

**UMATILLA CITY COUNCIL MEETING
AGENDA
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882
JUNE 2, 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: discussion only*

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.*

7.2 [Resolution No. 55-2020 - A resolution adopting financial policies](#) *Suggested Action: Motion to approve Resolution No. 55-2020.*

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. This Resolution formalizes our practices and adopts some new industry best practices.

7.3 [Resolution No. 61-2020 A Resolution Authorizing the City Manager to Sign an Agreement between the City of Umatilla and the Umatilla Morrow Radio & Data District](#) *Suggested Action: Motion to approve.*

8. **PUBLIC HEARING**

8.1 Public Hearing on State Revenue Sharing *Suggested Action: No Action Needed.*

9. **NEW BUSINESS**

- 9.1 **Accept the resignation of Planning Commission Jodi Hinsley and declare a vacancy on the Planning Commission** *Suggested Action: Motion to accept the resignation of Planning Commissioner Jodi Hinsley, declare a vacancy on the Planning Commission, and direct the Mayor to provide a recommendation for appointment to the Planning Commission to the City Council at the July 7, 2020 Regular Council Meeting.*
- 9.2 **Resolution No. 56-2020 - A resolution adopting the 2020-2021 budget** *Suggested Action: Motion for approval of Resolution No. 56-2020.*

This resolution approves the 2020-2021 budget total of \$39,443,447 as recommended by the Budget Committee.

- 9.3 **Resolution No. 57-2020 - A resolution appropriating budget amounts for fiscal year 2020-2021** *Suggested Action: Motion to approve Resolution No. 57-2020.*

This resolution appropriates the 2020-2021 budget of \$39,443,477 among the various funds as recommended by the Budget Committee.

- 9.4 **Resolution No. 58-2020 - A resolution levying ad valorem taxes and categorizing taxes for the 2020-2021 fiscal year** *Suggested Action: Motion to approve Resolution No. 58-2020.*

This resolution levies the City's permanent tax rate of \$2.9191 per \$1,000 of taxable value for the next fiscal year. There is no additional levy for debt service.

- 9.5 **Resolution No. 59-2020 - A resolution declaring the City's election to receive state revenues** *Suggested Action: Motion for approval of Resolution No. 59-2020.*

A public hearing to discuss the use of state revenue sharing was held before the Budget Committee on April 21, 2020 and before the City Council on June 2, 2020. This resolution confirms that the necessary public hearings were held and that the City wishes to receive state revenues.

- 9.6 **Resolution 60-2020. A Resolution authorizing the Mayor to sign an agreement with Umatilla County to transfer a portion of County Road No. 1225 (Powerline Road) and all of County Road No. 1235 (Dean Place) from Umatilla County to the City of Umatilla.** *Suggested Action: For the past five years there has been, and continues to be, significant residential development along Powerline Road. Recently, the rapid pace of that development has lead to occasional delays in permitting due to Powerline Road being a County Road and some disagreements about the interpretation of the Joint Management Agreement between the City and the County. In order to streamline and ease these issues for developers, the County and the City agree that it is in the best interest of the public for the City to take over jurisdiction of a portion of Powerline Road. This will allow the developers and the nearby residents to work directly with the City regarding the maintenance, construction, and repair of the road. The County has offered \$200,000 toward the effort of helping to bring the road up to a City standard.*

Staff is recommending adoption of the Resolution.

10. **PUBLIC COMMENT**

11. **DISCUSSION ITEMS**

11.1 **Student Resource Officer MOU** *Suggested Action: Discussion*

12. **MAYOR'S MESSAGE**

13. **COUNCIL INFORMATION & DISCUSSION**

14. **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:

2020-06-02

Department:

City Administration

Director:

David Stockdale

Contact Person:

Dave Stockdale

Phone Number:

Cost of Proposal:

n/a

Amount Budgeted:

n/a

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

No

Previously Presented:

bi-monthly updates

Attachments to Agenda Packet Item:

Summary Statement:

discussion only

Consistent with Council Goals:

Goal 3: Enhance and Cultivate Relationships and Partnerships.

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	203569	Supplies	04/28/20	2.24	44976	05/08/20
		203741	Waste Water Maint.	05/04/20	12.95	45035	05/21/20
	Total 9:				15.19		
101							
101	APSCO, Inc.	21848-2	Freight	04/30/20	140.96	45038	05/21/20
		5845	WW Plant Ras Pump Rebuild Kit	04/24/20	2,448.00	44978	05/08/20
	Total 101:				2,588.96		
102							
102	Aramark Uniform Services, Inc.	864423227	Mats & Towels	03/26/20	170.12	44979	05/08/20
		864457931	Police Mats	04/23/20	252.27	44979	05/08/20
		864457933	Mats & Towels	04/23/20	170.12	44979	05/08/20
		864464857	Shop Mats and Towels	05/07/20	170.12	45039	05/21/20
	Total 102:				762.63		
148							
148	Banner Bank Mastercard	2217MAY202	Nasro-Skillman Membership	04/23/20	40.00	44981	05/08/20
		2217MAY202	Eldorado-Training Huxel and Oneal	04/23/20	107.83	44981	05/08/20
		2217MAY202	TLO Transunion	04/23/20	50.00	44981	05/08/20
		2217MAY202	Pocketpress-Oregon Criminal and Traffic Laws	04/23/20	323.64	44981	05/08/20
		2217MAY202	Inn @ Spanish Head-Huxel	04/23/20	110.19-	44981	05/08/20
		2217MAY202	Northern Quest-Claustro	04/23/20	713.05-	44981	05/08/20
		2217MAY202	LOC-Huxel	04/23/20	150.00-	44981	05/08/20
		2552MAY202	Tasty Tuesday	04/23/20	354.89	44981	05/08/20
		2552MAY202	Sewer Dept. Maint.	04/23/20	40.90	44981	05/08/20
		3132MAY202	Iphone charger and Case for new phone	04/23/20	19.96	44981	05/08/20
		3132MAY202	Iphone charger and Case for new phone	04/23/20	19.96	44981	05/08/20
		3132MAY202	Iphone charger and Case for new phone	04/23/20	19.97	44981	05/08/20
		3132MAY202	Iphone charger and Case for new phone	04/23/20	19.96	44981	05/08/20
		3132MAY202	Battery-WWTP	04/23/20	653.85	44981	05/08/20
		3132MAY202	Tools for WWTP	04/23/20	709.82	44981	05/08/20
		5571MAY202	Umatilla County Records Service Fee	04/23/20	1.50	44981	05/08/20
		5571MAY202	Umatilla County Records	04/23/20	13.75	44981	05/08/20
		5571MAY202	Application fee for residential electrical inspec. Cert. Test	04/23/20	80.00	44981	05/08/20
		5919MAY202	Tasty Tuesday Staff Lunch	04/24/20	115.89	44981	05/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date	
		5919MAY202	Indeed Job Posting	04/24/20	173.36	44981	05/08/20	
		5919MAY202	SMARSH Archiving Subscription	04/24/20	135.00	44981	05/08/20	
		5919MAY202	Microsoft Windows Subscription	04/24/20	99.00	44981	05/08/20	
		5919MAY202	Bluetooth Keypad	04/24/20	37.99	44981	05/08/20	
		5919MAY202	Postage	04/24/20	21.30	44981	05/08/20	
		6777MAY202	Microsoft Surface Pro Accessories	04/23/20	120.00	44981	05/08/20	
		6777MAY202	Credit Voucher	04/23/20	350.00-	44981	05/08/20	
		6777MAY202	Surface Pro	04/23/20	710.00	44981	05/08/20	
		6777MAY202	Surface Pro Case	04/23/20	66.45	44981	05/08/20	
		6777MAY202	Credit Voucher	04/23/20	150.00-	44981	05/08/20	
		7017MAY202	Employee Lunch	04/23/20	57.40	44981	05/08/20	
		7017MAY202	Marina Supplies	04/23/20	29.99	44981	05/08/20	
		7017MAY202	Supplies for Waste Water	04/23/20	847.60	44981	05/08/20	
		8328MAY202	Surface & Case	04/23/20	1,705.00	44981	05/08/20	
		8328MAY202	Zoom License	04/23/20	14.99	44981	05/08/20	
		8328MAY202	Zoom License	04/23/20	14.99	44981	05/08/20	
		8328MAY202	Surface Cover	04/23/20	141.17	44981	05/08/20	
		8336MAY202	Supplies-Kitchen Gloves	04/23/20	10.84	44981	05/08/20	
		8336MAY202	Code Enf. Paint Supplies	04/23/20	50.00	44981	05/08/20	
		8336MAY202	Code Enf. Ladder	04/23/20	42.99	44981	05/08/20	
		8336MAY202	Supplies-Kitchen & Bathroom Supplies	04/23/20	20.97	44981	05/08/20	
		8336MAY202	Code Enf-gloves	04/23/20	14.98	44981	05/08/20	
		8336MAY202	Code Enf-Towels & Leashes	04/23/20	52.97	44981	05/08/20	
		8336MAY202	Code Enf-Rubber Gloves	04/23/20	19.99	44981	05/08/20	
		8336MAY202	Code Enf-Pet Ramp	04/23/20	37.33	44981	05/08/20	
		8336MAY202	Nitrile Gloves	04/23/20	37.23	44981	05/08/20	
		8336MAY202	Cod Enf-Live Trap	04/23/20	145.00	44981	05/08/20	
		8336MAY202	Supplies-Bathroom Cleaning Supplies	04/23/20	11.15	44981	05/08/20	
		8336MAY202	Code Enf.-Pet Kennel/Carrier	04/23/20	119.95	44981	05/08/20	
		8336MAY202	Toilet Paper & Bathroom Cleaning	04/23/20	33.11	44981	05/08/20	
		8336MAY202	Case File Folders	04/23/20	81.84	44981	05/08/20	
		8336MAY202	Garbage Cans	04/23/20	87.98	44981	05/08/20	
		8336MAY202	Code Enf-Pepper Spray	04/23/20	28.98	44981	05/08/20	
		8336MAY202	Amazon-Pink Christmas Lights	04/23/20	119.94	44981	05/08/20	
		8336MAY202	Columbia Harvest Foods-National telecommunicators week	04/23/20	14.97	44981	05/08/20	
		8336MAY202	Credit Voucher	04/23/20	95.83-	44981	05/08/20	
		8336MAY202	Credit Voucher	04/23/20	9.98-	44981	05/08/20	
					<u>6,097.33</u>			
		Total 148:						
320								
320	Canon Solutions America, Inc	4032011743	MAINTENANCE	02/24/20	63.59	44983	05/08/20	
		4032643053	COPIER MAINTENANCE	04/24/20	40.32	44983	05/08/20	

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		4032758436	COPIER MAINTENANCE	05/02/20	158.14	45040	05/21/20
Total 320:					262.05		
351							
351	Cascade Natural Gas Corp.	1092MAY202	700 6th St.	04/24/20	47.91	44985	05/08/20
		1092MAY202	700 6th St.	04/24/20	47.91	44985	05/08/20
		1092MAY202	700 6th St.	04/24/20	47.92	44985	05/08/20
		3033MAY202	82959 Draper St	04/24/20	28.70	44985	05/08/20
		7846MAY202	830 6th St.	04/24/20	145.70	44985	05/08/20
		7851MAY202	822 6TH ST.	04/24/20	42.34	44985	05/08/20
		8476MAY202	1205 W 3RD St.	04/24/20	206.79	44985	05/08/20
Total 351:					567.27		
353							
353	Caselle, Inc.	102249	CONTRACT SUPPORT	05/07/20	136.00	45041	05/21/20
Total 353:					136.00		
355							
355	Casiday Battery Co.	11255	PW Shop Alarm Panel	04/27/20	16.95	44986	05/08/20
		11353	City Hall Alarm Panel	05/18/20	24.95	45042	05/21/20
Total 355:					41.90		
367							
367	CenturyLink	3678BMAY20	Police Dept Phones	04/25/20	93.23	44987	05/08/20
Total 367:					93.23		
391							
391	CI INFORMATION MANAGMEN	99909	Onsite document shred	04/30/20	46.31	45043	05/21/20
		99910	Onsite document shred	04/30/20	138.93	45043	05/21/20
Total 391:					185.24		
413							
413	CNA Surety	61378524	Finance Director Bond Renewal	06/06/20	175.00	44988	05/08/20
Total 413:					175.00		
435							
435	Commercial Tire	254926	Tire replacement tilt deck trailer #404	05/14/20	120.19	45045	05/21/20
Total 435:					120.19		
439							
439	Concrete Special Ties, Inc.	53372	Grade Rod for Laser	05/01/20	41.25	44989	05/08/20
		53372	Grade Rod for Laser	05/01/20	41.25	44989	05/08/20
		53372	Grade Rod For Laser	05/01/20	41.25	44989	05/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		53372	Grade Rod for Laser	05/01/20	41.25	44989	05/08/20
	Total 439:				165.00		
488							
488	Crystal Springs	9262940042	Water for Police Department	04/29/20	58.33	44990	05/08/20
	Total 488:				58.33		
492							
492	CUBE SOLUTIONS, LLC	38282-E	Deposit on City Hall Workstations	05/21/20	4,041.95	45047	05/21/20
	Total 492:				4,041.95		
550							
550	DEQ - Dept. of Environmental Q	WQ21IND-00	Annual Compliance Fee	05/06/20	3,088.00	45048	05/21/20
		WQ21WSC-0	WW System Annual Program Support Fee	04/29/20	190.00	45048	05/21/20
	Total 550:				3,278.00		
577							
577	DIVCO	SCPAY82110	HVAC Maintenance - City Hall	05/01/20	484.50	45049	05/21/20
		SCPAY82111	HVAC Maintenance - Public Works	05/01/20	140.50	45049	05/21/20
		SCPAY82112	HVAC Maintenance - Sewer Plant	05/01/20	340.00	45049	05/21/20
	Total 577:				965.00		
607							
607	Ducote Consulting	1446	RTP Grant Environmental Scoping	04/30/20	552.50	44991	05/08/20
	Total 607:				552.50		
609							
609	Duke's Auto Plus	12798	Oil Change	04/20/20	50.00	44992	05/08/20
	Total 609:				50.00		
628							
628	East Oregonian	68242	PUBLIC NOTICE Budget Committee	04/09/20	142.94	44993	05/08/20
		68442	PUBLIC NOTICE State Revenue Sharing	04/14/20	80.30	44993	05/08/20
		68458	PUBLIC NOTICE Budget Committee	04/16/20	158.60	44993	05/08/20
		69706	Seasonal Maintenance Posting	05/09/20	900.00	45050	05/21/20
		72167	PUBLIC NOTICE	05/21/20	309.98	45050	05/21/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 628:					1,591.82		
635							
635	Eastern Oregon Telecom, LLC	8743MAY202	Marina Internet	05/01/20	367.22	44994	05/08/20
		8743MAY202	City Hall Internet	05/01/20	142.74	44994	05/08/20
		8743MAY202	Police Dept. Internet	05/01/20	274.34	44994	05/08/20
		8743MAY202	Sewer Internet	05/01/20	377.24	44994	05/08/20
		8743MAY202	Library Internet	05/01/20	198.69	44994	05/08/20
		8743MAY202	Shop Internet	05/01/20	308.29	44994	05/08/20
		8743MAY202	City Hall Internet	05/01/20	47.41	44994	05/08/20
Total 635:					1,715.93		
712							
712	FastTrack	2513KITEPL	Refund Deposit Balance 2513 Kite Pl	05/06/20	24.41	44995	05/08/20
		2518KITEPL	Final Bill-Utility Refund	05/01/20	37.17	45051	05/21/20
		374SPARRO	Final Billing	05/01/20	18.76	45051	05/21/20
Total 712:					80.34		
720							
720	FERGUSON WATERWORKS #3	0871546	Meter Inventory	04/20/20	1,288.32	44996	05/08/20
		0873374	Supplies	04/28/20	376.95	44996	05/08/20
Total 720:					1,665.27		
854							
854	Gordon's Electric Inc.	W13317	IWW Project	04/17/20	1,207.50	44998	05/08/20
		W13318	IWW Project	04/17/20	1,970.25	44998	05/08/20
		W13466	Itertie Well	05/14/20	105.00	45054	05/21/20
		W13470	Scaplehorn Road	05/15/20	326.64	45054	05/21/20
Total 854:					3,609.39		
856							
856	Gotcha Covered	137730	Cleaning Services	05/06/20	443.84	44999	05/08/20
		137730	Cleaning Services	05/06/20	383.98	44999	05/08/20
		137730	Cleaning Services	05/06/20	383.98	44999	05/08/20
		137730	Cleaning Services	05/06/20	248.20	44999	05/08/20
Total 856:					1,460.00		
905							
905	H.D. Fowler Company	I5450416	Dixon's I Street	05/01/20	113.60	45056	05/21/20
Total 905:					113.60		
911							
911	Hagerman Inc.	1-24110	Sweeper Repair	04/30/20	1,417.65	45000	05/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 911:					1,417.65		
960							
960	Heller & Sons Dist., Inc.	26629	Police Dept Fuel	04/30/20	1,139.23	45057	05/21/20
		26630	Gas for Public Works Vehicles	04/30/20	256.64	45057	05/21/20
		26630	Gas for Public Works Vehicles	04/30/20	418.92	45057	05/21/20
		26630	Gas for Public Works Vehicles	04/30/20	166.06	45057	05/21/20
		26630	Gas for Public Works Vehicles	04/30/20	416.40	45057	05/21/20
Total 960:					2,397.25		
966							
966	Hermiston Auto Parts, Inc.	600394	Marking paint	04/20/20	12.86	45001	05/08/20
		600415	Sweeper	04/20/20	12.99	45001	05/08/20
		600716	Sweeper	04/29/20	24.98	45001	05/08/20
		600858	Vehicle Maintenance	05/04/20	.80	45059	05/21/20
		600858	Vehicle Maintenance	05/04/20	1.40	45059	05/21/20
		600858	Vehicle Maintenance	05/04/20	4.00	45059	05/21/20
		600858	Vehicle Maintenance	05/04/20	1.50	45059	05/21/20
		600858	Vehicle Maintenance	05/04/20	2.29	45059	05/21/20
		610304	Fuel Cap	05/15/20	21.98	45059	05/21/20
Total 966:					82.80		
980							
980	Hermiston Quicky Lube	460835	Oil Change	03/07/20	37.95	45060	05/21/20
		462096	Oil Change	04/03/20	54.90	45060	05/21/20
		463131	Oil Change	04/22/20	43.95	45002	05/08/20
		463706	Oil Change	05/01/20	56.90	45002	05/08/20
Total 980:					193.70		
994							
994	High Performance Signs	24277	Signage-Marina	04/24/20	1,171.00	45003	05/08/20
Total 994:					1,171.00		
1012							
1012	Home Depot Credit Services	1123570	Supplies-Water Dept	03/27/20	32.82	45004	05/08/20
		4042696	Library Wall Repair	03/31/20	177.94	45004	05/08/20
		4042697	Shop Tools	04/03/20	697.94	45004	05/08/20
		7044044	Outdoor Carpet Adhesive	04/20/20	23.58	45004	05/08/20
		7624622	Supplies-Water Dept	03/31/20	9.34	45004	05/08/20
Total 1012:					941.62		
1034							
1034	HRA VEBA Trust Contributions	RAULMADRI	FUND MADRIGAL-GIL	05/06/20	200.00	45005	05/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 1034:					200.00		
1044							
1044	Huxel, Darla	MAY012020	Equipment Reimbursement	05/20/20	242.99	45061	05/21/20
Total 1044:					242.99		
1060							
1060	Ingram	44494618	Library Books	03/25/20	17.39	45006	05/08/20
		44494619	Library Books	03/25/20	17.39	45006	05/08/20
		45419695	Library Books	04/30/20	17.40	45006	05/08/20
		45419696	Library Books	04/30/20	18.00	45006	05/08/20
		45419697	Library Books	04/30/20	17.37	45006	05/08/20
		45419698	Library Books	04/30/20	9.75	45006	05/08/20
		45549881	Library Books	05/06/20	17.40	45062	05/21/20
		45549882	Library Books	05/06/20	16.20	45062	05/21/20
		45549883	Library Books	05/06/20	16.20	45062	05/21/20
		45549884	Library Books	05/06/20	8.97	45062	05/21/20
Total 1060:					156.07		
1068							
1068	Intermountain ESD	598T067365	surface Arc Mouse	04/15/20	68.59	45007	05/08/20
		598T067409	surface Arc Mouse	04/14/20	68.59	45007	05/08/20
		598T067409	surface Arc Mouse	04/14/20	22.87	45007	05/08/20
		598T067409	surface Arc Mouse	04/14/20	22.86	45007	05/08/20
		598T067409	surface Arc Mouse	04/14/20	22.86	45007	05/08/20
Total 1068:					205.77		
1089							
1089	J U B Engineers, Inc.	133696	Lind Road Improvements	05/11/20	6,681.73	45063	05/21/20
		133718	Miscellaneous Engineering	05/12/20	3,886.08	45063	05/21/20
		133727	Phase 1 Construction Management Services	05/11/20	6,470.33	45063	05/21/20
		133745	Development Engineering Reviews	05/12/20	9,020.00	45063	05/21/20
		133750	Power City Water Tech Memo and CDBG Application Assistance	05/12/20	1,234.69	45063	05/21/20
		133751	Pedestrian Bridge & Waterline Estimates	05/12/20	2,968.50	45063	05/21/20
		133754	UGB Expansion TIA	05/12/20	2,508.83	45063	05/21/20
		133755	RTP Funding Assistance	05/12/20	1,264.38	45063	05/21/20
Total 1089:					34,034.54		
1099							
1099	James C. Fulper dba Health Opt	88976	DOT Physical - Dyer	03/30/20	95.00	45009	05/08/20
		89357	Annual Drug Screen Fee-DOT	04/21/20	66.67	45009	05/08/20
		89357	Annual Drug Screen Fee-DOT	04/21/20	66.66	45009	05/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		89357	Annual Drug Screen-DOT	04/21/20	66.67	45009	05/08/20
		89523	DOT Physical/Drug Screen -Mendoza and Dyer	05/06/20	63.00	45064	05/21/20
		89523	DOT Physical/Drug Screen -Mendoza and Dyer	05/06/20	63.00	45064	05/21/20
	Total 1099:				421.00		
1112							
1112	Jimmy's Johns Portable Toilets L	11408	Marina & RV Park - 2 Units	05/01/20	185.00	45065	05/21/20
	Total 1112:				185.00		
1187							
1187	Kids Reference Co.	KRC02-9027	Books for Library	02/28/20	79.94	45066	05/21/20
	Total 1187:				79.94		
1189							
1189	KIE Supply Corp	2021945	Marina Irrigation Repairs	04/17/20	162.29	45011	05/08/20
		2021984	Marina Irrigation Repair	04/17/20	16.10	45011	05/08/20
		2022338	Bulbs for the Bluffs Street Lights	04/23/20	41.35	45011	05/08/20
		2022431	Nugent Park Irrigation Repair	04/24/20	184.52	45011	05/08/20
		2022527	Marina Repair Valve	04/27/20	13.83	45011	05/08/20
		2022788	Marina Irrigation Repair	04/29/20	123.23	45011	05/08/20
		2023283	Valve Replacement at Marina	05/06/20	140.07	45067	05/21/20
		2023319	Marina Valve Repair	05/07/20	157.49	45067	05/21/20
		2023321	Valve Replacement at Marina	05/07/20	140.07-	45067	05/21/20
		2023342	Marina Valve Replacement	05/07/20	8.30	45067	05/21/20
		2023378	Marina Irrigation Repairs	05/08/20	695.64	45067	05/21/20
		2023718	Parks Dept	05/13/20	340.67	45067	05/21/20
		2023795	Irrigation Repair Hash park	05/14/20	38.60	45067	05/21/20
		2023855	Marina Irrigation Repairs	05/15/20	374.97-	45067	05/21/20
	Total 1189:				1,407.05		
1219							
1219	Kuhn Law Offices	11429-27	Legal Services - General	05/06/20	70.00	45068	05/21/20
		11429-28	Legal Services - Jesse Rodriguez	05/06/20	402.50	45068	05/21/20
	Total 1219:				472.50		
1221							
1221	Kuo Testing Labs, Inc.	20B0253	TRCI Lab Tests TBR	03/13/20	85.10	45069	05/21/20
		20C0124	TRCI Lab Tests	03/13/20	85.10	45069	05/21/20
		20C0125	TRCI Lab Tests TBR	03/13/20	22.10	45069	05/21/20
		20C0248	TRCI Lab Tests TBR	03/30/20	85.10	45069	05/21/20
		20D0044	TRCI Lab Tests	04/10/20	85.10	45069	05/21/20
		20D0161	TRCI Lab Tests	04/24/20	85.10	45069	05/21/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		20D0162	TRCI Lab Tests	04/24/20	85.10	45069	05/21/20
		20DO0013	TRCI Lab Tests TBR	04/09/20	85.10	45069	05/21/20
Total 1221:					617.80		
1250							
1250	League of Oregon Cities	8091	Job Posting electrical inspector	05/15/20	20.00	45071	05/21/20
Total 1250:					20.00		
1561							
1561	Norco Inc.	28994047	Safety Vest	04/07/20	17.94	45012	05/08/20
		29109081	Safety Vest	04/23/20	54.17	45012	05/08/20
		29169253	Cylinder Rental	04/30/20	42.90	45012	05/08/20
		29169253	Cylinder Rental	04/30/20	42.90	45012	05/08/20
Total 1561:					157.91		
1580							
1580	NW Farm Supply Inc.	B214109	sprayer for well houses & hydrant	04/24/20	101.93	45013	05/08/20
		C111410	Equipment Repair Parks	04/22/20	138.46	45013	05/08/20
		C111411	Spray Equipment Repair	04/22/20	49.99	45013	05/08/20
		C111412	Marina 2 Garbage Cans for Fish Shack	04/22/20	42.98	45013	05/08/20
		C111578	Equipment Repair	05/01/20	127.88	45013	05/08/20
Total 1580:					461.24		
1615							
1615	One Call Concepts, Inc.	0040502	Regular Tickets, Modem Delivery	04/30/20	83.79	45014	05/08/20
Total 1615:					83.79		
1636							
1636	Oregon Dept of Revenue	APRIL2020	State Court Assessments	05/01/20	20,153.44	45074	05/21/20
Total 1636:					20,153.44		
1637							
1637	Oregon Dept of State Lands	62418-RFMA	Lind Rd. Pmt in Lieu of Mitigation	05/08/20	25,158.79	45015	05/08/20
Total 1637:					25,158.79		
1676							
1676	OXARC Inc.	30957211	Fire Ext.	05/06/20	71.11	45075	05/21/20
		30960388	Fire Ext Recharge	05/12/20	46.45	45075	05/21/20
Total 1676:					117.56		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
1684							
1684	Pacific Power	0010MAY202	820 6th Street	04/15/20	81.51	45016	05/08/20
		0013MAY202	Highway 395 & 730 Interti Well	04/15/20	2,943.07	45016	05/08/20
		0021MAY202	McNary Ind Park	04/27/20	8,501.37	45016	05/08/20
		0039MAY202	McFarland Well	04/24/20	2,060.75	45016	05/08/20
		0054MAY202	City Pk Rest Room	04/22/20	93.57	45016	05/08/20
		0062MAY202	Shop Complex	04/15/20	44.91	45016	05/08/20
		0070MAY202	8th & F SE Corner	04/20/20	100.12	45016	05/08/20
		0088MAY202	8th & E St SS Park	04/15/20	56.88	45016	05/08/20
		0096MAY202	6th & A St.	04/27/20	17.94	45016	05/08/20
		0104MAY202	Street Lights	04/20/20	2,331.24	45016	05/08/20
		0112MAY202	800 6th St.	04/15/20	60.69	45016	05/08/20
		0112MAY202	800 6th St.	04/15/20	204.18	45016	05/08/20
		0112MAY202	800 6th St.	04/15/20	204.19	45016	05/08/20
		0112MAY202	800 6th St.	04/15/20	204.19	45016	05/08/20
		0120MAY202	632 D St.	04/15/20	585.39	45016	05/08/20
		0146MAY202	Bud Draper Dr.	04/15/20	3,692.26	45016	05/08/20
		0153MAY202	Water Booster Station	04/15/20	1,585.58	45016	05/08/20
		0161MAY202	Water Tank Port	04/15/20	3,625.03	45016	05/08/20
		0179MAY202	285 Radar Rd.	04/27/20	402.75	45016	05/08/20
		0187MAY202	Div 7 Naches Ave Lift	04/15/20	29.31	45016	05/08/20
		0377MAY202	Bath House Marina	04/22/20	433.39	45016	05/08/20
		0385MAY202	Fish Cleaning Station	02/22/20	17.94	45016	05/08/20
		0393MAY202	West End Comfort Station	04/22/20	18.55	45016	05/08/20
		0401MAY202	15 HP Pump Marina Levy	04/22/20	143.21	45016	05/08/20
		0419MAY202	Quincy Ave. N 2nd @ Marina	04/22/20	188.39	45016	05/08/20
		0427MAY202	Marina Park	04/22/20	1,176.78	45016	05/08/20
		0435MAY202	1710 Quincy St.	04/22/20	593.96	45016	05/08/20
		0443JUNE20	Umatilla Marina St. Lights	05/12/20	195.02	45076	05/21/20
		0443MAY202	Umatilla Marina St. Lights	04/13/20	194.76	45016	05/08/20
		0476MAY202	ABT 30322 Highway 730	04/22/20	24.76	45016	05/08/20
		0500MAY202	129 Walla Walla St.	04/15/20	18.25	45016	05/08/20
Total 1684:					29,829.94		
1715							
1715	Pea Ridge Embroidery	36518	Embroider Caps for Contractors	04/30/20	68.00	45017	05/08/20
Total 1715:					68.00		
1774							
1774	Postmaster	MAY072020	Water Bills Postage	05/07/20	1,500.00	45079	05/21/20
		MAY072020	Water Bills Postage	05/07/20	1,500.00	45079	05/21/20
Total 1774:					3,000.00		
1791							
1791	PRO RENTAL & SALES, INC.	22-1164572	Mini Excavator-Kiwanis Pk Restroom Install	03/11/20	1,522.99	45018	05/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 1791:					1,522.99		
1818							
1818	Quill Corporation	6330853	Office Supplies	04/17/20	35.14	45019	05/08/20
		6330853	Office Supplies	04/17/20	6.98	45019	05/08/20
		6330853	Office Supplies	04/17/20	14.08	45019	05/08/20
		6330853	Office Supplies	04/17/20	21.06	45019	05/08/20
		6330853	Office Supplies	04/17/20	21.06	45019	05/08/20
		6330853	Office Supplies	04/17/20	14.08	45019	05/08/20
		6330853	Office Supplies	04/17/20	2.06	45019	05/08/20
		6417674	Office Supplies	04/22/20	7.12	45019	05/08/20
		6417674	Office Supplies	04/22/20	1.41	45019	05/08/20
		6417674	Office Supplies	04/22/20	2.85	45019	05/08/20
		6417674	Office Supplies	04/22/20	4.27	45019	05/08/20
		6417674	Office Supplies	04/22/20	4.27	45019	05/08/20
		6417674	Office Supplies	04/22/20	2.85	45019	05/08/20
		6417674	Office Supplies	04/22/20	.41	45019	05/08/20
		6446014	Office Supplies	04/22/20	20.35	45019	05/08/20
		6446014	Office Supplies	04/22/20	4.04	45019	05/08/20
		6446014	Office Supplies	04/22/20	8.15	45019	05/08/20
		6446014	Office Supplies	04/22/20	12.20	45019	05/08/20
		6446014	Office Supplies	04/22/20	12.20	45019	05/08/20
		6446014	Office Supplies	04/22/20	8.15	45019	05/08/20
		6446014	Office Supplies	04/22/20	1.19	45019	05/08/20
		6510040	Office Supplies	04/02/20	8.58	45019	05/08/20
		6510040	Office Supplies	04/02/20	1.71	45019	05/08/20
		6510040	Office Supplies	04/02/20	3.44	45019	05/08/20
		6510040	Office Supplies	04/02/20	5.14	45019	05/08/20
		6510040	Office Supplies	04/02/20	5.14	45019	05/08/20
		6510040	Office Supplies	04/02/20	3.44	45019	05/08/20
		6510040	Office Supplies	04/02/20	.51	45019	05/08/20
		6749130	Office Supplies	05/06/20	31.09	45082	05/21/20
		6749130	Office Supplies	05/06/20	6.18	45082	05/21/20
		6749130	Office Supplies	05/06/20	12.46	45082	05/21/20
		6749130	Office Supplies	05/06/20	18.64	45082	05/21/20
		6749130	Office Supplies	05/06/20	18.64	45082	05/21/20
		6749130	Office Supplies	05/06/20	12.46	45082	05/21/20
		6749130	Office Supplies	05/06/20	1.81	45082	05/21/20
		6754504	Office Supplies	05/06/20	11.57	45082	05/21/20
		6754504	Office Supplies	05/06/20	2.30	45082	05/21/20
		6754504	Office Supplies	05/06/20	4.63	45082	05/21/20
		6754504	Office Supplies	05/06/20	6.93	45082	05/21/20
		6754504	Office Supplies	05/06/20	6.93	45082	05/21/20
		6754504	Office Supplies	05/06/20	4.63	45082	05/21/20
		6754504	Office Supplies	05/06/20	.69	45082	05/21/20
		6785447	Office Supplies	05/06/20	13.78	45082	05/21/20
		6785447	Office Supplies	05/06/20	2.74	45082	05/21/20
		6785447	Office Supplies	05/06/20	5.52	45082	05/21/20
		6785447	Office Supplies	05/06/20	8.26	45082	05/21/20
		6785447	Office Supplies	05/06/20	8.26	45082	05/21/20
		6785447	Office Supplies	05/06/20	5.52	45082	05/21/20
		6785447	Office Supplies	05/06/20	.82	45082	05/21/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		6785566	Office Supplies	05/07/20	33.76	45082	05/21/20
		6785566	Office Supplies	05/07/20	6.71	45082	05/21/20
		6785566	Office Supplies	05/07/20	13.53	45082	05/21/20
		6785566	Office Supplies	05/07/20	20.23	45082	05/21/20
		6785566	Office Supplies	05/07/20	20.23	45082	05/21/20
		6785566	Office Supplies	05/07/20	13.53	45082	05/21/20
		6785566	Office Supplies	05/07/20	1.97	45082	05/21/20
		6849707	Office Supplies	05/06/20	17.35	45082	05/21/20
		6849707	Office Supplies	05/06/20	3.45	45082	05/21/20
		6849707	Office Supplies	05/06/20	6.95	45082	05/21/20
		6849707	Office Supplies	05/06/20	10.40	45082	05/21/20
		6849707	Office Supplies	05/06/20	10.40	45082	05/21/20
		6849707	Office Supplies	05/06/20	6.95	45082	05/21/20
		6849707	Office Supplies	05/06/20	1.02	45082	05/21/20
	Total 1818:				582.22		
1846							
1846	RDO Equipment Co.	CNNYYY	John Deere Mower Parts	04/29/20	36.34	45020	05/08/20
		P9357665	John Deere Mower Parts	04/28/20	255.50	45083	05/21/20
		P9365365	John Deere Mower Parts	04/29/20	36.34	45083	05/21/20
		P9424665	John Deere Mower Parts	05/06/20	285.52	45083	05/21/20
		P9511965	Break Pads for Parks Gator	05/15/20	151.83	45083	05/21/20
		P9528565	Emergency Break Kit Repair	05/18/20	332.20	45083	05/21/20
	Total 1846:				1,097.73		
1912							
1912	Ross Machine & Steel Sales, Inc	I54114	Water Dept Maint	03/30/20	11.80	45084	05/21/20
	Total 1912:				11.80		
1929							
1929	S.S. EQUIPMENT	IH40393	NEW Holland Tractor Repair	05/27/20	23.92	45023	05/08/20
	Total 1929:				23.92		
1977							
1977	Seder Architecture + Urban Des,	9	Umatilla Business Center	05/02/20	5,626.25	45024	05/08/20
		9	Umatilla Business Center	05/02/20	5,626.25	45024	05/08/20
	Total 1977:				11,252.50		
2013							
2013	Signs by Sue	21206	Vehicle Decals	04/15/20	933.00	45025	05/08/20
	Total 2013:				933.00		
2021							
2021	Simplot Grower Solutions	757119665	Wastewater Maintenance	04/20/20	102.00	45026	05/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		757119975	Roundup Power Max-RV and Marina	04/23/20	482.00	45026	05/08/20
Total 2021:					584.00		
2041							
2041	SME Solutions, LLC	292923	Marina Fuel Tank Compliance Testing	03/31/20	1,050.00	45027	05/08/20
Total 2041:					1,050.00		
2059							
2059	Smitty's Ace Hardware	627027	Parks Supplies	04/20/20	45.71	45028	05/08/20
		627796	Graffiti Removal	04/29/20	63.11	45028	05/08/20
		627893	Irrigation repair parts stock	04/30/20	25.55	45028	05/08/20
		628521	golf booster transdriver	05/08/20	64.57	45086	05/21/20
		628542	Marina	05/08/20	78.77	45086	05/21/20
Total 2059:					277.71		
2100							
2100	Sterling Codifiers	385	2020 S-1 Supplement: Ords: 799 thru 842	04/30/20	3,076.00	45088	05/21/20
		800447	Hosting Code 2020	12/20/19	500.00	45088	05/21/20
Total 2100:					3,576.00		
2138							
2138	SYNCHRONY BANK/AMAZON	3142MAY202	Library Books	05/01/20	25.00	45029	05/08/20
Total 2138:					25.00		
2148							
2148	Talos Engineering, Inc.	1504	Cellular Texting System	05/01/20	60.00	45090	05/21/20
		1511	Coordination of IWW Radios	05/06/20	1,639.00	45090	05/21/20
		1516	lift station maintenance	05/06/20	1,042.44	45090	05/21/20
Total 2148:					2,741.44		
2178							
2178	The Emblem Authority	33238	Police Dept Patches	05/15/20	215.00	45092	05/21/20
Total 2178:					215.00		
2268							
2268	Umatilla County Attn: Finance	APRIL2020	County Court Assessments	05/01/20	2,302.56	45093	05/21/20
Total 2268:					2,302.56		
2270							
2270	Umatilla County Circuit Court	#D502092-D	Paid to wrong court- #D502092 & #D721048 Robert A Starliper	05/04/20	1,384.38	45031	05/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 2270:					1,384.38		
2281							
2281	Umatilla Elect. Coop. Assoc.	4907MAY202	Lights for Waterfall	05/05/20	43.30	45094	05/21/20
		6190MAY202	Sewer Pump	05/05/20	66.85	45094	05/21/20
		6190MAY202	Street Lights	05/05/20	70.00	45094	05/21/20
		7216MAY202	Sewer Pump	05/05/20	42.93	45094	05/21/20
		7216MAY202	Street Lights	05/05/20	64.24	45094	05/21/20
Total 2281:					287.32		
2299							
2299	UNITED RENTALS INC	180399903-0	Equipment Rental-Streets	04/16/20	436.84	45032	05/08/20
Total 2299:					436.84		
2307							
2307	UPS	84WV8170	Police Postage	04/25/20	33.73	45033	05/08/20
		84WV8190	Fee on Postage for PD	05/09/20	16.93	45095	05/21/20
Total 2307:					50.66		
2337							
2337	Verizon Wireless	9852664543	Water Dept Lines	04/15/20	168.64	45034	05/08/20
		9853774396	Public Works Phones	05/02/20	173.18	45096	05/21/20
		9853774396	Public Works Phones	05/02/20	173.18	45096	05/21/20
		9853774396	Police Department Cell Phones	05/02/20	1,121.92	45096	05/21/20
Total 2337:					1,636.92		
2541							
2541	FCS Group	3034-220050	Construction Excise Tax	05/15/20	87.50	45052	05/21/20
		3034-220050	Water Utility	05/15/20	5,532.86	45052	05/21/20
		3034-220050	WW Utility	05/15/20	4,853.39	45052	05/21/20
Total 2541:					10,473.75		
2564							
2564	Rose Hart Pest Control	26557	Indoor/Outdoor spider and wasp control	04/15/20	243.75	45022	05/08/20
		26557	Indoor/Outdoor spider and wasp control	04/15/20	162.50	45022	05/08/20
		26557	Indoor/Outdoor spider and wasp control	04/15/20	81.25	45022	05/08/20
		26557	Indoor/Outdoor spider and wasp control	04/15/20	162.50	45022	05/08/20
Total 2564:					650.00		
2646							
2646	GeoEngineers	0163140	StormwaterUIC Groundwater				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
			Protectiveness Evaluation	02/07/20	3,028.00	44997	05/08/20
Total 2646:					3,028.00		
2647							
2647	Pinnock, David Wayne	116	Park Concessionaire Services	05/14/20	6,500.00	45078	05/21/20
Total 2647:					6,500.00		
2723							
2723	T Mobile	8369MAY202	Library hotspots	05/01/20	123.64	45030	05/08/20
Total 2723:					123.64		
2750							
2750	T.M. Consulting	MARCH-APR	Consulting	05/01/20	225.00	45089	05/21/20
		MARCH-APR	Consulting	05/01/20	825.00	45089	05/21/20
Total 2750:					1,050.00		
2751							
2751	Carla McLane Consulting, LLC.	UMA-2020-0	Consulting Services	05/04/20	1,760.00	44984	05/08/20
Total 2751:					1,760.00		
2754							
2754	GreenPlay LLC	6949	Consulting Master Park Plan	05/10/20	3,087.00	45055	05/21/20
Total 2754:					3,087.00		
2765							
2765	Taurus Power & Control	6164	Programming & new Radio Additions-WWTP	04/30/20	8,204.75	45091	05/21/20
Total 2765:					8,204.75		
2766							
2766	Specialty Mining & Infield Suppli	1489	Diamond Dust Regional Mix/Warning Track	04/06/20	1,400.10	45087	05/21/20
Total 2766:					1,400.10		
2777							
2777	Law Offices of Peter D. Mohr	29	CDBG Water Agreement	05/10/20	4,650.00	45070	05/21/20
		30	UGB Expansion Legal	05/10/20	1,125.00	45070	05/21/20
Total 2777:					5,775.00		
2779							
2779	J Lugo's Construction, LLC	04222020	Carport Improvements	04/22/20	1,850.00	45008	05/08/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 2779:					1,850.00		
2780							
2780	Arne's	10890	main line clog-WWTP	04/21/20	435.00	44980	05/08/20
Total 2780:					435.00		
2781							
2781	Roland Wampler Jr. Construction	2003	Kiwanis Restroom Sidewalk	04/22/20	3,960.00	45021	05/08/20
Total 2781:					3,960.00		
2782							
2782	Business Radio Licensing	CALLSIGN:	Radio licensing 2020	05/06/20	120.00	44982	05/08/20
Total 2782:					120.00		
2783							
2783	Joel Strebin	2596BLUEJA	Final billing	05/07/20	28.64	45010	05/08/20
Total 2783:					28.64		
2785							
2785	Anna Neiss	9007THST	900 7th St.-Final Billing	05/07/20	25.92	44977	05/08/20
Total 2785:					25.92		
2786							
2786	Pyrol-Spectaculars North Inc. -W	10727	Senior Firework Display-Graduation 2020	05/06/20	5,000.00	45080	05/21/20
Total 2786:					5,000.00		
2787							
2787	Amy Gore	344PINETRE	Final Billing-Utility Refund	05/01/20	123.26	45037	05/21/20
Total 2787:					123.26		
2788							
2788	Ryan Pedro	135JEFFER	Final Billing-Utility Billing	05/18/20	189.76	45085	05/21/20
Total 2788:					189.76		
2789							
2789	Natural Express LLC.	200388BULA	Overpayment Yuriy Bulavin	05/01/20	25.00	45073	05/21/20
Total 2789:					25.00		
2790							
2790	Heriberto Rodriguez Rodriguez	200751ROD	Overpayment	05/01/20	205.00	45058	05/21/20

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 2790:					205.00		
2791							
2791	CRST Internation	200438LEDB	Overpayment-Owen A Ledbetter	05/01/20	200.00	45046	05/21/20
Total 2791:					200.00		
2792							
2792	Abel M Keleta	200657KELE	Overpayment -Abel M Keleta	05/01/20	38.00	45036	05/21/20
Total 2792:					38.00		
2793							
2793	Mitch Pavlovick-Triple S Transpo	200715	Overpayment	05/01/20	75.00	45072	05/21/20
Total 2793:					75.00		
2794							
2794	Pedro Alvarez Herrera	200791HER	Overpayment	05/01/20	440.00	45077	05/21/20
Total 2794:					440.00		
2795							
2795	Clinton Beck	908WILLAM	Final Billing-utilities	05/01/20	103.44	45044	05/21/20
Total 2795:					103.44		
2796							
2796	Glenn McIntire	732FST	Final Billing-Utilities	05/01/20	100.00	45053	05/21/20
Total 2796:					100.00		
2797							
2797	Quadient Leasing USA, Inc.	N8301162	postage meter lease payment	05/12/20	193.50	45081	05/21/20
		N8301162	postage meter lease payment	05/12/20	193.50	45081	05/21/20
Total 2797:					387.00		
Grand Totals:					239,019.72		

Report Criteria:

Detail report type printed

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 55-2020 - A resolution adopting financial policies	Meeting Date: 2020-06-02
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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: 05/05/2020
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Attachments to Agenda Packet Item:

[RES 55-2020.docx](#)

[Financial Management Policies.docx](#)

Summary Statement: Motion to approve Resolution No. 55-2020. 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. This Resolution formalizes our practices and adopts some new industry best practices.

Consistent with Council Goals: Goal 5 : Perform at the Highest Levels of Operational Excellence

RESOLUTION NO. 55-2020

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. 55-2020

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.

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 61-2020 A Resolution Authorizing the City Manager to Sign an Agreement between the City of Umatilla and the Umatilla Morrow Radio & Data District	Meeting Date: 2020-06-02
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Department: Police	Director: Darla Huxel	Contact Person: Darla Huxel	Phone Number: 541-922-3789
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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: May 19, 2020
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Attachments to Agenda Packet Item:

[RES 61-2020.docx](#)

[UMRDD User Agreement.WithAppendixA_Apr2020 \(002\).pdf](#)

[UMRDD_User Encryption Request Form_Feb2020.pdf](#)

Summary Statement: Motion to approve.

Consistent with Council Goals: Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.

RESOLUTION NO. 61-2020

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN AN AGREEMENT BETWEEN THE CITY OF UMATILLA AND THE UMATILLA MORROW RADIO & DATA DISTRICT

WHEREAS, in 2009, Governor Ted Kulongoski signed House Bill 3254, which authorized statutory language to be adopted allowing Umatilla and Morrow Counties to form a radio & data tax district. The purpose of the radio & data district was to create a reliable means of maintaining and eventually replacing the 450mHz radio system purchased, maintained and co-managed by FEMA and the United States Army in support of the Chemical Stockpile Emergency Preparedness Program's (CSEPP) demilitarization of chemical weapons at the Umatilla Chemical Depot; and

WHEREAS, in November 2010, voters in Umatilla and Morrow Counties approved the proposed radio & data district. The Umatilla Morrow Radio & Data District (UMRDD) was formed shortly thereafter, and is funded by a property tax rate of \$.17 per \$1000 of assessed value. The District is governed by a five-member Board of Directors who are elected to four-year terms pursuant to ORS 403.512

WHEREAS, in 2019, the Board of Directors posted a Request for Proposals (RFP) seeking a vendor capable of replacing the aged radio system, which was turned over to local government in 2012 when the CSEPP mission was complete.

WHEREAS, in early 2020, the Board of Directors posted a second RFP, for the installation of radios in police and fire vehicles.

WHEREAS, the digital and encrypted new radio system will significantly improve radio coverage and interoperability, thus enhancing the safety of first responders while protecting the personal information of citizens; and

WHEREAS, encryption will eliminate the public's ability to scan and listen to radio traffic generated by police and fire personnel live, though a copy of all electrical recordings will still be available upon public records request.

WHEREAS, is in the best interest of the public for police and fire to be able to operate on encrypted tactical channels during dangerous and/or covert incidents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UMATILLA:

Section 1: The Umatilla City Council authorizes City Manager Stockdale to sign the user agreement.

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

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

UMATILLA MORROW RADIO & DATA DISTRICT
USER AGREEMENT

1. PURPOSE AND INTRODUCTION

The purpose of this Agreement is to define the rights and obligations of the Umatilla Morrow Radio & Data District (“DISTRICT”) and the _____ (“USER”) with respect to the use of portable, mobile, and desktop radios (“Subscriber Units”) by the USER on the Bi-County Trunked Radio System (“System”).

The System is a multi-site general purpose wireless communications system designed to provide, among other things, 97% area coverage reliability for portable radio operations above ground level out-of-doors through a large portion of the Umatilla/Morrow County, Oregon regions. USER benefits and services include access to a wide area radio communications system, multiple system redundancies with backup power, use of talkgroups, electronic identification of all radios on all transmissions, system security, radio interoperability, 24 hour a day system repair response, access to a pool of special event radios and end user radio training assistance and materials. USER will be provided DISTRICT owned Subscriber Units under this agreement. The DISTRICT is not making any representation or warranties with regard to the System.

2. DUTIES AND RESPONSIBILITIES OF USER

2.1 Conformance to DISTRICT Standards

USER agrees to be aware of and conform to all applicable standards, policies, procedures and protocols established or amended by the DISTRICT related to user of the System including but not limited to use of District approved subscriber units, radio user training requirements, radio operating guidelines, audit, monitoring and compliance.

2.2 Conformance to Federal Laws and Regulations

USER agrees to be aware of and conform to all applicable Federal Rules, Regulation and Laws pertaining to use of the System including but not limited to the Communications Act of 1934 as Amended and Part 90 of the Federal Communications Commission Rules and Regulations.

2.3 Use of the System

The radios may be used for everyday communications within the USER’s agency. USER agrees to use their radios for public safety interoperability purposes where applicable.

2.4 Response to Improper Use

In the event the DISTRICT informs USER that statistical analysis of System usage or other information indicates that USER personnel may have inappropriately used the System, or may have violated standards, policies, procedures, rules, regulations or laws regarding proper operation of the System, or may have violated the provisions of this Agreement, USER agrees to take immediate and appropriate investigative and correction action to stop the violation and eliminate any reoccurrence.

2.5 Subscriber Unit Code Plug Programming Files and System Key Files

All radio code plug programming files and system key files are the sole property of the DISTRICT, and consist of or contain information that is classified as security information and non-public data. Unless specifically authorized by the DISTRICT in writing on an individual radio by radio basis, USER may not directly or indirectly, or permit any third person to: view, read, print, extract, copy, transmit, archive, edit, create, clone, transfer, release, tamper with, reverse engineer or otherwise compromise the security of any radio code plug programming file or system key file for any radio on the System. In the event USER learns that any person has improperly or fraudulently obtained radio code plug programming file information or system key file, USER will immediately notify the DISTRICT of the security breach.

2.6 Encryption

Encryption by Talkgroup is available on the system but is not required. Upon written request of the USER, the DISTRICT will install encryption into the USER's subscriber units and/or radio consoles for any Talkgroup assigned by the DISTRICT for use by the USER.

The DISTRICT will provide the USER with a form to be completed by the USER with the name of the Talkgroup to be encrypted, the date/time the USER wants the encryption to take effect, and the date of notification of the USER's governing body. Minutes or other documentation of the governing body's knowledge of the USER's request to encrypt the subject Talkgroup(s) must be attached to the form.

2.7 Notification to the DISTRICT of change of Subscriber Unit Alias

Every Subscriber Unit on the System has a unique ID number assigned. This ID number is associated with an alias that appears on the dispatch console and other System administration tools when the Subscriber Unit accesses the system – including accessing the System as a result of an emergency button press. These aliases usually reflect the radio number of the person or vehicle that they are issued to.

USER is responsible for ensuring that accurate information regarding a Subscriber Unit's alias is provided to the DISTRICT at the time of entering into this agreement, and whenever a Subscriber Unit is reassigned or relocated to an individual or vehicle that has a different radio number than previously assigned.

2.8 Notification to the DISTRICT of Lost, Stolen, Damaged, or Destroyed Subscriber Units

The USER will immediately provide the serial number and system alias of any lost or stolen radio so the radio can be deactivated on the System.

The USER is ultimately responsible for maintenance and care of all issued System equipment. The USER will report to the DISTRICT any System equipment malfunction or any other equipment operation issue. The USER agrees to replace destroyed DISTRICT equipment while under USER care, custody, and control and will be held

responsible for replacement costs if the damage or loss is a result of negligence. Negligence will be determined by the DISTRICT.

The DISTRICT's office telephone number is 541-966-3774.

2.9 Mobile Subscriber Unit Installation Standards

The quality of service provided by a Mobile Subscriber Unit largely depends upon the quality and manner of the unit's installation in a vehicle. USER is responsible for ensuring that all Mobile Subscriber Units that will have access to the System are installed in compliance with DISTRICT standards set forth in Appendix A of this agreement.

USER shall notify DISTRICT when an installation is completed so that DISTRICT may inspect and verify compliance with Appendix A. USER shall not put the Mobile Subscriber Unit into service until the DISTRICT has inspected and verified proper installation.

DUTIES AND RESPONSIBILITIES OF THE DISTRICT

3.1 Allocation of System Resources

The DISTRICT will allocate to USER, on a fair and non-discriminatory basis, sufficient System resources including Talk Groups, Radio Unit Ids, Alias Ids, etc. in order to provide USER with an equivalent grade of service afforded to other comparable System users. The DISTRICT will program the USER's subscriber radios. The DISTRICT is not making any representations or warranties with regard to the service or System resources.

3.2 Monitoring of USER Talk Groups

The DISTRICT may periodically monitor talk groups allocated to USER for USER's internal use for system management purposes including but not limited to maintenance, troubleshooting, system performance assessments, unusual traffic patterns (sudden jump in usage), policy and procedure compliance checks, etc. DISTRICT monitoring of USER's talk groups may occur at any time, for any duration, may be without notice and is subject to recording.

3.3 Radio Operator Training

The DISTRICT will provide USER with access to end user radio training, instructional materials, and 'Train-the-Trainer' services provided by the DISTRICT. The DISTRICT is not making any representations or warranties with regard to the training.

3.4 Database Administration

The DISTRICT will manage and administer the System database records containing the information related to inventory, configuration, programming history, software version control, subscriber unit IDs, service levels, statistical usage analysis, etc. for USER's subscriber radios used on the System. The DISTRICT is not making any representations or warranties with regard to the database administration.

3.5 De-certification and Disposition of Obsolete Subscriber Units

The DISTRICT may de-certify radios and/or radio operating software versions which become obsolete for reasons including but not limited to: become unsafe to use, impair System performance, are no longer supported by the radio Manufacturer, are no longer support by the DISTRICT, exhibit substantial defects, exhibit performance deficiencies, impair implementation of System upgrades, become unreliable, become economically unfeasible to maintain, etc. Except in those cases affecting safety or performance impacts to the System, the DISTRICT will make reasonable efforts to avoid de-certification of radios leased to USER which have not been fully depreciated and to provide USER with at least one (1) year of advance notice prior to the effective date of radio or software version de-certification. De-certified radios or radio operating with de-certified software versions will not be allowed to access or use the System.

3.6 Radio Station Licenses

DISTRICT shall hold and administer all FCC licenses on behalf of all users of the System. This does not revoke assignment of FCC frequencies held by the USER. USER shall operate as authorized mobile, portable and control station units under the applicable FCC radio station licenses.

4. TERM AND CANCELLATION

4.1 Term of Agreement

This open-ended Agreement shall be in effect as of the date of its execution and shall continue in force until terminated as set forth in the following paragraph:

Either party may terminate this Agreement upon giving written notice of termination to the other party not less than 90 days prior to the date of cancellation which shall be set forth in the notice.

5. MERGER AND MODIFICATION

5.1 Entire Agreement

It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

5.2 Amendments to Agreement

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.

6. DEFAULT

- 6.1 If the USER fails to perform any of the provisions of this Agreement, this shall constitute a default. Unless the USER's default is excused by the DISTRICT, the DISTRICT may upon written notice immediately cancel this Agreement in its entirety.
- 6.2 Notwithstanding any provision of this Agreement to the contrary, the USER shall not be relieved of liability to the DISTRICT for damages sustained by the DISTRICT by virtue of any breach of this Agreement by the USER.
- 6.3 The above remedies shall be in addition to any other right or remedy available to the DISTRICT under this contract, law, statute, rule, and/or equity.
- 6.4 The DISTRICT's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of this Agreement.

7. MISCELLANEOUS PROVISIONS

7.1 Independent Parties

It is mutually understood that this Agreement does not create an employment relationship between the parties, nor does it create a partnership or joint venture, nor does it constitute a cooperative agreement or joint powers agreement.

7.2 Indemnification and Hold Harmless

The USER shall indemnify and hold harmless the DISTRICT (and its respective employees, agents, and affiliates) against any claim, liability, loss, damage or expense (including attorneys' fees and other costs of investigating and litigating claims) caused, directly or indirectly, by the USER's use of the System or any features thereof.

This indemnification doesn't extend to the harm caused by the negligent or intentional acts of the District.

7.3 Data Privacy

USER, its officers, agents, owners, partners, employees, volunteers or subcontractors agreed to abide by all applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality, and as any of the same may be amended. To the extent that Oregon law is in conflict with Federal law, Federal law shall control.

7.4 Records – Availability/Access

USER agrees that the DISTRICT, the State Auditor, the Legislative Auditor or any of their duly authorized representatives at any time during normal business hours, and as often as they may reasonable deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are both pertinent to the accounting practices and procedures of the USER under this agreement and directly involve transactions relating to this Agreement. Such

materials shall be maintained and such access and rights shall be in force and effect during the period of the contract and for six (6) years after its termination or cancellation.

7.5 Contract Administration

In order to coordinate the services of the USER with the activities of the DISTRICT so as to accomplish the purposes of this Agreement, the District Administrator shall manage this contract on behalf of the USER and serve as liaison between the DISTRICT and the USER.

7.6 Notices

Any notice or demand which must be given or made by a party hereto under the terms of this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail. Notices to the DISTRICT shall be sent to the District Administrator at the address given below. Notice to the USER shall be sent to the address stated below.

TO DISTRICT: 4700NW Pioneer Place, Pendleton, OR 97801

TO USER: _____

7.7 Oregon and Federal Laws Govern

The laws of the State of Oregon and Federal laws shall govern all questions and interpretations concerning the validity and construction of this contract and the legal relations between the herein parties and performance under it. The appropriate venue and jurisdiction for any litigation hereunder will be those courts located with the County of Umatilla, State of Oregon. Litigation, however, in the federal courts involving the herein parties will be in the appropriate federal court within the State of Oregon. The parties agree to initiate any litigation relating to this Subscriber Agreement in the appropriate state or federal court in Oregon. If any provision of this contract is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

7.8 Coverage

USER acknowledges that one hundred percent (100%) coverage of any area at all times is improbable. There may be adverse transmission conditions such as short-term unpredictable meteorological effects and sky wave interference from distant stations that can interrupt the Radio System. Likewise, there are other causes beyond reasonable control of the DISTRICT, including but not limited to, motor ignition and electrical noises that may be minimized by corrective devices at the USER's expense.

The DISTRICT will ensure that verified coverage, represented by system acceptance testing in the Spring of 2020 and final system coverage maps provided by Racom, is maintained. Any surveys, studies, research or other measure taken to ensure the adequacy of coverage provided to the USER under this Agreement are the sole responsibility and expense of the USER.

IN TESTIMONY WHEREOF, the Umatilla Morrow Radio & Data District (DISTRICT), and _____ (USER) hereto have caused this Agreement to be executed by their respective duly authorized representatives.

(DISTRICT)

By: _____

Its: _____

Date: _____

(USER)

By: _____

Its: _____

Date: _____

Appendix A: Installation Requirements

I. General Requirements

Manufacturer's Guidelines

Unless otherwise specified in this RFP or at the time of installation by a representative of the UMRDD or the organization that owns the vehicle, all installation work shall be in accordance with the TM900 P25 Installation Guide (document number MMB-00002-05 · Issue 5 · December 2015, available from the Tait Support webpage at: https://support.taitradio.com/_data/assets/pdf_file/0003/136677/MMB-00002-05.pdf).

UMRDD General Guidelines

All equipment will be securely mounted. All installation locations will be approved by either a UMRDD or the vehicle's owner representative. No installed equipment or cabling will obstruct the vehicle's instruments, controls, or driver's view. Positioning of control heads and microphones will be within reach of the driver, but will not distract from the road. Equipment and cabling must not obstruct deployment of the vehicle's airbag. Equipment will be installed in a manner that minimizes exposure to direct sunlight and must be protected from water and heat.

Transceiver Installation

The transceiver portion of the mobile radio must be securely mounted with provided bracket, must be accessible for maintenance, and must be protected from other free moving objects and moving vehicle parts.

Control Head Installation

All control head, whether in a single-head or dual-head configuration, must be securely mounted with either the provided bracket or in a radio console.

Radio Antenna Installation

Refer to the requirements of the antenna supplier and install in accordance with those requirements.

In general, the new 700MHz radio antenna is to be located in the same place as the antenna for the UHF radio that is to be removed from the vehicle. If there is no existing antenna or if the location of the existing antenna cannot be used for the installation of the new antenna, then the vendor shall use the following guidance:

1. For installations requiring roof top placement of the antenna: For optimum performance, mount the antenna in the center area of the roof design.
2. For installations requiring trunk lid placement of the antenna: Mount the antenna as close as possible to center area of the trunk lid.
3. Before installing an antenna on the trunk lid:

- a. Be sure that the distance from the antenna location on the trunk lid will be at least 33in from the front surface of the rear seat-back to assure compliance with RF Energy Safety standards.
 - b. Ensure that the trunk lid is grounded by connecting grounding straps between the trunk lid and the vehicle chassis, as required.
4. When multiple antennas are occupying the same area, attempt to locate radio antennas on the vehicle at least 3 feet from each other in-band, and 18 inches out-of-band.
5. Attempt to maintain a minimum distance between the antenna and the radio/accessories of 3ft.
6. The minimum distance between the antenna and the fuel filler cap must be 12 inches.
7. Vehicles without metal roofs will receive antennas designed for no ground plane installations.

II. Cabling Requirements – General

Cabling for the new 700MHz radio is to occur per the following requirements:

1. The radio power cables, positive cable and negative, should be run together along their length as practicable to reduce induced noise. The conductors can be twisted together for increased immunity to induced noise.
2. All exposed cabling in the vehicle's engine compartment and/or otherwise exposed to potential damage shall be run in a protective sheath (i.e., split loom tubing) and attached every 6 to 8 inches with tie-wraps.
3. Power cables will be connected directly to the vehicle's battery/battery switch or to an installed power distribution center. Connecting to the power distribution center is preferred. If appropriate, installers should use the same power source that the previous radio was connected to.
4. Multiple power cables will not be soldered together.
5. Power cables will not be cut or spliced in any manner that would result in two radios using one connection to power. Every power cable will be fused appropriately.
6. Ignition sense cables should be connected directly into ignition harness or fuse block with an in-line fuse holder with the proper size fuse for the equipment.
7. Large fire apparatus with tilting cabs will have a ground point is typically provided by the vehicle manufacturer within the cab to provide battery to cab grounding. Generally, this is located within the main fuse box. This point will be used for installations in these situations.

III. Cabling Requirements – Retention

Cable retention for the new 700MHz radio is to occur per the following requirements:

1. Cabling should be secured as required to keep them in place and provide adequate strain relief.

2. Where cables are in a protected environment then simple 'P clip' type cable clamp fixings can be used to hold the cables in place.
3. Cable ties can be used to secure cables together between the cable fixings. This allows for maximum access to the cable loom.
4. Cable ties should be cut off flush to avoid sharp edges.
5. Ensure that the cable is not strained or distorted, by excessive tightening of cable ties.
6. Cables should never be secured to movable parts under the dash, in the trunk, or in the engine compartment (for example: brake pedal, steering column, and so on).
7. Do not attach any wire or cable to the vehicle fuel system and pipes or use a common hole through a bulkhead.
8. Taping up long lengths of cable looms with insulating tape is not acceptable as it may severely hamper the ability to service or replace cables within the loom.

IV. Cabling Requirements – Routing

Cable routing for the new 700MHz radio is to occur per the following requirements:

1. Cables are to be properly secured.
2. Cable routing must avoid sharp bends.
3. Wherever possible, do not run coax in parallel with vehicle wiring. This is especially true with antenna coax cables.
4. Route coax as far away as possible from any electronic module.
5. Ensure that any trim panels do not trap, crush, or distort the cable when vehicle trim is replaced.
6. All cables should pass under carpets and through trim or moldings in such a way as to ensure that any panels do not trap, crush, or distort the cable when refitted. Use sleeving or cable protection and cable ties where required.
7. Cables installed under carpets should be routed away from areas that can be stepped on when possible.
8. Care should be taken to avoid strain on any cabling likely to cause broken connections.
9. Ensure that excess length of any cable tie used is cut flush with its locking mechanism to avoid leaving sharp and potentially dangerous projections.
10. All cables installed under the hood need to be kept away from heat and mechanical hazards such as exhaust manifolds and moving parts (for example: steering shaft, throttle linkage, fans, and so on). The use of split loom or similar products is required for cables installed under the hood or that is exposed to the elements. The split loom needs to be rated for the appropriate temperature for where they are

used. This is not only for aesthetics, but it also ensures against wire chafing, and protects against heat, weather, and oil damage.

11. Wiring supports should be at intervals no greater than 18in. Wiring routed under carpets, trim, or moldings is considered supported.
12. Cable should leave enough slack for equipment to be easily tested and maintained while still connected.
13. Do not cut pre-terminated cables. For cables that are not pre-terminated; do not coil an excessive length of cable, instead, cut to proper length.
14. Whenever a cable passes through a bulkhead, a grommet must be installed to protect the cable from damage. It is always better to use an existing hole rather than drilling another; provided it is in the right position, is large enough, and is fitted with a grommet. The quality of the original seal should not be impaired.

V. Cabling Requirements – Power Cabling and Power Connections

Power cabling for the new 700MHz radio is to occur per the following requirements:

1. Connect the positive cable to one of the power sources listed below:
 - a. Connect directly to the battery, using appropriate hardware.
 - b. To an adequate power distribution center.
 - c. To the vehicle power disconnect switch, if applicable.
 - d. To the vehicle filtered battery distribution center (available on some emergency vehicles for supplying power to the 3rd party add on products).
2. The power cable must be fused as close to the source as possible (18in max). A weatherproof fuse holder is required.
3. Splicing of power cable feeds is discouraged but not prohibited; this technique will be used only under scrutiny of UMRDD technicians.
4. If the cable length is insufficient, additional length can be made by wrapping bare wire ends and soldering them together.
 - a. The splice shall be covered with adhesive lined heat shrink extending beyond the splice area by a minimum of two (2) inches each per side.
 - b. The power extension cable will be of a wire gauge the same size or greater than the factory standard power cable.
5. Butt splices can be used inside the vehicle passenger compartment provided that they are only used in an area that is not susceptible to potential debris or water damage. Installing butt connectors under floor mats is prohibited.
6. Vampire type tap connections—either onto a fuse or into the existing power wiring—are not acceptable.
7. Maximum voltage drop allowable during a transmit cycle will not exceed 10% of resting battery voltage. (Voltage to be measured at the radio connector.)

8. An ignition-sense cable must be installed. It must be connected to the transceiver of the radio (not the control head). The cable must include a two-row DB15 connector that connects to the radio transceiver. Details on the ignition—sense cable can be found in the radio manufacturer’s manual referenced in Section 4.4.1, above. This cable must be supplied by the vendor and it may be procured from the radio manufacturer or fabricated by the vendor. All cabling requirements in this section apply to the ignition-sense cable.

VI. Cabling Requirements – Antenna Cabling

Antenna cabling for the new 700MHz radio is to occur per the following requirements:

1. The coax used must be commercial grade and designed for the applications.
2. 95% shielded cable is required.
3. The coax from the radio to the antenna must be free of splices and/or extensions. The appropriate length cable must be used for the application.
4. Antenna cable length should be sufficient to reach the radio location with a minimum of three (3) additional feet of cable slack. Slack should not be longer than five (5) feet.
5. Route the antenna cable as far away as possible from any vehicle electronic control units and associated wiring.
6. Excess coax cable will be secured with tie-wraps and stowed in such a way that it is not a snagging or tripping hazard.
7. Antenna connectors shall be a solder/crimped on type. The antenna coaxial connector must fit the radio connector. Adaptors are not to be used except in the case of clearance problems; in this case, a right angle adaptor is acceptable.
8. Connectors shall be installed in accordance with manufacturer’s instructions using the proper tooling recommended by the connector manufacturer.

VII. Cabling Requirements – Grounding

The following requirements apply when attaching a lug to a bonding surface, such as when attaching an equipment ground negative cable to the vehicle chassis:

1. The radios negative (ground) should be connected to a ground point as close as practicable to the point where the battery-to-body connection is made on the vehicle.
2. The negative cable should never be connected directly to the battery's negative terminal.
3. Connection should be made to a factory installed negative ground or a clean solid metallic part of the vehicle chassis.
4. Terminated ground connections will be covered by a thin film of NO_OX Compound.
5. Paint, enamel, lacquer, and other non-conductive coatings must be removed from surface areas where connections are made to ensure good electrical continuity.

6. Bonding surfaces must be cleaned to remove dirt, corrosion, and oxidized material on the connection surface area.
7. The use of a piloted bonding brush or similar device is recommended for cleaning the bonding surface.
8. After bonding to a factory painted surface, the area shall be thoroughly cleaned and coated with an approved corrosion inhibiting paint (or equivalent)
9. No washer of any kind should be used in between a lug and the bonding surface.
10. Use of a star washer does not alleviate the requirement to remove non-conductive coatings from attachment surfaces. Star washers should only be used as a lock washer.
11. Ground lead splicing is prohibited.
12. The use of self-tapping type screws to make ground connections with the chassis is acceptable

VIII. Connection to Existing External Speaker

Most vehicles will have a Motorola external speaker connected to the existing UHF radio. The vendor shall connect that existing external speaker to the new 700MHz radio that is being installed in the vehicle. The existing speaker cable shall be used and the UMRDD will provide any necessary connector to interface the Motorola speaker cable to the new 700MHz radio.

IX. Optional: GPS Antenna Installation

Some vehicle installations may also include the installation of a GPS antenna and connection of that antenna to the mobile radio. At this time, it is not known how many installations will include the installation of a GPS antennas as owner agencies are currently deciding if they will equip some, all, or none of their vehicles with GPS capabilities.

For vehicles that are to include the installation of a GPS antenna, the UMRDD will supply the GPS antenna and all cables requires to connect it to the mobile radios. The location of the GPS antenna is to follow the same general requirements of Section 4.4.5 of this RFP and the installation of all associated cabling is to follow the same requirements of Sections II, III, IV, and VI of this RFP.

UMATILLA MORROW RADIO & DATA DISTRICT
REQUEST TO INITIATE ENCRYPTION

Each User Agency requesting installation of encryption on their talkgroup(s) complete and return this form. Return of the completed, signed form to the District shall constitute a request for encryption pursuant to paragraph 2.6, "Encryption," of the User Agreement.

User agency: _____

Agency representative name and contact information:

Name of talkgroup(s) to be encrypted: _____

Requested date and time for encryption to take effect: _____

- Documentation of governing body notification is attached in the form of:
 - Meeting minutes dated _____
 - Board resolution dated _____
 - Other (specify) _____

By signing this document, the Agency Representative named above agrees to the following on behalf of the User Agency:

1. Encryption is available on the District's voice communication system, but the District does not require the Agency to use encryption.
2. The User Agency has considered the advantages and disadvantages of encrypting voice traffic and has determined that the interests of the public are best served by encryption.
3. The User Agency will jointly defend with the District any tort claim against the District related to use of encryption by the User Agency.

Agency Representative

By: _____

Title: _____

Date: _____

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Accept the resignation of Planning Commission Jodi Hinsley and declare a vacancy on the Planning Commission	Meeting Date: 2020-06-02
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Department: Community Development	Director: Brandon Seitz	Contact Person: Brandon Seitz	Phone Number: 5419223226
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Cost of Proposal: NA	Fund(s) Name and Number(s): N/A
Amount Budgeted: NA	

Reviewed by Finance Department: No	Previously Presented: NA
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Attachments to Agenda Packet Item:

[Resignation Jodi Hinsley.docx](#)

Summary Statement: Motion to accept the resignation of Planning Commissioner Jodi Hinsley, declare a vacancy on the Planning Commission, and direct the Mayor to provide a recommendation for appointment to the Planning Commission to the City Council at the July 7, 2020 Regular Council Meeting.

Consistent with Council Goals: N/A
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From: Jodi Hinsley <jhinsley@Papemh.com>
Sent: Wednesday, May 6, 2020 9:30 AM
To: Brandon Seitz <Brandon@umatilla-city.org>
Subject: Planning Commission

Good Morning Brandon,

I am writing to inform you that we have sold our home and we will be moving out on Sunday, May 17, 2020 and moving to Hermiston.

Because we are moving outside of the City of Umatilla and UGB, I am sending in my letter of resignation at this time.

It has truly been my honor and privilege to serve on our Planning Commission. It has been so fulfilling to be part of the planning process and decision making for the future of Umatilla.

The City of Umatilla has a bright future and I am honored to be part of that. I cannot wait to see the growth and how the city looks in the years to come.

Thank you for everything you do to help the commission and please give my best to the rest of the commission.

Sincerely,

Jodi L. Hinsley

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 56-2020 - A resolution adopting the 2020-2021 budget	Meeting Date: 2020-06-02
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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: 4/21/2020
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Attachments to Agenda Packet Item:

[RES 56-2020.doc](#)

Summary Statement: Motion for approval of Resolution No. 56-2020. This resolution approves the 2020-2021 budget total of \$39,443,447 as recommended by the Budget Committee.
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Consistent with Council Goals: Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.

RESOLUTION NO. 56-2020

A RESOLUTION ADOPTING THE 2020-2021 BUDGET

BE IT RESOLVED, that the City Council of the City of Umatilla hereby adopts the budget approved by the budget committee for the fiscal year 2020-2021, in the total sum of \$39,443,477 now on file at Umatilla City Hall, 700 Sixth Street, Umatilla, Oregon 97882.

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

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 57-2020 - A resolution appropriating budget amounts for fiscal year 2020-2021	Meeting Date: 2020-06-02
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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: 4/21/20
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Attachments to Agenda Packet Item:

[RES 57-2020.pdf](#)

Summary Statement: Motion to approve Resolution No. 57-2020. This resolution appropriates the 2020-2021 budget of \$39,443,477 among the various funds as recommended by the Budget Committee.

Consistent with Council Goals: Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.

RESOLUTION NO. 57-2020

**A RESOLUTION APPROPRIATING BUDGET AMOUNTS
FOR FISCAL YEAR 2020-2021**

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2020 and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

Administration	\$ 832,235
Community Development Department	559,207
Municipal Court Department	537,364
Parks and Recreation Department	644,211
Marina and RV Park	343,850
Police Department	2,064,527
Code Enforcement	150,066
Transportation	3,760
911 Emergency Services Department	1,250
Non-Departmental:	
Operating Contingency	1,000,000
Transfers	3,161,400
Reserves	<u>3,618,995</u>
GENERAL FUND TOTAL	\$ 12,916,865

WATER FUND

Personnel Services	\$ 518,656
Material & Services	744,450
Capital Outlay	5,000
Operating Contingency	100,000
Debt Service	50,000
Transfers	484,250
Reserves	<u>85,343</u>
WATER FUND TOTAL	\$ 1,987,699

SEWER FUND

Personnel Services	\$ 587,242
Material & Services	718,160
Capital Outlay	10,000
Operating Contingency	150,000
Debt Service	452,126
Transfers	592,250
Reserves	<u>342,556</u>
SEWER FUND TOTAL	\$ 2,852,334

STREET FUND

Personnel Services	\$ 307,856
Material & Services	184,540
Capital Outlay	2,124,813
Operating Contingency	150,000
Transfers	46,950
Reserves	<u>157,460</u>
STREET FUND TOTAL	\$ 2,971,619

CAPITAL RESERVE FUND

Capital Outlay	\$ 5,731,050
Debt Service	168,000
Reserves	<u>2,669,968</u>
CAPITAL RESERVE TOTAL	\$ 8,569,018

LIBRARY FUND

Personnel Services	\$ 204,516
Material & Services	84,680
Capital Outlay	13,000
Transfers	30,500
Contingency	5,000
Reserves	<u>70,621</u>
LIBRARY FUND TOTAL	\$ 408,317

REFUSE FUND

Material & Services	\$ 719,400
Operating Contingency	50,000
Transfers	136,800
Reserves	<u>46,542</u>
REFUSE FUND TOTAL	\$ 952,742

BUILDING DEPARTMENT FUND

Personnel Services	\$ 429,460
Materials and Services	336,735
Transfers	319,500
Contingency	390,000
Reserves	<u>1,142,395</u>
BUILDING DEPARTMENT FUND TOTAL	\$ 2,618,090

DEBT SERVICE FUND

Reserves	\$ <u>3,807</u>
DEBT SERVICE FUND TOTAL	\$ 3,807

TRANSIENT ROOM TAX FUND

Personnel Services	\$ 11,664
Material & Services	292,410
Capital Outlay	60,715
Transfers	1,500
Reserves	<u>21,343</u>
TRANSIENT TAX FUND TOTAL	\$ 387,632

BUILDING RESERVE FUND

Debt Service	\$ 117,222
Reserves	<u>164,078</u>
BUILDING RESERVE FUND TOTAL	\$ 281,300

WATER RESERVE FUND

Materials and Services	\$ 749,000
Capital Outlay	1,420,375
Contingency	300,000
Reserves	<u>379,566</u>
WATER RESERVE FUND TOTAL	\$ 2,848,941

SEWER RESERVE FUND

Capital Outlay	\$ 628,775
Contingency	400,000
Reserves	<u>1,616,338</u>
SEWER RESERVE FUND TOTAL	\$ 2,645,113

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

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 58-2020 - A resolution levying ad valorem taxes and categorizing taxes for the 2020-2021 fiscal year	Meeting Date: 2020-06-02
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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): General Fund - 01
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: 4/21/20
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Attachments to Agenda Packet Item:

[RES 58-2020.doc](#)

Summary Statement: Motion to approve Resolution No. 58-2020. This resolution levies the City's permanent tax rate of \$2.9191 per \$1,000 of taxable value for the next fiscal year. There is no additional levy for debt service.

Consistent with Council Goals: Goal 5 : Perform at the Highest Levels of Operational Excellence

RESOLUTION NO. 58-2020

**A RESOLUTION LEVYING AD VALOREM TAXES AND CATEGORIZING TAXES
FOR THE 2020-2021 FISCAL YEAR**

BE IT RESOLVED, that the City Council of the City of Umatilla hereby levies the taxes provided for in the adopted budget at the permanent tax rate of 2.9191 per \$1,000 by rate for the General Fund and that these taxes are levied upon all taxable property within the City of Umatilla as of 1:00 a.m. July 1, 2020. The following allocation and categorization, subject to the limits of Section 11b Article XI of the Oregon Constitution, make up the above levy:

	GENERAL GOVERNMENT LIMITATION	EXCLUDED FROM LIMITATION
GENERAL FUND	\$2.9191/\$1,000	
DEBT SERVICE FUND	_____	<u>\$0</u>
CATEGORY TOTAL	\$2.9191/\$1,000	\$0

TOTAL LEVY: \$2.9191 per \$1,000 of taxable value to the General Fund

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

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution No. 59-2020 - A resolution declaring the City's election to receive state revenues	Meeting Date: 2020-06-02
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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: 4/21/2020
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Attachments to Agenda Packet Item:

[RES 59-2020.pdf](#)

Summary Statement: Motion for approval of Resolution No. 59-2020. A public hearing to discuss the use of state revenue sharing was held before the Budget Committee on April 21, 2020 and before the City Council on June 2, 2020. This resolution confirms that the necessary public hearings were held and that the City wishes to receive state revenues.

Consistent with Council Goals: Goal 5 : Perform at the Highest Levels of Operational Excellence



RETURN TO:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
SHARED FINANCIAL SERVICES
ATTN Disbursements Accountant
155 COTTAGE ST NE
SALEM OR 97301-3972**

Resolution No. 59-2020

**AN ORDINANCE/RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES**

The City of Umatilla ordains as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2020-2021.

Passed by the Common Council the 2nd day of June, 2020.

Approved by the Mayor this 2nd day June, 2020.

Mayor _____

Attest _____

I *certify that a public hearing before the Budget Committee was held on April 21, 2020 and a public hearing before the City Council was held on June 2, 2020, giving citizens an opportunity to comment on use of State Revenue Sharing.

City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution 60-2020. A Resolution authorizing the Mayor to sign an agreement with Umatilla County to transfer a portion of County Road No. 1225 (Powerline Road) and all of County Road No. 1235 (Dean Place) from Umatilla County to the City of Umatilla.	Meeting Date: 2020-06-02
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Department: City Administration	Director: David Stockdale	Contact Person: David Stockdale	Phone Number:
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Cost of Proposal: \$200,000 in Revenue Amount Budgeted: n/a	Fund(s) Name and Number(s): Street - 04
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Reviewed by Finance Department: Yes	Previously Presented: 5/5/2020
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Attachments to Agenda Packet Item:

[Resolution 60.2020 Powerline Road Transfer.docx](#)

[Powerline Road Transfer Agreement.pdf](#)

Summary Statement: For the past five years there has been, and continues to be, significant residential development along Powerline Road. Recently, the rapid pace of that development has lead to occasional delays in permitting due to Powerline Road being a County Road and some disagreements about the interpretation of the Joint Management Agreement between the City and the County. In order to streamline and ease these issues for developers, the County and the City agree that it is in the best interest of the public for the City to take over jurisdiction of a portion of Powerline Road. This will allow the developers and the nearby residents to work directly with the City regarding the maintenance, construction, and repair of the road. The County has offered \$200,000 toward the effort of helping to bring the road up to a City standard. Staff is recommending adoption of the Resolution.

Consistent with Council Goals: Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.

RESOLUTION NO. 60-2020

A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT WITH UMATILLA COUNTY TO TRANSFER A PORTION OF COUNTY ROAD NO. 1225 (POWERLINE ROAD) AND ALL OF COUNTY ROAD NO. 1235 (DEAN PLACE) FROM UMATILLA COUNTY TO THE CITY OF UMATILLA.

WHEREAS, County Road No. 1225 (Powerline Road) and County Road No. 1235 (Dean Place) are located within the City Limits of the City of Umatilla, and

WHEREAS, jurisdiction of a county may be transferred to a city when both jurisdictions mutually deem it to be in the best interest of the public and the location of the road is within the corporate limits or urban growth boundary of the city, and

WHEREAS, through Board Order RD2019-16 Umatilla County declared that it was “necessary, expedient, or [in] the best interest of the county to surrender jurisdiction...” of Powerline Road and Dean Place and the City concurs, and

WHEREAS, City ownership of these roads will enhance potential economic development and residential development within the City, and

WHEREAS, under the terms of the Joint Management Agreement between Umatilla County and the City of Umatilla, the City and the County may negotiate terms of a road transfer outside of the pre-determined terms as established in the agreement when mutually agreed upon, and

WHEREAS, to assist in efforts toward improvements of Powerline Road, the County has offered the sum of \$200,000 upon acceptance of the transfer of Powerline Road and Dean Place.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF UMATILLA:

1. The Mayor is authorized to sign the Agreement associated with the transfer of a portion of Powerline Road and Dean Place according to the terms of the agreement.
2. Jurisdiction of County Road No. 1225 (Powerline Road) from its intersection at Hwy 730 to the south line of Section 29, Township 5 North, Range 28, E.W.M. and County Road No. 1235 (Dean Place) are transferred to the City of Umatilla.
3. Upon adoption of this Resolution, improvement, construction, and repair of these roads shall cease by Umatilla County, and the transfer of jurisdiction to the City of Umatilla will be full and absolute for all purposes of repair, construction, improvement, and the levying and collection of assessments.

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

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

Agreement
City of Umatilla
County of Umatilla
Powerline Road and Dean Place Jurisdiction

This agreement is executed this 6th day of November, 2019, between the City of Umatilla, an Oregon Municipal Corporation (“City”) and Umatilla County, a political subdivision of the State of Oregon (“County”), for the transfer of a portion of County Road No. 1225 (Powerline Road), and all of County Road No. 1235 (Dean Place) from the County to the City.

Now, therefore, the City of Umatilla and Umatilla County agree as follows:

1. The County previously took action to transfer that portion of County Road No. 1225 located within the City limits to the City.
2. The County will transfer County Road No. 1235 and an additional portion of County Road No. 1225 from the City limits to the South line of Section 29, Township 5 North, Range 28, E.W.M., and also that portion of Powerline Road and Dean Place as described in the Relinquishment Deed from the State of Oregon to Umatilla County, recorded as Instrument No. 2019-6850455, Umatilla County Records.
3. The City will accept jurisdiction of County Road No. 1235 and that portion of County Road No. 1225 from its intersection with Highway 730 to the South line of Section 29, Township 5 North, Range 28, including that portion of Powerline Road and Dean Place as described in the Relinquishment Deed from the State of Oregon to Umatilla County, recorded as Instrument No. 2019-6850455, Umatilla County Records.
4. To assist in any needed improvements to the roads, the County will pay to the City the sum of \$200,000 upon acceptance of the portion of the County Roads being transferred under Order No. RD2019-16.
5. Transfer of jurisdiction will be full and absolute for all purposes of repair, construction, improvement, and the levying and collection of assessments.
6. Each party agrees to prepare and to execute any documents necessary to complete the transfer of jurisdiction.

Approved as authorized by action of the Umatilla City Council _____, 2019.

Attest:

City Recorder

Approved on behalf of Umatilla County

Umatilla County

George L. Murdock
George L. Murdock, Chair

11/6/19
Date

John M. Shafer
John M. Shafer, Commissioner

11/6/19
Date

William J. Elfering
William J. Elfering, Commissioner

11/6/19
Date



ATTEST:
Office of County Records

Gina Chambers
Records Officer



CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Student Resource Officer MOU	Meeting Date: 2020-06-02
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Department: Police	Director: Darla Huxel	Contact Person: Darla Huxel	Phone Number: 541-922-3789
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Cost of Proposal: NA	Fund(s) Name and Number(s): N/A
Amount Budgeted: NA	

Reviewed by Finance Department: No	Previously Presented: NA
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Attachments to Agenda Packet Item:

[UPD SRO School MOU.docx](#)

Summary Statement: Discussion

Consistent with Council Goals: Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.

2020 - 2021
SCHOOL RESOURCE OFFICER
MEMORANDUM OF UNDERSTANDNG

Between the City of Umatilla Police Department and the Umatilla School District

This Memorandum of Understanding (hereinafter "MOU") is made and entered into by and between the City of Umatilla Police Department and the Umatilla School District effective September 1,2020.

SECTION 1. PURPOSE

The MOU formalizes the relationship between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between law enforcement and the youth of our community, with the goal of reducing crime committed by juveniles and young adults. This MOU delineates the mission, organizational structure, and procedures of the School Resource Officer Program (hereinafter the "SRO Program") as a joint cooperative effort between the Umatilla School District and the City of Umatilla Police Department. The success of this program relies upon the effective communication between all involved employees, the principal of each individual Umatilla school, and other key staff members of each organization.

SECTION 2. TERM

The term of this MOU shall begin on September 1, 2020 and end on August 31, 2021, unless terminated earlier as provided herein. The parties may renew this MOU only by written agreement or addendum hereto, which must be executed by both parties.

SECTION 3. MISSION, GOALS, AND OBJECTIVES

The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. The SRO Program aims to create and maintain safe, secure and orderly learning environments for students, teachers and staff. This is accomplished by assigning a Law Enforcement Officer employed by the City of Umatilla Police Department (hereinafter referred to as "SRO") to Umatilla School District facilities.

Goals and objectives are designed to develop and enhance rapport between youth, police officers, school administrators and parents. Goals of the SRO Program include:

1. Reduce incidents of school violence.
2. Maintaining a safe and secure environment on school grounds.
3. Reduction of criminal offenses committed by juveniles and young adults.
4. Establish a rapport between the SRO and the student population.

SCHOOL RESOURCE OFFICER

MEMORANDUM OF UNDERSTANDING

Between the City of Umatilla Police Department and the Umatilla School District

5. Establish rapport between the SRO and parents, faculty, staff, and administrators

Moreover, the SRO will establish a trusting channel of communication with students, parents and teachers. The SRO will serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students and a sincere concern for the school community. The SRO will promote citizen awareness of the law to enable students to become better-informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law. The SRO can serve as a confidential source of counseling for students and parents concerning problems they face as well as providing information on community resources that may be available to them.

SECTION 4. ORGANIZATIONAL STRUCTURE

A. **Composition.** The City of Umatilla Police Department shall assign one (1) full time law enforcement officer to serve as SRO. The City of Umatilla Police Department shall retain the exclusive right to exercise the customary functions of management. The SRO will be a certified Police Officer and meet all requirements as set forth by the Oregon Department of Public Safety Standards and Training. The Umatilla Police Department reserves the right to remove the SRO at any time if Police Department staffing levels fall below acceptable norms.

B. **Supervision.** The day-to-day operation and administrative control of the SRO Program will be the responsibility of the Police Department. Responsibility for the conduct of the SRO, both personally and professionally, shall remain solely with the City of Umatilla Police Department. The SRO is employed and retained by the City of Umatilla Police Department and in no event will be considered an employee of the Umatilla School District.

The Police Department and the School District shall each name a contact person who will monitor the program. The Principal will designate a contact person for each school to facilitate communication.

SECTION 5. PROCEDURES

A. **Selection.** The SRO position will be filled per Police Department directives and selection process. The City of Umatilla Police Department will make the final selection of any SRO vacancy.

B. **SRO Program Structure.** The SRO Program shall utilize the SRO Triad concept as set forth by NASRO (National Association of School Resource Officers), which is attached hereto and incorporated herein by reference.

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Between the City of Umatilla Police Department and the Umatilla School District

Under this framework, the SRO is first and foremost a law enforcement officer for the Umatilla Police Department. The SRO shall be responsible for carrying out all duties and responsibilities of a law enforcement officer and shall remain at all times under the control of the law enforcement agency. All acts of commission or omission shall conform to the guidelines of the Umatilla Police Department directives. School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SRO. Enforcement of the code of student conduct is the responsibility of teachers and administrators. The SRO shall refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment.

The SRO is not a formal counselor or educator and will not act as such. However, the SRO may be used as a resource to assist students, faculty, staff, and all persons involved with the school. The SRO can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education to formalized academic classes. The SRO may use these opportunities to build rapport between the students and the staff. The Umatilla Police Department recognizes, however, that the Umatilla School District shall maintain full, final and plenary authority over curriculum and instruction in the School District, including the instruction of individual students. The parties recognize and agree that classroom instruction is the responsibility of the classroom teacher, not the Umatilla Police Department or its employees and the Umatilla Police Department and its employees shall not attempt to control, influence, or interfere with any aspect of the school curriculum or classroom instruction except in emergency situations.

SECTION 6. DUTIES AND RESPONSIBILITIES

A. **SRO.** The responsibilities of the SRO will include but are not be limited to:

1. Enforce criminal law and protect the students, staff, and public at large against criminal activity. The SRO shall follow the chain of command as set forth in the policies and procedures manual of the Umatilla Police Department. School authorities and the parents of any child involved shall be notified as quickly as possible when the SRO takes any direct law enforcement action involving a student, on-school property or off-school property, during school hours.
2. Complete reports and investigate crimes committed on school property.
3. Coordinate, whenever practical, investigative procedures between law enforcement and school administrators. The SRO shall abide by all applicable legal requirements concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on property or at school functions under the jurisdiction of the Umatilla School District. The SRO will not be involved in searches conducted by school personnel unless a criminal act is involved or unless school personnel require the assistance of the SRO because of exigent circumstances such as the need for

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safety. Formal investigations and arrests by law enforcement officials will be conducted in accordance with applicable legal requirements.

4. Take appropriate enforcement action on criminal matters as necessary. The SRO shall, whenever practical, advise the principal before requesting additional enforcement assistance on school property and inform the principal of any additional law enforcement responsibilities that may need to be undertaken.
5. The SRO will wear the Umatilla Police Department issued uniform with all normal accessories and equipment which includes a taser and firearm. The Umatilla Police Department may allow an exception to this rule at the discretion of the Chief of Police based on investigatory or policing needs.
6. The SRO shall be highly visible throughout the school property, yet be unpredictable in their movements. For officer safety reasons, the SRO shall not establish any set routine which allows predictability in their movements and their locations.
7. Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the school property or involving students at school-related activities.
8. Comply with all laws, regulations and school board policies applicable to employees of the Umatilla School District, including but not limited to laws, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises, provided the SRO shall, under no circumstances, be required or expected to act or in a manner inconsistent with their duties as law enforcement officers. The use of confidential school records by the SRO shall be done only with the principal's approval and as allowed under the Family Educational Rights and Privacy Act. Any existing rights or benefits of personnel assigned under this agreement shall not be abridged and remain in full effect.
9. Provide information concerning questions about law enforcement topics to students and staff.
10. Develop expertise in presenting various subjects, particularly in meeting federal and state mandates in drug/alcohol abuse prevention education and provide these presentations at the request of the school personnel in accordance with the established curriculum.
11. Prepare lesson plans necessary for approved classroom instruction.
12. Provide supervised classroom instruction on a variety of law related education and other topics deemed appropriate and approved by the SRO's agency supervisor and a school administrator.

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Between the City of Umatilla Police Department and the Umatilla School District

13. The SRO shall attend school special events as needed. Upon request and approval by the Umatilla School District, any other expenses generated beyond the assigned workday (for example, school dances, football games, etc.) by the SRO or any other Umatilla Police Officer in his/her absence, will be billed to the Umatilla School District as they occur.
14. Attend law enforcement agency in-service training as required. Reasonable attempts will be made to schedule such training to minimize his/her absence from school on an instructional day.
15. Attend meetings of parent and faculty groups to solicit their support and understanding of the school resource program and to promote awareness of law enforcement functions.
16. The SRO will be familiar with all community agencies offering assistance to youths and their families such as mental health clinics, drug treatment centers, etc., and may make referrals when appropriate.
17. It is the responsibility of the SRO to report schedule conflicts to the School District.

B. SRO SUPERVISOR. The responsibilities of the SRO supervisor include but are not limited to:

1. Coordinate work assignments of the SRO.
2. Ensure SRO compliance with Police Department directives.
3. Coordinate scheduling and work hours of the SRO's (Vacation requests, sick leave, etc.).
4. Work with the schools to make any needed adjustments to the SRO program throughout the school year.
5. Complete the SRO's annual performance evaluation. The SRO supervisor will request feedback from the schools designated contact person during the evaluation process.

C. SCHOOLS. The responsibilities of the Schools will include but are not limited to:

1. The Umatilla School District shall provide the SRO with a private, appropriately furnished and climate-controlled office space at the High School that can be secured and is reasonably acceptable to the City of Umatilla Police Department. This shall include, but is not limited to, a desk with drawers, chair, filing cabinet for files and records which can be properly locked and secured, a telephone and computer.

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2. Reasonable opportunity to address students, teachers, school administrators, and parents about the SRO program, goals and objectives. Administrators shall seek input from the SRO regarding criminal justice problems relating to students and site security issues.
3. When school personnel discover weapons, drugs, alcohol, or the illegal contraband on school property, the SRO shall be notified as soon as reasonably possible. If no juvenile or criminal charges are to be filed and no administrative action is to be taken by the Schools, the contraband shall be confiscated by the SRO according to Police Department policy and disposed of properly.
4. School personnel shall timely notify the SRO with the names of specific individuals who are not allowed on school property and shall notify the SRO of any anticipated parental problems resulting from disciplinary action taken against a student.
5. Work cooperatively with the Police Department to make any needed adjustments to the SRO program throughout the year.
6. Provide the Police Department with updated copies of all laws, rules, regulations and school board policies applicable to employees of the School, including but not limited to, laws, rules, regulations and policies regarding access to confidential student records and/or the detention, investigation and searching of students on school premises.

SECTION 6. ENFORCEMENT

Although the SRO has been placed in a formal educational environment, they are not relieved of the official duties as an enforcement officer. The SRO shall intervene when it is necessary to prevent any criminal act or maintain a safe school environment. Citations shall be issued and arrests made when appropriate and in accordance with Oregon state law and department policy. The SRO and the Umatilla Police Department will have the final decision on whether criminal charges shall be filed.

The Umatilla Police Department will reserve the right to temporarily remove the SRO in the event that additional officers are needed for whatever reason to meet staffing levels.

SECTION 7. TERMINATION

This Agreement may be terminated by either party, with or without cause, upon seven (7) day's written notice to the other party.

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Between the City of Umatilla Police Department and the Umatilla School District

SECTION 8. HOLD HARMLESS

1. In accordance with the Oregon Constitution and the Oregon Tort Claims Act, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other including its officers, agents, and employees against all claims, demands, actions and suits (including all attorney fees and cost) arising from the indemnitors performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.
2. The Umatilla School District and the City of Umatilla Police Department mutually covenant and agree that neither party will insure the actions of the other and each party will assume its own responsibility in connection with any claims made by a third party against the City of Umatilla Police Department and/or the Umatilla School District subject to the provisions of paragraph 1.

SECTION 9. NOTICE

Any notice, consent or other communication in connection with this Agreement shall be in writing and may be delivered in person, by mail or by email. If hand-delivered, the notice shall be effective upon delivery. If by email, the notice shall be effective when sent. If served by mail, the notice shall be effective three (3) business days after being deposited in the United States Postal Service by certified mail, return receipt requested, addressed appropriately to the intended recipient as follows:

Superintendent Heidi Sipe

Chief Darla Huxel

Umatilla School District

Umatilla Police Department

1660 6th Street

300 6th Street

Umatilla, Oregon 97882

Umatilla, Oregon 97882

sipeh@umatillasd.org

huxel@umatilla-city.org

This agreement encompasses the entire agreement of the parties and may not be modified or changed in any way except by written document signed by all the parties hereto.

Any provision of this agreement which is found by a court of competent jurisdiction to be invalid or illegal shall in no way affect or invalidate any other provision of this agreement and the remaining provisions of this agreement shall remain in full force and effect.

This agreement shall be executed in two (2) originals with each party retaining an original.

