



City of Umatilla

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City Hall (541) 922-3226 Fax (541) 922-5758

COMMITTEE APPOINTMENT FORM

Mayor and Council:

I _____, request a(n) appointment re-appointment (*check one*) to:

<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Library Board
<input type="checkbox"/> Budget Committee	<input type="checkbox"/> Transient Room Tax Committee
<input type="checkbox"/> Parks & Recreation Committee	<input type="checkbox"/> Tree Board Committee
<input type="checkbox"/> Code Enforcement Board	<input type="checkbox"/> City Council

I have lived in Umatilla for _____ years. Additional qualifications:

Address: _____ Phone Number: _____
 Email Address: _____

Signature *Date*

Committee Descriptions:

Planning Commission - 7 members, not more than 2 of whom shall be nonresidents of the city residing within urban growth area, and the City Manager and Public Works Director as ex officio members. The Commission is responsible for the administration of the Land Use Code. The Commission may: recommend and make suggestions to the city council and to all other public authorities concerning laying out, widening, extending, parking, and locating of streets, sidewalks

and boulevards, relief of traffic congestions, betterment of housing and sanitation conditions, and establishment of zones of districts limiting the use, height, area and bulk of building and structures. For more information please see Title 2 Chapter 1 Section 7 of the City of Umatilla code book.

Library Board - 5 resident voters within the urban growth boundary of the City, the City Manager, Mayor, and Librarian may serve on the board as ex officio members. The Board may: make recommendations to the Librarian, and when appropriate, to the City Manager, Mayor and Council, on all matters pertaining to the planning, acquisition, development, and management of the Library.

Budget Committee – 7 member committee appointed by the City Council for three-year terms. Meets in March, along with the Mayor and City Council members, for an informal workshop discussing the budget climate, proposed projects and an overall status of each major fund. The committee meets again in April to hear the Budget Message and reviews the proposed budget before it is formally approved. The members develop a clear understanding of the operations/services provided and the budget submittal. Specific recommendations on policy and funding issues are discussed in an effort to provide the City Council with the citizen’s perspective of the proposed budget.

Transient Room Tax Review Committee – 5 members shall be appointed by the City Council. Shall be composed of one lodging operator who operates motels or recreation parks within City limits, one member of the Chamber of Commerce, and 3 members at large, who reside within City Limits. The Committee shall act as an advisory committee to the City Council and recommend expenditures annually and submit them to Council for approval and; Hear and determine appeals of orders or decisions of the tax administrator. For more information please see Title 2 Chapter 5 Section 3

Parks and Recreation Committee – At least 4 members who shall reside within the City limits and no more than 2 members who reside outside the City limits, but within the urban growth boundary. One Council Member, the Mayor, and the City Manager are ex officio members of the committee. The Committee shall act as an advisory committee to the City Council concerning development and maintenance of parks, trails, and recreational activities which shall be open to the general public; and recommend expenditures related to parks and recreation and submit them to the budget committee for their approval. For more information please see Title 2 Chapter 4 Section 3

Tree Board Committee – 5 members, one must be a member of Parks & Recreation Committee, one member may live within the urban growth area, one member of the City Council may serve on the board as an ex officio member, who shall count as one of the 5 members of the Board, one member by a nonresident business owner. The Board shall have the primary responsibility to study, review, evaluate, develop, and to periodically update, a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of all street and park trees. Exempt from that review are hazard trees that have been determined by the Public Works Director to pose an imminent or immediate threat to persons or property

Code Enforcement Board – 5 voting members; no more than one member of the board may be employed in a business of buying or selling real estate, nor may more than one member be a landlord. Members shall reside within City limits at the time of appointment and for the full term of their appointment. A maximum of two nonresident, real property owners shall be allowed on the board at any time.

City Council - 6 Councilors elected in the City at large and by position number. All members shall reside within the City limits. 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. The duties of the City Council include interpretation of the needs and desires of the local community, appointment of the administrator, approval of preliminary and final plans and specifications, as well as, acquisition and disposal of City property, determination of the compensation and salary schedules of all employees of the City in accordance with procedures established by law and City policy, evaluation of the programs of the City and appraisal of the efficiency of executive personnel, formulation and approval of ordinances, resolutions and policies for the City, implementation of all actions required by law, consideration of specific actions recommended by the City Manager, and adoption of the City budget.