

UMATILLA CITY COUNCIL MEETING
AGENDA
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882
MARCH 3, 2020
7:00 PM

1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF AGENDA**

5. **PUBLIC HEARING**

- 5.1 [A Public Hearing to discuss the proposed Community Development Block Grant applications for \(1\) final design of water utility extension to the Power City and Brownell areas and \(2\) final design of sewer utility extension to the Power City and Brownell areas.](#)
Suggested Action: The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about: community development and housing needs, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed projects.

6. **SCHEDULED 15 MINUTE RECESS**

7. **CITY MANAGER'S REPORT**

- 7.1 Finance Quarterly Report *Suggested Action: Discussion*

8. **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.

9. **CONSENT AGENDA**

- 9.1 [February 18, 2020 Minutes](#) *Suggested Action: Approval*
9.2 Paid Invoices *Suggested Action: Motion to approve.*
9.3 [Court Report - February](#) *Suggested Action: Approval*

9.4 [Community Development Block Grant Resolution No. 44-2020, 45-2020 and 46-2020](#)

Suggested Action: The attached Resolutions all relate to the City's Community Development Block Grant (CDBG) applications.

1. The first resolution adopts a Language Access Plan (LAP) for Limited English Speaking Persons (LEP).

2. The second resolution is a Fair Housing Resolution.

3. The third resolution adopts a Section 3 Plan to comply with 24 CFP, Part 135 of the United States Department of Housing and Urban Development Section 3.

9.5 [Resolution No. 47-2020 - A Resolution authorizing the City Manager to sign a renewal with Oregon Department of State Lands for the Submerged and Submersible Land Lease Agreement No. 33462-ML](#)

Suggested Action: When the City took over operations and maintenance of the Umatilla Marina and RV Park, the City completed an Assignment of Lease with the Oregon Department of State Lands to transfer the Port of Umatilla's existing marina waterway lease into the City's name. This lease permits use of the floating docks, pedestrian gangways, boat slips, floats and fueling station located in the Umatilla Marina. The original lease is expiring and the City successfully applied to renew for another 15 year term.

Motion to approve Resolution No. 47-2020

9.6 [Resolution No. 49-2020 - A resolution authorizing the Mayor to sign an application for a Special Public Works Loan from Business Oregon's Infrastructure Finance Authority for matching funds for the feasibility study for hydraulically connected wells.](#)

Suggested Action: The City submitted an application to the Oregon Water Resources Department (OWRD) for a Feasibility Study Grant for the Hydraulically Connected Wells Study in November 2019 and also passed Resolution No. 21-2020 documenting the City's commitment to securing matching funds required by the OWRD grant. The attached draft loan application is in the preliminary review phase with Business Oregon and staff needs Council approval for the Mayor to sign the final loan application.

Motion to approve Resolution No. 49-2020

10. **COMMITTEE REPORTS**

10.1 [Budget Committee Appointment](#) *Suggested Action:*

Mayor Dedrick is recommending Robert Hojaboom Jr. and Maria McMillan for appointment to the Budget Committee. There were two applications received for the Budget Committee. There are currently two vacancies on the committee.

10.2 **Transient Room Tax Committee Appointment** *Suggested Action:*

Mayor Dedrick is recommending Leah Stockard for re-appointment to the Budget Committee. Leah was appointed to the Transient Room Tax committee in 2019 to fill a mid-term vacancy. This is the only application received for the Transient Room Tax Committee. There is only one vacancy on the committee.

11. **NEW BUSINESS**

11.1 **Approval of Minutes from March 3, 2020 Public Hearing** *Suggested Action: Approve Minutes*

11.2 **Resolution No. 50-2020 - A Resolution documenting the City's commitment to contribute matching funds for a Community Development Block Grant (CDBG) application for the final design of water utility extension to the Power City and Brownell areas** *Suggested Action: The City of Umatilla is submitting a planning application for a Community Development Block Grant (CDBG) for the final design of water utility extension to the Power City and Brownell area. The City can obtain bonus points on the application's scoring by committing to provide a 1% cash match on the project. The initial estimated project cost is \$732,000 which means the City will need to budget approximately \$7,320 in the 2020-21 fiscal year budget.*

Motion to approve Resolution No. 50-2020.

11.3 **Resolution No. 48-2020 - A resolution authorizing the City to apply for a Large Local Government Grant from the Oregon Parks and Recreation Department for development of Project 1 of the Master Trails Plan and delegating authority to the Mayor to sign the application.** *Suggested Action: City recently adopted a Master Trails Plan and is now looking for grants with OPRD to start the construction and connection of trails within our City limits. City would like to apply for a large grant for the completion of Project 1 on our recently adopted Master Trail Plan. The maximum grant request is \$750,000 and the required match is 40%, or \$300,000.*

Motion to approve Resolution No. 48-2020

11.4 **Downtown Revitalization Grant - Loyal Restoration** *Suggested Action:*

Loyal Restoration has submitted a grant request for the restoration of the property located at 1201 6th Street. Attached you will find the application submitted. This is an application for the bonus round of the FY 19-20 distribution. The total project cost is \$9,818.80.

The Community Development Department has reviewed the application and is recommending funding the project at the maximum grant award amount of 75% of the total project cost, or \$7,364.12. Motion to award grant at \$7,364.12.

11.5 [Downtown Revitalization Grant Bonus Round - Alanis Auto Detailing](#) *Suggested Action:*

Alanis Auto Detailing has submitted a grant request for reimbursement of the siding of the building located at 1301 6th Street . Attached you will find the application submitted. This is an application for the bonus round of the FY 19-20 distribution. The total project cost is \$645.13.

The Community Development Department has reviewed the application and is recommending funding the project at the maximum grant award amount of 75% of the total project cost, or \$483.85. Motion to award grant at \$483.85.

- 11.6 **OpenGov Discussion** *Suggested Action: The City Council has an adopted set of strategic goals that include (a) increased transparency via expanded outreach and City publications and (b) performing at the highest level of operational excellence including the goal of achieving GFOAs Distinguished Budget Award for FY 20/21. Staff has been researching ways to help achieve these goals and believes that OpenGov's platform will provide the following benefits and outcomes to the City:*
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Budgeting and Planning: *The OpenGov platform will provide an end to end budget development solution that will modernize and streamline the City's current process. The Budgeting and Planning tools will allow the City departments and budget staff to reduce manual and clerical efforts during the budgeting process, provide a central collaborative location to develop budget numbers and evaluate scenarios, project workforce and personnel costs, and ultimately provide the publication of the budget document. This part of the OpenGov Cloud will provide the greatest efficiencies to City staff and provide powerful analytical capability to allow us to be forward thinking in our future strategy for the City.*

Performance Management and Strategic Planning: *The platform will enable the City to track our performance metrics internally in easy to use dashboards, while providing administration and department heads the ability to see executive views of city performance. The platform ties together our financial and non-financial data from across the City's current systems, and future systems, and ties it together in a single source. OpenGov will provide internal efficiencies and streamline information sharing which will increase data-driven decision making. It will also allow us to translate that information into easy to understand quarterly reports that can be used for City Council and shared to our website.*

Citizen Engagement: *The OpenGov platform will allow us to effectively communicate our performance to the public, provide transparency to the community and build trust with our citizens. The platform will provide the ability for us to poll and survey our constituents in an online format for wide reaching feedback. This feedback will provide our City Council the ability to understand feedback on our performance and priorities from the entirety of our community.*

Staff has budget and contract authority to proceed, as well as the Council's adopted goals that shape the decision making process. We are seeking support from Council to move forward with the purchase and implementation.

Motion to support the purchase and implementation of OpenGov.

12. **PUBLIC COMMENT**
13. **DISCUSSION ITEMS**
14. **MAYOR'S MESSAGE**
15. **COUNCIL INFORMATION & DISCUSSION**
16. **ADJOURN**

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