GARIBALDI URBAN RENEWAL AGENCY RESOLUTION 2007-05

A RESOLUTION ESTABLISHING A PROCEDURE FOR THE PAYMENT OF BILLS.

WHEREAS, the Garibaldi Urban Renewal Agency acting by and through the City of Garibaldi, Oregon, pursuant to ORS 457, has an Intergovernmental Agreement with the City of Garibaldi to provide administrative services; and

WHEREAS, the City's Finance Officer is best suited to prepare checks and vouchers and to maintain GURA's bookkeeping; and

WHEREAS, it is in the best of interest of GURA to establish a procedure for the payment of bills that allows for oversight; NOW THEREFORE,

THE GARIBALDI URBAN RENEWAL AGENCY RESOLVES AS FOLLOWS:

Section 1. Pursuant to GURA By-Laws, Article V, Section 26, the Garibaldi Urban Renewal Agency ("GURA") hereby authorizes the payment of bills in advance of specific authorization by the full board, provided that the vouchers ordering payment thereof have been reviewed and initialed by two members of GURA prior to payment.

Section 2. The Administrator, Treasurer and Treasurer Pro-Tem shall be approved to sign checks. Two signatures are required on all checks.

Section 3. The GURA Finance Officer shall prepare all vouchers and checks on a monthly basis. Vouchers shall be initialed by GURA members not otherwise approved to sign checks. Vouchers and checks may be done more frequently than monthly if GURA has discussed the expense at a public meeting.

Section 4. The Finance Officer shall not have authority to sign checks.

Section 5. At the regular GURA meeting, a regular item of business shall be "acknowledgement of bills paid" since the previous regular meeting.

Section 6. The Finance Officer shall prepare an "EFT voucher" for payments made electronically and not by check and shall be initialed by those approved to sign checks.

Section 7. If in the Administrator's opinion, immediate payment of a bill is necessary, the Finance Officer shall prepare the same, having first obtained the approval of a majority of GURA; or, if this is not possible owing to emergency conditions, the absence of a majority of the GURA, or other causes, the Administrator shall authorize the payment, but shall file a memorandum for the record setting forth the reasons for said action, and ratification of the payment shall be part of the acknowledgement of bills paid at the next regular GURA meeting.

Section 8. This resolution shall be in effect upon its adoption by GURA.

ADOPTED AND APPROVED BY THE GARIBALDI URBAN RENEWAL AGENCY, this 20th day of August, 2007.

Carolee North, GURA Vice Chair

ATTEST:

Kevin M. Greenwood, Administrator