

**UMATILLA CITY COUNCIL WORKSHOP  
A G E N D A  
COUNCIL CHAMBERS  
NOVEMBER 20, 2018  
6:00 P.M.**

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- 1. MEETING CALLED TO ORDER**
  
- 2. ROLL CALL**
  
- 3. DISCUSSION ITEMS**
  - 3.1 Update on JUB Reimbursement *page 1*
  - 3.2 City Hall Holiday Hours/ Closures *page 2*
  - 3.3 Upcoming Trainings for Council Members
  - 3.4 Committee Vacancies & Appointments *page 3*
  
- 4. ADJOURN**

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**MEMORANDUM**

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**TO:** MAYOR AND COUNCIL  
**FROM:** MELISSA INCE, DEPUTY CITY MANAGER/FINANCE DIRECTOR  
**SUBJECT:** 6<sup>TH</sup> STREET WATERLINE PROJECT REVISION COST UPDATE  
**DATE:** 11/16/2018

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Over the past several weeks, I have been working with JUB Engineers to provide you with the costs resulting from the 6<sup>th</sup> Street Waterline Project bid document errors. The legal billings related to Phillip's research totaled \$1,625. JUB has issued a reimbursement check to the City for that full amount. JUB has also written off total billings of \$10,637.12 (approximately 88 hours) worth of work related to the plan review, bid document revisions and change order. I appreciate JUB's ownership of the errors made by their former employee and efforts to correct all subsequent problems we have encountered. City staff has also talked in length with JUB about their internal control deficiency that allowed the error to happen in the first place and are confident that they are putting more safeguards in place to ensure the appropriate level of peer review.

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**MEMORANDUM**

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**TO:** MAYOR AND COUNCIL  
**FROM:** DAVE STOCKDALE, CITY MANAGER  
**SUBJECT:** CITY HALL HOLIDAY HOURS AND CLOSURES FOR CHRISTMAS  
AND NEW YEAR'S HOLIDAYS  
**DATE:** 11/16/2018

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This year, Christmas and New Year's holidays, both fall on a Tuesday. Staff's experience has been that, in most years around these holidays, foot traffic at City Hall and field requests for public works staff during these dates are few to zero. This year, with these holidays falling on a Tuesday, it is anticipated that direct public service needs will likely be zero on each Monday.

In the spirit of supporting families and in recognition and anticipation of significantly reduced direct service requests, I am requesting of Council that City Hall and all other non-essential service departments be closed on Monday, December 24<sup>th</sup> and Monday January 31<sup>st</sup>. Additionally, for 2018 only, I am requesting that all staff members be granted two (2) additional floating holidays, to be used on 12/24/18 and 12/31/18, rather than use of personal leave. Essential staff that must still work these days (police, some in public works, etc.) will be granted an additional 8 hours of comp time for each day worked in relation to these closures.

All efforts to notify the public of these closures will be made.

If Council directs to approve this request, staff will prepare a resolution for approval at your 12/4/18 meeting.

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**MEMORANDUM**

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**TO:** MAYOR AND COUNCIL  
**FROM:** DAVE STOCKDALE, CITY MANAGER  
**SUBJECT:** COMMITTEE VACANCIES AND APPOINTMENTS  
**DATE:** 11/16/2018

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Per Title 2 – Boards and Commissions of the Umatilla City Code, the City has several required operating committees to assist the Council with official City business. In an effort to ensure minimal interruptions or delays to City services in relation to these committees, Mayor Dufloth has requested that I prepare a list of vacancies, including expiring terms and potential conflicts of interest as defined by ORS 244, for Council to review. Below is the list of current committee vacancies and upcoming term expirations:

**Planning Commission:**

Position #3 – Vacant	
Position #5 – Heidi Sipe, Vice Chair	Term Expires 12/31/18
Position #6 – Lyle Smith, Chair	Term Expires 12/31/18
	Spouse of Councilmember Elect

**Budget Committee:**

Position #1 – Vacant	
Position #3 – Judy Simmons	Term Expires 12/31/18
Position #5 – Vacant	
Position #7 – Jeff Wheeler	Spouse of Councilmember

**Library Board:**

Position #1 – Judy Simmons	Term Expires 12/31/18
Position #4 – Arnell Eynon	Term Expires 12/31/18
Position #5 – Christine Harding	Term Expires 12/31/18

**Transient Room Tax Committee:**

Position #1 – Leslie Smith	Councilmember Elect
Position #3 – Arnell Eynon	Term Expires 12/31/18
Position #4 – Vacant	
Position #5 – Christine Harding	Term Expires 12/31/18

**Parks & Recreation Committee:**

Position #2 – Shelly Parmelee	Term Expires 12/31/18
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Chapter III Section 8 of the City Charter reads “With the consent of council, the mayor appoints members of commissions and committees established by ordinance or resolution.” Staff is seeking direction from Council on how to proceed in addressing these positions; specifically, the desired timeline and process of doing so.