

**UMATILLA CITY COUNCIL MEETING  
AGENDA  
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882  
MAY 19, 2020  
6:00 PM**

---

1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **CITY MANAGER REPORT**

- 4.a **Staff Report - Resolution No. 37-2020 Correction** *Suggested Action: The revised General Fund Non-Departmental amounts on Resolution No. 37-2020 were previously listed incorrectly. The correction does not impact the overall totals of the adopted supplemental budget. I have attached a copy of the corrected resolution for the record. No action is needed.*
- 4.b **Finance Quarterly Report** *Suggested Action: Suggested Action: Discussion*
- 4.c **Public Works Quarterly Report** *Suggested Action: Suggested Action:*

5. **NEW BUSINESS**

- 5.a **RESOLUTION NO. 54-2020 - A RESOLUTION AUTHORIZING THE COMMUNITY DEVELOPMENT DIRECTOR TO ESTABLISH A SMALL BUSINESS EMERGENCY ASSISTANCE GRANT PROGRAM AND AUTHORIZING THE COMMUNITY DEVELOPMENT DIRECTOR TO APPLY FOR EMERGENCY BUSINESS ASSISTANCE MATCHING FUNDS FROM THE OREGON BUSINESS DEVELOPMENT DEPARTMENT.** *Suggested Action: Staff recommends Approval of Resolution No. 54-2020.*

6. **ADJOURN TO EXECUTIVE SESSION**

7. **RECONVENE**

8. **DISCUSSION ITEMS**

- 8.a **COVID-19 Financial Relief** *Suggested Action: Next fiscal year's approved budget includes \$75,000 to provide financial or other relief to local businesses and the community. This will be the first of three (5/19, 6/16, and 7/7) discussions in anticipation of approving the release of at least some of these funds on 7/7/20.*
- 8.b **Radio District Agreement** *Suggested Action: Discussion*
- 8.c **6th Street Project Update, General Discussion, and Price Quote for area in front of Rae's Dayz.** *Suggested Action: No recommendation, discussion only.*

*This project has more than 20 years of planning and took six years of project design and budget development before design was approved in 2017 (with some minor changes since) and budget from multiple sources was procured in 2018-19. The project scope does not include sidewalk improvements between L St. and Switzler Ave. (the sidewalk directly in*

*front of Rae's Dayz). Through the annual budget process, Council and Budget Committee approved up to \$250,000 out of City funds to pay for these improvements directly, an amount based upon field estimates provided to the City from ODOT. On Thursday 5/14/20 the City received the attached preliminary estimate from the contractor through ODOT of the amount of \$360,152; significantly higher than our budget. Staff is seeking direction on how to proceed with the area in front of Rae's Dayz.*

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

<b>Agenda Title:</b> Staff Report - Resolution No. 37-2020 Correction	<b>Meeting Date:</b> 2020-05-19
--	------------------------------------

<b>Department:</b> Finance & Administrative Services	<b>Director:</b> Melissa Ince	<b>Contact Person:</b> Melissa Ince	<b>Phone Number:</b> 541-922-3226
---	----------------------------------	--	--------------------------------------

<b>Cost of Proposal:</b> N/A	<b>Fund(s) Name and Number(s):</b> N/A
<b>Amount Budgeted:</b> N/A	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> 2/4/2020
---	--

**Attachments to Agenda Packet Item:**

[Corrected RES 37-2020.pdf](#)

**Summary Statement:**

The revised General Fund Non-Departmental amounts on Resolution No. 37-2020 were previously listed incorrectly. The correction does not impact the overall totals of the adopted supplemental budget. I have attached a copy of the corrected resolution for the record. No action is needed.

**Consistent with Council Goals:**

Goal 5 : Perform at the Highest Levels of Operational Excellence

**CORRECTED**

**RESOLUTION NO. 37-2020**

**A RESOLUTION ADJUSTING THE BUDGET FOR THE 2019-20 FISCAL YEAR BY ADOPTING THIS SUPPLEMENTAL BUDGET AND REVISING APPROPRIATIONS**

**WHEREAS**, the City of Umatilla budget for the 2019-20 fiscal year was adopted by the City Council at its regular meeting on June 4, 2019; and

**WHEREAS**, certain conditions and situations have arisen since the initial adoption of the 2019-20 fiscal year budget that necessitate changes in financial planning; and

**WHEREAS**, the City received unanticipated revenues and a supplemental budget is required to expend those revenues; and

**WHEREAS**, in order not to overspend appropriations in any category of expenditures, it is necessary to transfer appropriations within several funds from certain expenditure categories to other expenditure categories in accordance with local budget law.; and


**BE IT RESOLVED** that the Umatilla City council hereby adopts the budget transfers and appropriation adjustments itemized in this Resolution.

	<u>Adopted</u>	<u>Revised</u>	<u>Difference</u>
<b>General Fund</b>			
Resources:			
Beginning Fund Balance	\$1,521,343	\$1,906,136	\$384,793
Property Taxes	\$1,637,643	\$1,741,643	\$104,000
Other Revenue	\$60,000	\$69,000	\$9,000
			<u>\$497,793</u>
Requirements:			
<i>Administration</i>			
Computer Support	\$100,000	\$105,500	\$5,500
Building Maintenance	\$8,000	\$17,000	\$9,000
<i>Planning Department</i>			
Engineering/Consultants	\$165,000	\$199,300	\$34,300
Downtown Façade Grants	\$50,000	\$65,000	\$15,000
<i>Parks Department</i>			
Engineering/Consultants	\$60,000	\$64,000	\$4,000
Park Maintenance	\$60,000	\$66,000	\$6,000
<i>Marina &amp; RV Park</i>			
Computer Support	\$2,500	\$15,500	\$13,000
Capital Outlay - Equipment	\$5,000	\$6,500	\$1,500

	<u>Adopted</u>	<u>Revised</u>	<u>Difference</u>
<b>Non-Departmental</b>			
Transfers to Other Funds	\$493,596	\$638,596	\$145,000
Operating Contingency	\$50,000	\$314,493	\$264,493
			<u>\$497,793</u>
<b>Water Fund</b>			
Resources:			
Water User Fees	\$1,211,578	\$1,234,378	\$22,800
Transfers from Other Funds	\$4,313	\$26,813	\$22,500
			<u>\$45,300</u>
Requirements:			
Engineering/Consultants	\$33,000	\$78,300	\$45,300
			<u>\$45,300</u>
<b>Sewer Fund</b>			
Resources:			
Transfers from Other Funds	\$3,464	\$25,964	\$22,500
			<u>\$22,500</u>
Requirements:			
Engineering/Consultants	\$65,000	\$105,000	\$40,000
Operating Contingency	\$180,000	\$162,500	(\$17,500)
			<u>\$22,500</u>
<b>Street Fund</b>			
Resources:			
Beginning Fund Balance	\$283,092	\$294,692	\$11,600
Other Revenue	\$2,003,000	\$2,131,575	\$128,575
			<u>\$140,175</u>
Requirements:			
Personnel Services - Regular Earnings	\$158,386	\$164,386	\$6,000
Engineering/Consultants	\$580,000	\$585,600	\$5,600
Bridge Maintenance	\$ -	\$35,000	\$35,000
Capital Outlay - Bridge Improvements	\$ -	\$93,575	\$93,575
			<u>\$140,175</u>
* Includes addition of .13 FTE			
<b>Capital Reserve Fund</b>			
Resources:			
Capital Donations	\$ -	\$6,500	\$6,500
Transfers from Other Funds	\$834,000	\$934,000	\$100,000
			<u>\$106,500</u>

	<u>Adopted</u>	<u>Revised</u>	<u>Difference</u>
<b>Requirements:</b>			
Kiwanis Falls Improvements	\$ -	\$6,500	\$6,500
Land Acquisition	\$4,965,000	\$5,005,000	\$40,000
Park Expansion/Improvements	\$146,000	\$166,000	\$20,000
City Hall Computer Reserve	\$25,000	\$65,000	\$40,000
			<u>\$106,500</u>
<b>Building Fund</b>			
<b>Resources:</b>			
Other Revenue	\$ -	\$6,000	\$6,000
			<u>\$6,000</u>
<b>Requirements:</b>			
Engineering/Consultants	\$30,000	\$64,120	\$34,120
Operating Contingency	\$425,000	\$396,880	(\$28,120)
			<u>\$6,000</u>

**PASSED** by the City Council and **SIGNED** by the Mayor this 4<sup>th</sup> day of February, 2020.

  
 \_\_\_\_\_  
 Mary Dedrick, Mayor

ATTEST:

  
 \_\_\_\_\_  
 Nanci Sandoval, City Recorder



# Finance Department Quarterly Report



Financial Report for the Third Quarter  
Ended March 31, 2020  
Relating to Fiscal Year 2019-20

I am pleased to offer this financial report of City operations for your review. This report covers financial operations through the third quarter of the fiscal year ended June 30, 2020.

Melissa Ince, CPA  
Finance & Administrative Services Director



## QUARTERLY HIGHLIGHTS

### *Year-End Financial Reporting*



January was a busy time for finance staff as we worked to complete the year end reconciliations and required annual payroll reports. Each employee was issued a W-2, the quarterly and annual payroll reports were filed with the appropriate federal and state agencies, and our 1099 eligible vendors were issued a 1099 for their nonemployee compensation.

### *City County Insurance Services (CIS) Annual Conference*

Carrie attended the annual CIS Conference in Salem the last week of February. Among the items discussed were health and property/liability insurance rate changes for the 2021 year, specialized training geared towards human resources, and the fact that CIS will be terminating all existing Regence health plans at the end of 2020. We are taking this opportunity to evaluate the current plan structure in comparison to a high-deductible plan structure. We will also be meeting with the various departments in June to get employee input on which plan they would prefer. The current collective bargaining agreement expires June 30, 2021. CIS will give the union the option of switching to a new plan January 1, 2021 or waiting until their new agreement begins on July 1, 2021. That decision will be made during the next union negotiation.



### *Budget Preparation and Workshop*

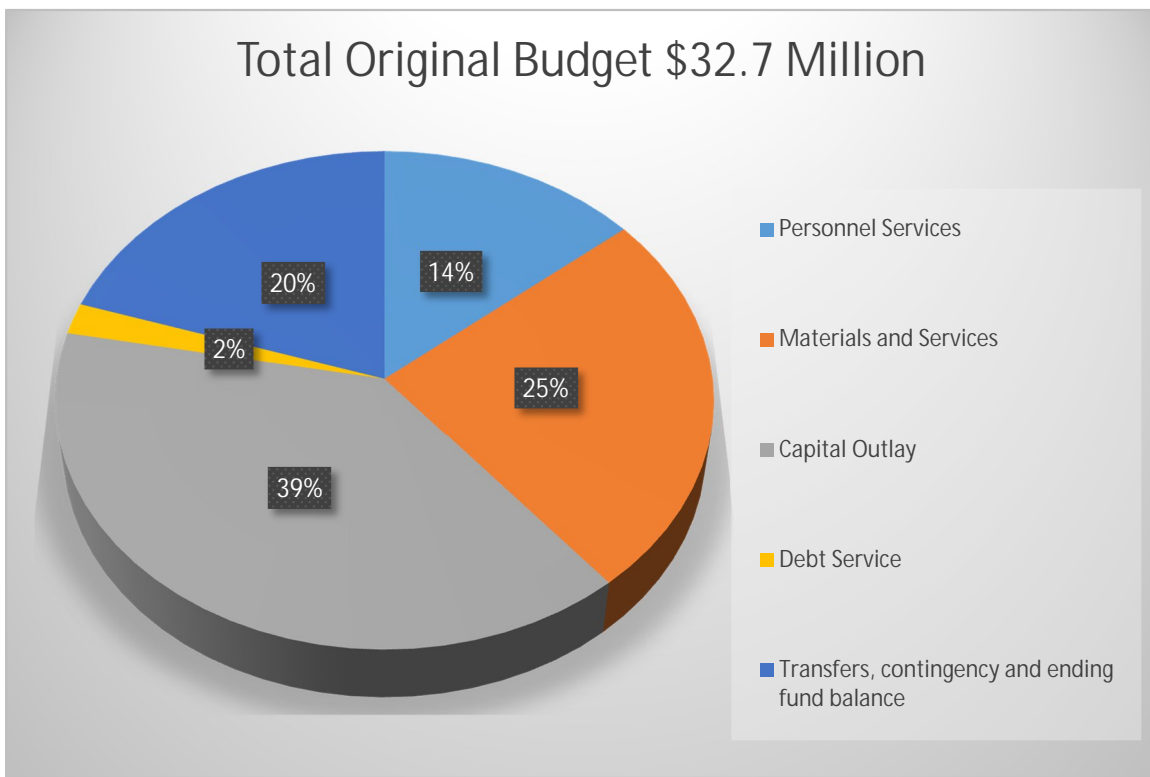
The 3<sup>rd</sup> Quarter marked the beginning of our annual budget preparation. Each department director and their staff prepared budget requests which were presented to finance and the City Manager for review. The City Council and Budget Committee had its first informal budget workshop on March 17<sup>th</sup>. In this meeting, staff reviewed significant revenue and expense factors relating to each fund that would be taken into consideration when developing the proposed budget. The workshop also included a discussion of major upcoming consulting, grants, and other capital improvement projects, as well as an overview of the City's long-term debt and a general review status of the various City funds. The feedback that staff received from the committee was extremely valuable and was incorporated into the proposed budget presented in April.



### *Highlight Reminders of the 2019-2020 Budget*

In June 2019, the City Council adopted the 2019-2020 budget. Pertinent highlights of this budget included:

- It is a single year budget balanced at \$32.7 million across all funds.
- Personnel services represent 14 percent of the total expenditures at \$4.5 million
- Materials and services represent 25 percent of the total expenditures at \$8.2 million
- Capital Outlay represents 39 percent of total expenditures at \$12.9 million
- Debt Service represents 2 percent of total expenditures at \$519,000
- Transfers, Contingency, and Ending Fund Balance make up the remainder



### *Supplemental Budget*

In February 2020, the City Council approved Resolution No. 37-2020 adopting a supplemental budget and revising appropriations. Every year, certain conditions and situations arise after formal budget adoption that necessitate changes in financial planning. This year, the City saw increased property tax collections and a higher than projected beginning General Fund balance that allowed us to fund increases in several line items including the Downtown Façade Grant program, additional engineering fees, additional land acquisition and technology and equipment upgrades. A final supplemental budget and appropriation transfer will be presented to City Council in June to ensure we do not overspend appropriations in any category of expenditures.

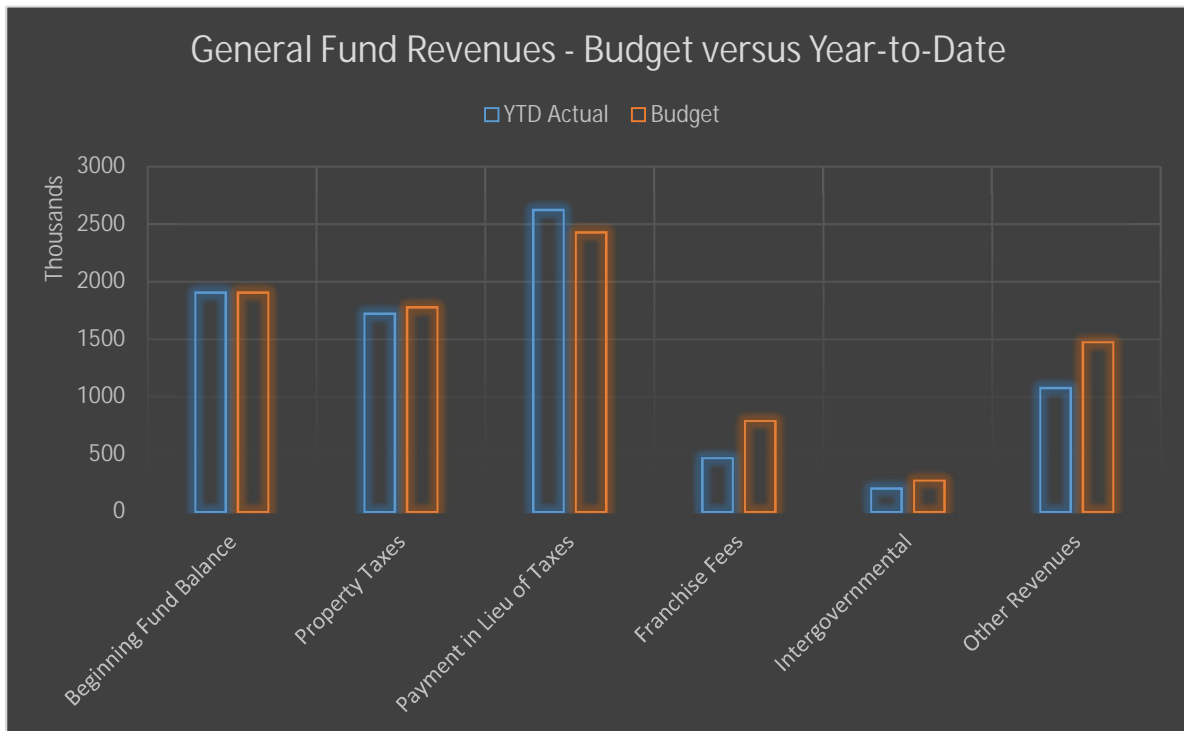
*Budget-to-Actual Quarterly Highlights*

**GENERAL FUND (75% of Fiscal Year Elapsed)**

**Revenues:**

As of March 31<sup>st</sup>, the General Fund has received 90.8% of its projected revenues.

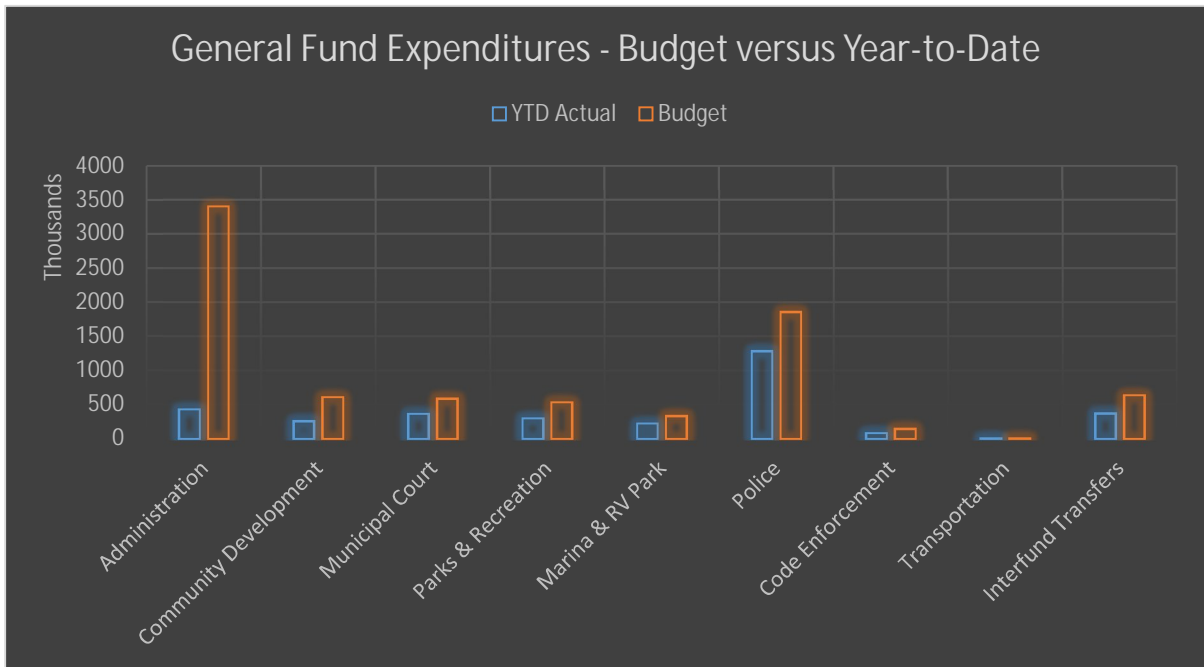
<b>General Fund</b>	<b>Budget</b>	<b>YTD Actual</b>	<b>Percent</b>
<b>Revenues</b>			
Beginning Fund Balance	<u>\$ 1,906,136</u>	<u>\$1,906,137</u>	<u>100.0%</u>
Property taxes	1,776,432	1,721,194	96.9%
Payment in Lieu of Taxes	2,429,192	2,624,116	108.0%
Franchise fees	789,530	467,588	59.2%
Intergovernmental	272,570	202,950	74.5%
Other Revenues	1,474,400	1,074,960	63.4%
Interfund Transfers	<u>162,007</u>	<u>139,866</u>	<u>86.3%</u>
Total Operating Revenues	<u>6,904,131</u>	<u>6,090,808</u>	<u>88.2%</u>
Total Revenues	<u>\$8,810,267</u>	<u>\$7,996,945</u>	<u>90.8%</u>



**Expenditures:**

Third quarter activity has the General Fund expending 40.9% of its appropriations for the FY2020. The table below details the expenditures by program.

General Fund	Budget	YTD Actual	Percent
Administration	\$3,402,929	\$ 432,327	12.7%
Community Development	611,243	257,085	42.1%
Municipal Court	584,399	366,062	62.6%
Parks & Recreation	535,530	298,716	55.8%
Marina & RV Park	332,325	224,186	67.5%
Police	1,852,228	1,279,772	69.1%
Code Enforcement	141,524	82,567	58.3%
Transportation	7,000	476	6.8%
Interfund Transfers	<u>638,596</u>	<u>370,506</u>	<u>58.0%</u>
Total Operating Expenditures	<u>\$8,105,774</u>	<u>\$3,311,697</u>	<u>40.9%</u>



**OTHER FUNDS (75% of Fiscal Year Elapsed)**

	REVENUES			EXPENDITURES		
	Budget	YTD Actual	Percent	Budget	YTD Actual	Percent
Water	\$1,495,622	\$1,159,182	77.5%	\$1,495,622	\$ 972,574	65.0%
Sewer	2,229,091	1,757,770	78.9%	2,229,091	1,385,186	62.1%
Street	3,740,117	929,692	18.8%	3,740,117	531,917	14.2%
Capital Reserve	7,553,704	2,319,544	30.7%	7,553,704	793,073	10.5%
Library	348,090	366,377	105.3%	348,090	174,311	50.1%
Refuse	874,106	708,228	81.0%	874,106	540,001	61.8%
Building	2,926,163	2,788,007	95.3%	2,926,163	653,693	22.3%
Debt Service	-	3,335	-	-	-	-
Transient Room Tax	310,899	299,064	96.2%	310,899	84,906	27.3%
Building Reserve	261,742	260,987	99.7%	261,742	-	0%
Water Reserve	785,953	733,010	93.3%	785,953	70,517	9.0%
Sewer Reserve	<u>4,168,699</u>	<u>4,109,482</u>	<u>98.6%</u>	<u>4,168,699</u>	<u>2,520,390</u>	<u>60.0%</u>
<b>Totals</b>	<u>\$24,694,186</u>	<u>\$15,434,678</u>	<u>62.5%</u>	<u>\$24,694,186</u>	<u>\$7,726,528</u>	<u>31.3%</u>

**LOOKING AHEAD**

*Budget Approval*



The formal budget meeting will take place on April 21<sup>st</sup>. City Manager Stockdale will provide his budget message and we will be reviewing and discussing, and adjusting the proposed budget as directed. If approved, the City Council will consider the final budget resolutions at the June 2<sup>nd</sup> City Council meeting.

Staff will be working on an all new interactive online budget book this year. This budget will be submitted to the Government Finance Officer’s Association in the fall in hopes that we can achieve City Council Goal 5.7: Receive the GFOA Distinguished Budget Award for the FY20/21 Budget.

*System Development Charge and Utility Rate Study Update*



As mentioned in the March budget workshop, FCS has concluded their analysis of City utility rates and system development charges (SDCs). Staff will use this data to make a rate recommendation with an effective date of July 1, 2020. Finance and Community Development are working together to get notice out for the proposed SDC changes. The final part of the study, a parks SDC analysis, will be performed in conjunction with the parks master plan update, scheduled for this fall. Finally, City staff will work with the Umatilla School District to finish the construction excise tax analysis.

# Public Works Quarterly Report

## 2<sup>nd</sup> and 3<sup>rd</sup> Quarter FY 2019-2020



Left to Right Chris Stensrud and Leon Scheel at Chris's retirement luncheon Jan. 2020

Presented by Scott Coleman  
Public Works Director

## Summary of the of 2<sup>nd</sup> and 3<sup>rd</sup> quarters of 2019-2020:

We have had a challenging year to date, as it seems that is the normal here lately. The crew has done an outstanding job starting with the leadership of Leon Scheel and the get it done mentality that seems to resonate from the Department. The addition of the COVID-19 outbreak has had its challenges. You may have seen the crew out and about and, as much as I like to be economical, they are all traveling in their city vehicle solo to go to the job sites and do their rounds. We have implemented that and cleaning of the vehicles on a regular basis and have been practicing our social distancing. We no longer have a bi weekly meeting. Instead, I am passing along information to Leon and he gets it out to the crew. We have tried to stay as efficient as possible during our daily work and keep our distance as well. We have purchased some additional equipment recently that will make us more efficient. The addition of a tracked skid steer loader and a road leveling attachment will allow us to cleanup our alley ways and level out areas to be identified in our master parks plan. We have also purchased a mulcher attachment that mounts to the loader and we will be widening and clearing more of our trail system to improve the accessibility and useable of our awesome trails. These trying times of being asked to social distance have only reaffirmed how important our outdoor facilities are and that operation and maintenance, along with well thought out upgrades to those facilities, are very important to a growing community.

### Parks Department:

We have a new addition to our crew in the Parks Department. Raul Madrigal has joined the city on a full-time basis after being one of our valued seasonal employees last year. Raul brings a great work ethic and was recommended by the crew to be added as a full-time employee this year. We have been short a few employees here recently and the addition of Raul will help us round out the team.

Chris, Derek and Raul have been extremely busy getting the irrigation, spraying, mowing, and fertilizer done this spring with the windy conditions. They are also providing the Marina and RV Park contactors assistance to get those

systems up and running. It has been a learning experience for the guys as not much info was passed along from the previous contractors.

Some upgrades have been happening at the Nugent Park baseball facility as we have changed the infield grass and added red clay, sand, and gravel to spruce things up and make it more user friendly. The addition of this will also improve the maintenance. In the near future the fences will be replaced and dugout will be improved so that the area teams can host more teams and possibly be part of an area tournament.

Upgrades to Hash Park baseball are also planned and budgeted for so that we will have two functional baseball fields on either side of town for all kids to enjoy. There will be some additional paving there along with upgrades to the irrigation system and field.

Kiwanis Park facelift is continuing with additional handicap parking and an unloading zone. A new bathroom should be installed early to mid summer that will really add to the park's usability, along with additional sidewalks and a picnic area for families.

Another area that we feel needs to be addressed more thoroughly are the two cemeteries. I don't think enough resources have been allocated in the past for maintenance and that will change in the future. We need to be cognoscente of our citizens as many of their loved ones rest there and it needs to be more presentable.

### Street Department:

Streets remain one of our more challenging areas. Streets are very expensive to build and maintain. Due to budget constraints, we have not done a very good job with that and we are continuing to build funds to better care for them with projects such as crack sealing and overlay. It is a priority for us as a team and we will continue to patch and repair as needed. We remain short employees in that department and are working to find the right fit to head that up.

## Water Department:

We are very fortunate to have Duane and Jason in our Water Department. They are seasoned and very detail oriented when it comes to water. We are continuing to work with what we have and do some upgrades that make sense and are fiscally responsible. We received word that we were selected to receive a grant from OWRD and will be moving forward in the fall to drill wells in the McNary Beach area to try and prove hydraulic connectivity with the mighty Columbia river.

We have done a variety of projects this spring that we had not intended to do. Many of the water lines that feed the city that are very old were in conflict with the new storm water system being installed as part of the 6<sup>th</sup> Street project. Those lines needed to be moved and replaced and our crews provided most of the labor and did a great job. We will also be pulling Golf Well this winter as part of an operation and maintenance schedule to start looking at wear and tear of our pumps. This winter we had divers inspect our water tanks and received good news that they were in very good shape. We started a routine maintenance program with Western States CAT dealer to inspect our stand by generators twice a year. This had been stopped in 2012 as part of a cost savings plan. In our mind, this was not a good decision as we need to make sure our infrastructure is operational in time of emergency. We continue to work on projects in planning and stages to better supply the city the needs of the future.

## Waste Water Department

With the retirement of the lead operator Chris Stensrud, our search to replace him continues. Chris was with the city for thirty plus years. We congratulate him and wish him well in retirement. We have had several interviews to replace Chris but haven't found quite the right fit. My philosophy as a director has always been to find the right fit for the job not just a body to fill that position. Leon, Lupe, and Matt continue to do the heavy lifting at the plant. We are looking toward an upgrade in the 2027 fiscal year and will continue to plan and budget for that upgrade. Along the way we have replaced some of the works with more modern equipment that will fit that transition.



## Miscellaneous:

The Industrial Waste Water Project is ending relatively soon. All of the major infrastructure is in and we will have an aerial drone footage flight at the next City Council meeting that we can all attend in person. Leon has worked his tail off on this project and, along with the ADS water project, has done an exceptional job as indicated by an email I received from our Engineer Shae Talley in regard to all of the little details that were seen and corrected by Leon.

We continue to work on the 6<sup>th</sup> Street/Hwy 730 project in conjunction with the contractor and ODOT to rectify things as we find them. This has become a full-time job in itself but we are managing with the help of all the employees. Casey Horn has taken the lead on maintenance for the city fleet as far as services and small repairs. In the end this will save the city considerable amount of money. Casey also continues to cross train at the WWTP and the in the Cities Water Department. He truly is a jack of all trades.

We continue to work with FEMA and OEM on replacing the bridge and getting the boat ramp and fishing shed replaced. In that same conversation, we are also trying to get the water line relocated under the Umatilla river. None of this is coming in the near future but our hope is to get started next year. Melissa Ince continues to be of great help in all of this and she is being very patient with the federal agencies.

## In Closing:

As I have always maintained, I am very fortunate to work with such a solid and goal-oriented bunch at the city. Whether it be the city hall staff or the crew, we truly want to represent the city in the very best light. We have had and will continue to have our challenges, but we always make our decisions in the best interest of the city council and our residents. Our goal is to continue to keep up with the growth of the city and make sure we find innovative and fiscally responsible ways to accomplish that. Please feel free to reach out to me anytime for questions you may have. I look forward to hopefully having a tour of the city facilities for the City Council in the near future to give you a better idea of our infrastructure.

Sincerely,

Scott

Scott R. Coleman

Public Works Director

City of Umatilla Oregon

Cell: (509) 778-1978

Email: [scott@umatilla-city.org](mailto:scott@umatilla-city.org)

CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> RESOLUTION NO. 54-2020 - A RESOLUTION AUTHORIZING THE COMMUNITY DEVELOPMENT DIRECTOR TO ESTABLISH A SMALL BUSINESS EMERGENCY ASSISTANCE GRANT PROGRAM AND AUTHORIZING THE COMMUNITY DEVELOPMENT DIRECTOR TO APPLY FOR EMERGENCY BUSINESS ASSISTANCE MATCHING FUNDS FROM THE OREGON BUSINESS DEVELOPMENT DEPARTMENT.	<b>Meeting Date:</b> 2020-05-19
---	------------------------------------

<b>Department:</b> Community Development	<b>Director:</b> Brandon Seitz	<b>Contact Person:</b> Brandon Seitz	<b>Phone Number:</b> 541-922-3226 ext 103
---	-----------------------------------	---	--

<b>Cost of Proposal:</b> \$50,000 <b>Amount Budgeted:</b> \$50,000	<b>Fund(s) Name and Number(s):</b> General Fund - 01
---	---

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> NA
---	------------------------------------

**Attachments to Agenda Packet Item:**

[Resolution 54-2020 for Economic Assistance to Local Small Businesses \(5-15-20\).docx](#)

[City of Umatilla Emergency Business Assistance Proposal \(5-15-20\).docx](#)

<b>Summary Statement:</b> Staff recommends Approval of Resolution No. 54-2020.
---

<b>Consistent with Council Goals:</b> Goal 2: Promote Economic Development and Job Growth.
---

**RESOLUTION NO. 54-2020**

**A RESOLUTION AUTHORIZING THE COMMUNITY DEVELOPMENT DIRECTOR TO ESTABLISH A SMALL BUSINESS EMERGENCY ASSISTANCE GRANT PROGRAM AND AUTHORIZING THE COMMUNITY DEVELOPMENT DIRECTOR TO APPLY FOR EMERGENCY BUSINESS ASSISTANCE MATCHING FUNDS FROM THE OREGON BUSINESS DEVELOPMENT DEPARTMENT.**

**WHEREAS**, On March 23, 2020, Oregon Governor Kate Brown issued Executive Order No. 20-12; and

**WHEREAS**, Executive Order 20-12 prohibited operation of certain businesses and required other social distancing measures that impacted small businesses; and

**WHEREAS**, the City Council and staff have identified the need to create a Small Business Emergency Assistance Grant Program to provide assistance to small businesses affected by Executive Order 20-12; and

**WHEREAS**, the City of Umatilla has fifty thousand dollars of available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

**WHEREAS**, the City of Umatilla intends to use the enterprise zone community service fee funds appropriated in the FY19-20 budget as the matching source for this program.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UMATILLA:**

Section 1: The Umatilla City Council approves creation of a Small Business Assistance Grant Program subject to the following eligibility requirements:

- Businesses that were prohibited from operation by Executive Order 20-12 or that can demonstrate a one month decline in revenue greater than 50% in the month of March or April 2020 as compared against January or February 2020.
  - Non-profit entities that have federal 501(c)(3) status can demonstrate a decline in revenue greater than 50% across the months of March or April 2020 compared against the same period of time in 2019.
- Business with 25 or fewer employees.
- Businesses that have been unable to access federal CARES Act funding including:
  - Small Business Administration's Paycheck Protection Program (PPP);
  - Economic Injury Disaster Loan Emergency Advance program (EIDL);
  - or
  - Other federal programs to date for emergency pandemic funding
- Businesses are not eligible to receive funding if they meet any of the following factors:

- Are Passive real estate holding companies and others holding passive investments.
- Businesses that are delinquent on federal, state or local taxes that were due before April 1, 2020.
- Businesses that do not comply with all federal, state and local laws and regulations.
- Businesses not headquartered and with principal operations in Oregon or businesses not registered to do business in Oregon (Secretary of State Business Registry verification) if such registration is required.
- Non-profit entities that do not have federal 501(c)(3) status.

Section 2: Awards to eligible business will be the greater of two figures based on an applicant's ability and desire to submit support documentation: the first based on the number of employees before the COVID-19 crisis (as of February 29, 2020); or the second based on the documented amount of fixed operating expenses for the 60 day period of January 1 through February 29, 2020:

- 0-5 employees
  - \$2,500, or
  - 60-day fixed expenses up to a maximum of \$5,000
- 6-10 employees
  - \$5,000, or
  - 60-day fixed expenses up to a maximum of \$10,000.
- 11-15 employees
  - \$7,500, or
  - 60-day fixed expenses up to a maximum of \$15,000.
- 16-20 employees
  - \$10,000, or
  - 60-day fixed expenses up to a maximum of \$20,000.
- 20-25 employees
  - \$12,500, or
  - 60-day fixed expenses up to a maximum of \$25,000.

Section 3: The Umatilla City Council authorizes the Community Development Director to submit a proposal to Business Oregon for the State of Oregon COVID-19 Emergency Business Assistance Matching Fund Request for Proposals.

**PASSED** by the City Council and **SIGNED** by the Mayor this 19<sup>th</sup> day of May, 2020.

---

Mary Dedrick, Mayor

ATTEST:

---

Nanci Sandoval, City Recorder



# City of Umatilla

700 6<sup>th</sup> Street, PO Box 130, Umatilla, OR 97882  
City Hall (541) 922-3226 Fax (541) 922-5758

May 18, 2020

Melisa Drugge  
Regional Development Manager  
Business Oregon  
775 Summer St NE, STE 200  
Salem, OR 97301-1280

RE: City of Umatilla Proposal for Emergency Business Assistance Matching Funds

Dear Ms. Drugge:

On behalf of the City of Umatilla I am submitting a proposal for emergency business assistance matching funds. The City is in the process of creating a Small Business Emergency Assistance Grant Program to assist local small business owners who have been affect by Executive Order 20-12. It is the City's intent to model the new program to match state guidelines. The City will establish a \$50,000.00 fund to start the program and is requesting a 1:1 match of \$50,000.00 to augment the City's program. Resolution 54-2020 will create the City's Small Business Emergency Assistance Grant Program and is scheduled for consideration at the City Council's May 19, 2020 meeting. A draft of the resolution is attached for your review. The City's funds to establish the program will be allocated from the City's enterprise zone community service fee funds already appropriated in the FY19-20 budget.

## **Program Overview**

The Small Business Emergency Assistance Grant program will be open to all businesses located within City Limits that meet the following eligibility requirements:

- Those for-profit and non-profit (limited to 501(c)(3) corporations) businesses that were prohibited from operation as directed by Executive Order 20-12.
  - Those eligible for-profit businesses that can demonstrate a one month decline in revenue greater than 50% in the month of March 2020 or April 2020 as compared against sales in the month of January 2020 or February 2020. Those non-profit businesses (limited to 501(c)(3) corporations) that can demonstrate a decline in

revenue greater than 50% across the months of March 2020 and April 2020 as compared against the same period of time in 2019.

- Business with 25 or fewer employees.
- Businesses that have been unable to access federal CARES Act funding including:
  - Small Business Administration's Paycheck Protection Program (PPP);
  - Economic Injury Disaster Loan Emergency Advance program (EIDL); or
  - Other federal programs to date for emergency pandemic funding
- Businesses are not eligible to receive funding if they meet any of the following factors:
  - Are passive real estate holding companies and others holding passive investments.
  - Businesses that are delinquent on federal, state or local taxes that were due before April 1, 2020.
  - Businesses that do not comply with all federal, state and local laws and regulations.
  - Businesses not headquartered and with principal operations in Oregon or businesses not registered to do business in Oregon (Secretary of State Business Registry verification) if such registration is required.
  - Non-profit entities that do not have federal 501(c)(3) status.

Awards to eligible business will be the greater of two figures based on an applicant's ability and desire to submit support documentation: the first based on the number of employees before the COVID-19 crisis (as of February 29, 2020); or the second based on the documented amount of fixed operating expenses for the 60 day period of January 1 through February 29, 2020:

- 0-5 employees
  - \$2,500, or
  - 60-day fixed expenses up to a maximum of \$5,000
- 6-10 employees
  - \$5,000, or
  - 60-day fixed expenses up to a maximum of \$10,000.
- 11-15 employees
  - \$7,500, or
  - 60-day fixed expenses up to a maximum of \$15,000.
- 16-20 employees
  - \$10,000, or
  - 60-day fixed expenses up to a maximum of \$20,000.
- 20-25 employees
  - \$12,500, or
  - 60-day fixed expenses up to a maximum of \$25,000.

## **Marketing and Outreach**

Based on the 2018 American Community Survey the Hispanic or Latino population within the City of Umatilla is 42.5%. Given the large Hispanic or Latino population the City has already implemented a number of outreach strategies to target the Hispanic and Latino population and encourage participation. All informational posts to the City's website and social media accounts

are in Spanish and English. Brochures, informational forms and application forms are available in Spanish and English. The City intends to utilize the application form provided by Business Oregon in Spanish and English. The City will also contact all businesses with a City Business License via phone, email or mail depending on preferred contact method.

Following approval of Umatilla County to proceed to Phase 1 reopening City Hall will be open to the public with certified bilingual (Spanish) staff available to translate or provide assistance to applicants.

The City is partnering with the Umatilla Chamber of Commerce to provide additional outreach. All informational material and application forms will be made available to chamber staff for distribution.

### **Grant Administration**

City Council will consider the attached resolution at their May 19, 2020 council meeting. Once approved the City will announce and post informational material and application forms to the City website, social media accounts and send notice to all businesses with a City Business License. The City will begin accepting applications June 1, 2020. All applications must be received by the City by the close of business (5:00 p.m.) June 12, 2020. Applications will be reviewed by staff for completeness and verification that applications meet all eligibility requirements and all required reporting information is provided. Grants will be awarded on a first come, first served basis subject to the availability of funding. Preference will be given to sole proprietors to meet all state distribution of awards requirements but will be awarded on a first come, first served basis.

I will be the lead contact for the City and my contact information is provided below. Finance & Administrative Service Director, Melissa Ince, will provide additional oversight of the Small Business Assistance Grant Program. The City is familiar with Business Oregon long/grant program requirements and will comply with all eligibility and reporting requirements.

### **Distribution of Awards**

The City of Umatilla's certified population estimate prepared by Portland State Universities of 7,470 people within City Limits. Therefore, 100% of funds would be allocated to rural businesses (cities with populations of 30,000 or less). As addressed above, the City will provide preference to sole proprietors to comply with all state requirements for distributions of awards. The City anticipates being able to meet the 50% of distribution to sole proprietor requirement. All funds will be deployed prior to June 30, 2020, or any unallocated funds will be returned to Business Oregon.

Thank you for your consideration on this matter and please let me know if you have any questions or need additional information.



Thank you,

**Brandon Seitz**  
Community Development Director  
City of Umatilla  
PO Box 130  
Umatilla, OR 97882  
(541) 922-3226 ext. 103

CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> COVID-19 Financial Relief	<b>Meeting Date:</b> 2020-05-19
---	------------------------------------

<b>Department:</b> City Administration	<b>Director:</b>	<b>Contact Person:</b> Dave Stockdale	<b>Phone Number:</b>
---	------------------	--	----------------------

<b>Cost of Proposal:</b> \$75,000	<b>Fund(s) Name and Number(s):</b> General Fund - 01
<b>Amount Budgeted:</b> \$75,000	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> n/a
---	-------------------------------------

**Attachments to Agenda Packet Item:**

**Summary Statement:**

Next fiscal year's approved budget includes \$75,000 to provide financial or other relief to local businesses and the community. This will be the first of three (5/19, 6/16, and 7/7) discussions in anticipation of approving the release of at least some of these funds on 7/7/20.

**Consistent with Council Goals:**

Goal 2: Promote Economic Development and Job Growth.

CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> Radio District Agreement	<b>Meeting Date:</b> 2020-05-19
--	------------------------------------

<b>Department:</b> Police	<b>Director:</b> Darla Huxel	<b>Contact Person:</b> Darla Huxel	<b>Phone Number:</b> 541-922-3789
------------------------------	---------------------------------	---------------------------------------	--------------------------------------

<b>Cost of Proposal:</b> NA	<b>Fund(s) Name and Number(s):</b> N/A
<b>Amount Budgeted:</b> NA	

<b>Reviewed by Finance Department:</b> No	<b>Previously Presented:</b> NA
--	------------------------------------

**Attachments to Agenda Packet Item:**

[User Agreement-Appendix A\\_Apr2020.pdf](#)

[UMRDD\\_User Encryption Request Form\\_Feb2020.pdf](#)

[Encryption FAQ-Apr2020-2.pdf](#)

<b>Summary Statement:</b> Discussion
---

<b>Consistent with Council Goals:</b> Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.
---

## Appendix A: Installation Requirements

### I. General Requirements

#### Manufacturer's Guidelines

Unless otherwise specified in this RFP or at the time of installation by a representative of the UMRDD or the organization that owns the vehicle, all installation work shall be in accordance with the TM900 P25 Installation Guide (document number MMB-00002-05 · Issue 5 · December 2015, available from the Tait Support webpage at: [https://support.taitradio.com/\\_data/assets/pdf\\_file/0003/136677/MMB-00002-05.pdf](https://support.taitradio.com/_data/assets/pdf_file/0003/136677/MMB-00002-05.pdf)).

#### UMRDD General Guidelines

All equipment will be securely mounted. All installation locations will be approved by either a UMRDD or the vehicle's owner representative. No installed equipment or cabling will obstruct the vehicle's instruments, controls, or driver's view. Positioning of control heads and microphones will be within reach of the driver, but will not distract from the road. Equipment and cabling must not obstruct deployment of the vehicle's airbag. Equipment will be installed in a manner that minimizes exposure to direct sunlight and must be protected from water and heat.

#### Transceiver Installation

The transceiver portion of the mobile radio must be securely mounted with provided bracket, must be accessible for maintenance, and must be protected from other free moving objects and moving vehicle parts.

#### Control Head Installation

All control head, whether in a single-head or dual-head configuration, must be securely mounted with either the provided bracket or in a radio console.

#### Radio Antenna Installation

Refer to the requirements of the antenna supplier and install in accordance with those requirements.

In general, the new 700MHz radio antenna is to be located in the same place as the antenna for the UHF radio that is to be removed from the vehicle. If there is no existing antenna or if the location of the existing antenna cannot be used for the installation of the new antenna, then the vendor shall use the following guidance:

1. For installations requiring roof top placement of the antenna: For optimum performance, mount the antenna in the center area of the roof design.
2. For installations requiring trunk lid placement of the antenna: Mount the antenna as close as possible to center area of the trunk lid.
3. Before installing an antenna on the trunk lid:

- a. Be sure that the distance from the antenna location on the trunk lid will be at least 33in from the front surface of the rear seat-back to assure compliance with RF Energy Safety standards.
  - b. Ensure that the trunk lid is grounded by connecting grounding straps between the trunk lid and the vehicle chassis, as required.
4. When multiple antennas are occupying the same area, attempt to locate radio antennas on the vehicle at least 3 feet from each other in-band, and 18 inches out-of-band.
5. Attempt to maintain a minimum distance between the antenna and the radio/accessories of 3ft.
6. The minimum distance between the antenna and the fuel filler cap must be 12 inches.
7. Vehicles without metal roofs will receive antennas designed for no ground plane installations.

## II. Cabling Requirements – General

Cabling for the new 700MHz radio is to occur per the following requirements:

1. The radio power cables, positive cable and negative, should be run together along their length as practicable to reduce induced noise. The conductors can be twisted together for increased immunity to induced noise.
2. All exposed cabling in the vehicle's engine compartment and/or otherwise exposed to potential damage shall be run in a protective sheath (i.e., split loom tubing) and attached every 6 to 8 inches with tie-wraps.
3. Power cables will be connected directly to the vehicle's battery/battery switch or to an installed power distribution center. Connecting to the power distribution center is preferred. If appropriate, installers should use the same power source that the previous radio was connected to.
4. Multiple power cables will not be soldered together.
5. Power cables will not be cut or spliced in any manner that would result in two radios using one connection to power. Every power cable will be fused appropriately.
6. Ignition sense cables should be connected directly into ignition harness or fuse block with an in-line fuse holder with the proper size fuse for the equipment.
7. Large fire apparatus with tilting cabs will have a ground point is typically provided by the vehicle manufacturer within the cab to provide battery to cab grounding. Generally, this is located within the main fuse box. This point will be used for installations in these situations.

## III. Cabling Requirements – Retention

Cable retention for the new 700MHz radio is to occur per the following requirements:

1. Cabling should be secured as required to keep them in place and provide adequate strain relief.

2. Where cables are in a protected environment then simple 'P clip' type cable clamp fixings can be used to hold the cables in place.
3. Cable ties can be used to secure cables together between the cable fixings. This allows for maximum access to the cable loom.
4. Cable ties should be cut off flush to avoid sharp edges.
5. Ensure that the cable is not strained or distorted, by excessive tightening of cable ties.
6. Cables should never be secured to movable parts under the dash, in the trunk, or in the engine compartment (for example: brake pedal, steering column, and so on).
7. Do not attach any wire or cable to the vehicle fuel system and pipes or use a common hole through a bulkhead.
8. Taping up long lengths of cable looms with insulating tape is not acceptable as it may severely hamper the ability to service or replace cables within the loom.

#### IV. Cabling Requirements – Routing

Cable routing for the new 700MHz radio is to occur per the following requirements:

1. Cables are to be properly secured.
2. Cable routing must avoid sharp bends.
3. Wherever possible, do not run coax in parallel with vehicle wiring. This is especially true with antenna coax cables.
4. Route coax as far away as possible from any electronic module.
5. Ensure that any trim panels do not trap, crush, or distort the cable when vehicle trim is replaced.
6. All cables should pass under carpets and through trim or moldings in such a way as to ensure that any panels do not trap, crush, or distort the cable when refitted. Use sleeving or cable protection and cable ties where required.
7. Cables installed under carpets should be routed away from areas that can be stepped on when possible.
8. Care should be taken to avoid strain on any cabling likely to cause broken connections.
9. Ensure that excess length of any cable tie used is cut flush with its locking mechanism to avoid leaving sharp and potentially dangerous projections.
10. All cables installed under the hood need to be kept away from heat and mechanical hazards such as exhaust manifolds and moving parts (for example: steering shaft, throttle linkage, fans, and so on). The use of split loom or similar products is required for cables installed under the hood or that is exposed to the elements. The split loom needs to be rated for the appropriate temperature for where they are

used. This is not only for aesthetics, but it also ensures against wire chafing, and protects against heat, weather, and oil damage.

11. Wiring supports should be at intervals no greater than 18in. Wiring routed under carpets, trim, or moldings is considered supported.
12. Cable should leave enough slack for equipment to be easily tested and maintained while still connected.
13. Do not cut pre-terminated cables. For cables that are not pre-terminated; do not coil an excessive length of cable, instead, cut to proper length.
14. Whenever a cable passes through a bulkhead, a grommet must be installed to protect the cable from damage. It is always better to use an existing hole rather than drilling another; provided it is in the right position, is large enough, and is fitted with a grommet. The quality of the original seal should not be impaired.

#### V. Cabling Requirements – Power Cabling and Power Connections

Power cabling for the new 700MHz radio is to occur per the following requirements:

1. Connect the positive cable to one of the power sources listed below:
  - a. Connect directly to the battery, using appropriate hardware.
  - b. To an adequate power distribution center.
  - c. To the vehicle power disconnect switch, if applicable.
  - d. To the vehicle filtered battery distribution center (available on some emergency vehicles for supplying power to the 3rd party add on products).
2. The power cable must be fused as close to the source as possible (18in max). A weatherproof fuse holder is required.
3. Splicing of power cable feeds is discouraged but not prohibited; this technique will be used only under scrutiny of UMRDD technicians.
4. If the cable length is insufficient, additional length can be made by wrapping bare wire ends and soldering them together.
  - a. The splice shall be covered with adhesive lined heat shrink extending beyond the splice area by a minimum of two (2) inches each per side.
  - b. The power extension cable will be of a wire gauge the same size or greater than the factory standard power cable.
5. Butt splices can be used inside the vehicle passenger compartment provided that they are only used in an area that is not susceptible to potential debris or water damage. Installing butt connectors under floor mats is prohibited.
6. Vampire type tap connections—either onto a fuse or into the existing power wiring—are not acceptable.
7. Maximum voltage drop allowable during a transmit cycle will not exceed 10% of resting battery voltage. (Voltage to be measured at the radio connector.)

8. An ignition-sense cable must be installed. It must be connected to the transceiver of the radio (not the control head). The cable must include a two-row DB15 connector that connects to the radio transceiver. Details on the ignition—sense cable can be found in the radio manufacturer’s manual referenced in Section 4.4.1, above. This cable must be supplied by the vendor and it may be procured from the radio manufacturer or fabricated by the vendor. All cabling requirements in this section apply to the ignition-sense cable.

## VI. Cabling Requirements – Antenna Cabling

Antenna cabling for the new 700MHz radio is to occur per the following requirements:

1. The coax used must be commercial grade and designed for the applications.
2. 95% shielded cable is required.
3. The coax from the radio to the antenna must be free of splices and/or extensions. The appropriate length cable must be used for the application.
4. Antenna cable length should be sufficient to reach the radio location with a minimum of three (3) additional feet of cable slack. Slack should not be longer than five (5) feet.
5. Route the antenna cable as far away as possible from any vehicle electronic control units and associated wiring.
6. Excess coax cable will be secured with tie-wraps and stowed in such a way that it is not a snagging or tripping hazard.
7. Antenna connectors shall be a solder/crimped on type. The antenna coaxial connector must fit the radio connector. Adaptors are not to be used except in the case of clearance problems; in this case, a right angle adaptor is acceptable.
8. Connectors shall be installed in accordance with manufacturer’s instructions using the proper tooling recommended by the connector manufacturer.

## VII. Cabling Requirements – Grounding

The following requirements apply when attaching a lug to a bonding surface, such as when attaching an equipment ground negative cable to the vehicle chassis:

1. The radios negative (ground) should be connected to a ground point as close as practicable to the point where the battery-to-body connection is made on the vehicle.
2. The negative cable should never be connected directly to the battery's negative terminal.
3. Connection should be made to a factory installed negative ground or a clean solid metallic part of the vehicle chassis.
4. Terminated ground connections will be covered by a thin film of NO\_OX Compound.
5. Paint, enamel, lacquer, and other non-conductive coatings must be removed from surface areas where connections are made to ensure good electrical continuity.



6. Bonding surfaces must be cleaned to remove dirt, corrosion, and oxidized material on the connection surface area.
7. The use of a piloted bonding brush or similar device is recommended for cleaning the bonding surface.
8. After bonding to a factory painted surface, the area shall be thoroughly cleaned and coated with an approved corrosion inhibiting paint (or equivalent)
9. No washer of any kind should be used in between a lug and the bonding surface.
10. Use of a star washer does not alleviate the requirement to remove non-conductive coatings from attachment surfaces. Star washers should only be used as a lock washer.
11. Ground lead splicing is prohibited.
12. The use of self-tapping type screws to make ground connections with the chassis is acceptable

#### VIII. Connection to Existing External Speaker

Most vehicles will have a Motorola external speaker connected to the existing UHF radio. The vendor shall connect that existing external speaker to the new 700MHz radio that is being installed in the vehicle. The existing speaker cable shall be used and the UMRDD will provide any necessary connector to interface the Motorola speaker cable to the new 700MHz radio.

#### IX. Optional: GPS Antenna Installation

Some vehicle installations may also include the installation of a GPS antenna and connection of that antenna to the mobile radio. At this time, it is not known how many installations will include the installation of a GPS antennas as owner agencies are currently deciding if they will equip some, all, or none of their vehicles with GPS capabilities.

For vehicles that are to include the installation of a GPS antenna, the UMRDD will supply the GPS antenna and all cables requires to connect it to the mobile radios. The location of the GPS antenna is to follow the same general requirements of Section 4.4.5 of this RFP and the installation of all associated cabling is to follow the same requirements of Sections II, III, IV, and VI of this RFP.

UMATILLA MORROW RADIO & DATA DISTRICT  
REQUEST TO INITIATE ENCRYPTION

Each User Agency requesting installation of encryption on their talkgroup(s) complete and return this form. Return of the completed, signed form to the District shall constitute a request for encryption pursuant to paragraph 2.6, "Encryption," of the User Agreement.

User agency: \_\_\_\_\_

Agency representative name and contact information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of talkgroup(s) to be encrypted: \_\_\_\_\_

Requested date and time for encryption to take effect: \_\_\_\_\_

- Documentation of governing body notification is attached in the form of:
  - Meeting minutes dated \_\_\_\_\_
  - Board resolution dated \_\_\_\_\_
  - Other (specify) \_\_\_\_\_

By signing this document, the Agency Representative named above agrees to the following on behalf of the User Agency:

1. Encryption is available on the District's voice communication system, but the District does not require the Agency to use encryption.
2. The User Agency has considered the advantages and disadvantages of encrypting voice traffic and has determined that the interests of the public are best served by encryption.
3. The User Agency will jointly defend with the District any tort claim against the District related to use of encryption by the User Agency.

Agency Representative

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# UMATILLA MORROW RADIO & DATA DISTRICT

4700 NW PIONEER PLACE PENDLETON, OR  
541-966-3774 WWW.UMRDD.ORG

## Board of Directors

Michael Roxbury

Kathy Lieuallen

Kenneth Matlack

Keith Kennedy

Mark Pratt



## District Administrator

Shawn Halsey

## Encryption Frequently Asked Questions

Question: Will the whole system be encrypted?

Answer: No, encryption will be applied on a talkgroup-by-talkgroup basis. Agencies will request that UMRDD encrypt particular talkgroups as they see fit.

Question: If another agency encrypts their talkgroup, will I still be able to talk to them?

Answer: Yes, every radio on the system will be capable of receiving and transmitting on encrypted talkgroups.

Question: Will encrypted audio sound different?

Answer: No, older encryption methods may have sounded different, but P25 digital encryption does not.

Question: What will adding encryption cost UMRDD?

Answer: The current method of encryption to be used by UMRDD on the new system came with the system at no extra cost.

Question: If my agency encrypts our talkgroup, will we still be able to talk to neighboring agencies that do not?

Answer: Yes, other agencies will still be able to talk to you on your talkgroup.

Question: If my agency decides to add encryption at a later time, is that possible?

Answer: Yes, it is possible to add or subtract encryption from a talkgroup. However, there will be a short period of time where communication on the talkgroup could be interrupted due to radio and dispatch console reprogramming.

Question: Can individual radios be encrypted?

Answer: Every radio on the system will be capable of using encryption. If a talkgroup is encrypted, every radio that uses that talkgroup will be programmed to use encryption on that talkgroup.

Question: How do I request that my talkgroup be encrypted?

Answer: Return a signed copy of the Encryption Request Form along with the User Agreement to UMRDD. If you need these forms to be resent to you, please ask.

CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> 6th Street Project Update, General Discussion, and Price Quote for area in front of Rae's Dayz.	<b>Meeting Date:</b> 2020-05-19
--	------------------------------------

<b>Department:</b> Public Works	<b>Director:</b> Scott Coleman	<b>Contact Person:</b> David Stockdale	<b>Phone Number:</b>
------------------------------------	-----------------------------------	---	----------------------

<b>Cost of Proposal:</b> \$360,152	<b>Fund(s) Name and Number(s):</b> Capital Reserve - 05
<b>Amount Budgeted:</b> \$250,000	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> 4/7/2020, 5/5/2020
---	--

**Attachments to Agenda Packet Item:**

[L-Switzler Addn Prelim Estimate ASL 051020.pdf](#)

**Summary Statement:**

No recommendation, discussion only.

This project has more than 20 years of planning and took six years of project design and budget development before design was approved in 2017 (with some minor changes since) and budget from multiple sources was procured in 2018-19. The project scope does not include sidewalk improvements between L St. and Switzler Ave. (the sidewalk directly in front of Rae's Dayz).

Through the annual budget process, Council and Budget Committee approved up to \$250,000 out of City funds to pay for these improvements directly, an amount based upon field estimates provided to the City from ODOT. On Thursday 5/14/20 the City received the attached preliminary estimate from the contractor through ODOT of the amount of \$360,152; significantly higher than our budget. Staff is seeking direction on how to proceed with the area in front of Rae's Dayz.

**Consistent with Council Goals:**

Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.

# PRELIMINARY ESTIMATE OF TOTAL CONSTRUCTION COSTS

**Project: 6th Street: Yerxa Avenue-Umatilla River Bridge (City of Umatilla)**

**Prepared By:** Andy Lindsey, P.E.

**Checked By:** Dave Wildman, P.E.

**Date:**

L to Switzler Additive 051020



ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	ESTIMATED COST
<b>TEMPORARY FEATURES &amp; APPURTENANCES</b>					
0210-0100000A	MOBILIZATION	LS	1	\$30,000.00	\$30,000
0225-0100000A	TEMPORARY PROTECTION AND DIRECTION OF TRAFFIC	LS	1	\$5,500.00	\$5,500
0225-0141600F	PEDESTRIAN CHANNELIZING DEVICES	FOOT	200	\$30.00	\$6,000
0225-0142000E	SURFACE MOUNTED TUBULAR MARKERS	EACH	10	\$60.00	\$600
<b>ROADWORK</b>					
0305-0100000A	CONSTRUCTION SURVEY WORK	LS	1	\$5,000.00	\$5,000
0310-0101000F	REMOVAL OF CURBS	FOOT	750	\$4.00	\$3,000
0310-0102000J	REMOVAL OF WALKS AND DRIVEWAYS	SQYD	700	\$10.00	\$7,000
0310-0106000A	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$1,000.00	\$1,000
0310-0119000F	ASPHALT PAVEMENT SAW CUTTING	FOOT	800	\$5.00	\$4,000
0330-0105000K	GENERAL EXCAVATION	CUYD	200	\$45.00	\$9,000
<b>DRAINAGE</b>					
0445-035012AF	12 INCH STORM SEWER PIPE, 5 FT DEPTH	FOOT	400	\$150.00	\$60,000
0470-0315000E	CONCRETE INLETS, TYPE G-2	EACH	2	\$3,000.00	\$6,000
<b>BASES</b>					
0641-0102000M	AGGREGATE BASE	TON	400	\$28.00	\$11,200
<b>WEARING SURFACES</b>					
0744-0202000M	LEVEL 2, 1/2 INCH ACP MIXTURE	TON	45	\$135.00	\$6,075
0759-0110000F	CONCRETE CURBS, STANDARD CURB	FOOT	750	\$18.00	\$13,500
0759-0126000J	CONCRETE DRIVEWAYS	SQFT	800	\$13.00	\$10,400
0759-0128000J	CONCRETE WALKS	SQFT	4,000	\$4.50	\$18,000
0759-0147000J	PATTERNED CONCRETE SURFACING	SQFT	1,800	\$16.50	\$29,700
<b>PERMANENT TRAFFIC CONTROL AND ILLUMINATION SYSTEMS</b>					
0920-0100000A	SIGN SUPPORT FOOTINGS	LS			\$0
0930-0117000A	PERFORATED STEEL SQUARE TUBE ANCHOR SIGN SUPPORTS	LS			\$0
0940-0202000J	SIGNS, STANDARD SHEETING, SHEET ALUMINUM	SQFT			\$0
0970-0100000A	POLE FOUNDATIONS	LS	1	\$24,000.00	\$24,000
0970-0105000A	SWITCHING, CONDUIT, AND WIRING	LS	1	\$18,000.00	\$18,000
<b>RIGHT OF WAY DEVELOPMENT AND CONTROL</b>					
1040-0206000F	ROOT BARRIER	FOOT	100	\$10.50	\$1,050
1040-0208000J	WEED CONTROL GEOTEXTILE	SQFT	90	\$2.00	\$180
<b>WATER SUPPLY SYSTEMS</b>					
1120-0100000A	IRRIGATION SYSTEM	LS	1	\$12,000.00	\$12,000
<b>Estimated Construction Cost (2019)</b>					<b>\$281,205</b>
Contractor Risk and Acceleration					\$20,000
Add'l Design Engineering (AP, HHPR, DKS)					\$20,000
Construction Engineering (AP & ODOT) (10%)					\$28,121
Construction Contingencies (3.5%)					\$10,826
<b>TOTAL ESTIMATED CONSTRUCTION COST</b>					<b>\$360,152</b>