

**UMATILLA CITY COUNCIL MEETING
AGENDA
COUNCIL CHAMBERS
700 6TH STREET, UMATILLA, OR 97882
JULY 16, 2019
6:00 PM**

1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **CITY MANAGER REPORT**

4.a City Collections Memo *No action needed.*

4.b Umatilla Police Department Quarterly Report *No action needed.*

4.c 2018-2019 Annual Parks and Recreation Report *No action needed*

4.d City Manager Quarterly Report *No action required.*

5. **NEW BUSINESS**

6. **ADJOURN TO EXECUTIVE SESSION**

6.a To conduct deliberation with person you have designated to negotiate real property transaction ORS 192.600(2)(e) *N/A*

6.b To conduct deliberation with person you have designated to negotiate real property transaction ORS 192.600(2)(e) *N/A*

6.c To conduct deliberation with person you have designated to negotiate real property transaction ORS 192.600(2)(e) *N/A*

7. **RECONVENE**

8. **DISCUSSION ITEMS**

8.a Peak by Granicus Introduction and Council Training *Staff will demonstrate our new Council Agenda software. We will show you how the public can interact and will use the system as well as demonstrate how we hope that Council will be able to view and receive their materials.*

9. **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.

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

City Collections Memo

Meeting Date:

2019-07-16

Department:

Finance &
Administrative Services

Director:

Melissa Ince

Contact Person:

Melissa Ince

Phone Number:

Cost of Proposal:

N/A

Amount Budgeted:

N/A

Fund(s) Name and Number(s):

Reviewed by Finance Department:

Previously Presented:

No

Attachments to Agenda Packet Item:

[Collections Agency Memo.docx](#)

Summary Statement:

No action needed.

Consistent with Council Goals:

Goal 5 : Perform at the Highest Levels of Operational Excellence

MEMORANDUM

TO: MAYOR AND COUNCIL
FROM: MELISSA INCE, FINANCE & ADMINISTRATIVE SERVICES
DIRECTOR
SUBJECT: COLLECTION SERVICES
DATE: 7/10/2019

As Umatilla has grown, so has the balance of delinquent utility accounts and court fines. Our utility accounts that are 90+ days past due total over \$22,000 and our past due court accounts total over \$700,000. Many of the people who have outstanding accounts are not local and City staff does not have the information or resources needed to collect on the debt. In researching this issue, I reached out to our City attorney who confirmed that it would be within the City's rights to utilize the service of a collection agency and allow the collection company to add an appropriate percentage to the balance due provided we provide proper notice to our customers. Our attorney also recommended that we amend City Code Section 1-4-8 to include a provision that clearly states that the Municipal Court is authorized to send unpaid fines to a private collection agency after service of the appropriate notice upon the debtor.

Proposals were solicited from different agencies and staff has decided to contract with Automated Accounts, Inc. Automated Accounts, Inc. is a Washington based collections agency that is licensed and bonded to collect accounts in Oregon. They are proposing separate agreements for utility/miscellaneous collections and court collections. Under the utility/miscellaneous collections agreement they will charge a collections fee of 30% which will be added to the principal balance on delinquent utility accounts per ORS 697.105. Under the court agreement they will charge a collections fee of 25% not to exceed \$250 per ORS 137.118. Both agreements can be canceled with 30 days' written notice.

As we proceed with execution of the agreements, staff will take the necessary steps to ensure proper notification protocols are in place and will bring back the code amendment as recommended by our City attorney for formal Council approval in September.

Umatilla Police Department

Quarterly Report

FY2019 – April through June



Presented by Chief Darla Huxel

Umatilla Police Department

QUARTERLY REPORT - April through June FY19

Patrol

During the fourth quarter of FY19 calls for service/self-initiated activity increased by 8.5% from the fourth quarter of FY18, from 2,070 to 2,245.

Response times and average time spent on each call continue to be fairly consistent in providing 24/7 coverage.

	FY19	FY18
Total Dispatched Incidents	615	675
Average Response Time	7:27	7:37

Police Department Overtime

During the fourth quarter of FY19, the department was operating at minimal staffing levels to accommodate our annual training in May.

FY19	FY18
Fourth Qt. Hours of OT	Fourth Qt. Hours of OT
79.5	81

Staff Meetings

During the fourth quarter of FY19, regular staff meetings were conducted on April 25th and June 6th. Due to our annual training in May, we did not have a staff meeting. Supervisor meetings were conducted prior to regular staff meetings on the above listed dates.

Training

Training hours combined with pre-scheduled training for department personnel was approximately 317 hours for patrol officers, support personnel and supervisory personnel. The Reserve and Part-time Officers amassed a total of 49 training hours. Total training for fourth quarter FY19 was approximately 366 hours.

Fourth quarter FY19 training included:

- Annual training with a focus on advanced firearms, Confrontational Simulation scenarios, motor vehicle crash investigations, drug investigations put on by the regional DEA office, building searches and active shooter refreshers.

- Skid car/EVOC (Emergency Vehicle Operation)
- ARIDE (Advanced Roadside Impaired Driving Enforcement)
- LEADS/CJIS training for dispatchers
- Defensive tactics and use of force

Reserves

- Police Reserve Officers contributed approximately 187 hours volunteer time during the fourth quarter.

Community/School

- April Events – Chief Huxel and Ms. Eddy attended to OACP Conference to receive our OAA re-accreditation award. Conducted Distracted Driving and Crosswalk Enforcement operations (April 3 & 4). We recognized Kylie and our county dispatchers during Telecommunicators Week. Officer Holden and Administrator Baker presented/facilitated a Forensics class at the high school. Officer Claustro did a multi-class presentation at the grade school and spoke about her experience from grade school to police officer.
- May Events – Recognized National Police Week at the May City Council meeting with help from Ms. Woodward’s class. Helped with the Mind Your Mind event in McNary.
- June Events – Participated in various Landing Day events. Conducted Distracted Driving and Crosswalk Enforcement operations (June 13 & 14). Celebrated work anniversaries for Officer Claustro (1 yr.). Assisted with the organization and the Celebration of Life for Firefighter Janice Arsenault.
- For this entire quarter, we had various officers participating in the volunteer program at the grade school averaging one hour per week.

Juvenile

During the fourth quarter of FY19, calls involving juveniles decreased 60% from fourth quarter FY18 from 27 to 17. Cases/incidents involving juveniles include all juvenile complaints/contacts, runaways and minor in possession of alcohol or tobacco. Some of these cases/incidents were referred to our Community Accountability Board which generally will see cases/incidents for first time offenders of violations or misdemeanor classed crimes. There were 7 referrals to the CAB and 5 referrals to the Community Truancy Board during the fourth quarter of FY19.

Sex Crimes/Registrations

- There were a total of 5 sex crimes and sex offender registrations reported/completed this quarter. There were 7 reported in FY18.

Traffic Infractions

- During the fourth quarter of FY19 the Umatilla PD conducted 728 self-initiated traffic stops/traffic complaints. As a result, 298 traffic citations were issued, which resulted in a traffic infraction citation being issued approximately 41% of the time. This figure includes both criminal and non-criminal traffic infractions.
- We conducted two Crosswalk Enforcement operations and two Distracted Driving Enforcement operations during this quarter. All operations were approximately 2 hours in duration. As a result, we issued a total of 18 citations for Distracted Driving and 12 citations for Crosswalk enforcement.

Traffic Citations – During the fourth quarter of FY19, there were 298 citations issued compared to 266 citations in the fourth quarter of FY18. This is a 12% increase in stops from fourth quarter of FY18. This can be attributed to the directed crosswalk and distracted driving operations. Offenses that are tracked include:

- Speed
- Traffic Control Devices
- Insurance/Registration
- No Operators License
- Driving While Suspended
- Equipment violations

Traffic Crashes – Fourth quarter of FY19 indicates a 31% increase from fourth quarter of FY18 from 26 to 34.

Summary

As stated earlier, during the fourth quarter of FY19, calls for service have increased by 8% from the fourth quarter of FY18, 2070 to 2245. We saw a decrease in Person Crimes/Incidents by 21% as well as a significant increase in Property Crimes/Incidents by 66 incidents. The most significant reduction in Person Crimes/Incidents was in Domestic Disturbance/VRO incidents from 32 in FY18 to 25 in FY19. The most notable increases in Property Crimes/Incidents included 12 more theft incidents, 11 more UUMV/UEMV incidents and 37 more trespass incidents than in FY18. The highest property crime/incidents occurred in the downtown residential area mostly at the apartments in the marina area and a large amount of graffiti at the

marina itself followed by the McNary area, the south hill area and the downtown commercial area respectively.

We also saw a decrease in warrant arrests by 29% from 38 to 27.

- **Person Crimes/Incidents, - Fourth Quarter FY19/FY18.**

FY19	FY18
51	62

Person Crimes/Incidents include the following:

Abuse – both elder abuse and child abuse

Assaults – all types and severities

Domestic Disturbances

Harassment and stalking complaints

Robberies – all types and severities

Kidnapping

Menacing

- **Property Crimes/Incidents, - Fourth Quarter FY19/FY18.**

FY19	FY18
119	53

Property Crimes/Incidents include the following:

Burglary

Fraud/Forgery

Criminal Mischief

Drug Activity

DUII – Driving under the influence of intoxicants

Thefts – all types and severities

Trespass

UUMV/UEMV (Unlawful Use Motor Vehicle/Unlawful Entry Motor Vehicle)

Snapshot All Offenses - FY19		Snapshot All Offenses - FY18	
Offense	Amount	Offense	Amount
Abuse	3	Abuse	7
Assaults	5	Assaults	1
Burglary	4	Burglary	0
Criminal Mischief	9	Criminal Mischief	6
Domestic Disturbance/VRO	25	Domestic Disturbance/VRO	32
Drug Activity	8	Drug Activity	4
DUII	6	DUII	16
Fraud/Forgery	7	Fraud/Forgery	2
Harassment/Stalking	18	Harassment/Stalking	21
Kidnapping	0	Kidnapping	0
Menacing	0	Menacing	1
Robbery	0	Robbery	0
Thefts	24	Thefts	12
Trespassing	47	Trespassing	10
UUMV/UEMV	14	UUMV/UEMV	3
Warrants	27	Warrants	38
TOTAL	197	TOTAL	104
Arrests	49	Arrests	53
Assists	88	Assists	52

Arrests- Fourth quarter of FY19 indicates an 8% decrease from fourth quarter of FY18.

FY19	FY18
49	53

Other notable items of interest:

Department Accreditation – In February, the Oregon Accreditation Alliance (OAA) did an on-site review of our department for re-accreditation. The specific purpose of the OAA is to establish and maintain standards for the operation of Oregon law enforcement agencies consistent with professional standards and best practices. This is accomplished by demonstrating proof that 104 recognized standards are being met or exceeded. The onsite review concluded that we would be recommended for re-accreditation. This is a three-year designation. Cindy Eddy deserves special recognition for acting as our Accreditation Coordinator who assembles and tracks documentation needed for annual compliance.

Office Administrator workload – In addition to the daily dispatching duties, our office personnel completed 72 records requests and recorded 16 fingerprint requests this last quarter.

Mental health – Officers continue to have contact with persons who are having mental health issues or are in crisis. Our FY19 number for calls dealing with mental/suicidal subjects have increased from FY18 from 7 to 11.

Peggy Oneal has now completed the Chaplains Academy and will be acting as our volunteer department Chaplain. She was forced to hit the ground running with the tragic death of Firefighter Janice Arsenaault by responding to the scene with me and participating in the debriefing of the incident with all responders to the incident.

Personnel update – We hired Nicholas Lemmon as a full time Police Officer in April. He started his 16 weeks of training at the DPSST academy in May and is set to graduate the first part of September. The other open position was temporarily filled for approximately 2 weeks until he resigned for personal family reasons. Brent Holden also gave notice of his resignation as a full-time officer effective the middle of June, however, he will remain with us as a part-time officer. We will be testing and interviewing new candidates for those two positions in July.

Our part-time Office Assistant Cindy Eddy has also resigned due to personal and family issues. Ms. Eddy was instrumental in working with our CAB and juvenile cases and, as previously mentioned, a critical asset to maintaining our documentation for accreditation.

Grant award status – Our in-car tablets/computers have been programmed and docking stations for the vehicles have been installed. This upgrade was the result of the Wildhorse grant mentioned in the last quarterly report.

I have been notified that the police department has also been awarded a SPIRE grant(s) from the OEM (Office of Emergency Management). I had submitted two separate grants in February for a generator and a drone. They have not specified if I will be awarded one or both as they are still going through their process. More to come!



PARKS AND RECREATION COMMITTEE ANNUAL REPORT

July 16, 2019

PARKS AND RECREATION COMMITTEE MEMBERSHIP

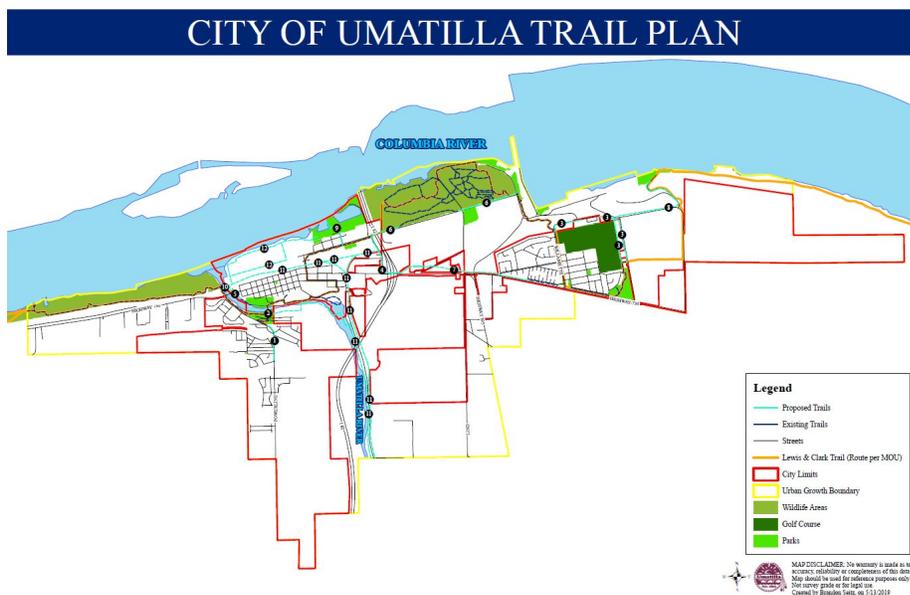
Shane Finck, Chair
Richard Payan
Kassandra Williams
Kristina Ridings

Natasha Urgarte
Kristle Wyant
Shelley Parmalee (term expired
12/31/2018)

Parks and Recreation Committee met six times in the past year, July 10th, August 14th, September 11th and November 13th in 2018. And March 12th and June 19 in 2019. Meetings are typically the second Tuesday of the month. Agendas and minutes are posted on the city website. Committee plans to continue to have quarterly meetings.

PROJECT HIGHLIGHTS JULY 2018 – JUNE 2019

1. Kiwanis Falls landscaping plans were reviewed by the committee. City staff secured an agreement with Oregon Department of Transportation to manage the ODOT lands at the intersection of Highway 395 and 730. There was preliminary discussion about installing water to the area to allow for an actual waterfall. Plans have been put on hold while Public Works staff does more research on long term feasibility of managing a waterfall and on costs associated with a water system. Committee will undertake more plans at a later date.
2. Trail planning was a major focus over the past two years, 2017 and 2018, during which time RARE intern Matt Tsui developed maps of existing and proposed trail routes. The plan is still draft and the committee plans to adopt and forward a final plan in Fall 2019. An Open House is scheduled for September 10th, 5:30 – 7:00 at City Hall, to get public input on the trail plan. Committee members conducted field surveys and helped record evaluation for the Good Shepherd Health Care System prescription trail program which is located on the Health Foundation Wellness Program website. Several students from Umatilla high school attended meetings and gave input on the trails.



3. Parks Planning has been discussed by the committee for several years. Staff submitted a grant application to the Oregon Parks & Recreation Department to develop a Master Parks Plan. In 2018, the committee developed Parks Rules which were adopted by the City Council. Signs have since been posted at all city parks. Park Planning will resume after the trail plan is complete.
4. Army Corps of Engineers (ACOE) is a major landowner in the city and also manages a large park and trail system. Committee and staff have met with ACOE staff to enhance the relationship and coordination of activities with city.
5. Esmeralda Horn was named Development and Recreation Manager in May 2019. She has begun working with the Parks & Recreation Committee as she designs and launches new recreation programming in the city over the next several years. Esmeralda was also appointed to the Governor's Outdoor Recreation Task Force in April.

6. Tree City USA granted the City of Umatilla official status in March 2019. Tree City USA is a nationally recognized program that is designed to promote the planting, maintenance and protection of trees in urban environments. Umatilla is one of 60 cities in the state of Oregon. Parks & Recreation Committee provided input and support for the Tree City USA project.



7. Kiwanis Park has several new features and improvements. Beginning in Fall 2018, a second basketball court was built and lights on both courts were installed. New play equipment was erected and replaced outdated equipment. The play equipment was funded by a grant from the Good Shepherd Community Health Foundation. The lights were funded in part with a grant from the Hermiston-Umatilla Kiwanis Club. After city crews wrap up the work, the Parks & Recreation Committee will hold a ribbon cutting event to acknowledge all the partners. City staff submitted a grant application for new restrooms which could be built as early as 2020.

City Manager Quarterly Report



Fourth Quarter

June 30, 2019

Fiscal Year 2018-2019

QUARTERLY HIGHLIGHTS

Planning Continues on the Old Post Office (aka Umatilla Business Center)



UMATILLA BUSINESS CENTER PROJECT

Staff continues to meet with Seder Architecture to develop the budget and scope of the Umatilla Business Center. Council has approved up to \$700,000 in FY20 to rehabilitate the facility while working aggressively to procure as much funding from grants and foundations or even to include private funds. Staff has met with USDA, PARC, Business Oregon, and others and is still researching and analyzing what avenues of funding may be best to pursue. Expansion of the previously discussed scope may be in the City’s best interest, but more analysis needs to be done.

Staff will come to Council in July with an update on this project and to seek further direction.

Agenda Management Software Selection

In the fourth quarter, staff, lead by City Recorder Nanci Sandoval, have been working diligently to implement our newly acquired Council Agenda software, Granicus. This system will streamline how staff develops/organizes the agenda, makes all documents searchable online, will integrate with cameras for live online broadcasting and archiving, will improve the timeliness of making the packets available to the Council and the public, and will reduce paper. “Peak” by Granicus will make its inaugural debut at the July 16th City Council Workshop where we will also take some time to demonstrate the system and do so me quick training with Councilmembers.



Staff Training and Training and Training



“It is better to have a trained employee that might move-on to continue to advance their career, than to have an untrained employee that never leaves.” We are working to establish a professional environment that invests in our staff to be sure to meet our Council Goal to *Perform at the Highest Levels of Excellence*. In this quarter, staff from EVERY department participated in local, regional, and national training. Melissa and Dave attended GFOA, Nanci is assertively working toward becoming a Certified Municipal Recorder, Brandon continues to pass

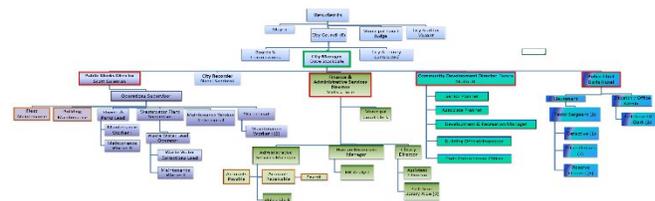


American Planning Association
Creating Great Communities for All

certifications that will allow him to provide inspections for the City, Tamra both attended and presented at APA conferences, Scott and Leon and others in Public Works have continued trainings, and our Police Officers are constantly training either internally or through state or other programs. 4th Quarter of this year was a deliberate and strategic investment in our staff.

Some Promotions, New Employees, and Organizational Changes

During the 4th Quarter, the Finance and Administrative Services Department created the Administrative Services Manager position, which was filled by Carrie Shilhanek. Esmeralda Horn was promoted into the newly created Development and Recreation Manager position. Brandon



Seitz was promoted into the newly created Certified and Licensed Building Official/Inspector position, Leon Scheel was promoted into the newly created Public Works Superintendent position, and we

created an all-new Associate Planner position in the Community Development Department which is scheduled to host interviews in July. The police department also interviewed and hired two new officers. City Recorder Nanci Sandoval was transferred into the Administration Department and will now report directly to City Manager Dave Stockdale.

Grant Applications to Oregon Parks and Recreation Department

We applied for two grants from OPRD: one for \$75,000 for a new restroom at Kiwanis Park and another for \$25,000 to complete our Parks Master Plan. We will find out if we were successful with our applications in August.

Enterprise Zone Updates and Renewal



The Community Development Department lead the process for us to renew our Enterprise Zone. This important economic development tool will help us continue to attract businesses by offering short-term tax incentives. Our updated zone now includes only areas within City limits (rather than areas that included Umatilla, Echo, and Stanfield and areas in the County). We thank the Port of Umatilla for consenting to our updated zone and

look forward to continuing to grow the City's businesses.

Budget Adoption

In June, Council adopted a balanced, strategic, and enthusing budget of just under \$32.7 million for FY20. This budget assiduously considers for the growth that is already here and plans for the growth that is at our doorstep. This budget also continues to build prudent reserves, while also making investments into land acquisition, significant facility improvements and repairs, and economic development strategies. For more and detailed information, please see the adopted budget document.

6x26 Mural Art Program

As part of our efforts to Revitalize Downtown, staff presented and Council adopted the 6x26 mural art concept in April. This program will commission local artists to paint 6 murals by the year 2026 throughout the downtown area. One of the first renderings is planned to be part of the Umatilla Business Center project. These murals will put Umatilla’s unique history, conceptual future, beautiful landscapes, and community features on display and help provide a “sense of place” and enhance the downtown experience.

Tree City USA

Once again the City of Umatilla was designated, by the Arbor Day Foundation, as a certified Tree City USA community. This is a designation we are all proud of and a testament of our commitment to be good stewards of our entrusted public natural resources and our desire to improving the quality of life in Umatilla. The City hosted a celebratory tree planting event at Hash Park in April where more than 25 community volunteers came to plant several trees to beautify and add variety to the park.



Severe Flood Damage – Umatilla Pedestrian Bridge and Domestic Water Line



From April 6th to the 21st the City of Umatilla and other cities and areas throughout Umatilla County experienced unprecedented rainfall, coupled with rapid melting of a historical snow pack, that caused catastrophic flooding and jeopardized the health and safety of families and residents of the City of Umatilla. Of the most significant damage to the City, and likely throughout the County, was the loss of the center section of the Umatilla

Pedestrian Bridge. With that damage also came the loss of a domestic water main that was hung on the bridge. This event was added to the Governor’s declared emergency for the State of Oregon and on July 10th President Trump agreed with the Governor and confirmed, by a Presidential Major Disaster Declaration, that this was an emergency qualifying event, making these damages eligible for FEMA and other federal emergency relief funding. Staff will coordinate with Umatilla County and the Oregon Emergency Management department to begin the rebuilding of the damages. Getting the domestic water main connected again is of the highest priority in order to keep residents healthy and safe and to support the rapid growth in that area of the City. The replacement of the watermain will likely take 12-18 months to complete and the reconstruction of the bridge will likely take a minimum of two to three years to complete.

Mobile Food Trucks

In June, Council approved, with narrow and specific rules, to once again allow for mobile food trucks to conduct business in the City. Staff has already begun to receive interest from local mobile food businesses to start providing these services as allowed in the newly updated code.

Purchase of Port Property

In June, Council approved the purchase of a 12.33 acre parcel from the Port of Umatilla located in the Umatilla Industrial Park along Beach Access Road. This purchase will allow the City to complete the build-out of our soon-to-be constructed Industrial Waste Water (IWW) pipeline. Perhaps even more important, it will also allow the City to actively market/promote the property for use by a future business for purchase or lease. This purchase also helped strengthen relationships with the Port of Umatilla, a critical and vital economic development partner of the City.



Updates to Umatilla City Code and More Proposed Updates Coming Soon

In June, Council approved three new ordinances that modified or updated some sections of our City Code. These changes provided new outright permitted uses for fences and walls, clarified nonconforming permitted uses of manufactured homes, and made allowances for mobile food vendors. Proposed updates to our housing codes are in the queue and have already been to Planning Commission. Public hearings are being scheduled now on those proposals and Council can anticipate seeing these proposed revisions in August or September. Other updates related to

administration of the City and some others are also underway and will likely come to Council before the end of the year or early 2020.

Naming of Wanapa Rd.



On June 4th, the City celebrated the opening of the new mile-long Wanapa Road with a ribbon-cutting ceremony. The road was funded by \$3.5 million in lottery funds in a legislative effort spearheaded by Representative Greg Smith. It opens up access to 500 acres of industrial land. This project symbolizes the collaboration of Tribal, State, Port, and City governments working together to enhance community and economic development.

Landing Days

Umatilla Landing Days was June 21 and 22 and was put on by the Umatilla Chamber of Commerce. The initial feedback is that they event likely had the highest attendance it has had in years (maybe the most ever) and that it was an overall great event. The Chamber of Commerce and the Landing Days Committee deserve all the accolades they have been receiving. They worked countless hours and enlisted the help of numerous volunteers and professionals to put on a great event.



We offer our sincerest thanks and appreciation to them and to the many sponsors and contributors that gave of their resources and talents. I am very proud of the fact that they City sponsored the event with a \$10,000 cash sponsorship and provided hundreds of hours of police, public works, and city administration support. Landing Days celebrates our heritage as a community and it was wonderful to see our community come together and to witness such amazing support from so many, including from the City. The City of Umatilla strongly supports our Chamber of Commerce and is happy to support Landing Days.

United States Army Corps of Engineers (USACE) Inspections

In April, representatives from the USACE came out and performed their annual inspections of our USACE leased properties. Each inspection report came back with only minor items that needed attention. Our Public Works Department and our contracted partner CRIS, Inc. have done a great job of maintaining our leased properties and being great stewards of the public's land and resources.

Reports and Studies

The 4th quarter was a time to really move forward on some important commissioned studies and reports. We completed our Water Management and Conservation Plan (WMCP), Housing inventory and buildable lands analysis, Fleet inventory analysis, System Development Charges (SDS) analysis and Rate Study, and started drafting a City Communications Plan. Each of these reports will serve as a vital foundational piece of analysis to help us move forward with updates to our Comprehensive Plan, Parks Master Plan, Capital Improvement Plan, Water Master Plan, Waste Water Master Plan, and others.

Dispatch Services Status Update

As of the writing of this report, the City and the County still do not have an updated agreement for Dispatch Services. The City did not accept the proposed service cost increase and continue to negotiate with County staff on coming up with a new agreement. In the meantime, we continue to operate off of the old agreement that has now expired. Getting a new agreement in place is a high priority and one that staff hopes to have resolved by the end of August.

6th St Project Status Update

The 6th St. Project is currently out to bid and will have bid opening in mid-July. This project is scheduled to occur in 2020. Once we know the winning bidder, we will be able to provide Council with a more detailed timeline. The project is being paid for from a combination of Federal, State, and City funds.

Industrial Waste Water (IWW) Pipeline Update

Council awarded Jesse Rodriguez Construction a contract just over \$2.3 million to construct the IWW from PDX to the irrigation canal. This project will begin in late summer and be completed in April of next year.

LOOKING AHEAD

Continuing to Plan for Growth

With all the new housing and new industrial construction, we continue to focus on preparing and planning for growth. Council can expect to see a steady set of proposal from staff involving infrastructure improvements, including mainlines, waste water treatment plant improvements, water treatment plant improvements and others. Code revisions to our housing, public works standards, industrial, and others are also being reviewed and will work their way to Planning Commission and Council. Development of the City's water rights and improvements to parks and trails are also on the list. And, how we organize ourselves internally will constantly be reviewed and examined and may include proposals of adding or repositioning staff, changes to existing contracts, and/or updates to our contracted services.

Land Acquisitions

With growth comes the need for land. Council can expect to continue to see resolutions relating to easement procurements for rights-of-way, land for business or industrial expansion, and parkland acquisition either through purchase, donation, or developer conditional requirements.

More Events

With the creation of the Development and Recreation Manager position and the new Umatilla Parks and Recreation programs, Council can expect to see a deliberate commitment to bring more community and family-friendly events. We are starting out very small this summer with some small increases to summer movies in the park and some recreation programs in connection with the School District's meal programs. We saw a stronger City commitment to Landing Days and that is likely to grow even more. Staff is working on some possible proposals for Council for at least one all-new community two-day festival to occur in Fall 2020.

Plans, Plans, Plans, and Development Standards... and more Administrative Revisions

Many of the City's plans are starting to show their age and are due for updates. These are highly technical and community involved projects that take years to complete. These plans are the foundation by which our community grows and manages the affairs of the City. Additionally, our road construction standards are significantly outdated as well as some of our commercial business design standards. Each of these will go through the rigorous public process of feedback, incorporation, review, and finalization over the next 2-3 years. Also, our Employee Handbook, though updated in 2018, needs to be updated and I am recommending that it be split into two

documents: The Employee Handbook (EH) and The Administrative Policy & Procedures Manual (APM). The EH established Council approved and official labor related policies and employee rights, as well as procedures on how to settle work-related grievances or other issues. The APM is as it sounds, administrative in nature. The APM will establish how we go about implementing the EH and how we take care of our day-to-day operations internally. It will formalize our procedures and help create an increase in employee accountability. The APM is a direct response to the Employee Perception Survey from last spring that emphasized that employees would like to know more about what is going on, exactly what is expected of them, and to clarify communication and works assignments. We anticipate having an updated proposed EH for Council review in the fall or early winter.

County Agreements

Staff continues to attempt to secure updated agreements with the County regarding Dispatch Services and the SIP agreement. Staff will update Council as soon as we have new information to share on these or other agreements with the County.