

**UMATILLA CITY COUNCIL MEETING  
AGENDA  
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882  
JANUARY 19, 2021  
6:00 PM**

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1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **CITY MANAGER REPORT**

- 4.a **Palau Festivals Sponsorship** *Suggested Action: Report/Discussion Only, no action required.*

*Staff is strongly considering having the City of Umatilla become a Platinum Sponsor for the Palau Festival event that will take place Hermiston the end of this summer. Palau Festivals is an evangelistic festival event that promotes "ongoing City Gospel Movements in cities throughout the United States and around the world..." They focus on outreach to business leaders, women, prisons, organized sports, government and civic leaders, children, youth initiatives and more. It is a family-friendly, community-friendly and promoting event that anticipates 3,000 - 5,000 event participants each day.*

*The majority of the City's sponsorship would include the following in-kind donations: use of local office space (the old post office), 6 RV sites and 3 tent sites, use of golf cart(s), use of inflatable bouncers, and some staff time assisting setting up these in-kind donations. The cash donation would be part of next fiscal year's budget.*

5. **CONSENT AGENDA**

- 5.a **Resolution No. 34-2021 - A resolution authorizing the Mayor to sign Community Development Block Grant Contract No. P20009 with the State of Oregon by and through its Oregon Infrastructure Finance Authority of the Oregon Business Development Department to complete the Power City/Brownell sewer service final design project** *Suggested Action: Motion to approve Resolution No. 34-2021*

6. **NEW BUSINESS**

- 6.a **Citizen Committee Appointments** *Suggested Action: Motion to approve appointments as proposed by Mayor Detrick.*

*Mayor Detrick is seeking confirmation of the following Citizen Committees:*

*Planning Commission: Kelly Nobles*

*Budget Committee: Devon Mitchell, Wendi Damerval, and Roger Condie (disclosure, this resident is a family member of City Manager Dave Stockdale)*

*Library Board: Wendi Damerval and Melina Enkey*

*Parks & Recreation Committee: Tina Ridings*

*If approved, this will still leave 2 vacancies in the Parks & Recreation Committee. Staff is talking to recently expired term members of the Tree Board and the TRT Committees to see if they have any interest in the Parks & Recreation Committee. We hope to bring an updated proposal to fill the final vacancies at the Council's meeting on 2/2/21.*

7. **ADJOURN TO EXECUTIVE SESSION**

8. **RECONVENE**

9. **DISCUSSION ITEMS**

9.a **City Council Policies & Procedures Discussion** *Suggested Action: No Action required.*

*Pursuant to Chapter III, Section 10, of the Umatilla City Charter, the Council shall adopt Council Rules. Our Adopted City of Umatilla Council Policies & Procedures (2019) states that "The Council shall review its rules no later than March 31st of every odd numbered year,"*

*This item will come back to Council on February 2, 2021 with incorporated updates or changes from this discussion.*

9.b **July 2021 - June 2023 City Council Goals and Council Retreat Discussion** *Suggested Action: No Action Required*

*The City Council's Adopted July 1, 2019 through June 30, 2021 goals are set to expire at the end of this fiscal year. Staff would like further direction on a Council Retreat date(s) to work toward adoption of updated goals for the next two years and to discuss other City priorities and specific preferred projects. We hope to have these goals in at least draft form prior to March's Budget Committee meeting (3/16/21) so that staff can work to incorporate the newly adopted goals into next fiscal year's budget. Attached are the current goals for reference and a table outlining how many items have come before Council that met each goal.*

10. **ADJOURN**

*This institution is an equal opportunity provider. Discrimination is prohibited by Federal law. Special*

*accommodations to attend or participate in a city meeting or other function can be provided by contacting City Hall at (541) 922-3226 or use the TTY Relay Service at 1-800-735-2900 for appropriate assistance.*

CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> Palau Festivals Sponsorship	<b>Meeting Date:</b> 2021-01-19
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<b>Department:</b> City Administration	<b>Director:</b> David Stockdale	<b>Contact Person:</b> David Stockdale	<b>Phone Number:</b>
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<b>Cost of Proposal:</b> \$3,000 Cash / \$21,000 in-kind	<b>Fund(s) Name and Number(s):</b> N/A
<b>Amount Budgeted:</b> \$0	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> n/a
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**Attachments to Agenda Packet Item:**

[Palau Sponsorship Info.pdf](#)

**Summary Statement:**

Report/Discussion Only, no action required.

Staff is strongly considering having the City of Umatilla become a Platinum Sponsor for the Palau Festival event that will take place Hermiston the end of this summer. Palau Festivals is an evangelistic festival event that promotes "ongoing City Gospel Movements in cities throughout the United States and around the world..." They focus on outreach to business leaders, women, prisons, organized sports, government and civic leaders, children, youth initiatives and more. It is a family-friendly, community-friendly and promoting event that anticipates 3,000 - 5,000 event participants each day.

The majority of the City's sponsorship would include the following in-kind donations: use of local office space (the old post office), 6 RV sites and 3 tent sites, use of golf cart(s), use of inflatable bouncers, and some staff time assisting setting up these in-kind donations. The cash donation would be part of next fiscal year's budget.

**Consistent with Council Goals:**

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

# CORPORATE SPONSORSHIP

## BENEFITS PACKAGES

### PLATINUM SPONSOR: \$25,000



**Radio Recognition tag prior to festival**  
*(when possible)*



**Internet**  
- Logo link on festival homepage as well as sponsor page  
- Recognition on festival email updates  
- Exclusive social media post



**Grassroots**  
- Logo / ID on posters, and invitation pieces  
- Recognition given for applicable area on poster, and invitation pieces  
*(Platinum sponsor only)*



**On-site Promotion**  
- On-site booth (10X20)  
- Logo on JumboTron (X12)  
- Mention at the main stage  
- Company banner on-site (X3)



**Passes**  
- Hospitality passes (X8)

### GOLD SPONSOR: \$15,000



**Radio Recognition tag prior to festival**  
*(when possible)*



**Internet**  
- Logo link on festival homepage as well as sponsor page  
- Recognition on festival email updates  
- Exclusive social media post



**Grassroots**  
- Logo / ID on posters, and invitation pieces



**On-site Promotion**  
- On-site booth (10X20)  
- Logo on JumboTron (X9)  
- Mention at the main stage  
- Company banner on-site (X2)



**Passes**  
- Hospitality passes (X6)

### SILVER SPONSOR: \$5,000



**Internet**  
- Logo link on festival sponsor web page  
- Recognition on festival email updates  
- Exclusive social media post



**Grassroots**  
- Logo / ID on posters, and invitation pieces



**On-site Promotion**  
- On-site booth (10X10)  
- Logo on JumboTron (X6)  
- Company banner on-site (X2)



**Passes**  
- Hospitality passes (X4)

### BRONZE SPONSOR: \$2,500



**Internet**  
- Logo link on festival sponsor web page ✓



**On-site Promotion**  
- On-site booth (10X10) ✓  
- Logo on JumboTron (X3)  
- Company banner on-site (X1)



**Passes**  
- Hospitality passes (X2)

CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> Resolution No. 34-2021 - A resolution authorizing the Mayor to sign Community Development Block Grant Contract No. P20009 with the State of Oregon by and through its Oregon Infrastructure Finance Authority of the Oregon Business Development Department to complete the Power City/Brownell sewer service final design project	<b>Meeting Date:</b> 2021-01-19
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<b>Department:</b> Finance & Administrative Services	<b>Director:</b> Melissa Ince	<b>Contact Person:</b> Melissa Ince	<b>Phone Number:</b>
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<b>Cost of Proposal:</b> \$362,500 full grant	<b>Fund(s) Name and Number(s):</b> Sewer - 03
<b>Amount Budgeted:</b> N/A	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> 08/18/2020
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**Attachments to Agenda Packet Item:**

[RES 34-2021.docx](#)

[1 P20009 Umatilla Contract.pdf](#)

[2 P20009 Umatilla Authorized Signature Card.pdf](#)

<b>Summary Statement:</b> Motion to approve Resolution No. 34-2021
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<b>Consistent with Council Goals:</b> Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.
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**RESOLUTION NO. 34-2021**

**A RESOLUTION AUTHORIZING THE MAYOR TO SIGN COMMUNITY DEVELOPMENT BLOCK GRANT CONTRACT NO P20009 WITH THE STATE OF OREGON BY AND THROUGH ITS OREGON INFRASTRUCTURE FINANCE AUTHORITY OF THE OREGON BUSINESS DEVELOPMENT DEPARTMENT TO COMPLETE THE POWER CITY/BROWNELL SEWER SERVICE FINAL DESIGN PROJECT**

**WHEREAS**, The City of Umatilla has been awarded a Community Development Block Grant for the final design of sewer utility extension to the Power City and Brownell areas; and

**WHEREAS**, the grant will fund the entire \$362,500 total project cost; and

**WHEREAS**, this project will be added to the 2020-21 fiscal year budget via the supplemental budget process;

**NOW, THEREFORE**, the City does hereby authorize the Mayor to sign Community Development Block Grant Contract No. P20009, and any future amendments, with the State of Oregon by and through its Oregon Infrastructure Finance Authority of the Oregon Business Development Department.

**PASSED** by the City Council and signed by the Mayor this 19<sup>th</sup> day of January, 2021.

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

ATTEST:

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

**STATE OF OREGON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**GRANT CONTRACT**

“Power City/Brownell Sewer Service - Design”

This Contract, number P20009, dated as of the Effective Date (as defined below), is made by the State of Oregon, acting by and through its Oregon Infrastructure Finance Authority of the Oregon Business Development Department (“OBDD”), and the City of Umatilla, Oregon (“Recipient”).

The parties agree as follows:

**SECTION 1 - CONTRACT**

This Contract shall include the following, which are by this reference incorporated herein and which, in the event of inconsistency between any of the terms, are to be interpreted in the following order of precedence:

- A. This Contract without any Exhibits;
- B. Special Conditions of Award, attached as Exhibit A;
- C. Recipient’s Certification of Compliance with State and Federal Laws and Regulations and Certification Regarding Lobbying, attached as Exhibit B and Exhibit C, respectively;
- D. A description of the project approved by OBDD (the “Project”), attached as Exhibit D;
- E. Approved Project budget showing breakdown of sources of funds, attached as Exhibit E, which supersedes any prior drafts of the Project budget, including, but not limited to, the Project budget that is in Recipient’s application dated 22 Sep 2020 (“Application”); and
- F. Information Required by 2 CFR § 200.331(a)(1), attached as Exhibit F.

**SECTION 2 - GRANT**

In reliance upon Recipient’s Application and Certification of Compliance with State and Federal Laws and Regulations and Certification Regarding Lobbying as described in Exhibit B and Exhibit C, respectively, and subject to the terms and conditions of this Contract, OBDD agrees to provide Recipient funds in the amount of **\$362,500** (“Grant Funds”), the use of which is expressly limited to the Project and the activities described in Exhibit D. The use of these funds is also limited to the approved Project budget in Exhibit E and subject to the Special Conditions of Award in Exhibit A.

Subject to the terms and conditions of this Contract, including, but not limited to, the Pre-Expenditure Authorization required under Section 3 below, OBDD shall disburse the Grant Funds to Recipient on an expense-reimbursement basis after OBDD’s receipt and approval of disbursement requests from Recipient, each on a disbursement request form provided by OBDD.

**SECTION 3 - PRE-EXPENDITURE AUTHORIZATION**

Before Recipient makes any expenditure or incurs any obligation for the Project on account of which it intends to seek reimbursement under Section 2, Recipient must first obtain OBDD’s written authorization to make the expenditure or incur the obligation (“Pre-Expenditure Authorization”).



#### SECTION 4 - EFFECTIVE DATE; PROJECT COMPLETION DEADLINE

- A. This Contract shall become effective on the date (“Effective Date”) this Contract is fully executed and approved as required by applicable law. The approved grant activities **must be completed within 24 months** after the Effective Date (“Project Completion Deadline”).
- B. By the Project Completion Deadline, all Project activities must be completed (except for the submission of the Project completion report on a form provided by OBDD), and all disbursement requests (except disbursement requests for audit costs, if applicable) must be submitted. Unless exempt from federal audit requirements, the audit for the final fiscal year of the Project shall be submitted to OBDD as soon as possible after it is received by Recipient, but in any event no later than December 31 after the Project Completion Deadline.

#### SECTION 5 - RECIPIENT’S COVENANTS - COMPLIANCE WITH LAWS

- A. Recipient agrees to comply, and cause its agents, contractors and subgrantees to comply, with all applicable state and federal laws, regulations, policies, guidelines and requirements with respect to the use of and the administration, distribution and expenditure of the funds provided under this Contract, including but not limited to the following as they may be amended from time to time:
- (1) Title I of the Housing and Community Development Act of 1974, 42 U.S.C. §§5301-5321 (1994) (the “Act”) and with all related applicable laws, rules and regulations, including but not limited to Sections 109 and 110 of the Act.
  - (2) Section 104(d) of the Housing and Community Development Act of 1974, as amended, 42 U.S.C. §5304(d) (1994), and the regulations promulgated pursuant thereto, and 12 U.S.C. §1735b (1994).
  - (3) Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. §1701u (1994) (employment opportunities to lower income people in connection with assisted projects), and the regulations promulgated pursuant thereto, 24 C.F.R. §135.38 (1997). For Section 3 covered construction projects receiving more than \$200,000 under this Contract, Recipient shall cause or require the Section 3 clause in 24 C.F.R. §135.38 (1997) to be inserted in full in all contracts and subcontracts exceeding \$100,000.
  - (4) Uniform Relocation Assistance and Real Properties Acquisition Policies Act of 1970, 42 U.S.C. §§4601-4655 (2005), and the regulations promulgated pursuant thereto, 49 C.F.R. §§24.1-24.603 (2005);
  - (5) Davis-Bacon Act, as amended, 40 U.S.C. §§3141 to 3144, 3146 and 3147 (2002); 42 U.S.C. §5310 (1994) (applicable to the rehabilitation of residential property by laborers and mechanics in the performance of construction work only if such property contains not less than eight (8) units); and the Contract Work Hours and Safety Standards Act, 40 U.S.C. §§3704-3708 (1994), and all regulations promulgated pursuant thereto and all other applicable federal laws and regulations pertaining to labor standards.
  - (6) ORS 279C.815 that in certain cases requires the higher of either the state prevailing wage rates or federal Davis-Bacon Act rates be paid to workers on projects in Oregon. Recipient will obtain applicable rates to be paid to workers and other requirements of ORS 279C.815 from the Oregon Bureau of Labor and Industries.
  - (7) Hatch Act, 5 U.S.C. §§7321-7326 (1994) (limiting the political activity of some employees).

- (8) Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d (1994), and the regulations promulgated pursuant thereto, 24 C.F.R. §§1.1-1.10 (1997). Recipient will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to Recipient, this assurance shall obligate Recipient, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits.
  - (9) Title VIII of the Civil Rights Act of 1968, as amended, popularly known as the Fair Housing Act, 42 U.S.C. §§3601-3631 (1994), *as amended by* Pub. L. 104-76, §§1-3 109 Stat. 787 (1995); Pub. L. 104-66, Title I, §1071(e), 109 Stat. 720 (1995); Pub. L. 90-284, Title VIII, §814A, as added Pub. L. 104-208, Div. A, Title II, §2302(b)(1), 110 Stat. 3009-3421 (1996); Pub. L. 104-294, title VI, §604(b)(15), (27), 110 Stat. 3507, 3508 (1996).
  - (10) Exec. Order No. 11,063, 46 F.R. 1253 (1962), *reprinted as amended in* 42 U.S.C. §1982 (1994) and the regulations promulgated pursuant thereto, 24 C.F.R. §§107.10-107.65 (1997).
  - (11) Exec. Order No. 11,246, 30 F.R. 12319 (1965), *as amended by* Exec. Order No. 11,375, 32 F.R. 14303 (1967), *reprinted in* 42 U.S.C. §2000e (1994), and the regulations promulgated pursuant thereto, 41 C.F.R. §§60-1.1 to 60-999.1 (1997)
  - (12) Age Discrimination Act of 1975, 42 U.S.C. §§6101-6107 (1994).
  - (13) Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (1994).
  - (14) Section 302 of the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. §4822 (1994), and the regulations promulgated pursuant thereto, 24 C.F.R. §§35.80-35.98 (1997).
  - (15) Architectural Barriers Act of 1968, 42 U.S.C. §§4151-4156 (1994).
  - (16) Copeland Anti-Racketeering Act, 18 U.S.C. §1951 (1997).
  - (17) ORS §§294.305-294.565 and other applicable state laws for county and municipal administration.
  - (18) Special program and grant administration requirements imposed by OBDD related to the acceptance and use of funds provided under this Contract (which requirements have been approved in accordance with the procedures set forth in the Grant Management Handbook, and OBDD's current Program Guidelines (Method of Distribution), which includes requirements regarding "Outcome Performance Measurement Reporting" by Recipient.
  - (19) Economic benefit data requested by OBDD from Recipient on the economic development benefits of the Project, from the Effective Date of this Contract until six (6) years after the Project Completion Deadline. Upon such request by OBDD, Recipient shall, at Recipient's expense, prepare and file the requested data within the time specified in the request. Data shall document specific requested information such as any new direct permanent or retained jobs resulting from the Project and other information to evaluate the success and economic impact of the Project.
- B. When procuring property or services to be paid for in whole or in part with Community Development Block Grant ("CDBG") funds, Recipient shall comply with the Oregon Public Contracting Code (ORS Chapters 279A, 279B, and 279C, as applicable), Chapter 137 (Divisions 046, 047, 048 and 049) of the Oregon Administrative Rules, and ORS Chapter 244, as applicable. The State of Oregon model rules for public bidding and public contract exemptions shall govern procurements under this Contract if Recipient or its public contract review board does not adopt

those, or similar, rules. If Recipient or its public contract review board has adopted similar rules, those rules shall apply.

All employers, including Recipient, that employ subject workers in the State of Oregon must comply with ORS §656.017 and provide the required Worker' Compensation coverage, unless such employers are exempt under ORS §656.126. Recipient shall insure that each of its contractors and subgrantees complies with these requirements.

C. Federal audit requirements. The grant is federal financial assistance, and the Catalog of Federal Domestic Assistance ("CFDA") number and title is "14.228 Community Development Block Grant." Recipient is a subrecipient.

(1) If Recipient receives federal funds in excess of \$750,000 in the Recipient's fiscal year, it is subject to audit conducted in accordance with the provisions of 2 C.F.R. part 200, subpart F. Recipient, if subject to this requirement, shall at its own expense submit to OBDD a copy of, or electronic link to, its annual audit subject to this requirement covering the funds expended under this Contract and shall submit or cause to be submitted to OBDD the annual audit of any subrecipient(s), contractor(s), or subcontractor(s) of Recipient responsible for the financial management of funds received under this Contract.

(2) Audit costs for audits not required in accordance with 2 C.F.R. part 200, subpart F are unallowable. If Recipient did not expend \$750,000 or more in Federal funds in its fiscal year, but contracted with a certified public accountant to perform an audit, costs for performance of that audit shall not be charged to the funds received under this Contract.

(3) Recipient shall save, protect and hold harmless OBDD from the cost of any audits or special investigations performed by the Federal awarding agency or any federal agency with respect to the funds expended under this Contract. Recipient acknowledges and agrees that any audit costs incurred by Recipient as a result of allegations of fraud, waste or abuse are ineligible for reimbursement under this or any other agreement between Recipient and the State of Oregon.

#### **SECTION 6 - OTHER COVENANTS OF RECIPIENT**

A. The Recipient's activities funded by this grant must meet one of three national objectives established by the U.S. Congress. Recipient covenants the activities it will undertake with the Grant Funds will meet the following national objective (check one):

- (1) Activities primarily benefitting low- and moderate-income persons;  
(24 C.F.R. 570.483(b))
- (2) Activities which aid in the prevention or elimination of slums and blight;  
(24 C.F.R. 570.483(c))
- (3) Activities designed to meet community development needs having a particular urgency;  
(24 C.F.R. 570.483(d))

B. No employee, agent, consultant, officer, or elected or appointed official of Recipient, or any subrecipient receiving CDBG funds who exercises or has exercised any functions or responsibilities with respect to CDBG activities assisted by the grant made pursuant to this Contract or who is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have, shall have any interest, direct or indirect, in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, for themselves or those with whom they have family or business ties, during his or her tenure or for one year thereafter.

Recipient shall also establish safeguards to prohibit employees from using their position for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

- C. Recipient shall incorporate, or cause to be incorporated, in all purchase orders, contracts or subcontracts regarding the procurement of property or services paid for in whole or in part with CDBG funds any clauses required by federal statutes, executive orders and implementing regulations.

Recipient shall, and shall cause all participants in lower tier covered transactions to include in any proposal submitted in connection with such transactions the certification that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction.

- D. Recipient shall insert a clause in all documents prepared with the assistance of Grant Funds acknowledging the participation of federal and state CDBG funding.
- E. Recipient shall maintain all fiscal records relating to this Contract in accordance with generally accepted accounting principles for state and municipal corporations established by the National Committee on Governmental Accounting in a publication entitled "Governmental Accounting, Auditing and Financial Reporting (GAAFR)." In addition, Recipient shall maintain any other records pertinent to this Contract in such a manner as to clearly document Recipient's performance. For fair housing and equal opportunity purposes, and as applicable, Recipient's records shall include data on the racial, ethnic and gender characteristics of persons who are applicants for, participants in, or beneficiaries of the program. Recipient acknowledges and agrees that OBDD and the Oregon Secretary of State's Office and the federal government (including but not limited to U.S. Department of Housing and Urban Development ("HUD"), the Inspector General, and the General Accounting Office) and their duly authorized representatives shall have access to all books, accounts, records, reports, files, and other papers, or property pertaining to the administration, receipt and use of CDBG funds and necessary to facilitate such reviews and audits in order to perform examinations and audits and make excerpts and transcripts. Recipient shall retain and keep accessible all such books, accounts, records, reports, files, and other papers, or property for a minimum of three (3) years from closeout of the grant hereunder, or such longer period as may be required by applicable law, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.

Recipient shall provide citizens with reasonable access to records regarding the past use of CDBG funds consistent with state and local requirements concerning the privacy of personal records.

- F. This grant and the activities funded by the Grant Funds shall be conducted and administered in conformity with the Civil Rights Act of 1964, 42 U.S.C. §§2000a-2000e (1994), and the Fair Housing Act as they may be amended from time to time, and Recipient will affirmatively further fair housing.
- G. Recipient will not attempt to recover any capital costs of public improvements assisted in whole or part with CDBG funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
  - (1) such funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under the Act; or

- (2) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, Recipient certifies to HUD that it lacks sufficient CDBG funds to comply with the requirements of (1).
- H. Recipient will assume all of the responsibilities for environmental review, decision-making and action pursuant to the National Environmental Policy Act of 1969 (“NEPA”), 42 U.S.C. §4321-4370(d), and such other provisions of law that the applicable regulations specify that would otherwise apply to HUD federal projects, in accordance with Section 104(g) of the Act, 42 U.S.C. §5304(g) as they may be amended from time to time. Recipient shall provide such certification as required by the Secretary of HUD. Recipients will perform reviews in accordance with 24 C.F.R. §58.1 et seq. and the other federal authorities listed at 24 C.F.R. §58.5, as they may be amended from time to time.
- I. All non-exempt Project activities must be reviewed for compliance with the following as they may be amended from time to time: 36 C.F.R. §§800.1-800.16 (Protection of Historic Properties) and Exec. Order No. 11,988, 42 Fed. Reg. 26951 (1997), *reprinted as amended in* 42 U.S.C. §4321 note (1994) (Floodplain Management), and Exec. Order No. 11,990, 42 Fed. Reg. 26961 (1997), *reprinted as amended in* 42 U.S.C. §4321 note (1994) (Protection of Wetlands).
- J. Recipient has adopted and will enforce (1) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations and (2) a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction in accordance with Section 104(l) of the Act.
- K. Recipient shall execute, and shall cause its first tier contractors or subrecipients receiving subcontracts exceeding \$100,000 to execute and file with Recipient, the certification set forth in Exhibit C hereof.
- L. No lead-based paint will be used in residential units.
- M. Recipient shall provide to OBDD documentation of Recipient’s efforts and results in meeting the performance measures contained in OBDD’s applicable Program Guidelines (Method of Distribution). Recipient’s accomplishment of such performance measures or its failure to do so will be considered by OBDD when awarding future grants.
- N. Indemnity. To the extent authorized by law, Recipient shall defend (subject to ORS chapter 180), indemnify, save and hold harmless OBDD and its officers, employees and agents from and against any and all claims, suits, actions, proceedings, losses, damages, liability, costs, expenses, attorneys fees and cost awards resulting from, arising out of or related to any actual or alleged act or omission by Recipient, or its officers, employees, agents, contractors or subrecipients; however, the provisions of this Section are not to be construed as a waiver of any defense or limitation on damages provided for under Chapter 30 of the Oregon Revised Statutes or under the laws of the United States or other laws of the State of Oregon.

<b>SECTION 7 - DETERMINATION</b>
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OBDD has made the determination that Recipient is a subrecipient, in accordance with 2 CFR §200.330. Recipient agrees to monitor any local government or non-profit organization subrecipient to whom it may pass funds.

## SECTION 8 - TERMINATION

- A. OBDD reserves the right to terminate this Contract immediately upon notice to Recipient:
- (1) if Recipient fails to perform or breaches any of the terms of this Contract; or
  - (2) if Recipient is unable to commence the Project within four (4) months following the Effective Date of this Contract; or
  - (3) if OBDD or the Oregon Community Development Block Grant Program fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient to carry out the terms of this Contract; or
  - (4) if federal or state laws, regulations or guidelines are modified or interpreted in such a way that either this grant or the disbursement of Grant Funds are prohibited.
- B. OBDD may impose sanctions on Recipient for failure to comply with provisions of this Contract or OAR Chapter 123, Division 80. When sanctions are deemed necessary, OBDD may withhold unallocated funds, require return of unexpended funds, require repayment of expended funds, or cancel the Contract and recover all funds released prior to the date of notice of cancellation.

## SECTION 9 - MISCELLANEOUS

- A. OBDD's obligations are subject to receiving, **within 60 days of receipt**, this Contract, duly executed by an authorized officer of Recipient, and such certificates, documents, opinions and information that OBDD may reasonably require.
- B. OBDD and Recipient are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.
- C. Notices and Communication. Except as otherwise expressly provided in this Contract, any communication between the parties or notices required or permitted must be given in writing by personal delivery, email, or by mailing the same, postage prepaid, to Recipient or OBDD at the addresses set forth on the signature page of this Contract, or to such other persons or addresses that either party may subsequently indicate pursuant to this Section.

Any communication or notice by personal delivery will be deemed effective when actually delivered to the addressee. Any communication or notice so addressed and mailed will be deemed to be received and effective five (5) days after mailing. Any communication or notice given by email becomes effective 1) upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system or 2) the recipient's confirmation of receipt, whichever is earlier. Notwithstanding this provision, the following notices may not be given by email: notice of default or notice of termination.

- D. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Contract, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

Any party bringing a legal action or proceeding against any other party arising out of or relating to this Contract shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county).

Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This Section applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon's sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This Section is also not a waiver by the State of Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

- E. This Contract and attached exhibits (which are by this reference incorporated herein) constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. No waiver, consent, modification or change of terms of this Contract shall bind either party unless in writing and signed by both parties and all necessary state approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of OBDD to enforce any provision of this Contract shall not constitute a waiver by OBDD of that or any other provision.

SIGNATURE PAGE TO FOLLOW

Recipient, by the signature below of its authorized representative, acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.



**STATE OF OREGON**  
acting by and through its  
Oregon Infrastructure Finance Authority  
of the Business Development Department

775 Summer Street NE Suite 200  
Salem OR 97301-1280  
Phone 503-798-5076



**CITY OF UMATILLA**

700 Sixth Street  
PO Box 130  
Umatilla, OR 97882  
Phone 541-922-3226

By: \_\_\_\_\_  
Chris Cummings, Interim Director

By: \_\_\_\_\_  
Mary Dedrick, Mayor

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

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

**APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:**

\_\_\_\_\_  
/s/ Wendy Johnson per email dated 31 Dec 2020  
Wendy Johnson, Senior Assistant Attorney General

- Exhibit A: Special Conditions of Award
- Exhibit B: Certification of Compliance
- Exhibit C: Certification Regarding Lobbying
- Exhibit D: Project Description
- Exhibit E: Project Budget
- Exhibit F: Information Required by 2 CFR § 200.331(a)(1)



**EXHIBIT A: SPECIAL CONDITIONS OF AWARD  
PUBLIC WORKS FINAL DESIGN GRANT**

Special conditions for a CDBG grant are set forth below, applicable as determined by the nature of the Project.

1. The availability of funds under this Agreement is subject to OBDD's receipt and approval of a detailed grant administration plan, substantially in the form of Exhibit 1A in the current Grant Management Handbook, and a detailed project management plan.
2. All matching funds must be secured in writing within four (4) months following the Effective Date of this Contract or the Contract may be terminated. In any case, OBDD will not disburse CDBG funds until Recipient provides OBDD with evidence that all Project matching funds have been received by Recipient.
3. All Project-related contracts must be received by OBDD ten (10) days before they are signed. This includes all Project-related contracts between Recipient and any person or entity who will be administering the grant or performing services under a personal services contract. All Project-related bid documents must be received by OBDD at least ten (10) days before they are advertised.
4. Prior to the approval of the first drawdown of grant funds for this Project, Recipient shall provide the following to OBDD:
  - a. Copy of an adopted Fair Housing resolution and evidence that this resolution has been published within six (6) months prior to the grant drawdown.
  - b. Copy of a completed self-evaluation checklist required by Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 (1994) or the Americans with Disabilities Act of 1990, 42 U.S.C. §§12111-12213 (1994) as they may be amended from time to time.
  - c. Fair Housing Resolution affidavit of publication. Publication must be no more than six months prior to submission of Recipient's first disbursement request. Attach a copy of the published Fair Housing Resolution. Recipient must also undertake at least one additional activity to promote fair housing opportunities in its jurisdiction prior to final draw of Grant funds.
5. Where the approved Project budget includes local funds and CDBG funds for a specific line item activity, those local funds must be expended before Recipient can request CDBG funds for the activity, unless otherwise authorized by OBDD.
6. Recipient must obtain review of design plans by the appropriate regulatory agency (e.g., State Health Division, Department of Environmental Quality, Environmental Protection Agency, et cetera.). Any comments resulting from the regulatory agency's review must be sent to OBDD prior to the approval of final plans by Recipient.
7. Recipient shall cause individual service meters to be installed on those portions of a drinking water Project assisted with CDBG funds.
8. For a sewer line Project, Recipient shall adopt a mandatory sewer hook-up ordinance or resolution prior to any drawdown of CDBG funds.
9. Where the Project is for construction of water or sewer facilities in a community with an unmetered water system, Recipient and the owner of the water system shall meet with the State Water Resources Department and develop a mutually agreeable plan for metering the entire community water system.

**EXHIBIT B - RECIPIENT'S CERTIFICATION OF COMPLIANCE  
WITH STATE AND FEDERAL LAWS AND REGULATIONS**

Funds for the Oregon Community Development Block Grant Program are provided through a grant to OBDD from the U.S. Department of Housing and Urban Development, under Title I of the Housing and Community Development Act of 1974, as amended, 42 U.S.C. §5301. These funds are subject to various federal statutes and regulations as well as state laws and administrative rules.

Recipient hereby represents, warrants and certifies that:

1. it has complied with all relevant federal and state statutes, regulations, executive orders, policies, guidelines and requirements with respect to the application for and acceptance and use of Oregon Community Development Block Grant funds, including but not limited to the Act;
2. it possesses legal authority to apply for and accept the terms and conditions of the Grant and to carry out the proposed Project;
3. its governing body has duly authorized the filing of the application, including all understandings and assurances contained therein;
4. the person identified as the official representative of Recipient in the application and the Contract is duly authorized to act in connection therewith and to provide such additional information as may be required. Recipient's official representative has sufficient authority to make all certifications on its behalf;
5. the Contract does not and will not violate any provision of any applicable law, rule, regulation or order of any court, regulatory commission, board or administrative agency applicable to Recipient or any provision of Recipient's organic laws or documents; and
6. the Contract has been duly executed by Recipient's highest elected official and delivered by Recipient and will constitute the legal, valid and binding obligations of Recipient, enforceable in accordance with their terms.

Recipient further represents, warrants and certifies that it is following a detailed citizen participation plan which:

1. provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
2. provides citizens with reasonable and timely access to local meetings, information, and records relating to Recipient's proposed use of funds, as required by applicable regulations, and relating to the actual use of funds under the Act;
3. furnishes citizens information concerning the amount of funds available in the current fiscal year and the range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income, and the proposed activities likely to result in displacement and the plans of Recipient for minimizing displacement of persons as a result of activities assisted with such funds and for relocating persons actually displaced as a result of such activities;
4. provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals, with the level and type of assistance to be determined by Recipient;

5. provides for a minimum of two public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after reasonable notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
6. identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate;
7. provides reasonable advance notice of and opportunity to comment on proposed activities in a grant application to OBDD or as to grants already made substantial changes from Recipient's application to OBDD to activities; and
8. provides the address, phone number and times for submitting complaints and grievances and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable.

Recipient represents, warrants and certifies that:

1. it has complied with its obligations as described in Section 6.F of this Contract; and
2. it is following the State of Oregon Residential Antidisplacement and Relocation Assistance Plan unless it adopts and makes public its own plan which complies with 24 C.F.R. §42.325. Recipient also certifies that it will minimize the displacement of persons as a result of activities assisted with Oregon CDBG funds.

Recipient further represents, warrants and certifies that:

1. the grant will be conducted and administered in conformity with the Civil Rights Act of 1964, 42 U.S.C. §§2000a-2000e (1994), and the Fair Housing Act as they may be amended from time to time, and Recipient will affirmatively further fair housing; and
2. no lead-based paint will be used in residential units.

Recipient further represents, warrants and certifies that:

1. it has carried out its responsibilities as described in Section 6.H of the Contract;
2. the officer executing this certification is its chief executive officer (or other designated officer of Recipient who is qualified under the applicable HUD regulations);
3. such certifying officer consents to assume the status of a responsible federal official under NEPA and other laws specified by the applicable HUD regulations, 24 C.F.R. §§58.1-58.77; and
4. such certifying officer is authorized and consents on behalf of Recipient and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibility as such an official.

City of Umatilla

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT C - CERTIFICATION REGARDING LOBBYING (CDBG Awards exceeding \$100,000)**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

City of Umatilla

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT D - PROJECT DESCRIPTION**

Recipient shall, with the assistance of an Oregon-licensed engineer, complete the final design and bid documents for the extension of Recipient’s sewer service to the neighborhoods of Brownell and Power City. Recipient shall complete an environmental assesment for the proposed improvements, and do so in accordance with the guidance provided in Chapter 3 of the CBDG Grant Management Handbook. Prior to the completion of the Project, the Recipient shall prepare a plan satisfactory to OBDD detailing how residents of the Brownell and Power City neighborhoods of Umatilla will be connected to the new sewer system within a reasonable time period after completion of the Project.

Project includes authorization for pre-agreement costs in the amount of \$12,500 for engineering, environmental review, legal, and grant administration activities.

**EXHIBIT E - PROJECT BUDGET**

	<b>OBDD Funds</b>	<b>Other / Matching Funds</b>
Activity	Approved Budget	Approved Budget
Engineering	\$284,000	\$0
Environmental Review	12,500	0
Grant Administration	15,000	0
Legal	25,000	0
Construction Application Prep	5,000	0
Survey	21,000	0
<b>Total</b>	<b>\$362,500</b>	<b>\$0</b>

**EXHIBIT F - INFORMATION REQUIRED BY 2 CFR § 200.331(A)(1)**

Federal Award Identification:

- (i) Subrecipient\* name (which must match registered name in DUNS): Umatilla, City of
- (ii) Subrecipient's DUNS number: 62-385-2683
- (iii) Federal Award Identification Number (FAIN): B-20-DC-41-0001
- (iv) Federal Award Date: 31 Aug 2020
- (v) Sub-award Period of Performance Start and End Date: 24 months from Contract execution
- (vi) Total Amount of Federal Funds Obligated by this Contract: \$362,500
- (vii) Total Amount of Federal Funds Obligated by this initial Contract and any amendments: \$362,500
- (viii) Total Amount of Federal Award to the pass-through entity: \$13,623,873
- (ix) Federal award project description: The FFY 2020 State Community Development Block Grant Program funds will be awarded through a competitive application process to rural communities in Oregon for the following project types: Public Works Projects, Community Facilities, Owner-occupied Housing Rehabilitation and Microenterprise Assistance. CDBG projects will meet the national objective of benefitting low- and moderate-income persons or an urgent need.
- (x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity:
  - (a) Name of Federal awarding agency: U.S. Department of Housing and Urban Development
  - (b) Name of pass-through entity: Oregon Business Development Department
  - (c) Contact information for awarding official of the pass-through entity: Ed Tabor, Programs & Incentives Manager, 503-949-3523
- (xi) CFDA Number and Name: 14.228 Community Development Block Grant  
Amount: \$362,500
- (xii) Is Award R&D? No
- (xiii) Indirect cost rate for the Federal award: N/A

\* For the purposes of this Exhibit F, "Subrecipient" refers to Recipient and "pass-through entity" refers to OBDD.

**Authorized Signature Card for Cash Payments on Oregon Business Development Department Awards**

<b>Recipient</b>	<b>Project Number</b>
<b>Signatures of Delegated Authorized Individuals to Request Payments</b> (Two signatures are required to request disbursement of funds)	
_____ Typed Name and Title  (1) a _____ Signature (Highest Elected Official must <b>not</b> sign here)	_____ Typed Name and Title  (1) b _____ Signature (Highest Elected Official must <b>not</b> sign here)
<b>Additional Signatures (if desired)</b>	
_____ Typed Name and Title  (1) c _____ Signature (Highest Elected Official must <b>not</b> sign here)	_____ Typed Name and Title  (1) d _____ Signature (Highest Elected Official must <b>not</b> sign here)
<b>I certify that the signatures above are of the individuals authorized to draw funds for the cited project.</b>  _____ Typed Name, Title and Date  (2) _____ Signature of Highest Elected Official or duly authorized official for the Recipient (Must <b>not</b> be listed in item (1) a through (1) d above)	<b>Agency Use Only: Date Received:</b>      

Oregon Business Development Department/Authorized Signature Card

**Preparation of the Authorized Signature Card Form:** If a mistake is made, or a change is necessary during the preparation of the signature card form, please prepare a new form, since erasures or corrections of any kind will not be acceptable. If you want to change individuals authorized to draw funds from the project, then please submit a new signature card. Any updated signature card will replace the previous one, so please be sure to include the names of all authorized individuals.

**Item # Explanation**

- (1) a-d Type the names and titles, and provide the signatures of the officials of your organization who are authorized to make draws on project funds. (Note: **Two** signatures are required. We recommend showing three or four signatures to allow adequate signature coverage.)
- (2) Enter the typed name, title, date and signature of the Highest Elected Official, or other official duly authorized by the governing body of the Recipient, certifying the authenticity of the signatures of individuals listed in Item (1) a through (1) d. The person signing here **must not be listed in Item (1) a through d.**
- (3) Leave blank—Oregon Business Development Department will sign here.

Complete one form and return it to: Oregon Business Development Department  
 775 SUMMER ST NE STE 200  
 SALEM OR 97301-1280

CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> Citizen Committee Appointments	<b>Meeting Date:</b> 2021-01-19
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<b>Department:</b> City Administration	<b>Director:</b> David Stockdale	<b>Contact Person:</b> David Stockdale	<b>Phone Number:</b>
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<b>Cost of Proposal:</b> n/a	<b>Fund(s) Name and Number(s):</b> N/A
<b>Amount Budgeted:</b> n/a	

<b>Reviewed by Finance Department:</b> No	<b>Previously Presented:</b> n/a
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**Attachments to Agenda Packet Item:**

[Devon Mitchell](#)

[Kelly Nobles](#)

[Tina Ridings](#)

[Wendi Damerval](#)

[Melina Enkey](#)

[Roger Condie.JPG](#)



**Summary Statement:**

Motion to approve appointments as proposed by Mayor Dedrick.

Mayor Dedrick is seeking confirmation of the following Citizen Committees:

Planning Commission: Kelly Nobles

Budget Committee: Devon Mitchell, Wendi Damerval, and Roger Condie (disclosure, this resident is a family member of City Manager Dave Stockdale)

Library Board: Wendi Damerval and Melina Enkey

Parks & Recreation Committee: Tina Ridings

If approved, this will still leave 2 vacancies in the Parks & Recreation Committee. Staff is talking to recently expired term members of the Tree Board and the TRT Committees to see if they have any interest in the Parks & Recreation Committee. We hope to bring an updated proposal to fill the final vacancies at the Council's meeting on 2/2/21.

**Consistent with Council Goals:**

Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.



# City of Umatilla

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

## COMMITTEE APPOINTMENT FORM FORMULARIO DE NOMBRAMIENTO DEL COMITÉ

Mayor and Council:  
Alcalde y Concejo:

I, Devon James Mitchell, request a(n)  appointment  re-appointment (check one) to:  
Yo, \_\_\_\_\_, solicito un  nombramiento  reelección (marque uno) al:

<input type="checkbox"/> Planning Commission Comisión de Planificación	<input type="checkbox"/> Library Board Junta de la Biblioteca
<input checked="" type="checkbox"/> Budget Committee Comité de Presupuesto	<input type="checkbox"/> Transient Room Tax Committee Comité de Impuestos de Habitación Transitorios
<input type="checkbox"/> Parks & Recreation Committee Comité de Parques y Recreación	<input type="checkbox"/> Tree Board Committee Comité de la Junta del Árbol
<input type="checkbox"/> Code Enforcement Board Junta de Cumplimiento del Código	<input type="checkbox"/> City Council Concejo Municipal

I have lived in Umatilla for 7 years. Additional qualifications:  
Yo, he vivido en Umatilla por \_\_\_\_\_ años. Calificaciones adicionales:

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Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Domicilio: \_\_\_\_\_ Numero de Telefono: \_\_\_\_\_  
Email Address: \_\_\_\_\_

	Dirección de Correo Electronico
 Signature/Firma	12/30/2020 Date/Fecha

**Committee Descriptions:**

**Descripciones del los Comités:**

**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.

**Comisión de Planificación** - 7 miembros, no mas de 2 de los cuales no serán residentes de la Ciudad que residen dentro del área de crecimiento urbano, el administrador de la ciudad y el director de obras públicas como miembros ex officio. La Comisión es responsable de la administración del Código de Uso de la Tierra. La Comisión podrá: recomendar y hacer sugerencias al ayuntamiento y a todas las demás autoridades públicas sobre el trazado, ensanchamiento, ampliación, estacionamiento y ubicación de calles, aceras y bulevares, alivio de congestiones de tránsito, mejoramiento de las condiciones de vivienda y saneamiento, y establecimiento de zonas de distritos limitando el uso, altura, área y volumen de edificios y estructuras. Para obtener más información, consulte el Título 2, Capítulo 1, Sección 7 del libro de códigos de la Ciudad de Umatilla.

**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.

**Junta de la Biblioteca:** 5 votantes residentes dentro del límite de crecimiento urbano de la Ciudad, el administrador municipal, el alcalde y el bibliotecario/a pueden formar parte de la junta como miembros ex officio. La Junta puede: hacer recomendaciones al Bibliotecario/a, y cuando sea apropiado, al Administrador de la Ciudad, Alcalde y al Concejo, sobre todos los asuntos relacionados con la planificación, adquisición, desarrollo y administración de la Biblioteca.

**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.

**Comité de Presupuesto** - Comité de 7 miembros designado por el Concejo Municipal por períodos de tres años. Se reúne en marzo, junto con el alcalde y los miembros del Concejo Municipal, para una reunión informal en el que se discute el clima presupuestario, los proyectos propuestos y el estado general de cada fondo principal. El comité se reúne nuevamente en abril para escuchar el Mensaje del Presupuesto y revisa el presupuesto propuesto antes de su aprobación formal. Los miembros desarrollan una comprensión clara de las operaciones / servicios proporcionados y la



# City of Umatilla

700 6<sup>th</sup> Street, PO Box 130, Umatilla, OR 978  
City Hall (541) 922-3226 Fax (541) 922

## COMMITTEE APPOINTMENT FORM

Mayor and Council:

1 Kelly Nobles

request a(n)  appointment  re-appointment (check

<input checked="" 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 31 years. Additional qualifications:

I have 4 years experience from serving my current term on the planning commission and have demonstrated my commitment with 100% attendance to every meeting. I am very excited for the new growth in Umatilla and hope to continue my participation

Address: <u>Umatilla OR 97802</u>	Phone Number: <u>541 922-3226</u>
<u>Kelly Nobles</u> Signature	Email Address: <u>msn@umatillaor.gov</u> Date: <u>10/1/20</u>

Committee Descriptions:





# City of Umatilla

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

## COMMITTEE APPOINTMENT FORM

Mayor and Council:

I, Wendi Damerval, request a(n)  appointment  re-appointment (check one) to:

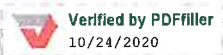
- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Planning Commission          | <input checked="" type="checkbox"/> Library Board                |
| <input checked="" type="checkbox"/> Budget Committee             | <input checked="" type="checkbox"/> Transient Room Tax Committee |
| <input checked=""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

I have lived in Umatilla for 1 years. Additional qualifications:

I am new to the area and am interested in participating in the community in a meaningful way. I have a degree as a Paralegal from Washington State. I worked for the Superior Court Prosecutors Office in Snohomish County. I worked as a real estate agent and a broker in Richland, Kennewick, and Pasco for 5 years. For the past several years Ive been operating at Etsy store where I sell most recently face masks I make, quilts, and various handsewn items. I've been actively engaged in mental health and disabilities issues as my son is now grown, but has suffered with autism, and thus required my active research and writing skills to facilitate his Education and Personal Care needs. This includes writing IEP's, Individual Education Plans. At one time I worked in construction flipping homes. I am extemely well read, and active in political issues dealing with support for people with special needs, education, and womens equal rights issues. This is a beautiful community and I'd like to be part of its future. I have lots of experience with residential landscape design and some commercial.

Address: 700 6th Street, Umatilla, OR, 97882 Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_@\_\_\_\_\_.com



Signature

Date 10/24/2020

### 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

Revised 12.26.2019



# City of Umatilla

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

## COMMITTEE APPOINTMENT FORM FORMULARIO DE NOMBRAMIENTO DEL COMITÉ

Mayor and Council:

Alcalde y Concejo:

Melina Enkey  
I, Melina Enkey

request a(n)  appointment  re-appointment (check one) to:  
Yo, solicito un  nombramiento  reelección (marque uno) al:

<input type="checkbox"/> Planning Commission Comisión de Planificación	<input checked="" type="checkbox"/> Library Board Junta de la Biblioteca
<input type="checkbox"/> Budget Committee Comité de Presupuesto	<input type="checkbox"/> Transient Room Tax Committee Comité de Impuestos de Habitación Transitorios
<input type="checkbox"/> Parks & Recreation Committee Comité de Parques y Recreación	<input type="checkbox"/> Tree Board Committee Comité de la Junta del Árbol
<input type="checkbox"/> Code Enforcement Board Junta de Cumplimento del Código	<input type="checkbox"/> City Council Concejo Municipal

I have lived in Umatilla for 9 years. Additional qualifications:  
Yo, he vivido en Umatilla por 9 años. Calificaciones adicionales:

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Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Domicilio: 228 1st Street SE Numero de Telefonc. \_\_\_\_\_  
Email Address: m... @yahoo.com

Dirección de  
Correo  
Electronico

  
Signature/Firma

Dec. 31, 2020  
Date/Fecha

### Committee Descriptions:

#### Descripciones del los Comités:

**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.

**Comisión de Planificación** - 7 miembros, no mas de 2 de los cuales no serán residentes de la Ciudad que residan dentro del área de crecimiento urbano, el administrador de la ciudad y el director de obras públicas como miembros ex officio. La Comisión es responsable de la administración del Código de Uso de la Tierra. La Comisión podrá: recomendar y hacer sugerencias al ayuntamiento y a todas las demás autoridades públicas sobre el trazado, ensanchamiento, ampliación, estacionamiento y ubicación de calles, aceras y bulevares, alivio de congestiones de tránsito, mejoramiento de las condiciones de vivienda y saneamiento, y establecimiento de zonas de distritos limitando el uso, altura, área y volumen de edificios y estructuras. Para obtener más información, consulte el Título 2, Capítulo 1, Sección 7 del libro de códigos de la Ciudad de Umatilla.

**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.

**Junta de la Biblioteca:** 5 votantes residentes dentro del límite de crecimiento urbano de la Ciudad, el administrador municipal, el alcalde y el bibliotecario/a pueden formar parte de la junta como miembros ex officio. La Junta puede: hacer recomendaciones al Bibliotecario/a, y cuando sea apropiado, al Administrador de la Ciudad, Alcalde y al Concejo, sobre todos los asuntos relacionados con la planificación, adquisición, desarrollo y administración de la Biblioteca.

**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.

**Comité de Presupuesto** - Comité de 7 miembros designado por el Concejo Municipal por períodos de tres años. Se reúne en marzo, junto con el alcalde y los miembros del Concejo Municipal, para una reunión informal en el que se discute el clima presupuestario, los proyectos propuestos y el estado general de cada fondo principal. El comité se reúne nuevamente en abril para escuchar el Mensaje del Presupuesto y revisa el presupuesto propuesto antes de su aprobación formal. Los miembros desarrollan una comprensión clara de las operaciones / servicios proporcionados y la



**Full Name**

Roger Condie

**Please indicate which category you are seeking**

Appointment

**Which committees are you interested in?**

- Budget Committee
- Library Board
- Parks and Recreation Committee
- Planning Commission

**How long have you lived in Umatilla?**

6 months

**List any additional qualifications**

Participated in committees and coalitions over the past 10 years.

Chaired a financial literacy coalitions which accomplished task such as:

1. tax prep for the low income
2. Financial Literacy and Budgeting
3. Organizing Events
4. Creating platforms throughout the county for different organizations to share there message and product.

CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> City Council Policies & Procedures Discussion	<b>Meeting Date:</b> 2021-01-19
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<b>Department:</b> City Administration	<b>Director:</b> David Stockdale	<b>Contact Person:</b> David Stockdale	<b>Phone Number:</b>
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<b>Cost of Proposal:</b> n/a	<b>Fund(s) Name and Number(s):</b> N/A
<b>Amount Budgeted:</b> n/a	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> January 2019, March 2019
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**Attachments to Agenda Packet Item:**

[Umatilla Council Rules-Draft 1.15.21.docx](#)

**Summary Statement:**

No Action required.

Pursuant to Chapter III, Section 10, of the Umatilla City Charter, the Council shall adopt Council Rules. Our Adopted City of Umatilla Council Policies & Procedures (2019) states that "The Council shall review its rules no later than March 31st of every odd numbered year,"

This item will come back to Council on February 2, 2021 with incorporated updates or changes from this discussion.

**Consistent with Council Goals:**

Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.

CITY OF UMATILLA

# COUNCIL POLICIES & PROCEDURES

Adopted

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**Agenda.** The City Manager will coordinate with the Mayor (or presiding officer) on the preparation of an agenda of the business to be presented at a regular Council meeting. No items will be added to or removed from the agenda after the agenda packet is published without the approval of the City Council, which shall vote to approve, including any modifications, the agenda at the beginning of each Council meeting.

- A. A Council member may place or remove an item on a Council agenda by motion at the beginning of each Council meeting, additions and deletions to the agenda must be approved by a majority of the Council. No action shall be taken on items that are not on the agenda without first modifying the agenda by motion. Council members will endeavor to have subjects they wish considered submitted in time to be placed on the agenda, and shall attempt to notify the City Manager in advance of proposing changes to the agenda.
- B. A Councilor who desires major policy or ordinance research should first raise the issue at a meeting under Council Business. The Council should consider items in light of City priorities and workload and agree to proceed with an issue or ordinance before staff time is spent preparing a report. The Councilor may present information or a position paper or ask for a department report or committee recommendation. Councilors who agree that staff time can be spent on a particular item are not bound to support the issue when it comes before the Council for a vote.

**Agenda Bill.** Each item of Council business requiring Council action shall be accompanied by an Agenda Bill in a format approved by the Council. In general, the contents of an Agenda Bill include, but are not limited to: Agenda Bill Summary Sheet, Attachments (contracts, policies, etc.), and the corresponding Resolution(s) or Ordinance(s).

**Agenda Packet.** The Agenda Packet is the accumulation of all Agenda Bills, Manager's Reports, and any other presentation or informational item included for discussion or action by the Council. Council agendas and agenda packets will be published the Friday prior to the meeting. The agenda packet will be available for the City Council and public by 4:00 pm the Friday prior to any Council meeting.

**Annual Report of Boards, Commissions, Committees, and Neighborhood Associations.** Each board, commission and committee will annually report to the Council on its activities for the previous year, including their recommendations. The report will be prepared in a format prescribed by the Council.

**Attendance.** Councilors will inform the Mayor and the City Manager if they are unable to attend any meeting. Additionally, the Mayor will inform the Council President and the City Manager regarding any absence by the Mayor. The Mayor, without a majority vote of the Council, may excuse the attendance of a member of the Council at any meeting for illness, vacation or other reasonable cause. Only a majority of the Council shall determine an absence is unexcused. The absence of a member of the Council shall be recorded in the minutes as either excused or unexcused. Three unexcused absences may result in the dismissal of the council member or Mayor upon majority vote.

**Bias and Disqualification.** Prior to the commencement of a quasi-judicial hearing, each Councilor must disclose his or her previous pre-judgment, personal interest or participation in any manner or action on the matter to be heard and shall state whether he or she can participate in the hearing without bias or prejudice. Any quasi-judicial hearing that presents a fiduciary or financial conflict is cause for recusal of any council member or the Mayor. If the Councilor deems him or herself unable to hear the matter

impartially, the Councilor has a duty to step down from the hearing and participate as a citizen, if so desired.

- A. Any person may challenge the qualifications or impartiality of any Councilor about to participate in the discussion and decision. The challenger must state facts relied upon from which the party has concluded that the Councilor will not likely participate and/or make a decision in an impartial manner. Such challenges shall be made at the beginning of the public hearing. The Mayor shall then give the challenged member an opportunity to respond. Any such challenge to a Councilor shall require a vote of the Council to accept or deny the challenge. The Councilor being challenged shall not vote unless required by the law of necessity to do so. Such challenges shall be recorded into the record of the hearing. If the City Council majority determines that the member is biased, it may disqualify the member by majority vote from participating in a decision. In which case, the Councilor may participate in the proceedings as a private citizen if the Councilor is a party with standing.

**City Communications.** As a general policy, the City communication tools (including, but not limited to: newsletter, website, mailers, postcards, bulletin boards, email newsletters and videos) should be used solely for City government related content. Events not sponsored entirely or partially by the City should not be allowed space in City communications. Requests for placement of articles in City communications shall be approved by the City Manager or designee.

**City Manager Evaluation.** The evaluation of the City Manager will be performed under the terms of the Manager's contract.

**Code of Conduct.** Council members commit to conduct themselves in a manner where the dignity and rights of the individual are respected and honored. Harassment in any form will not be tolerated by and between members of City Council, the City Attorney, the Municipal Judge, city boards, commissions and task forces, and persons appointed to service without pay. As to forms of harassment and other inappropriate conduct, the Council shall consult the City's Personnel Policies for City employees for guidance.

**Communication with Staff.** Mayor and Councilors shall respect the separation between policy making and administration by:

- A. Supporting the Council-Manager form of government by adhering to the policy of noninterference in the administration of day-to-day City business, which is directed by the City Manager.
- B. Attempting to work together with the staff as a team in a spirit of mutual confidence and support.
- C. At all times respecting the administrative functions of the City Manager and various department heads, and refraining from actions that would undermine the administrative authority of the City Manager or department heads. In all events, the Council will abide by the City Charter and Municipal Code when dealing with the City Manager.
- D. Limiting all inquiries and requests for information from staff or department heads to those questions that may be answered readily or with only the most minimal of research. Questions

of a more complex nature shall be addressed to the City Manager or City Attorney. Such questions should, whenever possible, be put in writing. Questions requiring significant staff time or resources (one hour or more) shall require the approval of the City Manager. All pertinent information given by the City Manager or City Attorney to the Mayor or a Councilor shall be distributed to all the Councilors.

- E. Limiting individual contacts with City officers and employees so as not to influence staff decisions or recommendations, to interfere with their work performance, to undermine the authority of supervisors or to prevent the full Council from having benefit of any information received.
- F. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.

**Conferences and Seminars.** Members of the Council are urged to educate themselves about local government. To that end, and as funding allows, Councilors are urged to attend the League of Oregon Cities functions. Requests to attend other government related conferences, training seminars and meetings will be presented to the City Manager for approval. Members of the Council who serve on committees or the boards of the League of Oregon Cities, the National League of Cities or other such government group will be reimbursed for reasonable expenses not covered by the respective body. Councilors shall report on information received from their trainings and attended conferences at the next available Council meeting upon return.

**Confidentiality.** Councilors will keep all written materials marked as confidential in complete confidence to ensure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Councilors, the City Manager or City Attorney.

- A. If the Council, in executive session, provides direction or consensus to staff on proposed terms and conditions for any type of negotiation whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations, all contact with other parties shall be made by designated staff or representatives handling the negotiations or litigation. A Councilor will not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
- B. All public statements, information, or press releases relating to a confidential matter will be handled by designated staff, the Mayor, or a designated Councilor.
- C. The Council, by resolution, may censure a member who discloses a confidential matter.

**Conflict of Interest.** Councilors shall adhere to State laws concerning conflicts of interest. Conflicts of interest arise in situations where a Councilor has an actual or potential financial interest in the matter before the Council. Under state law, an actual conflict of interest is defined as one that would be to the private financial benefit of the Councilor, a relative or a business with which the Councilor is associated. ORS 244.020. A Councilor must publicly announce potential and actual conflicts of interest, and, in the case of actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue unless allowed by state law. ORS 244.120.



**Consent Agenda.** In order to make more efficient use of meeting time, the City Manager shall place all items of a routine nature on which no debate is expected on a consent agenda. Any item placed on the consent agenda shall be disposed of by a single motion "to adopt the consent agenda" which shall not be debatable. With the approval of the Council, any Councilor or the Mayor can remove an item from the Consent Agenda. An item removed from the consent agenda shall not receive public testimony unless agreed to by a majority of the quorum. Any item removed from the Consent Agenda will be discussed and considered as the first business item of the meeting.

**Council Rules.** Pursuant to Chapter III, Section 10, of the Umatilla City Charter, the Council shall adopt Council Rules. The Council shall review its rules no later than March 31<sup>st</sup> of every odd numbered year. Amendments shall be adopted by a majority vote. The Council rules are not intended to replace or supersede any applicable federal or state laws or regulations, City ordinances or policies, or provisions of the City Charter. These rules may be suspended upon an affirmative vote of the Council.

**Council Standing Committees.** The principles of good Council procedure indicate the value of standing committees by the City Council and as such, the following standing committees will be appointed by the Mayor at the first regular Council meeting each calendar year:

- A. Finance
- B. Police
- C. Streets and Lights
- D. Public Works
- E. Community Development
- F. Personnel
- G. Policy

Each committee will consist of two Councilmembers, the Mayor or a designated third Councilmember from another committee when overlapping issues are discussed, with the City Manager and appropriate staff.

Special (temporary) committees may be created by the Council for special assignments. When so created, such committees shall be appointed by the Mayor and shall terminate upon completion of their assignment, or they may be terminated by a majority vote of the Council attending at any regularly scheduled meeting.

**Emergency Meetings.** In the case of an emergency, an emergency meeting may be called by consent of all available Councilors upon such notice as is appropriate to the circumstances. The minutes of the emergency meeting shall describe the emergency justifying less than 24 hours' notice. The City shall attempt to contact the media and other interested persons to inform them of the meeting. Councilors are responsible to inform staff of how they can be reached when out of town.

**Ethics and Professional Conduct.** All members of the City Council shall constantly strive to meet the highest ethical standards in their role of City Councilor. Councilors are encouraged to conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefitting any individual or special interest group at the expense of the City as a whole. Councilors should likewise do everything in their power to insure

impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, age, social station, or economic position.

Among these standards are:

- I. Councilors shall review and observe the requirements of the State Ethics Law (ORS 244.010 to 244.390) dealing with use of public office for private financial gain.
  - A. Councilors shall give public notice of any conflict of interest or potential conflicts of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Councilors shall maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the Council. This general obligation includes the duty to refrain from:
    1. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
    2. Making decisions involving business associates, customers, clients, and competitors.
    3. Promoting relatives, clients or employees for boards and commissions.
    4. Requesting preferential treatment for themselves, relatives, associates, clients, coworkers or friends.
    5. Seeking employment of relatives with the City.
    6. Actions benefiting special interest groups at the expense of the City as whole.
- II. Adhere to these approved Council Rules.

### **Ethics or Professional Conduct Violations.**

- A. The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. The Council, acting as a whole, may reprimand or discipline to the extent provided by law, any member(s) of the council, or any member(s) of a board, commission or committee directly associated with the City Council.
- B. To exercise such right, the alleged offender(s) must first be notified of a finding that reasonable ground exists that a substantial violation has occurred prior to referral for investigation of the Council. Council may hold an executive session to consider the complaints or charges unless the person requests an open hearing according to ORS 192.660(2)(b) Discipline of Public officers and employees.
- C. The accused member(s) shall have the right to present a defense to the allegations, including the right to have legal representation at such meeting.
- D. Upon finding that a substantial violation has occurred, the Council may, upon unanimous vote of the balance not accused, proceed with censure or impose a proper sanction.

**Executive Sessions.** An executive session (meeting closed to the public) may be held in accordance with the appropriate statutory limits of ORS 192.660(2). All executive sessions shall be audio recorded as

provided for in ORS 192.650(2) unless the Council determines that written minutes should be taken. Material discussed during an Executive Session should not be disclosed, as provided in ORS 192.610 and 192.660. Executive session subjects are limited to: hiring the City Manager or City Attorney, dismissal or discipline, labor negotiations, real property transactions, exempt public records, trade negotiations, consultation with City Attorney on litigation or potential litigation, City Manager or City Attorney evaluations, public investments, and any other topic allowed by State statute.

**Exhibits.** Exhibits presented before the Council in connection with its deliberations on a legislative, quasi-judicial or other substantive matter shall be accepted by the Council and made part of the record. The exhibit shall be marked for identification and referenced in the minutes. The exhibit or a copy thereof shall be provided to the meeting recorder.

**Ex Parte Communications.** When Council receives any ex parte communication, Council should inform the citizen that the Council is interested in his or her perspective; however, because the Council is hearing the associated land use application, Council are advised to refrain from reading and responding to information outside of the public hearing process. Council should inform the citizen that the information received is being forwarded to staff for inclusion in the public record. Council shall then forward all ex parte correspondence received to staff as soon as possible for inclusion in the land use file, and if possible, the record.

**Ex-Parte Contacts and Disqualifications.** In the case of quasi-judicial decisions, Ex-parte contacts consist of being party to any written or verbal communication by a party about a fact that relates to any issue of the hearing that occurs when other interested parties are not present or able to receive the information.

Councilors are advised to refrain from engaging in discussions about a pending quasi-judicial decision outside of the public hearing. However, if a Councilor partakes in or receives written or oral ex-parte contact prior to any such hearing, the Councilor shall disclose the communication for the record and/or reveal the contact and substance of the contact prior to the commencement of the hearing. The Councilor will state whether such contact affects his/her ability to vote on the matter in an impartial manner and whether he/she will participate or abstain. The presiding officer shall then announce the right of interested parties to rebut the substance of the communication. If the Council determines that the Councilor should step down for the hearing by a majority vote, the Councilor would then be allowed to participate in the proceedings as a private citizen.

**Expenses and Reimbursement.** Councilors will follow the same rules and procedures for reimbursement as those which apply to City employees, set forth in the policy manual. Councilor expenditures for other than routine reimbursable expenses (e.g. conference registration, travel, etc.) will require advance City Manager approval.

**Filling a Vacancy of the Mayor or Council.** A mayor or councilor vacancy will be filled by appointment by a majority of the remaining council members. The vacancy will be advertised and applications will be accepted. After the filing deadline has passed, the Council may conduct public interviews of applicants. The Council will make a decision to fill the vacancy in a public meeting. The appointee's term of office runs from appointment until the next general election when the appointee must run for office to fill the remaining term of office, if any, of that appointee's position. If a disability prevents a council member from attending council meetings or a member is absent from the city, a majority of the council may appoint a councilor pro tem.

**Filling Vacancies on Boards, Commissions and Committees.** When a vacancy occurs on any standing commission, board or committee, a public announcement of the vacancy will be made with sufficient time and information provided regarding the duties of the positions and the process of filing an application. The Council may interview applicants for all Boards and Committees. The Mayor, with the approval of the Council, shall fill all vacancies of City committees, boards and commissions.

With the consent of the Council, the Mayor may remove a citizen from a City committee or commission prior to the expiration of the term of office. Reasons for removal may include, but are not limited to: missing three consecutive regular meetings of the committee or commission, disruptive or inappropriate behavior prior to, during, or after committee or commission meetings which prohibit the advisory body from completing its business in a timely manner, or not acting in the best interest of the citizens or City. This includes preventing a committee or commission from carrying out its goals and objectives.

When the Mayor is satisfied that it would be in the best interest of the City and the committee or commission, a citizen may be removed from an advisory position by the following process:

- A. The Mayor will initiate the process by reporting his or her concerns to the City Manager in writing.
- B. Upon review by the City Manager, the Mayor will request the citizen to submit a letter of resignation within 10 days from the Mayor's notification to committee or commission member. The Mayor's letter will contain the reasons for requesting the resignation. The citizen may submit a letter of response as to why he or she should remain on the committee or commission. This letter will be reviewed by the Council prior to action on the removal request from the Mayor.
- C. The Mayor will request the item be placed on a regular Council meeting agenda for consideration for removal of the citizen from the committee or commission. The citizen will be notified of the Council meeting date when this issue will be discussed.
- D. If the Council approves the Mayor's request for removal, the Mayor will send a letter to the citizen informing him or her that he or she has been removed from the committee or commission.

**Flags, Signs and Posters.** No flags, posters, placards or signs may be carried or placed within the Council chambers in which the Council is officially meeting. This restriction shall not apply to arm bands, emblems, badges or other articles worn on personal clothing or individuals, provided that such devices do not interfere with the vision or hearing of other persons at the meeting or pose a safety hazard.

**Gifts and Recognition.** On occasion, and within the approved budget, the Council may wish to purchase a gift or memento for someone with City funds. Service awards or recognition certificates shall be prepared and presented, after service is completed, to all volunteers who served on the Council Standing Committees. More ornate plaques or similar service recognition awards shall be prepared and presented for all volunteers who have served for nine years or more. All other gifts or recognition awards shall receive prior approval from the Mayor or a consensus of the Council.

**Legal Advice.** Requests to the City Attorney for advice requiring more than fifteen minutes of legal research shall not be made by a Councilor or the Mayor except with the concurrence of the majority of the Council. Before requesting research or other action by the City Attorney, the Council is encouraged to consider consulting with the City Manager to ascertain whether the request or action can be accomplished more cost-effectively by alternate means. Outside a Council meeting, a Councilor should make requests of the City Attorney through the City Manager. Exceptions to this are issues related to the performance of the City Manager and unique and sensitive personal, yet City business-related requests. The City Attorney shall in either case provide any written response to the full Council and City Manager, except as noted above.

**Litigation.** The Council will meet in Executive Session with the City Manager and City Attorney within 30 days of the City's receipt of:

- A. A statutory notice of claim, or
- B. A judicial or administrative filing which initiates action against the City.

**Mayor and City Council Reports.** The Mayor and Councilors will report on the regional meetings they attend on behalf of the city.

**Meeting Staffing.** The City Manager shall attend all Council meetings unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all Council discussions but shall have no vote. The City Attorney shall attend Council meetings upon the request of the City Manager unless excused, and will, upon request, give an opinion, either written or oral, on legal questions. The City Attorney, if requested, shall act as the Council's parliamentarian. The City Recorder shall attend all Council meetings, unless excused, and shall keep the official journal (minutes) and perform such other duties as may be needed for the orderly conduct of meetings. Department directors or other staff will attend Council meetings upon request of the City Manager.

**Meeting Times.** In accordance with the Chapter III, Section 11 of the Umatilla City Charter, the City Council shall hold a regular meeting at least once each month. It is anticipated that this meeting will take place on the first Tuesday of each month beginning at 7:00 p.m. All other Council meetings will be either Work Shopss or Special Meetings and typically scheduled on the third Tuesday of each month beginning at 6:00 p.m. Council meetings which exceed three hours in length shall be continued to the following evening or the following Council meeting unless extended by majority vote of the Council. Should the need arise; any member of the Council may request a short break.

**Minutes.** Minutes will be taken in accordance with ORS 192.650 (1) which states that meetings of the Council shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. Minutes shall include the following information: (1) Members present; (2) Motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; (3) Results of all votes and the vote of each member by name; (4) The substance of any discussion on any matter; and (5) A reference to any document discussed at the meeting. All City Council meetings shall be either audio or audio and video recorded unless the Council determines that written minutes are sufficient for a specific meeting. Staff will post Draft Minutes

online within two weeks of the meeting. Minutes will remain draft until approved. Minutes will be posted on the agenda for approval at the next regular business meeting.

**Motions.** When a motion is made, it shall be clearly and concisely stated by its maker. Councilors are encouraged to exercise their ability to make motions and to do so prior to debate in order to focus discussion on an issue and speed the Council's proceedings. The Presiding Officer will state the name of the Councilor who made the motion and the name of the Councilor who made the second. When the Council concurs or agrees to an item that does not require a formal motion, the Presiding Officer will summarize the agreement at the conclusion of discussion. The following rules shall apply to motions during proceedings of the Council:

- A. A motion may be withdrawn by the maker at any time without the consent of the Council.
- B. If a motion does not receive a second, it dies. All motions that must receive a second, must do so within three minutes or the motion is considered to have not received a second. Certain motions can proceed without a second, including nominations, withdrawal of motion and agenda order.
- C. When a motion is made, the mayor shall not vote except in case of a tie vote of the members of the council present at a meeting.
- D. A motion to table is not debatable unless made during a land-use hearing and precludes all amendments or debate of the issue under consideration. If the motion prevails, the matter may be taken from the table only by adding it to the agenda of a regular Council meeting scheduled within the next ninety days at which time discussion will continue. If an item is tabled, it cannot be reconsidered at the same meeting.
- E. A motion to postpone to a certain time is debatable and amendable, and may be reconsidered at the same meeting. The question being postponed shall be considered at a later time, at the same meeting, or at a specified time in the future. A motion to postpone indefinitely is debatable and is not amendable and may be reconsidered at the same meeting only if it received an affirmative vote. The object of this motion is not to postpone, but to reject the question without risking a direct vote when the maker of this motion is in doubt as to the outcome of the question.
- F. A motion to call for the question shall close the debate on the main motion and is not debatable. This motion must receive a second and fails without a majority vote. Debate is reopened if the motion fails.
- G. A motion to amend can be made to a motion that is on the floor and has been seconded. An amendment is made by inserting or adding, striking out, striking out and inserting, or substituting.
- H. Motions that cannot be amended include motion to adjourn, agenda order, lay on the table, reconsideration, and take from the table.
- I. A motion to amend an amendment is in order.
- J. Amendments are voted on first, then the main motion as amended.

- K. Council will discuss a motion only after the motion has been moved and seconded.
- L. The motion maker, Presiding Officer, or meeting recorder should repeat the motion prior to voting.
- M. A motion to continue or close a public hearing is debatable.
- N. A point of order, after being addressed by the Presiding Officer, may be appealed to the body.

**News Media.** The Council recognizes the important role of the news media in informing the public about the decisions, activities and priorities of government. Workspace may be provided for members of the press at Council meetings upon request so that they may observe and hear proceedings clearly. See also Executive Sessions. The terms “news media” “press” and “representative of the press” for the purpose of these rules are interchangeable and mean someone who:

- A. Represents an established channel of communication, such as a newspaper or magazine, radio or television station; and either
- B. Regularly reports on the activities of government or the governing body; or
- C. Regularly reports on the particular topic to be discussed by the governing body in executive session.

**Order and Decorum.** A law enforcement officer of the City may be Sergeant-at-Arms of the Council meetings. The Sergeant-at-Arms shall carry out all orders and instructions given by the Mayor for the purposes of maintaining order and decorum at the Council meeting.

- A. Any of the following shall be sufficient cause for the Sergeant-at-Arms to, at the direction of the Mayor, or by a majority of the Council present, remove any person from the Council chamber for the duration of the meeting:
  - 1. Use of unreasonably loud or disruptive language, including personal, offensive or slanderous remarks, or actions that are boisterous, threatening or personally abusive.
  - 2. Making of loud or disruptive noise, including applause.
  - 3. Engaging in violent or distracting action.
  - 4. Willful injury of furnishings or of the interior of the Council chambers.
  - 5. Refusal to obey the rules of conduct provided herein, including the limitations on occupancy and seating capacity.
  - 6. Refusal to obey an order of the Mayor or an order issued by a Councilor which has been approved by a majority of the Council present.
- B. Before the Sergeant-at-Arms is directed to remove any person from a Council meeting for conduct described in this section, that person shall be given a warning by the Mayor to cease his or her conduct. If a meeting is disrupted by members of the audience, the Mayor or a majority of the Council present may declare a recess and/or order that the Council chamber be cleared.

**Order of Business.** The City Manager shall have the authority to arrange the order of business as is deemed necessary to achieve an orderly and efficient meeting with final approval of the Mayor. In general, the order of business will be as follows:

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Mayor and Committee Reports
- F. City Manager's Report
- G. Public Comment
- H. Consent Agenda
- I. New Business
  - a. Items Removed from the Consent Agenda
  - b. Public Hearings
  - c. Ordinances and Resolutions
  - d. Other Business
- J. Correspondence
- K. Public Comment
- L. Discussion Items
- M. Mayor's Message
- N. Council Information and Discussion
- O. Adjourn

The Mayor may use the gavel to commence the meeting, after each vote and to close the meeting.

**Ordinance Reading and Adoption.** All ordinances and resolutions shall be prepared under the supervision of the City Manager and reviewed and approved as to form by the City Attorney. Ordinances and resolutions may be introduced by a member of the Council, the City Manager, the City Attorney or any department head.

- A. Unless the motion for adoption provides otherwise, resolutions shall be adopted by reference to the title only and effective upon adoption.
- B. The Council may adopt an ordinance in any of the following circumstances:
  - 1. Before being considered for adoption, the ordinance has been read in full at two separate Council meetings.



2. At a single meeting by unanimous vote of the whole Council, after being read twice by title only.
  3. Any of the readings may be by title only if no Council member requests to have the ordinance read in full or if a copy of the ordinance is provided for each Council member and three copies are provided for public inspection at the City offices not later than one week before the first reading of the ordinance, and if notice of their availability is given forthwith upon the filing, by written notice posted at City Hall and two other public places in the City or by advertisement in a newspaper of general circulation in the City. An ordinance enacted after first being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading unless each section incorporating such a difference is read fully and distinctly in open Council meeting as finally amended prior to being approved by the Council.
  4. Upon the enactment of an ordinance the custodian of records shall sign it with the date of its passage and the endorser's name and title of office and thereafter the Mayor, or President of the Council acting pursuant to Chapter III, Section 9 of the Umatilla City Charter, shall sign it with the date of its passage and the endorser's name and title of office. Failure of the Mayor or the President of the Council to sign it shall not invalidate it.
- C. Ordinances shall be effective on the thirtieth (30th) day following the date of adoption, unless the ordinance provides that it will become effective at a later time. An emergency ordinance which includes a provision that the ordinance is necessary for immediate preservation of the public peace, property, health, safety or morals may provide that it will become effective upon adoption.
- D. Ordinances shall be adopted by roll-call vote.

**Parliamentary Procedure.** The Council will follow parliamentary procedure such as Robert's Rules.

**Planning Commission Member Testimony.** In an effort to maintain the impartiality of the Planning Commission, especially in cases where issues can be remanded by the City Council back to the Planning Commission for review, the following rules are established. For legislative land use matters before the Council, Commissioners may testify as a Commissioner, as a Commission Representative if so designated by the Commission, or as a citizen. For quasi-judicial hearings or petitions for review before the Council, Commission members, who have participated in the preceding Commission decision, may not testify before the Council on the respective matter.

**Presiding Officer.** The Mayor shall be the Presiding Officer and conduct all meetings, preserve order, enforce the rules of the Council and determine the order and length of discussion on any matter before the Council, subject to these rules. The Council President shall preside in the absence of the Mayor. The Presiding Officer shall not be deprived of any of the rights and privileges of a Councilor. In case of the absence of the Mayor and the Council President, the City Manager shall call the meeting to order and the Council shall elect a chairperson for the meeting by majority vote.

**Public Comment.** General public comment is established to allow members of the public to speak for five minutes during two designated sections of each Council meeting on any community matter other

than specific agenda items. The Mayor may adjust comment time according to the length of the agenda or the number of requested speakers. Mayor may also, at his/her discretion, allow for an individual/organization to provide their comments during a specific item. Verbally abusive or slanderous comments are not allowed.

Councilors are not expected to engage in discussions while receiving comments; however, they may ask clarifying questions with the Presiding Officer's permission. Later, during the business portion of the meeting, Councilors may discuss concerns and direct questions to the City Manager with the understanding that answers from staff may not be immediately available.

Persons requesting to speak must first enter the requested information on the Sign-Up Sheet. A neighborhood representative may speak as an individual as well as the neighborhood representative when presenting items voted upon by the neighborhood association. When presenting items on behalf of the neighborhood association, the designated representative will be allowed up to 10 minutes for this testimony. When called upon, speakers shall first state their name and address for the record. Copies of written comments and materials are to be handed to the City Recorder to deliver to the Council and submit to the record. If a speaker wishes to show a presentation, the presentation must be delivered to City staff 48-hours prior to the meeting.

**Public Records.** The disposition of public records created or received by Councilors shall be in accordance with Oregon Public Records Law. Written information incidental to the official duties of a member of the City Council, including electronic mail messages, notes, memos and calendars (e.g., Outlook calendars and "Day timers") are public records and are subject to disclosure under the Public Records Law.

**Questioning of Staff by Council Members.** Every Council member desiring to question the staff during a Council meeting shall address the questions to the City Manager, who shall be entitled to either answer the inquiry or designate a staff member to do so.

**Quorum.** The quorum requirement for the conduct of Council business is three Council members.

**Reconsideration of Actions Taken.** A member who voted with the majority may move for a reconsideration of an action at the same or the next regular meeting. The second of a motion may be a member of the minority. Once a matter has been reconsidered, no motion for further reconsideration shall be made without unanimous consent of the Council.

**Representing the City.** When any member of the City Council represents the City before another governmental agency, before a community organization or media, the official should first indicate the majority position of the Council. Upon returning, a reasonable effort should be made by the Council to communicate any information or questions pertinent to City business to the full Council within a reasonable timeframe.

- A. The effectiveness of City lobbying in Salem or in Washington, D.C. depends on the clarity of the City's voice. When Councilors represent the City in a "lobbying" situation, it is appropriate that the Councilors avoid expressions of personal dissent from an adopted Council policy.
- B. When Councilors attend meetings of organizations such as the League of Oregon Cities or the National League of Cities and their boards and committees, they do so as individual elected

officials and are free to express their individual views. If the City Council has an adopted policy relating to an issue under discussion, the Councilor is expected to report that fact.

- C. By resolution, the Council may appoint one or two of its members to act as negotiators with groups, individuals, or other governmental entities. Any agreements made by such negotiators shall require approval of the Council as a whole to take effect.

**Speaking by Council Members.** Any Councilor desiring to be heard shall be recognized by the Mayor, but shall confine his or her remarks to the subject under consideration or to be considered. Councilors will be direct and candid. Councilors will speak one at a time, allowing one another to finish.

**Special Meetings.** The Mayor, or in the Mayor's absence the President of the Council, may, or at the request of two or more members of the Council, call a special meeting for the Council in accordance with state law. Special meetings are to be utilized only when absolutely necessary, and public comment shall be taken at all special meetings.

- A. Written notice of a special meeting shall be given to the Council, media and public, with as much advance (up to 10 days) notice as possible, and no less than 24 hours in advance of the meeting. The notice shall be served on each member personally or electronically, or if the Councilor is not found, left at his or her place of residence. All notice requirements of ORS 192.640 shall be satisfied before any special meeting can be conducted.
- B. Special meetings of the Council may also be held at any time by common consent of all members of the Council subject to notice requirements being met. Councilors shall keep the City Manager informed of their current telephone numbers.

**Testimony Forms.** The testimony forms for land use hearings will have a place for citizens to mark if they are for, against, or neutral on the topic.

**Voting.** Every Councilor, when a question is taken, shall vote. If a Councilor is planning to abstain, the Councilor must declare the intent to abstain prior to the vote.

- A. No Councilor shall be permitted to vote on any subject in which he or she has a conflict of interest.
- B. The concurrence of a majority of the Council members present at a Council meeting shall be necessary to decide any question before the Council. The meeting recorder shall call the roll, and the order of voting shall be rotated on each question such that each Councilor, excluding the Mayor, has an equal opportunity to vote first and second to last. Since the Mayor acts as chair, the Mayor in all instances shall vote last.

**Workshops.** Workshops of the City Council shall be held in accordance with the Oregon Public Meetings Law. ORS 192.630. Whenever circumstances require such a session, it shall be called by the Mayor, City Manager, or two or more Councilors. These workshops may be held for Council goal setting, new Councilor training, or longer workshops for planning programs or projects. Goal setting retreats may be held out of town so long as no decision-making or discussion toward decisions occurs. Any goals arrived at by any process should be confirmed in public at a regular Council meeting. The Council may decide if

the public is welcome at any of these meetings and they may be held without the opportunity for public input or comment.

CITY OF UMATILLA, OREGON

# AGENDA BILL

<b>Agenda Title:</b> July 2021 - June 2023 City Council Goals and Council Retreat Discussion	<b>Meeting Date:</b> 2021-01-19
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<b>Department:</b> City Administration	<b>Director:</b> David Stockdale	<b>Contact Person:</b> David Stockdale	<b>Phone Number:</b>
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<b>Cost of Proposal:</b> n/a	<b>Fund(s) Name and Number(s):</b> N/A
<b>Amount Budgeted:</b> n/a	

<b>Reviewed by Finance Department:</b> Yes	<b>Previously Presented:</b> January 2019, March 2019, June 2019
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**Attachments to Agenda Packet Item:**

[Council Goals Item Count.xlsx](#)

[2019.2021 City Council Goals FINAL.docx](#)

**Summary Statement:**

No Action Required

The City Council's Adopted July 1, 2019 through June 30, 2021 goals are set to expire at the end of this fiscal year. Staff would like further direction on a Council Retreat date(s) to work toward adoption of updated goals for the next two years and to discuss other City priorities and specific preferred projects. We hope to have these goals in at least draft form prior to March's Budget Committee meeting (3/16/21) so that staff can work to incorporate the newly adopted goals into next fiscal year's budget. Attached are the current goals for reference and a table outlining how many items have come before Council that met each goal.

**Consistent with Council Goals:**

Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.

City Council's Goal Agenda Item County 7/1/19 through 1/19/21

Goal	Total as Primary	Total as Secondary	Total:
Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.	80	34	114
Goal 2: Promote Economic Development and Job Growth.	64	42	106
Goal 3: Enhance and Cultivate Relationships and Partnerships.	51	59	110
Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.	93	60	153
Goal 5 : Perform at the Highest Levels of Operational Excellence	41	88	129
Total:	329	283	



## City of Umatilla City Council Goals July 1, 2019 – June 30, 2021

**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 2019 – 2021 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. Councilmembers 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.

### Council 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 FY19/20 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 1.6.2: Adopt the City of Umatilla Trails Master Plan no later than December 31, 2019. Ensure that public



participation occurs and is encouraged throughout this entire process.

Objective 1.7: Research and determine the viability of 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 1.8: Continue to cultivate professional relationships and partner with the Umatilla Chamber of Commerce. Work collaboratively to make mutually beneficial updates to the 2020 contract that promotes events, works to increase businesses, and encourages 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 downtown revitalization.

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: 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 1.9.3: 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: Make every effort to procure and achieve the “Festival Street” vision presented to City Council at their 2019 Council Retreat, that includes improvements to the Old Post Office (Umatilla Business Center), park, and possible procurement of the Umatilla School District’s maintenance building to eventually be converted into a Community Recreation Center.

## 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: Improve the City's curb appeal.

### 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.

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: Create a Citizen’s Participation Guide resource tool. This online guide should demonstrate how to participate and where to get information.

Objective 4.8: 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: Integrate a Customer Service element to annual employee performance evaluations.

Objective 5.3: At least annually, poll the community regarding their level of satisfaction with any recent service they have received from the City.

Objective 5.4: Increase the number of customer self-service options for those who wish to limit their direct interaction with staff or elected officials.

Objective 5.5: 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 5.6: Expand social media presence. Use social media as part of our overall communication efforts and to also create opportunities of 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 5.7: Receive the Government Finance Officers Association (GFOA) Distinguished Budget Award for the FY20/21 Budget.

Objective 5.8: 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.

Objective 5.9: Establish a Fleet Replacement Fund that promotes and ensures safety, reduces maintenance costs, and plans for future major purchases.