



Agenda
September 30, 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 possibly approve the EOTEC Board minutes of September 2nd and September 12th.
 - b. Discussion and possible approval of allocating space in the Northwest corner of the EOTEC property for the County/Fair to store items.
 - c. Review and possibly approve a grant to Randy from Hermiston Horse Sale Extravaganza.

3. Reports
 - a. Budget and Fiscal
 - i. Monthly Report
 - b. Fundraising
 - c. Hoteliers/Marketing
 - d. Facilities
 - i. Knerr Construction Barn Report
 - e. Governance
 - f. Operations

4. Public Comment

5. Next Meeting – October 14, 2016 @7:00am @ EOTEC.

6. Adjourn



Meeting Minutes
September 2nd, 2016

EOTEC
1705 E. Airport Rd

Board Members – Chairman Byron Smith, Vice Chairman Dan Dorran, Secretary/Treasurer Larry Givens, Board members Ed Brookshier, Vijay Patel, Kim Puzey and Don Miller.

Present were Board Members Byron Smith, Dan Dorran, Ed Brookshier, Larry Givens, Vijay Patel, Larry Givens, Kim Puzey, and Don Miller (arrived at 7:01 am). Also present were Amy Palmer (arrived at 7:02 am), Heather Cannell, Lilly Alarcon-Strong, Jade McDowell of the East Oregonian, and members of the public.

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

Approve Minutes

Ed moved and Dan seconded to approve the meeting minutes from June 24th, July 1st, July 15th, July 29th, August 4th, and August 12th with an amendment to the July 15th minutes; correcting Vijay who made the motion to create a Construction Sub-Committee not Dan. Motion carried unanimously.

(Don arrived 7:01 am)

Rodeo Grounds General Contractor

Byron stated Hendon Construction was the only bidder for the Rodeo Grounds. After reviewing the bid, legal counsel found some deficiencies that would need to be corrected and items that have potential to go over budget. Legal counsel recommends the Board not accept the bid until the deficiencies are corrected and a final bid is presented.

(Amy arrived 7:02 am)

Dan moved and Ed seconded to authorize the Construction Sub-Committee to work directly with Hendon Construction as the low bidder to rectify deficiencies outlines by legal counsel. Kim amended the motion to authorize the subcommittee to award the contract once the deficiencies have been remedied. Both motions denied unanimously.

Don moved and Ed seconded to authorize the Construction Sub-Committee to work with the low bidder, Hendon Construction, regarding deficiencies in their bid and report back to the Board, during a special meeting, for authorization to move forward. Motion carried unanimously.

Work Session

Dan stated he recommends the Board come together for a work session during the first or second week of October. Ideally, the work session would be on a Saturday, but can be any day during the week as well and be expected to run most of the day.

The work session would cover:

- The History of EOTEC
- Why and how it was formed
- Expectations for August 2017
- What needs to be done
- Budget Review of Capital and Operating Budgets
- Standing Committee Review- to add or remove committees and make sure they are functional committees, and etc.

Dan stated Byron does so much for this project and most everyone forgets he is not a staff member.

Byron recommended that work session include City and County staffing issues.

Dan agreed, and said the agenda can include all items for the good of the order. Dan moved and Don seconded to schedule a work session. Motion carried unanimously.

It was recommended that a Doodle Poll be sent out to establish the best day to meet for the entire Board.

Knerr Construction- Barn and Site Project Schedule

John Eckhardt from Knerr Construction presented the Board with the Design and Bid Schedule for the Barn and other site projects to include:

- New Barns
- Landscaping/Irrigation
- Perimeter Fencing
- Site Electrical
- Commons Area Paving
- Signage & Amenities
- Food Court Structure
- Exhibitor Staging.

Dan stated a meeting will be scheduled for the end of September to come up with different trailer options for the food court structures.

Byron stated the Sub-Committee is also prioritizing the exhibitor staging area.

Dan asked what the status of the potable water is.

Kim asked what landscaping design elements would be used for the bio swales and if the damaged fence would be replaced.

Vijay asked if Knerr Construction could provide the Board with a monthly power point progress report of each project.

John stated they had not addressed the potable water issue, but will be considering it as it needs to be resolved. The bio swales will most likely have rocks, grasses, shrubs and trees in them and they would look into repairing the damaged fence.

Byron stated he would work with John on a presentation format for the monthly reports.

Reports

Budget and Fiscal- Amy stated although the disbursement request had been approved via email on 08/26/2016 because there was no meeting at the end of the month of August, the Board is still asked to ratify the disbursements in an open meeting. Dan moved and Don seconded to ratify the August disbursement. Motion carried unanimously. Larry moved and Dan seconded to approve the monthly financial report as presented by Amy Palmer. Motion carried unanimously.

Byron stated financial Reports will be emailed after the meeting.

Fundraising-Dennis stated the Fundraising Committee is waiting to see what the bid amounts will be so they can assess if additional funds need to be raised.

Dave stated there are donors who would like to help and be involved in the donor wall recognition process. Please let him know when this is underway so those individuals can be contacted.

Byron stated this had been a prior request and it will be honored.

Facilities- Byron stated the City's Planning Commission will hold a variance hearing on Wednesday, September 14th at 7:00pm at City Hall for EOTEC's required parking, and encourages all Board members, as well as, members from other committees and boards to attend.

Heather stated signage had been placed on the front of the Event Center, and hopes everyone had seen it driving in and likes it. Heather presented the Board with a breakdown of profit and loss for various events and the costs of FFE. Because there is money in the FFE Budget, Heather would like to order plates and silverware. Heather stated the Event Center is being rented out more during the week by Good Shephard, Head Start, and other organizations.

Dan asked if a concession or vendor fee had been set up.

Heather stated no, and is something that would need to be addressed. Heather stated the operating system is in the process of being reconfigured. It is a very functional system and expects to have another training day to go over the updates. There are some security concerns regarding the Community Calendar that the IT department is working through, but should be complete by next week.

Larry asked if there was a refundable security deposit.

Vijay asked if a dishwasher had been purchased.

Heather stated there is a refundable security deposit. A dishwasher is currently being leased for \$75.00 a month. This price includes all chemicals and monthly routine maintenance. The payments are being made from the operational budget. Three bids were received to purchase a dishwasher but Heather felt the leasing option was best suited.

Vijay agreed and encouraged the Board to continue with the leasing option.

Comments

George Anderson asked that Heather please print off or include in the agenda packet items that she is presenting to the Board so the public can view them as well.

Gay Newman stated although everyone has been doing a great job with EOTEC, the previous Fair and Rodeo had been built with volunteer work. Those people would like to volunteer and are getting discouraged and losing interest in the project. Gay also recommended updating the website with current construction information and not waiting on signage to be put up as many people don't even know where EOTEC is located. By having signage go up, at least people can drive in and look at the center and site.

John stated as a requirement, because there are state and federal dollars attached to the project, prevailing wages must be paid and volunteers cannot be tied into the project. But will look into ways where volunteer opportunities can be utilized.

Don stated is could be discussion topic at the work session.

Kim suggested the Board use Funland Park, funding and volunteerism, as an example of what EOTEC can do, and place Volunteerism on the agenda under "Reports" to keep it in the minds of the Board.

Next meeting –The next regular meeting will be Friday, September 30th, 2016 @ 7:00 am at EOTEC located at 1705 E. Airport Road, Hermiston.

Adjourned- at 7:52 am.





Special Meeting Minutes

September 12th, 2016

EOTEC

1705 E. Airport Rd

Board Members – Chairman Byron Smith, Vice Chairman Dan Dorran, Secretary/Treasurer Larry Givens, Board members Ed Brookshier, Vijay Patel, Kim Puzey and Don Miller.

Present were Board Members Byron Smith, Dan Dorran, Ed Brookshier, Vijay Patel, Kim Puzey, and Don Miller. Larry Givens was excused. Also present were Heather Cannell, Nate Rivera, Lilly Alarcon-Strong, Jade McDowell of the East Oregonian, Jennifer Colton of KOHU, and members of the public.

Chairman Byron Smith called the meeting to order at 1:00 pm.

Rodeo Grounds General Contractor

Byron stated the Construction Subcommittee met with Hendon Construction to correct the deficiencies that were in the original bid documents and recommend that the Board award the contract to Hendon Construction. The contract came in at budget, but that leaves both add-alternates (lighting and restrooms) out of the bid. Byron encourages the contractor to find ways to add value engineering to bring the price down to be able to add in pieces to the project. Dan moved and Vijay seconded to award Hendon Construction the Rodeo Construction Bid. Motion carried unanimously.

Planning Variance

Ed reminded the Board and all those who are involved in the Fair and Rodeo to attend the Planning Commission meeting Wednesday, at 7:00 pm to discuss and give recommendations for parking considerations. Ed stated, if possible, he would like to hold off on this issue until after the first year of the Fair and Rodeo (2017) to be able to compare where EOTEC is after the first year of operation.

Dan agreed.

Byron stated the original variance special use permit forbids EOTEC from using two pieces of the three venues at the same time except for the Fair and Rodeo, this variance, if approved, would allow more than one venue to be used at a time. The variance also asks EOTEC to do some improved parking for overflow parking on Airport Road. Perhaps EOTEC inform the Planning Commission on their intentions for shuttle services to have some off-site parking, and ask that they give EOTEC one year to get these plans established.

After some discussion Byron stated he feels it would be a good idea to have Board members and participants attend the meeting if possible to answer any questions the Planning Commission might have.

Storage

Don asked that the Board consider the NW corner of the property be fenced off for equipment and storage. If the Board is supportive of this, he will come back to the Board with a formalized plan at the next meeting.

There was no opposition from the Board.

Barn Progress

Ed asked when the Board would expect to see a report on the Barns.

Byron stated he believes the barns will be placed to bid in the next week. Byron stated the Sub-Committee meets with Knerr every Tuesday morning and working with LRS as well.

Mike Kay stated he believes a construction time line could be presented to the Board by the next Board meeting of September 30th.

Comments

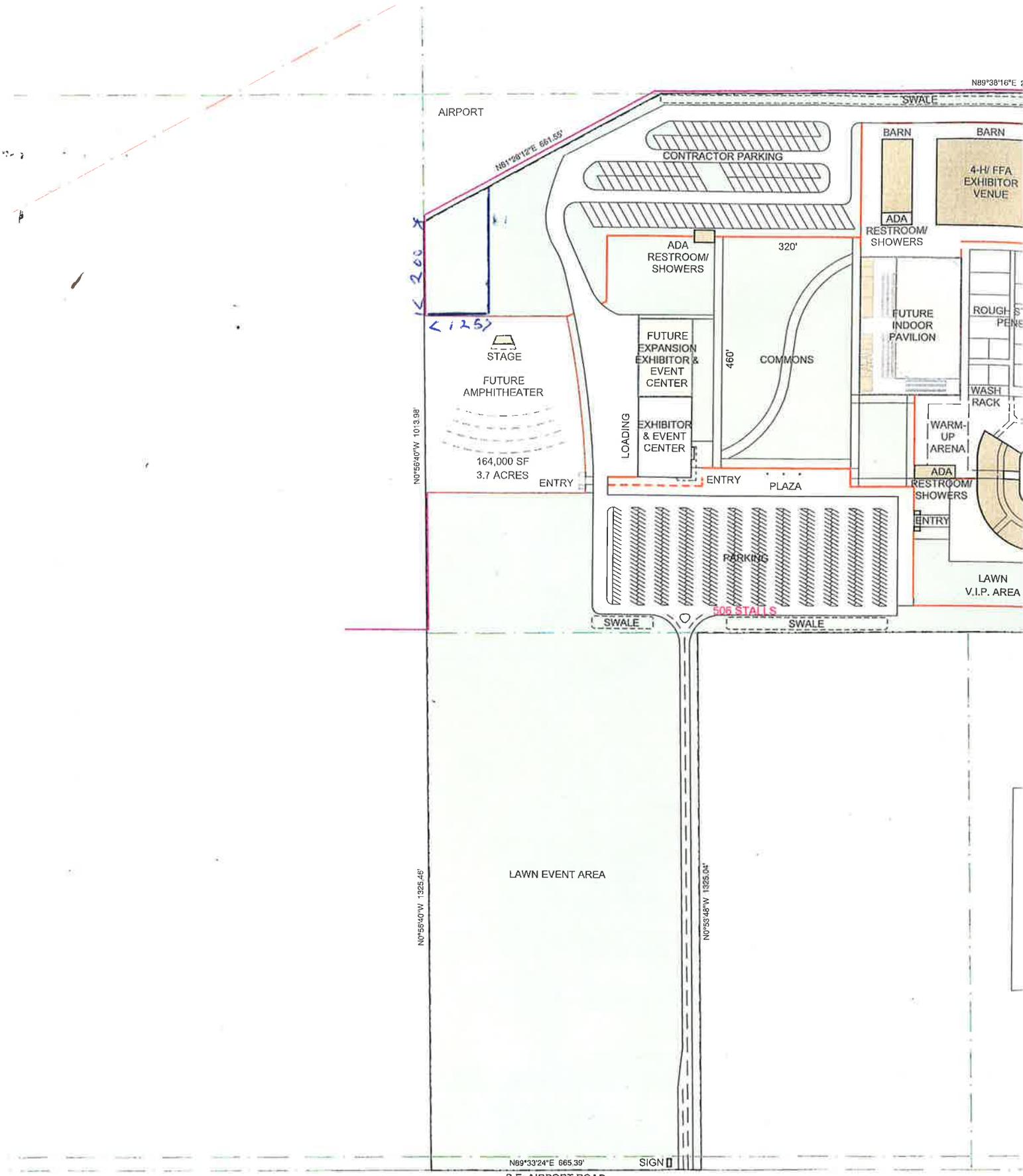
Kim stated he has been speaking with Good Shepherd Heath Foundation and they would like to contribute to EOTEC, but the contribution must be Heath, Well Being, or Quality of Life related. Kim asked that the Board look for ways this could be accomplished.

Board Work Session

Byron stated he is still waiting on Kim and Larry to respond, but believes Friday, October 28th will work for the entire Board.

Next meeting –The next regular meeting will be Friday, September 30th, 2016 @ 7:00 am at EOTEC located at 1705 E. Airport Road, Hermiston.

Adjourned- at 1:16 pm.



CONCEPT SITE PLAN T - WITH FUTURE BUILDINGS

EASTERN OREGON TRADE & EVENT CENTER

SCALE: 1" = 300'

LRS PROJECT



EOTEC Disbursement Requests
September 30, 2016

| Budget Category | Vendor | Description | Amount | Ck Num |
|------------------------|---------------------------|---|----------------------|--------|
| Janitorial Supplies | The CornerGuard Store | Adjustable Hinges | 255.08 | 583** |
| Office Supplies | Office Max | Surge Outlet, Toner | 95.99 | 583** |
| Office Supplies | LTD Commodities | Windmill Clock, laminating Sheets | 25.95 | 583** |
| Construction | Harbor Freight Tools | Key Box & keys | 47.97 | 583** |
| Construction | Sears | Pressure Washer & Backpack Blower | 589.98 | 583** |
| Construction | Whites Business Machines | Xerox Pinter WC6505 | 1,195.00 | 583** |
| Advertising | DW Media | Adverstising at multiple markets | 600.00 | 583** |
| Construction | Amazon | Door Stoppers | 132.72 | 583** |
| Advertising | Office Max | Fair Brochures | 35.98 | 583** |
| Construction | Home Depot | Shades for Windows | 405.60 | 583** |
| Advertising | Town Square | Advertising | 595.00 | 583** |
| Construction | Amazon | Chairmat W/ Lip | 72.00 | 583** |
| Construction | Amazon | Chairmat W/ Lip | 36.00 | 583** |
| Repair Supplies | Smittys Ace Hardware | Mat Repair | 26.42 | 583** |
| Advertising | Office Max | Business Cards | 17.99 | 583** |
| Bank Fees | US Bank Credit Card | Interest on C.C for late payment | 44.55 | 583** |
| Office Supplies | US Bank Credit Card | Rush Card Fee | 15.00 | 583** |
| Minor Safety Equipment | Smittys Ace Hardware | posts, clamp hose | 20.96 | 583** |
| Minor Safety Equipment | Bi Mart | Organizer Baskets, Drawer organizers | 66.86 | 583** |
| | | Credit Card Charges Total | 4,279.05 | |
| US Bank | US Bank | Bank Fees/ Checking acct Aug | 106.35 | N/A |
| Salary & Wages | Heather Cannell | Aug 16-31 Payroll | 1,259.29 | N/A |
| Salary & Wages | Cynthia Driscoll | Aug 16-31 Payroll | 1,005.67 | N/A |
| Salary & Wages | Heather Cannell | Sept 1-15 Payroll | 1,259.30 | N/A |
| Salary & Wages | Cynthia Driscoll | Sept 1-15 Payroll | 1,005.67 | N/A |
| Salary & Wages | OR State Dept of Revenue | OR. State Taxes- Cannell/Driscoll | 289.02 | N/A |
| Salary & Wages | IRS | Federal Payroll Taxes-Cannell/Driscoll | 1,323.30 | N/A |
| | | Total of Automatic Withdrawals | 6,248.60 | |
| Salary & Wages | American Funds | H. Cannell's Retirement Contr Aug 2016 | 1,126.68 | 582** |
| Construction | Granite Construction | Paving- April 2016 | 379,389.53 | 584** |
| Construction | Cynthia Driscoll | Reimb- Table bought at yard sale | 200.00 | 585** |
| Misc Contractual | Alarm Financial Services | Fire Alarm Monitoring | 40.00 | 586 |
| Utilities | Cascade Natural Gas | Utility Bill | 3.87 | 587 |
| Construction | Dowl | Consulting Services | 550.00 | 588 |
| Construction | East Oregonian | Notice of Bid Invite | 296.91 | 589 |
| Telephone | Eastern Oregon Telecom | Phone | 912.29 | 590 |
| Marketing | EOTEC Petty Cash | Reimburse Petty cash | 140.51 | 591 |
| Temporary Labor | Express Personnel | Hired help for events | 97.98 | 592 |
| Construction | FDG | Project Management/ Aug 2016 | 23,232.37 | 593 |
| Construction | Hermiston Plan Center | Plans | 100.00 | 594 |
| Utilities | Hermiston, City of | Utilities acct # 1.010424.02 | 13.80 | 595 |
| Utilities | Hermiston, City of | Utilities acct # 1.010390.01 | 43.44 | 595 |
| Utilities | Hermiston, City of | Utilities acct # 18.365005.01 | 181.90 | 595 |
| Accts Payable | Hermiston, City of | TPA- Additional Assessment Jan 1-aug 2016 | 46,367.99 | 595 |
| Construction | High Performance Signs | 2 EOTEC Logo Signs | 2,577.50 | 596 |
| Construction | NW Metal Fabricators | Fabricate Bracing on projector Beam | 1,726.00 | 597 |
| Construction | Power Pro Inc | Electrical Contractor | 71,304.54 | 598 |
| Misc Contractual | Rose Hart Pest control | Pest control | 250.00 | 599 |
| Misc Contractual | Severson Accounting & Tax | Payroll / direct deposits& Retirement/Aug | 200.00 | 600 |
| Janitorial | Supply Works | cleaning supplies, bathroom supplies | 439.59 | 601 |
| Janitorial | Supply Works | Cleaning supplies-handsoap | (39.88) | 601 |
| Janitorial | Supply Works | Bathroom Supplies | 180.68 | 601 |
| Minor safety equip | Supply Works | combo pad locks | 156.90 | 601 |
| Utilities | Umatilla Electric | Utilities acct# 9102169001 | 51.00 | 602 |
| Utilities | Umatilla Electric | Utilities acct# 9102169002 | 214.99 | 602 |
| Utilities | Umatilla Electric | Utilities acct# 9102169003 | 1,124.87 | 602 |
| Telephone | Verizon | Cell phone | 93.56 | 603 |
| Construction | ZGA Architect | Permitting Services | 416.25 | 604 |
| | | TOTAL CHECKS | \$ 531,393.27 | |
| | | GRAND TOTAL | \$ 541,920.92 | |

* Purchased with Credit card

** Check written earlier in the month

CITY OF HERMISTON
BALANCE SHEET
SEPTEMBER 30, 2016

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

| <u>ASSETS</u> | | | |
|-------------------------------|---|--------------------|-------------------|
| 93-1010 | CASH - TO 94 | (4,471,357.27) | |
| 93-1021 | CASH-OPERATING EOTEC (93-94) | 1,375,486.67 | |
| 93-1030 | INVESTMENTS | 3,509,954.83 | |
| | TOTAL ASSETS | | <u>414,084.23</u> |
| <u>LIABILITIES AND EQUITY</u> | | | |
| <u>LIABILITIES</u> | | | |
| 93-2210 | REFUNDABLE DEPOSITS | 6,200.00 | |
| 93-2225 | EVENT DEPOSITS | 5,000.00 | |
| 93-2250 | TPA BALANCE | 330,583.44 | |
| | TOTAL LIABILITIES | | 341,783.44 |
| <u>FUND EQUITY</u> | | | |
| 93-2390 | FUND BALANCE | 896,881.90 | |
| 93-2596 | APPROPRIATIONS | (821,000.00) | |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | <u>(3,581.11)</u> | |
| | BALANCE - CURRENT DATE | <u>(3,581.11)</u> | |
| | TOTAL FUND EQUITY | | <u>72,300.79</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>414,084.23</u> |

CITY OF HERMISTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 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 | .00 | 45,190.00 | 45,190.00 | .0 |
| 93-3015-220 CONTRIBUTION FROM COUNTY | .00 | .00 | 45,190.00 | 45,190.00 | .0 |
| TOTAL FROM OTHER AGENCIES | .00 | .00 | 90,380.00 | 90,380.00 | .0 |
| <u>SERVICE CHARGES</u> | | | | | |
| 93-3016-120 TOURISM PROMOTION ASSESSMENT | .00 | 33,098.47 | 117,730.00 | 84,631.53 | 28.1 |
| 93-3016-330 EVENT REVENUE | .00 | 4,926.00 | 46,200.00 | 41,274.00 | 10.7 |
| TOTAL SERVICE CHARGES | .00 | 38,024.47 | 163,930.00 | 125,905.53 | 23.2 |
| <u>MISCELLANEOUS REVENUES</u> | | | | | |
| 93-3019-110 INTEREST ON INVESTMENTS | 2,107.54 | 2,103.40 | 5,000.00 | 2,896.60 | 42.1 |
| TOTAL MISCELLANEOUS REVENUES | 2,107.54 | 2,103.40 | 5,000.00 | 2,896.60 | 42.1 |
| <u>CASH FORWARD</u> | | | | | |
| 93-3099-100 CASH FORWARD - UNDESIGNATED | .00 | .00 | 50,000.00 | 50,000.00 | .0 |
| 93-3099-200 CASH FORWARD - MKT TPA | .00 | .00 | 297,665.00 | 297,665.00 | .0 |
| 93-3099-300 CASH FORWARD - LGIP | .00 | .00 | 5,300.00 | 5,300.00 | .0 |
| TOTAL CASH FORWARD | .00 | .00 | 352,965.00 | 352,965.00 | .0 |
| TOTAL FUND REVENUE | 2,107.54 | 40,127.87 | 612,275.00 | 572,147.13 | 6.6 |

CITY OF HERMISTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 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 | 2,960.14 | 13,466.01 | 86,525.00 | 73,058.99 | 15.6 |
| TOTAL PERSONNEL SERVICES | 2,960.14 | 13,466.01 | 86,525.00 | 73,058.99 | 15.6 |
| <u>CONTRACTUAL SERVICES</u> | | | | | |
| 93-4300-2105 TEMPORARY LABOR | 97.98 | 792.02 | 55,455.00 | 54,662.98 | 1.4 |
| 93-4300-2110 AUDIT & ACCOUNTING | .00 | .00 | 7,200.00 | 7,200.00 | .0 |
| 93-4300-2155 JANITORIAL SUPPLIES | 835.47 | 1,063.44 | 1,200.00 | 136.56 | 88.6 |
| 93-4300-2210 BANK FEES | 59.55 | 330.51 | 890.00 | 559.49 | 37.1 |
| 93-4300-2220 BOND | .00 | .00 | 750.00 | 750.00 | .0 |
| 93-4300-2240 TRAVEL & TRAINING | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 93-4300-2450 INSURANCE | .00 | 4,160.80 | 9,000.00 | 4,839.20 | 46.2 |
| 93-4300-2520 TELEPHONE | 1,005.85 | 2,193.54 | 2,880.00 | 686.46 | 76.2 |
| 93-4300-2950 MISCELLANEOUS CONTRACTUAL | 490.00 | 5,370.70 | 5,500.00 | 129.30 | 97.7 |
| TOTAL CONTRACTUAL SERVICES | 2,488.85 | 13,911.01 | 84,875.00 | 70,963.99 | 16.4 |
| <u>CATEGORY 3</u> | | | | | |
| 93-4300-3101 OFFICE SUPPLIES | 1,323.38 | 1,439.84 | 1,820.00 | 380.16 | 79.1 |
| 93-4300-3150 MAINTENANCE/ REPAIR SUPPLIES | 88.14 | 88.14 | 5,000.00 | 4,911.86 | 1.8 |
| 93-4300-3175 COMPUTER REPAIR/ SUPPLIES | .00 | .00 | 3,000.00 | 3,000.00 | .0 |
| 93-4300-3214 EQUIPMENT - MINOR | 1,147.78 | 1,377.32 | 660.00 | (717.32) | 208.7 |
| 93-4300-3218 UTILITIES | 1,633.87 | 3,353.48 | 15,000.00 | 11,646.52 | 22.4 |
| TOTAL CATEGORY 3 | 4,193.17 | 6,258.78 | 25,480.00 | 19,221.22 | 24.6 |
| TOTAL OPERATIONS | 9,642.16 | 33,635.80 | 196,880.00 | 163,244.20 | 17.1 |

CITY OF HERMISTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 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 | 917.15 | 4,660.36 | 20,730.00 | 16,069.64 | 22.5 |
| TOTAL PERSONNEL SERVICES | 917.15 | 4,660.36 | 20,730.00 | 16,069.64 | 22.5 |
| <u>MATERIALS & SERVICES</u> | | | | | |
| 93-4400-2350 ADVERTISING & PUBLICATIONS | 1,396.93 | 2,632.22 | 15,600.00 | 12,967.78 | 16.9 |
| 93-4400-2550 WEBSITE | .00 | .00 | 1,175.00 | 1,175.00 | .0 |
| 93-4400-2920 DUES | .00 | 2,595.60 | 2,105.00 | (490.60) | 123.3 |
| TOTAL MATERIALS & SERVICES | 1,396.93 | 5,227.82 | 18,880.00 | 13,652.18 | 27.7 |
| <u>CATEGORY 3</u> | | | | | |
| 93-4400-3220 PROMOTIONS | .00 | 185.00 | 25,000.00 | 24,815.00 | .7 |
| TOTAL CATEGORY 3 | .00 | 185.00 | 25,000.00 | 24,815.00 | .7 |
| TOTAL MARKETING | 2,314.08 | 10,073.18 | 64,610.00 | 54,536.82 | 15.6 |

CITY OF HERMISTON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 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>UNAPPROPRIATED BALANCE</u> | | | | | |
| <u>RESERVE FOR FUTURE EXPENDITURE</u> | | | | | |
| 93-8890-7100 RES- FOR FUTURE EXP-MARKETING | .00 | .00 | 350,785.00 | 350,785.00 | .0 |
| TOTAL RESERVE FOR FUTURE EXPENDITURE | .00 | .00 | 350,785.00 | 350,785.00 | .0 |
| TOTAL UNAPPROPRIATED BALANCE | .00 | .00 | 350,785.00 | 350,785.00 | .0 |
| TOTAL FUND EXPENDITURES | 11,956.24 | 43,708.98 | 612,275.00 | 568,566.02 | 7.1 |
| NET REVENUE OVER EXPENDITURES | (9,848.70) | (3,581.11) | .00 | 3,581.11 | .0 |

CITY OF HERMISTON
 BALANCE SHEET
 SEPTEMBER 30, 2016

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

| <u>ASSETS</u> | | | |
|-------------------------------|---|---------------------|---------------------|
| 94-1010 | CASH - FROM 93 | | 4,461,357.27 |
| | TOTAL ASSETS | | <u>4,461,357.27</u> |
| <u>LIABILITIES AND EQUITY</u> | | | |
| <u>FUND EQUITY</u> | | | |
| 94-2390 | FUND BALANCE | | 4,548,510.02 |
| | UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD | (87,152.75) | |
| | BALANCE - CURRENT DATE | <u>(87,152.75)</u> | |
| | TOTAL FUND EQUITY | | <u>4,461,357.27</u> |
| | TOTAL LIABILITIES AND EQUITY | | <u>4,461,357.27</u> |

CITY OF HERMISTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

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

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--|---------------------|------------------|---------------------|---------------------|-------------|
| <u>FROM OTHER AGENCIES</u> | | | | | |
| 94-3015-225 CONTRIBUTION FROM CITY | .00 | .00 | 1,000,000.00 | 1,000,000.00 | .0 |
| 94-3015-230 GRANTS | .00 | .00 | 1,400,000.00 | 1,400,000.00 | .0 |
| TOTAL FROM OTHER AGENCIES | .00 | .00 | 2,400,000.00 | 2,400,000.00 | .0 |
| <u>SERVICE CHARGES</u> | | | | | |
| 94-3016-150 TPA- CAPITAL ADDITIONAL ASSESM | (23,350.89) | .00 | .00 | .00 | .0 |
| TOTAL SERVICE CHARGES | (23,350.89) | .00 | .00 | .00 | .0 |
| <u>MISCELLANEOUS REVENUES</u> | | | | | |
| 94-3017-240 CAPITAL DONATIONS | 5,000.00 | 60,000.00 | 525,000.00 | 465,000.00 | 11.4 |
| TOTAL MISCELLANEOUS REVENUES | 5,000.00 | 60,000.00 | 525,000.00 | 465,000.00 | 11.4 |
| <u>NON REVENUE RECEIPTS</u> | | | | | |
| 94-3018-300 LOAN PROCEEDS | .00 | .00 | 1,000,000.00 | 1,000,000.00 | .0 |
| TOTAL NON REVENUE RECEIPTS | .00 | .00 | 1,000,000.00 | 1,000,000.00 | .0 |
| <u>CASH FORWARD</u> | | | | | |
| 94-3099-100 CASH FORWARD | .00 | .00 | 4,600,000.00 | 4,600,000.00 | .0 |
| TOTAL CASH FORWARD | .00 | .00 | 4,600,000.00 | 4,600,000.00 | .0 |
| TOTAL FUND REVENUE | (18,350.89) | 60,000.00 | 8,525,000.00 | 8,465,000.00 | .7 |

CITY OF HERMISTON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 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> | | | | | |
| 94-4400-4220 CONST - BUILDINGS | 100,709.17 | 147,152.75 | 8,525,000.00 | 8,377,847.25 | 1.7 |
| TOTAL CAPITAL OUTLAY | 100,709.17 | 147,152.75 | 8,525,000.00 | 8,377,847.25 | 1.7 |
| TOTAL E.O.T.E.C. - CONST. FUND | 100,709.17 | 147,152.75 | 8,525,000.00 | 8,377,847.25 | 1.7 |
| TOTAL FUND EXPENDITURES | 100,709.17 | 147,152.75 | 8,525,000.00 | 8,377,847.25 | 1.7 |
| NET REVENUE OVER EXPENDITURES | (119,060.06) | (87,152.75) | .00 | 87,152.75 | .0 |





MGT 335 Event Security Planning for Public Safety Professionals



Event Security Planning for Public Safety Professionals is a 16-hour course designed to educate small and rural community public safety personnel, as well as local officials, regarding security concerns and considerations involved with planning any event. This course enables participants to recognize and plan adequate strategies and security measures to prevent or mitigate security incidents which may occur during scheduled events. The course reinforces the importance and magnitude of security planning required to execute a safe and effective event regardless of the size.

Topics covered include but are not limited to:

- guiding principles for event security
- fundamentals of risk assessment (risk, threat, and vulnerability assessments)
- key components of event security planning such as MOAs, emergency action plans, resource requirements, communications, etc.
- role of actionable security intelligence
- decision-based video scenarios to practice planning for potential incidents, hazards, and exposures
- event planning exercise

**Please note all foreign nationals need to complete a Department of Homeland Security Foreign National Visitor Request Form in order to attend this course.*

Register for your FEMA Student Identification number at:
<https://cdp.dhs.gov/femasid>



For information about course content or how to obtain a DHS Foreign National Visitor Request Form contact the RDPC at: helpdesk@ruraltraining.org or 877-855-RDPC (7372)



Registration