Hihalas	04/01/20	350.00	44950	04/21/20
Total 2771:					350.00		
2772							
2772	Global Transportation LLC.	MIKHAILENK	Vladimir Mikhailenko 200401	04/01/20	440.00	44940	04/21/20
Total 2772:					440.00		
2773							
2773	Step Trucking INC.	OMUROV20	200561 Almazbek Omurov Overpayment	04/01/20	440.00	44965	04/21/20
Total 2773:					440.00		
2774							
2774	Kivi Brothers Trucking Inc.	HARMON20	Benjamin L Harmon Overpayment 200204	04/01/20	440.00	44948	04/21/20
Total 2774:					440.00		
2775							
2775	Ganine Aimee Moses	MOSES2005	Ganine Aimee Moses Overpayment 200592	04/01/20	100.00	44939	04/21/20
Total 2775:					100.00		
2776							
2776	OpenGov, Inc.	INV-004316	Professional Services Deployment	03/13/20	23,642.67	44953	04/21/20
Total 2776:					23,642.67		
2777							
2777	Law Offices of Peter D. Mohr	22	Water Supply Management	04/01/20	1,050.00	44949	04/21/20
Total 2777:					1,050.00		
2778							
2778	Miller, Lucas	6108THST	Refund overbill-610 8th St.	04/22/20	131.85	44974	04/22/20
Total 2778:					131.85		
2779							
2779	J Lugo's Construction, LLC	APRIL2020D	Down Payment - Carport Improvements	04/23/20	2,700.00	44975	04/24/20

<u>Vendor Number</u>	<u>Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>Check Number</u>	<u>Check Issue Date</u>
					<u>2,700.00</u>		
					<u>638,691.75</u>		

Report Criteria:
Detail report type printed

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 52-2020 General Fee Resolution	Meeting Date: 2020-05-05
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa Ince	Phone Number:
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Cost of Proposal: N/A	Fund(s) Name and Number(s): N/A
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: 4/7/20
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Attachments to Agenda Packet Item:

[RES 52-2020.docx](#)

[Res 52-2020 Fee Schedule.pdf](#)

Summary Statement:

Motion to approve Resolution No. 52-2020

Staff annually reviews the City's fee resolution and makes recommended changes for Council to review. This year, the review process also incorporated the utility rate recommendations from the comprehensive rate analysis performed by FCS Group. Staff has recommended slightly lower base rates than FCS Group for 3/4" and 1" meters in an effort to be conscious of the effect that these rate increases will have on our residential users. At this time the City's growth rate is outpacing the model and we feel confident that we will still collect the required revenue. Other minor changes include the addition of fees for GIS public record requests and separate copy/print fees for the library and removal of the sign permit fee.

Consistent with Council Goals:

Goal 5 : Perform at the Highest Levels of Operational Excellence

RESOLUTION NO. 52-2020

GENERAL FEE RESOLUTION

WHEREAS, Ordinance No. 518, entitled "An Ordinance Establishing a Procedure to Annually Review City fees, License, Permits and to adjust the Charges Therefore by Resolution of the City Council" was passed by the City Council and approved by the mayor on October 21, 1985; and

WHEREAS, a study of all licenses, permits, fees and charges for services has been completed and reviewed by the City Council; and

WHEREAS, the City Council desires to set licenses, permits, fees and charges for services at levels that are fair and equitable to both the beneficiary of the services and to the City; and

WHEREAS, fees for services should defray the actual costs for providing the services; and

WHEREAS, it is the policy of the City Council that charges and fees for license, permits and services shall be adopted by resolution; now therefore,

IT IS HEREBY RESOLVED AS FOLLOWS:

- (1) The attached fee schedule shall be adopted as the Fee Schedule for the City of Umatilla beginning July 1, 2020 and continuing indefinitely unless amended or repealed.
- (2) Resolution 19-2018 is hereby repealed.

PASSED by the Council and **SIGNED** by the Mayor this 5th day of May, 2020.

MARY DEDRICK, MAYOR

ATTEST:

NANCI SANDOVAL, CITY RECORDER

Umatilla Fee Schedule
Adopted by Resolution 52-2020

Section	Details	Cost
1	Abandoned and Impounded Vehicle Fees (ORD. #584 &615)	
1.1	Storage	\$ 30.00 per day
1.2	Impound for Vehicles under city Code 6-2-10A	\$ 50.00
1.3	Hearing	\$ 20.00
1.4	Towing	\$ 100.00
2	Building	
2.1	For all building, mechanical, plumbing and electrical fees: refer to the Citys Building Fee Schedule	**
2.2	Moving Buildings Inspection (ORD. #485)	\$ 40.00
2.3	Excavation of public places (Ord. #423, S. 5 & 7) Application fee of \$1.00 per square foot. In no event to be less than \$15.00 plus penalty for excavating new surfaced streets surety bond and insurance.	**
2.4	Sign Permit	\$ 25.00
2.5	Building department penalties will be assessed when work is initiated without necessary permits. The penalty shall not exceed the cost of the basic permit fee, excluding state surcharge.	**
3	Business	
3.1	Business License Fee (Due July 1st each year) (ORD. #486)	\$ 40.00
3.2	Business License Late Fee (If paid after July 15th of each year)	\$ 20.00
3.3	Solicitors-Canvassers Fee (ORD. #212)	\$ 30.00
	Plus investigation fee per each solicitor.	\$ 5.00
	<p>Note: Any and all persons claiming to have the right under State or Federal law to solicit or canvass in the City of Umatilla without payment of license fee, shall nevertheless, apply for and secure a solicitors or canvassers license and it shall be the duty and responsibility of such person to establish their right to receive such license without payment of fees to the satisfaction of the Chief of Police of City of Umatilla. Solicitors-canvassers licenses expire on June 30 of each year.</p>	
	<p>Exceptions:</p> <ul style="list-style-type: none"> a No fee shall be required of one selling products of garden or orchard actually produced by seller. - b No fee shall be required of one soliciting any regularly and permanently established merchant of the City of Umatilla. - c No fee shall be required of one selling goods or merchandise or performing services on a purely non-profit basis for charitable, educational or religious benefit, provided such facts are established by the applicant to the satisfaction of the City Recorder. - 	
4	Cemetery	
4.1	Cemetery Plot:	
	a Adult	\$ 150.00
	b Infant	\$ 40.00
	c Cremation	\$ 40.00
4.2	Opening and closing (except weekends & holidays)	\$ 290.00
	Opening and closing for weekends & holidays	\$ 430.00
	Opening and closing an existing plot (to add cremation)	\$ 50.00
4.3	Miscellaneous Work:	
	a City Equipment	FEMA Equipment Rental Rates
	b Public Works crew (per hour per employee)	\$ 30.00
	c Clerical Fee for transfer of a deed, to buy back a plot or rewrite a lost deed (Proof of ownership required)	\$ 20.00
5	Copies of Public Records and Related Services	
5.1	An accounting fee will be charged when the department bills the requester. For any transaction regarding record there will be a minimum charge of ...	\$ 2.50

5.2	Certification of copy. This is in addition to fee established in paragraph 6.1 and 6.6.	\$	3.75
5.3	Computer processing charges will be:		
	a Actual executive department charge for the job		
	b Programmer/Analyst and secretarial support time		
	c Video terminal look up cost including staff time		
	d Supplies at actual cost		\$1.00 per screen
5.4	Copies of existing mailing lists may be provided at a fee of ten dollars per 100 names, with no additional charge for staff time.	\$	10.00 per 100
5.5	Documents published by the City will be:		
	a Budget Document	\$	10.00
	b Comprehensive Plan	\$	20.00
	c Sign Code	\$	5.00
	d Subdivision Code	\$	5.00
	e Zoning Code	\$	10.00
	f Public Works Standards	\$	50.00
	^g All other documents will have a fee established at the time of publication.	**	
5.6	Fees for copies of records (including staff time)		
	a Image for copies made on a standard office copy machine by the City administrative staff or police department staff	\$	0.50 per page
	b Color photographs	\$	1.00 per print
	c Large Format Copier Fees (up to 36")		
	i. Black and White	\$	6.00 per page
	ii. Color	\$	10.00 per page
	d Print-outs or copies of utility histories	\$	5.00 each
	e Full Case Report Copy (text only)	\$	8.00 each
	f Incident Only Copy	\$	4.00 first page
		+ \$	0.50 each additional page
5.7	Staff time required to locate, produce, summarize, and otherwise provide records for review and/or copying may be charged at the following rates in increments of 1/4 hours: (A fee may be charged even if a record is not located.)		
	a Staff time (calculate by hourly rate, plus 2.5%) to be calculated in 15 minute increments	**	
	b Police Research Fee	\$	25.00 per hour
		\$	6.25 per quarter hour
5.8	Fees for use of facsimile machine (including staff time.)		
	a First Page	\$	4.00
	b Additional copies up to 10 pages	\$	2.00 per page
	c Over 10 pages	\$	1.50 per page
	d Receive	\$	1.00 per page
5.9	Re-Billing Charge on Miscellaneous Statements	\$	2.50
5.10	Fee for Public Notary Services	\$	5.00 per document
5.11	GIS Data Requests		
	a Parcel Data		
	i. Water/Sewer	\$	150.00
	ii. Zoning	\$	150.00
	b Smaller GIS Layers (City Limits, UGB, etc.)	\$	75.00 per layer
6	Deposits and Set-Up Fee for Water/Sewer Account		
6.1	All customers will pay a non-refundable set-up fee	\$	10.00
6.2	Refundable deposit for water and sewer services:		
	a Residential Customers (including tenants of rental property)	\$	100.00
	b Commercial and Industrial Customers (\$100 or an amount equal to two months average water and sewer bill, whichever is greater.	**	

Note: Landlords must pay the \$100 deposit the first time the utilities are placed in their name. In the event a tenant moves in, the landlord's deposit will remain on the account until the rental property is sold. The tenant must also pay a deposit which is separate from the landlord's deposit. This will be refunded after three years or when the tenant moves out, whichever is earlier.

Note: All customers shall pay the deposit and set-up fee within three working days after starting service with the City, except for extenuating circumstances which will be reviewed by the City Manager or Finance Director.

7 Dog Licensing, Control and Impounding

Note: Only dogs six months old or having permanent teeth must be licensed.

Note: Verified Service Dogs are exempt.

7.1	For each spayed female or neutered male	\$	5.00
7.2	For each unspayed female or unneutered male	\$	12.00
7.3	To redeem impounded dog	\$	75.00
7.4	Unclaimed impounded dog may be released to responsible person upon payment of fees and costs accrued		

8 Fingerprint Cards

8	Fingerprint Cards	\$	15.00 per card
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9 Lien Search of City Liens for NonOwners

9	Lien Search of City Liens for NonOwners	\$	10.00 per lot
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10 Liquor License Permit Recommendations

10	Liquor License Permit Recommendations (Original Applications Only)	\$	10.00
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11 Mailing or Shipping

11	Mailing or Shipping, actual cost will be charged	**	
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12 NSF Check Charge

12	NSF Check Charge	\$	25.00
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13 RV Use as Living Quarters Fee

13.1	First 14 Days	Free	
13.2	Additional 14 day extension	\$	10.00
13.3	Construction Site Use	Free	

14 Sewer

14.1	Single family dwelling unit	\$	46.07
	a Unoccupied Residence [Amended by Res #15-2011]	\$	14.39
	b Hardship Rate	\$	41.46
14.2	Apartment/duplex unit without separate water meter	\$	40.64
14.3	Commercial and Hotel/Motel		
	a Minimum charge (1st 7,000 gallons)	\$	46.18
	b Successive units of 7,000 gallons each or 3,500 or more of such unit	\$	46.18
14.4	Industrial: Minimum charge (1st 7,000 gallons)	\$	51.71
	Industrial: Successive units of 7,000 gallons each or 3,500 gallons or more of such unit	\$	51.71

Note: Each industrial user fee is to be negotiated as a separate contract with the City to recover the costs of any sewer treatment expansion that may be required to accommodate the industrial user. These separately negotiated contracts also apply to industrial wastewater fees.

14.5	Surcharge. For those users whose wastewater has a greater strength than normal domestic sewage, a surcharge in addition to the normal user charge, will be collected. The surcharge for operation and maintenance including		
	Flow		50% of the O&M cost
	Biochemical Oxygen Demand		30% of the O&M cost
	Total Suspended Solids		20% of the O&M cost

- 14.6 Outside the corporate limits of the City of Umatilla, the sewer use charge shall be two times the rate for the same sewer use inside the City limits, except for industrial customers who will be charged as defined under Industrial Sewer Service Charge. **

15 Sewer Misc. Charges

- 15.1 Sewer hook-ons to City sewer (Ord. 534 & 560)
- a Residential unit or its equivalent \$ 300.00
 - b Industrial units are subject to contract **
 - c New Service Set-up Fee \$ 10.00
- 15.2 Public Works Crew Labor Charge \$ 30.00 per hour
- 15.3 City equipment ODOT Equipment Rental Rates
- 15.4 Sewer System Development Charges (SDC's) **

Meter Size	Reimbursement Fee	Improvement Fee	Total SDC
5/8" - 3/4"	\$ 243	\$ 500	\$ 743
1"	\$ 323	\$ 665	\$ 988
1 1/2"	\$ 486	\$ 1,000	\$ 1,486
2"	\$ 648	\$ 1,333	\$ 1,981
3"	\$ 972	\$ 2,000	\$ 2,972
4"	\$ 1,296	\$ 2,667	\$ 3,963
6"	\$ 1,944	\$ 4,000	\$ 5,944
8"	\$ 2,592	\$ 5,333	\$ 7,925

16 Solid Waste Disposal

- 16.1 Residential and commercial manually emptied containers
- a Commercial
 - 35 gallon cart served weekly \$ 11.55 per month
 - 90 gallon cart served weekly \$ 23.68 per month
 - b Residential
 - 35 gallon cart served weekly \$ 11.55 per month
 - 90 gallon cart served weekly \$ 19.35 per month
 - Senior Citizens on Limited Income \$ 9.25 per month
 - c Commercial loose solid waste
 - 1 1/2 yard container one time per week \$ 79.80 per month
 - Each additional weekly pickup \$ 71.40 per month
 - 2 yard container one time per week \$ 103.80 per month
 - Each additional weekly pick-up \$ 93.70 per month
 - d Commercial compacted solid waste 1 1/2 times loose container rate pick-up **
 - e Cardboard recycling container \$ 11.00 per month
- 16.2 Manually Emptied Containers at curb or roadside
- a Extra charges per pick-up on route for solid waste not on regular basis \$ 2.75 per month
 - b Containers are priced at level full with lid closed and extra charges will be made for "over-the-top-bulk" \$ 1.50 minimum
 - c Minimum special pick-up charges to be arranged between customer and collector **
- Note: 32 gallon maximum size not to exceed 60 pounds weight when filled and 18 pounds when empty.
- Note: Senior citizens requesting the reduced rate must make application to the City and meet the Oregon State poverty income guidelines.
- 16.3 Drop box rate delivery fee \$ 40.00 first box
- a Drop boxes weighing up to 5 tons
 - \$ 58.00 haul fee
 - + \$ 6.20 per cubic yard
 - or \$ 68.20 per ton (whichever is greater)
 - b Drop-boxes weighing 5 tons and greater
 - \$ 211.20 haul fee
 - + \$ 37.60 per ton
 - c Demurrage charge per box after 7th day \$ 4.35 per day

- 16.4 Compacted drop-boxes weighing up to 5 tons \$ 76.45 per hour
 a compactor on call (haul fee) **
 + \$ 6.20 per compacted cubic yard
 or \$ 68.20 per ton (whichever is greater)
 b Compacted drop-boxes weighing 5 tons \$ 228.35 haul fee
 Compactor on call + \$ 37.60 per ton
- 16.5 Transfer station permit for yard trimmings: Residential refuse customers whose bills are current may, by securing a permit from City Hall, take yard trimmings to the transfer station, and deposit them in a place designated by the attendant free of charge. All other items so taken will be charged at the regular transfer station rate. **

17 Water Rates

- 17.1 Each customer will pay a base rate and consumption rate based upon chart below.

a

Base Monthly Fee	
3/4" & smaller	\$ 19.14
1"	\$ 22.45
1 1/2"	\$ 63.32
2"	\$ 98.85
3"	\$ 193.59
4"	\$ 300.18
6"	\$ 596.25
3/4" Senior	\$ 17.23
3/4" Hardship	\$ 14.36

Port Industrial Park Base Monthly Fee	
3/4" & smaller	\$ 48.79
1"	\$ 76.16
1 1/2"	\$ 144.57
2"	\$ 226.67
3"	\$ 445.60
4"	\$ 691.89
6"	\$ 1,376.04

Consumption Rate - Per 1,000 Gallons	
Single Family	\$ 1.68
Single Family Senior	\$ 1.51
Single Family Hardship	\$ 1.26
Multi Family	\$ 1.91
Commercial	\$ 1.60
Industrial	\$ 2.20
Port Industrial Park	\$ 1.93
Large Community Services	\$ 2.31

- b Senior Citizen Discount (3/4" meter only) – A 10% discount on base and additional usage water rates will be applied to senior citizens over the age of 65
- c Outside city limits: double the water rates as charged in 17.1(a), unless exempted by the City Council.

* See rates in table above

18 Water Misc Charges

- 18.1 Miscellaneous charges
- a Delinquency charges \$ 20.00 minimum
 or 10% balance due
- b Reconnect Fee for non-payment if water service is suspended 5 days after delinquency notice. \$ 20.00

c	Extra charge for having water reconnected outside regular hours for public works department (7:00 a.m. to 5:00 p.m.)	\$	45.00	
d	Service Connections			
	3/4" connection	\$	740.00	
	Over 3/4" connection	\$	200.00	+ actual cost of installation
e	New Accounts - (See #6 Deposits and Set-up Fee for Water/Sewer Acct.)		**	
f	Water meter accuracy test (If meter is found to be defective, the \$30 charge will be waived.)	\$	30.00	+ cost of test & shipping
g	New Service Set-up Fee	\$	10.00	
h	Public Works Crew Labor Fee	\$	30.00	per hour
i	City equipment			FEMA Equipment Rental Rates
j	Portable Meter Rental (Available at City Hall during regular business hours only)			
	i. Deposit, which is refundable if meter is returned in original working condition	\$	1,400.00	
	ii. Daily Rental (Plus 2x cost of water used)	\$	10.00	
	iii. Monthly Rental (Plus 2x cost of water used)	\$	60.00	
18.2	Fire flow protection			
	a Monthly charge to provide service	\$	9.00	
	b Application Charge	\$	5.00	
	c Deposit on Account. Exempt: Established accounts with good payment history	\$	50.00	
18.3	Inspection Service			Actual Cost
	Water system Development Charges (SDC's)		**	

Meter Size	Reimbursement Fee	Improvement Fee	Total SDC
5/8" - 3/4"	\$ 529	\$ 500	\$ 1,029
1"	\$ 704	\$ 665	\$ 1,369
1 1/2"	\$ 1,058	\$ 1,000	\$ 2,058
2"	\$ 1,411	\$ 1,333	\$ 2,744
3"	\$ 2,116	\$ 2,000	\$ 4,116
4"	\$ 2,821	\$ 2,667	\$ 5,488
6"	\$ 4,232	\$ 4,000	\$ 8,232
8"	\$ 5,643	\$ 5,333	\$10,976

19 Social Gambling License Fee

19.1	License fee	\$	300.00	annually
a	All licenses shall obey the regulations of Ordinance 551 of the City of Umatilla.			
b	All premises where social gambling is conducted shall have "house" rules.			
c	All "house rules" and the license must be posted in a conspicuous place where the social gambling is conducted and must be plainly visible.			
d	All "house rules" must be approved by the City before a license will be issued.			

20 Land Use Applications

20.1	Non-Refundable filing fee for land use applications plus actual costs for planner attorney and/or engineer, over costs covered by basic fee.			
	a Administrative Review	\$	100.00	
	b Variance	\$	500.00	
	c Partitions	\$	300.00	
	d Planned Unit Development or Subdivision	\$	800.00	
	e Lot Line Adjustment	\$	150.00	
	f Conditional Use	\$	500.00	
	g Site Plan Review	\$	250.00	
	h Zone Change	\$	500.00	
	i Comprehensive Plan Amendment			

(1) Plan Amendment Map – No Exception	\$	800.00	
(2) Plan Amendment Map – Includes Exception	\$	1,000.00	
(3) Plan Amendment Text	\$	800.00	
j Vacation	\$	500.00	
k Annexation	\$	500.00	
l Amendment to Urban Growth Boundary	\$	500.00	
m Replat	\$	500.00	
n Address Assignment	\$	25.00	
o Pre-application Conference (applied to application)	\$	50.00	
p Miscellaneous planner time/research per hour	\$	75.00	
q Land Use Compatibility Statement	\$	25.00	
r Grading & Excavation Permit	\$	100.00	
s Zoning Review for Building Permit	\$	25.00	
t Zoning Permit	\$	100.00	
u Custom GIS Mapping	\$	75.00	per hour prorated quarterly
	\$	15.00	minimum
v Residential Development Reviews		\$110.00	per lot

Note: Review includes: submittal of final plat/construction drawings, one iteration of engineer comments, developer incorporation of comments and resubmittal, engineer verification and approval issuance. Any more than one iteration of comments will be billed on a time and materials basis.

w Traffic Impact Analysis (TIA) Reviews			
(1) Small TIA Review (One land use and less than 3 intersections)	\$	1,500.00	
(2) Large TIA Review (More than one land use and 3 intersections or more)	\$	3,000.00	

20.2 Appeals to City Council			
a Filing fee plus actual costs for materials, consultants, publications and other related costs			
(1) Appeal of Planning Commission or City Council Decision	\$	400.00	
(2) Appeal of Administration Decision	\$	250.00	
b Preparation of transcripts; actual cost not to exceed (If appellant prevails at a hearing or an appeal, the transcript fee shall be refunded)	\$	250.00	
20.3 Review of Plans on commercial properties	\$	100.00	

21 Security Alarms

21.1 Alarm Permit Fee			
a Homeowners (one-time fee)	\$	5.00	
b Business charge included with business license	**		
21.2 Excessive False Alarms: To be compounded by the number of responses			
a Fourth False Alarm Response	\$	50.00	
b Fifth False Alarm Response	\$	100.00	
c Sixth False Alarm Response	\$	150.00	
d Seventh False Alarm Response	\$	200.00	
e Eighth False Alarm Response	\$	250.00	
f Ninth False Alarm Response	\$	300.00	
g Ten or more responses - Ref. Ordinance #593	**		

22 Marriage Ceremony and Witness Fees

22.1 Marriage Ceremonies	\$	50.00	
22.2 Witness Fee - one fee per requested witness	\$	10.00	
22.3 Marriage license processing fee	\$	20.00	
22.4 Mileage for ceremonies performed over 20 miles from City Hall		IRS Mileage Rate	

23 Library

23.1 Past due book charges (up to the price of book)	\$	0.20	per day per item up to price of book
23.2 Past due movie return charge (up to price of movie)	\$	0.50	per day per item up to price of movie

23.3	Printing (black and white) - school and work documents	\$	0.05	per page
23.4	Printing (black and white) - all other documents	\$	0.10	per page
23.5	Copies (black and white)	\$	0.25	per page
23.6	Fees for use of facsimile machine (including staff time.)			
	First Page	\$	2.00	
	Additional copies up to 10 pages	\$	1.00	per page
24	Nuisance Abatement			
24.1	City Equipment		FEMA Equipment Rental Rates	
24.2	Public Works Crew Labor charge	\$	40.00	per hour
24.3	Any other expenses incurred		Actual Cost	
24.4	Administrative Costs		10% of total expenses occurred	
		\$	100.00	minimum
25	Building Use Charge			
25.1	Community Room			
	a Locally Supported Groups (City of Umatilla, Justice Court& Political Government Groups, Schools, Districts Scouts,VFW, Lions, Chamber of Commerce, PTO/PTA, Friends of the Library,)		No Charge	
	b Non-Locally Supported Groups (ODOT, Sheriff's Dept., Red Cross. Etc.)		No Charge	
	c Businesses (Realtors, and all Commercial & Industrial Businesses. Etc.)	\$	25.00	per hour
		\$	250.00	per day
	d Special Occasions (weddings, birthdays, receptions, anniversaries, memorial services, reunions, graduation parties, & for-profit fundraisers - 2 hour minimum)	\$	25.00	per hour
		\$	250.00	per day
	Payments are to be made at the time of scheduling. 50% is non-refundable for cancellations.			
25.2	Cleaning Deposit	\$	50.00	
	Note: All users of the community room shall pay a deposit and provide clean up. The deposit will be returned after areas have been inspected and reviewed. Any group or individual using the building will be responsible for leaving it in good order. Failure to do so will forfeit the deposit. Deposits will only be refunded during regular business hours of City Hall.			
25.3	After hours fee to unlock/lock building	\$	25.00	
26	Facility Use Charges			
26.1	City Facility Use Permit Fee	\$	25.00	per day
26.2	Special Use Permit (General)	\$	150.00	
	a. Inflatables or dunk tanks	\$	125.00	
	b. Sale of alcoholic beverages	\$	125.00	
	c. Tents or RVs for overnight use	\$	125.00	
	d. Charging admission for event	\$	100.00	
	e. Early access to facility prior to 10am	\$	100.00	
	f. Sale of goods/services	\$	100.00	
	g. Vehicles on lawn parking (ex. Catering)	\$	125.00	
	h. Stage	\$	75.00	
	i. Use of amplified equipment	\$	75.00	
	j. Overnight use of park	\$	50.00	
	k. Use of home stereo equipment	\$	50.00	
	l. Open flame fire pit	\$	50.00	
	m. Vehicles on lawn (loading/unloading)	\$	50.00	
	n. Providing portable services	\$	25.00	
	o. Solicitation, marketing or advertising at location	\$	25.00	
	p. Volleyball/badminton poles	\$	25.00	
26.3	Parks Cleaning Deposit	\$25 - \$5,000		depending on event

27 Marina & RV Park**27.1 Moorage Rates (Pay for 11 months in full, get the 12th month free)**

**

Dock	Slips	Height	Max Length	Deposit	Monthly Rate	Yearly Rate	Comments
B		14	30	\$110.00	\$110.00	\$1,210.00	Plus Metered Power
B	15, 16, 21, 22, 27, 28	14	30	\$100.00	\$100.00	\$1,100.00	Plus Metered Power
B		20	45	\$160.00	\$160.00	\$1,760.00	Plus Metered Power
B		20	50	\$180.00	\$180.00	\$1,980.00	Plus Metered Power
E		8.5	27	\$75.00	\$75.00	\$825.00	Plus Metered Power
H East	Even #'s	N/A	to 40	\$100.00	\$100.00	\$1,100.00	Plus Metered Power
H West	Odd #'s	N/A	40+	\$120.00	\$120.00	\$1,320.00	Plus Metered Power

27.2 Transient Moorage Rates

**

Dock	Daily Rate	Weekly Rate
B	N/A	N/A
E	\$10.00	\$20.00
H	\$20.00	\$40.00

27.3 Cruise Ship Rates

a Moorage

\$ 100.00 per day

b Garbage

\$ 3.00 per bag

27.4 Dry Storage Rates (Amended by Res #01-2017)

a Moorage Customers

\$ 30.00 per month

\$ 330.00 per year

b Other Customers

\$ 50.00 per month

\$ 550.00 per year

27.5 RV Park Rates (Amended by Res #01-2017)

a Tents (including tax)

\$ 20.00 per night

b Full Utility Spaces (including tax)

\$ 40.00 per night

c Extra Tents

\$ 5.00 per night

d Extra Vehicles

\$ 5.00 per night

e RV Dump

\$ 5.00 each

f Weekly Winter Rate

\$ 125.00 per week

g Ice

\$ 3.00 per bag

28 Miscellaneous Public Works Fees

28.1 Right-of-Way Permit Fee

\$ 50.00

28.2 Civil Public Works Construction Review

\$ 150.00

28.3 Grading and Excavation Permit

\$ 100.00

28.4 Street Closure Permit

\$0 - \$100

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Discussion on adoption of Financial Management Policies	Meeting Date: 2020-05-05
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa Ince	Phone Number:
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Cost of Proposal: N/A	Fund(s) Name and Number(s): N/A
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: N/A
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Attachments to Agenda Packet Item:

[RES XX-2020.docx](#)

[Draft Financial Policies.docx](#)

Summary Statement:

Staff is working to achieve Council Goal 5.7 - to receive the Government Finance Officers Association (GFOA) Distinguished Budget Award for the FY20/21. A required criterion of the award is the adoption and inclusion of financial management policies. Staff has reviewed the GFOA best practices on creation of these policies as well as a review of other Oregon award recipient policies. These policies set a basis for the financial planning, reporting and internal financial management of the City. In a time where Umatilla is experiencing tremendous growth, these policies will safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health. The City is already adhering by the majority of these policies. The most challenging will be the implementation of an annual five year forecast. If Council is comfortable with the policies, they will be brought to the June 2nd meeting for formal adoption.

Consistent with Council Goals:

Goal 5 : Perform at the Highest Levels of Operational Excellence

RESOLUTION NO. XX-2020

A RESOLUTION ADOPTING FINANCIAL POLICIES

WHEREAS, financial policies are central to a strategic, long-term approach to financial management; and

WHEREAS, the City is updating its' administrative policies to meet City Council Goal 5 to Perform at the Highest Levels of Operational Excellence; and

WHEREAS, Objective 5.7 is to receive the Government Finance Officers Association (GFOA) Distinguished Budget Award for the FY20/21 Budget; and

WHEREAS, a required criterion to receive the Distinguished Budget Award is the adoption and inclusion of these financial policies in the annual budget document; and

WHEREAS, these policies will be reviewed annually to clearly define the fiscal environment for the budget process and ongoing financial operations; now therefore,

IT IS HEREBY RESOLVED by the Umatilla City Council that the attached Financial Management Policies (Administrative Policy No. TBD) are adopted as the official Financial Policies for the City of Umatilla.

PASSED by the Council and **SIGNED** by the Mayor this 2nd day of June, 2020.

MARY DEDRICK, MAYOR

ATTEST:

NANCI SANDOVAL, CITY RECORDER



Administrative Policy and Procedure City of Umatilla, Oregon

SUBJECT: Financial Management Policies		
Effective Date: 7/1/2020	Policy No. TBD	Pages: 21
Developed By: Melissa Ince, Finance & Administrative Services Director	Department Head Approval: David Stockdale, City Manager	Approval: Resolution No. XX-2020

1. PURPOSE

The Comprehensive Financial Management Policies are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual policies contained herein set a basis for both the financial planning, reporting and internal financial management of the City.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policies safeguard the fiscal stability required to achieve the City’s objectives and ensure long-term financial health.

2. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

2.1 Accounting Practices and Principles

The City will maintain accounting practices in accordance with state and federal law and regulations, and annual financial reporting that conforms to Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. The City’s monthly and quarterly interim financial reports will be reported on the budgetary basis. At year-end, the general ledger and financials will be converted to GAAP, and the Comprehensive Annual Financial Reports and continuing disclosure statements will meet these standards.

2.2 Financial and Management Reporting

2.2.1 Monthly Financial Reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget. These reports will be distributed within fifteen working days of the end of each month.

2.2.2 Quarterly summary financial reports will be provided to management and city council members within approximately 45 days of the end of the quarter, usually coinciding with city council workshop dates. The quarterly report will contain revenues and expenditures in summary form for each operating fund with explanations of significant financial variations to budget.

2.2.3 Annually, a comprehensive annual financial report subjected to independent audit will be prepared in a format that conforms to the standards of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The report shall be shared with the City Manager, City Council, and the Secretary of State. In accordance with state law the report shall be distributed no later than December 31st of the following fiscal year.

2.3 Annual Audit

2.3.1 Comprehensive Annual Financial Report

Pursuant to state law, the City shall have an annual financial and compliance audit, and prepare financial statements based on the audited financial information. The audit shall be performed by certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. The annual financial report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Director of Finance shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.

2.3.2 Annual Financial Disclosure

As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to the Municipal Securities Rulemaking Board (MSRB). This will include any periodic materials event notices as required by the MSRB or SEC.

2.4 Signature of Checks

Pursuant to City Charter, all checks shall have two signatures, signed by the City Manager or City Recorder, and the Mayor or City Council President.

2.5 Compliance with Council Policies

The Financial Management Policies will be reviewed annually and updated, revised or refined as deemed necessary. Occasionally exceptions to the policies adopted by City Council may be appropriate and required. Exceptions will be identified, documented, and explained to City Council and/or the City Manager.

3. BUDGETING - OPERATIONS

3.1 Budget Committee

In accordance with ORS 294.414 the City Budget Committee shall consist of the seven elected members of Council and an equal number of appointed citizens. Among the responsibilities of the Budget Committee shall be the review of the annual proposed budget and financial forecasts.

3.2 Oregon State Budget Regulations

All budgetary procedures will conform to existing state regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: (1) the budget must be constructed in such a manner that the total resources in a fund equal the total expenditures and requirements for that fund, and (2) the total of all resources of the entity must equal the total of all expenditures and all requirements for the entity.

3.3 Proposed Budget Document

In accordance with ORS 294.426 the Finance Director shall file a Proposed Budget document and budget message with the City Budget Committee approximately one week prior to the first formal Budget Committee meeting.

3.4 Use of Non-Recurring Revenues

Non-recurring revenue sources, such as a one-time revenue or carryover of prior year unrestricted/unassigned balance should only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. The City shall avoid using non-recurring revenues for recurring program expenditures.

3.5 Budget Preparation

3.5.1 Department Directors have primary responsibility for formulating program proposals. New or expanded services should support City Council goals, City Manager priority direction and department goals. Departments are charged with implementing them once the budget is adopted.

3.5.2 All competing requests for City resources will be weighted within the formal annual budget process.

3.5.3 Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.

3.5.4 Annually, the City will seek to obtain the Government Finance Officers Association Distinguished Budget Presentation Award. The Budget Document will be presented in a way that clearly communicates the budget to the public and provides financial goals.

3.6 Full Cost Recovery and Overhead

Program budgets should be prepared in a manner to reflect the full cost of providing services. General support program (e.g. Administration, Legal, Finance, etc.) costs shall be allocated to the benefiting programs and funds via a method that is both fair and reasonable.

3.7 Budget Management

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council, including the transfer of budgeted line-items within a program. The City Manager may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally established at the program level within each fund. Expenditures/expenses should not exceed the adopted budget, plus supplemental changes approved by the City Council.

3.8 Amended Budget

In accordance with ORS 294.471-473 the City Council may approve changes to the adopted budget via Resolution.

3.9 Monitoring

Actual revenues and expenditures/expenses shall be monitored by the respective program manager each month. Financial reports shall be prepared within fifteen working days of the end of each month by the Finance Department and distributed to the responsible manager and City Manager. The Finance Director shall periodically review the reports and report significant variances to the City Manager. The goal of the monitoring shall be to identify potential budget and actual variances and to take corrective action soon as possible.

3.10 Operating Deficits

The City shall take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues. Corrective actions may include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements
- Expenditure reductions
- Deferral of certain positions

- Hiring freezes
- Freeze non-represented employee merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay
- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level (see Fund Balance and Reserves Policy).

4. BUDGETING – CAPITAL OUTLAY

4.1 Definitions

4.1.1 Capital Outlay – Operating

Operating programs need certain furniture, equipment, vehicles, software, etc. to carry out the intended services. By definition such items costing \$2,500 or more, per item, shall be budgeted and accounted as capital outlay and shall be tracked in the City’s fixed assets records. Significant repair or maintenance that extends the useful life of existing assets shall be included here provided the dollar threshold is met. The \$2,500 limit shall apply to individual items unless a group of items are intended to function together as a unified system (e.g. street lighting system).

4.1.2 Capital Outlay – Projects (also known as Capital Projects)

This category includes infrastructure projects meeting the capitalization threshold and development of master plans and design and engineering/architectural work leading to construction or repair of capital assets. Generally, the total capitalization threshold shall be not less than \$50,000. Budgets and capitalization records shall include applicable project management and administrative overhead costs.

4.2 Preparation

As part of the annual proposed budget the City shall include a list of capital projects that are necessary to preserve existing infrastructure or to expand to meet growth demands of the community. The list of projects shall embrace those included in the most recent long-range capital improvement forecast, master plans, development agreements and direction from City Council on current demands. This ensures that the City’s capital improvement program includes the embodiment of the citizens and Council recommendations and the officially stated direction contained within the Comprehensive Plan.

Separate estimates for each project shall be prepared. Additionally, future annual operating and maintenance cost impacts shall be estimated.

4.3 Financing

For each project one or more resource shall be identified to pay for such costs. Prior to construction award all identified resources shall be readily available for expenditure.

Pay-As-You-Go – The city will strive to pay cash for capital improvement within the financial affordability of each fund versus issuance of debt. This necessitates advanced planning and setting aside resources for future use. This type of funding saves interest and debt issuance costs and in many cases reduces utility rate impacts on citizens and business of the City.

Grant revenues shall be sought for capital construction when determined to be advantageous to the City.

Certain assets may best be funded via debt. Refer to Debt Management Policy for discussion on when debt may be considered for projects.

4.4 Monitoring

Each capital project shall have a project manager associated with it. The project manager shall monitor the progress and assure the project is completed according to standards, on a timely basis and within budgeted levels. Monthly financial reports detailing budget-to-actual for each project shall be provided to the project manager and City Manager. City Council will receive an update on the larger (\$100,000 minimum expended to date) projects on a quarterly basis.

4.5 Infrastructure Evaluation and Replacement/Rehabilitation

Water, wastewater, drainage, street lighting, streets and sidewalks, municipal facilities and parks infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's CIP should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain existing levels of service and accommodate growth.

- 4.5.1** High priority should be given to replacing/rehabilitating capital improvements prior to the time that assets have deteriorated to the point where they are hazardous, require high maintenance costs, negatively affect property values, or no longer serve their intended purpose. The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is most cost-effective, which would include life-cycle costing, and provides the best value to the City.

5. LONG-RANGE FINANCIAL PLAN

5.1 Purpose

The goal of the Long-Range Plan is to provide the Budget Committee, City Manager and department heads with long-term goals and objectives for the City as well as the strategies needed to achieve these goals and objectives. City staff will use these goals and objectives to guide them in the development of the City's annual budget.

5.2 Operating

5.2.1 The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing five years shall be forecasted. The forecast and report shall be prepared within six months following adoption of the budget. The most recent forecast shall be included in the proposed and adopted budget documents. The results of the forecast shall be presented to the Budget Committee.

5.2.2 The City operating forecast should enable current service levels provided to be sustained over the forecast period. The forecast shall determine if revenues need to be increased and/or expenditures/expenses reduced in order to maintain operations on a Current Funding Basis.

5.2.3 Major financial decisions should be made in the context of the Long-Range Plan.

5.3 Capital Outlay – Projects

5.3.1 The City shall annually prepare a five-year forecast of capital projects. Projects should be based upon master plans, development agreements, input from applicable Commissions and Committees and Council directed improvements. Included projects shall meet the definition of capital projects as defined earlier.

5.3.2 The primary responsibility for development of the capital project forecast shall rest with the Finance Director. The City Manager is charged with reviewing the proposed forecast and determining actions to balance needs with available resources.

5.3.3 High priority should be given to rehabilitating and replacing prior to the point when such action is critical. The decision on whether to repair or replace an existing capital asset will be based on which alternative is most cost-effective and provides the best value to the City.

5.3.4 The forecast shall coincide with the annual citywide budget process. The first year of the forecast shall be the fiscal year under budget.

- 5.3.5** Estimated costs shall include acquisition, design, construction, project management, equipment and furnishing and administrative charges. That is, all costs to complete the project shall be included. Multi-year projects shall clearly disclose both the components of costs as well as the total estimated cost over the life of the project.
- 5.3.6** Funding resource(s) shall be identified for each project. The forecast shall make every effort to balance needed improvements with resources available. Projects that exceed the projected available resources shall be identified and recommendations on alternative funding shall be incorporated in the forecast report.
- 5.3.7** The forecast shall be presented to the Budget Committee during the annual budget process.

6. CASH MANAGEMENT AND INVESTMENTS

6.1 Cash Flow Analysis and Projections

- 6.1.1** The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service costs to a minimum and to maximize the yield on temporary investments.
- 6.1.2** Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information and accuracy of seasonal or periodic fluctuations.
- 6.1.3** The City's cash flow shall be managed with the goal of maximizing the total return on investments.

6.2 Investments

- 6.2.1 Responsibility and Control:**
Management responsibility for the investment program shall rest with the City's Investment Officer who shall be the Finance Director or delegate. The Investment Officer shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the City.
- 6.2.2 Eligible Investments:**
The Investment Officer will invest the City's surplus funds only in those investments authorized by ORS 294.035 to 294.046, and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.
- 6.2.3 Eligible Financial Institutions:**

The City will conduct business only with financial institutions such as banks investment brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.

6.2.4 Objectives:

6.2.4.1 Safety: Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.

6.2.4.2 Liquidity: The City's Investment Officer shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Investment Officer, the ability to convert a security into cash must be considered.

6.2.4.3 Yield: Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account constraints on investment instruments, cash flow characteristics of transactions and safety of principal.

6.2.4.4 Reporting: The Investment Officer shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council by the Finance Director or Investment Officer.

7. EXPENDITURES

7.1 Purpose

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

7.2 Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

7.3 Periodic Program/Services Reviews

The City Manager and staff shall undertake periodic reviews of City programs and services for both efficiency and effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

7.4 Purchasing

All City purchases of goods and services shall be made in accordance with the City's current purchasing manual and procedures.

8. REVENUES

8.1 Purpose

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified and sufficient revenue stream to support desired City services.

8.2 Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

8.3 User Fees – Non-Enterprise Funds

8.3.1 For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City may recover the costs of those services through property taxes, privilege fees and other unrestricted resources.

8.3.2 At a minimum, the user fees will strive to cover direct costs. Preferably the fees will cover direct plus indirect costs.

8.3.3 User fees should be reviewed, at a minimum, every two to three years and adjusted to avoid sharp changes. If the Finance Department does not initiate the fee review it shall at least analyze the changes proposed from departments and comment upon them to the City Manager.

8.3.4 Factors in setting fees shall include, but not be limited to: market and competitive pricing, effect of demand for services, and impact on users, which may result in recovering something less than direct and indirect costs.

8.3.5 The City may set a different fee for residents versus non-residents.

8.3.6 User fees not regulated by state statute should be set via the City Manager. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. Fees regulated by statute shall be presented to City Council via resolution or ordinance. All fees should be included in the Master Fee Schedule.

8.4 User Fees – Enterprise Funds

- 8.4.1** Utility rates shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage requirements, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
- 8.4.2** The City may set a different fee for residents versus non-residents.
- 8.4.3** The Five-Year Financial Plan (or separate rate model study) and proposed operating budget shall serve as the basis for rate change considerations.
- 8.4.4** When necessary, the Five-Year Financial Plan (or separate rate model study) will be built around small rate increases annually versus higher rate increases periodically.
- 8.4.5** Non-consumption based charges within Enterprise Funds may be set administratively by the City Manager. Such charges include insufficient funds, late payment penalties, charges for meters, service turn-on and turn-off, etc. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. All fees should be included in the Master Fee Schedule.
- 8.4.6** The maximum allowable system development charges (SDCs), for each of the public infrastructure systems the City operates and is allowed by state law to impose, shall be determined on a periodic basis (approximately each five years).

8.4.6.1 The Council will determine what amount of SDCs to impose.

8.5 One-Time/Unpredictable Revenue Sources

One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures. Instead, such revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchase, capital improvements, etc.

8.6 Revenue Collection

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent rate payers and others overdue in payments to the City.

8.7 Write-Off of Uncollectible Receivables (excludes court fines)

- 8.7.1** Receivables shall be considered for write-off as follows:

- 8.7.1.1 State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
- 8.7.1.2 Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect including use of a collection agency when appropriate have been taken.
- 8.7.2 Accounts shall be written-off annually near fiscal year-end. The Finance Director shall prepare a list of receivables determined to be uncollectible and include notation on collection efforts for each item. The list shall be submitted to the City Manager for review and approval. The City may report uncollected items to one or more credit reporting entities.
- 8.7.3 The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.
- 8.7.4 Municipal court fines shall follow a process established by the municipal court judge and reviewed by the City Attorney.

9. FUND BALANCE AND RESERVES

- 9.1 To maintain a high level of credit worthiness and to establish a financial position that can weather emergencies and economic fluctuations the City shall set aside cash reserves and contingencies within its fund balances. The Governmental Accounting Standards Board has created several categories of fund balance.
 - 9.1.1 Nonspendable – Nonliquid assets (e.g. inventory, prepayments) and liquid assets that have legal constraints preventing their use (e.g. principal of an endowment).
 - 9.1.2 Restricted – Assets which are constrained by an external entity (e.g. covenants in bond contracts).
 - 9.1.3 Committed – Constraints created by the governing body on itself at its highest level of decision making. For example, the governing board might like to commit a portion of the fund balance to a “stabilization reserve” to provide cushion against unknown economic shocks and revenue declines. Constraints are enacted via resolution and must be in place prior to the end of the fiscal year.
 - 9.1.4 Assigned – Similar to Committed except constraint is not legally binding, may be created by staff or the governing board and can be created after the end of a fiscal period. This may be used to earmark a portion of the fund balance for an intended use. For example, it could be assigned to pay for a special project.
 - 9.1.5 Unassigned – This represents any excess of total fund balance after the prior four categories are deducted.

The order in which categories are expended can affect future financial flexibility. Generally, more restricted resources shall be expended prior to less restricted resources. As restricted balances decline from their stated goal they shall be replenished from the Assigned or Unassigned category within five years of the initial decline. The Budget Committee or City Council can designate certain revenues to be used to rebuild reserves, such as non-recurring revenues, budget surpluses or specific revenues above a certain level.

Use of dedicated resources shall be clearly disclosed within the budget document. Such use shall coincide with the intended restrictions on the dedicated resource. Generally, such use shall be for infrequent and non-recurring costs.

9.2 General Fund

9.2.1 Restricted - Reserves shall be created for any legally mandated or restricted resource which is received in the General Fund and not wholly expended by the end of the fiscal year.

9.2.2 Committed - The City may plan for and set aside cash reserves for a variety of significant infrequent outlays. Commitments may include but are not limited to building a reserve for economic sustainability, expansion and relocation costs, emergency management and response and future planning area costs. For each committed resource the City Council shall adopt a resolution specifying the purpose, dollar amount and duration for existence of the committed amount. Committed amounts can be extended via amending resolution.

The City shall build up operational contingencies until they reach 15% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes. Once the target contingency has been reached, it shall be maintained.

9.2.3 Assigned - The City shall plan for and set aside cash reserves for a variety of short-term and recurring purposes. These assignments can be created by the City Council, the City Manager or the Finance Director for purposes that create a sound financial operating environment. Assignments may include but are not limited to building cash reserves for one-time or limited duration purchases such as equipment replacement, building modification and major repairs, park structure replacements, capital improvements, major software/hardware replacement, loans to other funds, etc.

9.2.4 Unassigned - By definition this is the amount remaining after provision for the above noted items. Balance in this category may be used to replenish deficiencies in the prior categories and create a resource for unforeseen financial needs.

9.3 Special Revenue Funds

- 9.3.1** Restricted - Certain funds may have restricted balances, such as building fees within the Building Fund that restricted under Oregon law.
- 9.3.2** Committed - The City shall build up operational contingencies until they reach 15% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes. Once the target contingency has been reached, it shall be maintained. This policy does not apply to debt service, internal service or certain special purpose funds.
- 9.3.3** Assigned - Assigned balances may be created as necessary under the same policy as for the General Fund. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

9.4 Enterprise Operating Funds (Water, Sewer)

- 9.4.1** Restricted - Any debt service reserve balance shall be categorized as restricted. Terms of such reserves are generally specified in the associated bond documents and covenants. It shall be the City's policy to fully comply with bond documents and covenants.
- 9.4.2** Committed - The City shall build up operational contingencies until they reach a minimum working capital (current assets less current liabilities) of forty-five (45) Once the target contingency has been reached, it shall be maintained.
- 9.4.3** Assigned - Assigned balances may be created as necessary under the same policy as for the General Fund. Provisions for rate stabilization, future capital improvements and major repairs and replacements not part of the restricted balance are typical components of assigned balances. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

9.5 Debt and Capital Project Funds

Balances in the General Obligation debt service fund are restricted by state statute and thus are always categorized as restricted. The balance should be nominal.

Balances in capital project funds (general government or enterprise) should be nominal and sufficient to cover any near-term liabilities of the fund. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years. Examples include proceeds from debt issuance and receipts from developers in lieu of current construction of infrastructure.

10. PENSION FUNDING POLICIES

10.1 The City participates in the State of Oregon Public Employees Retirement System (PERS) and is a member of the State and Local Government Rate Pool. The City will fund its required pension contribution requirements timely.

11. DEBT MANAGEMENT

11.1 Purpose

To establish policies for debt financing that will provide needed facilities, land, capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future tax and rate payers. The City is given authority to borrow under various provisions in Oregon law and the City Charter. A debt, except certain lease purchase agreements, must be authorized pursuant to a resolution of the City Council.

11.2 Use of Debt Financing

Debt financing may be considered when purchase or construction of assets cannot be prudently acquired from current revenues or accumulated committed fund balances. Debt types are limited by Oregon statutes and may include general obligation bonds, limited tax obligation bonds, local improvement district bonds, bond anticipation notes, certificates of participation, lease/purchase agreements, full faith and credit bonds and revenue backed bonds. Any combination of debt may be used to finance an asset. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt. Cash resources may include system development charges, developer fees, inter-agency agreements, grants and accumulation of resources within operating funds.

The Finance Director shall perform a cost benefit analysis with the goal of minimizing the cost of financing to the City prior to presenting debt recommendations to the City Council.

11.3 Debt Margins

The City shall ensure that its debt margins are within the 3% TCV (true cash value) limitation as set forth in ORS 287A.050.

11.4 Debt Structures

The City may issue long term or short term debt. Long term debt life shall normally not exceed 20 years for general obligation bonds and 25 years for revenue bonds, but in no case longer than the useful life of the asset. Shorter repayment terms shall be considered when financially prudent.

Balloon or term payments may be considered provided financial analysis indicates such terms may be met financially without further rate or tax increases to satisfy the future large payments and without refinancing the balloon amount. Sinking funds (a committed fund balance) shall be established as necessary to provide for timely retirement of debt.

The City shall strive to begin principal reduction within a year after issuance but in no event shall a repayment structure contain more than three years of interest-only payments. Interest only years shall not extend the maximum debt life as noted above.

Short-term or interim financing are exceptions to this policy. These debt instruments are issued in anticipation of future long term debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall strive to minimize the use and life of such debt. Except for short-term or interim financing, the City will issue debt based on a fixed rate.

11.5 Debt Refunding

The City may consider advanced refunding outstanding debt (as defined for federal tax law purposes) when it is financially advantageous to do so and complies with all limitations set forth in ORS 287A, the state statutes pertaining to authority to issue debt. At a minimum (a) the new debt shall not be longer than the remaining life of the retiring debt, (b) the net present value savings of a refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance.

The City may issue current refunding bonds (as defined for federal tax purposes) when financially advantageous, legally permissible and net present value saving equal or exceed \$100,000.

11.6 Interest Earnings on Debt Proceeds

Bond proceeds shall be promptly invested in accordance with the Investment Policy. Focus shall be on safety and maturity of investments to pay construction costs.

Use of investment interest on bond proceeds will be limited to funding changes to the bond financed project, as approved by City Council, or be applied to debt service payment on the bonds issued for such project.

11.7 Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated or private placement sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue, or if the nature of the debt is unique and requires particular skills from the

underwriters involved. Private placement (debt sold directly to a commercial bank) may be used when anticipated to result in cost savings or provide other advantages when compared to other methods of sale, or if it is determined that access to the public market is unavailable. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

11.8 Financial Advisor

The City shall employ an independent financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) for all competitive and negotiated issuances. The advisor shall attempt to involve qualified and experienced firms, which consistently submit competitive bids on local government bond underwritings. For negotiated issuances the advisor shall review the offered amortization schedule, interest scale and TIC/NIC and provide guidance on the competitiveness compared to similar issues traded currently. The advisor may also be involved with preparation of bond prospectus, rating presentations, communication with legal counsel and other services necessary for the timely and prudent issuance of debt.

11.9 Bond Ratings

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings on publicly traded issues will be sought from one or more of the nationally recognized municipal bond rating agencies, as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

11.10 Covenant Compliance and Annual Disclosure

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices. The Finance Director shall be responsible for maintaining the City's relationship with the rating agencies and investors. The Finance Director shall oversee the preparation of official statements, disclosure documents, annual filing under MSRB and any special notices of certain "material events," in connection with its borrowings.

11.11 Debt Security

Debt may be secured by various funding sources including:

- General Obligation Bonds, secured by property taxes
- Revenue Bonds, secured by specified revenue(s)
- Limited Tax General Obligation, secured by resources within the General Fund

- Local Improvement District Bonds, secured by liens on affected property
- Other types of debt approved by the City Council including bank line of credit and leases.

11.12 Lease/Purchase Agreements

The City may use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease purchase agreements will be reviewed by the Finance Director who shall determine whether a lease purchase is appropriate given the circumstances. Agreements under \$100,000 may be approved by the City Manager and larger amounts must be approved by the City Council. City purchasing policy rules are to be followed for the selection of the purchase.

12. INTER-FUND LOAN POLICIES

12.1 In accordance with ORS 294.468 the City may loan money from one fund to another, provided the loan is authorized by an official resolution or ordinance of the City Council. In addition, the City will comply with the requirements and limitations of ORS 294.468 as follows:

12.1.1 Loans may not be made from debt service funds.

12.1.2 Loans made from debt service reserve funds created to provide additional security for outstanding bonds or other borrowing obligations are limited to amounts in the fund that are in excess of the amount the City has covenanted to maintain in reserve.

12.1.3 Loans may not be made from moneys credited to any fund when there are constitutional provisions that restrict those moneys to specific uses, unless the purpose for which the loan is made is a use allowed under such constitutional provisions.

12.1.4 The resolution or ordinance must state the fund from which the loan is made, the fund to which the loan is made, the purpose of the loan, and the principal amount of the loan.

12.1.5 If the loan is an operating loan (a loan to cover operating expenses) it must be repaid to the fund from which it is borrowed by the end of the fiscal year, or the repayment must be budgeted and made in the next fiscal year.

12.1.6 If the loan is a capital loan (a loan for the purpose of financing the design, acquisition, construction, installation or improvement of real or personal property), it must be repaid in full within 10 years of the date of the loan. The resolution or ordinance must set forth a schedule under which the principal and interest is to be budgeted and repaid. It must also state the rate of interest. The rate of interest may be the current rate of return on monies invested in the Local Government Investment Pool (LGIP) or such other rate as the governing body determines.

12.1.7 If the loan is to be repaid in the current fiscal year, no action by the City Council is necessary in regard to the budget. The budget does not need to be adjusted to show the loan transaction.

12.1.8 If the loan will be repaid in one or more future fiscal year(s), the loan repayment must be budgeted and a separate debt service appropriation made for the expenditure.

13. GRANTS AND INTERGOVERNMENTAL REVENUES

13.1 Purpose

The City will seek, apply for, and effectively administer federal, state and local grants, which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants. However, grants shall not be pursued if the administrative and program burden is determined to exceed the benefit of outside resources.

13.2 Grant Policies

13.2.1 The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.

13.2.2 Determination shall be made prior to application if the City has sufficient available resources for cash match requirements.

13.2.3 Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.

13.2.4 The potential for incurring ongoing costs, to include assumptions of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

13.3 Grant Review Process

13.3.1 A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:

- The grant being pursued and the use to which it would be placed.
- The objectives or goals of the City which will be achieved through the use of the grant.
- The local match required, if any, plus the source of the local match.
- The increased cost to be locally funded upon termination of the grant.

13.3.2 All grant agreements will be reviewed by the appropriate City staff, including Finance, Legal, and the sponsoring department, to ensure compliance with state, federal, and City regulations.

13.3.3 The City Manager shall approve all grant submissions on behalf of the City and the City Council shall approve all grant acceptances over \$100,000 or any grant requiring the authorization of the elected body.

13.4 Budgeting for Grant Expenditures

Departments seeking or receiving grant proceeds shall be responsible for including the proper amount in the budget. Only known grant awards or pending requests with a high level of assurance of award shall be budgeted. Budget amendments may be processed for grants not included in the budget but awarded and received during the fiscal year.

13.5 Grant Termination and/or Reduced Grant Funding

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment. Exceptions may be made when it is not in the City's best interest to terminate a program of service.

14. FINANCIAL CONSULTANTS

14.1 The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, utility rate studies, and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform the services offered, references, and methodology to name a few. In no case should price be allowed to serve as the sole criterion for the selection.

14.2 Selection of Auditors

At least every five years, the City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records, and render an opinion on the financial statements of the City.

14.3 Bond Counsel

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad

range of practice areas, the City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of a nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment and security for the bonds and that the bonds are exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City and prior debt issuances, there is no requirement for rotation.

14.4 Financial Advisory Services

The City may issue various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to: method of sale; analysis of market conditions; size and structure of the issue; coordinating rating agency relations; evaluation of and advice on the pricing of securities, assisting with closing and debt management; calculation of debt service schedules; and advising on financial management. As financial advisors to governmental entities have developed the necessary expertise in a broad range of services, the City will use a consultant for these services.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City, the contract with the Financial Advisor is not required to be rotated.

DRAFT

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Potential Real Estate Transaction - ORS 192.660(2)(e) Authorizes council to deliberate with persons designated by council to negotiate real property transactions, including long-term leases. Does not authorize discussion of general leasing policies	Meeting Date: 2020-05-05
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Department: City Administration	Director: David Stockdale	Contact Person: David Stockdale	Phone Number: 541-922-3226
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Cost of Proposal: NA Amount Budgeted: NA	Fund(s) Name and Number(s): N/A
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Reviewed by Finance Department: No	Previously Presented: NA
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Attachments to Agenda Packet Item:

Summary Statement: Discussion

Consistent with Council Goals: N/A
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CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Potential Litigation - ORS 192.660(2)(h)
Authorizes council to consult with its counsel regarding current litigation or litigation likely to be filed. Media members must be excluded if the member is a party to the litigation.

Meeting Date:

2020-05-05

Department:

City Administration

Director:

David Stockdale

Contact Person:

David Stockdale

Phone Number:

541-922-3226

Cost of Proposal:

NA

Amount Budgeted:

NA

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

No

Previously Presented:

NA

Attachments to Agenda Packet Item:

Summary Statement:

Discussion

Consistent with Council Goals:

N/A