

**UMATILLA CITY COUNCIL MEETING
AGENDA
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882
DECEMBER 6, 2022
7:00 PM**

1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF AGENDA**

5. **CITY MANAGER'S REPORT**

5.1 **Councilor & Mayor Recognition** *Suggested Action: Provide Councilor Smith, Councilor Chavez, and Mayor Dedrick with accolades.*

5.2 **Umatilla Chamber of Commerce - Quarterly Report** *Suggested Action: Presentation of Chamber Quarterly Report*

6. **PUBLIC COMMENT** Public Comment is an opportunity for citizens to express opinions, raise issues, and provide information to the City Council. Comments presented during this segment should be on city-related issues and not on items that are scheduled for a Public Hearing on the same evening's agenda. If you wish to speak, please provide the requested information on the Sign-Up Sheet, being sure to note the topic on which you will speak. When called to the podium, begin by stating your name and address. You will have five minutes to speak, unless otherwise instructed.

7. **CONSENT AGENDA**

7.1 **November Paid Invoices** *Suggested Action: Motion to approve*

7.2 **Resolution 20-2023 A resolution adopting a new employee handbook for the City of Umatilla, and repealing Resolution 01-2016** *Suggested Action: Motion to approve Resolution 20-2023.*

8. **PUBLIC HEARING**

9. **NEW BUSINESS**

9.1 **First reading of ordinance no. 861- An ordinance proclaiming the annexation of tax lot 2300 on assessors map 5N28E22 and Lind road from the edge of City limits south to its intersection with Bensel road withdrawing said property from Umatilla county sheriff's law enforcement district; accepting written application for annexation from all of the owners of the area; making findings; setting the final boundaries of the property to be annexed; and setting the comprehensive plan map and zoning designation for approximately 20 acres of annexed property** *Suggested Action: The Council approved Project Path Annexation ANX-1-22 at their August 2, 2022, council meeting. Ordinance 861 will implement Project Path ANX-1-22 amending the Comprehensive Plan Map by expanding City Limits to include appx 20 acres of land and portion of Lind road. Staff recommends a motion for a first reading by title only of Ordinance No. 861.*

- 9.2 Adoption of ordinance no. 861- An ordinance proclaiming the annexation of tax lot 2300 on assessors map 5n28e22 and Lind road from the edge of city limits south to its intersection with Bensel road withdrawing said property from Umatilla county sheriff's law enforcement district; accepting written application for annexation from all of the owners of the area; making findings; setting the final boundaries of the property to be annexed; and setting the comprehensive plan map and zoning designation for approximately 20 acres of annexed property *Suggested Action: The Council approved Project Path Annexation ANX-1-22 at their August 2, 2022, council meeting. Ordinance 861 will implement Project Path ANX-1-22 amending the Comprehensive Plan Map by expanding City Limits to include appx 20 acres of land and portion of Lind road. Staff recommends a motion to approve Ordinance No. 861.*
- 9.3 First reading of ordinance 862- An ordinance to amend the City of Umatilla comprehensive plan and zoning map by changing the plan designation of one tax lot from county light industrial to city light industrial and apply a community service use *Suggested Action: The Council approved City of Umatilla Plan Ammendment PA-2-22 at their August 2nd , 2022, council meeting. Ordinance 862 will implement City of Umatilla Plan Ammendment PA-2-22 amending the zoning of tax lot 2300 on Assessors map 5N28E22 from County Light Industrial to City Light Industrial. Staff recommends a motion for a first reading by title only of Ordinance No. 862.*
- 9.4 Adoption of ordinance 862- An ordinance to amend the City of Umatilla comprehensive plan and zoning map by changing the plan designation of one tax lot from county light industrial to city light industrial and apply a community service use *Suggested Action: The Council approved City of Umatilla Plan Ammendment PA-2-22 at their August 2nd , 2022, council meeting. Ordinance 862 will implement City of Umatilla Plan Ammendment PA-2-22 amending the zoning of tax lot 2300 on Assessors map 5N28E22 from County Light Industrial to City Light Industrial. Staff recommends a motion for approval of Ordinance No. 862.*
- 9.5 First reading of Ordinance 863 - An ordinance granting to Cascade Natural Gas Corporation, a Washington corporation, its successors and assigns, a non-exclusive franchise and right to construct, operate and maintain a natural and or artificial gas distribution system in the City of Umatilla, Oregon. *Suggested Action: Staff presented the previous franchise agreement to Council at their November 15th, meeting. No changes are proposed with adoption of the new franchise agreement. Staff recommends a motion for a first reading by title only of Ordinance No. 863.*
- 9.6 Adoption of Ordinance 863 - An ordinance granting to Cascade Natural Gas Corporation, a Washington corporation, its successors and assigns, a non-exclusive franchise and right to construct, operate and maintain a natural and or artificial gas distribution system in the City of Umatilla, Oregon. *Suggested Action: approval*
- 9.7 Resolution 21-2023 - A resolution to accept a donation from Amazon Data Services, Inc. for the Power City and Brownell water or sewer extension projects *Suggested Action: Motion to approve Resolution 21-2023.*
- 9.8 Resolution 22-2023 General Fee Resolution *Suggested Action: The attached Fee Resolution will take effect January 1, 2023. The only fees that have been modified are Sections 27 and 28 to reflect increases in marina moorage rates and golf course fees.*

Motion to approve Resolution 22-2023

- 9.9 Hash Park and Marina/RV Park Master Plan Approval *Suggested Action:*

Staff recommends City Council adopt the proposed Hash Park Master Plan and Marina/RV Park Master Plan as proposed and also recommends that the proposed west-side improvements to the Maina/RV Park be revisited for further consideration/alteration prior

to implementation.

- 9.10 **Certification of Election** *Suggested Action: After every election the City Recorder must prepare an abstract or letter of acceptance to the Elections Division. The abstract must state that the City Council accepted the results of the election, a statement indicating whether any candidate elected to office is qualified to hold the office, the date of the election, the district address, and the signature of the official sending the letter.*

10. **PUBLIC COMMENT**

11. **DISCUSSION ITEMS**

- 11.1 **Franchise Agreement- PENDLETON OVERGROUND, LLC DBA PDTFast.NET**
Suggested Action: Pendleton Overground approached staff requesting to establish franchise agreement to provide a telecommunication system(Fiber) within the City of Umatilla.

12. **MAYOR'S MESSAGE**

13. **COUNCIL INFORMATION & DISCUSSION**

14. **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.

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CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Councilor & Mayor Recognition

Meeting Date:

2022-12-06

Department:

City Administration

Director:

David Stockdale

Contact Person:

Nanci Sandoval

Phone Number:

Cost of Proposal:

NA

Fund(s) Name and Number(s):

N/A

Amount Budgeted:

NA

Reviewed by Finance Department:

No

Previously Presented:

NA

Attachments to Agenda Packet Item:

Summary Statement:

Provide Councilor Smith, Councilor Chavez, and Mayor Dedrick with accolades.

Consistent with Council Goals:

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

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Umatilla Chamber of Commerce - Quarterly Report

Meeting Date:

2022-12-06

Department:

Community Development

Director:

Brandon Seitz

Contact Person:

Brandon Seitz

Phone Number:

Cost of Proposal:

NA

Amount Budgeted:

NA

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

No

Previously Presented:

NA

Attachments to Agenda Packet Item:

[Umatilla Chamber of Commerce Report.docx](#)

Summary Statement:

Presentation of Chamber Quarterly Report

Consistent with Council Goals:

Goal 3: Enhance and Cultivate Relationships and Partnerships.



Umatilla Chamber of Commerce

2022 Quarterly Report

Umatilla Chamber of Commerce Board of Directors

- Yesenia Leon-Tejeda- President
- Vice President- vacant currently
- Josiah Barron- Executive Director
- Treasurer- Currently Vacant
- Heidi Sipe- Umatilla School District
- Alex Arroyo- Real Estate Broker
- Ankit Mungra- Fast Mart
- Brandon Seitz- City of Umatilla

Mission Statement:

To actively promote local and regional business by providing opportunities and platforms where our members connect for the benefit of the community. Supporting and encouraging a healthy business community, while working to increase tourism to ensure economic growth and stability.

Example of Services

- Promotion of member news and events via social media platforms: Facebook and Instagram.
- Listing on business directory on Umatilla Chamber of Commerce website: umatillaorchamber.org
- Sponsorship opportunities for community events which provides the benefit of increased positive exposure of the member business, organization, or individual, and helps to strengthen the connection between the local businesses and the community.
- Legislative Updates of changes to Federal and State Laws that affect business owners.
- Networking Opportunities (schedule coming soon for 2023)
- Monthly e-newsletter for members (Re-Launching Service for December)

Highlights

- Trick or Treat on 6th (Support Role)
- Fish'n the Brave

Trick-or-Treat on 6th

The Umatilla Chamber of Commerce was glad to assist Umatilla Parks & Recreation in organizing the Trick-or-Treat on 6th festivities, which included the Halloween Business Decorating Contest.

2022 Business Decorating Contest Winner- BANNER BANK Theme: Encanto



2022 Business Decorating Contest Runner Up Award- Umatilla School District Theme: Mario World



FISH 'N THE BRAVE

- Chamber Member- Fisher's Catch Outfitters
- 7th Annual
- 120 veterans registered to participate not including the vets on the waiting list. Thirty-five boats with over 30 fishing captains. 80 veterans attended the event along about 35 fishing captains.
- Meal sponsors: IBEW Local 280, Ranch and Home, Amazon Web Services, and City of Umatilla. Pastries, Coffee, and Meals provided by Two Rivers Correctional Institution, The Bridge, and Rae's Days.
- Other generous local sponsors and donors included: Umatilla Electric Cooperative, Community Counseling Solutions, Evangeline Gifts, Hagerman Inc, Umatilla Police Officers Association, Darla Huxel, American Legion Auxiliary Post 37 Hermiston, and Valerie Bradley.
- A big thank you to Public Works, Parks & Recreation who helped greatly with set up and logistical support.
- Thank you to City Manager Dave Stockdale and Council member Leslie Smith for attending and all the other City staff who attended and helped.





Activities since starting September 1, 2022:

- Umatilla Chamber Facebook relaunch
- Started Umatilla Chamber Instagram account
- KOHU monthly interviews on Odds n Ends with Eric Olsen.
- Continued work on interior changes of the Chamber building.
- Welcomed in and met with two new Umatilla Chamber members, COLO Logistics and Smith Security LLC
- Community Networking- attended Boardman and Hermiston Chamber luncheons, attended ribbon cuttings (New Horizon Project and AWS Think Big Space in Hermiston.)
- Assisted Umatilla Parks & Rec in planning and organizing Trick or Treat
- Met with Umatilla local business owners to listen and brainstorm ideas how the Chamber could better help support and promote commerce in Umatilla.
- Hosted Umatilla Yacht Club at the Umatilla Chamber for their annual organizational meeting.

Paid Chamber Member Report

	Paid Members	New Members
August	40	
September	41	1
October	42	1

Individual & Non-profit	Home-based. No store front	5 or less employees	6-10 employees	11-50 employees	51-200 employees	201+ employees	Corporate
10	4	4	6	9	3	1	2
10	4	4	6	10	3	1	2
10	4	4	7	10	3	1	2

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: November Paid Invoices	Meeting Date: 2022-12-06
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa ince	Phone Number:
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Cost of Proposal: N/A	Fund(s) Name and Number(s): N/A
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: N/A
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Attachments to Agenda Packet Item:

[November 2022 Paid Invoices.pdf](#)

Summary Statement: Motion to approve
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Consistent with Council Goals: Goal 4: Increase Public Involvement, Create a Culture of Transparency with the Public, and Enhance Cultural Diversity.

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
7							
7	A & M Supply	3072939	Golf Course	10/27/22	48.90	49983	11/07/22
		3072940	Golf Course	10/27/22	48.90	49983	11/07/22
	Total 7:				97.80		
8							
8	A Burk's Custom Glass	22267	Kiwanis Bathroom	11/10/22	260.00	50077	11/18/22
	Total 8:				260.00		
45							
45	AJ's Printed Apparel	20795	PD - Employee Clothing Allowance	11/01/22	74.00	49986	11/07/22
	Total 45:				74.00		
63							
63	Alpine Alarm	MON4291	Security Alarm in Library	11/07/22	215.57	50096	11/23/22
	Total 63:				215.57		
76							
76	American Printing	62507	Electrical and Gas Tags	11/10/22	143.00	50078	11/18/22
	Total 76:				143.00		
91							
91	Andrews Sewer & Drain Service	8195	Sewer Main Line	11/22/22	235.00	50098	11/23/22
	Total 91:				235.00		
147							
147	Banner Bank	72410221.11.	Loan Payment 72410221	11/15/22	35,799.55	50165	11/29/22
		72410221.11.	Loan Payment 72410221	11/15/22	21,651.96	50165	11/29/22
	Total 147:				57,451.51		
148							
148	Banner Bank Mastercard	0715.10.24.2	Park Pic Nic Tables	10/24/22	3,996.29	50079	11/18/22
		0715.10.24.2	Lunch Meeting with Brandon	10/24/22	10.73	50079	11/18/22
		0715.10.24.2	Lunch Meeting with Brandon	10/24/22	10.72	50079	11/18/22
		0715.10.24.2	Lunch Meeting with Brandon	10/24/22	10.73	50079	11/18/22
		0715.10.24.2	Lunch Meeting with Brandon	10/24/22	10.72	50079	11/18/22
		0715.10.24.2	Amazon	10/24/22	4.08	50079	11/18/22
		0715.10.24.2	Amazon	10/24/22	4.07	50079	11/18/22
		0715.10.24.2	Amazon	10/24/22	4.07	50079	11/18/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		0715.10.24.2	Amazon	10/24/22	4.07	50079	11/18/22
		0715.10.24.2	Lunch Meeting	10/24/22	37.97	50079	11/18/22
		0715.10.24.2	Lunch Meeting	10/24/22	37.97	50079	11/18/22
		0715.10.24.2	Lunch Meeting	10/24/22	37.97	50079	11/18/22
		0715.10.24.2	Lunch Meeting	10/24/22	37.97	50079	11/18/22
		0821.10.24.2	Home Depot-Halloween	10/24/22	87.78	49989	11/07/22
		0821.10.24.2	Home Depot-Halloween	10/24/22	225.60	49989	11/07/22
		0821.10.24.2	Wal-Mart-Halloween	10/24/22	957.96	49989	11/07/22
		0821.10.24.2	Wal-Mart Halloween	10/24/22	263.19	49989	11/07/22
		0821.10.24.2	Wal-Mart Bingo Prizes	10/24/22	212.79	49989	11/07/22
		0821.10.24.2	Dollar General-Halloween	10/24/22	35.75	49989	11/07/22
		1051.10.24.2	Accidental Charge #1	10/24/22	4.99	49989	11/07/22
		1051.10.24.2	Programming	10/24/22	19.09	49989	11/07/22
		1051.10.24.2	Software Subscription	10/24/22	12.99	49989	11/07/22
		1051.10.24.2	Accidental Charge #2	10/24/22	.99	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	30.64	49989	11/07/22
		1051.10.24.2	Halloween supplies	10/24/22	134.74	49989	11/07/22
		1051.10.24.2	Media for Library	10/24/22	119.25	49989	11/07/22
		1051.10.24.2	Refund for Accidental Charge on Last Statement	10/24/22	5.99-	49989	11/07/22
		1051.10.24.2	Refund for Accidental Charge #1	10/24/22	4.99-	49989	11/07/22
		1051.10.24.2	Reimbursement for Accidental Charge #2	10/24/22	.99-	49989	11/07/22
		1051.10.24.2	Amazon Prime Subscription	10/24/22	14.99	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	11.07	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	16.25	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	18.25	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	46.97	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	125.40	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	43.80	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	170.21	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	49.94	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	18.63	49989	11/07/22
		1051.10.24.2	Halloween	10/24/22	11.64	49989	11/07/22
		1051.10.24.2	Work Lunch	10/24/22	14.98	49989	11/07/22
		1051.10.24.2	Halloween Supplies-Refund	10/24/22	46.97-	49989	11/07/22
		1051.10.24.2	Halloween Supplies Refund	10/24/22	20.73-	49989	11/07/22
		1051.10.24.2	Video Editing Software	10/24/22	9.00	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	59.13	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	30.92	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	49.00	49989	11/07/22
		1051.10.24.2	Water for Staff	10/24/22	10.69	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	49.44	49989	11/07/22
		1051.10.24.2	Halloween Supplies	10/24/22	25.47	49989	11/07/22
		1102.10.24.2	Hotel-Judges Conf. Krogh	10/24/22	400.62	49989	11/07/22
		1102.10.24.2	Sensus Registration-Chora	10/24/22	49.00	49989	11/07/22
		1102.10.24.2	Parks Trash Bags	10/24/22	319.76	49989	11/07/22
		1102.10.24.2	Water Dept Meeting	10/24/22	91.80	49989	11/07/22
		1102.10.24.2	Cemetery	10/24/22	107.00	49989	11/07/22
		1102.10.24.2	Marina Supplies	10/24/22	29.76	49989	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		2217.10.24.2	911 Supply Uniforms	10/24/22	79.00	49989	11/07/22
		2217.10.24.2	NASRO-Membership Huxel	10/24/22	40.00	49989	11/07/22
		2217.10.24.2	Blauer-uniforms	10/24/22	81.48	49989	11/07/22
		2217.10.24.2	Original Roadhouse-OACP Training	10/24/22	118.36	49989	11/07/22
		2217.10.24.2	Best Western-OACP Training Huxel	10/24/22	108.48	49989	11/07/22
		2217.10.24.2	Best Western-OACP Training Wright	10/24/22	108.48	49989	11/07/22
		2217.10.24.2	Best Western-OACP Training Tovey	10/24/22	108.48	49989	11/07/22
		2217.10.24.2	TLO Transunion	10/24/22	75.00	49989	11/07/22
		2217.10.24.2	OACP Conference-Tovey	10/24/22	225.00	49989	11/07/22
		2217.10.24.2	ODOT Registration Chief's new Car	10/24/22	135.50	49989	11/07/22
		2217.10.24.2	911 Supply-Uniforms	10/24/22	236.98	49989	11/07/22
		2217.10.24.2	Amazon	10/24/22	24.63	49989	11/07/22
		2217.10.24.2	Amazon	10/24/22	47.75	49989	11/07/22
		2217.10.24.2	Amazon	10/24/22	13.90	49989	11/07/22
		2217.10.24.2	Amazon	10/24/22	91.77	49989	11/07/22
		2217.10.24.2	Amazon	10/24/22	59.34	49989	11/07/22
		29970.10.24.	Replat Trip Expense	10/24/22	13.15	49989	11/07/22
		29970.10.24.	Replat Trip Expense	10/24/22	57.62	49989	11/07/22
		29970.10.24.	Building Certificate Conversion	10/24/22	80.00	49989	11/07/22
		29970.10.24.	ADOBE	10/24/22	20.99	49989	11/07/22
		29970.10.24.	Planning Dept Cubicle Door	10/24/22	326.99	49989	11/07/22
		29970.10.24.	City Recorder Cubicle Door	10/24/22	326.99	49989	11/07/22
		29970.10.24.	Project Path MH Registration	10/24/22	65.00	49989	11/07/22
		29970.10.24.	Adobe Products-Rec. Dept	10/24/22	61.48	49989	11/07/22
		29970.10.24.	Parks & Recreation Supplies	10/24/22	59.98	49989	11/07/22
		3132.10.24.2	Chlorine	10/24/22	203.90	49989	11/07/22
		4267.10.24.2	Walmart-Bingo Prizes/Misc.	10/24/22	223.11	49989	11/07/22
		4267.10.24.2	USPS-Certified Mail	10/24/22	15.70	49989	11/07/22
		4267.10.24.2	Cooking Class Supplies	10/24/22	48.69	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	13.75	49989	11/07/22
		4267.10.24.2	OLCC Portal-Provider Fee	10/24/22	3.00	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	29.99	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	10.99	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	5.24	49989	11/07/22
		4267.10.24.2	OLCC Portal-Permit Fee	10/24/22	23.00	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	111.70	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	136.11	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	.50	49989	11/07/22
		4267.10.24.2	Yoga/Cooking Class Advertising	10/24/22	6.72	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	208.15	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	31.90	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	37.07	49989	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		4267.10.24.2	Halloween	10/24/22	33.11	49989	11/07/22
		4267.10.24.2	USPS Certified Mail	10/24/22	4.60	49989	11/07/22
		4267.10.24.2	keys and accessories	10/24/22	38.04	49989	11/07/22
		4267.10.24.2	Rec. Programs	10/24/22	89.92	49989	11/07/22
		4267.10.24.2	Rec. Program	10/24/22	239.60	49989	11/07/22
		4267.10.24.2	rec. program	10/24/22	9.96	49989	11/07/22
		4267.10.24.2	Rec. Program	10/24/22	81.32	49989	11/07/22
		4267.10.24.2	Rec. Program	10/24/22	25.00	49989	11/07/22
		4267.10.24.2	Rec. Program	10/24/22	3.19	49989	11/07/22
		4267.10.24.2	Rec. Program	10/24/22	25.53	49989	11/07/22
		4267.10.24.2	Rec. Program	10/24/22	40.16	49989	11/07/22
		4267.10.24.2	Propane	10/24/22	28.60	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	40.70	49989	11/07/22
		4267.10.24.2	Rec. Program	10/24/22	3.50	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	24.72	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	10.49	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	7.00	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	48.25	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	29.16	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	43.00	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	66.12	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	62.92	49989	11/07/22
		4267.10.24.2	Halloween	10/24/22	45.11	49989	11/07/22
		4267.10.24.2	Credit on Propane	10/24/22	.29-	49989	11/07/22
		5571.10.24.2	County Records Deed Request	10/24/22	1.50	50079	11/18/22
		5571.10.24.2	County Records Deed Request	10/24/22	4.25	50079	11/18/22
		5571.10.24.2	Work Lunch	10/24/22	45.30	50079	11/18/22
		5571.10.24.2	Work Lunch	10/24/22	32.75	50079	11/18/22
		5571.10.24.2	Halloween	10/24/22	140.67	50079	11/18/22
		5571.10.24.2	Halloween	10/24/22	84.99	50079	11/18/22
		5571.10.24.2	Credit on Acct.	10/24/22	.68-	50079	11/18/22
		5919.10.24.2	Halloween	10/24/22	589.33	49989	11/07/22
		5919.10.24.2	OACA Hotel	10/24/22	597.58	49989	11/07/22
		5919.10.24.2	Boyds Place Expenses	10/24/22	613.96	49989	11/07/22
		5919.10.24.2	Staff Meetings	10/24/22	180.42	49989	11/07/22
		5919.10.24.2	Microsoft Teams License	10/24/22	165.00	49989	11/07/22
		5919.10.24.2	Indeed	10/24/22	124.95	49989	11/07/22
		6777.10.24.2	PUBLIC HEALTH-UMATILLA PROJECT PATH	10/24/22	956.00	49989	11/07/22
		6777.10.24.2	Halloween	10/24/22	76.98	49989	11/07/22
		6777.10.24.2	TESLA CHARGING STATION	10/24/22	10.14	49989	11/07/22
		6777.10.24.2	TESLA CHARGING STATION	10/24/22	3.51	49989	11/07/22
		6777.10.24.2	TESLA CHARGING STATION	10/24/22	19.50	49989	11/07/22
		6777.10.24.2	TESLA CHARGING STATION	10/24/22	2.34	49989	11/07/22
		6777.10.24.2	INK CARTRIDGES	10/24/22	175.34	49989	11/07/22
		6777.10.24.2	TESLA CLEANING SUPPLIES	10/24/22	34.82	49989	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		6777.10.24.2	BUSINESS LUNCH	10/24/22	78.90	49989	11/07/22
		6777.10.24.2	OFFICE SUPPLIES	10/24/22	53.78	49989	11/07/22
		6777.10.24.2	CAR WASH	10/24/22	10.00	49989	11/07/22
		6777.10.24.2	AIRBNB	10/24/22	275.27	49989	11/07/22
		6777.10.24.2	TESLA CHARGING STATION	10/24/22	25.35	49989	11/07/22
		6777.10.24.2	TESLA CHARGING STATION	10/24/22	2.15	49989	11/07/22
		6777.10.24.2	CITY COUNCIL SUPPLIES	10/24/22	15.45	49989	11/07/22
		7126.10.24.2	McNary Market	10/24/22	71.37	49989	11/07/22
		7126.10.24.2	Frito Lay Snacks 2U	10/24/22	173.80	49989	11/07/22
		7126.10.24.2	Walmar	10/24/22	44.97	49989	11/07/22
		7126.10.24.2	Ace Hardware	10/24/22	47.94	49989	11/07/22
		7126.10.24.2	Frito Lay Snacks 2U	10/24/22	181.36	49989	11/07/22
		7126.10.24.2	Amazon	10/24/22	33.71	49989	11/07/22
		7126.10.24.2	The Golf Warehouse	10/24/22	249.00	49989	11/07/22
		8328.10.24.2	Best Western Agate, newport oregon	10/24/22	517.56	50079	11/18/22
		8328.10.24.2	Halloween	10/24/22	11.50	50079	11/18/22
		8328.10.24.2	Halloween Pizza Work Party	10/24/22	47.73	50079	11/18/22
		8328.10.24.2	Halloween Costume	10/24/22	48.77	50079	11/18/22
		8328.10.24.2	GoToCom	10/24/22	20.33	50079	11/18/22
		8328.10.24.2	GoToCom	10/24/22	6.78	50079	11/18/22
		8328.10.24.2	GoToCom	10/24/22	6.78	50079	11/18/22
		8328.10.24.2	GoToCom	10/24/22	20.33	50079	11/18/22
		8328.10.24.2	GoToCom	10/24/22	189.79	50079	11/18/22
		8328.10.24.2	GoToCom	10/24/22	13.56	50079	11/18/22
		8328.10.24.2	GoToCom	10/24/22	20.33	50079	11/18/22
		8328.10.24.2	GoToCom	10/24/22	6.78	50079	11/18/22
		8328.10.24.2	Zoom Bill	10/24/22	449.70	50079	11/18/22
		8328.10.24.2	Halloween Costume	10/24/22	49.92	50079	11/18/22
		8328.10.24.2	Candidate Forum	10/24/22	181.22	50079	11/18/22
		8328.10.24.2	OAMR Donation	10/24/22	139.99	50079	11/18/22
		8328.10.24.2	IIMC-MMC Admission Fee	10/24/22	50.00	50079	11/18/22
		8328.10.24.2	Halloween	10/24/22	41.67	50079	11/18/22
		8328.10.24.2	Halloween	10/24/22	34.99	50079	11/18/22
		8328.10.24.2	Halloween	10/24/22	17.42	50079	11/18/22
		8336.10.24.2	Halloween decor	10/24/22	55.10	49989	11/07/22
		8336.10.24.2	Office Supplies	10/24/22	9.99	49989	11/07/22
		8336.10.24.2	Accessory Tech-Phone Clips	10/24/22	444.25	49989	11/07/22
		8336.10.24.2	Office Supplies	10/24/22	138.50	49989	11/07/22
		8336.10.24.2	Alaska Air-Baggage Tickets	10/24/22	30.00	49989	11/07/22
		8336.10.24.2	Alaska Air-Baggage Tickets	10/24/22	30.00	49989	11/07/22
		8336.10.24.2	Harrah's Hotel-RIMS Conference	10/24/22	455.48	49989	11/07/22
		8336.10.24.2	Vacuum	10/24/22	328.00	49989	11/07/22
		8336.10.24.2	2023 Desk Calendars	10/24/22	32.94	49989	11/07/22
		8336.10.24.2	Office Supplies	10/24/22	60.89	49989	11/07/22
		9336.10.24.2	Halloween Supplies	10/24/22	58.58	49989	11/07/22
		9336.10.24.2	Northwest Farm Supply-Halloween	10/24/22	30.58	49989	11/07/22
		9336.10.24.2	When I work-Timekeeping				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
			Software	10/24/22	60.00	49989	11/07/22
		9336.10.24.2	ISSUU Online Brochure Publisher	10/24/22	58.00	49989	11/07/22
		9336.10.24.2	Donuts for Halloween Volunteer Work Day	10/24/22	41.85	49989	11/07/22
		9336.10.24.2	Halloween	10/24/22	20.83	49989	11/07/22
		9336.10.24.2	Halloween	10/24/22	163.20	49989	11/07/22
		9336.10.24.2	Disc Golf Trophys	10/24/22	119.97	49989	11/07/22
		9336.10.24.2	Halloween	10/24/22	162.64	49989	11/07/22
		9336.10.24.2	Disc Golf	10/24/22	709.59	49989	11/07/22
		9336.10.24.2	Marina Postage	10/24/22	4.60	49989	11/07/22
		9336.10.24.2	Disc Golf	10/24/22	39.99	49989	11/07/22
		9336.10.24.2	Disc Golf	10/24/22	313.86	49989	11/07/22
		9336.10.24.2	Disc Golf	10/24/22	60.97	49989	11/07/22
		9336.10.24.2	Road Cord Covers	10/24/22	179.70	49989	11/07/22
		9336.10.24.2	Halloween	10/24/22	20.99	49989	11/07/22
		9336.10.24.2	Disc Golf	10/24/22	49.99	49989	11/07/22
		9336.10.24.2	Halloween	10/24/22	79.76	49989	11/07/22
		9336.10.24.2	Halloween	10/24/22	27.84	49989	11/07/22
		9336.10.24.2	Disc Golf	10/24/22	19.96	49989	11/07/22
		9336.10.24.2	Halloween	10/24/22	95.94	49989	11/07/22
		9336.10.24.2	Halloween	10/24/22	31.98	49989	11/07/22
		9336.10.24.2	Winterfest	10/24/22	199.99	49989	11/07/22
		9336.10.24.2	Bridge Planning Meeting	10/24/22	69.22	49989	11/07/22
		9336.10.24.2	ice rink	10/24/22	14.79	49989	11/07/22
		9336.10.24.2	facebook	10/24/22	163.93	49989	11/07/22
		9336.10.24.2	go daddy	10/24/22	142.80	49989	11/07/22
		9336.10.24.2	Halloween	10/24/22	39.88	49989	11/07/22
		9336.10.24.2	Halloween	10/24/22	77.97	49989	11/07/22
		9336.10.24.2	Home Depot-Halloween	10/24/22	85.66	49989	11/07/22
	Total 148:				24,330.05		
199							
199	Bing Canyon Pioneer Camp	11.08.2022	Water Deposit for the Summer of 2019 and 2020	11/08/22	795.81	50100	11/23/22
	Total 199:				795.81		
276							
276	Builders FirstSource	86230959	Golf Course	10/03/22	20.20	50102	11/23/22
		86364798	Park and Rec. Dept.	10/25/22	515.16	50102	11/23/22
		86366431	Street Supplies	10/25/22	82.45	50102	11/23/22
	Total 276:				617.81		
291							
291	Business Oregon	A17004.11.2	SPECIAL PUBLIC WORKS FUND	11/22/22	3,674.11	50103	11/23/22
		A17004.11.2	SPECIAL PUBLIC WORKS FUND	11/22/22	63,531.13	50103	11/23/22
		B19001-2022	6th St. Waterline Loan Interest Payment	11/17/22	23,468.08	50095	11/18/22
		B19001-2022	6th St. Waterline Payment	11/17/22	12,030.68	50095	11/18/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 291:					102,704.00		
320							
320	Canon Solutions America, Inc	6002197074	COPIER MAINTENANCE	10/24/22	318.71	50105	11/23/22
Total 320:					318.71		
351							
351	Cascade Natural Gas Corp.	1092.10.24.2	700 6th St.	10/24/22	19.23	50106	11/23/22
		1092.10.24.2	700 6th St.	10/24/22	19.22	50106	11/23/22
		1092.10.24.2	700 6th St.	10/24/22	19.23	50106	11/23/22
		3033.10.24.2	82959 Draper St.	10/24/22	23.49	50106	11/23/22
		8476.10.24.2	1205 W 3RD St.	10/24/22	91.87	50106	11/23/22
Total 351:					173.04		
362							
362	Center Point Large Print	1966254	Large Print Books for Library	11/01/22	49.14	50107	11/23/22
Total 362:					49.14		
367							
367	CenturyLink	678B.10.25.2	Police Dept Phones	10/25/22	91.08	50080	11/18/22
Total 367:					91.08		
394							
394	City County Insurance Services	PO-UMA-I20	Comp & Liab Insurance	10/24/22	476.00	49994	11/07/22
		PO-UMA-I20	Comp & Liab Insurance	10/24/22	502.01	49994	11/07/22
		PO-UMA-I20	Comp & Liab Insurance	10/24/22	41.00	49994	11/07/22
		PO-UMA-I20	Comp & Liab Insurance	10/24/22	41.00	49994	11/07/22
		PO-UMA-I20	Comp & Liab Insurance	10/24/22	41.00	49994	11/07/22
		PO-UMA-I20	Comp & Liab Insurance	10/24/22	528.00	49994	11/07/22
Total 394:					1,629.01		
398							
398	City of Hermiston - Building Dept	9516	Building Inspection/Plan Review	11/08/22	13,024.91	50109	11/23/22
		9516	Electrical Inspection/Plan Review	11/08/22	3,878.25	50109	11/23/22
Total 398:					16,903.16		
427							
427	Columbia Harvest Foods	02-2179720	Parks programming	06/19/22	107.71	49996	Multiple
		02-2196958	Public Works	07/12/22	14.55	49996	Multiple
		02-2196958	Public Works	07/12/22	14.54	49996	Multiple
		02-2196958	Public Works	07/12/22	14.55	49996	Multiple
		02-2196958	Public Works	07/12/22	14.55	49996	Multiple
		03-1558549	Parks programming	06/10/22	46.02	49996	Multiple

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		03-1558551	Parks programming	06/10/22	6.98	49996	Multiple
		03-1585122	Parks programming	07/22/22	247.08	49996	Multiple
		03-1585831	Waterpaloosa	07/23/22	84.51	49996	Multiple
		04-1546739	Public Works	06/22/22	2.62	49996	Multiple
		04-1546739	Public Works	06/22/22	2.62	49996	Multiple
		04-1546739	Public Works	06/22/22	2.61	49996	Multiple
		04-1546739	Public Works	06/22/22	2.62	49996	Multiple
		04-1552228	Parks programming	07/02/22	680.23	49996	Multiple
	Total 427:				1,241.19		
435							
435	Commercial Tire	286103	Tires for Water Dept. Truck #25	09/13/22	1,020.63	49997	11/07/22
		288054	snow tire change over	11/02/22	96.75	49997	11/07/22
		288402	Oil Change	11/14/22	53.85	50110	11/23/22
		288408	Tire Repair	11/14/22	15.95	50110	11/23/22
		288566	Snow tire change over	11/17/22	96.75	50110	11/23/22
	Total 435:				1,283.93		
439							
439	Concrete Special Ties, Inc.	79548	Street Supplies	09/27/22	12.20	49998	11/07/22
		80842	Golf Course	10/28/22	18.87	49998	11/07/22
	Total 439:				31.07		
487							
487	Crystal Clear Ice, LLC	21-208804	Ice for Marina Resale	11/07/22	76.00	50111	11/23/22
	Total 487:				76.00		
536							
536	Dell Marketing L.P.	1062686875	PowerEdge Server	11/03/22	6,075.03	50112	11/23/22
	Total 536:				6,075.03		
546							
546	Department of Corrections	AR028184	Work Crew	11/01/22	2,760.00	50004	11/07/22
		AR028184	Work Crew	11/01/22	2,760.00	50004	11/07/22
		AR028269	Work Crew	11/17/22	1,610.00	50113	11/23/22
		AR028269	Work Crew	11/17/22	1,610.00	50113	11/23/22
		AR028269	Work Crew	11/17/22	1,610.00	50113	11/23/22
	Total 546:				10,350.00		
559							
559	Devin Oil Company Inc	338860	Golf Course Fuel	10/25/22	932.43	50005	11/07/22
		338917	Public Works Fuel	10/21/22	2,191.80	50005	11/07/22
		339034	Golf Course Fuel	11/08/22	651.36	50082	11/18/22
	Total 559:				3,775.59		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
607							
607	Ducote Consulting	1882	Grant Admin CDGB Sewer	10/24/22	1,145.00	50006	11/07/22
		18833	CDBG Water Final Design	10/24/22	901.25	50006	11/07/22
		1884	Business Center Construction	11/01/22	1,758.75	50006	11/07/22
		1888	Hospital District Bldg	10/31/22	800.00	50006	11/07/22
		1889	Firefighting Grant Work	11/01/22	775.00	50006	11/07/22
		1890	Sewer Funding	10/21/22	1,000.00	50006	11/07/22
Total 607:					6,380.00		
609							
609	Duke's Auto Plus	14553	Equipment Repair	06/29/22	3,260.00	50007	11/07/22
		14569	Equipment Maint.	06/29/22	866.00	50007	11/07/22
		14650	Equipment Maint.	08/04/22	175.00	50007	11/07/22
		14650	Equipment Maint.	08/04/22	175.00	50007	11/07/22
		14650	Equipment Maint.	08/04/22	175.00	50007	11/07/22
		14650	Equipment Maint.	08/04/22	175.00	50007	11/07/22
		14732	Oil Change	09/09/22	130.00	50007	11/07/22
Total 609:					4,956.00		
635							
635	Eastern Oregon Telecom, LLC	8743.11.01.2	Marina Internet	11/01/22	246.50	50008	11/07/22
		8743.11.01.2	City Shop	11/01/22	42.97	50008	11/07/22
		8743.11.01.2	Library Internet	11/01/22	236.94	50008	11/07/22
		8743.11.01.2	WWTP Internet	11/01/22	280.91	50008	11/07/22
		8743.11.01.2	City Hall Internet	11/01/22	3.34	50008	11/07/22
		8743.11.01.2	City Hall Internet	11/01/22	10.03	50008	11/07/22
		8743.11.01.2	Police Dept. Internet	11/01/22	237.94	50008	11/07/22
		8743.11.01.2	City Hall Internet	11/01/22	102.91	50008	11/07/22
Total 635:					1,161.54		
669							
669	Engraving Specialties	7791	Desk Bar & Engraving	11/28/22	60.00	50009	11/07/22
Total 669:					60.00		
674							
674	EOTEC	3RDQTR202	tourism Promotion Assessment	11/01/22	7,236.33	50010	11/07/22
Total 674:					7,236.33		
711							
711	Fastenal Company	ORHER9835	Ice Rink Maint.	11/04/22	36.31	50117	11/23/22
Total 711:					36.31		
712							
712	Fastrack	205CARTWR	UTILITY REFUND-205 Cartwright Ave.	11/01/22	4.44	50011	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		206CARTWR	UTILITY REFUND-206 cartwright	11/15/22	17.91	50084	11/18/22
		2935HIGHD	UTILITY REFUND	11/14/22	88.99	50118	11/23/22
		2963HIGHD	UTILITY REFUND-2963 High Desert Loop	10/27/22	19.43	50011	11/07/22
		2977HIGHD	UTILITY REFUND-2977 high desert loop	11/15/22	2.02	50084	11/18/22
Total 712:					132.79		
720							
720	FERGUSON WATERWORKS #3	SC57539	Charges on Account	11/01/22	125.03	50119	11/23/22
Total 720:					125.03		
723							
723	Graybeal Group, Inc.	00016630	Pollution Liability	10/28/22	2,732.20	50014	11/07/22
		00018639	Insurance-Parks Dept	11/18/22	956.28	50121	11/23/22
Total 723:					3,688.48		
817							
817	GG's Smokehouse Catering	FISHINGTHE	Fishing the Brave	11/15/22	2,392.00	50085	11/18/22
Total 817:					2,392.00		
854							
854	Gordon's Electric Inc.	W17890	Umatilla Police Dept.	11/01/22	125.00	50120	11/23/22
		W17959	Marina-Lights at the Marina	11/15/22	871.90	50120	11/23/22
		W17959	Lights-Nugent	11/15/22	871.89	50120	11/23/22
		W17960	Big River-Golf Shed and Light in Pro Shop	11/15/22	322.47	50120	11/23/22
Total 854:					2,191.26		
856							
856	Gotcha Covered	345839	Clean Boyd's Place	10/03/22	160.00	50012	11/07/22
		345840	Clean Boyd's Place	10/10/22	160.00	50012	11/07/22
		345841	Clean Boyd's Place	10/14/22	180.00	50012	11/07/22
		345842	Clean Boyd's Place	10/16/22	160.00	50012	11/07/22
		345843	Clean Boyd's Place	10/21/22	180.00	50012	11/07/22
		345844	Clean Boyd's Place	11/01/22	160.00	50012	11/07/22
		345845	Cleaning Services	11/01/22	443.84	50012	11/07/22
		345845	Cleaning Services	11/01/22	383.98	50012	11/07/22
		345845	Cleaning Services	11/01/22	383.98	50012	11/07/22
		345845	Cleaning Services	11/01/22	248.20	50012	11/07/22
Total 856:					2,460.00		
864							
864	Granite Construction Company	2350997	Paving & Supplies	10/19/22	1,456.47	50013	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 864:					1,456.47		
905							
905	H.D. Fowler Company	I6255021	Water Dept Supplies Meters etc	11/11/22	3,731.08	50122	11/23/22
Total 905:					3,731.08		
994							
994	High Performance Signs	26554	New Dock Signs-Marina	10/25/22	595.00	50124	11/23/22
		26577	New Slip Signs-Marina	10/31/22	20.00	50124	11/23/22
		26581	New Building Vehicle	11/03/22	175.00	50124	11/23/22
Total 994:					790.00		
1012							
1012	Home Depot Credit Services	1104274	Marina Supplies	10/03/22	35.40	50125	11/23/22
		1110373	Marina Supplies	10/03/22	304.91	50125	11/23/22
		1610437	Public works	10/14/22	3.74	50125	11/23/22
		1610437	Public works	10/14/22	3.75	50125	11/23/22
		1610437	Public Works	10/14/22	3.74	50125	11/23/22
		1610437	Public Works	10/14/22	3.75	50125	11/23/22
		2052422	Rec. Equipment	10/12/22	613.43	50125	11/23/22
		2052423	Office Equipment	10/12/22	299.00	50125	11/23/22
		2103561	Marina Supplies	10/21/22	145.60	50125	11/23/22
		3041576	Halloween Supplies	10/11/22	842.54	50125	11/23/22
		4520588	Halloween Supplies	09/30/22	425.88	50125	11/23/22
		5041416	Halloween Supplies	11/09/22	144.89	50125	11/23/22
		5052239	Marina Supplies	09/29/22	81.54	50125	11/23/22
		6032684	Parks Supplies	10/18/22	93.98	50125	11/23/22
		624608	Parks Supplies	10/14/22	36.96	50125	11/23/22
		6513003	Marina Supplies	10/18/22	93.97	50125	11/23/22
		6624875	Parks and Rec Dept.	10/18/22	266.50	50125	11/23/22
		7041233	Shop Supplies	10/07/22	62.25	50125	11/23/22
		7041233	Shop Supplies	10/07/22	62.25	50125	11/23/22
		7041233	Shop Supplies	10/07/22	62.25	50125	11/23/22
		7041233	Shop supplies	10/07/22	62.25	50125	11/23/22
		7042083	Marina Supplies	10/17/22	244.82	50125	11/23/22
		7512954	Marina Supplies	10/17/22	86.79	50125	11/23/22
Total 1012:					3,980.19		
1034							
1034	HRA VEBA Trust Contributions	HOFFIHINES	HRA Contribution-Hoffihines	11/23/22	300.00	50126	11/23/22
Total 1034:					300.00		
1060							
1060	Ingram	71395217	Library Books	09/06/22	37.97	50017	11/07/22
		71395218	Library Books	09/06/22	16.97	50017	11/07/22
		71395219	Library Books	09/06/22	17.58	50017	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		71395220	Library Books	09/06/22	9.86	50017	11/07/22
		71395221	Library Books	09/06/22	188.94	50017	11/07/22
		71924856	Library Books	10/04/22	17.65	50017	11/07/22
		71924857	Library Books	10/04/22	67.27	50017	11/07/22
		71924858	Library Books	10/04/22	18.17	50017	11/07/22
		71924859	Library Books	10/04/22	18.23	50017	11/07/22
		71924860	Library Books	10/05/22	10.45	50017	11/07/22
		71924861	Library Books	10/04/22	104.37	50017	11/07/22
Total 1060:					507.46		
1072							
1072	INTERNATIONAL INST. OF MU	SANDOVAL2	MEMBERSHIP DUES	11/01/22	210.00	50018	11/07/22
Total 1072:					210.00		
1089							
1089	J U B Engineers, Inc.	156870	pedestrian bridge	10/13/22	36,766.46	50020	11/07/22
		156870	Waterline	10/13/22	4,313.38	50020	11/07/22
		157105	Riverfront Shared Use Pathway	10/25/22	3,524.04	50020	11/07/22
		157112	Lewis Street Greenway Replat	10/25/22	731.08	50020	11/07/22
		157134	CTUIR Pod Transmission Main	10/25/22	8,113.40	50020	11/07/22
		157166	Miscellaneous Engineering	10/25/22	1,316.92	50020	11/07/22
		157166	PDX 121-130	10/25/22	895.56	50020	11/07/22
		157166	PDX 194 Development	10/25/22	5,160.93	50020	11/07/22
		157166	PDX 121-130 Water Treatment Facility	10/25/22	21,545.04	50020	11/07/22
		157166	PDX 121-130 Permit Modification	10/25/22	2,607.53	50020	11/07/22
		157166	Miscellaneous engineering	10/25/22	1,316.93	50020	11/07/22
		157166	PATH Water & Sewer	10/25/22	7,131.30	50020	11/07/22
		157166	Golf Course Replat	10/25/22	8,801.05	50020	11/07/22
		157167	Umatilla Development Engineering Reviews	10/25/22	5,741.61	50020	11/07/22
		157168	Umatilla Development Engineering Reviews	10/25/22	755.25	50020	11/07/22
		157170	Marina Concept	10/25/22	291.92	50020	11/07/22
		157180	Transportation System Plan	09/30/22	7,488.10	50020	11/07/22
		157276	Fishing Shack and Boat Launch Estimates	10/27/22	2,578.50	50020	11/07/22
		157534	pedestrian bridge	11/07/22	2,281.07	50086	11/18/22
		157534	pedestrian bridge	11/07/22	19,443.36	50086	11/18/22
		157788	Riverfront Shared Use Pathway	11/17/22	2,971.60	50128	11/23/22
Total 1089:					143,775.03		
1099							
1099	James C. Fulper dba Health Opt	102273	DOT Drug Screen-Hammermeister	10/19/22	118.00	50022	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		102407	Matt Tassie-DOT Physical	10/25/22	95.00	50129	11/23/22
Total 1099:					213.00		
1154							
1154	JWC Environmental LLC	112640	Panasonic PLC AFPX-C30R	10/19/22	1,004.71	50023	11/07/22
Total 1154:					1,004.71		
1189							
1189	KIE Supply Corp	2070665	Sprinkler Parts	09/27/22	27.66	50025	11/07/22
		2071941	Parts for Parks Repair	10/21/22	41.86	50025	11/07/22
		2072146	Sprinkler Parts	10/26/22	55.36	50025	11/07/22
		2072172	Marina Sprinkler	10/27/22	20.02	50025	11/07/22
		2072210	Park Dept Supplies	10/27/22	47.74	50025	11/07/22
Total 1189:					192.64		
1208							
1208	Kopacz Nursery & Florist	7470	Parks Dept-Mulch	09/06/22	330.00	50026	11/07/22
Total 1208:					330.00		
1211							
1211	Krogh, Theresa	OCTOBER20	Weddings	11/01/22	200.00	50027	11/07/22
Total 1211:					200.00		
1221							
1221	Kuo Testing Labs	2210219	TRCI Lab Tests TBR	10/14/22	89.00	50133	11/23/22
		2210271	TRCI Lab Tests TBR	10/17/22	89.00	50133	11/23/22
		2210472	Monthly Wastwater Testing	10/24/22	137.00	50133	11/23/22
		2210476	TRCI Lab Tests TBR	10/24/22	89.00	50133	11/23/22
		2210607	TRCI Lab Tests TBR	10/31/22	89.00	50133	11/23/22
		2211115	TRCI Lab Tests TBR	11/10/22	89.00	50133	11/23/22
Total 1221:					582.00		
1249							
1249	LAWSON PRODUCTS	9310088167	WATER DEPT MAINTENANCE	11/07/22	747.80	50134	11/23/22
Total 1249:					747.80		
1263							
1263	Les Schwab Tires	1801368048	Golf Course	10/17/22	40.98	50135	11/23/22
Total 1263:					40.98		
1474							
1474	Milliman, Inc.	1405787	2023 Employers Survey	11/17/22	395.00	50138	11/23/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 1474:					395.00		
1556							
1556	Nobles, Kelly	11.18.2022	Hydrant Rental Deposit Refund	11/18/22	328.21	50141	11/23/22
Total 1556:					328.21		
1561							
1561	Norco Inc.	36080907	Streets Supplies	11/12/22	31.03	50142	11/23/22
		36147252	Water Dept. Supplies	11/21/22	30.00	50142	11/23/22
		36223046	Cylinder Rental	11/01/22	49.29	50142	11/23/22
		36223046	Cylinder Rental	11/01/22	49.29	50142	11/23/22
Total 1561:					159.61		
1580							
1580	NW Farm Supply Inc.	2210-024171	Deicer Truck	10/03/22	15.98	50143	11/23/22
		2210-024219	streets supplies	10/03/22	10.29	50032	11/07/22
Total 1580:					26.27		
1599							
1599	OHA Cashier	DYER2023	Water Operator Cert Renewal	11/01/22	140.00	50033	11/07/22
		HORN2023	Water Operator Cert Renewal	11/15/22	140.00	50087	11/18/22
Total 1599:					280.00		
1636							
1636	Oregon Dept of Revenue	OCTOBER20	State Court Assessments	11/01/22	12,628.26	50034	11/07/22
Total 1636:					12,628.26		
1645							
1645	Oregon Municipal Judges Assn.	RENEWAL20	Annual Dues Judge Krogh - 2023	11/17/22	200.00	50089	11/18/22
Total 1645:					200.00		
1676							
1676	OXARC Inc.	0031620578	Chlorine Cylinders	08/30/22	1,382.14	50036	11/07/22
		31620575	Chlorine Cylinders	08/26/22	723.60	50036	11/07/22
		31646499	Charges on Account	09/30/22	36.85	50144	11/23/22
		31663419	Caution Tape	10/20/22	38.44	50036	11/07/22
		31668592	Charges on Account	10/31/22	36.85	50144	11/23/22
Total 1676:					2,217.88		
1684							
1684	Pacific Power	0010.10.14.2	820 6th St.	10/14/22	11.46	50038	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		0013.10.14.2	Highway 395 & 730 Interti Well	10/14/22	2,845.84	50038	11/07/22
		0021.10.25.2	McNary Ind. Park Lift	10/25/22	7,891.35	50038	11/07/22
		0028.10.17.2	golf course	10/17/22	2,734.89	50038	11/07/22
		0039.10.25.2	McFarland Well	10/25/22	2,120.01	50038	11/07/22
		0054.10.21.2	282 Powerline Rd.	10/21/22	17.70	50038	11/07/22
		0062.10.14.2	Shiop complet	10/14/22	26.43	50038	11/07/22
		0070.10.14.2	8th & F SE Corner	10/14/22	52.88	50038	11/07/22
		0096.10.21.2	6th & A St.	10/21/22	19.10	50038	11/07/22
		0104.10.25.2	Street Lights	10/25/22	2,695.90	50038	11/07/22
		0112.10.14.2	800 6th St.	10/14/22	60.01	50038	11/07/22
		0112.10.14.2	700 6th St.	10/14/22	293.91	50038	11/07/22
		0112.10.14.2	700 6th St.	10/14/22	293.90	50038	11/07/22
		0112.10.14.2	700 6th St.	10/14/22	293.91	50038	11/07/22
		0120.10.14.2	632 D St. Umatilla OR	10/14/22	548.82	50038	11/07/22
		0146.10.14.2	Bud Draper Dr.	10/14/22	5,105.22	50038	11/07/22
		0153.10.14.2	Water Booster Station	10/14/22	2,807.06	50038	11/07/22
		0161.10.14.2	Port Well	10/14/22	5,439.98	50038	11/07/22
		0179.10.25.2	285 Radar Rd.	10/25/22	477.93	50038	11/07/22
		0187.10.14.2	Div 7 Naches Ave. Lift	10/14/22	29.10	50038	11/07/22
		0377.10.21.2	Bath House Marina	10/21/22	237.84	50038	11/07/22
		0385.10.21.2	Fish Cleaning Station	10/21/22	20.53	50038	11/07/22
		0393.10.21.2	West End Comfort Station	10/21/22	43.10	50038	11/07/22
		0401.10.21.2	15 HP Pump Marina Levy	10/20/22	226.64	50038	11/07/22
		0427.10.21.2	Marina Park	10/21/22	1,066.04	50038	11/07/22
		0435.10.21.2	1710 Quincy St.	10/21/22	104.68	50038	11/07/22
		0476.10.21.2	ABT 30322 HWY 730	10/21/22	23.34	50038	11/07/22
		0500.10.14.2	129 Walla Walla St.	10/14/22	35.83	50038	11/07/22
	Total 1684:				35,523.40		
1688							
1688	Pacificcorp (Joint Use)	CR202385	Contact Rental	10/20/22	518.21	50039	11/07/22
	Total 1688:				518.21		
1715							
1715	Pea Ridge Embroidery	38645	New Hire Polos	05/31/22	67.94	50040	11/07/22
		38792	Embroider Caps	07/21/22	857.50	50040	11/07/22
		39048	City Merchandise-Library	09/28/22	203.94	50040	11/07/22
		39048	City Polos-Building	09/28/22	75.54	50040	11/07/22
		39142	Inspector- Big River Polos-City	10/26/22	117.50	50040	11/07/22
		39142	Manager City Polo-City Manager	10/26/22	59.00	50040	11/07/22
		39155	City Logo Hats	11/01/22	1,305.00	50040	11/07/22
	Total 1715:				2,686.42		
1751							
1751	Photography Plus Inc.	DRGP-2022	Downtown Revitalization Grant	11/01/22	2,312.91	50044	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 1751:					2,312.91		
1763							
1763	Platt	3J12751	Marina Supplies	10/21/22	115.17	50046	11/07/22
		3K11011	Parks Supplies	11/02/22	137.52	50046	11/07/22
Total 1763:					252.69		
1785							
1785	Preferred Property	307LINCOLN	Refund Balance Utility Balance	11/01/22	212.44	50047	11/07/22
Total 1785:					212.44		
1791							
1791	PRO RENTAL & SALES, INC.	145652-0001	Halloween Event	10/31/22	178.64	50048	11/07/22
Total 1791:					178.64		
1818							
1818	Quill Corporation	128797463	Planner	11/03/22	17.99	50146	11/23/22
		28583991	Office Supplies	10/25/22	11.84	50049	11/07/22
		28583991	Office Supplies	10/25/22	2.35	50049	11/07/22
		28583991	Office Supplies	10/25/22	4.75	50049	11/07/22
		28583991	Office Supplies	10/25/22	7.10	50049	11/07/22
		28583991	Office Supplies	10/25/22	7.10	50049	11/07/22
		28583991	Office Supplies	10/25/22	4.75	50049	11/07/22
		28583991	Office Supplies	10/25/22	.69	50049	11/07/22
		28616176	Office Supplies	10/26/22	15.43	50049	11/07/22
		28616176	Office Supplies	10/26/22	3.07	50049	11/07/22
		28616176	Office Supplies	10/26/22	6.18	50049	11/07/22
		28616176	Office Supplies	10/26/22	9.25	50049	11/07/22
		28616176	Office Supplies	10/26/22	9.25	50049	11/07/22
		28616176	Office Supplies	10/26/22	6.18	50049	11/07/22
		28616176	Office Supplies	10/26/22	.91	50049	11/07/22
		28616544	Office Supplies	10/26/22	5.22	50049	11/07/22
		28616544	Office Supplies	10/26/22	1.04	50049	11/07/22
		28616544	Office Supplies	10/26/22	2.09	50049	11/07/22
		28616544	Office Supplies	10/26/22	3.13	50049	11/07/22
		28616544	Office Supplies	10/26/22	3.13	50049	11/07/22
		28616544	Office Supplies	10/26/22	2.09	50049	11/07/22
		28616544	Office Supplies	10/26/22	.29	50049	11/07/22
		28677338	Marina Supplies	10/27/22	100.98	50049	11/07/22
		28677418	Marina Supplies	10/27/22	25.99	50049	11/07/22
		28790521	Office Supplies	11/03/22	37.12	50146	11/23/22
		28790521	Office Supplies	11/03/22	7.38	50146	11/23/22
		28790521	Office Supplies	11/03/22	14.87	50146	11/23/22
		28790521	Office Supplies	11/03/22	22.25	50146	11/23/22
		28790521	Office Supplies	11/03/22	22.25	50146	11/23/22
		28790521	Office Supplies	11/03/22	14.87	50146	11/23/22
		28790521	Office Supplies	11/03/22	2.17	50146	11/23/22
		28847811	Office Supplies	11/07/22	108.05	50146	11/23/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		28847811	Office Supplies	11/07/22	21.47	50146	11/23/22
		28847811	Office Supplies	11/07/22	43.29	50146	11/23/22
		28847811	Office Supplies	11/07/22	64.76	50146	11/23/22
		28847811	Office Supplies	11/07/22	64.76	50146	11/23/22
		28847811	Office Supplies	11/07/22	43.29	50146	11/23/22
		28847811	Office Supplies	11/07/22	6.32	50146	11/23/22
		28877591	Office Supplies	11/08/22	29.85	50146	11/23/22
		28877591	Office Supplies	11/08/22	5.93	50146	11/23/22
		28877591	Office Supplies	11/08/22	11.96	50146	11/23/22
		28877591	Office Supplies	11/08/22	17.89	50146	11/23/22
		28877591	Office Supplies	11/08/22	17.89	50146	11/23/22
		28877591	Office Supplies	11/08/22	11.96	50146	11/23/22
		28877591	Office Supplies	11/08/22	1.75	50146	11/23/22
		28877627	Office Supplies	11/08/22	96.67	50146	11/23/22
		28877627	Office Supplies	11/08/22	19.21	50146	11/23/22
		28877627	Office Supplies	11/08/22	38.73	50146	11/23/22
		28877627	Office Supplies	11/08/22	57.94	50146	11/23/22
		28877627	Office Supplies	11/08/22	57.94	50146	11/23/22
		28877627	Office Supplies	11/08/22	38.73	50146	11/23/22
		28877627	Office Supplies	11/08/22	5.68	50146	11/23/22
	Total 1818:				1,135.78		
1846							
1846	RDO Equipment Co.	P6310165	John Deere Mower Parts	09/01/22	3.56	50051	11/07/22
		P6791965	John Deere Mower Parts	10/27/22	252.34	50051	11/07/22
		P6941465	Sweeper Truck	11/16/22	86.99	50147	11/23/22
	Total 1846:				342.89		
1944							
1944	Sanitary Disposal, Transfer St	372	Bio Solids	09/30/22	3,100.41	50149	11/23/22
	Total 1944:				3,100.41		
1989							
1989	Setina Mgf Co., Inc.	253027	Police Vehicle Partitions	10/10/22	4,881.00	Multiple	Multiple
		253027	Police Vehicle Partitions	10/10/22	4,881.00-		
	Total 1989:				.00		
2059							
2059	Smitty's Ace Hardware	674779	Golf Course Supplies	07/07/22	52.56	50057	11/07/22
		675220	Parks Department Equipment	07/14/22	67.18	50057	11/07/22
		676080	Water Dept. Supplies	07/27/22	17.98	50057	11/07/22
		679795	marina Supplies	10/03/22	9.59	50057	11/07/22
		679843	marina Supplies	10/04/22	341.67	50057	11/07/22
		679987	Golf Course Supplies	10/06/22	22.58	50057	11/07/22
		680757	marina Supplies	10/20/22	27.98	50057	11/07/22
		680833	Clothing Allowance-Harrington	10/21/22	52.99	50057	11/07/22
		680833	Clothing				

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
			Allowance-Harrington	10/21/22	10.60	50057	11/07/22
		680833	Clothing Allowance-Harrington	10/21/22	10.59	50057	11/07/22
		680833	Clothing Allowance-Harrington	10/21/22	31.80	50057	11/07/22
		680835	marina Supplies	10/21/22	77.93	50057	11/07/22
		680837	Water Dept. Supplies	10/21/22	36.23	50057	11/07/22
		680930	Uniform allowance	10/23/22	140.18	50057	11/07/22
		680930	Uniform allowance	10/23/22	140.18	50057	11/07/22
		680938	Golf Course Supplies	10/24/22	53.95	50057	11/07/22
		681104	marina Supplies	10/26/22	49.93	50057	11/07/22
		681261	PW Supplies	10/28/22	7.31	50057	11/07/22
		681261	PW Supplies	10/28/22	7.30	50057	11/07/22
		681261	PW Supplies	10/28/22	7.31	50057	11/07/22
		681261	PW Supplies	10/28/22	7.30	50057	11/07/22
		681734	Christmas Lights for RV Park	11/07/22	225.88	50152	11/23/22
		681811	Water Dept supplies	11/08/22	62.56	50152	11/23/22
		681838	Parks Department Supplies	11/08/22	33.98	50152	11/23/22
		681908	marina Supplies	11/09/22	81.95	50152	11/23/22
		681984	marina Supplies	11/10/22	12.99	50152	11/23/22
		682130	Golf Course Supplies	11/14/22	35.98	50152	11/23/22
		682151	Uniform allowance	11/14/22	76.48	50152	11/23/22
		682200	marina Supplies	11/15/22	22.36	50152	11/23/22
		682323	Lab Floor Repair	11/16/22	28.94	50152	11/23/22
		682355	Parks Supplies	11/17/22	351.86	50152	11/23/22
		682404	Code Enforcement	11/17/22	48.96	50152	11/23/22
		682546	Parks Department Supplies	11/21/22	31.99	50152	11/23/22
		J09917	Unapplied Payment	03/28/22	11.03-	50057	11/07/22
		J38542	Unapplied Payment	05/16/22	10.93-	50057	11/07/22
	Total 2059:				2,165.11		
2076							
	2076 Specks Printing	10112	Business Cards-Hoffhines	10/24/22	65.00	50058	11/07/22
		10142	Budget Document	11/04/22	1,353.50	50153	11/23/22
	Total 2076:				1,418.50		
2112							
	2112 STOCKDALE, DAVE	11.09.22	Travel Reimbursement	11/09/22	160.00	50090	11/18/22
	Total 2112:				160.00		
2145							
	2145 Tailored Solutions Corp.	202211-17	FORSE/Com Millennium Worksta	11/08/22	60.00	50154	11/23/22
	Total 2145:				60.00		
2148							
	2148 Talos Engineering, Inc.	2043	Radio Updgrade	09/22/22	14,535.00	50061	11/07/22
		2043	Radio Updgrade	09/22/22	14,535.00	50061	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		2047	VNC Connect Annual Subscription Fee	09/22/22	98.00	50061	11/07/22
Total 2148:					29,168.00		
2152							
2152	Tassie, Matt	CDL-COMPL	CDL Completion	11/16/22	145.00	50091	11/18/22
Total 2152:					145.00		
2214							
2214	Tom Denchel Ford Country	FOCS42402	parks vehicle Repair	09/14/22	4,365.56	50157	11/23/22
		FOCS43566	oil change-Sewer	10/25/22	80.97	50157	11/23/22
Total 2214:					4,446.53		
2264							
2264	Umatilla Chamber of Commerce	3RDQTR202	Motel Tax Payments	11/01/22	11,580.01	50064	11/07/22
		3RDQTR202	Quarterly Cont.	11/01/22	5,250.00	50064	11/07/22
Total 2264:					16,830.01		
2273							
2273	Umatilla County Finance Dept	OCTOBER20	October Assessments	11/01/22	1,657.24	50065	11/07/22
Total 2273:					1,657.24		
2281							
2281	Umatilla Elect. Coop. Assoc.	4907.11.01.2	Lights for Waterfall	11/01/22	35.00	50158	11/23/22
		6190.11.01.2	60 HP Pump	11/01/22	117.67	50158	11/23/22
		7216.11.01.2	5 HP Sewer Pump	11/01/22	45.36	50158	11/23/22
		7216.11.01.2	Street Lights	11/01/22	40.00	50158	11/23/22
		7216.11.01.2	Discharge Facility	11/01/22	74.08	50158	11/23/22
Total 2281:					312.11		
2289							
2289	Umatilla Ready-Mix, Inc.	11407	Eco Blocks	10/25/22	560.00	50159	11/23/22
Total 2289:					560.00		
2293							
2293	Unifirst Corporation	143033169	Bldg Maint/Supplies CH/Library	11/11/22	12.74	50092	11/18/22
		143033169	Bldg Maint/Supplies CH/Library	11/11/22	19.73	50092	11/18/22
		143033169	Bldg Maint/Supplies CH/Library	11/11/22	19.73	50092	11/18/22
		1430332148	Golf Course	07/05/22	10.97	50067	11/07/22
		1430333969	Shop Supplies and Mats	07/26/22	32.00	50067	11/07/22
		1430334582	Waste Water Supplies	08/02/22	34.13	50067	11/07/22
		1430334583	Shop Supplies and Mats	08/02/22	33.43	50067	11/07/22
		1430334584	Marina Mop Heads	08/02/22	32.90	50067	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		1430335184	Shop Supplies and Mats	08/09/22	32.00	50067	11/07/22
		1430335795	Waste Water Supplies	08/16/22	32.65	50067	11/07/22
		1430335796	Shop Supplies and Mats	08/16/22	32.00	50067	11/07/22
		1430335797	Marina Mop Heads	08/16/22	31.50	50067	11/07/22
		1430336391	Waste Water Supplies	08/23/22	34.20	50067	11/07/22
		1430336392	Waste Water Supplies	08/16/22	33.50	50067	11/07/22
		1430336393	Marina Mop Heads	08/23/22	33.00	50067	11/07/22
		1430336994	Waste Water Supplies	08/30/22	34.20	50067	11/07/22
		1430336995	Shop Supplies and Mats	08/30/22	33.50	50067	11/07/22
		1430336996	Marina Mop Heads	08/30/22	33.00	50067	11/07/22
		1430336997	Big River Golf Course	08/30/22	52.05	50067	11/07/22
		1430336998	Police Mats	08/30/22	34.50	50067	11/07/22
		1430337579	Waste Water Supplies	09/09/22	34.20	50067	11/07/22
		1430337580	Shop Supplies and Mats	09/06/22	33.50	50067	11/07/22
		1430337581	Marina Mop Heads	09/06/22	33.00	50067	11/07/22
		1430337582	Golf Course	09/06/22	52.21	50067	11/07/22
		1430337583	Police Mats	09/06/22	34.50	50067	11/07/22
		1430338767	Golf Course	10/20/22	52.05	50067	11/07/22
		1430339363	Waste Water Supplies	09/27/22	34.20	50067	11/07/22
		1430339364	Shop Supplies and Mats	09/27/22	33.50	50067	11/07/22
		1430339365	Marina Mop Heads	09/27/22	33.00	50067	11/07/22
		1430339942	Waste Water Supplies	10/04/22	34.71	50067	11/07/22
		1430339943	Shop Supplies and Mats	10/04/22	34.96	50067	11/07/22
		1430339944	Marina Mop Heads	10/04/22	33.49	50067	11/07/22
		1430339945	Golf Course	10/04/22	52.21	50067	11/07/22
		1430340543	Big River Golf Course	10/11/22	52.05	50067	11/07/22
		1430340544	Police Mats	10/11/22	34.50	50067	11/07/22
		1430341722	Golf Course	10/25/22	52.05	50067	11/07/22
		1430341978	Bldg Maint/Supplies CH/Library	10/28/22	12.74	50067	11/07/22
		1430341978	Bldg Maint/Supplies CH/Library	10/28/22	19.73	50067	11/07/22
		1430341978	Bldg Maint/Supplies CH/Library	10/28/22	19.73	50067	11/07/22
		1430342310	Golf Course	11/01/22	53.77	50067	11/07/22
		1430342311	Police Mats	11/01/22	35.54	50067	11/07/22
		1430342595	Bldg Maint/Supplies CH/Library	11/04/22	12.74	50161	11/23/22
		1430342595	Bldg Maint/Supplies CH/Library	11/04/22	19.73	50161	11/23/22
		1430342595	Bldg Maint/Supplies CH/Library	11/04/22	19.73	50161	11/23/22
		1430342911	Golf Course	11/08/22	52.05	50161	11/23/22
		1430342912	Police Mats	11/08/22	34.50	50161	11/23/22
		1430343497	Police Mats	11/15/22	34.50	50161	11/23/22
		1430343782	Bldg Maint/Supplies CH/Library	11/18/22	12.74	50161	11/23/22
		1430343782	Bldg Maint/Supplies CH/Library	11/18/22	19.73	50161	11/23/22
		1430343782	Bldg Maint/Supplies CH/Library	11/18/22	19.73	50161	11/23/22
		1430344101	Big River Golf Course	11/22/22	52.05	50161	11/23/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 2293:					1,664.87		
2307							
2307	UPS	0000084WV8	PD Postage	10/22/22	39.32	50162	11/23/22
		0000084WV8	Police Postage	10/29/22	47.09	50162	11/23/22
		0000084WV8	Fee on Postage for PD	11/05/22	25.05	50162	11/23/22
		0000084WV8	Fee on Postage for PD	11/12/22	18.37	50162	11/23/22
Total 2307:					129.83		
2314							
2314	USA Bluebook Inc.	150981	WWTP Lab Supplies	10/21/22	195.36	50068	11/07/22
		155191	WWTP Lab Supplies	10/26/22	42.40	50068	11/07/22
Total 2314:					237.76		
2337							
2337	Verizon Wireless	9918308191	Mobile Hotspots	10/15/22	180.95	50070	11/07/22
		9919596613	Cell Phone Administrator	11/02/22	401.88	50093	11/18/22
		9919596613	Building Dept.	11/02/22	123.39	50093	11/18/22
		9919596613	Public Works Phones	11/02/22	131.16	50093	11/18/22
		9919596613	Public Works Phones	11/02/22	131.16	50093	11/18/22
		9919596613	Police Cell Phones	11/02/22	1,185.12	50093	11/18/22
Total 2337:					2,153.66		
2361							
2361	Capital One	1644786343	Boyd's House	10/19/22	15.44	49993	11/07/22
		1644786343	Halloween	10/19/22	18.99	49993	11/07/22
		1644786343	TV for OAMR	10/19/22	178.00	49993	11/07/22
		1644786343	PARKS and Rec	10/19/22	76.99	49993	11/07/22
		1644786343	Cooking Class	10/19/22	866.89	49993	11/07/22
		1644786343	Candy for Halloween	10/19/22	1,153.03	49993	11/07/22
		1644786343	Credit on Account	10/19/22	159.33-	49993	11/07/22
Total 2361:					2,150.01		
2396							
2396	Wesley Wise Excavating	1535356	Refund Hydrant Deposit	11/01/22	920.00	50072	11/07/22
Total 2396:					920.00		
2452							
2452	Withnell Motor Company	DURANGO2	New Dodge Durango	11/03/22	38,103.17	49982	11/03/22
		DURANGO2	Dodge Durango 2022	11/03/22	38,103.17	49982	11/03/22
Total 2452:					76,206.34		
2504							
2504	Mount's Lock & Key	257085	Rekey Welcome Center	07/28/22	197.35	50029	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 2504:					197.35		
2544							
2544	911 Supply	INV-1-27234	PD Uniforms-Vandever	11/10/22	219.98	50076	11/18/22
		INV-1-27235	PD Uniforms-Lemmon	11/10/22	219.98	50076	11/18/22
		INV-1-27236	PD Uniforms	11/10/22	1,956.61	50076	11/18/22
		INV-1-27237	PD Uniforms	11/10/22	1,043.64	50076	11/18/22
		INV-1-27238	PD Uniforms	11/10/22	348.91	50076	11/18/22
		INV-1-27239	PD Uniforms	11/10/22	579.80	50076	11/18/22
Total 2544:					4,368.92		
2588							
2588	Visual Lab, Inc.	22733	Subscription Fee- Visual Labs Smartphone Body Camera	08/29/22	7,200.00	50071	11/07/22
Total 2588:					7,200.00		
2612							
2612	Hermiston Transportation	5318	Taxi Ticket Redemption	11/01/22	68.00	50123	11/23/22
Total 2612:					68.00		
2615							
2615	Shilhanek, Carol	OCT/NOV22	Yoga Classes-2022	11/02/22	100.00	50056	11/07/22
Total 2615:					100.00		
2628							
2628	Strong, Arianna	TRAVELREI	mileage-Pickup Library Van from Creative Signs	06/04/21	46.26	Multiple	Multiple
Total 2628:					46.26		
2695							
2695	Umpqua Research Company	T006462	Lab Testing-Drinking Water	04/19/22	250.00	50160	11/23/22
		T006622	Lab Testing-Drinking Water	05/12/22	225.00	50160	11/23/22
		T007051	Lab Testing-Drinking Water	11/19/22	250.00	50160	11/23/22
		T007685	Lab Testing-Coliforms	10/19/22	250.00	50160	11/23/22
		T007751	Lab Tests-Drinking Water	10/28/22	34.00	50066	11/07/22
		T007861	Lab Testing-Drinking Water	11/16/22	250.00	50160	11/23/22
		T007883	Lab Tests-Drinking Water	11/21/22	1,155.00	50160	11/23/22
		T2J2705	Lab Testing-Drinking Water	10/28/22	34.00	50066	11/07/22
Total 2695:					2,448.00		
2720							
2720	Petroleum Compliance Services	2717	Automatic Tank Gauge Certification-testing	10/21/22	1,270.00	50042	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 2720:					1,270.00		
2723							
2723	T Mobile	8369.11.13.2	Library hotspots	11/01/22	157.50	50060	11/07/22
Total 2723:					157.50		
2779							
2779	J Lugo's Construction, LLC	180	Reroof Damage Boat Dock Area	10/23/22	10,048.40	50019	11/07/22
		181	Replace Damage Deck Area-Marina	10/23/22	5,000.00	50019	11/07/22
Total 2779:					15,048.40		
2852							
2852	City of Umatilla	1002.11.01.2	Boyd's Place	11/01/22	172.51	50081	11/18/22
		6002.11.21.2	Marina Refuse	11/01/22	803.36	50081	11/18/22
		6092.11.01.2	Golf Course Refuse	11/01/22	121.10	50081	11/18/22
Total 2852:					1,096.97		
2901							
2901	Anatek Labs	2219021	IWW Quarterly Metals Testing	10/24/22	615.00	50097	11/23/22
Total 2901:					615.00		
2922							
2922	City of Hermiston	9508	IGA West End Govt Affairs and Lobby Services	11/08/22	6,000.00	50108	11/23/22
		9513	IT Support	11/08/22	12,500.00	50108	11/23/22
Total 2922:					18,500.00		
2924							
2924	Blackstone Publishing	2068694	audio books	10/14/22	84.81	49990	11/07/22
		2071298	audio books	10/28/22	118.13	49990	11/07/22
Total 2924:					202.94		
2938							
2938	Khehra Brothers LLC	12.01.2022	Pro Shop Rent	12/01/22	1,500.00	50131	11/23/22
Total 2938:					1,500.00		
2952							
2952	Northside Ford Truck Sales Inc.	10984	Building Dept.	10/31/22	49,952.38	50031	11/07/22
Total 2952:					49,952.38		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
2960							
2960	Admiral Beverage Northwest, Inc	4499016399	Retail for Golf Course	10/28/22	118.75	49985	11/07/22
Total 2960:					118.75		
2993							
2993	Oregon Liquor Control Commissi	11042022	Temp. on Premises Alcohol Permit for Art Class	11/07/22	20.00	50035	11/07/22
		WINTERFES	Winterfest 2022	11/29/22	10.00	50167	11/29/22
Total 2993:					30.00		
2995							
2995	Vern's Food Service Distribution	232633-00	Fishing the Brave Supplies	11/15/22	313.26	50164	11/23/22
Total 2995:					313.26		
3002							
3002	Bridgestone Golf, Inc.	1003054581	Golf Course Supplies	03/07/22	300.00	49992	11/07/22
		1003057273	Golf Course Supplies	03/18/22	285.00	49992	11/07/22
		1003059463	Golf Course Supplies	03/23/22	151.62	49992	11/07/22
		1003072259	Golf Course Supplies	04/19/22	955.54	49992	11/07/22
		1003081249	Golf Course Supplies	05/06/22	49.64	49992	11/07/22
		1003128131	Golf Course Supplies	08/28/22	99.28	49992	11/07/22
		1003130956	Golf Course Supplies	10/12/22	41.88	49992	11/07/22
		INV-1003136	Golf Course Supplies	11/16/22	41.88	50101	11/23/22
Total 3002:					1,924.84		
3004							
3004	Nelson Construction	HYDRANTD	Hydrant Deposit Refund	11/01/22	1,280.00	50030	11/07/22
Total 3004:					1,280.00		
3019							
3019	Pacific Golf & Turf	P866674PO	Golf Course	09/19/22	1,024.78	50037	11/07/22
		S869996SP	Two John Deere 7500A Mowers	11/01/22	58,000.00	50145	11/23/22
Total 3019:					59,024.78		
3024							
3024	Hodgen Distributing	265381	Retail Product for Golf Course	11/01/22	293.80	50015	11/07/22
Total 3024:					293.80		
3038							
3038	Taylor Made Golf Company Inc.	35685606	Golf Course	05/17/22	276.84	50062	11/07/22
		35833003	Golf Course	06/18/22	183.48	50062	11/07/22
		35838516	Golf Course	06/20/22	227.16	50062	11/07/22
		35866517	Golf Course	06/26/22	183.48	50062	11/07/22
		35884641	Golf Course	06/28/22	211.76	50062	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
		35917107	Golf Course	07/09/22	227.16	50062	11/07/22
		35984140	Golf Course	07/31/22	227.16	50062	11/07/22
		35984141	Golf Course	07/31/22	681.48	50062	11/07/22
		35993962	Golf Course	06/03/22	409.26	50062	11/07/22
		36045213	Golf Course	06/23/22	221.16	50062	11/07/22
		36072958	Golf Course	07/01/22	183.48	50062	11/07/22
		36304327	Golf Course	11/09/22	246.52	50155	11/23/22
		36305543	Golf Course	11/17/22	184.60	50155	11/23/22
	Total 3038:				3,463.54		
3044							
3044	Planet Turf	3002012	Golf Course	11/01/22	1,478.00	50045	11/07/22
		3002026	Golf Course	11/02/22	849.22	50045	11/07/22
	Total 3044:				2,327.22		
3146							
3146	Columbia Basin Bait	896435	Bait for marina resale	11/01/22	368.40	49995	11/07/22
	Total 3146:				368.40		
3210							
3210	Equine Elegance	WINTERFES	Wagon Rides-Winter Festival	11/22/22	1,500.00	50116	11/23/22
	Total 3210:				1,500.00		
3234							
3234	Schoenfeldt, Mary	12.05.21	Emergency Management Training and Exercise	12/05/21	2,500.00	Multiple	Multiple
		12.05.21	Emergency Management Training and Exercise	12/05/21	2,500.00	Multiple	Multiple
	Total 3234:				5,000.00		
3237							
3237	Egan, Brittany	WINTERFES	Winterfest Santa Pictures	11/22/22	500.00	50115	11/23/22
	Total 3237:				500.00		
3239							
3239	Roberts, Chris	11.11.2022	Firewood for Marina	11/11/22	275.00	50148	11/23/22
		12.05.2022	RV & Marina Camp Host	12/05/22	800.00	50148	11/23/22
	Total 3239:				1,075.00		
3261							
3261	Kleinschmidt Associates	0002022101	Water Diversion Upgrade Design & Permitting	11/07/22	70,122.41	50132	11/23/22
	Total 3261:				70,122.41		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
3270							
3270	Olsen, Megan	11152022	Reimbursment for Office Supplies	11/15/22	21.12	50088	11/18/22
Total 3270:					21.12		
3280							
3280	Culligan Wtr Cond. of Kennewick	125001	Police Water Delivery	10/18/22	60.75	50000	11/07/22
		125317	Marina Water Delivery	10/18/22	12.95	50000	11/07/22
Total 3280:					73.70		
3291							
3291	Morales Yopez, Marisela	CIS2022	Reimbursment for CIS Conference	10/31/22	70.00	50028	11/07/22
Total 3291:					70.00		
3329							
3329	Performance Systems Integratio	12484894	Library Fire Ext.	10/14/22	317.50	50041	11/07/22
Total 3329:					317.50		
3335							
3335	Cutchen Consulting & Communi	SI-7	Consulting	11/01/22	6,366.68	50002	11/07/22
Total 3335:					6,366.68		
3336							
3336	AAA Renovation & Construction	211 STOCKT	Utility Refund-211 Stockton Ave.	10/31/22	3.75	49984	11/07/22
		373MERRIC	Utility Refund-373 Merrick Ave.	11/01/22	405.79	49984	11/07/22
Total 3336:					409.54		
3346							
3346	Crafton, Vance	235TRUMAN	Utility Deposit Refund	11/01/22	100.00	49999	11/07/22
Total 3346:					100.00		
3348							
3348	Waite, Chris	ORPA2022	ORPA State Conference-Travel Expense Reimbursement	11/09/22	505.26	50094	11/18/22
Total 3348:					505.26		
3349							
3349	Campos, Salud	11.15.2022	Reimbursment for Halloween Supplies	11/15/22	161.71	50104	11/23/22
Total 3349:					161.71		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
3360							
3360	Keller, Kathleen	27CLIFFST	Utility Refund-27 Cliff St.	06/01/22	43.61	49009	06/09/22
		27CLIFFST	Garbage Acct. Refund	06/01/22	2.88	50024	11/07/22
Total 3360:					46.49		
3373							
3373	Vega, Noemy	10312022	Reimbursement for Supplies	11/01/22	151.16	50069	11/07/22
Total 3373:					151.16		
3414							
3414	Senske Services	11.03.22	Marina Christmas Lights	10/20/22	3,840.00	50151	11/23/22
Total 3414:					3,840.00		
3459							
3459	Legacy Contracting, Inc.	11152022	Pedestrian Bridge and Utilities	11/15/22	199,080.79	50166	11/29/22
Total 3459:					199,080.79		
3481							
3481	Blue Mountain Consulting	NOV022022	Consulting-Nugent Park	11/02/22	4,317.00	49991	11/07/22
Total 3481:					4,317.00		
3488							
3488	Schneider, Angela	SATURDAY	Saturday Market refund	11/22/22	25.00	50150	11/23/22
Total 3488:					25.00		
3496							
3496	Sepulveda Jacobo, Jesus	221226-OCT.	Restitution Mario J. Aguilar	11/01/22	100.00	50055	11/07/22
Total 3496:					100.00		
3502							
3502	Arterburn, Steven	424PENDLE	Utility Refund 424 Pendleton ave.	11/01/22	40.35	49987	11/07/22
Total 3502:					40.35		
3503							
3503	Ramirez, Joaquina	16258THST	Utility Refund 1625 8th St.	11/01/22	42.78	50050	11/07/22
Total 3503:					42.78		
3504							
3504	Roberts, Wayne	2655PHEAS	Utility Refund 2655 Pheasant Ridge St.	11/01/22	81.05	50053	11/07/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 3504:					81.05		
3505							
3505	Phantizy Productions	001	Music Festival Consulting	10/24/22	4,590.00	50043	11/07/22
Total 3505:					4,590.00		
3506							
3506	Magnum Power	10.24.2022	Refund Hydrant Meter	10/24/22	1,400.00	50136	11/23/22
Total 3506:					1,400.00		
3507							
3507	Trujillo, Eduar	221673TRUJ	Paid Wrong Court	11/01/22	440.00	50063	11/07/22
Total 3507:					440.00		
3508							
3508	Young, John M.	221230YOU	Overpayment 221230 John M. Young	11/01/22	50.00	50073	11/07/22
Total 3508:					50.00		
3509							
3509	Humbert, Edward Prefontaine	171342HUM	Overpayment-171342 Humbert	11/01/22	150.00	50016	11/07/22
Total 3509:					150.00		
3510							
3510	Ayad, Mohammed Samer	221581AYAD	Overpayment-221581 Mohammed Samer Ayad	11/01/22	15.00	49988	11/07/22
Total 3510:					15.00		
3511							
3511	Jackson, Jason	719MILLERL	Utility Refund 719 Miller Loop	11/01/22	5.78	50021	11/07/22
Total 3511:					5.78		
3512							
3512	Cunningham, Lauren	250RAYMON	Utility Deposit	11/01/22	100.00	50001	11/07/22
Total 3512:					100.00		
3513							
3513	Roberts, Tim	160220105-0	Canceled Reservation	10/29/22	267.44	50052	11/07/22
		160220105-0	Canceled Reservation	10/29/22	21.36	50052	11/07/22
Total 3513:					288.80		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
3514							
3514	D & B Supply	46041	public works supplies	10/21/22	124.99	50003	11/07/22
		46041	public works supplies	10/21/22	124.99	50003	11/07/22
		46041	public works supplies	10/21/22	125.00	50003	11/07/22
		46041	public works supplies	10/21/22	124.99	50003	11/07/22
Total 3514:					499.97		
3515							
3515	Varseaubiz, Inc.	OCT.07-2023	Music Festival Entertainment	11/07/22	10,000.00	50075	11/07/22
Total 3515:					10,000.00		
3516							
3516	Seismonos, Inc.	OCT07-23	music festival entertainment	11/07/22	17,500.00	50074	11/07/22
Total 3516:					17,500.00		
3517							
3517	ED HUMFLEET TRANSPORT	22-48	boat removal	11/09/22	1,500.00	50083	11/18/22
Total 3517:					1,500.00		
3518							
3518	Baker Technical Institute	2450	Class A CDL	11/08/22	5,900.00	50099	11/23/22
Total 3518:					5,900.00		
3519							
3519	VanArsdale, Barbara	11.11.2022	Slip Release-B-10	11/11/22	396.47	50163	11/23/22
Total 3519:					396.47		
3520							
3520	Jeter, Dennis	PROPANER	propain Refill	11/21/22	20.00	50130	11/23/22
Total 3520:					20.00		
3521							
3521	ICMA Membership Renewals	859442-2023	Stockdale Membership Renewal	11/22/22	1,037.73	50127	11/23/22
Total 3521:					1,037.73		
3522							
3522	Montoya, Liliana	213WENATC	utility refund	11/14/22	45.07	50139	11/23/22
Total 3522:					45.07		
3523							
3523	Medellin, Raschell	DROPBOX:4	utility account refund	11/22/22	150.00	50137	11/23/22

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Number	Check Issue Date
Total 3523:					150.00		
3524							
3524	Nava, Efren	14413RDST.	Utility Refund 1441 3rd St.	11/22/22	12.89	50140	11/23/22
Total 3524:					12.89		
3525							
3525	Dufrey, Jody	120DARKCA	Utility Refund	11/21/22	20.14	50114	11/23/22
Total 3525:					20.14		
3526							
3526	The Identities	WINTERFES	Winterfest Entertainment	11/22/22	1,850.00	50156	11/23/22
Total 3526:					1,850.00		
3527							
3527	Reliant Talent Agency, LLC	DAVECOOK	Rock the Locks Entertainment-Deposit	11/29/22	6,250.00	50168	11/29/22
		EVERCLEAR	Rock the Locks Entertainment-Deposit	11/29/22	15,000.00	50168	11/29/22
Total 3527:					21,250.00		
Grand Totals:					1,153,772.29		

Report Criteria:

Detail report type printed

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution 20-2023 A resolution adopting a new employee handbook for the City of Umatilla, and repealing Resolution 01-2016	Meeting Date: 2022-12-06
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Jonathan Egan	Phone Number:
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Cost of Proposal: N/A	Fund(s) Name and Number(s): N/A
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: 11/15/2022
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Attachments to Agenda Packet Item:

[RES 20-2023.docx](#)

[2023 Employee Handbook.docx](#)

Summary Statement: Motion to approve Resolution 20-2023.
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Consistent with Council Goals: Goal 5 : Perform at the Highest Levels of Operational Excellence

RESOLUTION NO. 20-2023

**A RESOLUTION ADOPTING A NEW EMPLOYEE HANDBOOK
FOR THE CITY OF UMATILLA, AND REPEALING RESOLUTION 01-2016**

WHEREAS, the City Council of the City of Umatilla does hereby adopt rules and regulations for the administration of the personnel system, and;

WHEREAS, the handbook is reviewed on an annual basis in accordance with best practices and based upon recommendation from the City's insurance provider, and;

WHEREAS, the proposed handbook incorporates updated language that brings the City in compliance with new legislation and provides consistency between employee groups.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Umatilla does hereby adopt the following employee handbook.

And be it further resolved that Resolution 01-2016 is repealed in its entirety.

PASSED by the City Council and **SIGNED** by the Mayor this 6th day of December, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder



CITY OF UMATILLA

EMPLOYEE HANDBOOK

ADOPTED BY RESOLUTION #20-2023
EFFECTIVE JANUARY 1, 2023

700 6TH STREET, PO BOX 130
UMATILLA, OR 97882
541-922-3226
FAX 541-922-5758

Welcome!

Welcome to the City of Umatilla we're glad to have you on our team. We believe that our employees are our most valuable assets. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with the City of Umatilla, you will become a productive and successful member of the City fo Umatilla's team.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between the City of Umatilla and its employees, other than those found in applicable collective bargaining agreements. The policies stated in this handbook are subject to change at any time at the sole discretion of the City of Umatilla with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City of Umatilla that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement contradicts or is inconsistent with what is in this employee handbook, the collective bargaining agreement provision controls.

This handbook does not create a contract of employment between the City of Umatilla and its employees. With the exception of employees who are subject to a collective bargaining agreement, all employment at the City of Umatilla is "at will." That means that either you or the City of Umatilla may terminate this relationship at any time, for any reason, with or without cause or notice (unless you are subject to a collective bargaining agreement or written contract of employment). No supervisor, manager, or representative of the City of Umatilla other than the City Manager has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by the City of Umatilla (or that is included in a collective bargaining agreement).

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask Human Resources.

Sincerely,
David Stockdale
City Manager
City of Umatilla

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WELCOME TO THE CITY OF UMATILLA

To help you familiarize yourself with the City, we present a brief history of Umatilla. On the following pages you will be introduced to the procedures and expectations of the City so that you will have a point of reference in the early days of becoming a member of our team. Refer to your personnel manual often. Hopefully, you will find the answers to most personnel questions you may encounter in these pages. May your association with the City of Umatilla be a mutually satisfying and productive one!

HISTORY OF THE CITY OF UMATILLA

GOVERNMENT

The City of Umatilla was first incorporated as Umatilla City on October 24, 1864 with a mayor, five aldermen, recorder, marshal and treasurer. The first mayor was George Coe. Disincorporation soon followed in 1866 because the citizens felt it was unnecessary to have the burden of a municipal government. Reincorporation took place in 1906 as the City of Umatilla.

The city charter established a mayor/council form of government. The mayor is elected at large to serve for four years, to conduct the twice monthly council meetings and to officially oversee the operations of the city. There is no remuneration for serving. For a complete list of mayors, see appendix "A".

There are six council members elected for a four year term. Every two years there is an election for three council positions. Council members vie for council seats by numbered position. The city council sets the policy for the city.

LOCATION

In 1968 the City of Umatilla was moved to higher ground due to the expected flooding of the townsite due to the building of the John Day Lock and Dam. The Army Corps of Engineers acquired the land adjoining the Columbia River and that 130 acre area which did not flood, as expected, is the region referred to as "Old Town." Eventually, the City hopes to reacquire Old Town through a lease for development into a park.

The land at Old Town has been named to the National Register of Historic Places. Archeological digs have confirmed that an ancient prehistoric settlement once thrived on the banks of the Umatilla and Columbia River. In later times, Indian villages occupied the area. An ancient Indian burial ground remains on the land still and is protected from relic collectors and vandals.

The first archeological dig was conducted in 1965 by a crew from the University of Oregon in Eugene. Thousands of relics were found and are now stored until eventual funding is available to continue dating and identifying the historic treasures.

In 1970 the Mid Columbia Archeological Society initiated a series of excavations and in the spring of 1979 an archeological investigation was conducted by the Washington Archeological Research Center. The Umatilla site is the largest extant prehistoric site reported in the State of Oregon.

AMENITIES

The City currently has 8 parks:

1. Nugent Park; 40 acre site that was acquired through the Bureau of Land Management by patent in 1962. A boat ramp is situated in the park area on the shores of the Umatilla River. The covered fishing dock was built with grant funds and is located on Corps property leased by the City.
2. Bus Stop Park; A small green space type park located on the intersection of Powerline Road and Madison Street.
3. Riverside Park; ½ acre of developed park land on the south side of the Umatilla river off of Stephens Street.
4. Village Square; ¼ acre green space park located adjacent to City hall on 6th Street.
5. Hash Park; 26 acre, mostly undeveloped park, located at the east end of Lewis Street.
6. Kiwanis Park; Located near the entrance to the McNary area, this park site was developed with property donated to the City by a private citizen.
7. Tennis Court Park; ½ acre park located on the north side of Walla Walla Street with 2 tennis courts and a swing set.
8. Triangle Park; A small green space type park located at the entrance to the McNary area on the west side of Willamette Street.

There is also a small undeveloped park area in the south hill area with a small basketball court located on the corner of Grant St and Van Buren Dr.

Two cemeteries are maintained in the City. Pioneer Cemetery on 6th Street is now filled, having the last burial there in 1984 of a long time employee of the City, recorder Miriam McKenzie. The newer cemetery, Sunset Memorial, is situated off of Powerline Road at the west end of Grant Street and was recently expanded in size.

Water is supplied to the City through the use of four deep basalt ground water wells. They are the Golf Course Well, Intertie Well, McFarland Well, and the leased Port Well. Storage is handled by four above ground water storage tanks totaling a capacity of nearly 3.7 million gallons.

The City's waste water treatment plant was upgraded in 2000 and is operated by the Waste Water Department of Public Works.

The Umatilla City Police Department is operated 24 hours a day with the office being staffed between 8:00 a.m. to 4:00 p.m., Monday through Friday.

The Fire Department is not a part of the City of Umatilla but rather is operated as a rural fire district.

CITY OPERATION

There are the following departments in the City:

- 1) Police
- 2) Public Works (including water, sewer, streets, park maintenance, and cemeteries)
- 3) Finance and Administrative Services (including library services, account payable/receivable, utilities, Human Resources, and the Court).
- 4) Community Development
- 5) Parks and Recreation

Garbage pick-up is through a franchise agreement with Sanitary Disposal Service.

REVENUE SOURCES TO OPERATE THE CITY

The water and sewer departments are funded through user fees. (Monthly utility billing.)

The street department gets its revenue through state highway revenue sharing tax, city street lighting fee and when available, the City's general fund.

The general fund makes up the rest of the City's funding. The general fund has a variety of revenue sources including property taxes, franchise fees, building department revenue, and court fines.

UMATILLA MISSION STATEMENT

The mission of the City of Umatilla is to continue working for a safe, livable, desirable, and economically viable community, which promotes managed growth, while maintaining small-town values.

ABOUT THIS HANDBOOK

This Employee Handbook is a guide to our employment provisions and expectations. It outlines many of the programs and benefits that affect you as an employee of the City of Umatilla. Nothing in this Handbook is meant to limit the discretion of the City of Umatilla in managing and supervising employees and we reserve the sole discretion and right to amend, delete, or otherwise revise the Employee Handbook at any time.

The City of Umatilla may add to the policies in this handbook or revoke or modify them from time to time. The City of Umatilla will try to keep the manual current, but there may be times when policy will change before this handbook can be revised. Significant changes to the handbook will be communicated to employees as soon as possible. Please be aware that any oral statements or representations cannot change or alter the provisions of the Employee Handbook. All previously issued handbooks as well as policies, memos, and verbal or written agreements that are in conflict with its provisions and any inconsistent policy or benefit statements will be superseded as of that date. While this Handbook is distributed to all employees of the City of Umatilla, certain employment policies and practices may be different or will not apply to those working in exempt positions per the

Fair Labor Standards Act (FLSA), positions covered by a collective bargaining agreement, part-time positions, on-call, or temporary positions.

By its nature, this Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications or exceptions to the general policies and procedures of the City of Umatilla. The information provided in this Handbook is based on the belief that common sense, good judgment, respect and consideration for the rights of others are paramount to our ability to serve our internal and external customers and ourselves. We have tried to anticipate many of your questions, but in no way do we believe that this document will provide every answer. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice, you should address your specific questions to your manager. For the purposes of this handbook, "manager" means either a manager or supervisor to whom you report.

The City of Umatilla recognizes that employees differ in their skills, goals, perceptions, and values. Conditions and conflicts may arise because of that diversity; and those conditions and conflicts may not be sufficiently addressed within this Handbook. When that occurs, the City of Umatilla's management team will endeavor to make decisions that are fair and equitable; while at all times ensuring that the best interests of the City of Umatilla are served.

Neither this Handbook nor any other organization document, confers any contractual right, either express or implied, to remain in the City of Umatilla's employ. Neither does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated by the City of Umatilla, or you may resign with or without reason or notice at any time.

Some subjects described in this Handbook such as benefit plan information are covered in detail in official policy documents. You should refer to these documents for specific information, since this Handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies or coverage documents are controlling.

You are encouraged to offer suggestions for improvement to this Handbook, procedures, employment practices or working conditions. Please read through this Handbook carefully. You may want to share it with your family members so that they will also understand your work environment. Should you have additional questions, or need further detail, please talk with your manager who can advise you or refer you to the appropriate resource.

If you have any concerns regarding your employment with the City of Umatilla, please discuss this with your manager or Human Resources. We want your experience with us to be challenging, rewarding, and enjoyable.

DEFINITIONS

Advancement	A salary increase within the limits of pay range established for a class.
Allocation	The assignment of a single position to its proper class in accordance with the duties performed and the authority and responsibility exercised.
Anniversary Date	One year periods from the date of employment or reclassification.
Appeal	A request to a supervisor, department head or City Manager for consideration of a decision or ruling on a problem or situation
Appointing Power	The City Manager to whom authority is delegated to make the appointment to fill a vacant position.
Calendar Year	Twelve (12) month period beginning January 1, and ending December 31.
Central Personnel File	A file maintained in the office of the Finance & Administrative Services Director which contains official personnel records of all City employees.
City Manager	The chief executive officer and the head of the administrative branch of the City government who is directly responsible to the City Council for the proper management of all affairs of the City.
Class	A group of positions sufficiently alike in the level of responsibilities and authority to require similar qualifications.
Class Specifications	A written description of each class of positions including title, a statement of objectives, the reporting relationship and the relationship other than reporting. Positions, not the individual, are classified.
Compensatory Time Off	Time off from work to compensate the employee for hours actually worked in excess of forty (40) hours in one (1) work week. It is calculated at one and a half times the number of hours worked above 40 hours. This can be taken in lieu of Overtime.
Demotion	A transfer of an employee from a position in one class to one which has a lower salary range.
Department	A major functional unity of the City government.
Department Head	A person directly responsible to the City Manager for supervision of a department.
Discharge	Termination of employment with City for reasons attributable to the employee.

Disciplinary Action	Imposition of certain personnel actions such as reprimand, warning, suspension, dismissal, or demotion, as a result of conduct considered by the City not to be in the best interest of the City, and/or in violation of City ordinance or policy.
Dismissal	Termination of employment with City for reasons attributable to the employee.
Division	A functional unit within a department.
Employee	Anyone who is compensated for employment with the City of Umatilla who is not an independent contractor or volunteer.
Exempt Employee	An employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).
Fiscal Year	Twelve (12) month period beginning July 1 and ending June 30
Full-Time Employee	An employee who regularly works at least 30 hours a week.
Grievance	An employee's oral or written expression of dissatisfaction with some aspect of their employment, a management decision affecting the employee, or an alleged violation of their rights for the purpose of attempting to gain an adjustment of said cause of dissatisfaction.
Hourly Rate	Rate of compensation for each hour of work performed. It is determined by dividing the annual salary by the regular number of hours worked each year which is 2,080 hours.
Immediate Family	The husband, wife, domestic partner, son, daughter, father, mother, brother, sister, grandfather, grandmother, grandchildren, father-in-law, mother-in-law, grandfather-in-law, grandmother-in-law, or any other relative living in the employee's household. The term "Immediate Family" shall include step or half relations.
Layoff	A separation from employment, with possibility of recall, because of organizational change, lack of work, lack of funds, or other reasons not reflecting discredit upon an employee.
Management Employee	City Manager, Finance & Administrative Services Director, Police Chief, Public Works Director, Community Development Director, and Parks and Recreation Director
Military Leave	Leave of absence for an employee fulfilling military service.

Non-Exempt Employee	An employee who is not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and is therefor entitled to overtime pay (or compensatory time off) for all hours actually worked in excess of 40 hours in a work week.
Non-Occupational Disability	Disability from an accident or sickness suffered or contracted by the employee which is not attributed to the performance of assigned duties.
Occupational Disability	Disability from an accident or sickness suffered or contracted as a result of the performance of assigned duties.
Part-Time Employee	An employee who is employed regularly for less than 20 hours who normally follows a predetermined, fixed pattern of working hours.
Personnel Action	Any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal, or other action affecting the status of employment.
Probationary Period	A working test period of six (6) months during which an employee is required to demonstrate their fitness for the duties to which they are appointed by actual performance of the duties of the position. During the probationary period, employee's may be dismissed at anytime for good cause or without casue or reason (except for reasons protected by federal, state, or local law).
Regular Employee	An employee who works more than six (6) months on an annual basis.
Seniority	The length of the employee's continuous service to the City since the employee's last date of hire.
Supervisor	An employee directly responsible to the department head for the operation of a division and/or personnel within the division.
Tempoarary Employee	An employee who works on a temporary (seasonal) basis, not to exceed 6 months. Can be either full or part time and does not qualify for most benefits (except as specified herein).
Transfer	A change of an employee from one position to another within the City service.
Verbal Counseling	An opportunity for the employee to receive feedback from their supervisor. Verbal counseling must be reduced to writing and given to the employee. Verbal counseling is not considered discipline.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICIES

The following EEO Policies apply to all employees. Members of management, elected officials and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with their supervisor or Human Resources at any time if they have questions relating to the issues of harassment, discrimination or bullying, or what it means to work in a respectful workplace.

NO-DISCRIMINATION, NO-RETALIATION POLICY

The City of Umatilla provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The City of Umatilla also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

For purposes of this and all other City of Umatilla policies, "race" is defined to include physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hair styles. Further, "protective hairstyles" is defined as "hairstyle, hair color or manner of wearing hair, including braids (regardless of whether the braids are created with extensions or styled with adornments, locs and twists)."

The City of Umatilla's commitment to equal opportunity applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

FILLING VACANCIES

All original appointments to vacancies shall be made on the basis of skills, ability experience, qualifications, employment history and fitness as determined by the City, whether recruiting internally or externally. Job applicants will be considered on an equal basis without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, military status, association with members of a protected class, marital status, injured workers status, non-supervisory family relationships, or any other protected class or work relationship.

Our policy is to always try to select the most qualified person for each available job; we recognize current employees' experience and familiarity with the City of Umatilla as an important qualification, and we encourage current employees to apply for openings in which they are interested. Usually, you must have completed your initial probationary period before transferring to a new position, and to be eligible for a transfer, you may not be under any disciplinary action.

These qualities shall be determined through careful evaluation of one or more of the following.

(a) The applicant's level of experience, education, and training relative to the requirements of the position for which they have applied.

(b) The applicant's level of physical and mental fitness relative to the position for which they have applied.

(c) The results of an oral interview, and whenever practical, the results of a competitive written examination or demonstration test which shall test the abilities and aptitudes of applicants for the duties to be performed. No question in any test or in any application form or by appointing power shall be purposely framed to illegally attempt to elicit information concerning sex, marital status, disability, age, race, color, ancestry, national origin, or political or religious affiliation for the purpose of illegal discrimination.

All statements submitted on the employment application or resume shall be subject to investigation and verification. False statements shall result in a disqualification of the applicant.

A job applicant or employee may be required to take a physical or psychological examination which may include a drug and alcohol screen. If an examination is required, the City of Umatilla shall pay the cost of the examination.

References

All requests for references or recommendations must be directed to Human Resources. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, the City of Umatilla discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

EMPLOYMENT ELIGIBILITY VERIFICATION

In conformity with the Immigration Reform and Control Act of 1986 (IRCA), we hire only those who are eligible to work in the United States. Verification documentation is required of all new hires, and employees are expected to inform the City of Umatilla immediately if their eligibility changes.

After an individual is employed by the City of Umatilla (as allowed by law), the City of Umatilla may choose to use the federal E-Verify program to validate social security numbers, or the City of Umatilla may use other methods for verifying social security numbers.

Expired documents are not valid documents for I-9 purposes.

STATEMENT REGARDING PAY EQUITY

The City of Umatilla supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon law) in the

payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City of Umatilla pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with Human Resources.

NO-HARASSMENT POLICY

The City of Umatilla prohibits harassment of any kind or sexual assault in the workplace, or harassment or sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, the City of Umatilla prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with the Human Resources, at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Umatilla related or sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of the City of Umatilla's employees. Such harassment is prohibited whether committed by City of Umatilla employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

Other Forms of Prohibited Harassment

City of Umatilla policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Such harassment may include verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on City of Umatilla property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

COMPLAINT PROCEDURE

Employees, volunteers or interns who have experienced sexual assault, any harassment, discrimination, or bullying in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of Human Resources, the City Manager, a supervisor, or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

INVESTIGATION AND CONFIDENTIALITY

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City of Umatilla's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the City of Umatilla will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City of Umatilla's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the City of Umatilla cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an

employee can take any legal action against the City of Umatilla, the employee must provide written notice of the claim within 180 days of the act or omission the employee claims has caused him/her harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

PROTECTION AGAINST RETALIATION

The City of Umatilla prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, or harassing, discriminatory, or bullying conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to Human Resources or the City Manager, or any supervisor or member of management. Any employee who is found to have retaliated against another employee, in violation of this policy, including taking any action that would deter a reasonable person from opposing or reporting a policy violation or participating in the complaint process, will be subject to disciplinary action up to and including termination of employment.

See also the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

OTHER RESOURCES AVAILABLE TO EMPLOYEES

The City of Umatilla provides an Employee Assistance Program (EAP) through Canopy to employees and dependents who are enrolled in the City of Umatilla's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to www.canopywell.com. The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City of Umatilla cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

OTHER EMPLOYEE RIGHTS

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing their experience.

The City of Umatilla is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City of Umatilla to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City of Umatilla regarding their experience and/or employment status, the employee should contact Human Resources. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City of Umatilla and employee do reach an agreement, the City of Umatilla will comply with Oregon law applicable to such agreements. For instance, the City of Umatilla will not require an employee to enter

into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about their experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the City of Umatilla or making comments that would lower the City of Umatilla in rank or reputation). If, however, the employee initiates the request for the agreement, nondisclosure and non-disparagement are terms that may be agreed upon between the employee and the City of Umatilla. The employee will have seven days to revoke the agreement after signing it.

NO-BULLYING POLICY

The City of Umatilla strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City of Umatilla, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

Employees who have experienced bullying in violation of this policy, who have witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred the City of Umatilla will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

DISABILITY ACCOMODATION POLICY

The City of Umatilla is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

Accommodations

The City of Umatilla will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operations of the City of Umatilla

Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the City of Umatilla) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations or training materials provided by the City of Umatilla, providing readers and interpreters, or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with the Human Resources and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of their need for a reasonable accommodation. Both the City of Umatilla and employee must monitor the employee's accommodation situation and make adjustments as needed.

PREGNANCY ACCOMODATION POLICY

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact the Human Resources to discuss their options for continuing to work and, if necessary, leave of absence options. The City of Umatilla will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on the City of Umatilla's operations.

Although this policy refers to "employees," the City of Umatilla will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

Requesting a Pregnancy-Related Accomodation

Employees who are concerned that their pregnancy, childbirth or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with the Human Resources and should specify which essential functions

of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City of Umatilla and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the City of Umatilla and employee must monitor the employee's accommodation situation and make adjustments as needed.

No Discrimination, No Retaliation

The City of Umatilla prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the City of Umatilla; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation. Under Oregon law, an employer can't require an employee to use protected leave (from either the Oregon Family Leave Act (OFLA) or Family Medical Leave Act (FMLA)) if a reasonable accommodation can be made that doesn't impose an undue hardship on the operations of the City of Umatilla. Also, no employee will be denied employment opportunities if the denial is based on the need of the City of Umatilla to make reasonable accommodations under this policy.

Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Oregon Family Leave Act and the Family Medical Leave Act. See policies located in the Employee Benefits section of the handbook, or speak with Human Resources.

REPORTING IMPROPER OR UNLAWFUL CONDUCT – NO-RETALIATION

Employees may report reasonable concerns about the City of Umatilla's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City of Umatilla will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City of Umatilla;
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of the City of Umatilla; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City of Umatilla will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

Employee Reporting Options

Employees who wish to report improper or unlawful conduct should first talk to their supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with Human Resources. Supervisors and managers are required to inform Human Resources about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City of Umatilla were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Umatilla's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of their coworker or supervisor acting within the course and scope of their employment. The disclosure must have been made to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Umatilla; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

Policy Against Retaliation

The City of Umatilla will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he/she is disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by City of Umatilla policy).

In addition, the City of Umatilla prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Umatilla employee will be adversely affected because he/she refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The City of Umatilla may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of their own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Umatilla determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

CLASSIFICATION AND COMPENSATION

EMPLOYMENT RELATIONSHIP

As an employee of the City, each individual is engaged in an “at will” employment relationship. This means that either the employee or the City may terminate the employment relationship at any time with or without reason or notice. Our at-will provision extends to all employees unless otherwise exempted by a collective bargaining agreement. The “Discipline, Termination and Appeal” guidelines are subordinate to the employment at-will policy. The at-will status does not, and is not intended to, interfere with, limit or relinquish and employee’s right to join with others to work toward altering the terms or conditions of their employment, including at-will status.

No one other than the City Manager has the authority to enter into any employment agreement contrary to the provisions outlined in this Handbook and the Handbook cannot be altered except in writing and signed by the City Manager. The City is also not bound by any oral promises concerning an employee’s length or conditions of employment.

NEW EMPLOYEE ORIENTATION

In order to help you fit into the City of Umatilla’s operations, and to ensure new employees quickly have a productive and satisfying employment relationship, managers are responsible for ensuring that all new employees are scheduled for a general orientation organized by Human Resources staff within the first month of employment. Your manager may provide a detailed job-specific orientation.

PROBATIONARY PERIOD

As a new employee, you are hired into a probationary training period (unless you are covered by the collective bargaining unit) of six (6) consecutive months of service. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your manager. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be conducted during the probationary period. This period gives you an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if your knowledge/skills/abilities (KSAs) and the requirements of the position match. It is also a chance to decide if we meet your expectations as an employer.

At the end of the probationary period, a decision about your employment status will be made. If you successfully complete the probationary period, you may be moved to regular status and may be granted an additional step increase upon approval by your supervisor. If your KSAs border on satisfactory but fall short on expectations, the probationary period may be extended if there is reason to believe that your KSAs will improve within a reasonable amount of time. No probationary period shall be extended more than an additional six (6) months. The employee shall be notified in writing of any extension in the probationary period.

Employees are not guaranteed any length of employment upon hire. Employment may be terminated at any time for any lawful reason during this period at the discretion of the City Manager or yourself, should

either party regard it as necessary or appropriate. Completion of the probationary period does not alter the “at will” employment relationship. During the first six months of the employment, the employee will not be eligible to accrue vacation. However, after the successful completion of the first six months of employment, 40 hours of vacation will be credited to the employee and the employee will begin to accrue vacation leave as outlined in this handbook.

EMPLOYEE CLASSIFICATION

The City of Umatilla classifies employees as follows:

1. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in the City of Umatilla’s benefit programs.
2. Regular Part-time: Employment requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees are not eligible for benefits except those who average more than 19 hours a week. They will receive prorated benefits as discussed in the Employee Benefits section below.
3. Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time. Temporary employees are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either “exempt” or “nonexempt,” which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City of Umatilla rules and procedures.

POSITION CLASSIFICATION SYSTEM

The City Manager shall prepare a position classification system which shall consist of positions in the City service defined and identified by class titles. The class identification system shall be so developed and maintained that all positions with respect to duties, responsibilities, authority, and character of work, are included within the same class and the same schedule of compensation be made to apply to all positions in the same class.

Positions may be reclassified whenever the duties of the position change materially, provided the reclassification can be accomplished within the finances of the City. Copies of the classification plan shall be available at City Hall.

PAY PLAN

The City of Umatilla values quality employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain and motivate employees. It is also our intent that policies and pay practices are consistently administered throughout the City of Umatilla.

A compensation plan shall be prepared which will prescribe a minimum, a maximum, and any intermediate rates of pay. The pay shall be related to the duties and responsibilities of each position.

The City Manager shall examine the compensation plan and recommend increases or decreases for succeeding fiscal years to the City Council for their approval or rejection.

After initial appointment to a position, the employee shall receive the minimum salary for the position. However, in the case when unusual difficulty in filling the vacancy is experienced or when the appointee is exceptionally qualified, the City Manager may cause the appointment to be made at a salary rate above the minimum, but not more than the maximum within the budget limitation.

Pay scale step increases may be granted based upon satisfactory service and completion of probationary period at the previous pay scale step upon recommendation of the Department Head and approval by the City Manager. Employees shall not advance above the amount prescribed by the highest step without the approval of the City Council.

Rates of compensation are fixed on the basis of full-time positions. If any position provided for in the budget is by appropriate language specified or indicated as being for less than full-time service, the rate of compensation provided for such position shall be adjusted accordingly.

THE WORKWEEK AND OPERATING HOURS

The workweek is a seven-day work period beginning Monday at 12:00 a.m. through Sunday at 11:59 p.m.

The City of Umatilla has established regular working hours to promote a productive work environment that will best serve our members. The general office hours at the City of Umatilla are 8 AM to 5 PM, Monday through Friday.

The normal workday is 8 hours. The normal work week is 40 hours. If you are a non-exempt employee, you should not begin work before your normal starting time nor continue working beyond the normal quitting time without advance approval from your manager.

The supervisor schedules specific work hours for individual employees. Typically, City Hall employees will work from 8:00 AM to 5:00 PM, with one hour for lunch. Typically, public works hours are Monday through Friday 6:30 a.m. through 3:00 p.m. Changes to work schedules may be made on an individual basis (work hours/work days) based on business necessity, at the discretion of the manager with approval from the City Manager. The City of Umatilla will attempt to notify you of any changes in workdays or work week schedules one week in advance of the effective date of change. Supervisors reserve the right to modify schedules consistent with the needs of the organization.

Hours worked for the City of Umatilla are compensable and include all of the time that an employee is required to be on duty. Travel time and training or meeting time are considered hours worked under specific conditions outlined under wage and hour laws, or by the City of Umatilla's policy. Please consult with your supervisor regarding these conditions. These provisions do not apply to exempt positions.

MEAL AND REST PERIODS

Non-exempt employees are required to take a paid, uninterrupted 15-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Non-exempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform their supervisor before the end of the shift so that the City of Umatilla may pay the employee for that work.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to start work late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available should contact Human Resources.

Length of Work Period	Rest Breaks	Meal Periods
2 hours or less	0	0
2 hrs & 1 min – 5 hrs & 59 min	1	0
6 hrs	1	1
6 hrs & 1 min – 10 hrs	2	1
10 hrs & 1 min. – 13 hrs & 59 min	3	1

REST BREAKS FOR EXPRESSION OF BREAST MILK

The City of Umatilla will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not possible, or if the employee is exempt from overtime laws, the employee is entitled to take a reasonable period each time the employee has a need to express milk.

The City of Umatilla will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City of Umatilla is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, the City of Umatilla may, at the discretion of the employee's supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods. The City of Umatilla will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this policy.

The City of Umatilla will make a reasonable effort to provide the employee with a private location within close proximity to the employee's work area to express milk. For purposes of this policy, "close

proximity” means within walking distance from the employee’s work area that does not appreciably shorten the rest or meal period. A “private location” is a place, other than a public restroom or toilet stall, in close proximity to the employee’s work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee’s work area, the City of Umatilla will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee’s break period.

Notice

An employee who intends to express milk during work hours must give their supervisor reasonable oral or written notice of her intention to do so in order to allow the City of Umatilla time to make any preparations necessary for compliance with this rule.

Storage

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

OVERTIME

You may be required to work overtime. Prior approval must be obtained from your supervisor before working overtime hours. Supervisors are to ensure that no unauthorized overtime hours are worked. Employees who work unauthorized overtime may be subject to discipline up to and including termination. The City of Umatilla complies with the provisions for overtime for our non-exempt employees, as outlined in the Fair Labor Standards Act and State wage and hour laws. Supervisors and employees will make every effort to keep the hours worked to the regular 40 hour work week. This may be accomplished by flexing the hours worked during the week (Monday through Sunday), with the supervisor’s approval. This may enable the employee to maintain their regular hours in the week and reduce the accumulation of overtime. If scheduling adjustments cannot be made during the week, comp time may be granted (refer to Compensatory Time below). However, supervisors should attempt to avoid accumulated overtime by employees.

Overtime is calculated on the basis of hours actually worked in excess of 40 hours in a work week. When computing overtime, holidays, sick leave, vacation, personal or any other leave will NOT be counted as hours worked.

When overtime for non-exempt employees is authorized by their supervisor, they will be compensated, in pay or compensatory time off to the extent that budgeted funds are specifically available for that purpose, at the rate of one and one-half (1.5) times the hours worked. The hourly pay rate shall be determined by dividing the annual salary by 2080 hours.

COMPENSATORY (COMP) TIME

Employees may choose, in lieu of paid overtime, to receive Comp Time which will be computed at 1.5 times the overtime hours, with prior agreement (refer to Overtime above). Accrued compensatory

time shall not exceed 40 hours. Any hours banked as comp time that exceed the 40 hour limit will be paid out immediately to the employee. An employee who desires comp time off shall arrange a time that is mutually agreeable between the employee and supervisor. Employees may cash out their comp time bank at any time. When an employee is separated from employment with the City of Umatilla, any remaining comp time is payable to the employee.

Exempt employees are not authorized overtime or compensatory time off but are often required to attend meeting, etc. which results in working more than 40 hours per week. In lieu of overtime or compensatory time, exempt employees are granted forty (40) hours personal time which will accrue on their anniversary date. The personal leave days are not reimbursable financially and do not carry over from one year to the next.

TIMEKEEPING

Non-exempt employee pay is calculated from reported hours as approved by your supervisor. The time record is formal documentation of the exact time worked. It must be completed and approved at the end of each pay period.

Your supervisor, or their designee, will review and approve time records each pay period. If an error is to be corrected or time clarified, the employee should notify their supervisor during the review process. Your electronic submission of the time record each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your time record. Willfully falsifying a time record may be grounds for corrective action, up to and including termination.

Employees classified as exempt are paid based on their salary but are still required to fill out time records. Exempt employees are expected to submit leave requests to their supervisor for approval; any absence from the office should be coordinated with supervisors.

EMPLOYEE INCURRED EXPENSES AND REIMBURSEMENT

The City of Umatilla will pay all actual and reasonable business-related expenses you incur in the performance of your job responsibilities. All such expenses incurred must be pre-approved by your supervisor before reimbursement will be made.

Expense reports must be supported by evidence of proof of purchase, e.g., receipts, and are to be submitted within 30 days of the expense being incurred or the employee risks forfeiting their payment or reimbursement. Meal receipts must denote for whom the meal was purchased and the purpose of the meeting. Expense reports are available from the Administrative Services Manager.

DRIVING WHILE ON BUSINESS

Employees using a private to conduct City of Umatilla business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized business use should make any necessary arrangements with their insurance carriers.

The City of Umatilla may verify the validity of your driver's license and/or your driving record.

While on City of Umatilla business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Mobile Device Use While Driving" policy.

Employees who receive a ticket or citation while driving a City of Umatilla owned vehicle or while on City of Umatilla business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.

Mileage Reimbursement

Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Other related expenditures (e.g., parking) are also reimbursed upon submission of receipts on an expense report.

Any traffic citations, including parking tickets, are the responsibility of the employee and will not be reimbursed by the City of Umatilla.

EDUCATIONAL WORKSHOP TRAVEL & MEAL REIMBURSEMENT POLICY

The City of Umatilla governance policies encourage employees to avail themselves of training and educational opportunities in support of their functions on behalf of the City of Umatilla. The following guidelines apply with respect to registration, travel, accommodation, meal and other approved expenses in connection with seminars, workshops, or other educational events attended by the employee at the request of the City of Umatilla or that are authorized by the City Manager as mandatory training programs. [See also "Tuition Assistance" policy ("Other Benefits" section) with respect to other approved coursework voluntarily undertaken by the employee.]

Registration/Accommodation

Designated City staff will, if requested, make the necessary registration and room arrangements, and complete/submit class registration/fee requests.

The City of Umatilla will pay employee registration fees and charges for accommodation at the single room rate. If a spouse/significant other accompanies an employee, the City of Umatilla will not be responsible for their additional registration and accommodation costs.

The employee must request moderately priced lodging accommodations during the performance of official duty as a City employee.

Travel

If requested, designated City staff will make arrangements for travel to authorized workshops and seminars. If travel plans include a spouse/significant other, or involve an additional excursion in conjunction with attendance at an authorized workshop or seminar, the individual employee may find it more cost-effective and efficient to make their own bookings.

The City of Umatilla will pay for the cost of travel by employees to approved training and educational workshops and seminars, using IRS mileage rates for auto travel and actual coach class airfare for airline travel. Spouses/significant others may accompany employees to these events but the City of Umatilla will not be responsible for any of their associated travel or accommodation costs.

Meals

Meals will be paid on a per diem basis as established by the U.S. General Services Administration for any day starting prior to 8:00 a.m. and requiring an overnight stay away from home. Partial days of per diem will be prorated based on which meals are missed and limited to the meal guidelines as established by the U.S. General Services Administration.

If meals are included as part of the conference, workshop, or seminar program attended, the City of Umatilla will pay the charged rate for those meals. If meals are provided as part of the program and are being paid for by the City of Umatilla, employees who elect to eat elsewhere will not normally be reimbursed for the cost of that meal.

Attendance

If the City of Umatilla is paying registration, travel, meals, and accommodation costs for attendance at the workshop, seminar, conference etc., employees are expected to attend scheduled work sessions and related activities and take advantage of the opportunity to learn in both formal and informal settings.

Employees are encouraged to report back on their learning experience for the benefit and development of other staff.

PAYROLL POLICIES

You will be paid twice monthly. The first payperiod is defined as the 1st – 15th of the month. The second payperiod is defined as the 16th – 31st of the month. Paydays are generally the fifth (5th) and twentieth (20th) day of each month, for both non-exempt and exempt employees. In the event that payday falls on a weekend or holiday, you will be paid on the preceding weekday.

As a matter of policy, the City of Umatilla does not provide advance payments of salary or loans from salary to be earned.

Certain mandatory and elective deductions are made from employee pay, and are noted on the paycheck stub. Only those deductions mandated by law or those you have authorized in writing are made, provided such deductions are not otherwise prohibited by state regulations. The City is a member of the Federal Social Security System. All employees are required to participate in the system as a condition of employment.

Each payday, your paycheck will be electronically deposited to an account you designate at a financial institution, provided the institution has that capability. No paychecks will be delivered to any person other than you except upon your written request to do so.

A statement of earnings and deductions showing gross earnings, deductions and the net salary amount will accompany each notice of direct deposit.

EMPLOYEE WITHHOLDING ALLOWANCE CERTIFICATES FORM W-4

You are required under Federal law to furnish the organization with a valid Employee Withholding Exemption Certificate (W-4) at the time of hire. You may request additional withholding for your state and/or federal taxes. If you fail to provide a W-4, the City of Umatilla is required by law to withhold at the S-0 rate, until you provide us with a W-4.

STATEMENT REGARDING PAY PRACTICES

The City of Umatilla makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City of Umatilla has made any improper deduction, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, or has failed to properly calculate your wages in any way, you must immediately report the error to Human Resources. The City of Umatilla will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City of Umatilla's pay practices.

See also "Statement Regarding Pay Equity" policy, above.

ANNIVERSARY DATE

The anniversary date of any employee may be adjusted to reflect a reclassification, promotion, or exceptional step increases which do not occur on the hire-date anniversary of the employee.

STEP INCREASES

It is the City of Umatilla's policy to reward you with increases in pay for your dedication in your work, extra effort, and contributory performance. Each employee may receive a step increase upon completion of their probationary period, and then another increase on every anniversary of their hire date or promotion date, until they have reached the highest step on their pay scale.

The City recognizes the benefit of employee training and certifications that enhance the employee's knowledge and performance related to their specific job description. If an employee or their supervisor feels that they have demonstrated exemplary performance and have added value to the City of Umatilla through either added certifications/education or taking on additional duties, they may request an extra step increase. These requests will be reviewed by the supervisor and sent to the City Manager for approval. No additional increase may be awarded if an employee has already reached the highest step on their pay scale.

REPORTING CHANGES TO AN EMPLOYEE'S PERSONAL DATA

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current with regard to pay, deductions, benefits and other matters is important. If you have changes in any of the following items, please notify Human Resources to ensure that the proper updates are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information having a bearing on your employment; and
- Tax withholding.

Employees may not intentionally withhold information from the City of Umatilla about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, the City of Umatilla may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

PERFORMANCE REVIEWS

All City of Umatilla employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention and discipline/termination. Any employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action (including termination).

It is the City of Umatilla's goal to provide an employee with their first formal performance evaluation

within six months after hire or promotion. After the initial evaluation, the City of Umatilla will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting of performance goals for the employee for the following year.

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than 30 days following the date the performance evaluation was received.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

PROMOTIONS AND TRANSFER TRAINING PERIOD

The City of Umatilla encourages upward mobility and will consider employees for promotions as opportunities develop, or vacancies occur. Your annual performance evaluation is an excellent time for you to discuss your career interests with your manager.

If you are promoted or transferred to a new position (transfers must be requested in writing), you must also complete a reasonable period of training to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is unsatisfactory during this period, you may be returned to your original job; you may be assigned to another vacant position, or you may be terminated. If you are placed in a job other than your original job, the pay and benefits may also be adjusted.

WORK-PLACE PRIVACY AND CONFIDENTIALITY

The City of Umatilla recognizes our employees' right to privacy. In achieving this goal, the City of Umatilla adopts these basic principles:

The collection of employee information typically is limited to information the City of Umatilla needs for business and legal purposes.

Personal information and information in confidential records ordinarily will not be disclosed, except as permitted or required by law, or as authorized by the employee.

Verifications of employment dates, job title, and wages may be provided without written approval.

Internal access to employee records will be limited to those employees having an authorized need-to-know basis.

You are permitted to review your personnel file, with some exceptions (such as background screening information), and you may correct inaccurate factual information or submit written comments in disagreement with any material contained in the file. Any employee wishing to review their file must give three business days notification to their supervisor.

All employees have a responsibility to not accidentally disclose information about employees or others, through overheard conversations, mislaid documentation, and faxes, e-mails and hard copies of correspondence sent to a wrong destination. Unauthorized communication of confidential information is regarded as a serious matter.

The City of Umatilla's management maintains reasonable safeguards to ensure the security, confidentiality, and integrity of personal identifying information stored in the City of Umatilla's systems.

All employees are required to follow these principles, as well as any other City of Umatilla policy or practice related to confidential information. Violations of this may result in corrective action, up to and including termination.

ENTITY

Oregon law provides that "every person has a right to inspect any public record of a public body in this state." "Public body" includes cities and counties and other public entities. Although there are some exceptions (such as personnel files), most records in a public body are available to the public for inspections. It is the intent of the City of Umatilla to be responsive to requests for public records.

Employees are to forward all requests for public information to the City Recorder.

BACKGROUND SCREENING

The City of Umatilla stores background screening information in access-protected files. This file is not considered part of your personnel file, so it is not available to employees for review.

MEDICAL RECORDS

The City of Umatilla stores employee medical records in access-protected folders, separate from master personnel files.

PERSONNEL RECORDS

The City of Umatilla maintains personnel files for each employee. Access to these files is on a need-to-know basis and is restricted to authorized persons only.

Authorized persons typically, are any individuals in a direct line of supervision over the employee, as well as the City Manager, Human Resources, and the individual to whom the file applies; the employee may also give written permission for an otherwise unauthorized individual to view their file.

Information in the personnel files may be treated as exempt from public disclosure as provided in ORS Chapter 192. Information which cannot be treated as confidential under the law includes: name, job title, salary, and dates of employment with the City of Umatilla. Other information in the files may be subject to public disclosure by order of a court or tribunal of competent jurisdiction.

SOCIAL SECURITY NUMBERS

Social security numbers may not be printed on materials that will be mailed, unless an employee has requested the mailing and all but the last four digits have been removed. This does not apply to records required by state or federal law (examples: W2s, 1099s, etc.).

Also, social security numbers may not be printed on a card used to access products or services, nor will the City of Umatilla publicly post or display employees' Social Security numbers, such as on a website.

If computer files containing this personal information have been subject to a breach, then the City of Umatilla will notify you as soon as we are reasonably able to do so.

COMMUNICATIONS

Conversations: Please be careful when discussing confidential information about employees or others, in public areas where it might be overheard; or when talking on the telephone.

Written information: Please use care to not leave written information about employees, or others where unauthorized persons can view it. This includes leaving confidential documents sitting in printer trays or placing such documents in open recycling bins. Please send internal "mail" in sealed envelopes, marked "confidential."

RECORDS RETENTION

Please refer to the City of Umatilla's records retention schedule.

TIME OFF AND LEAVES OF ABSENCE

ATTENDANCE, PUNCTUALITY AND REPORTING ABSENCES

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work their entire work schedule, except for unpaid break periods or when required to leave on authorized City of Umatilla business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via phone or text message no later than one hour before the start of the employee's shift/work day. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance

of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

Human Resources shall maintain records of employee attendance. Each employee shall accurately complete time sheets as prescribed. Any unauthorized absence by an employee from work shall be deemed to be absent without pay and may be cause for disciplinary action.

VACATION LEAVE BENEFIT

All regular, full-time employees not covered by a collective bargaining agreement shall accrue vacation based on the schedule below. All regular employees who work twenty (20) hours or more per week on a continuous basis shall be entitled to pro-rated vacation leave benefits. Accrual of vacation leave will begin after the first six (6) months of employment. After completing the first six (6) months of employment, employee's will be credited with 40 hours of vacation leave and will begin accruing additional leave on the second paycheck of each month. Accruals are credited as Vacation Leave and may be taken with manager approval. No vacation time will be authorized during the probationary time, unless specific arrangements have been made at the time of hire. If for any reason prior to completion of six (6) months continuous service with the City such employee is terminated, the employee shall be credited with no vacation time.

You will earn vacation leave benefits according to the following schedule:

Length of Service	Full-Time Accrual Per Month	Full-Time Hours Per Year
6 months through 2 nd year	6.67	80
3 years through the completion of 4 th year	10	120
5 years through the completion of the 9 th year	11.67	140
10 years through the completion of the 14 th year	13.33	160
15 + years	15	180

Vacation time may be accrued up to 250 hours. Any amount over 250 hours must be used by July 1 annually or forfeited. However, when an amount of vacation over the allowable time has accrued and a shortage of employees or the nature of their work requirements make the granting of vacation leave impossible, the department head, with the approval of the City Manager may, in order to prevent loss of vacation leave, may carry over beyond 250 hours at the discretion of the Department Head or City Manager.

Twice per fiscal year, any employee may "sell-back" for cash payment up to 80 hours of accrued vacation time. "Sell-back" requests may not be for more than half (½) of accrued hours balance.

For both the accumulations of leave credit and the granting of leave, computation may be made in hourly or half hourly units. Deductions shall not be made from leave accumulations for regularly assigned days off or holidays occurring at the beginning, during, or at the end of a period of leave with pay.

Any employee wishing to use vacation time should request vacation hours as early as possible so that arrangements for coverage can be made. We encourage all employees to be aware of the critical times for their work groups (i.e. open enrollment, renewals, annual conference) during the year, and to avoid taking any routine or expected time off during these periods. Requests for vacation time are to be made in writing and given to your supervisor. Vacation time will usually not be granted for periods longer than two (2) weeks. Every attempt will be made to grant each request; however, no guarantees can be offered.

The City Manager shall approve the vacation periods of all department heads of the City.

Vacation Pay upon Termination

Upon separation of employment, employees will be paid for unused vacation time that has been earned through the last day of work. If an employee terminates their employment with less than two (2) weeks notice, their pay out shall be limited up to a maximum of eighty (80) hours.

PAID HOLIDAY BENEFIT

The City of Umatilla will grant paid holiday time off to all employees not covered by a collective bargaining agreement. Less than full-time employees shall have holidays pro-rated.

If a holiday falls on a Saturday, it will be observed the Friday prior; if falling on a Sunday, it will be observed the Monday following. At the City Manager's discretion, early time-off may be given employees working the day prior to a company holiday. An employee who is on paid leave of absence, including leave due to an occupational injury, shall be entitled to the paid holiday.

When a holiday falls on a regular scheduled day off, a compensatory day off will be permitted within the Holiday Bank. Scheduling of these compensatory days will be made by mutual agreement. All employees who are required to work on a holiday other than Thanksgiving Day or Christmas Day shall be paid time and one-half (1.5) for the holiday worked. Employees required to work on Thanksgiving or Christmas Day shall be paid double time for the holiday worked. Accrued Holiday bank time will be zeroed out on May 15th of each year. It will be the responsibility of each employee to monitor their respective holiday bank hours. Holiday hours in an employee's bank will be lost on the deadline date unless approval by the City Manager has been granted prior to the deadline date.

The City of Umatilla currently provides ten (10) paid holidays.

A schedule (accessible to all employees) is approved at the beginning of each year showing the ten (10) paid holidays. These holidays, and/or any additional time observed, such as Christmas Eve or New Year's Eve, will be determined each year at the discretion of the City Manager.

Paid Holidays for the City of Umatilla (Office Closed)

New Year's Day January 1st	Labor Day 1st Monday in September
Martin Luther King's Birthday 3rd Monday in January	Veteran's Day November 11th
Presidents' Day 3rd Monday in February	Thanksgiving Day 4th Thursday in November
Memorial Day Last Monday in May	Day After Thanksgiving 4th Friday in November
Independence Day July 4th	Christmas Day December 25 th

SICK LEAVE BENEFIT

The City of Umatilla provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact Human Resources. Please also refer to the Oregon Sick Leave Law poster that is posted in the City Hall breakroom and is incorporated here by reference.

Eligibility and Accrual of Paid Sick Leave

All regular, full-time employees shall be entitled to eight (8) hours of sick leave with pay for each calendar month, or major fraction thereof served. All regular employees who work twenty (20) hours or more per week on a continuous basis shall be entitled to pro-rated sick leave benefits. Sick leave will accrue on the second pay check of each month.

Sick leave with pay can be granted only upon the approval of the employee's supervisor, department head, or City Manager in case of bona fide illness of an employee or illness in the immediate family of an employee such as spouse, children, parents, grandparents, or other relative living in the employee's household according to the Family Medical Leave Policy.

Temporary/Seasonal employees begin to accrue paid sick leave on the first day of employment but may not use paid sick leave until the 61st day of employment. On the 61st day of employment, paid sick leave may be used as it is accrued.

Temporary/Seasonal Employees may accrue and use up to 40 hours of paid sick leave per calendar year. Paid sick leave shall accrue at the rate of one (1) hour for every 30 hours worked until the 40-hour yearly accrual cap is reached. Temporary/Seasonal employees may carry over up to 40 hours of sick leave from one year to the next with a total accrual balance not to exceed 80 hours. Paid sick leave shall be taken in hourly or half-hourly increments.

Although the City of Umatilla realizes that an employee with temporary illnesses such as influenza, colds and other viruses often need to continue with normal life activities, including working, your manager may require you to go home from work if you appear to be too ill to be at work or if you are unable to perform normal job duties and meet regular performance standards. If in the judgment of the manager, your continued presence poses no risk to the health of you, other employees, or customers, you may be allowed to work. However, if this is not the case, and your manager requires you to go home, you are expected to do so. If you dispute your manager's decision to send you home, then you must submit a statement from your attending health care provider that your continued presence in the workplace poses no significant risk to you, other employees or customers.

If you have been ill or injured, have missed time from work, and have a release from your doctor to return to temporarily modified work, please contact the City of Umatilla before returning to work. The City of Umatilla will determine whether you may return to work in a temporarily modified job.

Please refer to the ADA policy if an injury or illness requires accommodation to perform essential job functions.

Time for routine doctor or dentist appointments should be charged to sick time unless other arrangements have been made with your manager. You are encouraged to schedule such appointments to occur outside of work hours.

Please refer to the FMLA/OFLA section of this handbook, for sick leave use when on FMLA/OFLA leave.

Use of Sick Leave

Up to 40 hours of paid sick leave may be used each calendar year for any of the following reasons:

1. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or their covered family member.
 - a. "Family member" means the eligible employee's spouse, same-gender domestic partner (as described in ORS 106.300 to 106.340), biological child, adopted child, stepchild, foster child; same-gender domestic partner's child, parent, adoptive parent, stepparent, foster parent, parent-in-law; same-gender domestic partner's parent, grandparent, grandchild; and any individual with whom the employee has or had an in loco parentis relationship. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.
2. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.

3. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
4. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for a qualifying reason must use accrued sick time hours for that reason and on each subsequent day of absence.

Employee Notice of Need for Sick Leave

Foreseeable Sick Leave. If the need for sick leave is foreseeable, an employee must notify their supervisor as soon as practicable before the leave is to begin. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of the City of Umatilla. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable.

Unforeseeable Sick Leave: If the need for sick leave is unforeseeable, the employee must notify their supervisor as soon as practicable and comply generally with the City of Umatilla's call-in procedures. See Section on Attendance, Punctuality and Reporting Absences.

An employee must contact their supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform their supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, the City of Umatilla may deny the use and legal protections of sick leave.

Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, the City of Umatilla may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking. A Medical Release Statement and Fitness for Duty Examination may be requested for review before you return to work in certain situations.

Sick Leave Abuse

If the City of Umatilla suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, the City of Umatilla may require documentation from a healthcare provider. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

Separation from Employment with the City

Compensation for accrued sick leave shall be allowed for any regular employee when they are separated from City service. Sick leave will be compensated at the employee's current salary rate and multiplied by 50% of the total hours of unused, earned sick leave time. This amount will be reduced on an hour-for-hour basis for sick leave taken during the immediate past six months. The employee will be paid the dollar amount not to exceed 80 hours pay at the employee's current salary rate.

Sick Leave Without Pay

Upon application of an employee, sick leave without pay, up to 90 days, may be granted by the department head subject to approval of the City Manager for the remaining period of disability after earned sick leave has been exhausted. In the event such leave exceeds 90 days, an extension must be approved by the City Manager. From time to time the department head may require that the employee submit a certificate from the attending physician or practitioner. In the event of a failure or refusal to supply such certificate, or if the certificate does not clearly show disability to preclude the employee from the performance of duties, or if the City Manager or City Council disapproves the application for such leave, such sick leave shall be canceled and the employee's services terminated.

FAMILY AND MEDICAL LEAVE: FEDERAL (FMLA) / OREGON (OFLA)

The following is a summary of Family and Medical Leave policy and procedures under the federal Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). Generally, and as will be discussed, eligible employees are entitled to 12 weeks of unpaid leave for the reasons identified below. Federal and state law prohibit retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used Family and Medical Leave. In all cases, applicable Oregon and federal laws, rules, policies and collective bargaining agreements govern the employee's and the City of Umatilla's rights and obligations, not this policy.

Employees seeking further information should contact Human Resources. Please also refer to the "Employee Rights and Responsibilities Under the Family Medical Leave Act" and "Oregon Family Leave Act" notices posted in the breakroom, which are incorporated here by reference.

Definitions

Child/Son or Daughter

For purposes of OFLA, "child" includes a biological, adopted, foster or stepchild, the child of a registered same-sex domestic partner or a child with whom the employee is in a relationship of in loco parentis. For purposes of OFLA Serious Health Condition Leave, the "child" can be any age; for all other types of leave under OFLA, the "child" must be under the age of 18 or over 18 if incapable of self-care.

A "son or daughter" is defined by FMLA as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time FMLA leave is to commence. FMLA also provides separate definitions of "son or daughter" for FMLA military family leave that are not restricted by age — see below.

Eligible Employee

OFLA – To qualify for OFLA leave for a Serious Health Condition or Sick Child Leave, an employee must have been employed for at least 180 days and worked an average of at least 25 hours per week. To qualify for Parental Leave under OFLA, an employee must have been employed for at least 180 days (no per-week hourly minimum is required).

OMFLA — For purposes of Oregon Military Family Leave Act leave, the employee need have only worked 20 hours per week (no minimum length of employment required). A different calculation method applies for reemployed service members under USERRA who seek OMFLA leave; see Human Resources] for more information.

FMLA — Employees are eligible for FMLA leave if they have worked for a covered employer for at least one year (which may be based on separate stints of employment) and for 1,250 hours during the 12 months preceding the date leave is to begin. They must also be employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

Leave under Oregon and federal law will run concurrently when permitted.

Family Medical Leave

This includes all of the types of leave identified in the section below, entitled “Reasons for Taking Leave,” unless otherwise specified.

Family Member

- For purposes of FMLA, “family member” is defined as a spouse, parent or a “son” or “daughter” (defined above).
- For purposes of OFLA, “family member” includes the definitions found under FMLA and also includes adult children (for “serious health condition” leave only), a parent-in-law, grandparent, grandchild, registered same-sex domestic partner, and parent or child of a registered same-sex domestic partner.

Serious Health Condition

“Serious health condition” is defined under FMLA and OFLA as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Under OFLA only, “serious health condition” includes any period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment and recovery.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

Other conditions may meet the definition of a “serious health condition;” see Human Resources for more information. The common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, and cosmetic treatments (without complications), are examples of conditions that are not generally defined as serious health

conditions.

Reasons for Taking Leave

Family Medical Leave may be taken under any of the following circumstances:

1. Call to Active Duty Leave: Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the regular Armed Forces, National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain "qualifying exigencies." "Qualifying exigencies" may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. This type of leave is available under FMLA only; however, under OFLA, specifically under the Oregon Military Family Leave Act, during a period of military conflict, as defined by the statute, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces of the U.S. and who has been notified of an impending call or order to active duty, or who has been deployed, is entitled to a total of 14 days of unpaid leave per deployment after the military spouse or registered same-sex domestic partner has been notified of an impending call or order to active duty and before deployment and when the military person is on leave from deployment.
2. Employee's Serious Health Condition Leave: To recover from or seek treatment for an employee's serious health condition, including pregnancy-related conditions and prenatal care.
3. Family Member's Serious Health Condition Leave: To care for a family member with a serious health condition.
4. Parental Leave: For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care. Parental leave must be completed within 12 months of the birth of a newborn or placement of an adopted or foster child.
5. Pregnancy Disability Leave: For incapacity due to pregnancy, prenatal medical care or birth.
6. Servicemember Family Leave: Eligible employees may take up to 26 weeks of leave to care for a "covered servicemember" during a single 12-month period. A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform their duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Under some circumstances, a veteran will be considered a "covered servicemember." This type of leave is available under FMLA only.
7. Sick Child Leave: To care for a child who suffers from an illness or injury that does not qualify as a serious health condition but that requires home care. This type of leave does not provide for routine medical and dental appointments or issues surrounding the availability of childcare when the child is not ill or injured. Sick child leave is not available if another family member is able and willing to care for the child. This type of leave is available only to employees who are eligible under OFLA.
8. Bereavement Leave. This type of leave is addressed under OFLA; see the Bereavement Leave Policy for more information.

Length of Leave

In any One-Year Calculation Period, eligible employees may take:

- Up to 12 weeks of Parental Leave, Serious Health Condition Leave (employee’s own or family member), Sick Child Leave, or Call to Active Duty Leave;
- An additional 12) weeks of leave may be available to an eligible employee for an illness, injury or condition related to pregnancy or childbirth that disables the employee; and
- Employees who take the entire 12 weeks of OFLA Parental Leave may be entitled to an additional 12 weeks of Sick Child Leave.

When leave is taken for Servicemember Family Leave, an eligible employee may take up to 26 weeks of leave during the One-Year Calculation Period to care for the servicemember. During the One-Year Calculation Period in which Servicemember Family Leave is taken, an eligible employee is entitled to a combined total of 26 weeks of FMLA Leave (some of which may include other types of FMLA-specific leaves of absence).

One-Year Calculation Period

The “twelve-month period” during which leave is available (also referred to as the “One-Year Calculation Period”) will be determined using a Fiscal year (July 1st to June 30th).

Intermittent Leave

Intermittent or reduced schedule leave may be taken when medically necessary due to the serious health condition of a covered family member or the employee. Employees must make reasonable efforts to schedule planned medical treatments to minimize disruption of City of Umatilla operations, including consulting management prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the City of Umatilla and the employee. Intermittent leave for Parental Leave is not available.

Employee Responsibilities — Notice

Employees must provide at least 30 days’ notice before Family Medical Leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, or for planned medical treatment for a serious health condition of the employee or of a family member. If 30 days’ notice is not practicable, because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. If the situation giving rise to a Sick Child Leave is unforeseeable, an employee must give verbal or written notice to the City of Umatilla within 24 hours of commencement of the leave.

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but the employee shall advise Human Resources as soon as practicable if dates of scheduled leave change or are extended or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, the employee must notify Human Resources within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with the City of Umatilla’s normal call-in procedures. Employees who fail to comply with the City of Umatilla’s call-in procedures may be disciplined or may have their period of OFLA leave reduced.

Certification

Generally speaking, employees must provide sufficient information for the City of Umatilla to determine

if the leave may qualify for OFLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, or the need for hospitalization or continuing treatment by a health care provider.

Additionally:

1. Employees requesting Serious Health Condition leave for themselves or to care for a family member will be required to provide certification from the health care provider of the employee or the covered family member to support the request.
2. Employees requesting Sick Child Leave may be required to submit, at a minimum, a note from a doctor or health care provider if the employee has used more than three days (i.e., one, three-day occurrence or three separate instances) of sick child leave within a One-Year Calculation Period.

Employees must furnish the City of Umatilla's requested medical certification information within 15 calendar days after such information is requested by the City of Umatilla. In some cases (except for leave to care for a sick child), the City of Umatilla may require a second or third opinion, at the City of Umatilla's expense. Employees also may be required to submit subsequent medical verification.

Employees will not be asked for, and they should not provide, any genetic information about themselves or a family member in connection with a medical certification.

Medical Certification Prior to Returning to Work

If family medical leave is for the employee's own serious health condition, the employee must furnish, prior to returning to work, medical certification from their health care provider stating that the employee is able to resume work.

Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid leave, including floating holidays, vacation, compensatory time, and sick leave prior to a period of unpaid leave of absence on Family Medical Leave. Use of accrued paid leaves will run concurrently with Family Medical Leave. Represented employees may reserve accrued leave and compensatory time if provided by their collective bargaining agreement. If the employee has no accrued paid leave, floating holidays, vacation, compensatory time or sick leave available to use during a Family Medical Leave, the leave will be unpaid.

Holiday Pay While on Leave

Employees receiving short or long-term disability will not qualify for holiday pay. Employees using vacation pay or sick pay during a portion of approved family medical leave in which a holiday occurs will qualify to receive holiday pay. Employees who are on unpaid leave during a holiday will not qualify to receive holiday pay.

On-the-Job Injury or Illness

OFLA leave will not be reduced by and will not run concurrently with any period the employee is unable to work because of a disabling compensable on-the-job injury; however, if the injury or illness is a "serious health condition" as defined by Oregon law and the employee has refused a bona fide offer of light-duty or modified employment, OFLA leave will commence.

Benefits While on Leave

The City of Umatilla will continue the employee's health coverage under any group health plan during a period of approved OFLA leave on the same terms as if the employee had continued to work. The employee must continue to make any regular contributions to the cost of the health insurance premiums during the period of approved OFLA leave. Employees will not accrue vacation, sick leave or other benefits (other than health insurance) while the employee is on an unpaid OFLA leave. The leave period, however, will be treated as continuous service (i.e., no break in service) for purposes of vesting and eligibility to participate in City of Umatilla benefit plans.

Job Protection

Employees returning to work from Family Medical Leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring Family Medical Leave have been resolved, even if leave was originally approved for a longer period. If an employee does not return to work at the end of a designated Family Medical Leave period, reinstatement may not be available unless the law requires otherwise.

The use of Family Medical Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employees who work for other employers during a "serious health condition" leave may be subject to discipline up to and including termination. Additionally, all employees who use Family Medical Leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

LEAVE DONATION

The City of Umatilla has implemented a leave donation program to allow employees to voluntarily donate sick, vacation, holiday or compensatory time off to another employee who exhausts, or is likely to exhaust, accumulated paid leave due to an employee's family medical emergency that would otherwise likely cause the employee to take unpaid leave or terminate employment. A "family medical emergency" is defined as a medical condition of the employee or an immediate family member that will require prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.

Any employee who has sick, vacation, personal or compensatory time available may participate in the program as a donor. Donations may be made between any employees. The City of Umatilla will keep donations confidential and donors will remain anonymous.

Employees seeking donated leave must provide the City of Umatilla with medical verification of the need for the time off, which includes a certification of the employee's or family member's medical emergency and need for time off, and an estimated return-to-work date (if any).

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

Employees who would like to request donated leave are required to complete a Donated Leave Request Form and submit it to Human Resources. The donor's leave balance should not fall below 80 hours in both their sick and vacation leave bank. The donor may donate up to 80 hours to an individual per year. Any requests above 80 hours must be approved by your supervisor and the City Manager.

BEREAVEMENT LEAVE

The City of Umatilla provides up to forty (40) paid hours of bereavement leave per incident. If you are taking OFLA Bereavement Leave as outlined below, then you are required to use paid bereavement leave before using accrued vacation leave, sick leave, or comp time.

OFLA Bereavement Leave

Employees who have worked for the City of Umatilla for 180 calendar days, and averaged at least 25 hours per week, may take five (5) days of paid bereavement leave and up to five (5) days of unpaid bereavement leave per death of a Family Member (defined below). Employees who have worked for the City of Umatilla for 90-180 days may use up to 40 hours of accrued sick leave for bereavement purposes, and who have experienced the death of a Family Member (defined below). Employees who have worked for the City of Umatilla for fewer than 90 days may not be eligible for leave; see Human Resources for more information.

Bereavement leave may be used to attend the funeral or alternative to a funeral of the family member, to make arrangements necessitated by the death of the family member, or to grieve the death of the family member. The two weeks of bereavement leave must be taken in the 60-day period following notice of death of a family member and will be deducted from the employee's available leave time under OFLA unless otherwise approved by their supervisor. For purposes of this policy, "Family Member" is defined to include the employee's spouse, same-sex domestic partner (registered), child, parent, parent-in-law, grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner (registered) or spouse.

Employees who wish to take bereavement leave must inform the City of Umatilla as soon as possible after receiving notification of a Family Member's death. Although prior notice is not required, verbal notice must be provided within 24 hours of beginning leave. If an employee wishes to use more than forty hours, they are required to use any available sick leave during the period of bereavement leave; vacation time will be used if the employee has no available sick leave.

JURY AND WITNESS DUTY

Jury Duty

The City of Umatilla will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. When an employee is called for jury duty, the employee shall be required to transfer any salary paid by the court for such duty to the City.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep their supervisor or manager informed about the amount of time required for jury duty.

Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes.

Except for employee absences covered under the City of Umatilla's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

RELIGIOUS OBSERVANCES LEAVE AND ACCOMODATION POLICY

The City of Umatilla respects the sincerely held religious beliefs and observances of all employees. The City of Umatilla will make, upon request, an accommodation for such beliefs and observances when a reasonable accommodation is available that does not create an undue hardship on the City of Umatilla's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with Human Resources, and may require the requesting employee to provide proof of the "sincerely held" religious belief.

CRIME VICTIM LEAVE POLICY

Any employee is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or their immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of their intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to their department head as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City of Umatilla may require certification of the need for leave, such as copies

of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

DOMESTIC VIOLENCE LEAVE AND ACCOMMODATION POLICY

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or their minor dependents.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of their intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to their department head as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City of Umatilla will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City of Umatilla notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City of Umatilla. Please contact your department head or Human Resources immediately with requests for reasonable safety accommodations.

MILITARY LEAVE

Employees who wish to serve in the military and take military leave should contact Human Resources for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Further, eligible employees called for initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, may be entitled to leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any federal training year. Weekend drill obligations are not considered "federal active duty" for

training under this policy; other requirements apply. Please contact Human Resources for more information and to make arrangements for this paid leave. Please also see the Oregon Military Family Leave Act (OMFLA) information in the Family and Medical Leave Section above.

EMPLOYEE BENEFITS

The City of Umatilla strives to provide excellent, equitable and cost-effective benefits for employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Paid in various forms on your behalf, the total cost to provide the benefit program described in this Handbook and other documents is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions and procedures that govern the City of Umatilla's benefit programs apply to all benefits-eligible employees, whether status is exempt or non-exempt, unless otherwise provided in a particular benefit plan.

Employees who work less than thirty (30) hours/week are not eligible for any benefits or compensation beyond wages. (Medical and dental benefits for part-time employees working 20-29 hours per week will be calculated on a pro-rated basis). The exception to the "No Benefits" policy is Bereavement Leave. Bereavement Leave will be pro-rated according to the number of hours regularly worked, for employees who work less than 40 hours per week.

HEALTHCARE BENEFITS

The City of Umatilla currently offers medical, dental, vision, and life insurance coverage for all employees who work on a permanent basis for more than thirty (30) hours per week. Medical and dental benefits for part-time employees working 20-29 hours per week will be calculated on a pro-rated basis.

You will be provided with information about the plan during orientation. Health benefits begin the first of the month following 30 days of employment. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to Human Resources.

The City pays 100% of the premiums for medical, dental and vision insurance for the employee and 1 dependent (employee and spouse, employee and child). For additional dependent coverage of medical, dental and vision insurance, the City will pay 60% of the difference. The 60% difference for Employee plus children will be compared to the Employee plus child plan, while the Employee plus family will be compared to the Employee plus spouse plan.. The employee must notify Human Resources and sign a form for the cost above the City's contribution to be deducted from the employee's payroll check. Open enrollment occurs in October every year to make changes in dependent coverage. The City will make available a Section 125 plan for the employee's portion of the insurance premium to be paid from pre-tax dollars.

VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION (VEBA)

The City will contribute a set dollar amount into a VEBA account on your behalf, on an annual basis (January). The amount of the contribution is based upon your enrollment status in the City of Umatilla's medical benefits program as of January 1st.

The dollar amount of your contribution is subject to the number of dependents you cover in the City of Umatilla's medical benefits plan: employee only (\$500), employee +1 (\$1,000), or employee +2 or more (\$1,500).

You must be enrolled in the City of Umatilla's medical benefits program in order to qualify for a VEBA contribution.

New-hires may receive a pro-rated VEBA Contribution as follows:

Employment date between January 1 st and March 31 st	75%
Employment date between April 1 st and June 30 th	50%
Employment date between July 1 st and September 30 th	25%
Employment date between October 1 st and December 31 st	0%

The New Hire pro-rated contribution will be made within 30 days of becoming covered in the plan.

Current employees, covered under another health plan at the time of open enrollment, who lose their coverage due to a qualifying event (as defined by the IRS—divorce, job loss, reduced hours, etc.) and who enroll in the City of Umatilla's medical plan within 31 days of losing that coverage, may be eligible for a pro-rated VEBA contribution. The pro-rated amount will be based upon the date of enrollment into the City of Umatilla's plan:

Enrollment date between January 1 st and March 31 st	75%
Enrollment date between April 1 st and June 30 th	50%
Employment date between July 1 st and September 30 th	25%
Employment date between October 1 st and December 31 st	0%

The Qualifying Event pro-rated contribution will be made within 30 days of becoming covered in the plan.

EMPLOYEE HEALTH AND WELLNESS

The City of Umatilla is committed to the health and well-being of its employees. As part of its benefits package, the City of Umatilla offers the City Wellness Program to all permanent employees. Additional wellness programs are provided through the City's Insurance Provider and only available to staff enrolled through the City Health Insurance Plan. These include the Employee Assistance Program (EAP), the "Healthy Eating and Weight Management" program, and the Beyond Well program.

Employee wellness programs have many benefits including reduced sick leave and various sickness related expenses and accidents. Employee wellness programs can also boost employee mental health leading to a happier workplace.

GYM MEMBERSHIP

The City agrees to maintain a corporate gym membership account with Club 24 in Hermiston, Oregon. The membership is optional. If the employee decides to enroll, the City will pay the joining fee. The monthly membership fee will be pre-paid by employee through a payroll deduction on the first payroll check of the month for the following month's dues. If an employee wishes to add additional family members to the membership, they may do so but will be responsible for the full cost, including the associated joining fee. An employee may cancel their membership by contacting Human Resources and submitting a completed cancellation form.

CITY RECREATIONAL FACILITIES AND PROGRAMS

The City of Umatilla encourages employees to recreate within City limits and support the various activities hosted by the City. As such, current employees are eligible to golf at Big River Golf Course at no charge while the course is open to public use. Employees are encouraged to enjoy their time on the course but should not linger or interfere with the day-to-day operation of the course. Big River Staff will have authority over staff members who are recreating at the facility and staff are expected to adhere to their direction. Employees may bring one other guest to golf with them at no charge (employee must remain present). Because the intent of this policy is to encourage health and wellness, the cost of a golf cart is not included. Employees wishing to utilize a golf cart will pay the regular rental price.

City employees may also rent one paddleboard/kayak per day at no charge. Due to the nature of this equipment, employees may utilize this equipment as available and will be required to haul the equipment from storage to the water without the assistance of on-duty staff. Employees are also eligible for 50% off tent/RV reservations at the Umatilla Marina and RV Park (pending availability).

In all uses of City recreational facilities and equipment, employees will be responsible for full cancellation fees, rental fines, or damage related fees as applicable. Employees who chose to participate will do so at their own risk.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

This free, confidential service is provided by Canopy (formerly Cascade Centers) and is available to all employees and dependents covered on a CIS Regence medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family member can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depression, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Canopy also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.

More information regarding this service can be obtained by contacting Human Resources or you can contact Canopy directly at 1-800-433-2320, or at www.canopywell.com.

HEALTHY EATING AND WEIGHT MANAGEMENT

CIS Benefits will reimburse 70%, up to \$400, of the cost of participating in an approved eating or weight management program per calendar year for up to 5 years. Employees/eligible family members must be 18 years of age or older and covered by a CIS medical plan. For more information on this benefit contact CIS or Human Resources.

BEYOND WELL

BeyondWell is a comprehensive lifestyle program through the City's Insurance Provider, CIS, that offers rewards for participating in wellness activities and achieving goals. Activities such as seeing your doctor, going to the dentist, and getting your eye's checked (among many others) can earn employees and qualified dependents up to \$150 each in electronic gift cards. For more information or help registering please see Human Resources.

OTHER

The City may also encourage employee health and wellness by offering opportunities and incentives for participation in healthy activities such as employee health challenges, health and wellness presentations, vaccination clinics etc. These activities will be offered at the discretion of the City Manager. Participation will always be voluntary as an additional benefit to the employee.

WORKERS' COMPENSATION

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

Steps to Take if You are Injured on the Job

If you are injured on the job, the City of Umatilla wants to know about it and expects to learn about it no later than 24 hours after your injury (report all work-related injuries to your supervisor).

If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:

1. Report any work-related injury to your supervisor. You must report the injury no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to Human Resources.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

Return to Work

If you require workers' compensation leave, you will — under most circumstances — be reinstated to

the same position that you held at the time your leave began, or to an equivalent position, if available. However, you must first submit documentation from a health care provider who is familiar with your condition certifying your ability to return to work and perform the essential functions of your position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are subject to the terms of any applicable collective bargaining agreement. The City of Umatilla does not discriminate against employees who suffer a workplace injury or illness.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by the City of Umatilla, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, the City of Umatilla will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the City of Umatilla. While you are on modified or transitional work, you are still subject to all other City of Umatilla rules and procedures.

Overlap with Other Laws

The City of Umatilla will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA) and FMLA or OFLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

PERS (PUBLIC EMPLOYEES' RETIREMENT SYSTEM) BENEFIT

The City of Umatilla participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or OPSRP member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS.

You initially become a PERS member after working six full calendar months for a PERS-covered employer in a qualifying position requiring at least 600 hours per calendar year period. That six month “waiting period” cannot be interrupted by more than 30 consecutive working days. Your effective date of membership is the first day of the month after you have met this requirement.

The City of Umatilla makes two contributions to PERS on your behalf. The first contribution is an amount based on the actuarial requirements for funding the City of Umatilla employee pensions. It is a percentage of payroll set by PERS. The amount may be different for each designation (Tier I, Tier II, OPSRP), and changes from year to year.

The City of Umatilla also pays on your behalf the employee contribution to the PERS system, which is set by statute at 6% of your pay. The employee contribution is deposited by PERS into the Individual Account Program (IAP). After you become a member of PERS, you will receive information about how to review your IAP account. PERS also will send you annually a statement of your balance(s).

When you become a PERS member, you should fill out a Designation of Beneficiary from the City of Umatilla to name someone to receive your benefits should you die before refunding or retiring. The “Standard Designation” on the Designation of Beneficiary form directs your death benefits to your surviving next of kin. If you select the standard designation, you automatically provide for changes which occur in your family situation such as marriage, birth, divorce, or death.

VOLUNTARY DEFERRED COMPENSATION

All employees are given the opportunity to contribute to a voluntary deferred compensation program through One America. If the employee decides to participate, the City of Umatilla will provide a 50% match up to a maximum of 3% of the employees salary. For example, if an employee contributes 6% of their salary, they will receive the maximum 3% City contribution. If the employee contributes 4% of their salary, they will receive a 2% City contribution.

UNEMPLOYMENT INSURANCE

All employees are covered under State of Oregon Employment Division Unemployment Insurance.

TUITION ASSISTANCE

The City of Umatilla encourages the continued education and professional development of its staff by assisting employees with certain tuition expenses as described in this section. This section deals with education programs voluntarily undertaken by the employee. Policies and procedures with respect to mandatory training and educational events attended at the request of the City of Umatilla are found elsewhere in this Handbook under “Educational Workshop Travel & Meal Reimbursement Policy.”

The City of Umatilla will assist staff with costs related to voluntary continuing education, provided the participation is approved in advance by the City Manager or their designee. The amount of funding available to each employee is limited to \$2,500 per year, with a maximum amount of assistance to all employees of \$10,000 per fiscal year.

The following criteria, procedures and rules typically apply:

- The program is available to those who have been regular full time employees of the City of Umatilla for at least one year. This requirement may be waived when special circumstances exist as determined by the City Manager or his designee.
- The subject matter of the coursework must be directly job-related and relevant to the employee's work responsibilities. Responsibilities described in the job description, as well as training goals and objectives developed for the employee, will be considered in determining if the requested course work is sufficiently job-related to qualify for assistance.
- Costs that may be considered for eligibility under this program include tuition and registration fees. Required books and course materials, exam fees, and optional study aids are not eligible unless specifically authorized by the City Manager or his designee.
- Employees shall attend courses on their own time. Employees shall not be compensated for time spent in classes or for time spent to travel to and from classes. Travel and expenses incurred while attending classes will not be reimbursed by the City.
- The completed Tuition Assistance Form is to be submitted to your department head prior to enrollment.
- Tuition expenses for acceptable courses that have been approved will be refunded upon verification of successful completion of the course. Successful completion means the employee has completed the course with a passing grade of "C" or better. Upon completion of the course, the employee will give their department head an official transcript, report card, or completion certificate, and a receipt for paid tuition.
- The City Manager or their designee has sole and final discretion to determine whether courses or expenses qualify for this program and to determine exceptions.

BILINGUAL INCENTIVE

It is the policy of the City of Umatilla to compensate employees who have passed a bilingual proficiency test and are serving in positions in which the following criteria are met.

1. Public contact with regular and frequent use of bilingual skills. For the purpose of this policy, "regular and frequent use" is defined as at least 20% of available time;
2. Bilingual skills enhance an employee's ability to provide necessary services;
3. Position performs in a setting where there is a demonstrated public need for the designation.
4. Employee is available for translation support for other departments during their designated work hours, provided that such services do not interfere with their principal job duties.

Eligibility is based upon the employee's position, a recommendation by the department head and approval by the City Manager. Employees occupying temporary positions are not eligible for bilingual incentive pay. Union employees will be guided by the applicable collective bargaining agreement.

Bilingual proficiency testing will be administered by Human Resources to any employee who has been recommended for the bilingual incentive. Testing may include a standardized written competency test and a recorded oral examination. Employees who fail the proficiency test(s) for bilingual incentive may retake the test after six (6) months.

The rate of pay shall be based on a fixed amount. Full-time regular employees shall receive compensation at a flat designated by the pay scale. Part-time regular employees shall receive compensation in an amount proportionate to that of a full-time employee. The amount will be prorated for any leave without pay status during the pay period.

CLOTHING ALLOWANCE

Public relations are an integral part of each employee's job. All employees are expected to present themselves in a way that helps generate trust, confidence and respect from the public they serve. As a result, all employees are required to be neatly groomed and wear clothing that is clean, in good repair, fits properly, and is professional and appropriate for their position and job duties, whether in the office, a City vehicle, or other worksite. Some positions with the City may be required to wear a uniform or other job specific attire. Your supervisor will inform you of any specific uniform or dress code requirements for your position. For positions that are required to wear a uniform, the City provides employees with uniforms at City expense. City uniforms and attire (with City logo, etc.) may not be worn off-duty except in the normal course of travel to and from work.

The City of Umatilla may choose to provide an annual clothing / uniform allowance. The decision to provide a clothing allowance is at the sole discretion of the City.

Some items utilized to determine the decision to provide a uniform or clothing allowance are:

- The necessity for the general public to identify particular employees
- The necessity for the employee to do all functions of their job
- The health and safety of employees

Clothing or a clothing allowance is generally made available to certain departments; however, some employees in a given department may be excluded depending on their specific assignment. Each department that provides or pays for a uniform or clothing for employees may choose to:

- Provide funds to reimburse the employee for the purchase, wear or maintenance of the uniform or clothing under a method that meets the rules of an IRS Accountable Plan (considered non-taxable); or
- Buy clothing for the employee and issue it as a uniform or clothing (considered nontaxable).
- The department budget of the authorizing supervisor will be charged all clothing allowance or uniform expenses.

All City uniforms and attire must be returned on separation from employment.

EMPLOYEE SAFETY

The City of Umatilla is committed to providing our employees with a safe and healthy work environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety. Safety is everybody's responsibility!

The City of Umatilla, through its Safety Committee, develops and implements safety rules and regulations contained in the Safety Manual. The manual is accessible to all City employees. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. The City of Umatilla will educate employees as to hazards of the workplace and train employees as to such hazards and the proper and safe method to perform job tasks.

You are expected to give your full-time skill and attention to the performance of your job responsibilities utilizing the highest standard of care and good judgment. You are also expected to follow all safety rules and regulations at all times including the use of protective clothing and equipment, attendance at all training sessions related to your job, and follow the directions of warning signs or signals and/or directions of supervisory personnel.

Safety rules and regulations may be issued or modified from time to time; notice of these changes typically are communicated via company email.

DRUG FREE WORKPLACE

The City of Umatilla is committed to maintaining a drug-free workplace in the interests of good business practices that provide a productive, safe, and healthy working environment for all employees and the public we serve.

Any unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs or other controlled substances on the City of Umatilla's time, premises, off-site work premises, or while operating a vehicle on the job is strictly prohibited. In addition, any unauthorized possession or use of alcoholic beverages on the job is prohibited.

Employees undergoing prescribed medical treatment with a prescription drug or over-the-counter medication that may impair behavior or work performance, shall report such fact to their supervisor. Oregon law does not require Oregon employers to recognize medical marijuana cards in the workplace, so, for purposes of this drug policy, possession and/or use of medical marijuana, or having detectable amounts of marijuana in the employee's system, is not allowed. The employee is not required to inform the supervisor what medication(s) he/she is taking. The City of Umatilla has the right to reassign duties or to place an employee on temporary leave of absence if the employee is unable to properly and safely perform his or her duties. In the event an employee needs to take a prescription drug or over-the-counter medication while at work, he or she should keep the medication in its original container so that it can be properly identified.

EMPLOYEE RIGHT TO KNOW/Written HAZARD COMMUNICATION PROGRAM

The City of Umatilla provides a Hazard Communication Program so that all employees will be aware of chemical hazards in the workplace. By becoming knowledgeable about this information, you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor, or the Public Works Director.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

Container Labeling

The City of Umatilla's Public Works Director will verify that all containers received for use will:

- Clearly label its contents.
- Note the appropriate hazard warning.
- List the manufacturer's name and address.

Safety Data Sheets (SDS)

In the wastewater treatment plant or City shop, you will find either the paper documents or electronic access information to obtain a SDS. If you are unable to locate a SDS, please contact the Public Works Director. If there are new chemicals in use for which you are unable to obtain a Safety Data Sheet, you should immediately contact the Public Works Director before using the chemical or the machine containing it.

MISCELLANEOUS POLICIES

ALCOHOL/DRUG USE, ABUSE AND TESTING

The City of Umatilla works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to the City of Umatilla's reputation.

The City of Umatilla expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner. An employee's on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

This policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law and/or collective bargaining agreement provisions). This policy revises and supersedes all previous drug and alcohol testing policies and practices.

Prohibited Conduct

- Possession, transfer, use or being under the influence of any alcohol while on City of Umatilla property, on City of Umatilla time, while driving City of Umatilla vehicles (or personal vehicles

while on City of Umatilla business), or in other circumstances which adversely affect the City of Umatilla operations or safety of City of Umatilla employees or others.

- The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed "under the influence" for purposes of this rule.
 - Law enforcement employees may possess or transfer alcohol during the performance of their law enforcement duties, e.g., collecting evidence.
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on City of Umatilla property, on City of Umatilla time, while driving City of Umatilla vehicles (or personal vehicles while on City of Umatilla business), or in other circumstances which adversely affect City of Umatilla operations or safety of City of Umatilla employees.
 - The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree (see definition of "reasonable cause testing" below), and if the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.
 - Law enforcement employees may possess narcotics, drugs or other controlled substances while engaging in law enforcement duties, e.g., collecting or transporting evidence.
 - As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.
- Bringing to the City of Umatilla property, or possessing, items or objects on the City of Umatilla property that contain any "controlled substance," including, for example, "pot brownies", "edibles" and candy containing marijuana. This prohibition does not apply to law enforcement employees who bring or possess such items in connection with law-enforcement work. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to co-workers, members of the public, or elected officials while on work time or on/in City of Umatilla property.
- Bringing equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana or controlled substances, such as pipes, bongs, "vape" pens, smoking masks, roach clips, and/or other drug paraphernalia. This prohibition does not apply to employees who possess such items in connection with law enforcement work.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to City of Umatilla property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

Prescription Drugs and Medical Marijuana

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed health care professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or City of Umatilla operations.

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect City of Umatilla operations or safety of City of Umatilla employees or other persons, the City of Umatilla may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not required to provide the City of Umatilla with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

The use of marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their Supervisor other means of accommodating the disability in the workplace, as the City of Umatilla will not agree to allow an employee to use medical marijuana as an accommodation. (See "Disability Accommodation Policy," above.)

Testing

The City of Umatilla reserves the right to:

- a. Subject applicants who are given a conditional offer of employment in a safety-sensitive position to a drug and alcohol test;
- b. Test employees reasonably suspected of using drugs or alcohol in violation of this policy;
- c. Discipline or discharge employee who test positive or otherwise violate this policy; and
- d. Test employees when they: (1) cause or contribute to accidents that seriously damage a City of Umatilla vehicle, machinery, equipment or property; (2) result in an injury to themselves or another employee requiring offsite medical attention; or (3) when the City of Umatilla reasonably suspects that the accident or injury may have been caused by drug or alcohol use.

Reasonable Cause Testing

If there is reasonable cause to suspect that an employee is under the influence of controlled substances or alcohol during work hours or has used drugs or alcohol in violation of this policy, the City of Umatilla may require the employee to undergo testing for controlled substances or alcohol.

As used in this policy, unless the context indicates otherwise:

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, and other tests of saliva, blood and urine. No testing shall be performed under this rule without the approval of the City Manager or the City Manager's designee.
- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this

policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:

- o a pattern of abnormal or erratic behavior;
- o information provided by a reliable and credible source;
- o direct observation of drug or alcohol use;
- o presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
- o unexplained significant deterioration in individual job performance;
- o unexplained or suspicious absenteeism or tardiness;
- o employee admissions regarding drug or alcohol use; and
- o unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the City Manager. Whenever possible, supervisors should locate a second employee or witness to corroborate their "reasonable cause" findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by Human Resources. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

A Bargaining unit employee subject to testing shall have the right to Union representation during the testing process. However, such representation shall not be allowed to interfere with the reliability of testing nor shall it unreasonably delay testing.

Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City of Umatilla property, or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the City of Umatilla may search any furniture, equipment or property provided by the City of Umatilla to the employee, including but not limited to, clothes (uniforms), locker, toolbox, and desk. Employees should have no expectation of privacy in any property, equipment or supplies provided by the City of Umatilla to employee.

Employee Refusal to Test/Search

An employee who refuses to consent to a test or a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

An employee who refuses to cooperate with any tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up

the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

Crimes Involving Drugs and/or Alcohol

Employees shall report:

- Any criminal arrest or conviction for drug- or alcohol-related activity within five days of the arrest or conviction;
- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

Failure to report as required will result in disciplinary action up to and including termination.

Drug and Alcohol Treatment

The City of Umatilla recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. The City of Umatilla is willing to help such employees obtain appropriate treatment.

An employee who believes that he/she has a problem involving the use of alcohol or drugs should ask a supervisor or Human Resources for assistance.

The City of Umatilla will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the City of Umatilla to the extent its existing benefits package covers some or all of the program costs.

Upon successful completion, an employee will be reinstated subject to periodic retesting at any time for a two year period. The employee will be responsible for the cost of all evaluation, counseling or rehabilitative treatment. Although the City of Umatilla recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance before drug or alcohol problems lead to disciplinary action. Once a violation of City of Umatilla policy is discovered, the employee's willingness to seek City of Umatilla or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

Discipline and Consequences of Prohibited Conduct

An employee who violates this policy will be subject to either termination or a last-chance agreement.

A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address their substance abuse issue and/or performance or safety issues. The last-chance agreement will inform the employee of the problems noted with their performance and to specify the performance required for the employee to achieve in order to continue to be employed by the City of Umatilla. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a

need to know are to be informed of test results. Disclosure of such information to any other person, agency, or the City of Umatilla is prohibited unless written authorization is obtained from the employee.

MOBILE DEVICES POLICY

This policy applies to employee use of cell phones, smart phones, tablets and similar devices, all of which are referred to as “mobile devices” in this policy.

Cell Phones and Mobile Devices in General

Employees are allowed to bring personal mobile devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or City of Umatilla-provided mobile devices may not violate the City of Umatilla’s policies against harassment and discrimination. Thus, employees who use a personal or City of Umatilla provided mobile device to send a text or instant message to another employee (or to a citizen or someone not employed by the City of Umatilla) that is harassing or otherwise in violation of the City of Umatilla’s policies prohibiting discrimination, harassment, bullying and retaliation will be subject to discipline up to and including termination.

Nonexempt employees may not use their personal or City of Umatilla-provided mobile device for work purposes outside of their normal work schedule without written authorization in advance from their department head . This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination. Nothing in this policy removes a nonexempt employee’s obligation from recording time for all hours worked.

Employee Use of City of Umatilla -Provided or Paid For Mobile Devices

Mobile devices are made available to City of Umatilla employees on a limited basis to conduct City of Umatilla business. Determinations as to which employees receive City of Umatilla-provided mobile devices will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. In some cases, the City of Umatilla may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of the City of Umatilla away from the office.

Employees who receive a mobile device from the City of Umatilla must agree to not use the mobile device for personal use except in emergency situations and must abide by all aspects of the Mobile Device Policy. Further, employees who receive a cell phone or mobile device from the City of Umatilla must acknowledge and understand that because the mobile device is paid for and provided by the City of Umatilla, or subsidized by the City of Umatilla, any communications (including text messages) received by or sent from the mobile device may be subject to inspection and review if the City of Umatilla has reasonable grounds to believe that the employee’s use of the cell phone violates any aspect of the Mobile Device Policy or any other City of Umatilla policy. Employees should have no reasonable expectation of privacy in a City of Umatilla provided or -paid for mobile device. An employee who refuses to provide the City of Umatilla access to their personal mobile device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Family and friends may not use an employee’s City of Umatilla-provided mobile device.

Mobile Devices and Public Records

City of Umatilla related business conducted on City of Umatilla-provided or personal cell phones/cellular devices may be subject to disclosure and production under Oregon's Public Records laws or in connection with litigation filed against the City of Umatilla or individual employees.

Employee Use of Mobile Devices with Cameras

Cameras of any type, including mobile devices with built-in cameras and video photography options, may not be used during working hours, or at any City of Umatilla-sponsored function unless authorized to do so by the City of Umatilla.

Mobile Device Use While Driving

The use of a mobile device while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of handheld cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City of Umatilla vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by the City of Umatilla.

Employees are prohibited from using handheld cell phones for any purpose while driving on City of Umatilla authorized or City of Umatilla-related business. This policy also prohibits employees from using a cell phone or other mobile device to send or receive text or "instant" messages while driving on City of Umatilla business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

USE OF CITY OF UMATILLA EMAIL AND ELECTRONIC EQUIPMENT AND SERVICES

The City of Umatilla uses multiple types of electronic equipment and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, the Internet and any new technologies used in the future. This policy governs the use of such City of Umatilla property.

Ownership

All information and communications in any format, stored by any means on or received or transmitted via the City of Umatilla's electronic equipment or services is the sole property of the City of Umatilla.

Use

Whether during work hours or non-work hours, the City of Umatilla's systems (including but not limited to telecommunications devices; computer equipment; software; email, internet browsing, File Transfer Protocol; and networking and intranet systems) are to be used for business purposes in serving the interests of the community and in the course of normal operations.

During work hours, employees should only participate in business pertaining to the City of Umatilla. However, the City of Umatilla consents to incidental personal use of City of Umatilla-owned and personal computer systems and telecommunications devices during work hours as defined in the Hours of Work policy. The term "incidental" as used in this context means infrequent, of limited duration, and does not interfere with work responsibilities. Ultimate determination of whether something is considered incidental is at the sole discretion of the City of Umatilla. The only sure way to avoid violating this policy is to refrain from any personal activity during work hours.

Use of City of Umatilla-owned systems, including information stored on those systems, to conduct privately owned business activities is not authorized and is strictly forbidden.

Any use of the Internet or the City of Umatilla's email system for forwarding chain emails; soliciting or proselytizing for commercial ventures, religious, personal, or political causes, or outside organizations is strictly prohibited.

Employees must not use the City of Umatilla's email addresses to create or manage personal accounts (i.e. shopping websites, personal bank accounts, and social media accounts). The City of Umatilla's email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor. The City of Umatilla's email addresses may also be used for all City County Insurance Services online accounts or other work related accounts as approved by your supervisor.

ELECTRONIC MAIL SYSTEM

E-mail communications are the property of the City of Umatilla and are subject to Oregon's Public Records Law (ORS 192.410 to 192.505). E-mail correspondence is discoverable material that can be used in litigations including employment discrimination and wrongful termination.

E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on City of Umatilla letterhead.

Please be aware that even when a message is erased through e-mail it is still possible to retrieve and read that message. Even though the City of Umatilla reserves the right to retrieve and read any mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect that employees will respect others' privacy, and unless authorized to do so, will not retrieve or read electronic messages not intended for them. The use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the City Manager upon request. Again, personal use of e-mail may occur, but is to be kept to a minimum, and it must be approved by your supervisor.

INSPECTION AND MONITORING – NO RIGHT TO PRIVACY

Employee communications, both business and personal, made using City of Umatilla electronic

equipment and services are not private. Any data created, received or transmitted using City of Umatilla equipment services are the property of the City of Umatilla and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on the City of Umatilla's electronic equipment or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the City of Umatilla's ownership of the electronic information, electronic equipment or services, or the City of Umatilla's right to inspect such information. The City of Umatilla reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of the City of Umatilla's electronic equipment and services, including all communications and internet usage and resources/sites visited. The City of Umatilla will override all personal passwords if it becomes necessary to do so for any reason.

PERSONAL HARDWARE AND SOFTWARE

Employees may not install personal hardware or software on the City of Umatilla's computer systems or mobile devices without approval from the City Recorder. All software installed on the City of Umatilla's computer systems must be licensed. Copying or transferring of City of Umatilla owned software to a personal device/equipment may be done only for personal devices/equipment used for City of Umatilla business and with approval from the City Recorder.

UNAUTHORIZED ACCESS

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City of Umatilla management. No employee can examine, change or use another person's files, output, username or password unless he/she has explicit authorization from the City Manager to do so.

SECURITY

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception. These methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

INAPPROPRIATE WEB SITES

The City of Umatilla's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate the City of Umatilla's policies on harassment and discrimination.

SOCIAL MEDIA

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal

or diary, personal or commercial website, social networking web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Umatilla, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of the City of Umatilla or City of Umatilla's legitimate business interests may result in disciplinary action up to and including termination.

Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate any City of Umatilla policies, including City of Umatilla's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

Do not create a link from your blog, website or other social networking site to a City of Umatilla-owned or maintained website without identifying yourself as a City of Umatilla employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City of Umatilla, unless you are authorized by your manager/supervisor to do so. If the City of Umatilla is a subject of the content you are creating, be clear and open about the fact that you are a City of Umatilla employee, and make it clear that your views do not represent those of the City of Umatilla or its employees or elected officials.

Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, City of Umatilla's employees and elected officials, and suppliers or other third parties who do business with the City of Umatilla.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, City of Umatilla employees or elected officials, that might constitute harassment or bullying, and/or that violate City of Umatilla policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City of Umatilla policy.

Maintain the confidentiality of the City of Umatilla's confidential information. Do not post internal reports, policies, procedures or other internal, City of Umatilla-related confidential communications or information. (See "Confidential City of Umatilla Information" policy, below.)

Nothing in this policy is meant to prevent an employee from exercising their right to make a complaint of discrimination or other workplace misconduct, engage in lawful collective bargaining activity, or to express an opinion on a matter of public concern that does not unduly disrupt City of Umatilla operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against the City of Umatilla's interest in the effective and efficient fulfillment of its responsibilities to the public.

Request for Employee Social Media Passwords

City of Umatilla's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's user name and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a username and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City of Umatilla.

Nothing in this policy prohibits the City of Umatilla from requiring an employee to produce content from their social media or internet account in connection with a City of Umatilla-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

THE CITY OF UMATILLA'S SOCIAL MEDIA ACCOUNTS

The City of Umatilla's social media accounts are to be used strategically as part of the City of Umatilla's communication and outreach efforts. Only employees (or authorized volunteers or contractors) designated by the City of Umatilla are authorized to post on the City of Umatilla's social media sites.

CONFIDENTIAL CITY OF UMATILLA INFORMATION

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City of Umatilla policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or disclose confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of the City of Umatilla) may be removed from our premises without permission from The City Manager. Likewise, any materials developed by City of Umatilla's employees in the performance of their jobs is the property of the City of Umatilla and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City of Umatilla's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

COMMUNICATION COURTESIES

You are reminded to be courteous to other users of the system and always conduct yourself in a professional manner. Some examples of inappropriate systems use includes, but is not limited to: installing non-business software; sending chain letters or other material that can be construed as spam; playing games; displaying sites with inappropriate sounds or visuals; transmitting obscene,

harassing, offensive or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; and displaying, downloading, or distributing sexually explicit material.

Only authorized employees may communicate on the Internet on behalf of the City of Umatilla. Employees may not express opinions or personal views that could be misconstrued as being those of the City of Umatilla.

Any information posted to the City of Umatilla's internet sites must first be approved by the respective department manager.

COPYRIGHTS

Any software or other materials downloaded into the City of Umatilla's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. The City of Umatilla honors all licenses, copyrights, patents, restrictions and terms and conditions associated with commercial proprietary computer software. Systems users are not authorized to use, copy, modify, or transfer purchased computer software in whole or in part except as expressly provided in the applicable software license, contract or purchase agreement. "Pirating" (making unauthorized copies of software or music) is a violation of federal copyright law. Any approved material that is posted should obtain all proper copyright and trademark notices if applicable. Applications developed while employed by or under contract with the City of Umatilla are the property of the City of Umatilla, not the developer.

REMOTE ACCESS

When accessing the City of Umatilla's systems remotely using personal devices, employees should take extra care to ensure the device they are using is free of viruses or malware. Employees should limit their access from personal devices as much as possible and use City of Umatilla -supplied technology as often as possible.

Non-exempt staff (as defined in this Employee Handbook) may occasionally need to access the City of Umatilla's technology systems remotely when staffing the receptionist desk or working at an off-site work function. The City of Umatilla strongly discourages non-exempt staff from working remotely at any other time using the City of Umatilla's technology systems unless approved by the employee's supervisor. The City of Umatilla's technology systems may be checked periodically to assess proper use by employees.

SECURITY

Although the City's management does everything possible to protect the City of Umatilla's systems and the confidentiality and integrity of the City of Umatilla's information stored on its computer systems, employees are responsible for all activities that they originate from their computer accounts, systems or telecommunications devices and are responsible for protecting data and information stored on the City of Umatilla's electronic equipment from unauthorized access and disclosure. In addition to sensitive information such as social security and birth dates, the City of Umatilla processes data which must remain confidential because of governmental rules and regulations.

Unless otherwise directed, employees are required to lock their computers when not in use and must log off at the end of each work day.

Employees must immediately report loss or theft of any technology device to the City Manager.

ARCHIVING ELECTRONIC COMMUNICATIONS

Employees are responsible for ensuring that their data is stored in the proper location to allow centralized data backups. No City of Umatilla data should be stored on the employee's local drive without prior approval and alternate backup procedures. An employee with questions about the proper location and storage of the City of Umatilla's data should contact their supervisor or manager.

Employees must follow federal and state law with regards to archiving electronic communications. Generally, you should follow the same archiving timeframes for electronic records, as you would for paper records.

Typical public records examples:

- Policies and directives
- Correspondence or memoranda related to official business
- Work schedules and assignments
- Agendas and minutes of meetings
- Drafts of documents that are circulated for comment or approval
- Any document that initiates, authorizes, or completes a business transaction
- Final reports or recommendations

Typical non-public records examples:

- Personal messages or announcements
- Copies of extracts of documents distributed for convenience or reference
- Announcements of social events
- Messages received via listserv
- Spam

Please refer to the City of Umatilla's Records Retention Schedule for City of Umatilla-specific information.

ETHICS

At the City of Umatilla we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the City of Umatilla or the City of Umatilla's citizens.

We at City of Umatilla are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as

prohibitions on gifts, personal use of City property or strict definitions of conflict of interest. If you are coming to City of Umatilla from work in the private sector, you may find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website, <http://www.oregon.gov/OGEC/>.

If you have questions about whether an activity meets City of Umatilla's or Oregon's ethical standards, please talk with your supervisor. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

OPEN DOOR POLICY

The City of Umatilla's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. The City of Umatilla's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in the City of Umatilla, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by your department head, or City Manager (when department head is your immediate supervisor).

OUTSIDE EMPLOYMENT

Generally, employees may obtain employment with an employer other than the City of Umatilla or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.

Employees may not accept outside employment that involves:

- The use of City of Umatilla time (including the employee's work time), City of Umatilla facilities, equipment and supplies, or the prestige or influence of the employee's position with the City of Umatilla. In other words, the employee may not engage in private business interests or other employment activities on the City of Umatilla's time or using the City of Umatilla's property;
- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works (or by a State agency); or
- Receipt of money or anything of value for performance of duties that the employee is required to perform for the City of Umatilla.

The City of Umatilla requires employees to report outside employment to their supervisor before the outside employment begins. If the supervisor believes that the proposed outside employment may represent a conflict with the employee's City of Umatilla duties the supervisor must provide the

employee with written notice to that effect. Such notice may set forth the reasons the manager believes the proposed activity to be in conflict with the employee's duties. Thereafter, an employee must provide an update to their supervisor if any changes in outside employment occurs. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

CRIMINAL ARRESTS AND CONVICTIONS

Employees must promptly and fully disclose to their supervisor on the next working day:

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City of Umatilla property, or in a City of Umatilla vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);
2. All arrests, citations, convictions, guilty pleas or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
3. If you are arrested, cited or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

POLITICAL ACTIVITY

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of City of Umatilla employees to express their personal political views); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

INCLEMENT WEATHER/EMERGENCY CLOSING

Except for regularly scheduled holidays, the City of Umatilla is open for business on Mondays through Fridays during normal business hours. On occasion there may be circumstances beyond our control, such as inclement weather, national crisis, or other emergencies, that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday. In such cases, the City Manager (or their designee) will decide whether to close the office and will endeavor to notify all managers, who will in turn notify their employees.

In the event of extreme inclement weather conditions, we recognize that each staff member's ability

to safely reach the office may be different. If you cannot safely report to work in such circumstances, you should contact your supervisor. If staff cannot reach the office and are able to serve from home, you should do so. Safety and a Trust-worthy approach are your guides.

For additional guidance on inclement weather, please refer to Administrative Policy and Procedure (Resolution No. 53-2019), Adverse Weather or Emergency Office Closure.

WORKPLACE VIOLENCE

The City of Umatilla recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee against another employee, volunteer, elected official, or member of the public with respect to that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by the City of Umatilla.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with the City of Umatilla, or that threaten the safety, security or financial interests of the City of Umatilla. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer or elected official. Employees should make such reports directly to the City Manager.

The City of Umatilla also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. See policy on "Workplace Inspections."

WORKPLACE INSPECTIONS

This policy applies to inspections and investigations conducted by the City of Umatilla pursuant to policy or law unless otherwise modified by a different policy in this Handbook.

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems and computer systems. Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City of Umatilla; these areas are not private.

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances.

SMOKING/TOBACCO USE IN THE WORKPLACE

The City of Umatilla provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. Marijuana is also prohibited under this policy. This policy applies to employees, volunteers, and any visitors to City of Umatilla property, vehicles or facilities/buildings.

City of Umatilla buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is

prohibited during working hours. Further, the City of Umatilla prohibits tobacco/marijuana use in or around City of Umatilla vehicles and equipment or machinery.

If you wish to smoke tobacco, you must do so outside of the City of Umatilla's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. The City of Umatilla has established employee smoking areas that your supervisor can show you.

HIRING OF RELATIVES

Relatives of current employees, or individuals involved in an intimate personal or financial relationship with a current employee, are eligible for hire at the City of Umatilla subject to the same selection process and job requirements and will be evaluated in the same manner as any other applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law) or person involved in an intimate personal or financial relationship, would fall under the direct line of supervision of the other family member or partner.

All employees shall avoid being in a position where they are subject to supervisory or oversight authority by a family member, member of their household, or a person with whom they have an intimate personal or financial relationship. If the relative relationship is established after employment as a result of organizational restructure, marriage, or a development of an intimate personal or financial relationship, the employees involved have an obligation to immediately inform their supervisor, or Human Resources. The employees and the City of Umatilla will jointly make a good faith effort to find an alternative assignment for one of the two employees. Depending on business need, this may include, but is not limited to restructuring duties, assignment to another position, and assignment to another shift or change in supervision. If no alternative assignment is available, the two employees will have 30 days to decide who will resign. If a decision is not made within 30 days, the City of Umatilla will make the final decision, based on the City of Umatilla's operational and financial needs.

Policy violations including, but not limited to, failure to disclose a family relation, or an intimate personal or financial relationship, will be investigated by the City of Umatilla. Policy violations may result in progressive discipline of employees, up to and including termination of employment. Supervisors and lead workers may be disciplined for taking employment actions based upon the relationship.

SOCIAL AND RECREATIONAL ACTIVITIES

Participation in all off-duty social or recreational activities such as picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not have any effect on employee wages, hours, working conditions or employment opportunities.

WORKPLACE RULES AND EXPECTATIONS

The City of Umatilla believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly

identified performance expectations so that everyone can act in accordance with our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive, but serve as guidelines to demonstrate work behaviors considered important to the City of Umatilla.

You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you. If you are unable to be at work on time, you are expected to contact your supervisor prior to the start of your work shift. If that individual cannot be reached, you are expected to contact an alternate managerial representative.

You are expected to regard your workplace with respect and attention. The City of Umatilla's records, equipment, and property are to be treated carefully and appropriately. The City of Umatilla's equipment is not to be utilized for personal use, and anything created with the use of such equipment is the sole property of the City of Umatilla. You are responsible for those items in your care and custody and will be held accountable for their maintenance, appropriate use, and/or accuracy.

You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City of Umatilla or outside regulatory bodies.

You are expected to conduct yourself in a professional and respectful manner, exhibiting a high regard for the public, vendors, business associates, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol or drug consumption when representing the City of Umatilla in a business or social capacity.

Bullying may be intentional or unintentional; therefore, when responding to bullying complaints, the City of Umatilla may take into consideration the intention of the alleged bully and the effect of the behavior upon the individual objecting to the behavior. The following types of behavior may be considered bullying:

Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.

Gesture Bullying: non-verbal threatening gestures, glances which can convey threatening messages.

Exclusion: socially or physically excluding or disregarding a person in work-related activities.

You are expected to maintain the confidentiality of the City of Umatilla's information, or others information in your possession (i.e., personnel information, trade secrets, etc.).

Your personal appearance at work should be neat and consistent with a professional atmosphere, keeping in mind the impression made on the public, visitors, and other employees, and the need to promote the City of Umatilla and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what appearance at work is appropriate.

Any other action an employee takes is expected to be in the in the best interest of the organization.

This information regarding unacceptable practice/behavior may help in providing guidance for employee actions. You are urged to use reasonable judgment at all times and to seek advice from your supervisor in any doubtful or unclear situation. By everyone doing their best to meet both the spirit and intent of these guidelines, employee disciplinary issues should be minimal. As a matter of policy, the City of Umatilla seeks to resolve conduct and performance problems in the most informal and positive manner possible. However, when someone does not conduct her/himself within the intent of the work rules, action may be taken to correct the situation promptly and completely. Violations of workplace rules may result in corrective action, up to and including immediate discharge.

We also believe that all City of Umatilla employees should be given an opportunity to be heard in matters involving discipline, if termination is the likely outcome.

CONTINUOUS TRAINING

Our community's perception of the City of Umatilla is shaped by the quality of our employees – the knowledge and skills they bring to their jobs. A strong commitment to a rich culture of learning is vital to the City's success.

Training for employees is carried out through several different methods, such as online courses through the CIS Learning Center, in-house training, and industry-driven conferences and seminars. Employees are expected to complete training as assigned by their supervisors.

OFF DUTY CONDUCT

As a general rule, the City of Umatilla regards the off-duty activities of employees to be their own personal matter. However, there are certain types of off-duty activities that are of concern because of the potential negative impact on the City of Umatilla's reputation within the communities we serve. For that reason, employees who either engage in, or are associated with, criminal acts, or other conduct, the nature of which adversely affects the City of Umatilla or their own ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action and/or including discharge.

For purposes of this section, off-duty activities also includes participation in online activities, including, but not limited to, forms of online publishing and discussion such as blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, and social networks.

TERMINATION OF EMPLOYMENT

PROHIBITED CONDUCT

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and the City of Umatilla's operations, some of which are

described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other City of Umatilla records.
- Recording of work time of another employee or allowing any other employee to record your work time or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any City of Umatilla property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of City of Umatilla equipment, materials or facilities.
- Provoking a fight or fighting during work hours or on City of Umatilla property.
- Engaging in criminal conduct while at work.
- Causing, creating or participating in a significant or substantial disruption of work during working hours on City of Umatilla property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City of Umatilla employee, customer or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City of Umatilla.
- Misrepresentation of City of Umatilla policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Umatilla. Employees may not use the City of Umatilla's name, logo, likeness, facilities, assets or other resources of the City of Umatilla for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or City of Umatilla policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City of Umatilla or outside regulatory or legislative bodies.
- Harassment or discrimination that violates City of Umatilla policy.

This statement of prohibited conduct does not alter the City of Umatilla's policy of at-will employment. Except for employees subject to a collective bargaining agreement or contract of employment, the City of Umatilla remains free to terminate the employment relationship at any time, with or without cause or notice.

The following list of prohibited conduct items are generally considered zero tolerance policies and will result in termination:

- Theft
- Workplace violence
- Sexual harassment

- Lying
- Falsification of employment or other City of Umatilla records

CORRECTIVE ACTION/DISCIPLINE POLICY

The City of Umatilla has high performance expectations because we strongly believe that everyone benefits when we all work together and conduct ourselves in a manner that mutually reflects the best interests of co-workers and our organization. Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet City of Umatilla standards, the City of Umatilla will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating the employment of an employee for serious violations of City of Umatilla policies, procedures and rules and for other inappropriate behavior or conduct, the City of Umatilla may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. The City of Umatilla may also choose to send the employee to a training or an education opportunity.

In all cases, the City of Umatilla will determine the nature and extent of any discipline based upon the circumstances of each individual case and, where applicable, collective bargaining agreement provisions. The City of Umatilla may proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the City of Umatilla deems such action appropriate. The City of Umatilla retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

GRIEVANCE PROCEDURE

A grievance may arise from any real or imagined dissatisfaction of any employee regardless of their appointive status with the City. If complaints are not satisfactorily answered for the aggrieved employee, he may go directly to the next higher supervisory head. If the aggrieved employee does not file within the time limits, the grievance will be considered void. (Employees covered by the collective bargaining unit should refer to their separate agreement.)

(a) The employee shall orally present the grievance to their immediate supervisor within five (5) working days of its occurrence or knowledge of its occurrence. The supervisor shall give the employee oral reply within five (5) working day of the date, not including the date of presentation.

(b) If the City fails to meet or answer any grievance within the prescribed time limits for such action by this section, such grievance shall automatically advance to the next step.

(c) If the grievance remains unresolved at this level, the employee shall present the written grievance to the employee's department head within five (5) working days of the employee's supervisor's oral response.

(d) The department head shall reply in writing to the grievance within five (5) days of presentation of the grievance.

(e) If the grievance is not satisfactorily settled with the employee by the department head, the employee may present the written grievance to the City Manager within five (5) working days after the department head's response is given.

The City Manager shall meet with the employee, the immediate supervisor and the department head. At this time all information accumulated to date on the grievance shall be presented. The City Manager shall reply in writing within fifteen (15) working days of the presentation.

(f) If the grievance procedures are not initiated within the time limits established by this section, the grievance shall be considered abandoned.

The time limits prescribed in this section may be extended by mutual consent of both parties involved.

RETIREMENT OR RESIGNATION FROM EMPLOYMENT

If you choose to resign or retire, it is anticipated that you will give the City of Umatilla as much notice as possible — preferably a minimum of two weeks. When giving your two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two-weeks' notice of your intent to leave the City of Umatilla, you may not be eligible for re-employment at a later date.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with their supervisor or City Manager before making a final decision.

Employees must return all City of Umatilla property, including phones, computers, identification cards, credit cards, keys, and manuals, to their supervisor on or before their last day of work.

LAYOFFS

In the event of changes of work responsibilities, lack of work, or lack of funds, or other pertinent reasons, the City Manager will have the authority to lay-off employees from employment on a temporary basis or to terminate employees on a permanent basis.

Lay-offs shall be evaluated on an individual job classification basis. Primary criteria will be to accomplish lay-offs with the least negative effect on the proper functioning of City services and responsibilities. When an employee is laid off from employment pursuant to this section, the employee's employment and all

City fringe benefits shall cease effective the date of employee's lay off. For a period of one year after an employee is laid off, that employee will be given first consideration for re-employment to fill a vacant position for which the employee is qualified.

FINAL PAYCHECK

While we request that you give us at least 10 working days advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days or on our next regularly scheduled payday, whichever occurs first. If you are discharged, your final paycheck will be paid no later than the end of the next business day. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits (excluding PERS) that are due and payable at separation. . Paystubs can be picked up at the City of Umatilla or mailed to the current home address if requested in writing by the terminating employee.

Salaried employees who terminate employment prior to the last day in the pay period in which they terminate, will be paid at an hourly rate of pay for all hours worked.

Please inform the City of any address changes subsequent to termination to ensure you receive your W-2.

EXIT INTERVIEW

An exit interview may be scheduled with the City Manager or his designee, when an employee leaves the City of Umatilla. This gives the departing employee an opportunity to offer constructive feedback, positive comments, or address any unresolved issues prior to leaving. This also allows the City of Umatilla to solicit the employee's candid opinions, as well as suggestions, for improvement at the City of Umatilla. We encourage departing employees to participate in an exit interview when they separate from employment, and we value all opinions and suggestions received throughout this process.

Prior to the last day of employment, the exiting employee will be provided with information to help ease the transition, such as, benefit continuation rights and responsibilities, and final paycheck information.

CONCLUDING THOUGHTS

We look forward to your participation on our team. The success of our organization depends on the cooperation and contribution of each one of us. We want to continue to provide a workplace that is professional, healthy and conducive to a positive work environment. Please join the City of Umatilla's Team in continuing this positive tradition.

ACKNOWLEDGEMENT OF RECEIPT OF THE EMPLOYEE HANDBOOK

I acknowledge that I have received and will read a copy of the City of Umatilla's Employee Handbook. I also understand that a copy of the Employee Handbook is available to me at any time to review by contacting Human Resources.

I understand that the City of Umatilla has adopted the Employee Handbook only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in the City of Umatilla's sole discretion. I also understand that the Employee Handbook control over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the Employee Handbook is not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the City of Umatilla or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review the City of Umatilla's policies regarding equal employment opportunity and that the City of Umatilla aims to provide a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to Human Resources, the City Manager, or any trusted manager or supervisor.

During my employment with the City of Umatilla, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new polices are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Signature

Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

First reading of ordinance no. 861- An ordinance proclaiming the annexation of tax lot 2300 on assessors map 5N28E22 and Lind road from the edge of City limits south to its intersection with Bensel road withdrawing said property from Umatilla county sheriff's law enforcement district; accepting written application for annexation from all of the owners of the area; making findings; setting the final boundaries of the property to be annexed; and setting the comprehensive plan map and zoning designation for approximately 20 acres of annexed property

Meeting Date:

2022-12-06

Department:

Community Development

Director:

Brandon Seitz

Contact Person:

JF

Phone Number:

Cost of Proposal:

NA

Amount Budgeted:

NA

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

No

Previously Presented:

NA

Attachments to Agenda Packet Item:

[ORD 861.docx](#)

[Notice map.pdf](#)

Summary Statement:

The Council approved Project Path Annexation ANX-1-22 at their August 2, 2022, council meeting. Ordinance 861 will implement Project Path ANX-1-22 amending the Comprehensive Plan Map by expanding City Limits to include appx 20 acres of land and portion of Lind road. Staff recommends a motion for a first reading by title only of Ordinance No. 861.

Consistent with Council Goals:

N/A

ORDINANCE NO. 861

AN ORDINANCE PROCLAIMING THE ANNEXATION OF TAX LOT 2300 ON ASSESSORS MAP 5N28E22 AND LIND ROAD FROM THE EDGE OF CITY LIMITS SOUTH TO ITS INTERSECTION WITH BENSEL ROAD WITHDRAWING SAID PROPERTY FROM UMATILLA COUNTY SHERIFF'S LAW ENFORCEMENT DISTRICT; ACCEPTING WRITTEN APPLICATION FOR ANNEXATION FROM ALL OF THE OWNERS OF THE AREA; MAKING FINDINGS; SETTING THE FINAL BOUNDARIES OF THE PROPERTY TO BE ANNEXED; AND SETTING THE COMPREHENSIVE PLAN MAP AND ZONING DESIGNATION FOR APPROXIMATELY 20 ACRES OF ANNEXED PROPERTY

WHEREAS, certain real properties (hereinafter referred to as Property) located West of HWY 395, commonly know as Tax Lot 2300 on Assessors Map 5N28E22 (TLID #5N28220002300) and located within the Urban Growth Area of Umatilla, Oregon owned by County of Umatilla; and

WHEREAS, the owner of the Property requested annexation of the Property into the Umatilla city limits; and

WHEREAS, the Umatilla City Planning Commission held public hearings on July 26, 2022 to consider annexation request ANX-1-22, by the applicant to annex the property and recommended approval of the request to the City Council; and

WHEREAS, the Umatilla City Council held public hearings on August 2, 2022 to consider the Planning Commission's recommendation and adopted the Planning Commission's findings and conclusions as its own for ANX-1-22 in approving the application request.

NOW THEREFORE, THE CITY OF UMATILLA DOES ORDAIN AS FOLLOWS:

Section 1. Findings. The Umatilla City Council does hereby find that:

- a. The Property legally described in Section 3 below is within the urban growth area of the City's Comprehensive Plan.
- b. The owner of the Property made written application to the City with the consent of the owners for annexation of the Property.
- c. The Plan and Zoning designations for the Property are described in Section 5 below.
- d. It is not necessary to call or hold an election in the City or in the area requested to be annexed or to hold the hearing otherwise required under ORS 222.120.
- e. There is no other city, district, or other municipal corporation involved in the jurisdiction of the annexation.

Section 2. Consent. All of the owners of the subject property have consented in writing to this annexation, which are on file with the City, and are hereby accepted.

Section 3. Setting the final boundaries. The final boundaries of the Property hereby annexed are legally described as follows:

1. (Commonly known as Tax Lot 2300 on Assessors Map 5N28E22 5N28220002300; Account #166542; TLID #5N28220002300)

TOWNSHIP 5 NORTH, RANGE 28, E.W.M.

Section 22: West Half of Southwest Quarter of Southwest Quarter
Section 22, Township 5 North, Range 28, E. W. M.
Umatilla County, Oregon

All being East of the Willamette Meridian, Umatilla County, Oregon.

(Commonly known as Tax Lot 2300 on Assessors Map 5N28E22 5N28220002300; Account #166542; TLID #5N28220002300)

2. A portion of the Lind Road right-of-way as established in the Final Order of those certain Road Establishment proceedings dated June 6, 1907, for County Road No. 623, (also known as County Road No. 1281 and currently known as Lind Road) located in the southeast quarter of Section 21 and the southwest quarter of Section 22, Township 5 North, Range 28 East, Willamette Meridian, Umatilla County, Oregon, more particularly described as follows:

A 66.00-foot-wide public road right-of-way, lying 33.00 feet on each side of the following described centerline;

Beginning at the northeast corner of the southeast quarter of said Section 21 and the northwest corner of the southwest quarter of said Section 22, said point being the POINT OF BEGINNING of the centerline to be described;

Thence along the east line of the southeast quarter of said Section 21 and the west line of the southwest quarter of said Section 22, South 01°25'10" East, 2648.59 feet to a Brass cap marking the section corner common to said Sections 21, 22, 27 and 28, said point being the terminus of this centerline description.

(The sidelines of said road right-of-way are to be lengthened or shortened as necessary to create a uniform strip of land 66.00 feet in width. Originating on the north line the southeast quarter of said Section 21 and the north line of the southwest quarter of said Section 22 and terminating on the south line the southeast quarter of said Section 21 and the south line of the southwest quarter of said Section 22).

TOGETHER WITH AND SUBJECT TO covenants, easements, and restrictions apparent of record.

Section 4. Proclamation of annexation and withdrawal from Umatilla County Sheriff's Law Enforcement District. The City Council does hereby publicly declare and officially announce

that the property described in Section 3 above is hereby annexed into the city limits of the City of Umatilla, Oregon as authorized under ORS chapter 125, and does hereby declare the said property withdrawn from the Umatilla County Sheriff's Law Enforcement District.

Section 5. Comprehensive Plan and Zoning Map Amendment. The Comprehensive Plan and Zoning Map designation of the Property shall be the as follows:

1. (Commonly known as Tax Lot 2300 on Assessors Map 5N28E22 5N28220002300; Account #166542; TLID #5N28220002300)

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Shall be the City's Light Industrial (M-1) zone

2. A portion of the Lind Road right-of-way as established in the Final Order of those certain Road Establishment proceedings dated June 6, 1907, for County Road No. 623, (also known as County Road No. 1281 and currently known as Lind Road) located in the southeast quarter of Section 21 and the southwest quarter of Section 22, Township 5 North, Range 28 East, Willamette Meridian, Umatilla County, Oregon, more particularly described as follows:

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TOGETHER WITH AND SUBJECT TO covenants, easements, and restrictions apparent of record.

Shall be the City’s Light Industrial (M-1) zone

Section 6. Severability. If any provision of this Ordinance is held to be invalid by a court of competent jurisdiction, the invalidity shall not affect other provisions of this Ordinance that can be given effect without the invalid provision, and to this end the provisions of this Ordinance are severable.

Section 7. Effective date. The effective date of this ordinance shall be 30 days after its passage by the city council and approval by the mayor, or by the council president in the mayor’s absence.

PASSED AND ADOPTED by the City Council this 6th day of December, 2022.

Council members voting yes: _____

Council members voting no: _____

Absent Council members: _____

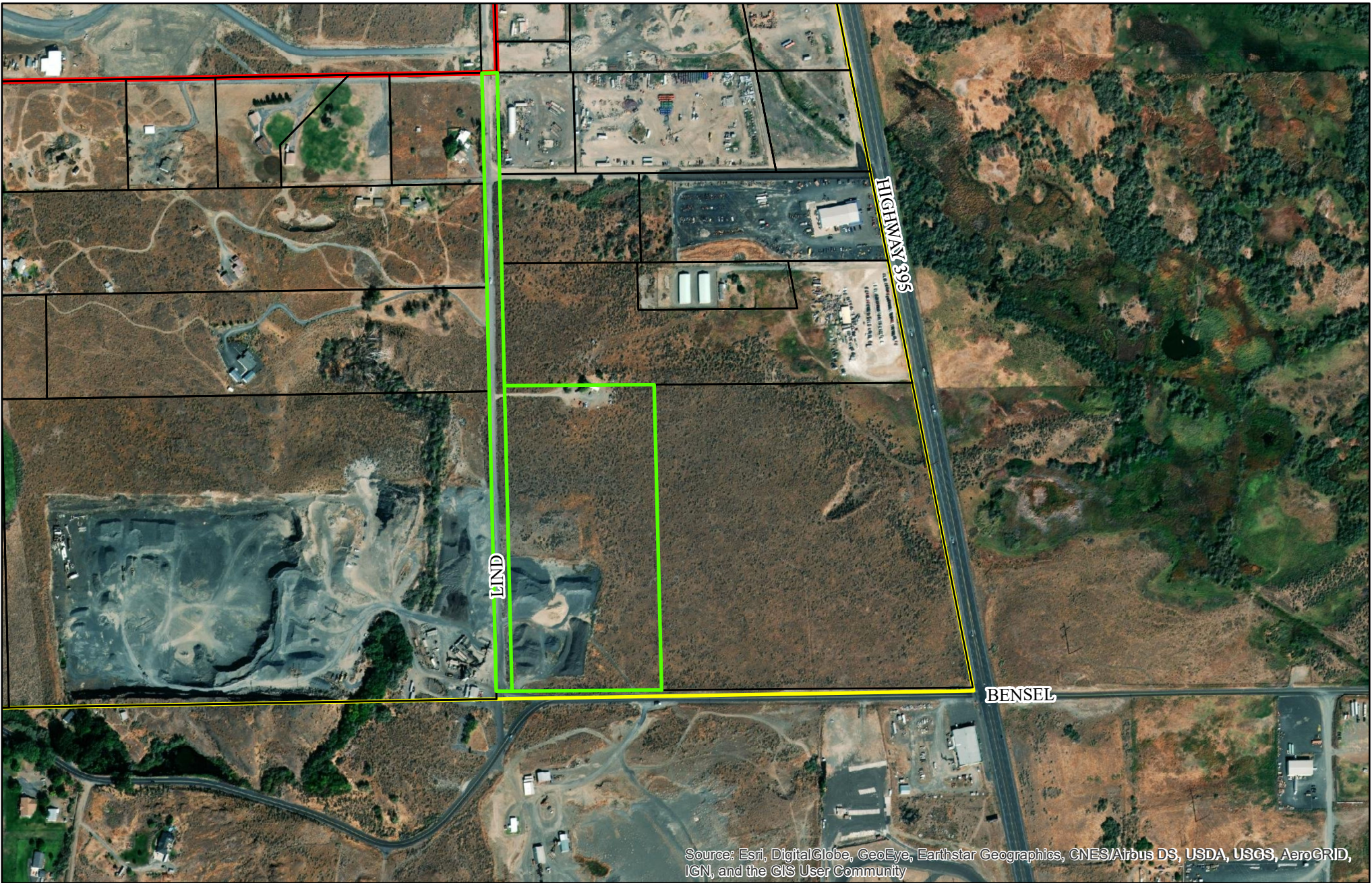
Abstaining Council members: _____

And **SIGNED** by the Mayor/Council President this 6th day of December, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

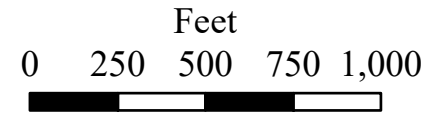


PROJECT PATH ANNEXATION (ANX-1-22)

*NOTICE GIVEN TO PROPERTY OWNERS WITHIN 100'

Legend

- Proposed Annexation Area
- Tax Lots 4-5-22
- City Limits
- Umatilla UGB



MAP DISCLAIMER: No warranty is made as to the accuracy, reliability or completeness of this data. Map should be used for reference purposes only. Not survey grade or for legal use. Created by Jacob Foutz, on 7/5/2022

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Adoption of ordinance no. 861- An ordinance proclaiming the annexation of tax lot 2300 on assessors map 5n28e22 and Lind road from the edge of city limits south to its intersection with Bensel road withdrawing said property from Umatilla county sheriff's law enforcement district; accepting written application for annexation from all of the owners of the area; making findings; setting the final boundaries of the property to be annexed; and setting the comprehensive plan map and zoning designation for approximately 20 acres of annexed property

Meeting Date:

2022-12-06

Department:

Community Development

Director:

Brandon Seitz

Contact Person:

JF

Phone Number:

Cost of Proposal:

NA

Amount Budgeted:

NA

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

No

Previously Presented:

NA

Attachments to Agenda Packet Item:

[ORD 861.docx](#)

[Notice map.pdf](#)

Summary Statement:

The Council approved Project Path Annexation ANX-1-22 at their August 2, 2022, council meeting. Ordinance 861 will implement Project Path ANX-1-22 amending the Comprehensive Plan Map by expanding City Limits to include appx 20 acres of land and portion of Lind road. Staff recommends a motion to approve Ordinance No. 861.

Consistent with Council Goals:

N/A

ORDINANCE NO. 861

AN ORDINANCE PROCLAIMING THE ANNEXATION OF TAX LOT 2300 ON ASSESSORS MAP 5N28E22 AND LIND ROAD FROM THE EDGE OF CITY LIMITS SOUTH TO ITS INTERSECTION WITH BENSEL ROAD WITHDRAWING SAID PROPERTY FROM UMATILLA COUNTY SHERIFF'S LAW ENFORCEMENT DISTRICT; ACCEPTING WRITTEN APPLICATION FOR ANNEXATION FROM ALL OF THE OWNERS OF THE AREA; MAKING FINDINGS; SETTING THE FINAL BOUNDARIES OF THE PROPERTY TO BE ANNEXED; AND SETTING THE COMPREHENSIVE PLAN MAP AND ZONING DESIGNATION FOR APPROXIMATELY 20 ACRES OF ANNEXED PROPERTY

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2. A portion of the Lind Road right-of-way as established in the Final Order of those certain Road Establishment proceedings dated June 6, 1907, for County Road No. 623, (also known as County Road No. 1281 and currently known as Lind Road) located in the southeast quarter of Section 21 and the southwest quarter of Section 22, Township 5 North, Range 28 East, Willamette Meridian, Umatilla County, Oregon, more particularly described as follows:

A 66.00-foot-wide public road right-of-way, lying 33.00 feet on each side of the following described centerline;

Beginning at the northeast corner of the southeast quarter of said Section 21 and the northwest corner of the southwest quarter of said Section 22, said point being the POINT OF BEGINNING of the centerline to be described;

Thence along the east line of the southeast quarter of said Section 21 and the west line of the southwest quarter of said Section 22, South 01°25'10" East, 2648.59 feet to a Brass cap marking the section corner common to said Sections 21, 22, 27 and 28, said point being the terminus of this centerline description.

(The sidelines of said road right-of-way are to be lengthened or shortened as necessary to create a uniform strip of land 66.00 feet in width. Originating on the north line the southeast quarter of said Section 21 and the north line of the southwest quarter of said Section 22 and terminating on the south line the southeast quarter of said Section 21 and the south line of the southwest quarter of said Section 22).

TOGETHER WITH AND SUBJECT TO covenants, easements, and restrictions apparent of record.

Shall be the City’s Light Industrial (M-1) zone

Section 6. Severability. If any provision of this Ordinance is held to be invalid by a court of competent jurisdiction, the invalidity shall not affect other provisions of this Ordinance that can be given effect without the invalid provision, and to this end the provisions of this Ordinance are severable.

Section 7. Effective date. The effective date of this ordinance shall be 30 days after its passage by the city council and approval by the mayor, or by the council president in the mayor’s absence.

PASSED AND ADOPTED by the City Council this 6th day of December, 2022.

Council members voting yes: _____

Council members voting no: _____

Absent Council members: _____

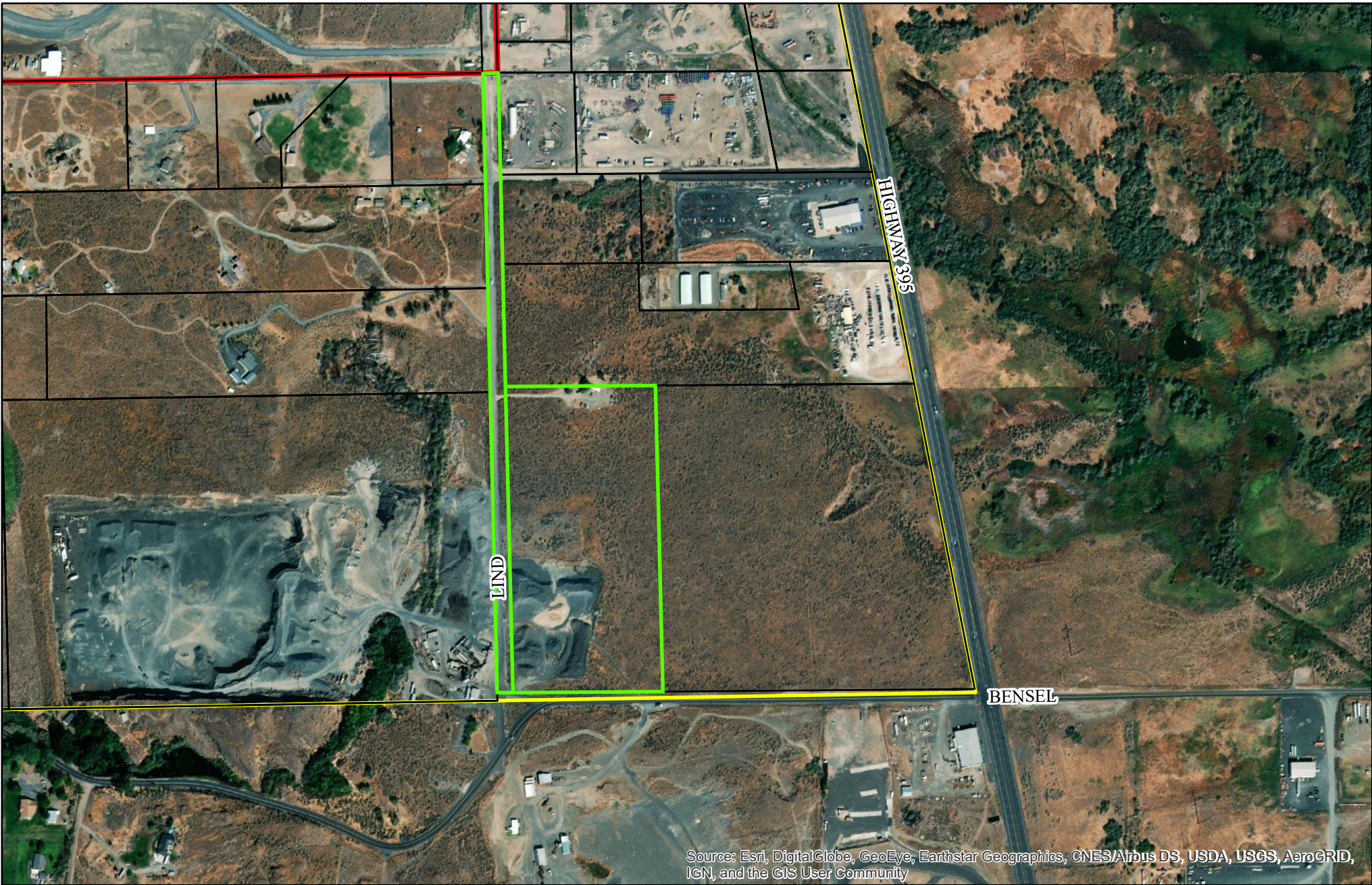
Abstaining Council members: _____

And **SIGNED** by the Mayor/Council President this 6th day of December, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

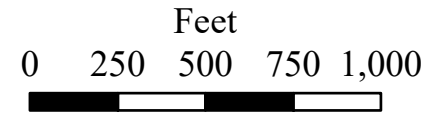


PROJECT PATH ANNEXATION (ANX-1-22)

*NOTICE GIVEN TO PROPERTY OWNERS WITHIN 100'

Legend

- Proposed Annexation Area
- Tax Lots 4-5-22
- City Limits
- Umatilla UGB



MAP DISCLAIMER: No warranty is made as to the accuracy, reliability or completeness of this data. Map should be used for reference purposes only. Not survey grade or for legal use. Created by Jacob Foutz, on 7/5/2022

ORDINANCE NO. 862

AN ORDINANCE TO AMEND THE CITY OF UMATILLA COMPREHENSIVE PLAN AND ZONING MAP BY CHANGING THE PLAN DESIGNATION OF ONE TAX LOT FROM COUNTY LIGHT INDUSTRIAL TO CITY LIGHT INDUSTRIAL AND APPLY A COMMUNITY SERVICE USE

WHEREAS, The City of Umatilla made an application for a plan amendment/zone change to change the plan designation of one tax lot from Umatilla County 1972 Light Industrial (M-1) to City of Umatilla Light Industrial (M-1); and

WHEREAS, the City of Umatilla Planning Commission duly considered the goals and policies of the Comprehensive Plan and requirements of the Zoning Ordinance as those applied to the application during a public hearing on July 26, 2022 to consider Plan Amendment request (PA-2-22) and subsequently recommended approval of the request to the City Council; and

WHEREAS, the Umatilla City Council conducted a public hearing on August 2, 2022 to consider the Planning Commission's recommendation for application PA-2-22 and adopted the Planning Commission's findings and conclusion as its own in approving the application, as contained in the Umatilla City Council Report and Decision for Plan Amendment PA-2-22

NOW THEREFORE, THE CITY OF UMATILLA DOES ORDAIN AS FOLLOWS:

Section 1. Findings. The Umatilla City Council does hereby find that the applicant meets the required criterion as addressed in *City of Umatilla Planning Commission Report and Recommendation for Plan Amendment PA-2-22*.

Section 2. Comprehensive Plan and Zoning Map Amendment. The Comprehensive Plan and Zoning Map designation for the tax lot property, as shown in Exhibit A attached to his Ordinance, is amended to reflect the City of Umatilla's Light Industrial (M-1) zone.

Section 3. Setting the final boundaries. The final boundaries of the Property hereby rezoned are legally described as follows:

1. (Commonly known as Tax Lot 2300 on Assessors Map 5N28E22 5N28220002300; Account #166542; TLID #5N28220002300)

TOWNSHIP 5 NORTH, RANGE 28, E.W.M.

Section 22: West Half of Southwest Quarter of Southwest Quarter
Section 22, Township 5 North, Range 28, E. W. M.
Umatilla County, Oregon

All being East of the Willamette Meridian, Umatilla County, Oregon.

(Commonly known as Tax Lot 2300 on Assessors Map 5N28E22 5N28220002300; Account #166542; TLID #5N28220002300)

2. A portion of the Lind Road right-of-way as established in the Final Order of those certain Road Establishment proceedings dated June 6, 1907, for County Road No. 623, (also known as County Road No. 1281 and currently known as Lind Road) located in the southeast quarter of Section 21 and the southwest quarter of Section 22, Township 5 North, Range 28 East, Willamette Meridian, Umatilla County, Oregon, more particularly described as follows:

A 66.00-foot-wide public road right-of-way, lying 33.00 feet on each side of the following described centerline;

Beginning at the northeast corner of the southeast quarter of said Section 21 and the northwest corner of the southwest quarter of said Section 22, said point being the POINT OF BEGINNING of the centerline to be described;

Thence along the east line of the southeast quarter of said Section 21 and the west line of the southwest quarter of said Section 22, South 01°25'10" East, 2648.59 feet to a Brass cap marking the section corner common to said Sections 21, 22, 27 and 28, said point being the terminus of this centerline description.

(The sidelines of said road right-of-way are to be lengthened or shortened as necessary to create a uniform strip of land 66.00 feet in width. Originating on the north line the southeast quarter of said Section 21 and the north line of the southwest quarter of said Section 22 and terminating on the south line the southeast quarter of said Section 21 and the south line of the southwest quarter of said Section 22).

TOGETHER WITH AND SUBJECT TO covenants, easements, and restrictions apparent of record.

Section 4. Severability. If any provision of this Ordinance is held to be invalid by a court of competent jurisdiction, the invalidity shall not affect other provisions of this Ordinance that can be given effect without the invalid provision, and to this end the provisions of this Ordinance are severable.

Section 5. Effective date. The effective date of this ordinance shall be 30 days after its passage by the city council and approval by the mayor, or by the council president in the mayor's absence.

PASSED AND ADOPTED by the City Council this 6th day of December, 2022.

Council members voting yes: _____

Council members voting no: _____

Absent Council members: _____

Abstaining Council members: _____

And **SIGNED** by the Mayor/Council President this ____day of December, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder



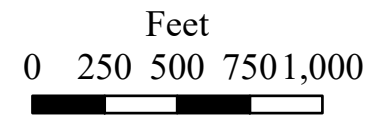
PROJECT PATH REZONE (PA-2-22) *NOTICE GIVEN TO PROPERTY OWNERS WITHIN 100'

Current Zoning: Umatilla County Light Industrial (72)

Proposed Zoning: City of Umatilla Community Service

Legend

- Proposed Zone Change
- Tax Lots 4-5-22
- City Limits
- Umatilla UGB



MAP DISCLAIMER: No warranty is made as to the accuracy, reliability or completeness of this data. Map should be used for reference purposes only. Not survey grade or for legal use. Created by Jacob Foutz, on 7/5/2022

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Adoption of ordinance 862- An ordinance to amend the City of Umatilla comprehensive plan and zoning map by changing the plan designation of one tax lot from county light industrial to city light industrial and apply a community service use	Meeting Date: 2022-12-06
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Department: Community Development	Director: Brandon Seitz	Contact Person: JF	Phone Number:
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Cost of Proposal: NA	Fund(s) Name and Number(s): N/A
Amount Budgeted: NA	

Reviewed by Finance Department: No	Previously Presented: NA
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Attachments to Agenda Packet Item:

[ORD 862.docx](#)

[Notice map.pdf](#)

Summary Statement: The Council approved City of Umatilla Plan Ammendment PA-2-22 at their August 2nd , 2022, council meeting. Ordinance 862 will implement City of Umatilla Plan Ammendment PA-2-22 amending the zoning of tax lot 2300 on Assessors map 5N28E22 from County Light Industrial to City Light Industrial. Staff recommends a motion for approval of Ordinance No. 862.
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Consistent with Council Goals: N/A
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ORDINANCE NO. 862

AN ORDINANCE TO AMEND THE CITY OF UMATILLA COMPREHENSIVE PLAN AND ZONING MAP BY CHANGING THE PLAN DESIGNATION OF ONE TAX LOT FROM COUNTY LIGHT INDUSTRIAL TO CITY LIGHT INDUSTRIAL AND APPLY A COMMUNITY SERVICE USE

WHEREAS, The City of Umatilla made an application for a plan amendment/zone change to change the plan designation of one tax lot from Umatilla County 1972 Light Industrial (M-1) to City of Umatilla Light Industrial (M-1); and

WHEREAS, the City of Umatilla Planning Commission duly considered the goals and policies of the Comprehensive Plan and requirements of the Zoning Ordinance as those applied to the application during a public hearing on July 26, 2022 to consider Plan Amendment request (PA-2-22) and subsequently recommended approval of the request to the City Council; and

WHEREAS, the Umatilla City Council conducted a public hearing on August 2, 2022 to consider the Planning Commission’s recommendation for application PA-2-22 and adopted the Planning Commission’s findings and conclusion as its own in approving the application, as contained in the Umatilla City Council Report and Decision for Plan Amendment PA-2-22

NOW THEREFORE, THE CITY OF UMATILLA DOES ORDAIN AS FOLLOWS:

Section 1. Findings. The Umatilla City Council does hereby find that the applicant meets the required criterion as addressed in *City of Umatilla Planning Commission Report and Recommendation for Plan Amendment PA-2-22*.

Section 2. Comprehensive Plan and Zoning Map Amendment. The Comprehensive Plan and Zoning Map designation for the tax lot property, as shown in Exhibit A attached to his Ordinance, is amended to reflect the City of Umatilla’s Light Industrial (M-1) zone.

Section 3. Setting the final boundaries. The final boundaries of the Property hereby rezoned are legally described as follows:

1. (Commonly known as Tax Lot 2300 on Assessors Map 5N28E22 5N28220002300; Account #166542; TLID #5N28220002300)

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Section 22: West Half of Southwest Quarter of Southwest Quarter
Section 22, Township 5 North, Range 28, E. W. M.
Umatilla County, Oregon

All being East of the Willamette Meridian, Umatilla County, Oregon.

(Commonly known as Tax Lot 2300 on Assessors Map 5N28E22 5N28220002300; Account #166542; TLID #5N28220002300)

2. A portion of the Lind Road right-of-way as established in the Final Order of those certain Road Establishment proceedings dated June 6, 1907, for County Road No. 623, (also known as County Road No. 1281 and currently known as Lind Road) located in the southeast quarter of Section 21 and the southwest quarter of Section 22, Township 5 North, Range 28 East, Willamette Meridian, Umatilla County, Oregon, more particularly described as follows:

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TOGETHER WITH AND SUBJECT TO covenants, easements, and restrictions apparent of record.

Section 4. Severability. If any provision of this Ordinance is held to be invalid by a court of competent jurisdiction, the invalidity shall not affect other provisions of this Ordinance that can be given effect without the invalid provision, and to this end the provisions of this Ordinance are severable.

Section 5. Effective date. The effective date of this ordinance shall be 30 days after its passage by the city council and approval by the mayor, or by the council president in the mayor's absence.

PASSED AND ADOPTED by the City Council this 6th day of December, 2022.

Council members voting yes: _____

Council members voting no: _____

Absent Council members: _____

Abstaining Council members: _____

And **SIGNED** by the Mayor/Council President this ____day of December, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder



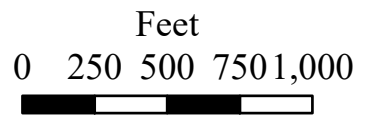
PROJECT PATH REZONE (PA-2-22) *NOTICE GIVEN TO PROPERTY OWNERS WITHIN 100'

Current Zoning: Umatilla County Light Industrial (72)

Proposed Zoning: City of Umatilla Community Service

Legend

- Proposed Zone Change
- Tax Lots 4-5-22
- City Limits
- Umatilla UGB



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CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: First reading of Ordinance 863 - An ordinance granting to Cascade Natural Gas Corporation, a Washington corporation, its successors and assigns, a non-exclusive franchise and right to construct, operate and maintain a natural and or artificial gas distribution system in the City of Umatilla, Oregon.	Meeting Date: 2022-12-06
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Department: Community Development	Director: Brandon Seitz	Contact Person: Brandon Seitz	Phone Number:
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Cost of Proposal: NA	Fund(s) Name and Number(s): N/A
Amount Budgeted: NA	

Reviewed by Finance Department: Yes	Previously Presented: 11/15/2022
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Attachments to Agenda Packet Item:

[ORD 863.docx](#)

Summary Statement: Staff presented the previous franchise agreement to Council at their November 15th, meeting. No changes are proposed with adoption of the new franchise agreement. Staff recommends a motion for a first reading by title only of Ordinance No. 863.

Consistent with Council Goals: Goal 2: Promote Economic Development and Job Growth.

ORDINANCE NO. 863

AN ORDINANCE GRANTING TO CASCADE NATURAL GAS CORPORATION, A WASHINGTON CORPORATION ITS SUCCESSORS AND ASSIGNS, A NON-EXCLUSIVE FRANCHISE AND RIGHT TO CONSTRUCT, OPERATE AND MAINTAIN A NATUAL AND/OR ARTIFICIAL GAS DISTRIBUTION SYSTEM IN THE CITY OF UMATILLA, OREGON.

THE CITY OF UMATILLA, OREGON, DOES ORDAIN AS FOLLOWS:

SECTION 1. Cascade Natural Gas Corporation (hereafter called the "Grantee"), a Washington corporation, its successors and assigns, is hereby granted the right, privilege and franchise to construct, maintain and operate in, through and along the present and future streets, alleys, parkings, public and other places in the City of Umatilla, Oregon, (hereafter called the "City"), mains, pipes, reducing and regulating stations, boxes, laterals, conduits and connections, including service connections, together with all the necessary appurtenances for the purpose of supplying gas for heat, power, light or other purposes to the City and inhabitants thereof, for the full term of this franchise, subject however, to the limitations herein set forth and provided. PROVIDED, FURTHER that this grant is a non-exclusive grant.

SECTION 2. The rights, privileges and franchise hereby granted to and conferred upon the Grantee shall, unless this franchise be sooner terminated extend for the full term of twenty (20) years from November 19, 2022 upon acceptance hereof by the Grantee.

SECTION 3. This ordinance and the written acceptance thereof by the Grantee shall constitute the contract between the City and the Grantee. All rights and privileges granted, and duties imposed by this ordinance upon the Grantee shall extend to and be binding upon its successors, legal representatives or assigns, but this privilege and the rights granted under this ordinance cannot be transferred by the Grantee, either by assignment, sale, merger, consolidation, operation of law or otherwise without first obtaining the written consent of the City thereto, to be expressed by an ordinance. Notwithstanding anything to the contrary herein contained, permission is hereby granted to the Company to mortgage this franchise, together with the gas utility facilities and properties of the Company, within the City to secure any legal bond issue or other bona fide indebtedness of the Company, with no requirement that the trustees file any acceptance of this franchise and the liabilities and obligations of said trustees shall in any event be limited to the properties and assets of the Company comprising the trust estate.

SECTION 4. All of the Grantee's gas property and facilities shall be constructed and maintained in good order and condition at all times, and in accordance with standard engineering practices and all lawful governmental regulations. The City shall have the authority at all times to control and further by appropriate regulations the safety, convenience and welfare of the public, and the location, elevation and manner of construction and maintenance of the Grantee's gas property and facilities on the City streets and public places. Grantee agrees to promptly conform with all such regulations, providing such regulations by the City shall be in conformance with standard engineering practices, reasonable from the standpoint of the City's and the Grantee's operations and facilities, and that this authority be subject to the provisions of any applicable State Laws.

SECTION 5. All pipelines of the Grantee shall be laid in a manner that will not interfere with any present public or private irrigation or drain ditches, drains, sewers, water mains, conduits, sidewalks, paving or other public improvements. All required repairs thereto or replacements thereof shall be accomplished as provided in Section 6.

The City reserves the right to construct, change or repair any public improvements, and to change the grades of any streets, alleys, or sidewalks. The Grantee shall first be given written notice of such intention to change any streets, alleys or sidewalks where any part, or parts of the Grantee's distribution system may be involved. If any changes or repairs are required, Grantee shall, upon reasonable notice by the City and after reasonable evaluation of alternatives by the City in cooperation with the Grantee, at its own expense, lower, change or alter those pipe lines or appurtenances involved accordingly and in accordance with standard engineering practices and any regulations pertaining thereto. The City will avoid the need for such moving or changing whenever possible. In the event Federal, State or other funds are available in whole or in part for utility relocating purposes, the City shall apply for such funds and the Grantee will be reimbursed to the extent any such funds are actually obtained. Grantee shall not interfere with the conduits, water lines, drains, sewers, sidewalks, paving or other public improvements or public utilities or City-operated utilities therein. If practicable, no pipe line shall be laid closer than two (2) feet to any water mains or other pipe or conduit of other utilities.

SECTION 6. All earth, materials, sidewalks, paving, crossings, or improvements of any kind that are disturbed, injured or removed by the Grantee shall be fully repaired or replaced properly and promptly by the Grantee, and the Grantee shall protect and save harmless the City for any loss or damage thereon. The Grantee shall further be required to conform to any ordinance of the City with reference to cutting any streets or sidewalks and the replacement thereof.

Whenever deemed necessary the proper municipal authorities of the City shall have the right to appoint its engineer or a competent and experienced person to superintend and supervise the repairing or replacement of that portion of the public properties disturbed in the construction, laying, operations and maintenance of the Grantee's gas system, and the expense thereof shall be borne by the Grantee. Should the Grantee fail or refuse to restore and replace the public property to its approximately original condition within a reasonable period after completion of Grantee's construction, laying, removal, operating and maintaining work, then the same may be restored by the City at the expense of the Grantee.

SECTION 7. The Grantee shall, at all times during the term of this franchise, install and maintain at its own expense such service devices, street services, regulating and measuring devices (exclusive of meters), as may be necessary for supplying service to the consumers, such requirement extending only to the property line along the line of the main where the main is in the street, and to the abutting property line where the main is in the alley.

All reasonable extensions for supplying service to the consumers who are inhabitants of the City shall be made, supplied and furnished by the Grantee, under such reasonable rules and regulations as may be prescribed by the body or authority having jurisdiction thereover, in accordance with the provisions herein contained.

SECTION 8. The gas to be supplied to the City and its inhabitants shall be merchantable gas. Said gas shall be supplied to the consumers' meters at such reasonable pressure as may be prescribed by the Oregon Public Utility Commission. The rates, rules and regulations in respect to the condition, character, quality and standards of services to be furnished by the Grantee, and all such matters shall be that which is lawfully prescribed by the Oregon Public Utility Commission.

SECTION 9. The Grantee shall, at all times, keep maps and records showing the locations and sizes of all gas mains laid or owned by it in the City, and such maps and records shall be available to the officials of the City at all reasonable times.

SECTION 10. The Grantee, its successors and assigns, may make such reasonable rules and regulations for the protection of its property, the service to its customers and charges for said service, the prevention of loss and waste, safety measures, the conduct and operation of its business in respect to the sale or distribution of gas as may be advisable or necessary from time to time, all in accordance and conformity herewith and with existing laws and regulations.

SECTION 11. As compensation for the right, privilege and license herein granted, Grantee shall pay to the City an amount equal to three percent (3%) of the gross revenues collected from its customers for gas consumed within the City, gross revenue shall be computed by deducting from the total billings of the Grantee the total of all uncollectible items. Such compensation shall be due for each calendar quarter or fraction thereof, within (30) days from and after the close of such calendar quarter or fraction thereof. Within thirty (30) days after the termination of this privilege, compensation shall be paid for the period elapsing since the close of the last calendar quarter for which compensation has been paid. Calendar quarters are identified as January- March, April-June, July-September and October-December.

The Grantee shall keep accurate books of account for the purpose of determining the amounts due the City under this Section 11 of this ordinance. The City may inspect the books of account at any time during business hours and may audit the books from time to time. The Council may require periodic reports from the Grantee relating to its operations and revenues within the City.

SECTION 12. In case of failure on the part of the Grantee, its successors or assigns, to comply with any of the provisions of this ordinance, or if the Grantee, its successors or assigns, do or cause to be done, any act or thing in violation of, or prohibited by this ordinance, the Grantee, its successors or assigns, shall forfeit all rights and privileges granted by this ordinance and all rights hereunder shall cease. PROVIDED, such forfeiture shall not occur nor take effect, until the City shall carry out the following proceedings:

Before the City may proceed to forfeit this franchise, it shall serve upon the District Manager of the Grantee, its successors or assigns, by registered mail, a written notice setting forth clearly and in detail the failure or violation complained of.

The Grantee, its successors or assigns, shall have ninety (90) days thereafter in which to comply with the conditions of this franchise. Should the failure or violation continue beyond the said

ninety (90) days, the City Council of the City at its sole discretion, shall have the right to forthwith determine that this franchise is forfeited.

PROVIDED, however, such failure, default or violation shall not constitute grounds for forfeiture of this franchise if due materially, substantially and reasonably to the act of God, fire, flood, storm, or other element or casualty, theft, war, disaster, strike, lockout, boycott, prevailing war or war induced conditions, war preparation or bona fide legal proceedings beyond the control of the Grantee, its successors and assigns, or if such failure, default or violation does not materially and substantially affect the rights of the City and/or its inhabitants.

SECTION 13. The City reserves and has the right to pursue any remedy to compel or enforce the Grantee, its successors or assigns, to comply with the terms hereof, and furnish the service herein called for. The pursuance of any right or remedy by the City shall not prevent the City from thereafter declaring a forfeiture for any reason herein stated, nor shall the delay of the City in declaring a forfeiture stop it from thereafter doing so, unless the action of the City shall have prevented, caused or contributed materially to the failure to perform to do the act or things complained of.

SECTION 14. The Grantee by its acceptance of this ordinance, for itself, its successors and assigns, covenants and agrees to and with the City of Umatilla at all times to protect and save harmless the said City from all claims, actions, suits, liability loss, expense or damage of every kind and description, which may accrue to or be suffered by person or persons arising out of the ownership, construction, or operation of said gas system or by reason of any infringement of any patent of any article or system used in the construction or use of said gas distributing system. Grantee agrees that during the life of its franchise, and/or renewal hereof, it will maintain in full force and effect, with a carrier or carriers satisfactory to the City the following:

- a. Compensation insurance complying with all the workmen's insurance and safety laws of the State of Oregon, and amendments thereto;
- b. Bodily injury liability insurance with limits of not less than \$100,000.00 each person and \$300,000.00 each occurrence;
- c. Property damage liability insurance with limits of not less than \$50,000.00 each accident and \$100,000.00 aggregate;

And nothing herein contained shall ever be held or construed so as to obligate the City of Umatilla, Oregon, for the responsibility of the Grantee.

SECTION 15. The percentage payment by Grantee for this franchise may be reviewed by the Grantee and the City every five years from the passage of this ordinance. In the event the City desires to review the rate of the franchise fee, it agrees it will give notice in writing to the Grantee not less than 60 days prior to the expiration of each five year period. In the event the City fails to notify the Grantee in accordance with this paragraph, the rate shall remain the same for the next five-year period. Upon review, the percentage payment may be increased to correspond with the percentage payment generally charged for comparable franchises held by the

Grantee at the time of review. In no event shall the percentage payment be less than provided in Section 11 unless the City consents to a lesser payment.

SECTION 16. In the event that any sentence, clause, paragraph or section of this ordinance be held void by any Court, it shall not affect the balance hereof, and this ordinance shall become effective upon passage and approval by the City of Umatilla, Oregon, and its acceptance, in writing, by the Cascade Natural Gas Corporation, which must be filed with the City Clerk within thirty (30) days after the passage and approval by the Council of the City.

Passed and adopted by the City Council this 6th day of December, 2022.

Voting yes, Council Members: _____

Voting no, Council Members: _____

Absent Council Members: _____

Abstaining Council Members: _____

And **SIGNED** by the Mayor/Council President this 6th day of December, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

The terms and conditions of the foregoing: franchise Ordinance No. 863 are hereby accepted this 6th day of December, 2022.

Cascade Natural Gas Signing Member,

Title

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Adoption of Ordinance 863 - An ordinance granting to Cascade Natural Gas Corporation, a Washington corporation, its successors and assigns, a non-exclusive franchise and right to construct, operate and maintain a natural and or artificial gas distribution system in the City of Umatilla, Oregon.	Meeting Date: 2022-12-06
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Department: Community Development	Director: Brandon Seitz	Contact Person: Brandon Seitz	Phone Number:
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Cost of Proposal: NA	Fund(s) Name and Number(s): N/A
Amount Budgeted: NA	

Reviewed by Finance Department: Yes	Previously Presented: 11/15/2022
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Attachments to Agenda Packet Item:

[ORD 863.docx](#)

Summary Statement: approval

Consistent with Council Goals: Goal 2: Promote Economic Development and Job Growth.

ORDINANCE NO. 863

AN ORDINANCE GRANTING TO CASCADE NATURAL GAS CORPORATION, A WASHINGTON CORPORATION ITS SUCCESSORS AND ASSIGNS, A NON-EXCLUSIVE FRANCHISE AND RIGHT TO CONSTRUCT, OPERATE AND MAINTAIN A NATUAL AND/OR ARTIFICIAL GAS DISTRIBUTION SYSTEM IN THE CITY OF UMATILLA, OREGON.

THE CITY OF UMATILLA, OREGON, DOES ORDAIN AS FOLLOWS:

SECTION 1. Cascade Natural Gas Corporation (hereafter called the "Grantee"), a Washington corporation, its successors and assigns, is hereby granted the right, privilege and franchise to construct, maintain and operate in, through and along the present and future streets, alleys, parkings, public and other places in the City of Umatilla, Oregon, (hereafter called the "City"), mains, pipes, reducing and regulating stations, boxes, laterals, conduits and connections, including service connections, together with all the necessary appurtenances for the purpose of supplying gas for heat, power, light or other purposes to the City and inhabitants thereof, for the full term of this franchise, subject however, to the limitations herein set forth and provided. PROVIDED, FURTHER that this grant is a non-exclusive grant.

SECTION 2. The rights, privileges and franchise hereby granted to and conferred upon the Grantee shall, unless this franchise be sooner terminated extend for the full term of twenty (20) years from November 19, 2022 upon acceptance hereof by the Grantee.

SECTION 3. This ordinance and the written acceptance thereof by the Grantee shall constitute the contract between the City and the Grantee. All rights and privileges granted, and duties imposed by this ordinance upon the Grantee shall extend to and be binding upon its successors, legal representatives or assigns, but this privilege and the rights granted under this ordinance cannot be transferred by the Grantee, either by assignment, sale, merger, consolidation, operation of law or otherwise without first obtaining the written consent of the City thereto, to be expressed by an ordinance. Notwithstanding anything to the contrary herein contained, permission is hereby granted to the Company to mortgage this franchise, together with the gas utility facilities and properties of the Company, within the City to secure any legal bond issue or other bona fide indebtedness of the Company, with no requirement that the trustees file any acceptance of this franchise and the liabilities and obligations of said trustees shall in any event be limited to the properties and assets of the Company comprising the trust estate.

SECTION 4. All of the Grantee's gas property and facilities shall be constructed and maintained in good order and condition at all times, and in accordance with standard engineering practices and all lawful governmental regulations. The City shall have the authority at all times to control and further by appropriate regulations the safety, convenience and welfare of the public, and the location, elevation and manner of construction and maintenance of the Grantee's gas property and facilities on the City streets and public places. Grantee agrees to promptly conform with all such regulations, providing such regulations by the City shall be in conformance with standard engineering practices, reasonable from the standpoint of the City's and the Grantee's operations and facilities, and that this authority be subject to the provisions of any applicable State Laws.

SECTION 5. All pipelines of the Grantee shall be laid in a manner that will not interfere with any present public or private irrigation or drain ditches, drains, sewers, water mains, conduits, sidewalks, paving or other public improvements. All required repairs thereto or replacements thereof shall be accomplished as provided in Section 6.

The City reserves the right to construct, change or repair any public improvements, and to change the grades of any streets, alleys, or sidewalks. The Grantee shall first be given written notice of such intention to change any streets, alleys or sidewalks where any part, or parts of the Grantee's distribution system may be involved. If any changes or repairs are required, Grantee shall, upon reasonable notice by the City and after reasonable evaluation of alternatives by the City in cooperation with the Grantee, at its own expense, lower, change or alter those pipe lines or appurtenances involved accordingly and in accordance with standard engineering practices and any regulations pertaining thereto. The City will avoid the need for such moving or changing whenever possible. In the event Federal, State or other funds are available in whole or in part for utility relocating purposes, the City shall apply for such funds and the Grantee will be reimbursed to the extent any such funds are actually obtained. Grantee shall not interfere with the conduits, water lines, drains, sewers, sidewalks, paving or other public improvements or public utilities or City-operated utilities therein. If practicable, no pipe line shall be laid closer than two (2) feet to any water mains or other pipe or conduit of other utilities.

SECTION 6. All earth, materials, sidewalks, paving, crossings, or improvements of any kind that are disturbed, injured or removed by the Grantee shall be fully repaired or replaced properly and promptly by the Grantee, and the Grantee shall protect and save harmless the City for any loss or damage thereon. The Grantee shall further be required to conform to any ordinance of the City with reference to cutting any streets or sidewalks and the replacement thereof.

Whenever deemed necessary the proper municipal authorities of the City shall have the right to appoint its engineer or a competent and experienced person to superintend and supervise the repairing or replacement of that portion of the public properties disturbed in the construction, laying, operations and maintenance of the Grantee's gas system, and the expense thereof shall be borne by the Grantee. Should the Grantee fail or refuse to restore and replace the public property to its approximately original condition within a reasonable period after completion of Grantee's construction, laying, removal, operating and maintaining work, then the same may be restored by the City at the expense of the Grantee.

SECTION 7. The Grantee shall, at all times during the term of this franchise, install and maintain at its own expense such service devices, street services, regulating and measuring devices (exclusive of meters), as may be necessary for supplying service to the consumers, such requirement extending only to the property line along the line of the main where the main is in the street, and to the abutting property line where the main is in the alley.

All reasonable extensions for supplying service to the consumers who are inhabitants of the City shall be made, supplied and furnished by the Grantee, under such reasonable rules and regulations as may be prescribed by the body or authority having jurisdiction thereover, in accordance with the provisions herein contained.

SECTION 8. The gas to be supplied to the City and its inhabitants shall be merchantable gas. Said gas shall be supplied to the consumers' meters at such reasonable pressure as may be prescribed by the Oregon Public Utility Commission. The rates, rules and regulations in respect to the condition, character, quality and standards of services to be furnished by the Grantee, and all such matters shall be that which is lawfully prescribed by the Oregon Public Utility Commission.

SECTION 9. The Grantee shall, at all times, keep maps and records showing the locations and sizes of all gas mains laid or owned by it in the City, and such maps and records shall be available to the officials of the City at all reasonable times.

SECTION 10. The Grantee, its successors and assigns, may make such reasonable rules and regulations for the protection of its property, the service to its customers and charges for said service, the prevention of loss and waste, safety measures, the conduct and operation of its business in respect to the sale or distribution of gas as may be advisable or necessary from time to time, all in accordance and conformity herewith and with existing laws and regulations.

SECTION 11. As compensation for the right, privilege and license herein granted, Grantee shall pay to the City an amount equal to three percent (3%) of the gross revenues collected from its customers for gas consumed within the City, gross revenue shall be computed by deducting from the total billings of the Grantee the total of all uncollectible items. Such compensation shall be due for each calendar quarter or fraction thereof, within (30) days from and after the close of such calendar quarter or fraction thereof. Within thirty (30) days after the termination of this privilege, compensation shall be paid for the period elapsing since the close of the last calendar quarter for which compensation has been paid. Calendar quarters are identified as January- March, April-June, July-September and October-December.

The Grantee shall keep accurate books of account for the purpose of determining the amounts due the City under this Section 11 of this ordinance. The City may inspect the books of account at any time during business hours and may audit the books from time to time. The Council may require periodic reports from the Grantee relating to its operations and revenues within the City.

SECTION 12. In case of failure on the part of the Grantee, its successors or assigns, to comply with any of the provisions of this ordinance, or if the Grantee, its successors or assigns, do or cause to be done, any act or thing in violation of, or prohibited by this ordinance, the Grantee, its successors or assigns, shall forfeit all rights and privileges granted by this ordinance and all rights hereunder shall cease. PROVIDED, such forfeiture shall not occur nor take effect, until the City shall carry out the following proceedings:

Before the City may proceed to forfeit this franchise, it shall serve upon the District Manager of the Grantee, its successors or assigns, by registered mail, a written notice setting forth clearly and in detail the failure or violation complained of.

The Grantee, its successors or assigns, shall have ninety (90) days thereafter in which to comply with the conditions of this franchise. Should the failure or violation continue beyond the said

ninety (90) days, the City Council of the City at its sole discretion, shall have the right to forthwith determine that this franchise is forfeited.

PROVIDED, however, such failure, default or violation shall not constitute grounds for forfeiture of this franchise if due materially, substantially and reasonably to the act of God, fire, flood, storm, or other element or casualty, theft, war, disaster, strike, lockout, boycott, prevailing war or war induced conditions, war preparation or bona fide legal proceedings beyond the control of the Grantee, its successors and assigns, or if such failure, default or violation does not materially and substantially affect the rights of the City and/or its inhabitants.

SECTION 13. The City reserves and has the right to pursue any remedy to compel or enforce the Grantee, its successors or assigns, to comply with the terms hereof, and furnish the service herein called for. The pursuance of any right or remedy by the City shall not prevent the City from thereafter declaring a forfeiture for any reason herein stated, nor shall the delay of the City in declaring a forfeiture stop it from thereafter doing so, unless the action of the City shall have prevented, caused or contributed materially to the failure to perform to do the act or things complained of.

SECTION 14. The Grantee by its acceptance of this ordinance, for itself, its successors and assigns, covenants and agrees to and with the City of Umatilla at all times to protect and save harmless the said City from all claims, actions, suits, liability loss, expense or damage of every kind and description, which may accrue to or be suffered by person or persons arising out of the ownership, construction, or operation of said gas system or by reason of any infringement of any patent of any article or system used in the construction or use of said gas distributing system. Grantee agrees that during the life of its franchise, and/or renewal hereof, it will maintain in full force and effect, with a carrier or carriers satisfactory to the City the following:

- a. Compensation insurance complying with all the workmen's insurance and safety laws of the State of Oregon, and amendments thereto;
- b. Bodily injury liability insurance with limits of not less than \$100,000.00 each person and \$300,000.00 each occurrence;
- c. Property damage liability insurance with limits of not less than \$50,000.00 each accident and \$100,000.00 aggregate;

And nothing herein contained shall ever be held or construed so as to obligate the City of Umatilla, Oregon, for the responsibility of the Grantee.

SECTION 15. The percentage payment by Grantee for this franchise may be reviewed by the Grantee and the City every five years from the passage of this ordinance. In the event the City desires to review the rate of the franchise fee, it agrees it will give notice in writing to the Grantee not less than 60 days prior to the expiration of each five year period. In the event the City fails to notify the Grantee in accordance with this paragraph, the rate shall remain the same for the next five-year period. Upon review, the percentage payment may be increased to correspond with the percentage payment generally charged for comparable franchises held by the

Grantee at the time of review. In no event shall the percentage payment be less than provided in Section 11 unless the City consents to a lesser payment.

SECTION 16. In the event that any sentence, clause, paragraph or section of this ordinance be held void by any Court, it shall not affect the balance hereof, and this ordinance shall become effective upon passage and approval by the City of Umatilla, Oregon, and its acceptance, in writing, by the Cascade Natural Gas Corporation, which must be filed with the City Clerk within thirty (30) days after the passage and approval by the Council of the City.

Passed and adopted by the City Council this 6th day of December, 2022.

Voting yes, Council Members: _____

Voting no, Council Members: _____

Absent Council Members: _____

Abstaining Council Members: _____

And **SIGNED** by the Mayor/Council President this 6th day of December, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

The terms and conditions of the foregoing: franchise Ordinance No. 863 are hereby accepted this 6th day of December, 2022.

Cascade Natural Gas Signing Member,

Title

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution 21-2023 - A resolution to accept a donation from Amazon Data Services, Inc. for the Power City and Brownell water or sewer extension projects	Meeting Date: 2022-12-06
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa Ince	Phone Number:
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Cost of Proposal: N/A	Fund(s) Name and Number(s): N/A
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: N/A
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Attachments to Agenda Packet Item:

[RES 21-2023.docx](#)

Summary Statement: Motion to approve Resolution 21-2023.
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Consistent with Council Goals: Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.

RESOLUTION NO. 21-2023

A RESOLUTION TO ACCEPT A DONATION FROM AMAZON DATA SERVICES, INC. FOR THE POWER CITY AND BROWNELL WATER OR SEWER SERVICE EXTENSION PROJECTS

WHEREAS, the City of Umatilla recently completed final design of water and sewer utility extension to the Power City and Brownell areas; and

WHEREAS, the City is applying for construction funding for these projects with a combination of grant and loan funding in the current fiscal year; and

WHEREAS, these projects are an essential step to bring compliant drinking water and sewer to these communities; and

WHEREAS, Amazon Data Services is committed to investing in local projects that will enrich the community and has identified these projects as ones they wish to contribute to.

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

The Umatilla City Council accepts funds in the amount of \$500,000 and directs staff to expend said funds for the Power City and Brownell Water or Sewer Service Extension Projects.

Passed by the City Council and SIGNED by the Mayor this 6th day of December, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Resolution 22-2023 General Fee Resolution	Meeting Date: 2022-12-06
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Department: Finance & Administrative Services	Director: Melissa Ince	Contact Person: Melissa ince	Phone Number:
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Cost of Proposal: N/A	Fund(s) Name and Number(s): N/A
Amount Budgeted: N/A	

Reviewed by Finance Department: Yes	Previously Presented: N/A
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Attachments to Agenda Packet Item:

[RES 22-2023.docx](#)

[Res 22-2023 Fee Schedule.pdf](#)

Summary Statement:

The attached Fee Resolution will take effect January 1, 2023. The only fees that have been modified are Sections 27 and 28 to reflect increases in marina moorage rates and golf course fees.

Motion to approve Resolution 22-2023

Consistent with Council Goals:

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

RESOLUTION NO. 22-2023

GENERAL FEE RESOLUTION

WHEREAS, Ordinance No. 518, entitled "An Ordinance Establishing a Procedure to Annually Review City fees, License, Permits and to adjust the Charges Therefore by Resolution of the City Council" was passed by the City Council and approved by the mayor on October 21, 1985; and

WHEREAS, a study of all licenses, permits, fees and charges for services has been completed and reviewed by the City Council; and

WHEREAS, the City Council desires to set licenses, permits, fees and charges for services at levels that are fair and equitable to both the beneficiary of the services and to the City; and

WHEREAS, fees for services should defray the actual costs for providing the services; and

WHEREAS, it is the policy of the City Council that charges and fees for license, permits and services shall be adopted by resolution; now therefore,

IT IS HEREBY RESOLVED AS FOLLOWS:

- (1) The attached fee schedule shall be adopted as the Fee Schedule for the City of Umatilla beginning January 1, 2023 and continuing indefinitely unless amended or repealed.
- (2) Resolution 26-2022 is hereby repealed.

PASSED by the Council and **SIGNED** by the Mayor this 6th day of December, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

Umatilla Fee Schedule
Adopted by Resolution 22-2023

Section	Details	Cost
1	Abandoned and Impounded Vehicle Fees (ORD. #584 & 615)	
1.1	Storage	\$ 30.00 per day
1.2	Impound for Vehicles under city Code 6-2-10A	\$ 50.00
1.3	Hearing	\$ 20.00
1.4	Towing	\$ 100.00
2	Building	
2.1	For all building, mechanical, plumbing and electrical fees: refer to the City's Building Fee Schedule	**
2.2	Moving Buildings Inspection (ORD. #485)	\$ 40.00
2.3	Excavation of public places (Ord. #423, S. 5 & 7) Application fee of \$1.00 per square foot. In no event to be less than \$15.00 plus penalty for excavating new surfaced streets surety bond and insurance.	**
2.4	Sign Permit	\$ 25.00
2.5	Building department penalties will be assessed when work is initiated without necessary permits. The penalty shall not exceed the cost of the basic permit fee, excluding state surcharge.	**
3	Business	
3.1	Business License Fee (Due July 1st each year) (ORD. #486)	\$ 40.00
3.2	Business License Late Fee (If paid after July 15th of each year)	\$ 20.00
3.3	Solicitors-Canvassers Fee (ORD. #212)	\$ 30.00
	Plus investigation fee per each solicitor.	\$ 5.00
	<p>Note: Any and all persons claiming to have the right under State or Federal law to solicit or canvass in the City of Umatilla without payment of license fee, shall nevertheless, apply for and secure a solicitors or canvassers license and it shall be the duty and responsibility of such person to establish their right to receive such license without payment of fees to the satisfaction of the Chief of Police of City of Umatilla. Solicitors-canvassers licenses expire on June 30 of each year.</p>	
	<p>Exceptions:</p> <p>a No fee shall be required of one selling products of garden or orchard actually produced by seller. -</p> <p>b No fee shall be required of one soliciting any regularly and permanently established merchant of the City of Umatilla. -</p> <p>c No fee shall be required of one selling goods or merchandise or performing services on a purely non-profit basis for charitable, educational or religious benefit, provided such facts are established by the applicant to the satisfaction of the Community Development Director. -</p>	
4	Cemetery	
4.1	Cemetery Plot:	
	a Adult	\$ 150.00
	b Infant	\$ 40.00
	c Cremation	\$ 40.00
4.2	Opening and closing (except weekends & holidays)	\$ 290.00
	Opening and closing for weekends & holidays	\$ 430.00
	Opening and closing an existing plot (to add cremation)	\$ 50.00
4.3	Miscellaneous Work:	
	a City Equipment	FEMA Equipment Rental Rates
	b Public Works crew (per hour per employee)	\$ 30.00
	c Clerical Fee for transfer of a deed, to buy back a plot or rewrite a lost deed (Proof of ownership required)	\$ 20.00
5	Copies of Public Records and Related Services	
5.1	An accounting fee will be charged when the department bills the requester. For any transaction regarding record there will be a minimum charge of ...	\$ 2.50
5.2	Certification of copy. This is in addition to fee established in paragraph 6.1 and 6.6.	\$ 3.75
5.3	Computer processing charges will be:	

	a Actual executive department charge for the job		
	b Programmer/Analyst and secretarial support time		
	c Video terminal look up cost including staff time		
	d Supplies at actual cost		\$1.00 per screen
5.4	Copies of existing mailing lists may be provided at a fee of ten dollars per 100 names, with no additional charge for staff time.	\$	10.00 per 100
5.5	Documents published by the City will be:		
	a Budget Document	\$	10.00
	b Comprehensive Plan	\$	20.00
	c Sign Code	\$	5.00
	d Subdivision Code	\$	5.00
	e Zoning Code	\$	10.00
	f Public Works Standards	\$	50.00
	g All other documents will have a fee established at the time of publication.	**	
5.6	Fees for copies of records (including staff time)		
	a Image for copies made on a standard office copy machine by the City administrative staff or police department staff	\$	0.50 per page
	b Color photographs	\$	1.00 per print
	c Large Format Copier Fees (up to 36")		
	i. Black and White	\$	6.00 per page
	ii. Color	\$	10.00 per page
	d Print-outs or copies of utility histories	\$	5.00 each
	e Full Case Report Copy (text only)	\$	8.00 each
	f Incident Only Copy	\$	4.00 first page
		+ \$	0.50 each additional page
	g Audio/Video Recording		
	i. Disc	\$	20.00
	ii. USB Flash Drive	\$	30.00
	Note: Plus applicable staff research time fees from 5.7		
5.7	Staff time required to locate, produce, summarize, and otherwise provide records for review and/or copying may be charged at the following rates in increments of 1/4 hours: (A fee may be charged even if a record is not located.)		
	a Staff time (calculate by hourly rate, plus 2.5%) to be calculated in 15 minute increments	**	
	b Police Research Fee	\$	25.00 per hour
		\$	6.25 per quarter hour
5.8	Fees for use of facsimile machine (including staff time.)		
	a First Page	\$	4.00
	b Additional copies up to 10 pages	\$	2.00 per page
	c Over 10 pages	\$	1.50 per page
	d Receive	\$	1.00 per page
5.9	Re-Billing Charge on Miscellaneous Statements	\$	2.50
5.10	Fee for Public Notary Services	\$	5.00 per document
5.11	GIS Data Requests		
	a Parcel Data		
	i. Water/Sewer	\$	150.00
	ii. Zoning	\$	150.00
	b Smaller GIS Layers (City Limits, UGB, etc.)	\$	75.00 per layer
6	Deposits and Set-Up Fee for Water/Sewer Account		
6.1	All customers will pay a non-refundable set-up fee	\$	10.00
6.2	Refundable deposit for water and sewer services:		
	a Residential Customers (including tenants of rental property)	\$	100.00
	b Commercial and Industrial Customers (\$100 or an amount equal to two months average water and sewer bill, whichever is greater).	**	

Note: Landlords must pay the \$100 deposit the first time the utilities are placed in their name. In the event a tenant moves in, the landlord's deposit will remain on the account until the rental property is sold. The tenant must also pay a deposit which is separate from the landlord's deposit. This will be refunded after three years or when the tenant moves out, whichever is earlier.

Note: All customers shall pay the deposit and set-up fee within three working days after starting service with the City, except for extenuating circumstances which will be reviewed by the City Manager or Finance Director.

7 Dog Licensing, Control and Impounding

Note: Only dogs six months old or having permanent teeth must be licensed.

Note: Verified Service Dogs are exempt.

7.1	For each spayed female or neutered male	\$	5.00
7.2	For each unspayed female or unneutered male	\$	12.00
7.3	To redeem impounded dog	\$	75.00
7.4	Unclaimed impounded dog may be released to responsible person upon payment of fees and costs accrued		

8 Fingerprint Cards

8	Fingerprint Cards	\$	20.00 per card
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9 Lien Search of City Liens for NonOwners

9	Lien Search of City Liens for NonOwners	\$	10.00 per lot
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10 Liquor License Permit Recommendations

10	Liquor License Permit Recommendations (Original Applications Only)	\$	10.00
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11 Mailing or Shipping

11	Mailing or Shipping, actual cost will be charged	**	
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12 NSF Check Charge

12	NSF Check Charge	\$	25.00
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13 RV Use as Living Quarters Fee

13.1	First 14 Days	Free	
13.2	Additional 14 day extension	\$	10.00
13.3	Construction Site Use	Free	

14 Sewer

14.1	Single family dwelling unit	\$	52.25
	a Unoccupied Residence [Amended by Res #15-2011]	\$	16.32
	b Hardship Rate	\$	47.03
14.2	Apartment/duplex unit without separate water meter	\$	46.10
14.3	Commercial and Hotel/Motel		
	a Minimum charge (1st 7,000 gallons)	\$	52.38
	b Successive units of 7,000 gallons each or 3,500 or more of such unit	\$	52.38
14.4	Industrial: Minimum charge (1st 7,000 gallons)	\$	58.65
	Industrial: Successive units of 7,000 gallons each or 3,500 gallons or more of such unit	\$	58.65

Note: Each industrial user fee is to be negotiated as a separate contract with the City to recover the costs of any sewer treatment expansion that may be required to accommodate the industrial user. These separately negotiated contracts also apply to industrial wastewater fees.

14.5	Surcharge. For those users whose wastewater has a greater strength than normal domestic sewage, a surcharge in addition to the normal user charge, will be collected. The surcharge for operation and maintenance including		
	Flow		50% of the O&M cost
	Biochemical Oxygen Demand		30% of the O&M cost
	Total Suspended Solids		20% of the O&M cost

14.6	Outside the corporate limits of the City of Umatilla, the sewer use charge shall be two times the rate for the same sewer use inside the City limits, except for industrial customers who will be charged as defined under Industrial Sewer Service Charge.	**	
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15 Sewer Misc. Charges

15.1	Sewer hook-ons to City sewer (Ord. 534 & 560)		
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	a Residential unit or its equivalent	\$ 300.00
	b Industrial units are subject to contract	**
	c New Service Set-up Fee	\$ 10.00
15.2	Public Works Crew Labor Charge	\$ 30.00 per hour
15.3	City equipment	ODOT Equipment Rental Rates
15.4	Sewer System Development Charges (SDC's)	**

Meter Size	Reimbursement Fee	Improvement Fee	Total SDC
5/8" - 3/4"	\$ 713	\$ 1,145	\$ 1,858
1"	\$ 1,191	\$ 1,279	\$ 2,470
1 1/2"	\$ 2,374	\$ 1,341	\$ 3,715
2"	\$ 3,715	\$ 1,238	\$ 4,953
3"	\$ 5,572	\$ 1,858	\$ 7,430
4"	\$ 7,431	\$ 2,477	\$ 9,908
6"	\$ 11,145	\$ 3,715	\$ 14,860
8"	\$ 14,859	\$ 4,954	\$ 19,813

16 Solid Waste Disposal

16.1	Residential and commercial manually emptied containers	
	a Commercial	
	35 gallon cart served weekly	\$ 12.18 per month
	90 gallon cart served weekly	\$ 24.98 per month
	b Residential	
	35 gallon cart served weekly	\$ 12.18 per month
	90 gallon cart served weekly	\$ 20.41 per month
	Senior Citizens on Limited Income	\$ 9.76 per month
	c Commercial loose solid waste	
	1 1/2 yard container one time per week	\$ 84.18 per month
	Each additional weekly pickup	\$ 75.32 per month
	2 yard container one time per week	\$ 109.50 per month
	Each additional weekly pick-up	\$ 98.84 per month
	d Commercial compacted solid waste 1 1/2 times loose container rate pick-up	**
	e Cardboard recycling container	\$ 11.60 per month
16.2	Manually Emptied Containers at curb or roadside	
	a Extra charges per pick-up on route for solid waste not on regular basis	\$ 2.90 per month
	b Containers are priced at level full with lid closed and extra charges will be made for "over-the-top-bulk"	\$ 1.58 minimum
	c Minimum special pick-up charges to be arranged between customer and collector	**
	Note: 32 gallon maximum size not to exceed 60 pounds weight when filled and 18 pounds when empty.	
	Note: Senior citizens requesting the reduced rate must make application to the City and meet the Oregon State poverty income guidelines.	
16.3	Drop box rate delivery fee	\$ 42.20 first box
	a Drop boxes weighing up to 5 tons	\$ 61.18 haul fee
		+ \$ 6.54 per cubic yard
		or \$ 71.94 per ton (whichever is greater)
	b Drop-boxes weighing 5 tons and greater	\$ 222.79 haul fee
		+ \$ 39.66 per ton
	c Demurrage charge per box after 7th day	\$ 4.59 per day
16.4	Compacted drop-boxes weighing up to 5 tons	\$ 80.65 per hour
	a compactor on call (haul fee)	**
		+ \$ 6.54 per compacted cubic yard
		or \$ 71.94 per ton (whichever is greater)
	b Compacted drop-boxes weighing 5 tons	\$ 240.89 haul fee
	Compactor on call	+ \$ 39.66 per ton

- 16.5 Transfer station permit for yard trimmings: Residential refuse customers whose bills are current may, by securing a permit from City Hall, take yard trimmings to the transfer station, and deposit them in a place designated by the attendant free of charge. All other items so taken will be charged at the regular transfer station rate. **

17 Water Rates

- 17.1 Each customer will pay a base rate and consumption rate based upon chart below.

a

Base Monthly Fee	
3/4" & smaller	\$ 21.71
1"	\$ 25.47
1 1/2"	\$ 71.82
2"	\$ 112.11
3"	\$ 219.57
4"	\$ 340.46
6"	\$ 676.27
3/4" Senior	\$ 19.54
3/4" Hardship	\$ 16.29

Port Industrial Park Base Monthly Fee	
3/4" & smaller	\$ 55.34
1"	\$ 86.38
1 1/2"	\$ 163.97
2"	\$ 257.09
3"	\$ 505.40
4"	\$ 784.74
6"	\$ 1,560.70

Consumption Rate - Per 1,000 Gallons	
Single Family	\$ 1.90
Single Family Senior	\$ 1.71
Single Family Hardship	\$ 1.43
Multi Family	\$ 2.16
Commercial	\$ 1.82
Industrial	\$ 2.49
Port Industrial Park	\$ 2.19
Large Community Services	\$ 2.62

- b Senior Citizen Discount (3/4" meter only) – A 10% discount on base and additional usage water rates will be applied to senior citizens over the age of 65

* See rates in table above

- c Outside city limits: double the water rates as charged in 17.1(a), unless exempted by the City Council.

18 Water Misc Charges

- 18.1 Miscellaneous charges
- a Delinquency charges \$ 20.00 minimum or 10% balance due
 - b Reconnect Fee for non-payment if water service is suspended 5 days after delinquency notice. \$ 20.00
 - c Extra charge for having water reconnected outside regular hours for public works department (7:00 a.m. to 5:00 p.m.) \$ 45.00
 - d Service Connections
 - 3/4" connection \$ 740.00
 - Over 3/4" connection \$ 200.00 + actual cost of installation
 - e New Accounts - (See #6 Deposits and Set-up Fee for Water/Sewer Acct.) **
 - f Water meter accuracy test (If meter is found to be defective, the \$30 charge will be waived.) \$ 30.00 + cost of test & shipping

	g New Service Set-up Fee	\$	10.00
	h Public Works Crew Labor Fee	\$	30.00 per hour
	i City equipment	FEMA Equipment Rental Rates	
	j Portable Meter Rental (Available at City Hall during regular business hours only)		
	i. Deposit, which is refundable if meter is returned in original working condition	\$	1,400.00
	ii. Daily Rental (Plus 2x cost of water used)	\$	10.00
	iii. Monthly Rental (Plus 2x cost of water used)	\$	60.00
18.2	Fire flow protection		
	a Monthly charge to provide service	\$	11.00
	b Application Charge	\$	5.00
	c Deposit on Account. Exempt: Established accounts with good payment history	\$	50.00
	d Inspection Service	Actual Cost	
18.3	Water system Development Charges (SDC's)	**	

Meter Size	Reimbursement Fee	Improvement Fee	Total SDC
5/8" - 3/4"	\$ 242	\$ 1,302	\$ 1,544
1"	\$ 404	\$ 1,650	\$ 2,054
1 1/2"	\$ 806	\$ 2,281	\$ 3,087
2"	\$ 1,290	\$ 2,826	\$ 4,116
3"	\$ 2,582	\$ 3,592	\$ 6,174
4"	\$ 4,034	\$ 4,198	\$ 8,232
6"	\$ 8,066	\$ 4,282	\$ 12,348
8"	\$ 12,100	\$ 4,364	\$ 16,464

19 Social Gambling License Fee

19.1	License fee	\$	300.00 annually
	a All licenses shall obey the regulations of Ordinance 551 of the City of Umatilla.		
	b All premises where social gambling is conducted shall have "house" rules.		
	c All "house rules" and the license must be posted in a conspicuous place where the social gambling is conducted and must be plainly visible.		
	d All "house rules" must be approved by the City before a license will be issued.		

20 Land Use Applications

20.1	Non-Refundable filing fee for land use applications plus actual costs for planner attorney and/or engineer, over costs covered by basic fee.		
	a Administrative Review	\$	100.00
	b Variance	\$	500.00
	c Partitions	\$	300.00
	d Planned Unit Development or Subdivision	\$	800.00
	e Lot Line Adjustment	\$	150.00
	f Conditional Use	\$	500.00
	g Site Plan Review	\$	250.00
	h Zone Text Amendment	\$	800.00
	i Comprehensive Plan Amendment		
	(1) Plan Amendment Map – No Exception	\$	800.00
	(2) Plan Amendment Map – Includes Exception	\$	1,000.00
	(3) Plan Amendment Text	\$	800.00
	j Vacation	\$	500.00
	k Annexation	\$	500.00
	l Amendment to Urban Growth Boundary	\$	500.00
	m Replat	\$	500.00
	n Address Assignment	\$	25.00
	o Pre-application Conference (applied to application)	\$	50.00
	p Miscellaneous planner time/research per hour	\$	75.00
	q Land Use Compatibility Statement	\$	25.00

r Grading & Excavation Permit	\$ 100.00
s Zoning Review for Building Permit	\$ 25.00
t Zoning Permit	\$ 100.00
u Custom GIS Mapping	\$ 75.00 per hour prorated quarterly
v Residential Development Reviews	\$ 15.00 minimum \$110.00 per lot

Note: Review includes: submittal of final plat/construction drawings, one iteration of engineer comments, developer incorporation of comments and resubmittal, engineer verification and approval issuance. Any more than one iteration of comments will be billed on a time and materials basis.

w Traffic Impact Analysis (TIA) Reviews	
(1) Small TIA Review (One land use and less than 3 intersections)	\$ 1,500.00
(2) Large TIA Review (More than one land use and 3 intersections or more)	\$ 3,000.00
x Residential Development Water Modeling and Technical Memorandum	\$ 2,500.00 for initial phase \$ 500.00 for each subsequent phase

20.2 Enterprise Zone Application Fees - Based on the value of the investment

Note: All fees are due within 90 days from when the application is submitted. These fees are reimbursable should a project not move forward. When the Enterprise Zone application is submitted post construction any increased difference in value stated on it versus the original application will be billed and is considered due upon receipt.

Value of Investment	Application Fee
\$ 0 - \$ 5,000,000	\$ 250.00
\$ 5,000,001 - \$ 10,000,000	\$ 500.00
\$ 10,000,001 - \$ 15,000,000	\$ 750.00
\$ 15,000,001 - \$ 20,000,000	\$ 1,000.00
\$ 20,000,001 - \$ 30,000,000	\$ 1,500.00
\$ 30,000,001 - \$ 40,000,000	\$ 2,000.00
\$ 40,000,001 - \$ 50,000,000	\$ 2,500.00
\$ 50,000,001 - \$ 60,000,000	\$ 3,000.00
\$ 60,000,001 - \$ 70,000,000	\$ 3,500.00
\$ 70,000,001 - \$ 80,000,000	\$ 4,000.00
\$ 80,000,001 - \$ 90,000,000	\$ 4,500.00
\$ 90,000,001 - \$ 100,000,000	\$ 5,000.00
Over \$100,000,000	Determined by Formula

Formula: When projects are presented with a value of investment over \$100,000,000 the fee will be determined by an additive calculation. An example being for a project with an application value of \$380,585,000. The fee would be \$19,250 calculated as follows:

$$100,000,000 \times 3 = 5000 \times 3 \text{ or } 15,000$$

$$80,000,000 = 4,000$$

$$585,000 = 250$$

$$380,585,000 = 19,250$$

Note: Applications with assets assed in multiple years will be responsible for additional application fees for the additional investment in those subsequent years.

20.3 Appeals to City Council

a Filing fee plus actual costs for materials, consultants, publications and other related costs	
(1) Appeal of Planning Commission or City Council Decision	\$ 400.00
(2) Appeal of Administration Decision	\$ 250.00
b Preparation of transcripts; actual cost not to exceed (If appellant prevails at a hearing or an appeal, the transcript fee shall be refunded)	\$ 250.00

20.4	Review of Plans on commercial properties	\$	100.00	
21	Security Alarms			
21.1	Alarm Permit Fee			
	a Homeowners (one-time fee)	\$	5.00	
	b Business charge included with business license	**		
21.2	Excessive False Alarms: To be compounded by the number of responses			
	a Fourth False Alarm Response	\$	50.00	
	b Fifth False Alarm Response	\$	100.00	
	c Sixth False Alarm Response	\$	150.00	
	d Seventh False Alarm Response	\$	200.00	
	e Eighth False Alarm Response	\$	250.00	
	f Ninth False Alarm Response	\$	300.00	
	g Ten or more responses - Ref. Ordinance #593	**		
22	Marriage Ceremony and Witness Fees			
22.1	Marriage Ceremonies	\$	50.00	
22.2	Witness Fee - one fee per requested witness	\$	10.00	
22.3	Marriage license processing fee	\$	20.00	
22.4	Mileage for ceremonies performed over 20 miles from City Hall		IRS Mileage Rate	
23	Library			
23.1	Past due book charges (up to the price of book)	\$	0.20	per day per item up to price of book
23.2	Past due movie return charge (up to price of movie)	\$	0.50	per day per item up to price of movie
23.3	Printing (black and white) - school and work documents	\$	0.05	per page
23.4	Printing (black and white) - all other documents	\$	0.10	per page
23.5	Copies (black and white)	\$	0.25	per page
23.6	Fees for use of facsimile machine (including staff time.)			
	First Page	\$	2.00	
	Additional copies up to 10 pages	\$	1.00	per page
24	Nuisance Abatement			
24.1	City Equipment		FEMA Equipment Rental Rates	
24.2	Public Works Crew Labor charge	\$	40.00	per hour
24.3	Any other expenses incurred		Actual Cost	
24.4	Administrative Costs		10% of total expenses occurred	
		\$	100.00	minimum
25	Building Use Charge			
25.1	Community Room			
	a Locally Supported Groups (City of Umatilla, Justice Court& Political Government Groups, Schools, Districts Scouts,VFW, Lions, Chamber of Commerce, PTO/PTA, Friends of the Library,)		No Charge	
	b Non-Locally Supported Groups (ODOT, Sheriff's Dept., Red Cross. Etc.)		No Charge	
	c Businesses (Realtors, and all Commercial & Industrial Businesses. Etc.)	\$	25.00	per hour
		\$	250.00	per day
	d Special Occasions (weddings, birthdays, receptions, anniversaries, memorial services, reunions, graduation parties, & for-profit fundraisers - 2 hour minimum)	\$	25.00	per hour
		\$	250.00	per day
	Payments are to be made at the time of scheduling. 50% is non-refundable for cancellations.			
25.2	Cleaning Deposit	\$	50.00	
	Note: All users of the community room shall pay a deposit and provide clean up. The deposit will be returned after areas have been inspected and reviewed. Any group or individual using the building will be responsible for leaving it in good order. Failure to do so will forfeit the deposit. Deposits will only be refunded during regular business hours of City Hall.			
25.3	After hours fee to unlock/lock building	\$	25.00	
26	Facility Use Charges			
26.1	City Facility Use Permit Fee	\$	25.00	per day
26.2	Special Use Permit (General)	\$	150.00	
	a. Inflatables or dunk tanks	\$	125.00	

b. Sale of alcoholic beverages	\$	125.00	
c. Tents or RVs for overnight use	\$	125.00	
d. Charging admission for event	\$	100.00	
e. Early access to facility prior to 10am	\$	100.00	
f. Sale of goods/services	\$	100.00	
g. Vehicles on lawn parking (ex. Catering)	\$	125.00	
h. Stage	\$	75.00	
i. Use of amplified equipment	\$	75.00	
j. Overnight use of park	\$	50.00	
k. Use of home stereo equipment	\$	50.00	
l. Open flame fire pit	\$	50.00	
m. Vehicles on lawn (loading/unloading)	\$	50.00	
n. Providing portable services	\$	25.00	
o. Solicitation, marketing or advertising at location	\$	25.00	
p. Volleyball/badminton poles	\$	25.00	
26.3 Parks Cleaning Deposit	\$25 - \$5,000		depending on event

27 Marina & RV Park

27.1 Moorage Rates **

Dock	Side	Monthly	Annually
B	East	\$135	\$1,485
B	West	\$125	\$1,375
B	West	\$200	\$2,200
B	East	\$225	\$2,475
C		\$95	\$1,045
E	East	\$125	\$1,375
E	West	\$150	\$1,650

27.2 Transient Moorage Rates **

Dock	Daily Rate	Weekly Rate
B	N/A	N/A
C	\$15.00	\$30.00
E	\$25.00	\$50.00

27.3 Cruise Ship Rates

a Moorage	\$	100.00	per day
b Garbage	\$	3.00	per bag

27.4 Dry Storage Rates

a Moorage Customers	\$	30.00	per month
	\$	330.00	per year
b Other Customers	\$	50.00	per month
	\$	550.00	per year

27.5 RV Park Rates

a Tents (including tax)	\$	20.00	per night
b Full Utility Spaces (including tax)	\$	40.00	per night
c Extra Tents	\$	5.00	per night
d Extra Vehicles	\$	5.00	per night
e RV Dump	\$	5.00	each
f Weekly Winter Rate	\$	125.00	per week
g Ice	\$	3.00	per bag

27.6 RV Park Retail Items

Prices vary depending on current unit price and availability.

28 Golf Course

28.1 Daily Greens Fees		9 Holes	18 Holes
a Weekday	\$	18.00	\$ 30.00
b Weekend	\$	20.00	\$ 35.00
c Junior	\$	10.00	\$ 17.00

28.2.1	Annual Membership	<u>Regular Rate</u>
	a Single	\$ 1,125.00
	b Couple	\$ 1,470.00
	c Children 6-12 years (5 and under free)	\$ 115.00
	d Junior 13-17 years	\$ 290.00
	e Student 18-21 years and a student	\$ 400.00
	f Corporate Memberships 18 Hole Rounds	
	(1) 50 rounds	\$ 1,150.00
	(2) 100 rounds	\$ 2,070.00

Note: Early Payment Discounts Available on Annual Memberships

28.2.2 Membership Discounts Available:

a Active Military	50%
b Veteran	25%
c Senior (60+)	15%
d Out of Area	25% off regular rate only

Note: Only one discount per membership. Largest applicable discount will apply

28.3	Cart Usage	<u>9 Holes</u>	<u>18 Holes</u>
	a Daily Cart Usage Fee	\$8.00/rider	\$13.00/rider

28.4

a Annual Cart Shed Rental	\$ 588.00
b Cart Trail Fee	\$ 350.00

Note: Early Payment Discounts Available. All sheds must be renewed on or before December 31st. Carts not renewed by this date will be released.

Note: Annual cart shed rental includes yearly trail fee for that cart. If another member is using the cart, they can do so for a yearly add on trail fee of \$75 or a daily trail fee for each day of use.

Note: 10% discount for active military and veterans on greens fees and cart shed rentals

28.5	Pro Shop Retail Items	Prices vary depending on current unit price and availability.
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28.6	Convenience Fee on all credit card purchases under \$5	\$0.50
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29 Miscellaneous Public Works Fees

29.1	Right-of-Way Permit Fee	\$ 50.00
29.2	Civil Public Works Construction Review	\$ 150.00
29.3	Grading and Excavation Permit	\$ 100.00
29.4	Street Closure Permit	\$0 - \$100
29.5	Public Works Reinspection Fee (after 2 or more failed/not ready inspections)	\$ 50.00

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Hash Park and Marina/RV Park Master Plan Approval	Meeting Date: 2022-12-06
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Department: Parks & Recreation	Director: Chris Waite	Contact Person: Chris Waite	Phone Number:
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Cost of Proposal: n/a	Fund(s) Name and Number(s): N/A
Amount Budgeted: n/a	

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

[Hash_Park_and_Marina-RV_Park_Master_Plan_Report.docx](#)

[Exhibit A](#)

[Exhibit B](#)

[Exhibit C.jpg](#)

[Exhibit D.pdf](#)

[Exhibit E.jpg](#)

Summary Statement:

Staff recommends City Council adopt the proposed Hash Park Master Plan and Marina/RV Park Master Plan as proposed and also recommends that the proposed west-side improvements to the Maina/RV Park be revisited for further consideration/alteration prior to implementation.

Consistent with Council Goals:

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



City of Umatilla

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



Hash Park and Marina/RV Park Master Plan Summary Report:

Park Master Plan Overview:

At the November 10, 2022 Park and Recreation Advisory Committee Meeting, the committee recommended City Council adopt the proposed Hash Park Master Plan (exhibit A) and Marina/RV Park Master Plan (exhibit B). This recommendation is the culmination of work that began with the City of Umatilla's system wide Park Master Plan that was adopted by City Council in 2021. A Park Master Plan is a document that is shaped by public engagement to identify amenities that should be located in a specific park. It is a high-level plan that identifies zones of use, i.e. playgrounds, sports fields, splash pads. These plans are not intended to capture operational features (how the spaces will be programmed and used). It is an important first step in parkland development. Most grant funding requires an adopted master plan before they will consider funding a project. After the City Council adopts these plans, staff will begin seeking grant funding for design and engineering of the projects. As proposed, these plans will greatly enhance both public spaces by improving play value and accessibility while increasing amenities desired by citizens of Umatilla.

Community Outreach Steps:

Citizen engagement is key to a successful park master plan. The groundwork for these two master plans began with the system wide Park Master Plan adopted in 2021. Staff took the feedback gathered from that plan and began developing the Hash Park Master Plan and Marina/RV Park Master Plan. The community engagement process that was utilized is outlined below.

1. Outreach

- a. **Park Master Plan 2021:** the concept plans for both Hash Park and the Marina/RV Park began with community input garnered by the 2021 Park Master Plan process. This involved community surveys and stakeholder meetings.
- b. **Elementary School Open House:** On August 25, 2022, Parks and Recreation Staff garnered feedback on the Hash Park Master Plan at the McNary Elementary School Open House. The improvement most frequently voiced by participants was a desire for a splash pad at Hash Park. (Exhibit C)
- c. **Public Open House:** On September 8, 2022 the Parks and Recreation Committee hosted an open house for the public to comment on the projects. Approximately 20 people attended the open house. Much of the public comment was supportive of the concept plans. There were many comments related to programming and operations. (Exhibit D)
- d. **Online Engagement:** In addition to publicizing public meetings about the concept plans, staff gave citizens opportunities to provide feedback online in three ways
 - i. Concept plans were posted on Facebook with a link to give feedback,
 - ii. Past park and recreation program participants were emailed links to give feedback on the plans

- iii. Moorage holders were sent links to give feedback on the Marina/RV Park concept plan.

Despite using a multi-pronged online engagement plan, the surveys only solicited four public comments (Exhibit E)

- e. **Moorage Holder Public Feedback:** The Marina/RV Park concept plan was presented to Moorage Holders on November 1, 2022. They provided valuable feedback that was incorporated in the staff recommendation below.
- f. **Park and Recreation Committee Review:** The Park and Recreation Committee reviewed the proposed concept plans on November 10, 2022. Staff presented the following changes based on the community feedback gathered during the previous two months.
 - i. **Hash Park Concept Plan:** After reviewing all the community feedback, staff recommended to the Park and Recreation Committee recommend City Council approve the proposed master plan with the following changes:
 1. Remove the community garden and replace it with a splash pad.
 2. Reconfigure the playground area to place the shade structures in-between the playground and the splash pad to enable a seamless play space for both amenities.
 - ii. **Marina/RV Park Concept Plan:** Staff recommended the committee recommend City Council approve the plan with the following changes:
 1. Add a second restroom in the marina parking lot on the east.
 2. Switch the uncovered dock at the end with the adjacent dock.
 3. Add as many large boat slips as possible on the northern end of the docks.
 4. Add reserved parking for slip holders along the boardwalk south of the docks.

Staff Recommendation:

Staff recommends City Council adopt the proposed Hash Park Master Plan and Marina/RV Park Master Plan as proposed and also recommends that the proposed west-side improvements to the Maina/RV Park be revisited for further consideration/alteration prior to implementation.



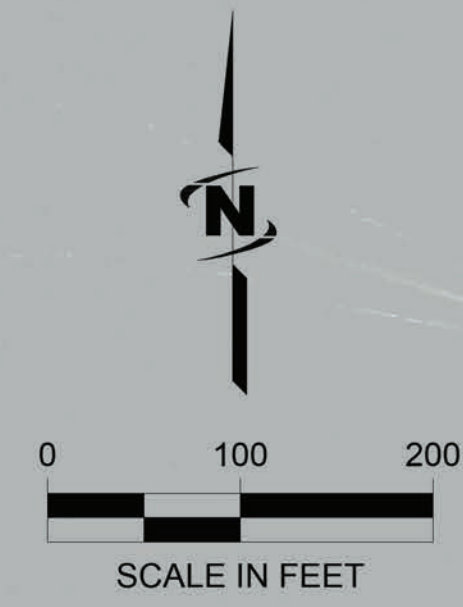
UMATILLA HASH PARK

MASTER PLAN CONCEPT

December 1, 2022



J-U-B ENGINEERS, INC.



- | | | | | |
|---|--|--------------------------------------|--|-------------------------------------|
| ① New water park area | ⑥ New marina | ⑪ New 12'x12' picnic shelters (TYP.) | ⑮ New RV park office location | ⑳ New gate or bollards |
| ② New non-motorized launch ramp | ⑦ New marina restroom location | ⑫ New connecting one-way road | ⑯ New City rental property | ㉑ Trailer pull-out area |
| ③ New non-motorized parking area (5 truck & trailer and 104 car stalls) | ⑧ New marina boardwalk (20' wide) | ⑬ Existing camping facility | ⑰ New 8' wide trails | ㉒ Additional park space |
| ④ Deluxe cabins and yurts area | ⑨ New marina paved parking lot (74 truck & trailer and 105 car stalls) | ⑭ Existing RV park | ⑱ Parking lot extension (113 total stalls) | ㉓ Fueling station |
| ⑤ New motorized launch ramp | ⑩ Fenced and gated dry storage area (Includes site lighting) | ⑮ Additional RV sites (10) | ㉔ Swim Area | ㉔ Reserved parking for slip holders |

UMATILLA MARINA

MASTER PLAN DRAFT

November 30, 2022



J-U-B ENGINEERS, INC.



EASEL PAD | FEUILLES ADHÉSIVES

SUPER STICKY
SUPER COLLANTS

Skate park ☺

Splash Park ✓✓✓✓✓✓✓

Need streetlights! ✓

Portable ^{Pitching} Mound

Disc Golf

Security Cameras

~~rock~~ rock wall

Traffic Assessment - Large events
traffic issues

Online Public Comments

It looks beautiful! Will there be access from 730 or will people need to go through residential area? I think the concept is beautiful but as a resident that lives close by, I worry about the amount of traffic this will bring into our neighborhood and if there will be stop signs added especially at the intersection of Naches and Pendleton. I also wonder if additional street lights will be added as well.
Shade for the bleachers

Shade for the dugouts

Baby changing tables in the rest rooms

Some sort of eating area with shade

A water fountain for drinking

Hash Park

- * Agility course in dog park
- * Water station in dog park
- * Astro Turf for dog park
- * Astro turf for athletic fields
- * Track around the baseball fields
- * Lots of Lighting, including the walk path. (solar?)
- * Pickleball court?
 - ↳ Repurpose many tennis courts

Marina

- Stairs from RV Park to lower parking lot
- * Larger reservable shelter (similar to what's @ Spillway park) w/ Picnic Tables
- * Sand volleyball court
- * BBQ grills
- * Bait shop/Quickmart
- * Motorized boat/jet ski rentals
 - ↳ Jet ski's available Summer of 2024.

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Certification of Election	Meeting Date: 2022-12-06
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Department: City Administration	Director: David Stockdale	Contact Person: Nanci Sandoval	Phone Number:
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Cost of Proposal: NA	Fund(s) Name and Number(s): N/A
Amount Budgeted: NA	

Reviewed by Finance Department: No	Previously Presented: NA
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Attachments to Agenda Packet Item:

[November 2022 General Election Summary Report.pdf](#)

[2022 Election Abstract.pdf](#)

Summary Statement:
After every election the City Recorder must prepare an abstract or letter of acceptance to the Elections Division. The abstract must state that the City Council accepted the results of the election, a statement indicating whether any candidate elected to office is qualified to hold the office, the date of the election, the district address, and the signature of the official sending the letter.

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

Summary Results Report
 Umatilla County November 2022 General Election
 November 8, 2022

Statistics	TOTAL
Registered Voters - Total	3,018
Ballots Cast - Total	1,097
Ballots Cast - Blank	0
Voter Turnout - Total	36.35%

Mayor City of Umatilla

Vote For 1	TOTAL
Lyle T Smith	402
Caden Sipe	593
Write-In Totals	3
Not Assigned	3
Total Votes Cast	998
Overvotes	0
Undervotes	99
Contest Totals	1,097
Precincts Reporting	1 of 1

Council, Position 1 City of Umatilla

Vote For 1	TOTAL
Corinne E Funderburk	746
Write-In Totals	13
Not Assigned	13
Total Votes Cast	759
Overvotes	0
Undervotes	338
Contest Totals	1,097
Precincts Reporting	1 of 1

Council, Position 3 City of Umatilla

Vote For 1	TOTAL
Katie Mc Millan	503
Tina Ridings	434
Write-In Totals	6
Not Assigned	6
Total Votes Cast	943
Overvotes	0
Undervotes	154
Contest Totals	1,097
Precincts Reporting	1 of 1

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast in the General Election held on the 8th day of November 2022.

December 1, 2022

Signed this day

Kim Lindell
 Kim Lindell Umatilla County Elections Manager

Council, Position 5 City of Umatilla

Vote For 1	TOTAL
Ian Coyle	312
Dennis Mc Millan	597
Write-In Totals	4
Not Assigned	4
Total Votes Cast	913
Overvotes	0
Undervotes	184
Contest Totals	1,097
Precincts Reporting	1 of 1

30-152 City of Umatilla

Vote For 1	TOTAL
Yes	696
No	363
Total Votes Cast	1,059
Overvotes	1
Undervotes	37
Contest Totals	1,097
Precincts Reporting	1 of 1

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast in the General Election held on the 8th day of November 2022.

December 1, 2022

Signed this day

Kim Lindell
 Kim Lindell Umatilla County Elections Manager



City of Umatilla

700 6th Street, PO Box 130, Umatilla, OR 97882

(541) 922-3226

Fax (541) 922-5758

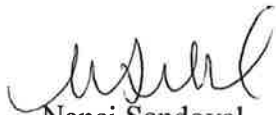
December 7, 2022

Umatilla County
Elections Division
216 SE 4th Street STE 18
Pendleton, OR 97801

Dear Kim:

At the December 6, 2022, regular Council meeting, the Umatilla City Council unanimously accepted the results of the November 8, 2022, election. In which all elected candidates (Corinne Funderburk, Katie McMillan, and Dennis McMillan, as council members; and Caden Sipe as Mayor) are qualified to hold their respective offices; and Measure 30-152 passed in favor of prohibiting the establishment and operation of psilocybin-related businesses within the City of Umatilla

Sincerely,


Nanci Sandoval
City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Franchise Agreement- PENDLETON
OVERGROUND, LLC DBA PDTFAST.NET

Meeting Date:

2022-12-06

Department:

Community Development

Director:

Brandon Seitz

Contact Person:

JF

Phone Number:

Cost of Proposal:

NA

Amount Budgeted:

NA

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

No

Previously Presented:

NA

Attachments to Agenda Packet Item:

[Draft Franchise Agreement.docx](#)

Summary Statement:

Pendleton Overground approached staff requesting to establish franchise agreement to provide a telecommunication system(Fiber) within the City of Umatilla.

Consistent with Council Goals:

N/A

ORDINANCE NO. CDD

AN ORDINANCE GRANTING A NONEXCLUSIVE FRANCHISE TO PENDLETON OVERGROUND, LLC DBA PDTFAST.NET HEREINAFTER REFERRED TO AS “GRANTEE,” ITS SUCCESSORS AND ASSIGNS, THE RIGHT OF PRIVILEGE TO PROVIDE TELECOMMUNICATIONS SERVICES WITHIN THE CITY AND TO UTILIZE THE PUBLIC RIGHT OF WAYS.

THE CITY OF UMATILLA, OREGON ORDAINS AS FOLLOWS:

Section 1. Franchise Granted. Subject to the terms and conditions provided in this Ordinance and further subject to the applicable rules, regulations and ordinances of the City of Umatilla (“City”), and to the extent not in conflict with this Ordinance, the City of Umatilla hereby grants to Pendleton Overground, LLC DBA PDTFAST.NET its successors and assigns, hereinafter “Grantee,” a nonexclusive franchise for the right and privilege to occupy City rights-of-way and appropriate utility easements to provide and maintain a telecommunication system within the City and to place, erect, maintain and operate in, upon, over and under the streets, alleys, avenues, thoroughfares and public highways, all hereinafter referred to as “streets” within the City, poles, wires and other appliances and conductors for telephone purposes. Following the effective date of this Ordinance, all new wires and other appliances and conductors shall be laid underground, or at Grantee’s option and subject to City approval, may be strung upon poles or other fixtures above ground, or to be placed above ground.

Section 2. Franchise Non-Exclusive. This franchise and the grant of authority conferred herein are not exclusive. The City reserves the right to grant rights to others to use the City rights-of-way and utility easements during the franchise term. The City may also do any work the City finds desirable on, over or under any street, alley, utility easement or other right-of-way. The Grantee shall respect the rights and property of the City and other authorized users of easements and rights-of-way. This Ordinance does not confer on the Grantee any right, title or interest in any public right-of-way beyond that expressly conferred herein or confer any right or privilege to use or occupy any other property of the City or any other entity.

Section 3. Performance by Grantee. During the term of this Franchise, the Grantee agrees to comply with all terms and conditions of this Franchise, together with all consistent terms and conditions of Umatilla Ordinance #772, the provisions of which are incorporated herein as though fully set forth.

Section 4. Term. This franchise shall expire ten (10) years from the date of Council approval of this ordinance. However, either party may ask for a review of the rates or any terms contained herein in any even numbered year. Unless, any change is agreed to by both parties the privileges and franchise herein granted shall be continuous for the entire term unless there is earlier termination in accordance with this Ordinance.

Section 5. Franchise Fees. As compensation for the benefits and privileges under its franchise and in consideration of permission to use the right-of-way of the City, the Grantee shall pay a franchise fee to the City during the term of this Franchise at 7 percent per annum of its gross revenues derived from Grantee’s provision of exchange access services as defined by ORS 403.105, services derived within the franchise area, less net uncollectibles on such revenues. Payment of this franchise fee shall be made on a quarterly basis on or before April 30, July 31, October 31 and January 31 for the calendar quarter immediately preceding. If a payment is not mailed by that date, the payment shall be deemed delinquent and shall accrue interest at the rate of 18 percent per annum from the closing date of the applicable reporting period.

Section 6. Information Required. With each franchise fee payment, Grantee shall furnish a short statement from its chief financial officer or his/her designee, setting forth the amount and calculation of payment of the franchise fee. In addition, Grantee shall provide all information for its Umatilla operations to the State of Oregon, as is required by state rule or regulation. In the event that an audit of the franchise fee payments results in a determination that an additional payment is due to the City, such additional payment shall be subject to interest at the rate of 18 percent per annum from the date the original payment was due.

Section 7. Taxes. Nothing contained in this Ordinance shall be construed to exempt the Grantee from any license, occupation or excise tax or assessment that is or may be lawfully imposed on all entities in the same business as the Grantee.

Section 8. Fee Re-evaluation. In the event state law changes to allow an increase in the amount which can be collected without passing this cost onto its citizens, the City Council may increase the franchise fee in any even numbered year. If the Umatilla Council determines that the franchise fee is to be changed, it shall provide Grantee 90 days prior written notice of any change. The effective date of any change of the franchise fee shall be specified by ordinance of the Umatilla Council.

Section 9. Insurance Requirements. Grantee shall submit to the City evidence of insurance coverage as is fully set out in Ordinance #772, Section 45 prior to the City granting the franchise.

Section 10. Remedies. If Grantee fails to comply with any material provision of this Ordinance or with the applicable sections of Ordinance #772, or if grounds exist for revocation of the franchise under the applicable sections of Ordinance #772, Grantee will forfeit all rights and privileges granted by this Ordinance. This forfeiture and revocation will not occur until Sections 38 and 39 of Ordinance #772 are complied with by the City. Revocation shall not occur if the violation or default by Grantee occurs due to an act of God, fire, flood, storm or other element of casualty, theft, war, disaster, strike, lock-out, boycott, war or other causes beyond the control of Grantee.

All remedies under this Ordinance are cumulative and not exclusive and the recovery or enforcement by one available remedy is not a bar to recovery or enforcement by any other remedy. Each party reserves the right to avail itself to any and all remedies available at law or in equity.

Section 11. Successors. This Ordinance shall be binding on all Grantee's successors and assigns. Any transfer of this franchise shall be subject to the successor or assign signing a new acceptance of the franchise Ordinance and filing said written acceptance with the City within 30 days of the transfer and the City authorizing said transfer.

Section 12. Severability. If any clause, sentence or any other portion of the Ordinance becomes illegal, null or void for any reason, the remaining portions will remain in full force and effect to the fullest extent permitted by law. If any material portion of the Ordinance becomes illegal, null or void so that the intent of the Ordinance is frustrated, the parties agree to negotiate replacement provisions to fulfill the intent of the Ordinance consistent with applicable law.

Section 13. State and Federal Law/Jurisdiction. If any provision of this Ordinance is in conflict with any current or subsequently adopted state or federal law, then this Ordinance shall be interpreted to be revised to the extent necessary to comply with the applicable state or federal law. The laws of the State of Oregon govern this Agreement and its interpretation, performance and enforcement. Venue is in Umatilla County, State of Oregon. In the event there are significant changes in state or federal law which would require revision of this Ordinance in order for the City or for Grantee to be in compliance with the law, this

Ordinance may be changed at any time for such purpose and a new Ordinance will be adopted by the City and accepted by Grantee.

PASSED and ADOPTED by the City Council the __ day of _____, 2022,

Voting yes, Council Members: _____

Voting no, Council Members : _____

Absent Council Members : _____

Abstaining Council Members : _____

And SIGNED in authentication by the Mayor this __ day of _____, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

ACCEPTANCE

This franchise ordinance is accepted by Pendleton Overground, LLC DBA PDTFast.Net, LLC, this _____ day of _____, 2022.

Pendleton Overground, LLC DBA PDTFast.Net

By: _____
An authorized Representative