



Agenda
June 24, 2016
7:00 a.m.

EOTEC Event Center
1705 E. Airport Road
Hermiston, OR 97838

-
1. Call Meeting To Order - 7:00 a.m.
 2. Action Items
 - a. Review and possible approval of the June 10th, EOTEC Board Minutes.
 - b. Discussion and Possible Approval of Change Orders related to site electrical
 - i. Junction Boxes
 - ii. Beer Garden Power
 - iii. Food Court Power
 - c. Review of Barn Bids.

3. Reports
 - a. Frew Monthly Report
 - b. Budget and Fiscal
 - i. Monthly Financial Report
 - c. Fundraising
 - d. Hoteliers/Marketing
 - e. Facilities
 - f. Governance

Public Hearing on the 2016-2017 EOTEC Budget

4. The EOTEC Budget Committee approved the proposed 2016-2017 Budget at its meeting on June 10, 2016. The EOTEC Board will consider adoption of the Budget when it reviews the following Resolution.
 1. Declaration of potential conflict of interest
 2. Open hearing
 3. Presentation of Budget – Budget Officer
 4. Public testimony (people wishing to speak are asked to state their name and mailing address)
 5. Close hearing
5. Resolution:
 - a. Resolution No. 3 – Adopts the budget for fiscal year 2016-2017 and makes appropriations.
6. Public Comment
7. Next Meeting – July 8, 2016 @7:00am @ EOTEC.
8. Adjourn



Meeting Minutes

June 10th, 2016

EOTEC

1705 E Airport Rd. Hermiston, OR 97838

Board Members- Chairman Byron Smith, Vice Chairman Dan Dorrان, Secretary/Treasurer Larry Givens, Board Members Ed Brookshier, Kim Puzy, Vijay Patel, Don Miller

Present were Board Members Byron Smith, Ed Brookshier, Dan Dorrان (Phone), Kim Puzy, Larry Givens, Don Miller, Vijay Patel

Chairman Byron Smith called meeting to order at 7:00am

Approved Minutes- Ed moved and Don seconded to approve the meeting minutes from May 13, 2016. Motion carried unanimously.

Marketing Grant Application Process- Byron presented the work he and Vijay had been doing to put together a grant application for clients to use when requesting marketing dollars. The proposal was \$5 per room and there would be a payout based on the true number of rooms. The client would get paid after event. The application will continue to evolve and change as we start to use the process.

Byron made motion and Ed seconded. Motion carried unanimously.

Change Order (RV Park Area Water and Electric)- Rob presented what findings based on a RV area walk thru he had with Dan, Don and Larry. Ed motioned for approval Dan seconded. Motion carried unanimously.

REPORTS

Frew-

Lights Poles will go in June 16.

Kitchen- Need to finalize stove/ oven. Heather is waiting on quotes to put in gas line before finalizing. Vijay brought up energy trust and board asked Heather to follow up on if there are any kickbacks available.

AV will go in the week of July 5th. There was missing paper work so we did not get on their June schedule.

Barns- 13 Bidders were present at the pre bid meeting. The next board meeting we will discuss the bids and award a contractor. In July we will start to see things taking place on the barn site. Barns should be vertical by September 1st.

Rodeo- A number of meetings have taken place. The Rodeo bid will go out June 16th. Still working with Kieser on where we should get the soil from.

EOTEC approves rodeo as long as it is ok with the Rodeo Board. (Contingent based on Rodeo Boards Final Review.)

Dan motioned and Ed seconded. Motion carried unanimously.

Budget and Fiscal – Report Reviewed. Byron motioned Ed Seconded. Approved unanimously.

Fundraising- Nate said they are still actively working on it, they are still waiting on a few contracts. Have not started on the Fundraising wall as of yet.

Hoteliars- Nothing New.

Facilities- Ed mentioned we need to get our Signage ASAP (Dan is working with Gary to get it finished up.)

Vijay mentioned we need to get corner guards and Heather will work on that.

Larry mentioned needing dust abatement on Ott Rd it would run around \$2,600. Ed motioned that the EOTEC will pay for materials and County could provide the labor. Kim Seconded. Motion approved.

Next Meeting- June 24th, 7am at EOTEC

Adjourned- 8am



ELECTRICAL CONTRACTING

P.O. BOX 829 PH (541) 567 - 5005
14 SE CAMPBELL DR FAX (541) 567 - 3080
HERMISTON, OR 97838 OR - CCB # 146995
WA - POWERPI14NW / POWERPI982M6

CHANGE REQUEST

ROB DREIER
FREW DEVELOPMENT
HERMISTON, OR 97838

CR # 10
REF. RFI # _____
DATE 6/8/2016

ATTN:

In accordance with the above reference project, please find the following CR proposal:

<p>CR #</p> <p>EXTEND CONDUIT RUNS IN CENTER OF FOOD COURT TO 6 NEW J-BOXES FOR TEMP POWER. TAP WATERLINE IN TWO LOCATIONS AND EXTEND TO 4 LOCATIONS OVER APPROX 600'</p>
--

Change to Contractor's Fee: \$16,286.20
Change to Contract Time: _____ (we reserve our right to claim for loss of productivity due to accumulation of changes, at a later date.)

Attached, you will find the CR summary and supporting documentation for further clarification. Please return one executed copy of this proposal and we will incorporate it into a Change Order.

***This bid is valid for 30 days, after that it is subject to change.**

Jon Patterson
President
6/8/2016
Date

Approved by Authorized Representative
Date



ELECTRICAL CONTRACTING

P.O. BOX 829 PH (541) 567 - 5005
14 SE CAMPBELL DR FAX (541) 567 - 3080
HERMISTON, OR 97838 OR - CCB # 146995
WA - POWERPI14NW / POWERPI982M6

CHANGE REQUEST

ROB DREIER
FREW DEVELOPMENT
HERMISTON, OR 97838

CR # 11
REF. RFI # _____
DATE 6/8/2016

ATTN:

In accordance with the above reference project, please find the following CR proposal:

<p>CR #</p> <p>EXTEND POWER FROM ELECTRICAL ROOM IN EVENT CENTER TO 100A POWER PACK FOR BEER GARDEN. USING MC CABLE FEEDER.</p>
--

Change to Contractor's Fee: \$15,699.97
Change to Contract Time: _____ (we reserve our right to claim for loss of productivity due to accumulation of changes, at a later date.)

Attached, you will find the CR summary and supporting documentation for further clarification. Please return one executed copy of this proposal and we will incorporate it into a Change Order.

***This bid is valid for 30 days, after that it is subject to change.**

Jon Patterson
President
Date 6/8/2016

Approved by Authorized Representative
Date _____



ELECTRICAL CONTRACTING

P.O. BOX 829 PH (541) 567 - 5005
14 SE CAMPBELL DR FAX (541) 567 - 3080
HERMISTON, OR 97838 OR - CCB # 146995
WA - POWERPI14NW / POWERPI982M6

CHANGE REQUEST

ROB DREIER
FREW DEVELOPMENT
HERMISTON, OR 97838

CR # 12
REF. RFI # _____
DATE 6/8/2016

ATTN:

In accordance with the above reference project, please find the following CR proposal:

CR #
INSTALL NEW 480V PANELBOARD IN ELECTRICAL ROOM OF EVENT CNTR
RUN 480V POWER TO FOOD COURT.
BUILD AND PROVIDE 8 100A 240V 1 PHASE POWER PACKS

CONNECTIONS EACH YEAR MUST BE MADE BY QUALIFIED PERSONNEL

Change to Contractor's Fee: \$95,622.90
Change to Contract Time: _____ (we reserve our right to claim for loss of productivity due to accumulation of changes, at a later date.)

Attached, you will find the CR summary and supporting documentation for further clarification. Please return one executed copy of this proposal and we will incorporate it into a Change Order.

***This bid is valid for 30 days, after that it is subject to change.**

Jon Patterson
President
Date 6/8/2016

Approved by Authorized Representative
Date _____

EOTEC Disbursement Requests
June 24, 2016

Budget Category	Vendor	Description	Amount	Ck Num
Advertising/Marketing	Walmart	Supplies/ for Open House	110.27	N/A*
Construction	Home Depot	Supplies for Facility	258.95	N/A*
Construction	Home Depot	Supplies for Facility	62.71	N/A*
Construction	Home Depot	Supplies for Facility	55.82	N/A*
Advertising/Marketing	East Oregonian	Adverstising for Open House	319.95	N/A*
Advertising/Marketing	Pea Ridge	Shirts for Open House	281.84	N/A*
Office Supplies	Office Depot	Office Supplies	90.81	N/A*
Construction	Home Depot	Shelving	35.90	N/A*
Construction	Walmart	Supplies for Facility	143.52	N/A*
		Total of Debit Purchases	1359.77	
US Bank	US Bank	Bank Fees/ Checking acct	67.00	N/A
Salary & Wages	Heather Cannell	May 16-31 Payroll	1,259.29	N/A
Salary & Wages	Heather Cannell	June 1-15 Payroll	1,259.29	N/A
Salary & Wages	OR State Dept of Revenue	OR. State Taxes- Cannell	189.74	N/A
Salary & Wages	IRS	Mthly Federal Payroll Taxes	844.12	N/A
		Total of Automatic Withdrawals	3,619.44	
Construction	Barton Laser Leveling	Hydrant Repair	630.00	488**
Construction	Materials Testing & inspect.	Testing of Hydrants	2,244.00	489**
Misc Contractual	RS Management	Security at an Event	1,750.00	490**
Salary & Wages	American Funds	H. Cannell's Retirement Contr May 2016	1,126.68	491**
Misc Contractual	Alarm Financial Services	Fire Alarm Monitoring	40.00	494
Utilites	Cascade Natural Gas	Utility Bill	229.80	495
Public Notices	East Oregonian	Notice For Budget Meeting	91.61	496
Construction	East Oregonian	Adverstisement	296.91	496
Advertising	East Oregonian	Admin/Event planner Ad	342.00	496
Telephone	Eastern Oregon Telecom	Phone	315.81	497
Advertising	Echo FFA Chapter	Plants for Open House	148.00	498
Misc Contractual	Express Personnel	Hired help for events	232.70	499
Misc Contractual	Express Personnel	Hired help for events	106.15	499
Misc Contractual	Express Personnel	Hired help for events	155.14	499
Advertising	Farm City Pro rodeo	Farm City Rodeo Sponsor	5,000.00	500
Construction	FDG	Project Management/ May 2016	22,986.69	501
Utilities	Hermiston Energy Services	Utilities	37.13	502
Construction	Hermiston Plan Center	Frew membership dues	200.00	503
Utilities	Hermiston, City of	Utilities acct # 1.010424.02	42.79	504
Utilities	Hermiston, City of	Utilities acct # 1.010390.01	98.24	504
Utilities	Hermiston, City of	Utilities acct # 18.365005.01	65.92	504
Architect/Engineer	LRS Architects	Design services-EOTEC Barns	27,410.30	505
Const- Architect	Michael Building & Design	Design w/ ticket boothes, rest rooms	16,600.00	506
Construction	Power Pro Inc	Electrical Contractor	135,153.65	507
Advertising	Nate Rivera	Reimburse- Fundraising Committee	445.40	508
Misc Contractual	RS Management	Security at an Event	711.00	509
Misc Contractual	Severson Accounting & Tax	Payroll / direct deposits& Retirement/May	200.00	510
Construction	Supply Works	Clean dish table, Soiled dish table	2,805.18	511
Construction	Supply Works	Signarrow	94.99	511
Construction	Supply Works	Auto Scrubber	6,162.00	511
Construction	Supply Works	Waster containers	317.10	511
Construction	Supply Works	Supplies for facility	305.11	511
Construction	TCB Transportation Inc	Oven	1,200.00	512
Advertising	Umatilla County Fair	Silver Sponsor- Umatilla Co. Fair	5,000.00	513
Utilities	Umatilla Electric	Utilities acct# 9102169001	51.15	514
Utilities	Umatilla Electric	Utilities acct# 9102169002	605.39	514
Utilities	Umatilla Electric	Utilities acct# 9102169003	2,365.31	514
Telephone	Verizon	Cell phone	93.54	515
Construction	Wallowa & Associates	Topographic Survey- Eotec Barns	1,714.38	516
Construction	Wallowa & Associates	Topographic Survey- Rodeo Arena	429.38	516
		TOTAL CHECKS	\$ 237,803.45	
		GRAND TOTAL	\$ 242,782.66	

* Purchased with debit card

** Check written earlier in the month

CITY OF HERMISTON
BALANCE SHEET
JUNE 30, 2016

E.O.T.E.C. - GENERAL FUND

<u>ASSETS</u>			
93-1010	CASH - TO 94	(4,806,662.51)	
93-1021	CASH-OPERATING EOTEC (93-94)	5,222,566.83	
93-1030	INVESTMENTS	7,850.04	
	TOTAL ASSETS		<u>423,754.36</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
93-2210	REFUNDABLE DEPOSITS	4,200.00	
93-2225	EVENT DEPOSITS	5,896.00	
93-2250	TPA BALANCE	268,864.68	
	TOTAL LIABILITIES		278,960.68
<u>FUND EQUITY</u>			
93-2390	FUND BALANCE	3,727,158.97	
93-2596	APPROPRIATIONS	(821,000.00)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>(2,761,365.29)</u>	
	BALANCE - CURRENT DATE	<u>(2,761,365.29)</u>	
	TOTAL FUND EQUITY		<u>144,793.68</u>
	TOTAL LIABILITIES AND EQUITY		<u>423,754.36</u>

CITY OF HERMISTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2016

E.O.T.E.C. - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FROM OTHER AGENCIES</u>					
93-3015-210 CONTRIBUTION FROM CITY	.00	25,000.00	25,000.00	.00	100.0
93-3015-220 CONTRIBUTION FROM COUNTY	.00	25,000.00	25,000.00	.00	100.0
TOTAL FROM OTHER AGENCIES	.00	50,000.00	50,000.00	.00	100.0
<u>SERVICE CHARGES</u>					
93-3016-120 TOURISM PROMOTION ASSESSMENT	.00	118,810.16	105,000.00	(13,810.16)	113.2
93-3016-330 EVENT REVENUE	5,660.00	5,660.00	.00	(5,660.00)	.0
TOTAL SERVICE CHARGES	5,660.00	124,470.16	105,000.00	(19,470.16)	118.5
<u>MISCELLANEOUS REVENUES</u>					
93-3019-110 INTEREST ON INVESTMENTS	(4.82)	10,415.24	5,000.00	(5,415.24)	208.3
TOTAL MISCELLANEOUS REVENUES	(4.82)	10,415.24	5,000.00	(5,415.24)	208.3
<u>CASH FORWARD</u>					
93-3099-100 CASH FORWARD - UNDESIGNATED	.00	.00	1,086,000.00	1,086,000.00	.0
93-3099-200 CASH FORWARD - MKT TPA	.00	.00	269,000.00	269,000.00	.0
93-3099-300 CASH FORWARD - LGIP	.00	.00	2,070,000.00	2,070,000.00	.0
TOTAL CASH FORWARD	.00	.00	3,425,000.00	3,425,000.00	.0
TOTAL FUND REVENUE	5,655.18	184,885.40	3,585,000.00	3,400,114.60	5.2

CITY OF HERMISTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2016

E.O.T.E.C. - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>					
<u>PERSONNEL SERVICES</u>					
93-4300-1100 SALARY & WAGES	2,131.45	33,601.18	42,905.00	9,303.82	78.3
TOTAL PERSONNEL SERVICES	2,131.45	33,601.18	42,905.00	9,303.82	78.3
<u>MATERIALS & SERVICES</u>					
93-4300-2105 TEMPORARY LABOR	.00	.00	6,000.00	6,000.00	.0
93-4300-2110 AUDIT & ACCOUNTING	.00	6,000.00	7,000.00	1,000.00	85.7
93-4300-2150 FACILITIES MAINTENANCE	.00	.00	9,000.00	9,000.00	.0
93-4300-2170 GROUNDS MAINTENANCE	.00	.00	9,000.00	9,000.00	.0
93-4300-2210 BANK FEES	.00	775.24	500.00	(275.24)	155.1
93-4300-2220 BOND	.00	.00	750.00	750.00	.0
93-4300-2240 TRAVEL & TRAINING	.00	25.00	2,000.00	1,975.00	1.3
93-4300-2320 PUBLIC NOTICES	91.61	91.61	1,000.00	908.39	9.2
93-4300-2350 ADVERTISING	445.40	5,994.60	.00	(5,994.60)	.0
93-4300-2450 INSURANCE	.00	2,804.87	15,000.00	12,195.13	18.7
93-4300-2520 TELEPHONE	409.35	3,880.28	1,500.00	(2,380.28)	258.7
93-4300-2550 WEBSITE	.00	.00	500.00	500.00	.0
93-4300-2920 DUES	.00	.00	1,500.00	1,500.00	.0
93-4300-2950 MISCELLANEOUS CONTRACTUAL	1,444.99	7,236.17	5,500.00	(1,736.17)	131.6
93-4300-3101 OFFICE SUPPLIES	90.81	1,606.91	2,500.00	893.09	64.3
93-4300-3214 EQUIPMENT - MINOR	240.21	3,787.83	10,000.00	6,212.17	37.9
93-4300-3218 UTILITIES	3,495.73	6,806.27	15,000.00	8,193.73	45.4
TOTAL MATERIALS & SERVICES	6,218.10	39,008.78	86,750.00	47,741.22	45.0
<u>CAPITAL OUTLAY</u>					
93-4300-4305 OFFICE EQUIPMENT	.00	17,000.00	20,000.00	3,000.00	85.0
TOTAL CAPITAL OUTLAY	.00	17,000.00	20,000.00	3,000.00	85.0
TOTAL OPERATIONS	8,349.55	89,609.96	149,655.00	60,045.04	59.9

CITY OF HERMISTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2016

E.O.T.E.C. - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MARKETING</u>					
<u>PERSONNEL SERVICES</u>					
93-4400-1100 SALARY & WAGES	1,420.99	22,241.35	20,270.00	(1,971.35)	109.7
TOTAL PERSONNEL SERVICES	1,420.99	22,241.35	20,270.00	(1,971.35)	109.7
<u>MATERIALS & SERVICES</u>					
93-4400-2350 ADVERTISING & PUBLICATIONS	10,490.00	31,510.76	75,000.00	43,489.24	42.0
93-4400-2550 WEBSITE	.00	2,250.00	500.00	(1,750.00)	450.0
93-4400-2920 DUES	.00	600.00	3,700.00	3,100.00	16.2
93-4400-2950 MISCELLANEOUS CONTRACTUAL	.00	38.62	.00	(38.62)	.0
TOTAL MATERIALS & SERVICES	10,490.00	34,399.38	79,200.00	44,800.62	43.4
TOTAL MARKETING	11,910.99	56,640.73	99,470.00	42,829.27	56.9

CITY OF HERMISTON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2016

E.O.T.E.C. - GENERAL FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>NON-DEPARTMENTAL</u>						
<u>TRANSFER TO OTHER FUNDS</u>						
93-8810-4600	TRANSFER TO CONST. FUND	.00	2,800,000.00	3,101,885.00	301,885.00	90.3
	TOTAL TRANSFER TO OTHER FUNDS	.00	2,800,000.00	3,101,885.00	301,885.00	90.3
	TOTAL NON-DEPARTMENTAL	.00	2,800,000.00	3,101,885.00	301,885.00	90.3

CITY OF HERMISTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2016

E.O.T.E.C. - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>UNAPPROPRIATED BALANCE</u>					
<u>RESERVE FOR FUTURE EXPENDITURE</u>					
93-8890-7100 RES- FOR FUTURE EXP-MARKETING	.00	.00	233,990.00	233,990.00	.0
TOTAL RESERVE FOR FUTURE EXPENDITURE	.00	.00	233,990.00	233,990.00	.0
TOTAL UNAPPROPRIATED BALANCE	.00	.00	233,990.00	233,990.00	.0
TOTAL FUND EXPENDITURES	20,260.54	2,946,250.69	3,585,000.00	638,749.31	82.2
NET REVENUE OVER EXPENDITURES	(14,605.36)	(2,761,365.29)	.00	2,761,365.29	.0

CITY OF HERMISTON
 BALANCE SHEET
 JUNE 30, 2016

E.O.T.E.C. - FACILITY CONST

<u>ASSETS</u>			
94-1010	CASH - FROM 93		4,806,662.51
	TOTAL ASSETS		<u>4,806,662.51</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
94-2390	FUND BALANCE	(17,578.00)
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		<u>4,824,240.51</u>
	BALANCE - CURRENT DATE		<u>4,824,240.51</u>
	TOTAL FUND EQUITY		<u>4,806,662.51</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,806,662.51</u>

CITY OF HERMISTON
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING JUNE 30, 2016

E.O.T.E.C. - FACILITY CONST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FROM OTHER AGENCIES</u>					
94-3015-210 FEDERAL HUD GRANT	.00	410,130.00	441,000.00	30,870.00	93.0
94-3015-220 CONTRIBUTION FROM COUNTY	600,000.00	1,050,000.00	450,000.00	(600,000.00)	233.3
94-3015-225 CONTRIBUTION FROM CITY	.00	600,000.00	.00	(600,000.00)	.0
94-3015-230 GRANTS	.00	3,401,036.82	4,400,000.00	998,963.18	77.3
TOTAL FROM OTHER AGENCIES	600,000.00	5,461,166.82	5,291,000.00	(170,166.82)	103.2
<u>SERVICE CHARGES</u>					
94-3016-150 TPA- CAPITAL ADDITIONAL ASSESM	.00	23,017.10	.00	(23,017.10)	.0
TOTAL SERVICE CHARGES	.00	23,017.10	.00	(23,017.10)	.0
<u>MISCELLANEOUS REVENUES</u>					
94-3017-240 CAPITAL DONATIONS	.00	733,062.34	.00	(733,062.34)	.0
94-3017-260 BRICK DONATIONS	.00	185.00	.00	(185.00)	.0
TOTAL MISCELLANEOUS REVENUES	.00	733,247.34	.00	(733,247.34)	.0
<u>TRANSFERS IN</u>					
94-3019-715 TRANS FROM GENERAL FUND	.00	2,800,000.00	3,101,885.00	301,885.00	90.3
TOTAL TRANSFERS IN	.00	2,800,000.00	3,101,885.00	301,885.00	90.3
TOTAL FUND REVENUE	600,000.00	9,017,431.26	8,392,885.00	(624,546.26)	107.4

CITY OF HERMISTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2016

E.O.T.E.C. - FACILITY CONST

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>E.O.T.E.C. - CONST. FUND</u>					
<u>CAPITAL OUTLAY</u>					
94-4400-4101 LAND IMPROVEMENT (WELLS)	.00	.00	100,000.00	100,000.00	.0
94-4400-4103 CONST - ARCHITECT/ENGINEER	44,010.30	138,248.27	276,000.00	137,751.73	50.1
94-4400-4220 CONST - BUILDINGS	171,604.60	4,054,942.48	8,016,885.00	3,961,942.52	50.6
TOTAL CAPITAL OUTLAY	215,614.90	4,193,190.75	8,392,885.00	4,199,694.25	50.0
TOTAL E.O.T.E.C. - CONST. FUND	215,614.90	4,193,190.75	8,392,885.00	4,199,694.25	50.0
TOTAL FUND EXPENDITURES	215,614.90	4,193,190.75	8,392,885.00	4,199,694.25	50.0
NET REVENUE OVER EXPENDITURES	384,385.10	4,824,240.51	.00	(4,824,240.51)	.0



FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Eastern Oregon Trade and Event Center (EOTEC) will be held on June 24, 2016 at or after 7:00 a.m. at the EOTEC at 1705 E. Airport Rd, Hermiston, Oregon. The purpose of the meeting is to discuss the budget for the fiscal year beginning July 1, 2016 as approved by the EOTEC Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained on or after June 23, 2016 at the Hermiston City Hall, located at 180 NE 2nd Street, Hermiston, Oregon, between the hours of 8:00 a.m. and 5:00 p.m. or on the EOTEC Authority's website at www.eotechermiston.com. This budget is for an annual budget period and was prepared on the same basis of accounting as was used the preceding year.

Contact: Amy Palmer, EOTEC Budget Officer

Telephone: (541) 567-5521

Email: apalmer@hermiston.or.us

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2014-2015	Adopted Budget This Year 2015-2016	Approved Budget Next Year 2016-2017
Beginning Fund Balance/Net Working Capital	3,088,000	3,425,000	4,952,965
Fees, Licenses, Permits, Fines, Assessments & Other Service	115,559	105,000	163,930
Federal, State and All Other Grants, Gifts, Allocations and Donations	2,495,878	5,341,000	3,015,380
Revenue from Bonds and Other Debt			1,000,000
Interfund Transfers / Internal Service Reimbursements	2,445,878	3,101,885	
All Other Resources Except Current Year Property Taxes	12,862	5,000	5,000
Current Year Property Taxes Estimated to be Received			
Total Resources	8,158,177	11,977,885	9,137,275

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	17,567	63,175	107,255
Materials and Services	34,456	165,950	154,235
Capital Outlay	2,418,146	8,412,885	8,525,000
Debt Service			
Interfund Transfers	2,972,184	3,101,885	
Contingencies			
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure		233,990	350,785
Total Requirements	5,442,353	11,977,885	9,137,275

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM

Name of Organizational Unit or Program FTE for that unit or program			
GENERAL FUND	3,024,207	3,585,000	612,275
FTE	0.33	1.25	3.25
FACILITY CONST FUND	2,418,146	8,392,885	8,525,000
FTE	0	0	0
Total Requirements	5,442,353	11,977,885	9,137,275
Total FTE	0	1.25	3.25

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The 2016-17 budget is \$2.8 million less than the 2015-16 budget primarily because interfund transfers from the General Fund to the Construction Fund will not need to occur. The 2016-17 budget includes one FTE for the Facility Events Manager, one FTE for an administrative assistant, one FTE for janitorial services and one quarter FTE to assist with financial reporting and budgeting.

PROPERTY TAX LEVIES

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy	0	0	0
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total	\$0	\$0



EASTERN OREGON TRADE AND EVENT CENTER

Fiscal Year 2016-17

ANNUAL BUDGET

BUDGET COMMITTEE MEMBERS

Byron Smith, Board Chairman
Dan Dorrان, Board Vice Chairman
Larry Givens, Board Secretary-Treasurer
Ed Brookshier, Authority Board
Don Miller, Authority Board
Vijay Patel, Authority Board
Kim Puzey, Authority Board

George Anderson, Citizen Member
Ginny Holthus, Citizen Member
Robert Pahl, Citizen Member
Nate Rivera, Citizen Member
Tom Spoo, Citizen Member

Amy Palmer, Budget Officer

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EASTERN OREGON TRADE & EVENT CENTER

City of Hermiston

Umatilla County

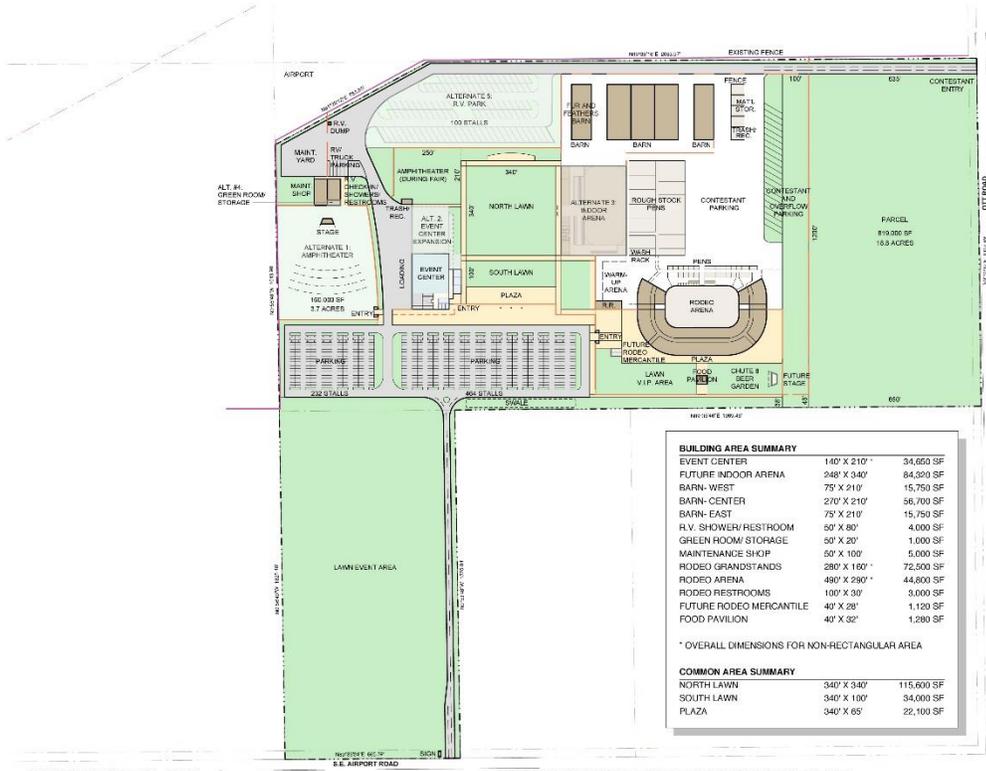
Appoints

Authority Board

Chairman Byron Smith
Vice Chairman Dan Dorran
Secretary-Treasurer Larry Givens
Ed Brookshier
Don Miller
Kim Puzey
Vijay Patel

Citizen Budget Committee Members

George Anderson
Ginny Holthus
Robert Pahl
Nate Rivera
Tom Spoo



BUILDING AREA SUMMARY

EVENT CENTER	140' X 210'	34,650 SF
FUTURE INDOOR ARENA	240' X 340'	84,500 SF
BARN - WEST	75' X 210'	15,750 SF
BARN - CENTER	270' X 210'	56,700 SF
BARN - EAST	75' X 210'	15,750 SF
R.V. SHOWER/RESTROOM	50' X 80'	4,000 SF
GREEN ROOM STORAGE	50' X 20'	1,000 SF
MAINTENANCE SHIP	50' X 100'	5,000 SF
RODEO GRANDSTANDS	280' X 160'	72,500 SF
RODEO ARENA	490' X 290'	44,800 SF
RODEO RESTROOMS	100' X 30'	3,000 SF
FUTURE RODEO MERCANTILE	40' X 28'	1,120 SF
FOOD PAVILION	40' X 32'	1,280 SF

* OVERALL DIMENSIONS FOR NON-RECTANGULAR AREA

COMMON AREA SUMMARY

NORTH LAWN	340' X 340'	115,600 SF
SOUTH LAWN	340' X 100'	34,000 SF
PLAZA	340' X 65'	22,100 SF

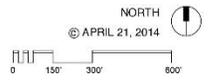
ALTERNATE SUMMARY

ALTERNATE 1	AMPHITHEATER
ALTERNATE 2	EVENT CENTER EXPANSION
ALTERNATE 3	INDOOR ARENA
ALTERNATE 4	GREEN ROOM
ALTERNATE 5	R.V. PARK

CONCEPT SITE PLAN N
SCALE: 1" = 300'

EASTERN OREGON TRADE AND EVENT CENTER

LRS PROJECT NO. 214001
Lrs ARCHITECTS





May 25, 2016

Dear Citizens and Members of the Budget Committee:

The proposed Eastern Oregon Trade and Event Center (EOTEC) Combined Funds Budget for the 2016-17 fiscal year is \$9,131,075. The EOTEC maintains two funds to account for the construction and operation of the Facility. The General Fund accounts for operating and marketing costs and the Construction Fund accounts for capital expenditures. The General Fund Proposed Budget is \$606,075 and the Facility Construction Fund Proposed Budget is \$8,525,000.

Marketing costs are tracked in the Marketing department in the General Fund. For 2016-17 the budget for marketing is \$64,610, including \$20,730 for Salary & Wages. Any moneys held by the EOTEC Authority that are not expected to be expended in the 2016-17 fiscal year are set aside in the Reserve for Future Expenditure within Non-Departmental. The Reserve for Future Expenditure for Marketing is \$350,785 and represents TPA revenues that are not expected to be needed within the upcoming year.

Fiscal year 2016-17 will mark the first full year of the Event Center operations, which held its open house on May 13, 2016 and first event, a well-attended Quinceanera, on May 21, 2016. The other components of the facility including the Barns and Rodeo Arena will be constructed this year. The County Fair and Rodeo are planned to be held on the EOTEC grounds in the summer of 2017.

FUNDING SOURCES

Funding sources during 2016-17 will be different as the EOTEC moves from the design and construction phase to a mix of operating the Event Center and constructing the remaining components of the facility. Primary funding sources for 2016-17 are presented below.

Operating Resources

1. Annual contributions of \$45,190 each from the City and the County to be used for operating costs.
2. Tourism Promotion Assessment (TPA) revenues to be used to market the EOTEC. The TPA is a flat rate charge for hotels, motels and RV parks. Hotels and motels are charged \$1 per night for each room rented and RV parks are charged 50 cents per night for each RV space rented out. The 2016-17 TPA estimate is \$117,730.
3. Event revenue of \$40,000.
4. Beginning cash of \$55,300 that is undesignated and \$297,665 that is reserved TPA revenues designated for marketing purposes.

Construction Resources

1. One million dollars in proceeds from Full Faith and Credit bonds the City will issue and make available to the EOTEC for construction costs. The City is assessing an additional TPA of \$1 per night for hotel and motel room rentals and an additional 50 cents per night for RV space rentals to be used for debt service on the bonds.
2. A grant from the State of Oregon in the amount of \$1.4 million that is being administered by the Port of Umatilla for additional construction costs.
3. \$525,000 from private parties and businesses to assist with construction costs.
4. Approximately one million dollars from a bridge loan to provide funding before all pledged contributions are received.
5. Beginning cash of \$4.6 million.

EXPENDITURES

Construction costs are estimated at \$8,525,000 or 93.4% of the overall budget. Information on the operating and marketing costs are presented below.

Operating

The 2016-17 budget includes \$10,140 for contribution towards an additional one-half (0.50) FTE the City of Hermiston is hiring to assist with finance and budgeting duties. The EOTEC's contribution reflects one-quarter (0.25) of an FTE. The budget also includes \$100,755 for the addition of one full-time Administrative Assistant (1.0 FTE) and two part-time janitorial/maintenance staff equating to 1.0 FTE. 2.25% increase in salary and wages for cost of living adjustment (COLA) was also included.

Marketing

The marketing budget includes 40% of the Business Development Manager's salary, \$15,600 for trade shows and other advertising costs, dues for various Chambers of Commerce and Event Associations and \$25,000 for promotional costs.

Sincerely,



Amy Palmer, CPA
Budget Officer
Eastern Oregon Trade and Event Center

BUDGET PROCESS

The EOTEC Authority was created March 19, 2012 by an intergovernmental agreement between the City of Hermiston and Umatilla County, Oregon to establish, acquire, construct, own, manage and operate a facility to be known as the Eastern Oregon Trade and Event Center. The Authority is governed by a seven member Board of Directors. As required by ORS 190.010(5) the Authority is appointed by, responsible to, and acts on behalf of Umatilla County and the City of Hermiston.

Most local governments in Oregon must prepare and adopt an annual budget. Budget provisions are determined by Oregon's Local Budget Law. The law requires citizen involvement in the preparation of the budget, public disclosure of the budget before its final adoption, and establishes standard procedures for preparing, presenting, and administering the budget. Although the Authority is exempt from the Budget Law, it has chosen to follow its requirements in the interest of transparency promoting citizen awareness of this aspect of its finances.

The budget committee in Oregon is made up of the EOTEC Authority Board and citizen budget committee members.

The law sets out the following specific procedures: 1) Appoint budget officer; 2) Prepare a proposed budget; 3) Publish notices of budget committee meeting; 4) Hold budget committee meetings; 5) Committee approves proposed budget; 6) Publish budget summary and notice of budget hearing; 7) Hold a budget hearing; 8) Enact resolutions or ordinances to adopt budget and make appropriations, and 9) File budget.

Following is the Eastern Oregon Trade and Event Center's budget calendar for fiscal year 2016-17:

06/10/2016	Hold first budget committee meeting
06/24/2016	Hold budget hearing
06/24/2016	Authority board action of resolutions or ordinances to adopt budget and make appropriations
07/15/2016	File budget with county assessor and county clerk

During the fiscal year, circumstances may require expenses to be paid that were not budgeted or the Eastern Oregon Trade and Event Center may receive revenue it did not plan for in its budget. A supplemental budget is required to pay additional expenses and spend the extra revenue. The supplemental budget must be adopted and appropriated before any additional money can be spent.

Adopting a budget will not involve the budget committee. After publishing a notice of the regular meeting at which the supplemental budget will be adopted, the governing body may adopt the supplemental budget by resolution if the expenditures are less than 10 percent of the annual budget fund being adjusted. If the expenditures are more, the governing body must publish the supplemental budget notice and hold a special hearing.

NOTE: This is the same budget process that is used to adopt the City of Hermiston's budget.

CONSOLIDATED REVENUES AND EXPENDITURES

REVENUES (by fund)

	06-30-2014 Received	06-30-2015 Received	06-30-2016 Budget	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
General Fund	4,129,088	5,712,298	3,585,000	606,075	612,275	612,275
Facility Construction Fund	-	2,445,878	8,392,885	8,525,000	8,525,000	8,525,000
TOTAL	4,129,088	8,158,176	11,977,885	9,131,075	9,137,275	9,137,275

EXPENDITURES (by fund)

	06-30-2014 Received	06-30-2015 Received	06-30-2016 Budget	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
General Fund	67,926	3,024,207	3,585,000	606,075	612,275	612,275
Facility Construction Fund	270,837	2,418,146	8,392,885	8,525,000	8,525,000	8,525,000
TOTAL	338,763	5,442,353	11,977,885	9,131,075	9,137,275	9,137,275

CONSOLIDATED REVENUES AND EXPENDITURES

RESOURCES (by character)

	06-30-2014 Received	06-30-2015 Received	06-30-2016 Budget	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
FROM OTHER AGENCIES	966,000	2,495,878	5,341,000	3,015,380	3,015,380	3,015,380
NON-REVENUE RECEIPTS	-	-	-	1,000,000	1,000,000	1,000,000
SERVICE CHARGES	103,660	115,559	105,000	157,730	163,930	163,930
MISCELLANEOUS REVENUES	8,611	12,862	5,000	5,000	5,000	5,000
TRANSFERS IN	-	2,445,878	3,101,885	-	-	-
CASH FORWARD	3,050,817	3,088,000	3,425,000	4,952,965	4,952,965	4,952,965
TOTAL	4,129,088	8,158,176	11,977,885	9,131,075	9,137,275	9,137,275

EXPENDITURES (by character)

	06-30-2014 Received	06-30-2015 Received	06-30-2016 Budget	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
PERSONNEL SERVICES	-	17,567	63,175	61,955	107,255	107,255
MATERIALS & SERVICES	67,926	34,456	165,950	193,335	154,235	154,235
CAPITAL OUTLAY	270,837	2,418,146	8,412,885	8,525,000	8,525,000	8,525,000
TRANSFERS OUT	-	2,972,185	3,101,885	-	-	-
RESERVE FOR FUTURE EXPENDITURE	-	-	233,990	350,785	350,785	350,785
CONTINGENCY	-	-	-	-	-	-
TOTAL	338,763	5,442,353	11,977,885	9,131,075	9,137,275	9,137,275

GENERAL FUND

RESOURCES

	06-30-2014 Received	06-30-2015 Received	06-30-2016 Budget	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
CONTRIBUTION FROM CITY	50,000	25,000	25,000	45,190	45,190	45,190
CONTRIBUTION FROM COUNTY	475,000	25,000	25,000	45,190	45,190	45,190
GRANTS	441,000	2,445,878	-	-	-	-
FROM OTHER AGENCIES	966,000	2,495,878	50,000	90,380	90,380	90,380
TOURISM PROMOTION ASSESSMENT	103,660	115,559	105,000	117,730	117,730	117,730
EVENT REVENUE	-	-	-	40,000	46,200	46,200
SERVICE CHARGES	103,660	115,559	105,000	157,730	163,930	163,930
INTEREST ON INVESTMENTS	8,611	12,862	5,000	5,000	5,000	5,000
MISC REVENUES	8,611	12,862	5,000	5,000	5,000	5,000
CASH FORWARD - UNDESIGNATED	16,938	50,000	1,086,000	50,000	50,000	50,000
CASH FORWARD - MKT TPA ACCT	153,306	150,000	269,000	297,665	297,665	297,665
CASH FORWARD - LGIP	2,880,573	2,888,000	2,070,000	5,300	5,300	5,300
CASH FORWARD	3,050,817	3,088,000	3,425,000	352,965	352,965	352,965
TOTAL	4,129,088	5,712,298	3,585,000	606,075	612,275	612,275

CONSOLIDATED GENERAL FUND EXPENDITURES SUMMARY

EXPENDITURES (by department)

	06-30-2014 Expended	06-30-2015 Expended	06-30-2016 Budget	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
OPERATIONS	67,926	52,022	149,655	190,680	196,880	196,880
MARKETING	-	-	99,470	64,610	64,610	64,610
NON-DEPARTMENTAL	-	2,972,185	3,335,875	350,785	350,785	350,785
TOTAL	67,926	3,024,207	3,585,000	606,075	612,275	612,275

EXPENDITURES (by character)

	06-30-2014 Expended	06-30-2015 Expended	06-30-2016 Budget	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
PERSONNEL SERVICES	-	17,567	63,175	61,955	107,255	107,255
MATERIALS & SERVICES	67,926	34,456	165,950	193,335	154,235	154,235
CAPITAL OUTLAY	-	-	20,000	-	-	-
TRANSFERS OUT	-	2,972,185	3,101,885	-	-	-
RESERVE FOR FUTURE EXPENDITURE	-	-	233,990	350,785	350,785	350,785
TOTAL	67,926	3,024,207	3,585,000	606,075	612,275	612,275

GENERAL FUND OPERATIONS DETAILED EXPENDITURES

	06-30-2014	06-30-2015	06-30-2016	2016-17	2016-17	2016-17
	Expended	Expended	Budget	Proposed	Approved	Adopted
SALARIES & WAGES	-	17,567	42,905	41,225	86,525	86,525
PERSONNEL SERVICES	-	17,567	42,905	41,225	86,525	86,525
TEMPORARY LABOR	-	-	6,000	-	55,455	55,455
AUDIT & ACCOUNTING	6,730	5,820	7,000	7,000	7,200	7,200
OTHER PROFESSIONAL SERVICES	-	4,741	-	-	-	-
FACILITIES MAINTENANCE	-	-	9,000	-	-	-
JANITORIAL SUPPLIES	-	-	-	700	1,200	1,200
GROUNDS MAINTENANCE	-	-	9,000	-	-	-
BANK FEES	964	507	500	890	890	890
BOND	487	487	750	750	750	750
TRAVEL & TRAINING	-	-	2,000	2,000	2,000	2,000
PUBLIC NOTICES	247	391	1,000	-	-	-
ADVERTISING	1,345	2,282	-	-	-	-
INSURANCE	1,615	500	15,000	9,000	9,000	9,000
TELEPHONE	903	1,068	1,500	2,880	2,880	2,880
MARKETING	48,463	10,508	-	-	-	-
WEBSITE	-	186	500	-	-	-
DUES	120	275	1,500	-	-	-
MISCELLANEOUS CONTRACTUAL	-	1,110	5,500	100,755	5,500	5,500
LICENSES & PERMITS	-	250	-	-	-	-
OFFICE SUPPLIES	6,449	2,910	2,500	1,820	1,820	1,820
MAINT/REPAIR SUPPLIES	-	-	-	5,000	5,000	5,000
COMPUTER REPAIR/SUPPLIES	-	-	-	3,000	3,000	3,000
EQUIPMENT - MINOR	603	-	10,000	660	660	660
UTILITIES	-	3,421	15,000	15,000	15,000	15,000
MATERIALS & SERVICES	67,926	34,456	86,750	149,455	110,355	110,355
OFFICE EQUIPMENT	-	-	20,000	-	-	-
CAPITAL OUTLAY	-	-	20,000	-	-	-
OPERATIONS TOTAL	67,926	52,022	149,655	190,680	196,880	196,880

GENERAL FUND MARKETING DETAILED EXPENDITURES

	06-30-2014	06-30-2015	06-30-2016	2016-17	2016-17	2016-17
	Expended	Expended	Budget	Proposed	Approved	Adopted
SALARY & WAGES	-	-	20,270	20,730	20,730	20,730
PERSONNEL SERVICES	-	-	20,270	20,730	20,730	20,730
ADVERTISING & PUBLICATIONS	-	-	75,000	15,600	15,600	15,600
WEBSITE	-	-	500	1,175	1,175	1,175
DUES	-	-	3,700	2,105	2,105	2,105
PROMOTIONS	-	-	-	25,000	25,000	25,000
MATERIALS & SERVICES	-	-	79,200	43,880	43,880	43,880
MARKETING TOTAL	-	-	99,470	64,610	64,610	64,610

NON-DEPARTMENT DETAILED EXPENDITURES

	06-30-2014 Expended	06-30-2015 Expended	06-30-2016 Budget	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
TRANSFER TO CONST FUND	-	2,972,185	3,101,885	-	-	-
TRANSFERS OUT	-	2,972,185	3,101,885	-	-	-
RESERVE FOR FUTURE EXP-MARKETING	-	-	233,990	350,785	350,785	350,785
RESERVE FOR FUTURE EXP-GENERAL	-	-	-	-	-	-
RESERVE FOR FUTURE EXPENDITURE	-	-	233,990	350,785	350,785	350,785
NON-DEPARTMENTAL TOTAL	-	2,972,185	3,335,875	350,785	350,785	350,785

FACILITY CONSTRUCTION FUND

RESOURCES

	06-30-2014 Received	06-30-2015 Received	06-30-2016 Budget	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
FEDERAL HUD GRANT	-	-	441,000	-	-	-
CONTRIBUTION FROM COUNTY	-	-	450,000	-	-	-
CONTRIBUTION FROM CITY	-	-	-	1,000,000	1,000,000	1,000,000
GRANTS	-	-	4,400,000	1,400,000	1,400,000	1,400,000
CAPITAL DONATIONS	-	-	-	525,000	525,000	525,000
FROM OTHER AGENCIES	-	-	5,291,000	2,925,000	2,925,000	2,925,000
PROCEEDS FROM LOAN	-	-	-	1,000,000	1,000,000	1,000,000
NON-REVENUE RECEIPTS	-	-	-	1,000,000	1,000,000	1,000,000
TRANS FROM GENERAL FUND	-	2,445,878	3,101,885	-	-	-
TRANSFERS IN	-	2,445,878	3,101,885	-	-	-
CASH FORWARD	-	-	-	4,600,000	4,600,000	4,600,000
CASH FORWARD	-	-	-	4,600,000	4,600,000	4,600,000
TOTAL	-	2,445,878	8,392,885	8,525,000	8,525,000	8,525,000

EXPENDITURES

	06-30-2014 Expended	06-30-2015 Expended	06-30-2016 Budget	2016-17 Proposed	2016-17 Approved	2016-17 Adopted
LAND IMPROVEMENT (WELLS)	6,578	-	100,000	-	-	-
CONST - ARCHITECT/ENGINEER	61,558	17,578	276,000	-	-	-
CONST - BUILDINGS	202,701	2,400,568	8,016,885	8,525,000	8,525,000	8,525,000
EQUIPMENT	-	-	-	-	-	-
CAPITAL OUTLAY	270,837	2,418,146	8,392,885	8,525,000	8,525,000	8,525,000
TOTAL	270,837	2,418,146	8,392,885	8,525,000	8,525,000	8,525,000

GLOSSARY OF TERMS

Adopted Budget. Financial plan that forms the basis for appropriations. Adopted by the governing body.

Appropriation. Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any. It is presented in a resolution or ordinance adopted by the governing body.

Budget. Written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, and estimated revenues and expenditures for the current and upcoming year.

Budget Committee. Fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters appointed from the district.

Budget Message. Written explanation of the budget and the local government's financial priorities. It is prepared and presented by the executive officer or chairperson of the governing body.

Budget Officer. Person appointed by the governing body to assemble budget material and information and to physically prepare the proposed budget.

Capital Outlay. Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment or buildings.

Commodities. Supplies purchased for direct use, such as paper products, gasoline, equipment parts and cleaning supplies.

Contractual Services. Services provided by outside sources, such as architects, janitorial and printing.

Debt Service Fund. A fund established to account for payment of general long-term debt principal and interest.

Enterprise Fund. A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. They are usually self-supporting. Examples of enterprise funds are those for water and wastewater utilities.

Expenditures. Total amount incurred if accounts are kept on an accrual basis; total amount paid if accounts are kept on a cash basis.

Fiscal Year. A 12-month period to which the annual operating budget applies. At the end of the period, a government determines its financial position and the results of its operations. It is July 1 through June 30 for local governments.

Full-Time Equivalent Position (FTE). A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example a summer parks worker working for four months, or 690 hours, would be equivalent to .3 of a full-time position.

Fund. A division in a budget segregating independent fiscal and accounting requirements. An entity within a government's financial plan designated to carry on specific activities or to reach certain objectives.

Goal. A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given time period.

Long-Term. A period of time ten years or more.

Materials & Services. The goods and direct services purchased for direct consumption in the annual operation of the budget.

Operating Funds. Resources derived from recurring revenue sources used to finance ongoing expenditures and pay-as-you-go capital projects.

Ordinance. A formal legislative enactment by the governing board of a municipality.

ORS. Oregon Revised Statutes.

Permanent Rate Limit. The maximum rate of ad valorem property taxes that a local government can impose. Taxes generated from the permanent rate limit can be used for any purpose. No action of the local government can increase a permanent rate limit.

Personal Services. Salaries, health and accident insurance premiums, social security and retirement contributions, for example.

Proposed Budget. Financial and operating plan prepared by the budget officer, submitted to the public and budget committee for review.

Resolution. A formal order of a governing body; lower legal status than an ordinance.

Resources. Estimated beginning funds on hand plus anticipated receipts.

Short-Term. A period of time less than ten years.

Supplemental Budget. A financial plan prepared to meet unexpected needs or to spend revenues not anticipated when the regular budget was adopted. It cannot be used to authorize a tax.

Transfers. Also known as inter-fund transfers, the amounts distributed from one fund to finance activities in another fund. Shown as an expenditure in the originating fund and a revenue in the receiving fund.

Unappropriated Ending Fund Balance. Amount set aside in the budget to be used as a cash carryover to the next year's budget. It provides the local government with cash until tax money is received from the county treasurer in November. This amount cannot be transferred by resolution or used through a supplemental budget, unless necessitated by a qualifying emergency.

User Charges. The payment of a fee for direct receipt of a public service by the party benefiting from the service.

RESOLUTION NO. 3

Adopting the Budget

BE IT RESOLVED that the Board of Directors of the Eastern Oregon Trade & Event Center, Umatilla County, hereby adopts the budget for fiscal year 2016-17 as approved by the EOTEC Budget Committee at its meeting on June 10, 2016 in the total of \$9,137,275 now on file at the office of the City Recorder for the City of Hermiston.

Making Appropriations

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2016 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Operations	196,880
Marketing	<u>64,610</u>
Total	261,490

FACILITY CONSTRUCTION FUND

Capital Outlay	<u>8,525,000</u>
TOTAL	8,525,000

Total Appropriations, All Funds	8,786,490
Total Unappropriated and Reserve Amounts, All Funds	<u>350,785</u>
Total Adopted Budget	9,137,275

This resolution shall become effective immediately upon its passage as of the date and year set out below.

PASSED by the EOTEC Board of Directors this 24th day of June, 2016.

Ed Brookshier, Authority Board

Dan Dorran, Vice-Chair

Larry Givens, Secretary/Treasurer

