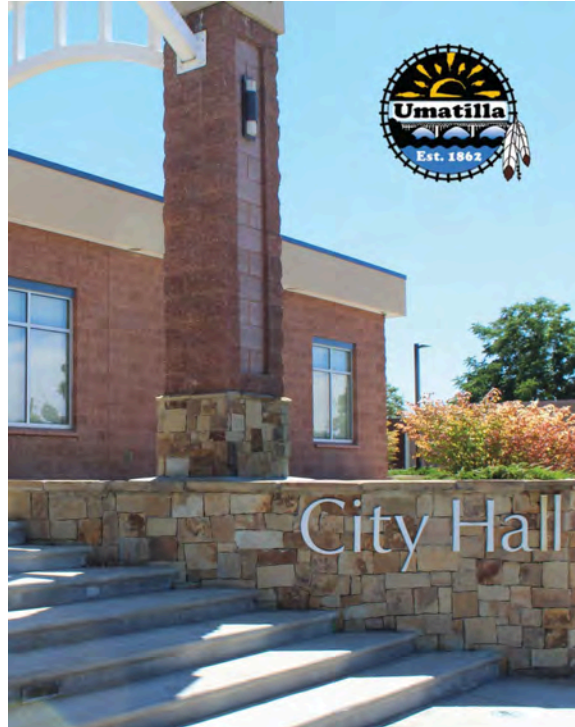


# ADOPTED 2024-2025 BUDGET

JULY 1, 2024 THROUGH JUNE 30, 2025



## BUDGET COMMITTEE MEMBERS

### MAYOR

Caden Sipe

### COUNCIL MEMBERS

Corinne Funderburk

Daren Duffloth

Katie McMillan

Ashley Wheeler

Dennis McMillan

Roak TenEyck

### CITIZEN MEMBERS

Bruce McLane, Chair

Richard Cotterell

Judy Simmons

Brett Cahill

Lyle Smith

Josy Chavez

## CITY STAFF

### Department Heads

David Stockdale, City Manager

Melissa Ince, Finance & Administrative Services Director

Ronald Bridge, Police Chief

Brandon Seitz, Community Development Director

Scott Coleman, Public Works Director

Esmeralda Perches, Parks & Recreation Director

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# GFOA Distinguished Budget Presentation Award

Fiscal Year 2023-2024



GOVERNMENT FINANCE OFFICERS ASSOCIATION

## *Distinguished Budget Presentation Award*

PRESENTED TO

**City of Umatilla  
Oregon**

For the Fiscal Year Beginning

**July 01, 2023**

*Christopher P. Morrill*

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Umatilla, Oregon, for its Annual Budget for the fiscal year beginning July 01, 2023. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# City Manager's Budget Message

April 16, 2024

Fiscal Year 2024-2025

We are, once again, excited to be able to provide you with the Fiscal Year 2024 – 2025 Proposed Budget for the City of Umatilla. As in previous years, the sheer number of Capital Outlay & Capital Projects that are currently underway and/or scheduled to begin in FY25 is astonishing. Though we've made significant progress toward the completion of projects like the Pedestrian Bridge Replacement or the Trail 2 Improvements, or the Nugent Park Playground Replacement Project, these projects and others will carry forward into this new fiscal year. Joining them this year includes more than \$40 million in the construction of our all-new Point of Diversion ("POD") on the Columbia River, industrial water pipeline improvements, significant street improvements, and the design of the Hash Park Sports Complex. Across all funds, our budget is increasing by more than \$58 million, or 48.5%; primarily from these major infrastructure improvement projects.

I continue to be awe-struck at the continued exponential growth of our great community, and the hard work and collaboration of our residents, elected officials, volunteers, contractors and consultants, and our excellent staff to manage it all... what a truly amazing accomplishment it all is! I wish to express, once again, my sincerest adoration and appreciation for our dedicated and hardworking staff that genuinely give of all their talents and experience to the community we all love so much! And, wish to genuinely convey, once again, just how fortunate we truly are to have the exceptional experience and expertise of our Finance Director, Melissa Ince, to guide the City in the development of this Proposed Budget.

This Proposed Budget includes the incorporation of requests from Department Directors that worked closely with department staff and the Budget Committee that engaged in substantial discussion and deliberation of our initial requests; all combining our efforts to implement and to work toward the achievement of our adopted City Council's 2023-2025 Goals & Strategic Plan. This year's Budget was further guided by the general discussions and direction from the City Council and from our various adopted or draft planning documents.

We thank each of our elected officials and the Umatilla Budget Committee and especially thank our community members for their direction on this significantly important document. This message highlights some of the major projects or changes this year, some of the ongoing efforts of the City, and some of our decision-making processes to incorporate these proposals, but certainly doesn't capture every detail.

It is with great fervor that we provide this Proposed Budget.

## **Historical Growth, Diversified Growth, Strategic Growth**

Umatilla continues to be a leader in growth in Eastern Oregon, both in population and in economic and community development. Umatilla was the 2nd fastest growing community in Oregon and the fastest growing in Eastern Oregon in 2023 for towns with a population between 5,000 and 10,000 (Portland State Estimated 3.8% population growth from July 2022 to July 2023). The City Council's adopted Goal 1 states to "promote a vibrant and growing community by investing in and support of Quality of Life improvements." Last fiscal year we realized investments in our marina and parks, water and waste water infrastructure, trail improvements, Landing Days and Rock the Locks and other community events and festivals, and in grants to our local businesses. This year's Proposed Budget significantly builds off of these investments and continues to implement a strategic, diversified, and well-managed approach to meet our growing community's needs and desires for continued improvements to quality of life.

This Proposed Budget demonstrates our continued commitment to provide our local businesses with at least \$250,000 through our Downtown Facade Grant and Local Business Grant programs as well as continuing to invest into expanding our tourism-related economy with festivals, recreation, and sports. City Council Goal 2 states to “promote economic development and job growth.” Objective 2.1 states to “continue to strongly support and encourage the development of data centers.” The City enjoys a valuable partnership with Amazon Web Services (AWS). For over a decade, AWS has invested several billions of dollars into the development of their data centers, including millions of dollars of investments into the expansion of City infrastructure at little-to-no cost to the City. Their partnerships with Eastern Oregon University, Blue Mountain Community College, local Chambers of Commerce, school districts, fire districts, nonprofits, and other workforce partnerships have significantly changed the City’s economic portfolio of jobs that we have to offer our residents. The revenue received from Enterprise Zone and Strategic Investment Program (SIP) programs associated with these facilities continues to be steady and significant and has played a major role in our ability to leverage these funds even further through receipt of federal or state grant programs. This Proposed Budget includes more than \$40 million in revenue contributions from AWS to expand our industrial and domestic infrastructure systems throughout the City.

The need for immediate additional housing throughout Oregon continues to be a high priority for the State and for the City. Recent state legislation passed several new funding packages and goals to address the housing need throughout Oregon. Hundreds of millions of dollars have been budgeted to address housing for those experiencing homelessness and for investing in infrastructure to support the construction of new housing. As a proactive response to these legislative measures and to meet our local need/demand, the Council Goals adopted Objective 1.13 “... to create housing at every economic level and provide investment and/or incentives to those levels of housing that are not being developed by the private sector,” Objective 1.13.1 to “earnestly pursue housing development partnerships with private developers and nonprofits that provide low-income housing...” and Objective 1.13.2 to “continue to partner with neighboring communities on Project PATH.” We had tremendous success in leveraging more than \$1.7 million in additional funding from the funds we received through House Bill 4123 for our Pilot Program (PATH) through our partnership with Stepping Stones Alliance. Our efforts will continue to mutually seek grant opportunities throughout the next fiscal year and to earnestly seek funding and development opportunities to expand further into partnerships to construct affordable housing in Umatilla and to support such efforts by our local and regional partners. This Proposed Budget further includes infrastructure projects in new water and waste water pipelines along Lind Rd. that will bring permanent infrastructure to PATH, that will result in our ability to expand beds at the Sleep Center and Individual Shelter Units (ISUs) to support our transitional housing program. Our efforts, combined with our development policies to overcome barriers from private developers, have clearly been successful as we consider the result of being the fastest growing City in Eastern Oregon for a community between 5,000 and 10,000 in population. These efforts helped bring the first new apartment complex to Umatilla in over a decade this past year. We are keenly focused on working to continue to meet our housing goals and to invest in infrastructure and road systems to support such intensive growth. With these combined efforts, we continue to anticipate the construction of over 100 housing units over the next year.

The City’s total taxable assessed value increased to \$1,046,711,854 or an 11% increase in from the prior year. To truly have a clear understanding of our City’s historical growth, in addition to the incredible rapid increase to our total assessed value, consider that the City’s total budget, across all funds, just twelve years ago, was just over \$9 million, compared to this year’s total proposed budget of nearly \$179.8 million! Also, consider that in order to keep up with the demand in services in our community, the City’s FTE count has increased from 39.25 FTE in FY19 to 71.77 in FY25 (this Proposed Budget), a 96% increase in just six years!

This budget continues to invest in the safety of our community by investing significantly in our Police Department’s tools, equipment, vehicles, and training. Additionally, this budget followings Council Goal Objective 1.2 by “... maintain[ing] the FY 23/24 Police Department staffing levels...” so that residents of Umatilla will continue to experience a high level of public safety services.

The construction of the Umatilla Business Center is estimated to begin later this summer and amounts to a significant investment into supporting local small business and providing a one-stop-shop for residents,

developers, and businesses to receive the administrative support they will need for permitting and compliance with state and local laws, as well as “educational/training equity” to keep their rent below market levels so that they can invest more resources into the building up and expansion of their business. This budget invests further in our parks through the construction of new playgrounds, new pavilions, the completion of the pedestrian bridge, and improvements at Big River Golf Course, to name a few.

This Proposed Budget provides for extensive and robust investments into our water infrastructure. Water is at the heart of all city services, especially economic development, housing, and public health and safety. We have budgeted over \$3 million in this fiscal year in anticipation of procuring up to 7 cfs of additional water right in the John Day pool of the Columbia River. This purchase is anticipated to be fully paid for through a reimbursement agreement with private development partners. Furthermore, we continue to partner with the CTUIR and private developers on the construction of a new Point of Diversion (POD) in the McNary Pool as we continue to implement our recently adopted (August 2022) Water Master Plan and slowly begin the transition from reducing our reliance and use of critical ground water in the Lower Umatilla Basin Groundwater Management Area (LUBGWMA) to utilization of the City’s 24.68 cfs Columbia River surface water right.

### **Reserves & Debt Services**

This year, we anticipate significant increases in energy costs, sanitation (garbage), and our own water/sewer costs. These necessary higher rates have created an enigma for the City as we had to work through the balancing act of attempting to continue to build-up reserves and to do our best to keep operations steady with minimal financial impacts to the public. Though this Proposed Budget is slightly below the goal of a General Fund with a 20% reserve, we were able to keep the fund reserve level steady at 17.8%, which is a realized increase of over \$609,000 in reserves. The Water Fund reserves are down slightly (from 8.6% to just over 7%) from the previous year, while the Sewer reserves are up from 16.8% to 20.1%.

The other side of the prudent fiscal management coin (the first being Reserves) is Debt Services. The City paid off the City Hall loan six years early in April 2023. The City was able to refinance a Sewer loan in 2013 and was also able to pay it off early two years ago. When the interest rates were dropping between 2013 and 2021, the City took full advantage and refinanced other loans to very low rates, many below 2%. This tale of low rates or smaller duration repayment schedules occurs several more times throughout several different funds. Our debt amounts continue to be decidedly low and better than nearly all our peers, though this Proposed Budget anticipates new loans for water, sewer, and General Fund (police). Our residents can look at our operational policies and our relationship with debt and be reassured that we will do all we can to make that indebted amount the smallest it can be by leveraging funding from other sources.

### **Implementation of Capital Projects & Local Community Partnerships**

This Proposed Budget includes \$487,300 for design of an all-new marina as envisioned in our now adopted Marina & RV Park Master Plan. We received a grant of \$129,764 from the Oregon State Marina Board to financially assist with getting this project’s design started. This budget also includes \$800,000 to fund the design of the Hash Park Master Plan. This facility includes a variety of amenities including a baseball/softball sports complex, playground, splash pad, dog park, pavilions and open space. This design will be crucial in our ability to seek grant funding for implementation and construction of the Park.

The current Police Department Building does not meet the needs required for future growth of the department in relation to growth of the community. This fiscal year we contracted with Mackenzie, Inc. for design of a new Police Department facility that will meet the demands of the police department for at least 20 years. This budget estimates the construction project cost to be \$20 million and includes all funding to complete the engineered design of this new facility so that we may be able to procure a full faith and credit bond for the construction of this facility to begin toward the end of this fiscal year or into the next fiscal year. The City’s healthy reserves and prudent fiscal management policies have ensured a very good credit rating and our ability to obtain such a loan without having to incur any additional tax burden to the resident of Umatilla. This new facility will also provide us space within the facility should we ever need or desire to bring dispatch services to the City as a direct service, rather than a contracted service as it is today.

We have received multiple grants from the Community Development Block Grant (CDBG) and Bipartisan Infrastructure Law Grant (BIL) grant have both been awarded to the City for more than \$5 million to bring City potable water and waste water infrastructure to the Brownell Road and Power City areas. These key infrastructure projects will provide a stable drinking water supply to these residents as well as a sustainable sewer option.

The City has adopted good-neighbor policies like assisting the City of Echo with their planning, partnering with Hermiston on legislative priorities, partnering with Umatilla County on regional planning efforts, Project PATH (Practical Assistance through Transitional Housing), co-adoption of the Construction Excise Tax for the Umatilla School District, and new bonding terms in our Enterprise Zone Agreements to help taxing districts when passing a General Obligation Bond. The City wishes to continue our Community Support Commitments to find ways to partner with our neighboring districts. This budget makes the first of three contributions that will total \$1.8 million to the Port of Umatilla for the support of and investment in economic development within the Port's boundaries while the Port also will provide \$2 million toward our road improvements on Powerline Road and Madison St.

This Proposed Budget also provides new vehicles, UTVs, vehicle attachments, and other service machinery to ensure effective and efficient service operations throughout the City. Parks, Water, Sewer, Police, and Building will each receive as requested new pickups, SUVs, gators, beverage cart, and vehicle attachments (like plows, spreaders, and reel swaps). Though not all requests were able to be funded, the immediate need has been met and will significantly improve safety, efficiencies, and general operations throughout all city provided services. Police is the highest beneficiary of these investments with significant acquisition in body worn cameras, dash cameras, protective vests, new stop sticks, and technology enhancements that will streamline and automate uploads, reduce human error, and result in reduced time processing raw data for officers and more time with patrol, investigations, and community outreach. Big River Golf Course will receive 6 additional electric carts and make their first savings installment toward the replacement of their seriously deficient maintenance building in preparation of being able to construct a new maintenance building next fiscal year (summer of 2025). The Banquet Room at BRGC will also be freshened up with new paint, carpet, and other improvements so that it can begin to better host tournament guests and be available for community general use. The Community Center will complete remaining necessary improvements to re-open the facility for senior meals, recreation programs, and community rentals. While coordination will be made to begin asbestos abatement at the Museum so that it can be cleared for façade and other improvements in the subsequent fiscal year.

### **Expansion in Recreation Programs, Parks Facilities, and City-sponsored Events**

We have been steadily increasing our Parks & Recreation services and programs for the past six years. These additional programs are anticipated to also result in an increase in corresponding revenue that will help offset some of these additional expenses. We will also expand our river access and recreational programming by purchasing additional kayaks, a trailer, e-bikes, and other rentals.

We continue to invest in the expansion of our long-cherished Landing Days celebration. This event now features local and national music artists, food vendors, sports tournaments, kids corner, and fireworks. Returning for its second year is the Rock the Locks Music Festival scheduled for the first weekend in October at the Big River Golf Course. This is a multi-day music festival that will feature Stone Temple Pilots, Halestorm, and Barenaked Ladies as this year's headliners, with several other national and local bands. It will also feature food and craft vendors, multiple beer gardens, and overnight camping. This \$2.2 million event is anticipated to come at a net cost to the City of approximately \$500,000 for this second year and includes significant investments in noise reduction mitigation efforts and continued community outreach. It is hoped that the economic benefits to our local businesses, restaurants, hotels, and others is worth the net cost. The goal is to host this event annually with the event getting closer to breaking even each additional year and then ultimately operating at a revenue surplus with proceeds to be reinvested into the event, Parks & Recreation, and the Big River Golf Course.

### **Summary**

This is an exceptionally ambitious budget. The City has been highly responsible with its budget and reserves in the past and it is those prudent and forward-thinking fiscal policies of the past that have provided us this

important opportunity today to make significant investments into our community and quality of life improvements. Many in the community have commented that “we are spending a lot of money.” They’re not wrong. Though our expenditures have continued to significantly increase, the vast majority of our expenditures continue to go toward infrastructure improvements. We also continue to invest heavily in parks and events, while also investing in technology and public safety. Only 5.1% of our entire budget is allocated to Personnel Services. It includes nearly more than \$74.6 million in grants/forgivable loans and funds provided by private developers. We have been blessed with good financial fortune and have further leveraged that through successful grant awards and prudent policies that continue to build up or maintain reserves. We are proud of our steady role we play in our local economy to ensure that it maintains local jobs, provides high quality of life improvements and amenities, and makes significant investments in housing and public safety. This budget invests in park improvements, trail improvements, public safety, public works, housing, the local economy, our businesses, and new and necessary equipment and technology. This budget will strongly continue to revitalize the downtown and strongly support our current and new businesses. It is an incredibly exciting time for Umatilla! Once again, I am proud to provide you with this proposed budget.

Sincerely,

Dave Stockdale, City Manager



# Budget Overview

Fiscal Year 2024-25

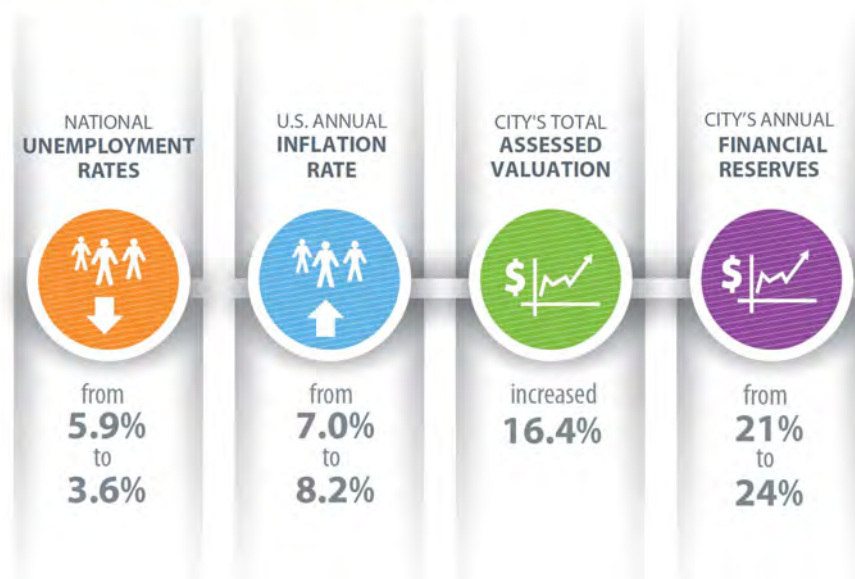
This section is meant to provide an overview of the City's Annual Budget Document. It includes a snapshot of revenue, expenses, priorities, and other important and interesting information. The resources available and the priorities of the community define how the city operates, the services provided to residents and businesses, and the decisions made by City Council during the FY2025 budget adoption process.

While many communities across Oregon and throughout the country realized significant economic and other setbacks, including challenges with external migration, Umatilla was not one of them. Umatilla continues to be a leader in Eastern Oregon in growth, both in population and in economic and community development. Growth at any time can be a monumental effort to manage, but the city's elected officials and staff have done an excellent job managing that growth while coming out of a worldwide pandemic.

The previous budget was significantly impacted by the historic inflation levels. Umatilla felt the effects as the costs of construction projects soared and every day expenses such as fuel and electricity costs continued to rise. Fortunately, the U.S. inflation rate dropped from 9.1% in June 2022 to 3.0% in June 2024 which will hopefully have a leveling effect on this years' expenditures.

The City has been highly responsible with its budget and reserves in the past and it is those prudent and forward-thinking fiscal policies of the past that have provided us this important opportunity today to make significant investments into our community. Although our overall reserve percentage dropped from 14% to 11.8%, this actual dollar amount in reserves increased by over \$5.7 million. This budget is unique in that nearly 70% (over \$123 million) of the adopted budget is going towards Capital Projects or Capital Outlay.

## CURRENT ECONOMIC CLIMATE



The development of the budget is guided by City Council strategic goals, budget policies, financial policies, legal mandates, and service level prioritization.



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



**Goal 2: Promote Economic Development and Job Growth**



**Goal 3: Enhance and Cultivate Relationships, Partnerships, and Community Perceptions**



**Goal 4: Increase Public Involvement, Increase Transparency, and Enhance Cultural Diversity**



**Goal 5: Perform at the Highest Levels of Operational Excellence**

## THE CITY BUDGET IS...

A process to allocate resources to programs, services, and infrastructure.

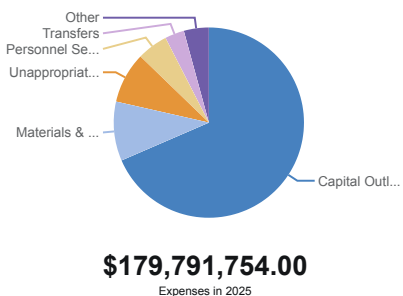
The budget matches the financial, material, and human resources available with the requirements to complete the strategic goals set by the City Council.



## BUDGET DEVELOPMENT TIMELINE | FISCAL YEAR BEGINS JULY 1ST



FY24-25 Budget Expenditures by Type



The City of Umatilla's annual budget for fiscal year **2024-25** totals **\$179,791,754**.

The budget continues to balance stable, recurring revenue sources with ongoing operations and utilizes new revenue as leverage to complete valuable capital projects.

### FY2024-25


## CAPITAL BUDGET BY PROJECT TYPE

TOTAL **\$123.2M**

**71%** }  UTILITY OPERATIONS  
**\$83.1M**

**3%** }  PARKS & CULTURE  
**\$2.3M**

**8%** }  ROADS/BRIDGES  
**\$6.0M**

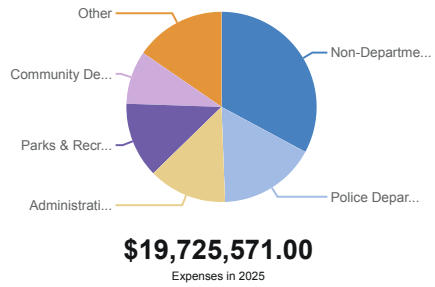
**2%** }  EQUIP/VEHICLE REPLACEMENT  
**\$1.1M**

**16%** }  FACILITIES  
**\$30.7M**

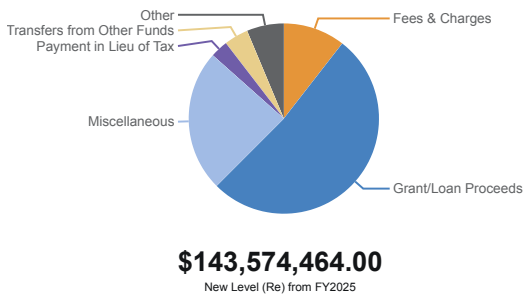
# Where does the money go?

FY2024-25 **GENERAL FUND BUDGET**  
Total \$19.7M

FY24-25 General Fund Budget by Department



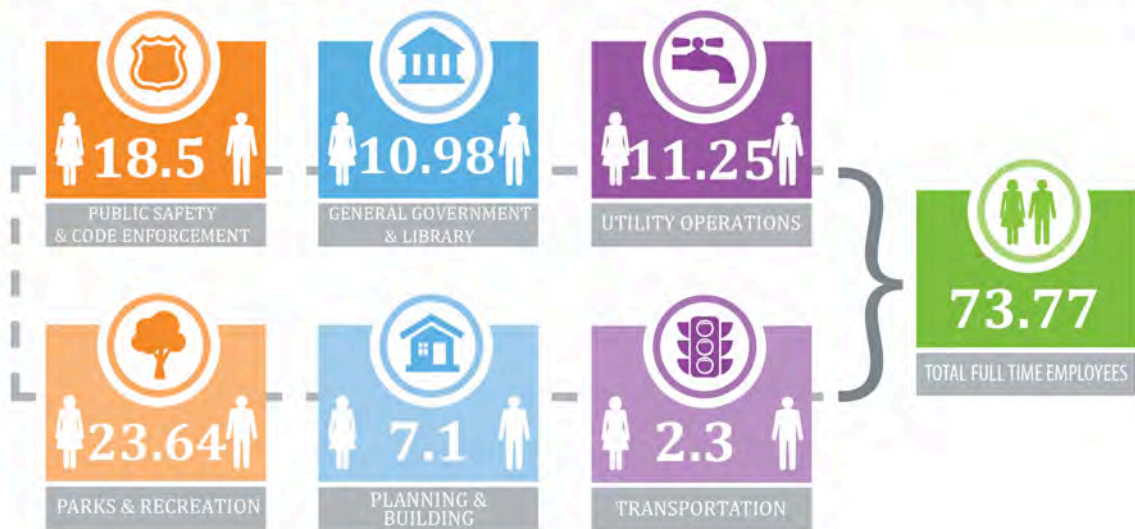
FY2024-25 Budgeted Revenue by Type



# How do we pay for our services?

FY2024-25 **PROJECTED REVENUES** TOTAL \$143.6M

## FY2024-25 STAFFING BY FUNCTION (FULL-TIME EQUIVALENT CITY EMPLOYEES)



# City Overview: About Umatilla

Fiscal Year 2024-25



## The City

The City of Umatilla is surrounded by rolling hills, sitting at the confluence of the Columbia and Umatilla Rivers. The natural beauty of eastern Oregon and abundant waterways have had an unmistakable influence on the development of the city over the years. The relationship between the built environment and natural landscape has been deeply intertwined, crafting a distinct identity over the years and providing the background for a vibrant and unique sense of place. Preserving and enhancing the scenery, while also embracing the rich heritage of the city will distinguish Umatilla as a city brimming with opportunity, shaping its growth over the coming years.

## Form of Government

The municipal government provided by the Charter of the City of Umatilla is a Council-Manager form of government. Pursuant to the provisions of the Constitution of the State of Oregon and subject only to limitations imposed therein and by the Charter of the City of Umatilla, all powers of the City are vested in an elected City Council.

# City Council

## Membership

The Council is composed of six Councilors elected in the City at large and by position number. All are elected for a four-year term in staggered elections, three councilors being elected every two years. The Mayor is elected for a term of four years at alternate biennial election.

## General Powers

- A. The Council interprets the needs and desires of the local community;
- B. The Council appoints and removes the City Manager;
- C. The Council approves preliminary and final plans and specifications, as well as, acquisition and disposal of City property;
- D. The Council determines the compensation and salary schedules of all employees of the City in accordance with procedures established by law and City policy;
- E. The Council provides for keeping the public informed of the purposes, needs and conditions of the City Government;
- F. The Council evaluates the programs of the City and appraises the efficiency of executive personnel;
- G. The Council formulates and approves ordinances, resolutions and policies for the City;
- H. The Council implements all actions required by law;
- I. The Council considers specific actions recommended by the Administrator;
- J. The Council adopts the budget of the city

### Council Position 1

**Corinne Funderburk**



### Council Position 2

**Daren Dufloth**



### Council Position 3

**Katie McMillan**



### Council Position 4

**Ashley Wheeler**



### Council Position 5

**Dennis McMillan**



### Council Position 6

**Council President Roak TenEyck**





## Mayor

Photo: Mayor Caden Sipe

### Duties at Council Meetings

The Mayor is the presiding officer of the Council. He or she has no vote except in case of a tie vote of the members of the Council present at the meeting. He or she has the authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council.

### General Powers

- A. The Mayor appoints or provides for the election of all committees of the Council;
- B. The Mayor calls special meetings of the Council;
- C. The Mayor signs official City documents that require the signature of the office;
- D. The Mayor has no veto power, and signs all ordinances passed by the City Council within 3 days of their passage;
- E. The Mayor is deemed a Council member for the purpose of constituting a quorum.

## City Manager

The City Manager is the Chief Administrative Officer of the city and is responsible to the Council for proper administration of all of the city's affairs. To that end, he or she has power and is required to:

- A. Attend all meetings of the Council, unless excused therefrom; attend meetings of the Council committees; keep the Council advised of the affairs and needs of the City, and make reports, upon request of the Council, or all the affairs and departments of the City.
- B. General supervision and control over appointive City officers and employees and their work, except as otherwise designated by Charter;
- C. Act as purchasing agent for all departments of the City;
- D. Ensure all laws and ordinances are enforced, except criminal offenses, which are the duty of the Chief of Police;
- E. Meet with private citizens and interested groups seeking information or bringing complaints and attempt to resolve problems and complaints fairly or report same to the Council;
- F. Supervise the operation of all public utilities owned and operated by the City and have general supervision over all City property;
- G. Sit with Council at all meetings and have the right to take part in all discussions of the Council, but shall have no vote.

## History & Heritage

### Rippling Water

“Water was created first, life and land were created next, land promised to take care of all life, all life promised to take care of the land.” The Old Town waterfront property, at the confluence of the Umatilla River and the Columbia River, is of national and regional significance dating back over 8,000 years of use. It was a permanent village site for the Umatilla Tribe for thousands of years, and then became the location for the city of Umatilla in 1864. When the John Day Dam was constructed in the middle of the 20th century, the Army Corps of Engineers condemned the site as a floodplain, and downtown Umatilla was moved just south of where it once stood.



### The Saloon Days and Gold Rush

During the days of the commercial supremacy of Umatilla Landing, there was something to do every day and every night. In the 1860s, the town had a population of 1,500 & a floating population - those staying for short periods of time - of about the same. In those times, Umatilla was the largest city in Eastern Oregon. The men who resided in Umatilla, most of which were gold speculators, who made their way along the Columbia River in search of riches, were by no means Sunday school teachers.

Umatilla was projected to be the successful rival of Walla Walla until the gold rush subsided and the town lost its county seat. The area's fertile land then opened it up to a largely agricultural economy based on dryland wheat farming. Fruit, grain, timber, cattle, and sheep were all important agricultural products. The population of towns in nearby Grant and Union County gradually increased and subsequently decreased the population of Umatilla Landing.

Even after losing much of its population to towns further east, Umatilla was still the rendezvous for all the freighters from Grand Ronde, Powder River, and the Idaho country. When the railroad was completed in 1883, the town joined the vast throng of industrial centers. In the mining days, Umatilla rose to great prominence only to quickly decline due to changing conditions resulting from an increased population and the extension of railway lines. The railroad spurred Umatilla County's economy to boom, but this time the boom was based on grain and wool instead of from the pursuit of gold.



## All-Woman Administration

In 1912, women won the right to vote in Oregon. In 1916, an all-woman administration was elected in Umatilla, when the wife of the former Mayor E.E. Starcher, Laura Starcher, pictured to the right, ran against and defeated an all-male ticket. She defeated her husband by a majority of 28 votes out of 174 ballots cast. The all-female administration included a woman Mayor, four Councilwomen, a woman Recorder, and a woman Treasurer. From 1916 to 1920, women officially governed Umatilla. In addition to routine work, the women installed water heaters and established the first city library. In her victory speech, Starcher stated, "We will not leave the enforcement of our laws to any man because past experience has proven the laws will not be strictly enforced."



# City Overview: Budget Process

Fiscal Year 2024-25

## Budgeting in the City of Umatilla

The budget process for the city involves teamwork and cooperation among many groups and individuals within the city, including: citizens; elected officials; other government entities; Council-appointed boards and commissions; and city staff. The process provides opportunities for the public to gain information and understanding about the city's budget and operations. In addition, citizens are given a forum to provide input regarding how the city allocates its resources.

## Oregon Local Budget Law

Chapter 294 of the Oregon Revised Statutes (ORS) governs budgeting in Oregon. The objectives are as follows:

- Provide standard procedures for preparing, presenting, and administering local budgets
- Ensure citizen involvement in the preparation of the budget

ORS 294 requires all taxing districts to file their budgets with the county no later than July 15 of the new fiscal year.

As an aid to taxing districts, the Oregon State Department of Revenue has broken down the budget process into nine steps. They are as follows:

1. **Appoint Budget Officer** - Every local government is required to have a budget officer, either appointed by the governing body or designated in its charter. The Umatilla City Council has chosen to designate the City's finance director as the budget officer.
2. **Prepare Proposed Budget** - With much of the groundwork laid by the city council in various work sessions, management and staff meet and prepare an estimate of revenues and expenditures for the upcoming fiscal year. The city manager and budget officer meet with various departments in order to "balance" the budget as required by the Oregon Revised Statutes.
3. **Public Notice of Meeting** - Upon completion of the budget reviews, the proposed budget is prepared, and a "Notice of Budget Committee Meeting" is advertised in the local newspaper. ORS 294 requires the notice to be published at least twice, five to 30 days before the scheduled budget committee meeting date, separated by at least seven days.
4. **Budget Committee Meets** - At the first formal budget committee meeting, the city manager presents the budget message and the proposed budget document to the committee for review. The budget committee also hears all public comment in the first meeting and may continue the public hearing to subsequent meetings as needed.
5. **Budget Committee Approves Budget** - When the budget committee is satisfied that the budget will meet the needs of the citizens of Umatilla, it will approve the document and forward it to the city council for adoption. The budget committee shall also approve a rate of total ad valorem property taxes to be certified for collection.

6. Notice of Hearing and Financial Summary - After approval of the budget, a budget hearing must be held. The city council must publish, by one or more of the methods described in ORS 294.311, a summary of the recommended budget and a notice of budget hearing five to 25 days before the scheduled hearing date. If the notice is posted instead of published in the newspaper, then a second posted notice is required eight to 14 days prior to the budget hearing. Included in the notice shall be a summary of the budget comparing the most recent preceding year's actual expenditures and budget resources, the current annual budget summary with detail for each expenditure category (personnel services, materials & services, capital outlays, debt service, transfers, and operating contingencies), the major resources for financing activities and significant changes from the current year, the estimated tax levy necessary to balance the budget and an analysis of tax levy and special levies for the ensuing years and current year, the time and place of the budget hearing, the basis of accounting used in the preceding and current years, and the place where the complete budget document can be inspected by the general public.

7. Budget Hearing Held - The budget hearing must be held on the date advertised in the newspaper and must allow for public testimony on any aspect of the approved budget.

8. Adopt Budget, Make Appropriations, Levy Taxes - The city council may make changes to the budget during the budget hearing; however, there are limitations to these changes:

- a. Taxes rates and tax amounts may not be increased over the amount approved by the budget committee.
- b. Estimated expenditures in any fund may not be increased by more than \$5,000 or 10 percent, whichever is greater.

The city council may do either of these only after publishing a revised financial summary and holding another budget hearing. After considering any public testimony, the city council will then adopt a resolution that appropriates expenditures, levies the ad valorem tax rate, and categorizes the levy. The resolution must be adopted by June 30 before the next fiscal year.

9. Submit Budget to Assessor - The final step in the budget process is to file the budget and certify any necessary property tax levy to the Umatilla County assessor.

## **Budget Monitoring and Adjustments**

During each year, expenditures and revenues are monitored for compliance with the adopted budget and state law. Monthly revenue and expenditure status reports, are provided to Management and quarterly financial reports are provided to City Council. Annually, an audit is performed and filed with the State of Oregon by an independent certified public accountant. This report includes comparisons of budgeted to actual revenues and expenditures and documents the City's budgetary compliance.

Oregon Budget Law allows for changes to the City's budget for reasons unforeseen at the time of adoption. For instance, a transfer from one appropriation category to another can be adopted by resolution of the City Council. On the other hand, certain changes, such as appropriation increases, require a supplemental budget. A supplemental budget must be adopted and appropriated before any additional money can be spent. Supplemental budgets are good only through June 30 of the fiscal year in which they are adopted. Preparing a supplemental budget does not authorize the governing body to levy additional ad valorem taxes. When the estimated expenditures contained in a supplemental budget differ by less than 10 percent of any one of the individual funds contained in the regular budget for that fiscal year, then the process used to adopt the supplemental budget is as follows:

1. The supplemental budget may be adopted by the council at a regularly scheduled council meeting. The budget committee is not required to convene.
2. Notice of the regular meeting at which the supplemental budget will be adopted must be published not less than five days before the meeting. The notice must include the name of each fund being adjusted and the amount of change in each fund's revenues and expenditures.

3. At the council meeting a resolution adopting the supplemental budget and making appropriations may be approved.

When the supplemental budget will adjust any one of the individual funds in the current budget by 10 percent or more, then a different process must be used to adopt the supplemental budget. This process is described below:

1. A public hearing must be held to discuss and adopt the supplemental budget. The city council holds the hearing. The budget committee is not required.
2. A "Notice of Hearing" of the proposed supplemental budget and a summary of the proposed supplemental budget must be published and posted not less than 5 days and not more than 30 days prior to the hearing.
3. The city council may resolve to adopt and appropriate the supplemental budget at the hearing.

## **Accounting and Budgetary Basis**

"Basis of Accounting" refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

For both budgeting and auditing purposes, the City of Umatilla uses a modified cash basis of accounting. Under this method, revenues are recognized when they become measurable and available. Measurable means that the dollar value of the revenue is known. Available means that it is collectible within the current period, or soon enough after the end of the current period to pay off liabilities of the current period.



# City Overview: Budget Calendar

Fiscal Year 2024-25

## January - February

- ② Hold informal department discussions
- ② Gather next fiscal year revenue and expense predictions

## March

- ② Department directors submit formal budget requests
- ② Working session with Budget Committee to discuss projects to be included in budget, funding sources, priorities, goals and expectations
- ② Preliminary budget drafts prepared

## April

- ② Final budget review meetings with departments
- ② Advertise notice of state revenue sharing uses
- ② Budget Committee meetings are advertised
- ② Finance performs final review and reconciliations and print proposed budgets
- ② City Manager presents budget message and budget at the first Budget Committee meeting
- ② Budget Committee discusses, deliberates and approves the budget
- ② Budget is updated to reflect Committee changes

## May

- ② Prepare and publish Financial Summary and Notice of Budget Hearing
- ② If necessary, publish Notice of Supplemental Budget Hearing

## JUNE

- ② Council passes current year budget resolutions
- ② Council passes resolution for state revenue sharing eligibility and proposed uses
- ② Council holds Budget Hearing and adopts the Budget, makes appropriations and declares tax rate and bond levies

# City Overview: City Council Strategic Goals and other Planning Documents

Fiscal Year 2024-25



**City of Umatilla**  
**City Council Goals**  
**July 1, 2023 - June 30, 2025**

**Purpose:**

To sufficiently and appropriately manage and meet the community's expectations for high quality services, provide a general vision to manage growth and improvements, and to strengthen and diversify Umatilla's economic vitality and increase quality of life to our residents and visitors.

**Guiding Principles:**

The City Council sets policy direction to guide staff implementation of these goals. The 2023 – 2025 City Council Goals are to serve as a vision for the City during this set duration and is not intended to be an exhaustive list of goals. This list of goals is representative in nature and without a hierarchy of priorities. Council members will be a positive and resourceful representative for Umatilla and communicate well with residents, businesses, and our partners. City Council will support the City Manager to implement the operational aspects of these adopted goals.

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

**Desired Outcome:**

To sustain, grow, and enhance the City's Livability and Quality of Life by supporting and increasing public safety; encouraging increases in public health initiatives like community and private investments in medical facilities, wellness programs, and recreational activities; and emboldening a local culture that supports, encourages, promotes, and solicits events, festivals, and public gathering opportunities.

- Objective 1.1: Support proactive and alternative community policing efforts that promote prevention, rehabilitation, and substance abuse circumvention. When possible, invest in early prevention services and programs.
- Objective 1.2: At a minimum, maintain the FY23/24 Police Department staffing levels and funding and support a department with a high emphasis on officer training and purchasing of state-of-the-art police technologies and equipment.
- Objective 1.3: Coordinate all major community events with the Police Department to help ensure public safety. Whenever possible, encourage officer presence at all major events as appropriate and as resources allow.
- Objective 1.4: Financially and otherwise support the creation of new city-sponsored recreation programs for people of all ages. Increase and expand partnerships with other public facilities, like the Umatilla School District and others, for public use to support such programs.
- Objective 1.5: Partner with other jurisdictional public health programs and private health providers in efforts to reduce tobacco use, marijuana use, substance abuse, reduce alcoholism, and reduce obesity. Seek grant opportunities to do so and give priority use of city-owned facilities to organizations that support these efforts.
- Objective 1.6: Recognize the high benefit and resolve that one of the highest priorities to our community is to provide a city-wide trail and pathway system that encourages walking, jogging, biking, and mobile leisure as well as enhances public safety by reducing the risk of pedestrian/vehicle accidents.
  - Objective 1.6.1: While ensuring to be good stewards of the public's lands, every effort should be made to maximize river front trails and public access to our rivers and beautiful natural landscapes and views that

includes our rivers, mountains, hills, wetlands, and desert features.

- Objective 1.7: Continue to research the acquisition and eventual development of an all-new outdoor community festival and events facility with the capacity to host large events of at least 7,500 people. If possible, attempt to procure property with river front features.
  - Objective 1.7.1: Until an outdoor community festival facility is developed or determined to be nonviable, use of Big River Golf Course to host large events, especially during shoulder seasons (March/April or October/November), should be strongly considered.
  - Objective 1.7.2: Develop a concept plan for Big River Golf Course that includes: new pro shop and club house, possible restaurant, new on-course restroom facilities, new putting greens, updated paved pathways, and other improvements recommended by the Parks & Recreation Committee.
- Objective 1.8: Continue to cultivate professional relationships and partner with the Umatilla Chamber of Commerce. Work collaboratively to promote events, work to increase businesses, and encourage community memberships and participation. Determine the best use of city facilities that both supports the partnership and supports the community overall.
- Objective 1.9: Invest in, support, and encourage commercial revitalization, with an emphasis in the downtown.
  - Objective 1.9.1: Increase city grant program funding to financially support and encourage facade improvements. If possible, work to increase the total amount available and the amount available for each applicant project.
  - Objective 1.9.2: If resources allow, create an all-new City grant program to assist businesses with costs associated with locating their business into Umatilla commercial buildings throughout the City (does not include home-based businesses). Additional incentives should be made available to those businesses looking to locate in any downtown building that has been vacant for at least two years or any other commercial building that has been vacant for at least three years.
  - Objective 1.9.3: Procure, through purchase and/or condemnation, unsafe, chronically vacant, or run-down buildings. Rehabilitate and/or refurbish such newly acquired buildings or work closely with developers and investors to do so. When appropriate, keep as publicly owned buildings; otherwise, make every effort to get the newly refurbished buildings back into private ownership to encourage business and economic growth.
  - Objective 1.9.4: Follow best practices and principles for downtown urban beautification; at a minimum, encourage tree plantings, flowers, ornamental lighting and fixtures, natural and manicured landscapes, and the like. If necessary, do so through code revisions.
- Objective 1.10: Invest in at least one all-new large (more than 3,000 people per day) multi-day city-sponsored event/festival that will occur annually.
- Objective 1.11: Construct the Umatilla Business Center: rehabilitation of the old post office and all-new construction, Village Square Park improvements, alley improvements, parking lot, I Street improvements, and 7th St. improvements. Make every effort to achieve a “Festival Street” concept. Continue to explore the possible procurement of the Umatilla School District’s maintenance building to eventually be converted into a Community Recreation Center or other City facility.
- Objective 1.12: Make efforts to establish work place safety. Work to establish Umatilla as a community that emphasizes emergency preparedness. Make any effort possible to ensure that all City functions can operate during times of crisis or if power or other core utilities were to temporarily be unavailable. At least once during 2021-2023, coordinate and carryout a “table-top” exercise with all other emergency service organizations in the area and work to remedy any gaps that may have been identified from this exercise.
- Objective 1.13: Work to create housing at every economic level and provide investment and/or incentives to those levels of housing that are not being developed by the private sector.
  - Objective 1.13.1: Earnestly pursue housing development partnerships with private developers and nonprofits that provide low-income housing. Negotiate incentives with such developers that will entice them to



construct their product in Umatilla. Consider constructing infrastructure, reducing fees, providing grants, density bonuses, etc. as possible means to produce such housing.

- Objective 1.13.2: Continue to partner with neighboring communities on Project PATH. Earnestly pursue grant and private funding to help ensure the program continues past the funding provided by HB4123 (June 2024).
- Objective 1.13.3: Work to construct/develop housing on city-owned residential property located along Big River Golf Course that is inline with housing traditionally located along golf courses (single family, condos, multi-family, etc.).
- Objective 1.13.4: City-owned property near the downtown should be developed to into multi-use housing that matches the traditionally and historical character of the downtown; with commercial buildings on the ground floor and apartment/condos on the 2nd and 3rd floors. Whenever possible, encourage as much density as reasonable as part of the City's downtown revitalization strategies.
- Objective 1.14: Work to expand high-speed internet and broadband services throughout the city. Whenever possible, pursue federal and state funding opportunities towards this effort. Solicit additional communication franchises to expand their services to Umatilla.

## **Goal 2: Promote Economic Development and Job Growth**

### **Desired Outcome:**

Achieve economic stability and sustained job growth, build a highly skilled and flexible local workforce, concentrate on retaining and expanding existing local businesses, recruit new businesses that are well-suited for success in our region, encourage education, strengthen tourism, promote and encourage the preservation of our historic assets and history, support residential and commercial developers, invest in infrastructure and technology, ensure adequate supply of development-ready lands for commercial/residential/industrial use, and encourage development that is environmentally sensitive.

- Objective 2.1: Continue to strongly support and encourage the development of data centers.
- Objective 2.2: Promote diversification of the commercial/industrial base.
- Objective 2.3: Reduce barriers to economic growth. Listen to commercial and industrial developers, partners, staff, and the public to reduce such barriers.
- Objective 2.4: Cooperate with local educational institutions to coordinate training/skill requirements to meet the needs of local employers. Reduce barriers to obtaining necessary or upgraded job skills.
- Objective 2.5: Cooperate with business, educational institutions, community organizations, and government to provide information to local businesses.
- Objective 2.6: Assist local and non-local firms in finding appropriate development sites for expansion and encourage local employers to grow in-place.
- Objective 2.7: Cooperate with other agencies and institutions to identify programs and services to assist in the creation of new small businesses.
- Objective 2.8: Promote start-up businesses with both financial and technical assistance. Create a city-run business incubator program that helps new businesses off-set some of the risks of starting a new business.
- Objective 2.9: Partner with the Chamber of Commerce and other organizations to create local programs which provide business development, information, and technical assistance.

- Objective 2.10: Partner with other jurisdictions and/or private organizations whenever possible to pool resources and leverage funds.
- Objective 2.11: Improve in the city's economic vitality and competitiveness by investing in our utility infrastructure, transportation systems, and recreational opportunities.
- Objective 2.12: Explore the feasibility of a city-owned industrial facility that would be available for lease to industrial customers. If viable, purchase industrial land and construct such a facility that will be no less than 40,000 square feet. If possible, do so with at a time when a commitment from a prospective leaseholder is obtained.
- Objective 2.13: Grow the city's inventory of large industrial parcels, 50 acres or more, to meet the industrial demand of the region. If necessary, pursue urban growth boundary expansion according to land use law and best practices.

## **Goal 3: Enhance and Cultivate Relationships, Partnerships, and Community Perceptions**

### **Desired Outcome:**

To enhance already positive local, regional, and state-wide relationships and to strengthen or improve poor relationships. To cultivate current partnerships and to expand partnerships that will help achieve Goals 1 and 2.

- Objective 3.1: Strengthen community relations and improve public perception through proactive community engagement.
  - Objective 3.1.1: Create opportunities for residents to build relationships within their neighborhoods to foster social cohesion, sense of community, and broaden understanding.
- Objective 3.2: Actively promote positive actions the City is providing in our community. Promotions may include, but are not limited to: events, parks programs, festivals, city services provided, City staff achievements, elected officials' achievements, completed projects, partnership achievements, etc.
- Objective 3.3: Continue to build upon positive Police Community Engagement activities, especially in socio-economically challenged areas to create meaningful engagement opportunities.
- Objective 3.4: Expand public involvement opportunities. Make every effort possible to ensure to provide the public the ability to participate in-person or remotely through utilization of technology. Whenever possible, use live-streaming services of Council or Committee meetings. Post recordings to the City's website to be viewed on-demand.
  - Objective 3.4.1: Actively solicit and encourage the community to become committee members, task force members, and to join advisory committees. Each position should be advertised prior to any appointment or re-appointment.
  - Objective 3.4.2: Whenever possible, provide opportunities for the public to provide feedback on strategic plans, master plans, improvements plans, etc. Participation should be made as accessible as possible and should utilize traditional methods such as town halls or in-person comment opportunities; and should utilize technology whenever possible.
  - Objective 3.4.3: Encourage city-wide "Community Honor" activities such as Community Clean Up Days, Community Day of Service, Community Historical Celebrations, and similar.
  - Objective 3.4.4: Create a Mayor's Choice: Citizen of the Year Award to be presented at either a major Community appreciation event or during a City Council meeting. The recipient of this award will have a day declared in their honor via Mayoral Proclamation.
  - Objective 3.4.5: Create programs in partnership with the School District and/or other education organizations to have students Pre-K through high school to come and lead City Council in the Pledge of Allegiance at each Regular Council Meeting.

## **Goal 4: Increase Public Involvement, Increase Transparency, and Enhance Cultural Diversity**

### **Desired Outcome:**

To develop and implement highly efficient and transparent communication methods with the public, encourage public participation through each of our processes, and welcome and engage all members of our community by eliminating barriers of participation. Promote a higher sense of community spirit and inclusiveness through celebrating culture, tradition, history, holidays, and community achievements.

- Objective 4.1: Invest in and utilize videoconferencing or webinar technology that will allow the public to interact with City Council or their appointed commissions/committees from anywhere with connection to the internet.
- Objective 4.2: Create and continue to increase on-demand city information and data available to the public on the City's website.
- Objective 4.3: At least quarterly, publish a City newsletter to be circulated in print and online.
- Objective 4.4: At least once a year, host "town hall" or informational sessions for the public to come interactively discuss topics that are important to them.
- Objective 4.5: Expand outreach to and engagement with residents who have limited English proficiency by developing and executing strategies specifically designed to build relationships and encourage participation with this citizen group.
- Objective 4.6: Seek opportunities to partner with organizations that celebrate or teach about our diverse heritage. These may include education seminars, dances, festivals, trainings, or similar. Whenever possible, provide venue space to host such activities.
- Objective 4.7: Whenever possible, Council members or city officials should accept invitations or seek opportunities to speak/present in neighborhood groups, businesses, or other local boards or outside organizations to share information about City affairs and share these goals.

## **Goal 5: Perform at the Highest Levels of Operational Excellence**

### **Desired Outcome:**

Provide exceptional customer service that exceeds the public's expectations, invest in staff development, and sustain and improve the City's financial positions.

- Objective 5.1: Continue to invest in staff's professional development.
- Objective 5.2: At least twice a year, offer training to elected officials. Topics may include at least the following: use of City technology, public official ethics, public meetings, public records, roles and responsibilities, basic budgeting, media relations, or use of social media.
  - Objective 5.2.1: Each year, no later than April, have City staff provide a City tour to elected officials and their invited guests.
- Objective 5.3: Integrate a Customer Service element to annual employee performance evaluations.
- Objective 5.4: At least annually, poll the community regarding their level of satisfaction with any recent service they have received from the City.
- Objective 5.5: Increase the number of customer self-service options for those who wish to limit their direct interaction with staff or elected officials.

- Objective 5.6: Focus efforts on retention of employees. Ensure that wages and benefits are competitive, frequency of trainings are appropriate, and employee recognition and morale is a priority.
- Objective 5.7: Expand the City's social media presence being sure to utilize multiple platforms to engage with the community "where they are." Use social media as part of our overall communication efforts and to also create opportunities to bolster our sense of community, celebrate our history and diversity, and create excitement for the work we are doing and events we are sponsoring.
- Objective 5.8: Receive the Government Finance Officers Association (GFOA) Distinguished Budget Award annually.
- Objective 5.9: At a minimum, maintain a prudent operational reserve of at least 20% in each of the following funds: General Fund, Street Fund, Water Fund, and Sewer Fund. Whenever possible, all major capital purchases should be planned utilizing a multi-year savings approach.

## Other Planning Documents

### Master Trails Plan

In February 2020, City Council adopted a new Master Trails Plan. The Umatilla Trail Plan is intended to serve as a concept for future development, improvement and management of the proposed and existing network of trails, paths and sidewalks in the city.

To develop the plan, the city hosted a variety of opportunities for public involvement, both formal and informal. Umatilla School District students contributed to the plan in a variety of formats including paper and online surveys, as well as organized events. The City Parks and Recreation Committee hosted an open house where 30 residents attended to ask questions, provide comments and to rank their priority projects for each neighborhood.

Several existing plans were considered in the development of this plan to ensure consistency at the local, county and state level. These plans were the City of Umatilla Comprehensive Land Use Plan, the Umatilla Together: Framework Plan, the Umatilla County Comprehensive Plan and The Oregon Trails 2016: A Vision for the Future - Oregon Statewide Recreation Trails Plan.

Click the links below to view any of these planning documents:

- [Umatilla Master Trails Plan](#)
- [City of Umatilla Comprehensive Land Use Plan](#)
- [Umatilla Together: Framework Plan](#)
- [Umatilla County Comprehensive Plan](#)
- [Oregon Trails 2016: A Vision for the Future](#)



### Master Park Plan

In April 2021, City Council adopted a new [Master Park Plan](#). The Master Park Plan looks at the existing parks, recreational facilities, programs, and services, and determines the current and future level of services for the community based on public input. The plan prioritizes the needs and desires for upgrading and improving parks, recreational facilities, amenities, programs, and services.

### **Transportation System Plan**

The City's recently adopted Transportation System Plan (2023) was developed to guide the management of existing transportation facilities as well as the development of future facilities. The plan was developed to forecast growth in population, employment and traffic in the next 20 years and identify improvements to meet the forecasted growth.

### **Water System Master Plan**

The City's recently adopted Water Master Plan (2022) focuses on the overall water system, including the water supply, storage and distribution systems. The study includes an analysis of the existing system and its performance, evaluation of system needs, evaluation of improvement alternatives, prioritization of improvements, and development of an implementation schedule.

### **Wastewater System Study**

The City's recently adopted Wastewater Facilities Plan (2024) provides an evaluation of the City's existing collection, treatment, and outfall system, and provides improvement alternatives to address deficiencies in these areas of the wastewater system. The study also provides funding alternatives and an implementation plan for the selected improvement alternatives.

# City Overview: Financial Policies

Fiscal Year 2024-25

## SUMMARY OF FINANCIAL POLICIES

### Accounting, Auditing and Financial Reporting

- Sets guidelines for reporting financial transactions and preparing financial reports.

### Budgeting - Operations

- Relates to budgeting guidelines and preparation.

### Budgeting - Capital Outlay

- Relates to establishing capital improvement plans for all major equipment and infrastructure systems provided and maintained by the City.

### Long-Range Financial Plan

- Addresses longer term financial forecasting to help inform decisions.

### Cash Management and Investments

- Relates to using cash flow projections to minimize debt service and investment guidelines.

### Expenditures

- Addresses the City's efforts to ensure spending is consistent with the City's fiscal plans.

### Revenues

- Deals with taxes, user fees and other revenues by which the City generates income to fund programs and services.

### Fund Balance and Reserves

- For establishing reserves and contingency funding as needed for the various activities of the City.

### Pension Funding Policies

- Addresses the funding policies of the City's pension obligations.

### Debt Management

- Addresses long-term financing of the City's capital needs.

### Inter-Fund Loan Policies

- Addresses loans from one fund to another.

### Grants and Intergovernmental Revenues

- Establishes policies and processes for administration of grants that support the City's current priorities and policy objectives.

### Financial Consultants

- Outlines the selection of auditors, bond counsel and other financial advisors.

# Financial Management Policies

## 1. Purpose

The Comprehensive Financial Management Policies are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual policies contained herein set a basis for both the financial planning, reporting and internal financial management of the City.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policies safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

## 2. Accounting, Auditing, and Financial Reporting

### 2.1 Accounting Practices and Principles

The City will maintain accounting practices in accordance with state and federal law and regulations, and annual financial reporting that conforms to Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. The City's monthly and quarterly interim financial reports will be reported on the budgetary basis. At year-end, the general ledger and financials will be converted to GAAP, and the Comprehensive Annual Financial Reports and continuing disclosure statements will meet these standards.

### 2.2 Financial and Management Reporting

2.2.1 Monthly Financial Reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget. These reports will be distributed within fifteen working days of the end of each month.

2.2.2 Quarterly summary financial reports will be provided to management and city council members within approximately 45 days of the end of the quarter, usually coinciding with city council workshop dates. The quarterly report will contain revenues and expenditures in summary form for each operating fund with explanations of significant financial variations to budget.

2.2.3 Annually, a comprehensive annual financial report subjected to independent audit will be prepared in a format that conforms to the standards of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The report shall be shared with the City Manager, City Council, and the Secretary of State. In accordance with state law the report shall be distributed no later than December 31st of the following fiscal year.

### 2.3 Annual Audit

#### 2.3.1 Comprehensive Annual Financial Report

Pursuant to state law, the City shall have an annual financial and compliance audit, and prepare financial statements based on the audited financial information. The audit shall be performed by certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. The annual financial report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Director of Finance shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.

#### 2.3.2 Annual Financial Disclosure



As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to the Municipal Securities Rulemaking Board (MSRB). This will include any periodic materials event notices as required by the MSRB or SEC.

#### *2.4 Signature of Checks*

Pursuant to City Charter, all checks shall have two signatures, signed by the City Manager or City Recorder, and the Mayor or City Council President.

#### *2.5 Compliance with Council Policies*

The Financial Management Policies will be reviewed annually and updated, revised or refined as deemed necessary. Occasionally exceptions to the policies adopted by City Council may be appropriate and required. Exceptions will be identified, documented, and explained to City Council and/or the City Manager.

### **3. Budgeting - Operations**

#### *3.1 Budget Committee*

In accordance with ORS 294.414 the City Budget Committee shall consist of the seven elected members of Council and an equal number of appointed citizens. Among the responsibilities of the Budget Committee shall be the review of the annual proposed budget and financial forecasts.

#### *3.2 Oregon State Budget Regulations*

All budgetary procedures will conform to existing state regulations. Oregon budget law requires each local government to prepare a balanced budget and Oregon Administrative Rules state: (1) the budget must be constructed in such a manner that the total resources in a fund equal the total expenditures and requirements for that fund, and (2) the total of all resources of the entity must equal the total of all expenditures and all requirements for the entity.

#### *3.3 Proposed Budget Document*

In accordance with ORS 294.426 the Finance Director shall file a Proposed Budget document and budget message with the City Budget Committee approximately one week prior to the first formal Budget Committee meeting.

#### *3.4 Use of Non-Recurring Revenues*

Non-recurring revenue sources, such as a one-time revenue or carryover of prior year unrestricted/unassigned balance should only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. The City shall avoid using non-recurring revenues for recurring program expenditures.

#### *3.5 Budget Preparation*

3.5.1 Department Directors have primary responsibility for formulating program proposals. New or expanded services should support City Council goals, City Manager priority direction and department goals. Departments are charged with implementing them once the budget is adopted.

3.5.2 All competing requests for City resources will be weighted within the formal annual budget process.

3.5.3 Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.

3.5.4 Annually, the City will seek to obtain the Government Finance Officers Association Distinguished Budget Presentation Award. The Budget Document will be presented in a way that clearly communicates the budget to the public and provides financial goals.

### *3.6 Full Cost Recovery and Overhead*

Program budgets should be prepared in a manner to reflect the full cost of providing services. General support program (e.g. Administration, Legal, Finance, etc.) costs shall be allocated to the benefiting programs and funds via a method that is both fair and reasonable.

### *3.7 Budget Management*

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council, including the transfer of budgeted line-items within a program. The City Manager may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally established at the program level within each fund. Expenditures/expenses should not exceed the adopted budget, plus supplemental changes approved by the City Council.

### *3.8 Amended Budget*

In accordance with ORS 294.471-473 the City Council may approve changes to the adopted budget via Resolution.

### *3.9 Monitoring*

Actual revenues and expenditures/expenses shall be monitored by the respective program manager each month. Financial reports shall be prepared within fifteen working days of the end of each month by the Finance Department and distributed to the responsible manager and City Manager. The Finance Director shall periodically review the reports and report significant variances to the City Manager. The goal of the monitoring shall be to identify potential budget and actual variances and to take corrective action soon as possible.

### *3.10 Operating Deficits*

The City shall take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues. Corrective actions may include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze non-represented employee merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay
- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level

(see Fund Balance and Reserves Policy).

## **4. Budgeting - Capital Outlay**

### *4.1 Definitions*

#### 4.1.1 Capital Outlay – Operating

Operating programs need certain furniture, equipment, vehicles, software, etc. to carry out the intended services. By definition such items costing \$2,500 or more, per item, shall be budgeted and accounted as capital outlay and shall be tracked in the City's fixed assets records. Significant repair or maintenance that extends the useful life of existing assets shall be included here provided the dollar threshold is met. The \$2,500 limit shall apply to individual items unless a group of items are intended to function together as a unified system (e.g. street lighting system).

#### 4.1.2 Capital Outlay – Projects (also known as Capital Projects)

This category includes infrastructure projects meeting the capitalization threshold and development of master plans and design and engineering/architectural work leading to construction or repair of capital assets. Generally, the total capitalization threshold shall be not less than \$50,000. Budgets and capitalization records shall include applicable project management and administrative overhead costs.

### *4.2 Preparation*

As part of the annual proposed budget the City shall include a list of capital projects that are necessary to preserve existing infrastructure or to expand to meet growth demands of the community. The list of projects shall embrace those included in the most recent long-range capital improvement forecast, master plans, development agreements and direction from City Council on current demands. This ensures that the City's capital improvement program includes the embodiment of the citizens and Council recommendations and the officially stated direction contained within the Comprehensive Plan.

Separate estimates for each project shall be prepared. Additionally, future annual operating and maintenance cost impacts shall be estimated.

### *4.3 Financing*

For each project one or more resource shall be identified to pay for such costs. Prior to construction award all identified resources shall be readily available for expenditure.

Pay-As-You-Go – The city will strive to pay cash for capital improvement within the financial affordability of each fund versus issuance of debt. This necessitates advanced planning and setting aside resources for future use. This type of funding saves interest and debt issuance costs and in many cases reduces utility rate impacts on citizens and business of the City.

Grant revenues shall be sought for capital construction when determined to be advantageous to the City.

Certain assets may best be funded via debt. Refer to Debt Management Policy for discussion on when debt may be considered for projects.

### *4.4 Monitoring*

Each capital project shall have a project manager associated with it. The project manager shall monitor the progress and assure the project is completed according to standards, on a timely basis and within budgeted levels. Monthly financial reports detailing budget-to-actual for each project shall be provided to the project

manager and City Manager. City Council will receive an update on the larger (\$100,000 minimum expended to date) projects on a quarterly basis.

#### *4.5 Infrastructure Evaluation and Replacement/Rehabilitation*

Water, wastewater, drainage, street lighting, streets and sidewalks, municipal facilities and parks infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's CIP should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain existing levels of service and accommodate growth.

4.5.1 High priority should be given to replacing/rehabilitating capital improvements prior to the time that assets have deteriorated to the point where they are hazardous, require high maintenance costs, negatively affect property values, or no longer serve their intended purpose. The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is most cost-effective, which would include life-cycle costing, and provides the best value to the City.

### **5. Long-Range Financial Plan**

#### *5.1 Purpose*

The goal of the Long-Range Plan is to provide the Budget Committee, City Manager and department heads with long-term goals and objectives for the City as well as the strategies needed to achieve these goals and objectives. City staff will use these goals and objectives to guide them in the development of the City's annual budget.

#### *5.2 Operating*

5.2.1 The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing five years shall be forecasted. The forecast and report shall be prepared within six months following adoption of the budget. The most recent forecast shall be included in the proposed and adopted budget documents. The results of the forecast shall be presented to the Budget Committee.

5.2.2 The City operating forecast should enable current service levels provided to be sustained over the forecast period. The forecast shall determine if revenues need to be increased and/or expenditures/expenses reduced in order to maintain operations on a Current Funding Basis.

5.2.3 Major financial decisions should be made in the context of the Long-Range Plan.

#### *5.3 Capital Outlay – Projects*

5.3.1 The City shall annually prepare a five-year forecast of capital projects. Projects should be based upon master plans, development agreements, input from applicable Commissions and Committees and Council directed improvements. Included projects shall meet the definition of capital projects as defined earlier.

5.3.2 The primary responsibility for development of the capital project forecast shall rest with the Finance Director. The City Manager is charged with reviewing the proposed forecast and determining actions to balance needs with available resources.

5.3.3 High priority should be given to rehabilitating and replacing prior to the point when such action is critical. The decision on whether to repair or replace an existing capital asset will be based on which alternative is most cost-effective and provides the best value to the City.

5.3.4 The forecast shall coincide with the annual citywide budget process. The first year of the forecast shall be the fiscal year under budget.

5.3.5 Estimated costs shall include acquisition, design, construction, project management, equipment and furnishing and administrative charges. That is, all costs to complete the project shall be included. Multi-year projects shall clearly disclose both the components of costs as well as the total estimated cost over the life of the project.

5.3.6 Funding resource(s) shall be identified for each project. The forecast shall make every effort to balance needed improvements with resources available. Projects that exceed the projected available resources shall be identified and recommendations on alternative funding shall be incorporated in the forecast report.

5.3.7 The forecast shall be presented to the Budget Committee during the annual budget process.

## **6. Cash Management and Investments**

### *6.1 Cash Flow Analysis and Projections*

6.1.1 The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service costs to a minimum and to maximize the yield on temporary investments.

6.1.2 Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information and accuracy of seasonal or periodic fluctuations.

6.1.3 The City's cash flow shall be managed with the goal of maximizing the total return on investments.

### *6.2 Investments*

#### 6.2.1 Responsibility and Control:

Management responsibility for the investment program shall rest with the City's Investment Officer who shall be the Finance Director or delegate. The Investment Officer shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the City.

#### 6.2.2 Eligible Investments:

The Investment Officer will invest the City's surplus funds only in those investments authorized by ORS 294.035 to 294.046, and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.

#### 6.2.3 Eligible Financial Institutions:

The City will conduct business only with financial institutions such as banks investment brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.

#### 6.2.4 Objectives:

6.2.4.1 Safety: Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.

6.2.4.2 Liquidity: The City's Investment Officer shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Investment Officer, the ability to convert a security into cash must be considered.

6.2.4.3 Yield: Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account constraints on investment instruments,

cash flow characteristics of transactions and safety of principal.

6.2.4.4 Reporting: The Investment Officer shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council by the Finance Director or Investment Officer.

## **7. Expenditures**

### *7.1 Purpose*

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

### *7.2 Maintenance of Capital Assets*

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

### *7.3 Periodic Program/Services Reviews*

The City Manager and staff shall undertake periodic reviews of City programs and services for both efficiency and effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

### *7.4 Purchasing*

All City purchases of goods and services shall be made in accordance with the City's current purchasing manual and procedures.

## **8. Revenues**

### *8.1 Purpose*

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified and sufficient revenue stream to support desired City services.

### *8.2 Balance and Diversification in Revenue Sources*

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

### *8.3 User Fees – Non-Enterprise Funds*

8.3.1 For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City may recover the costs of those services through property taxes, privilege fees and other unrestricted resources.

8.3.2 At a minimum, the user fees will strive to cover direct costs. Preferably the fees will cover direct plus indirect costs.

8.3.3 User fees should be reviewed, at a minimum, every two to three years and adjusted to avoid sharp changes. If the Finance Department does not initiate the fee review it shall at least analyze the changes proposed from departments and comment upon them to the City Manager.

8.3.4 Factors in setting fees shall include, but not be limited to: market and competitive pricing, effect of demand for services, and impact on users, which may result in recovering something less than direct and indirect costs.

8.3.5 The City may set a different fee for residents versus non-residents.

8.3.6 User fees not regulated by state statute should be set via the City Manager. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. Fees regulated by statute shall be presented to City Council via resolution or ordinance. All fees should be included in the Master Fee Schedule.

#### 8.4 *User Fees – Enterprise Funds*

8.4.1 Utility rates shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage requirements, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.

8.4.2 The City may set a different fee for residents versus non-residents.

8.4.3 The Five-Year Financial Plan (or separate rate model study) and proposed operating budget shall serve as the basis for rate change considerations.

8.4.4 When necessary, the Five-Year Financial Plan (or separate rate model study) will be built around small rate increases annually versus higher rate increases periodically.

8.4.5 Non-consumption based charges within Enterprise Funds may be set administratively by the City Manager. Such charges include insufficient funds, late payment penalties, charges for meters, service turn-on and turn-off, etc. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. All fees should be included in the Master Fee Schedule.

8.4.6 The maximum allowable system development charges (SDCs), for each of the public infrastructure systems the City operates and is allowed by state law to impose, shall be determined on a periodic basis (approximately each five years).

8.4.6.1 The Council will determine what amount of SDCs to impose.

#### 8.5 *One-Time/Unpredictable Revenue Sources*

One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures. Instead, such revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchase, capital improvements, etc.

#### 8.6 *Revenue Collection*

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent rate payers and others overdue in payments to the City.

#### 8.7 *Write-Off of Uncollectible Receivables (excludes court fines)*

8.7.1 Receivables shall be considered for write-off as follows:

8.7.1.1 State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.

8.7.1.2 Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect including use of a collection agency when appropriate have been taken.

8.7.2 Accounts shall be written-off annually near fiscal year-end. The Finance Director shall prepare a list of receivables determined to be uncollectible and include notation on collection efforts for each item. The list shall be submitted to the City Manager for review and approval. The City may report uncollected items to one or more credit reporting entities.

8.7.3 The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.

8.7.4 Municipal court fines shall follow a process established by the municipal court judge and reviewed by the City Attorney.

## **9. Fund Balance and Reserves**

9.1 To maintain a high level of credit worthiness and to establish a financial position that can weather emergencies and economic fluctuations the City shall set aside cash reserves and contingencies within its fund balances. The Governmental Accounting Standards Board has created several categories of fund balance.

9.1.1 Nonspendable – Nonliquid assets (e.g. inventory, prepayments) and liquid assets that have legal constraints preventing their use (e.g. principal of an endowment).

9.1.2 Restricted – Assets which are constrained by an external entity (e.g. covenants in bond contracts).

9.1.3 Committed – Constraints created by the governing body on itself at its highest level of decision making. For example, the governing board might like to commit a portion of the fund balance to a “stabilization reserve” to provide cushion against unknown economic shocks and revenue declines. Constraints are enacted via resolution and must be in place prior to the end of the fiscal year.

9.1.4 Assigned – Similar to Committed except constraint is not legally binding, may be created by staff or the governing board and can be created after the end of a fiscal period. This may be used to earmark a portion of the fund balance for an intended use. For example, it could be assigned to pay for a special project.

9.1.5 Unassigned – This represents any excess of total fund balance after the prior four categories are deducted.

The order in which categories are expended can affect future financial flexibility. Generally, more restricted resources shall be expended prior to less restricted resources. As restricted balances decline from their stated goal they shall be replenished from the Assigned or Unassigned category within five years of the initial decline. The Budget Committee or City Council can designate certain revenues to be used to rebuild reserves, such as non-recurring revenues, budget surpluses or specific revenues above a certain level.

Use of dedicated resources shall be clearly disclosed within the budget document. Such use shall coincide with the intended restrictions on the dedicated resource. Generally, such use shall be for infrequent and non-recurring costs.

### *9.2 General Fund*

9.2.1 Restricted - Reserves shall be created for any legally mandated or restricted resource which is received in the General Fund and not wholly expended by the end of the fiscal year.

9.2.2 Committed - The City may plan for and set aside cash reserves for a variety of significant infrequent outlays. Commitments may include but are not limited to building a reserve for economic sustainability, expansion and relocation costs, emergency management and response and future planning area costs. For each committed



resource the City Council shall adopt a resolution specifying the purpose, dollar amount and duration for existence of the committed amount. Committed amounts can be extended via amending resolution.

The City shall build up operational contingencies until they reach 15% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes. Once the target contingency has been reached, it shall be maintained.

9.2.3 Assigned - The City shall plan for and set aside cash reserves for a variety of short-term and recurring purposes. These assignments can be created by the City Council, the City Manager or the Finance Director for purposes that create a sound financial operating environment. Assignments may include but are not limited to building cash reserves for one-time or limited duration purchases such as equipment replacement, building modification and major repairs, park structure replacements, capital improvements, major software/hardware replacement, loans to other funds, etc.

9.2.4 Unassigned - By definition this is the amount remaining after provision for the above noted items. Balance in this category may be used to replenish deficiencies in the prior categories and create a resource for unforeseen financial needs.

### 9.3 *Special Revenue Funds*

9.3.1 Restricted - Certain funds may have restricted balances, such as building fees within the Building Fund that restricted under Oregon law.

9.3.2 Committed - The City shall build up operational contingencies until they reach 15% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes. Once the target contingency has been reached, it shall be maintained. This policy does not apply to debt service, internal service or certain special purpose funds.

9.3.3 Assigned - Assigned balances may be created as necessary under the same policy as for the General Fund. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

### 9.4 *Enterprise Operating Funds (Water, Sewer)*

9.4.1 Restricted - Any debt service reserve balance shall be categorized as restricted. Terms of such reserves are generally specified in the associated bond documents and covenants. It shall be the City's policy to fully comply with bond documents and covenants.

9.4.2 Committed - The City shall build up operational contingencies until they reach a minimum working capital (current assets less current liabilities) of forty-five (45) Once the target contingency has been reached, it shall be maintained.

9.4.3 Assigned - Assigned balances may be created as necessary under the same policy as for the General Fund. Provisions for rate stabilization, future capital improvements and major repairs and replacements not part of the restricted balance are typical components of assigned balances. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

### 9.5 *Debt and Capital Project Funds*

Balances in the General Obligation debt service fund are restricted by state statute and thus are always categorized as restricted. The balance should be nominal.

Balances in capital project funds (general government or enterprise) should be nominal and sufficient to cover any near-term liabilities of the fund. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years. Examples include proceeds from debt issuance and receipts from developers in lieu of current construction of infrastructure.

## **10. Pension Funding Policies**

10.1 The City participates in the State of Oregon Public Employees Retirement System (PERS) and is a member of the State and Local Government Rate Pool. The City will fund its required pension contribution requirements timely.

## **11. Debt Management**

### *11.1 Purpose*

To establish policies for debt financing that will provide needed facilities, land, capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future tax and rate payers. The City is given authority to borrow under various provisions in Oregon law and the City Charter. A debt, except certain lease purchase agreements, must be authorized pursuant to a resolution of the City Council.

### *11.2 Use of Debt Financing*

Debt financing may be considered when purchase or construction of assets cannot be prudently acquired from current revenues or accumulated committed fund balances. Debt types are limited by Oregon statutes and may include general obligation bonds, limited tax obligation bonds, local improvement district bonds, bond anticipation notes, certificates of participation, lease/purchase agreements, full faith and credit bonds and revenue backed bonds. Any combination of debt may be used to finance an asset. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt. Cash resources may include system development charges, developer fees, inter-agency agreements, grants and accumulation of resources within operating funds.

The Finance Director shall perform a cost benefit analysis with the goal of minimizing the cost of financing to the City prior to presenting debt recommendations to the City Council.

### *11.3 Debt Margins*

The City shall ensure that its debt margins are within the 3% TCV (true cash value) limitation as set forth in ORS 287A.050.

### *11.4 Debt Structures*

The City may issue long term or short term debt. Long term debt life shall normally not exceed 20 years for general obligation bonds and 25 years for revenue bonds, but in no case longer than the useful life of the asset. Shorter repayment terms shall be considered when financially prudent.

Balloon or term payments may be considered provided financial analysis indicates such terms may be met financially without further rate or tax increases to satisfy the future large payments and without refinancing the balloon amount. Sinking funds (a committed fund balance) shall be established as necessary to provide for timely retirement of debt.

The City shall strive to begin principal reduction within a year after issuance but in no event shall a repayment structure contain more than three years of interest-only payments. Interest only years shall not extend the maximum debt life as noted above.

Short-term or interim financing are exceptions to this policy. These debt instruments are issued in anticipation of future long term debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall strive to minimize the use and life of such debt. Except for short-term or interim financing, the City will issue debt based on a fixed rate.

#### *11.5 Debt Refunding*

The City may consider advanced refunding outstanding debt (as defined for federal tax law purposes) when it is financially advantageous to do so and complies with all limitations set forth in ORS 287A, the state statutes pertaining to authority to issue debt. At a minimum (a) the new debt shall not be longer than the remaining life of the retiring debt, (b) the net present value savings of a refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance.

The City may issue current refunding bonds (as defined for federal tax purposes) when financially advantageous, legally permissible and net present value saving equal or exceed \$100,000.

#### *11.6 Interest Earnings on Debt Proceeds*

Bond proceeds shall be promptly invested in accordance with the Investment Policy. Focus shall be on safety and maturity of investments to pay construction costs.

Use of investment interest on bond proceeds will be limited to funding changes to the bond financed project, as approved by City Council, or be applied to debt service payment on the bonds issued for such project.

#### *11.7 Sale Process*

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated or private placement sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue, or if the nature of the debt is unique and requires particular skills from the underwriters involved. Private placement (debt sold directly to a commercial bank) may be used when anticipated to result in cost savings or provide other advantages when compared to other methods of sale, or if it is determined that access to the public market is unavailable. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

#### *11.8 Financial Advisor*

The City shall employ an independent financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) for all competitive and negotiated issuances. The advisor shall attempt to involve qualified and experienced firms, which consistently submit competitive bids on local government bond underwritings. For negotiated issuances the advisor shall review the offered amortization schedule, interest scale and TIC/NIC and provide guidance on the competitiveness compared to similar issues traded currently. The advisor may also be involved with preparation of bond prospectus, rating presentations, communication with legal counsel and other services necessary for the timely and prudent issuance of debt.

#### *11.9 Bond Ratings*

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings on publicly traded issues will be sought from one or more of the nationally recognized municipal bond rating agencies, as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

### 11.10 *Covenant Compliance and Annual Disclosure*

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices. The Finance Director shall be responsible for maintaining the City's relationship with the rating agencies and investors. The Finance Director shall oversee the preparation of official statements, disclosure documents, annual filing under MSRB and any special notices of certain "material events," in connection with its borrowings.

### 11.11 *Debt Security*

Debt may be secured by various funding sources including:

- General Obligation Bonds, secured by property taxes
- Revenue Bonds, secured by specified revenue(s)
- Limited Tax General Obligation, secured by resources within the General Fund
- Local Improvement District Bonds, secured by liens on affected property
- Other types of debt approved by the City Council including bank line of credit and leases.

### 11.12 *Lease/Purchase Agreements*

The City may use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease purchase agreements will be reviewed by the Finance Director who shall determine whether a lease purchase is appropriate given the circumstances. Agreements under \$100,000 may be approved by the City Manager and larger amounts must be approved by the City Council. City purchasing policy rules are to be followed for the selection of the purchase.

## **12. Inter-Fund Loan Policies**

12.1 In accordance with ORS 294.468 the City may loan money from one fund to another, provided the loan is authorized by an official resolution or ordinance of the City Council. In addition, the City will comply with the requirements and limitations of ORS 294.468 as follows:

12.1.1 Loans may not be made from debt service funds.

12.1.2 Loans made from debt service reserve funds created to provide additional security for outstanding bonds or other borrowing obligations are limited to amounts in the fund that are in excess of the amount the City has covenanted to maintain in reserve.

12.1.3 Loans may not be made from moneys credited to any fund when there are constitutional provisions that restrict those moneys to specific uses, unless the purpose for which the loan is made is a use allowed under such constitutional provisions.

12.1.4 The resolution or ordinance must state the fund from which the loan is made, the fund to which the loan is made, the purpose of the loan, and the principal amount of the loan.

12.1.5 If the loan is an operating loan (a loan to cover operating expenses) it must be repaid to the fund from which it is borrowed by the end of the fiscal year, or the repayment must be budgeted and made in the next fiscal year.

12.1.6 If the loan is a capital loan (a loan for the purpose of financing the design, acquisition, construction, installation or improvement of real or personal property), it must be repaid in full within 10 years of the date of the loan. The resolution or ordinance must set forth a schedule under which the principal and interest is to be budgeted and repaid. It must also state the rate of interest. The rate of interest may be the current rate of return on monies invested in the Local Government Investment Pool (LGIP) or such other rate as the governing body determines.

12.1.7 If the loan is to be repaid in the current fiscal year, no action by the City Council is necessary in regard to the budget. The budget does not need to be adjusted to show the loan transaction.

12.1.8 If the loan will be repaid in one or more future fiscal year(s), the loan repayment must be budgeted and a separate debt service appropriation made for the expenditure.

### **13. Grants and Intergovernmental Revenues**

#### *13.1 Purpose*

The City will seek, apply for, and effectively administer federal, state and local grants, which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants. However, grants shall not be pursued if the administrative and program burden is determined to exceed the benefit of outside resources.

#### *13.2 Grant Policies*

13.2.1 The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.

13.2.2 Determination shall be made prior to application if the City has sufficient available resources for cash match requirements.

13.2.3 Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.

13.2.4 The potential for incurring ongoing costs, to include assumptions of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

#### *13.3 Grant Review Process*

13.3.1 A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:

- The grant being pursued and the use to which it would be placed.
- The objectives or goals of the City which will be achieved through the use of the grant.
- The local match required, if any, plus the source of the local match.
- The increased cost to be locally funded upon termination of the grant.

13.3.2 All grant agreements will be reviewed by the appropriate City staff, including Finance, Legal, and the sponsoring department, to ensure compliance with state, federal, and City regulations.

13.3.3 The City Manager shall approve all grant submissions on behalf of the City and the City Council shall approve all grant acceptances over \$100,000 or any grant requiring the authorization of the elected body.

#### *13.4 Budgeting for Grant Expenditures*

Departments seeking or receiving grant proceeds shall be responsible for including the proper amount in the budget. Only known grant awards or pending requests with a high level of assurance of award shall be budgeted. Budget amendments may be processed for grants not included in the budget but awarded and received during the fiscal year.

#### *13.5 Grant Termination and/or Reduced Grant Funding*

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, and it is determined that the program no longer supports City goals and/or is no longer in the best

interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment. Exceptions may be made when it is not in the City's best interest to terminate a program of service.

#### **14. Financial Consultants**

14.1 The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, utility rate studies, and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform the services offered, references, and methodology to name a few. In no case should price be allowed to serve as the sole criterion for the selection.

##### *14.2 Selection of Auditors*

At least every five years, the City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records, and render an opinion on the financial statements of the City.

##### *14.3 Bond Counsel*

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas, the City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of a nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment and security for the bonds and that the bonds are exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City and prior debt issuances, there is no requirement for rotation.

##### *14.4 Financial Advisory Services*

The City may issue various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to: method of sale; analysis of market conditions; size and structure of the issue; coordinating rating agency relations; evaluation of and advice on the pricing of securities, assisting with closing and debt management; calculation of debt service schedules; and advising on financial management. As financial advisors to governmental entities have developed the necessary expertise in a broad range of services, the City will use a consultant for these services.

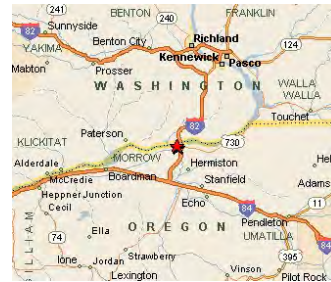
Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City, the contract with the Financial Advisor is not required to be rotated.

# City Overview: Demographics and Financial Trends

Fiscal Year 2024-25

## General Economic Information

Umatilla is located in northeastern Oregon, just across from the Washington border, at the confluence of the Columbia and Umatilla Rivers. The City has a total area of 4.63 square miles, of which, 4.42 square miles is land and 0.21 square miles is water. The local economy is heavily reliant on agriculture and supporting services. The City has also seen significant industrial investment in recent years through data center development.



## Major Employers in the City of Umatilla

Company	Service	No. Employees
Two Rivers Correctional Institution	Correctional Facility	420
Amazon Data Services	Data/Technology	385
Umatilla School District	Education	220
City of Umatilla	Government	78
JM Manufacturing Co.	Plastic Products Manufacturing	65
Simplot Grower Solutions	Agricultural Products	50
South Basin Packing	Vegetable Packing Services	30
Columbia Harvest Foods	Grocery Store	30
Federal Employees	Government	25

\* Some of these figures are estimates.

## Growth, Growth and More Growth!

Interest in industrial and residential development continues in Umatilla. Data center facility construction continues and several new subdivisions are under construction. At this rate, it appears that our housing is likely to keep pace with our current year, our largest of recent record. The City's population numbers grew by 223 people in the past year and the City has seen 9.7% population growth since 2014.

The chart below shows the ten year historical new construction value based off of building permit activity.

Broken down by

Description

≤ 12/31/2023 x

≥ 12/31/2014 x

Data

Records

Calendar Year Ending	Value (\$)	Description
12/31/2023	272,851,992.00	New Construction Value
12/31/2022	133,137,181.00	New Construction Value
12/31/2021	71,486,266.00	New Construction Value
12/31/2020	56,245,051.00	New Construction Value
12/31/2019	52,745,249.00	New Construction Value
12/31/2018	55,243,364.00	New Construction Value
12/31/2017	31,032,255.00	New Construction Value
12/31/2016	17,783,986.00	New Construction Value
12/31/2015	18,568,536.00	New Construction Value
12/31/2014	25,227,705.00	New Construction Value

### Ten Largest Property Taxpayers in the City of Umatilla

Taxpayer	Type of Business	Total Taxes	Current Assessed Value
Amazon Data Services	Data Center	\$ 11,479,492	\$ 756,121,893
Zayo Group LLC	Telecommunications	\$ 187,409	\$ 12,466,518
AAA Renovation & Construction LLC	Builder, Single Family	\$ 99,741	\$ 6,145,070
Simplot Industries	Agricultural Products	\$ 45,564	\$ 2,994,860
Pacificorp	Electrical Utility	\$ 43,732	\$ 2,909,261
Khera Brother LLC	Hotel/Motel	\$ 37,806	\$ 2,449,610
Baustert John W Etal	Unknown	\$ 33,862	\$ 2,086,260
Ness Investments LLC	Real Estate	\$ 33,186	\$ 2,044,600
Quinones Properties	Hotel/Motel	\$ 30,252	\$ 1,977,220
SDC Umatilla LLC	Data Center	\$ 30,048	\$ 1,679,140

### Demographics

As of the census of 2020, the total population of the city was 7,363 and the racial makeup of the city is 47.5% Hispanic or Latino, 45.4% White, 2.6% African American, 1.6% Native American, 0.6% Asian, 0.3% from other races, and 2.0% from two or more races. The most recent population estimate from Portland State University is 7,810.

According to the 2019 American Community Survey results, the median age in the city was 33.9 years. 27.2% of residents were under the age of 20; 6.1% were between the ages of 20 and 24; 36.6% were between 25 and 44; 22.8% were between 45 and 64; and 7.3% were 65 years of age or older. The city is comprised of 1,748 households, with an average household size of 2.88 and average family size of 3.56. The median income for a household in the city was \$41,995, and the median income for a family was \$44,191. The per capita income for the city was \$20,998. Approximately 26.1% of the population were below the poverty line.



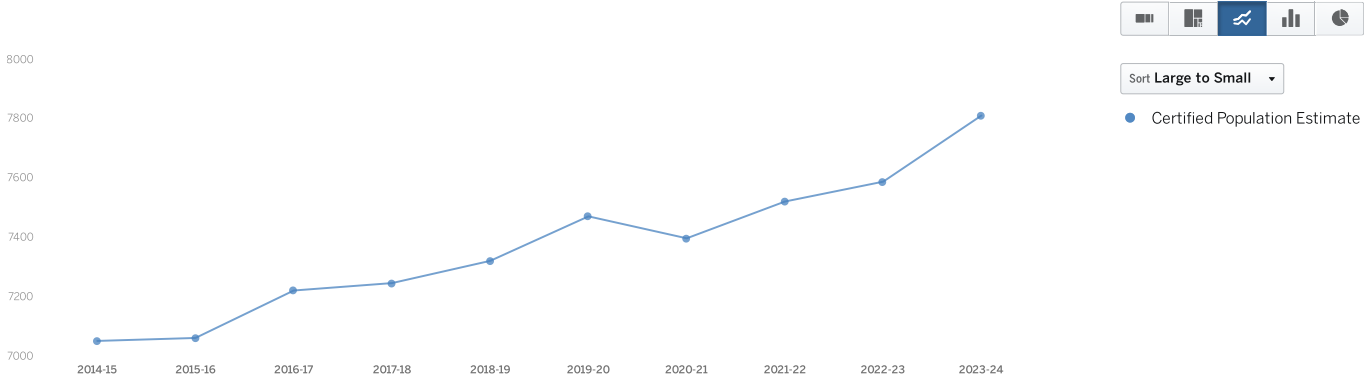
## CITY OF UMATILLA POPULATION

Source: Portland State Population Research Center Certified Population Estimates

Broken down by

**Description** ≤ 07/01/2023 ≥ 07/01/2014

Visualization

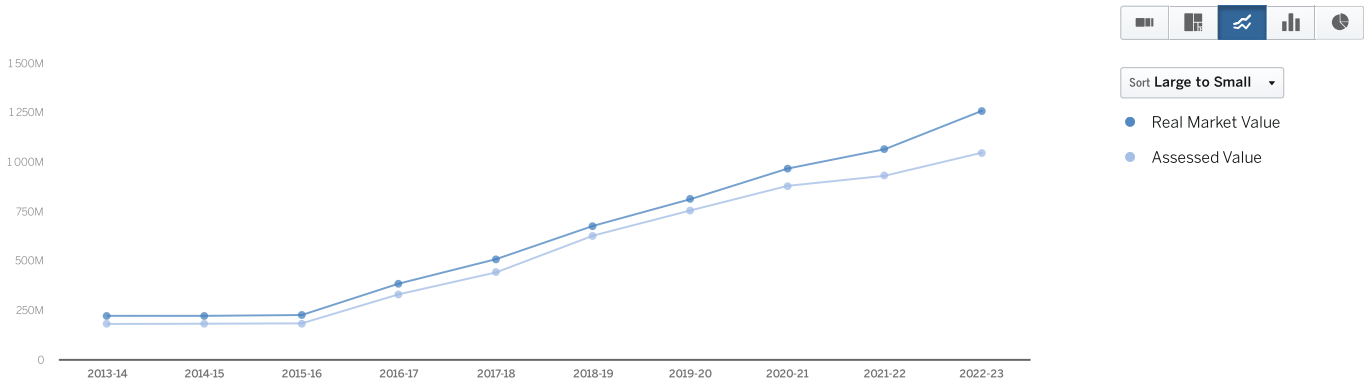


The graph of Real Market Values (RMV) versus Assessed Values (AV) shows below, the City's overall RMV has more than quintupled over the past ten years due to the significant industrial and residential growth that the City is experiencing.

Broken down by

**RMV vs AV** ≤ 2023 ≥ 2014

Visualization



# City Overview:

## Short Term Factors Impacting Overall Budget Development

Fiscal Year 2024-25

During the preparation of the budget for the ensuing fiscal year, the short-term impacts of the local economy were examined in conjunction with business decisions made by the City. The following are the major assumptions used in developing the 2024-25 budget.

### ***Property Taxes and Payments in Lieu of Taxes***

Total taxable assessed value for 2023-24 is \$1,046,711,857 (an 11% increase in value from the prior year), resulting in approximately \$3.1 million of property tax for the current year. The major increase is due to the consumable property at the data centers (racks and servers) that have passed the three-year abatement as established in the enterprise zone agreements. We anticipate an increase of 4.8% in property tax receipts in the next fiscal year, for a total projected revenue of \$3,208,339. The limit under Measure 50 is a 3% annual increase in existing value. To be conservative, we based our projections of a 2% increase. Our current permanent tax rate is \$2.9191 per \$1,000 of assessed value.

*PDX2 Enterprise Zone Agreement:* The PDX2 agreement calls for Community Service Fee (CSF) payments that would reduce over time as the abated property hit the regular tax role. There is only one more year of exempt property remaining on those agreements. We anticipate the final CSF payment next year to be significantly less at \$5,700, which is a decrease of approximately \$100,000 from the current year.

*PDX63/2 SIP Agreement:* In the current fiscal year, we received the fifth set of payments resulting from the Strategic Investment Program (SIP) agreement on the fifth building of PDX2 and the PDX63 campus. The first category of payments is ad valorem taxes in which the first \$25 million in real market value shall be taxable at its assessed value. We received the full \$73,000 in additional annual property tax revenue for 2023-24.

The second category is the Community Service Fee (CSF) in an amount equal to 25% of the property taxes that would be due on the exempt property, not exceeding \$500,000 in any year for 15 years. An agreement was made in July 2018 to distribute the \$500,000 among the city and the special taxing districts. The city's maximum annual distribution will remain \$91,197, the same full amount we received in this fiscal year. This payment will remain the same for the full 15-year period.

The third category is the Additional Annual Improvement Payment (AIP) of a minimum of \$4 million per year for 15 years paid to the Enterprise Zone. This payment is to be then split 50/50 between the City and Umatilla County. In the current fiscal year, our distribution increased from \$2.75 million to \$3.1 million due to the addition of another building at the Westland Road campus. We expect that amount to remain flat for the next fiscal year.

*PDX130 Enterprise Zone Agreement:* We received our first payments related to the PDX130 Enterprise Zone Agreement in 2023-24. These payments consisted of a \$925,000 Annual Improvement Payment and ad valorem taxes in which the first \$25 million in real market value shall be taxable at its assessed value, which is equivalent to just under \$73,000. These payments will continue for 15 years and will grow as more buildings are added.

*PDX194 Enterprise Zone Agreement:* In the fiscal year 2022-23, the city received a one-time \$2.5 million Community Development Contribution to assist with the costs of capital improvement projects within the city. \$1.5 million of this payment was allocated toward the temporary water infrastructure project at PDX121 and 130. The remaining \$1 million was carried forward to the current fiscal year and was used to support the city's pledge to support economic development actions by the Port of Umatilla. We do not anticipate receiving payments related to this campus next fiscal year, but we do expect payments the following fiscal year ending June 30, 2026.

*Other Agreements:* There are two additional Amazon campuses, PDX121 and PDX260, that have approved Enterprise Zone Agreements. We do not anticipate any payments in lieu of tax from PDX260 until the fiscal year ending June 30, 2026 and PDX121 until the fiscal year ending June 30, 2028.

In August 2023, the City Council approved an Enterprise Zone agreement with Sabey Data Center Properties for a new project. We do not anticipate any payments in lieu of tax until the fiscal year ending June 30, 2028.

### ***Utility Rates***

Council approved a monthly water and sewer rate increase of 7% each as a result of the utility rate study completed by FCS Group in spring 2020. Council also approved a refuse rate increase of 14.5% on behalf of Sanitary Disposal. The average residential customer, using 7,500 gallons, will see a 8% increase in their utility bill, or a \$9.88 increase monthly.

### ***Other Revenue Factors***

The City's electrical franchise agreement cap with UEC was renegotiated in March 2020. The cap increased from \$500,000 annually to \$1 million in 2020-2024, \$1.5 million in 2025-2029 and no cap thereafter. It is anticipated the full \$1.5 million will be collected in the 2024-25 fiscal year.

### ***Personnel Expenses***

When considering COLA proposals, the city usually looks at many numbers, including the consumer price index 12-month percentage change (3.2% as of February 2024), annual inflation rate (3.4% for 2023) and SSA COLA (3.2% in 2024). Staff are recommending a cost-of-living-adjustment (COLA) of 3% for all non-union employees.

This budget captures the first year of a new police collective bargaining agreement that is in effect through June 30, 2027. The agreement grants a salary increase of 3% in the first and second years and 2.5% in the third year.

We are nearing the end of the second year of the current public works collective bargaining agreement that is in effect through June 30, 2025. The agreement grants a salary increase of 2% for the final year.

Our current PERS rates are effective until June 30, 2025. Our rates are 25.30% for Tier 1 and Tier 2, 17.29% for OPSRP General Schedule and 22.08% for OPSRP Police. In addition to the employer's portion, the city pays the employee's 6% required match.

The City continues to offer the One America deferred compensation plan. Participation in the plan is voluntary, but allows for a 50% employer match of up to 3% of an employee's salary to encourage employees to save for their retirement and make up for the amount redirected from their IAP.

Medical insurance costs will increase by 10% for the next budget cycle. Delta Dental plans will increase by 7.5%, Willamette Dental plan premiums will increase by 1% and vision premiums will increase by 6%. The lower cost items such as life insurance and accidental death and disability will remain flat.

### **New Full Time Employee (FTE) Approvals**

- Library Aide

- Building Inspector III

### ***Capital Improvement Projects***

#### *Umatilla Business Center*

City staff has been working with Seder Architecture & Urban Design on a renovation and expansion project of the old post office building into the new City of Umatilla Business Center. This Business Center will house the Community Development Department and a multi-use room and kitchen for events and meetings in the existing building and will have a two-story expansion that will serve as a business incubator for new business owners on the lower level, while providing long term rental space on the second floor. We estimate this project will cost \$8.4 million which includes the building, parking lot and street improvements. City staff secured a \$1.4 million EDA grant application and will fund the remainder of the project from a contribution from Umatilla County of \$1 million, \$1.8 million in legislative funding and the remainder from the City's ARPA allocation and capital reserves.

#### *Police Department - New Facility*

The current police department building does not meet the needs required for the current and future growth of the department in relation to the growth of the community. We have contracted with Mackenzie, Inc. for the design of a new Police Department facility that will meet the demands of the police department for approximately 20 years. The initial design contract was \$1.3 million. With the construction estimates coming in between \$20-25 million, we need to increase the design budget to \$1.8 million. All unused funds will be carried forward to next year.

#### *Umatilla Falls*

The City has been working on a new entryway at the intersection of US-730 and Highway 395. This will be a great artistic and beautiful gateway project for the City. We currently have \$1.9 million allocated to the project and are negotiating a Guaranteed Maximum Price (GMP) with our Construction Manager/General Contractor (CMGC).

#### *Umatilla Marina & RV Park Improvements*

The Umatilla Marina was completed spring 1991. The average lifespan of a marina built in the 1990s is 15-20 years due to the technologies/engineering of marinas during this time. The Umatilla Marina has reached the end of its useful life and is needing a full replacement. We have missing floatation, twisted fingers, splintering boards, missing hardware, and both significant potable water and electrical issues, not to mention an entire dock that has been decommissioned for more than 5 years. The Umatilla Marina is a well-used marina with seemingly countless potential.

The City is working towards design an all-new state-of-the-art marina. The new marina will include: covered single-berth slips, uncovered single berth slips, aluminum or steel framed docks, engineered decking or concrete, encapsulated floats and other highly buoyant materials, well-spaced navigable fairways, reliable and safe potable water, electrical hookups, updated sewer pumping system(s), high speed internet, new gangways and entries, replaced abutments, and other features and amenities. The City secured a grant from the Oregon State Marine Board (OSMB) to complete phase 1 of the design which includes surveying, environmental permitting, geotechnical investigations, cultural evaluations, hydraulic investigations and sediment transport analysis. The total cost of phase 1 is \$487,300 and the City's match is approximately \$357,000 which will be funded through the already allocated design funding. Approximately \$50,000 was spent in FY2023-24 and the remainder will roll forward.

#### *Nugent Park Playground Improvements*

The City was recently awarded a grant from the Oregon Parks and Recreation Land and Water Conservation Fund (LCWF) for the rehabilitation of Nugent Park. The scope of work will include replacement of playground equipment, replacement of the pavilion and sidewalk and parking lot improvements. The project is estimated at

\$655,000 with a 50%, or \$327,500 matching requirement. This project was included in the 2023-24 budget and will roll forward to the next year for project closeout.

#### *Nugent Park Boat Ramp Replacement*

The Nugent Park boat ramp was damaged in the flooding that occurred in 2020. Projects that occurred under that FEMA declared disaster are eligible for 90% reimbursement. After a deeper evaluation of that area, it appears it would be best to pursue design and completion of the other desired site improvements at the same time to realize economy of scale savings by only having to do the work once and to complete the improvements sooner, rather than later. The expanded scope includes a boat dock, non-motorized boat ramp, launch staging area upgrades and site lighting. The total design and construction cost of the project is \$1,325,000. FEMA will cover \$660,000 and the city will be responsible for the remaining \$665,000. We anticipate expending approximately \$300,000 in the 2023-24 fiscal year and will carry the remainder into the next budget.

#### *Hash Park Improvements*

Last year, our engineers put together a conceptual plan for the development of Hash Park that includes a variety of amenities including a baseball/softball sports complex, playground, splash pad, dog park, pavilions and open space. We anticipate the full design cost of the facility to be at least \$1 million. In the 2023-24 budget, we allocated \$500,000 to start design and will continue to pursue grant funding.

#### *Water and Sewer Extension to the Power City and Brownell Areas*

The City of Umatilla intends to extend water service to Power City and construct a new, compliant and reliable water distribution service to the residents of the Power City and Brownell Communities. This is a follow up to the design project currently underway (funded by a \$593,000 Community Development Block Grant). Both areas are located within the City's Urban Growth Boundary. Power City Co-Op's water system has been out of compliance since 1986 when the EPA revised water quality standards. The largest compliance issue is the status of their storage tank, that features a bitumastic (tar) lining when it was installed in 1972 and cannot meet water quality standards adopted in 1986. Additionally, the tank is severely corroded. The system as a whole is outside of its useful life and is the only well, which could fail at any time, leaving the residents without water. In both 2021 and 2022, the system failed and the City of Umatilla temporarily trucked in water to the residents. The Brownell area, which is located north of the ODOT weigh station on Hwy 730/I-82, is served by a combination of City service, a local Water Association, and on-site well systems. The Brownell area water system does not meet public works standards and is undersized. Additionally, because of the varied sources of water service in the area, maintenance costs are exceptionally high and service is unreliable. We estimate that the Power City/Brownell Water Service Project will cost approximately \$8,086,500. The City intends to fund the water project as follows:

- \$6,000,000 - Bipartisan Infrastructure Law (BIL) Funds administered by Business Oregon's Safe Drinking Water Revolving Loan Fund (SDWRLF). This will be comprised of a loan for \$2.7 million that will carry interest at 2.83% for 30 years and a \$3.3 million forgivable loan.
- \$1,906,500 - Community Development Block Grant (CDBG) Construction Funds
- \$180,000 - City Funds: Accumulated System Development Charge improvement revenue.

The City also intends to extend sewer service to the Power City and Brownell Communities. This is a follow up to the design project currently underway (funded by a \$372,500 Community Development Block Grant). The Power City area is currently served by individual septic systems. The Brownell area is served by a mixture of private septic systems (27) and 8 customers that are already connected to the City's wastewater system. The residential members of these two communities have discussed connection to the City of Umatilla's wastewater system to increase reliability for the property owners and remove the maintenance responsibilities associated with private septic tanks. Waiting for the septic systems to fail, and create an environmental problem, or mandating the residents to connect in the future, will only increase the capital costs to the low-and-moderate income residents of this area. We estimate that the Power City/Brownell Sewer Service Project will cost approximately \$11,315,305. The City intends to fund the project with a \$500,000 contribution from a private industrial customer and the remainder with a DEQ Clean Water State Revolving Fund (CWSRF) Loan.

### *Umatilla River Bridge & Waterline Replacement Projects*

In spring 2019, flooding caused severe damage to the Umatilla River Bridge and the potable waterline that was attached to it. The following year, additional flooding caused more damage, rendering the bridge unrepairable. The bridge is an important strategic piece of City infrastructure. The bridge has multiple utility uses; it is used as a major walking path for students and community members to cross the Umatilla River. It also holds a major fiber optic conduit and is the major potable water line for the South Hill neighborhoods. The South Hill area of Umatilla is seeing tremendous residential development and the City is concerned about adequate water supply and fire flow to that side of town. The City is currently utilizing a smaller waterline that had been previously shut off to provide water in the interim period but the pipeline is not viable as a permanent option. The City has worked with FEMA and JUB Engineers to develop a replacement project for both the bridge and waterline. To mitigate future damages to the bridge and waterline, the City will be installing a clear span arched steel truss pedestrian bridge with the same size of waterline mounted to the underside of the bridge. This bridge will be raised 5-10' from its' previous height.

The bridge replacement is a \$6.2 million-dollar project. FEMA will be covering \$4.7 million, insurance proceeds will cover \$100,000, and we anticipate a \$500,000 emergency grant and \$1 million loan from Business Oregon's Special Public Works Fund. We do not anticipate any loan payments due in the 2022-23 fiscal year. The waterline replacement is a \$1,000,000 project. FEMA will be covering approximately \$750,000 and we anticipate a \$250,000 emergency grant from Business Oregon's Special Public Works Fund for the remainder of the project costs.

### *CTUIR Point of Diversion and Pump Station Improvement Project*

The city is currently working on an engineering and permitting project to enlarge and upgrade the surface water diversion and related pipeline transmission facilities located on the south bank of the Columbia River, which is owned by the CTUIR. This system will allow the city to supply the data centers with raw water to meet their cooling needs, increase the flexibility of our potable water system by adding the ability to divert water at a second site and allow CTUIR's water to be discharged to maintain the Wanaket Wildlife Refuge and Wetlands. The design portion of this project is anticipated at \$2.5 million and the city's portion of the construction is estimated at \$25.2 million. For design, the city is taking out a loan for 40%, or approximately \$1 million from Business Oregon. The remainder will be funded with an upfront capital reimbursement from an industrial developer. For construction, the city will be applying for a \$10 million loan from Business Oregon and funding the remainder of the project with an upfront capital reimbursement from an industrial developer.

### ***Community Support & Commitments***

The city continues to observe and realize significant successes of the Port's economic development efforts, especially in the work completed in bringing large industrial partners to the city. As such, the city would like to continue to partner with the Port to make strategic investments to continue to enhance economic development in our city. To that end, we are proposing a payment to the Port each of the following three years. Next year (FY25) would be in the amount of \$500,000, the following year (FY26) in the amount of \$600,000, and the final year (FY27) in the amount of \$700,000.

We have also been engaging in conversations with other taxing districts including the Umatilla School District, Umatilla Rural Fire Protection District, Umatilla Radio Data District, and West Umatilla Mosquito Control District about ways to support them and their future capital projects. Staff and the City Council are working on the best way to provide support. If budget allows, we would like to earmark funding for community support/commitments next year.

### ***Other Expense Factors***

Insurance costs will increase for the 2024-25 fiscal year. Property and auto rates are increasing by 16.5%, general liability rates are increasing by 7.4% and auto liability rates are increasing by 5%.

# Debt Outstanding: Long-Term Debt

Fiscal Year 2024-25

## Long-Term Debt

### Overview of Long-Term Debt

Cities issue long-term debt to pay for long-term capital improvements. The number of years the debt is outstanding is equal to or less than the useful life of the capital investment. As set by policy, long-term debt shall not be used for operating purposes. Refer to the Financial Policies section of this document for a summary of the City of Umatilla's debt policy.

Payments on outstanding debt are referred to as debt service payments. These debt service payments are appropriated to cover the principal and interest. Historically, the City has issued general obligation bonds, full faith and credit obligations, revenue bonds and notes payable.

General obligation bonds are secured by property taxes and therefore must be pre-approved by the voters. Full faith and credit obligations are backed by the City's General Fund; however, they may be repaid from any other available resources. Revenue bonds are used to finance enterprise-related capital improvements and are repaid from their respective utility fees and charges.

### Continuing Disclosure and the S.E.C.

The City of Umatilla fulfills its obligation for continuing disclosure requirements under the Securities and Exchange Commission Rule 15c2-12 by filing its audited financial reports and other required disclosures with the Municipal Securities Rulemaking Board Electronic Municipal Market Access (EMMA) database service which is available at [www.emma.msrb.org](http://www.emma.msrb.org).

### City Credit Ratings

In February 2014, Standard & Poor's Rating Services (S&P) assigned its 'A' long-term rating to the City of Umatilla's series 2014 general obligation bonds. In their opinion the outlook was stable. The rating reflected the assessment of the following factors for the city:

- Strong budgetary flexibility, with 2013 audited reserves at 22.3% of expenditures;
- Adequate budgetary performance, which is partly driven by increased revenues and expenditures associated with data center development;
- Very strong liquidity, providing very strong cash levels to cover both debt service and expenditures;
- Adequate management, with standard financial policies; and
- Very strong debt and contingent liabilities position, with low debt levels and rapid amortization.

# Debt Outstanding: Long-Term Debt Outstanding

Fiscal Year 2024-25

## Long-Term Debt Outstanding

### Long-Term Debt Outstanding

As of June 30, 2024, the City will have \$5,584,654 outstanding in notes payable and no outstanding bond debt, for a total of \$5,584,654 in long-term debt outstanding.

### Legal Debt Limit Measures

Pursuant to Oregon Revised Statue 223.295, outstanding general obligation debt for cities in Oregon cannot exceed three percent of the real market value of all properties within city limits. For Umatilla, this maximum is \$37.8 million, of which, the City has zero outstanding.

#### *Computation of Legal Debt Margin*

Real Market Value (RMV) \$1,259,510,106

Debt Limit Rate 3%

Debt Limit \$ 37,785,303

*\*Source of RMV: Umatilla County Assessor's Office*

## Debt Service Obligations

### NOTES PAYABLE

#### *Banner Bank - Big River Golf Course*

The City borrowed \$1,700,000 from Banner Bank in December 2020. The note proceeds were used to purchase Big River Golf Course. The note carries interest at 2.79% and matures in 2040. The loan is paid using General Fund revenue. This note is recorded as a debt of the governmental funds.

#### *Umatilla Museum Building*

The City purchased the building located at 911 6th Street from the Umatilla Museum and Historical Foundation in June 2022 and have entered into a long-term lease with the Museum to lease the building back to them. The total purchase price was \$125,000 set up as a zero interest installment note with four equal payments of \$31,250 per year. The first payment was due at closing and the note will mature in FY2025.

#### *Umatilla Pedestrian Bridge Replacement*

In spring 2019, flooding caused severe damage to the Umatilla River Bridge and the potable waterline that was attached to it. The following year, additional flooding caused more damage, rendering the bridge unrepairable. The bridge is an important strategic piece of City infrastructure. The bridge has multiple utility uses; it is used as a major walking path for students and community members to cross the Umatilla River. It also holds a major fiber optic conduit and is the major potable water line for the South Hill neighborhoods. The South Hill area of Umatilla



is seeing tremendous residential development and the City is concerned about adequate water supply and fire flow to that side of town. The City is currently utilizing a smaller waterline that had been previously shut off to provide water in the interim period but the pipeline is not viable as a permanent option. The City has worked with FEMA and JUB Engineers to develop a replacement project for both the bridge and waterline. To mitigate future damages to the bridge and waterline, the City will be installing a clear span arched steel truss pedestrian bridge with the same size of waterline mounted to the underside of the bridge. This bridge will be raised 5-10' from its' previous height.

The bridge replacement is a \$5.9 million-dollar project. FEMA will be covering \$4.3 million, insurance proceeds will cover \$100,000, and we anticipate a \$500,000 emergency grant and \$1 million loan from Business Oregon's Special Public Works Fund. As of June 30, 2024, the City has requested \$898,166 in project reimbursements from IFA, but only received \$770,092. The remainder will be received in FY2024-25. Of the amount received, the first \$500,000 was an emergency grant. We do not anticipate any loan payments due in the 2024-25 fiscal year.

The waterline replacement is a \$700,000 project. FEMA will be covering approximately \$500,000 and we anticipate a \$200,000 emergency grant from Business Oregon's Special Public Works Fund for the remainder of the project costs.

#### *IFA Final Design*

The City borrowed \$444,815 from Oregon Infrastructure Finance Authority (IFA) in November 2016. The note proceeds were used to complete final design and execute bid documents for a discharge pipeline which enables the City to separate industrial wastewater from the data centers and re-use that water for irrigation purposes. Repayment commenced in December 2019. The loan is due in seven payments and will carry interest at 1.42% from the date of disbursement. This note is reported as a debt of the enterprise funds.

#### *CWSRF Industrial Wastewater Line Construction Project*

The City borrowed \$2,342,420 from the State of Oregon Department of Environmental Quality Clean Water State Revolving Loan Fund in November 2017. The note proceeds were used to construct the industrial wastewater line and outfall structure. The project has reached substantial completion and a loan amendment was recently executed increasing the amount by \$550,000 to \$2,892,420. The City received the final loan disbursement in FY2022, bringing the final project cost to \$2,838,214. The note agreement allows for \$500,000 principal forgiveness upon project completion (which is reflected in the reductions column) and requires the City to restrict one half of the average annual debt service, or \$50,284. The note will be due in thirty annual payments and will carry interest at 1.56% from the date of disbursement. The note is reported as a debt of the enterprise funds.

#### *IFA 6th Street Waterline Improvement Project Refunding Note*

The City executed an interim financing agreement \$667,378 from IFA in February 2019. The note proceeds were used to complete a waterline improvement project which included relocating water mains and services out of the ODOT right-of-way, upsizing approximately 1,000 feet of water mains to 8-inch, replacing 11 fire hydrants, demolishing or abandoning failing or undersized pipes and looping the new 8-inch water main at the corner of 6th and B Streets. The loan will be due February 12, 2022 or upon receipt of the refunding proceeds and will carry interest at 2.10% from the date of disbursement.

The refunding note beginning balance of \$546,193 reflects a reduction in the original loan amount to reflect (a) the de minimus rounding amount on the State Bonds passed on to all State Bond borrowers, and (b) the premium paid by the purchaser of the State Bonds in exchange for a higher nominal interest rate. After accounting for the reduction in principal and the higher nominal interest rate, the effective interest rate on the refunding is 2.485%. The note matures in December 2045. This note is reported as a debt of the enterprise funds.

#### *CWSRF Planning Loan for Wastewater Facilities Plan Update*

In February 2021, the City entered into a \$234,000 planning loan from the DEQ Clean Water State Revolving Fund with a 5-year repayment term at an interest rate of 0.54%. The City needs a new planning document that considers the residential, commercial and industrial growth over the last 20 years and future growth that will eventually create discharge quality issues. The plan will include a description of existing sewer treatment and collection systems, capacity and compliance analysis, anticipated needs for future facilities, and a description of future facilities including schedule, cost and financing. In March 2023, the City executed a loan amendment increasing the amount to \$260,500. The project was completed in the 2022-23 fiscal year so as of June 30, 2023, the City has requested the full \$260,500 in project reimbursements. The first loan payment is due in the 2023-24 fiscal year.

*IFA Intake and Pipeline Design Note (CTUIR Point of Diversion and Pump Station Improvement Project)*

The city is currently working on an engineering and permitting project to enlarge and upgrade the surface water diversion and related pipeline transmission facilities located on the south bank of the Columbia River, which is owned by the CTUIR. This system will allow the city to supply the data centers with raw water to meet their cooling needs, increase the flexibility of our potable water system by adding the ability to divert water at a second site and allow CTUIR's water to be discharged to maintain the Wanaket Wildlife Refuge and Wetlands. The design portion of this project is anticipated at \$2.5 million and the city's portion of the construction is estimated at \$25.2 million. For design, the city is taking out a loan for 40%, or approximately \$1 million from Business Oregon. The remainder will be funded with an upfront capital reimbursement from an industrial developer. For construction, the city will be applying for a \$10 million loan from Business Oregon and funding the remainder of the project with an upfront capital reimbursement from an industrial developer. As of June 30, 2024, the City has requested \$745,382 in project reimbursements from IFA, but only received \$654,928. The remainder will be received in FY2024-25. We do not anticipate any loan payments due in the 2024-25 fiscal year.

## Long-Term Debt Activity for FY 2023-2024

	Balance as of June 30, 2023	Additions	Reductions	Balance as of June 30, 2024
<b><u>Governmental Activities:</u></b>				
Notes Payable:				
Banner Bank - Golf Course	\$ 1,581,757	\$ -	\$ (69,509)	\$ 1,512,248
Umatilla Museum & Historical Foundation	\$ 62,500	\$ -	\$ (31,250)	\$ 31,250
IFA Pedestrian Bridge Replacement	\$ -	\$ 270,092	\$ -	\$ 270,092
<b>Total Governmental Activities</b>	<b>\$ 1,644,257</b>	<b>\$ 270,092</b>	<b>\$ (100,759)</b>	<b>\$ 1,813,590</b>
<b><u>Business-Type Activities:</u></b>				
Notes Payable:				
IFA Final Design	\$ 195,209	\$ -	\$ (64,433)	\$ 130,776
CWSRF IWW Construction	\$ 2,306,854	\$ -	\$ (63,456)	\$ 2,243,398
IFA 6th St Waterline Imp	\$ 522,228	\$ -	\$ (12,132)	\$ 510,096
CWSRF Wastewater Planning Loan	\$ 260,500	\$ -	\$ (28,634)	\$ 231,866
IFA Intake and Pipeline Design	\$ -	\$ 654,928	\$ -	\$ 654,928
<b>Total Business-Type Activities</b>	<b>\$ 3,284,791</b>	<b>\$ 654,928</b>	<b>\$ (168,655)</b>	<b>\$ 3,771,064</b>
<b>Total Long-Term Debt Obligations</b>	<b>\$ 4,929,048</b>	<b>\$ 925,020</b>	<b>\$ (269,414)</b>	<b>\$ 5,584,654</b>

## Future Debt Plans

### *Power City & Brownell Area Water Extension - Construction Project*

The City of Umatilla intends to extend water service to Power City and construct a new, compliant and reliable water distribution service to the residents of the Power City and Brownell Communities. This is a follow up to the design project currently underway (funded by a \$593,000 Community Development Block Grant). Both areas are located within the City's Urban Growth Boundary. Power City Co-Op's water system has been out of compliance since 1986 when the EPA revised water quality standards. The largest compliance issue is the status of their storage tank, that features a bitumastic (tar) lining when it was installed in 1972 and cannot meet water quality standards adopted in 1986. Additionally, the tank is severely corroded. The system as a whole is outside of its useful life and is the only well, which could fail at any time, leaving the residents without water. In both 2021 and 2022, the system failed and the City of Umatilla temporarily trucked in water to the residents. The Brownell area, which is located north of the ODOT weigh station on Hwy 730/I-82, is served by a combination of City service, a local Water Association, and on-site well systems. The Brownell area water system does not meet public works standards and is undersized. Additionally, because of the varied sources of water service in the area, maintenance costs are exceptionally high and service is unreliable.

The City of Umatilla estimates that the Power City/Brownell Water Service Project will cost approximately \$8,086,500. The City intends to fund the project as follows:

- \$6,000,000 - Bipartisan Infrastructure Law (BIL) Funds administered by Business Oregon's Safe Drinking Water Revolving Loan Fund (SDWRLF). These funds have the potential for approximately 50% of principal forgiveness.
- \$1,906,500 - Community Development Block Grant (CDBG) Construction Funds
- \$180,000 - City Funds: Accumulated System Development Charge improvement revenue.

### *Power City & Brownell Area Sewer Extension - Construction Project*

The City of Umatilla also intends to extend sewer service to the Power City and Brownell Communities. This is a follow up to the design project currently underway (funded by a \$372,500 Community Development Block Grant). The Power City area is currently served by individual septic systems. The Brownell area is served by a mixture of private septic systems (27) and 8 customers that are already connected to the City's wastewater system. The residential members of these two communities have discussed connection to the City of Umatilla's wastewater system to increase reliability for the property owners and remove the maintenance responsibilities associated with private septic tanks. Waiting for the septic systems to fail, and create an environmental problem, or mandating the residents to connect in the future, will only increase the capital costs to the low-and-moderate income residents of this area.

The City of Umatilla estimates that the Power City/Brownell Sewer Service Project will cost approximately \$11,315,305. The City intends to fund the project as follows:

- \$10,815,305 - DEQ Clean Water State Revolving Fund (CWSRF) Loan
- \$500,000 - Private Donation

### *Wastewater Treatment Plant Improvement Project*

The wastewater facilities plan calls out several improvements needed at the WWTP. These include UV disinfection, headworks screen and sludge drying. It also calls for correcting an inverse pipe slope issue at Switzler. The City has submitted a construction loan application to the DEQ Clean Water State Revolving Loan Fund for a loan of \$10.7 million.

### *Reservoir Improvement Project*

The water master plan identifies many reservoir projects that we have grouped into an Oregon Safe Drinking Water loan application. Not only do we have reservoirs that need to be recoated, but the city is also in need of an additional drinking water reservoir at the golf course. The total cost of design and construction is estimated at \$8 million. Our loan application includes both design and construction.

# Debt Outstanding: Future Principal and Interest Payments Due

Fiscal Year 2024-25

Refer to the tables below for the Governmental and Enterprise Debt Service Schedules.

## Debt Service Schedule Governmental

Year Ending June 30,	Governmental Activities					
	Banner Bank - Golf Course		Umatilla Museum Installment Note		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2025	\$ 73,247	\$ 41,656	\$ 31,250	\$ -	\$ 104,497	\$ 41,656
2026-2030	\$ 398,283	\$ 176,232	\$ -	\$ -	\$ 398,283	\$ 176,232
2031-2035	\$ 457,464	\$ 117,051	\$ -	\$ -	\$ 457,464	\$ 117,051
2036-2040	\$ 525,439	\$ 49,076	\$ -	\$ -	\$ 525,439	\$ 49,076
2041-2045	\$ 57,815	\$ 792	\$ -	\$ -	\$ 57,815	\$ 792
Total	\$ 1,512,248	\$ 384,808	\$ 31,250	\$ -	\$ 1,543,498	\$ 384,808
Due within one year	\$ 73,247	\$ 41,656	\$ 31,250	\$ -	\$ 104,497	\$ 41,656
Due after one year	\$ 1,439,001	\$ 343,151	\$ -	\$ -	\$ 1,439,001	\$ 343,151
Total	\$ 1,512,248	\$ 384,808	\$ 31,250	\$ -	\$ 1,543,498	\$ 384,808

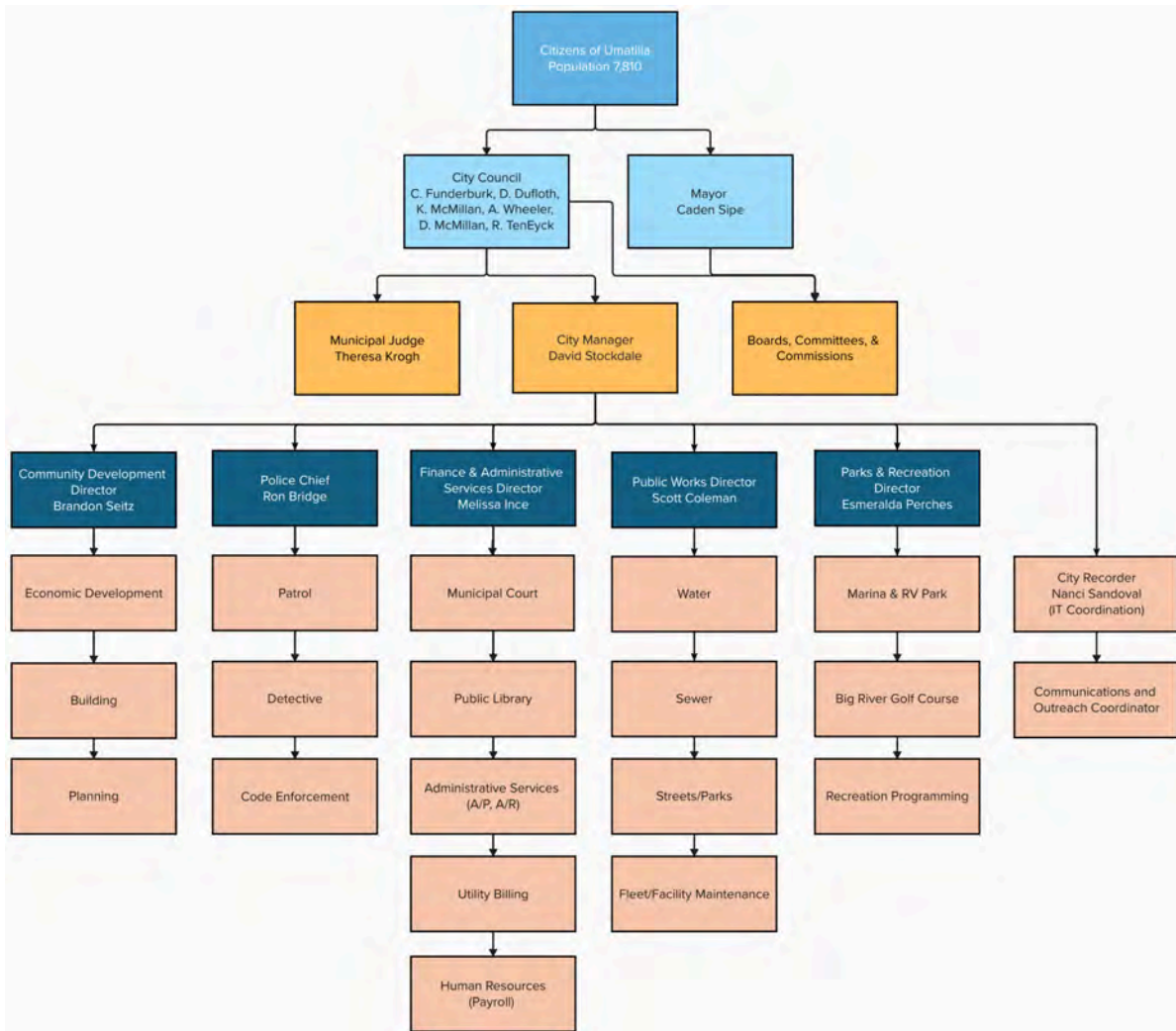
## Debt Service Schedule Enterprise (Business-Type)

Year Ending June 30,	Enterprise Activities					
	CWSRF Industrial Wastewater Line Construction Project Loan		IFA Final Design Loan		IFA 6th Street Waterline Improvement Project Refunding Note	
	Principal	Interest	Principal	Interest	Principal	Interest
2025	\$ 64,449	\$ 45,803	\$ 65,348	\$ 1,857	\$ 12,239	\$ 22,260
2026-2030	\$ 337,706	\$ 208,583	\$ 65,428	\$ 929	\$ 77,990	\$ 101,254
2031-2035	\$ 364,991	\$ 172,518	\$ -	\$ -	\$ 101,578	\$ 79,416
2036-2040	\$ 394,482	\$ 133,539	\$ -	\$ -	\$ 126,159	\$ 51,285
2041-2045	\$ 426,353	\$ 91,413	\$ -	\$ -	\$ 156,355	\$ 20,389
2046-2050	\$ 460,802	\$ 45,880	\$ -	\$ -	\$ 35,775	\$ 1,073
2051-2055	\$ 194,615	\$ 4,789	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,243,398	\$ 702,525	\$ 130,776	\$ 2,786	\$ 510,096	\$ 275,677
Due within one year	\$ 64,449	\$ 45,803	\$ 65,348	\$ 1,857	\$ 12,239	\$ 22,260
Due after one year	\$ 2,178,949	\$ 656,722	\$ 65,428	\$ 929	\$ 497,857	\$ 253,417
Total	\$ 2,243,398	\$ 702,525	\$ 130,776	\$ 2,786	\$ 510,096	\$ 275,677

Year Ending June 30,	CWSRF Wastewater Planning			
	Loan		Total	
	Principal	Interest	Principal	Interest
2025	\$ 57,499	\$ 1,175	\$ 199,535	\$ 71,095
2026-2030	\$ 174,367	\$ 1,652	\$ 655,491	\$ 312,418
2031-2035	\$ -	\$ -	\$ 466,569	\$ 251,934
2036-2040	\$ -	\$ -	\$ 520,641	\$ 184,824
2041-2045	\$ -	\$ -	\$ 582,708	\$ 111,802
2046-2050	\$ -	\$ -	\$ 496,577	\$ 46,953
2051-2055	\$ -	\$ -	\$ 194,615	\$ 4,789
Total	\$ 231,866	\$ 2,827	\$ 3,116,136	\$ 983,815
Due within one year	\$ 57,499	\$ 1,175	\$ 199,535	\$ 71,095
Due after one year	\$ 174,367	\$ 1,652	\$ 2,916,601	\$ 912,720
Total	\$ 231,866	\$ 2,827	\$ 3,116,136	\$ 983,815

# Personnel: Organizational Chart

Fiscal Year 2024-25



# Personnel: Position & Salary Ranges

Fiscal Year 2024-25

FY 21-22	FY 22-23	FY 23-24	Increase (Decrease)	FY 24-25	Position Title	Compensation Plan (pay range by position)	
						Low Step	High Step
1	1	1		1	<b>City Administration</b>		
1	1	1		1	City Manager	178,500	
0	0	0.75		0.25	City Recorder	78,588	94,428
0.25	0.25	0.25		0.25	Communications & Outreach Specialist	51,396	65,568
2.25	2.25	3		3.25	Office Interns	\$13.70/hr	\$15/hr
1	1	1		1	<b>Finance &amp; Administrative Services</b>		
1	1	1		1	Finance & Administrative Services Director	118,452	160,440
0	0	1		1	Administrative Services Manager	87,132	102,420
0	0	1		1	Human Resources Manager	87,132	102,420
0	0	1		1	Senior Accountant	87,132	102,420
1	0	0		0	Golf Course Administrative Supervisor	*	*
1	1	0		0	Human Resources Analyst	75,108	91,872
0	0	0		0	Accounting Tech	52,944	67,536
1	1	1		1	Utility Billing Clerk	52,944	67,536
1	0	0		0	RV Park Office Clerk	*	*
0.5	0	0		0	Part Time Office Clerk	*	*
2	0	0		0	Pro Shop Attendants	*	*
8.5	4	5		0			
0.25	0.25	0.25		0.25	<b>Municipal Court</b>		
1	1	1		1	Municipal Judge	32,461	32,461
1.25	1.25	1.25		0	Court Clerk	52,944	67,536
1	1	1		1	<b>Library</b>		
1	1	1		1	Library Director	78,588	94,428
1.5	1	1		1	Library Aide	44,892	57,300
0	0	0.08		0.08	Part Time Library Aide	\$21.58/hr	\$27.55/hr
3.5	3	3.08		0.5	Library Intern	\$13.70/hr	\$15/hr
1	1	1		1	<b>Community Development</b>		
1	1	1		1	Community Development Director	109,368	131,932
0	0	0		0	Building Official	100,608	118,748
0	0	0		0	Principal Planner	93,756	110,208
1	1	1		1	Development Manager	87,132	102,420
1	1	1		1	Senior Planner	87,132	102,420
0	0	0		0	Associate Planner	75,108	91,872
0	0	0		1	Building Inspector III	93,756	110,208
0	0	0		0	Building Inspector II	87,132	102,420
0	1	1		1	Building Inspector I	80,928	98,604
1	0	0		0	Community Development Coordinator	-	-
0	0	1		1	Building Permit Lead	62,064	79,176
1	1	0		1	Building Permit Specialist	52,944	67,536
0.25	0	0		0	Recreation Team Member	*	*
6.25	6	6		1			
0	1	1		1	<b>Parks &amp; Recreation</b>		
0	0	0		0	Parks & Recreation Director	107,668	125,928
0	1	1		1	Recreation Manager	87,132	102,420
0	1	1		1	Golf Course Administrative Supervisor	78,588	94,428
0	2	3		3	Recreation Coordinator	62,064	79,176
0	1.5	1.5		1.5	RV Park Office Clerk	44,892	57,300
0	1.5	1.5		1.5	Pro Shop Attendants	44,892	57,300
0	0	0		0.5	Recreation Assistant	44,892	57,300
0	1	1.44		0.5	Recreation Team Member	\$13/hr	\$15/hr
0	0.5	0.5		0.5	Seasonal RV Park Office Clerk	\$13/hr	\$15/hr
0	0.5	0.5		0.5	Seasonal Pro Shop Attendants	\$13/hr	\$15/hr
0	9	10.44		1			
1	1	1		1	<b>Public Works</b>		
1	1	1		1	Public Works Director	109,368	131,932
0	1	1		1	Public Works Superintendent	93,756	110,208
0	1	0		0	Public Works Supervisor	87,132	102,420
1	1	1		1	Golf Course Superintendent	78,588	94,428
3	3	3		3	Public Works Lead	58,692	74,880
5	3	3		3	Maintenance Worker II	50,064	63,876
5	7	9.5		3.5	Maintenance Worker I	47,316	60,360
1.25	2.25	2.75		2.75	Seasonal Worker	\$16/hr	\$18/hr
0.5	0	0		0	Public Works Intern	-	-
17.75	19.25	21.25		3.5			
1	1	1		1	<b>Police</b>		
1	1	1		1	Police Chief	114,996	155,760
2	2.5	3		3	Police Lieutenant	107,668	125,928
8.5	8	9		9	Police Sergeant	93,756	110,208
0	0	0		0.5	Police Officer	63,288	89,088
0	0	0		0.25	Part-Time Officer	\$35/hr	\$35/hr
1	1	1		1	Reserve Officers	\$25/hr	\$25/hr
1	1	1		1	School Resource Officer	63,288	89,088
1	1	1		1	Code Enforcement Officer	63,288	89,088
1	1	1		1	Dispatcher	63,288	89,088
1	1	1.75		1.75	Police Officer Clerk	52,608	74,052
16.5	16.5	18.75		0.75			
56	61.25	68.77		5	Total Full-Time Equivalent (FTEs)		

\* Indicates position moved to the Parks & Recreation Department



## Summary of Changes

### *Parks & Recreation*

This budget incorporates the addition of a part-time Recreation Assistant to alleviate some of the day-to-day administrative tasks from the Parks and Recreation Director and Recreation Coordinators. It also increases the Recreation Team Member hours by 1,040 or 0.5 FTE to support the growing program offerings.

### *Administration*

The Communications and Outreach Specialist was created for a partial year in FY2023-24. This year includes funding for a full year.

### *Library*

As the city grows, so does the want and need for additional programming and library services. In the library, foot traffic is up 144%, event attendance is up 445%, programs offered are up 290% and according to the State Library of Oregon, the Umatilla Public Library has had a 90% increase in registered card users compared to the prior year. Converting one of our part time library aides to full time would allow us to continue to expand our offerings and also ensure full coverage at the library when other staff members are away for training or out on paid leave. This budget allocates funding and increases the library FTE count by 0.5.

### *Building Department*

The city has been moving towards the creation of an independent full-service Building Department within the city. We currently utilize Intergovernmental Agreements to cover some inspection disciplines with the City of Hermiston and City of Boardman. The City of Hermiston is proposing a significant increase in plan review fees. Creating a Building Inspector III position that requires a commercial electrical inspector certification will allow us to perform the inspections that Hermiston does in house and will give us more control over scheduling. We anticipate this position will create a net increase to the Building Department fund of approximately \$20,000 in year one and then will be close to net zero in future years.

### *Public Works*

Public Works added two Maintenance Worker I positions for a partial year in FY2023-24. This budget shows an increase of 1.5 FTE to account for the positions for the full fiscal year.

### *Police Department*

The Police Department has made operational changes with the reserve program and they are now paid. This change is reflected in the 0.25 FTE increase.

# Budget Summary: Description of Funds

Fiscal Year 2024-25

## Budgeting in Umatilla

The City of Umatilla budgets at the "fund" level. A fund is a fiscal and accounting entity with self-balancing accounts to record cash and other financial resources, related liabilities, and balances and changes, which are segregated for specific activities and objectives. Funds are grouped into three types:

### 1. Governmental Funds

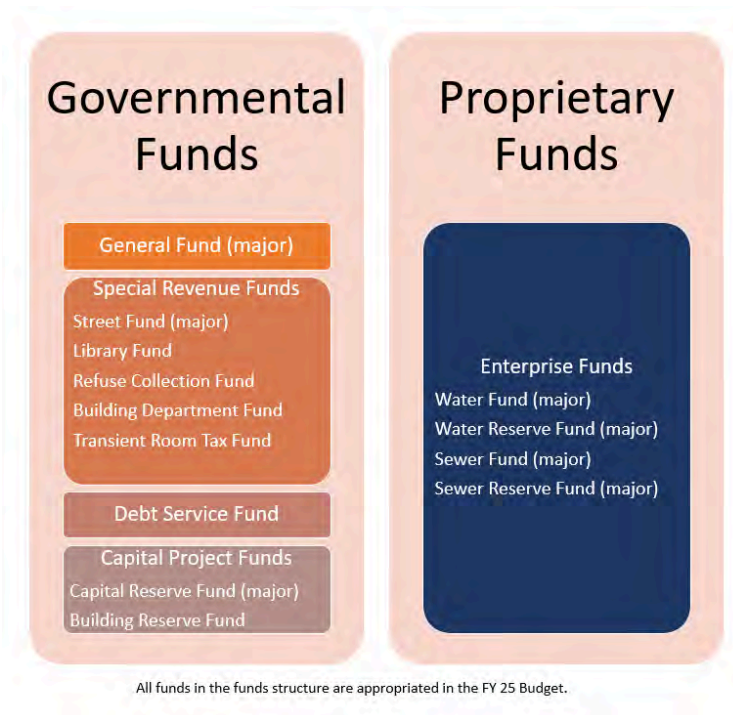
Governmental Funds are used to account for most of the city's functions and include general, special revenue, debt service, and capital project funds.

### 2. Proprietary Funds

Enterprise funds are used to account for city activities that are similar to those found in the private sector.

### 3. Fiduciary Funds

Fiduciary funds account for resources received and held by the city in a fiduciary capacity. The City of Umatilla does not currently have any fiduciary funds.



**Major Fund:** A fund whose revenues or expenditures are at least ten percent of the total for their fund category (governmental or proprietary).

**Note:** The audited financial statements also list the Debt Service Fund, Refuse Collection Fund and Building Department Fund as major funds in an attempt to keep reporting consistent from year to year.

## DESCRIPTION OF FUNDS

### Governmental Funds:

The City of Umatilla has four types of governmental funds, all of which are appropriated in the 2024-25 budget. The general fund is a government's basic operating fund and accounts for everything not accounted for in another fund. Special revenue funds are intended to be used to report specific revenue sources that are limited to being used for a particular purpose. Debt service funds account for the repayment of debt. Capital projects funds account for the construction, rehabilitation, and acquisition of capital assets, such as buildings, equipment and roads. Here is a listing of all governmental funds.

### GENERAL FUND

The General Fund is the City's general operating fund, and it accounts for the administrative, planning, municipal court, cemetery and park maintenance, marina, police protection, code enforcement and golf course functions of the City. Principal sources of cash consist of licenses, permits and fees, franchise fees, fines and forfeitures, investment income, and tax base levy.

### SPECIAL REVENUE FUNDS

#### *Street Fund*

The Street Fund accounts for the City's share of the State of Oregon's special gas tax revenues. This revenue is restricted to street related maintenance, repair, and construction, streetlights, and maintaining bike paths.

#### *Library Fund*

The Library Fund accounts for the City's library. Revenue is derived from the Umatilla County Special Library District tax base levy, as well as a transfer from the General Fund. Expenditures are for the cost of operations and salaries of personnel. The city council appoints five members to the library board. The board meets once a month to review the library's activities. Libraries, within the district, can access each other's book inventory lists. The libraries can exchange and borrow books from each other. This is important to our small library because of the limited space and funds for books.

#### *Refuse Collection Fund*

The Refuse Collection Fund is a pass-through fund. The City contracts with Sanitary Disposal, Inc. for waste management services. The City bills for the garbage services and retains 16% of the total collected which is split between a franchise fee (5%) and administrative fee (11%).

#### *Building Department Fund*

The Building Department Fund accounts for all revenue generated from building and electrical permit activity. The City of Umatilla collects the permit applications and fees. We have historically contracted with the City of Hermiston for inspection services based upon an hourly rate, plus 50% of plan review fees collected. In the previous fiscal year we were able to hire our own dedicated Building Inspector which has created a huge cost savings in contracted work.

#### *Transient Room Tax Fund*

The Transient Room Tax Fund accounts for motel tax revenues the City receives from motel customers. The expenditure division is in accordance with state law with 70% of receipts going to tourism related projects and 30% to the general city projects. The city collects 3.5% as a tax on rooms as set by vote of the people. The City also collects a Tourism Promotion Assessment of \$2.00 per hotel room rented per night and \$1.00 per RV/Tent

Site rented per night. This money is remitted quarterly and split equally between the Eastern Oregon Trade and Event Center (to promote tourism in the region) and the City of Umatilla (to fund tourism promotion, facility design and construction of the Umatilla Marina & RV Park, Big River Golf Course and the Umatilla Community Center.)

## **CAPITAL PROJECT FUNDS**

### ***Capital Reserve Fund***

The Capital Reserve Fund was established for the purpose of replacing public works, police and city hall equipment as needed. Revenue is derived from transfers from the water, sewer, street, and general funds.

### ***Building Reserve Fund***

The Building Reserve Fund was established for the purpose of purchasing and retiring debt on City Hall. Revenue is derived from the enterprise fund payments in lieu of taxes made by Calpine (formerly US Generating). City Council moved to dissolve the fund after the City Hall loan was paid off in April 2023.

## **DEBT SERVICE FUND**

The Debt Service Fund was established to account for principal and interest transactions on the City's general obligation bonds. The Debt Service Fund receives a portion of the property tax levy and acts as a reserve and sinking fund for bonded debt liability. This fund is used to pay general obligation bonds. These bonds are voter approved and paid with property taxes. Each year the city figures out how much it needs to pay bonds for that year and through December of the following year. The city then levies that amount plus an amount for uncollected taxes.

General obligation bonds are not subject to the property tax limitation, if they are voter approved and used for capital construction.

With the payoff of the 1978 Water Bond in December 2018, there was no need to levy any additional taxes for Debt Service this year.

## **Proprietary Funds:**

The City maintains one type of proprietary fund. Enterprise funds are used to report the same functions presented as business-type activities in government-wide financial statements. The City uses enterprise funds to account for its local water and sewer services, all of which are appropriated in the 2024-25 budget.

## **ENTERPRISE FUNDS**

### ***Water Fund***

The Water Fund accounts for operating the water system of the City. Revenue is derived from charges for services to water users and expenditures are for costs of personnel salaries, and operations and maintenance of the city's water system.

### ***Sewer Fund***

The Sewer Fund accounts for operating the City's sewer system and treatment facility. Revenue is derived from charges for services to sewer users and expenditures are for personnel, operation and maintenance costs and payment on the loan for the sewer plant.

### ***Water & Sewer Reserve Funds***

The Water and Sewer Reserve Funds were established for the purpose of replacing major capital improvements in the water and sewer department. Revenue is derived from transfers from the water and sewer departments, System Development Charges on new construction and reimbursements received from financing capital projects.

## Functional Units

This table provides where the City's functional units are accounted for by fund type and fund.

Functional Units				
Governmental Funds				Proprietary Funds
General Fund	Special Revenue Funds	Debt Service Funds	Capital Project Funds	Enterprise Funds
<b>Administration</b> - City Manager's Office - City Council - City Recorder - Finance - Human Resources - Information Technology - City Hall Facility	<b>Street Fund</b> - Street Maintenance - Street Construction - Sidewalks - Bike Paths - Bridges - Street Lighting - Street Fleet Maintenance	<b>Debt Service Fund</b> - Debt Service	<b>Capital Reserve Fund</b> - Vehicle Purchases - Land Acquisition - Equipment Purchases - Capital Projects <ul style="list-style-type: none"> <li>▪ Parks</li> <li>▪ Downtown</li> <li>▪ City-wide</li> </ul>	<b>Water Fund</b> - Administration - Engineering - Systems Operation - Water Fleet Maintenance - Debt Service
<b>Community Development</b> - Economic Development - Planning - Zoning - Recreation - Transportation	<b>Library Fund</b> - Collection Management - Material Distribution - Programming			<b>Water Reserve Fund</b> - Water Infrastructure Expansion - Capital Projects - Major Infrastructure Repairs
<b>Municipal Court</b> - Administration	<b>Refuse Collection Fund</b> - Administration			
<b>Parks</b> - Park Maintenance - Trail Maintenance - Marina & RV Park	<b>Building Department Fund</b>			<b>Sewer Fund</b> - Administration - Engineering - Systems Operation - Sewer Fleet Maintenance - Debt Service
<b>Public Safety</b> - Police - School Resource Officer - Code Enforcement - Emergency Management	<b>Transient Room Tax Fund</b> - Motel Tax Collection - Tourism Promotion			<b>Sewer Reserve Fund</b> - Sewer Infrastructure Expansion - Capital Projects - Major Infrastructure Repairs

# Budget Summary: Understanding the Budget Format

Fiscal Year 2024-25

	Historical Data			Next FY Budget		
	Actual FY 2021-22	Actual FY 2022-23	Budget FY 2023-24	Proposed FY 2024-25	Approved FY 2024-25	Adopted FY 2024-25
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7

The City of Umatilla presents budgeted financial information in tables by fund, and for the General Fund, by department. Each table includes several columns.

### Column 1 – Description

Resources are grouped by revenue type; requirements are grouped by expenditure type.

### Column 2, 3 & 4 – Actual historical data for prior three years

Revenues and expenditures for the prior fiscal years are shown in the second, third and fourth columns of the budget detail for each fund.

### Column 5, 6 & 7 – Next fiscal year budget figures

Revenues and expenditures for the next fiscal year are shown on a proposed, approved and adopted basis.

# Budget Summary: Consolidated Financial Schedule by Fund Type

Fiscal Year 2024-25

**FY2024-25 Consolidated Financial Schedule by Fund Type**

	GENERAL FUND	SPECIAL REVENUE FUND	CAPITAL PROJECTS FUND	DEBT SERVICE FUND	ENTERPRISE FUND	2024-25 BUDGET
	FY2025	FY2025	FY2025	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance	\$5,609,777	\$8,402,291	\$13,050,922	\$4,406	\$9,149,894	\$36,217,290
Property Taxes	\$3,231,374	–	–	\$10	–	\$3,231,384
Payment in Lieu of Tax	\$4,294,866	–	\$0	–	–	\$4,294,866
Franchise Fees	\$1,867,512	–	–	–	–	\$1,867,512
Fees & Charges	\$1,451,137	\$5,873,897	\$807,420	–	\$6,980,550	\$15,113,004
Intergovernmental	\$928,545	\$1,005,100	–	–	–	\$1,933,645
Capital Donations	–	–	\$450,000	–	–	\$450,000
Grant/Loan Proceeds	–	\$1,481,264	\$24,439,708	–	\$48,690,067	\$74,611,039
SDC Revenue	–	–	–	–	\$369,720	\$369,720
Interest	\$250,000	\$236,500	\$500,000	\$175	\$233,000	\$1,219,675
Miscellaneous	\$1,531,848	\$68,000	\$20,000	–	\$32,957,199	\$34,577,047
Transfers from Other Funds	\$560,512	\$753,525	\$2,340,935	\$0	\$2,251,600	\$5,906,572
<b>REVENUES TOTAL</b>	<b>\$19,725,571</b>	<b>\$17,820,577</b>	<b>\$41,608,985</b>	<b>\$4,591</b>	<b>\$100,632,030</b>	<b>\$179,791,754</b>
<b>Expenses</b>						
Personnel Services	\$6,425,516	\$1,470,609	–	–	\$1,516,431	\$9,412,556
Materials & Services	\$6,821,032	\$5,434,918	\$0	–	\$5,801,559	\$18,057,509
Debt Service	–	–	\$146,154	\$0	\$1,845,632	\$1,991,786
Transfers	\$3,028,460	\$619,063	\$360,994	–	\$1,898,055	\$5,906,572
Capital Outlay	\$0	\$894,635	\$39,145,272	–	\$83,119,162	\$123,159,069
Operating Contingency	\$1,500,000	\$2,020,000	–	–	\$2,050,000	\$5,570,000
CWSRF Loan Reserve	–	–	–	–	\$76,859	\$76,859
Unappropriated Fund Balance	\$1,950,563	\$7,381,352	\$1,956,565	\$4,591	\$4,324,332	\$15,617,403
<b>EXPENSES TOTAL</b>	<b>\$19,725,571</b>	<b>\$17,820,577</b>	<b>\$41,608,985</b>	<b>\$4,591</b>	<b>\$100,632,030</b>	<b>\$179,791,754</b>
<b>Revenues Less Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Changes in Fund Balance

Fund Title	7/1/2024	FY2024-25 Budget		Change in Fund Balance	Budgeted 6/30/25 Fund Balance	% Change
	Fund Balance	Revenues	Expenditures			
<b>General Fund</b>	5,609,777	14,115,794	16,275,008	(2,159,214)	3,450,563	-38.5%
<b>Special Revenue Funds</b>						
Street Fund	273,499	2,214,789	1,928,423	286,366	559,865	104.7%
Library Fund	138,326	357,100	430,566	(73,466)	64,860	-53.1%
Refuse Collection Fund	162,564	1,480,247	1,482,247	(2,000)	160,564	-1.2%
Building Department Fund	7,493,318	2,762,000	1,665,974	1,096,026	8,589,344	14.6%
Transient Room Tax Fund	334,584	2,604,150	2,912,015	(307,865)	26,719	-92.0%
<b>Debt Service Fund</b>	4,406	185	-	185	4,591	4.2%
<b>Capital Project Funds</b>						
Capital Reserve Fund	13,050,922	28,558,063	39,652,420	(11,094,357)	1,956,565	-85.0%
Building Reserve Fund	-	-	-	-	-	0.0%
<b>Enterprise Funds</b>						
Water Fund	1,181,013	5,425,099	6,139,564	(714,465)	466,548	-60.5%
Water Reserve Fund	986,967	60,264,952	60,255,290	9,662	996,629	1.0%
Sewer Fund	919,043	2,805,650	2,975,913	(170,263)	748,780	-18.5%
Sewer Reserve Fund	6,062,871	22,986,435	24,810,072	(1,823,637)	4,239,234	-30.1%
<b>TOTALS</b>	<b>36,217,290</b>	<b>143,574,464</b>	<b>158,527,492</b>	<b>(14,953,028)</b>	<b>21,264,262</b>	<b>-41.3%</b>

The most common reason for a budgeted decrease in fund balance is the use of reserves for capital projects. For most funds, this is a planned use of funds. Funds with a decrease of more than 10% are discussed below.

**General Fund** - Large, non-routine transfers to the Capital Reserve Fund from payments in lieu of tax that have accumulated over the past several years. These transfers will fund items such as park expansion/improvement projects, wayfinding plan implementation, technology and camera upgrades, city sponsored festivals and equipment purchases.

**Library Fund** - Additional personnel expense caused by FTE increase, which is mostly offset by support transfer from the General Fund.

**Transient Room Tax Fund** - Use of City Funds for City Sponsored Festivals.

**Capital Reserve Fund** - High levels of one time capital purchases/projects including the Umatilla Business Center, Police Department Building Replacement, Umatilla Monument Entryway project, public works equipment, land acquisition, park expansion and improvements, trail improvement projects and the Powerline Road and Madison Street improvement project.

**Water Fund** - Large temporary water infrastructure project carrying over from previous fiscal year.

**Sewer Fund** - The City is committed to increasing the amount of reserves in the Sewer Reserve Fund in anticipation of a wastewater treatment plant expansion project. To prepare, the Council approved a substantial transfer into reserves which will lower the ending fund balance in the regular Sewer Fund by slightly more than ten percent.

**Sewer Reserve Fund** - Planned Capital Projects: Power City and Brownell Sewer Utility Expansion, Wastewater Treatment Plant Upgrades.



# Budget Summary: Four Year Consolidated Revenues & Expenditures by Fund

Fiscal Year 2024-25

Four Year Consolidated Revenue and Expense by Fund

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
General						
General Fund	\$15,213,070	\$19,405,861	\$20,750,078	\$19,725,571	\$19,725,571	\$19,725,571
<b>GENERAL TOTAL</b>	<b>\$15,213,070</b>	<b>\$19,405,861</b>	<b>\$20,750,078</b>	<b>\$19,725,571</b>	<b>\$19,725,571</b>	<b>\$19,725,571</b>
Special Revenue Fund						
Street Fund	\$3,898,102	\$2,786,158	\$5,428,129	\$2,488,288	\$2,488,288	\$2,488,288
Library Fund	\$443,127	\$493,930	\$502,374	\$495,426	\$495,426	\$495,426
Refuse Fund	\$1,038,219	\$1,105,727	\$1,215,522	\$1,642,811	\$1,642,811	\$1,642,811
Building Department Fund	\$5,162,241	\$7,478,231	\$7,620,365	\$10,255,318	\$10,255,318	\$10,255,318
Transient Room Tax Fund	\$572,179	\$824,527	\$2,104,175	\$2,938,734	\$2,938,734	\$2,938,734
<b>SPECIAL REVENUE FUND TOTAL</b>	<b>\$11,113,869</b>	<b>\$12,688,573</b>	<b>\$16,870,565</b>	<b>\$17,820,577</b>	<b>\$17,820,577</b>	<b>\$17,820,577</b>
Debt Service						
Debt Service Fund	\$4,111	\$4,225	\$4,285	\$4,591	\$4,591	\$4,591
<b>DEBT SERVICE TOTAL</b>	<b>\$4,111</b>	<b>\$4,225</b>	<b>\$4,285</b>	<b>\$4,591</b>	<b>\$4,591</b>	<b>\$4,591</b>
Capital Projects						
Capital Reserve Fund	\$15,285,947	\$4,084,266	\$18,365,358	\$41,608,985	\$41,608,985	\$41,608,985
Building Reserve	\$295,580	\$318,471	\$16,417	\$0	\$0	\$0
<b>CAPITAL PROJECTS TOTAL</b>	<b>\$15,581,526</b>	<b>\$4,402,737</b>	<b>\$18,381,775</b>	<b>\$41,608,985</b>	<b>\$41,608,985</b>	<b>\$41,608,985</b>
Enterprise						
Water Fund	\$1,923,106	\$3,643,312	\$5,770,195	\$6,606,112	\$6,606,112	\$6,606,112
Sewer Fund	\$3,111,192	\$3,322,022	\$3,095,555	\$3,724,693	\$3,724,693	\$3,724,693
Water Reserve Fund	\$2,069,501	\$3,100,162	\$39,175,994	\$61,251,919	\$61,251,919	\$61,251,919
Sewer Reserve Fund	\$3,547,484	\$5,243,300	\$16,432,335	\$29,049,306	\$29,049,306	\$29,049,306
<b>ENTERPRISE TOTAL</b>	<b>\$10,651,283</b>	<b>\$15,308,795</b>	<b>\$64,474,079</b>	<b>\$100,632,030</b>	<b>\$100,632,030</b>	<b>\$100,632,030</b>
<b>REVENUES TOTAL</b>	<b>\$52,563,859</b>	<b>\$51,810,191</b>	<b>\$120,480,782</b>	<b>\$179,791,754</b>	<b>\$179,791,754</b>	<b>\$179,791,754</b>
<b>Expenses</b>						
General						
General Fund	\$10,157,158	\$11,803,849	\$20,750,078	\$19,725,571	\$19,725,571	\$19,725,571
<b>GENERAL TOTAL</b>	<b>\$10,157,158</b>	<b>\$11,803,849</b>	<b>\$20,750,078</b>	<b>\$19,725,571</b>	<b>\$19,725,571</b>	<b>\$19,725,571</b>
Special Revenue Fund						
Street Fund	\$2,932,925	\$2,455,750	\$5,428,129	\$2,488,288	\$2,488,288	\$2,488,288
Library Fund	\$244,356	\$272,323	\$502,374	\$495,426	\$495,426	\$495,426
Refuse Fund	\$1,057,348	\$962,649	\$1,215,522	\$1,642,811	\$1,642,811	\$1,642,811
Building Department Fund	\$1,247,753	\$1,404,004	\$7,620,365	\$10,255,318	\$10,255,318	\$10,255,318
Transient Room Tax Fund	\$157,128	\$777,640	\$2,104,175	\$2,938,734	\$2,938,734	\$2,938,734
<b>SPECIAL REVENUE FUND TOTAL</b>	<b>\$5,639,511</b>	<b>\$5,872,367</b>	<b>\$16,870,565</b>	<b>\$17,820,577</b>	<b>\$17,820,577</b>	<b>\$17,820,577</b>
Debt Service						
Debt Service Fund	-	-	\$4,285	\$4,591	\$4,591	\$4,591
<b>DEBT SERVICE TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$4,285</b>	<b>\$4,591</b>	<b>\$4,591</b>	<b>\$4,591</b>
Capital Projects						
Capital Reserve Fund	\$4,757,090	\$2,148,168	\$18,365,358	\$41,608,985	\$41,608,985	\$41,608,985
Building Reserve	\$117,326	\$297,863	\$16,417	\$0	\$0	\$0
<b>CAPITAL PROJECTS TOTAL</b>	<b>\$4,874,416</b>	<b>\$2,446,031</b>	<b>\$18,381,775</b>	<b>\$41,608,985</b>	<b>\$41,608,985</b>	<b>\$41,608,985</b>

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
Enterprise						
Water Fund	\$1,933,906	\$2,352,715	\$5,770,195	\$6,606,112	\$6,606,112	\$6,606,112
Sewer Fund	\$2,194,672	\$2,487,514	\$3,095,555	\$3,724,693	\$3,724,693	\$3,724,693
Water Reserve Fund	\$557,333	\$1,380,928	\$39,175,994	\$61,251,919	\$61,251,919	\$61,251,919
Sewer Reserve Fund	\$322,741	\$297,473	\$16,432,335	\$29,049,306	\$29,049,306	\$29,049,306
<b>ENTERPRISE TOTAL</b>	<b>\$5,008,652</b>	<b>\$6,518,631</b>	<b>\$64,474,079</b>	<b>\$100,632,030</b>	<b>\$100,632,030</b>	<b>\$100,632,030</b>
<b>EXPENSES TOTAL</b>	<b>\$25,679,737</b>	<b>\$26,640,877</b>	<b>\$120,480,782</b>	<b>\$179,791,754</b>	<b>\$179,791,754</b>	<b>\$179,791,754</b>
<b>Revenues Less Expenses</b>	\$26,884,123	\$25,169,314	\$0	\$0	\$0	\$0

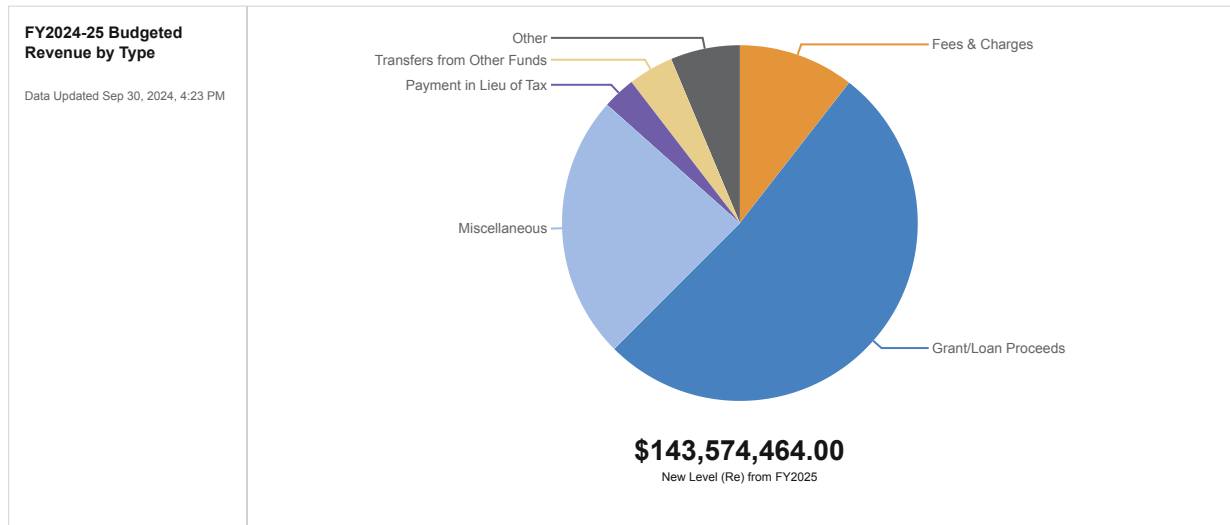
# Budget Summary: Sources and Uses of Funds

Fiscal Year 2024-25

## Revenue Trends & Assumptions

This section describes the City's major revenue sources, explains the underlying assumptions for the revenue estimates, and discusses significant revenue trends.

The revenue sources and assumptions used in this budget are summarized below. Of the available revenues anticipated in 2024-25, over 95 percent of the total is represented by these seven revenue categories: Property Taxes (2.3%), Payment in Lieu of Tax (3%), Fees & Charges (10.5%), Intergovernmental (1.3%), Miscellaneous (24.1%), Capital Grants/Loans (52%) and Transfers from Other Funds (4.1%).



## MAJOR REVENUES

### Fees & Charges (10.5%)

Charges for water, sewer, industrial wastewater, refuse, building permits and many other minor fees are charged to all users in the City of Umatilla. These fees are set by resolution and are evaluated and updated on an annual basis. The City Council approves water, sewer, and industrial wastewater rates based on costs to provide services, and within City Charter limitations. For FY2024-25 the City Council approved a 7% water and sewer rate increase that is factored into the budget based upon a comprehensive rate study completed by FCS Group in FY2020 and the historical levels of inflation we are experiencing.

**Fees and Charges by Fund**

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
General						
General Fund	\$1,345,860	\$1,480,737	\$1,338,840	\$1,451,137	\$1,451,137	\$1,451,137
<b>GENERAL TOTAL</b>	<b>\$1,345,860</b>	<b>\$1,480,737</b>	<b>\$1,338,840</b>	<b>\$1,451,137</b>	<b>\$1,451,137</b>	<b>\$1,451,137</b>
Special Revenue Fund						
Refuse Fund	\$933,066	\$1,017,446	\$1,122,289	\$1,480,247	\$1,480,247	\$1,480,247
Building Department Fund	\$2,479,301	\$3,699,399	\$2,589,884	\$2,471,000	\$2,471,000	\$2,471,000
Transient Room Tax Fund	\$130,823	\$164,418	\$1,586,400	\$1,922,650	\$1,922,650	\$1,922,650
<b>SPECIAL REVENUE FUND TOTAL</b>	<b>\$3,543,191</b>	<b>\$4,881,263</b>	<b>\$5,298,573</b>	<b>\$5,873,897</b>	<b>\$5,873,897</b>	<b>\$5,873,897</b>
Capital Projects						
Capital Reserve Fund	\$38,594	\$69,611	\$102,216	\$807,420	\$807,420	\$807,420
<b>CAPITAL PROJECTS TOTAL</b>	<b>\$38,594</b>	<b>\$69,611</b>	<b>\$102,216</b>	<b>\$807,420</b>	<b>\$807,420</b>	<b>\$807,420</b>
Enterprise						
Water Fund	\$1,735,457	\$2,257,570	\$2,872,300	\$4,204,900	\$4,204,900	\$4,204,900
Sewer Fund	\$2,116,117	\$2,369,370	\$2,452,495	\$2,775,650	\$2,775,650	\$2,775,650
<b>ENTERPRISE TOTAL</b>	<b>\$3,851,574</b>	<b>\$4,626,941</b>	<b>\$5,324,795</b>	<b>\$6,980,550</b>	<b>\$6,980,550</b>	<b>\$6,980,550</b>
<b>REVENUES TOTAL</b>	<b>\$8,779,219</b>	<b>\$11,058,552</b>	<b>\$12,064,424</b>	<b>\$15,113,004</b>	<b>\$15,113,004</b>	<b>\$15,113,004</b>

**Property Taxes (2.3%) and Payment in Lieu of Tax (3%)**

Total taxable assessed value for 2023-24 is \$1,046,711,857 (an 11% increase in value from the prior year), resulting in approximately \$3.1 million of property tax for the current year. The major increase is due to the consumable property at the data centers (racks and servers) that have passed the three-year abatement as established in the enterprise zone agreements. We anticipate an increase of 4.8% in property tax receipts in the next fiscal year, for a total projected revenue of \$3,208,339. The limit under Measure 50 is a 3% annual increase in existing value. To be conservative, we based our projections of a 2% increase. Our current permanent tax rate is \$2.9191 per \$1,000 of assessed value.

*PDX2 Enterprise Zone Agreement:* The PDX2 agreement calls for Community Service Fee (CSF) payments that would reduce over time as the abated property hit the regular tax role. There is only one more year of exempt property remaining on those agreements. We anticipate the final CSF payment next year to be significantly less at \$5,700, which is a decrease of approximately \$100,000 from the current year.

*PDX63/2 SIP Agreement:* In the current fiscal year, we received the fifth set of payments resulting from the Strategic Investment Program (SIP) agreement on the fifth building of PDX2 and the PDX63 campus. The first category of payments is ad valorem taxes in which the first \$25 million in real market value shall be taxable at its assessed value. We received the full \$73,000 in additional annual property tax revenue for 2023-24.

The second category is the Community Service Fee (CSF) in an amount equal to 25% of the property taxes that would be due on the exempt property, not exceeding \$500,000 in any year for 15 years. An agreement was made in July 2018 to distribute the \$500,000 among the city and the special taxing districts. The city's maximum annual distribution will remain \$91,197, the same full amount we received in this fiscal year. This payment will remain the same for the full 15-year period.

The third category is the Additional Annual Improvement Payment (AIP) of a minimum of \$4 million per year for 15 years paid to the Enterprise Zone. This payment is to be then split 50/50 between the City and Umatilla County. In the current fiscal year, our distribution increased from \$2.75 million to \$3.1 million due to the addition of another building at the Westland Road campus. We expect that amount to remain flat for the next fiscal year.

*PDX130 Enterprise Zone Agreement:* We received our first payments related to the PDX130 Enterprise Zone Agreement in 2023-24. These payments consisted of a \$925,000 Annual Improvement Payment and ad valorem taxes in which the first \$25 million in real market value shall be taxable at its assessed value, which is equivalent to just under \$73,000. These payments will continue for 15 years and will grow as more buildings are added.

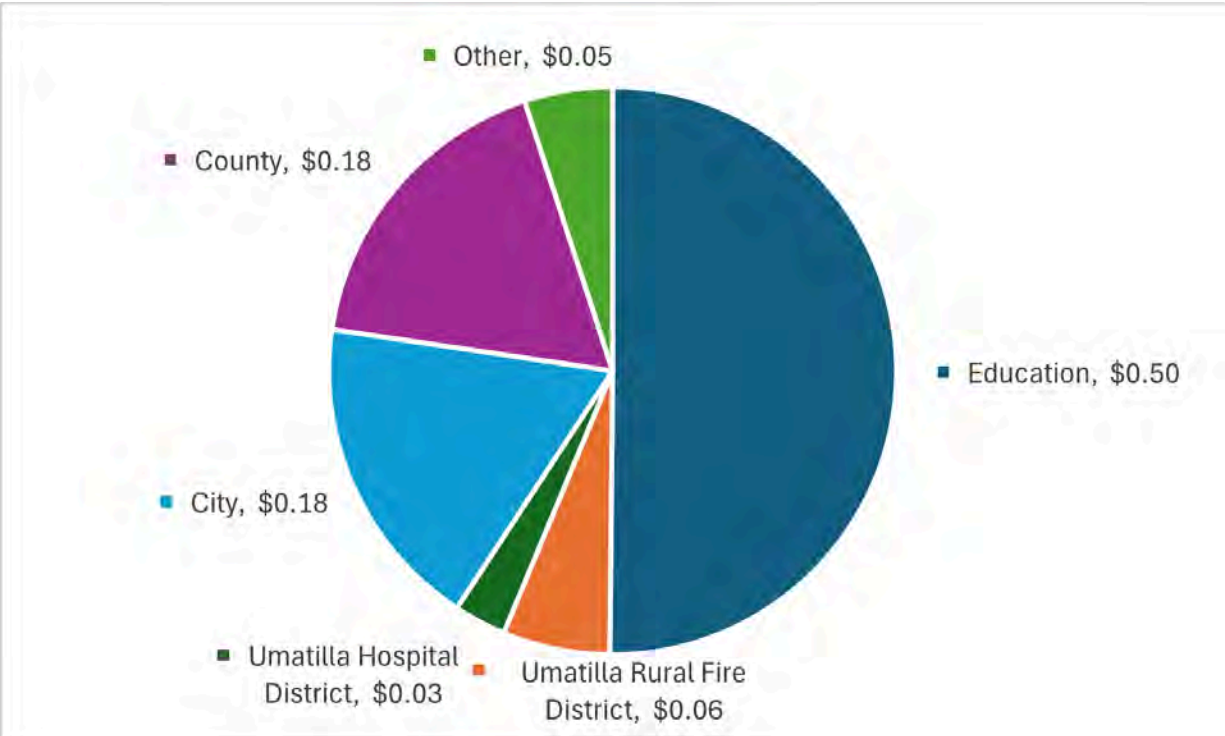
*PDX194 Enterprise Zone Agreement:* In the fiscal year 2022-23, the city received a one-time \$2.5 million Community Development Contribution to assist with the costs of capital improvement projects within the city. \$1.5 million of this payment was allocated toward the temporary water infrastructure project at PDX121 and 130. The remaining \$1 million was carried forward to the current fiscal year and was used to support the city’s pledge to support economic development actions by the Port of Umatilla. We do not anticipate receiving payments related to this campus next fiscal year, but we do expect payments the following fiscal year ending June 30, 2026.

*Other Agreements:* There are two additional Amazon campuses, PDX121 and PDX260, that have approved Enterprise Zone Agreements. We do not anticipate any payments in lieu of tax from PDX260 until the fiscal year ending June 30, 2026 and PDX121 until the fiscal year ending June 30, 2028.

In August 2023, the City Council approved an Enterprise Zone agreement with Sabey Data Center Properties for a new project. We do not anticipate any payments in lieu of tax until the fiscal year ending June 30, 2028.

Umatilla County assesses property taxes on behalf of the county, schools, special districts and the City of Umatilla. Of this tax bill, 18% of the total is allocated to the City of Umatilla. Of every dollar paid, \$0.18 goes to the City. The remaining \$0.82 of that paid dollar is divided as follows: \$0.18 Umatilla County; \$0.50 Education; \$0.06 Umatilla Rural Fire Protection District; \$0.03 Umatilla Hospital District; and \$0.05 Other.

See chart below for property tax allocation per \$1.00 paid.



**Property Taxes and Payment in Lieu of Tax by Fund**

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
General						
General Fund	\$5,261,143	\$8,455,437	\$6,979,292	\$7,526,240	\$7,526,240	\$7,526,240
GENERAL TOTAL	\$5,261,143	\$8,455,437	\$6,979,292	\$7,526,240	\$7,526,240	\$7,526,240
Debt Service						
Debt Service Fund	\$221	\$16	\$25	\$10	\$10	\$10
DEBT SERVICE TOTAL	\$221	\$16	\$25	\$10	\$10	\$10
Capital Projects						
Capital Reserve Fund	\$66,662	\$166,056	-	\$0	\$0	\$0
CAPITAL PROJECTS TOTAL	\$66,662	\$166,056	-	\$0	\$0	\$0
REVENUES TOTAL	\$5,328,026	\$8,621,509	\$6,979,317	\$7,526,250	\$7,526,250	\$7,526,250

**Intergovernmental Revenue (1.3%)**

State revenues are distributed to cities based on state statute, which defines formulas incorporating population and per capita income. The League of Oregon Cities provides the source data for State Revenue Sharing projections. Pursuant to ORS 221.770, the City of Umatilla must elect to receive its proportionate share of the revenues to be apportioned to the cities by the State of Oregon for the fiscal year.

**Intergovernmental Revenue by Fund**

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
General						
General Fund	\$901,472	\$842,005	\$900,460	\$928,545	\$928,545	\$928,545
GENERAL TOTAL	\$901,472	\$842,005	\$900,460	\$928,545	\$928,545	\$928,545
Special Revenue Fund						
Street Fund	\$603,697	\$589,703	\$888,175	\$716,000	\$716,000	\$716,000
Library Fund	\$239,654	\$269,669	\$276,410	\$289,100	\$289,100	\$289,100
SPECIAL REVENUE FUND TOTAL	\$843,351	\$859,372	\$1,164,585	\$1,005,100	\$1,005,100	\$1,005,100
REVENUES TOTAL	\$1,744,823	\$1,701,377	\$2,065,045	\$1,933,645	\$1,933,645	\$1,933,645

**Transfers from Other Funds (4.1%)**

Transfers from Other Funds occur when revenues are transferred between funds. For example, revenue is received by a fund providing an internal service such as information technology services from a fund receiving the service, where the cost of the service is shown as an expense. These transfers also occur when one fund transfers revenue to a dedicated future capital purchase or reserve account.

**Transfers from Other Funds by Fund**

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
General						
General Fund	\$88,480	\$81,280	\$195,382	\$560,512	\$560,512	\$560,512
<b>GENERAL TOTAL</b>	<b>\$88,480</b>	<b>\$81,280</b>	<b>\$195,382</b>	<b>\$560,512</b>	<b>\$560,512</b>	<b>\$560,512</b>
Special Revenue Fund						
Street Fund	\$12,525	\$12,525	\$12,525	\$12,525	\$12,525	\$12,525
Library Fund	\$40,000	\$20,000	–	\$60,000	\$60,000	\$60,000
Transient Room Tax Fund	\$198,500	\$226,000	\$221,000	\$681,000	\$681,000	\$681,000
<b>SPECIAL REVENUE FUND TOTAL</b>	<b>\$251,025</b>	<b>\$258,525</b>	<b>\$233,525</b>	<b>\$753,525</b>	<b>\$753,525</b>	<b>\$753,525</b>
Debt Service						
Debt Service Fund	–	–	–	\$0	\$0	\$0
<b>DEBT SERVICE TOTAL</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Capital Projects						
Capital Reserve Fund	\$4,373,310	\$2,899,189	\$2,757,600	\$2,340,935	\$2,340,935	\$2,340,935
<b>CAPITAL PROJECTS TOTAL</b>	<b>\$4,373,310</b>	<b>\$2,899,189</b>	<b>\$2,757,600</b>	<b>\$2,340,935</b>	<b>\$2,340,935</b>	<b>\$2,340,935</b>
Enterprise						
Water Fund	–	\$1,500,000	\$750,000	\$750,000	\$750,000	\$750,000
Sewer Fund	–	–	–	\$0	\$0	\$0
Water Reserve Fund	\$405,000	\$340,000	\$460,000	\$401,600	\$401,600	\$401,600
Sewer Reserve Fund	\$590,000	\$665,800	\$800,000	\$1,100,000	\$1,100,000	\$1,100,000
<b>ENTERPRISE TOTAL</b>	<b>\$995,000</b>	<b>\$2,505,800</b>	<b>\$2,010,000</b>	<b>\$2,251,600</b>	<b>\$2,251,600</b>	<b>\$2,251,600</b>
<b>REVENUES TOTAL</b>	<b>\$5,707,815</b>	<b>\$5,744,794</b>	<b>\$5,196,507</b>	<b>\$5,906,572</b>	<b>\$5,906,572</b>	<b>\$5,906,572</b>

**Miscellaneous Revenue (24.1%)**

Miscellaneous revenue makes up a large percentage of the City's total revenue. The majority of these fees are reflected in the Water Reserve Fund and includes a large capital project reimbursements from an industrial customer. The General Fund also reflects repayment of the interfund operating loan from the Water Fund.

**Miscellaneous Revenue by Fund**

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
General						
General Fund	\$1,060,878	\$2,345,615	\$2,605,513	\$1,531,848	\$1,531,848	\$1,531,848
<b>GENERAL TOTAL</b>	<b>\$1,060,878</b>	<b>\$2,345,615</b>	<b>\$2,605,513</b>	<b>\$1,531,848</b>	<b>\$1,531,848</b>	<b>\$1,531,848</b>
Special Revenue Fund						
Street Fund	\$2,450,691	\$1,211,151	\$5,250	\$0	\$0	\$0
Library Fund	\$2,375	\$1,015	\$2,000	\$2,000	\$2,000	\$2,000
Building Department Fund	\$83,160	\$111,295	\$26,200	\$66,000	\$66,000	\$66,000
Transient Room Tax Fund	\$15,750	–	–	\$0	\$0	\$0
<b>SPECIAL REVENUE FUND TOTAL</b>	<b>\$2,551,976</b>	<b>\$1,323,461</b>	<b>\$33,450</b>	<b>\$68,000</b>	<b>\$68,000</b>	<b>\$68,000</b>
Capital Projects						
Capital Reserve Fund	\$5,133,915	\$735,681	–	\$20,000	\$20,000	\$20,000
Building Reserve	\$132,922	\$265,844	–	\$0	\$0	\$0
<b>CAPITAL PROJECTS TOTAL</b>	<b>\$5,266,837</b>	<b>\$1,001,525</b>	<b>–</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>
Enterprise						

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
Water Fund	\$4,258	\$66,738	\$370,700	\$452,199	\$452,199	\$452,199
Sewer Fund	\$293,102	\$109,235	\$5,000	\$5,000	\$5,000	\$5,000
Water Reserve Fund	\$273,905	\$1,267,468	\$27,056,645	\$32,500,000	\$32,500,000	\$32,500,000
Sewer Reserve Fund	\$248,401	\$1,101,086	–	\$0	\$0	\$0
<b>ENTERPRISE TOTAL</b>	<b>\$819,666</b>	<b>\$2,544,527</b>	<b>\$27,432,345</b>	<b>\$32,957,199</b>	<b>\$32,957,199</b>	<b>\$32,957,199</b>
<b>REVENUES TOTAL</b>	<b>\$9,699,357</b>	<b>\$7,215,128</b>	<b>\$30,071,308</b>	<b>\$34,577,047</b>	<b>\$34,577,047</b>	<b>\$34,577,047</b>

### Grant/Loan Proceeds by Fund (52%)

Grant and loan proceeds for capital projects make up a large percentage of the City's total revenue. For example, the Water Reserve Fund includes Community Development Block Grant proceeds and loan proceeds for the Power City and Brownell Water Utility Extension project, FEMA and emergency grant proceeds for the Waterline Replacement project and loan proceeds for the Reservoir Improvements Project. The Sewer Reserve Fund includes loan proceeds for the Power City and Brownell Sewer Utility Extension project and loan proceeds for the Wastewater Treatment Plant Improvements Project. The Street Fund includes the Umatilla Bridge Replacement Project FEMA and loan proceeds. The Capital Reserve Fund includes the Nugent Park Playground and Pavillion replacement grant funds and future loan or bond funds for the Police Station Replacement Project.

### Grant/Loan Proceeds by Fund

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Special Revenue Fund						
Street Fund	–	–	\$3,562,123	\$1,481,264	\$1,481,264	\$1,481,264
<b>SPECIAL REVENUE FUND TOTAL</b>	<b>–</b>	<b>–</b>	<b>\$3,562,123</b>	<b>\$1,481,264</b>	<b>\$1,481,264</b>	<b>\$1,481,264</b>
Capital Projects						
Capital Reserve Fund	\$1,900,000	\$24,237	\$2,622,022	\$24,439,708	\$24,439,708	\$24,439,708
<b>CAPITAL PROJECTS TOTAL</b>	<b>\$1,900,000</b>	<b>\$24,237</b>	<b>\$2,622,022</b>	<b>\$24,439,708</b>	<b>\$24,439,708</b>	<b>\$24,439,708</b>
Enterprise						
Water Fund	–	–	–	\$0	\$0	\$0
Water Reserve Fund	–	–	\$9,714,004	\$27,173,762	\$27,173,762	\$27,173,762
Sewer Reserve Fund	–	–	\$10,815,305	\$21,516,305	\$21,516,305	\$21,516,305
<b>ENTERPRISE TOTAL</b>	<b>–</b>	<b>–</b>	<b>\$20,529,309</b>	<b>\$48,690,067</b>	<b>\$48,690,067</b>	<b>\$48,690,067</b>
<b>REVENUES TOTAL</b>	<b>\$1,900,000</b>	<b>\$24,237</b>	<b>\$26,713,454</b>	<b>\$74,611,039</b>	<b>\$74,611,039</b>	<b>\$74,611,039</b>



# General Fund & Departments Within: General Fund Overview

Fiscal Year 2024-25

The General Fund is a governmental fund used to account for the City's administrative, planning, municipal court, cemetery and park maintenance, marina, police protection, code enforcement and golf course functions of the City.

The primary revenue sources include property taxes, payments in lieu of taxes, intergovernmental such as state shared revenues, cigarette and liquor taxes, various grants, franchise fees, license and permits, charges for services, transfers from other funds for administrative services benefitting those funds, and miscellaneous.



## General Fund Budget Highlights

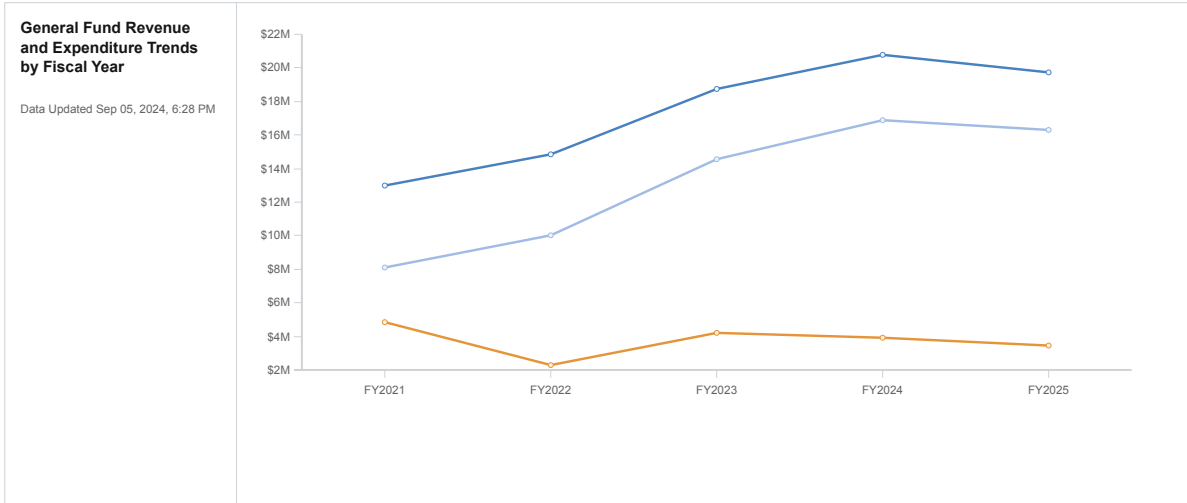
### *Significant Revenue Factors*

Property taxes continue to increase as a result of industrial and residential development, particularly related to the data centers. We anticipate that property tax collections will be approximately \$100,000 higher than in the previous fiscal year.

The fifth year of revenue from the Strategic Investment Program (SIP) was received in the 2023-24 FY. These payments, combined with the Enterprise Zone Community Service Fee (CSF) and new Enterprise Zone Payments, will result in total Payment in Lieu of Taxes of \$4.3 million for the 2024-25 FY.

The electrical franchise cap with Umatilla Electric Cooperative was re-negotiated in March 2020 and will increase to \$1.5 million in 2025. .

Although we are very fortunate to see increased revenue, we must recognize that with significant growth, comes increased costs. Personnel costs will see increases as we implement a modest COLA, increase the total FTE count in parks and recreation and account for insurance premium increases.



## General Fund

### 2024-25 General Fund Budget Summary

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-2025 PROPOSED BUDGET	2024-2025 APPROVED BUDGET	2024-2025 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance	\$4,867,577	\$4,773,920	\$7,305,987	\$5,609,777	\$5,609,777	\$5,609,777
Property Taxes	\$2,512,394	\$2,679,141	\$2,957,882	\$3,231,374	\$3,231,374	\$3,231,374
Payment in Lieu of Tax	\$2,676,721	\$5,776,296	\$4,021,410	\$4,294,866	\$4,294,866	\$4,294,866
Franchise Fees	\$1,643,167	\$1,525,288	\$1,339,604	\$1,867,512	\$1,867,512	\$1,867,512
Fees & Charges	\$1,156,210	\$1,355,208	\$1,338,840	\$1,451,137	\$1,451,137	\$1,451,137
Intergovernmental	\$882,683	\$831,820	\$900,460	\$928,545	\$928,545	\$928,545
Interest	\$29,290	\$126,739	\$85,000	\$250,000	\$250,000	\$250,000
Miscellaneous	\$967,018	\$2,256,171	\$2,605,513	\$1,531,848	\$1,531,848	\$1,531,848
Transfers from Other Funds	\$88,480	\$81,280	\$195,382	\$560,512	\$560,512	\$560,512
<b>REVENUES TOTAL</b>	<b>\$14,823,540</b>	<b>\$19,405,861</b>	<b>\$20,750,078</b>	<b>\$19,725,571</b>	<b>\$19,725,571</b>	<b>\$19,725,571</b>
<b>Expenses</b>						
Personnel Services	\$3,702,175	\$4,332,508	\$5,815,006	\$6,340,839	\$6,340,839	\$6,425,516
Materials & Services	\$2,624,969	\$3,201,542	\$8,204,532	\$6,821,032	\$6,821,032	\$6,821,032
Transfers	\$3,702,794	\$4,244,964	\$2,839,625	\$3,028,460	\$3,028,460	\$3,028,460
Capital Outlay	\$19,683	\$24,835	-	\$0	\$0	\$0
Operating Contingency	-	-	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Unappropriated Fund Balance	-	-	\$2,390,915	\$2,035,240	\$2,035,240	\$1,950,563
<b>EXPENSES TOTAL</b>	<b>\$10,049,621</b>	<b>\$11,803,849</b>	<b>\$20,750,078</b>	<b>\$19,725,571</b>	<b>\$19,725,571</b>	<b>\$19,725,571</b>

# General Fund & Departments Within: Administration

Fiscal Year 2024-25



The Administration Department consists of the five main sections as listed below. These sections define the Administration Department for operating and budget adoption purposes.

## **City Manager's Office**

The City Manager is in charge of day-to-day operations of the city, ensuring that all functions of the city perform in an effective and efficient manner. This is done through planning, review and evaluation of services. The Manager also works to implement the policies and goals established by the City Council through resolutions, ordinances and budget.

## **City Hall**

Includes maintenance expenditures for City Hall and City owned property not otherwise assigned to a specific fund or department such as the Umatilla Community Center.

## **Mayor and City Council**

We continue to budget for training opportunities for the Mayor and City Council members including funds for the Oregon Mayors Association Conference and the League of Oregon Cities Conference. We also include funds for an annual goal setting retreat and local training opportunities.

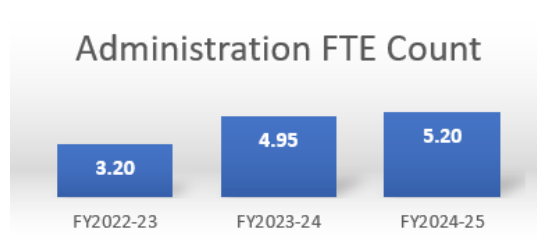
## **Finance & Administrative Services**

The Finance & Administrative Services Department coordinates the preparation of the City's annual budget and provides valuable financial information to the City's Budget Committee and City Council. It is essential that the City's decision makers have current, accurate financial information when determining budgetary priorities and levels of service. This department provides accounting services for all City financial operations, including payroll

and fringe benefits, accounts payable, accounts receivable and general ledger accounting. The department also performs all Human Resources functions such as administering labor relations, classification and compensation and employee benefits. The department provides policy guidance and acts as an internal consultant on human resources-related issues; implements and manages the attraction and selection of City employees; maintains and equitable and competitive salary and benefits structure; coordinates required and career development training programs for City employees; and strives to promote and maintain a positive labor relations climate between the employee bargaining unit and the City.

**City Recorder**

The City Recorder is responsible for the maintenance of all city records and documents, as well as the public notification process. The recorder performs a variety of duties supporting the City Council, City Manager and Committees, Boards, and Commissions and maintains responsibility for the City's municipal codes for resolutions and ordinance and serves as the City's Election Officer. The City Recorder also coordinates all Information Technology (IT) requests with the City's contracted IT Service Providers.



**Priorities & Performance Measures  
- City Council**

**Priority**

Hold regular City Council meetings to discuss and set policy direction.

**Outcomes**

The Umatilla City Council holds a regular City Council meeting once per month, as well as a work session once per month. When necessary, the City Council holds executive sessions per ORS 192.660. The City Council is committed to professional and transparent public meetings where they set policy direction for the City.

Measure	FY2021-22	FY2022-23	FY2023-24
Regular City Council Meetings Held	12	12	21
City Council Work Sessions/Special Meetings Held	12	10	2
City Council Executive Sessions Held	25	21	15
Ordinances Adopted	10	15	3
Resolutions Adopted	48	51	41

Measure	FY2021-22	FY2022-23	FY2023-24
Social Media Outlets Managed by the City	14	18	18
City Facebook Followers	3,567	15,916	15,837
City Twitter Followers	81	98	111
City Instagram Followers	790	1,411	1,813
City TikTok Followers	-	-	1,025
City Newsletter Editions	4	4	2
Website Sessions	6,277	73,232	108,259
Unique Website Users	42,945	47,765	45,382

## Priorities & Performance Measures - City Recorder

### Priority

Maintain open and transparent communication with the public to keep them informed on City business.

### Outcomes

The City of Umatilla strives to provide open and transparent communications to the community and the media. The City Recorder serves as the Public Information Officer and provides oversight of the outward facing communications in order to provide a clear and consistent message to the public. Providing the information on a variety of outlets and platforms allows the message to reach a diverse population.

## Priorities & Performance Measures - Finance & Administrative Services

### Priority

Maintain professional financial management of the City's operations.

### Outcomes

The City of Umatilla strives to provide professional financial management for all City operations. Maintaining the integrity of our financial positioning is important to keep our operations sustainable, efficient, effective and stable.

Measure	FY2021-22	FY2022-23	FY2023-24
Independent Auditor Opinion	Unmodified	Unmodified	Unmodified (projected)
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes
Credit Rating	A	A	A

## Administration Budget Highlights

### *Training*

This budget continues to demonstrate a strong emphasis on training. Employees will be attending trainings such as the League of Oregon Cities Conference, CityCounty Insurance Services Conference, Caselle Conference, Oregon Association of Municipal Records Conference, Government Finance Officers Association Conference and International City/County Management Association Conference.

### *Technology*

There are several technology upgrades incorporated into this budget. Below is a list of several planned technology upgrades:

- Citywide camera upgrades.
- New copy machines for City Hall and a new plotter for Parks & Recreation.
- Server upgrades.
- Replacement of in car laptops for Police Department.

The computer licenses and support line item is also increasing to reflect the additional expense of transitioning to Microsoft 365.

### *Community Support & Commitments*

The city continues to observe and realize significant successes of the Port's economic development efforts, especially in the work completed in bringing large industrial partners to the city. As such, the city would like to continue to partner with the Port to make strategic investments to continue to enhance economic development in our city. To that end, we are proposing a payment to the Port each of the following three years. Next year (FY25) would be in the amount of \$500,000, the following year (FY26) in the amount of \$600,000, and the final year (FY27) in the amount of \$700,000.

## General Fund: Administration Department

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Expenses</b>						
Personnel Services						
Regular Earnings	\$271,880	\$322,617	\$480,357	\$551,888	\$551,888	\$551,888
Overtime Earnings	\$1,736	\$4,922	\$7,500	\$15,000	\$15,000	\$15,000
FICA	\$20,378	\$24,071	\$36,774	\$43,367	\$43,367	\$43,367
Health Insurance	\$58,726	\$65,578	\$112,824	\$129,294	\$129,294	\$129,294
Retirement	\$53,676	\$69,255	\$124,957	\$145,509	\$145,509	\$145,509
Workers Compensation	\$771	\$635	\$1,388	\$1,437	\$1,437	\$1,437
Life Insurance	\$60	\$59	\$95	\$101	\$101	\$101
Unemployment Tax	\$267	\$975	\$2,306	\$2,810	\$2,810	\$2,810
Disability Insurance	\$329	\$270	\$430	\$480	\$480	\$480
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$407,824</b>	<b>\$488,383</b>	<b>\$766,631</b>	<b>\$889,886</b>	<b>\$889,886</b>	<b>\$889,886</b>
Materials & Services						
City Attorney	\$40,710	\$63,455	\$50,000	\$50,000	\$50,000	\$50,000
Engineering	\$31,695	\$132,032	\$136,000	\$166,000	\$166,000	\$166,000
Minor Computer Equipment	\$45,121	\$35,549	\$57,400	\$55,000	\$55,000	\$55,000
Supplies	\$6,265	\$9,990	\$10,000	\$13,000	\$13,000	\$13,000
Postage	\$530	\$2,303	\$2,500	\$2,500	\$2,500	\$2,500
Heat/Light	\$5,934	\$673	\$750	\$1,100	\$1,100	\$1,100
Telephone	\$7,558	\$11,364	\$11,000	\$8,000	\$8,000	\$8,000
Printing/Advertising	\$12,910	\$8,320	\$15,000	\$15,000	\$15,000	\$15,000
Training/Travel	\$15,193	\$24,495	\$60,350	\$66,900	\$66,900	\$66,900
Insurance	\$4,358	\$5,666	\$6,370	\$12,385	\$12,385	\$12,385
Audit	\$27,965	\$30,128	\$40,800	\$40,800	\$40,800	\$40,800
Elections	-	-	\$1,000	\$1,000	\$1,000	\$1,000
Umatilla Promotion	\$8,990	\$12,709	\$10,000	\$20,000	\$20,000	\$20,000
City Merchandise	\$4,333	\$8,460	\$15,000	\$20,000	\$20,000	\$20,000
Dues and Fees	\$18,695	\$18,685	\$17,500	\$35,000	\$35,000	\$35,000
COVID-19 Relief	-	-	-	\$0	\$0	\$0
Building Maintenance	\$15,783	\$34,884	\$52,500	\$52,500	\$52,500	\$52,500
Equipment Operation	-	-	-	\$5,000	\$5,000	\$5,000
Safety Committee	\$106	-	\$2,500	\$2,500	\$2,500	\$2,500
Community Support/Commitments	-	-	\$1,500,000	\$500,000	\$500,000	\$500,000
Lease/Easement Renewals	-	-	\$8,000	\$8,000	\$8,000	\$8,000
Miscellaneous	\$404,883	-\$1,198	\$60,000	\$25,000	\$25,000	\$25,000
Mayor & Council Expenses	\$3,885	\$5,448	\$17,400	\$17,400	\$17,400	\$17,400
City Manager Expenses	-	\$5,850	\$5,000	\$5,000	\$5,000	\$5,000
Neighborhood Cleanups	-	-	-	\$0	\$0	\$0
Downtown Revitalization Grant	-	-	-	\$0	\$0	\$0
Employee Education Assistance	\$2,400	\$8,519	\$20,000	\$20,000	\$20,000	\$20,000
Computer Licenses/Support	\$146,336	\$330,750	\$472,000	\$560,000	\$560,000	\$560,000
Staff Support/Meetings	\$11,826	\$21,071	\$30,000	\$30,000	\$30,000	\$30,000
Enterprise Zone CSF Funds	-	-	-	\$0	\$0	\$0
SIP CSF Funds	-	-	-	\$0	\$0	\$0
SIP Annual Improvement Payment	-	-	-	\$0	\$0	\$0
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$815,474</b>	<b>\$769,154</b>	<b>\$2,601,070</b>	<b>\$1,732,085</b>	<b>\$1,732,085</b>	<b>\$1,732,085</b>
<b>EXPENSES TOTAL</b>	<b>\$1,223,299</b>	<b>\$1,257,537</b>	<b>\$3,367,701</b>	<b>\$2,621,971</b>	<b>\$2,621,971</b>	<b>\$2,621,971</b>

# General Fund & Departments Within: Community Development

Fiscal Year 2024-25

The Community Development Department was created in 2017. For operational purposes, this department includes Planning, Economic Development and Building. For budget purposes, this section includes the Planning and Economic Development divisions. The Building division has its own budget section.

The Community Development/Planning Department, under the direction of the Community Development Director, provides four primary services: current planning, long-range planning, citizen involvement, and economic development. They also initiate and facilitate community dialogues about how the community would like to see Umatilla grow now and in the future.

## **Core Services**

### *Current Planning*

- Direct and administer the day to day land use, development and zoning related activities of the City.
- Respond to citizen issues regarding alleged land-use offenses.

### *Long Range Planning*

- Maintain and update the comprehensive plan; analyze and forecast economic growth related trends; and, assist in the preparation of utility master plans (i.e., transportation, water, sewer and parks) as per local, state or federal dictates.
- Initiate strategic long-range plans that reflect the community's values and opportunities.
- Inform the City Council on matters of land use policy that affect Umatilla

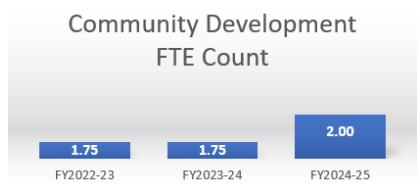
### *Citizen Involvement*

- Support the Umatilla Planning Commission.
- Ensure that the City is reaching out and allowing opportunities for public input and engagement in city planning activities.
- Continue to promote public outreach as the hallmark of city programs and projects.

### *Economic Development*

- Advise and assist public, business and industry, and other agencies directly or indirectly involved in Umatilla's economic development.
- Work as a partner in collaboration with the Umatilla Chamber of Commerce and Port of Umatilla to promote economic development within the city.





## Priorities & Performance Measures

### Priority

Provide professional and timely land use and application processing services for developers, business, and property owners.

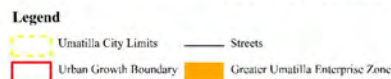
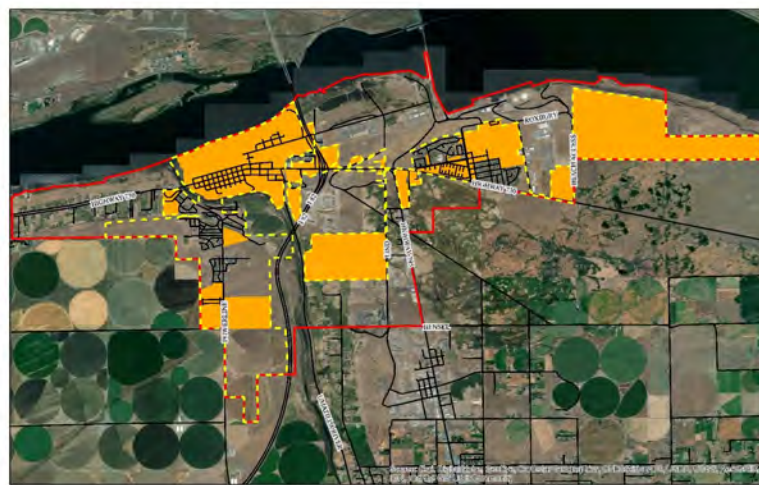
### Outcomes

The Planning Division of Community Development is committed to assisting the public, business owners, and developers navigate the land use process. Through pre-development meetings, over-the-counter contacts, and processing applications, they work with applicants to make their projects successful.

FY21-22 Planning Applications	
Category	Jun 2022
Zoning Permit	13
Partitions	8
Site Plan Review	5
Property Line Adjustment	5
Subdivision	2
Other	11

FY22-23 Planning Applications	
Category	Jun 2023
Zoning Permit	7
Site Plan Review	7
Conditional Use Permit	6
Partitions	5
Annexations	3
Other	7

FY23-24 Planning Applications	
Category	2024
Conditional Use Permit	7
Site Plan Review	5
Replat	2
Plan Amendment	2
Appeal	1
Other	4



## Community Development Budget Highlights

### *Consultants*

The planning department has budgeted \$342,500 in consulting fees to include a GIS consultant, a public transit master plan update, a comprehensive plan update, a public art master plan and other minor engineering or consulting needs. The city partnered with Concept Communications LLC to submit an application for the Oregon Broadband Technical Assistance Program (BTAP). If approved, the funding would allow the city and Concept Communications to develop construction ready plans for broadband implementation funding. The \$150,000 will be reflected as both grant revenue and consulting fees, but the work will only be completed if we receive the funding.

### *New Business Grant and Downtown Façade Grant Programs*

In the 2021-22 fiscal year, the City created an all-new Local Business Grant program which was very successful. This grant provides funding to new or existing businesses looking to expand their business or make needed facility improvements. It can also be combined with the Downtown Façade Grant if the business is located in the downtown. For the upcoming year, the total allocation of both grant programs is \$250,000 which is a decrease from the prior year of \$100,000. The decrease was primarily due to the large number of businesses that have already received the downtown revitalization grant and are no longer eligible.

### *Wayfinding Plan Implementation*

The city hired a consultant to prepare a wayfinding plan that was presented to the City Council in June 2023. Staff are waiting to bring the finalized plan to City Council for approval until the design for Umatilla Entry Monument can be finalized and incorporated into the plan this summer. In the upcoming fiscal year, we have allocated \$125,000 to complete phase one of the plan which includes eleven gateway and district identification signs.

### *Project PATH*

City staff has been working with the surrounding cities and Umatilla County on a regional homeless solution, called Project PATH (Practical Assistance through Transitional Housing). The city is the fiscal agent for the \$1m grant that Umatilla County received for this pilot program. The full amount of the grant was received in the 2022-23 fiscal year, but we continue to carry forward the unspent funds to use towards future operating expenses. With the passing of recent legislation in the house, we are confident additional funding earmarked for homelessness will provide continued funding for Project PATH into future years.

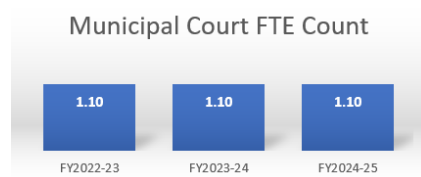
## General Fund: Community Development Department

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Expenses</b>						
Personnel Services						
Regular Earnings	\$125,787	\$162,149	\$179,180	\$212,380	\$212,380	\$212,380
Overtime Earnings	\$36	-	\$1,000	\$1,000	\$1,000	\$1,000
FICA	\$9,441	\$12,165	\$13,784	\$16,324	\$16,324	\$16,324
Health Insurance	\$32,189	\$37,886	\$38,642	\$47,838	\$47,838	\$47,838
Retirement	\$28,198	\$35,630	\$47,339	\$56,068	\$56,068	\$56,068
Workers Compensation	\$1,050	\$939	\$1,256	\$1,640	\$1,640	\$1,640
Life Insurance	\$33	\$35	\$35	\$40	\$40	\$40
Unemployment Tax	\$122	\$491	\$901	\$1,067	\$1,067	\$1,067
Disability Insurance	\$193	\$160	\$160	\$192	\$192	\$192
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$197,050</b>	<b>\$249,455</b>	<b>\$282,297</b>	<b>\$336,549</b>	<b>\$336,549</b>	<b>\$336,549</b>
Materials & Services						
Code Enforcement/Abatement	-	-	-	\$0	\$0	\$0
City Attorney	\$37,619	\$3,180	\$40,000	\$30,000	\$30,000	\$30,000
Land Use Planner	-	-	-	\$0	\$0	\$0
Engineering/Consultants	\$97,699	\$303,774	\$498,320	\$342,500	\$342,500	\$342,500
Capital Improvement Planning	-	-	\$72,000	\$60,000	\$60,000	\$60,000
Supplies	\$4,996	\$2,338	\$5,000	\$7,000	\$7,000	\$7,000
Postage	-	-	-	\$500	\$500	\$500
Printing/Advertising	\$4,002	\$3,483	\$5,000	\$5,000	\$5,000	\$5,000
Training/Travel	\$2,825	\$1,962	\$29,100	\$30,050	\$30,050	\$30,050
RARE Student	-	-	-	\$0	\$0	\$0
Dues and Fees	\$2,251	\$1,685	\$2,500	\$1,750	\$1,750	\$1,750
Downtown Facade Grants	\$99,970	\$48,167	\$175,000	\$100,000	\$100,000	\$100,000
6X26 Mural Project	-	-	\$70,000	\$70,000	\$70,000	\$70,000
New Business Grant Program	\$126,065	\$34,707	\$175,000	\$150,000	\$150,000	\$150,000
Project PATH	-	\$275,989	\$399,000	\$645,550	\$645,550	\$645,550
Miscellaneous	\$1,830	\$1,617	\$2,500	\$2,500	\$2,500	\$2,500
Planning Commission Expenses	\$433	\$566	\$4,000	\$4,000	\$4,000	\$4,000
Computer Support	-	-	-	\$0	\$0	\$0
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$377,691</b>	<b>\$677,466</b>	<b>\$1,477,420</b>	<b>\$1,448,850</b>	<b>\$1,448,850</b>	<b>\$1,448,850</b>
<b>EXPENSES TOTAL</b>	<b>\$574,741</b>	<b>\$926,921</b>	<b>\$1,759,717</b>	<b>\$1,785,399</b>	<b>\$1,785,399</b>	<b>\$1,785,399</b>

# General Fund & Departments Within: Municipal Court

Fiscal Year 2024-25

The Umatilla Municipal Court is part of the integrated judicial system for Oregon and serves as the judicial system for the City of Umatilla. This court handles traffic and criminal misdemeanor violations, Port of Entry citations and City ordinance violations.



## Priorities & Performance Measures

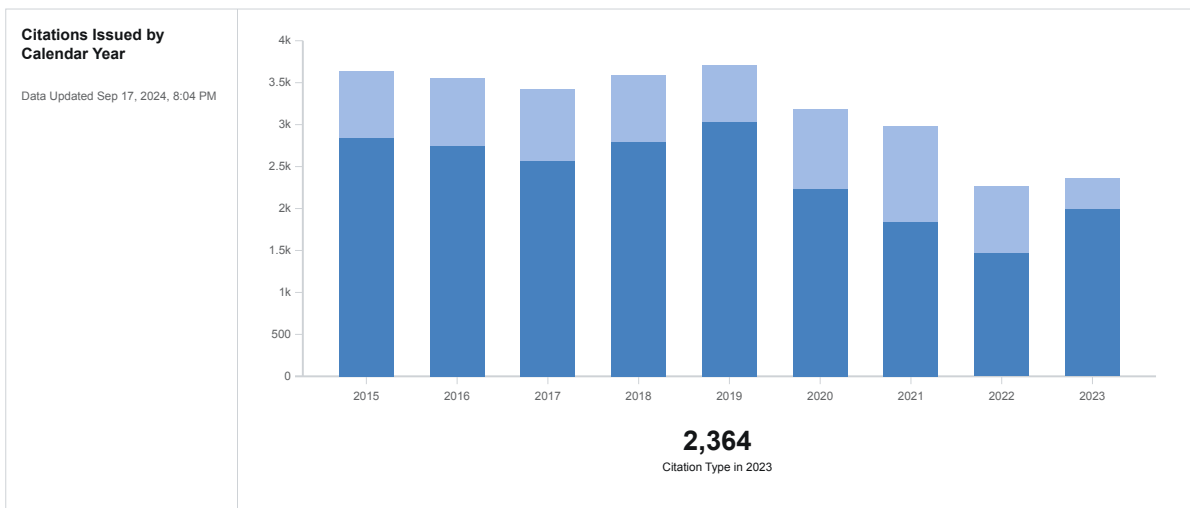
### Priority

Management and processing of citations submitted to the Municipal Court.

### Outcomes

Effectively managing the citations submitted to the Umatilla Municipal Court allows defendants to work through the local judicial system in an efficient manner, while providing a high level of service and care.

## Citations issued by the Oregon Department of Transportation (ODOT) and the Umatilla Police Department (UPD) by year.



# Municipal Court Budget Highlights

## Staffing

Judge Krogh continues to contract with the City part-time and the Court Clerk has taken over the daily administrative functions of the Municipal Court.

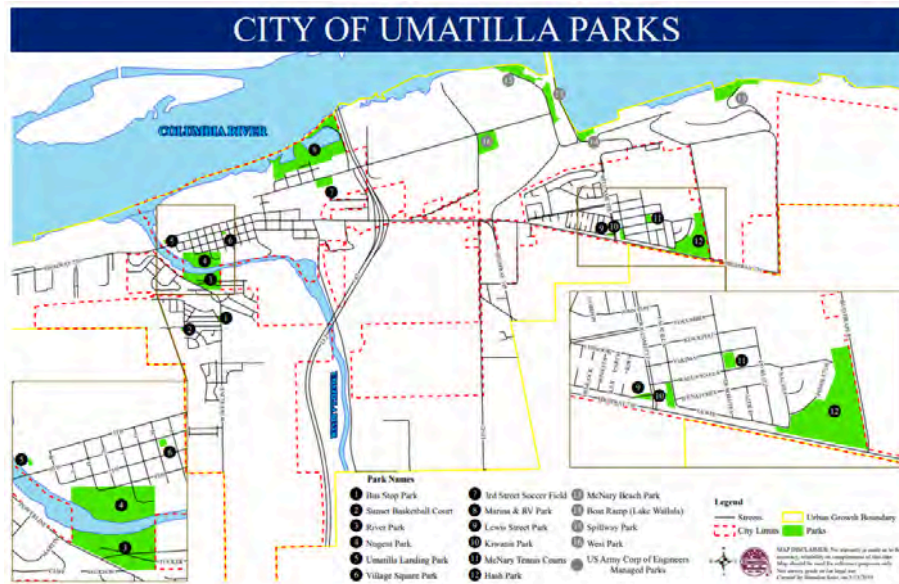
There is a slight increase in the personnel budget due to increased insurance costs and cost of living adjustments. The staffing increases are offset by a reduction in materials & services cost.

## General Fund: Municipal Court Department

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Expenses</b>						
Personnel Services						
Regular Earnings	\$65,260	\$74,495	\$83,692	\$89,308	\$89,308	\$89,308
Overtime Earnings	–	–	–	\$0	\$0	\$0
FICA	\$4,957	\$5,509	\$6,394	\$6,832	\$6,832	\$6,832
Health Insurance	\$18,813	\$21,034	\$21,784	\$23,283	\$23,283	\$23,283
Retirement	\$8,915	\$10,526	\$14,112	\$14,945	\$14,945	\$14,945
Workers Compensation	\$52	\$61	\$81	\$69	\$69	\$69
Life Insurance	\$20	\$17	\$17	\$17	\$17	\$17
Unemployment Tax	\$65	\$223	\$412	\$447	\$447	\$447
Disability Insurance	\$71	\$56	\$78	\$82	\$82	\$82
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$98,154</b>	<b>\$111,921</b>	<b>\$126,570</b>	<b>\$134,983</b>	<b>\$134,983</b>	<b>\$134,983</b>
Materials & Services						
Officiation Services	\$1,539	\$1,688	\$2,000	\$2,000	\$2,000	\$2,000
Attorney Fees	–	\$238	\$2,000	\$2,000	\$2,000	\$2,000
NSF Checks	\$1,589	\$278	\$1,500	\$1,500	\$1,500	\$1,500
Supplies	\$2,144	\$2,288	\$2,250	\$2,500	\$2,500	\$2,500
Postage	–	\$4	\$100	\$110	\$110	\$110
Telephone	\$288	\$115	\$300	\$150	\$150	\$150
Training/Travel	–	\$4,770	\$6,800	\$8,550	\$8,550	\$8,550
Insurance	\$2,319	\$2,795	\$3,250	\$3,900	\$3,900	\$3,900
Refunds	\$26,600	\$13,222	\$20,000	\$15,000	\$15,000	\$15,000
Dues and Fees	\$440	\$1,851	\$600	\$5,000	\$5,000	\$5,000
State and County Assessments	\$290,582	\$264,133	\$299,997	\$300,000	\$300,000	\$300,000
Miscellaneous	\$18,239	\$209	\$25,000	\$5,000	\$5,000	\$5,000
Computer Support	–	–	–	\$0	\$0	\$0
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$343,740</b>	<b>\$291,590</b>	<b>\$363,797</b>	<b>\$345,710</b>	<b>\$345,710</b>	<b>\$345,710</b>
<b>EXPENSES TOTAL</b>	<b>\$441,894</b>	<b>\$403,511</b>	<b>\$490,367</b>	<b>\$480,693</b>	<b>\$480,693</b>	<b>\$480,693</b>

# General Fund & Departments Within: Parks & Recreation

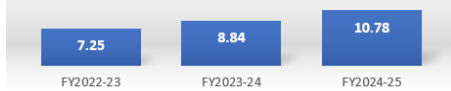
Fiscal Year 2024-25



The Parks and Recreation Department was created in 2022 and is responsible for providing recreation activities and special events to the community, as well as oversight of the office operations at the Umatilla Marina & RV Park and Big River Golf Course.

The Parks and Recreation Department is also responsible for the maintenance and operation of the city's parks and open space. The City has more than 227 acres of parkland including the Umatilla Marina & RV Park and Big River Golf Course. There are 16 parks in total, 12 are owned and operated by the City and 4 are US Army Corps properties. The maintenance portion of the city park facilities currently falls under the supervision of Public Works.

Parks & Recreation FTE Count



## Priorities & Performance Measures

### Priority

Support and maintain parks and natural areas, and provide public facilities that enhance the quality of life for all residents of Umatilla.

### Outcomes

Utilizing established and proven maintenance standards and construction practices, the City of Umatilla is able to provide efficient and effective methods for maintaining the parks program.

Measure	FY2021-22	FY2022-23	FY2023-24
Acres of City Park Land	230	230	230
Number of City Parks	18	17	17
Miles of Trails Maintained	34	34	34
Miles of Sidewalks	17	17	17



Measure	FY2021-22	FY2022-23	FY2023-24
Recreation Programs Offered	24	35	27
Program Registrations	320	925	1485

### Priority

To sustain, grow, and enhance the City's Livability and Quality of Life by supporting and increasing public safety; encouraging increases in public health initiatives like community and private investments in medical facilities, wellness programs, and recreational activities; and emboldening a local culture that supports, encourages, promotes, and solicits events, festivals, and public gathering opportunities.

### Outcomes

Participating in recreational activities provides a wide variety of benefits for our community and its' residents. These benefits include promoting physical health, reducing stress, connecting families, developing strong communities, increasing community pride and reducing vandalism and crime.

## Parks and Recreation Budget Highlights

### *Staffing*

This budget incorporates the addition of a part-time Recreation Assistant to alleviate some of the day-to-day administrative tasks from the Parks and Recreation Director and Recreation Coordinators. It also increases the Recreation Team Member hours by 1,040 or 0.5 FTE to support the growing program offerings.

### *Consulting*

Last year, our engineers put together a conceptual plan for the development of Hash Park that includes a variety of amenities including a baseball/softball sports complex, playground, splash pad, dog park, pavilions and open space. We anticipate the full design cost of the facility to be at least \$1 million. In the 2023-24 budget, we allocated \$500,000 to start design and will continue to pursue grant funding.

### *Recreation*

This budget continues to emphasize recreation and events. The approved budget includes a significant increase to the programming budget as well as funding for recreation equipment such as a large programmable kiln and additional kayaks.

### *Maintenance*

The parks crew will be focusing on several maintenance projects in the 2023-24 fiscal year, including improvements to Sunset Hills Cemetery at an estimated cost of \$26,000 and paving the 10,500 square foot Pioneer Memorial Cemetery lot at an estimated cost of \$33,600.





## General Fund: Parks & Recreation Department

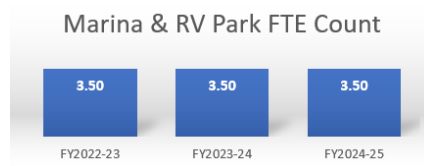
	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Expenses</b>						
Personnel Services						
Regular Earnings	\$319,231	\$502,741	\$573,041	\$720,043	\$720,043	\$720,043
Overtime Earnings	\$4,385	\$20,596	\$10,000	\$53,000	\$53,000	\$53,000
FICA	\$24,180	\$38,639	\$44,507	\$59,138	\$59,138	\$59,138
Health Insurance	\$69,655	\$98,127	\$119,555	\$133,323	\$133,323	\$133,323
Retirement	\$63,811	\$75,240	\$137,621	\$183,577	\$183,577	\$183,577
Workers Compensation	\$6,085	\$5,728	\$12,532	\$17,280	\$17,280	\$17,280
Life Insurance	\$103	\$118	\$139	\$169	\$169	\$169
Unemployment Tax	\$313	\$1,601	\$2,898	\$3,860	\$3,860	\$3,860
Disability Insurance	\$747	\$472	\$631	\$806	\$806	\$806
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$488,510</b>	<b>\$743,262</b>	<b>\$900,924</b>	<b>\$1,171,196</b>	<b>\$1,171,196</b>	<b>\$1,171,196</b>
Materials & Services						
Engineering	\$27,840	\$15,406	\$500,000	\$825,000	\$825,000	\$825,000
Contracted Services	-	-	\$17,250	\$25,000	\$25,000	\$25,000
Supplies	\$1,867	\$1,840	\$2,000	\$3,500	\$3,500	\$3,500
Postage	-	-	-	\$1,500	\$1,500	\$1,500
Printing/Advertising	-	-	-	\$15,000	\$15,000	\$15,000
Telephone	-	-	-	\$4,000	\$4,000	\$4,000
Training/Travel	\$15,262	\$24,510	\$39,000	\$44,300	\$44,300	\$44,300
Insurance	\$2,160	\$3,093	\$3,590	\$8,025	\$8,025	\$8,025
Uniform Allowance	\$1,073	\$5,044	\$5,000	\$5,000	\$5,000	\$5,000
Gas/Oil	\$16,207	\$19,098	\$19,500	\$19,500	\$19,500	\$19,500
Electricity	\$3,815	\$2,226	\$3,500	\$3,502	\$3,502	\$3,502
Dues and Fees	\$4,503	\$7,559	\$8,000	\$10,500	\$10,500	\$10,500
Equipment Operation	\$17,941	\$43,131	\$30,000	\$40,000	\$40,000	\$40,000
Minor Recreation Equipment	-	\$17,347	\$15,500	\$37,600	\$37,600	\$37,600
Park Maintenance	\$54,559	\$83,417	\$80,000	\$80,000	\$80,000	\$80,000
Recreation Programs	\$52,192	\$89,474	\$136,500	\$135,000	\$135,000	\$135,000
Tree Maintenance/Program	\$20,138	\$9,265	\$15,000	\$25,000	\$25,000	\$25,000
Community Garden	-	-	\$60,000	\$60,000	\$60,000	\$60,000
Ice Rink Maintenance	-	\$6,928	\$7,500	\$7,500	\$7,500	\$7,500
Miscellaneous	\$10,854	\$6,654	\$7,500	\$7,500	\$7,500	\$7,500
Park & Rec Committee Expenses	-	-	\$1,000	\$1,000	\$1,000	\$1,000
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$228,410</b>	<b>\$334,991</b>	<b>\$950,840</b>	<b>\$1,358,427</b>	<b>\$1,358,427</b>	<b>\$1,358,427</b>
Capital Outlay						
Equipment	\$1,698	-	-	\$0	\$0	\$0
Recreation Equipment	\$5,811	-	-	\$0	\$0	\$0
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$7,509</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENSES TOTAL</b>	<b>\$724,430</b>	<b>\$1,078,253</b>	<b>\$1,851,764</b>	<b>\$2,529,623</b>	<b>\$2,529,623</b>	<b>\$2,529,623</b>

# General Fund & Departments Within: Umatilla Marina & RV Park

Fiscal Year 2024-25



The City of Umatilla operates the Umatilla Marina & RV Park under a long-term lease with the US Army Corps of Engineers. The RV Park offers 35 spacious RV and tent sites with incredible views of the Columbia River. The Umatilla Marina offers berthing for up to 97 boats ranging in length from 24 to 60 feet.



## Marina & RV Park Budget Highlights

### *Equipment*

The marina office staff requested a golf cart for office staff to deliver firewood, check in customers in the park, and go to the fuel dock to fill up boats. Currently we have one gator at the RV Park, but it is often being used by the maintenance crew. The estimated cost of a cart and enclosure is \$12,000.

### *Maintenance*

The main maintenance project identified for the RV park in this budget cycle is an update to the restroom near the marina. The project includes removing the existing flooring, applying epoxy flooring and repainting at an estimated cost of \$6,200.

### *Marina Improvements*

The Umatilla Marina was completed spring 1991. The average lifespan of a marina built in the 1990s is 15-20 years due to the technologies/engineering of marinas during this time. The Umatilla Marina has reached the end of its useful life and is needing a full replacement. We have missing floatation, twisted fingers, splintering boards, missing hardware, and both significant potable water and electrical issues, not to mention an entire dock that has been decommissioned for more than 5 years. The Umatilla Marina is a well-used marina with seemingly countless potential.

The City is working towards design an all-new state-of-the-art marina. The new marina will include: covered single-berth slips, uncovered single berth slips, aluminum or steel framed docks, engineered decking or concrete, encapsulated floats and other highly buoyant materials, well-spaced navigable fairways, reliable and safe potable water, electrical hookups, updated sewer pumping system(s), high speed internet, new gangways and entries, replaced abutments, and other features and amenities. The City secured a grant from the Oregon State Marine Board (OSMB) to complete phase 1 of the design which includes surveying, environmental permitting, geotechnical investigations, cultural evaluations, hydraulic investigations and sediment transport analysis. The total cost of phase 1 is \$487,300 and the City's match is approximately \$357,000 which will be funded through the already allocated design funding. Approximately \$50,000 was spent in FY2023-24 and the remainder will roll forward.



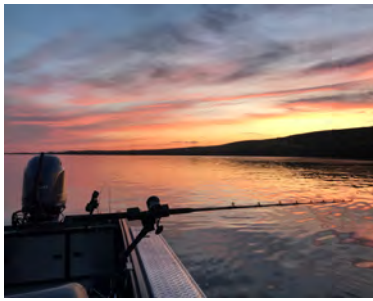
## Current Marina and RV Park Rates:

RV Sites \$46/night

Tent Sites \$20/night

Moorage ranges \$75-\$180/month depending on dock and maximum boat length

Dry Storage \$50/month with discount available for moorage customers



## General Fund: Marina & RV Park Department

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Expenses</b>						
Personnel Services						
Regular Earnings	\$118,547	\$101,276	\$157,921	\$161,494	\$161,494	\$161,494
Overtime Earnings	\$1,646	\$2,037	\$5,000	\$12,500	\$12,500	\$12,500
FICA	\$8,978	\$7,685	\$12,463	\$13,311	\$13,311	\$13,311
Health Insurance	\$51,527	\$36,414	\$40,237	\$44,362	\$44,362	\$44,362
Retirement	\$8,762	\$18,315	\$32,912	\$35,505	\$35,505	\$35,505
Workers Compensation	\$3,600	\$2,229	\$4,626	\$4,952	\$4,952	\$4,952
Life Insurance	\$61	\$40	\$50	\$50	\$50	\$50
Unemployment Tax	\$115	\$291	\$815	\$870	\$870	\$870
Disability Insurance	\$208	\$117	\$229	\$240	\$240	\$240
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$193,444</b>	<b>\$168,404</b>	<b>\$254,253</b>	<b>\$273,284</b>	<b>\$273,284</b>	<b>\$273,284</b>
Materials & Services						
Attorney Fees	-	\$6,667	\$25,000	\$15,000	\$15,000	\$15,000
Contracted Services	\$47,641	\$21,077	\$520,350	\$474,900	\$474,900	\$474,900
Supplies	\$8,129	\$6,522	\$7,500	\$7,500	\$7,500	\$7,500
Postage	\$337	\$409	\$375	\$375	\$375	\$375

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
Fuel/Oil/Ice for Resale	\$27,161	\$17,772	\$27,500	\$32,500	\$32,500	\$32,500
Telephone	\$3,432	\$3,243	\$3,500	\$4,400	\$4,400	\$4,400
Printing/Advertising	\$13,007	\$9,494	\$14,000	\$14,000	\$14,000	\$14,000
Training/Travel	-	-	\$11,000	\$8,850	\$8,850	\$8,850
Insurance	\$14,382	\$16,833	\$19,525	\$23,850	\$23,850	\$23,850
Uniform Allowance	-	\$644	\$2,000	\$2,000	\$2,000	\$2,000
Refunds	\$5,031	\$7,365	\$5,000	\$6,000	\$6,000	\$6,000
Electricity	\$31,326	\$42,495	\$37,800	\$48,000	\$48,000	\$48,000
Dues and Fees	\$21,455	\$24,815	\$22,000	\$26,000	\$26,000	\$26,000
Park Maintenance	\$104,904	\$153,661	\$158,000	\$146,200	\$146,200	\$146,200
Boyd's Place	-	\$20,303	\$20,000	\$20,000	\$20,000	\$20,000
Transient Room Tax	\$18,572	\$17,837	\$23,600	\$23,600	\$23,600	\$23,600
Miscellaneous	-	-	-	\$5,000	\$5,000	\$5,000
Computer Support	-	-	-	\$0	\$0	\$0
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$295,376</b>	<b>\$349,138</b>	<b>\$897,150</b>	<b>\$858,175</b>	<b>\$858,175</b>	<b>\$858,175</b>
Capital Outlay						
Equipment	\$9,150	-	-	\$0	\$0	\$0
Buildings/Fixtures	-	-	-	\$0	\$0	\$0
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$9,150</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENSES TOTAL</b>	<b>\$497,971</b>	<b>\$517,542</b>	<b>\$1,151,403</b>	<b>\$1,131,459</b>	<b>\$1,131,459</b>	<b>\$1,131,459</b>

# General Fund & Departments Within: Police Department

Fiscal Year 2024-25

## OUR CORE VALUES:

**Safety:** We operate with unwavering honesty and uphold the highest ethical standards. Trust is the foundation of our relationship with the entire community.

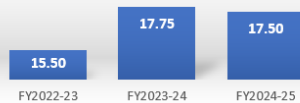
**Service:** We are committed to providing professional and compassionate service to all members of the community. Our officers actively engage with the community to address concerns and build lasting relationships.

**Accountability:** We take responsibility for our actions and decisions. We are transparent in our interactions, fostering trust and confidence throughout the entire community.

Our vision is a Umatilla where every individual in the community feels safe, valued, and connected. We aspire to be a model police department, setting standards for excellence in law enforcement, community engagement, and public service.



Police FTE Count



## Priorities & Performance Measures

### Priority

Increase public safety by professionally promoting safety and livability through education and enforcement.

### Outcomes

The Umatilla Police Department utilizes best practices and frequent training to ensure that patrol operations meet a high professional standard. Education and enforcement of laws helps ensure the livability and quality of life that is a priority for the City of Umatilla.

Measure	FY2021-22	FY2022-23	FY2023-24
Police Training Hours	1128	1167	1290

Category	Jun 2022
Traffic Citations	981
Code	894
Criminal	835
Assists	396
Arrests	311

Category	Jun 2023
Code	921
Criminal	748
Assists	411
Traffic Citations	391
Arrests	228

Category	Jun 2024
Traffic Citations	1,328
Code	876
Criminal	807
Assists	410
Arrests	289

## Police Department Budget Highlights:

### *Staffing*

This budget captures the first year of a new police collective bargaining agreement that is in effect through June 30, 2027. The agreement grants a salary increase of 3% in the first and second years and 2.5% in the third year.

### *Dispatch Fees*

The City continues to contract with Umatilla County for dispatch services. The amount due for the 2024-25 fiscal year is \$76,810, which is an increase of \$20,000 from the previous year.

### *Training*

The police department is continuing to focus on training and professional development in the upcoming year. The overall training budget is increasing from \$20,000 to \$45,000. This budget will allow staff to attend conferences such as the International Association of Chiefs of Police, Sergeant Supervisor training, Pistol

Mounted Optics Instructor Course, Northwest Gang Investigators Training, Crisis Intervention Training and many more. The budget also includes \$5,800 to purchase new training mats used for defensive tactics training.

### *Equipment*

The police department submitted several equipment requests for FY2024-25 that were funded. These expenditures are funded through transfers to the Capital Reserve Fund and include:

- The cost to purchase and outfit one new patrol vehicle \$60,000
- The cost to purchase a vehicle for the detective division \$36,000
- Axon body worn cameras and dash system \$54,000
- Patrol radar units \$15,000
- AED's in patrol vehicles \$8,750
- Taser replacement \$6,100

### *Capital Projects*

#### Design of new Police Department Building

Our Police Department building is showing its age and has been for quite some time. As our community continues to grow at these historic rates, the need to continue to hire additional officers and provide suitable modern police facilities with enough space and training areas is critical to the success of keeping our community safe. The city has contracted with Mackenzie, Inc. for design of a new facility facility that will meet the demands of the police department for approximately 20 years. The design contract is approximately \$1.8 million. We anticipate the construction project cost at \$20-25 million. We have allocated \$1.3 million for design and are allocating the remaining \$500,000 in the 2024-25 budget. Once funding is secured, we will begin construction, likely occurring in two years, starting in FY25/26. These plans are the key to initialize this process.





## General Fund: Police Department

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Expenses</b>						
Personnel Services						
Regular Earnings	\$1,119,145	\$1,197,756	\$1,572,104	\$1,569,826	\$1,569,826	\$1,623,286
Overtime Earnings	\$17,574	\$25,073	\$30,000	\$45,000	\$45,000	\$45,000
FICA	\$86,244	\$92,663	\$122,465	\$123,534	\$123,534	\$127,624
Health Insurance	\$265,834	\$276,066	\$358,383	\$404,150	\$404,150	\$412,957
Retirement	\$311,410	\$327,923	\$485,647	\$411,449	\$411,449	\$428,065
Workers Compensation	\$19,259	\$15,030	\$30,336	\$34,166	\$34,166	\$35,551
Life Insurance	\$452	\$299	\$452	\$455	\$455	\$467
Unemployment Tax	\$1,130	\$3,675	\$7,895	\$8,074	\$8,074	\$8,341
Disability Insurance	\$1,610	\$1,381	\$1,608	\$1,688	\$1,688	\$1,728
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$1,822,658</b>	<b>\$1,939,865</b>	<b>\$2,608,890</b>	<b>\$2,598,342</b>	<b>\$2,598,342</b>	<b>\$2,683,019</b>
Materials & Services						
Engineering	–	\$104,768	\$926,375	\$0	\$0	\$0
Minor Equipment	\$2,552	\$4,123	\$10,000	\$86,400	\$86,400	\$86,400
Supplies	\$7,371	\$6,126	\$11,500	\$11,500	\$11,500	\$11,500
Postage	\$440	\$727	\$700	\$1,000	\$1,000	\$1,000
Heat/Light	\$7,557	\$9,006	\$9,000	\$10,250	\$10,250	\$10,250
Telephone	\$14,895	\$19,307	\$20,000	\$20,000	\$20,000	\$20,000
Training/Travel	\$12,985	\$19,516	\$20,000	\$45,000	\$45,000	\$45,000
Insurance	\$12,100	\$14,532	\$16,900	\$20,300	\$20,300	\$20,300
Uniform Allowance	\$7,227	\$16,274	\$16,000	\$34,700	\$34,700	\$34,700
Physicals	\$550	\$1,900	\$3,600	\$0	\$0	\$0
Gas/Oil	\$39,991	\$38,162	\$42,000	\$42,000	\$42,000	\$42,000
Legal Services	–	–	\$50,000	\$20,000	\$20,000	\$20,000
Dues and Fees	\$2,850	\$2,697	\$3,500	\$24,500	\$24,500	\$24,500
Equipment Operation	\$20,886	\$11,317	\$54,855	\$0	\$0	\$0
Building Maintenance	\$32,155	\$9,744	\$15,000	\$15,000	\$15,000	\$15,000
Vehicle Maintenance	\$22,244	\$21,012	\$21,850	\$21,850	\$21,850	\$21,850
Range Operation	–	–	\$10,000	\$5,000	\$5,000	\$5,000
Interpreters	–	–	–	\$0	\$0	\$0
School Resource Officer	\$3,689	\$1,139	\$10,000	\$10,000	\$10,000	\$10,000
Dispatch Fees/Coverage	\$123,880	\$136,810	\$171,000	\$176,810	\$176,810	\$176,810
Miscellaneous	\$5,182	\$18,198	\$20,000	\$20,000	\$20,000	\$20,000
Accred Police Dept/Lexipol	\$8,151	\$7,554	\$7,700	\$8,000	\$8,000	\$8,000
Computer Support	–	\$0	–	\$0	\$0	\$0
Reserve Officers	–	\$198	\$1,500	\$2,700	\$2,700	\$2,700
Contractual Services	\$9,039	\$2,982	\$10,000	\$0	\$0	\$0
Code Enforcement	–	\$0	–	\$0	\$0	\$0
Dog Holding Facility	\$1,400	\$3,860	\$5,200	\$8,000	\$8,000	\$8,000
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$335,141</b>	<b>\$449,954</b>	<b>\$1,456,680</b>	<b>\$583,010</b>	<b>\$583,010</b>	<b>\$583,010</b>
Capital Outlay						
Safety Equipment	\$4,721	–	–	\$0	\$0	\$0
Equipment	–	\$24,835	–	\$0	\$0	\$0
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$4,721</b>	<b>\$24,835</b>	<b>–</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENSES TOTAL</b>	<b>\$2,162,520</b>	<b>\$2,414,653</b>	<b>\$4,065,570</b>	<b>\$3,181,352</b>	<b>\$3,181,352</b>	<b>\$3,266,029</b>

# General Fund & Departments Within: Code Enforcement

Fiscal Year 2024-25

The City's Code Enforcement Officer is responsible for maintaining city code ordinances regarding vehicles (i.e. parking complaints, abandoned vehicles), domesticated animals (i.e. dogs running at large, nuisance animals) and properties (i.e. nuisance violations, noxious uncontrolled vegetation, junk nuisances). This department also funds the free community cleanup events that the City hosts several times each year.



## Priorities & Performance Measures

### Priority

**Provide professional and timely code enforcement services supporting an attractive, clean and safe community for Umatilla residents and businesses.**

### Outcomes

**The Code Enforcement Division of the Police Department is committed to assisting the public in improving the livability and quality of life in Umatilla. The Code Enforcement Officer responds to complaints in the community related to City Code, as well as works in coordination with the Police Department and Municipal Court to address violations.**

Code Activity by Type FY21-22	
Category	Jun 2022
Animals	328
Property	306
Vehicles	259

Code Activity by Type FY22-23	
Category	Jun 2023
Animals	389
Property	288
Vehicles	244

Code Activity by Type FY23-24	
Category	Jun 2024
Animals	340
Vehicles	165
Property	135

### Free Community Cleanup Event



## General Fund: Code Enforcement Department

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Expenses</b>						
Personnel Services						
Regular Earnings	\$77,881	\$85,150	\$91,147	\$94,101	\$94,101	\$94,101
Overtime Earnings	-	-	\$1,000	\$1,000	\$1,000	\$1,000
FICA	\$5,958	\$6,514	\$7,049	\$7,275	\$7,275	\$7,275
Health Insurance	\$17,402	\$16,546	\$18,116	\$19,884	\$19,884	\$19,884
Retirement	\$21,199	\$23,178	\$28,561	\$29,480	\$29,480	\$29,480
Workers Compensation	\$576	\$500	\$1,038	\$1,114	\$1,114	\$1,114
Life Insurance	\$31	\$27	\$27	\$27	\$27	\$27
Unemployment Tax	\$78	\$258	\$461	\$476	\$476	\$476
Disability Insurance	\$124	\$91	\$91	\$96	\$96	\$96
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$123,249</b>	<b>\$132,263</b>	<b>\$147,490</b>	<b>\$153,453</b>	<b>\$153,453</b>	<b>\$153,453</b>

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
Materials & Services						
Telephone	-	-	-	\$350	\$350	\$350
Code Enforcement/Abatement	\$1,506	\$361	\$15,000	\$15,000	\$15,000	\$15,000
Neighborhood Cleanups	\$5,081	\$1,315	\$15,000	\$25,000	\$25,000	\$25,000
City Attorney	-	-	\$1,000	\$1,000	\$1,000	\$1,000
Supplies	\$21	\$65	\$500	\$500	\$500	\$500
Postage	-	-	\$150	\$150	\$150	\$150
Training/Travel	-	\$1,299	\$3,000	\$3,000	\$3,000	\$3,000
Clothing Allowance	\$82	-	\$300	\$300	\$300	\$300
Gas/Oil	-	\$746	\$2,500	\$2,500	\$2,500	\$2,500
Dues and Fees	\$150	\$151	\$250	\$250	\$250	\$250
Equipment Operation	-	-	\$2,000	\$2,000	\$2,000	\$2,000
Miscellaneous	-	-	\$500	\$500	\$500	\$500
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$6,839</b>	<b>\$3,937</b>	<b>\$40,200</b>	<b>\$50,550</b>	<b>\$50,550</b>	<b>\$50,550</b>
<b>EXPENSES TOTAL</b>	<b>\$130,088</b>	<b>\$136,200</b>	<b>\$187,690</b>	<b>\$204,003</b>	<b>\$204,003</b>	<b>\$204,003</b>

# General Fund & Departments Within: Transportation

Fiscal Year 2024-25

## Subsidized Taxi Ride Service

In November 2018, the City entered into an agreement with Umatilla Cab Company to provide curb-to-curb senior and disabled transportation service to Umatilla residents anywhere within the incorporated boundaries of the City of Umatilla and City of Hermiston. The cost to the rider of a one-way ride is \$8.00 from Umatilla to Hermiston or vice versa. This program is growing in ridership each year.



## General Fund: Transportation Department

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Expenses</b>						
Materials & Services						
Supplies	-	-	\$750	\$750	\$750	\$750
Taxi Program	\$4,165	\$2,686	\$4,500	\$4,500	\$4,500	\$4,500
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$4,165</b>	<b>\$2,686</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$5,250</b>
<b>EXPENSES TOTAL</b>	<b>\$4,165</b>	<b>\$2,686</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$5,250</b>

# General Fund & Departments Within: Golf Course

Fiscal Year 2024-25



Golf Course FTE Count



## Golf Course Budget Highlights

### *Equipment*

The golf course requested \$12,000 to purchase a set of reel swaps for mowers to spike, roll and finish greens.

The golf course routinely has to rent golf carts for tournaments as our fleet is not big enough. We were able to purchase ten carts in the current fiscal year and have allocated \$54,000 to purchase six additional carts in the upcoming fiscal year.

The golf course currently has one gator that is being shared between the pro shop and maintenance staff. This budget includes \$15,000 to purchase a beverage cart that will be dedicated to the pro shop and free up the other gator for maintenance use.

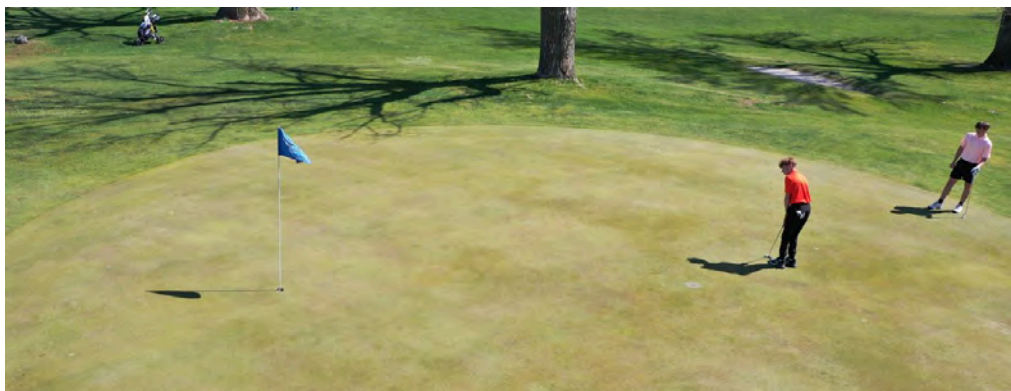
### *Maintenance*

This budget allocates \$50,000 to complete façade improvements to the existing cart sheds at the golf course and add an outdoor space with sunshades and outdoor furniture.

The existing maintenance shop is not adequate and in disrepair. Public works is proposing to design and build a 40x120x16 replacement pole building shop with concrete and electrical. The total cost, including utility work, will be approximately \$515,000 and this budget allocates funds to bring the reserve up to \$215,000 with the goal of constructing the shop in the 2025-26 fiscal year.

### *Pro Shop*

This budget allocates \$15,000 to paint the interior of the pro shop and replace the carpet. We have also allocated \$25,000 to the banquet room for new paint, carpet, and other improvements. We should be able to repurpose the kitchen cabinets and countertops from the Hospital District clinic this summer and use them here. An updated room could be made available to members at a discounted price and to the general public at a standard price.



## General Fund: Golf Course

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Expenses</b>						
Personnel Services						
Regular Earnings	\$267,936	\$332,613	\$471,559	\$497,188	\$497,188	\$497,188
Overtime Earnings	\$5,533	\$9,955	\$10,000	\$15,000	\$15,000	\$15,000
FICA	\$20,916	\$26,215	\$36,839	\$39,182	\$39,182	\$39,182
Health Insurance	\$52,823	\$62,034	\$96,215	\$109,907	\$109,907	\$109,907
Retirement	\$28,651	\$64,480	\$104,528	\$112,112	\$112,112	\$112,112
Workers Compensation	\$8,257	\$2,240	\$5,677	\$6,441	\$6,441	\$6,441
Life Insurance	\$96	\$97	\$131	\$131	\$131	\$131
Unemployment Tax	\$271	\$973	\$2,408	\$2,561	\$2,561	\$2,561
Disability Insurance	\$424	\$348	\$594	\$624	\$624	\$624
<b>PERSONNEL SERVICES TOTAL</b>	<b>\$384,906</b>	<b>\$498,955</b>	<b>\$727,951</b>	<b>\$783,146</b>	<b>\$783,146</b>	<b>\$783,146</b>
Materials & Services						
Attorney Fees	-	-	\$5,000	\$5,000	\$5,000	\$5,000
Contracted Services	\$6,959	\$14,793	\$30,350	\$0	\$0	\$0
Postage	\$58	-	\$250	\$250	\$250	\$250
Pro Shop Lease	\$16,800	\$18,525	\$18,900	\$18,900	\$18,900	\$18,900
Telephone	\$1,911	\$1,267	\$1,500	\$3,200	\$3,200	\$3,200
Printing/Advertising	\$1,512	\$95	\$10,000	\$20,000	\$20,000	\$20,000
Training/Travel	\$181	\$167	\$8,500	\$8,500	\$8,500	\$8,500
Insurance	\$7,562	\$9,096	\$10,600	\$12,875	\$12,875	\$12,875
Uniform Allowance	-	\$1,264	\$1,525	\$6,200	\$6,200	\$6,200
Fuel	\$10,237	\$19,551	\$18,000	\$22,000	\$22,000	\$22,000
Electricity	\$24,082	\$28,974	\$32,000	\$40,000	\$40,000	\$40,000
Dues and Fees	\$4,885	\$11,116	\$8,000	\$17,000	\$17,000	\$17,000
Building Maintenance	-	-	-	\$56,300	\$56,300	\$56,300
Golf Course Maintenance	\$234,902	\$217,794	\$262,500	\$90,400	\$90,400	\$90,400
Pro Shop Operation	-	-	-	\$130,850	\$130,850	\$130,850
Miscellaneous	\$350	-\$15	\$5,000	\$5,000	\$5,000	\$5,000
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$309,439</b>	<b>\$322,627</b>	<b>\$412,125</b>	<b>\$436,475</b>	<b>\$436,475</b>	<b>\$436,475</b>
<b>EXPENSES TOTAL</b>	<b>\$694,344</b>	<b>\$821,582</b>	<b>\$1,140,076</b>	<b>\$1,219,621</b>	<b>\$1,219,621</b>	<b>\$1,219,621</b>



# General Fund & Departments Within: 911 Emergency Service Center

Fiscal Year 2024-25

The Police Department has historically accounted for a dedicated T1 transmission line that is used to communicate with Umatilla County for emergency services under a 911 Emergency Service Center Department. The City moved this expense to the Police Department budget in the 2022-23 fiscal year as we have with the dispatch services expense.

## General Fund: 911 Emergency Service Center Department

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Expenses</b>						
Materials & Services						
T1 Line for CIS Software	\$912	-	-	\$0	\$0	\$0
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$912</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENSES TOTAL</b>	<b>\$912</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# General Fund & Departments Within: Non-Departmental

Fiscal Year 2024-25

Non-Departmental activities of the General Fund include the Operating Contingency, Transfers Out and the Unappropriated Fund Balance.

Transfers Out for the 2024-25 fiscal year include:

Purpose	Amount	To
Nugent Boat Ramp & Site Improvement Project	\$260,000	Capital Reserve Fund
Community Development Vehicle Contribution	\$17,500	Capital Reserve Fund
Wayfinding Implementation	\$125,000	Capital Reserve Fund
Golf Course Equipment	\$87,000	Capital Reserve Fund
Police Computer Equipment	\$50,000	Capital Reserve Fund
Police Vehicle	\$95,000	Capital Reserve Fund
Police Equipment Reserve	\$50,000	Capital Reserve Fund
Shop Bldg Reserve	\$10,000	Capital Reserve Fund
Police Department Building	\$227,535	Capital Reserve Fund
Citywide Cameras / Technology	\$280,000	Capital Reserve Fund
City Computer Equipment	\$81,000	Capital Reserve Fund
Park Equipment	\$33,000	Capital Reserve Fund
Recreation Equipment	\$70,900	Capital Reserve Fund
Trail Project	\$105,000	Capital Reserve Fund
Marina Equipment	\$13,000	Capital Reserve Fund
City Hall Vehicle	\$20,000	Capital Reserve Fund
Interfund Loan Renewal	\$750,000	Water Fund
Street Light Maintenance	\$12,525	Street Fund
Library Support	\$60,000	Library Fund
Chamber & Museum Support	\$21,000	Transient Room Tax Fund
City Sponsored Festivals	\$660,000	Transient Room Tax Fund
<b>Total Transfers Out</b>	<b>\$3,028,460</b>	

## General Fund: Non-Departmental

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Expenses</b>						
Transfers						
Transfers	\$3,702,794	\$4,244,964	\$2,839,625	\$3,028,460	\$3,028,460	\$3,028,460
<b>TRANSFERS TOTAL</b>	<b>\$3,702,794</b>	<b>\$4,244,964</b>	<b>\$2,839,625</b>	<b>\$3,028,460</b>	<b>\$3,028,460</b>	<b>\$3,028,460</b>
Operating Contingency						
Operating Contingency	–	–	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
<b>OPERATING CONTINGENCY TOTAL</b>	<b>–</b>	<b>–</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>
Unappropriated Fund Balance						
Unappropriated Fund Balance	–	–	\$2,390,915	\$2,035,240	\$2,035,240	\$1,950,563
<b>UNAPPROPRIATED FUND BALANCE TOTAL</b>	<b>–</b>	<b>–</b>	<b>\$2,390,915</b>	<b>\$2,035,240</b>	<b>\$2,035,240</b>	<b>\$1,950,563</b>
<b>EXPENSES TOTAL</b>	<b>\$3,702,794</b>	<b>\$4,244,964</b>	<b>\$6,730,540</b>	<b>\$6,563,700</b>	<b>\$6,563,700</b>	<b>\$6,479,023</b>

# Water Fund

Fiscal Year 2024-25



The City of Umatilla Public Works Department achieved the Oregon Health Authority's Oregon Drinking Water Services Outstanding Performance certification in 2015.

To achieve this certification, the City's water system received an onsite survey to review water system sources, treatment, storage facilities, distribution system, operation and maintenance procedures, monitoring, and management for the purpose of evaluating the system's capability of providing safe water to the public.

## Priorities & Performance Measures

### Priority

Efficiently maintain and professionally operate the City's water utility.

Measure	FY2021-22	FY2022-23	FY2023-24
Total water produced (in millions of gallons)	526	559	576
Number of water utility accounts	1,806	1,882	1,976
Number of wells maintained	4	4	4
Number of pumps maintained	11	11	11
Number of reservoirs maintained	6	6	6
Miles of distribution pipe	47	47	47

### Outcomes

Providing a continuously maintained water utility system though needed repairs, maintaining reservoirs, pressure reducing valves, and pump station management ensures the highest quality of water, uninterrupted water service, and needed fire protection to the residents of Umatilla.

## Water Fund Budget Highlights

### *Rates*

Staff and FCS Group completed a water and sewer utility rate and system development charge (SDC) study in fiscal year 2019-20. The study called for a large up front increase and then three 6% annual increases, followed by 2% annual increases. Council approved a monthly water rate increase of 7% effective July 1, 2024. This is higher than the study proposed due to the historic inflation we are experiencing. The average residential customer, using 7,500 gallons, will see a \$2.68 monthly increase. These increases have allowed us to significantly increase the annual transfer to reserve to save for future infrastructure replacement and expansion.

### *Staffing*

This budget accounts for the third year of the current public works collective bargaining agreement that is in effect through June 30, 2025. The agreement grants a salary increase of 2% for the final year.

### *Maintenance*

The city previously implemented a clay valve maintenance program to replace 4 per year at an estimated cost of \$12,000. The clay valves are systematic valves that regulate and sustain water pressure throughout the city. This program will carry forward annually so that all valves are replaced every five years.

We have been working with Umatilla Rural Fire District on a hydrant maintenance program so that every hydrant gets serviced once every five years. In order to implement this program, we have allocated an additional \$5,000 per year to department maintenance. This program is in addition to our current replacement schedule of two hydrants per year.

### *Water Master Plan*

Several improvement projects have been identified in our Water Master Plan. The plan calls out three 8-inch water main installations for the Port of Entry, Locust Street and Division Street. We have allocated design funding for these projects which is anticipated at \$138,600. The construction estimated at \$900,000 will also be completed in the upcoming fiscal year.

The plan also identifies many reservoir projects that we have grouped into an Oregon Safe Drinking Water loan application. Not only do we have reservoirs that need to be recoated, but the city is also in need of an additional

drinking water reservoir at the golf course. Drinking water reservoirs require semi-regular recoating to prevent contamination, combat corrosion, extend their lifespan, maintain water quality, and ensure regulatory compliance. The total cost of design and construction is estimated at \$8 million.

Another identified project is to upsize the existing waterline in the 5<sup>th</sup> Street alleyway between G and I Street. This will allow for redevelopment of city owned property downtown. We plan on completing the design at an estimated cost of \$111,000 in the upcoming year and submitted the construction project to the Legislature as part of their State Funding for Housing Infrastructure needs survey in November but have not received any funding notices yet. If we do not get a funding award, we will still have completed plans that a developer could use to construct the project.

The city is in a unique situation to have industrial wastewater discharge from the data centers that can be reused as a source of water for irrigation when mixed with river water, rather than continuing to use the city's potable water system. We have allocated \$125,000 to develop an Urban Irrigation Master Plan for South Hill and McNary in the upcoming fiscal year.

### Equipment

The water department requested \$50,000 to purchase an F-150 XL crew cab vehicle. This truck will replace one that has a blown motor. They also requested \$10,000 for a mechanical valve actuator for opening/closing of large valves. Both items were funded in the approved budget.



## Water Fund

### 2024-25 Water Fund Budget Summary

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance	\$182,434	\$73,294	\$1,775,995	\$1,181,013	\$1,181,013	\$1,181,013
Fees & Charges	\$1,642,467	\$2,026,524	\$2,872,300	\$4,204,900	\$4,204,900	\$4,204,900
Grant/Loan Proceeds	-	-	-	\$0	\$0	\$0
Interest	\$958	\$10,807	\$1,200	\$18,000	\$18,000	\$18,000
Miscellaneous	\$4,138	\$32,688	\$370,700	\$452,199	\$452,199	\$452,199
Transfers from Other Funds	-	\$1,500,000	\$750,000	\$750,000	\$750,000	\$750,000
<b>REVENUES TOTAL</b>	<b>\$1,829,997</b>	<b>\$3,643,312</b>	<b>\$5,770,195</b>	<b>\$6,606,112</b>	<b>\$6,606,112</b>	<b>\$6,606,112</b>
<b>Expenses</b>						
Personnel Services	\$539,204	\$574,304	\$700,384	\$792,366	\$792,366	\$792,366
Materials & Services	\$825,682	\$1,255,442	\$2,255,000	\$3,173,009	\$3,173,009	\$3,173,009
Debt Service	\$28,897	\$35,499	\$1,591,250	\$1,609,499	\$1,609,499	\$1,609,499
Transfers	\$362,920	\$487,470	\$724,850	\$564,690	\$564,690	\$564,690
Capital Outlay	-	-	-	\$0	\$0	\$0

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
Operating Contingency	–	–	\$300,000	\$300,000	\$300,000	\$300,000
Unappropriated Fund Balance	–	–	\$198,711	\$166,548	\$166,548	\$166,548
<b>EXPENSES TOTAL</b>	<b>\$1,756,703</b>	<b>\$2,352,715</b>	<b>\$5,770,195</b>	<b>\$6,606,112</b>	<b>\$6,606,112</b>	<b>\$6,606,112</b>

Transfers Out for the 2024-25 fiscal year include:

<b>Purpose</b>	<b>Amount</b>	<b>To</b>
Shop Bldg Reserve	\$10,000	Capital Reserve Fund
Jet Rodder Trailer Reserve	\$57,500	Capital Reserve Fund
Water Dept Equipment	\$40,000	Capital Reserve Fund
Building Maintenance City Hall	\$6,065	General Fund
Computer Support	\$39,625	General Fund
City Hall Staff Rent	\$9,900	General Fund
Water Project Reserve	\$401,600	Water Reserve Fund
<b>Total Transfers Out</b>	<b>\$564,690</b>	

# Water Reserve Fund

Fiscal Year 2024-25

The Water Reserve Fund accounts for major capital improvement projects and infrastructure replacement of the water department. Revenue is derived from transfers from the water department, System Development Charges on new construction and reimbursements received from financing capital projects.

## Water Reserve Fund Budget Highlights

### *Water Extension to the Power City and Brownell Areas*

The City of Umatilla intends to extend water service to Power City and construct a new, compliant and reliable water distribution service to the residents of the Power City and Brownell Communities. This is a follow up to the design project currently underway (funded by a \$593,000 Community Development Block Grant). Both areas are located within the City's Urban Growth Boundary. Power City Co-Op's water system has been out of compliance since 1986 when the EPA revised water quality standards. The largest compliance issue is the status of their storage tank, that features a bitumastic (tar) lining when it was installed in 1972 and cannot meet water quality standards adopted in 1986. Additionally, the tank is severely corroded. The system as a whole is outside of its useful life and is the only well, which could fail at any time, leaving the residents without water. In both 2021 and 2022, the system failed and the City of Umatilla temporarily trucked in water to the residents. The Brownell area, which is located north of the ODOT weigh station on Hwy 730/I-82, is served by a combination of City service, a local Water Association, and on-site well systems. The Brownell area water system does not meet public works standards and is undersized. Additionally, because of the varied sources of water service in the area, maintenance costs are exceptionally high and service is unreliable. We estimate that the Power City/Brownell Water Service Project will cost approximately \$8,086,500. The City intends to fund the water project as follows:

- \$6,000,000 - Bipartisan Infrastructure Law (BIL) Funds administered by Business Oregon's Safe Drinking Water Revolving Loan Fund (SDWRLF). This will be comprised of a loan for \$2.7 million that will carry interest at 2.83% for 30 years and a \$3.3 million forgivable loan.
- \$1,906,500 - Community Development Block Grant (CDBG) Construction Funds
- \$180,000 - City Funds: Accumulated System Development Charge improvement revenue.

### *Umatilla River Bridge - Waterline Replacement Project*

In spring 2019, flooding caused severe damage to the Umatilla River Bridge and the potable waterline that was attached to it. The following year, additional flooding caused more damage, rendering the bridge unrepairable. The bridge is an important strategic piece of City infrastructure. The bridge has multiple utility uses; it is used as a major walking path for students and community members to cross the Umatilla River. It also holds a major fiber optic conduit and is the major potable water line for the South Hill neighborhoods. The South Hill area of Umatilla is seeing tremendous residential development and the City is concerned about adequate water supply and fire flow to that side of town. The City is currently utilizing a smaller waterline that had been previously shut off to



provide water in the interim period but the pipeline is not viable as a permanent option. The City has worked with FEMA and JUB Engineers to develop a replacement project for both the bridge and waterline. To mitigate future damages to the bridge and waterline, the City will be installing a clear span arched steel truss pedestrian bridge with the same size of waterline mounted to the underside of the bridge. This bridge will be raised 5-10' from its' previous height.

The waterline replacement is a \$1,000,000 project. FEMA will be covering approximately \$750,000 and we anticipate a \$250,000 emergency grant from Business Oregon's Special Public Works Fund for the remainder of the project costs.

*CTUIR Point of Diversion and Pump Station Improvement Project*

The city is currently working on an engineering and permitting project to enlarge and upgrade the surface water diversion and related pipeline transmission facilities located on the south bank of the Columbia River, which is owned by the CTUIR. This system will allow the city to supply the data centers with raw water to meet their cooling needs, increase the flexibility of our potable water system by adding the ability to divert water at a second site and allow CTUIR's water to be discharged to maintain the Wanaket Wildlife Refuge and Wetlands. The design portion of this project is anticipated at \$2.5 million and the city's portion of the construction is estimated at \$25.2 million. For design, the city is taking out a loan for 40%, or approximately \$1 million from Business Oregon. The remainder will be funded with an upfront capital reimbursement from an industrial developer. For construction, the city will be applying for a \$10 million loan from Business Oregon and funding the remainder of the project with an upfront capital reimbursement from an industrial developer.

## Water Reserve Fund

2024-25 Water Reserve Fund Budget Detail

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance						
Beginning Fund Balance	\$1,107,516	\$1,316,628	\$1,776,565	\$986,967	\$986,967	\$986,967
<b>BEGINNING FUND BALANCE TOTAL</b>	<b>\$1,107,516</b>	<b>\$1,316,628</b>	<b>\$1,776,565</b>	<b>\$986,967</b>	<b>\$986,967</b>	<b>\$986,967</b>
Grant/Loan Proceeds	-	-	\$9,714,004	\$27,173,762	\$27,173,762	\$27,173,762
SDC Revenue						
SDC For Water System Improvmt	\$256,288	\$153,727	\$143,780	\$174,590	\$174,590	\$174,590
<b>SDC REVENUE TOTAL</b>	<b>\$256,288</b>	<b>\$153,727</b>	<b>\$143,780</b>	<b>\$174,590</b>	<b>\$174,590</b>	<b>\$174,590</b>
Interest						
Interest Earnings	\$6,253	\$22,339	\$25,000	\$15,000	\$15,000	\$15,000
<b>INTEREST TOTAL</b>	<b>\$6,253</b>	<b>\$22,339</b>	<b>\$25,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>
Miscellaneous						
Other Revenue	\$273,905	\$1,267,468	\$27,056,645	\$32,500,000	\$32,500,000	\$32,500,000
<b>MISCELLANEOUS TOTAL</b>	<b>\$273,905</b>	<b>\$1,267,468</b>	<b>\$27,056,645</b>	<b>\$32,500,000</b>	<b>\$32,500,000</b>	<b>\$32,500,000</b>
Transfers from Other Funds						
Transfers	\$230,000	\$340,000	\$460,000	\$401,600	\$401,600	\$401,600
<b>TRANSFERS FROM OTHER FUNDS TOTAL</b>	<b>\$230,000</b>	<b>\$340,000</b>	<b>\$460,000</b>	<b>\$401,600</b>	<b>\$401,600</b>	<b>\$401,600</b>
<b>REVENUES TOTAL</b>	<b>\$1,873,961</b>	<b>\$3,100,162</b>	<b>\$39,175,994</b>	<b>\$61,251,919</b>	<b>\$61,251,919</b>	<b>\$61,251,919</b>
<b>Expenses</b>						
Materials & Services						
Legal	-	\$9,531	-	\$0	\$0	\$0
Engineering	\$313,994	\$153,128	-	\$249,600	\$249,600	\$249,600
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$313,994</b>	<b>\$162,659</b>	<b>-</b>	<b>\$249,600</b>	<b>\$249,600</b>	<b>\$249,600</b>
Capital Outlay						
Well & Pump Repairs/SDC Funded	\$29,663	\$24,340	\$79,194	\$51,107	\$51,107	\$51,107
Water Improvements/SDC Funded	-	-	\$657,880	\$796,831	\$796,831	\$796,831
Water Systems Imp or Repairs	\$205,832	\$117,650	\$462,520	\$162,000	\$162,000	\$162,000

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
Develop Water Right	-	-	\$3,100,000	\$2,655,554	\$2,655,554	\$2,655,554
Replace Electronic Meters	\$5,018	\$22,795	\$77,000	\$77,000	\$77,000	\$77,000
Replace Hydrants	\$2,827	-	\$16,772	\$16,772	\$16,772	\$16,772
PC/Brownell Water Project	-	-	\$8,086,500	\$8,086,500	\$8,086,500	\$8,086,500
Waterline Replacement Project	-	-	\$831,590	\$355,000	\$355,000	\$355,000
POD/Pump Station Imp Project	-	\$1,053,484	\$24,806,645	\$39,816,926	\$39,816,926	\$39,816,926
Reservoir Improvements	-	-	-	\$7,988,000	\$7,988,000	\$7,988,000
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$243,339</b>	<b>\$1,218,269</b>	<b>\$38,118,101</b>	<b>\$60,005,690</b>	<b>\$60,005,690</b>	<b>\$60,005,690</b>
Operating Contingency						
Operating Contingency	-	-	\$500,000	\$500,000	\$500,000	\$500,000
<b>OPERATING CONTINGENCY TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>
Unappropriated Fund Balance						
Unappropriated Fund Balance	-	-	\$557,893	\$496,629	\$496,629	\$496,629
<b>UNAPPROPRIATED FUND BALANCE TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$557,893</b>	<b>\$496,629</b>	<b>\$496,629</b>	<b>\$496,629</b>
<b>EXPENSES TOTAL</b>	<b>\$557,333</b>	<b>\$1,380,928</b>	<b>\$39,175,994</b>	<b>\$61,251,919</b>	<b>\$61,251,919</b>	<b>\$61,251,919</b>

# Sewer Fund

Fiscal Year 2024-25



The Sewer Fund is an enterprise fund used to account for the maintenance and operation of the city sewer utility. A new sewer plant was built down by the Columbia River in 1999 and is operated by the Public Works Department. The Wastewater Division employs certified professionals who operate and maintain the City's Wastewater/Sewer operations. Wastewater Operations Division is responsible for the operation and oversight of the City of Umatilla Wastewater Treatment Plant (WWTP). The plant operates 24/7 and treats an average of 700 thousand gallons of waste water per day.

Wastewater that enters the treatment plant (influent) is about 99% water and 1% solids. The wastewater flows through a series of treatment processes that screen out large solids, remove smaller solids that sink or float, and then removes smaller materials that are dissolved in the wastewater. This treatment process involves physical, chemical and biological treatment techniques.

The Wastewater Treatment Plant is a state-of-the-art wastewater treatment plant that utilizes many complex processes to produce treated wastewater and recycled water. Wastewater undergoes primary, secondary and tertiary treatment and disinfection before being released into the Columbia River.

## Performance Measures

### Priority

Efficiently maintain and professionally operate the City's wastewater utility infrastructure.

### Outcomes

Providing a continuously maintained wastewater system through needed system repairs, maintaining pump stations, maintaining manholes, performing line cleaning, video inspection of sewer lines, and operation and maintenance of the wastewater treatment plant to our best ability ensures compliance with our NPDES permit and uninterrupted service at all times for the residents of Umatilla.

Measure	FY2021-22	FY2022-23	FY2023-24
Design capacity of WWTP (in millions of gallons per day)	3.2	3.2	3.2
Total amount of wastewater treated (in millions of gallons)	232.2	238	265
Number of sewer utility accounts	1,717	1,794	1,886
Number of lift stations maintained	6	6	6
Number of pumps maintained	12	12	12
Miles of sewer lines	35	35	35

## Sewer Fund Budget Highlights

### *Rates*

Staff and FCS Group completed a water and sewer utility rate and system development charge (SDC) study in fiscal year 2019-20. The study called for a large up front increase and then six 6% annual increases, followed by 2% annual increases. Council approved a monthly water rate increase of 7% effective July 1, 2024. This is higher than the study proposed due to the historic inflation we are experiencing. The average residential customer will see a \$3.92 monthly increase.

### *Staffing*

This budget accounts for the third year of the current public works collective bargaining agreement that is in effect through June 30, 2025. The agreement grants a salary increase of 2% for the final year.

### *Maintenance*

There are a few plant and equipment maintenance issues that the sewer department is hoping to address in the upcoming year. The first request is to install SCADA alarms at the new South Hill lift station backup generator at an estimated cost of \$30,000. These alarms function as a communication device that allows our on-call staff to monitor the system without being on site. Next, the department is proposing we upgrade the McNary lift station electrical panel at an estimated cost of \$60,000. The panel is old, and we need to upgrade the electronics and replace out-of-date parts. Both of these projects are funded and reflected in the Sewer Reserve Fund.

### *Wastewater Facilities Plan*

The recently adopted Wastewater Facilities Plan calls out several improvements needed at the WWTP. These include UV disinfection, headworks screen and sludge drying. The plan also calls for correcting an inverse pipe slope issue at Switzler Ave. These projects can be de-coupled but it would be more cost efficient to complete them at once. The total design cost is \$1,376,000. The City has submitted a construction loan application to the DEQ Clean Water State Revolving Loan Fund for a loan of \$10.7 million.

Another identified project is the extension of sewer from the Lind Road lift station to Project PATH. The total cost of the project (design and construction) is \$3.2 million. This is a project that we submitted to the Legislature as part of their State Funding for Housing Infrastructure needs survey in November and are awaiting decision. The design portion of the project is \$320,000. This budget includes design funds so that we can still progress on the project if we do not get a state allocation.

### Equipment

In the 2020-21 fiscal year, the sewer department started transferring \$25,000 per year into reserve to cover the replacement cost of a new boom truck. Our current truck is undersized and is a 1987. To date, we have \$75,000 in reserve and anticipate the purchase price to be \$250,000. This budget includes an additional transfer of \$75,000 to get us closer to making the purchase in FY26.

We have also been saving for a Vactor Truck that would replace a 2000 Sterling. The tank on that truck rotted and they no longer make replacement parts. We currently have \$350,000 set aside and anticipate the purchase price at \$580,000. This budget includes a transfer of \$115,000 to get us closer to making the purchase in FY26.

The sewer department requested \$50,000 to purchase an F-150 XL crew cab vehicle. This truck will replace one that has a blown motor. This was fully funded in the upcoming fiscal year.



## Sewer Department Fund

2024-25 Sewer Fund Budget Summary

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance	\$698,798	\$832,329	\$628,060	\$919,043	\$919,043	\$919,043
Fees & Charges	\$2,110,902	\$2,365,831	\$2,452,495	\$2,775,650	\$2,775,650	\$2,775,650
Interest	\$3,175	\$14,626	\$10,000	\$25,000	\$25,000	\$25,000
Miscellaneous	\$197,757	\$109,235	\$5,000	\$5,000	\$5,000	\$5,000
Transfers from Other Funds	-	-	-	\$0	\$0	\$0
<b>REVENUES TOTAL</b>	<b>\$3,010,633</b>	<b>\$3,322,022</b>	<b>\$3,095,555</b>	<b>\$3,724,693</b>	<b>\$3,724,693</b>	<b>\$3,724,693</b>
<b>Expenses</b>						
Personnel Services	\$520,690	\$642,831	\$673,558	\$724,065	\$724,065	\$724,065
Materials & Services	\$556,090	\$580,112	\$623,100	\$682,350	\$682,350	\$682,350
Debt Service	\$338,603	\$461,301	\$208,755	\$236,133	\$236,133	\$236,133
Transfers	\$762,920	\$803,270	\$1,068,000	\$1,333,365	\$1,333,365	\$1,333,365
Capital Outlay	-	-	-	\$0	\$0	\$0
Operating Contingency	-	-	\$150,000	\$250,000	\$250,000	\$250,000
CWSRF Loan Reserve	-	-	\$76,859	\$76,859	\$76,859	\$76,859

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
Unappropriated Fund Balance	-	-	\$295,283	\$421,921	\$421,921	\$421,921
<b>EXPENSES TOTAL</b>	<b>\$2,178,303</b>	<b>\$2,487,514</b>	<b>\$3,095,555</b>	<b>\$3,724,693</b>	<b>\$3,724,693</b>	<b>\$3,724,693</b>

Transfers Out for the 2024-25 fiscal year include:

<b>Purpose</b>	<b>Amount</b>	<b>To</b>
Sewer Dept Equipment	\$172,500	Capital Reserve Fund
Shop Bldg Reserve	\$10,000	Capital Reserve Fund
Building Maintenance City Hall	\$6,065	General Fund
Computer Support	\$34,900	General Fund
City Hall Staff Rent	\$9,900	General Fund
Sewer Project Reserve	\$1,100,000	Sewer Reserve Fund
<b>Total Transfers Out</b>	<b>\$1,333,365</b>	

# Sewer Reserve Fund

Fiscal Year 2024-25

The Sewer Reserve Fund accounts for major capital improvement projects and infrastructure replacement of the sewer department. Revenue is derived from transfers from the sewer department, System Development Charges on new construction and reimbursements received from financing capital projects.

## Sewer Reserve Fund Budget Highlights

### *Sewer Extension to the Power City and Brownell Areas*

The City intends to extend sewer service to the Power City and Brownell Communities. This is a follow up to the design project currently underway (funded by a \$372,500 Community Development Block Grant). The Power City area is currently served by individual septic systems. The Brownell area is served by a mixture of private septic systems (27) and 8 customers that are already connected to the City's wastewater system. The residential members of these two communities have discussed connection to the City of Umatilla's wastewater system to increase reliability for the property owners and remove the maintenance responsibilities associated with private septic tanks. Waiting for the septic systems to fail, and create an environmental problem, or mandating the residents to connect in the future, will only increase the capital costs to the low-and-moderate income residents of this area. We estimate that the Power City/Brownell Sewer Service Project will cost approximately \$11,315,305. The City intends to fund the project with a \$500,000 contribution from a private industrial customer and the remainder with a DEQ Clean Water State Revolving Fund (CWSRF) Loan.

### *Industrial Partnership*

We have three capital projects in the wastewater fund that will be funded through private industrial reimbursements in the next fiscal year. The first is design and construction of an Industrial Wastewater line and lift station in South Hill at an estimated cost of \$13.8 million, the second is design and construction of sanitary sewer in South Hill at an estimated cost of \$4.6 million, and the third is the expansion of the pond at the Golf Course at an estimated cost of \$4.9 million. You will see the revenue and corresponding expenses for these in the Sewer Reserve Fund.



## Sewer Reserve Fund

### 2024-25 Sewer Reserve Fund Budget Detail

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance						
Beginning Fund Balance	\$2,365,226	\$3,200,043	\$4,579,130	\$6,062,871	\$6,062,871	\$6,062,871
<b>BEGINNING FUND BALANCE TOTAL</b>	<b>\$2,365,226</b>	<b>\$3,200,043</b>	<b>\$4,579,130</b>	<b>\$6,062,871</b>	<b>\$6,062,871</b>	<b>\$6,062,871</b>
Grant/Loan Proceeds	-	-	\$10,815,305	\$21,516,305	\$21,516,305	\$21,516,305
SDC Revenue						
SDC For Sewer System Improvmt	\$306,341	\$187,226	\$172,900	\$195,130	\$195,130	\$195,130
<b>SDC REVENUE TOTAL</b>	<b>\$306,341</b>	<b>\$187,226</b>	<b>\$172,900</b>	<b>\$195,130</b>	<b>\$195,130</b>	<b>\$195,130</b>
Interest						
Interest Earnings	\$12,815	\$89,145	\$65,000	\$175,000	\$175,000	\$175,000
<b>INTEREST TOTAL</b>	<b>\$12,815</b>	<b>\$89,145</b>	<b>\$65,000</b>	<b>\$175,000</b>	<b>\$175,000</b>	<b>\$175,000</b>
Miscellaneous						
Other Revenue	\$248,401	\$1,101,086	-	\$0	\$0	\$0
<b>MISCELLANEOUS TOTAL</b>	<b>\$248,401</b>	<b>\$1,101,086</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Transfers from Other Funds						
Transfers	\$590,000	\$665,800	\$800,000	\$1,100,000	\$1,100,000	\$1,100,000
<b>TRANSFERS FROM OTHER FUNDS TOTAL</b>	<b>\$590,000</b>	<b>\$665,800</b>	<b>\$800,000</b>	<b>\$1,100,000</b>	<b>\$1,100,000</b>	<b>\$1,100,000</b>
<b>REVENUES TOTAL</b>	<b>\$3,522,784</b>	<b>\$5,243,300</b>	<b>\$16,432,335</b>	<b>\$29,049,306</b>	<b>\$29,049,306</b>	<b>\$29,049,306</b>
<b>Expenses</b>						
Materials & Services						
Legal	\$27,307	-	-	\$0	\$0	\$0
Engineering & UIC Permitting	\$150,064	\$103,282	\$935,000	\$1,696,600	\$1,696,600	\$1,696,600
<b>MATERIALS &amp; SERVICES TOTAL</b>	<b>\$177,370</b>	<b>\$103,282</b>	<b>\$935,000</b>	<b>\$1,696,600</b>	<b>\$1,696,600</b>	<b>\$1,696,600</b>
Capital Outlay						
PC/Brownell Improvements	-	-	\$11,315,305	\$11,315,305	\$11,315,305	\$11,315,305
Sewer Improvements/SDC Funded	-	-	\$524,700	\$624,805	\$624,805	\$624,805
Sewer Repairs/SDC Funded	\$76,089	\$174,500	\$313,060	\$182,362	\$182,362	\$182,362
Sewer Imp/Repairs	\$69,281	\$19,692	\$110,000	\$290,000	\$290,000	\$290,000
Security Cameras	-	-	-	\$0	\$0	\$0
WWTP Capacity Improvements	-	-	-	\$10,701,000	\$10,701,000	\$10,701,000
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$145,370</b>	<b>\$194,192</b>	<b>\$12,263,065</b>	<b>\$23,113,472</b>	<b>\$23,113,472</b>	<b>\$23,113,472</b>
Operating Contingency						
Operating Contingency	-	-	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>OPERATING CONTINGENCY TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
Unappropriated Fund Balance						
Unappropriated Fund Balance	-	-	\$2,234,270	\$3,239,234	\$3,239,234	\$3,239,234



	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
UNAPPROPRIATED FUND BALANCE TOTAL	-	-	\$2,234,270	\$3,239,234	\$3,239,234	\$3,239,234
EXPENSES TOTAL	\$322,741	\$297,473	\$16,432,335	\$29,049,306	\$29,049,306	\$29,049,306

# Street Fund

Fiscal Year 2024-25

The Street Fund is a special revenue fund used to account for the maintenance and operation of the city's streets, sidewalks, signage, medians, and rights-of-way.

The Street Department is in charge of snow removal and minor preventative maintenance of over 18.5 miles of roadway. These responsibilities include striping, roadway signage, and maintenance of oversight of City-owned curb, gutter, and street lighting.



## Performance Measures

### Priority

Maintain roads and right of way to the highest quality standards.

### Outcomes

Continuously maintaining the 18.5 street lane miles and right of way in the City's street system to the highest possible standard within the available budget enhances the quality and livability of the community.

## Street Fund Budget Highlights

### *Revenues*

City revenues from the State Highway Trust Fund have seen significant per capita dollar increases over the past several years due to the passage of the transportation package, HB 2017, during the 2017 legislative session. The full implementation of the incremental 10-cent fuel tax increase has been completed as of January 1, 2024. This revenue is expected to increase by approximately 3% for 2024-25. This results in a total apportionment for 2024-25 of approximately \$620,000, which is an increase of \$17,000 from the current year's revenue budget.

The Surface Transportation Block Grant (STBG) exchange fund program for Street Projects is undergoing extensive revisions. Our prior balance of funds was used this year to purchase a new street sweeper. The State will automatically be sending out our annual allocations, rather than making us request them for specific projects. We anticipate the allocation for 2024-25 to be close to \$96,000.

### *Staffing*

This budget accounts for the third year of the current public works collective bargaining agreement that is in effect through June 30, 2025. The agreement grants a salary increase of 2% for the final year.

### *Maintenance*

There are several areas in town that need attention. Some areas could benefit from chip/fog/slurry sealing, oiling and crack sealing. Other areas likely require more costly full grinding and overlay projects. Based upon our recent asphalt condition assessment, the City should be allocating a minimum of \$260,000 per year with the understanding that more would be needed to fix roads that are in poor or very poor condition.

### *Transportation System Plan*

The recently adopted Transportation System Plan (TSP) identifies improvements to the US730/I-82 northbound ramps, add signal and westbound right turn lane at a design cost of \$135,000 and construction estimate of \$1.3 million. The city will partner with ODOT on this project. In anticipation of following a similar cost share as we did for the 6<sup>th</sup> Street Improvement Project, we can expect the city to cover 12% of the cost, with ODOT covering the remainder. The city is pursuing efforts to get this project into ODOT's next five-year plan.

In anticipation of the new intermediate school in South Hill, this budget allocates funds for Phase 1 of the Powerline Road improvement project which will include to improving Powerline from 100' N of Jefferson to 200' N of Pine Tree and all of the Madison St improvements. We anticipate completing the design in the next fiscal year at an estimated cost of \$340,000 and starting construction (estimated at \$2.8 million) in spring 2025. We will need to allocate the full design cost and about 20% of construction, or \$570,000. The city currently has \$400,000 in reserve from payments received from Umatilla County related to road transfers. We also have an Intergovernmental Agreement in place with the Port of Umatilla to utilize \$2m of HB2017 funds towards the project and have development agreements in place with Monte Vista and the Umatilla School District. Through the developer agreements we anticipate approximately \$77,000 to be available by the end of next fiscal year and another \$106,000 to be collected in future years.

Phase 2 of the Powerline Road Improvements will include design of a single lane roundabout at the Powerline/US-730 intersection, the widening of Powerline Road from US 730 to Dean Avenue and replacement of the WEID canal bridge. The total cost is anticipated to range between \$6-10 million. We have allocated \$900,000 towards design in the upcoming budget. We anticipate negotiating a development agreement with Amazon for their road improvement requirements (Powerline Road south to the interstate and Powerline and US-730 roundabout). We also have development agreements in place with Monte Vista, Fastrack and the Umatilla School District and anticipate approximately \$400,000 to be available by the end of next fiscal year and another

\$386,000 to be collected in future years. We will be actively working to identify other potential sources of construction funding to secure and complete the improvements by October 2029.

The TSP also identifies the US730/Willamette intersection improvement project which includes adding a southbound left turn lane. We allocated design funds this fiscal year and have allocated construction funding estimated at \$100,000 in the next fiscal year. The city will be responsible for the entire cost of this project.



**FIGURE 6 TRUSS WITH OUTBOARD PLATFORM**

### ***Umatilla Bridge/Waterline Replacement Project***

In spring 2019, flooding caused severe damage to the Umatilla River Bridge and the potable waterline that was attached to it. The following year, additional flooding caused more damage, rendering the bridge unrepairable. The bridge is an important strategic piece of City infrastructure. The bridge has multiple utility uses; it is used as a major walking path for students and community members to cross the Umatilla River. It also holds a major fiber optic conduit and is the major potable water line for the South Hill neighborhoods. The South Hill area of Umatilla is seeing tremendous residential development and the City is concerned about adequate water supply and fire flow to that side of town. The City is currently utilizing a smaller waterline that had been previously shut off to provide water in the interim period but the pipeline is not viable as a permanent option. The City has worked with FEMA and JUB Engineers to develop a replacement project for both the bridge and waterline. To mitigate future damages to the bridge and waterline, the City will be installing a clear span arched steel truss pedestrian bridge with the same size of waterline mounted to the underside of the bridge. This bridge will be raised 5-10' from its' previous height.

The bridge replacement is a \$6.2 million-dollar project. FEMA will be covering \$4.7 million, insurance proceeds will cover \$100,000, and we anticipate a \$500,000 emergency grant and \$1 million loan from Business Oregon's Special Public Works Fund. We do not anticipate any loan payments due in the 2024-25 fiscal year.

# Street Fund

## 2024-25 Street Fund Budget Summary

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance	\$830,690	\$966,730	\$955,056	\$273,499	\$273,499	\$273,499
Intergovernmental	\$603,697	\$589,703	\$888,175	\$716,000	\$716,000	\$716,000
Grant/Loan Proceeds	–	–	\$3,562,123	\$1,481,264	\$1,481,264	\$1,481,264
Interest	\$500	\$6,606	\$5,000	\$5,000	\$5,000	\$5,000
Miscellaneous	\$2,450,191	\$1,210,593	\$5,250	\$0	\$0	\$0
Transfers from Other Funds	\$12,525	\$12,525	\$12,525	\$12,525	\$12,525	\$12,525
<b>REVENUES TOTAL</b>	<b>\$3,897,602</b>	<b>\$2,786,158</b>	<b>\$5,428,129</b>	<b>\$2,488,288</b>	<b>\$2,488,288</b>	<b>\$2,488,288</b>
<b>Expenses</b>						
Personnel Services	\$325,072	\$265,831	\$369,083	\$318,205	\$318,205	\$318,205
Materials & Services	\$228,178	\$187,186	\$492,195	\$435,575	\$435,575	\$435,575
Transfers	\$136,900	\$166,250	\$410,210	\$432,919	\$432,919	\$432,919
Capital Outlay	\$2,240,722	\$1,836,483	\$3,562,123	\$741,724	\$741,724	\$741,724
Operating Contingency	–	–	\$400,000	\$400,000	\$400,000	\$400,000
Unappropriated Fund Balance	–	–	\$194,518	\$159,865	\$159,865	\$159,865
<b>EXPENSES TOTAL</b>	<b>\$2,930,872</b>	<b>\$2,455,750</b>	<b>\$5,428,129</b>	<b>\$2,488,288</b>	<b>\$2,488,288</b>	<b>\$2,488,288</b>

Transfers Out for the 2024-25 fiscal year include:

Purpose	Amount	To
Shop Bldg Reserve	\$10,000	Capital Reserve Fund
Bike Paths	\$6,000	Capital Reserve Fund
Powerline Road Reserve Funds	\$400,000	Capital Reserve Fund
Computer Support	\$14,500	General Fund
Building Maintenance City Hall	\$919	General Fund
City Hall Staff Rent	\$1,500	General Fund
<b>Total Transfers Out</b>	<b>\$432,919</b>	

# Capital Reserve Fund

Fiscal Year 2024-25

The Capital Reserve Fund was established for the purpose of replacing equipment, land acquisition and funding shared capital projects as needed. Revenue is derived from transfers from the water, sewer, street, library, building and general funds.

## Capital Reserve Budget Highlights

### *Equipment*

Major equipment purchases to be made in the 2024-25 fiscal year include two vehicles for the Police Department, a F-150 pickup truck, tandem trailer, mobile generator and event tent for the Parks Department, a F-150 pickup truck and a backup generator for the Golf Well for the Water Department, a F-150 pickup truck for the Sewer Department, a street sweeper for the Street Department, a beverage cart and new golf carts for the Golf Course, two F-150 pickup trucks for the Building Department and a SUV for the Community Development Department.

### *Technology Upgrades*

This budget continues to emphasize technology. In addition to the routine computer support and annual license fees paid out of the General Fund, this budget includes server upgrades and upgrades to the city's camera system.

### *Capital Projects*

**Nugent Park:** The City was recently awarded a grant from the Oregon Parks and Recreation Land and Water Conservation Fund (LCWF) for the rehabilitation of Nugent Park. The scope of work will include replacement of playground equipment, replacement of the pavilion and sidewalk and parking lot improvements. The project is estimated at \$655,000 with a 50%, or \$327,500 matching requirement. This project was included in the 2023-24 budget and will roll forward to the next year for project closeout.

**Nugent Park Boat Ramp Replacement:** The Nugent Park boat ramp was damaged in the flooding that occurred in 2020. Projects that occurred under that FEMA declared disaster are eligible for 90% reimbursement. After a deeper evaluation of that area, it appears it would be best to pursue design and completion of the other desired site improvements at the same time to realize economy of scale savings by only having to do the work once and to complete the improvements sooner, rather than later. The expanded scope includes a boat dock, non-motorized boat ramp, launch staging area upgrades and site lighting. The total design and construction cost of the project is \$1,325,000. FEMA will cover \$660,000 and the city will be responsible for the remaining \$665,000. We anticipate expending approximately \$300,000 in the 2023-24 fiscal year and will carry the remainder into the next budget.

Umatilla Business Center: City staff has been working with Seder Architecture & Urban Design on a renovation and expansion project of the old post office building into the new City of Umatilla Business Center. This Business Center will house the Community Development Department and a multi-use room and kitchen for events and meetings in the existing building and will have a two-story expansion that will serve as a business incubator for new business owners on the lower level, while providing long term rental space on the second floor. We estimate this project will cost \$8.4 million which includes the building, parking lot and street improvements. City staff secured a \$1.4 million EDA grant application and will fund the remainder of the project from a contribution from Umatilla County of \$1 million, \$1.8 million in legislative funding and the remainder from the City's ARPA allocation and capital reserves.

Umatilla Falls: The City has been working on a new entryway at the intersection of US-730 and Highway 395. This will be a great artistic and beautiful gateway project for the City. We currently have \$1.9 million allocated to the project and are negotiating a Guaranteed Maximum Price (GMP) with our Construction Manager/General Contractor (CMGC).

Police Department Building: The current police department building does not meet the needs required for the current and future growth of the department in relation to the growth of the community. We have contracted with Mackenzie, Inc. for the design of a new Police Department facility that will meet the demands of the police department for approximately 20 years. The initial design contract was \$1.3 million. With the construction estimates coming in between \$20-25 million, we need to increase the design budget to \$1.8 million. All unused funds will be carried forward to next year.

## Capital Reserve Fund

2024-25 Budget Tables Detail - Capital Reserve

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance	\$3,752,048	\$1	\$12,208,520	\$13,050,922	\$13,050,922	\$13,050,922
Payment in Lieu of Tax	\$66,662	\$83,028	-	\$0	\$0	\$0
Fees & Charges	\$38,594	\$68,098	\$102,216	\$807,420	\$807,420	\$807,420
Capital Donations	-	-	\$450,000	\$450,000	\$450,000	\$450,000
Grant/Loan Proceeds	\$1,900,000	\$24,237	\$2,622,022	\$24,439,708	\$24,439,708	\$24,439,708
Interest	\$21,417	\$274,032	\$225,000	\$500,000	\$500,000	\$500,000
Miscellaneous	\$5,133,915	\$735,681	-	\$20,000	\$20,000	\$20,000
Transfers from Other Funds	\$4,373,310	\$2,899,189	\$2,757,600	\$2,340,935	\$2,340,935	\$2,340,935
<b>REVENUES TOTAL</b>	<b>\$15,285,947</b>	<b>\$4,084,266</b>	<b>\$18,365,358</b>	<b>\$41,608,985</b>	<b>\$41,608,985</b>	<b>\$41,608,985</b>
<b>Expenses</b>						
Materials & Services						
Debt Service						
Principal Payments	\$46,863	\$102,630	\$102,494	\$104,497	\$104,497	\$104,497
Interest Payments	\$68,040	\$43,533	\$43,660	\$41,657	\$41,657	\$41,657
<b>DEBT SERVICE TOTAL</b>	<b>\$114,903</b>	<b>\$146,163</b>	<b>\$146,154</b>	<b>\$146,154</b>	<b>\$146,154</b>	<b>\$146,154</b>
Transfers						
Transfers	-	-	-	\$360,994	\$360,994	\$360,994
<b>TRANSFERS TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$360,994</b>	<b>\$360,994</b>	<b>\$360,994</b>
Capital Outlay						
Range Project	-	\$31,512	\$175,000	\$0	\$0	\$0
FEMA Park Repairs	-	\$1,227	\$344,600	\$1,133,249	\$1,133,249	\$1,133,249
Wayfinding Implementation	-	-	-	\$125,000	\$125,000	\$125,000
Citywide Cameras/Technology	-	-	-	\$280,000	\$280,000	\$280,000
Police Department Building	-	-	-	\$21,742,535	\$21,742,535	\$21,742,535
Minor Property Improvements	\$68,374	\$73,828	\$135,000	\$125,000	\$125,000	\$125,000
Downtown Revitalization	\$17,642	-	-	\$0	\$0	\$0
Park Equipment	\$73,586	\$85,329	\$218,250	\$53,000	\$53,000	\$53,000
Shop Building Reserve	\$13,300	-	\$329,108	\$0	\$0	\$0

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
Sewer Dept Equip & Jet Truck	\$26,047	\$46,468	\$289,275	\$50,000	\$50,000	\$50,000
Water Department Equipment	\$26,044	\$4,871	\$333,750	\$196,750	\$196,750	\$196,750
Police Computer Reserve	–	\$8,985	\$32,250	\$49,500	\$49,500	\$49,500
Library Equipment Reserve	\$0	–	\$9,250	\$0	\$0	\$0
City Hall Computer Reserve	\$14,384	\$59,219	\$124,000	\$67,000	\$67,000	\$67,000
Marina Computer Reserve	–	\$33,515	–	\$0	\$0	\$0
Police Equip Reserve	–	–	\$12,000	\$54,000	\$54,000	\$54,000
Land Acquisition	\$3,072,668	\$85,907	\$2,405,000	\$410,000	\$410,000	\$410,000
Park Expansion & Improvements	\$243,870	\$47,955	\$576,000	\$276,500	\$276,500	\$276,500
Office Equipment Replacement	–	\$1,816	\$20,000	\$34,000	\$34,000	\$34,000
Streets Equipment	\$36,938	\$167,054	\$81,750	\$19,750	\$19,750	\$19,750
Police Cars	\$84,136	\$143,119	\$114,400	\$96,000	\$96,000	\$96,000
Bike Paths/Pedestrian Improve	\$2,590	\$38,603	\$410,400	\$0	\$0	\$0
Cemetery Improvements	–	–	\$59,600	\$49,700	\$49,700	\$49,700
Street Sweeper	–	–	\$380,000	\$359,060	\$359,060	\$359,060
Building Dept Equipment	–	\$60,093	\$12,000	\$170,000	\$170,000	\$170,000
TIF Powerline/730	–	–	\$182,470	\$899,400	\$899,400	\$899,400
TIF Powerline/Tyler	–	–	\$30,975	\$2,476,917	\$2,476,917	\$2,476,917
Regional Homeless Solution	–	\$32,430	\$325,000	\$0	\$0	\$0
Golf Course Improvements	\$146,178	\$574,484	\$80,000	\$50,000	\$50,000	\$50,000
Golf Course Equipment	\$49,543	\$147,099	\$176,500	\$81,000	\$81,000	\$81,000
Street Improvement Reserve CVE	–	–	\$15,574	\$0	\$0	\$0
Mobile Stage	\$254,678	\$0	–	\$0	\$0	\$0
City Hall Vehicle	\$0	\$75,650	–	\$20,000	\$20,000	\$20,000
Marina Equipment	\$4,942	\$15,345	–	\$12,000	\$12,000	\$12,000
Marina Improvements	\$23,673	\$76,673	\$630,211	\$15,000	\$15,000	\$15,000
Recreation Equipment	\$334,597	\$14,595	\$25,500	\$74,200	\$74,200	\$74,200
Business Center	–	\$94,739	\$8,206,394	\$8,276,343	\$8,276,343	\$8,276,343
Umatilla Falls Improvements	\$73,769	\$81,491	\$2,224,000	\$1,949,368	\$1,949,368	\$1,949,368
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$4,566,960</b>	<b>\$2,002,005</b>	<b>\$17,958,257</b>	<b>\$39,145,272</b>	<b>\$39,145,272</b>	<b>\$39,145,272</b>
Unappropriated Fund Balance						
Unappropriated Fund Balance	–	\$0	\$260,947	\$1,956,565	\$1,956,565	\$1,956,565
<b>UNAPPROPRIATED FUND BALANCE TOTAL</b>	<b>–</b>	<b>\$0</b>	<b>\$260,947</b>	<b>\$1,956,565</b>	<b>\$1,956,565</b>	<b>\$1,956,565</b>
<b>EXPENSES TOTAL</b>	<b>\$4,681,863</b>	<b>\$2,148,168</b>	<b>\$18,365,358</b>	<b>\$41,608,985</b>	<b>\$41,608,985</b>	<b>\$41,608,985</b>



# Library Fund

Fiscal Year 2024-25



The Library Fund accounts for the City's library. Revenue is derived from the Umatilla County Library District tax base levy, as well as a transfer from the General Fund. Expenditures are for the cost of operations and salaries of personnel. The City Council appoints five members to the Library Advisory Committee which meets quarterly to review the library's activities. Libraries, within the district, can access each other's book inventory lists. The libraries can exchange and borrow books from each other.

The mission of the Umatilla Public Library is to provide quality materials and services that fulfill educational, informational, cultural and recreational needs of the entire community in an atmosphere that is welcoming, respectful and business like.

## Library FTE Count



### Meet the Umatilla Public Library Staff!

Pictured below are (1) Library Director Susie Sotelo, (2) Library Aide Kellie Lamoreaux, (3) Library Aide Arianna Strong and (4) Library Aide Jenn Matters



## Priorities & Performance Measures

### Priority

Provide a variety of books to reach patrons of all ages, while shifting circulation needs due to the pandemic.

### Outcomes

Offering a variety of books allows us to reach children, teens and adults in our community. This priority will also apply to programming offerings post pandemic.

## Library Program Offering Statistics



# Library Foot Traffic: Three-Year Comparison

Data

Summary

Details

Foot Traffic Count	2021-22	2022-23	2023-24	Total
Indoor	5,802	8,493	9,731	24,026
Computers	0	1,856	3,080	4,936
Study Rooms	0	349	307	656
Delivery	74	103	105	282
Curbside	157	0	0	157
<b>Total</b>	<b>6,033</b>	<b>10,801</b>	<b>13,223</b>	<b>30,057</b>



## Library Circulation Report: Three-Year Comparison

Note: Categories without figures for FY23-24 were not tracked. Library decided to add another metric for program attendance to replace those categories.

### Data

Summary

Details

Category	2021-22	2022-23	2023-24	Total
Juvenile Fiction	1,576	1,654	1,937	5,167
Adult Fiction	1,410	1,853	1,840	5,103
E-Books	817	1,409	1,527	3,753
Movies	550	618	855	2,023
Audiobooks	647	511	348	1,506
Adult Non-Fiction	267	254	163	684
Young Adult	122	120	137	379
Large Print	247	120	0	367
Graphic Novel	225	84	0	309
E-books	147	133	0	280
Spanish	50	84	73	207
Juvenile Non-Fiction	90	70	0	160
Magazines	75	43	0	118
Equipment	58	23	0	81
<b>Total</b>	<b>6,281</b>	<b>6,976</b>	<b>6,880</b>	<b>20,137</b>

## Library Fund Budget Highlights

### *Revenues*

Estimates from the Umatilla County Special Library District show that the library will receive an increase of approximately \$8,000 in tax distribution revenue in the next fiscal year. This is based on current year assessed valuation increases and the new distribution formula.

### *Staffing*

As the city grows, so does the want and need for additional programming and library services. In the library, foot traffic is up 144%, event attendance is up 445%, programs offered are up 290% and according to the State Library of Oregon, the Umatilla Public Library has had a 90% increase in registered card users compared to the prior year. Converting one of our part time library aides to full time would allow us to continue to expand our offerings and also ensure full coverage at the library when other staff members are away for training or out on paid leave. This budget allocates funding and increases the library FTE count by 0.5.

# Library Fund

## 2024-25 Library Fund Budget Summary

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance	\$158,117	\$198,143	\$219,964	\$138,326	\$138,326	\$138,326
Intergovernmental	\$239,654	\$269,669	\$276,410	\$289,100	\$289,100	\$289,100
Interest	\$972	\$5,235	\$4,000	\$6,000	\$6,000	\$6,000
Miscellaneous	\$2,375	\$883	\$2,000	\$2,000	\$2,000	\$2,000
Transfers from Other Funds	\$40,000	\$20,000	–	\$60,000	\$60,000	\$60,000
<b>REVENUES TOTAL</b>	<b>\$441,118</b>	<b>\$493,930</b>	<b>\$502,374</b>	<b>\$495,426</b>	<b>\$495,426</b>	<b>\$495,426</b>
<b>Expenses</b>						
Personnel Services	\$186,726	\$207,439	\$277,959	\$321,706	\$321,706	\$321,706
Materials & Services	\$43,132	\$54,884	\$75,800	\$78,860	\$78,860	\$78,860
Transfers	\$10,000	\$10,000	\$27,225	\$30,000	\$30,000	\$30,000
Capital Outlay	\$3,116	–	–	\$0	\$0	\$0
Operating Contingency	–	–	\$20,000	\$20,000	\$20,000	\$20,000
Unappropriated Fund Balance	–	–	\$101,390	\$44,860	\$44,860	\$44,860
<b>EXPENSES TOTAL</b>	<b>\$242,974</b>	<b>\$272,323</b>	<b>\$502,374</b>	<b>\$495,426</b>	<b>\$495,426</b>	<b>\$495,426</b>

Transfers Out for the 2024-25 fiscal year include:

Purpose	Amount	To
Computer Support	\$30,000	General Fund
<b>Total Transfers Out</b>	<b>\$30,000</b>	

# Refuse Collection Fund

Fiscal Year 2024-25

The Refuse Collection Fund is a pass-through fund. The City contracts with Sanitary Disposal, Inc. for waste management services. The City bills for the garbage services and retains 16% of the total collected which is split between a franchise fee (5%) and administrative fee (11%).

Sanitary Disposal was sold to Waste Connections of Oregon a few years ago. This year they requested a 14.5% increase for all garbage rates for FY24-25, a 10.5% plus actual CPI increase for FY25-26 and then a third increase (dependent on CPI) for FY26-27. The approximate increase over three years will be 31% plus the CPI for years 2 and 3. City Council did approve the 14.5% increase effective July 1, 2024.



## Refuse Collection Fund

2024-25 Refuse Fund Budget Summary

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance	\$105,153	\$94,533	\$93,233	\$162,564	\$162,564	\$162,564
Fees & Charges	\$929,941	\$1,011,194	\$1,122,289	\$1,480,247	\$1,480,247	\$1,480,247
<b>REVENUES TOTAL</b>	<b>\$1,035,093</b>	<b>\$1,105,727</b>	<b>\$1,215,522</b>	<b>\$1,642,811</b>	<b>\$1,642,811</b>	<b>\$1,642,811</b>
<b>Expenses</b>						
Materials & Services	\$792,980	\$801,677	\$1,122,576	\$1,482,247	\$1,482,247	\$1,482,247
Transfers	\$147,580	\$160,973	-	\$0	\$0	\$0
Operating Contingency	-	-	\$75,000	\$100,000	\$100,000	\$100,000
Unappropriated Fund Balance	-	-	\$17,946	\$60,564	\$60,564	\$60,564
<b>EXPENSES TOTAL</b>	<b>\$940,560</b>	<b>\$962,649</b>	<b>\$1,215,522</b>	<b>\$1,642,811</b>	<b>\$1,642,811</b>	<b>\$1,642,811</b>

# Building Department Fund

Fiscal Year 2024-25



The Building Department Fund accounts for all revenue generated from building and electrical permit activity. The City of Umatilla collects the permit applications and fees.

## Building Department FTE Count



## Performance Measures

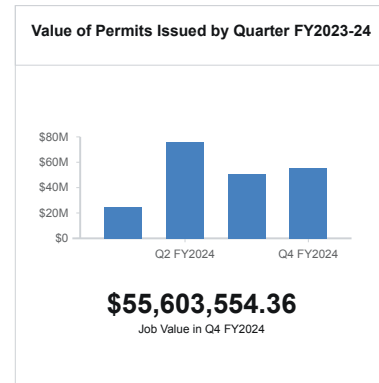
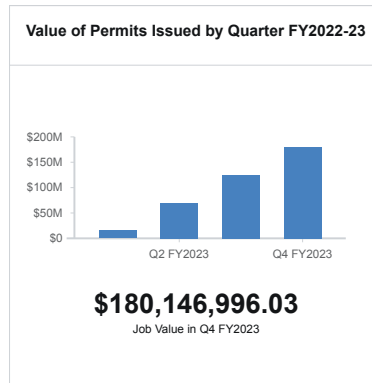
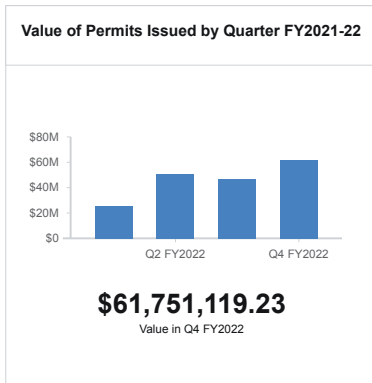
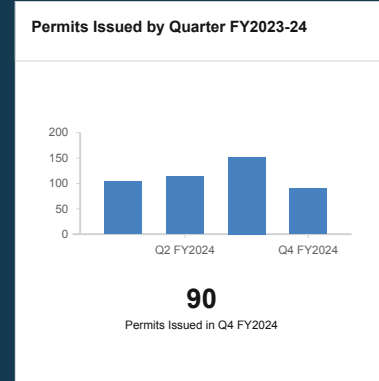
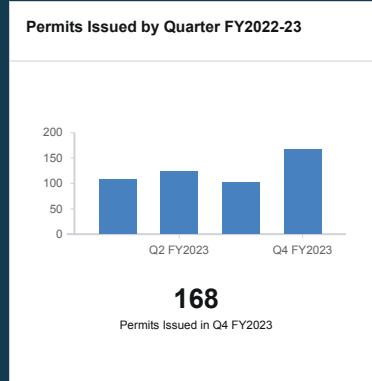
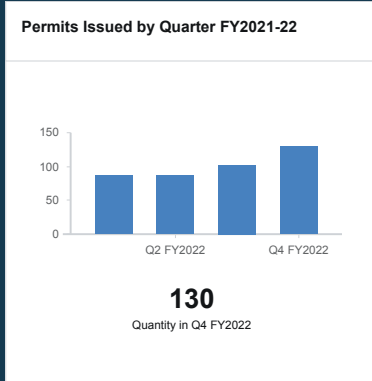
### Strategy

Provide professional and timely building inspection and permitting services for developers, business and property owners.

### Outcomes

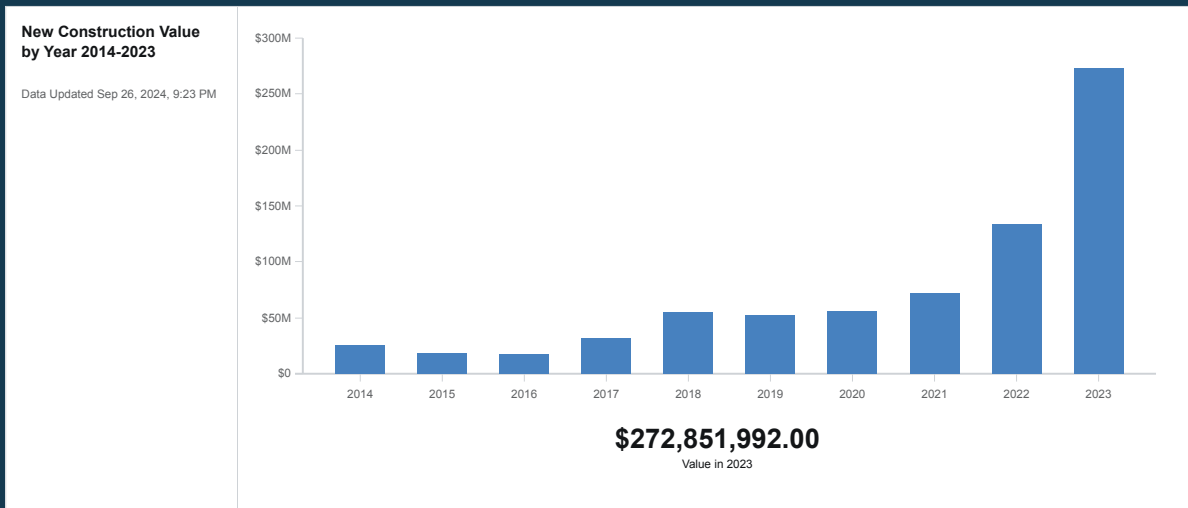
The Building Division of Community Development is committed to assisting the public, business owners, and developers navigate the inspection and permitting process. Through pre-development meetings, over-the-counter contacts, and processing applications, they work with citizens and contractors to make their projects successful, while following established City and Building Codes.

# Building Permit Activity: Three-Year Comparison





# 10 Year Development Analysis



## Building Department Fund Budget Highlights

### *Revenues*

The Building Department Fund is thriving. Both residential and industrial development remain steady and we anticipate this activity to continue into next year. This is reflected in the rising level of permit and plan review revenue.

### *Staffing*

The city has been moving towards the creation of an independent full-service Building Department within the city. We currently utilize Intergovernmental Agreements to cover some inspection disciplines with the City of Hermiston and City of Boardman. The City of Hermiston is proposing a significant increase in plan review fees. Creating a Building Inspector III position that requires a commercial electrical inspector certification will allow us to perform the inspections that Hermiston does in house and will give us more control over scheduling. We anticipate this position will create a net increase to the Building Department fund of approximately \$20,000 in year one and then will be close to net zero in future years.

### *Equipment*

The building department is requested funds to purchase two Ford F-150 XLT pickups at \$50,000 each. The first is to replace an existing SUV that is currently used for inspections. That SUV will be purchased by the General Fund at its' depreciated value to serve as a vehicle for City Hall staff. The second is for the new Building Inspector discussed above.

They also requested \$5,000 to purchase a drone that will allow inspections of rooftop mounted equipment and other inspections that would otherwise require use of a ladder or roof access. All of these equipment requests were approved and are reflected in the upcoming budget.

# Building Department Fund

## 2024-25 Building Dept Fund Budget Summary

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance	\$2,586,023	\$3,603,349	\$4,929,281	\$7,493,318	\$7,493,318	\$7,493,318
Fees & Charges	\$2,165,663	\$3,664,142	\$2,589,884	\$2,471,000	\$2,471,000	\$2,471,000
Interest	\$13,757	\$100,220	\$75,000	\$225,000	\$225,000	\$225,000
Miscellaneous	\$74,894	\$110,520	\$26,200	\$66,000	\$66,000	\$66,000
<b>REVENUES TOTAL</b>	<b>\$4,840,337</b>	<b>\$7,478,231</b>	<b>\$7,620,365</b>	<b>\$10,255,318</b>	<b>\$10,255,318</b>	<b>\$10,255,318</b>
<b>Expenses</b>						
Personnel Services	\$375,760	\$480,976	\$617,613	\$799,330	\$799,330	\$799,330
Materials & Services	\$303,947	\$890,188	\$628,550	\$710,500	\$710,500	\$710,500
Transfers	\$557,281	\$32,840	\$110,180	\$156,144	\$156,144	\$156,144
Operating Contingency	–	–	\$1,000,000	\$1,500,000	\$1,500,000	\$1,500,000
Unappropriated Fund Balance	–	–	\$5,264,022	\$7,089,344	\$7,089,344	\$7,089,344
<b>EXPENSES TOTAL</b>	<b>\$1,236,987</b>	<b>\$1,404,004</b>	<b>\$7,620,365</b>	<b>\$10,255,318</b>	<b>\$10,255,318</b>	<b>\$10,255,318</b>

Transfers Out for the 2024-25 fiscal year include:

Purpose	Amount	To
Building Maintenance City Hall	\$7,719	General Fund
Building Equipment	\$110,000	Capital Reserve Fund
Computer Support	\$25,858	General Fund
City Hall Staff Rent	\$12,600	General Fund
<b>Total Transfers Out</b>	<b>\$156,177</b>	

# Debt Service Fund

Fiscal Year 2024-25

The Debt Service Fund was established to account for principal and interest transactions on the City's general obligation bonds. The Debt Service Fund receives a portion of the property tax levy and acts as a reserve and sinking fund for bonded debt liability. This fund is used to pay general obligation bonds. These bonds are voter approved and paid with property taxes. Each year the city figures out how much it needs to pay bonds for that year and through December of the following year. The city then levies that amount plus an amount for uncollected taxes.

General obligation bonds are not subject to the property tax limitation, if they are voter approved and used for capital construction.

With the payoff of the 1978 Water Bond in December 2018, there was no need to levy any additional taxes for Debt Service this year. The fund continues to collect past year taxes and a small amount of interest.

## Debt Service Fund

2024-25 Debt Service Fund Budget Summary

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance	\$3,874	\$4,115	\$4,200	\$4,406	\$4,406	\$4,406
Property Taxes	\$222	\$17	\$25	\$10	\$10	\$10
Interest	\$20	\$93	\$60	\$175	\$175	\$175
Transfers from Other Funds	-	-	-	\$0	\$0	\$0
<b>REVENUES TOTAL</b>	<b>\$4,115</b>	<b>\$4,225</b>	<b>\$4,285</b>	<b>\$4,591</b>	<b>\$4,591</b>	<b>\$4,591</b>
<b>Expenses</b>						
Debt Service	-	-	-	\$0	\$0	\$0
Unappropriated Fund Balance	-	-	\$4,285	\$4,591	\$4,591	\$4,591
<b>EXPENSES TOTAL</b>	<b>-</b>	<b>-</b>	<b>\$4,285</b>	<b>\$4,591</b>	<b>\$4,591</b>	<b>\$4,591</b>

# Transient Room Tax Fund

Fiscal Year 2024-25



Umatilla Landing Days Fireworks over the Columbia River.

The Transient Room Tax Fund accounts for motel tax revenues the City receives from motel customers. The expenditure division is in accordance with state law with 70% of receipts going to tourism related projects and 30% to the general city projects. The city collects 3.5% as a tax on rooms as set by vote of the people. The City also collects a Tourism Promotion Assessment of \$2.00 per hotel room rented per night and \$1.00 per RV/Tent Site rented per night. This money is remitted quarterly and split equally between the Eastern Oregon Trade and Event Center (to promote tourism in the region) and the City of Umatilla (to fund tourism promotion, facility design and construction of the Umatilla Marina & RV Park, Big River Golf Course and the Umatilla Community Center.)



## Transient Room Tax Budget Highlights

### *City Sponsored Festivals*

Over the past few years, City staff has heard an overwhelming desire from the community for more events. This budget includes funding for two major events.

Landing Days – We anticipate \$52,100 in revenue from Landing Days from sources such as vendors, the beer garden, car show and sponsorships. The total event expense is estimated at \$87,340 (not including the additional payment to the Umatilla Chamber of Commerce). The bulk of the cost is generated by the entertainment, kids corner and fireworks but we also have expenses related to the car show, equipment and beer garden.

Rock the Locks – We anticipate \$1.7 million in revenue from Rock the Locks. This includes ticket sales, camping passes, merchandise sales, sponsorships, parking and vendor revenue sharing. The total event expense is estimated at \$2.2 million. The bulk (approximately 1/3) is attributable to entertainment. There are many other expenses to consider such as security, advertising, sound barriers, ticketing vendor, cashless technology fees, lighting and audio, our event consultant and many other lower cost items. These levels assume attendance of 5,500 on Friday, 5,600 on Saturday and 5,350 on Sunday.

### *Chamber Support*

The City continues to allocate fifty percent of the Transient Room Tax collected, as well as a \$21,000 General Fund contribution, to cover the Umatilla Chamber of Commerce's operating expenses.

## Rock the Locks Music Festival 2023



# Transient Room Tax Fund

## 2024-25 Transient Room Tax Fund Budget Summary

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance	\$225,488	\$428,442	\$291,675	\$334,584	\$334,584	\$334,584
Fees & Charges	\$130,823	\$164,418	\$1,586,400	\$1,922,650	\$1,922,650	\$1,922,650
Interest	\$1,617	\$5,667	\$5,100	\$500	\$500	\$500
Miscellaneous	\$15,750	-	-	\$0	\$0	\$0
Transfers from Other Funds	\$198,500	\$226,000	\$221,000	\$681,000	\$681,000	\$681,000
<b>REVENUES TOTAL</b>	<b>\$572,179</b>	<b>\$824,527</b>	<b>\$2,104,175</b>	<b>\$2,938,734</b>	<b>\$2,938,734</b>	<b>\$2,938,734</b>
<b>Expenses</b>						
Personnel Services	\$6,378	\$6,815	\$7,825	\$31,368	\$31,368	\$31,368
Materials & Services	\$137,359	\$770,825	\$1,930,561	\$2,727,736	\$2,727,736	\$2,727,736
Transfers	-	-	-	\$0	\$0	\$0
Capital Outlay	-	-	\$133,242	\$152,911	\$152,911	\$152,911
Unappropriated Fund Balance	-	-	\$32,547	\$26,719	\$26,719	\$26,719
<b>EXPENSES TOTAL</b>	<b>\$143,738</b>	<b>\$777,640</b>	<b>\$2,104,175</b>	<b>\$2,938,734</b>	<b>\$2,938,734</b>	<b>\$2,938,734</b>

## Umatilla Landing Days Parade



# Building Reserve Fund

Fiscal Year 2024-25

The Building Reserve Fund was established for the purpose of purchasing and retiring debt on City Hall. Revenue is derived from the enterprise fund payments in lieu of taxes made by Calpine (formerly US Generating). City Council moved to dissolve the fund after the City Hall loan was paid off in April 2023.



## Building Reserve Fund Detail

### 2024-25 Building Reserve Fund Budget Summary

	2021-22 ACTUALS	2022-23 ACTUALS	2023-24 ADOPTED BUDGET	2024-25 PROPOSED BUDGET	2024-25 APPROVED BUDGET	2024-25 ADOPTED BUDGET
	FY2022	FY2023	FY2024	FY2025	FY2025	FY2025
<b>Revenues</b>						
Beginning Fund Balance	\$161,517	\$178,358	\$16,417	\$0	\$0	\$0
Interest	\$1,140	\$7,191	-	\$0	\$0	\$0
Miscellaneous	\$132,922	\$132,922	-	\$0	\$0	\$0
<b>REVENUES TOTAL</b>	<b>\$295,580</b>	<b>\$318,471</b>	<b>\$16,417</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenses</b>						
Debt Service	\$117,221	\$297,863	-	\$0	\$0	\$0
Transfers	-	-	\$16,417	\$0	\$0	\$0
Unappropriated Fund Balance	-	-	-	\$0	\$0	\$0
<b>EXPENSES TOTAL</b>	<b>\$117,221</b>	<b>\$297,863</b>	<b>\$16,417</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Interfund Transfer Detail

Fiscal Year 2024-25

PURPOSE	AMOUNT	FROM	TO
Nugent Boat Ramp & Site Improvement Project	\$260,000	General Fund	Capital Reserve Fund
Community Development Vehicle Contribution	\$17,500	General Fund	Capital Reserve Fund
Wayfinding Implementation	\$125,000	General Fund	Capital Reserve Fund
Golf Course Equipment	\$87,000	General Fund	Capital Reserve Fund
Police Computer Equipment	\$50,000	General Fund	Capital Reserve Fund
Police Vehicle	\$95,000	General Fund	Capital Reserve Fund
Police Equipment Reserve	\$50,000	General Fund	Capital Reserve Fund
Shop Bldg Reserve	\$10,000	General Fund	Capital Reserve Fund
Police Department Building	\$227,535	General Fund	Capital Reserve Fund
Citywide Cameras / Technology	\$280,000	General Fund	Capital Reserve Fund
City Computer Equipment	\$81,000	General Fund	Capital Reserve Fund
Park Equipment	\$33,000	General Fund	Capital Reserve Fund
Recreation Equipment	\$70,900	General Fund	Capital Reserve Fund
Trail Project	\$105,000	General Fund	Capital Reserve Fund
Marina Equipment	\$13,000	General Fund	Capital Reserve Fund
City Hall Vehicle	\$20,000	General Fund	Capital Reserve Fund
Interfund Loan Renewal	\$750,000	General Fund	Water Fund
Street Light Maintenance	\$12,525	General Fund	Street Fund
Library Support	\$60,000	General Fund	Library Fund
Chamber & Museum Support	\$21,000	General Fund	Transient Room Tax Fund
City Sponsored Festivals	\$660,000	General Fund	Transient Room Tax Fund
Shop Bldg Reserve	\$10,000	Water Fund	Capital Reserve Fund
Jet Rodder Trailer Reserve	\$57,500	Water Fund	Capital Reserve Fund
Water Dept Equipment	\$40,000	Water Fund	Capital Reserve Fund
Building Maintenance City Hall	\$6,065	Water Fund	General Fund
Computer Support	\$39,625	Water Fund	General Fund
City Hall Staff Rent	\$9,900	Water Fund	General Fund
Water Project Reserve	\$401,600	Water Fund	Water Reserve Fund
Sewer Dept Equipment	\$172,500	Sewer Fund	Capital Reserve Fund
Shop Bldg Reserve	\$10,000	Sewer Fund	Capital Reserve Fund
Building Maintenance City Hall	\$6,065	Sewer Fund	General Fund
Computer Support	\$34,900	Sewer Fund	General Fund
City Hall Staff Rent	\$9,900	Sewer Fund	General Fund
Sewer Project Reserve	\$1,100,000	Sewer Fund	Sewer Reserve Fund
Shop Bldg Reserve	\$10,000	Street Fund	Capital Reserve Fund
Bike Paths	\$6,000	Street Fund	Capital Reserve Fund
Powerline Road Reserve Funds	\$400,000	Street Fund	Capital Reserve Fund
Computer Support	\$14,500	Street Fund	General Fund
Building Maintenance City Hall	\$919	Street Fund	General Fund
City Hall Staff Rent	\$1,500	Street Fund	General Fund
Transfer PATH funds for Operating	\$360,994	Capital Reserve Fund	General Fund
Computer Support	\$30,000	Library	General Fund
Building Maintenance City Hall	\$7,719	Building Dept Fund	General Fund
Building Equipment	\$110,000	Building Dept Fund	Capital Reserve Fund
Computer Support	\$25,825	Building Dept Fund	General Fund
City Hall Staff Rent	\$12,800	Building Dept Fund	General Fund
<b>TOTAL TRANSFERS</b>	<b>\$5,906,572</b>		



# Budget Publications

Fiscal Year 2024-25

**FORM  
LB-1**

**NOTICE OF BUDGET HEARING**

Republication

A public meeting of the Umatilla City Council will be held on June 4, 2024 at 7:00 p.m. at 700 6th Street, Umatilla, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2024 as approved by the Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at Umatilla City Hall 700 6th Street, Umatilla, Oregon between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year. Major changes, if any, and their effect on the budget, are explained below.

Contact:	Telephone Number:	E-Mail:
M. Ince	541-922-3226	melissa@umatilla-city.org

**FINANCIAL SUMMARY--RESOURCES**

TOTAL OF ALL FUNDS	Actual Amounts 2022-2023	Adopted Budget This Year 2023-2024	Approved Budget Next Year 2024-2025
1. Beginning Fund Balance/Net Working Capital.....	26,273,968	34,784,083	36,217,290
2. Fees, Licenses, Permits, Fines, Assmts & Other Svs charges....	19,704,411	8,898,104	23,137,727
3. Federal, State & all Other Grants, Gifts, Allocations & Donations....	7,268,500	49,805,473	43,738,814
4. Revenue from Bonds & Other Debt.....	82,743	19,090,348	86,340,182
5. Interfund Transfers/Internal Service Requirements.....	5,744,794	4,448,507	5,906,572
6. All Other Resources Except Property Taxes.....	682,700	600,360	1,219,675
7. Property Taxes Estimated to be Received.....	2,679,158	2,957,907	3,231,384
8. Total Resources (add lines 1 thru 7)	62,414,274	120,480,782	179,791,754

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

9. Personnel Services.....	6,510,704	8,461,427	10,894,803
10. Materials and Services.....	8,188,788	16,267,314	16,676,282
11. Capital Outlay.....	5,275,784	72,034,788	123,159,069
12. Debt Service.....	940,826	1,946,159	1,991,786
13. Interfund Transfers.....	5,744,794	5,196,507	5,906,572
14. Contingencies.....		4,945,000	5,670,000
15. Special Payments.....		0	0
16. Unappropriated Ending Balance & Reserved for Future Expense	35,773,368	11,629,587	15,694,282
17. Total Requirements - add lines 9-16.....	62,414,274	120,480,782	179,791,754

**FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM**

Name of Organizational Unit or Program FTE for Unit Or Program	2022-2023	2023-2024	2024-2025
Name: Administration	1,211,732	3,367,701	2,624,471
FTE	3.20	4.95	5.20
Name: Planning/Community Development	570,978	1,759,717	1,785,399
FTE	1.75	1.75	2.00
Name: Court	441,099	490,367	480,693
FTE	1.10	1.10	1.10
Name: Parks	705,057	1,851,794	2,529,623
FTE	7.25	8.84	10.78
Name: Code Enforcement	130,035	187,690	204,003
FTE	1.00	1.00	1.00
Name: Marina and RV Park	489,041	1,151,403	1,131,459
FTE	3.50	3.50	3.50
Name: Police	2,152,851	4,065,570	3,266,029
FTE	15.50	17.75	17.50
Name: Golf Course	641,100	1,140,076	1,219,621
FTE	6.50	8.75	8.75
Name: Water	3,703,958	44,946,189	67,858,031
FTE	5.65	5.50	6.00
Name: Sewer	6,833,417	19,527,890	32,773,999
FTE	6.15	5.25	5.25
Name: Streets	3,897,602	5,428,129	2,488,288
FTE	2.40	3.05	2.30
Name: Library	441,118	502,374	495,426
FTE	3.10	3.18	3.88
Name: Building	4,840,337	7,620,366	10,255,318
FTE	4.10	4.10	4.10
Non-Departmental/Non-Program	37,297,252	29,581,623	53,899,015
FTE	0.05	0.05	0.61
Total Requirements	62,414,274	120,480,782	179,791,754
Total FTE	61.25	68.77	71.77

**STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING**

No notable reduction or change in services for the upcoming year. The City does have two loan applications pending final contract documents for the Flower City Groundwater well and sewer extension projects. These loans total \$11,316,300. The City will be completing many capital projects including the Umatilla Streetscape Center, Park of Direction Upgrade and the Pedestrian Bridge Replacement causing a significant increase in capital outlay.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (Rate Limit 2.9191 Per \$1000)	2.9191	2.9191	2.9191
Local Option Levy			
Levy for General Obligation Bonds	0	0	0

**STATEMENT OF INDEBTEDNESS**

Long Term Debt	Estimated Debt Outstanding on July 1	Estimated Debt Authorized but not Incurred on July 1
General Obligation Bonds.....	\$0	\$0
Other Bonds.....	\$0	\$0
Other Borrowings.....	\$5,518,354	\$17,315,305
<b>TOTAL.....</b>	<b>\$5,518,354</b>	<b>\$17,315,305</b>

**Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property**  
To assessor of Umatilla County

**FORM OR-LB-50  
2024-2025**

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet  Check here if this is an amended form.

The City of Umatilla has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Umatilla County. The property tax, fee, charge or assessment is categorized as stated by this form.

Mailing Address of District: PO Box 130 City: Umatilla State: OR ZIP code: 97882 Date: 07/10/2024

Contact Person: Melissa Ince Title: Finance Director Daytime Telephone: 541-922-3226 x 104 Contact Person E-Mail: melissa.ince@umatilla.gov

**CERTIFICATION** - You must check one box if your district is subject to Local Budget Law.  
 The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.  
 The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TAXES TO BE IMPOSED**

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . . . .	1	2.9191	
2. Local option operating tax . . . . .	2		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
3. Local option capital project tax . . . . .	3		
4. City of Portland Levy for pension and disability obligations . . . . .	4		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001 . . . . .	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001 . . . . .	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .	5c.	0	

**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	2.9191
7. Election date when your new district received voter approval for your permanent rate limit . . . . .	7	
8. Estimated permanent rate limit for newly merged/consolidated district . . . . .	8	

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES\***

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1			
2			

\*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

\*\*The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

15-584-85 (Rev. 10-24-23) (see the back form or sheet for lines 5a, 5b, and 5c)

File with your assessor no later than **JULY 15**, unless granted an extension in writing.

# Budget Resolutions


Fiscal Year 2024-25

**RESOLUTION NO. 37-2024**

**A RESOLUTION ADOPTING THE 2024-2025 BUDGET**

**BE IT RESOLVED**, that the City Council of the City of Umatilla hereby adopts the budget approved by the budget committee for the fiscal year 2024-2025, in the total sum of \$179,791.754. now on file at Umatilla City Hall, 700 Sixth Street, Umatilla, Oregon 97882.

**PASSED** by the City Council and **SIGNED** by the Mayor this 4<sup>th</sup> day of June, 2024.

  
\_\_\_\_\_  
Caden Sipe, Mayor

ATTEST:

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



**RESOLUTION NO. 38-2024**

**A RESOLUTION APPROPRIATING BUDGET AMOUNTS  
FOR FISCAL YEAR 2024-2025**

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1, 2024 and for the purposes shown below are hereby appropriated as follows:

**GENERAL FUND**

Administration	\$ 2,624,471
Community Development Department	1,785,399
Municipal Court Department	480,693
Parks and Recreation Department	2,529,623
Marina and RV Park	1,131,459
Police Department	3,266,029
Code Enforcement	204,003
Transportation	5,250
Golf Course	1,219,621
Non-Departmental:	
Operating Contingency	1,500,000
Transfers	3,028,460
Reserves	1,950,563
<b>GENERAL FUND TOTAL</b>	<b>\$ 19,725,571</b>

**WATER FUND**

Personnel Services	\$ 792,366
Material & Services	3,173,009
Operating Contingency	300,000
Debt Service	1,609,499
Transfers	564,690
Reserves	166,548
<b>WATER FUND TOTAL</b>	<b>\$ 6,606,112</b>

**SEWER FUND**

Personnel Services	\$ 724,065
Material & Services	682,350
Operating Contingency	250,000
Debt Service	236,133
Transfers	1,333,365
Reserves	498,780
<b>SEWER FUND TOTAL</b>	<b>\$ 3,724,693</b>

**STREET FUND**

Personnel Services	\$ 318,205
Material & Services	435,575
Capital Outlay	741,724
Operating Contingency	400,000
Transfers	432,919
Reserves	<u>159,865</u>
<b>STREET FUND TOTAL</b>	<b>\$ 2,488,288</b>

**CAPITAL RESERVE FUND**

Capital Outlay	\$ 39,145,272
Debt Service	146,154
Transfers	360,994
Reserves	<u>1,956,565</u>
<b>CAPITAL RESERVE TOTAL</b>	<b>\$ 41,608,985</b>

**LIBRARY FUND**

Personnel Services	\$ 321,706
Material & Services	78,860
Transfers	30,000
Contingency	20,000
Reserves	<u>44,860</u>
<b>LIBRARY FUND TOTAL</b>	<b>\$ 495,426</b>

**REFUSE FUND**

Material & Services	\$ 1,482,247
Operating Contingency	100,000
Reserves	<u>60,564</u>
<b>REFUSE FUND TOTAL</b>	<b>\$ 1,642,811</b>

**BUILDING DEPARTMENT FUND**

Personnel Services	\$ 799,330
Materials and Services	710,500
Transfers	156,144
Contingency	1,500,000
Reserves	<u>7,089,344</u>
<b>BUILDING DEPARTMENT FUND TOTAL</b>	<b>\$ 10,255,318</b>

**DEBT SERVICE FUND**

Reserves	\$ <u>4,591</u>
----------	-----------------

**DEBT SERVICE FUND TOTAL** \$ 4,591

**TRANSIENT ROOM TAX FUND**

Personnel Services \$ 31,368  
Material & Services 2,727,736  
Capital Outlay 152,911  
Reserves 26,719  
**TRANSIENT TAX FUND TOTAL** \$ 2,938,734

**WATER RESERVE FUND**

Materials & Services \$ 249,600  
Capital Outlay 60,005,690  
Contingency 500,000  
Reserves 496,629  
**WATER RESERVE FUND TOTAL** \$ 61,251,919

**SEWER RESERVE FUND**

Materials and Services \$ 1,696,600  
Capital Outlay 23,113,472  
Contingency 1,000,000  
Reserves 3,239,234  
**SEWER RESERVE FUND TOTAL** \$ 29,049,306

**PASSED** by the City Council and **SIGNED** by the Mayor this 4<sup>th</sup> day of June, 2024.



Caden Sipe, Mayor

ATTEST:



Nanci Sandoval, City Recorder



RES 38-2024 Page 3

**RESOLUTION NO. 39-2024**


**A RESOLUTION LEVYING AD VALOREM TAXES AND CATEGORIZING TAXES  
FOR THE 2024-2025 FISCAL YEAR**

**BE IT RESOLVED**, that the City Council of the City of Umatilla hereby levies the taxes provided for in the adopted budget at the permanent tax rate of 2.9191 per \$1,000 by rate for the General Fund and that these taxes are levied upon all taxable property within the City of Umatilla as of 1:00 a.m. July 1, 2024. The following allocation and categorization, subject to the limits of Section 11b Article XI of the Oregon Constitution, make up the above levy:

	<b>GENERAL GOVERNMENT LIMITATION</b>	<b>EXCLUDED FROM LIMITATION</b>
<b>GENERAL FUND</b>	\$2.9191/\$1,000	
<b>DEBT SERVICE FUND</b>	<u>          </u>	<u>\$0</u>
<b>CATEGORY TOTAL</b>	<b>\$2.9191/\$1,000</b>	<b>\$0</b>

**TOTAL LEVY: \$2.9191 per \$1,000 of taxable value to the General Fund**

**PASSED** by the City Council and **SIGNED** by the Mayor this 4<sup>th</sup> day of June, 2024.

  
\_\_\_\_\_  
Caden Sipe, Mayor

ATTEST:

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





Oregon

Tina Kotek, Governor

Department of Administrative Services  
Enterprise Goods & Services | Shared Financial Services  
155 Cottage Street NE  
Salem, OR 97301-3969  
PHONE: 503-378-2222  
FAX: 503-378-2901

RESOLUTION 40-2024

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES**

The City of Umatilla ordains as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2024-2025.

Passed by the Common Council the 4th day of June, 2024.

Approved by the Mayor this 4th day June, 2024.

Mayor [Signature]  
Attest [Signature]

I certify that a public hearing before the Budget Committee was held on April 16, 2024 and a public hearing before the City Council was held on June 4, 2024, giving citizens an opportunity to comment on State Revenue Sharing.

[Signature] Nanci Scandvaf, CMC  
City Recorder



*Mission: We support state government to serve the people of Oregon.*



# Overview of Capital Improvement Projects

Fiscal Year 2024-25

The City does not currently have an approved Capital Improvement Plan. City Council recently approved an updated Water Master Plan, Wastewater Facilities Plan and Transportation System Plan. These, along with the Master Park Plan and Master Trails Plan, will ultimately be compiled together into a Capital Improvement Plan that will provide a multi-year plan for major capital expenditures that matches available resources with project needs. In the meantime, the City Council and Budget Committee have approved the following comprehensive list of capital projects for FY2024-25 that align with the City Council Goals for 2023-2025. Many of these are also discussed within the individual fund pages.

The City of Umatilla is actively working on projects that bring to our community exciting new services and updates to keep up with the demand for growth. We currently have nearly \$124 million in project costs, with more than \$4.5 million in grants received, \$1.8 million in legislative funding received and \$7.8 million in loans secured. Some of these projects will cross fiscal years and are not fully accounted for in the 2024-25 budget.

**Total Projects Costs: \$12,369,105**

- Total Grants Received: \$ 4,514,300
- Total Loan Funds Secured: \$ 4,850,000
- Total Loan Funds Pending: \$ 64,515,305
- Total City Funds: \$ 8,829,500
- Total FEMA Allocation \$ 6,160,000
- Total Insurance Proceeds \$ 100,000
- Legislative Funds Received \$ 1,800,000
- County Funds Committed \$ 1,000,000
- COVID Related Funding \$ 4,600,000
- Private Contributions \$ 27,000,000



## Umatilla Business Center



**Project Scope:** Renovation and expansion project of the old post office building into the new City of Umatilla Business Center. This Business Center will house the Community Development Department and a multi-use room and kitchen for events and meetings in the existing building and will have a two-story expansion that will serve as a business incubator for new business owners on the lower level, while providing long term rental space on the second floor. The project also includes parking lot and street improvements.

**Total Project Cost: \$8.4 million**  
State Legislature: \$1.8 million  
County Funds: \$1 million  
EDA Grant: \$1.4 million  
City Funds: \$4.2 million (\$1.6m ARPA allocation, remainder City reserves)

**Timeline:** Design to be completed in 2026. Anticipated to bid late summer 2024 with an 18 month construction period.

## Umatilla Entry Monument



**Project Scope:** To deconstruct existing Kiwanis Falls (art/rock feature in meridian of Hwy 730 & Hwy 395) and replace with all-new Umatilla Entry Monument to feature artwork, ornamental hardscapes and landscapes, and lighting.

**Total Project Cost: \$1.9 million**  
City Funds: \$1.9 million

**Timeline:** The City originally planned on completing this project in FY2022-23. Bids came in much higher than anticipated and the city decided to use an alternative procurement method. We are currently negotiating a Guaranteed Maximum Price (GMP) with our Construction Manager/General Contractor (CMGC). Project completion by the end of 2024.

## Umatilla Pedestrian Bridge & Waterline Replacement



**Project Scope:** To reconstruct an all-new pedestrian bridge over the Umatilla River to replace the bridge that was damaged by the 2019 and 2020 floods. Includes raising the bridge by approximately 5' and extending it by approximately 120' in length. Also includes replacing the 18" waterline that was damaged .

**Total Project Cost: \$7.2 million**

FEMA Funds: \$5.5 million  
Insurance Funds: \$100,000  
Special Public Works Grant Funds (Business Oregon Grant): \$750,000  
City Funds (loan): \$850,000

**Timeline:** The City has been working with FEMA since February 2019. Design of the new bridge is estimated for completion in summer 2022, with construction of the new bridge and installation of the new waterline estimated to begin in fall 2022, with completion of the project by the end of 2024.

## Reservoir Improvement Project



**Project Scope:** The water master plan identifies many reservoir projects that we have grouped into an Oregon Safe Drinking Water loan application. Not only do we have reservoirs that need to be recoated, but the city is also in need of an additional drinking water reservoir at the golf course. The total cost of design and construction is estimated at \$8 million. Our loan application includes both design and construction.

**Total Project Cost: \$8 million**  
Safe Drinking Water Revolving Loan (Business Oregon): \$8 million

**Timeline:** If awarded the loan, design would start in spring 2025, construction would occur between spring 2026 and fall 2027.

## Nugent Park Playground Replacement



**Project Scope:** Replacement of playground equipment, replacement of the pavilion and sidewalk and parking lot improvements at Nugent Park.

**Total Project Cost: \$655,000**  
LCWF Grant: \$327,500  
City Funds: \$327,500

**Timeline:** This project will be completed in fall 2024.

## Wastewater Treatment Plant Improvements - Construction



**Project Scope:** This proposed project will have four primary elements, which were addressed in the City's most recent Wastewater Facility Plan: CP1 Switzler Ave. Collection, WW#1 Headworks Automatic Screen; WW#3 UV Disinfection; WW#4B Sludge Drying - Belt Filter Press.

**Total Project Cost: \$10.7 million**  
Clean Water State Revolving Loan (DEQ): \$10.7 million

**Timeline:** Design is currently underway. If awarded the loan, construction would occur between fall 2025 and fall 2026.

## Police Department - New Facility



**Project Scope:** Design and construct a suitable modern police facility with enough space and training areas is critical to the success of keeping our community safe. The project will include design and bid document preparation.

**Total Project Cost: \$26.8 million**

City Funds: \$1.8 million allocated for design.  
Construction: TBD - Grant funds, capital improvement loans, GO bond, anticipated legislative appropriations.

**Timeline:** Design currently underway. Exploring funding options. Construction likely starting in FY2025-26.

## Nugent Park Boat Ramp Replacement



**Project Scope:** Replace the Nugent Park boat ramp destroyed by flooding in 2020 and add a new boat dock, launch staging area upgrades and site lighting.

**Total Project Cost: \$1,325,000**

FEMA Funds: \$660,000  
City Funds: \$665,000

**Timeline:** Design completion in spring 2025.  
Construction spring 2025 - fall 2025.

## Hash Park Improvements



**Project Scope:** Design project including a variety of amenities including a baseball/softball sports complex, playground, splash pad, dog park, pavilions and open space

**Total Project Cost: \$1 million**

City Funds: \$1 million

Remainder: TBD

**Timeline:** This project is estimated to begin fall 2023. Concept completion summer 2024. Phased final design to begin early 2025.

Construction estimated at \$20.7 million. Funding TBD.

## Umatilla Marina & RV Park Improvements - Design Phase 1



**Project Scope:** Design of an all-new state-of-the-art marina. The new marina will include covered single-berth slips, uncovered single-berth slips, aluminum or steel framed docks, engineered decking or concrete, encapsulated floats, well-spaced navigable fairways, electrical hookups at each slip, high speed internet, and other features and amenities. Phase 1 of the design which includes surveying, environmental permitting, geotechnical investigations, cultural evaluations, hydraulic investigations and sediment transport analysis.

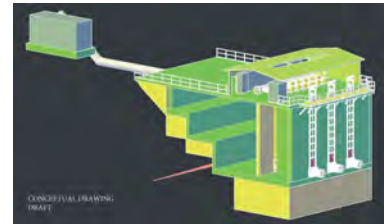
**Total Phase 1 Project Cost: \$487,300**

Oregon State Marine Board Grant: \$130,300

City Funds: \$357,000

**Timeline:** This project is anticipated to start early 2023. It will take a minimum of three years, most likely four to five, from start of design to construction completion.

## CTUIR Point of Diversion and Pump Station Improvement Project



**Project Scope:** Enlarge and upgrade the surface water diversion and related pipeline transmission facilities located on the south bank of the Columbia River, which is owned by the CTUIR. This system will allow the city to supply the data centers with raw water to meet their cooling needs, increase the flexibility of our potable water system by adding the ability to divert water at a second site and allow CTUIR's water to be discharged to maintain the Wanaket Wildlife Refuge and Wetlands.

**Total Project Cost: \$37.5 million**

Business Oregon Loans: \$11 million

Contribution from Private Industrial Customer: \$26.5 million

**Timeline:** Design commenced in August 2022 and will take approximately three years due to extensive permitting and cultural efforts. We estimate construction to occur between fall 2025 and spring 2027.

## Power City & Brownell Area Water Utility Expansion



**Project Scope:** To construct an all-new City water services pipeline out to the Power City area down Lind Rd. and area behind the Port of Entry off Brownell Road.

### Construction Project Cost: \$8,086,500

Bipartisan Infrastructure Law Funds Loan \$6,000,000 (~50% principal forgiveness)  
 Community Development Block Grant: \$1,906,500  
 City Funds: \$180,000

**Timeline:** Design is complete. The City anticipates bidding the construction project late 2024 with an 18 month construction window.

## Power City & Brownell Area Sewer Utility Expansion

**Project Scope:** To construct an all-new City sewer services pipeline out to the Power City area down Lind Rd. and area behind the Port of Entry off Brownell Road.

### Construction Project Cost: \$11,315,305

DEQ Clean Water State Revolving Fund Loan \$10,815,305  
 Contribution from Private Industrial Customer: \$500,000

**Timeline:** Design is complete. The City anticipates bidding the construction project late 2024 with an 18 month construction window.

## Impact of Capital Improvement Projects on the Operating Budget

As you can see, the City has done a tremendous job at securing grants and legislative funding to minimize the impact of these capital projects on our operating budget. For the projects that we have not been able to secure outside funding for, we have utilized payment in lieu of tax revenue to complete the projects. There is always an opportunity cost of diverting those funds, but the city evaluates each project to make sure that it meets City Council goals and is the best use of those funds.

For the enterprise funds, projects such as extending water and sewer service to the Power City and Brownell areas and completing the CTUIR point of diversion upgrade project will add costs to the operating budget through increased debt service. These projects, along with several major improvements on the horizon, were all accounted for in the comprehensive utility rate study which is driving our annual 6% rate increase in water and sewer to be able to keep up with the operating and capital improvement projects.

Other projects, such as the Umatilla Entry Monument updates and park improvement projects will not result in any additional debt service, but will generate additional maintenance costs that will only have a minor impact on the operating budget.

In some instances, as is the case with our recently completed Industrial Wastewater Pipeline project, you will see increases in certain costs and decreases in others. In that project, the City incurred approximately \$140,000 of additional debt service per year but was able to divert non-contact cooling water from data centers and discharge it into a nearby irrigation canal for re-use. This project freed up significant capacity in our wastewater treatment plant and the debt service will be covered entirely by users of the system.

# Glossary & Acronyms

Fiscal Year 2024-25

## Glossary

**Accrual:** An accounting entry made to ensure revenues are reported on the income statement when they are earned and expenses are reported when the expense occurred, as matched with the related revenues, regardless of when cash is received or spent.

**Actual:** Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents the actual financial results. This category is presented on a budgetary basis, and thus excludes full-accrual audit items such as depreciation and amortization.

**Ad Valorem Tax:** A tax based on the assessed value of taxable property.  
Adoption: Formal action by the City Council which sets the spending limits for the fiscal year.

**Amortization:** The process of paying off debt through a series of fixed payments over time.

**Appropriations:** The legal authorization granted by the City Council to make expenditures and incur obligations.

**Approved Budget:** The financial plan agreed upon by the Budget Committee.

**Assessed Valuation (AV):** The value set by the county assessor on real and personal taxable property as a basis for levying taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

**Audit:** An objective examination and evaluation of the financial statements of an organization to make sure that the financial records are a fair and accurate representation of the transactions they claim to represent.

**Balanced Budget:** A situation in the budgeting process where total authorized expenses are less than or equal to total resources available.

**Beginning Fund Balance:** The amount of unexpended funds carried forward from one fiscal year to another.

**Bond:** A written promise to pay a sum of money (principal or face value) at a future date (maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used to finance long-term capital improvements.

**Budget:** A financial operating plan with estimated expenditures and expected revenues for a given period.

**Budget Calendar:** The schedule of key dates which a government follows to prepare and adopt the budget.

**Budget Committee:** A group comprised of the elected officials plus an equal number of citizens for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget.



**Budget Document:** A written report showing a government's comprehensive financial plan for a specified period, typically one or two years, that includes both capital and operations.

**Budget Message:** The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal year, and recommendations regarding the financial policy for the coming period.

**Capital Improvement:** A term defined in the ORS 310.410 (10) to include land, structures, facilities, machinery, equipment or furnishings having a useful life of longer than one year.

**Capital Improvement Project:** Any project having improvements of significant value and having a useful life of five years or more. Capital projects include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and sewer systems and master planning.

**Capital Outlay:** Includes the purchase of land, the purchase or construction of buildings, structures, and facilities of all types, plus machinery and equipment. It includes expenditures that result in the acquisition or addition of a capital asset or increase the capacity, efficiency, span of life, or economy of operating as an existing capital asset. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) have a cost of \$2,500 or more per item; and (3) be a betterment or improvement. Replacement of a capital item is classified as capital outlay under the same code as the original purchase. Replacement or repair parts are classified under materials and services.

**Cash Basis Accounting:** Recording revenues and expenditures at the time they are received or paid.

**Contingency:** An appropriation of funds to cover unforeseen events which occur during the budget year. City Council must approve all contingency transfers.

**COVID-19:** A respiratory disease caused by SARS-CoV-2, a coronavirus discovered in 2019. The virus spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. Some people who are infected may not have symptoms.

**Debt Service:** Payment of principal and interest on borrowed funds.

**Debt Service Fund:** The fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

**Deficit:** (1) The excess of the liabilities of a fund over its assets; (2) The excess of expenditures over revenues during an accounting period, or in the case of proprietary (enterprise) funds, the excess of expenses over revenues during an accounting period.

**Encumbrances:** The formal accounting recognition of commitments to expend resources in the future.

**Ending Fund Balance:** The residual non-restricted funds that are spendable or available for appropriation after the end of the fiscal year, or during the fiscal year, if a state of emergency is declared by the City Manager.

**Enterprise Funds:** The funds established to account for operations, including debt service, that are financed and operated similarly to private businesses - where the intent is the service is self-sufficient, with all costs supported predominantly by user charges.

**Expenditures:** Decreases in net financial resources, including current operating expenses, debt service and capital outlays.

**Fiduciary Funds:** Fiduciary Funds are either Trust Funds or Agency Funds. Trust Funds are used to account for assets held by the government in a trustee capacity. Agency Funds are used to account for assets held by the government as an agent for individuals, private organizations, and other governments and/or funds.

**Fiscal Year:** The time period designated by the city signifying the beginning and ending period for recording financial transactions. The fiscal year begins July 1 and ends June 30.

**Franchise Fee:** Charged to all utilities operating within the City and is a reimbursement to the General Fund for the utility's use of City streets and right-of-ways.

**Full-Time Equivalent:** The budgetary equivalent of one position, continuously filled full-time for the entire fiscal year and which may be comprised of any combination of part-time and full-time positions.

**Fund:** A division in the budget with independent fiscal and accounting requirements.

**Fund Balance:** The net ending balance of a Fund's financial resources that are spendable or available for appropriation.

**General Fund:** The general operating fund of the city. It is used to account for all financial resources except those required to be accounted for in other fund.

**Generally Accepted Accounting Principles (GAAP):** A collection of commonly-followed accounting rules and standards for financial reporting. The specifications of GAAP, which is the standard adopted by the U.S. Securities and Exchange Commission (SEC), include definitions of concepts and principles, as well as industry-specific rules. The purpose of GAAP is to ensure that financial reporting is transparent and consistent from one organization to another.

**Governmental Fund:** One of the three groups of funds for which financial statements are prepared, the others including Proprietary and Fiduciary. Activity not explicitly accounted for as Proprietary or Fiduciary activity are reported in the Governmental Fund type. Governmental Funds include special revenue funds, debt service funds, capital project funds, permanent funds, and the General Fund.

**Interfund Transfer:** Amounts transferred from one fund to another, shown as an expenditure in the originating fund and a revenue in the receiving fund.

**Line Item:** A specific group of similar items defined by detail in a unique account in the financial records.

**Major Fund:** Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds. Any other fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users. Funds that do not fall into these categories are considered non-major.

**Measure 47/50:** A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year FY 1995-96 and limits future annual increases to three percent, except for major improvements. Property tax rates are now considered permanent and not subject to change. Voters may approve local initiatives above permanent rates provided a majority of voters approves.

**Measure 5:** A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. The new law sets maximum tax rates on individual properties of no more than \$5 per real market value for education taxing districts and \$10 for general government taxing districts.

**Permanent Tax Rate:** Under Measure 47/50, each taxing district such as school districts, city governments, counties, and special districts were assigned a permanent tax rate maximum in fiscal year 1997-98. This

permanent tax rate applies to property taxes for core operations. The permanent tax rate for the City of Umatilla was set at \$2.9191 per \$1,000 of assessed value.

**Personnel Services:** Includes the compensation paid to employees plus the City's contribution for employee benefits such as retirement, social security, health and dental insurance, and workers' compensation costs.

**Property Tax:** Based off of the assessed value of property (which in Oregon is much lower than the real market value) times the permanent tax rate and are used as the source of monies to pay general obligation debt and core city services.

**Proposed Budget:** Financial and operating program prepared by the budget officer and staff, submitted to the budget committee for consideration.

**Proprietary Fund:** Proprietary Fund is one of the three groups of funds for which financial statements are prepared, along with the Governmental and Fiduciary Funds. Proprietary funds are employed to report on business-like activities, financed primarily by revenues generated by the activities themselves, such as water, sewer and stormwater utilities.

**Real Market Value (RMV):** The estimated value of property as if it were sold. Within the City, the average real market value exceeds the assessed value by just about half. This disparity is the result of voter approved tax Measure 47/50 passed in 1997.

**Reserve Funds:** Established to accumulate resources from one fiscal year to another for a specific purpose.

**Revenues:** Monies received or anticipated during the year to finance city services.

**Supplemental Budget:** Prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. The supplemental budget cannot be used to increase a tax levy.

**Systems Development Charges (SDCs):** Charges paid by developers and builders to fund expansion of infrastructure systems necessary due to increased usage. Such charges may be collected for water, sewer, surface water, streets and parks and are paid by developers and builders as part of the permit process.

**Tax Base:** In Oregon, a designated amount of property tax which can be levied for operating expenses without annual voter approval. The original base must be established by the voters at a general or primary election. Thereafter, the base can be increased by 6% annually without the approval of the voters.

**Tax Rate:** The amount of property tax paid by property owners for each \$1,000 of their property's assessed value. This rate is computed by dividing the total amount of the tax levies by the total assessed value for the city.

**Unappropriated Ending Fund Balance:** Represents the portion of the ending fund balance that is not appropriated to be spent in the current year. It must be segregated for future use and is not available for current appropriation or expenditure, except in the event when the City Manager declares an emergency.

**Working Capital:** Capital used for day-to-day operations, calculated as the current assets minus the current liabilities.

## Acronyms

ADA Americans with Disabilities Act	MSRB Municipal Securities Rulemaking Board
ADS Amazon Data Services	NIC Net Interest Cost
APA American Planning Association	NPDES National Pollutant Discharge Eliminating System
ARPA American Rescue Plan Act of 2021	OAR Oregon Administrative Rules
AV Assessed Value	OBDD Oregon Business Development Department
BLM Bureau of Land Management	ODOT Oregon Department of Transportation
BRGC Big River Golf Course	OEM Oregon Emergency Management
CAD Computer-Aided Dispatch	OMA Oregon Mayors Association
CAFR Comprehensive Annual Financial Report	OR Oregon
CBA Collective Bargaining Agreement	ORS Oregon Revised Statutes
CDBG Community Development Block Grant	OSMB Oregon State Marine Board
CDD Community Development Department	OTC Oregon Tourism Commission
CET Construction Excise Tax	OWRD Oregon Water Resources Department
CFS Cubic Feet per Second	PATH Practical Assistance through Transitional Housing
CIP Capital Improvement Plan	PERS Public Employees Retirement System
CIS Citycounty Insurance Service	POD Point of Diversion
COLA Cost of Living Adjustment	PW Public Works
CPA Certified Public Accountant	RMV Real Market Value
CPI Consumer Price Index	ROW Right-of-way
CSF Community Service Fee	RTP Recreational Trails Program
CTUIR Confederated Tribes of the Umatilla Indian Reservation	RV Recreational Vehicle
CWSRF Clean Water State Revolving Fund	S&P Standard & Poors
DEQ Oregon Department of Environmental Quality	SAIF State Accident Insurance Fund
DLCD Oregon Department of Land Conservation and Development	SCADA Supervisory Control and Data Acquisition
DSL Oregon Department of State Lands	SDC System Development Charges

EDA Economic Development Administration	SEC Securities and Exchange Commission
EDU Equivalent Dwelling Units	SIP Strategic Investment Program
EMMA Electronic Municipal Market Access	SRO School Resource Officer
EPA Environmental Protection Agency	SPWF Special Public Works Fund
FASB Financial Accounting Standards Board	STBG Surface Transportation Block Grant
FEMA Federal Emergency Management Agency	STF Surface Transportation Fund
FICA Federal Income Contributions Act	TCV True Cash Value
FTE Full-Time Equivalent	TIC True Interest Cost
FY Fiscal Year	TGM Traffic Growth Management
GAAP Generally Accepted Accounting Principles	TPA Tourism Promotion Assessment
GASB Governmental Accounting Standards Board	TRCI Two Rivers Correctional Institution
GFOA Government Finance Officers Association	TRT Transient Room Tax
GIS Geographic Information Systems	TSP Transportation System Plan
HB House Bill	UAL Unfunded Accrued Liability
HR Human Resources	UCSLD Umatilla County Special Library District
IFA Oregon Infrastructure Financing Authority	UEC Umatilla Electric Cooperative
IT Information Technology	UGB Urban Growth Boundary
LCWF Oregon Parks and Recreation Land and Water Conservation Fund	UIC Underground Injection Control Device
LGGP Oregon Parks and Recreation Local Government Grant Program	UPD Umatilla Police Department
LOC League of Oregon Cities	USACE United States Army Corps of Engineers
MGD Million Gallons per Day	WTF Water Treatment Facility
	WWTP Wastewater Treatment Plant



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