

**UMATILLA CITY COUNCIL MEETING
AGENDA
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882
MARCH 1, 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 & GENERAL ANNOUNCEMENTS**
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 **January Paid Invoices** *Suggested Action: Motion to approve*
 - 7.2 **February Paid Invoices** *Suggested Action: Motion to approve*
 - 7.3 **Resolution No 22-2022 - A Resolution Amending the Employee Handbook for the City of Umatilla to Expand the City's Employee Health and Wellness Program, Move the Gym Membership Benefit to the Employee Health and Wellness Section, and Separate the Employee Safety Section** *Suggested Action: Motion to approve Resolution No. 22-2022*

This Resolution highlights the Employee Handbook changes to the Employee Health and Wellness program. A clean copy of the full Employee Handbook with the incorporated changes is also included.
8. **NEW BUSINESS**
 - 8.1 **First Reading of Ordinance No. 853- AN ORDINANCE VACATING A PORTION OF "G" STREET RIGHT-OF-WAY IN THE CITY OF UMATILLA, UMATILLA COUNTY, OREGON** *Suggested Action: The Council approved Nobles Street Vacation SV-1-21 at their February 1, 2022, council meeting. Ordinance 853 will initiate the vacation of 10 feet of undeveloped portion of "G" street right-of-way situated South of 8th Street as approved by Nobles Street Vacation SV-1-21. Staff recommends a motion for a first reading by title*

- only of Ordinance No. 853.*
- 8.2 **Adoption of Ordinance No.853 - AN ORDINANCE VACATING A PORTION OF “G” STREET RIGHT-OF-WAY IN THE CITY OF UMATILLA, UMATILLA COUNTY, OREGON** *Suggested Action: The Council approved Nobles Street Vacation SV-1-21 at their February 1, 2022, council meeting. Ordinance 853 will initiate the vacation of 10 feet of undeveloped portion of "G" street right-of-way situated South of 8th Street as approved by Nobles Street Vacation SV-1-21. Staff recommends a motion to approve Ordinance No. 853.*
- 8.3 **First Reading of Ordinance No. 854 - AN ORDINANCE AMENDING CHAPTER 5 OF THE CITY OF UMATILLA’S COMPREHENSIVE LAND USE PLAN TO ADD TAX LOT 1700 ON ASSESSORS MAP 5N2816A AS A PROTECTED AGGREGATE RESOURCE** *Suggested Action: The Council approved ODOT Quarry Plan Amendment PA-2-21 at their December 7, 2021, council meeting. Ordinance 854 will implement ODOT Quarry Plan Amendment PA-2-21 amending Chapter 5 of the Comprehensive Plan adding tax lot 1700 on assessors map 5N2816A as a protected aggregate resource.*

- Staff recommends a motion for a first reading by title only of Ordinance No. 854.*
- 8.4 **Adoption of Ordinance No. 854 - AN ORDINANCE AMENDING CHAPTER 5 OF THE CITY OF UMATILLA’S COMPREHENSIVE LAND USE PLAN TO ADD TAX LOT 1700 ON ASSESSORS MAP 5N2816A AS A PROTECTED AGGREGATE RESOURCE** *Suggested Action: The Council approved ODOT Quarry Plan Amendment PA-2-21 at their December 7, 2021, council meeting. Ordinance 854 will implement ODOT Quarry Plan Amendment PA-2-21 amending Chapter 5 of the Comprehensive Plan adding tax lot 1700 on assessors map 5N2816A as a protected aggregate resource. Staff recommends a motion for a first reading by title only of Ordinance No. 854. Staff recommends a motion to approve Ordinance No. 854.*
- 8.5 **Resolution No. 21-2022 - A Resolution authorizing the City Manager to sign a Commercial Real Estate Purchase Agreement, sign the necessary land use applications to correct a known property line discrepancy and to sign and record a deed for the sale of real property.** *Suggested Action: Motion to approve Resolution No. 21-2022*

City Council authorized the City Manger to negotiate the purchase of real property at their February 1, 2022 Council meeting. The property is identified as Tax Lot 6300, Assessors Map 5N2815AD (TLID # 5N2815AD06300). The parties have agreed to a purchase price of \$15,000.00 for said real property as contained in a Commercial Real Estate Purchase Agreement.

- 8.6 **Resolution No. 23-2022 - A Resolution Adjusting the Budget for the 2021-22 Fiscal Year by Adopting a Supplemental Budget, Transferring Appropriations and Increasing the Approved FTE Count** *Suggested Action: Motion to Approve Resolution No. 23-2022.*
- 8.7 **Resolution No. 24-2022 - A resolution adopting a compensation plan for the remainder of fiscal year 2021-22 and repealing pay plan and position levels of Resolution No. 43-2021** *Suggested Action: Motion to approve Resolution No. 24-2022*
- 8.8 **Resolution No. 25-2022 - A Resolution Recognizing the City of Umatilla's Financial Contribution to the Umatilla Business Center Project** *Suggested Action: Motion to Approve Resolution No. 25-2022*

The City has been working on the design and procurement of funding for the Umatilla

Business Center project for over two years. We have saved, received grants, and appropriated significant funds to this project. This Resolution memorializes all of our estimated funding sources for this project and is a requirement of our EDA grant application.

- 8.9 **Arbor Day Proclamation** *Suggested Action: Motion to acknowledge and accept Mayor Dedrick's Arbor Day Proclamation*
- 8.10 **Local Business Grant Review- Kookee, LLC** Kookee, LLC, applied for the Local Business Grant in December 2021 and was awarded an amount of \$24,108.24. Due to unforeseen construction needed to the roof area, an amended quote was provided to grantee in the amount of \$24,260.00; or an increase of \$5,500 from their original proposal. The grantee is requesting Council to consider the updated additional cost and amend the award amount to the grant maximum of reimbursement of \$27,500 (or an increase of \$3,391.76). *Suggested Action: Motion to approve max grant allowed \$27,500.*

Staff is recommending Council grant the request of Grantee to increase their grant award to the maximum program amount of \$27,500.

9. **PUBLIC COMMENT**

10. **MAYOR'S MESSAGE**

11. **COUNCIL INFORMATION & DISCUSSION**

12. **ADJOURN TO EXECUTIVE SESSION**

13. **EXECUTIVE SESSION**

- 13.1 **Potential Litigation - ORS 192.660(2)(h)** Authorizes council to consult with its counsel regarding current litigation or litigation likely to be filed. Media members must be excluded if the member is a party to the litigation. *Suggested Action: None*
- 13.2 **Executive Session - ORS 192.660 (2)(e)** authorizes the executive session to consider a real property transaction. *Suggested Action: N/A*

14. **RECONVENE**

- 15. **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:

January Paid Invoices

Meeting Date:

2022-03-01

Department:

Finance & Administrative
Services

Director:

Melissa Ince

Contact Person:

Melissa ince

Phone Number:

Cost of Proposal:

N/A

Amount Budgeted:

N/A

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

Yes

Previously Presented:

N/A

Attachments to Agenda Packet Item:

[January 2022 Paid Invoices.pdf](#)

Summary Statement:

Motion to approve

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 |
|---------------|------------------------|----------------|----------------------------------------------|--------------|----------------|--------------|------------------|
| 63 | | | | | | | |
| 63 | Alpine Alarm | MON2868 | Fire Alarm & Security Alarm | 01/01/22 | 684.00 | 48137 | 01/18/22 |
| | Total 63: | | | | 684.00 | | |
| 148 | | | | | | | |
| 148 | Banner Bank Mastercard | 1102.12.24.2 | Heater for Golf Course | 12/24/21 | 204.98 | 48139 | 01/18/22 |
| | | 1102.12.24.2 | Textbook | 12/24/21 | 56.82 | 48139 | 01/18/22 |
| | | 1102.12.24.2 | Library Programming | 12/24/21 | 10.00 | 48139 | 01/18/22 |
| | | 1102.12.24.2 | Library Programming | 12/24/21 | 18.82 | 48139 | 01/18/22 |
| | | 1102.12.24.2 | Sun Mountain Sports-Golf Course | 12/24/21 | 221.00 | 48139 | 01/18/22 |
| | | 1102.12.24.2 | Library Programming | 12/24/21 | 67.06 | 48139 | 01/18/22 |
| | | 1102.12.24.2 | Credit Voucher | 12/24/21 | 68.98- | 48139 | 01/18/22 |
| | | 1102.12.24.2 | Flowers for Employee's Parent's Funeral | 12/24/21 | 100.00 | 48139 | 01/18/22 |
| | | 2217.12.24.2 | Amazon | 12/24/21 | 73.00 | 48139 | 01/18/22 |
| | | 2217.12.24.2 | Amazon | 12/24/21 | 71.69 | 48139 | 01/18/22 |
| | | 2217.12.24.2 | Amazon | 12/24/21 | 265.12 | 48139 | 01/18/22 |
| | | 2217.12.24.2 | Amazon | 12/24/21 | 31.96 | 48139 | 01/18/22 |
| | | 2217.12.24.2 | OACP-Conference | 12/24/21 | 225.00 | 48139 | 01/18/22 |
| | | 2217.12.24.2 | TLO Transunion | 12/24/21 | 75.00 | 48139 | 01/18/22 |
| | | 2217.12.24.2 | IACP | 12/24/21 | 210.00 | 48139 | 01/18/22 |
| | | 2217.12.24.2 | APCO-Baker | 12/24/21 | 125.00 | 48139 | 01/18/22 |
| | | 2970DEC202 | Recreation Supplies | 12/24/21 | 79.82 | 48139 | 01/18/22 |
| | | 2970DEC202 | Winterfest supplies | 12/24/21 | 258.73 | 48139 | 01/18/22 |
| | | 2970DEC202 | Recreation Luncheon | 12/24/21 | 83.03 | 48139 | 01/18/22 |
| | | 2970DEC202 | Skating Rink Equipment | 12/24/21 | 412.88 | 48139 | 01/18/22 |
| | | 2970DEC202 | Adobe Photoshop | 12/24/21 | 20.99 | 48139 | 01/18/22 |
| | | 2970DEC202 | Recreation Luncheon | 12/24/21 | 38.47 | 48139 | 01/18/22 |
| | | 2970DEC202 | Skating Rink Equipment | 12/24/21 | 56.99 | 48139 | 01/18/22 |
| | | 2970DEC202 | Kayak/Paddleboard Rental Supplies | 12/24/21 | 239.80 | 48139 | 01/18/22 |
| | | 3132.12.24.2 | light tower-Sleigh Rides for Winter Festival | 12/24/21 | 151.74 | 48139 | 01/18/22 |
| | | 3132.12.24.2 | Propane for tanks-ice skating rink | 12/24/21 | 49.95 | 48139 | 01/18/22 |
| | | 3132.12.24.2 | Skating Rink Walls | 12/24/21 | 131.22 | 48139 | 01/18/22 |
| | | 3132.12.24.2 | Towable Reader Board | 12/24/21 | 2,044.27 | 48139 | 01/18/22 |
| | | 5571DEC21 | ESRI Drone License | 12/24/21 | 1,500.00 | 48139 | 01/18/22 |
| | | 5571DEC21 | County Recording Fees | 12/24/21 | 2.50 | 48139 | 01/18/22 |
| | | 5571DEC21 | ASFPM Membership | 12/24/21 | 165.00 | 48139 | 01/18/22 |
| | | 5571DEC21 | Recreation Supplies | 12/24/21 | 77.24 | 48139 | 01/18/22 |
| | | 5571DEC21 | Building Code Books | 12/24/21 | 170.80 | 48139 | 01/18/22 |
| | | 5919DEC21 | Indeed Job Postings | 12/24/21 | 111.51 | 48139 | 01/18/22 |
| | | 5919DEC21 | Marina Supplies | 12/24/21 | 154.64 | 48139 | 01/18/22 |
| | | 5919DEC21 | Broom for Ice Rink | 12/24/21 | 32.99 | 48139 | 01/18/22 |
| | | 5919DEC21 | Employee Appreciation | 12/24/21 | 64.98 | 48139 | 01/18/22 |
| | | 5919DEC21 | Furniture for Boyds place | 12/24/21 | 2,457.43 | 48139 | 01/18/22 |
| | | 5919DEC21 | Employee Appreciation | 12/24/21 | 16.03 | 48139 | 01/18/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|------|----------------|--------------------------------|--------------|----------------|--------------|------------------|
| | | 5919DEC21 | Staff Meeting | 12/24/21 | 15.95 | 48139 | 01/18/22 |
| | | 5919DEC21 | Employee Christmas Dinner | 12/24/21 | 2,616.06 | 48139 | 01/18/22 |
| | | 5919DEC21 | Post Office - Replacement Keys | 12/24/21 | 70.00 | 48139 | 01/18/22 |
| | | 5919DEC21 | State Audit Filing Fee | 12/24/21 | 350.00 | 48139 | 01/18/22 |
| | | 7126.12.24.2 | The Golf Warehouse-Resale | 12/24/21 | 159.99 | 48139 | 01/18/22 |
| | | 7126.12.24.2 | Walmart-Coffee | 12/24/21 | 30.36 | 48139 | 01/18/22 |
| | | 7126.12.24.2 | Retail-Pro shop | 12/24/21 | 135.57 | 48139 | 01/18/22 |
| | | 7126.12.24.2 | Retail-Pro shop | 12/24/21 | 125.00 | 48139 | 01/18/22 |
| | | 7126.12.24.2 | Frito-Lay | 12/24/21 | 225.45 | 48139 | 01/18/22 |
| | | 7126.12.24.2 | Retail-Pro shop | 12/24/21 | 281.00 | 48139 | 01/18/22 |
| | | 7126.12.24.2 | Wal-mart-office supplies | 12/24/21 | 9.37 | 48139 | 01/18/22 |
| | | 7126.12.24.2 | Retail-Pro shop | 12/24/21 | 251.93 | 48139 | 01/18/22 |
| | | 7126.12.24.2 | Office Supplies | 12/24/21 | 111.00 | 48139 | 01/18/22 |
| | | 7126.12.24.2 | Retail- Pro Shop | 12/24/21 | 79.95 | 48139 | 01/18/22 |
| | | 7126.12.24.2 | Supplies | 12/24/21 | 94.30 | 48139 | 01/18/22 |
| | | 7126.12.24.2 | Retail-Pro Shop | 12/24/21 | 320.43 | 48139 | 01/18/22 |
| | | 8328DEC21 | Library Christmas Decor | 12/24/21 | 140.85 | 48139 | 01/18/22 |
| | | 8328DEC21 | City Hall Christmas Decor | 12/24/21 | 103.96 | 48139 | 01/18/22 |
| | | 8328DEC21 | Vehicle Headlight | 12/24/21 | 70.28 | 48139 | 01/18/22 |
| | | 8328DEC21 | Employee Christmas Dinner | 12/24/21 | 151.23 | 48139 | 01/18/22 |
| | | 8328DEC21 | OR DSL Renewal Marina | 12/24/21 | 375.00 | 48139 | 01/18/22 |
| | | 8328DEC21 | Building Dept HDMI Cord | 12/24/21 | 10.50 | 48139 | 01/18/22 |
| | | 8328DEC21 | LogMeln JIVE | 12/24/21 | 20.64 | 48139 | 01/18/22 |
| | | 8328DEC21 | LogMeln JIVE | 12/24/21 | 6.88 | 48139 | 01/18/22 |
| | | 8328DEC21 | LogMeln JIVE | 12/24/21 | 6.88 | 48139 | 01/18/22 |
| | | 8328DEC21 | LogMeln JIVE | 12/24/21 | 6.88 | 48139 | 01/18/22 |
| | | 8328DEC21 | LogMeln JIVE | 12/24/21 | 213.32 | 48139 | 01/18/22 |
| | | 8328DEC21 | LogMeln JIVE | 12/24/21 | 6.88 | 48139 | 01/18/22 |
| | | 8328DEC21 | LogMeln JIVE | 12/24/21 | 6.88 | 48139 | 01/18/22 |
| | | 8328DEC21 | LogMeln JIVE | 12/24/21 | 20.65 | 48139 | 01/18/22 |
| | | 8336.11.24.2 | Office Supplies | 11/24/21 | 29.90 | 48139 | 01/18/22 |
| | | 8336.11.24.2 | Halloween Supplies | 11/24/21 | 103.50 | 48139 | 01/18/22 |
| | | 8336.11.24.2 | Office Supplies | 11/24/21 | 6.98 | 48139 | 01/18/22 |
| | | 8336.11.24.2 | Office Supplies | 11/24/21 | 326.70 | 48139 | 01/18/22 |
| | | 8336.11.24.2 | Halloween Supplies | 11/24/21 | 43.47 | 48139 | 01/18/22 |
| | | 8336.11.24.2 | Duty Jacket | 11/24/21 | 126.00 | 48139 | 01/18/22 |
| | | 8336.11.24.2 | Credit Voucher | 11/24/21 | 639.93- | 48139 | 01/18/22 |
| | | 8336.12.24.2 | Christmas Party Supplies | 12/24/21 | 58.60 | 48139 | 01/18/22 |
| | | 8336.12.24.2 | PD Supplies | 12/24/21 | 260.91 | 48139 | 01/18/22 |
| | | 8336.12.24.2 | Christmas Party Supplies | 12/24/21 | 125.21 | 48139 | 01/18/22 |
| | | 8336.12.24.2 | Office Supplies | 12/24/21 | 72.50 | 48139 | 01/18/22 |
| | | 8336.12.24.2 | Office Supplies | 12/24/21 | 27.95 | 48139 | 01/18/22 |
| | | 8336.12.24.2 | Office Supplies | 12/24/21 | 116.91 | 48139 | 01/18/22 |
| | | 8336.12.24.2 | Christmas Party Supplies | 12/24/21 | 30.00 | 48139 | 01/18/22 |
| | | 8336.12.24.2 | PD Supplies | 12/24/21 | 47.85 | 48139 | 01/18/22 |
| | | 8336.12.24.2 | Office Supplies | 12/24/21 | 53.99 | 48139 | 01/18/22 |
| | | 8336.12.24.2 | Office Supplies | 12/24/21 | 6.99 | 48139 | 01/18/22 |
| | | 8336.12.24.2 | Tactical Flashlight | 12/24/21 | 24.99 | 48139 | 01/18/22 |
| | | 8336.12.24.2 | Office Supplies | 12/24/21 | 175.97 | 48139 | 01/18/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|---------------------------|----------------|--------------------------------------------------------|--------------|----------------|--------------|------------------|
| | | 8336.12.24.2 | Office Supplies | 12/24/21 | 12.78 | 48139 | 01/18/22 |
| Total 148: | | | | | 17,035.94 | | |
| 155 | | | | | | | |
| 155 | Barnett & Moro, P.C. | AUDIT2021- | Annual Audit | 01/01/22 | 14,615.00 | 48140 | 01/18/22 |
| Total 155: | | | | | 14,615.00 | | |
| 276 | | | | | | | |
| 276 | Builders FirstSource | 84655875 | Golf Course | 12/21/21 | 177.47 | 48141 | 01/18/22 |
| Total 276: | | | | | 177.47 | | |
| 351 | | | | | | | |
| 351 | Cascade Natural Gas Corp. | 1092.12.22.2 | Natural Gas | 12/22/21 | 131.74 | 48144 | 01/18/22 |
| | | 1092.12.22.2 | Natural Gas | 12/22/21 | 131.73 | 48144 | 01/18/22 |
| | | 1092.12.22.2 | Natural Gas | 12/22/21 | 131.73 | 48144 | 01/18/22 |
| | | 3033.12.22.2 | 82959 Draper St. | 12/22/21 | 197.32 | 48144 | 01/18/22 |
| | | 7846.12.22.2 | Natural Gas | 12/22/21 | 304.00 | 48144 | 01/18/22 |
| | | 7851.12.22.2 | Natural Gas | 12/22/21 | 188.83 | 48144 | 01/18/22 |
| | | 8476.12.22.2 | Natural Gas | 12/22/21 | 1,212.92 | 48144 | 01/18/22 |
| Total 351: | | | | | 2,298.27 | | |
| 420 | | | | | | | |
| 420 | COLEMAN, SCOTT | 12292021SE | Travel Reimbursement for picking up freight in Seattle | 12/29/21 | 272.16 | 48148 | 01/18/22 |
| Total 420: | | | | | 272.16 | | |
| 435 | | | | | | | |
| 435 | Commercial Tire | 276873 | Gravel/Plow Truck | 12/29/21 | 253.99 | 48150 | 01/18/22 |
| Total 435: | | | | | 253.99 | | |
| 488 | | | | | | | |
| 488 | Crystal Springs | 2150670712 | Water for Marina | 12/16/21 | 72.90 | 48153 | 01/18/22 |
| | | 9262940010 | Water for Police Department | 01/05/22 | 65.40 | 48153 | 01/18/22 |
| Total 488: | | | | | 138.30 | | |
| 525 | | | | | | | |
| 525 | DCBS - Fiscal Services | 4THQTR202 | Bldg Surcharge Quarterly Submission | 01/03/22 | 19,960.35 | 48154 | 01/18/22 |
| Total 525: | | | | | 19,960.35 | | |
| 536 | | | | | | | |
| 536 | Dell Marketing L.P. | 10548115345 | Acrobat Pro | 12/21/21 | 99.28 | 48155 | 01/18/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|-----------------------------|----------------|---------------------------------|--------------|----------------|--------------|------------------|
| Total 536: | | | | | 99.28 | | |
| 559 | | | | | | | |
| 559 | Devin Oil Company Inc | 533.12.31.20 | Public Works Fuel | 12/31/21 | 184.03 | 48156 | 01/18/22 |
| | | 533.12.31.20 | Public Works Fuel | 12/31/21 | 184.04 | 48156 | 01/18/22 |
| | | 533.12.31.20 | Public Works Fuel | 12/31/21 | 184.03 | 48156 | 01/18/22 |
| | | 533.12.31.20 | Public Works Fuel | 12/31/21 | 184.03 | 48156 | 01/18/22 |
| | | 534.12.31.20 | PD Fuel | 12/31/21 | 1,215.82 | 48156 | 01/18/22 |
| Total 559: | | | | | 1,951.95 | | |
| 577 | | | | | | | |
| 577 | DIVCO | SCPAY90319 | HVAC Maintenance-City Hall | 01/01/22 | 484.50 | 48157 | 01/18/22 |
| | | SCPAY90320 | HVAC Maintenance - Public Works | 01/01/22 | 146.00 | 48157 | 01/18/22 |
| | | SCPAY90321 | HVAC Maintenance-Sewer | 01/01/22 | 353.75 | 48157 | 01/18/22 |
| Total 577: | | | | | 984.25 | | |
| 607 | | | | | | | |
| 607 | Ducote Consulting | 1739 | Grant Admin-CDBG | 12/31/21 | 50.00 | 48158 | 01/18/22 |
| | | 1742 | EDA Business Center | 12/31/21 | 427.50 | 48158 | 01/18/22 |
| | | 1742 | EDA Business Center | 12/31/21 | 427.50 | 48158 | 01/18/22 |
| Total 607: | | | | | 905.00 | | |
| 609 | | | | | | | |
| 609 | Duke's Auto Plus | 14072 | Auto Repairs | 11/18/21 | 61.25 | 48159 | 01/18/22 |
| | | 14072 | Auto Repairs | 11/18/21 | 61.25 | 48159 | 01/18/22 |
| | | 14072 | Auto Repairs | 11/18/21 | 61.25 | 48159 | 01/18/22 |
| | | 14072 | Auto Repairs | 11/18/21 | 61.25 | 48159 | 01/18/22 |
| | | 14163 | Auto Repairs Police Dept. | 12/30/21 | 50.00 | 48159 | 01/18/22 |
| Total 609: | | | | | 295.00 | | |
| 628 | | | | | | | |
| 628 | East Oregonian | 274790 | polar plunge-Herm Herald 12/29 | 12/29/21 | 82.17 | 48160 | 01/18/22 |
| | | 274790 | polar plunge-EO 12/23 | 12/29/21 | 123.39 | 48160 | 01/18/22 |
| | | 274790 | Polar Plunge-EO 12/28 | 12/29/21 | 123.39 | 48160 | 01/18/22 |
| | | 274791 | polar plunge-Herm Herald 12/29 | 12/29/21 | 82.17 | 48160 | 01/18/22 |
| | | 274791 | polar plunge-EO 12/23 | 12/29/21 | 123.39 | 48160 | 01/18/22 |
| | | 274791 | Polar Plunge-EO 12/28 | 12/29/21 | 123.39 | 48160 | 01/18/22 |
| Total 628: | | | | | 657.90 | | |
| 635 | | | | | | | |
| 635 | Eastern Oregon Telecom, LLC | 0317.01.01.2 | Golf Course | 01/01/22 | 103.34 | 48161 | 01/18/22 |
| | | 8743.01.01.2 | Marina Internet | 01/01/22 | 246.50 | 48161 | 01/18/22 |
| | | 8743.01.01.2 | City Hall Internet | 01/01/22 | 13.23 | 48161 | 01/18/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|----------------------------|----------------|---------------------------------------|--------------|----------------|--------------|------------------|
| | | 8743.01.01.2 | City Hall Internet | 01/01/22 | 236.93 | 48161 | 01/18/22 |
| | | 8743.01.01.2 | City Shop | 01/01/22 | 72.34 | 48161 | 01/18/22 |
| | | 8743.01.01.2 | WWTP Internet | 01/01/22 | 310.28 | 48161 | 01/18/22 |
| | | 8743.01.01.2 | Police Dept. Internet | 01/01/22 | 237.94 | 48161 | 01/18/22 |
| | | 8743.01.01.2 | City Hall Internet | 01/01/22 | 39.68 | 48161 | 01/18/22 |
| | Total 635: | | | | 1,260.24 | | |
| 720 | | | | | | | |
| 720 | FERGUSON WATERWORKS #3 | 1058296 | Meter Inventory | 12/14/21 | 4,320.00 | 48162 | 01/18/22 |
| | Total 720: | | | | 4,320.00 | | |
| 723 | | | | | | | |
| 723 | Graybeal Group, Inc. | 1492 | Insurance | 01/04/22 | .00 | | |
| | | 1492 | Insurance | 01/04/22 | .00 | | |
| | | 1492 | Insurance | 01/04/22 | .00 | | |
| | | 1492 | Insurance | 01/04/22 | .00 | | |
| | | 1492 | Insurance | 01/04/22 | .00 | | |
| | | 1492 | Insurance | 01/04/22 | .00 | | |
| | | 1492 | Insurance | 01/04/22 | .00 | | |
| | | 1492 | Flag Football Insurance | 01/04/22 | 956.28 | 48166 | 01/18/22 |
| | Total 723: | | | | 956.28 | | |
| 854 | | | | | | | |
| 854 | Gordon's Electric Inc. | W16564 | Lights to the back of old post office | 12/28/21 | 8,587.02 | 48164 | 01/18/22 |
| | Total 854: | | | | 8,587.02 | | |
| 856 | | | | | | | |
| 856 | Gotcha Covered | 448403 | Cleaning Services | 01/02/22 | 443.84 | 48165 | 01/18/22 |
| | | 448403 | Cleaning Services | 01/02/22 | 383.98 | 48165 | 01/18/22 |
| | | 448403 | Cleaning Services | 01/02/22 | 383.98 | 48165 | 01/18/22 |
| | | 448403 | Cleaning Services | 01/02/22 | 248.20 | 48165 | 01/18/22 |
| | Total 856: | | | | 1,460.00 | | |
| 911 | | | | | | | |
| 911 | Hagerman Inc. | 1-36651 | Truck #1 Repair | 12/23/21 | 202.56 | 48167 | 01/18/22 |
| | | 1-36651 | Truck #1 Repair | 12/23/21 | 202.55 | 48167 | 01/18/22 |
| | | 1-36651 | Truck #1 Repair | 12/23/21 | 202.55 | 48167 | 01/18/22 |
| | | 1-36651 | Truck #1 Repair | 12/23/21 | 202.55 | 48167 | 01/18/22 |
| | | 1-36706 | Sunvac Truck Parts & Svs | 12/29/21 | 364.40 | 48167 | 01/18/22 |
| | Total 911: | | | | 1,174.61 | | |
| 966 | | | | | | | |
| 966 | Hermiston Auto Parts, Inc. | 622712 | Water Dept Supplies | 12/17/21 | 12.49 | 48169 | 01/18/22 |
| | | 623002 | Marina Supplies | 12/28/21 | 9.99 | 48169 | 01/18/22 |
| | | 623028 | Parks Supplies | 12/29/21 | 42.96 | 48169 | 01/18/22 |
| | | 623032 | MARINA SUPPLIES | 12/29/21 | 158.76 | 48169 | 01/18/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|----------------------------|----------------|-------------------------------------|--------------|----------------|--------------|------------------|
| | | 623062 | streets Supplies | 12/30/21 | 33.98 | 48169 | 01/18/22 |
| | | 623101 | streets | 12/31/21 | 315.24 | 48169 | 01/18/22 |
| | | 623113 | Parks Supplies | 01/03/22 | 9.99 | 48169 | 01/18/22 |
| | | SVC01.01.20 | Vehicle Maintenance | 01/01/22 | .53 | 48169 | 01/18/22 |
| | | SVC01.01.20 | Vehicle Maintenance | 01/01/22 | .93 | 48169 | 01/18/22 |
| | | SVC01.01.20 | Vehicle Maintenance | 01/01/22 | 2.66 | 48169 | 01/18/22 |
| | | SVC01.01.20 | Vehicle Maintenance | 01/01/22 | 1.00 | 48169 | 01/18/22 |
| | | SVC01.01.20 | Vehicle Maintenance | 01/01/22 | 1.52 | 48169 | 01/18/22 |
| | Total 966: | | | | 590.05 | | |
| 980 | | | | | | | |
| 980 | Hermiston Quicky Lube | 505590 | Oil Change | 12/27/21 | 47.95 | 48170 | 01/18/22 |
| | Total 980: | | | | 47.95 | | |
| 1012 | | | | | | | |
| 1012 | Home Depot Credit Services | 3044312 | Parks Supplies | 12/15/21 | 55.35 | 48172 | 01/18/22 |
| | | 3523682 | Marina Supplies | 12/15/21 | 37.81 | 48172 | 01/18/22 |
| | | 4044232 | Parks Supplies | 12/14/21 | 45.15 | 48172 | 01/18/22 |
| | | 4044236 | Marina Supplies | 12/14/21 | 208.88 | 48172 | 01/18/22 |
| | | 4044248 | Parks Supplies | 12/14/21 | 107.97 | 48172 | 01/18/22 |
| | | 5012412 | Parks Supplies | 11/23/21 | 435.88 | 48172 | 01/18/22 |
| | | 5012413 | Parks Supplies | 12/23/21 | 31.98 | 48172 | 01/18/22 |
| | | 5043284 | Parks Supplies | 12/03/21 | 89.91 | 48172 | 01/18/22 |
| | | 7044046 | Parks Supplies | 12/11/21 | 19.94 | 48172 | 01/18/22 |
| | | 8043933 | Stteet | 12/10/21 | 136.96 | 48172 | 01/18/22 |
| | | 8044754 | Marina Supplies | 12/20/21 | 162.71 | 48172 | 01/18/22 |
| | | 9043802 | Marina Supplies | 12/09/21 | 688.80 | 48172 | 01/18/22 |
| | Total 1012: | | | | 2,021.34 | | |
| 1060 | | | | | | | |
| 1060 | Ingram | 570001594 | Library Books | 01/06/22 | 16.20 | 48173 | 01/18/22 |
| | | 57001591 | Library Books | 01/06/22 | 15.59 | 48173 | 01/18/22 |
| | | 57001592 | Library Books | 01/06/22 | 34.19 | 48173 | 01/18/22 |
| | | 57001593 | Library Books | 01/06/22 | 16.80 | 48173 | 01/18/22 |
| | | 57001595 | Library Books | 01/06/22 | 9.15 | 48173 | 01/18/22 |
| | | 57001596 | Library Books | 01/06/22 | 81.79 | 48173 | 01/18/22 |
| | Total 1060: | | | | 173.72 | | |
| 1068 | | | | | | | |
| 1068 | Intermountain ESD | 598T075280 | Television Building Dept | 01/10/22 | 474.99 | 48174 | 01/18/22 |
| | | 598T075286 | Skating rink receipt printer | 01/10/22 | 265.76 | 48174 | 01/18/22 |
| | Total 1068: | | | | 740.75 | | |
| 1089 | | | | | | | |
| 1089 | J U B Engineers, Inc. | 149441 | Umatilla Wastewater Facilities Plan | 01/14/22 | 33,317.20 | 48176 | 01/18/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|--------------------------|----------------|------------------------------|--------------|----------------|--------------|------------------|
| Total 1089: | | | | | 33,317.20 | | |
| 1189 | | | | | | | |
| 1189 | KIE Supply Corp | 2056038 | Water Dept. | 01/05/22 | 26.98 | 48179 | 01/18/22 |
| Total 1189: | | | | | 26.98 | | |
| 1207 | | | | | | | |
| 1207 | Kookee LLC | 2NDREQUE | Reimbursement for the patio | 01/04/22 | 5,697.30 | 48180 | 01/18/22 |
| Total 1207: | | | | | 5,697.30 | | |
| 1211 | | | | | | | |
| 1211 | Krogh, Theresa | 01.01.2021 | Weddings-December 2021 | 01/01/22 | 100.00 | 48181 | 01/18/22 |
| Total 1211: | | | | | 100.00 | | |
| 1221 | | | | | | | |
| 1221 | Kuo Testing Labs | 2112301 | TRCI Lab Tests TBR | 12/22/21 | 85.10 | 48182 | 01/18/22 |
| | | 2112423 | TRCI Lab Tests TBR | 01/05/22 | 85.10 | 48182 | 01/18/22 |
| Total 1221: | | | | | 170.20 | | |
| 1462 | | | | | | | |
| 1462 | MID-COLUMBIA MOBILE PROP | 120621-5 | PROPANE FOR ICE RINK HEATERS | 12/06/21 | 89.70 | 48184 | 01/18/22 |
| | | 121521-12 | PROPANE FOR ICE RINK HEATERS | 12/16/21 | 77.14 | 48184 | 01/18/22 |
| | | 122821-2 | PROPANE FOR ICE RINK HEATERS | 12/28/21 | 58.60 | 48184 | 01/18/22 |
| | | PRO12/3/21 | PROPANE FOR ICE RINK HEATERS | 12/03/21 | 54.42 | 48184 | 01/18/22 |
| Total 1462: | | | | | 279.86 | | |
| 1561 | | | | | | | |
| 1561 | Norco Inc. | 33743399 | Skating Rink supplies | 12/10/21 | 33.44 | 48185 | 01/18/22 |
| | | 33794672 | Skating Rink supplies | 12/17/21 | 30.45 | 48185 | 01/18/22 |
| | | 33895381 | Cylinder Rental | 12/31/21 | 46.81 | 48185 | 01/18/22 |
| | | 33895381 | Cylinder Rental | 12/31/21 | 46.81 | 48185 | 01/18/22 |
| Total 1561: | | | | | 157.51 | | |
| 1580 | | | | | | | |
| 1580 | NW Farm Supply Inc. | 2112-184431 | Park Supplies | 12/08/21 | 17.98 | 48186 | 01/18/22 |
| Total 1580: | | | | | 17.98 | | |
| 1581 | | | | | | | |
| 1581 | NW Metal Fabricators | 005446-IN | Water Department | 12/15/21 | 89.63 | 48187 | 01/18/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|------------------------|----------------|-------------------------------|--------------|----------------|--------------|------------------|
| Total 1581: | | | | | 89.63 | | |
| 1636 | | | | | | | |
| 1636 | Oregon Dept of Revenue | STATEASSE | State Court Assessments | 01/01/22 | 20,368.96 | 48188 | 01/18/22 |
| Total 1636: | | | | | 20,368.96 | | |
| 1676 | | | | | | | |
| 1676 | OXARC Inc. | 31444219 | parks supplies | 01/10/22 | 19.11 | 48189 | 01/18/22 |
| Total 1676: | | | | | 19.11 | | |
| 1684 | | | | | | | |
| 1684 | Pacific Power | 0021.12.28.2 | McNary Ind. Park | 12/28/21 | 7,874.30 | 48190 | 01/18/22 |
| | | 0028.12.20.2 | golf course | 12/20/21 | 762.44 | 48190 | 01/18/22 |
| | | 0036.12.27.2 | 1651 2nd St -Boyd's House | 12/27/21 | 102.42 | 48190 | 01/18/22 |
| | | 0039.12.28.2 | McFarland Well | 12/28/21 | 1,926.39 | 48190 | 01/18/22 |
| | | 0054.12.27.2 | 282 Powerline Rd. | 12/27/21 | 17.96 | 48190 | 01/18/22 |
| | | 0096.12.23.2 | 6th & A St. | 12/23/21 | 19.77 | 48190 | 01/18/22 |
| | | 0104.12.28.2 | Street Lights | 12/28/21 | 2,864.92 | 48190 | 01/18/22 |
| | | 0179.12.28.2 | 285 Radar Rd. | 12/28/21 | 648.88 | 48190 | 01/18/22 |
| | | 0377.12.23.2 | Bath House Marina | 12/23/21 | 892.02 | 48190 | 01/18/22 |
| | | 0385.01.03.2 | Fish Cleaning Station | 01/03/22 | 74.85 | 48190 | 01/18/22 |
| | | 0393.12.23.2 | West End Comfort Station | 12/23/21 | 24.10 | 48190 | 01/18/22 |
| | | 0401.12.23.2 | 15 HP Pump Marina Levy | 12/23/21 | 108.97 | 48190 | 01/18/22 |
| | | 0419.12.27.2 | Quincy Ave. N 2nd @ Marina | 12/27/21 | 150.17 | 48190 | 01/18/22 |
| | | 0427.12.23.2 | Marina Park | 12/23/21 | 1,237.35 | 48190 | 01/18/22 |
| | | 0435.12.2.20 | 1710 Quincy St. | 12/27/21 | 767.51 | 48190 | 01/18/22 |
| | | 0476.12.27.2 | ABT 30322 HWY 730 | 12/27/21 | 25.62 | 48190 | 01/18/22 |
| | | 0500.12.22.2 | Kiwanis Park | 12/22/21 | 107.07 | 48190 | 01/18/22 |
| Total 1684: | | | | | 17,604.74 | | |
| 1715 | | | | | | | |
| 1715 | Pea Ridge Embroidery | 38196 | Golf Course Staff | 01/05/22 | 5.50 | 48192 | 01/18/22 |
| Total 1715: | | | | | 5.50 | | |
| 1737 | | | | | | | |
| 1737 | Pet Rescue | 228 | Dog Impounds | 12/28/21 | 300.00 | 48193 | 01/18/22 |
| Total 1737: | | | | | 300.00 | | |
| 1763 | | | | | | | |
| 1763 | Platt | 2J27342 | Marina Supplies | 12/29/21 | 337.45 | 48194 | 01/18/22 |
| | | 2J84874 | Parks Supplies | 01/06/22 | 29.16 | 48194 | 01/18/22 |
| | | 2J95024 | Police Dept. Supplies | 01/07/22 | 103.13 | 48194 | 01/18/22 |
| Total 1763: | | | | | 469.74 | | |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|--------------------------------|----------------|----------------------------------|--------------|----------------|--------------|------------------|
| 1791 | | | | | | | |
| 1791 | PRO RENTAL & SALES, INC. | 1627060-000 | Skating Rink Light Tower | 01/07/22 | 812.00 | 48196 | 01/18/22 |
| | | 1627060000 | Skating Rink Light Tower | 12/12/21 | 759.80 | 48196 | 01/18/22 |
| | | 1629759-000 | Lights for McNary Christmas Tree | 01/16/22 | 1,116.40 | 48196 | 01/18/22 |
| Total 1791: | | | | | 2,688.20 | | |
| 1818 | | | | | | | |
| 1818 | Quill Corporation | 21935610 | Parks Program Supplies | 11/30/21 | 245.98 | 48197 | 01/18/22 |
| | | 21952294 | Office Supplies | 12/29/21 | 115.09 | 48197 | 01/18/22 |
| | | 21952294 | Office Supplies | 12/29/21 | 22.87 | 48197 | 01/18/22 |
| | | 21952294 | Office Supplies | 12/29/21 | 46.11 | 48197 | 01/18/22 |
| | | 21952294 | Office Supplies | 12/29/21 | 68.98 | 48197 | 01/18/22 |
| | | 21952294 | Office Supplies | 12/29/21 | 68.98 | 48197 | 01/18/22 |
| | | 21952294 | Office Supplies | 12/29/21 | 46.11 | 48197 | 01/18/22 |
| | | 21952294 | Office Supplies | 12/29/21 | 6.76 | 48197 | 01/18/22 |
| | | 22078525 | Office Supplies | 01/05/22 | 81.14 | 48197 | 01/18/22 |
| | | 22078525 | Office Supplies | 01/05/22 | 16.12 | 48197 | 01/18/22 |
| | | 22078525 | Office Supplies | 01/05/22 | 32.51 | 48197 | 01/18/22 |
| | | 22078525 | Office Supplies | 01/05/22 | 48.63 | 48197 | 01/18/22 |
| | | 22078525 | Office Supplies | 01/05/22 | 48.63 | 48197 | 01/18/22 |
| | | 22078525 | Office Supplies | 01/05/22 | 32.51 | 48197 | 01/18/22 |
| | | 22078525 | Office Supplies | 01/05/22 | 4.75 | 48197 | 01/18/22 |
| | | 22117019 | Office Supplies | 01/06/22 | 18.25 | 48197 | 01/18/22 |
| | | 22117019 | Office Supplies | 01/06/22 | 3.63 | 48197 | 01/18/22 |
| | | 22117019 | Office Supplies | 01/06/22 | 7.31 | 48197 | 01/18/22 |
| | | 22117019 | Office Supplies | 01/06/22 | 10.94 | 48197 | 01/18/22 |
| | | 22117019 | Office Supplies | 01/06/22 | 10.94 | 48197 | 01/18/22 |
| | | 22117019 | Office Supplies | 01/06/22 | 7.31 | 48197 | 01/18/22 |
| | | 22117019 | Office Supplies | 01/06/22 | 1.08 | 48197 | 01/18/22 |
| | | 22117781 | Office Supplies | 01/05/22 | 1.93 | 48197 | 01/18/22 |
| | | 22117781 | Office Supplies | 01/05/22 | .38 | 48197 | 01/18/22 |
| | | 22117781 | Office Supplies | 01/05/22 | .77 | 48197 | 01/18/22 |
| | | 22117781 | Office Supplies | 01/05/22 | 1.16 | 48197 | 01/18/22 |
| | | 22117781 | Office Supplies | 01/05/22 | 1.16 | 48197 | 01/18/22 |
| | | 22117781 | Office Supplies | 01/05/22 | .77 | 48197 | 01/18/22 |
| | | 22117781 | Office Supplies | 01/05/22 | .12 | 48197 | 01/18/22 |
| | | 22155485 | Marina Supplies | 01/07/22 | 400.52 | 48197 | 01/18/22 |
| Total 1818: | | | | | 1,351.44 | | |
| 1846 | | | | | | | |
| 1846 | RDO Equipment Co. | LATECH65 | Fee-Equipment Maint. | 11/30/21 | 3.20 | 48198 | 01/18/22 |
| | | W4699665 | Oil change and service Mower | 12/27/21 | 303.21 | 48198 | 01/18/22 |
| Total 1846: | | | | | 306.41 | | |
| 1944 | | | | | | | |
| 1944 | Sanitary Disposal, Transfer St | 737408 | Nugent Park Bathroom Demo | 12/07/21 | 27.10 | 48200 | 01/18/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|---------------------------------|----------------|-------------------------------------------|--------------|----------------|--------------|------------------|
| Total 1944: | | | | | 27.10 | | |
| 1977 | | | | | | | |
| 1977 | Seder Architecture + Urban Des, | 24 | Business Center | 01/11/22 | 10,649.56 | 48201 | 01/18/22 |
| | | 24 | Business Center | 01/11/22 | 10,649.57 | 48201 | 01/18/22 |
| Total 1977: | | | | | 21,299.13 | | |
| 2059 | | | | | | | |
| 2059 | Smitty's Ace Hardware | 663081 | marina Supplies | 12/07/21 | 356.01 | 48203 | 01/18/22 |
| | | 663588 | Meter Box Insulation | 12/15/21 | 65.98 | 48203 | 01/18/22 |
| | | 664119 | Park Supplies | 12/27/21 | 153.92 | 48203 | 01/18/22 |
| | | 664119 | Pro Shop Heaters | 12/27/21 | 209.97 | 48203 | 01/18/22 |
| | | 664143 | marina Supplies | 12/27/21 | 98.58 | 48203 | 01/18/22 |
| | | 664165 | marina Supplies | 12/27/21 | 64.54 | 48203 | 01/18/22 |
| | | 664526 | marina Suppi | 01/04/22 | 12.99 | 48203 | 01/18/22 |
| | | 664543 | Park Supplies | 01/04/22 | 83.96 | 48203 | 01/18/22 |
| | | 664552 | Parks supplies | 01/04/22 | 9.59 | 48203 | 01/18/22 |
| | | 664598 | marina Supplies | 01/05/22 | 54.03 | 48203 | 01/18/22 |
| | | 664730 | Parks supplies | 01/07/22 | 9.69 | 48203 | 01/18/22 |
| | | 664739 | Employee Clothing Allowance-Hammermeister | 01/07/22 | 26.49 | 48203 | 01/18/22 |
| | | 664739 | Employee Clothing Allowance-Hammermeister | 01/07/22 | 26.48 | 48203 | 01/18/22 |
| | | 664775 | Park Supplies | 01/07/22 | 7.96 | 48203 | 01/18/22 |
| | | 664896 | marina Supplies | 01/18/22 | 9.99 | 48203 | 01/18/22 |
| | | 664898 | Parks supplies | 01/11/22 | 119.94 | 48203 | 01/18/22 |
| | | 664902 | Park Supplies | 01/11/22 | 6.98 | 48203 | 01/18/22 |
| Total 2059: | | | | | 1,317.10 | | |
| 2124 | | | | | | | |
| 2124 | Sun Ridge Systems Inc | 6720 | RIM Annual Support Services | 01/03/22 | 153.00 | 48205 | 01/18/22 |
| Total 2124: | | | | | 153.00 | | |
| 2214 | | | | | | | |
| 2214 | Tom Denchel Ford Country | 516786 | Auto Repairs | 12/17/21 | 39.61 | 48209 | 01/18/22 |
| | | 516786 | Auto Repairs | 12/17/21 | 39.61 | 48209 | 01/18/22 |
| | | 516786 | Auto Repairs | 12/17/21 | 39.61 | 48209 | 01/18/22 |
| | | 516786 | Auto Repairs | 12/17/21 | 39.60 | 48209 | 01/18/22 |
| Total 2214: | | | | | 158.43 | | |
| 2217 | | | | | | | |
| 2217 | Tonkon Torp, LLP | 1637161 | Legal Services | 12/13/21 | 2,405.00 | 48210 | 01/18/22 |
| Total 2217: | | | | | 2,405.00 | | |
| 2227 | | | | | | | |
| 2227 | Traffic Safety Supply Co. | INV045043 | Street Signs | 12/22/21 | 536.49 | 48211 | 01/18/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|------------------------------|----------------|------------------------------------|--------------|----------------|--------------|------------------|
| | | INV045121 | Parking Signs | 12/27/21 | 272.63 | 48211 | 01/18/22 |
| Total 2227: | | | | | 809.12 | | |
| 2244 | | | | | | | |
| 2244 | Trojan UV Inc | SLS/1031593 | Waste Water Treatment Plant | 12/30/21 | 5,810.28 | 48213 | 01/18/22 |
| Total 2244: | | | | | 5,810.28 | | |
| 2263 | | | | | | | |
| 2263 | Umatilla Booster Club | AUCTIONSP | Fundraiser Sponsorship | 01/05/22 | 500.00 | 48214 | 01/18/22 |
| Total 2263: | | | | | 500.00 | | |
| 2273 | | | | | | | |
| 2273 | Umatilla County Finance Dept | COUNTYAS | County Assesment | 01/01/22 | 2,417.04 | 48215 | 01/18/22 |
| | | Q3FY22DISP | Dispatch Services City of Umatilla | 01/06/22 | 30,970.00 | 48219 | 01/18/22 |
| Total 2273: | | | | | 33,387.04 | | |
| 2293 | | | | | | | |
| 2293 | Unifirst Corporation | 130315502 | Shop Supplies and Mats | 01/04/22 | 29.55 | 48216 | 01/18/22 |
| | | 1430310166 | Bldg Maint/Supplies CH/Library | 11/05/21 | 67.17 | 47854 | 11/12/21 |
| | | 1430310166 | Bldg Maint/Supplies CH/Library | 11/05/21 | 104.06 | 47854 | 11/12/21 |
| | | 1430310166 | Bldg Maint/Supplies CH/Library | 11/05/21 | 104.06 | 47854 | 11/12/21 |
| | | 1430310166 | Toliet Paper | 11/05/21 | 4.35 | 48216 | 01/18/22 |
| | | 1430310166 | Toliet paper | 11/05/21 | 6.82 | 48216 | 01/18/22 |
| | | 1430310166 | Toliet Paper | 11/05/21 | 6.81 | 48216 | 01/18/22 |
| | | 1430312651 | Bldg Maint/Supplies CH/Library | 12/03/21 | 10.44 | 48216 | 01/18/22 |
| | | 1430312651 | Bldg Maint/Supplies CH/Library | 12/03/21 | 16.17 | 48216 | 01/18/22 |
| | | 1430312651 | Bldg Maint/Supplies CH/Library | 12/03/21 | 16.18 | 48216 | 01/18/22 |
| | | 1430313269 | Bldg Maint/Supplies CH/Library | 12/10/21 | 10.44 | 48216 | 01/18/22 |
| | | 1430313269 | Bldg Maint/Supplies CH/Library | 12/10/21 | 16.17 | 48216 | 01/18/22 |
| | | 1430313269 | Bldg Maint/Supplies CH/Library | 12/10/21 | 16.18 | 48216 | 01/18/22 |
| | | 1430315501 | Waste Water Supplies | 01/04/22 | 31.27 | 48216 | 01/18/22 |
| | | 1430315504 | Golf Course | 01/04/22 | 43.15 | 48216 | 01/18/22 |
| | | 1430315505 | Mats for Police Department | 01/04/22 | 30.45 | 48216 | 01/18/22 |
| | | 1443031488 | Police Mats | 12/28/21 | 30.00 | 48216 | 01/18/22 |
| | | 1443031550 | Marina Mop Heads | 01/04/22 | 28.93 | 48216 | 01/18/22 |
| Total 2293: | | | | | 572.20 | | |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|--------------------------------|----------------|------------------------------------------|--------------|----------------|--------------|------------------|
| 2314 | | | | | | | |
| 2314 | USA Bluebook Inc. | 836254 | Public Works Equip | 01/05/22 | 202.33 | 48217 | 01/18/22 |
| Total 2314: | | | | | 202.33 | | |
| 2361 | | | | | | | |
| 2361 | Capital One | 2912.12.19.2 | Office Supplies | 12/19/21 | 468.74 | 48142 | 01/18/22 |
| Total 2361: | | | | | 468.74 | | |
| 2557 | | | | | | | |
| 2557 | Hermiston Ranch & Home | 2112-929184 | Nugent park | 12/12/21 | 27.82 | 48171 | 01/18/22 |
| | | 2112-929184 | Truck #25 | 12/12/21 | 87.96 | 48171 | 01/18/22 |
| | | 2112-935679 | Clothing Allowance-Horman | 12/19/21 | 239.93 | 48171 | 01/18/22 |
| Total 2557: | | | | | 355.71 | | |
| 2561 | | | | | | | |
| 2561 | Prestige Worldwide Technologie | 1081 | clay | 12/30/21 | 4,140.50 | 48195 | 01/18/22 |
| Total 2561: | | | | | 4,140.50 | | |
| 2751 | | | | | | | |
| 2751 | Carla McLane Consulting, LLC. | UMA-2021-1 | Consulting Services-Golf Course Rezoning | 01/01/22 | 797.50 | 48143 | 01/18/22 |
| Total 2751: | | | | | 797.50 | | |
| 2759 | | | | | | | |
| 2759 | CivicPlus | 220821 | CivicRec Annual Fee | 01/05/22 | 3,150.00 | 48147 | 01/18/22 |
| Total 2759: | | | | | 3,150.00 | | |
| 2852 | | | | | | | |
| 2852 | City of Umatilla | 1002.12.31.2 | Boyds Place | 12/31/21 | 88.49 | 48146 | 01/18/22 |
| | | 6002.12.31.2 | Marina Refuse | 12/31/21 | 803.36 | 48146 | 01/18/22 |
| | | 8092.12.31.2 | Golf Course Refuse | 12/31/21 | 114.80 | 48146 | 01/18/22 |
| Total 2852: | | | | | 1,006.65 | | |
| 2897 | | | | | | | |
| 2897 | Revd Up | 4251 | Application Use Fees Jan-Jun 2022 | 01/03/22 | 2,760.00 | 48199 | 01/18/22 |
| Total 2897: | | | | | 2,760.00 | | |
| 2901 | | | | | | | |
| 2901 | Anatek Labs | 2118653 | IWW Quarterly Metals Testing | 12/06/21 | 418.00 | 48138 | 01/18/22 |
| | | 2120479 | IWW Quarterly Metals Testing | 12/06/21 | 80.00 | 48138 | 01/18/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|----------------------------------|----------------|-------------------------------------------|--------------|----------------|--------------|------------------|
| Total 2901: | | | | | 498.00 | | |
| 2922 | | | | | | | |
| 2922 | City of Hermiston | 0001.12.31.2 | De-icer | 12/31/21 | 448.26 | 48145 | 01/18/22 |
| Total 2922: | | | | | 448.26 | | |
| 2938 | | | | | | | |
| 2938 | Khehra Brothers LLC | NOV21-JAN2 | Pro Shop Rent | 01/05/22 | 3,600.00 | 48178 | 01/18/22 |
| Total 2938: | | | | | 3,600.00 | | |
| 2967 | | | | | | | |
| 2967 | Stella Hickey | 12102021 | Activity Day | 12/10/21 | 140.00 | Multiple | Multiple |
| Total 2967: | | | | | 140.00 | | |
| 2995 | | | | | | | |
| 2995 | Vern's Food Service Distribution | 168515 | Rec program | 12/09/21 | 1,163.67 | 48218 | 01/18/22 |
| Total 2995: | | | | | 1,163.67 | | |
| 3239 | | | | | | | |
| 3239 | Roberts, Chris | JANUARY20 | RV & Marina Camp Host | 12/22/21 | 800.00 | 48221 | 01/24/22 |
| Total 3239: | | | | | 800.00 | | |
| 3243 | | | | | | | |
| 3243 | TentCraft, LLC. | 21131994T | Ice Rink Tent | 10/15/21 | 14,659.98 | 48207 | 01/18/22 |
| Total 3243: | | | | | 14,659.98 | | |
| 3244 | | | | | | | |
| 3244 | Conrad Skinner Memorial Vetera | KENNEDY D | Donation-Kennedy Tournament Winnings | 01/05/22 | 186.00 | 48151 | 01/18/22 |
| Total 3244: | | | | | 186.00 | | |
| 3245 | | | | | | | |
| 3245 | Contreras, Jefferson | 212482.CON | Overpayent Jefferson Contreras 212482 | 12/31/21 | 440.00 | 48152 | 01/18/22 |
| Total 3245: | | | | | 440.00 | | |
| 3246 | | | | | | | |
| 3246 | The Joseph Center | 212846.MAR | Paid Wrong Court-Larry Dean Martin 212846 | 12/31/21 | 100.00 | 48208 | 01/18/22 |
| Total 3246: | | | | | 100.00 | | |
| 3247 | | | | | | | |
| 3247 | Interstate Concrete & Asphalt | 212752 | Overpayment | 01/01/22 | 38.00 | 48175 | 01/18/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|-----------------------------|----------------|--------------------------------------------|--------------|----------------|--------------|------------------|
| Total 3247: | | | | | 38.00 | | |
| 3248 | | | | | | | |
| 3248 | Shiple, Daniel T. | 212710SHIP | Overpayment 212710 | 01/01/22 | 115.00 | 48202 | 01/18/22 |
| Total 3248: | | | | | 115.00 | | |
| 3249 | | | | | | | |
| 3249 | Treat, Joseph Charles | 212366TREA | Joseph Charles Treat Overpayment 212366 | 01/01/22 | 15.00 | 48212 | 01/18/22 |
| Total 3249: | | | | | 15.00 | | |
| 3250 | | | | | | | |
| 3250 | Tata Logistics LTD | 212540KHA | Overpayment Sarfraz Khan 212540 | 01/01/22 | 215.00 | 48206 | 01/18/22 |
| Total 3250: | | | | | 215.00 | | |
| 3251 | | | | | | | |
| 3251 | Khan, Sarfraz | 212540 | Overpayment 212540 Sarfranz Khan | 01/01/22 | 225.00 | 48177 | 01/18/22 |
| Total 3251: | | | | | 225.00 | | |
| 3252 | | | | | | | |
| 3252 | Gee, Dustin | 212623GEE | Overpayment Dustin Gee 212623 | 01/01/22 | 10.00 | 48163 | 01/18/22 |
| Total 3252: | | | | | 10.00 | | |
| 3253 | | | | | | | |
| 3253 | Lucian Companies LLC | 212894MAG | overpayment Mark Magnuson 212894 | 01/01/22 | 632.00 | 48183 | 01/18/22 |
| Total 3253: | | | | | 632.00 | | |
| 3254 | | | | | | | |
| 3254 | Hall, Spencer E. | 212877HALL | Overpayment Spencer Hall 212877 | 01/01/22 | 38.00 | 48168 | 01/18/22 |
| Total 3254: | | | | | 38.00 | | |
| 3255 | | | | | | | |
| 3255 | PDTfast.net | 2002910 | Internet for the Skating Rink | 12/27/21 | 3,340.50 | 48191 | 01/18/22 |
| Total 3255: | | | | | 3,340.50 | | |
| 3257 | | | | | | | |
| 3257 | Color Masters Painting, LLC | 1947 | Painting Boyd's | 12/19/21 | 3,625.00 | 48149 | 01/18/22 |
| | | 1976 | Painting Boyd's | 01/11/22 | 1,150.00 | 48149 | 01/18/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|--------------------|----------------|---------------------|--------------|----------------|--------------|------------------|
| Total 3257: | | | | | 4,775.00 | | |
| 3258 | | | | | | | |
| 3258 | Pasco Trailer Boss | TANDUMTR | Tandem Trailer 2022 | 01/24/22 | 4,420.50 | 48220 | 01/24/22 |
| | | TANDUMTR | Tandem Trailer 2022 | 01/24/22 | 4,420.50 | 48220 | 01/24/22 |
| | | TANDUMTR | Tandem Trailer 2022 | 01/24/22 | 4,420.50 | 48220 | 01/24/22 |
| | | TANDUMTR | Tandem Trailer 2022 | 01/24/22 | 4,420.50 | 48220 | 01/24/22 |
| Total 3258: | | | | | 17,682.00 | | |
| Grand Totals: | | | | | 293,072.82 | | |

Report Criteria:
 Detail report type printed

CITY OF UMATILLA, OREGON

AGENDA BILL

| | |
|------------------------------------------------|------------------------------------|
| Agenda Title: February Paid Invoices | Meeting Date: 2022-03-01 |
|------------------------------------------------|------------------------------------|

| | | | |
|---------------------------------------------------------|----------------------------------|----------------------------------------|----------------------|
| Department: Finance & Administrative Services | Director: Melissa Ince | Contact Person: Melissa ince | Phone Number: |
|---------------------------------------------------------|----------------------------------|----------------------------------------|----------------------|

| | |
|---------------------------------|-------------------------------------------|
| 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 |
|-----------------------------------------------|-------------------------------------|

Attachments to Agenda Packet Item:

[February 2022 Paid Invoices.pdf](#)

| |
|------------------------------------------------|
| Summary Statement: Motion to approve |
|------------------------------------------------|

| |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 | 3058249 | Parks Supplies | 02/17/22 | .32 | 48358 | 02/25/22 |
| | Total 7: | | | | .32 | | |
| 9 | | | | | | | |
| 9 | A Plus Connectors | 217426 | Waste Water Maint. | 01/19/22 | 16.92 | 48298 | 02/11/22 |
| | Total 9: | | | | 16.92 | | |
| 13 | | | | | | | |
| 13 | A-1 Industrial Hose & Supply | 287564 | Supplies for Sewer Equipment | 01/25/22 | 85.13 | 48223 | 02/03/22 |
| | Total 13: | | | | 85.13 | | |
| 45 | | | | | | | |
| 45 | AJ's Printed Apparel | 19807 | Police Dept Clothing Allowance | 01/12/22 | 50.00 | 48224 | 02/03/22 |
| | | 19809 | Police Dept Clothing Allowance | 01/12/22 | 88.00 | 48224 | 02/03/22 |
| | | 19881 | PD Apparel | 02/08/22 | 41.00 | 48359 | 02/25/22 |
| | Total 45: | | | | 179.00 | | |
| 148 | | | | | | | |
| 148 | Banner Bank Mastercard | 1102.01.24.2 | Office Supplies | 01/24/22 | 2.82 | 48299 | 02/11/22 |
| | | 1102.01.24.2 | Office Supplies | 01/24/22 | 3.28 | 48299 | 02/11/22 |
| | | 1102.01.24.2 | Office Supplies | 01/24/22 | 3.28 | 48299 | 02/11/22 |
| | | 1102.01.24.2 | DirecTV-Golf Course | 01/24/22 | 192.06 | 48299 | 02/11/22 |
| | | 1102.01.24.2 | Golf Course Supplies | 01/24/22 | 5.99 | 48299 | 02/11/22 |
| | | 1102.01.24.2 | Golf Course Supplies | 01/24/22 | 8.18 | 48299 | 02/11/22 |
| | | 1102.01.24.2 | Marina Supplies | 01/24/22 | 599.70 | 48299 | 02/11/22 |
| | | 2217.01.24.2 | Axon-Training-Skillman | 01/24/22 | 375.00 | 48299 | 02/11/22 |
| | | 2217.01.24.2 | TLO Transunion | 01/24/22 | 75.00 | 48299 | 02/11/22 |
| | | 2217.01.24.2 | Delta-Training-Wilson | 01/24/22 | 547.20 | 48299 | 02/11/22 |
| | | 2217.01.24.2 | NASRO-Training-Wilson | 01/24/22 | 450.00 | 48299 | 02/11/22 |
| | | 2217.01.24.2 | Inn at Seaside-OACP Conf. Huxel | 01/24/22 | 264.27 | 48299 | 02/11/22 |
| | | 2217.01.24.2 | PSAP-ID Cards | 01/24/22 | 279.15 | 48299 | 02/11/22 |
| | | 2217.01.24.2 | OACP Membership-Huxel | 01/24/22 | 225.00 | 48299 | 02/11/22 |
| | | 2217.01.24.2 | Norma's Seafood-Training-Huxel | 01/24/22 | 29.00 | 48299 | 02/11/22 |
| | | 2217.01.24.2 | Gaylord Resort-Training-Huxel | 01/24/22 | 201.82 | 48299 | 02/11/22 |
| | | 2217.01.24.2 | IAPE Membership-Huxel and Vandever | 01/24/22 | 130.00 | 48299 | 02/11/22 |
| | | 2970.01.24.2 | Parks & Rec. Equipment-Kayaks | 01/24/22 | 183.85 | 48299 | 02/11/22 |
| | | 2970.01.24.2 | Parks & Rec Equipment-Kayaks | 01/24/22 | 1,181.22 | 48299 | 02/11/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|----------------------|----------------|---------------------------------------------------------------|--------------|------------------|--------------|------------------|
| | | 2970.01.24.2 | Landing Days Webs Host/Domain/Logo | 01/24/22 | 486.89 | 48299 | 02/11/22 |
| | | 2970.01.24.2 | Parks & Rec Equipment Pop-Up Tent | 01/24/22 | 320.06 | 48299 | 02/11/22 |
| | | 2970.01.24.2 | OPTA Membership | 01/24/22 | 40.00 | 48299 | 02/11/22 |
| | | 2970.01.24.2 | Parks & Rec. Trailer Title | 01/24/22 | 118.00 | 48299 | 02/11/22 |
| | | 2970.01.24.2 | Dollar General | 01/24/22 | 43.00 | 48299 | 02/11/22 |
| | | 2970.01.24.2 | Amazon | 01/24/22 | 41.47 | 48299 | 02/11/22 |
| | | 2970.01.24.2 | Parks & Rec. Programming | 01/24/22 | 108.45 | 48299 | 02/11/22 |
| | | 2970.01.24.2 | Parks & Rec. Programming | 01/24/22 | 111.60 | 48299 | 02/11/22 |
| | | 2970.01.24.2 | Adobe Photoshop | 01/24/22 | 20.99 | 48299 | 02/11/22 |
| | | 3132.01.24.2 | Trailer Boss-Deposit | 01/24/22 | 250.00 | 48299 | 02/11/22 |
| | | 3132.01.24.2 | Trailer Boss-Deposit | 01/24/22 | 250.00 | 48299 | 02/11/22 |
| | | 3132.01.24.2 | Trailer Boss-Deposit | 01/24/22 | 250.00 | 48299 | 02/11/22 |
| | | 3132.01.24.2 | Trailer Boss-Deposit | 01/24/22 | 250.00 | 48299 | 02/11/22 |
| | | 3132.01.24.2 | CarAudio | 01/24/22 | 45.00 | 48299 | 02/11/22 |
| | | 3132.01.24.2 | CarAudio | 01/24/22 | 45.00 | 48299 | 02/11/22 |
| | | 3132.01.24.2 | CarAudio | 01/24/22 | 45.00 | 48299 | 02/11/22 |
| | | 3132.01.24.2 | CarAudio | 01/24/22 | 45.00 | 48299 | 02/11/22 |
| | | 5571.01.24.2 | Training | 01/24/22 | 337.26 | 48299 | 02/11/22 |
| | | 5571.01.24.2 | APA Professional Memebership | 01/24/22 | 109.00 | 48299 | 02/11/22 |
| | | 5919.01.24.2 | Marina Water Delivery | 01/24/22 | 125.73 | 48299 | 02/11/22 |
| | | 5919.01.24.2 | OHA Cross Connection and Backflow Certification- Scheel | 01/24/22 | 195.00 | 48299 | 02/11/22 |
| | | 5919.01.24.2 | Drinking Water Operator Certification-Scheel and Lohman | 01/24/22 | 280.00 | 48299 | 02/11/22 |
| | | 5919.01.24.2 | Solar lights for flag poles | 01/24/22 | 199.96 | 48299 | 02/11/22 |
| | | 5919.01.24.2 | Supplies for Boyd's House | 01/24/22 | 1,408.08 | 48299 | 02/11/22 |
| | | 5919.02.10.2 | Water Master Plan Review | 02/10/22 | 4,125.00 | 48299 | 02/11/22 |
| | | 5919.02.10.2 | GFOA Dues | 02/10/22 | 170.00 | 48299 | 02/11/22 |
| | | 5919.02.10.2 | Supplies for Boyd's Place | 02/10/22 | 2,074.06 | 48299 | 02/11/22 |
| | | 5919.02.10.2 | Tax Forms | 02/10/22 | 18.26 | 48299 | 02/11/22 |
| | | 8328.01.24.2 | LogMeln | 01/24/22 | 20.23 | 48299 | 02/11/22 |
| | | 8328.01.24.2 | LogMeln | 01/24/22 | 6.75 | 48299 | 02/11/22 |
| | | 8328.01.24.2 | LogMeln | 01/24/22 | 6.74 | 48299 | 02/11/22 |
| | | 8328.01.24.2 | LogMeln | 01/24/22 | 13.48 | 48299 | 02/11/22 |
| | | 8328.01.24.2 | LogMeln | 01/24/22 | 195.50 | 48299 | 02/11/22 |
| | | 8328.01.24.2 | LogMeln | 01/24/22 | 13.48 | 48299 | 02/11/22 |
| | | 8328.01.24.2 | LogMeln | 01/24/22 | 20.22 | 48299 | 02/11/22 |
| | | 8328.01.24.2 | LogMeln | 01/24/22 | 6.74 | 48299 | 02/11/22 |
| | | 8336.01.24.2 | Junior Officer Badge Sticker | 01/24/22 | 252.22 | 48299 | 02/11/22 |
| | | 8336.01.24.2 | Nirttle Gloves | 01/24/22 | 45.98 | 48299 | 02/11/22 |
| | | 8336.01.24.2 | Nirttle Gloves | 01/24/22 | 38.98 | 48299 | 02/11/22 |
| | | 8336.01.24.2 | Nirttle Gloves | 01/24/22 | 45.98 | 48299 | 02/11/22 |
| | | | | | <u>16,935.93</u> | | |
| Total 148: | | | | | | | |
| 203 | | | | | | | |
| 203 | Bishops Red Rock Inc | 45434 | Crushed Gravel | 01/25/22 | 1,112.00 | 48225 | 02/03/22 |
| | | 45435 | Crushed Gravel | 01/25/22 | 1,112.00 | 48225 | 02/03/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|------------------------------|----------------|---------------------------------|--------------|----------------|--------------|------------------|
| | | 80002 | Red Sanding Material | 01/05/22 | 1,180.50 | 48362 | 02/25/22 |
| Total 203: | | | | | 3,404.50 | | |
| 276 | | | | | | | |
| 276 | Builders FirstSource | 84722584 | Golf Course | 01/10/22 | 107.63 | 48364 | 02/25/22 |
| | | 84835531 | Concrete Mix | 02/03/22 | 59.43 | 48364 | 02/25/22 |
| | | 84835531 | Concrete Mix | 02/03/22 | 59.43 | 48364 | 02/25/22 |
| | | 84835531 | Concrete Mix | 02/03/22 | 59.43 | 48364 | 02/25/22 |
| | | 84835531 | Concrete Mix | 02/03/22 | 59.43 | 48364 | 02/25/22 |
| Total 276: | | | | | 345.35 | | |
| 320 | | | | | | | |
| 320 | Canon Solutions America, Inc | 4038365214 | COPIER MAINTENANCE | 12/24/21 | 299.25 | 48227 | 02/03/22 |
| | | 4038644260 | COPIER MAINTENANCE | 01/24/22 | 57.91 | 48301 | 02/11/22 |
| | | 4038683349 | COPIER MAINTENANCE | 01/28/22 | 104.02 | 48301 | 02/11/22 |
| Total 320: | | | | | 461.18 | | |
| 322 | | | | | | | |
| 322 | Capers, John | OSIC-FEB20 | Open Source Intelligence Course | 02/01/22 | 209.91 | 48302 | 02/11/22 |
| Total 322: | | | | | 209.91 | | |
| 351 | | | | | | | |
| 351 | Cascade Natural Gas Corp. | 1092.01.26.2 | 700 6th St. | 01/26/22 | 246.07 | 48303 | 02/11/22 |
| | | 1092.01.26.2 | 700 6th St. | 01/26/22 | 246.07 | 48303 | 02/11/22 |
| | | 1092.01.26.2 | 700 6th St. | 01/26/22 | 246.07 | 48303 | 02/11/22 |
| | | 3033.1.26.20 | 82959 Draper St. | 01/26/22 | 419.06 | 48303 | 02/11/22 |
| | | 7846.01.26.2 | 830 6th St. | 01/26/22 | 551.97 | 48303 | 02/11/22 |
| | | 7851.01.26.2 | 822 6TH ST. | 01/26/22 | 258.34 | 48303 | 02/11/22 |
| | | 8476.01.26.2 | 1205 W 3RD St. | 01/26/22 | 1,866.40 | 48303 | 02/11/22 |
| Total 351: | | | | | 3,833.98 | | |
| 355 | | | | | | | |
| 355 | Casiday Battery Co. | 14221 | Battery-Water Dept. | 01/05/22 | 89.95 | 48304 | 02/11/22 |
| Total 355: | | | | | 89.95 | | |
| 362 | | | | | | | |
| 362 | Center Point Large Print | 1901696 | Large Print Books for Library | 01/01/22 | 47.94 | 48230 | 02/03/22 |
| | | 1908585 | Large Print Books for Library | 02/01/22 | 47.94 | 48366 | 02/25/22 |
| Total 362: | | | | | 95.88 | | |
| 367 | | | | | | | |
| 367 | CenturyLink | 678B.01.25.2 | Police Dept Phones | 01/25/22 | 92.99 | 48305 | 02/11/22 |
| | | 678B.12.25.2 | Police Dept Phones | 12/25/21 | 91.08 | 48231 | 02/03/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|------------------------------|----------------|-------------------------------------------------|--------------|----------------|--------------|------------------|
| Total 367: | | | | | 184.07 | | |
| 391 | | | | | | | |
| 391 | CI INFORMATION MANAGMEN | 0130102 | PD Shred Services | 01/31/22 | 47.75 | 48368 | 02/25/22 |
| Total 391: | | | | | 47.75 | | |
| 414 | | | | | | | |
| 414 | Coast to Coast Carports, Inc | 127370 | Red Rock Storage Improvements | 05/05/19 | 706.75 | 48369 | 02/25/22 |
| Total 414: | | | | | 706.75 | | |
| 435 | | | | | | | |
| 435 | Commercial Tire | 277753 | Backhoe repair | 01/31/22 | 30.90 | 48232 | 02/03/22 |
| | | 277753 | Backhoe repair | 01/31/22 | 30.96 | 48232 | 02/03/22 |
| | | 277753 | Backhoe repair | 01/31/22 | 30.96 | 48232 | 02/03/22 |
| | | 277753 | Backhoe repair | 01/31/22 | 30.93 | 48232 | 02/03/22 |
| | | 277849 | Brake Service | 02/02/22 | 418.04 | 48309 | 02/11/22 |
| | | 277849 | Brake Service | 02/02/22 | 418.04 | 48309 | 02/11/22 |
| | | 277849 | Brake Service | 02/02/22 | 418.04 | 48309 | 02/11/22 |
| | | 277849 | Brake Service | 02/02/22 | 418.04 | 48309 | 02/11/22 |
| | | 278199 | TPMS Sensor-PD | 02/16/22 | 55.00 | 48371 | 02/25/22 |
| Total 435: | | | | | 1,850.91 | | |
| 439 | | | | | | | |
| 439 | Concrete Special Ties, Inc. | 69326 | Golf Course | 11/09/21 | 47.28 | 48233 | 02/03/22 |
| Total 439: | | | | | 47.28 | | |
| 440 | | | | | | | |
| 440 | Confederated Tribes Umatilla | 24396 | Cultural Monitoring- Replacement of Water Meter | 01/10/22 | 177.50 | 48234 | 02/03/22 |
| Total 440: | | | | | 177.50 | | |
| 488 | | | | | | | |
| 488 | Crystal Springs | 2150567070 | Water for Marina | 02/10/22 | 3.99 | 48373 | 02/25/22 |
| | | 21506707011 | Water for Marina | 12/28/21 | 27.92 | 48310 | 02/11/22 |
| | | 9262940020 | Water for Police Department | 02/02/22 | 76.89 | 48310 | 02/11/22 |
| Total 488: | | | | | 108.80 | | |
| 536 | | | | | | | |
| 536 | Dell Marketing L.P. | 1055298212 | Acrobat Pro | 01/14/22 | 1,750.32 | 48236 | 02/03/22 |
| Total 536: | | | | | 1,750.32 | | |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|--------------------------------|----------------|----------------------------------|--------------|----------------|--------------|------------------|
| 550 | | | | | | | |
| 550 | DEQ - Dept. of Environmental Q | UST22-0001 | Marina Tank Permit | 01/12/22 | 650.00 | 48237 | 02/03/22 |
| | | WQSTM2200 | Wanapa Rd | 01/30/22 | 1,386.00 | 48374 | 02/25/22 |
| Total 550: | | | | | 2,036.00 | | |
| 559 | | | | | | | |
| 559 | Devin Oil Company Inc | 331651 | Golf Course Fuel | 01/26/22 | 245.32 | 48238 | 02/03/22 |
| | | 331741 | Public Works Fuel | 02/09/22 | 2,375.05 | 48375 | 02/25/22 |
| | | CL64018 | Public Works Fuel | 01/15/22 | 312.77 | 48238 | 02/03/22 |
| | | CL64018 | Public Works Fuel | 01/15/22 | 312.76 | 48238 | 02/03/22 |
| | | CL64018 | Public Works Fuel | 01/15/22 | 312.77 | 48238 | 02/03/22 |
| | | CL64018 | Public Works Fuel | 01/15/22 | 312.76 | 48238 | 02/03/22 |
| | | CL64019 | PD Fuel | 01/15/22 | 1,372.14 | 48238 | 02/03/22 |
| | | CL64233 | Public Works Fuel | 01/31/22 | 261.65 | 48311 | 02/11/22 |
| | | CL64233 | Public Works Fuel | 01/31/22 | 261.65 | 48311 | 02/11/22 |
| | | CL64233 | Public Works Fuel | 01/31/22 | 261.64 | 48311 | 02/11/22 |
| | | CL64233 | Public Works Fuel | 01/31/22 | 261.64 | 48311 | 02/11/22 |
| | | CL64234 | PD Fuel | 02/01/22 | 1,700.43 | 48375 | 02/25/22 |
| | | CL64447 | Public Works Fuel | 02/15/22 | 277.98 | 48375 | 02/25/22 |
| | | CL64447 | Public Works Fuel | 02/15/22 | 277.97 | 48375 | 02/25/22 |
| | | CL64447 | Public Works Fuel | 02/15/22 | 277.98 | 48375 | 02/25/22 |
| | | CL64447 | Public Works Fuel | 02/15/22 | 277.98 | 48375 | 02/25/22 |
| Total 559: | | | | | 9,102.49 | | |
| 573 | | | | | | | |
| 573 | Dike, Karen | AUDIT2021 | Evidence Room Audit 2021 | 01/20/22 | 120.00 | 48239 | 02/03/22 |
| Total 573: | | | | | 120.00 | | |
| 607 | | | | | | | |
| 607 | Ducote Consulting | 1749 | EDA Business Center | 01/31/22 | 506.25 | 48241 | 02/03/22 |
| | | 1749 | EDA Business Center | 01/31/22 | 506.25 | 48241 | 02/03/22 |
| | | 1752 | Grand Admin CDBG Sewer | 01/31/22 | 446.25 | 48241 | 02/03/22 |
| | | 1753 | Grant Admin-CDBG Water | 01/31/22 | 488.75 | 48241 | 02/03/22 |
| Total 607: | | | | | 1,947.50 | | |
| 609 | | | | | | | |
| 609 | Duke's Auto Plus | 13576 | Headlight Install | 04/27/21 | 45.00 | 48242 | 02/03/22 |
| | | 13987 | Headlight Install | 10/08/21 | 60.00 | 48242 | 02/03/22 |
| | | 14208 | Oil Change | 01/25/22 | 75.00 | 48242 | 02/03/22 |
| | | 14236 | Auto Repairs | 02/08/22 | 512.00 | 48377 | 02/25/22 |
| | | 14247 | Battery/Install | 02/10/22 | 220.00 | 48377 | 02/25/22 |
| Total 609: | | | | | 912.00 | | |
| 628 | | | | | | | |
| 628 | East Oregonian | 274790.01.0 | polar plunge-Hermiston Herald | 01/05/22 | 82.17 | 48314 | 02/11/22 |
| | | 274790.01.0 | polar plunge-Herm Herald Spanish | 01/05/22 | 82.17 | 48314 | 02/11/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|-----------------------------|----------------|------------------------------------|--------------|----------------|--------------|------------------|
| | | 274790.01.0 | polar plunge-EO | 01/05/22 | 123.39 | 48314 | 02/11/22 |
| | | 274790.01.0 | polar plunge-EO Spanish | 01/05/22 | 123.39 | 48314 | 02/11/22 |
| | | 277621 | planning commission meeting notice | 01/19/22 | 522.00 | 48243 | 02/03/22 |
| | | 282252 | planning commission meeting notice | 02/15/22 | 204.58 | 48378 | 02/25/22 |
| Total 628: | | | | | 1,137.70 | | |
| 635 | | | | | | | |
| 635 | Eastern Oregon Telecom, LLC | 0317.02.01.2 | Golf Course | 02/01/22 | 103.34 | 48315 | 02/11/22 |
| | | 8743.01.24.2 | Marina Internet | 01/24/22 | 246.49 | 48244 | 02/03/22 |
| | | 8743.01.24.2 | City Hall Internet | 01/24/22 | 13.23 | 48244 | 02/03/22 |
| | | 8743.01.24.2 | City Hall Internet | 01/24/22 | 39.68 | 48244 | 02/03/22 |
| | | 8743.01.24.2 | Police Dept. Internet | 01/24/22 | 237.94 | 48244 | 02/03/22 |
| | | 8743.01.24.2 | City Library | 01/24/22 | 236.94 | 48244 | 02/03/22 |
| | | 8743.01.24.2 | City Shop | 01/24/22 | 72.34 | 48244 | 02/03/22 |
| | | 8743.01.24.2 | City Shop | 01/24/22 | 310.28 | 48244 | 02/03/22 |
| Total 635: | | | | | 1,260.24 | | |
| 674 | | | | | | | |
| 674 | EOTEC | 4 QTR. 2021 | tourism Promotion Assessment | 02/01/22 | 5,234.04 | 48316 | 02/11/22 |
| Total 674: | | | | | 5,234.04 | | |
| 700 | | | | | | | |
| 700 | Express Services, Inc. | 26685623 | Temp Service-Court Clerk | 01/26/22 | 803.08 | 48318 | 02/11/22 |
| | | 26716980 | Temp Service-Court Clerk | 02/02/22 | 994.35 | 48380 | 02/25/22 |
| | | 26745143 | Temp Service-Court Clerk | 02/09/22 | 981.18 | 48380 | 02/25/22 |
| | | 26782938 | Temp Service-Court Clerk | 02/16/22 | 993.60 | 48380 | 02/25/22 |
| Total 700: | | | | | 3,772.21 | | |
| 720 | | | | | | | |
| 720 | FERGUSON WATERWORKS #3 | 1025410-2 | Water Dept Supplies | 01/03/22 | 1,484.04 | 48319 | 02/11/22 |
| | | SC54114 | Charges on Account | 02/01/22 | 22.06 | 48319 | 02/11/22 |
| Total 720: | | | | | 1,506.10 | | |
| 764 | | | | | | | |
| 764 | Pryor Learning Solutions | 034662561-2 | Training-Ince | 01/07/22 | 299.00 | 48282 | 02/03/22 |
| Total 764: | | | | | 299.00 | | |
| 854 | | | | | | | |
| 854 | Gordon's Electric Inc. | W16605 | Marina-RV Space #1 | 01/04/22 | 105.00 | 48248 | 02/03/22 |
| | | W16620 | Check H Dock | 01/07/22 | 115.00 | 48248 | 02/03/22 |
| | | W16668 | Marina-H Dock due to sunk boat | 01/17/22 | 676.25 | 48248 | 02/03/22 |
| | | W16680 | Marina Deicers | 01/24/22 | 11,889.95 | 48248 | 02/03/22 |
| | | W16688 | Install Flag Pole at Golf | | | | |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|----------------------------|----------------|-----------------------------------------------|--------------|----------------|--------------|------------------|
| | | | Course | 01/25/22 | 381.22 | 48248 | 02/03/22 |
| | | W16716 | City Hall Flag Pole | 01/28/22 | 699.95 | 48320 | 02/11/22 |
| | | W16728 | Marina-Relocating Water Heater | 01/28/22 | 511.56 | 48320 | 02/11/22 |
| | | W16770 | Electrical Boxes Marina Docks-Fire damage | 01/31/22 | 272.50 | 48381 | 02/25/22 |
| | | W16791 | McFarland Street | 02/08/22 | 640.00 | 48381 | 02/25/22 |
| | | W16860 | Marina-Repair Damaged Receptacle at Space #13 | 02/18/22 | 420.71 | 48381 | 02/25/22 |
| | | W16861 | WWTP | 02/18/22 | 220.00 | 48381 | 02/25/22 |
| | Total 854: | | | | 15,932.14 | | |
| 856 | | | | | | | |
| 856 | Gotcha Covered | 448404 | Cleaning Services | 02/06/22 | 443.84 | 48321 | 02/11/22 |
| | | 448404 | Cleaning Services | 02/06/22 | 383.98 | 48321 | 02/11/22 |
| | | 448404 | Cleaning Services | 02/06/22 | 383.98 | 48321 | 02/11/22 |
| | | 448404 | Cleaning Services | 02/06/22 | 248.20 | 48321 | 02/11/22 |
| | | 448405 | Boyd's Place | 02/09/22 | 375.00 | 48321 | 02/11/22 |
| | Total 856: | | | | 1,835.00 | | |
| 863 | | | | | | | |
| 863 | GRANICUS | 148360 | AGENDA SOFTWARE | 02/06/22 | 9,571.24 | 48249 | 02/03/22 |
| | Total 863: | | | | 9,571.24 | | |
| 905 | | | | | | | |
| 905 | H.D. Fowler Company | I6018829 | wwtp supplies | 02/17/22 | 1,080.70 | 48382 | 02/25/22 |
| | Total 905: | | | | 1,080.70 | | |
| 911 | | | | | | | |
| 911 | Hagerman Inc. | 1-37314 | Water Truck - Rental | 02/03/22 | 195.00 | 48322 | 02/11/22 |
| | | 1-37314 | Water Truck-Rental | 02/03/22 | 195.00 | 48322 | 02/11/22 |
| | Total 911: | | | | 390.00 | | |
| 960 | | | | | | | |
| 960 | Carson | IN-667139 | skating rink propane | 01/25/22 | 52.64 | 48229 | 02/03/22 |
| | | IN-673629 | skating rink propane | 02/01/22 | 53.22 | 48365 | 02/25/22 |
| | | INV-667140 | Propane for skating rink | 01/10/22 | 55.32 | 48229 | 02/03/22 |
| | Total 960: | | | | 161.18 | | |
| 966 | | | | | | | |
| 966 | Hermiston Auto Parts, Inc. | 623159 | Parks Supplies | 01/04/22 | 26.94 | 48323 | 02/11/22 |
| | | 623173 | street supplies | 01/04/22 | 36.92 | 48323 | 02/11/22 |
| | | 623182 | street supplies | 01/04/22 | 43.32 | 48323 | 02/11/22 |
| | | 623287 | Marina Supplies | 01/07/22 | 27.90 | 48323 | 02/11/22 |
| | | 623388 | street supplies | 01/11/22 | 77.96 | 48323 | 02/11/22 |
| | | 623393 | street supplies | 01/11/22 | 62.66 | 48323 | 02/11/22 |
| | | 623662 | Water Dept Supplies | 01/19/22 | 44.56 | 48251 | 02/03/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|----------------------------|----------------|-----------------------------------|--------------|----------------|--------------|------------------|
| | | 623665 | sewer supplies | 01/19/22 | 97.65 | 48251 | 02/03/22 |
| | | 623666 | sewer supplies | 01/19/22 | 13.49 | 48251 | 02/03/22 |
| | | 623817 | sewer supplies | 01/25/22 | 20.28 | 48251 | 02/03/22 |
| | | 623865 | streets | 01/26/22 | 22.58 | 48251 | 02/03/22 |
| | | 623943 | sewer supplies | 01/28/22 | 323.49 | 48323 | 02/11/22 |
| | | 623994 | Marina Supplies | 01/31/22 | 43.98 | 48323 | 02/11/22 |
| | | 624008 | Parks Supplies | 01/31/22 | 17.99 | 48323 | 02/11/22 |
| | | 624111 | Marina Supplies | 02/03/22 | 14.04 | 48383 | 02/25/22 |
| | | 624112 | Marina Supplies | 02/03/22 | 7.02 | 48383 | 02/25/22 |
| | | 624120 | sewer supplies | 02/03/22 | 24.68 | 48383 | 02/25/22 |
| | | 624185 | Marina Supplies | 02/04/22 | 52.98 | 48383 | 02/25/22 |
| | | 624279 | Water Dept Supplies | 02/07/22 | 103.99 | 48383 | 02/25/22 |
| | | 624586 | Parks Supplies | 02/15/22 | 9.98 | 48383 | 02/25/22 |
| | | 624591 | Parks Supplies | 02/15/22 | 15.28 | 48383 | 02/25/22 |
| | | 624631 | sewer supplies | 02/16/22 | 30.10 | 48383 | 02/25/22 |
| | | 624647 | Parks Supplies | 02/17/22 | 7.78 | 48383 | 02/25/22 |
| | | 624706 | Water Dept Supplies | 02/18/22 | 43.98 | 48383 | 02/25/22 |
| | | 887284 | Golf Course | 02/16/22 | 197.99 | 48383 | 02/25/22 |
| | | 887307 | Parks Supplies | 02/16/22 | 44.62 | 48383 | 02/25/22 |
| | Total 966: | | | | 1,412.16 | | |
| 974 | | | | | | | |
| 974 | HERMISTON IRRIGATION DIST | 2022-1445 | 2022 Annual Irrigation Assessment | 02/01/22 | 293.00 | 48324 | 02/11/22 |
| | | 2022-1446 | 2021 Annual Irrigation Assessment | 02/01/22 | 1,620.00 | 48324 | 02/11/22 |
| | Total 974: | | | | 1,913.00 | | |
| 980 | | | | | | | |
| 980 | Hermiston Quicky Lube | 506925 | Oil Change | 01/18/22 | 48.95 | 48252 | 02/03/22 |
| | | 506928 | Oil Change | 01/18/22 | 47.95 | 48252 | 02/03/22 |
| | | 507117 | Oil Change | 01/21/22 | 15.49 | 48252 | 02/03/22 |
| | | 507751 | Oil Change | 01/31/22 | 64.90 | 48325 | 02/11/22 |
| | Total 980: | | | | 177.29 | | |
| 1012 | | | | | | | |
| 1012 | Home Depot Credit Services | 1524430 | Marina Supplies | 12/27/21 | 61.88 | 48328 | 02/11/22 |
| | | 2040743 | Marina Supplies | 01/05/22 | 47.41 | 48328 | 02/11/22 |
| | | 2104178 | Parks Supplies | 01/05/22 | 51.97 | 48328 | 02/11/22 |
| | | 5045036 | Parks Bathroom | 12/23/21 | 121.76 | 48328 | 02/11/22 |
| | | 5104593 | Marina Supplies | 01/12/22 | 62.41 | 48328 | 02/11/22 |
| | Total 1012: | | | | 345.43 | | |
| 1050 | | | | | | | |
| 1050 | IDEXX Distribution Corp. | 3099297708 | Waste water lab supplies | 01/18/22 | 200.18 | 48256 | 02/03/22 |
| | | 3099367521 | Waste water lab supplies | 01/19/22 | 476.93 | 48256 | 02/03/22 |
| | Total 1050: | | | | 677.11 | | |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|-----------------------|----------------|------------------------------------------|--------------|----------------|--------------|------------------|
| 1060 | | | | | | | |
| 1060 | Ingram | 57715973 | Library Books | 02/09/22 | 16.80 | 48388 | 02/25/22 |
| | | 57715974 | Library Books | 02/09/22 | 34.79 | 48388 | 02/25/22 |
| | | 57715975 | Library Books | 02/09/22 | 33.60 | 48388 | 02/25/22 |
| | | 57715976 | Library Books | 02/09/22 | 35.99 | 48388 | 02/25/22 |
| | | 57715977 | Library Books | 02/09/22 | 17.39 | 48388 | 02/25/22 |
| | | 57715978 | Library Books | 02/09/22 | 9.75 | 48388 | 02/25/22 |
| | | 57715979 | Library Books | 02/09/22 | 98.35 | 48388 | 02/25/22 |
| | | 57715980 | Library Books | 02/09/22 | 49.19 | 48388 | 02/25/22 |
| | | 57852072 | Library Books | 02/16/22 | 17.40 | 48388 | 02/25/22 |
| Total 1060: | | | | | 278.46 | | |
| 1068 | | | | | | | |
| 1068 | Intermountain ESD | 598T075434 | Building Dept-John's Touch Screen | 01/07/22 | 810.50 | 48257 | 02/03/22 |
| | | 598T075514 | OptiPlex | 01/03/22 | 856.78 | 48330 | 02/11/22 |
| | | 598T075520 | Golf Course | 01/14/22 | 184.79 | 48330 | 02/11/22 |
| | | 598T075521 | Maintenance Renewal | 01/28/22 | 628.62 | 48330 | 02/11/22 |
| | | TC00-85246 | Maintenance Renewal | 01/10/22 | 628.62 | 48257 | 02/03/22 |
| Total 1068: | | | | | 3,109.31 | | |
| 1089 | | | | | | | |
| 1089 | J U B Engineers, Inc. | 149577 | Umatilla On-Call Engineering Services | 01/18/22 | 3,682.06 | 48259 | 02/03/22 |
| | | 149577 | Umatilla On-Call Engineering Services | 01/18/22 | 3,682.06 | 48259 | 02/03/22 |
| | | 149582 | Umatilla Development Engineering Reviews | 01/18/22 | 3,638.85 | 48259 | 02/03/22 |
| | | 149584 | Power City-Brownell Water Improvements | 01/18/22 | 32,653.60 | 48259 | 02/03/22 |
| | | 149586 | Power City-Brownell Sewer Improvements | 01/18/22 | 19,466.30 | 48259 | 02/03/22 |
| | | 149588 | Cleaver Partition Plat and Easement | 01/18/22 | 530.50 | 48259 | 02/03/22 |
| | | 149589 | Umatilla Hash Park | 01/18/22 | 1,070.00 | 48259 | 02/03/22 |
| | | 149590 | Umatilla Marina Concept | 01/18/22 | 412.50 | 48259 | 02/03/22 |
| | | 149693 | Wanapa Road and Utilities Extension | 01/20/22 | 3,149.84 | 48259 | 02/03/22 |
| | | 149720 | Quincy Ave. Improvements | 01/20/22 | 3,957.80 | 48259 | 02/03/22 |
| | | 149722 | Umatilla Water Master Plan | 01/20/22 | 318.34 | 48259 | 02/03/22 |
| | | 149723 | Risk and Resilience Assessment | 01/20/22 | 447.50 | 48259 | 02/03/22 |
| | | 149804 | Fishing Shack and Boat Launch | 01/24/22 | 731.00 | 48259 | 02/03/22 |
| | | 149824 | City of Umatilla-Kiwanis Falls | 01/25/22 | 563.90 | 48259 | 02/03/22 |
| | | 149833 | Umatilla Public Works Standards Update | 01/25/22 | 541.00 | 48259 | 02/03/22 |
| | | 149833 | Umatilla Public Works Standards Update | 01/25/22 | 541.00 | 48259 | 02/03/22 |
| | | 149833 | Umatilla Public Works Standards Update | 01/25/22 | 541.00 | 48259 | 02/03/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|----------------------------------|----------------|------------------------------------------------------|--------------|----------------|--------------|------------------|
| | | 149834 | Umatilla Pedestrian Bridge And Waterline Replacement | 01/25/22 | 17,909.63 | 48259 | 02/03/22 |
| | | 149834 | Umatilla Pedestrian Bridge And Waterline Replacement | 01/25/22 | 26,386.11 | 48259 | 02/03/22 |
| | | 149835 | Kiwanis Park Survey | 01/25/22 | 6,342.43 | 48259 | 02/03/22 |
| | | 149903 | Umatilla Business Center | 01/27/22 | 1,435.00 | 48259 | 02/03/22 |
| | | 149903 | Umatilla Business Center | 01/27/22 | 1,435.00 | 48259 | 02/03/22 |
| | | 150361 | Umatilla Wastewater Facilities Plan | 02/16/22 | 19,395.40 | 48389 | 02/25/22 |
| | | 150416 | Wanapa Road and Utilities Extension | 02/17/22 | 3,218.50 | 48389 | 02/25/22 |
| | | 150431 | Quincy Ave. Improvements | 02/17/22 | 1,289.20 | 48389 | 02/25/22 |
| Total 1089: | | | | | 153,338.52 | | |
| 1099 | | | | | | | |
| 1099 | James C. Fulper dba Health Opt | 98686 | Annual Drug Screen-DOT | 01/31/22 | 63.00 | 48331 | 02/11/22 |
| Total 1099: | | | | | 63.00 | | |
| 1112 | | | | | | | |
| 1112 | Jimmy's Johns Portable Toilets L | 16210 | Marina & RV Park - 2 Units | 01/01/22 | 195.00 | 48260 | 02/03/22 |
| | | 16211 | nugent park | 01/01/22 | 185.00 | 48260 | 02/03/22 |
| | | 16466 | Marina & RV Park - 2 Units | 02/01/22 | 195.00 | 48390 | 02/25/22 |
| | | 16467 | nugent park | 02/01/22 | 199.49 | 48390 | 02/25/22 |
| Total 1112: | | | | | 774.49 | | |
| 1141 | | | | | | | |
| 1141 | Jones-Scott co. | 46657 | 3/4 Minus Rock - Golf Course | 02/02/22 | 381.57 | 48391 | 02/25/22 |
| | | 46671 | 3/4 Minus Rock - Streets | 02/04/22 | 241.63 | 48391 | 02/25/22 |
| | | 46671 | 3/4 Minus Rock - Streets | 02/04/22 | 241.63 | 48391 | 02/25/22 |
| | | 46671 | 3/4 Minus Rock - Streets | 02/04/22 | 241.64 | 48391 | 02/25/22 |
| | | 46671 | 3/4 Minus Rock - Streets | 02/04/22 | 241.63 | 48391 | 02/25/22 |
| Total 1141: | | | | | 1,348.10 | | |
| 1179 | | | | | | | |
| 1179 | Kennewick Ranch and Home, In | 2112-965205 | Clothing Allowance | 12/29/21 | 76.02 | 48261 | 02/03/22 |
| | | 2112-965205 | Clothing Allowance | 12/29/21 | 76.01 | 48261 | 02/03/22 |
| Total 1179: | | | | | 152.03 | | |
| 1189 | | | | | | | |
| 1189 | KIE Supply Corp | 2056317 | Marina Supplies | 01/12/22 | 427.38 | 48262 | 02/03/22 |
| | | 2056329 | Marina Supplies | 01/12/22 | 118.43- | 48262 | 02/03/22 |
| | | 2056747 | Marina Sprinkler | 01/21/22 | 369.15 | 48262 | 02/03/22 |
| | | 2057246 | Parks Supplies | 02/01/22 | 154.17 | 48332 | 02/11/22 |
| | | 2057291 | Water Dept Supplies | 02/02/22 | 25.66 | 48332 | 02/11/22 |
| | | 2057563 | Parks Supplies | 02/08/22 | 165.67 | 48392 | 02/25/22 |
| | | 2058025 | Parks Supplies | 02/16/22 | 17.98 | 48392 | 02/25/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|------------------------------|----------------|---------------------------------------------------|--------------|----------------|--------------|------------------|
| Total 1189: | | | | | 1,041.58 | | |
| 1221 | | | | | | | |
| 1221 | Kuo Testing Labs | 2201124 | TRCI Lab Tests TBR | 01/14/22 | 85.10 | 48264 | 02/03/22 |
| | | 2202123 | TRCI Lab Tests TBR | 02/09/22 | 85.10 | 48395 | 02/25/22 |
| | | 2202247 | TRCI Lab Tests TBR | 02/16/22 | 85.10 | 48395 | 02/25/22 |
| Total 1221: | | | | | 255.30 | | |
| 1393 | | | | | | | |
| 1393 | McCrometer, Inc. | 559095RI | Meter | 01/27/22 | 5,075.69 | 48265 | 02/03/22 |
| Total 1393: | | | | | 5,075.69 | | |
| 1432 | | | | | | | |
| 1432 | Mendoza, Guadalupe | TRAVELEXP | Travel expense-DeKiver WW Samples to Corvallis | 06/21/21 | 82.50 | Multiple | Multiple |
| Total 1432: | | | | | 82.50 | | |
| 1461 | | | | | | | |
| 1461 | Mid-American Research Chemic | 0751361-IN | Black Nitrile Gloves | 12/31/21 | 575.55 | 48268 | 02/03/22 |
| Total 1461: | | | | | 575.55 | | |
| 1483 | | | | | | | |
| 1483 | Modern Marketing Inc. | MMI144105 | Library program supplies | 01/06/22 | 161.00 | 48269 | 02/03/22 |
| Total 1483: | | | | | 161.00 | | |
| 1515 | | | | | | | |
| 1515 | Municipal Code Corportaion | 00369230 | ANNUAL WEBSITE HOSTING MAIN SUPPORT | 01/21/22 | 2,400.00 | 48270 | 02/03/22 |
| Total 1515: | | | | | 2,400.00 | | |
| 1559 | | | | | | | |
| 1559 | NOLAND DOOR CO INC. | 45890 | Marina Gate | 01/27/22 | 70.00 | 48398 | 02/25/22 |
| Total 1559: | | | | | 70.00 | | |
| 1561 | | | | | | | |
| 1561 | Norco Inc. | 34126430 | Cylinder Rental | 01/31/22 | 46.81 | 48335 | 02/11/22 |
| | | 34126430 | Cylinder Rental | 01/31/22 | 46.81 | 48335 | 02/11/22 |
| Total 1561: | | | | | 93.62 | | |
| 1563 | | | | | | | |
| 1563 | North Coast Electric Co. | S011277237. | 6th Street Lighting | 01/25/22 | 3,585.55 | 48399 | 02/25/22 |
| | | S011321798. | Streets Supplies | 01/11/22 | 329.06 | 48271 | 02/03/22 |
| | | S011321798. | 6th Street Lighting-Rae's | | | | |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|-------------------------------|----------------|--------------------------------|--------------|----------------|--------------|------------------|
| | | | Dayz | 02/08/22 | 597.59 | 48399 | 02/25/22 |
| Total 1563: | | | | | 4,512.20 | | |
| 1580 | | | | | | | |
| 1580 | NW Farm Supply Inc. | 2201-204069 | Public Works Supplies | 01/24/22 | 46.49 | 48336 | 02/11/22 |
| | | 2201-204069 | Public Works Supplies | 01/24/22 | 46.49 | 48336 | 02/11/22 |
| | | 2201-204069 | Public Works Supplies | 01/24/22 | 46.49 | 48336 | 02/11/22 |
| | | 2201-204069 | Public Works Supplies | 01/24/22 | 46.49 | 48336 | 02/11/22 |
| | | 2202-208096 | Spray Truck | 02/03/22 | 8.98 | 48400 | 02/25/22 |
| | | 2202-208125 | Spray Truck Boom | 02/03/22 | 2.09 | 48400 | 02/25/22 |
| | | 2202-211276 | Parks Equipment Repair | 02/10/22 | 90.07 | 48400 | 02/25/22 |
| | | 2202-211654 | Parks Equipment Repair | 02/11/22 | 54.74 | 48400 | 02/25/22 |
| Total 1580: | | | | | 341.84 | | |
| 1628 | | | | | | | |
| 1628 | Oregon Assoc Chiefs of Police | 2497 | Dues-Kennedy | 01/08/22 | 150.00 | 48272 | 02/03/22 |
| | | 2751 | Dues-Wright | 01/14/22 | 150.00 | 48272 | 02/03/22 |
| | | 2756 | Dues-Tovey | 01/08/22 | 150.00 | 48272 | 02/03/22 |
| Total 1628: | | | | | 450.00 | | |
| 1636 | | | | | | | |
| 1636 | Oregon Dept of Revenue | JANUARY20 | State Court Assessments | 02/01/22 | 20,725.43 | 48338 | 02/11/22 |
| Total 1636: | | | | | 20,725.43 | | |
| 1643 | | | | | | | |
| 1643 | Oregon Library Association | 17557 | OLA Membership Dues | 02/14/22 | 77.00 | 48402 | 02/25/22 |
| Total 1643: | | | | | 77.00 | | |
| 1645 | | | | | | | |
| 1645 | Oregon Municipal Judges Assn. | 2022 DUES | Annual Dues Judge Krogh - 2021 | 12/17/21 | 200.00 | Multiple | Multiple |
| Total 1645: | | | | | 200.00 | | |
| 1676 | | | | | | | |
| 1676 | OXARC Inc. | 31455918 | Chlorine Cylinders | 01/21/22 | 1,079.12 | 48274 | 02/03/22 |
| | | 31455919 | Chlorine Cylinders | 01/21/22 | 525.73 | 48274 | 02/03/22 |
| | | 31455920 | Chlorine Cylinders | 01/21/22 | 525.73 | 48274 | 02/03/22 |
| | | 31455921 | Chlorine Cylinders | 01/27/22 | 1,051.46 | 48274 | 02/03/22 |
| Total 1676: | | | | | 3,182.04 | | |
| 1680 | | | | | | | |
| 1680 | PACIFIC AERIAL SERVICES, IN | 2492 | Insulated Bucket Truck Unit 23 | 02/08/22 | 325.00 | 48404 | 02/25/22 |
| Total 1680: | | | | | 325.00 | | |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|----------------------|----------------|-------------------------------------------|--------------|----------------|--------------|------------------|
| 1684 | | | | | | | |
| 1684 | Pacific Power | 0010.01.18.2 | 820 6th St. | 01/18/22 | 138.65 | 48275 | 02/03/22 |
| | | 0013.01.18.2 | HWY. 395& 730 Interti Well | 01/18/22 | 2,496.78 | 48275 | 02/03/22 |
| | | 0021.01.27.2 | McNary Ind. Park | 01/27/22 | 7,566.73 | 48339 | 02/11/22 |
| | | 0028.01.20.2 | golf course | 01/20/22 | 778.10 | 48275 | 02/03/22 |
| | | 0036.02.01.2 | Boyd's Place | 02/01/22 | 331.81 | 48339 | 02/11/22 |
| | | 0039.01.27.2 | McFarland Well | 01/27/22 | 1,776.81 | 48339 | 02/11/22 |
| | | 0054.01.25.2 | 282 Powerline Rd. | 01/25/22 | 17.77 | 48275 | 02/03/22 |
| | | 0062.01.18.2 | Shop Complex | 01/18/22 | 26.65 | 48275 | 02/03/22 |
| | | 0070.01.18.2 | 8th & F SE Corner | 01/18/22 | 134.84 | 48275 | 02/03/22 |
| | | 0096.01.25.2 | 6th & A St. | 01/25/22 | 19.47 | 48275 | 02/03/22 |
| | | 0104..01.27. | Street Lights | 01/27/22 | 2,898.26 | 48339 | 02/11/22 |
| | | 0112.01.18.2 | 800 6th St. -new city park | 01/18/22 | 199.09 | 48275 | 02/03/22 |
| | | 0112.01.18.2 | City Hall | 01/18/22 | 251.10 | 48275 | 02/03/22 |
| | | 0112.01.18.2 | city hall | 01/18/22 | 251.09 | 48275 | 02/03/22 |
| | | 0112.01.18.2 | City Hall | 01/18/22 | 251.09 | 48275 | 02/03/22 |
| | | 0120.01.18.2 | 632 D St. Umatilla OR | 01/18/22 | 1,011.41 | 48275 | 02/03/22 |
| | | 0146.01.18.2 | Bud Draper Dr. | 01/18/22 | 3,848.28 | 48275 | 02/03/22 |
| | | 0153.01.18.2 | Water Booster Station | 01/18/22 | 1,498.80 | 48275 | 02/03/22 |
| | | 0161.01.18.2 | Port Well | 01/18/22 | 3,772.69 | 48275 | 02/03/22 |
| | | 0179.01.27.2 | 285 Radar Rd. | 01/27/22 | 640.43 | 48339 | 02/11/22 |
| | | 0187.01.18.2 | Div 7 Naches Ave. Lift | 01/18/22 | 32.04 | 48275 | 02/03/22 |
| | | 0377.01.25.2 | Bath House Marina | 01/25/22 | 1,327.96 | 48275 | 02/03/22 |
| | | 0385.01.25.2 | Fish Cleaning Station | 01/25/22 | 90.02 | 48275 | 02/03/22 |
| | | 0393.01.25.2 | West End Comfort Station | 01/25/22 | 25.73 | 48275 | 02/03/22 |
| | | 0401.01.25.2 | 15 HP Pump Marina Levy | 01/25/22 | 112.46 | 48275 | 02/03/22 |
| | | 0419.01.25.2 | Quincy Ave. N 2nd @ Marina | 01/25/22 | 287.34 | 48275 | 02/03/22 |
| | | 0427.01.25.2 | Marina Pk | 01/25/22 | 1,897.11 | 48275 | 02/03/22 |
| | | 0435.01.25.2 | 1710 Quincy St. | 01/25/22 | 1,367.87 | 48275 | 02/03/22 |
| | | 0443.01.14.2 | Marina Lights | 01/14/22 | 134.73 | 48275 | 02/03/22 |
| | | 0443.02.14.2 | Marina Lights | 02/14/22 | 134.04 | 48406 | 02/25/22 |
| | | 0476.01.25.2 | ABT 30322 HWY 730 | 01/25/22 | 25.61 | 48275 | 02/03/22 |
| | | 0500.01.18.2 | 129 Walla Walla St. | 01/18/22 | 235.62 | 48275 | 02/03/22 |
| Total 1684: | | | | | 33,580.38 | | |
| 1686 | | | | | | | |
| 1686 | Pacific Power | 8159772 | Relocation of meter pedestal at Nugent Pk | 02/14/22 | 1,885.15 | 48405 | 02/25/22 |
| Total 1686: | | | | | 1,885.15 | | |
| 1715 | | | | | | | |
| 1715 | Pea Ridge Embroidery | 38235 | City Merchandise | 01/19/22 | 1,714.56 | 48276 | 02/03/22 |
| Total 1715: | | | | | 1,714.56 | | |
| 1763 | | | | | | | |
| 1763 | Platt | 2K08935 | City Hall Maint. | 01/12/22 | 34.36 | 48278 | 02/03/22 |
| | | 2K36117 | City Hall Maint. | 01/13/22 | 81.19 | 48278 | 02/03/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|------------------------------|----------------|---------------------------------------|--------------|----------------|--------------|------------------|
| Total 1763: | | | | | 115.55 | | |
| 1770 | | | | | | | |
| 1770 | Popular Subscription Service | SW-06403 | Library Periodicals | 02/14/22 | 232.16 | 48408 | 02/25/22 |
| Total 1770: | | | | | 232.16 | | |
| 1774 | | | | | | | |
| 1774 | Postmaster | POSTAGE02 | Water Bills Postage | 02/15/22 | 3,500.00 | 48409 | 02/25/22 |
| | | POSTAGE02 | Water Bills Postage | 02/15/22 | 3,500.00 | 48409 | 02/25/22 |
| Total 1774: | | | | | 7,000.00 | | |
| 1790 | | | | | | | |
| 1790 | Prindle Floor Covering | 1011 | Boyd's House | 01/18/22 | 11,773.37 | 48280 | 02/03/22 |
| Total 1790: | | | | | 11,773.37 | | |
| 1791 | | | | | | | |
| 1791 | PRO RENTAL & SALES, INC. | 1636683-000 | Lift for light removal | 01/20/22 | 180.84 | 48281 | 02/03/22 |
| | | 1637727-000 | Marina-Grinding Stumps | 01/27/22 | 1,221.18 | 48281 | 02/03/22 |
| Total 1791: | | | | | 1,402.02 | | |
| 1812 | | | | | | | |
| 1812 | Purswell Pump | 33097 | Supplies | 01/19/22 | 660.00 | 48283 | 02/03/22 |
| | | 33160 | Marina Well Repair- Replaced Motor | 02/04/22 | 7,009.00 | 48410 | 02/25/22 |
| Total 1812: | | | | | 7,669.00 | | |
| 1818 | | | | | | | |
| 1818 | Quill Corporation | 22324511 | Office Supplies | 01/12/22 | 51.30 | 48341 | 02/11/22 |
| | | 22324511 | Office Supplies | 01/12/22 | 10.19 | 48341 | 02/11/22 |
| | | 22324511 | Office Supplies | 01/12/22 | 20.55 | 48341 | 02/11/22 |
| | | 22324511 | Office Supplies | 01/12/22 | 30.75 | 48341 | 02/11/22 |
| | | 22324511 | Office Supplies | 01/12/22 | 30.75 | 48341 | 02/11/22 |
| | | 22324511 | Office Supplies | 01/12/22 | 20.55 | 48341 | 02/11/22 |
| | | 22324511 | Office Supplies | 01/12/22 | 3.02 | 48341 | 02/11/22 |
| | | 22493708 | Office Supplies | 01/20/22 | 78.81 | 48284 | 02/03/22 |
| | | 22493708 | Office Supplies | 01/20/22 | 15.66 | 48284 | 02/03/22 |
| | | 22493708 | Office Supplies | 01/20/22 | 31.58 | 48284 | 02/03/22 |
| | | 22493708 | Office Supplies | 01/20/22 | 47.23 | 48284 | 02/03/22 |
| | | 22493708 | Office Supplies | 01/20/22 | 47.23 | 48284 | 02/03/22 |
| | | 22493708 | Office Supplies | 01/20/22 | 31.58 | 48284 | 02/03/22 |
| | | 22493708 | Office Supplies | 01/20/22 | 4.62 | 48284 | 02/03/22 |
| | | 22494415 | Office Supplies | 01/20/22 | 99.22 | 48284 | 02/03/22 |
| | | 22494415 | Office Supplies | 01/20/22 | 19.72 | 48284 | 02/03/22 |
| | | 22494415 | Office Supplies | 01/20/22 | 39.75 | 48284 | 02/03/22 |
| | | 22494415 | Office Supplies | 01/20/22 | 59.47 | 48284 | 02/03/22 |
| | | 22494415 | Office Supplies | 01/20/22 | 59.47 | 48284 | 02/03/22 |
| | | 22494415 | Office Supplies | 01/20/22 | 39.75 | 48284 | 02/03/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|---------------------------------|----------------|---------------------------|--------------|----------------|--------------|------------------|
| | | 22494415 | Office Supplies | 01/20/22 | 5.82 | 48284 | 02/03/22 |
| | | 22494441 | Golf Course Supplies | 01/20/22 | 36.58 | 48284 | 02/03/22 |
| | | 22565191 | Parks Program Supplies | 01/24/22 | 98.97 | 48284 | 02/03/22 |
| | | 22565191 | Planning Dept. Supplies | 01/24/22 | 21.99 | 48284 | 02/03/22 |
| | | 22603190 | Office Supplies | 01/25/22 | 11.05 | 48284 | 02/03/22 |
| | | 22603190 | Office Supplies | 01/25/22 | 2.19 | 48284 | 02/03/22 |
| | | 22603190 | Office Supplies | 01/25/22 | 4.43 | 48284 | 02/03/22 |
| | | 22603190 | Office Supplies | 01/25/22 | 6.62 | 48284 | 02/03/22 |
| | | 22603190 | Office Supplies | 01/25/22 | 6.62 | 48284 | 02/03/22 |
| | | 22603190 | Office Supplies | 01/25/22 | 4.43 | 48284 | 02/03/22 |
| | | 22603190 | Office Supplies | 01/25/22 | .64 | 48284 | 02/03/22 |
| | | 22677860 | Police Dept Supplies | 01/27/22 | 83.16 | 48341 | 02/11/22 |
| | | 22744491 | Office Supplies | 01/31/22 | 12.27 | 48341 | 02/11/22 |
| | | 22744491 | Office Supplies | 01/31/22 | 2.44 | 48341 | 02/11/22 |
| | | 22744491 | Office Supplies | 01/31/22 | 4.92 | 48341 | 02/11/22 |
| | | 22744491 | Office Supplies | 01/31/22 | 7.36 | 48341 | 02/11/22 |
| | | 22744491 | Office Supplies | 01/31/22 | 7.36 | 48341 | 02/11/22 |
| | | 22744491 | Office Supplies | 01/31/22 | 4.92 | 48341 | 02/11/22 |
| | | 22744491 | Office Supplies | 01/31/22 | .71 | 48341 | 02/11/22 |
| | | 22779563 | Office Supplies | 01/31/22 | 29.77 | 48341 | 02/11/22 |
| | | 22779563 | Office Supplies | 01/31/22 | 5.92 | 48341 | 02/11/22 |
| | | 22779563 | Office Supplies | 01/31/22 | 11.93 | 48341 | 02/11/22 |
| | | 22779563 | Office Supplies | 01/31/22 | 17.84 | 48341 | 02/11/22 |
| | | 22779563 | Office Supplies | 01/31/22 | 17.84 | 48341 | 02/11/22 |
| | | 22779563 | Office Supplies | 01/31/22 | 11.93 | 48341 | 02/11/22 |
| | | 22779563 | Office Supplies | 01/31/22 | 1.74 | 48341 | 02/11/22 |
| | | 23042495 | Office Supplies | 02/08/22 | 53.10 | 48412 | 02/25/22 |
| | | 23042495 | Office Supplies | 02/08/22 | 10.55 | 48412 | 02/25/22 |
| | | 23042495 | Office Supplies | 02/08/22 | 21.27 | 48412 | 02/25/22 |
| | | 23042495 | Office Supplies | 02/08/22 | 31.82 | 48412 | 02/25/22 |
| | | 23042495 | Office Supplies | 02/08/22 | 31.82 | 48412 | 02/25/22 |
| | | 23042495 | Office Supplies | 02/08/22 | 21.27 | 48412 | 02/25/22 |
| | | 23042495 | Office Supplies | 02/08/22 | 3.13 | 48412 | 02/25/22 |
| | | 23147825 | Planner-Court | 02/16/22 | 18.29 | 48412 | 02/25/22 |
| | | | | | <hr/> | | |
| | | | | | 1,351.90 | | |
| | | | | | <hr/> | | |
| 1846 | | | | | | | |
| 1846 | RDO Equipment Co. | P4297165 | John Deere Mower Parts | 02/10/22 | 324.64 | 48413 | 02/25/22 |
| | | W4749365 | Golf Course Gator | 02/17/22 | 79.95 | 48413 | 02/25/22 |
| | | | | | <hr/> | | |
| | | | | | 404.59 | | |
| | | | | | <hr/> | | |
| 1912 | | | | | | | |
| 1912 | Ross Machine & Steel Sales, Inc | 62520 | Marina Beach Rock Removal | 01/13/22 | 134.00 | 48343 | 02/11/22 |
| | | | | | <hr/> | | |
| | | | | | 134.00 | | |
| | | | | | <hr/> | | |
| 1943 | | | | | | | |
| 1943 | Sanitary Disposal, Inc. | DEC2021 | Refuse Collection | 01/10/22 | 51,301.68 | 48286 | 02/03/22 |
| | | DEC2021 | Refuse Collection | 01/10/22 | 8,208.27- | 48286 | 02/03/22 |
| | | JAN2022 | Refuse Collection | 02/01/22 | 63,401.30 | 48344 | 02/11/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|---------------------------------|----------------|-------------------------------|--------------|----------------|--------------|------------------|
| | | JAN2022 | Refuse Collection | 02/01/22 | 10,144.21- | 48344 | 02/11/22 |
| Total 1943: | | | | | 96,350.50 | | |
| 1944 | | | | | | | |
| 1944 | Sanitary Disposal, Transfer St | 01-00002205 | Boyd's House | 02/18/22 | 59.75 | 48414 | 02/25/22 |
| | | 01-00002218 | Boyd's House | 02/18/22 | 33.26 | 48414 | 02/25/22 |
| | | 741328 | Boyd's House | 01/21/22 | 12.34 | 48414 | 02/25/22 |
| Total 1944: | | | | | 105.35 | | |
| 1977 | | | | | | | |
| 1977 | Seder Architecture + Urban Des, | 25 | Umatilla Business Center | 02/17/22 | 6,829.71 | 48415 | 02/25/22 |
| | | 25 | Umatilla Business Center | 02/17/22 | 6,829.70 | 48415 | 02/25/22 |
| Total 1977: | | | | | 13,659.41 | | |
| 2059 | | | | | | | |
| 2059 | Smitty's Ace Hardware | 664615 | Golf Supplies | 01/05/22 | 83.96 | 48287 | 02/03/22 |
| | | 664956 | Golf Supplies | 01/12/22 | 137.59 | 48287 | 02/03/22 |
| | | 665002 | Parks supplies | 01/12/22 | 194.97 | 48287 | 02/03/22 |
| | | 665008 | marina Supplies | 01/12/22 | 27.04 | 48287 | 02/03/22 |
| | | 665228 | Golf Supplies | 01/18/22 | 48.88 | 48287 | 02/03/22 |
| | | 665389 | Park Supplies | 01/20/22 | 26.97 | 48287 | 02/03/22 |
| | | 665421 | Clothing Allowance | 01/21/22 | 25.00 | 48287 | 02/03/22 |
| | | 665421 | clothing allowance | 01/21/22 | 4.99 | 48287 | 02/03/22 |
| | | 665421 | clothing allowance | 01/21/22 | 5.00 | 48287 | 02/03/22 |
| | | 665421 | clothing allowance | 01/21/22 | 15.00 | 48287 | 02/03/22 |
| | | 665422 | Parks supplies | 01/21/22 | 32.98 | 48287 | 02/03/22 |
| | | 665434 | marina Supplies | 01/21/22 | 35.99 | 48287 | 02/03/22 |
| | | 665455 | Park Supplies | 01/21/22 | 19.80 | 48287 | 02/03/22 |
| | | 665564 | Golf Supplies | 01/24/22 | 51.70 | 48287 | 02/03/22 |
| | | 665652 | water dept. | 01/26/22 | 71.98 | 48287 | 02/03/22 |
| | | 665765 | Park Supplies | 01/28/22 | 159.95 | 48287 | 02/03/22 |
| | | 665848 | marina Supplies | 01/31/22 | 310.83 | 48287 | 02/03/22 |
| | | 665961 | water dept. | 02/02/22 | 77.59 | 48345 | 02/11/22 |
| | | 666026 | Key for Boyd's House | 02/03/22 | 3.98 | 48417 | 02/25/22 |
| | | 666027 | clothing allowance-Harrington | 02/03/22 | 5.49 | 48345 | 02/11/22 |
| | | 666027 | clothing allowance-Harrington | 02/03/22 | 5.50 | 48345 | 02/11/22 |
| | | 666027 | clothing allowance-Harrington | 02/03/22 | 27.50 | 48345 | 02/11/22 |
| | | 666027 | clothing allowance-Harrington | 02/03/22 | 16.50 | 48345 | 02/11/22 |
| | | 666215 | city hall supplies | 02/07/22 | 24.99 | 48345 | 02/11/22 |
| | | 666233 | Golf Supplies | 02/08/22 | 105.43 | 48345 | 02/11/22 |
| | | 666238 | marina Supplies | 02/08/22 | 24.97 | 48345 | 02/11/22 |
| | | 666240 | Golf Supplies | 02/08/22 | 17.41- | 48345 | 02/11/22 |
| | | 666474 | Golf Well Repair | 02/11/22 | 105.09 | 48417 | 02/25/22 |
| | | 666549 | Parks supplies | 02/14/22 | 53.82 | 48417 | 02/25/22 |
| | | 666630 | Park Supplies | 02/15/22 | 35.07 | 48417 | 02/25/22 |
| | | 666632 | Park Supplies | 02/15/22 | 133.98 | 48417 | 02/25/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|---------------------------|----------------|--------------------------------|--------------|----------------|--------------|------------------|
| | | 666775 | water dept. | 02/17/22 | 1,181.31 | 48417 | 02/25/22 |
| | | 666822 | water dept. | 02/18/22 | 8.70 | 48417 | 02/25/22 |
| | | 666962 | marina Supplies | 02/22/22 | 52.72 | 48417 | 02/25/22 |
| | | 666969 | Park Supplies | 02/22/22 | 15.99 | 48417 | 02/25/22 |
| Total 2059: | | | | | 3,113.85 | | |
| 2067 | | | | | | | |
| 2067 | SOTELO, SUSANA | 02.09.2022 | Story Walk Books Reimbursement | 02/09/22 | 19.76 | 48418 | 02/25/22 |
| Total 2067: | | | | | 19.76 | | |
| 2076 | | | | | | | |
| 2076 | Specks Printing | 8692 | Business Cards-Officer Lemmon | 01/07/22 | 65.00 | 48288 | 02/03/22 |
| | | 8700 | Lamination-Marina | 02/14/22 | 70.00 | 48419 | 02/25/22 |
| Total 2076: | | | | | 135.00 | | |
| 2138 | | | | | | | |
| 2138 | SYNCHRONY BANK/AMAZON | 4346749437 | Program Supplies | 12/28/21 | 2.40- | 48289 | 02/03/22 |
| | | 4438897998 | Program Supplies | 12/28/21 | 24.38 | 48289 | 02/03/22 |
| | | 4766339435 | Program Supplies | 01/01/22 | 84.36 | 48289 | 02/03/22 |
| | | 4876397436 | Program Supplies | 12/28/21 | 33.96 | 48289 | 02/03/22 |
| | | 5775879363 | Program Supplies | 12/28/21 | 38.69 | 48289 | 02/03/22 |
| | | 6975758879 | Program Supplies | 12/28/21 | .19- | 48289 | 02/03/22 |
| | | 7693398659 | Program Supplies | 12/28/21 | 2.07- | 48289 | 02/03/22 |
| | | 9333343496 | Program Supplies | 12/28/21 | 1.64- | 48289 | 02/03/22 |
| | | 9359788698 | Program Supplies | 12/28/21 | 9.06- | 48289 | 02/03/22 |
| Total 2138: | | | | | 166.03 | | |
| 2148 | | | | | | | |
| 2148 | Talos Engineering, Inc. | 1934 | Water Department | 02/01/22 | 1,039.56 | 48420 | 02/25/22 |
| Total 2148: | | | | | 1,039.56 | | |
| 2217 | | | | | | | |
| 2217 | Tonkon Torp, LLP | 1638256 | Audit Letters | 01/07/22 | 125.50 | 48291 | 02/03/22 |
| | | 1638257 | Legal Services | 01/07/22 | 1,125.00 | 48291 | 02/03/22 |
| | | 1638258 | Teamsters Local 670 | 01/07/22 | 5,616.00 | 48291 | 02/03/22 |
| Total 2217: | | | | | 6,866.50 | | |
| 2227 | | | | | | | |
| 2227 | Traffic Safety Supply Co. | INV044237 | Street Signs | 11/22/21 | 306.77 | 48292 | 02/03/22 |
| Total 2227: | | | | | 306.77 | | |
| 2253 | | | | | | | |
| 2253 | TWEnterprises, Inc. | 55638 | McFarland Pump Station | 01/28/22 | 1,148.47 | 48421 | 02/25/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|-------------------------------|----------------|------------------------------------------|--------------|----------------|--------------|------------------|
| Total 2253: | | | | | 1,148.47 | | |
| 2264 | | | | | | | |
| 2264 | Umatilla Chamber of Commerce | 4 QTR. 2021 | 4th Qtr. 2020 Contribution | 02/01/22 | 5,250.00 | 48349 | 02/11/22 |
| | | 4 QTR. 2021 | 4th Qtr. 2020 Motel Tax Payment | 02/01/22 | 7,255.40 | 48349 | 02/11/22 |
| Total 2264: | | | | | 12,505.40 | | |
| 2268 | | | | | | | |
| 2268 | Umatilla County Attn: Finance | JANUARY20 | County Court Assessments | 02/01/22 | 2,413.57 | 48350 | 02/11/22 |
| Total 2268: | | | | | 2,413.57 | | |
| 2270 | | | | | | | |
| 2270 | Umatilla County Circuit Court | WM624735D | Bail Transfer for WM 624735 David Nelson | 02/17/22 | 880.00 | 48422 | 02/25/22 |
| Total 2270: | | | | | 880.00 | | |
| 2281 | | | | | | | |
| 2281 | Umatilla Elect. Coop. Assoc. | 4907.01.01.2 | Lights for Waterfall | 01/01/22 | 35.00 | 48293 | 02/03/22 |
| | | 4907.02.01.2 | Lights for Waterfall | 02/01/22 | 36.23 | 48423 | 02/25/22 |
| | | 6190.01.01.2 | 60 HP Pump | 01/01/22 | 111.71 | 48293 | 02/03/22 |
| | | 6190.01.01.2 | Beach Access | 01/01/22 | 70.00 | 48293 | 02/03/22 |
| | | 6190.02.01.2 | 60 HP Pump | 02/01/22 | 71.38 | 48423 | 02/25/22 |
| | | 6190.02.01.2 | Beach Access | 02/01/22 | 70.00 | 48423 | 02/25/22 |
| | | 7216.01.01.2 | 5 HP Sewer Pump | 01/01/22 | 43.56 | 48293 | 02/03/22 |
| | | 7216.01.01.2 | Industrial Discharge Facility | 01/01/22 | 75.48 | 48293 | 02/03/22 |
| | | 7216.01.01.2 | Street Lights | 01/01/22 | 27.00 | 48293 | 02/03/22 |
| | | 7216.02.01.2 | 5 HP Sewer Pump | 02/01/22 | 45.95 | 48423 | 02/25/22 |
| | | 7216.02.01.2 | Street Lights | 02/01/22 | 27.39 | 48423 | 02/25/22 |
| | | 7216.02.01.2 | Industrial Discharge Facility | 02/01/22 | 76.34 | 48423 | 02/25/22 |
| Total 2281: | | | | | 690.04 | | |
| 2289 | | | | | | | |
| 2289 | Umatilla Ready-Mix, Inc. | 11254 | Eco Blocks-Golf Course | 01/11/22 | 1,125.00 | 48351 | 02/11/22 |
| | | 11255 | Eco Blocks-Golf Course | 01/12/22 | 675.00 | 48351 | 02/11/22 |
| Total 2289: | | | | | 1,800.00 | | |
| 2293 | | | | | | | |
| 2293 | Unifirst Corporation | 1430309284 | Police Mats | 10/26/21 | 30.00 | 48425 | 02/25/22 |
| | | 1430311727 | Police Mats | 11/23/21 | 30.00 | 48425 | 02/25/22 |
| | | 1430313615 | Police Mats | 12/14/21 | 30.00 | 48425 | 02/25/22 |
| | | 1430314253 | Police Mats | 12/21/21 | 30.00 | 48425 | 02/25/22 |
| | | 1430315176 | Bldg Maint/Supplies CH/Library | 12/31/21 | 10.44 | 48294 | 02/03/22 |
| | | 1430315176 | Bldg Maint/Supplies CH/Library | 12/31/21 | 16.17 | 48294 | 02/03/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|------|----------------|-----------------------------------|--------------|----------------|--------------|------------------|
| | | 1430315176 | Bldg Maint/Supplies CH/Library | 12/31/21 | 16.18 | 48294 | 02/03/22 |
| | | 1430315785 | Bldg Maint/Supplies CH/Library | 01/07/22 | 10.44 | 48294 | 02/03/22 |
| | | 1430315785 | Bldg Maint/Supplies CH/Library | 01/07/22 | 16.17 | 48294 | 02/03/22 |
| | | 1430315785 | Bldg Maint/Supplies CH/Library | 01/07/22 | 16.18 | 48294 | 02/03/22 |
| | | 1430316129 | Police Mats | 01/11/22 | 30.00 | 48294 | 02/03/22 |
| | | 1430316449 | Bldg Maint/Supplies CH/Library | 01/14/22 | 10.44 | 48294 | 02/03/22 |
| | | 1430316449 | Bldg Maint/Supplies CH/Library | 01/14/22 | 16.17 | 48294 | 02/03/22 |
| | | 1430316449 | Bldg Maint/Supplies CH/Library | 01/14/22 | 16.18 | 48294 | 02/03/22 |
| | | 1430316779 | Waste Water Supplies | 01/18/22 | 29.65 | 48294 | 02/03/22 |
| | | 1430316780 | Shop Supplies and Mats | 01/18/22 | 51.98 | 48294 | 02/03/22 |
| | | 1430316781 | Marina Mop Heads | 01/18/22 | 28.50 | 48294 | 02/03/22 |
| | | 1430316782 | Golf Course | 01/18/22 | 43.15 | 48294 | 02/03/22 |
| | | 1430316783 | Police Mats | 01/18/22 | 30.00 | 48294 | 02/03/22 |
| | | 1430317087 | Bldg Maint/Supplies CH/Library | 01/21/22 | 10.44 | 48294 | 02/03/22 |
| | | 1430317087 | Bldg Maint/Supplies CH/Library | 01/21/22 | 16.17 | 48294 | 02/03/22 |
| | | 1430317087 | Bldg Maint/Supplies CH/Library | 01/21/22 | 16.18 | 48294 | 02/03/22 |
| | | 1430317432 | Golf Course | 01/25/22 | 43.15 | 48294 | 02/03/22 |
| | | 1430318090 | Police Mats | 02/01/22 | 30.90 | 48353 | 02/11/22 |
| | | 1430318406 | Bldg Maint/Supplies CH/Library | 02/04/22 | 10.44 | 48353 | 02/11/22 |
| | | 1430318406 | Bldg Maint/Supplies CH/Library | 02/04/22 | 16.17 | 48353 | 02/11/22 |
| | | 1430318406 | Bldg Maint/Supplies CH/Library | 02/04/22 | 16.18 | 48353 | 02/11/22 |
| | | 1430318738 | Waste Water Supplies | 02/08/22 | 29.65 | 48353 | 02/11/22 |
| | | 1430318739 | Public Works supplies Shop | 02/08/22 | 29.00 | 48353 | 02/11/22 |
| | | 1430318740 | Marina Mop Heads | 02/08/22 | 28.50 | 48353 | 02/11/22 |
| | | 1430318741 | Golf Course | 02/08/22 | 43.15 | 48353 | 02/11/22 |
| | | 1430318742 | Police Mats | 02/08/22 | 30.00 | 48425 | 02/25/22 |
| | | 1430319393 | Golf Course | 02/15/22 | 43.15 | 48425 | 02/25/22 |
| | | 1430319394 | Police Mats | 02/15/22 | 30.00 | 48425 | 02/25/22 |
| | | 1430319692 | Bldg Maint/Supplies CH/Library | 02/18/22 | 47.48 | 48425 | 02/25/22 |
| | | 1430319692 | Bldg Maint/Supplies CH/Library | 02/18/22 | 73.56 | 48425 | 02/25/22 |
| | | 1430319692 | Bldg Maint/Supplies CH/Library | 02/18/22 | 73.55 | 48425 | 02/25/22 |
| | | 1430320037 | Police Mats | 12/22/21 | 30.00 | 48425 | 02/25/22 |
| Total 2293: | | | | | 1,079.32 | | |
| 2307 | | | | | | | |
| 2307 | UPS | 0000084WV8 | Fee on Postage for PD | 01/29/22 | 27.00 | 48354 | 02/11/22 |
| | | 0000084WV8 | Fee on Postage for PD | 02/12/22 | 17.37 | 48426 | 02/25/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|------------------------------|----------------|-------------------------------|--------------|----------------|--------------|------------------|
| Total 2307: | | | | | 44.37 | | |
| 2314 | | | | | | | |
| 2314 | USA Bluebook Inc. | 881531 | Sewer Supplies | 02/16/22 | 191.22 | 48427 | 02/25/22 |
| Total 2314: | | | | | 191.22 | | |
| 2337 | | | | | | | |
| 2337 | Verizon Wireless | 9896401448 | Cell Phone Administrator | 01/02/22 | 185.60 | 48295 | 02/03/22 |
| | | 9896401448 | Building Inspector Phone | 01/02/22 | 41.83 | 48295 | 02/03/22 |
| | | 9896401448 | Police Phones | 01/02/22 | 1,296.52 | 48295 | 02/03/22 |
| | | 9896401448 | Public Works Phones | 01/02/22 | 60.02 | 48295 | 02/03/22 |
| | | 9896401448 | Public Works Phones | 01/02/22 | 60.01 | 48295 | 02/03/22 |
| | | 9896401448 | Public Works Phones | 01/02/22 | 60.02 | 48295 | 02/03/22 |
| | | 9896401448 | Public Works Phones | 01/02/22 | 60.01 | 48295 | 02/03/22 |
| | | 9898643001 | Cell Phone Administrator | 02/02/22 | 312.09 | 48428 | 02/25/22 |
| | | 9898643001 | Building Inspector Phone | 02/02/22 | 41.83 | 48428 | 02/25/22 |
| | | 9898643001 | Police Cell Phones | 02/02/22 | 1,147.40 | 48428 | 02/25/22 |
| | | 9898643001 | Public Works Phones | 02/02/22 | 65.65 | 48428 | 02/25/22 |
| | | 9898643001 | Public Works Phones | 02/02/22 | 65.64 | 48428 | 02/25/22 |
| | | 9898643001 | Public Works Phones | 02/02/22 | 65.65 | 48428 | 02/25/22 |
| | | 9898643001 | Public Works Phones | 02/02/22 | 65.64 | 48428 | 02/25/22 |
| Total 2337: | | | | | 3,527.91 | | |
| 2361 | | | | | | | |
| 2361 | Capital One | 1639865254 | Account fee | 01/19/22 | 6.97 | 48228 | 02/03/22 |
| Total 2361: | | | | | 6.97 | | |
| 2374 | | | | | | | |
| 2374 | Watch Guard Video | ACCINV0034 | Hi-fi microphone | 01/10/22 | 1,044.00 | 48297 | 02/03/22 |
| Total 2374: | | | | | 1,044.00 | | |
| 2401 | | | | | | | |
| 2401 | Western States Equipment Co. | IN001908185 | Waste Water Generator | 01/27/22 | 1,435.09 | 48430 | 02/25/22 |
| | | IN001910574 | PM2 Water | 01/29/22 | 1,397.17 | 48357 | 02/11/22 |
| | | IN001910964 | Service to Coyote Well | 01/31/22 | 504.27 | 48357 | 02/11/22 |
| | | IN001911100 | PM2 Water Water-McFarland | 01/31/22 | 942.48 | 48357 | 02/11/22 |
| | | IN001911102 | PM2-Coyote | 01/31/22 | 890.59 | 48357 | 02/11/22 |
| | | INV0019105 | PM2 Water-Portable | 01/29/22 | 736.23 | 48357 | 02/11/22 |
| | | INV0019105 | PM2 Water-Fire Pump | 01/29/22 | 939.18 | 48357 | 02/11/22 |
| Total 2401: | | | | | 6,845.01 | | |
| 2422 | | | | | | | |
| 2422 | Wilde Electric | B5593 | Chlorine Booster for Intertie | 02/11/22 | 240.00 | 48431 | 02/25/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|----------------------------|----------------|--------------------------------------------------|--------------|----------------|--------------|------------------|
| Total 2422: | | | | | 240.00 | | |
| 2530 | | | | | | | |
| 2530 | Gold Badger Upfitter | CUPD01062 | Decommission Patrol Car | 01/08/22 | 150.00 | 48247 | 02/03/22 |
| | | CUPD01072 | Outfit New Durango | 01/08/22 | 2,677.50 | 48247 | 02/03/22 |
| | | CUPD01082 | Watch Guard Camera Installation | 01/08/22 | 521.25 | 48247 | 02/03/22 |
| Total 2530: | | | | | 3,348.75 | | |
| 2557 | | | | | | | |
| 2557 | Hermiston Ranch & Home | 2112-908541 | Water Dept. Supplies | 01/07/22 | 1,032.80 | 48253 | 02/03/22 |
| | | 2112-908559 | Return-Water Dept. Supplies | 12/07/21 | 8.99- | 48253 | 02/03/22 |
| | | 2112-963273 | Marina Supplies | 12/29/21 | 197.99 | 48253 | 02/03/22 |
| | | 2202-517448 | Golf Well | 02/03/22 | 326.39 | 48385 | 02/25/22 |
| Total 2557: | | | | | 1,548.19 | | |
| 2612 | | | | | | | |
| 2612 | Hermiston Transportation | 5076 | Taxi Ticket Redemption | 01/09/22 | 323.00 | 48254 | 02/03/22 |
| | | 5104 | Taxi Ticket Redemption | 02/12/22 | 544.00 | 48386 | 02/25/22 |
| Total 2612: | | | | | 867.00 | | |
| 2615 | | | | | | | |
| 2615 | Shilhanek, Carol | TRANSACTI | Reimbursement for Lunch Meeting-Water Dept | 02/15/22 | 9.78 | 48416 | 02/25/22 |
| Total 2615: | | | | | 9.78 | | |
| 2695 | | | | | | | |
| 2695 | Umpqua Research Company | T005908 | Lab Testing-Drinking Water | 01/13/22 | 250.00 | 48352 | 02/11/22 |
| | | T006069 | Lab Tests-Drinking Water | 02/14/22 | 100.00 | 48424 | 02/25/22 |
| | | T006100 | Lab Testing-Coliforms | 02/18/22 | 250.00 | 48424 | 02/25/22 |
| Total 2695: | | | | | 600.00 | | |
| 2723 | | | | | | | |
| 2723 | T Mobile | 8369.02.13.2 | Library hotspots | 02/13/22 | 187.56 | 48346 | 02/11/22 |
| | | 8369.12.20.2 | Library hotspots | 12/20/21 | 187.56 | 48290 | 02/03/22 |
| Total 2723: | | | | | 375.12 | | |
| 2725 | | | | | | | |
| 2725 | OWLA | OWLASPRIN | Member Spring Conference Registration Fee & Dues | 02/22/22 | 175.00 | 48403 | 02/25/22 |
| Total 2725: | | | | | 175.00 | | |
| 2797 | | | | | | | |
| 2797 | Quadient Leasing USA, Inc. | N9267010 | postage meter lease | | | | |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|--------------------------------|----------------|----------------------------------------------------|--------------|----------------|--------------|------------------|
| | | N9267010 | payment | 02/09/22 | 193.50 | 48411 | 02/25/22 |
| | | | postage meter lease | 02/09/22 | 193.50 | 48411 | 02/25/22 |
| | | | payment | | | | |
| | Total 2797: | | | | 387.00 | | |
| 2852 | | | | | | | |
| 2852 | City of Umatilla | 1002.02.01.2 | Boyd's Place | 02/01/22 | 88.56 | 48307 | 02/11/22 |
| | | 6002.02.01.2 | Extra Refuse Marina | 02/01/22 | 803.36 | 48307 | 02/11/22 |
| | | 8092.02.01.2 | Golf Course Refuse | 02/01/22 | 114.80 | 48307 | 02/11/22 |
| | Total 2852: | | | | 1,006.72 | | |
| 2892 | | | | | | | |
| 2892 | First Book Marketplace | 700480229 | Books | 12/13/21 | 14.00 | 48246 | 02/03/22 |
| | Total 2892: | | | | 14.00 | | |
| 2898 | | | | | | | |
| 2898 | TestAmerica Laboratories, Inc. | 7800001633 | Laboratory Testing | 12/30/21 | 4,057.50 | 48347 | 02/11/22 |
| | Total 2898: | | | | 4,057.50 | | |
| 2922 | | | | | | | |
| 2922 | City of Hermiston | 0001.01.31.2 | De-icer | 02/01/22 | 1,324.32 | 48306 | 02/11/22 |
| | Total 2922: | | | | 1,324.32 | | |
| 2923 | | | | | | | |
| 2923 | Deere & Company | 117244345 | Golf Course Gator | 01/11/22 | 13,583.30 | 48235 | 02/03/22 |
| | Total 2923: | | | | 13,583.30 | | |
| 2924 | | | | | | | |
| 2924 | Blackstone Publishing | 2016287 | audio books | 01/04/22 | 75.19 | 48226 | 02/03/22 |
| | | 2017736 | audio books | 01/12/22 | 30.95 | 48226 | 02/03/22 |
| | | 2020163 | audio books | 01/21/22 | 30.95 | 48300 | 02/11/22 |
| | | 2021389 | audio books | 01/27/22 | 28.55 | 48363 | 02/25/22 |
| | | 2022687 | audio books | 02/03/22 | 34.94 | 48300 | 02/11/22 |
| | | 2023694 | audio books | 02/09/22 | 26.94 | 48363 | 02/25/22 |
| | Total 2924: | | | | 227.52 | | |
| 2928 | | | | | | | |
| 2928 | Hermiston Plumbing Worx LLC | 328 | Changed out hose bib at City Hall | 06/30/21 | 290.00 | 48384 | 02/25/22 |
| | | 522 | Set the toilets and move water heater-Boyd's Place | 02/10/22 | 677.00 | 48384 | 02/25/22 |
| | Total 2928: | | | | 967.00 | | |
| 2960 | | | | | | | |
| 2960 | Pendleton Bottling Co. | 4499001813 | Retail for Golf Course | 12/17/21 | 82.40 | 48277 | 02/03/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|----------------------------------|----------------|--------------------------------|--------------|----------------|--------------|------------------|
| | | 4499003001 | Retail for Golf Course | 01/14/22 | 44.20 | 48277 | 02/03/22 |
| | | 4499003654 | Retail for Golf Course | 01/28/22 | 105.30 | 48277 | 02/03/22 |
| | | 4499003945 | Retail for Golf Course | 02/04/22 | 208.50 | 48340 | 02/11/22 |
| | | 4499004561 | Retail for Golf Course | 02/18/22 | 89.70 | 48407 | 02/25/22 |
| | Total 2960: | | | | 530.10 | | |
| 2981 | | | | | | | |
| 2981 | Doug's Septic Service Inc. | 23374 | Portable Toilet-Golf Course | 12/31/21 | 300.00 | 48240 | 02/03/22 |
| | | 23626 | Portable Toilet-Golf Course | 01/31/22 | 300.00 | 48313 | 02/11/22 |
| | Total 2981: | | | | 600.00 | | |
| 2995 | | | | | | | |
| 2995 | Vern's Food Service Distribution | 174199-00 | Skating Rink | 12/23/21 | 470.07 | 48296 | 02/03/22 |
| | | 177655-00 | Golf Course | 01/13/22 | 182.76 | 48296 | 02/03/22 |
| | | 177906-00 | Skating Rink | 01/14/22 | 526.70 | 48296 | 02/03/22 |
| | | 177919-00 | Skating Rink | 01/14/22 | 43.33 | 48296 | 02/03/22 |
| | | 181708-00 | Golf Course | 02/07/22 | 148.40 | 48356 | 02/11/22 |
| | | 182794-00 | Skating Rink | 02/11/22 | 43.33 | 48429 | 02/25/22 |
| | Total 2995: | | | | 1,414.59 | | |
| 3024 | | | | | | | |
| 3024 | Hodgen Distributing | 247788 | Retail Product for Golf Course | 01/18/22 | 77.70 | 48255 | 02/03/22 |
| | | 249113 | Retail Product for Golf Course | 02/08/22 | 364.20 | 48327 | 02/11/22 |
| | | 249587 | Retail Product for Golf Course | 02/15/22 | 204.65 | 48387 | 02/25/22 |
| | | 250025 | Retail Product for Golf Course | 02/22/22 | 210.45 | 48387 | 02/25/22 |
| | Total 3024: | | | | 857.00 | | |
| 3043 | | | | | | | |
| 3043 | DirectTV | 039513239X | TV for Golf Course | 02/03/22 | 142.18 | 48312 | 02/11/22 |
| | | 039513239X | TV for Golf Course | 02/22/22 | 166.83 | 48376 | 02/25/22 |
| | Total 3043: | | | | 309.01 | | |
| 3071 | | | | | | | |
| 3071 | Portable Storage Rentals | 1611 | New Pump House | 02/01/22 | 5,600.00 | 48279 | 02/03/22 |
| | Total 3071: | | | | 5,600.00 | | |
| 3225 | | | | | | | |
| 3225 | Erickson, Gretchen Pamela | 01152022 | Art Class Reimbursement | 01/15/22 | 94.44 | 48245 | 02/03/22 |
| | | 02.03.2022 | Art Class Reimbursement | 02/03/22 | 28.90 | 48317 | 02/11/22 |
| | | ARTCLASSR | Art Class Reimbursement | 01/21/22 | 147.07 | 48245 | 02/03/22 |
| | Total 3225: | | | | 270.41 | | |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|-------------------------------|----------------|---------------------------------------------------|--------------|----------------|--------------|------------------|
| 3246 | | | | | | | |
| 3246 | The Joseph Center | DEANMARTI | Paid Wrong Court-Larry Dean Martin 212846 | 02/01/22 | 25.00 | 48348 | 02/11/22 |
| Total 3246: | | | | | 25.00 | | |
| 3257 | | | | | | | |
| 3257 | Color Masters Painting, LLC | 2000 | Interior paint-Boyd's | 02/09/22 | 5,700.00 | 48308 | 02/11/22 |
| | | 2011 | Painting Boyd's | 02/18/22 | 6,550.00 | 48370 | 02/25/22 |
| Total 3257: | | | | | 12,250.00 | | |
| 3259 | | | | | | | |
| 3259 | Reeves, Marlin | 01.20.2022 | Gun Safe-Evidence Room | 01/20/22 | 700.00 | 48285 | 02/03/22 |
| Total 3259: | | | | | 700.00 | | |
| 3260 | | | | | | | |
| 3260 | Grey House Publishing | 970672 | Library Books | 11/23/21 | 163.00 | 48250 | 02/03/22 |
| Total 3260: | | | | | 163.00 | | |
| 3261 | | | | | | | |
| 3261 | Kleinschmidt Associates | 0020220127 | Water Diversion-Permitting | 02/10/22 | 12,506.52 | 48393 | 02/25/22 |
| | | 202111311 | Water Diversion-Permitting | 01/09/22 | 19,408.04 | 48263 | 02/03/22 |
| | | 202112208 | Water Diversion-Permitting | 01/10/22 | 5,220.89 | 48263 | 02/03/22 |
| Total 3261: | | | | | 37,135.45 | | |
| 3262 | | | | | | | |
| 3262 | Meakins, Robert | WITNESSFE | witness trial | 01/19/22 | 10.00 | 48266 | 02/03/22 |
| Total 3262: | | | | | 10.00 | | |
| 3263 | | | | | | | |
| 3263 | J & A Group LLC | FIREHYDRA | Fire Hydrant Reimbursement per purchase agreement | 01/25/22 | 5,473.00 | 48258 | 02/03/22 |
| | | JANUARY20 | Grant Program-Reimbursement Form | 01/31/22 | 27,500.00 | 48258 | 02/03/22 |
| Total 3263: | | | | | 32,973.00 | | |
| 3264 | | | | | | | |
| 3264 | Yakima Air Compressor & Equip | 69943 | Waste Water Clarifier | 01/18/22 | 706.90 | 48222 | 02/03/22 |
| Total 3264: | | | | | 706.90 | | |
| 3265 | | | | | | | |
| 3265 | Valdovinos, Antonio | 202539 | Overpayment-Valdovinos 202539 | 02/01/22 | 35.00 | 48355 | 02/11/22 |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|-------------------------------|----------------|----------------------------------------------------------|--------------|----------------|--------------|------------------|
| Total 3265: | | | | | 35.00 | | |
| 3266 | | | | | | | |
| 3266 | Hew Eagleheart | 212933HAR | Overpayment Billy C. Harper III 212933 | 02/01/22 | 25.00 | 48326 | 02/11/22 |
| Total 3266: | | | | | 25.00 | | |
| 3267 | | | | | | | |
| 3267 | M. V. Cargo Inc. | VENERACIO | Overpayment Rolando Veneracion J. 212863 | 02/01/22 | 215.00 | 48333 | 02/11/22 |
| Total 3267: | | | | | 215.00 | | |
| 3268 | | | | | | | |
| 3268 | Rock Solid Sand & Gravel LLC | 3106 | Sand for Marina | 01/31/22 | 3,643.52 | 48342 | 02/11/22 |
| | | 3106 | Sand for Marina-Discount | 01/31/22 | 1,418.30- | 48342 | 02/11/22 |
| Total 3268: | | | | | 2,225.22 | | |
| 3269 | | | | | | | |
| 3269 | Martinez, Giovanna | 2766PHEAS | Utility Refund-2766 Pheasant Ridge St. | 02/01/22 | 11.34 | 48334 | 02/11/22 |
| Total 3269: | | | | | 11.34 | | |
| 3270 | | | | | | | |
| 3270 | Olsen, Megan | 2034006335 | Reimbursment for Office Supplies | 02/03/22 | 24.01 | 48337 | 02/11/22 |
| | | ELECTRONI | Reimbursement for tractor tire purchase for Gunner Olsen | 02/14/22 | 140.00 | 48401 | 02/25/22 |
| Total 3270: | | | | | 164.01 | | |
| 3271 | | | | | | | |
| 3271 | Independent Cargo Container S | 10795 | Storage Container | 02/09/22 | 13,300.00 | 48329 | 02/11/22 |
| Total 3271: | | | | | 13,300.00 | | |
| 3272 | | | | | | | |
| 3272 | Kubesh, Brian | E14 | Slip Release-E14 | 12/30/21 | 85.00 | 48394 | 02/25/22 |
| Total 3272: | | | | | 85.00 | | |
| 3273 | | | | | | | |
| 3273 | McGrew, Nathan | 160220127-0 | Electric Box Malfunction | 02/13/22 | 30.92 | 48397 | 02/25/22 |
| | | 160220127-0 | Electric Box Malfunction | 02/13/22 | 94.08 | 48397 | 02/25/22 |
| Total 3273: | | | | | 125.00 | | |
| 3274 | | | | | | | |
| 3274 | American Library Association | REGISTRATI | 2022 PLA | | | | |

| Vendor Number | Name | Invoice Number | Description | Invoice Date | Invoice Amount | Check Number | Check Issue Date |
|---------------|-------------------|----------------|--------------------------------------------|--------------|----------------|--------------|------------------|
| | | | Registration-Lamoreaux Confirmation # 9062 | 02/15/22 | 328.00 | 48360 | 02/25/22 |
| Total 3274: | | | | | 328.00 | | |
| 3275 | | | | | | | |
| 3275 | Cervantes, Jayden | FOODHAND | Reimbursement for Food Handler's Card | 02/11/22 | 9.00 | 48367 | 02/25/22 |
| Total 3275: | | | | | 9.00 | | |
| 3276 | | | | | | | |
| 3276 | Loera, Isac | FOODHAND | Reimbursement for Food Handlers Card | 02/11/22 | 10.00 | 48396 | 02/25/22 |
| Total 3276: | | | | | 10.00 | | |
| 3277 | | | | | | | |
| 3277 | Cooper, Marcos | FOODHAND | Reimbursement for Food Handler Card | 02/15/22 | 10.00 | 48372 | 02/25/22 |
| Total 3277: | | | | | 10.00 | | |
| 3278 | | | | | | | |
| 3278 | Ascencio, Dario | FOODHAND | Reimbursment for food handler card | 02/11/22 | 10.00 | 48361 | 02/25/22 |
| Total 3278: | | | | | 10.00 | | |
| 3279 | | | | | | | |
| 3279 | Egan, Jonathan | 02.16.2022 | Reimbursement for Blinds at Bloyd's Place | 02/16/22 | 379.94 | 48379 | 02/25/22 |
| Total 3279: | | | | | 379.94 | | |
| Grand Totals: | | | | | 650,396.48 | | |

Report Criteria:
Detail report type printed

CITY OF UMATILLA, OREGON

AGENDA BILL

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| Agenda Title: Resolution No 22-2022 - A Resolution Amending the Employee Handbook for the City of Umatilla to Expand the City's Employee Health and Wellness Program, Move the Gym Membership Benefit to the Employee Health and Wellness Section, and Separate the Employee Safety Section | Meeting Date: 2022-03-01 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|

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|---------------------------------------------------------|----------------------------------|----------------------------------------|----------------------|
| Department: Finance & Administrative Services | Director: Melissa Ince | Contact Person: Melissa Ince | Phone Number: |
|---------------------------------------------------------|----------------------------------|----------------------------------------|----------------------|

| | |
|---------------------------------|-------------------------------------------|
| Cost of Proposal: N/A | Fund(s) Name and Number(s): N/A |
| Amount Budgeted: N/A | |

| | |
|-----------------------------------------------|------------------------------------------|
| Reviewed by Finance Department: Yes | Previously Presented: 2/1/2022 |
|-----------------------------------------------|------------------------------------------|

Attachments to Agenda Packet Item:

[RES 22-2022 Handbook Amendment 03.01.22.docx](#)

[HANDBOOK 03.01.2022.pdf](#)

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| Summary Statement: Motion to approve Resolution No. 22-2022 This Resolution highlights the Employee Handbook changes to the Employee Health and Wellness program. A clean copy of the full Employee Handbook with the incorporated changes is also included. |
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| Consistent with Council Goals: Goal 5 : Perform at the Highest Levels of Operational Excellence |
|-----------------------------------------------------------------------------------------------------------|

RESOLUTION NO. 22-2022

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK FOR THE CITY OF UMATILLA TO EXPAND THE CITY'S EMPLOYEE HEALTH AND WELLNESS PROGRAM, MOVE THE GYM MEMBERSHIP BENEFIT TO THE EMPLOYEE HEALTH AND WELLNESS SECTION, AND SEPARATE THE EMPLOYEE SAFETY SECTION

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

WHEREAS, as part of the City's commitment to the health and well-being of its employees, staff has prepared the following expanded employee health and wellness program in order to encoura

WHEREAS, City Council discussed the proposed wellness program at their February 1, 2022 City Council meeting,

THE CITY OF UMATILLA DOES HEREBY RESOLVE AS FOLLOWS:

(Matter to be deleted is in ~~strikethrough~~. New matter to amend an existing section is underlined.)

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 cancelation 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.

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 his/her 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.

The City of Umatilla may use drug or alcohol testing as part of its investigation of an altercation, accident, (or near-miss incident), employee's irrational/inappropriate behavior, or on-the-job driving under the influence (DUI) as provided by law. Reasonable suspicion of employee use of drugs or alcohol shall be based upon any of the following:

- (a) Observed abnormal behavior or impairment in mental or physical performance (for example, slurred speech or difficulty walking);
- (b) An on-the-job occurrence where there is evidence to indicate the occurrence was in whole or in part the result of the employee's actions or inactions and the employee exhibited behavior or in other ways demonstrated that he/she may have been using drugs or alcohol or was under the influence of drugs or alcohol;
- (c) An on-the-job incident, such as, but not limited to, a medical emergency that is likely to be attributable to drug or alcohol use by the employee;
- (d) Direct observation of behavior exhibited by the employee which may render the employee unable to perform his or her duties or which may pose a threat to safety or health;
- (e) The opinion of a medical professional;
- (f) Information from an identified, reliable source that the employee may be using illegal drugs or may be under the influence of drugs or alcohol at work;
- (g) Direct observation or physical evidence of illegal drug use or alcohol use on the job by the employee; or
- (h) A documented pattern of attendance problems over a reasonable period of time that is likely to be attributable to drug or alcohol use.

Employee testing will be at City expenses. Analysis of such tests will be done at a licensed clinical laboratory and will utilize the best available technology as indicated by ORS 438.435. If an employee indicates at the time a sample is taken that the employee wished to have a portion of the

sample preserved for possible future testing, to confirm or refute results, and to the extent such preservation and testing is technically feasible, the sample shall be split and a portion preserved for such purposes. Such additional confirming tests shall be at the employee's expense, at a licensed clinical lab, under procedures approved by the City. If such confirming tests demonstrate an error in the initial test, the cost of the confirming test shall be borne by the City. Blood alcohol or alcohol breathalyzer test will be conducted as specified in ORS 659.225. Failure to consent to testing or positive test results is grounds for termination of employment.

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.

In the event an employee encounters work or personal problems related to his/her use of alcoholic beverages, drugs, or other controlled substances, he/she is encouraged to seek appropriate medical care or counseling. A list of sources for such help is available from the City. The parties stand ready to assist in counseling or rehabilitation efforts wherever appropriate.

As an option to discharge, the first time an employee tests positive, that employee may be suspended without pay in order to voluntarily enroll in, and successfully complete, a professionally administered counseling, treatment or rehabilitation program. 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. The employee should check on availability of group medical insurance coverage.

The confidential nature of these matters will be respected in the administration of these procedures.

SMOKING/TOBACCO USE IN THE WORKPLACE

The City of Umatilla complies with all laws prohibiting smoking in public buildings. The City of Umatilla believes that smoking is a danger to health and is a cause of material annoyance and discomfort to those who are present. As a result, tobacco use is prohibited anytime employees are in public view representing the City. Smoking and the use of other tobacco products is not permitted inside any City facility, office, or vehicle. It shall be the responsibility of each employee to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

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 or member of the public against another person's life, health, well-being, family, or property will be dealt with in a zero tolerance manner by the City of Umatilla.

Should situations occur which present a risk of harm to employees and others, all employees have an obligation to report any incidents that pose a risk of harm to employees or others

Res. #22-2022 Page 5

associated with the City of Umatilla or which threaten the safety, security or financial interests of our organization. Employees should make such reports directly to their department head and the City Manager, or Human Resources Representative. Employees should dial 911 if they believe there is a serious threat to their safety and health or that of others.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. The City Manager or his designee will notify the reporting employee of any action taken in response to the report.

The City of Umatilla may conduct an investigation of a current employee where the employee's behavior raises concerns about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. 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, voice mail systems and computer systems.

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.

PASSED by the City Council and **SIGNED** by the Mayor this 1st day of March, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder



CITY OF UMATILLA

EMPLOYEE HANDBOOK

ADOPTED BY RESOLUTION #01-2016, AMENDED BY RESOLUTION #20-2016,
RESOLUTION #02-2017, RESOLUTION #22-2018, RESOLUTION #31-2020 AND
RESOLUTION #22-2022

EFFECTIVE MARCH 1, 2022

700 6TH STREET, PO BOX 130

UMATILLA, OR 97882

541-922-3226

FAX 541-922-5758

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WELCOME TO THE STAFF OF 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 across the street from the LDS church.

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 near the LDS Church 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. Water
2. Sewer
3. Police
4. Streets, Cemeteries, Parks
5. Court
6. Library
7. Planning/Community Development

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. 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 City Recorder 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 overtime worked in excess of forty (40) hours in one (1) work week. |
| 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. |

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| 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 a member of management, specifically a Management Employee. |
| Full-Time Employee | An employee who works the normal amount of working hours for the class assigned. |
| Part-Time Employee | An employee who is employed regularly for less than the normal number of working hours, but who normally follows a predetermined, fixed pattern of working hours. |
| Grievance | An employee's oral or written expression of dissatisfaction with some aspect of his/her employment, a management decision affecting the employee, or an alleged violation of his/her 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 monthly salary by the regular number of hours worked each month which is 173.33 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, Public Works Superintendent, Police Chief and Finance Director. |
| Non-Exempt Employee | An employee not represented by a bargaining unit and not a management employee. |
| Non-Occupational Disability | Disability from an accident or sickness suffered or contracted by the |

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| | 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. |
| Military Leave | Leave of absence for an employee entering military service. |
| 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 during which an employee is required to demonstrate his/her fitness for the duties to which he/she is appointed by actual performance of the duties of the position. |
| Regular Employee | An employee who works a regular schedule on a continuous 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. |
| Transfer | A change of an employee from one position to another within the City service. |

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 his/her 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.

TERMS OF EMPLOYMENT

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.

HIRING OF RELATIVES

Two (2) relatives or members of an immediate family may not be employed by the City when one has direct personnel responsibilities over the other, such as wage and salary administration, evaluation, transfer, promotion supervision, discipline, adjustment of grievances, or effective recommendation of any personnel action.

NEW EMPLOYEES, PROMOTIONS, AND TRANSFERS

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 the 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. 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.

Employment may be terminated at any time for any 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 shall not be eligible to take vacation time off, but shall earn vacation credit to be taken at a later date. If the employee is discharged during the first six month period, there is no compensation provided for accrued vacation time.

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.

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 might cause their personal interests to conflict with the interests of City of Umatilla or City of Umatilla's customers, or situations that may compromise their reputation or integrity.

Employees who violate the Ethics Policy or who create an equally detrimental impact on the organization may be subject to disciplinary action up to and including discharge.

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 manager. Any personal use of City property must be approved by your supervisor.

CONFIDENTIALITY

As a public sector entity, the City of Umatilla follows Oregon's public records laws. Some records, documents, and information may not be covered under these laws, in which case, the following policies may apply:

Employees working at the City of Umatilla have access to highly confidential, legally protected, and proprietary information. Confidential information includes all information acquired by an employee during the course of employment that is of economic value to the City of Umatilla and not generally available to the public, including legally protected information. Our citizens and employees entrust the City of Umatilla with confidential information. The unauthorized disclosure of such information would have a material adverse impact on the integrity of the City of Umatilla.

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 of Umatilla. 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. Employees are subject to appropriate disciplinary action up to, and including, dismissal for revealing information of a confidential nature. Since many times it is difficult to distinguish between common and confidential information, the best rule to follow is not to discuss business information with persons outside of the City of Umatilla unless employees have received prior approval from their manager.

All information acquired by an employee during the course of employment is to be used solely for the benefit of the City of Umatilla and, through the City of Umatilla, for the benefit of our citizens and employees. The use of such information for personal advantage or disclosure to others is strictly prohibited. Likewise, any materials developed by our employees in the performance of their jobs, is the property of the City of Umatilla. Employees may not take this material with them when they leave our employment, remove it from our offices for non-work related reasons, or copy or distribute it to persons

or companies, other than as required in the course of business, without written approval from the City Manager.

OUTSIDE EMPLOYMENT

Outside employment that creates a conflict of interest is prohibited. Employees are prohibited from receiving any income or material gain from individuals or organizations outside the City of Umatilla for materials produced or rendered while performing their jobs for the City of Umatilla.

Employees may hold outside employment if the additional work does not interfere with, or adversely affect their performance at the City of Umatilla; does not create a conflict of interest; does not use the City of Umatilla's time/equipment/property/premises; does not discredit the prestige or influence of one's position; does not involve actions that may be subject to review or control by the City of Umatilla; and does not otherwise detract from, or discredit, the City of Umatilla.

An employee proposing to accept outside employment must notify his/her manager. If the manager believes that the proposed outside employment may represent a conflict with the employee's City of Umatilla duties, the manager 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.

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.

CRIMINAL ACTS

Employees are required to report if they are arrested for any misdemeanor or felony. Upon arrest, the employee must report the matter to the City Manager within two business days and must submit documentation concerning the arrest.

Arrests are not an automatic bar to continued employment. The City of Umatilla will review the underlying facts of the matter; any action taken will be on a case-by-case basis, taking into account the totality of the circumstances. At the City of Umatilla; actions may range from no action, to disciplinary action and/or including discharge.

Failing to report an arrest may constitute grounds for discharge. Furthermore, misrepresentation of the circumstances of the events can serve as grounds for termination.

Employees who are unavailable to report for work due to incarceration may be subject to disciplinary action, including discharge.

PROHIBITED POLITICAL ACTIVITY

Oregon law provides that “No public employee may solicit money, influence, or otherwise promote or oppose any political committee, or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours.” However, this section does not restrict the right of a public employee to express personal political views.

RECORDS RETENTION

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

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 the Finance & Administrative Services Director 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.

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.

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 the Finance & Administrative Services Director.

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 Finance & Administrative Services Director, 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 a 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 the Finance & Administrative Services Director or City Manager, or 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 the Finance & Administrative Services Director or 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 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 Cascade Centers 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.cascadecenters.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 his/her 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 his/her experience and/or employment status, the employee should contact the Finance & Administrative Services Director. 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 his/her 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 his/her 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 has 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 Finance & Administrative Services Director 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 his/her 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 Finance & Administrative Services Director 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 Finance & Administrative Services Director 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 OFLA 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. See policies located in the Employee Benefits section of the handbook, or speak with the Finance & Administrative Services Director.

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 his/her 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 the Finance & Administrative Services Director. Supervisors and managers are required to inform the Finance & Administrative Services Director 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 his/her coworker or supervisor acting within the course and scope of his/her 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 his/her 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.

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, the City Recorder, and the individual to whom the file applies; the employee may also give written permission for an otherwise unauthorized individual to view his/her 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.

PERSONAL SOCIAL MEDIA ACCOUNTS

The City of Umatilla does not require employees or applicants to provide access to personal social media accounts, except as required by law.

CHANGE IN PERSONAL DATA

Since personnel records are used to administer pay, 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 can be important to you with regard to pay, deductions, benefits and other matters. If you have changes in any of the following items, please notify the City Recorder to assure that the proper updates/paperwork are completed as quickly as possible:

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

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."

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.

We encourage all employees to become familiar with the non-discrimination policy and complaint procedures outlined on pages 16-19.

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.

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 his/her 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.

COMMUNICATIONS AND SOFTWARE SYSTEMS

The popularity and use of technology have advanced significantly in recent years. While technology can be a valuable tool both in and out of the workplace, it poses significant risks for the City of Umatilla and its employees if not used properly. This policy governs the use of technology by City of Umatilla employees. Where no policy or guideline exists or if there are any questions regarding this policy, please consult with the City Recorder.

The City of Umatilla systems, equipment, hardware, software and other information (hereinafter referred to as “systems”) in any form are considered an asset of the City of Umatilla and thus must be properly used and adequately protected. This includes the transmission of information over computer communication networks.

Systems include but are not limited to, computers, software, electronic mail (e-mail), copiers, fax machines, telephones, voice mail, surface messengers, communication tools, various on-line services, protected health information, and any new technologies used in the future. All of these systems are operated and managed based upon this policy.

For purposes of this policy, “social media” is defined as online platforms that allow for direct interaction and participation among people. This includes, but is not limited to, social networking websites (i.e. Facebook, LinkedIn, YouTube); blogs or microblogs (i.e. Twitter); personal websites or web pages; listservs or mailing lists; audio, photo or video sharing websites (i.e. YouTube, Flickr, and Picasa); virtual worlds (i.e. Second Life); or other user-generated electronic media, whether now in existence or invented in the future. The absence of or lack of explicit reference to a specific site does not limit the application of this policy.

THE CITY OF UMATILLA’S SOCIAL MEDIA ACCOUNTS

If and when the City of Umatilla creates Facebook and Twitter accounts, they 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.

MONITORING

The City of Umatilla reserves the right to monitor all employee usage of City of Umatilla -owned technology systems to ensure proper working order, appropriate use by employees and the security of the City of Umatilla’s data. The City of Umatilla’s management reserves the right to access and inspect any or all user files, for any purpose, including but not limited to, archived material of present and former employees without the user's consent.

USE OF TECHNOLOGY DURING WORK HOURS

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 TECHNOLOGY DURING WORK OR NON-WORK HOURS

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.

PERSONAL USE

The City of Umatilla consents to the incidental personal use of its computers, Internet connection, email and telecommunications devices (land line phones, cell phones, smart phones, etc.) as long as it does not conflict with the City of Umatilla's business use.

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.

USE OF THE CITY OF UMATILLA'S EMAIL ADDRESS

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.

PRIVACY OF COMMUNICATIONS

Employee communications, both business and personal, on the City of Umatilla's computer and telecommunications systems are not private. Users should be aware that the data they create on the City of Umatilla's systems is the property of the City of Umatilla and usually can be recovered even though deleted by the user.

PROHIBITED ACTIVITIES

The display of any kind of sexually explicit image or document on any City of Umatilla system is prohibited. Sexually explicit material may not be archived, stored, distributed, edited or recorded using the City of Umatilla's systems. The only exception to this prohibition is material accessed or maintained in the normal course and scope of work.

Employees may not engage in any activity that violates the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations.

Employees may not engage in any activity that violates the rights to privacy of protected healthcare information or other confidential City of Umatilla information.

Employees may not engage in any activity to introduce malicious software purposefully into a workstation or network (e.g. viruses, worms, Trojan horses, etc.).

Employees may not circumvent or attempt to avoid the user authentication or security of workstations or accounts. Employees may not access or try to access electronic data for which they are not authorized nor log into an account that they are not authorized to access.

When using City of Umatilla-owned telecommunications devices, employees are prohibited from calling 1-900, 1-976 or other similar "pay per minute" services or making personal long distance calls on office telephones (land lines). In addition, directory assistance (411) calls should not be used.

The City of Umatilla reserves the right to monitor employee use of our systems at any time. Employees should not consider their usage of the City of Umatilla's systems to be private. Within the bounds of current and future laws, the City of Umatilla reserves and intends to exercise the right to review, audit, intercept, access, and search any of these systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the City of Umatilla. All data and messages maintained on the City of Umatilla's systems may be subject to public records law and disclosed to the public upon lawful request.

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.

SOFTWARE AND APPLICATIONS

All software and applications on the City of Umatilla's systems are owned or licensed by the City of Umatilla. No City of Umatilla-owned or licensed software or applications may be copied, deleted, distributed or used on any systems other than those owned by the City of Umatilla without notification of and written consent from the City Manager. No software or applications may be downloaded, installed, distributed from or copied to the City of Umatilla's systems without the approval of the Finance Director.

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.

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.

TELEPHONE USAGE (LANDLINE)

The City of Umatilla recognizes that employees must occasionally make and/or receive personal telephone calls. Such calls must be held to a minimum and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the City of Umatilla, may result in corrective action, up to and including termination.

TELEPHONE USAGE (CELLULAR)

At the City Manager's discretion, the City of Umatilla may provide a monthly cellular telephone allowance to employees in designated positions who regularly make City of Umatilla business calls while away from the office. In addition, the City of Umatilla may provide a one-time reimbursement to help offset the cost of purchasing a cell phone.

Employees receiving a cellular telephone allowance must use the allowance to obtain a reliable cell phone and reliable cell phone service. The allowance and any reimbursement will be considered part of the employee's official compensation and will be reported as taxable income. The cell phones, because they are the property of the employee, may be used for both personal and City of Umatilla business. Cell phone expenses over and above the amount of the allowance will not be covered by the City of Umatilla and will be considered the employee's responsibility. The City of Umatilla may annually determine the amount of the cellular telephone allowance. Please remember that if you access the City of Umatilla's systems using your personal cell phone, the transaction may be subject to a public records request.

Employees provided with a City of Umatilla-owned cellular telephone, must restrict the use of the telephone to City of Umatilla business.

Oregon law requires motorists to employ a hands-free accessory when using cell phones, tablets, and similar electronics while driving. The law stipulates that motorists must be able to maintain both hands on the steering wheel when using their hands-free electronics. The only exception is for calls placed to 9-1-1, and for law enforcement personnel, fire department personnel, and EMT Emergency Services.

VOICE MAIL SYSTEM

The voice mail system is the property of the City of Umatilla and has been provided for use in conducting the City of Umatilla's business. All communications and information transmitted by, received from, or stored in this system are the City of Umatilla's records and the property of the City of Umatilla. This voice mail system is to be used for City of Umatilla business only, and use of the system for personal purposes is discouraged. You have no personal privacy rights pertaining to any information stored in, created, received, or sent over, the voice mail system. The City of Umatilla, in its discretion as owner of the voice mail system, reserves and may exercise the right at any time to monitor, access, retrieve, and delete any message stored in, created, received or sent over the system for any reason, and without the permission of any employee. You are not authorized to retrieve or listen to any voice mail messages that are not sent to your personal attention. Any exception to this policy must receive prior approval from 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 his/her 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 | Drafts of documents that are circulated for comment or approval |
| Correspondence or memoranda related to official business | Any document that initiates, authorizes, or completes a business transaction |
| Work schedules and assignments | Final reports or recommendations |
| Agendas and minutes of meetings | |

Typical non-public records examples:

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

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

PERFORMANCE MANAGEMENT AND APPRAISAL

To ensure a meaningful performance evaluation system upon which the City of Umatilla can monitor the effectiveness of our organization and its operations, employees typically receive annual performance evaluations.

The objectives of our annual performance management and formal appraisal process are:

- To ensure that each person in our organization knows how he/she is performing against established performance standards;
- To determine how well the City of Umatilla's managers are performing in assisting employees with work performance and objectives;
- To ensure communication and two-way feedback;
- To provide a consistent, objective, and fair method for making compensation decisions;
- To identify areas where an employee may need more training;
- To provide a tool for career planning; and,
- To provide a record of employee performance and contributions.

Supervisors are accountable for providing employee development actions designed to improve and enhance employee performance, such as:

- Reasonable employee training, including computer software proficiencies;
- Engage in frequent conversation with your employees about their work performance;
- Assigning, directing, controlling and reviewing employee work;
- Assisting employees in correcting deficiencies; and,
- Objectively evaluating employee performance during the evaluation period.

The performance appraisal program is intended to be participatory, involving your input as much as that of your manager, thereby helping you to contribute to the growth and improvement of the City of Umatilla. You are encouraged to:

- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement; and,
- Learn about training available to assist you in improving your skills.

Performance evaluations serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, and retention. Written reports identify specific performance levels, acknowledge the merit of above standard performance, and prescribe the means and methods for correcting performance deficiencies to the required level of performance.

CORRECTIVE/DISCIPLINARY ACTION

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. It is the philosophy of the City of Umatilla to take corrective action measures when needed for the purpose of correcting performance deficiencies or to deal with violations of policies and work rules.

You will be informed by your manager of any corrective action that is necessary as soon as possible after any performance problem has been identified. Your manager will discuss the situation with you, explaining the policy and the necessity of corrective action to avoid other disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, **no formal order will be followed**. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective action may be taken at the discretion of management and may include, but is not limited to, the following examples:

Verbal counseling with you, which will be confirmed in writing for your personnel file.

Mandatory participation in training and/or counseling.

Written warning, which will be placed in your personnel file.

Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the premises during an investigation, or as a disciplinary action. This may be paid or unpaid. If you are suspended, it will be documented in your personnel file.

Discharge.

Notice shall be given each employee when disciplinary action is taken, stating the reasons and the date it shall take effect. A copy of the notice shall be placed in the employee's personnel file.

A regular full-time employee shall have the right to appeal disciplinary action taken against them within five (5) days of the disciplinary action. All appeals shall be made as a grievance in accordance with this section.

The corrective action process will not always commence with a verbal counseling or include a sequence of steps. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. Consideration may be given to the seriousness of the offense, your intent and motivation to change the performance, and the environment in which the offense took place.

The above are *only examples* of possible corrective action(s) that may or may not occur.

CAUSES FOR WARNING, SUSPENSION OR DISMISSAL

When an employee's conduct falls below acceptable standards, he/she may be subject to disciplinary action. General reasons for which an employee may be disciplined include:

(a) Drinking intoxicating beverages or use of debilitating drugs on the job or arriving on the job under the influence of intoxicating beverages or debilitating drugs.

- (b) Violation of a lawful duty.
- (c) Insubordination or violation of established orders, policies, or directives.
- (d) Breach of discipline.
- (e) Being absent or tardy without authorization or habitual absence or tardiness.
- (f) Misconduct, including dishonesty or falsification of records.
- (g) Being adjudged guilty of a crime which brings discredit to the City or hinders the employee's ability to perform in their job capacity.
- (h) Accepting fees, gifts, or valuable consideration in performance of the employee's official duties for the City.
- (i) Inability to perform the assigned job.
- (j) Refusal or failure to report for work or to perform assigned duties.
- (k) Failure to maintain professional, effective working relationships with other employees.
- (l) Offensive conduct or language towards the public or the employees.
- (m) Refusal to seek treatment or resolution of personal problems which affect work performance including but not limited to: emotional or family problems, drug abuse or addiction to alcohol.
- (n) Excessive or unauthorized personal use of City equipment.
- (o) Discussion of confidential City business with unauthorized persons.
- (p) Refusal to report in an official emergency.

Pre-termination and pre-suspension rights. Any employee, other than during the initial probationary period, who is being considered for suspension without pay (non-exempt employees only) or dismissal from employment, shall be afforded the following pre-termination or pre-suspension rights:

- (a) Written notification of the charges.
- (b) Written notification of the kinds of sanctions being considered.
- (c) An informal opportunity to refute the charges either orally or in writing prior to the decision to suspend or terminate 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 is not satisfactorily settled with the employee by the City Manager, the employee may present the written grievance to the City Council within five (5) working days after the City Manager's response is given. The City Council shall meet with the employee, the immediate supervisor, the department head and the City Manager. At this time all information accumulated to date on the grievance shall be presented. The City Council shall reply in writing within fifteen (15) working days of the presentation. The decision of the City Council will be final and binding on all employees.

(g) 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.

PAY ADMINISTRATION

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.

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

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.

ANNIVERSARY DATE

The anniversary date of any employee may be adjusted to reflect a reclassification which does not occur on the hire-date anniversary of the employee.

ATTENDANCE

Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leave of absence. An employee shall not be absent from work for any reason, other than those authorizing sick leave, without making prior arrangements with their supervisor. Unless prior arrangements are made, an employee who for any reason fails to report to work shall immediately notify his/her supervisor of the reason for being absent.

The City Recorder 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.

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 certifications that enhance the employee's knowledge and performance related to their specific job description. Prior to obtaining additional certifications, consult with your supervisor to discuss if the certification enhances your ability to perform your required job duties and would warrant an additional step increase. If a step increase is authorized, it will be your supervisor's responsibility to submit a signed payroll status change form to the City Recorder upon completion of your certification. No additional increase may be awarded if an employee has already reached the highest step on their pay scale.

To the extent allowed by law, information pertaining to your rate of pay and increases in pay, if any, is deemed to be a confidential personal matter between you and your manager and we request that you exercise great discretion and care regarding any discussion about pay.

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. This policy applies to non-union employees. 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 the City Recorder 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 pro-rated for any leave without pay status during the pay period.

PAYDAYS

You will be paid twice monthly. 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.

PAYROLL DEDUCTIONS

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.

SALARY ADVANCES

As a matter of policy, the City of Umatilla does not provide advance payments of salary.

DELIVERY OF PAYCHECKS

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.

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 his/her designee, will review and approve time records each pay period. If an error is to be corrected or time clarified, the employee should notify his/her supervisor during the review process. Your electronic or written signature on 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 complete Absence forms and submit the requests to their supervisor for approval; any absence from the office should be coordinated with supervisors.

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. Final paychecks will be paid via direct deposit unless otherwise requested by the terminating employee. 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.

Exempt 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.

HOURS OF WORK AND WORK SCHEDULES

CITY OF UMATILLA OFFICE HOURS

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. After completion of the six month probationary period, the City Manager may approve a Flex Schedule for office employees which provides for extended work days, resulting in a three day weekend every other week.

The supervisor schedules specific work hours for individual employees. Typically, employees will work from 8:00 AM to 5:00 PM, with one hour for lunch. 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

Meal and rest periods will be provided for you according to Federal and State law. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor is obtained prior to the scheduled meal break. If you are a non-exempt employee and you are required to work during your meal period, you will be paid for your meal time. If an employee frequently works through a meal and/or rest period without supervisor approval, the employee may be subject to disciplinary action, up to and including termination. These provisions do not apply to exempt positions, as there are not any required meal and rest periods for such positions.

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. 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 his/her 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 overtime for non-exempt employees is authorized by the department head, 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 (1-1/2) times the hours worked. The hourly pay rate shall be determined by dividing the monthly salary by 173.33 hours.

Compensatory (Comp) Time, in lieu of paid overtime, 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. An employee who desires comp time off shall arrange a time that is mutually agreeable between the employee and supervisor. 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 – five (5) personal leave days – per fiscal year. The personal leave days are not reimbursable financially and do not carry over from one fiscal year to the next.

PUBLIC WORKS ON-CALL POLICIES

Employees who are on-call shall receive compensation at the rate designated by the pay scale. In addition, if the employee is called out, they shall be compensated with overtime pay, which will be computed at 1.5 times the overtime hours. All call outs between the hours of 9:00 pm and 4:00 am shall be compensated with a minimum of 2 hours overtime pay. Employees who are on-call shall take home a City vehicle to use for the weekend. Such vehicle can be used for normal daily activities as approved by the Public Works Director.

All work, as defined in the hours of work policy, whether in or out of the office, must be recorded on time sheets. This includes time worked while connected remotely to the City of Umatilla's technology systems.

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.

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 Finance Director.

DRIVING WHILE ON BUSINESS

Employees using a private vehicle 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 as soon as possible

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 State of Oregon's DHS Form 2404 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 on DHS Form 2404.

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.

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 the City Recorder.

The City pays 100% of the premiums for medical, dental and vision insurance for the employee and 1 dependent. For family coverage of medical, dental and vision insurance, the City will pay 60% of the difference between family coverage and employee plus 1 dependent. The employee must notify the Payroll Clerk 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 (\$400), employee +1 (\$800), or employee +2 or more (\$1,200).

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.

PERS (PUBLIC EMPLOYEES’ RETIREMENT SYSTEM) BENEFIT

As participants in the PERS system, your designation as a Tier I, Tier II, or OPSRP member will depend on your prior PERS service and PERS rules.

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.

For more information on PERS membership, contact their Customer Service line: 1-888-320-7377 or

503-598-7377, Monday – Friday between the hours of 8:30 a.m. and 5:00 p.m.

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 who work twenty (20) or more hours per week on a continuing basis 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. Unless otherwise stipulated, spontaneous leave such as this will not benefit the vacation banks of employees already using paid leave when such time-off is awarded. An employee who is on paid leave of absence, including leave due to an occupational injury, shall be entitled to the paid holiday.

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 and approval of the City Council.

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 |

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. All accruals begin at the date of hire, and after completion of six (6) probationary months, accruals are credited as Vacation Leave and may be taken with manager approval. No vacation time will be authorized during the probationary, 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 |
|--------------------------|------------------------------------|---------------------------------|
| Hire Date to 3 years | 6.67 | 80 |
| 3 years to 5 years | 10 | 120 |
| 5 years to 10 years | 11.67 | 140 |
| 10 years plus | 13.33 | 160 |

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, make a cash payment for not more than one week's vacation credit. Vacation credit for which payment is made shall be canceled. Carry over beyond 250 hours may be considered at the discretion of the Department Head or City Manager.

Once per fiscal year, any employee may "sell-back" for cash payment up to 80 hours of accrued vacation time per fiscal year provided the employee requests an equivalent amount of vacation time off to be taken at a fixed, mutually agreeable time within the fiscal year in which the check for time is received and earned. "Sell-back" requests may not be for more than 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 if the employee returns to work on the first day thereafter, or is granted additional leave.

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 manager. 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.

SICK LEAVE BENEFIT

All regular, full-time employees shall be entitled to one working day 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 with pay can be granted only upon the approval of the 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.

For each quarter in which no sick leave is used, an employee may convert eight (8) hours of sick leave into vacation time or cash. Sick leave converted to vacation time will be credited at the end of each quarter. If sick leave is converted to cash, pay will be at the employee's hourly rate at the time of accrual. Employees selecting this option will be paid on the check following the end of each quarter.

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.

You must use accumulated sick leave in conjunction with income protection plans or other sources of disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

You are expected to notify your supervisor of absence due to illness or injury at the beginning of each workday during your absence. Exceptions to this include a serious accidental injury, hospitalization, or when it is known in advance that you will be absent for an extended period of time.

A Medical Release Statement and Fitness for Duty Examination may be requested for review before you return to work in certain situations.

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

Separation from Employment with the City

Compensation for accrued sick leave shall be allowed for any 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 days of unused, earned sick leave time. This amount will be reduced on a day-for-day basis by 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 Council. 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 application for such leaves, such sick leave shall be canceled and the employee's services terminated.

Employees who are found to have abused the City of Umatilla's sick leave policy may be subject to disciplinary action, up to and including termination

OTHER LEAVES OF ABSENCE

The City of Umatilla recognizes that our employees may encounter many situations that require a temporary but extended absence from work. We offer several different types of leaves of absence for that purpose.

The type of leave may determine which employees are eligible and what procedure is to be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits and reinstatement rights also vary according to the type of leave you are requesting. Each of these leaves is discussed below.

Leave of Absence Without Pay

A regular employee may be granted a leave of absence without pay for a period not to exceed ninety (90) days, provided such leave can be scheduled without affecting the operation of the City. The request for leave of absence without pay shall be made in writing to the City Manager and Department Head for approval or rejection at least thirty (30) days prior to the requested commencement of said leave. Persons on leave of absence shall not accumulate sick leave or vacation time except as required by Oregon law.

Family Medical Leave may be taken pursuant to State and Federal Law. The City will first exhaust in order the employees accrued compensatory time, vacation leave and accrued sick leave.

Military Leave of Absence

In accordance with Federal and State law, employees who have completed six (6) months of service and are members of the National Guard or other reserve components of the United States, are entitled to paid military leave of absence for a period not to exceed fifteen (15) calendar days or eleven (11) working days in any calendar year. Such leaves are granted without impairment of other rights or benefits, providing bona fide orders to active or training duty for a temporary period are issued and providing the employee returns to his/her position immediately upon expiration of the period of duty. Leave without pay is allowed upon entering military for extended periods of active duty.

Jury Duty

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.

Religious Observances Leave and Accommodation Policy

The City of Umatilla respects the religious beliefs and practices of all employees. The City of Umatilla will make, upon request, an accommodation for such 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 the Finance & Administrative Services Director.

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

City employees are not eligible to use FMLA leave because of the City of Umatilla's small size.

OFLA requires employers to notify employees in writing of his/her eligibility to take family leave within 5 business days of a request to leave or the acquisition of enough information to determine that leave may be for a qualifying purpose. If, employees are granted OFLA, they are entitled to 12 weeks within any one-year period.

For more information, please contact the City Recorder.

The OFLA policy allows a leave of absence for an employee with a "serious health condition" or to care for a family member with a serious health condition. For more information about a serious health condition, please go to the following websites:

<http://www.dol.gov/whd/regs/compliance/1421.htm#2f>

http://www.oregon.gov/boli/TA/pages/t_faq_oregon_family_leave_act_01-2011.aspx

The City of Umatilla complies with all medical confidentiality laws, including the Genetic Information Non-Discrimination Act (GINA).

Leave may also be granted for pregnancy disability, the birth or adoption of a child, the placement of a foster child, the care of a sick child, bereavement, and in some circumstances, leave may be available for military families.

Bereavement Leave

If eligible, an employee may take Bereavement Leave for up to two weeks, for one or more of the following reasons:

Attending a funeral (or alternative) of the family member;
Making arrangements necessitated by the death of a family member; or
Grieving the death of a family member.

Employees are not required to take concurrent leave for multiple deaths. Eligible employees with the same family member, may take concurrent leave.

Bereavement Leave should be completed within 60 days after the date on which the employee receives notice of the family member's death.

If an employee begins Bereavement Leave without prior notice, the employee is required to provide oral notice within 24 hours of taking leave. Written notice should be provided within three days of returning to work. Failure to provide appropriate notices, will not affect the Bereavement Leave length.

The City of Umatilla provides up to five (5) paid days of bereavement leave per incident. If you are taking OFLA Bereavement Leave, then you are required to use paid bereavement leave before using accrued vacation leave, sick leave, or comp time.

For OFLA purposes “Family member” includes an employee’s spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in place of a parent. The term also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner.

Eligibility for Leave

You are eligible for OFLA leave if you have worked for the City of Umatilla at least 180 days and have worked an average of 25 hours per week in the 180 days before the leave begins.

For parental leave under OFLA, you only need to have worked 180 days prior to when the leave begins; there is not a minimum number of hours worked requirement.

Length of Leave

Typically, an eligible employee is entitled to up to 12 weeks of OFLA leave in any twelve-month period. However, there are some circumstances that may entitle an employee to additional leave; for more information, please contact the City Recorder.

The time off may be taken in full, intermittent, or reduced time increments, to the extent allowed by law. The City of Umatilla tracks leave using the smallest increment of time used for other forms of leave, subject to a one-hour maximum.

The amount of time will be determined after the City of Umatilla reviews your physician's recommendation and the applicability of OFLA laws. Due to the complexity of the laws, please contact the City Recorder for information specific to your situation.

When you request leave, the City of Umatilla determines how much leave you have available by using a fiscal year of July 1st to June 30th.

Workers' Compensation and OFLA

Workers' compensation time loss may not be deducted from available OFLA hours.

Exception: If you are on workers' compensation time loss, and refuse an offer of light-duty employment, then the City of Umatilla may deduct the time loss after this refusal, from available OFLA hours.

Request Procedure

In situations where the need for medical leave is foreseeable, you are expected to give thirty (30) days written notice. You must also complete and deliver the Notice for Family Medical Leave form and the Health Care Provider Certification as soon as possible, but no later than fifteen (15) days from the requested leave date. If you are unable to bring this information to the City Recorder, the City Recorder may complete and submit the necessary paperwork on your behalf, with your permission.

If you are taking family and medical leave to care for a family member with a serious health condition or adoption or placement of a foster child, proof of the relationship may be required.

Pay While on Leave

You will be required to use any accrued vacation, sick leave, comp time, or other paid leave available to you during your family medical leave. You may choose which type of your accrued leave you want to use. When all accrued leaves (vacation, sick, comp time) are exhausted, the balance of the eligible leave time will be unpaid, except as required by law.

Full or partial absences for exempt employees may be deducted accordingly from available leave balances. Once all accrued leave is exhausted, **full day absences may be deducted** from salary, as allowed by law. Paid and unpaid leave combined usually will not exceed 12 weeks.

Status of Benefits

The City of Umatilla will continue to pay our share of your health insurance premiums during family paid medical leave under OFLA. Employees are required to pay the full premium for **unpaid** OFLA leave.

You are responsible for paying your share of health insurance premiums prior to the due date of the premium payment. Premium payments must be received by the due date or coverage may be discontinued.

Vacation and sick leave, will not continue to accrue during periods of **unpaid** OFLA leave. You will not receive holiday pay for any observed holidays that occur during an **unpaid** OFLA leave.

Reinstatement

At the end of OFLA leave, you are entitled to return to your former job, reinstated with all rights and benefits, pay and other terms and conditions of employment. If your job position has been eliminated, you are entitled to return to an equivalent position if one is available.

Prior to reinstatement, you may be required to present a doctor's release to work. If so, you will not be allowed to return to work until you have provided the release. The City of Umatilla may require you to participate in a fitness-for-duty exam (at no out of pocket cost to you) if it is job-related and consistent with business necessity.

Working a reduced number of hours may be permitted, if approved by the City of Umatilla, and only if such leave is determined to be medically necessary and supported by medical documentation.

Military Family Leave

Oregon Military Family Leave (OMFLA)

If you work an average of twenty (20) hours per week, regardless of how long you have worked for the City of Umatilla, you may be eligible for this leave. The OMFLA provides spouses and same-sex domestic partners of armed service members with "fourteen (14) days of unpaid leave each time your spouse or same-sex domestic partner is deployed" for military service.

In order to take this leave, you must give notice within five (5) days of receiving official notice of your spouse's deployment. The fourteen (14) days count against your twelve (12) week OFLA allotment for the year; this means the days are included in, not in addition to, the twelve weeks of family leave available under OFLA. Since the fourteen (14) days is "per deployment," this leave may span more than one OFLA leave year.

Upon completion of OMFLA, you are eligible to be restored to employment in the position held at the beginning of the leave. The City of Umatilla will not tolerate retaliation or discrimination against employees who request or use OMFLA leave.

The City of Umatilla's Point of Contact for Filing an OFLA/OMFLA Complaint:

Please contact the City Recorder with any complaints you may have.

OTHER BENEFITS

Credit Union

The City of Umatilla provides for an optional payroll deduction to a credit union.

Unemployment Insurance

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

Accident and Injury Reporting

In cases of accidental occupational injury or illness of any employee, all injuries or illnesses must be reported to your department head immediately, regardless of severity using the Employee Accident/Incident Report Form. If you are going to seek treatment, please remember to complete an 801 Form. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may affect or delay the payment of any benefits to you and could subject the City of Umatilla to fines and penalties.

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 department heads, injured employees and their treating physicians, the City of Umatilla's management, and our workers' compensation claims staff.

Through this team effort, we hope to help our employees recover and return 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 such a job for a reasonable period of time (usually 6 months or less) 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. While you are on modified or transitional work, you are still subject to all the usual rules and procedures.

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

Worker's Compensation Time Loss Injury and Salary Continuation

All employees are covered by a Worker's Compensation plan for accidental injury arising out of and in the course of employment. Employees will be provided all benefits and rights in conformance with applicable Oregon law.

The City will pay your regular pay while you are incapacitated for a period of not more than three (3) calendar months. Any amounts received from compensation insurance must be remitted to the City as soon as they are received.

If the period of incapacitation caused by an accidental occupational injury or illness exceeds three (3) calendar months, you may apply for sick leave, vacation, or leave of absence without pay to cover such additional period of incapacity.

In the event that the period of incapacitation lasts six (6) months, you must return all City-owned property.

Following twelve (12) months of being unable to work due to a compensable injury or illness, you will have the option of receiving the cash equivalent for all accrued paid leaves, if any, or retaining those accruals with the cash out options provided elsewhere in this resolution. After twelve (12) months you will no longer accrue paid leaves, benefits or seniority. The City will continue to offer group health insurance to you consistent with law.

While you are not working due to a compensable injury or illness, you will still receive any general salary adjustments approved by the City Council and continue your eligibility for any salary step increases pursuant to the *Step Increases* section outlined on page 33. If you are absent due to a compensable injury or illness for over six (6) months during the review year, you will receive the step increase as long as your performance during the review year preceding the absence was satisfactory. When you return from a compensable injury or illness related absence, you will retain all accruals of paid leave which were accrued before the absence and not exhausted or cashed out during the absence and will retain the seniority accrued prior to being placed on unpaid leave.

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 his/her 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 his/her designee has sole and final discretion to determine whether courses or expenses qualify for this program and to determine exceptions.

Longevity Bonus

Long term employees will be awarded forty (40) hours of personal leave on the 10th year of continuous employment and every 5th year afterwards. The personal leave days are not reimbursable financially and must be used within one year of the employee’s anniversary date.

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.

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 his/her 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.

The City of Umatilla may use drug or alcohol testing as part of its investigation of an altercation, accident, (or near-miss incident), employee's irrational/inappropriate behavior, or on-the-job driving under the influence (DUI) as provided by law. Reasonable suspicion of employee use of drugs or alcohol shall be based upon any of the following:

- (a) Observed abnormal behavior or impairment in mental or physical performance (for example, slurred speech or difficulty walking);
- (b) An on-the-job occurrence where there is evidence to indicate the occurrence was in whole or in part the result of the employee's actions or inactions and the employee exhibited behavior or in other ways demonstrated that he/she may have been using drugs or alcohol or was under the influence of drugs or alcohol;
- (c) An on-the-job incident, such as, but not limited to, a medical emergency that is likely to be attributable to drug or alcohol use by the employee;
- (d) Direct observation of behavior exhibited by the employee which may render the employee unable to perform his or her duties or which may pose a threat to safety or health;
- (e) The opinion of a medical professional;
- (f) Information from an identified, reliable source that the employee may be using illegal drugs or may be under the influence of drugs or alcohol at work;
- (g) Direct observation or physical evidence of illegal drug use or alcohol use on the job by the employee; or
- (h) A documented pattern of attendance problems over a reasonable period of time that is likely to be attributable to drug or alcohol use.

Employee testing will be at City expenses. Analysis of such tests will be done at a licensed clinical laboratory and will utilize the best available technology as indicated by ORS 438.435. If an employee indicates at the time a sample is taken that the employee wished to have a portion of the sample preserved for possible future testing, to confirm or refute results, and to the extent such preservation and testing is technically feasible, the sample shall be split and a portion preserved for such purposes. Such additional confirming tests shall be at the employee's expense, at a licensed clinical lab, under procedures approved by the City. If such confirming tests demonstrate an error in the initial test, the cost of the confirming test shall be borne by the City. Blood alcohol or alcohol breathalyzer test will be conducted as specified in ORS 659.225. Failure to consent to testing or positive test results is grounds for termination of employment.

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.

In the event an employee encounters work or personal problems related to his/her use of alcoholic beverages, drugs, or other controlled substances, he/she is encouraged to seek appropriate medical care or counseling. A list of sources for such help is available from the City. The parties stand ready to assist in counseling or rehabilitation efforts wherever appropriate.

As an option to discharge, the first time an employee tests positive, that employee may be suspended without pay in order to voluntarily enroll in, and successfully complete, a professionally administered counseling, treatment or rehabilitation program. 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. The employee should check on availability of group medical insurance coverage.

The confidential nature of these matters will be respected in the administration of these procedures.

SMOKING/TOBACCO USE IN THE WORKPLACE

The City of Umatilla complies with all laws prohibiting smoking in public buildings. The City of Umatilla believes that smoking is a danger to health and is a cause of material annoyance and discomfort to those who are present. As a result, tobacco use is prohibited anytime employees are in public view representing the City. Smoking and the use of other tobacco products is not permitted inside any City facility, office, or vehicle. It shall be the responsibility of each employee to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

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 or member of the public against another person's life, health, well-being, family, or property will be dealt with in a zero tolerance manner by the City of Umatilla.

Should situations occur which present a risk of harm to employees and others, all employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the City of Umatilla or which threaten the safety, security or financial interests of our organization. Employees should make such reports directly to their department head and the City Manager, or Human Resources Representative. Employees should dial 911 if they believe there is a serious threat to their safety and health or that of others.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. The City Manager or his designee will notify the reporting employee of any action taken in response to the report.

The City of Umatilla may conduct an investigation of a current employee where the employee's behavior raises concerns about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. 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, voice mail systems and computer systems.

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.

SEPARATION FROM EMPLOYMENT

Separation from employment with the City of Umatilla occurs when an employee voluntarily resigns, retires, is laid off, or is discharged.

RESIGNATION

To resign in good standing, an employee shall give the City Manager and/or department head notice of not less than ten (10) working days prior to the resignation, unless the City Manager or department head agrees to permit a shorter period. The notice of resignation shall be in writing and should indicate the anticipated last day of work as well as reasons for the resignation. The employee may only withdraw a resignation at the discretion of the City of Umatilla.

Employees who miss three (3) or more consecutive work days without contacting the City of Umatilla, are typically considered to have voluntarily terminated their employment.

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.

DISCHARGE

All employees are hired at the City of Umatilla for an indefinite period of time and may be discharged at any time, with or without reason or notice. Our philosophy and general practice is to provide employees who have completed the initial probationary period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented. Some of the ways the City of Umatilla offers you an opportunity to correct performance and conduct problems are verbal counseling, written warning, and suspension with or without pay for a designated period of time, and dismissal. (See the "Corrective/Disciplinary Action" section of this handbook.) Nothing in this paragraph precludes the City of Umatilla from exercising its options as an at-will employer, so employees should not assume that the City of Umatilla will progressively work through the methods listed to help you improve your performance.

Before reaching a final decision to discharge an employee, the City of Umatilla typically follows "due process" for employees covered by due process requirements (not all positions have due process rights). For positions covered by due process, this means the affected employee will be told in writing why termination is being considered, and the employee will be offered an opportunity to respond to the written notice.

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.

RETURN OF CITY PROPERTY

The employee must return all City property in possession by the last day of employment. City property includes such items as credit cards, keys, ID cards, cellular phones, tools, software, computer disks, this Handbook, and any other items belonging to the City of Umatilla.

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

Each employee is expected to acknowledge the receipt of this handbook by signing an Acknowledgement of Receipt in the following form:

1. I have received a copy of the City of Umatilla's employee handbook.
2. I understand that I am responsible for becoming and remaining familiar with the policies, procedures, requirements, and other information contained in the handbook.
3. The policies, procedures, requirements, and other information contained in the handbook may be modified or deleted, and others may be added, at any time.
4. I understand that I will receive notice of any significant change(s) in the employee handbook.
5. This handbook supersedes all prior statements of the City of Umatilla which conflict or may conflict with it. I understand that any conflicting prior statement is superseded.
6. This handbook is not a contract. Neither the handbook's statements of City of Umatilla policies, procedures, requirements, and other information, nor any representations made by any management representative at the time of hire or at any time during employment, are to be interpreted as a contract between the City of Umatilla and any employees, unless expressly so stated in writing signed by the City Manager.

Employee Signature

Date

Employee Name (Please Print)

Date

CITY OF UMATILLA, OREGON

AGENDA BILL

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Agenda Title: First Reading of Ordinance No. 853- AN ORDINANCE VACATING A PORTION OF "G" STREET RIGHT-OF-WAY IN THE CITY OF UMATILLA, UMATILLA COUNTY, OREGON | Meeting Date: 2022-03-01 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|

| | | | |
|---------------------------------------------|-----------------------------------|---------------------------------------|----------------------|
| Department: Community Development | Director: Brandon Seitz | Contact Person: Jacob Foutz | Phone Number: |
|---------------------------------------------|-----------------------------------|---------------------------------------|----------------------|

| | |
|--------------------------------|-------------------------------------------|
| Cost of Proposal: NA | Fund(s) Name and Number(s): N/A |
| Amount Budgeted: NA | |

| | |
|----------------------------------------------|--------------------------------------------------|
| Reviewed by Finance Department: No | Previously Presented: February 1, 2022 |
|----------------------------------------------|--------------------------------------------------|

Attachments to Agenda Packet Item:

[Ordinance 853.docx](#)

[SV-1-21 Nobles Report and Decision.docx](#)

[SV-1-21 Notice Map.pdf](#)

[Vacation of G Street legal description.pdf](#)

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary Statement: The Council approved Nobles Street Vacation SV-1-21 at their February 1, 2022, council meeting. Ordinance 853 will initiate the vacation of 10 feet of undeveloped portion of "G" street right-of-way situated South of 8th Street as approved by Nobles Street Vacation SV-1-21. Staff recommends a motion for a first reading by title only of Ordinance No. 853. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

ORDINANCE NO. 853

AN ORDINANCE VACATING A PORTION OF “G” STREET RIGHT-OF-WAY IN THE CITY OF UMATILLA, UMATILLA COUNTY, OREGON

WHEREAS, Clyde Nobles, owner of property in Umatilla, petitioned the City of Umatilla through street vacation application SV-1-2021 to initiate the vacation of 10 feet of an undeveloped portion of “G” Street right-of-way situated South of 8th Street, identified on the Umatilla County Assessor’s map 5N2817BD as “G” Street; and

WHEREAS, staff posted ‘Notice of Street Vacation’ signs conspicuously at both ends of the portion of “G” Street proposed for vacation at least 14 days prior to the Planning Commission hearing, in accordance with ORS 271.110(2); and

WHEREAS, the petitioners submitted signed Consent to Vacation forms from two-thirds of the owners of property within the affected area defined in ORS 271.080(2), which included all property owners abutting the right-of-way proposed to be vacated; and

WHEREAS, in accordance with ORS 271.110, the City of Umatilla Planning Department published notice of Planning Commission and City Council public hearings for SV-1-2021 in the City’s newspaper of record, the East Oregonian, once on January 11, 2022 and once on January 18, 2022, and mailed notice of the public hearings to all individual property owners within the affected area defined in ORS 271.080(2); and

WHEREAS, the Umatilla City Planning Commission held a public hearing on January 25, 2022 to consider petitioners’ request, SV-1-2022, to vacate the aforementioned 10-foot portion of “G” Street, and recommended approval of the request to the City Council; and

WHEREAS, the Umatilla City Council held a public hearing on February 1, 2022 to consider the Planning Commission’s recommendation and adopted the Planning Commission’s findings and conclusions for SV-1-2021 as its own in approving the petitioners’ request.

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

Section 1. **Vacation.** The following described real property is hereby vacated subject to easements recorded or unrecorded, for municipal, private and public utilities over and across the premises now being vacated, if any such exist:

A 10.00-foot portion lying South of the Southerly Right of Way of 8th Street along and adjacent to Lot 1, Block 101 of Wardwell's Addition to the City of Umatilla, Oregon, being 94.00 feet long consistent with the depth of the Lot 1 & Block 101 of said Wardwell's Addition.

Section 2. **Title to vacated area.** The title to the property described in Section 1 and vacated by this ordinance shall vest in the owner(s) of the land abutting the vacated property as provided in ORS 271.140, subject to the above conditions and any other condition, easement, restrictions or right-of-way of record.

Section 3. **Ordinance to be filed.** A certified copy of this ordinance shall be filed for record with the Umatilla County Records Office, the Umatilla County Assessor and the Umatilla County Surveyor.

Section 4. **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 _____ day of March, 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 March, 2022.

Mary Deidrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder



City of Umatilla CITY COUNCIL
REPORT AND DECISION
for
STREET VACATION SV-1-21

DATE OF HEARING: January 25, 2022, February 1, 2022

REPORT PREPARED BY: Jacob Foutz, Senior Planner

I. GENERAL INFORMATION AND FACTS

Applicants: Clyde Nobles
650 Monroe Street
Umatilla, Oregon 97882

Type of Review: Petition for Street Vacation of Public Street

Area Requested for Vacation: Vacate 10 feet of the East side of G street running South of 8th street.

Adjacent Land Use(s): Surrounding Land Use is DR Downtown Residential Consisting of Developed and Undeveloped Residential Lots

II. NATURE OF REQUEST/APPLICABLE STATE REGULATIONS; COMPREHENSIVE PLAN AND ZONING ORDINANCE PROVISIONS

The applicant in this matter, Clyde Nobles, seek approval of a street vacation for an undeveloped 10-foot portion of G Street. Because the City of Umatilla does not have review standards or procedures adopted as part of its municipal code, the City must follow the requirements under ORS chapter 271 for considering a request to vacate a street or public way. To the extent that any Comprehensive Plan policies or provisions apply to the request, such as the street being identified as a necessary component of the transportation system plan, such factors must be considered when deciding whether to approve or deny the request. Under ORS chapter 271, approval or denial of a request for a street vacation is not a land use decision and cannot be appealed as such. However, pursuant to ORS 271.130(4) any property owner affected by a decision approving a vacation may appeal the City's decision to circuit court.

III. Analysis

ORS Chapter 217

ORS Chapter 271 addresses the requirements and procedures for any person seeking to vacate a street and the review standards on which a decision to approve or deny a request must be based. The criteria applicable to this request are shown in underlined text and the responses are shown in standard text. All of the following criteria must be satisfied in order for this request to be approved.

ORS 271.080 Vacation in incorporated cities; petition; consent of property owners.

- (1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefor setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.
- (2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted. In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply. The consent of the owners of the required amount of property shall be in writing.

Findings: The applicant submitted a street vacation request petitioning the City to vacate a 10' portion of G Street. The applicant owns the property on both sides of G street and intends to establish detached single-family dwellings on the east side of G street.

City staff mapped and identified the abutting property and the affected properties as defined by ORS 271.080(2). The applicant submitted valid written consents to vacation forms for 19 of the 28 the property owners within the affected area. The amount of property from the consenting property owners is 1,798,403 sqft, and the total amount of real property affected is 1,855,722 sqft.

Conclusion: The applicant petitioned the City for the proposed street vacation and submitted the written consent of all of the abutting property owners and not less than two-thirds of the affected property owners.

ORS 271.110 Notice of hearing.

- (1) The city recorder or other recording officer of the city shall give notice of the petition and hearing by publishing a notice in the city official newspaper once each week for two consecutive weeks prior to the hearing. If no newspaper is published in such city, written notice of the petition and hearing shall be posted in three of the most public places in the city. The notices shall describe the ground covered by the petition, give the date it was filed, the name of at least one of the petitioners and the date when the petition, and any objection or remonstrance, which may be made in writing and filed with the recording officer of the city prior to the time of hearing, will be heard and considered.
- (2) Within five days after the first day of publication of the notice, the city recording officer shall cause to be posted at or near each end of the proposed vacation a copy of the notice, which shall be headed, "Notice of Street Vacation," "Notice of Plat Vacation" or "Notice of Plat and Street Vacation," as the case may be. The notice shall be posted in at least two conspicuous places in the proposed vacation area. The posting and first day of publication of such notice shall be at least 14 days before the hearing.
- (3) The city recording officer shall, before publishing such notice, obtain from the petitioners a sum sufficient to cover the cost of publication, posting and other anticipated expenses. The city recording officer shall hold the sum so obtained until the actual cost has been ascertained, when the amount of the cost shall be paid into the city treasury and any surplus refunded to the depositor.

Findings: The City's official newspaper for providing public notice is the East Oregonian. The City published a notice of the application for the proposed street vacation in the East Oregonian on January 11, 2022 and January 18, 2022. On January 11, 2022, the City posted a public notice of street vacation signs at each end of the area proposed to be vacated. The initial hearing before the City Planning Commission will be held on January 25, 2022.

The applicant paid a \$300.00 application fee for a proposed street vacation. The City will include a condition of approval to invoice the applicant for the remained of the cost incurred by the City as a result of publishing the required notices.

Conclusion: The City published in the East Oregonian notice of the proposed street vacation once each week for two consecutive weeks prior to the hearing and posted public notice of street vacation signs at each end of the area proposed to be vacated. The City will impose a condition of approval that the applicant must reimburse the City for the difference between the amount paid and the total cost incurred by the City.

ORS 271.120 Hearing; determination

At the time fixed by the governing body for hearing the petition and any objections filed thereto or at any postponement or continuance of such matter, the governing body shall hear the petition and objections and shall determine whether the consent of the owners of the requisite area has been obtained, whether notice has been duly given and whether the public interest will be prejudiced by the vacation of such plat or street or parts thereof. If such matters are determined in favor of the petition the governing body shall by ordinance make such determination a matter of record and vacate such plat or street; otherwise it shall deny the petition. The governing body may, upon hearing, grant the petition in part and deny it in part, and make such reservations, or either, as appear to be for the public interest.

Findings: The required consent of two-thirds of the owners within the affected area and public notice requirement were addressed and found to be met. In order to complete review of this provision, the City must decide whether the “public interest will be prejudiced by the vacation” if approved, and whether any reservations are necessary to protect the public interest.

Conclusion: Based on the evidence submitted with the application, and staff analysis of the potential effects to adjacent and nearby properties that could result from vacating the section of G Street proposed by the applicants, it does not appear the public interest will be prejudiced by the vacation. To ensure the public’s interest is best served and to avoid potential conflicts as future development of the area occurs, the applicants will be required to submit a survey map, prepared by an Oregon Registered Professional Land Surveyor, showing the vacated area and the location of the existing sewer line with easement language acceptable to the City.

B. City of Umatilla Comprehensive Plan

To the extent that any Comprehensive Plan policies, transportation system plans or other plan provisions apply to the area proposed for vacation, the City must give consideration to those in determining whether the public interest will be prejudiced or whether any reservations are necessary.

Findings: City staff reviewed the pertinent portions of the Comprehensive Plan, most notably Goal 11 (Public Services and Facilities) and Goal 12 (Transportation). The City has an existing sewer line located in G Street. The existing sewer line is included as part of the Comprehensive Plan inventory of the City’s sewer system. If the City approves the proposed street vacation, the sewer line will remain in the portion of ROW that is City owned.

Conclusion: No Comprehensive Plan or implementing provisions of the Plan will be adversely affected by approving the 10’ vacation of G Street.

IV. SUMMARY AND RECOMMENDATION

The applicant, Clyde Nobles, has met the procedural requirements for their request to vacate a 10’ portion of G Street. In addition, the City finds the area proposed to be vacated is not needed by the public.

Therefore, based on the information in Sections I and II of this report, and the applicable State and City regulations, findings of fact and conclusions contained in Section III, the Umatilla City Council approves of this request, SV-1-21, to vacate a portion of G Street subject to the conditions under Section V of this report.

V. CONDITIONS OF APPROVAL

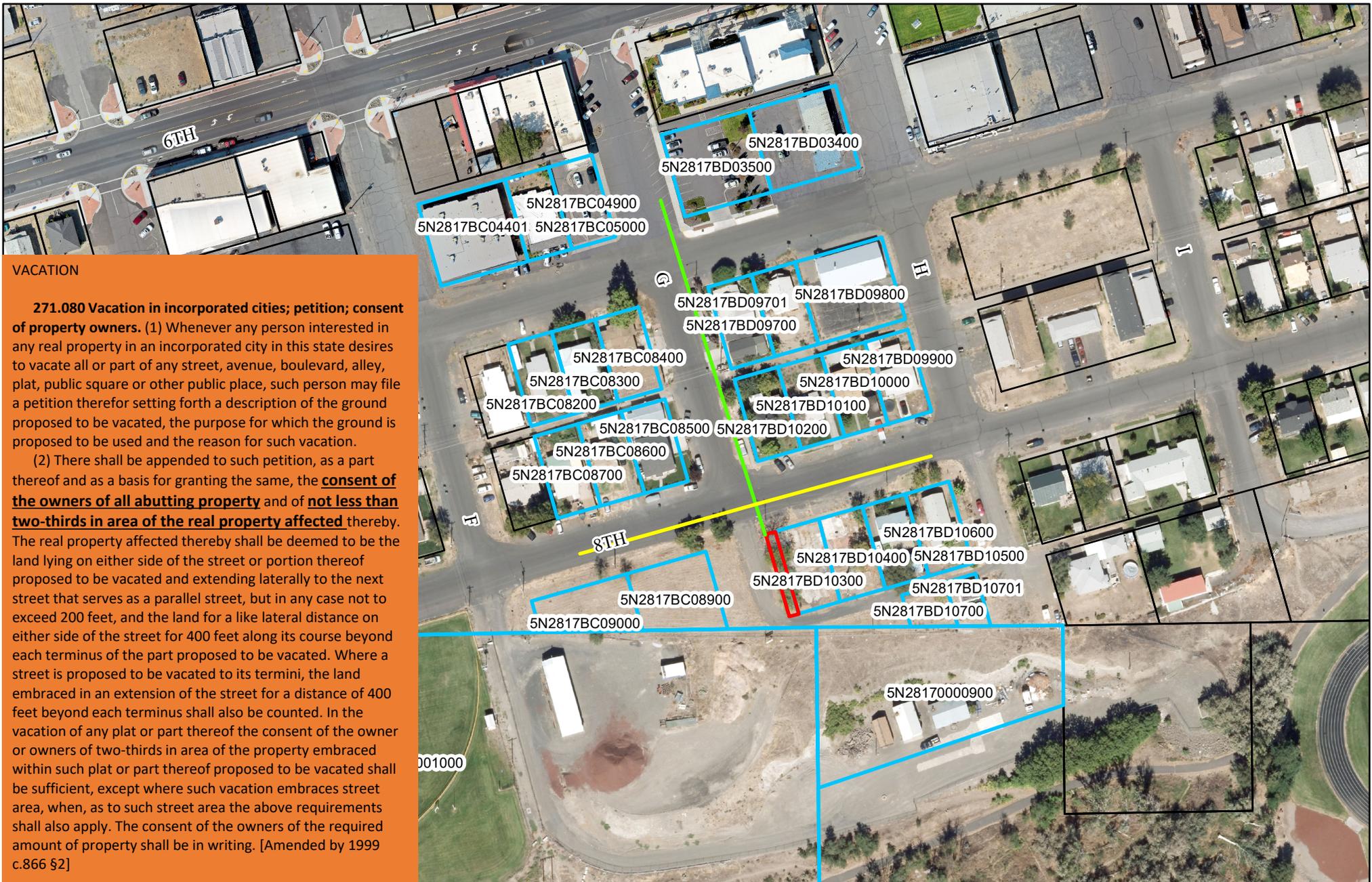
1. The applicant must reimburse the City of Umatilla for all costs in excess of the \$300.00 application fee related to publishing and providing public notice of the proposed street vacation, and for recording the subsequent ordinance with the Umatilla County Records Office.

2. The applicants shall have one year from the date of this approval to complete all subsequent requirements for recording the ordinance adopted by the City Council that is necessary to give legal effect to the street vacation.
3. Failure to comply with all conditions of approval contained in Section V of this report will result in nullification of the approval granted herein.

VI. EXHIBITS

Exhibit A – Map showing area of street proposed to be vacated

Exhibit B – Signed consent to vacation forms.



VACATION

271.080 Vacation in incorporated cities; petition; consent of property owners. (1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefor setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.

(2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the **consent of the owners of all abutting property** and of **not less than two-thirds in area of the real property affected** thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted. In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply. The consent of the owners of the required amount of property shall be in writing. [Amended by 1999 c.866 §2]

SV-1-21 NOBLES VACATION

Legend

- 200' lateral distance
- 400' from terminus
- Proposed Street Vacation
- Affected properties
- Tax Lots (9/28/2)



Feet
0 50 100 150 200

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 12/13/2021

Public Street Vacation Map
Portions of Blocks 100 & 101 of Wardwell's Addition
City of Umatilla, Umatilla County, Oregon
 Township 5 North, Range 28 East, W.M.,
 South Half of the Northwest 1/4 of Section 17,

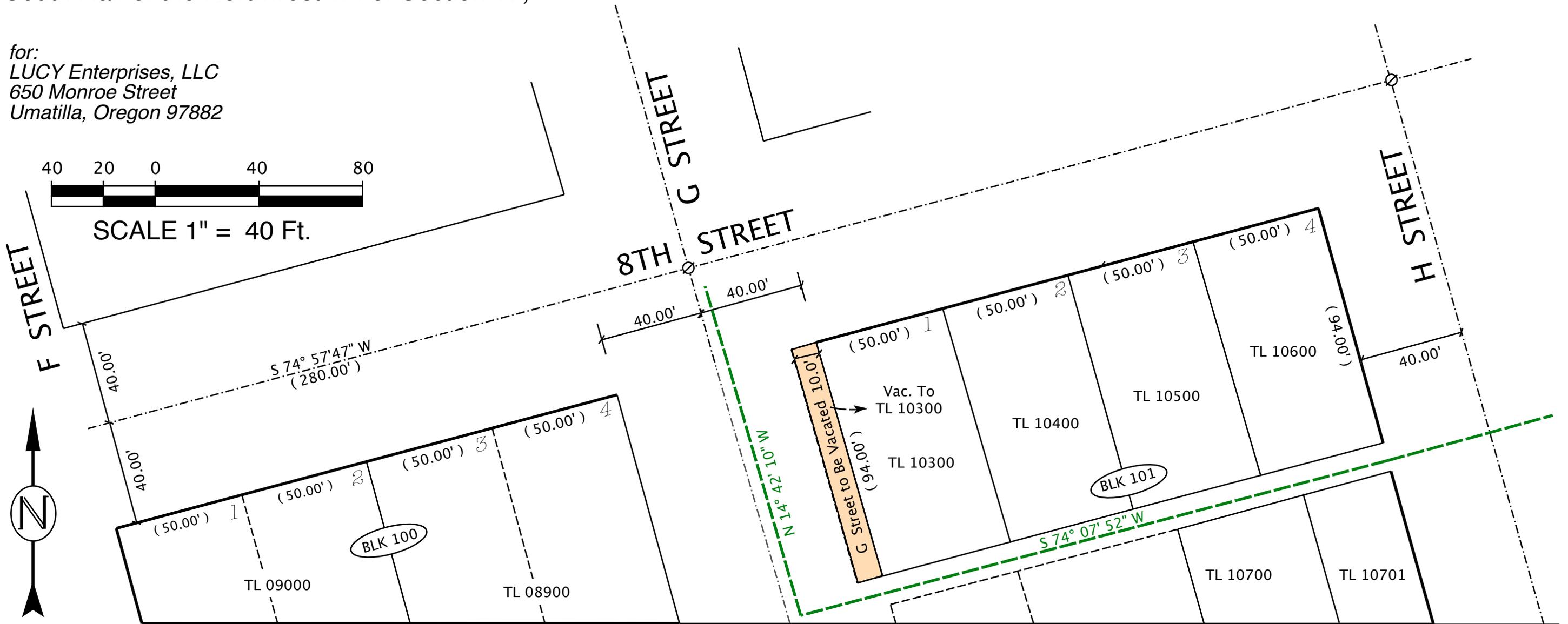
for:
 LUCY Enterprises, LLC
 650 Monroe Street
 Umatilla, Oregon 97882

Vacation Descriptions:

G Street - A 10.00 foot portion lying South of the Southerly Right of Way of 8th Street along and adjacent to Lot 1, Block 101 of Wardwell's Addition to the City of Umatilla, Oregon, being 94.00 feet long consistent with the depth of the Lot 1 & Block 101 of said Wardwell's Addition.



SCALE 1" = 40 Ft.



----- Sewer Line Location & Description as shown.

ENGINEERING - LAND SURVEYING - WATER RIGHTS
R. V. McKINNIS ENGINEERING
 79980 Prindle Loop Road
 Hermiston, Oregon 97838
 (541) -567-2017

Rev. 02-18-2022

CITY OF UMATILLA, OREGON

AGENDA BILL

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Agenda Title: Adoption of Ordinance No.853 - AN ORDINANCE VACATING A PORTION OF "G" STREET RIGHT-OF-WAY IN THE CITY OF UMATILLA, UMATILLA COUNTY, OREGON | Meeting Date: 2022-03-01 |
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|---------------------------------------------|-----------------------------------|---------------------------------------|----------------------|
| Department: Community Development | Director: Brandon Seitz | Contact Person: Jacob Foutz | Phone Number: |
|---------------------------------------------|-----------------------------------|---------------------------------------|----------------------|

| | |
|--------------------------------|-------------------------------------------|
| Cost of Proposal: NA | Fund(s) Name and Number(s): N/A |
| Amount Budgeted: NA | |

| | |
|----------------------------------------------|--------------------------------------------------|
| Reviewed by Finance Department: No | Previously Presented: February 1, 2022 |
|----------------------------------------------|--------------------------------------------------|

Attachments to Agenda Packet Item:

[Ordinance 853.docx](#)

[SV-1-21 Nobles Report and Decision.docx](#)

[SV-1-21 Notice Map.pdf](#)

[Vacation of G Street legal description.pdf](#)

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary Statement: The Council approved Nobles Street Vacation SV-1-21 at their February 1, 2022, council meeting. Ordinance 853 will initiate the vacation of 10 feet of undeveloped portion of "G" street right-of-way situated South of 8th Street as approved by Nobles Street Vacation SV-1-21. Staff recommends a motion to approve Ordinance No. 853. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

ORDINANCE NO. 853

AN ORDINANCE VACATING A PORTION OF “G” STREET RIGHT-OF-WAY IN THE CITY OF UMATILLA, UMATILLA COUNTY, OREGON

WHEREAS, Clyde Nobles, owner of property in Umatilla, petitioned the City of Umatilla through street vacation application SV-1-2021 to initiate the vacation of 10 feet of an undeveloped portion of “G” Street right-of-way situated South of 8th Street, identified on the Umatilla County Assessor’s map 5N2817BD as “G” Street; and

WHEREAS, staff posted ‘Notice of Street Vacation’ signs conspicuously at both ends of the portion of “G” Street proposed for vacation at least 14 days prior to the Planning Commission hearing, in accordance with ORS 271.110(2); and

WHEREAS, the petitioners submitted signed Consent to Vacation forms from two-thirds of the owners of property within the affected area defined in ORS 271.080(2), which included all property owners abutting the right-of-way proposed to be vacated; and

WHEREAS, in accordance with ORS 271.110, the City of Umatilla Planning Department published notice of Planning Commission and City Council public hearings for SV-1-2021 in the City’s newspaper of record, the East Oregonian, once on January 11, 2022 and once on January 18, 2022, and mailed notice of the public hearings to all individual property owners within the affected area defined in ORS 271.080(2); and

WHEREAS, the Umatilla City Planning Commission held a public hearing on January 25, 2022 to consider petitioners’ request, SV-1-2022, to vacate the aforementioned 10-foot portion of “G” Street, and recommended approval of the request to the City Council; and

WHEREAS, the Umatilla City Council held a public hearing on February 1, 2022 to consider the Planning Commission’s recommendation and adopted the Planning Commission’s findings and conclusions for SV-1-2021 as its own in approving the petitioners’ request.

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

Section 1. **Vacation.** The following described real property is hereby vacated subject to easements recorded or unrecorded, for municipal, private and public utilities over and across the premises now being vacated, if any such exist:

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Section 2. **Title to vacated area.** The title to the property described in Section 1 and vacated by this ordinance shall vest in the owner(s) of the land abutting the vacated property as provided in ORS 271.140, subject to the above conditions and any other condition, easement, restrictions or right-of-way of record.

Section 3. **Ordinance to be filed.** A certified copy of this ordinance shall be filed for record with the Umatilla County Records Office, the Umatilla County Assessor and the Umatilla County Surveyor.

Section 4. **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 _____ day of March, 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 March, 2022.

Mary Deidrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder



City of Umatilla CITY COUNCIL
REPORT AND DECISION
for
STREET VACATION SV-1-21

DATE OF HEARING: January 25, 2022, February 1, 2022

REPORT PREPARED BY: Jacob Foutz, Senior Planner

I. GENERAL INFORMATION AND FACTS

Applicants: Clyde Nobles
650 Monroe Street
Umatilla, Oregon 97882

Type of Review: Petition for Street Vacation of Public Street

Area Requested for Vacation: Vacate 10 feet of the East side of G street running South of 8th street.

Adjacent Land Use(s): Surrounding Land Use is DR Downtown Residential Consisting of Developed and Undeveloped Residential Lots

II. NATURE OF REQUEST/APPLICABLE STATE REGULATIONS; COMPREHENSIVE PLAN AND ZONING ORDINANCE PROVISIONS

The applicant in this matter, Clyde Nobles, seek approval of a street vacation for an undeveloped 10-foot portion of G Street. Because the City of Umatilla does not have review standards or procedures adopted as part of its municipal code, the City must follow the requirements under ORS chapter 271 for considering a request to vacate a street or public way. To the extent that any Comprehensive Plan policies or provisions apply to the request, such as the street being identified as a necessary component of the transportation system plan, such factors must be considered when deciding whether to approve or deny the request. Under ORS chapter 271, approval or denial of a request for a street vacation is not a land use decision and cannot be appealed as such. However, pursuant to ORS 271.130(4) any property owner affected by a decision approving a vacation may appeal the City's decision to circuit court.

III. Analysis

ORS Chapter 217

ORS Chapter 271 addresses the requirements and procedures for any person seeking to vacate a street and the review standards on which a decision to approve or deny a request must be based. The criteria applicable to this request are shown in underlined text and the responses are shown in standard text. All of the following criteria must be satisfied in order for this request to be approved.

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- (2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted. In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply. The consent of the owners of the required amount of property shall be in writing.

Findings: The applicant submitted a street vacation request petitioning the City to vacate a 10' portion of G Street. The applicant owns the property on both sides of G street and intends to establish detached single-family dwellings on the east side of G street.

City staff mapped and identified the abutting property and the affected properties as defined by ORS 271.080(2). The applicant submitted valid written consents to vacation forms for 19 of the 28 the property owners within the affected area. The amount of property from the consenting property owners is 1,798,403 sqft, and the total amount of real property affected is 1,855,722 sqft.

Conclusion: The applicant petitioned the City for the proposed street vacation and submitted the written consent of all of the abutting property owners and not less than two-thirds of the affected property owners.

ORS 271.110 Notice of hearing.

- (1) The city recorder or other recording officer of the city shall give notice of the petition and hearing by publishing a notice in the city official newspaper once each week for two consecutive weeks prior to the hearing. If no newspaper is published in such city, written notice of the petition and hearing shall be posted in three of the most public places in the city. The notices shall describe the ground covered by the petition, give the date it was filed, the name of at least one of the petitioners and the date when the petition, and any objection or remonstrance, which may be made in writing and filed with the recording officer of the city prior to the time of hearing, will be heard and considered.
- (2) Within five days after the first day of publication of the notice, the city recording officer shall cause to be posted at or near each end of the proposed vacation a copy of the notice, which shall be headed, "Notice of Street Vacation," "Notice of Plat Vacation" or "Notice of Plat and Street Vacation," as the case may be. The notice shall be posted in at least two conspicuous places in the proposed vacation area. The posting and first day of publication of such notice shall be at least 14 days before the hearing.
- (3) The city recording officer shall, before publishing such notice, obtain from the petitioners a sum sufficient to cover the cost of publication, posting and other anticipated expenses. The city recording officer shall hold the sum so obtained until the actual cost has been ascertained, when the amount of the cost shall be paid into the city treasury and any surplus refunded to the depositor.

Findings: The City's official newspaper for providing public notice is the East Oregonian. The City published a notice of the application for the proposed street vacation in the East Oregonian on January 11, 2022 and January 18, 2022. On January 11, 2022, the City posted a public notice of street vacation signs at each end of the area proposed to be vacated. The initial hearing before the City Planning Commission will be held on January 25, 2022.

The applicant paid a \$300.00 application fee for a proposed street vacation. The City will include a condition of approval to invoice the applicant for the remained of the cost incurred by the City as a result of publishing the required notices.

Conclusion: The City published in the East Oregonian notice of the proposed street vacation once each week for two consecutive weeks prior to the hearing and posted public notice of street vacation signs at each end of the area proposed to be vacated. The City will impose a condition of approval that the applicant must reimburse the City for the difference between the amount paid and the total cost incurred by the City.

ORS 271.120 Hearing; determination

At the time fixed by the governing body for hearing the petition and any objections filed thereto or at any postponement or continuance of such matter, the governing body shall hear the petition and objections and shall determine whether the consent of the owners of the requisite area has been obtained, whether notice has been duly given and whether the public interest will be prejudiced by the vacation of such plat or street or parts thereof. If such matters are determined in favor of the petition the governing body shall by ordinance make such determination a matter of record and vacate such plat or street; otherwise it shall deny the petition. The governing body may, upon hearing, grant the petition in part and deny it in part, and make such reservations, or either, as appear to be for the public interest.

Findings: The required consent of two-thirds of the owners within the affected area and public notice requirement were addressed and found to be met. In order to complete review of this provision, the City must decide whether the “public interest will be prejudiced by the vacation” if approved, and whether any reservations are necessary to protect the public interest.

Conclusion: Based on the evidence submitted with the application, and staff analysis of the potential effects to adjacent and nearby properties that could result from vacating the section of G Street proposed by the applicants, it does not appear the public interest will be prejudiced by the vacation. To ensure the public’s interest is best served and to avoid potential conflicts as future development of the area occurs, the applicants will be required to submit a survey map, prepared by an Oregon Registered Professional Land Surveyor, showing the vacated area and the location of the existing sewer line with easement language acceptable to the City.

B. City of Umatilla Comprehensive Plan

To the extent that any Comprehensive Plan policies, transportation system plans or other plan provisions apply to the area proposed for vacation, the City must give consideration to those in determining whether the public interest will be prejudiced or whether any reservations are necessary.

Findings: City staff reviewed the pertinent portions of the Comprehensive Plan, most notably Goal 11 (Public Services and Facilities) and Goal 12 (Transportation). The City has an existing sewer line located in G Street. The existing sewer line is included as part of the Comprehensive Plan inventory of the City’s sewer system. If the City approves the proposed street vacation, the sewer line will remain in the portion of ROW that is City owned.

Conclusion: No Comprehensive Plan or implementing provisions of the Plan will be adversely affected by approving the 10’ vacation of G Street.

IV. SUMMARY AND RECOMMENDATION

The applicant, Clyde Nobles, has met the procedural requirements for their request to vacate a 10’ portion of G Street. In addition, the City finds the area proposed to be vacated is not needed by the public.

Therefore, based on the information in Sections I and II of this report, and the applicable State and City regulations, findings of fact and conclusions contained in Section III, the Umatilla City Council approves of this request, SV-1-21, to vacate a portion of G Street subject to the conditions under Section V of this report.

V. CONDITIONS OF APPROVAL

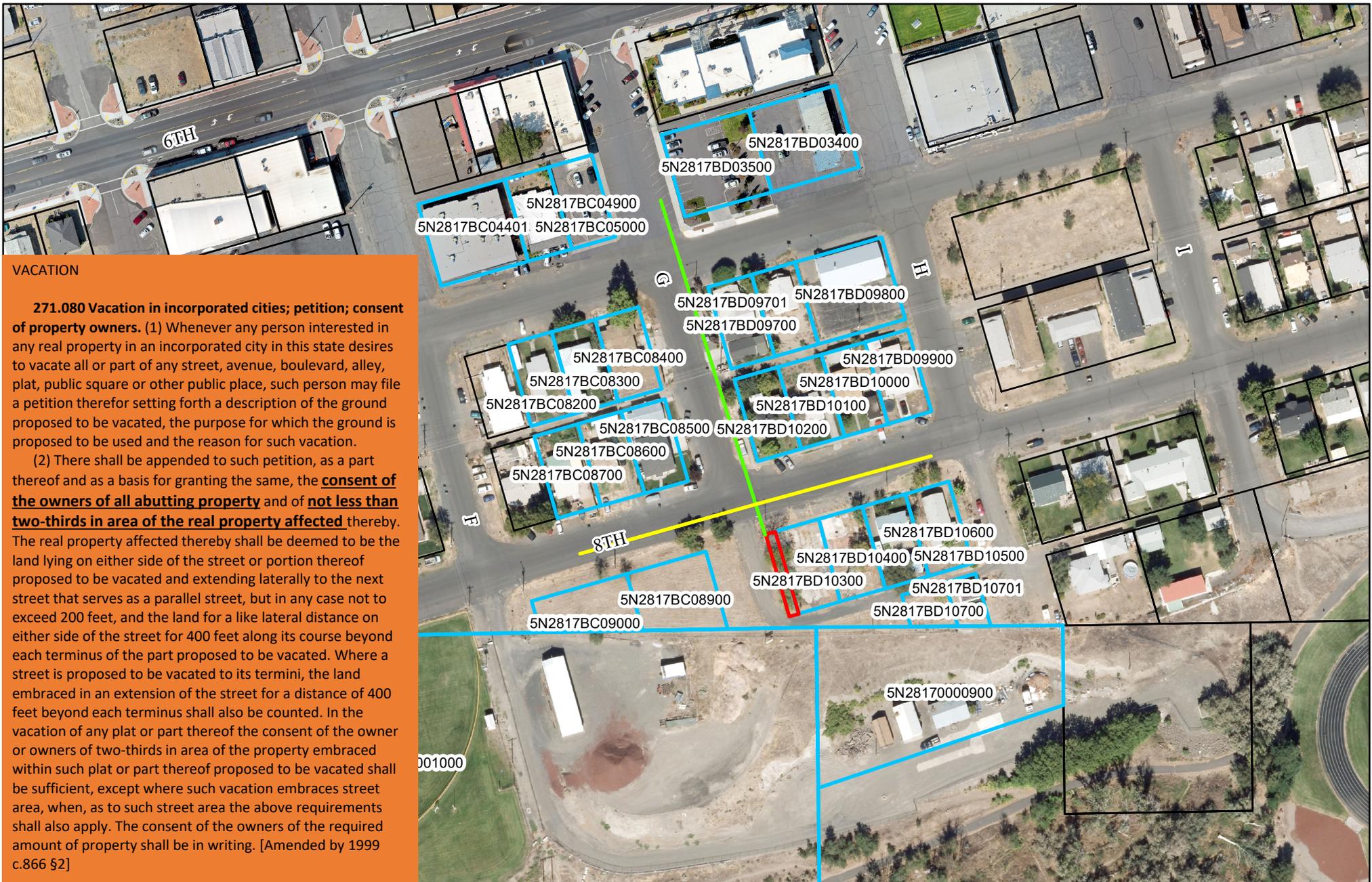
1. The applicant must reimburse the City of Umatilla for all costs in excess of the \$300.00 application fee related to publishing and providing public notice of the proposed street vacation, and for recording the subsequent ordinance with the Umatilla County Records Office.

2. The applicants shall have one year from the date of this approval to complete all subsequent requirements for recording the ordinance adopted by the City Council that is necessary to give legal effect to the street vacation.
3. Failure to comply with all conditions of approval contained in Section V of this report will result in nullification of the approval granted herein.

VI. EXHIBITS

Exhibit A – Map showing area of street proposed to be vacated

Exhibit B – Signed consent to vacation forms.



VACATION

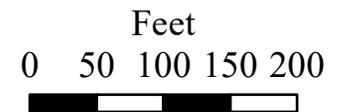
271.080 Vacation in incorporated cities; petition; consent of property owners. (1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefor setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.

(2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the **consent of the owners of all abutting property** and of **not less than two-thirds in area of the real property affected** thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted. In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply. The consent of the owners of the required amount of property shall be in writing. [Amended by 1999 c.866 §2]

SV-1-21 NOBLES VACATION

Legend

- 200' lateral distance
- 400' from terminus
- Proposed Street Vacation
- Affected properties
- Tax Lots (9/28/2)



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 12/13/2021

Public Street Vacation Map
Portions of Blocks 100 & 101 of Wardwell's Addition
City of Umatilla, Umatilla County, Oregon
 Township 5 North, Range 28 East, W.M.,
 South Half of the Northwest 1/4 of Section 17,

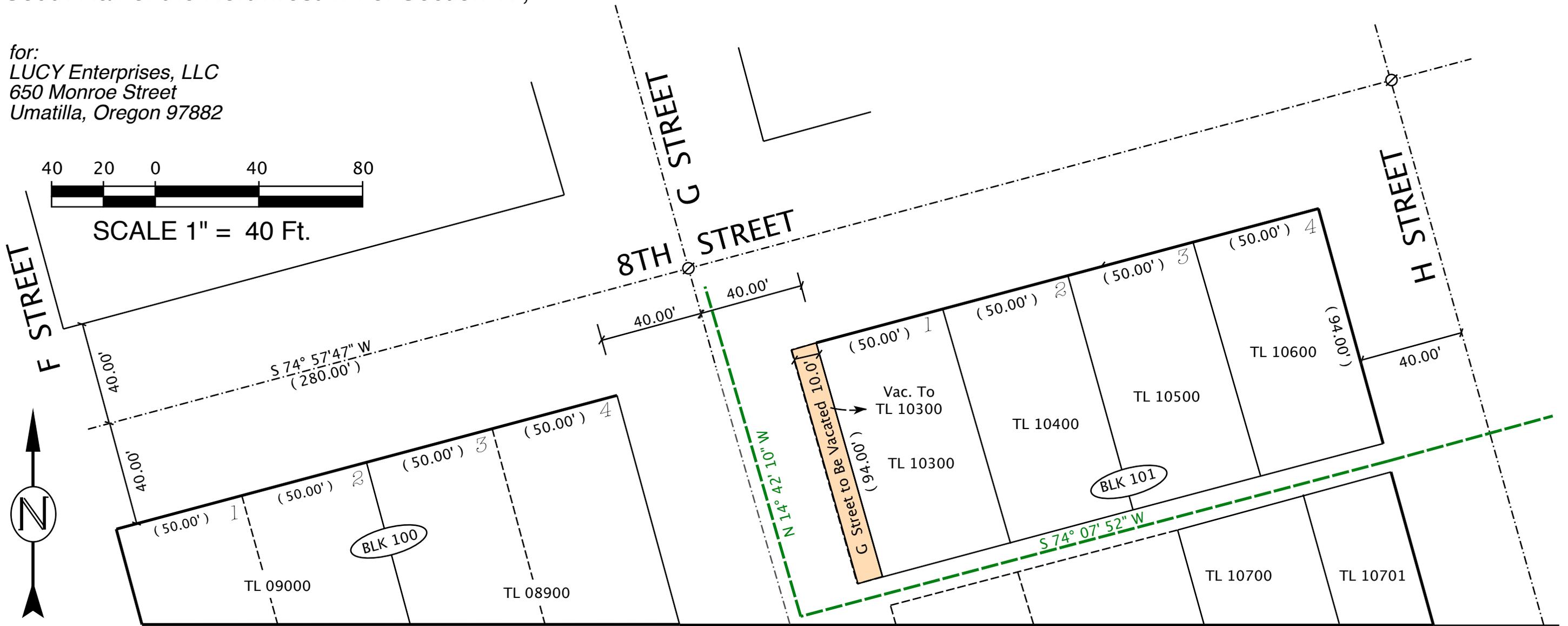
for:
 LUCY Enterprises, LLC
 650 Monroe Street
 Umatilla, Oregon 97882

Vacation Descriptions:

G Street - A 10.00 foot portion lying South of the Southerly Right of Way of 8th Street along and adjacent to Lot 1, Block 101 of Wardwell's Addition to the City of Umatilla, Oregon, being 94.00 feet long consistent with the depth of the Lot 1 & Block 101 of said Wardwell's Addition.



SCALE 1" = 40 Ft.



----- Sewer Line Location & Description as shown.

ENGINEERING - LAND SURVEYING - WATER RIGHTS
R. V. McKINNIS ENGINEERING
 79980 Prindle Loop Road
 Hermiston, Oregon 97838
 (541) -567-2017

Rev. 02-18-2022

CITY OF UMATILLA, OREGON

AGENDA BILL

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Agenda Title: First Reading of Ordinance No. 854 - AN ORDINANCE AMENDING CHAPTER 5 OF THE CITY OF UMATILLA'S COMPREHENSIVE LAND USE PLAN TO ADD TAX LOT 1700 ON ASSESSORS MAP 5N2816A AS A PROTECTED AGGREGATE RESOURCE | Meeting Date: 2022-03-01 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|

| | | | |
|---------------------------------------------|-----------------------------------|---------------------------------------|----------------------|
| Department: Community Development | Director: Brandon Seitz | Contact Person: Jacob Foutz | Phone Number: |
|---------------------------------------------|-----------------------------------|---------------------------------------|----------------------|

| | |
|--------------------------------|-------------------------------------------|
| Cost of Proposal: NA | Fund(s) Name and Number(s): N/A |
| Amount Budgeted: NA | |

| | |
|----------------------------------------------|--------------------------------------------------|
| Reviewed by Finance Department: No | Previously Presented: December 7, 2021 |
|----------------------------------------------|--------------------------------------------------|

Attachments to Agenda Packet Item:

[ODOT ORD 854.docx](#)

[PA-2-21 ODOT Quarry Findings -CC.docx](#)

[Text Ammendment-Updated.docx](#)

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary Statement: The Council approved ODOT Quarry Plan Amendment PA-2-21 at their December 7, 2021, council meeting. Ordinance 854 will implement ODOT Quarry Plan Amendment PA-2-21 amending Chapter 5 of the Comprehensive Plan adding tax lot 1700 on assessors map 5N2816A as a protected aggregate resource. Staff recommends a motion for a first reading by title only of Ordinance No. 854. |
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|-----------------------------------------------------------------------------------------------|
| Consistent with Council Goals: Goal 2: Promote Economic Development and Job Growth. |
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ORDINANCE NO. 854

AN ORDINANCE AMENDING CHAPTER 5 OF THE CITY OF UMATILLA'S COMPREHENSIVE LAND USE PLAN TO ADD TAX LOT 1700 ON ASSESSORS MAP 5N2816A AS A PROTECTED AGGREGATE RESOURCE

WHEREAS, the City of Umatilla's Comprehensive Land Use Plan was codified, reformatted and re-adopted as Ordinance No. 779 on January 8, 2013; and

WHEREAS, Oregon Department of Transportation made application for a comprehensive plan amendment under application PA-2-21 to have their site located in the UGB be added to the City of Umatilla Comprehensive plan Goal 5 so their resource will be protected to allow mining, processing, and stockpiling; and

WHEREAS, the Umatilla Planning Commission held a public hearing on November 23, 2021, to consider Plan Amendment PA-2-21 an amendment of Chapter 5 of the City's Comprehensive Plan, and recommended approval to the Umatilla City Council; and

WHEREAS, the Umatilla City Council conducted a public hearing on December 7, 2021, to consider the Planning Commission's recommendation for Plan Amendment PA-2-21 and adopted the Planning Commission's findings and conclusions as its own in approving the application, as contained in the *Umatilla City Council Report and Decision for Plan Amendment PA-2-21*.

WHEREAS, the Umatilla County Board of Commissioners considered the application for co-adoption and the County Planning Commission's recommendation on February 9, 2022, and co-adopted City of Umatilla Plan Amendment PA-2-21 an amendment to Chapter 5 of the City of Umatilla Comprehensive Plan.

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

Section 1. Findings. The Umatilla City Council does hereby adopt the findings and conclusions recommended by the City Planning Commission as its own in support of this amendment to the Umatilla Comprehensive Plan, as contained in the *Umatilla City Council Report and Decision for Plan Amendment, PA-2-21*.

Section 2. Comprehensive Plan amendment. The Umatilla City Council does hereby amend Ordinance No 779 by adopting an update to Chapter 5 (Natural Resources) of the City of Umatilla's Comprehensive Plan, as attached hereto as Exhibit A.

Section 3. 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 4. 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.

ADOPTED by the City Council this ___ day of March, 2022.

Council members voting yes: _____

Council members voting no: _____

Absent Council members: _____

Abstaining Council members: _____

And **SIGNED** by the Mayor this ____ day of March, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder



**CITY OF UMATILLA PLANNING COMMISSION
REPORT AND RECCOMENDATION
FOR CITY COUNCIL FOR
PLAN AMENDMENT PA-2-21**

DATE OF HEARING: November 23, 2021

REPORT PREPARED BY: Jacob Foutz, Senior Planner

I. GENERAL INFORMATION AND FACTS

Applicant: Oregon Department of Transportation/Teresa Penninger
3012 Island Avenue
La Grande, OR 97850

Property Owner: Oregon Department of Transportation
3012 Island Avenue
La Grande, OR 97850

Land Use Review: Comprehensive Plan Goal 5 Amendment (Type IV review).

Subject Property Description: Township 5N, Range 28, Section 16A, Tax Lot 1700.

Location: The property is located in the along Highway 730 near Power city and Margaret.

Existing Development: Rock pit for mining.

Existing Zoning: General Rural (F-2) Zone.

II. Nature of Request/Applicable Comprehensive Plan and Zoning Ordinance Provisions

The applicant, Oregon Department of Transportation, is requesting to have their site located in the UGB be added to the City of Umatilla Comprehensive plan Goal 5 so their resource will be protected to allow mining, processing, and stockpiling.

The City of Umatilla does not have unique specific decision criteria for Goal 5 exceptions. The

applicable decision criteria from the State of Oregon OARs will be used and is listed below:

- OAR Chapter 660 LCDC Division 23 Procedures and Requirements for Complying with Goal 5. 660-023-0180 Mineral and Aggregate Resources, 660-023-0040 ESEE Decision Process and 660-023-0050 Programs to Achieve Goal 5.

Applicants Narrative:

Intended Outcomes of Application Process:

The request is to add Tax Lot 1700 of Assessor's Map 5N 28 16A to the City of Umatilla list of significant aggregate sites, providing necessary protections under statewide Planning Goal 5 and Oregon Administrative Rule (OAR) Chapter 660 Department of Land Conservation and Development (DLCD) Division 23 Procedures and Requirements for Complying with Goal 5 including limiting conflicting uses within the buffer area, and to allow mining, processing, and stockpiling at the site.

The site is currently listed in the Umatilla County Technical Report on page D-174 as a 1A Site which indicates that at the time of listing the site was determined to be not important. This application will provide evidence that the site is significant and is in an area with other aggregate extraction that supports county roads and local development. The subject property is identified in the City of Umatilla Comprehensive Plan as Natural Resource which recognizes areas that contain high-quality aggregate and basalt.

The Oregon Department of Transportation (ODOT) intends to excavate, process and batch aggregate for public road projects, and to stockpile aggregate material for current and future use.

Location and Current Use of the Property:

The subject property is along Highway 730, just to the east of Interstate 82, within the Urban Growth Boundary of the City of Umatilla. There are two points along Highway 730 which allow access to the site as well as Power City Road. There has been historic aggregate use of the subject property since its acquisition by ODOT in 1951. Current use of the property is aggregate extraction and stockpile. There have been historical permits issued by Umatilla County to allow mining, crushing, and processing. There are also transmission lines installed on and adjacent to the subject property.

Surrounding Uses:

The area around the property is predominately infrastructure with Highway 730 to the north and Interstate 82 to the west. McNary Dam is within sight to the northeast and the associated substation and transmission line infrastructure is to the north. There are transmission lines on and immediately adjacent to the subject property. There are commercial activities in the vicinity including storage facilities, a healthcare clinic, and a labor contractor. Highway 730 to the west becomes the commercial core for the City of Umatilla beyond the ODOT weigh station that is to the northwest. There are residential uses also to the northwest and to the east and southeast. There is a home within the impact area on the east side of Lind Road and a residential unit as

part of one of the previously mentioned storage facilities. There are two aggregate sites to the west of the property: one owned by Umatilla County and the other in private ownership.

Required Review:

- OAR Chapter 660 LCDC Division 23 Procedures and Requirements for Complying with Goal 5 is applicable. These rules provide the procedures and criteria for inventorying and evaluating Goal 5 resources and for developing land use programs to conserve and protect significant Goal 5 resources. This application will specifically review 660-023-0180 Mineral and Aggregate Resources, 660-023-0040 ESEE Decision Process and 660-023-0050 Programs to Achieve Goal 5.
- Applicable Goals and Policies from the City of Umatilla and Umatilla County Comprehensive Plans are incorporated and evaluated.
- Included are the requirements of the Joint Management Agreement between the City of Umatilla and Umatilla County, which determine how the two jurisdictions coordinate land use activities.
- This application provides a review of Statewide Land Use Goals 1 through 14. Goals 15 through 19 are not applicable.

III. Analysis

The criteria applicable to this request are shown in underlined text and the responses are shown in standard text. All of the following criteria must be satisfied in order for this request to be approved.

STANDARDS OF THE OREGON ADMINISTRATIVE RULES, DIVISION 23 FOR GOAL 5 LARGE SIGNIFICANT SITES are found in OAR 660-023-0180 (3), (5), & (7), OAR 660-023-0040, and OAR 660-023-0050.

OAR 660-023-0180 Mineral and Aggregate Resources

(3) An aggregate resource site shall be considered significant if adequate information regarding the quantity, quality, and location of the resource demonstrates that the site meets any one of the criteria in subsections (a) through (c) of this section, except as provided in subsection (d) of this section:

(a) A representative set of samples of aggregate material in the deposit on the site meets Oregon Department of Transportation (ODOT) specifications for base rock for air degradation, abrasion, and sodium sulfate soundness, and the estimated amount of material is more than 2,000,000 tons in the Willamette Valley, 500,000 tons outside the Willamette Valley;

(b) The material meets local government standards establishing a lower threshold for significance than subsection (a) of this section; or

(c) The aggregate site is on an inventory of significant aggregate sites in an acknowledged plan on the applicable date of this rule.

(d) Notwithstanding subsections (a) through (c) of this section, except for an expansion area of an existing site if the operator of the existing site on March 1, 1996 had an enforceable property interest in the expansion area on that date, an aggregate site is not significant if the

criteria in either paragraphs (A) or (B) of this subsection apply:

(A) More than 35 percent of the proposed mining area consists of soil classified as Class I on Natural Resource and Conservation Service (NRCS) maps on the date of this rule; or

(B) More than 35 percent of the proposed mining area consists of soil classified as Class II, or of a combination of Class II and Class I or Unique soil on NRCS maps available on the date of this rule, unless the average width of the aggregate layer within the mining area exceeds:

(i) 60 feet in Washington, Multnomah, Marion, Columbia, and Lane counties;

(ii) 25 feet in Polk, Yamhill, and Clackamas counties; or

(iii) 17 feet in Linn and Benton counties.

Applicants Findings: The Powerline Quarry is in eastern Oregon and has an inventory of 2.95 million tons of available sands and gravels and basalt bedrock. The sand and gravel layer are up to 68 feet deep with the basalt layers between 183 and 290 feet. An evaluation of the sands and gravels to account for rock that may not be of the right size or meet other standards the inventory of half the total available is 365,000 cubic yards or 548,400 tons. For the basalt there is 1.6 million cubic yards or 2.4 million tons.

Historic DOGAMI mapping and the United States Department of Agriculture Soil Conservations Service Soil Survey identify, respectively, lava flows of Quaternary Missoula Flood deposits of silt to boulders over Miocene Columbia River Basalt Group and identify the site as predominately Pits Gravel, a designation that is applied to areas where aggregate extraction has taken place or is anticipated at the time of the soil survey.

Samples of material were tested from the Powerline Quarry in 1980, 1992, and 1993. For this analysis we are relying on testing completed in 1992, specifically test number 92-14527. View the three pages of the lab report as though it were a spreadsheet and read across each of the pages staying within the same row of cells. The requirements are for abrasion to be less than or equal to 30 percent, soundness to be less than or equal to 12 percent, and less than or equal to both 30 percent and 4 inches for degradation. For this testing the abrasion is 12.6 percent, soundness is 1 percent, and degradation is 11.4 percent with a sediment height of .2 inches.

Powerline Quarry exceeds the criteria for a significant aggregate site in accordance with OAR 660-023-0180(3)(a).

Staff's Conclusion: In review of the material provided by the applicant staff have found that proposed site meets the requirements found above. 548,400 tons of sand and gravel as well as 2.4 million tons of basalt rock clearly exceed the requirement of 500,000 tons for protection outside of the Willamette valley as required by criterion 3(a).

(5) For significant mineral and aggregate sites, local governments shall decide whether mining is permitted. For a PAPA application involving an aggregate site determined to be significant under section (3) of this rule, the process for this decision is set out in subsections (a) through (g) of this section. A local government must complete the process within 180 days after receipt of a complete application that is consistent with section (8) of this rule, or by the earliest date after 180 days allowed by local charter.

(a) The local government shall determine an impact area for the purpose of identifying

conflicts with proposed mining and processing activities. The impact area shall be large enough to include uses listed in subsection (b) of this section and shall be limited to 1,500 feet from the boundaries of the mining area, except where factual information indicates significant potential conflicts beyond this distance. For a proposed expansion of an existing aggregate site, the impact area shall be measured from the perimeter of the proposed expansion area rather than the boundaries of the existing aggregate site and shall not include the existing aggregate site.

Applicants Findings: This request is for Goal 5 protections for the entire ODOT aggregate site and is not a request for an expansion. Utilizing an impact area of 1500-feet from the boundary of the mining area is reasonable and does account for the activities in the vicinity.

Staff's Conclusion: Mining is permitted at the existing site, this process will allow for the protection of aforementioned use. The applicants proposed impact area of 1500-feet will be sufficient to account for the activities in the area.

- (b) The local government shall determine existing or approved land uses within the impact area that will be adversely affected by proposed mining operations and shall specify the predicted conflicts. For purposes of this section, "approved land uses" are dwellings allowed by a residential zone on existing platted lots and other uses for which conditional or final approvals have been granted by the local government. For determination of conflicts from proposed mining of a significant aggregate site, the local government shall limit its consideration to the following:

Applicants Findings: There is a variety of activity within the 1,500-foot impact area based on review of aerial photography and site visits. Residential areas are found to the northwest of the site as well as to the east and southeast, however only two residential units to the east fall within the impact area. The one on tax lot 100 of Assessor's Map 5N28E16AC is associated with a self-storage operation which is a commercial activity which was converted from a farm use (hatchery and coop) in 1991. Also, within the impact area are two self-storage operations and a medical facility, both along Highway 730. And Highway 730 and Interstate 82, including the interchange, are within the 1500-foot impact area. These uses appear to have been "approved land uses" granted by either Umatilla County or the City of Umatilla.

Staff's Conclusion: The subject property currently is zoned General rural in the Urban Growth Boundary. The subject property has existed prior to application for a goal 5 protection, the current use will not change and existing uses in the area have been exposed to the use prior to this application.

(A) Conflicts due to noise, dust, or other discharges with regard to those existing and approved uses and associated activities (e. g. , houses and schools) that are sensitive to such discharges;

Applicants Findings: There are uses that could be impacted by noise, dust, or other discharges from the proposed mining operation. Noise from mining activities will be mitigated as the aggregate site, based on past use, is already functionally below ground level containing and muffling most noise. Blasting, which is conducted as part of the mining process, can also create noise, cause vibration, and result in fly rock. The current and continued configuration of the mining site will mitigate noise and fly rock. This same configuration of the mining site will also allow ODOT to manage stormwater and other related discharges onsite. Should any activities

require permitting by the Oregon Department of Environmental Quality those permits will be obtained. Additionally, ODOT will comply with the requirements of DOGAMI.

Staff's Conclusion: This is not a new use, the existing site has mitigated conflicts through time with noise, dust or other charges due to the preexisting use. No changes are proposed to the site at this time, the request is to have the existing use and site be protected under goal 5 provisions.

(B) Potential conflicts to local roads used for access and egress to the mining site within one mile of the entrance to the mining site unless a greater distance is necessary in order to include the intersection with the nearest arterial identified in the local transportation plan. Conflicts shall be determined based on clear and objective standards regarding sight distances, road capacity, cross section elements, horizontal and vertical alignment, and similar items in the transportation plan and implementing ordinances. Such standards for trucks associated with the mining operation shall be equivalent to standards for other trucks of equivalent size, weight, and capacity that haul other materials;

Applicants Findings: Unlike commercial quarry sites, this quarry will be used to support public road projects, with traffic generation temporary and sporadic. Occasional maintenance by the state will also be customary generally consisting of just a few vehicles. Most vehicle trips in and out of the quarry will occur when material from the quarry is used for road maintenance and improvement projects. These projects generally occur from the spring through fall during daylight hours. The level of vehicle trips generated by the quarry does not trigger a traffic impact analysis as it will be less than the 250 average daily trips as outlined at the City of Umatilla Zoning Ordinance 10-11-10.

Staff's Conclusion: The subject property has access to multiple roads in the area. The subject property is not expected to create any conflicts for access and egress. Power City Rd and Margaret St both have access to Highway 730 a major highway. It is worth noting that the applicant is ODOT and as such has a maintenance responsibility for Highway 730.

(C) Safety conflicts with existing public airports due to bird attractants, i.e., open water impoundments as specified under OAR chapter 660, division 013;

Applicants Findings: There are no public airports within the Impact Area. The closest public airport is south of Hermiston.

Staff's Conclusion: This Criterion does not apply.

(D) Conflicts with other Goal 5 resource sites within the impact area that are shown on an acknowledged list of significant resources and for which the requirements of Goal 5 have been completed at the time the PAPA is initiated;

Applicants Findings: There are no county inventoried Goal 5 resource sites within the impact area for Powerline Quarry. The City of Umatilla Comprehensive Plan map designation is Natural Resource, which supports the protection and extraction of aggregate material, but does not appear to provide specific Goal 5 protections.

Staff's Conclusion: There are no Goal 5 resource sites within the impact area. This Criterion does not apply.

(E) Conflicts with agricultural practices; and

Applicants Findings: The subject property is within the Urban Growth Boundary of the City of Umatilla with the nearest agricultural activities over a mile away to the southwest and southeast.

There are also agricultural activities over a mile to the north across the Columbia River. No agricultural activities will be impacted by this operation.

Staff's Conclusion: There are no agricultural practices within the impact area.

(F) Other conflicts for which consideration is necessary in order to carry out ordinances that supersede Oregon DOGAMI regulations pursuant to ORS 517.780;

Applicants Findings: The City of Umatilla nor Umatilla County have ordinances that supersedes DOGAMI regulations.

Staff's Conclusion: This criterion does not apply.

- (c) The local government shall determine reasonable and practicable measures that would minimize the conflicts identified under subsection (b) of this section. To determine whether proposed measures would minimize conflicts to agricultural practices, the requirements of ORS 215.296 shall be followed rather than the requirements of this section. If reasonable and practicable measures are identified to minimize all identified conflicts, mining shall be allowed at the site and subsection (d) of this section is not applicable. If identified conflicts cannot be minimized, subsection (d) of this section applies.

Applicants Findings: ODOT has identified the potential for impacts from noise blasting, and dust. These potential impacts will be minimized using the following actions and practices:

- Noise will be minimized by completing crushing activities during daylight hours.
- Impacts from blasting will be minimized by providing notice to sensitive users 48 hours prior to blasting. Sensitive users would be residences and medical facilities.
- Dust will be minimized by using water or other suppressive measures within the quarry and along gravel roads used for ingress and egress.

Staff's Conclusion: Staff concludes that the mitigation actions listed above will be sufficient to control negative consequences of the use. These actions will be included as conditions of approval.

- (d) The local government shall determine any significant conflicts identified under the requirements of subsection (c) of this section that cannot be minimized. Based on these conflicts only, local government shall determine the ESEE consequences of either allowing, limiting, or not allowing mining at the site. Local governments shall reach this decision by weighing these ESEE consequences, with consideration of the following:
- (A) The degree of adverse effect on existing land uses within the impact area;
- (B) Reasonable and practicable measures that could be taken to reduce the identified adverse effects; and
- (C) The probable duration of the mining operation and the proposed post-mining use of the site.

Applicants Findings: ODOT asserts that all identified conflicts can be minimized as described above.

Staff's Conclusion: The above criterion states "If reasonable and practicable measures are identified to minimize all identified conflicts, mining shall be allowed at the site and subsection (d) of this section is not applicable." Therefore, this criterion is not applicable.

- (e) Where mining is allowed, the plan and implementing ordinances shall be amended to allow such mining. Any required measures to minimize conflicts, including special conditions and procedures regulating mining, shall be clear and objective. Additional land use review (e. g. , site plan review), if required by the local government, shall not exceed the minimum review necessary to assure compliance with these requirements and shall not provide opportunities to deny mining for reasons unrelated to these requirements, or to attach additional approval requirements, except with regard to mining or processing activities:
- (A) For which the PAPA application does not provide information sufficient to determine clear and objective measures to resolve identified conflicts;
- (B) Not requested in the PAPA application; or
- (C) For which a significant change to the type, location, or duration of the activity shown on the PAPA application is proposed by the operator.

Applicants Findings: ODOT is requesting the Umatilla County and the City of Umatilla list the Powerline Quarry in their respective inventories and that the City of Umatilla approve mining. The narrative above identifies that ODOT has acknowledged potential conflicts and identified measures that can reduce or eliminate those same conflicts. Conditions limiting crushing and blasting to daylight hours, providing notice prior to blasting activities, and managing stormwater onsite are achievable.

Staff's Conclusion: As this is a preexisting use that is seeking goal 5 protection there will be no additional land use review required. The required measures to minimize conflict are listed above and will be required as a condition of approval.

- (f) Where mining is allowed, the local government shall determine the post-mining use and provide for this use in the comprehensive plan and land use regulations. For significant aggregate sites on Class I, II and Unique farmland, local governments shall adopt plan and land use regulations to limit post-mining use to farm uses under ORS 215.203, uses listed under ORS 215.213(1) or 215.283(1), and fish and wildlife habitat uses, including wetland mitigation banking. Local governments shall coordinate with DOGAMI regarding the regulation and reclamation of mineral and aggregate sites, except where exempt under ORS 517.780.

Applicants Findings: It is anticipated that the site would be appropriate for industrial, commercial, or open space uses at the time the quarry was no longer needed as an aggregate source. Post mining use will be consistent with the F-2 General Rural Zone and comply with DOGAMI Reclamation Plan requirements. The site is within the City of Umatilla Urban Growth Boundary.

Staff's Conclusion: It is expected that when the site is no longer viable for its use under goal 5 protections that it will be utilized as a use approved in the F-2 General Rural Zone or whatever zone may be applied to the site at that time.

- (g) Local governments shall allow a currently approved aggregate processing operation at an existing site to process material from a new or expansion site without requiring a reauthorization of the existing processing operation unless limits on such processing were established at the time it was approved by the local government.

Applicants Findings: Powerline Quarry is not an existing significant aggregate resource on either Umatilla County or the City of Umatilla's inventory of significant sites. This review criterion does not apply.

Staff's Conclusion: The City of Umatilla does not have a goal 5 natural resource for aggregate. This criterion does not apply.

(7) Except for aggregate resource sites determined to be significant under section (4) of this rule, local governments shall follow the standard ESEE process in OAR 660-023-0040 and 660-023-0050 to determine whether to allow, limit, or prevent new conflicting uses within the impact area of a significant mineral and aggregate site. (This requirement does not apply if, under section (5) of this rule, the local government decides that mining will not be authorized at the site.)

Applicants Findings: ODOT has provided an ESEE analysis. The analysis supports a decision to limit new conflicting uses within the buffer.

Staff's Conclusion: The applicant provided ESEE analysis is more than adequate. This analysis will be used by the City to determine the best course of action.

660-023-0040 ESEE Decision Process

(1) Local governments shall develop a program to achieve Goal 5 for all significant resource sites based on an analysis of the economic, social, environmental, and energy (ESEE) consequences that could result from a decision to allow, limit, or prohibit a conflicting use. This rule describes four steps to be followed in conducting an ESEE analysis, as set out in detail in sections (2) through (5) of this rule. Local governments are not required to follow these steps sequentially, and some steps anticipate a return to a previous step. However, findings shall demonstrate that requirements under each of the steps have been met, regardless of the sequence followed by the local government. The ESEE analysis need not be lengthy or complex, but should enable reviewers to gain a clear understanding of the conflicts and the consequences to be expected. The steps in the standard ESEE process are as follows:

(a) Identify conflicting uses;

Applicants Findings: The subject property is within the Urban Growth Boundary of the City of Umatilla and is zoned F-2 General Rural Zone which allows a variety of farm and rural residential uses, some outright and others conditionally. Some of these uses could create conflicts with an aggregate operation. Conflicts are most likely to arise when a new use would place people, living or working, within the buffer area. Those uses include homes, schools or churches, parks or certain recreation facilities, farm stands, commercial activities such as veterinarians, and other similar uses.

Staff's Conclusion: As this is an existing site the biggest potential conflict of use would be new uses that locate into the area. Due to the potential for conflict the applicants proposed 1,500-foot buffer is accepted by the City.

(b) Determine the impact area;

Applicants Findings: A 1,500-foot buffer extending from the aggregate site boundary.

Staff's Conclusion: A 1,500-foot buffer will be sufficient according the maximum distance the ORS allows for.

(c) Analyze the ESEE consequences; and

Applicants Findings: See the analysis below.

Staff's Conclusion: This criterion is addressed below.

(d) Develop a program to achieve Goal 5.

Applicants Findings: See a full analysis below.

Staff's Conclusion: This criterion is addressed below.

(2) Identify conflicting uses. Local governments shall identify conflicting uses that exist, or could occur, with regard to significant Goal 5 resource sites. To identify these uses, local governments shall examine land uses allowed outright or conditionally within the zones applied to the resource site and in its impact area. Local governments are not required to consider allowed uses that would be unlikely to occur in the impact area because existing permanent uses occupy the site. The following shall also apply in the identification of conflicting uses:

Applicants Findings: City of Umatilla Planning staff, under this provision, will need to identify conflicting uses that exist, or could occur, relative to this site. The F-2 General Rural Zone is applied to the subject and surrounding property which allows a variety of farm and rural residential uses. As previously stated ODOT is concerned with activities that might be negatively impacted by mining activities including processing and stockpiling. ODOT has anticipated conflicting uses the city could identify and based the ESEE analysis attached to this application on these uses.

Staff's Conclusion: Conflicting uses that can be identified at this time are homes, schools or churches, parks or certain recreation facilities, farm stands, commercial activities such as veterinarians, and other similar uses.

(a) If no uses conflict with a significant resource site, acknowledged policies and land use regulations may be considered sufficient to protect the resource site. The determination that there are no conflicting uses must be based on the applicable zoning rather than ownership of the site. (Therefore, public ownership of a site does not by itself support a conclusion that there are no conflicting uses.)

Applicants Findings: ODOT is requesting that conflicting uses be identified, and the site be protected from those uses within the buffer area.

Staff's Conclusion: The previously identified conflicting uses will be restricted within a 1500-foot buffer by an overlay zone. Staff is working on creation of the 1500-foot buffer zone overlay but it is not included in this application.

(b) A local government may determine that one or more significant Goal 5 resource sites are conflicting uses with another significant resource site. The local government shall determine the level of protection for each significant site using the ESEE process and/or the requirements in OAR 660-023-0090 through 660-023-0230 (see OAR 660-023-0020(1)).

Applicants Findings: There are no county inventoried Goal 5 resource sites within the impact area for Powerline Quarry. The City of Umatilla Comprehensive Plan map designation is Natural Resource, which supports the protection and extraction of aggregate material, but does not appear to provide specific Goal 5 protections.

Staff's Conclusion: There are no county inventoried Goal 5 resource sites within the impact area for Powerline Quarry. This criterion is not applicable.

(3) Determine the impact area. Local governments shall determine an impact area for each significant resource site. The impact area shall be drawn to include only the area in which allowed uses could adversely affect the identified resource. The impact area defines the geographic limits within which to conduct an ESEE analysis for the identified significant resource site.

Applicants Findings: The impact area for an aggregate site is 1,500 feet, as specified by OAR 660-023-0180(5)(a). This is the buffer area used for this analysis.

Staff's Conclusion: The impact area for an aggregate site is 1,500 feet, as specified by OAR 660-023-0180(5)(a). This is the buffer area used for this analysis.

(4) Analyze the ESEE consequences. Local governments shall analyze the ESEE consequences that could result from decisions to allow, limit, or prohibit a conflicting use. The analysis may address each of the identified conflicting uses, or it may address a group of similar conflicting uses. A local government may conduct a single analysis for two or more resource sites that are within the same area or that are similarly situated and subject to the same zoning. The local government may establish a matrix of commonly occurring conflicting uses and apply the matrix to particular resource sites in order to facilitate the analysis. A local government may conduct a single analysis for a site containing more than one significant Goal 5 resource. The ESEE analysis must consider any applicable statewide goal or acknowledged plan requirements, including the requirements of Goal 5. The analyses of the ESEE consequences shall be adopted either as part of the plan or as a land use regulation.

Applicants Findings: ODOT is requesting that the City of Umatilla determine that future dwelling or residential use and other noise sensitive uses be limited to protect the mining area from encroachment. The types of uses that have potential to pose a conflict with the quarry include residential uses, and “gathering spaces” - certain public or semi-public uses, churches, private and public parks, golf courses, community centers, residential homes, room and board operations, and schools.

Umatilla County's Comprehensive Plan Finding 38 states, “extraction of non-renewable aggregate and mineral resources requires ongoing exploration, reclamation, separation from adjacent incompatible land uses and access” and has three supporting Policies. It is the “separation from adjacent incompatible land uses” that ODOT is seeking to assure to limit future impacts from the Powerline Quarry.

On page D-196 of the Umatilla County Technical Report it states the following, “About 30 ‘3C’ and ‘2A’ resource sites are owned [or] operated by the Oregon State Highway Department and County Road Department. Most of these sites are small (under four acres) and are used as material resources for road repair and construction. Costs and energy are saved by having scattered material sources available through the county.” It is in support of this statement that ODOT is seeking protection for this quarry and others within its network throughout Umatilla County.

The ESEE Analysis follows:

| ESEE consequences related to review criteria for dwellings and gathering spaces in the 1,500-foot impact area surrounding the Powerline Canyon Quarry | | | |
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| | <i>Prohibit dwellings and gathering spaces</i> | <i>Condition the placement of new dwellings and gathering spaces</i> | <i>No change to review standards for dwellings and gathering spaces</i> |
| Economic Consequences | <p>Consequences related to new use on neighboring properties. There may be some negative economic impact to neighboring property owners if new dwellings or gathering places were not allowed within 1500 feet of the quarry boundary. Since only a portion of properties, all with a 19-acre minimum lot size requirement for a dwelling, would be affected, the negative impact would be small. There are also challenges to future residential development in the impact area due to the amount and type of infrastructure installed in the 1500-foot buffer. This decreases the likelihood of residential development and lowers the potential negative consequences of prohibiting dwellings.</p> <p>Consequences related to loss or interruption of quarry access. The economic benefit of preserving ODOT's ability to access material from sites within the state's network of material sources is well</p> | <p>Consequences related to new use on neighboring properties. The economic impact to neighboring property owners would be neutral. A requirement for a waiver of remonstrance would not restrict the use of the property allowed in the underlying zone.</p> <p>Similar wavers are required by counties around the state as a condition of approval for a new residential structure in a farm or forest zone. These wavers, required by ORS 215.213 and 215.283, restrict a landowner's ability to pursue a claim for relief or cause of action alleging injury from farming or forest practices. While the property is not zoned for Exclusive Farm Use it is zoned General Rural Zone which is designed to maintain the openness and rural nature of the countryside.</p> <p>Without evidence that the widespread use of such wavers has negatively impacted property values or development rights, it is reasonable to conclude</p> | <p>Consequences related to new use on neighboring properties. The economic consequence for property owners would be neutral. This decision would maintain the current approval criteria for new residences and gathering spaces in the impact area.</p> <p>Consequences related to loss or interruption of quarry access. The economic impact would be negative. Interruptions in use of a quarry, due to complaints and nuisance lawsuits, have cause delays and increased costs for road projects across the state. Development of this quarry supports economically efficient staging of road maintenance and construction projects in the region. New noise sensitive uses locating within 1500 feet of the quarry will bring the possibility that</p> |

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| | <p>documented. Offering a state-owned aggregate site on a road project is known to increase the number of contractors bidding on a project. This enables more competition, which results in lower project costs. As this request is seeking approval of a site owned by ODOT since 1951 this is a less costly strategy than seeking a new site. The Powerline Quarry will provide material for road maintenance and construction along Highways 730 and 395 and Interstate 82 in northwest Umatilla County. All commercial users of these highways will also benefit economically from efficient maintenance of these roads.</p> | <p>that the proposed limit on new conflicting uses in the impact area of the Powerline Quarry will have no negative economic consequence.</p> <p>Consequences related to loss or interruption of quarry access. The economic benefit would be the same as that for a decision to prohibit uses since the proposed “limit” is to require that new uses would be permitted on the condition that the applicant except mining activity on this significant aggregate site.</p> | <p>limitations on quarry activity will be sought by people who are bothered by mining activity. The potential negative economic impact ranges from small to exceptionally large. All commercial users of state and county roads in the service area may also experience negative economic consequences if maintenance of these roads is compromised due to less efficient access to aggregate material.</p> |
| | <i>Prohibit dwellings and gathering spaces</i> | <i>Condition the placement of new dwellings and gathering spaces</i> | <i>No change to review standards for dwellings and gathering spaces</i> |
| Social Consequences | <p>Consequences related to new use on neighboring properties. Removing the option to place a dwelling, which otherwise meets all existing review criteria, within 1500 feet of the quarry boundary, would have a negative social consequence. This would be similar if gathering spaces were also prohibited. The social consequences stem from</p> | <p>Consequences related to new use on neighboring properties. The social impact to neighboring property owners would be neutral if acceptance of the mining activity were added as a condition of approval for new dwellings and uses related to social gatherings within 1500 feet of the quarry boundary. Options</p> | <p>Consequences related to new use on neighboring properties. The social impact to neighboring property owners would be neutral if new dwellings and social gathering spaces within 1500 feet of the quarry boundary were allowed under the existing review criteria.</p> |

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| | <p>a landowner’s desire to have reasonable options and flexibility when making choices about what they can and cannot do on their land.</p> <p>Consequences related to loss of quarry access. Noncommercial users of state and county roads within the region derive social benefit from using these roads. Efficient road maintenance will preserve this benefit.</p> | <p>available to property-owners would not be reduced. Dwellings and gathering spaces that meet existing review criteria would be allowed, provided the applicant agreed to accept the mining activity approved by the county.</p> <p>Consequences related to loss of quarry access. Noncommercial users of state and county roads within the region derive social benefit from using these roads. Efficient road maintenance will preserve this benefit.</p> | <p>Consequences related to loss of quarry access. Noncommercial users of state and county roads within the region derive social benefit from using these roads. Obstacles to efficient road maintenance, which could result from opposition to mining activity, would have a negative social impact.</p> |
| | <i>Prohibit dwellings and gathering spaces</i> | <i>Condition the placement of new dwellings and gathering spaces</i> | <i>No change to review standards for dwellings and gathering spaces</i> |
| Environmental Consequences | <p>Consequences related to new use on neighboring properties. There are no environmental consequences identified that stem from prohibiting new dwellings or social gathering spaces in the impact area.</p> <p>Consequences related to loss of quarry access. Efficient road maintenance practices include obtaining</p> | <p>Consequences related to new use on neighboring properties. There could be a negative environmental consequence from noise if new dwellings or social gathering spaces were limited in the impact area. New dwellings and social gathering spaces in the impact area could be authorized on the condition that the applicant accept the mining activity approved by this decision. This approach assures that a property owner will make an informed decision when locating a</p> | <p>Consequences related to new use on neighboring properties. There could be a negative environmental consequence from noise if new dwellings and social gathering spaces were allowed in the impact area. Different than the option to limit a decision, there would be no mechanism in the city or county’s approval process to inform property owners of the authorized mining activity. This would result in a higher possibility for a residence or social gathering space to be located in the</p> |

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| | <p>aggregate material from a quarry close to the project site. There will be some environmental benefit from fewer vehicle emissions when truck travel is minimized.</p> | <p>new use. If they decide to locate within the impact area, they will be exposed to noise impacts when mining activities are conducted on the site.</p> <p>Consequences related to loss of quarry access. Efficient road maintenance practices include obtaining aggregate material from a quarry close to the project site. There will be some environmental benefit from fewer vehicle emissions when truck travel is minimized</p> | <p>impact area and a higher potential for a negative consequence.</p> <p>Consequences related to loss of quarry access. There may be some negative environmental consequence if new uses in the impact area oppose mining activity and pose an obstacle to the use of this site. Efficient road maintenance practices include obtaining aggregate material from a quarry close to the project site. Vehicle emissions will increase if trucks have to travel further to access material.</p> |
| | <i>Prohibit dwellings and gathering spaces</i> | <i>Condition the placement of new dwellings and gathering spaces</i> | <i>No change to review standards for dwellings and gathering spaces</i> |
| Energy Consequences | <p>Consequences related to new use on neighboring properties. There are no energy consequences identified that stem from prohibiting new dwellings or social gathering spaces in the impact area.</p> <p>Consequences related to loss of quarry access. Efficient road maintenance practices include obtaining aggregate material from a quarry close to the project site. There will be some energy benefit from</p> | <p>Consequences related to new use on neighboring properties. There are no energy consequences identified that stem from limiting new dwellings or social gathering spaces in the impact area.</p> <p>Consequences related to loss of quarry access. Efficient road maintenance practices include obtaining aggregate material from a quarry close to the project site. There will be some energy benefit from reduced use of fuel when truck travel is minimized.</p> | <p>Consequences related to new use on neighboring properties. There are no energy consequences identified that stem from allowing new dwellings or social gathering spaces in the impact area.</p> <p>Consequences related to loss of quarry access. Efficient road maintenance practices include obtaining aggregate material from a quarry close to the project site. There will be some negative energy consequences from additional fuel use if</p> |

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| | reduced use of fuel when truck travel is minimized. | | truck travel is increased due to loss of access to this quarry. |
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Staff’s Conclusion: Staff find the applicants ESEE analysis table to be sufficient for this application and will be used by staff to make a determination.

(5) Develop a program to achieve Goal 5. Local governments shall determine whether to allow, limit, or prohibit identified conflicting uses for significant resource sites. This decision shall be based upon and supported by the ESEE analysis. A decision to prohibit or limit conflicting uses protects a resource site. A decision to allow some or all conflicting uses for a particular site may also be consistent with Goal 5, provided it is supported by the ESEE analysis. One of the following determinations shall be reached with regard to conflicting uses for a significant resource site:

- (a) A local government may decide that a significant resource site is of such importance compared to the conflicting uses, and the ESEE consequences of allowing the conflicting uses are so detrimental to the resource, that the conflicting uses should be prohibited.
- (b) A local government may decide that both the resource site and the conflicting uses are important compared to each other, and, based on the ESEE analysis, the conflicting uses should be allowed in a limited way that protects the resource site to a desired extent.
- (c) A local government may decide that the conflicting use should be allowed fully, notwithstanding the possible impacts on the resource site. The ESEE analysis must demonstrate that the conflicting use is of sufficient importance relative to the resource site, and must indicate why measures to protect the resource to some extent should not be provided, as per subsection (b) of this section.

Applicants Findings: ODOT is requesting that the City of Umatilla and Umatilla County determine that the resource site is important, and based on the ESEE analysis, the identified conflicting uses which are also important should be allowed in a limited way to protect the Powerline Quarry. The protection sought from potential conflicting uses would be within the 1,500-foot impact area and for the life of the Powerline Quarry. Specifically, local authorization of new residential and gathering spaces should be limited to achieve that goal.

Staff’s Conclusion: Based on the analysis that is provided above, both the resource site and conflicting uses are important compared to each other. A condition of approval will be required on all new uses that locate in the area to sign a memorandum of understanding that the locating near the subject property will have the potential for conflict.

660-023-0050 Programs to Achieve Goal 5

(1) For each resource site, local governments shall adopt comprehensive plan provisions and land use regulations to implement the decisions made pursuant to OAR 660-023-0040(5). The plan shall describe the degree of protection intended for each significant resource site. The plan and implementing ordinances shall clearly identify those conflicting uses that are allowed and the specific standards or limitations that apply to the allowed uses. A program to achieve Goal 5 may include zoning measures that partially or fully allow conflicting uses (see OAR 660-023-0040(5) (b) and (c)).

Applicants Findings: ODOT would request that the City of Umatilla and Umatilla County take action to facilitate protection of this aggregate site by mapping the 1,500-foot impact area within the Comprehensive Plan map and acknowledge that conflicting residential and gathering space uses identified previously will be limited and require that activities approved through a land use permit process will be required to waive rights to remonstrate against aggregate mining activities allowed by this decision. This would be consistent with practices required by Umatilla County Development Code provisions found at 152.063(D), which are applicable to permitted mining activities outside the UGB. The intent of this request is not to disallow these activities but to ensure that applicants for these types of uses be made aware of the mining operation and waive their rights to remonstrate against aggregate mining activities allowed by this decision.

Staff's Conclusion: Staff will develop an overlay zone that matches the 1,500-foot impact area in which a non-remonstrance will be required if any conflicting developments are proposed. It is expected that the 1,500-foot impact area will be effectively managed by this overlay zone on the City of Umatilla zoning map.

(2) When a local government has decided to protect a resource site under OAR 660-023-0040(5)(b), implementing measures applied to conflicting uses on the resource site and within its impact area shall contain clear and objective standards. For purposes of this division, a standard shall be considered clear and objective if it meets any one of the following criteria:

- (a) It is a fixed numerical standard, such as a height limitation of 35 feet or a setback of 50 feet;
- (b) It is a nondiscretionary requirement, such as a requirement that grading not occur beneath the dripline of a protected tree; or
- (c) It is a performance standard that describes the outcome to be achieved by the design, siting, construction, or operation of the conflicting use, and specifies the objective criteria to be used in evaluating outcome or performance. Different performance standards may be needed for different resource sites. If performance standards are adopted, the local government shall at the same time adopt a process for their application (such as a conditional use, or design review ordinance provision).

Applicants Findings: ODOT has requested protection consistent with OAR 660-023-0040(5)(b) seeking that identified conflicting uses be limited within the buffer area as discussed above.

Staff's Conclusion: The chosen overlay zone is clear and objective as it prescribes a specific area (1,500) in which a land use is limited (Non-remonstrance). The 1,500 buffer is clear and objective in the regard that if a proposed use is in the numerical buffer area it will be restricted and if it is outside of the numerical buffer area it will be allowed as long as it is consistent with the existing zoning.

(3) In addition to the clear and objective regulations required by section (2) of this rule, except for aggregate resources, local governments may adopt an alternative approval process that includes land use regulations that are not clear and objective (such as a planned unit development ordinance with discretionary performance standards), provided such regulations:

- (a) Specify that landowners have the choice of proceeding under either the clear and objective approval process or the alternative regulations; and
- (b) Require a level of protection for the resource that meets or exceeds the intended level determined under OAR 660-023-0040(5) and 660-023-0050(1).

Applicants Findings: These provisions would not be applicable as the request is related to

aggregate resources.

Staff's Conclusion: This criterion does not apply as this application is directly related to aggregate resources.

The City of Umatilla Comprehensive Plan is applicable, specifically Goal 2 Land Use Planning and Goal 5 Natural Resources, Scenic and Historic Areas, and Open Spaces. Goal 2 Section 2.1 Land Use Planning Background and Discussion defines the Natural Resource (NR) plan district as follows, "This district applies outside of the city limits, within the Urban Growth Boundary, to areas that contain high-quality aggregate and basalt. The district is intended to identify the general location of aggregate deposits and to protect the aggregate and basalt supply for future needs. It is not intended to restrict current land use, which is subject to Umatilla County Zoning, and presently includes a variety of industrial and residential uses. The "NR" areas should be reviewed to determine if the Comprehensive Plan designation remains appropriate."

Goal 5 Section 5.1 Natural Resources Background and Discussion 5.1.300 Gravel states, "Gravel extraction is also an important natural resource feature of the Umatilla area. Most of the areas currently being utilized are situated south of Sharp's Corner. The need for this material will no doubt increase with the advent of I-82 construction and the McNary second powerhouse. These gravel extraction areas have been retained in the Comprehensive Plan and are shown on the Developable Areas map, Figure 5.1-3."

Applicants Findings: ODOT supports the current Comprehensive Plan designation of NR as the subject property for this application has been and is an aggregate site with known inventory of both basalt and sand/gravel deposits. The intent of this application is to protect the site for future aggregate use and to allow mining, processing, and stockpiling.

The following Land Use Planning Findings support the request of ODOT:

- 2.5.101 Land uses should be located to take advantage of existing systems and physical features, and to minimize development costs.
- 2.5.102 Land uses should be situated so as to achieve compatibility and to avoid conflicts between adjoining uses.
- 2.5.105 Uses of the land which have an adverse effect on the environment should be regulated consistent with State and federal guidelines.

The following Land Use Planning Policies support the request of ODOT:

- 2.6.101 The City will maintain a Comprehensive Plan which designates a range of land use areas based on findings with respect to:
 - Natural resource capacity
 - Existing land use patterns

ODOT requests that the City of Umatilla add appropriate language to the Comprehensive Plan as part of Goal 5 subsection 5.1.300 Gravel adding the subject property as a significant site with Goal 5 protections and allowing mining, processing, and stockpiling. ODOT also requests that the City of Umatilla map the aggregate site and the impact area to implement the Goal 5 program to protect this resource site.

Staff's Conclusion: The purpose of this application is to allow for the City of Umatilla Comprehensive plan to account for and protect a specific aggregate use within the Urban Growth

Boundary. With a successful approval of this application the subject property will be listed as a significant site with Goal 5 protections, the aforementioned overlay zone and non- remonstrance will be the instruments used to successfully implement the Goal 5 program.

The Umatilla County Comprehensive Plan Chapter 8. OPEN SPACE, SCENIC AND HISTORIC AREAS, AND NATURAL RESOURCES would be applicable. It states, “this section includes those areas that, if managed wisely, will protect, conserve, and enhance the natural and cultural elements of the county.” Specifically Mineral and Aggregate Resources are described as follows, “although no minerals of commercial value are known to exist in the county, aggregates are relatively common. Aggregates include sand, crushed and uncrushed gravel, and stone. They are primarily used for the construction of new homes, streets, sewers, churches, businesses, etc. Since long truck hauls are costly, local sources must remain available.” Finding 38 states, “extraction of non-renewable aggregate and mineral resources requires ongoing exploration, reclamation, separation from adjacent incompatible land uses and access” with three supporting Policies. And Finding 41 states, “Several aggregate sites were determined to be significant enough to warrant protection from surrounding land uses in order to preserve the resource” with the associated Policy listing those significant sites.

Applicants Findings: ODOT requests, based on this application and the evidence provided, that Umatilla County co-adopt the City of Umatilla decision providing protection to the aggregate site and allowing mining, processing, and stockpiling of both the basalt and gravel resources.

Staff’s Conclusion: City of Umatilla supports the request for Umatilla County to co-adopt the City of Umatilla decision.

The Joint Management Agreement between Umatilla County and the City of Umatilla is applicable. Sections or portions of Sections 2.1.2 City Processing of Comprehensive Plan Text, Plan Map and Zoning Map Amendments; 2.1.3 County Adoption of City Comprehensive Plan Text, Plan Map and Zoning Map Amendments; and 2.1.4 Adoption or Amendment to Land Use Regulations; Plan and Zone Maps are applicable. There are also provisions related to annexation, Section 3, and roads, Section 4, that are also considered. The requirements, many of which are procedural, are included below with appropriate responses.

2.1.2 City Processing of Comprehensive Plan Text, Plan Map and Zoning Map Amendments.

a. The City shall have lead responsibility for reviewing and adopting amendments to the Comprehensive Plan text, plan map and zoning map for the UGA. Amendments may be initiated by the City, the County, or an affected person, by application to the City.

Applicants Findings: Application has been made to the City of Umatilla.

Staff’s Conclusion: The amendment proposal has been made by the applicant and the City has taken the lead in processing the request.

b. Amendment applications shall be processed by the City, with notification to the County at least twenty (20) days prior to the City Planning Commission’s first hearing on the proposed amendment.

Applicants Findings: The applicant supports notice to Umatilla County as required.

Staff’s Conclusion: Notice was mailed to Umatilla County Planning Department 21 days prior to the City of Umatilla’s first hearing on the matter at Planning Commission.

c. Any comments received from the County shall be considered by the City Planning Commission when making its recommendation to the City Council.

Applicants Findings: The applicant supports incorporation of any comments received from Umatilla County.

Staff's Conclusion: No comments have been received at the time of these findings, if any are received they will be included in the recommendation that the City Planning Commission makes.

d. The County may also provide comments prior to the City Council hearing, in which case, the Council shall consider the County's comments in making its final decision.

Applicants Findings: The applicant supports incorporation of any comments received from Umatilla County

Staff's Conclusion: The City will incorporate any comments made by Umatilla County into the record for the City Councils decision.

e. The City shall provide written notification of the City Council's final decision to the County within five (5) working days.

Applicants Findings: The applicant supports providing the City's final decision timely to Umatilla County.

Staff's Conclusion: Notice will be made within five working days to Umatilla County planning department.

2.1.3 County Adoption of City Comprehensive Plan Text, Plan Map and Zoning Map Amendments.

a. All amendments to the Comprehensive Plan text, plan map and zoning map affecting the UGA shall be referred to the County for co-adoption.

Applicants Findings: The applicant supports co-adoption of these changes by Umatilla County

Staff's Conclusion: The City supports the Counties co-adoption of any changes made by the Cities governing bodies.

b. The County must adopt the amendments approved by the City for these to be applicable in the UGA. The adoption shall be scheduled for hearing within sixty (60) days of City transmittal.

Applicants Findings: The applicant is prepared to assist the City of Umatilla and Umatilla County to achieve this timely requirement.

Staff's Conclusion: The City supports this requirement.

c. If the City and County disagree on the proposed amendment, either party may request a conflict resolution process to resolve the conflict.

Applicants Findings: The applicant supports conflict resolution but is hopeful that none would be needed.

Staff's Conclusion: In preliminary discussions with the Umatilla County Planning Department it is not expected that a disagreement will occur. If one does occur the City supports the preapproved conflict resolution process.

2.1.4 Adoption or Amendment to Land Use Regulations; Plan and Zone Maps

a. It is the intent of the City and County to jointly develop and adopt a single set of land use regulations and plan and zone map designations for properties within the City and UGA.

Applicants Findings: Co-adoption would maintain consistency between the City of Umatilla and Umatilla County.

Staff's Conclusion: The proposed co-adoption will allow for a single set of land use regulations and plan and zone map designations for properties within the City and UGA.

b. The City agrees to adopt and apply the (1972) County zoning map designations and land use regulations to lands located within the UGA until adoption and implementation of City land use regulations and zoning designations for lands within the UGA.

Applicants Findings: This application will maintain consistency and provide updates to the City of Umatilla Comprehensive Plan relative to the Powerline quarry.

Staff's Conclusion: The current zoning for the subject property is from the 1972 County zoning map designations and land use regulations.

c. The City shall have lead responsibility for reviewing and adopting amendments to land use regulations and to the Plan Map or Zoning Map for the UGA. Amendments may be initiated by the City, the County, or an affected person, by application to the City.

Applicants Findings: Application was made to the City of Umatilla with application materials also submitted to Umatilla County. This application is proposed to be co-adopted by Umatilla County.

Staff's Conclusion: The amendment proposal has been made by the applicant and the City has taken the lead in processing the request.

d. The City shall notify the County of proposed amendments at least (20) days prior to the City Planning Commission first hearing on the proposed amendment.

Applicants Findings: The applicant supports notice to Umatilla County.

Staff's Conclusion: Notice was mailed to Umatilla County Planning Department 21 days prior to the City of Umatilla's first hearing on the matter at Planning Commission.

e. The County may comment on the proposed amendment in writing, or in person, before the Planning Commission. The City Planning Commission shall consider the County's comments in making a recommendation to the City Council.

Applicants Findings: The applicant welcomes comment by Umatilla County.

Staff's Conclusion: The City welcomes comment by Umatilla County.

f. The County may review and comment on the Planning Commission's recommendation to the City Council in writing, or in person at the City Council's public hearing on the amendment. The City Council shall consider the County's comments in making a final decision.

Applicants Findings: The applicant welcomes comment by Umatilla County.

Staff's Conclusion: The City welcomes comment by Umatilla County.

g. The City shall notify the County of the City Council's final decision within five (5) working days.

Applicants Findings: The applicant supports timely notice to Umatilla County by the City of Umatilla.

Staff's Conclusion: Notice will be made within five working days to Umatilla County planning department.

h. All amendments to the land use regulations affecting the UGA shall be referred to the County for co-adoption.

Applicants Findings: The applicant supports co-adoption.

Staff's Conclusion: The City will refer the decision to the County for co-adoption.

i. The County must adopt the land use regulation amendments approved by the City for these to be applicable in the UGA. The adoption shall be scheduled for hearing within sixty (60) days of City transmittal.

Applicants Findings: The applicant supports timely action by Umatilla County to co-adopt.

Staff's Conclusion: The City supports this requirement.

j. If the City and County disagree on the proposed amendments, either party may request a conflict resolution process to resolve the conflict.

Applicants Findings: The applicant supports conflict resolution but is hopeful that none would be needed.

Staff's Conclusion: In preliminary discussions with the Umatilla County Planning Department it is not expected that a disagreement will occur. If one does occur the City supports the preapproved conflict resolution process.

Analysis of the Statewide Planning Goals 1 through 14 follows.

Goal 1 Citizen Involvement: To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

Applicants Findings: Both the City of Umatilla and Umatilla County's Comprehensive Plan's and development codes outline their citizen involvement program that includes the activities of the Planning Commission and provides for the public hearing process with its required notice provisions. These notice provisions provide for adjoining and affected property owner notice; notice to interested local, state, and federal agencies; and allows for public comment to the process. More specifically this request will be publicly noticed and discussed at multiple public hearings and will be subject to input from citizens.

Staff's Conclusion: Notice has been sent out to those required by code. In addition, notice will be placed in the newspaper 10 days prior to the first hearing. Citizen Involvement is encouraged.

Goal 2 Planning: To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Applicants Findings: Goal 2 establishes the underlining process that a county or a city needs to utilize when considering changes to their Comprehensive Plans and development codes. This application meets those requirements for this request.

Staff's Conclusion: The above findings are sufficient to meet this criterion.

Goal 3 Agricultural Lands: To preserve and maintain agricultural lands.

Applicants Findings: Goal 3 requires counties to preserve and maintain agricultural lands for farm uses. Counties must inventory agricultural lands and protect them by adopting exclusive

farm use zones consistent with Oregon Revised Statute 215.203 et. seq. This request is not subject to Goal 3 as the aggregate site under review is within the urban growth boundary of the City of Umatilla.

Staff's Conclusion: This request is not subject to Goal 3 as the aggregate site under review is within the urban growth boundary of the City of Umatilla.

Goal 4 Forest Lands: To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.

Applicants Findings: There are no forest lands impacted by this request and none within the City of Umatilla.

Staff's Conclusion: There are no forest lands impacted by this request and none within the City of Umatilla.

Goal 5 Open Spaces, Scenic and Historic Areas, and Natural Resources: To protect natural resources and conserve scenic and historic areas and open spaces.

Applicants Findings: The process undertaken within this application is to protect the subject property under Goal 5 as a significant aggregate site. The subject property does not have any overlays or other known cultural or historical sites. There are no mapped wetlands on the subject property and no floodplain has been mapped.

This application for a Comprehensive Plan amendment to protect an aggregate resource has been reviewed under Oregon Administrative Rule 660-023-0180, the process required under Goal 5.

Staff's Conclusion: This application for a Comprehensive Plan amendment to protect an aggregate resource has been reviewed under Oregon Administrative Rule 660-023-0180, the process required under Goal 5.

Goal 6 Air, Water and Land Resources Quality: To maintain and improve the quality of the air, water and land resources of the state.

Applicants Findings: Goal 6 addresses the quality of air, water and land resources. In the context of comprehensive plan amendments, a local government complies with Goal 6 by explaining why it is reasonable to expect that the proposed uses authorized by the plan amendment will be able to satisfy applicable federal and state environmental standards, including air and water quality standards. Goal 6 is addressed through a condition of approval that DEQ air quality and stormwater permits will be required as determined by DEQ.

Staff's Conclusion: Goal 6 is addressed through a condition of approval that DEQ air quality and stormwater permits will be required as determined by DEQ.

Goal 7 Areas Subject to Natural Hazards and Disasters: To protect people and property from natural hazards.

Applicants Findings: Goal 7 is concerned with the identification and mitigation of natural hazards. The subject property does not have any known natural hazards.

Staff's Conclusion: The subject property does not have any known natural hazards.

Goal 8 Recreation Needs: To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

Applicants Findings: No recreation components are included in this application.

Staff's Conclusion: No recreation components are included in this application.

Goal 9 Economy: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Applicants Findings: Goal 9 requires local governments to adopt comprehensive plans and policies that contribute to a stable and healthy economy. The City of Umatilla has just completed an update to Goal 9 that included an Economic Opportunities Analysis (EOA) outlining the need for additional employment lands. Umatilla County has a comprehensive plan and technical report that has been acknowledged to comply with Goal 9. Aggregate is a necessary component to the maintenance and safe operation of the highway and road network that is essential for residents, businesses, and recreation and tourism activities identified in the EOA.

Staff's Conclusion: The subject property will allow for the efficient maintenance of roads which in turn contributes to a healthy economy.

Goal 10 Housing: To provide for the housing needs of citizens of the state.

Applicants Findings: Housing is not a consideration of this application.

Staff's Conclusion: This criterion does not apply.

Goal 11 Public Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Applicants Findings: Goal 11 requires local governments to plan and develop a timely, orderly, and efficient arrangement of public facilities and services. The goal provides that urban and rural development be guided and supported by types and levels of services appropriate for, but limited to, the needs and requirements of the area to be served. The approval of this request would support the local highway road network that provides for the safe movement of residents, delivery of goods, and allows for recreation and tourism in the region.

Staff's Conclusion: The approval of this request would support the local highway road network that provides for the safe movement of residents, delivery of goods, and allows for recreation and tourism in the region.

Goal 12 Transportation: To provide and encourage a safe, convenient and economic transportation system.

Applicants Findings: Goal 12 requires local governments to provide and encourage a safe, convenient, and economic transportation system. The approval of this request is consistent with the City of Umatilla and Umatilla County's Transportation System Plans and the Oregon Highway Plan.

Staff's Conclusion: The approval of this request is consistent with the City of Umatilla and Umatilla County's Transportation System Plans and the Oregon Highway Plan.

Goal 13 Energy: To conserve energy.

Applicants Findings: Goal 13 directs local jurisdictions to manage and control land and uses developed on the land to maximize the conservation of all forms of energy, based on sound

economic principles. Having an ODOT material source efficiently located in their service district can reduce haul length and therefore fuel usage and energy consumption.

Staff's Conclusion: Having an ODOT material source efficiently located in their service district can reduce haul length and therefore fuel usage and energy consumption.

Goal 14 Urbanization: To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.

Applicants Findings: The approval of this request is consistent with Goal 14. The subject property is within the urban growth boundary for the city of Umatilla. Aggregate extraction is one of the uses allowed conditionally in this area.

Staff's Conclusion: The subject property is within the urban growth boundary for the city of Umatilla. Aggregate extraction is one of the uses allowed conditionally in this area.

Applicants Conclusion:

ODOT has provided within this narrative and with other information provided as part of the application package evidence and testimony in support of protection for the Powerline Quarry. Specifically, ODOT is requesting: 1) that the Powerline Quarry site of approximately 20 acres be listed as a significant aggregate resource within the City of Umatilla Comprehensive Plan; 2) that the City of Umatilla allows mining, processing, and stockpiling on the site; 3) that the City of Umatilla Comprehensive Plan and plan map be amended to implement a decision to protect the resource; and 4) that Umatilla County co-adopt the City of Umatilla decision. Protection will be achieved by preventing nuisance complaints from being filed by new residential and social gathering uses that may locate within the impact area.

IV. SUMMARY CONCLUSIONS AND STAFF RECOMMENDATION

Therefore, based on the information in Sections I and II of this report and the findings of fact and conclusions contained in Section III, the Planning Commission recommends **APPROVAL** of this request, PA-2-21, to amend the City of Umatilla Comprehensive Plan Goal 5 to include this site as a protected aggregate resource to the City Council. The property is identified as Tax Lot 1700 in Township 5 North, Range 28, Section 16A based on the conditions of approval below.

CONDITIONS OF APPROVAL:

1. Noise will be minimized by completing crushing activities during daylight hours.
2. Impacts from blasting will be minimized by providing notice to sensitive users within the impact area 48 hours prior to blasting. Sensitive users would be residences and medical facilities.
3. Dust will be minimized by using water or other suppressive measures within the quarry and along gravel roads used for ingress and egress.
4. DEQ air quality and stormwater permits will be required as determined by DEQ.
5. All new uses that locate in the impact area shall sign a memorandum of understanding that they are locating near the Powerline Quarry which has potential for conflict. The

memorandum of understanding shall include language stating that the applicant accepts normal mining activity at this significant aggregate site and restricts a landowner's ability to pursue a claim for relief or cause of action alleging injury from the aggregate operation.

Attachments:

1. Assessor's Map 5N 28 16A
2. Notice Map
3. Text Amendment

Text Amendment relating to PA-2-21

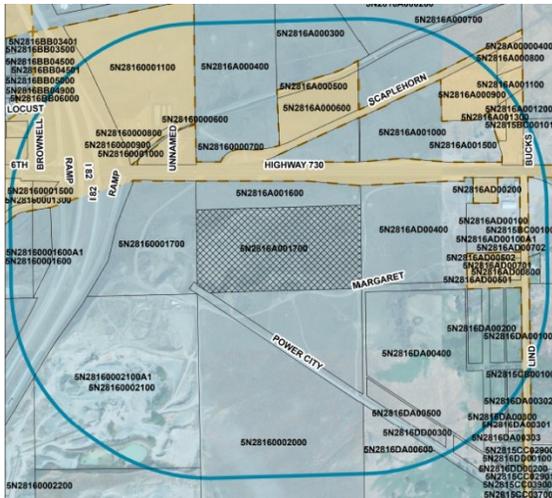
Text that is not underlined is existing. Text that is underlined is being added.

5.1.300 GRAVEL

Gravel extraction is also an important natural resource feature of the Umatilla area. Most of the areas currently being utilized are situated south of Sharp's Corner. The need for this material will no doubt increase with the advent of I-82 construction and the McNary second powerhouse. These gravel extraction areas have been retained in the Comprehensive Plan and are shown on the Developable Areas map, Figure 5.1-3.

5.1.301 ODOT Powerline Quarry

The City recognizes one site in the City of Umatilla Urban Growth Boundary as being a significant aggregate site. This site is referred to as Powerline Quarry and is identified as Tax Lot 1700 of Assessor's Map 5N2816A. This site is protected as a significant aggregate site as it contains high-quality aggregate and basalt. As such, conflicting uses will be limited within a 1,500-foot impact area by way of a memorandum of understanding in which the applicant acknowledges they are locating within the impact area of a protected use. Conflicting uses shall be considered homes, schools, churches, parks or certain recreation facilities, farm stands, commercial activities such as veterinarians, and other similar uses. The memorandum of understanding shall include language stating that the applicant accepts normal mining activity at this significant aggregate site and restricts a landowner's ability to pursue a claim for relief or cause of action alleging injury from the aggregate operation.



Map Showing 1,500-foot buffer

CITY OF UMATILLA, OREGON

AGENDA BILL

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| Agenda Title: Adoption of Ordinance No. 854 - AN ORDINANCE AMENDING CHAPTER 5 OF THE CITY OF UMATILLA'S COMPREHENSIVE LAND USE PLAN TO ADD TAX LOT 1700 ON ASSESSORS MAP 5N2816A AS A PROTECTED AGGREGATE RESOURCE | Meeting Date: 2022-03-01 |
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|---------------------------------------------|-----------------------------------|---------------------------------------|----------------------|
| Department: Community Development | Director: Brandon Seitz | Contact Person: Jacob Foutz | Phone Number: |
|---------------------------------------------|-----------------------------------|---------------------------------------|----------------------|

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|-----------------------------------------------------------------|-------------------------------------------|
| Cost of Proposal: NA Amount Budgeted: NA | Fund(s) Name and Number(s): N/A |
|-----------------------------------------------------------------|-------------------------------------------|

| | |
|----------------------------------------------|--------------------------------------------------|
| Reviewed by Finance Department: No | Previously Presented: December 7, 2021 |
|----------------------------------------------|--------------------------------------------------|

Attachments to Agenda Packet Item:

[ODOT ORD 854.docx](#)

[PA-2-21 ODOT Quarry Findings -CC.docx](#)

[Text Ammendment-Updated.docx](#)

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary Statement: The Council approved ODOT Quarry Plan Amendment PA-2-21 at their December 7, 2021, council meeting. Ordinance 854 will implement ODOT Quarry Plan Amendment PA-2-21 amending Chapter 5 of the Comprehensive Plan adding tax lot 1700 on assessors map 5N2816A as a protected aggregate resource. Staff recommends a motion for a first reading by title only of Ordinance No. 854. Staff recommends a motion to approve Ordinance No. 854. |
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| Consistent with Council Goals: Goal 2: Promote Economic Development and Job Growth. |
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ORDINANCE NO. 854

AN ORDINANCE AMENDING CHAPTER 5 OF THE CITY OF UMATILLA'S COMPREHENSIVE LAND USE PLAN TO ADD TAX LOT 1700 ON ASSESSORS MAP 5N2816A AS A PROTECTED AGGREGATE RESOURCE

WHEREAS, the City of Umatilla's Comprehensive Land Use Plan was codified, reformatted and re-adopted as Ordinance No. 779 on January 8, 2013; and

WHEREAS, Oregon Department of Transportation made application for a comprehensive plan amendment under application PA-2-21 to have their site located in the UGB be added to the City of Umatilla Comprehensive plan Goal 5 so their resource will be protected to allow mining, processing, and stockpiling; and

WHEREAS, the Umatilla Planning Commission held a public hearing on November 23, 2021, to consider Plan Amendment PA-2-21 an amendment of Chapter 5 of the City's Comprehensive Plan, and recommended approval to the Umatilla City Council; and

WHEREAS, the Umatilla City Council conducted a public hearing on December 7, 2021, to consider the Planning Commission's recommendation for Plan Amendment PA-2-21 and adopted the Planning Commission's findings and conclusions as its own in approving the application, as contained in the *Umatilla City Council Report and Decision for Plan Amendment PA-2-21*.

WHEREAS, the Umatilla County Board of Commissioners considered the application for co-adoption and the County Planning Commission's recommendation on February 9, 2022, and co-adopted City of Umatilla Plan Amendment PA-2-21 an amendment to Chapter 5 of the City of Umatilla Comprehensive Plan.

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

Section 1. Findings. The Umatilla City Council does hereby adopt the findings and conclusions recommended by the City Planning Commission as its own in support of this amendment to the Umatilla Comprehensive Plan, as contained in the *Umatilla City Council Report and Decision for Plan Amendment, PA-2-21*.

Section 2. Comprehensive Plan amendment. The Umatilla City Council does hereby amend Ordinance No 779 by adopting an update to Chapter 5 (Natural Resources) of the City of Umatilla's Comprehensive Plan, as attached hereto as Exhibit A.

Section 3. 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 4. 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.

ADOPTED by the City Council this ___ day of March, 2022.

Council members voting yes: _____

Council members voting no: _____

Absent Council members: _____

Abstaining Council members: _____

And **SIGNED** by the Mayor this ____ day of March, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder



**CITY OF UMATILLA PLANNING COMMISSION
REPORT AND RECCOMENDATION
FOR CITY COUNCIL FOR
PLAN AMENDMENT PA-2-21**

DATE OF HEARING: November 23, 2021

REPORT PREPARED BY: Jacob Foutz, Senior Planner

I. GENERAL INFORMATION AND FACTS

Applicant: Oregon Department of Transportation/Teresa Penninger
3012 Island Avenue
La Grande, OR 97850

Property Owner: Oregon Department of Transportation
3012 Island Avenue
La Grande, OR 97850

Land Use Review: Comprehensive Plan Goal 5 Amendment (Type IV review).

Subject Property Description: Township 5N, Range 28, Section 16A, Tax Lot 1700.

Location: The property is located in the along Highway 730 near Power city and Margaret.

Existing Development: Rock pit for mining.

Existing Zoning: General Rural (F-2) Zone.

II. Nature of Request/Applicable Comprehensive Plan and Zoning Ordinance Provisions

The applicant, Oregon Department of Transportation, is requesting to have their site located in the UGB be added to the City of Umatilla Comprehensive plan Goal 5 so their resource will be protected to allow mining, processing, and stockpiling.

The City of Umatilla does not have unique specific decision criteria for Goal 5 exceptions. The
ODOT Quarry PA-2-21

applicable decision criteria from the State of Oregon OARs will be used and is listed below:

- OAR Chapter 660 LCDC Division 23 Procedures and Requirements for Complying with Goal 5. 660-023-0180 Mineral and Aggregate Resources, 660-023-0040 ESEE Decision Process and 660-023-0050 Programs to Achieve Goal 5.

Applicants Narrative:

Intended Outcomes of Application Process:

The request is to add Tax Lot 1700 of Assessor's Map 5N 28 16A to the City of Umatilla list of significant aggregate sites, providing necessary protections under statewide Planning Goal 5 and Oregon Administrative Rule (OAR) Chapter 660 Department of Land Conservation and Development (DLCD) Division 23 Procedures and Requirements for Complying with Goal 5 including limiting conflicting uses within the buffer area, and to allow mining, processing, and stockpiling at the site.

The site is currently listed in the Umatilla County Technical Report on page D-174 as a 1A Site which indicates that at the time of listing the site was determined to be not important. This application will provide evidence that the site is significant and is in an area with other aggregate extraction that supports county roads and local development. The subject property is identified in the City of Umatilla Comprehensive Plan as Natural Resource which recognizes areas that contain high-quality aggregate and basalt.

The Oregon Department of Transportation (ODOT) intends to excavate, process and batch aggregate for public road projects, and to stockpile aggregate material for current and future use.

Location and Current Use of the Property:

The subject property is along Highway 730, just to the east of Interstate 82, within the Urban Growth Boundary of the City of Umatilla. There are two points along Highway 730 which allow access to the site as well as Power City Road. There has been historic aggregate use of the subject property since its acquisition by ODOT in 1951. Current use of the property is aggregate extraction and stockpile. There have been historical permits issued by Umatilla County to allow mining, crushing, and processing. There are also transmission lines installed on and adjacent to the subject property.

Surrounding Uses:

The area around the property is predominately infrastructure with Highway 730 to the north and Interstate 82 to the west. McNary Dam is within sight to the northeast and the associated substation and transmission line infrastructure is to the north. There are transmission lines on and immediately adjacent to the subject property. There are commercial activities in the vicinity including storage facilities, a healthcare clinic, and a labor contractor. Highway 730 to the west becomes the commercial core for the City of Umatilla beyond the ODOT weigh station that is to the northwest. There are residential uses also to the northwest and to the east and southeast. There is a home within the impact area on the east side of Lind Road and a residential unit as

part of one of the previously mentioned storage facilities. There are two aggregate sites to the west of the property: one owned by Umatilla County and the other in private ownership.

Required Review:

- OAR Chapter 660 LCDC Division 23 Procedures and Requirements for Complying with Goal 5 is applicable. These rules provide the procedures and criteria for inventorying and evaluating Goal 5 resources and for developing land use programs to conserve and protect significant Goal 5 resources. This application will specifically review 660-023-0180 Mineral and Aggregate Resources, 660-023-0040 ESEE Decision Process and 660-023-0050 Programs to Achieve Goal 5.
- Applicable Goals and Policies from the City of Umatilla and Umatilla County Comprehensive Plans are incorporated and evaluated.
- Included are the requirements of the Joint Management Agreement between the City of Umatilla and Umatilla County, which determine how the two jurisdictions coordinate land use activities.
- This application provides a review of Statewide Land Use Goals 1 through 14. Goals 15 through 19 are not applicable.

III. Analysis

The criteria applicable to this request are shown in underlined text and the responses are shown in standard text. All of the following criteria must be satisfied in order for this request to be approved.

STANDARDS OF THE OREGON ADMINISTRATIVE RULES, DIVISION 23 FOR GOAL 5 LARGE SIGNIFICANT SITES are found in OAR 660-023-0180 (3), (5), & (7), OAR 660-023-0040, and OAR 660-023-0050.

OAR 660-023-0180 Mineral and Aggregate Resources

(3) An aggregate resource site shall be considered significant if adequate information regarding the quantity, quality, and location of the resource demonstrates that the site meets any one of the criteria in subsections (a) through (c) of this section, except as provided in subsection (d) of this section:

(a) A representative set of samples of aggregate material in the deposit on the site meets Oregon Department of Transportation (ODOT) specifications for base rock for air degradation, abrasion, and sodium sulfate soundness, and the estimated amount of material is more than 2,000,000 tons in the Willamette Valley, 500,000 tons outside the Willamette Valley;

(b) The material meets local government standards establishing a lower threshold for significance than subsection (a) of this section; or

(c) The aggregate site is on an inventory of significant aggregate sites in an acknowledged plan on the applicable date of this rule.

(d) Notwithstanding subsections (a) through (c) of this section, except for an expansion area of an existing site if the operator of the existing site on March 1, 1996 had an enforceable property interest in the expansion area on that date, an aggregate site is not significant if the

criteria in either paragraphs (A) or (B) of this subsection apply:

(A) More than 35 percent of the proposed mining area consists of soil classified as Class I on Natural Resource and Conservation Service (NRCS) maps on the date of this rule; or

(B) More than 35 percent of the proposed mining area consists of soil classified as Class II, or of a combination of Class II and Class I or Unique soil on NRCS maps available on the date of this rule, unless the average width of the aggregate layer within the mining area exceeds:

(i) 60 feet in Washington, Multnomah, Marion, Columbia, and Lane counties;

(ii) 25 feet in Polk, Yamhill, and Clackamas counties; or

(iii) 17 feet in Linn and Benton counties.

Applicants Findings: The Powerline Quarry is in eastern Oregon and has an inventory of 2.95 million tons of available sands and gravels and basalt bedrock. The sand and gravel layer are up to 68 feet deep with the basalt layers between 183 and 290 feet. An evaluation of the sands and gravels to account for rock that may not be of the right size or meet other standards the inventory of half the total available is 365,000 cubic yards or 548,400 tons. For the basalt there is 1.6 million cubic yards or 2.4 million tons.

Historic DOGAMI mapping and the United States Department of Agriculture Soil Conservations Service Soil Survey identify, respectively, lava flows of Quaternary Missoula Flood deposits of silt to boulders over Miocene Columbia River Basalt Group and identify the site as predominately Pits Gravel, a designation that is applied to areas where aggregate extraction has taken place or is anticipated at the time of the soil survey.

Samples of material were tested from the Powerline Quarry in 1980, 1992, and 1993. For this analysis we are relying on testing completed in 1992, specifically test number 92-14527. View the three pages of the lab report as though it were a spreadsheet and read across each of the pages staying within the same row of cells. The requirements are for abrasion to be less than or equal to 30 percent, soundness to be less than or equal to 12 percent, and less than or equal to both 30 percent and 4 inches for degradation. For this testing the abrasion is 12.6 percent, soundness is 1 percent, and degradation is 11.4 percent with a sediment height of .2 inches.

Powerline Quarry exceeds the criteria for a significant aggregate site in accordance with OAR 660-023-0180(3)(a).

Staff's Conclusion: In review of the material provided by the applicant staff have found that proposed site meets the requirements found above. 548,400 tons of sand and gravel as well as 2.4 million tons of basalt rock clearly exceed the requirement of 500,000 tons for protection outside of the Willamette valley as required by criterion 3(a).

(5) For significant mineral and aggregate sites, local governments shall decide whether mining is permitted. For a PAPA application involving an aggregate site determined to be significant under section (3) of this rule, the process for this decision is set out in subsections (a) through (g) of this section. A local government must complete the process within 180 days after receipt of a complete application that is consistent with section (8) of this rule, or by the earliest date after 180 days allowed by local charter.

(a) The local government shall determine an impact area for the purpose of identifying

conflicts with proposed mining and processing activities. The impact area shall be large enough to include uses listed in subsection (b) of this section and shall be limited to 1,500 feet from the boundaries of the mining area, except where factual information indicates significant potential conflicts beyond this distance. For a proposed expansion of an existing aggregate site, the impact area shall be measured from the perimeter of the proposed expansion area rather than the boundaries of the existing aggregate site and shall not include the existing aggregate site.

Applicants Findings: This request is for Goal 5 protections for the entire ODOT aggregate site and is not a request for an expansion. Utilizing an impact area of 1500-feet from the boundary of the mining area is reasonable and does account for the activities in the vicinity.

Staff's Conclusion: Mining is permitted at the existing site, this process will allow for the protection of aforementioned use. The applicants proposed impact area of 1500-feet will be sufficient to account for the activities in the area.

- (b) The local government shall determine existing or approved land uses within the impact area that will be adversely affected by proposed mining operations and shall specify the predicted conflicts. For purposes of this section, "approved land uses" are dwellings allowed by a residential zone on existing platted lots and other uses for which conditional or final approvals have been granted by the local government. For determination of conflicts from proposed mining of a significant aggregate site, the local government shall limit its consideration to the following:

Applicants Findings: There is a variety of activity within the 1,500-foot impact area based on review of aerial photography and site visits. Residential areas are found to the northwest of the site as well as to the east and southeast, however only two residential units to the east fall within the impact area. The one on tax lot 100 of Assessor's Map 5N28E16AC is associated with a self-storage operation which is a commercial activity which was converted from a farm use (hatchery and coop) in 1991. Also, within the impact area are two self-storage operations and a medical facility, both along Highway 730. And Highway 730 and Interstate 82, including the interchange, are within the 1500-foot impact area. These uses appear to have been "approved land uses" granted by either Umatilla County or the City of Umatilla.

Staff's Conclusion: The subject property currently is zoned General rural in the Urban Growth Boundary. The subject property has existed prior to application for a goal 5 protection, the current use will not change and existing uses in the area have been exposed to the use prior to this application.

- (A) Conflicts due to noise, dust, or other discharges with regard to those existing and approved uses and associated activities (e. g. , houses and schools) that are sensitive to such discharges;

Applicants Findings: There are uses that could be impacted by noise, dust, or other discharges from the proposed mining operation. Noise from mining activities will be mitigated as the aggregate site, based on past use, is already functionally below ground level containing and muffling most noise. Blasting, which is conducted as part of the mining process, can also create noise, cause vibration, and result in fly rock. The current and continued configuration of the mining site will mitigate noise and fly rock. This same configuration of the mining site will also allow ODOT to manage stormwater and other related discharges onsite. Should any activities

require permitting by the Oregon Department of Environmental Quality those permits will be obtained. Additionally, ODOT will comply with the requirements of DOGAMI.

Staff's Conclusion: This is not a new use, the existing site has mitigated conflicts through time with noise, dust or other charges due to the preexisting use. No changes are proposed to the site at this time, the request is to have the existing use and site be protected under goal 5 provisions.

(B) Potential conflicts to local roads used for access and egress to the mining site within one mile of the entrance to the mining site unless a greater distance is necessary in order to include the intersection with the nearest arterial identified in the local transportation plan. Conflicts shall be determined based on clear and objective standards regarding sight distances, road capacity, cross section elements, horizontal and vertical alignment, and similar items in the transportation plan and implementing ordinances. Such standards for trucks associated with the mining operation shall be equivalent to standards for other trucks of equivalent size, weight, and capacity that haul other materials;

Applicants Findings: Unlike commercial quarry sites, this quarry will be used to support public road projects, with traffic generation temporary and sporadic. Occasional maintenance by the state will also be customary generally consisting of just a few vehicles. Most vehicle trips in and out of the quarry will occur when material from the quarry is used for road maintenance and improvement projects. These projects generally occur from the spring through fall during daylight hours. The level of vehicle trips generated by the quarry does not trigger a traffic impact analysis as it will be less than the 250 average daily trips as outlined at the City of Umatilla Zoning Ordinance 10-11-10.

Staff's Conclusion: The subject property has access to multiple roads in the area. The subject property is not expected to create any conflicts for access and egress. Power City Rd and Margaret St both have access to Highway 730 a major highway. It is worth noting that the applicant is ODOT and as such has a maintenance responsibility for Highway 730.

(C) Safety conflicts with existing public airports due to bird attractants, i.e., open water impoundments as specified under OAR chapter 660, division 013;

Applicants Findings: There are no public airports within the Impact Area. The closest public airport is south of Hermiston.

Staff's Conclusion: This Criterion does not apply.

(D) Conflicts with other Goal 5 resource sites within the impact area that are shown on an acknowledged list of significant resources and for which the requirements of Goal 5 have been completed at the time the PAPA is initiated;

Applicants Findings: There are no county inventoried Goal 5 resource sites within the impact area for Powerline Quarry. The City of Umatilla Comprehensive Plan map designation is Natural Resource, which supports the protection and extraction of aggregate material, but does not appear to provide specific Goal 5 protections.

Staff's Conclusion: There are no Goal 5 resource sites within the impact area. This Criterion does not apply.

(E) Conflicts with agricultural practices; and

Applicants Findings: The subject property is within the Urban Growth Boundary of the City of Umatilla with the nearest agricultural activities over a mile away to the southwest and southeast.

There are also agricultural activities over a mile to the north across the Columbia River. No agricultural activities will be impacted by this operation.

Staff's Conclusion: There are no agricultural practices within the impact area.

(F) Other conflicts for which consideration is necessary in order to carry out ordinances that supersede Oregon DOGAMI regulations pursuant to ORS 517.780;

Applicants Findings: The City of Umatilla nor Umatilla County have ordinances that supersedes DOGAMI regulations.

Staff's Conclusion: This criterion does not apply.

- (c) The local government shall determine reasonable and practicable measures that would minimize the conflicts identified under subsection (b) of this section. To determine whether proposed measures would minimize conflicts to agricultural practices, the requirements of ORS 215.296 shall be followed rather than the requirements of this section. If reasonable and practicable measures are identified to minimize all identified conflicts, mining shall be allowed at the site and subsection (d) of this section is not applicable. If identified conflicts cannot be minimized, subsection (d) of this section applies.

Applicants Findings: ODOT has identified the potential for impacts from noise blasting, and dust. These potential impacts will be minimized using the following actions and practices:

- Noise will be minimized by completing crushing activities during daylight hours.
- Impacts from blasting will be minimized by providing notice to sensitive users 48 hours prior to blasting. Sensitive users would be residences and medical facilities.
- Dust will be minimized by using water or other suppressive measures within the quarry and along gravel roads used for ingress and egress.

Staff's Conclusion: Staff concludes that the mitigation actions listed above will be sufficient to control negative consequences of the use. These actions will be included as conditions of approval.

- (d) The local government shall determine any significant conflicts identified under the requirements of subsection (c) of this section that cannot be minimized. Based on these conflicts only, local government shall determine the ESEE consequences of either allowing, limiting, or not allowing mining at the site. Local governments shall reach this decision by weighing these ESEE consequences, with consideration of the following:
- (A) The degree of adverse effect on existing land uses within the impact area;
(B) Reasonable and practicable measures that could be taken to reduce the identified adverse effects; and
(C) The probable duration of the mining operation and the proposed post-mining use of the site.

Applicants Findings: ODOT asserts that all identified conflicts can be minimized as described above.

Staff's Conclusion: The above criterion states "If reasonable and practicable measures are identified to minimize all identified conflicts, mining shall be allowed at the site and subsection (d) of this section is not applicable." Therefore, this criterion is not applicable.

- (e) Where mining is allowed, the plan and implementing ordinances shall be amended to allow such mining. Any required measures to minimize conflicts, including special conditions and procedures regulating mining, shall be clear and objective. Additional land use review (e. g. , site plan review), if required by the local government, shall not exceed the minimum review necessary to assure compliance with these requirements and shall not provide opportunities to deny mining for reasons unrelated to these requirements, or to attach additional approval requirements, except with regard to mining or processing activities:
- (A) For which the PAPA application does not provide information sufficient to determine clear and objective measures to resolve identified conflicts;
- (B) Not requested in the PAPA application; or
- (C) For which a significant change to the type, location, or duration of the activity shown on the PAPA application is proposed by the operator.

Applicants Findings: ODOT is requesting the Umatilla County and the City of Umatilla list the Powerline Quarry in their respective inventories and that the City of Umatilla approve mining. The narrative above identifies that ODOT has acknowledged potential conflicts and identified measures that can reduce or eliminate those same conflicts. Conditions limiting crushing and blasting to daylight hours, providing notice prior to blasting activities, and managing stormwater onsite are achievable.

Staff's Conclusion: As this is a preexisting use that is seeking goal 5 protection there will be no additional land use review required. The required measures to minimize conflict are listed above and will be required as a condition of approval.

- (f) Where mining is allowed, the local government shall determine the post-mining use and provide for this use in the comprehensive plan and land use regulations. For significant aggregate sites on Class I, II and Unique farmland, local governments shall adopt plan and land use regulations to limit post-mining use to farm uses under ORS 215.203, uses listed under ORS 215.213(1) or 215.283(1), and fish and wildlife habitat uses, including wetland mitigation banking. Local governments shall coordinate with DOGAMI regarding the regulation and reclamation of mineral and aggregate sites, except where exempt under ORS 517.780.

Applicants Findings: It is anticipated that the site would be appropriate for industrial, commercial, or open space uses at the time the quarry was no longer needed as an aggregate source. Post mining use will be consistent with the F-2 General Rural Zone and comply with DOGAMI Reclamation Plan requirements. The site is within the City of Umatilla Urban Growth Boundary.

Staff's Conclusion: It is expected that when the site is no longer viable for its use under goal 5 protections that it will be utilized as a use approved in the F-2 General Rural Zone or whatever zone may be applied to the site at that time.

- (g) Local governments shall allow a currently approved aggregate processing operation at an existing site to process material from a new or expansion site without requiring a reauthorization of the existing processing operation unless limits on such processing were established at the time it was approved by the local government.

Applicants Findings: Powerline Quarry is not an existing significant aggregate resource on either Umatilla County or the City of Umatilla's inventory of significant sites. This review criterion does not apply.

Staff's Conclusion: The City of Umatilla does not have a goal 5 natural resource for aggregate. This criterion does not apply.

(7) Except for aggregate resource sites determined to be significant under section (4) of this rule, local governments shall follow the standard ESEE process in OAR 660-023-0040 and 660-023-0050 to determine whether to allow, limit, or prevent new conflicting uses within the impact area of a significant mineral and aggregate site. (This requirement does not apply if, under section (5) of this rule, the local government decides that mining will not be authorized at the site.)

Applicants Findings: ODOT has provided an ESEE analysis. The analysis supports a decision to limit new conflicting uses within the buffer.

Staff's Conclusion: The applicant provided ESEE analysis is more than adequate. This analysis will be used by the City to determine the best course of action.

660-023-0040 ESEE Decision Process

(1) Local governments shall develop a program to achieve Goal 5 for all significant resource sites based on an analysis of the economic, social, environmental, and energy (ESEE) consequences that could result from a decision to allow, limit, or prohibit a conflicting use. This rule describes four steps to be followed in conducting an ESEE analysis, as set out in detail in sections (2) through (5) of this rule. Local governments are not required to follow these steps sequentially, and some steps anticipate a return to a previous step. However, findings shall demonstrate that requirements under each of the steps have been met, regardless of the sequence followed by the local government. The ESEE analysis need not be lengthy or complex, but should enable reviewers to gain a clear understanding of the conflicts and the consequences to be expected. The steps in the standard ESEE process are as follows:

(a) Identify conflicting uses;

Applicants Findings: The subject property is within the Urban Growth Boundary of the City of Umatilla and is zoned F-2 General Rural Zone which allows a variety of farm and rural residential uses, some outright and others conditionally. Some of these uses could create conflicts with an aggregate operation. Conflicts are most likely to arise when a new use would place people, living or working, within the buffer area. Those uses include homes, schools or churches, parks or certain recreation facilities, farm stands, commercial activities such as veterinarians, and other similar uses.

Staff's Conclusion: As this is an existing site the biggest potential conflict of use would be new uses that locate into the area. Due to the potential for conflict the applicants proposed 1,500-foot buffer is accepted by the City.

(b) Determine the impact area;

Applicants Findings: A 1,500-foot buffer extending from the aggregate site boundary.

Staff's Conclusion: A 1,500-foot buffer will be sufficient according the maximum distance the ORS allows for.

(c) Analyze the ESEE consequences; and

Applicants Findings: See the analysis below.

Staff's Conclusion: This criterion is addressed below.

(d) Develop a program to achieve Goal 5.

Applicants Findings: See a full analysis below.

Staff's Conclusion: This criterion is addressed below.

(2) Identify conflicting uses. Local governments shall identify conflicting uses that exist, or could occur, with regard to significant Goal 5 resource sites. To identify these uses, local governments shall examine land uses allowed outright or conditionally within the zones applied to the resource site and in its impact area. Local governments are not required to consider allowed uses that would be unlikely to occur in the impact area because existing permanent uses occupy the site. The following shall also apply in the identification of conflicting uses:

Applicants Findings: City of Umatilla Planning staff, under this provision, will need to identify conflicting uses that exist, or could occur, relative to this site. The F-2 General Rural Zone is applied to the subject and surrounding property which allows a variety of farm and rural residential uses. As previously stated ODOT is concerned with activities that might be negatively impacted by mining activities including processing and stockpiling. ODOT has anticipated conflicting uses the city could identify and based the ESEE analysis attached to this application on these uses.

Staff's Conclusion: Conflicting uses that can be identified at this time are homes, schools or churches, parks or certain recreation facilities, farm stands, commercial activities such as veterinarians, and other similar uses.

(a) If no uses conflict with a significant resource site, acknowledged policies and land use regulations may be considered sufficient to protect the resource site. The determination that there are no conflicting uses must be based on the applicable zoning rather than ownership of the site. (Therefore, public ownership of a site does not by itself support a conclusion that there are no conflicting uses.)

Applicants Findings: ODOT is requesting that conflicting uses be identified, and the site be protected from those uses within the buffer area.

Staff's Conclusion: The previously identified conflicting uses will be restricted within a 1500-foot buffer by an overlay zone. Staff is working on creation of the 1500-foot buffer zone overlay but it is not included in this application.

(b) A local government may determine that one or more significant Goal 5 resource sites are conflicting uses with another significant resource site. The local government shall determine the level of protection for each significant site using the ESEE process and/or the requirements in OAR 660-023-0090 through 660-023-0230 (see OAR 660-023-0020(1)).

Applicants Findings: There are no county inventoried Goal 5 resource sites within the impact area for Powerline Quarry. The City of Umatilla Comprehensive Plan map designation is Natural Resource, which supports the protection and extraction of aggregate material, but does not appear to provide specific Goal 5 protections.

Staff's Conclusion: There are no county inventoried Goal 5 resource sites within the impact area for Powerline Quarry. This criterion is not applicable.

(3) Determine the impact area. Local governments shall determine an impact area for each significant resource site. The impact area shall be drawn to include only the area in which allowed uses could adversely affect the identified resource. The impact area defines the geographic limits within which to conduct an ESEE analysis for the identified significant resource site.

Applicants Findings: The impact area for an aggregate site is 1,500 feet, as specified by OAR 660-023-0180(5)(a). This is the buffer area used for this analysis.

Staff's Conclusion: The impact area for an aggregate site is 1,500 feet, as specified by OAR 660-023-0180(5)(a). This is the buffer area used for this analysis.

(4) Analyze the ESEE consequences. Local governments shall analyze the ESEE consequences that could result from decisions to allow, limit, or prohibit a conflicting use. The analysis may address each of the identified conflicting uses, or it may address a group of similar conflicting uses. A local government may conduct a single analysis for two or more resource sites that are within the same area or that are similarly situated and subject to the same zoning. The local government may establish a matrix of commonly occurring conflicting uses and apply the matrix to particular resource sites in order to facilitate the analysis. A local government may conduct a single analysis for a site containing more than one significant Goal 5 resource. The ESEE analysis must consider any applicable statewide goal or acknowledged plan requirements, including the requirements of Goal 5. The analyses of the ESEE consequences shall be adopted either as part of the plan or as a land use regulation.

Applicants Findings: ODOT is requesting that the City of Umatilla determine that future dwelling or residential use and other noise sensitive uses be limited to protect the mining area from encroachment. The types of uses that have potential to pose a conflict with the quarry include residential uses, and “gathering spaces” - certain public or semi-public uses, churches, private and public parks, golf courses, community centers, residential homes, room and board operations, and schools.

Umatilla County's Comprehensive Plan Finding 38 states, “extraction of non-renewable aggregate and mineral resources requires ongoing exploration, reclamation, separation from adjacent incompatible land uses and access” and has three supporting Policies. It is the “separation from adjacent incompatible land uses” that ODOT is seeking to assure to limit future impacts from the Powerline Quarry.

On page D-196 of the Umatilla County Technical Report it states the following, “About 30 ‘3C’ and ‘2A’ resource sites are owned [or] operated by the Oregon State Highway Department and County Road Department. Most of these sites are small (under four acres) and are used as material resources for road repair and construction. Costs and energy are saved by having scattered material sources available through the county.” It is in support of this statement that ODOT is seeking protection for this quarry and others within its network throughout Umatilla County.

The ESEE Analysis follows:

| ESEE consequences related to review criteria for dwellings and gathering spaces in the 1,500-foot impact area surrounding the Powerline Canyon Quarry | | | |
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| | <i>Prohibit dwellings and gathering spaces</i> | <i>Condition the placement of new dwellings and gathering spaces</i> | <i>No change to review standards for dwellings and gathering spaces</i> |
| Economic Consequences | <p>Consequences related to new use on neighboring properties. There may be some negative economic impact to neighboring property owners if new dwellings or gathering places were not allowed within 1500 feet of the quarry boundary. Since only a portion of properties, all with a 19-acre minimum lot size requirement for a dwelling, would be affected, the negative impact would be small. There are also challenges to future residential development in the impact area due to the amount and type of infrastructure installed in the 1500-foot buffer. This decreases the likelihood of residential development and lowers the potential negative consequences of prohibiting dwellings.</p> <p>Consequences related to loss or interruption of quarry access. The economic benefit of preserving ODOT's ability to access material from sites within the state's network of material sources is well</p> | <p>Consequences related to new use on neighboring properties. The economic impact to neighboring property owners would be neutral. A requirement for a waiver of remonstrance would not restrict the use of the property allowed in the underlying zone.</p> <p>Similar wavers are required by counties around the state as a condition of approval for a new residential structure in a farm or forest zone. These wavers, required by ORS 215.213 and 215.283, restrict a landowner's ability to pursue a claim for relief or cause of action alleging injury from farming or forest practices. While the property is not zoned for Exclusive Farm Use it is zoned General Rural Zone which is designed to maintain the openness and rural nature of the countryside.</p> <p>Without evidence that the widespread use of such wavers has negatively impacted property values or development rights, it is reasonable to conclude</p> | <p>Consequences related to new use on neighboring properties. The economic consequence for property owners would be neutral. This decision would maintain the current approval criteria for new residences and gathering spaces in the impact area.</p> <p>Consequences related to loss or interruption of quarry access. The economic impact would be negative. Interruptions in use of a quarry, due to complaints and nuisance lawsuits, have cause delays and increased costs for road projects across the state. Development of this quarry supports economically efficient staging of road maintenance and construction projects in the region. New noise sensitive uses locating within 1500 feet of the quarry will bring the possibility that</p> |

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| | <p>documented. Offering a state-owned aggregate site on a road project is known to increase the number of contractors bidding on a project. This enables more competition, which results in lower project costs. As this request is seeking approval of a site owned by ODOT since 1951 this is a less costly strategy than seeking a new site. The Powerline Quarry will provide material for road maintenance and construction along Highways 730 and 395 and Interstate 82 in northwest Umatilla County. All commercial users of these highways will also benefit economically from efficient maintenance of these roads.</p> | <p>that the proposed limit on new conflicting uses in the impact area of the Powerline Quarry will have no negative economic consequence.</p> <p>Consequences related to loss or interruption of quarry access. The economic benefit would be the same as that for a decision to prohibit uses since the proposed “limit” is to require that new uses would be permitted on the condition that the applicant except mining activity on this significant aggregate site.</p> | <p>limitations on quarry activity will be sought by people who are bothered by mining activity. The potential negative economic impact ranges from small to exceptionally large. All commercial users of state and county roads in the service area may also experience negative economic consequences if maintenance of these roads is compromised due to less efficient access to aggregate material.</p> |
| | <i>Prohibit dwellings and gathering spaces</i> | <i>Condition the placement of new dwellings and gathering spaces</i> | <i>No change to review standards for dwellings and gathering spaces</i> |
| Social Consequences | <p>Consequences related to new use on neighboring properties. Removing the option to place a dwelling, which otherwise meets all existing review criteria, within 1500 feet of the quarry boundary, would have a negative social consequence. This would be similar if gathering spaces were also prohibited. The social consequences stem from</p> | <p>Consequences related to new use on neighboring properties. The social impact to neighboring property owners would be neutral if acceptance of the mining activity were added as a condition of approval for new dwellings and uses related to social gatherings within 1500 feet of the quarry boundary. Options</p> | <p>Consequences related to new use on neighboring properties. The social impact to neighboring property owners would be neutral if new dwellings and social gathering spaces within 1500 feet of the quarry boundary were allowed under the existing review criteria.</p> |

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| | <p>a landowner’s desire to have reasonable options and flexibility when making choices about what they can and cannot do on their land.</p> <p>Consequences related to loss of quarry access. Noncommercial users of state and county roads within the region derive social benefit from using these roads. Efficient road maintenance will preserve this benefit.</p> | <p>available to property-owners would not be reduced. Dwellings and gathering spaces that meet existing review criteria would be allowed, provided the applicant agreed to accept the mining activity approved by the county.</p> <p>Consequences related to loss of quarry access. Noncommercial users of state and county roads within the region derive social benefit from using these roads. Efficient road maintenance will preserve this benefit.</p> | <p>Consequences related to loss of quarry access. Noncommercial users of state and county roads within the region derive social benefit from using these roads. Obstacles to efficient road maintenance, which could result from opposition to mining activity, would have a negative social impact.</p> |
| | <i>Prohibit dwellings and gathering spaces</i> | <i>Condition the placement of new dwellings and gathering spaces</i> | <i>No change to review standards for dwellings and gathering spaces</i> |
| Environmental Consequences | <p>Consequences related to new use on neighboring properties. There are no environmental consequences identified that stem from prohibiting new dwellings or social gathering spaces in the impact area.</p> <p>Consequences related to loss of quarry access. Efficient road maintenance practices include obtaining</p> | <p>Consequences related to new use on neighboring properties. There could be a negative environmental consequence from noise if new dwellings or social gathering spaces were limited in the impact area. New dwellings and social gathering spaces in the impact area could be authorized on the condition that the applicant accept the mining activity approved by this decision. This approach assures that a property owner will make an informed decision when locating a</p> | <p>Consequences related to new use on neighboring properties. There could be a negative environmental consequence from noise if new dwellings and social gathering spaces were allowed in the impact area. Different than the option to limit a decision, there would be no mechanism in the city or county’s approval process to inform property owners of the authorized mining activity. This would result in a higher possibility for a residence or social gathering space to be located in the</p> |

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| | <p>aggregate material from a quarry close to the project site. There will be some environmental benefit from fewer vehicle emissions when truck travel is minimized.</p> | <p>new use. If they decide to locate within the impact area, they will be exposed to noise impacts when mining activities are conducted on the site.</p> <p>Consequences related to loss of quarry access. Efficient road maintenance practices include obtaining aggregate material from a quarry close to the project site. There will be some environmental benefit from fewer vehicle emissions when truck travel is minimized</p> | <p>impact area and a higher potential for a negative consequence.</p> <p>Consequences related to loss of quarry access. There may be some negative environmental consequence if new uses in the impact area oppose mining activity and pose an obstacle to the use of this site. Efficient road maintenance practices include obtaining aggregate material from a quarry close to the project site. Vehicle emissions will increase if trucks have to travel further to access material.</p> |
| | <i>Prohibit dwellings and gathering spaces</i> | <i>Condition the placement of new dwellings and gathering spaces</i> | <i>No change to review standards for dwellings and gathering spaces</i> |
| Energy Consequences | <p>Consequences related to new use on neighboring properties. There are no energy consequences identified that stem from prohibiting new dwellings or social gathering spaces in the impact area.</p> <p>Consequences related to loss of quarry access. Efficient road maintenance practices include obtaining aggregate material from a quarry close to the project site. There will be some energy benefit from</p> | <p>Consequences related to new use on neighboring properties. There are no energy consequences identified that stem from limiting new dwellings or social gathering spaces in the impact area.</p> <p>Consequences related to loss of quarry access. Efficient road maintenance practices include obtaining aggregate material from a quarry close to the project site. There will be some energy benefit from reduced use of fuel when truck travel is minimized.</p> | <p>Consequences related to new use on neighboring properties. There are no energy consequences identified that stem from allowing new dwellings or social gathering spaces in the impact area.</p> <p>Consequences related to loss of quarry access. Efficient road maintenance practices include obtaining aggregate material from a quarry close to the project site. There will be some negative energy consequences from additional fuel use if</p> |

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| | reduced use of fuel when truck travel is minimized. | | truck travel is increased due to loss of access to this quarry. |
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Staff’s Conclusion: Staff find the applicants ESEE analysis table to be sufficient for this application and will be used by staff to make a determination.

(5) Develop a program to achieve Goal 5. Local governments shall determine whether to allow, limit, or prohibit identified conflicting uses for significant resource sites. This decision shall be based upon and supported by the ESEE analysis. A decision to prohibit or limit conflicting uses protects a resource site. A decision to allow some or all conflicting uses for a particular site may also be consistent with Goal 5, provided it is supported by the ESEE analysis. One of the following determinations shall be reached with regard to conflicting uses for a significant resource site:

- (a) A local government may decide that a significant resource site is of such importance compared to the conflicting uses, and the ESEE consequences of allowing the conflicting uses are so detrimental to the resource, that the conflicting uses should be prohibited.
- (b) A local government may decide that both the resource site and the conflicting uses are important compared to each other, and, based on the ESEE analysis, the conflicting uses should be allowed in a limited way that protects the resource site to a desired extent.
- (c) A local government may decide that the conflicting use should be allowed fully, notwithstanding the possible impacts on the resource site. The ESEE analysis must demonstrate that the conflicting use is of sufficient importance relative to the resource site, and must indicate why measures to protect the resource to some extent should not be provided, as per subsection (b) of this section.

Applicants Findings: ODOT is requesting that the City of Umatilla and Umatilla County determine that the resource site is important, and based on the ESEE analysis, the identified conflicting uses which are also important should be allowed in a limited way to protect the Powerline Quarry. The protection sought from potential conflicting uses would be within the 1,500-foot impact area and for the life of the Powerline Quarry. Specifically, local authorization of new residential and gathering spaces should be limited to achieve that goal.

Staff’s Conclusion: Based on the analysis that is provided above, both the resource site and conflicting uses are important compared to each other. A condition of approval will be required on all new uses that locate in the area to sign a memorandum of understanding that the locating near the subject property will have the potential for conflict.

660-023-0050 Programs to Achieve Goal 5

(1) For each resource site, local governments shall adopt comprehensive plan provisions and land use regulations to implement the decisions made pursuant to OAR 660-023-0040(5). The plan shall describe the degree of protection intended for each significant resource site. The plan and implementing ordinances shall clearly identify those conflicting uses that are allowed and the specific standards or limitations that apply to the allowed uses. A program to achieve Goal 5 may include zoning measures that partially or fully allow conflicting uses (see OAR 660-023-0040(5) (b) and (c)).

Applicants Findings: ODOT would request that the City of Umatilla and Umatilla County take action to facilitate protection of this aggregate site by mapping the 1,500-foot impact area within the Comprehensive Plan map and acknowledge that conflicting residential and gathering space uses identified previously will be limited and require that activities approved through a land use permit process will be required to waive rights to remonstrate against aggregate mining activities allowed by this decision. This would be consistent with practices required by Umatilla County Development Code provisions found at 152.063(D), which are applicable to permitted mining activities outside the UGB. The intent of this request is not to disallow these activities but to ensure that applicants for these types of uses be made aware of the mining operation and waive their rights to remonstrate against aggregate mining activities allowed by this decision.

Staff's Conclusion: Staff will develop an overlay zone that matches the 1,500-foot impact area in which a non-remonstrance will be required if any conflicting developments are proposed. It is expected that the 1,500-foot impact area will be effectively managed by this overlay zone on the City of Umatilla zoning map.

(2) When a local government has decided to protect a resource site under OAR 660-023-0040(5)(b), implementing measures applied to conflicting uses on the resource site and within its impact area shall contain clear and objective standards. For purposes of this division, a standard shall be considered clear and objective if it meets any one of the following criteria:

- (a) It is a fixed numerical standard, such as a height limitation of 35 feet or a setback of 50 feet;
- (b) It is a nondiscretionary requirement, such as a requirement that grading not occur beneath the dripline of a protected tree; or
- (c) It is a performance standard that describes the outcome to be achieved by the design, siting, construction, or operation of the conflicting use, and specifies the objective criteria to be used in evaluating outcome or performance. Different performance standards may be needed for different resource sites. If performance standards are adopted, the local government shall at the same time adopt a process for their application (such as a conditional use, or design review ordinance provision).

Applicants Findings: ODOT has requested protection consistent with OAR 660-023-0040(5)(b) seeking that identified conflicting uses be limited within the buffer area as discussed above.

Staff's Conclusion: The chosen overlay zone is clear and objective as it prescribes a specific area (1,500) in which a land use is limited (Non-remonstrance). The 1,500 buffer is clear and objective in the regard that if a proposed use is in the numerical buffer area it will be restricted and if it is outside of the numerical buffer area it will be allowed as long as it is consistent with the existing zoning.

(3) In addition to the clear and objective regulations required by section (2) of this rule, except for aggregate resources, local governments may adopt an alternative approval process that includes land use regulations that are not clear and objective (such as a planned unit development ordinance with discretionary performance standards), provided such regulations:

- (a) Specify that landowners have the choice of proceeding under either the clear and objective approval process or the alternative regulations; and
- (b) Require a level of protection for the resource that meets or exceeds the intended level determined under OAR 660-023-0040(5) and 660-023-0050(1).

Applicants Findings: These provisions would not be applicable as the request is related to

aggregate resources.

Staff's Conclusion: This criterion does not apply as this application is directly related to aggregate resources.

The City of Umatilla Comprehensive Plan is applicable, specifically Goal 2 Land Use Planning and Goal 5 Natural Resources, Scenic and Historic Areas, and Open Spaces. Goal 2 Section 2.1 Land Use Planning Background and Discussion defines the Natural Resource (NR) plan district as follows, "This district applies outside of the city limits, within the Urban Growth Boundary, to areas that contain high-quality aggregate and basalt. The district is intended to identify the general location of aggregate deposits and to protect the aggregate and basalt supply for future needs. It is not intended to restrict current land use, which is subject to Umatilla County Zoning, and presently includes a variety of industrial and residential uses. The "NR" areas should be reviewed to determine if the Comprehensive Plan designation remains appropriate."

Goal 5 Section 5.1 Natural Resources Background and Discussion 5.1.300 Gravel states, "Gravel extraction is also an important natural resource feature of the Umatilla area. Most of the areas currently being utilized are situated south of Sharp's Corner. The need for this material will no doubt increase with the advent of I-82 construction and the McNary second powerhouse. These gravel extraction areas have been retained in the Comprehensive Plan and are shown on the Developable Areas map, Figure 5.1-3."

Applicants Findings: ODOT supports the current Comprehensive Plan designation of NR as the subject property for this application has been and is an aggregate site with known inventory of both basalt and sand/gravel deposits. The intent of this application is to protect the site for future aggregate use and to allow mining, processing, and stockpiling.

The following Land Use Planning Findings support the request of ODOT:

- 2.5.101 Land uses should be located to take advantage of existing systems and physical features, and to minimize development costs.
- 2.5.102 Land uses should be situated so as to achieve compatibility and to avoid conflicts between adjoining uses.
- 2.5.105 Uses of the land which have an adverse effect on the environment should be regulated consistent with State and federal guidelines.

The following Land Use Planning Policies support the request of ODOT:

- 2.6.101 The City will maintain a Comprehensive Plan which designates a range of land use areas based on findings with respect to:
 - Natural resource capacity
 - Existing land use patterns

ODOT requests that the City of Umatilla add appropriate language to the Comprehensive Plan as part of Goal 5 subsection 5.1.300 Gravel adding the subject property as a significant site with Goal 5 protections and allowing mining, processing, and stockpiling. ODOT also requests that the City of Umatilla map the aggregate site and the impact area to implement the Goal 5 program to protect this resource site.

Staff's Conclusion: The purpose of this application is to allow for the City of Umatilla Comprehensive plan to account for and protect a specific aggregate use within the Urban Growth

Boundary. With a successful approval of this application the subject property will be listed as a significant site with Goal 5 protections, the aforementioned overlay zone and non- remonstrance will be the instruments used to successfully implement the Goal 5 program.

The Umatilla County Comprehensive Plan Chapter 8. OPEN SPACE, SCENIC AND HISTORIC AREAS, AND NATURAL RESOURCES would be applicable. It states, “this section includes those areas that, if managed wisely, will protect, conserve, and enhance the natural and cultural elements of the county.” Specifically Mineral and Aggregate Resources are described as follows, “although no minerals of commercial value are known to exist in the county, aggregates are relatively common. Aggregates include sand, crushed and uncrushed gravel, and stone. They are primarily used for the construction of new homes, streets, sewers, churches, businesses, etc. Since long truck hauls are costly, local sources must remain available.” Finding 38 states, “extraction of non-renewable aggregate and mineral resources requires ongoing exploration, reclamation, separation from adjacent incompatible land uses and access” with three supporting Policies. And Finding 41 states, “Several aggregate sites were determined to be significant enough to warrant protection from surrounding land uses in order to preserve the resource” with the associated Policy listing those significant sites.

Applicants Findings: ODOT requests, based on this application and the evidence provided, that Umatilla County co-adopt the City of Umatilla decision providing protection to the aggregate site and allowing mining, processing, and stockpiling of both the basalt and gravel resources.

Staff’s Conclusion: City of Umatilla supports the request for Umatilla County to co-adopt the City of Umatilla decision.

The Joint Management Agreement between Umatilla County and the City of Umatilla is applicable. Sections or portions of Sections 2.1.2 City Processing of Comprehensive Plan Text, Plan Map and Zoning Map Amendments; 2.1.3 County Adoption of City Comprehensive Plan Text, Plan Map and Zoning Map Amendments; and 2.1.4 Adoption or Amendment to Land Use Regulations; Plan and Zone Maps are applicable. There are also provisions related to annexation, Section 3, and roads, Section 4, that are also considered. The requirements, many of which are procedural, are included below with appropriate responses.

2.1.2 City Processing of Comprehensive Plan Text, Plan Map and Zoning Map Amendments.

a. The City shall have lead responsibility for reviewing and adopting amendments to the Comprehensive Plan text, plan map and zoning map for the UGA. Amendments may be initiated by the City, the County, or an affected person, by application to the City.

Applicants Findings: Application has been made to the City of Umatilla.

Staff’s Conclusion: The amendment proposal has been made by the applicant and the City has taken the lead in processing the request.

b. Amendment applications shall be processed by the City, with notification to the County at least twenty (20) days prior to the City Planning Commission’s first hearing on the proposed amendment.

Applicants Findings: The applicant supports notice to Umatilla County as required.

Staff’s Conclusion: Notice was mailed to Umatilla County Planning Department 21 days prior to the City of Umatilla’s first hearing on the matter at Planning Commission.

c. Any comments received from the County shall be considered by the City Planning Commission when making its recommendation to the City Council.

Applicants Findings: The applicant supports incorporation of any comments received from Umatilla County.

Staff's Conclusion: No comments have been received at the time of these findings, if any are received they will be included in the recommendation that the City Planning Commission makes.

d. The County may also provide comments prior to the City Council hearing, in which case, the Council shall consider the County's comments in making its final decision.

Applicants Findings: The applicant supports incorporation of any comments received from Umatilla County

Staff's Conclusion: The City will incorporate any comments made by Umatilla County into the record for the City Councils decision.

e. The City shall provide written notification of the City Council's final decision to the County within five (5) working days.

Applicants Findings: The applicant supports providing the City's final decision timely to Umatilla County.

Staff's Conclusion: Notice will be made within five working days to Umatilla County planning department.

2.1.3 County Adoption of City Comprehensive Plan Text, Plan Map and Zoning Map Amendments.

a. All amendments to the Comprehensive Plan text, plan map and zoning map affecting the UGA shall be referred to the County for co-adoption.

Applicants Findings: The applicant supports co-adoption of these changes by Umatilla County

Staff's Conclusion: The City supports the Counties co-adoption of any changes made by the Cities governing bodies.

b. The County must adopt the amendments approved by the City for these to be applicable in the UGA. The adoption shall be scheduled for hearing within sixty (60) days of City transmittal.

Applicants Findings: The applicant is prepared to assist the City of Umatilla and Umatilla County to achieve this timely requirement.

Staff's Conclusion: The City supports this requirement.

c. If the City and County disagree on the proposed amendment, either party may request a conflict resolution process to resolve the conflict.

Applicants Findings: The applicant supports conflict resolution but is hopeful that none would be needed.

Staff's Conclusion: In preliminary discussions with the Umatilla County Planning Department it is not expected that a disagreement will occur. If one does occur the City supports the preapproved conflict resolution process.

2.1.4 Adoption or Amendment to Land Use Regulations; Plan and Zone Maps

a. It is the intent of the City and County to jointly develop and adopt a single set of land use regulations and plan and zone map designations for properties within the City and UGA.

Applicants Findings: Co-adoption would maintain consistency between the City of Umatilla and Umatilla County.

Staff's Conclusion: The proposed co-adoption will allow for a single set of land use regulations and plan and zone map designations for properties within the City and UGA.

b. The City agrees to adopt and apply the (1972) County zoning map designations and land use regulations to lands located within the UGA until adoption and implementation of City land use regulations and zoning designations for lands within the UGA.

Applicants Findings: This application will maintain consistency and provide updates to the City of Umatilla Comprehensive Plan relative to the Powerline quarry.

Staff's Conclusion: The current zoning for the subject property is from the 1972 County zoning map designations and land use regulations.

c. The City shall have lead responsibility for reviewing and adopting amendments to land use regulations and to the Plan Map or Zoning Map for the UGA. Amendments may be initiated by the City, the County, or an affected person, by application to the City.

Applicants Findings: Application was made to the City of Umatilla with application materials also submitted to Umatilla County. This application is proposed to be co-adopted by Umatilla County.

Staff's Conclusion: The amendment proposal has been made by the applicant and the City has taken the lead in processing the request.

d. The City shall notify the County of proposed amendments at least (20) days prior to the City Planning Commission first hearing on the proposed amendment.

Applicants Findings: The applicant supports notice to Umatilla County.

Staff's Conclusion: Notice was mailed to Umatilla County Planning Department 21 days prior to the City of Umatilla's first hearing on the matter at Planning Commission.

e. The County may comment on the proposed amendment in writing, or in person, before the Planning Commission. The City Planning Commission shall consider the County's comments in making a recommendation to the City Council.

Applicants Findings: The applicant welcomes comment by Umatilla County.

Staff's Conclusion: The City welcomes comment by Umatilla County.

f. The County may review and comment on the Planning Commission's recommendation to the City Council in writing, or in person at the City Council's public hearing on the amendment. The City Council shall consider the County's comments in making a final decision.

Applicants Findings: The applicant welcomes comment by Umatilla County.

Staff's Conclusion: The City welcomes comment by Umatilla County.

g. The City shall notify the County of the City Council's final decision within five (5) working days.

Applicants Findings: The applicant supports timely notice to Umatilla County by the City of Umatilla.

Staff's Conclusion: Notice will be made within five working days to Umatilla County planning department.

h. All amendments to the land use regulations affecting the UGA shall be referred to the County for co-adoption.

Applicants Findings: The applicant supports co-adoption.

Staff's Conclusion: The City will refer the decision to the County for co-adoption.

i. The County must adopt the land use regulation amendments approved by the City for these to be applicable in the UGA. The adoption shall be scheduled for hearing within sixty (60) days of City transmittal.

Applicants Findings: The applicant supports timely action by Umatilla County to co-adopt.

Staff's Conclusion: The City supports this requirement.

j. If the City and County disagree on the proposed amendments, either party may request a conflict resolution process to resolve the conflict.

Applicants Findings: The applicant supports conflict resolution but is hopeful that none would be needed.

Staff's Conclusion: In preliminary discussions with the Umatilla County Planning Department it is not expected that a disagreement will occur. If one does occur the City supports the preapproved conflict resolution process.

Analysis of the Statewide Planning Goals 1 through 14 follows.

Goal 1 Citizen Involvement: To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

Applicants Findings: Both the City of Umatilla and Umatilla County's Comprehensive Plan's and development codes outline their citizen involvement program that includes the activities of the Planning Commission and provides for the public hearing process with its required notice provisions. These notice provisions provide for adjoining and affected property owner notice; notice to interested local, state, and federal agencies; and allows for public comment to the process. More specifically this request will be publicly noticed and discussed at multiple public hearings and will be subject to input from citizens.

Staff's Conclusion: Notice has been sent out to those required by code. In addition, notice will be placed in the newspaper 10 days prior to the first hearing. Citizen Involvement is encouraged.

Goal 2 Planning: To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for such decisions and actions.

Applicants Findings: Goal 2 establishes the underlining process that a county or a city needs to utilize when considering changes to their Comprehensive Plans and development codes. This application meets those requirements for this request.

Staff's Conclusion: The above findings are sufficient to meet this criterion.

Goal 3 Agricultural Lands: To preserve and maintain agricultural lands.

Applicants Findings: Goal 3 requires counties to preserve and maintain agricultural lands for farm uses. Counties must inventory agricultural lands and protect them by adopting exclusive

farm use zones consistent with Oregon Revised Statute 215.203 et. seq. This request is not subject to Goal 3 as the aggregate site under review is within the urban growth boundary of the City of Umatilla.

Staff's Conclusion: This request is not subject to Goal 3 as the aggregate site under review is within the urban growth boundary of the City of Umatilla.

Goal 4 Forest Lands: To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.

Applicants Findings: There are no forest lands impacted by this request and none within the City of Umatilla.

Staff's Conclusion: There are no forest lands impacted by this request and none within the City of Umatilla.

Goal 5 Open Spaces, Scenic and Historic Areas, and Natural Resources: To protect natural resources and conserve scenic and historic areas and open spaces.

Applicants Findings: The process undertaken within this application is to protect the subject property under Goal 5 as a significant aggregate site. The subject property does not have any overlays or other known cultural or historical sites. There are no mapped wetlands on the subject property and no floodplain has been mapped.

This application for a Comprehensive Plan amendment to protect an aggregate resource has been reviewed under Oregon Administrative Rule 660-023-0180, the process required under Goal 5.

Staff's Conclusion: This application for a Comprehensive Plan amendment to protect an aggregate resource has been reviewed under Oregon Administrative Rule 660-023-0180, the process required under Goal 5.

Goal 6 Air, Water and Land Resources Quality: To maintain and improve the quality of the air, water and land resources of the state.

Applicants Findings: Goal 6 addresses the quality of air, water and land resources. In the context of comprehensive plan amendments, a local government complies with Goal 6 by explaining why it is reasonable to expect that the proposed uses authorized by the plan amendment will be able to satisfy applicable federal and state environmental standards, including air and water quality standards. Goal 6 is addressed through a condition of approval that DEQ air quality and stormwater permits will be required as determined by DEQ.

Staff's Conclusion: Goal 6 is addressed through a condition of approval that DEQ air quality and stormwater permits will be required as determined by DEQ.

Goal 7 Areas Subject to Natural Hazards and Disasters: To protect people and property from natural hazards.

Applicants Findings: Goal 7 is concerned with the identification and mitigation of natural hazards. The subject property does not have any known natural hazards.

Staff's Conclusion: The subject property does not have any known natural hazards.

Goal 8 Recreation Needs: To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

Applicants Findings: No recreation components are included in this application.

Staff's Conclusion: No recreation components are included in this application.

Goal 9 Economy: To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Applicants Findings: Goal 9 requires local governments to adopt comprehensive plans and policies that contribute to a stable and healthy economy. The City of Umatilla has just completed an update to Goal 9 that included an Economic Opportunities Analysis (EOA) outlining the need for additional employment lands. Umatilla County has a comprehensive plan and technical report that has been acknowledged to comply with Goal 9. Aggregate is a necessary component to the maintenance and safe operation of the highway and road network that is essential for residents, businesses, and recreation and tourism activities identified in the EOA.

Staff's Conclusion: The subject property will allow for the efficient maintenance of roads which in turn contributes to a healthy economy.

Goal 10 Housing: To provide for the housing needs of citizens of the state.

Applicants Findings: Housing is not a consideration of this application.

Staff's Conclusion: This criterion does not apply.

Goal 11 Public Services: To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Applicants Findings: Goal 11 requires local governments to plan and develop a timely, orderly, and efficient arrangement of public facilities and services. The goal provides that urban and rural development be guided and supported by types and levels of services appropriate for, but limited to, the needs and requirements of the area to be served. The approval of this request would support the local highway road network that provides for the safe movement of residents, delivery of goods, and allows for recreation and tourism in the region.

Staff's Conclusion: The approval of this request would support the local highway road network that provides for the safe movement of residents, delivery of goods, and allows for recreation and tourism in the region.

Goal 12 Transportation: To provide and encourage a safe, convenient and economic transportation system.

Applicants Findings: Goal 12 requires local governments to provide and encourage a safe, convenient, and economic transportation system. The approval of this request is consistent with the City of Umatilla and Umatilla County's Transportation System Plans and the Oregon Highway Plan.

Staff's Conclusion: The approval of this request is consistent with the City of Umatilla and Umatilla County's Transportation System Plans and the Oregon Highway Plan.

Goal 13 Energy: To conserve energy.

Applicants Findings: Goal 13 directs local jurisdictions to manage and control land and uses developed on the land to maximize the conservation of all forms of energy, based on sound

economic principles. Having an ODOT material source efficiently located in their service district can reduce haul length and therefore fuel usage and energy consumption.

Staff's Conclusion: Having an ODOT material source efficiently located in their service district can reduce haul length and therefore fuel usage and energy consumption.

Goal 14 Urbanization: To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.

Applicants Findings: The approval of this request is consistent with Goal 14. The subject property is within the urban growth boundary for the city of Umatilla. Aggregate extraction is one of the uses allowed conditionally in this area.

Staff's Conclusion: The subject property is within the urban growth boundary for the city of Umatilla. Aggregate extraction is one of the uses allowed conditionally in this area.

Applicants Conclusion:

ODOT has provided within this narrative and with other information provided as part of the application package evidence and testimony in support of protection for the Powerline Quarry. Specifically, ODOT is requesting: 1) that the Powerline Quarry site of approximately 20 acres be listed as a significant aggregate resource within the City of Umatilla Comprehensive Plan; 2) that the City of Umatilla allows mining, processing, and stockpiling on the site; 3) that the City of Umatilla Comprehensive Plan and plan map be amended to implement a decision to protect the resource; and 4) that Umatilla County co-adopt the City of Umatilla decision. Protection will be achieved by preventing nuisance complaints from being filed by new residential and social gathering uses that may locate within the impact area.

IV. SUMMARY CONCLUSIONS AND STAFF RECOMMENDATION

Therefore, based on the information in Sections I and II of this report and the findings of fact and conclusions contained in Section III, the Planning Commission recommends **APPROVAL** of this request, PA-2-21, to amend the City of Umatilla Comprehensive Plan Goal 5 to include this site as a protected aggregate resource to the City Council. The property is identified as Tax Lot 1700 in Township 5 North, Range 28, Section 16A based on the conditions of approval below.

CONDITIONS OF APPROVAL:

1. Noise will be minimized by completing crushing activities during daylight hours.
2. Impacts from blasting will be minimized by providing notice to sensitive users within the impact area 48 hours prior to blasting. Sensitive users would be residences and medical facilities.
3. Dust will be minimized by using water or other suppressive measures within the quarry and along gravel roads used for ingress and egress.
4. DEQ air quality and stormwater permits will be required as determined by DEQ.
5. All new uses that locate in the impact area shall sign a memorandum of understanding that they are locating near the Powerline Quarry which has potential for conflict. The

memorandum of understanding shall include language stating that the applicant accepts normal mining activity at this significant aggregate site and restricts a landowner's ability to pursue a claim for relief or cause of action alleging injury from the aggregate operation.

Attachments:

1. Assessor's Map 5N 28 16A
2. Notice Map
3. Text Amendment

CITY OF UMATILLA, OREGON

AGENDA BILL

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| Agenda Title: Resolution No. 21-2022 - A Resolution authorizing the City Manager to sign a Commercial Real Estate Purchase Agreement, sign the necessary land use applications to correct a known property line discrepancy and to sign and record a deed for the sale of real property. | Meeting Date: 2022-03-01 |
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| Department: Community Development | Director: Brandon Seitz | Contact Person: Brandon Seitz | Phone Number: |
|---------------------------------------------|-----------------------------------|-----------------------------------------|----------------------|

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|-----------------------------------------|------------------------------------------------------------|
| Cost of Proposal: \$15,000.00 | Fund(s) Name and Number(s): Capital Reserve - 05 |
| Amount Budgeted: \$15,000.00 | |

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|-----------------------------------------------|------------------------------------------|
| Reviewed by Finance Department: Yes | Previously Presented: 2/1/2022 |
|-----------------------------------------------|------------------------------------------|

Attachments to Agenda Packet Item:

[Resolution 21-2022.docx](#)

[Java Junkies Purchase Agreement \(2.17.22 draft\).docx](#)

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| Summary Statement: Motion to approve Resolution No. 21-2022 City Council authorized the City Manger to negotiate the purchase of real property at their February 1, 2022 Council meeting. The property is identified as Tax Lot 6300, Assessors Map 5N2815AD (TLID # 5N2815AD06300). The parties have agreed to a purchase price of \$15,000.00 for said real property as contained in a Commercial Real Estate Purchase Agreement. |
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| Consistent with Council Goals: Goal 2: Promote Economic Development and Job Growth. |
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RESOLUTION NO. 21-2022

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A COMMERCIAL REAL ESTATE PURCHASE AGREEMENT, SIGN THE NECESSARY LAND USE APPLICATIONS TO CORRECT A KNOWN PROPERTY LINE DISCREPANCY AND TO SIGN AND RECORD A DEED FOR THE SALE OF REAL PROPERTY

WHEREAS, the City of Umatilla owns real property identified as Tax Lot 6300, Assessors Map 5N2815AD (TLID # 5N2815AD06300); and

WHEREAS, the City received an offer to purchase said real property and the offer was presented to the Umatilla City Council at their January 4, 2022 meeting in executive session; and

WHEREAS, City Council authorized Umatilla City Manager David Stockdale to complete the necessary land use application (Street Vacation and Replat) to correct the known property line discrepancies and negotiate a purchase and sale agreement for said real property at their February 1, 2022 meeting; and

WHEREAS, the City Manager and Umatilla Java Junkies LLC, have agreed to a purchase price of \$15,000.00 for said real property as contained in a Commercial Real Estate Purchase Agreement on the attached Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UMATILLA:

1. The City Manager is authorized to sign a Commercial Real Estate Purchase Agreement for the sale of Tax Lot 6300, Assessors Map 5N2815AD (TLID # 5N2815AD06300) to Umatilla Java Junkies LLC.
2. The City Manager is authorized to sign applications and other documents necessary for city staff to complete and process a Street Vacation and Replat to correct the know property line discrepancies.
3. The City Manager is authorized to sign and record a deed and other documents necessary for a purchase price of \$15,000.00 to finalize the purchase of real property identified as Tax Lot 6300, Assessors Map 5N2815AD (TLID # 5N2815AD06300).

PASSED by the Council and **SIGNED** by the Mayor this 1st day of March, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

COMMERCIAL REAL ESTATE PURCHASE AGREEMENT

I. THE PARTIES. This Commercial Real Estate Purchase Agreement ("Agreement") made on March 2, 2022 ("Agreement Date"), between: Umatilla Java Junkies LLC ("Buyer") with a mailing address of PO Box 612, Umatilla, OR 97882, who agrees to buy, and City of Umatilla ("Seller") with a mailing address of P.O. Box 130, Umatilla, OR 97882, who agrees to sell and convey real and personal property as described in Sections II & III. Buyer and Seller shall be collectively known as the "Parties."

II. LEGAL DESCRIPTION. The real property along with improvements and fixtures thereon and with all appurtenant rights, privileges, and easements is best described as: (check one)

- Industrial Property
- Land (only)
- Multi-Family with ____ total residential units
- Office Building
- Retail Property
- Mixed Use Property (any combination of above)
- Other: Vacant commercial property

Street Address: none

Tax Parcel Information (i.e., "Parcel ID" or "Tax Map & Lot"): Tax Lot 6300, Assessors Map 5N2815AD (TLID # 5N2815AD06300)

Other Description: _____

III. PERSONAL PROPERTY. In addition to the real property described in Section II, the Seller shall include the following personal property: None

The real property in Section II and any personal property in Section III shall be collectively known as the "Property".

IV. PURCHASE PRICE. The Buyer agrees to purchase the Property by payment of \$15,00.00 (fifth teen thousand Dollars) as follows: (check one)

- All Cash Offer. No loan or financing of any kind is required in order to purchase the Property.
- Bank Financing. The Buyer's ability to purchase the Property is contingent upon the Buyer's ability to obtain financing under the following conditions: a.) Loan Application. Buyer agrees, within a reasonable time, to make a good faith loan application with a credible financial institution; b.) Contingency. If Buyer does not reveal a fact of contingency to the lender and this purchase does not record because of such nondisclosure after initial application, the Buyer shall be in default; c.) Letter. On or before _____, 20____, the Buyer will provide the Seller a letter from a credible financial institution verifying a satisfactory credit report, acceptable income, source of down payment, availability of funds to close, and that the loan approval is is not contingent on the lease, sale, or recording of another property; d.) Failure to Produce. In the event the Buyer fails to produce the aforementioned letter or other acceptable verification by the date above in Section IV(c), this Agreement may be terminated at the election of the Seller with written notice provided to the Buyer within ____ calendar days from the date in Section IV(c); e.) Seller's Approval. Buyer must obtain Seller's approval, in writing,

to any change to the letter described in Section IV(c) regarding the financial institution, type of financing, or allocation of closing costs; and f.) Fees. Buyer agrees to pay all fees and satisfy all conditions in a timely manner required by the financial institution for processing the loan application. Buyer agrees the interest rate offered by a lender or the availability of any financing program is not a contingency of this Agreement, so long as Buyer qualifies for the financing herein agreed. The availability of any financing program may change at any time. Any licensed real estate agent hired by either party is not responsible for representations or guarantees as to the availability of any loans, project, and/or property approvals or interest rates.

- Seller Financing. Seller agrees to provide financing to the Buyer under the following terms and conditions:

a.) Loan Amount: \$ _____

b.) Down Payment: \$ _____

c.) Interest Rate (per annum): ____%

d.) Term: ____ Months Years

e.) Documents: The Buyer shall be required to produce documentation, as required by the Seller, verifying the Buyer's ability to purchase according to the Purchase Price and the terms of the Seller Financing. Therefore, such Seller Financing is contingent upon the Seller's approval of the requested documentation to be provided on or before _____, 20____. The Seller shall have until _____, 20____, to approve the Buyer's documentation. In the event the Buyer fails to obtain Seller's approval, this Agreement shall be terminated with the Buyer's Earnest Money being returned within five (5) calendar days.

V. EARNEST MONEY DEPOSIT. After acceptance by all Parties, the Buyer agrees to make a payment in the amount of \$1,000.00 as consideration by March 11, 2022, at 5:00 AM PM ("Earnest Money"). The Earnest Money shall be applied to the Purchase Price at Closing and subject to the Buyer's ability to perform under the terms of this Agreement. Any Earnest Money accepted is is not required to be placed in a separate trust or escrow account in accordance with State law. The Earnest Money shall be held by Pioneer Title Company ("Escrow Agent"). a.) Return of Deposit. Unless otherwise specified in this Agreement, in the event any condition of this Agreement is not met and the Buyer has fulfilled any required notice obligation in a timely manner regarding the condition having not been met, the Escrow Money shall be returned in accordance with State law.

VI. INSPECTION PERIOD. Buyer shall be under no obligation to purchase the Property or otherwise perform under this Agreement unless Buyer determines the Property to be, in all respects, suitable for its intended purposes. The decision as to whether the Property is suitable for its intended purposes shall be the sole decision of Buyer, determined in the absolute discretion of Buyer, with Buyer's decision being final and binding upon both Parties. Buyer shall have until March 23, 2022, at 5:00 AM PM to notify Seller of its termination of this Agreement due to Buyer's determination that the Property is unsuitable for its intended purpose ("Inspection Period"). In the event Buyer elects to terminate this Agreement, Buyer shall provide written notice of termination to Seller prior to the expiration of the Inspection Period. In the event Buyer provides said notice of termination, Seller and any Escrow Agent

shall be obligated to return the Escrow Money to the Buyer as provided in Section V hereof, and neither party shall have any further rights or obligations under this Agreement. In the event Buyer does not submit written notice of termination prior to the expiration of the Inspection Period, the Buyer shall be deemed to be satisfied with its inspections of the Property and this contingency shall be deemed to be fulfilled. The Seller, at no expense, shall fully cooperate with Buyer in obtaining any and all approvals required from any Federal, State, or Local Government ("Governmental Approvals") necessary for Buyer to satisfy their needs during the Inspection Period for the suitability of the Property. Said Governmental Approvals shall be obtained during the Inspection Period unless the Parties agree otherwise. Any additional agreements related to this Section must be done in writing and attached to this Agreement.

VII. SELLER'S DISCLOSURES. In order to meet the Buyer's obligations during the Inspection Period, the Seller shall be required to provide the following documents and records, to the extent they are within the possession or control of the Seller, at the Seller's sole cost and expense:

- a.) Title Commitment. A title commitment ("Title Commitment") from a title company selected by the Seller to the Buyer's approval ("Title Company"), together with a copy of each instrument, agreement or document listed as an exception to title in such Title Commitment;
- b.) Disclosure Statement. A disclosure statement of the Property signed and dated by the Seller;
- c.) Other Agreements. A true and correct copy of all management agreements and contracts affecting the Property;
- d.) Studies and Reports. All copies in the Seller's possession of studies and/or reports which have previously been performed in connection with or for the Property, including without limitation, environmental reports, soils studies, seismic studies, physical inspection reports, site plans and surveys, and identification of such studies of which the Seller is aware but that are not in their possession;
- e.) Written Notices. All copies of written notices relating to a violation of a Local, State, or Federal law including, without limitation, environmental laws relating to land use, zoning compliance, or building codes;
- f.) Water Rights. Water rights and/or water shares used in connection with the Property;
- g.) Copies of Leases. Copies of all current leases together with any ongoing evictions or legal matters related to the Property; and
- h.) Other Documents. Any other documents related to the Property that could serve as evidence to adversely affect its value. Seller shall be required to provide the aforementioned disclosures within _____ calendar days after the Effective Date of this Agreement.

VIII. TITLE. Merchantable title shall be conveyed by statutory warranty deed, subject to conditions, zoning, restrictions, and easements of record, if any, which do not interfere with or restrict the existing use of the Property.

a.) Title Insurance. At the Seller's expense Buyer's expense Shared expense of both Parties, the Seller shall provide the Buyer with a standard owner's policy insuring marketable title in the amount of the Purchase Price. If any matter disclosed by the Title Commitment adversely and materially affects the value of the Premises or Buyer's intended use of the Property, the Buyer shall have the right to terminate this Agreement by giving the Seller written notice within 10 calendar days after copies of the Title Commitment, in accordance with Section VII, are delivered to the Buyer; otherwise, the Buyer's right to terminate this Agreement pursuant to this Section shall be deemed to have been waived. A matter disclosed on the Title Commitment that is in the form of a lien that is liquidated in amount, and that can be readily discharged, shall not be grounds for termination of this Agreement by Buyer under this Section so long as the Seller discharges such lien(s) at Closing.

IX. SURVEY. The Parties agree that: (check one)

- Seller's Recorded Surveys are Satisfactory. The Parties agree that the survey provided in accordance with Section VII from the Seller's records shall be adequate to fulfill the survey obligations of the Buyer. If a survey is not provided by the Seller, a new survey shall be requested and provided to the Buyer at the expense of the Seller.

- New Survey Requested. Seller will, at the Seller's Buyer's Shared expense and within a timeframe allowed to deliver and examine title evidence, obtain a certified survey of the Property from a certified and registered surveyor within the State. If the survey reveals encroachments on the Property or that the improvements encroach on the lands of another, such encroachments will constitute a title defect. The Buyer shall have the right to terminate this Agreement with written notice to the Seller within 10 calendar days of being notified of said title defect.

X. CURE PERIOD. Prior to any claim for default being made, either the Buyer or Seller will have an opportunity to cure any alleged default. If either Buyer or Seller fails to comply with any provision of this Agreement, the other party will deliver written notice to the noncomplying party specifying such non-compliance. The non-complying party shall have 10 calendar days after delivery of such notice to cure the non-compliance.

XI. CLOSING. The purchase of the Property shall be closed on June 30, 2022, at 5:00 AM PM or earlier at the office of a title company to be agreed upon by the Parties ("Closing"). Any extension of the Closing must be agreed upon, in writing, by Buyer and Seller. Real estate taxes, rents, dues, fees, and expenses relating to the Property for the year in which the sale is closed shall be paid by the Seller and prorated as of the Closing.

a.) Closing Costs. The costs attributed to the Closing of the Property shall be the responsibility of Buyer Seller Both Parties. The fees and costs related to the Closing shall include, but not be limited to, a title search (including the abstract and any owner's title policy), preparation of the deed, transfer taxes, recording fees, and any other costs by the title company that is in standard procedure with conducting the sale of a property.

XII. SALE OF BUYER'S PROPERTY. Performance under this Agreement: (check one)

- Shall not be contingent upon the Buyer selling another property.

- Shall be contingent upon the Buyer selling another property with a mailing address of _____, City of _____, State of _____, within _____ calendar days from the Effective Date.

XIII. ASSIGNABILITY. This Agreement is: (check one)

- Assignable. If this Agreement may be assignable, the Buyer shall deliver a copy of the assignment agreement to the Seller at least _____ calendar days prior to Closing.

- Not Assignable.

XIV. NOTICES. All notices shall be in writing and may be delivered by the following acceptable method(s): (check all that apply)

- E-Mail

- Certified Mail (with return receipt)

- Personal Delivery

- Other: _____

Such notices shall be sent to the respective Parties' mailing addresses listed in Section I unless otherwise listed below:

Buyer: _____
Seller: _____

XV. CONVEYANCE. Upon performance by the Buyer of the closing obligations specified herein, the Seller shall convey marketable title of the Property to the Buyer by the deed mentioned in Section VIII, including, but not limited to, oil, gas, and other mineral rights, subject only to building and use restrictions, easements, and restrictions of record, if any.

XVI. ENVIRONMENTAL WARRANTY, DISCLOSURES AND INDEMNIFICATION. To the best of Seller's knowledge, there are no areas of the Property where hazardous substances or hazardous wastes, as such terms are defined by applicable Federal, State, and Local statutes and regulations, have been disposed of, released, or found. No claim has been made against Seller with regard to hazardous substances or wastes as set forth herein, and Seller is not aware that any such claim is current or ever has been threatened. Seller shall inform Buyer, to the best of Seller's knowledge, of any hazardous materials or release of any such materials into the environment, and of the existence of any underground structures or utilities which are or may be present on the Property.

XVII. SELLER'S WARRANTIES, REPRESENTATIONS AND COVENANTS. As an inducement to Buyer to enter into this Agreement and to purchase the Property, Seller warrants, represents, and covenants to Buyer, as follows:

- a.) Authority. Seller: (i) if an entity, is a lawfully constituted entity, duly organized, validly existing, and in good standing under the laws of the State of Governing Law or another State; (ii) has the authority and power to enter into this Agreement and to consummate the transactions contemplated herein; and (iii) upon execution hereof will be legally obligated to Buyer in accordance with the terms and provisions of this Agreement.
- b.) Title and Characteristics of Property. Seller, as of the date of execution of this Agreement, owns the Property in fee simple and has marketable and good title of public record and, in fact, the Property at Closing shall have the title status as described in Section VIII of this Agreement.
- c.) Conflicts. The execution and entry into this Agreement, the execution and delivery of the documents and instruments to be executed and delivered by Seller at the Closing, and the performance by Seller of Seller's duties and obligations under this Agreement and of all other acts necessary and appropriate for the full consummation of the purchase and sale of the Property as contemplated herein, are consistent with and not in violation of, and will not create any adverse condition under any contract, agreement or other instrument to which Seller is a party, or any judicial order or judgment of any nature by which Seller is bound. At Closing, all necessary and appropriate action will have been taken by Seller authorizing and approving the execution of and entry into this Agreement, the execution and delivery by Seller of the documents and instruments to be executed by Seller at Closing, and the performance by Seller of Seller's duties and obligations under this Agreement and of all other acts necessary and appropriate for the consummation of the purchase and sale of the Property as contemplated herein.
- d.) Condemnation. The Seller has received no notice of, nor is Seller aware of, any pending, threatened or contemplated action by any governmental authority or agency having the power of eminent domain, which might result in any part of the Property being taken by condemnation or conveyed in lieu thereof.

e.) Litigation. There is no action, suit or proceeding pending or, to Seller's knowledge, threatened by or against or affecting Seller or the Property, which does or will involve or affect the Property or title thereto. Seller will defend, indemnify, and otherwise hold Buyer harmless from any and all claims of any person due to, arising out of or relating to the Property, including any and all costs, expenses, and attorneys' fees which Buyer may incur as a result of Seller's breach of its warranty hereunder. Seller will, promptly upon receiving any such notice or learning of any such contemplated or threatened action, give Buyer written notice thereof.

f.) Assessments and Taxes. No assessments have been made against any portion of the Property which are unpaid (except ad valorem taxes for the current year), whether or not they have become liens, and Seller shall notify Buyer of any such assessments which are brought to Seller's attention after the execution of this Agreement. The Seller will pay or cause to be paid promptly all City, State, and County ad valorem taxes and similar taxes and assessments, all sewer and water charges, and all other governmental charges levied or imposed upon or assessed against the Property which are due on or prior to the Closing.

g.) Boundaries. (i) There is no dispute involving or concerning the location of the lines and corners of the Property; (ii) to Seller's knowledge there are no encroachments on the Property and no portion of the Property is located within any "Special Flood Hazard Area" designated by the United States Department of Housing and Urban Development and/or Federal Emergency Management Agency, or in any area similarly designated by any agency or other governmental authority; and (iii) no portion of the Property is located within a watershed area imposing restrictions upon the use of the Property or any part thereof.

h.) No Violations. The Seller has received no notice there are any violations of State or Federal laws, municipal or county ordinances, or other legal regulations or requirements with respect to the Property, including those violations referenced in Paragraph 7 above. The Seller has received no notice (oral or written) that any municipality or governmental or quasi-governmental authority has determined that there are such violations. In the event Seller receives notice of any such violations affecting the Property prior to the Closing, Seller shall promptly notify Buyer thereof, and shall promptly and diligently defend any prosecution thereof and take any and all necessary actions to eliminate said violations.

i.) Foreign Ownership. Seller is not a "foreign person" as that term is defined in the U.S. Internal Revenue Code of 1986, as amended, and the regulations promulgated pursuant thereto, and Buyer has no obligation under Section 1445 of the U.S. Internal Revenue Code of 1986, as amended, to withhold and pay over to the U.S. Internal Revenue Service any part of the "amount realized" by Seller in the transaction contemplated hereby (as such term is defined in the regulations issued under said Section 1445).

j.) Prior Options. No prior options or rights of first refusal have been granted by Seller to any third parties to purchase or lease any interest in the Property, or any part thereof, which are effective as of the execution date.

k.) Mechanics and Materialmen. At Closing, Seller will not be indebted to any contractor, laborer, mechanic, materialmen, architect, or engineer for work, labor, or services performed or rendered, or for materials supplied or furnished, in connection with the Property for which any person could claim a lien against the Property and shall not have done any work on the Property within one-hundred twenty (120) days prior to Closing.

XVIII. BUYER'S WARRANTIES, REPRESENTATIONS AND COVENANTS. Buyer: (i) if an entity, is a lawfully constituted entity, duly organized, validly existing, and in good standing under the laws of the State of Governing Law or another state; (ii) has the authority and power to enter into this Agreement and to

consummate the transactions contemplated herein; and (iii) upon execution hereof will be legally obligated to Seller in accordance with the terms and provisions of this Agreement.

a.) Conflicts. The execution and entry into this Agreement, the execution and delivery of the documents and instruments to be executed and delivered by Buyer at the Closing, and the performance by Buyer of Buyer's duties and obligations under this Agreement and of all other acts necessary and appropriate for the full consummation of the purchase and sale of the Property as contemplated herein, are consistent with and not in violation of, and will not create any adverse condition under any contract, agreement or other instrument to which Buyer is a party, or any judicial order or judgment of any nature by which Buyer is bound. At Closing, all necessary and appropriate action will have been taken by Buyer authorizing and approving the execution of and entry into this Agreement, the execution and delivery by Buyer of the documents and instruments to be executed by Buyer at Closing, and the performance by Buyer of Buyer's duties and obligations under this Agreement and of all other acts necessary and appropriate for the consummation of the purchase and sale of the Property as contemplated herein.

XIX. ESCROW AGENT. The Parties authorize the Escrow Agent to receive, deposit, and hold funds and other property in escrow, including Earnest Money, that is subject to collection and disburse them in accordance with the terms of this Agreement. The Parties agree that the Escrow Agent will not be liable to any person for misdelivery of Escrow Money to the Buyer and the Seller, unless the misdelivery is due to the Escrow Agent's willful breach of this Agreement or gross negligence. If the Escrow Agent has doubt as to their duties or obligations under this Agreement, Escrow Agent may, at their sole decision:

a.) Hold the Escrow Money. Hold any Escrow Money until the Parties mutually agree to its disbursement or until a court of competent jurisdiction or arbitrator determines the rights of the Parties; or

b.) Deposit. Deposit the Escrow Money with the clerk of the court having jurisdiction over the matter and file an action in interpleader. Upon notifying the Parties of such action, Escrow Agent will be released from all liability except for the duty to account for items previously delivered out of escrow. If Escrow Agent is a licensed real estate broker, Escrow Agent will comply with State laws. In any suit in which Escrow Agent interpleads the escrowed items or is made a party because of acting as Escrow Agent hereunder, Escrow Agent will recover reasonable attorneys' fees and costs incurred, with these amounts to be paid from and out of the Escrow Money and charged and awarded as court costs in favor of the prevailing party.

XX. SELLER'S DEFAULT. If the sale and purchase of the Property contemplated by this Agreement is not consummated on account of Seller's default or failure to perform hereunder, Buyer may, at Buyer's option and as its sole remedy, elect to either: (i) specifically enforce the terms hereof; or (ii) demand and be entitled to an immediate refund of the Escrow Money, in which case this Agreement shall terminate in full.

XXI. BUYER'S DEFAULT. If the sale and purchase of the Property contemplated by this Agreement is not consummated on account of Buyer's default hereunder, Seller shall be entitled, as its sole and exclusive remedy hereunder, to receipt of the Escrow Money amount as full and complete liquidated damages for such default of Buyer. The Parties hereby acknowledge that it is impossible to estimate more precisely the damages which might be suffered by Seller upon Buyer's default of this Agreement or any duty arising in connection or relating herewith. Seller's entitlement to and receipt of the Escrow Money is intended not as a penalty, but as full and complete liquidated damages. The right to retain such sums as full liquidated damages is Seller's sole and exclusive remedy in the event of default or failure to

perform hereunder by Buyer, and Seller hereby waives and releases any right to (and hereby covenants that it shall not) sue Buyer for any claims, injury, or loss arising from or in connection with this Agreement, including without limitation: (i) for specific performance of this Agreement; or (ii) to recover any damages in excess of such liquidated damages.

XXII. ATTORNEYS' FEES. In any claim or controversy arising out of or relating to this Agreement, the prevailing party, which for purposes of this provision shall include the Buyer, Seller, and any real estate agent, will be awarded reasonable attorneys' fees, costs, and expenses.

XXIII. DAMAGE TO THE PROPERTY. If the property is damaged, by fire or other casualty, after the Effective Date and before the Closing, the Seller will bear the risk of loss and the Buyer may cancel this Agreement without liability and the Escrow Money shall be returned to the Buyer. Alternatively, the Buyer will have the option of purchasing the Property at the agreed-upon Purchase Price and the Seller will credit the deductible, if any, and transfer to the Buyer at Closing any insurance proceeds or Seller's claim to any insurance proceeds payable for the damage. The Seller will cooperate with and assist the Buyer in collecting any such proceeds. The Seller shall not settle any insurance claim for damage caused by casualty without the consent of the Buyer.

Furthermore, if any part of the Property, after the Effective Date and before the Closing, is taken in condemnation or under the right of eminent domain, or proceedings for such taking are pending or threatened, the Buyer may cancel this Agreement without liability and the Escrow Money will be returned to the Buyer. Alternatively, the Buyer will have the option of purchasing what is left of the Property at the agreed-upon Purchase Price and the Seller will transfer to the Buyer at Closing the proceeds of any award or the Seller's claim to any award payable for the taking. The Seller will cooperate with and assist the Buyer in collecting such an award.

XXIV. OPERATION OF PROPERTY DURING AGREEMENT PERIOD. The Seller will continue to operate the Property and any business conducted on the Property in the manner operated prior to the Agreement and will take no action that would adversely impact the Property, tenants, lender, or business, if any. Any changes, such as renting vacant space, that materially affects the Property or the Buyer's intended use will be permitted only with the Buyer's consent.

XXV. CLOSING PROCEDURE. Unless otherwise agreed or stated herein, the Closing shall be in accordance with the Governing Law where the Property is located.

a.) Possession and Occupancy. The Seller will deliver possession and occupancy of the Property to the Buyer at Closing. The Seller shall provide access to all locks, including keys, remote controls, and any security/access codes, necessary to operate all locks, mailboxes, and security systems.

b.) Costs. The Buyer will pay the Buyer's attorneys' fees, taxes, and recording fees on notes, mortgages, and financing statements and recording fees for the deed. The Seller will pay the Seller's attorneys' fees, taxes on the deed, and recording fees for documents needed to cure title defects.

c.) Documents. The Seller will provide: the deed, the bill of sale, mechanic's lien affidavit, originals of those assignable service and maintenance contracts that will be assumed by the Buyer after the Closing, letters to each service contractor from the Seller advising each of them of the sale of the Property, and if applicable, the transfer of its contract, and any assignable warranties or guarantees received or held by the Seller from any manufacturer, contractor, subcontractor, or material supplier in connection with the Property; current copies of the

condominium documents, if applicable; assignments of leases and updated rent roll; tenant and lender estoppel letters; tenant subordination, non-disturbance and attornment agreements (SNDA's) required by the Buyer or the Buyer's lender; assignments of permits and licenses; corrective instruments; and letters notifying tenants of the change in ownership/rental agent. If any tenant refuses to execute an estoppel letter, the Seller will certify to the buyer that the lease is correct. If the Seller is an entity, the Seller will deliver a resolution of its Board of Directors authorizing the sale and delivery of the deed and certification by the appropriate party certifying the resolution and setting forth facts showing the conveyance conforms to the requirements of local law. The Seller will transfer security deposits to the Buyer. The Buyer will provide the closing statement, mortgages and notes, security agreements, and financing statements.

d.) Taxes and Prorations. The real estate taxes, personal property taxes on any tangible personal property, bond payments assumed by the Buyer, interest, rents (based on actual collected rents), association dues, insurance premiums acceptable to Buyer, and operating expenses will be prorated through the day before Closing. If the amount of taxes for the current year cannot be ascertained, rates for the previous year will be used with due allowance being made for improvements and exemptions. Any tax proration based on an estimate will, at the request of either party, be readjusted upon receipt of the current year's tax bill; this provision will survive the Closing.

e.) Special Assessment Liens. Certified, confirmed, and ratified special assessment liens as of the Closing will be paid by the Seller. If a certified, confirmed, and ratified special assessment is payable in installments, the Seller will pay all installments due and payable on or before the Closing, with any installment for any period extending beyond the Closing prorated, and the Buyer will assume all installments that become due and payable after the Closing. The Buyer shall be responsible for all assessments of any kind which become due and owing after the Closing, unless an improvement is substantially completed as of the Closing. If an improvement is substantially completed as of the Closing but has not resulted in a lien before Closing, the Seller will pay an amount of the last estimate of the assessment. This subsection applies to special assessment liens imposed by a public body and does not apply to condominium association special assessments.

XXVI. RECORDING. Buyer and Seller agree that before the recording of the deed can take place, funds provided shall be in one (1) of the following forms: cash, interbank electronic transfer, money order, certified check or cashier's check drawn on a financial institution located in the State of Governing Law, or any above combination that permits the Seller to convert the deposit to cash no later than the next business day.

XXVII. ACCEPTANCE. Seller warrants that Seller is the owner of the Property or has the authority to execute this Agreement. Therefore, by the Seller's authorization below, he/she/they accept the above offer and agrees to sell the Property on the above terms and conditions and agrees to the agency relationships in accordance with any agreement(s) made with a licensed real estate agent(s). The Seller has read and acknowledges receipt of a copy of this Agreement and authorizes any licensed real estate agent(s) to deliver a signed copy to the Buyer.

Delivery may be in any of the following: (i) hand delivery; (ii) email under the condition that the party transmitting the email receives electronic confirmation that the email was received to the intended recipient; and (iii) by facsimile to the other party or the other party's licensee, but only if the transmitting fax machine prints a confirmation that the transmission was successful.

a.) Real Estate Agent(s). If Buyer or Seller have hired the services of the licensed real estate agent(s) to perform representation on their behalf, he/she/they shall be entitled to payment for their services as outlined in their separate written agreement.

XXVIII. BINDING EFFECT. This Agreement shall be for the benefit of, and be binding upon, the Parties, their heirs, successors, legal representatives, and assigns, which, therefore, constitutes the entire agreement between the Parties. No modification of this Agreement shall be binding unless signed by both Buyer and Seller.

XXIX. SEVERABILITY. In the event any provision or part of this Agreement is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Agreement, will be inoperative.

XXX. DISCLOSURES. The following disclosures are attached to this Agreement and required to be read and signed by the Parties:

- a.) _____
- b.) _____
- c.) _____
- d.) _____

XXXI. DISPUTE RESOLUTION. Buyer and Seller agree to mediate any dispute or claim arising out of this Agreement, or in any resulting transaction, before resorting to arbitration or court action.

a.) Mediation. If a dispute arises between or among the Parties, and it is not resolved prior to or after recording, the Parties shall first proceed in good faith to submit the matter to mediation. Costs related to mediation shall be mutually shared between or among the Parties. Unless otherwise agreed in mediation, the Parties retain their rights to proceed to arbitration or litigation.

b.) Arbitration. The Parties agree that any dispute or claim in law or equity arising between them out of this Agreement or any resulting transaction, which is not settled through mediation, shall be decided by neutral, binding arbitration. The arbitrator is required to be a retired judge or justice, or an attorney with at least five (5) years of residential real estate law experience, unless the Parties mutually agree to a different arbitrator. Under arbitration, the Parties shall have the right to discovery in accordance with State law. Judgment upon the award of the arbitrator(s) may be entered into any court having jurisdiction. Enforcement of this Agreement to arbitrate shall be governed by the Federal Arbitration Act.

c.) Exclusions. The following matters shall be excluded from the mediation and arbitration: (i) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed, mortgage or installment land sale contract as defined in accordance with State law; (ii) an unlawful detainer action, forcible entry detainer, eviction action, or equivalent; (iii) the filing or enforcement of a mechanic's lien; and (iv) any matter that is within the jurisdiction of probate, small claims, or bankruptcy court. The filing of court action to enable the recording of a notice of pending action, for an order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a waiver or violation of the mediation and arbitration provisions of this Section.

XXXII. TERMS AND CONDITIONS OF OFFER. This is an offer to purchase the Property in accordance with the above-stated terms and conditions of this Agreement. If at least one, but not all, of the Parties initial such pages, a counteroffer is required until an agreement is reached. The Seller has the right to continue to offer the Property for sale and to accept any other offer at any time prior to notification of

acceptance. If this offer is accepted and the Buyer subsequently defaults, the Buyer may be responsible for payment of licensed real estate agent(s) compensation. This Agreement and any supplement, addendum, or modification, including any copy, may be signed in two or more counterparts, all of which shall constitute one and the same writing.

XXXIII. GOVERNING LAW. This Agreement shall be interpreted in accordance with the laws in the State of Oregon ("Governing Law").

XXXIV. OFFER EXPIRATION. This offer to purchase the Property as outlined in this Agreement shall be deemed revoked, and the Earnest Money shall be returned, unless this Agreement is signed by Seller and a copy of this Agreement is personally given to the Buyer by March 4, 2022, at 5:00 AM PM.

a.) Effective Date. The "Effective Date" of this Agreement is the date on which the last one of the Parties has signed or initialed and delivered this offer or the final counteroffer. Calendar days will be computed without including Saturday, Sunday, or national legal holidays. Any time period ending on a Saturday, Sunday, or national legal holiday will extend until 5:00 p.m. local time of the next business day. Time is of the essence in this Agreement.

XXXV. ADDITIONAL TERMS & CONDITIONS. _____

XXXVI. ENTIRE AGREEMENT. This Agreement, together with any attached addendums or disclosures, shall supersede any and all other prior understandings and agreements, either oral or in writing, between the Parties with respect to the subject matter hereof and shall constitute the sole and only agreements between the Parties with respect to the said Property. All prior negotiations and agreements between the Parties with respect to the Property hereof are merged into this Agreement. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party or by anyone acting on behalf of any party which are not embodied in this Agreement, and that any agreement, statement, or promise that is not contained in this Agreement shall not be valid or binding or of any force or effect.

IN WITNESS WHEREOF, the Parties have indicated their acceptance of the terms of this Agreement by their signatures below on the dates indicated.

Seller's Signature: _____ Date: _____
Print Name: _____

Buyer's Signature: _____ Date: _____
Print Name: _____

Buyer's Signature: _____ Date: _____
Print Name: _____

CITY OF UMATILLA, OREGON

AGENDA BILL

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Agenda Title: Resolution No. 23-2022 - A Resolution Adjusting the Budget for the 2021-22 Fiscal Year by Adopting a Supplemental Budget, Transferring Appropriations and Increasing the Approved FTE Count | Meeting Date: 2022-03-01 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|

| | | | |
|---------------------------------------------------------|----------------------------------|----------------------------------------|----------------------|
| Department: Finance & Administrative Services | Director: Melissa Ince | Contact Person: Melissa Ince | Phone Number: |
|---------------------------------------------------------|----------------------------------|----------------------------------------|----------------------|

| | |
|---------------------------------|-------------------------------------------|
| Cost of Proposal: N/A | Fund(s) Name and Number(s): N/A |
| Amount Budgeted: N/A | |

| | |
|-----------------------------------------------|-----------------------------------------|
| Reviewed by Finance Department: Yes | Previously Presented: 2/15/22 |
|-----------------------------------------------|-----------------------------------------|

Attachments to Agenda Packet Item:

[RES 23-2022.docx](#)

| |
|------------------------------------------------------------------------|
| Summary Statement: Motion to Approve Resolution No. 23-2022. |
|------------------------------------------------------------------------|

| |
|-----------------------------------------------------------------------------------------------------------|
| Consistent with Council Goals: Goal 5 : Perform at the Highest Levels of Operational Excellence |
|-----------------------------------------------------------------------------------------------------------|

RESOLUTION NO. 23-2022

A RESOLUTION ADJUSTING THE BUDGET FOR THE 2021-22 FISCAL YEAR BY ADOPTING A SUPPLEMENTAL BUDGET, TRANSFERRING APPROPRIATIONS AND INCREASING THE APPROVED FTE COUNT

WHEREAS, the City of Umatilla budget for the 2021-22 fiscal year was adopted by the City Council at its regular meeting on June 1, 2021; and

WHEREAS, certain conditions and situations have arisen since the initial adoption of the 2021-22 fiscal year budget that necessitate changes in financial planning; and

WHEREAS, additional non-federal matching funds are required to complete the Umatilla Business Center project; and

WHEREAS, City Council authorized the purchase of a synthetic ice-skating rink and portable restroom trailer; and

WHEREAS, the following budget amendment allocates personnel services funds for the addition of a Parks & Recreation Director, IT Specialist, additional Maintenance Worker I and additional Building Inspector and increases the overall full-time equivalent (FTE) count of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UMATILLA AS FOLLOWS:

1. The Umatilla City Council hereby adopts the supplemental budget and appropriation adjustments itemized in this Resolution.
2. The Umatilla City Council also approves the corresponding FTE increase of 4.

| | <u>Adopted</u> | <u>Revised</u> | <u>Difference</u> |
|-------------------------------|----------------|----------------|-------------------|
| General Fund | | | |
| Resources: | | | |
| Beginning Fund Balance | \$ 5,234,889 | \$ 4,866,700 | \$ (368,189) |
| Other Revenue | \$ 810,000 | \$ 1,685,189 | \$ 875,189 |
| Enterprise Zone CSF | \$ 450,000 | \$ 564,175 | \$ 114,175 |
| | | | \$ 621,175 |
| Requirements: | | | |
| Administration (1 FTE) | | | |
| Regular Earnings | \$ 301,392 | \$ 305,392 | \$ 4,000 |
| COVID-19 Relief | \$ 1,400,000 | \$ 1,625,189 | \$ 225,189 |
| Municipal Court | | | |
| Miscellaneous | \$ 100 | \$ 14,600 | \$ 14,500 |
| Parks & Recreation (1.25 FTE) | | | |
| Regular Earnings | \$ 294,750 | \$ 314,750 | \$ 20,000 |
| Recreation Programming | \$ 38,200 | \$ 53,200 | \$ 15,000 |
| Police Department | | | |
| School Resource Officer | \$ - | \$ 10,000 | \$ 10,000 |
| Non-Departmental | | | |
| Operating Contingency | \$ 1,000,000 | \$ 890,017 | \$ (109,983) |
| Transfers | \$ 3,260,325 | \$ 3,702,794 | \$ 442,469 |
| | | | \$ 621,175 |
| Water Fund | | | |
| Requirements: | | | |
| Regular Earnings (.25 FTE) | \$ 313,874 | \$ 316,374 | \$ 2,500 |
| Operating Contingency | \$ 100,000 | \$ 97,500 | \$ (2,500) |
| | | | \$ - |
| Sewer Fund | | | |
| Requirements: | | | |
| Regular Earnings (.25 FTE) | \$ 372,411 | \$ 374,911 | \$ 2,500 |
| Operating Contingency | \$ 100,000 | \$ 97,500 | \$ (2,500) |
| | | | \$ - |

| | <u>Adopted</u> | <u>Revised</u> | <u>Difference</u> |
|-------------------------------|----------------|----------------|-------------------|
| Street Fund | | | |
| Requirements: | | | |
| Regular Earnings (.25 FTE) | \$ 218,584 | \$ 221,084 | \$ 2,500 |
| Operating Contingency | \$ 350,000 | \$ 347,500 | \$ (2,500) |
| | | | \$ - |
| Capital Reserve Fund | | | |
| Resources: | | | |
| Transfers | \$ 3,803,600 | \$ 4,373,310 | \$ 569,710 |
| | | | \$ 569,710 |
| Requirements: | | | |
| Business Center | \$ 2,355,000 | \$ 2,609,483 | \$ 254,483 |
| Park Expansion & Improvements | \$ 580,000 | \$ 895,227 | \$ 315,227 |
| | | | \$ 569,710 |
| Building Fund | | | |
| Requirements: | | | |
| Regular Earnings (1 FTE) | \$ 269,557 | \$ 284,557 | \$ 15,000 |
| Operating Contingency | \$ 500,000 | \$ 357,759 | \$ (142,241) |
| Transfers | \$ 430,040 | \$ 557,281 | \$ 127,241 |
| | | | \$ - |

PASSED by the City Council and **SIGNED** by the Mayor this 1st day of March, 2022.

Mary Dedrick, Mayor

ATTEST:

Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Resolution No. 24-2022 - A resolution adopting a compensation plan for the remainder of fiscal year 2021-22 and repealing pay plan and position levels of Resolution No. 43-2021

Meeting Date:

2022-03-01

Department:

Finance & Administrative Services

Director:

Melissa Ince

Contact Person:

Melissa Ince

Phone Number:

Cost of Proposal:

N/A

Amount Budgeted:

N/A

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

Yes

Previously Presented:

2/15/2022

Attachments to Agenda Packet Item:

[RES 24-2022.doc](#)

[RES 24-2022 Schedule A-C March 2022.pdf](#)

Summary Statement:

Motion to approve Resolution No. 24-2022

Consistent with Council Goals:

Goal 5 : Perform at the Highest Levels of Operational Excellence

RESOLUTION NO. 24-2022

A RESOLUTION ADOPTING A COMPENSATION PLAN FOR THE REMAINDER OF FISCAL YEAR 2021-22 AND REPEALING PAY PLAN AND POSITION LEVELS OF RESOLUTION NO. 43-2021

WHEREAS, the City Council reviews the employees' compensation on an annual basis in conjunction with the annual budget process; and

WHEREAS, the proposed pay scale recommends the creation of the IT Specialist and Parks & Recreation Director positions; and

WHEREAS, City Council has authorized the creation of these positions through a supplemental budget resolution for fiscal year 2021-22; and

WHEREAS, the proposed pay scale has reclassified the Building Inspector from Grade Level F to Grade Level H based upon compensation analysis; and

WHEREAS, the City Council has directed City Administration staff to establish a highly competitive employee compensation package, including salary and other benefits, to encourage recruitment and retention of highly qualified and exceptional staff, and to ensure minimal disruptions in City operations and produce cost savings through low turnover rates; and

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Umatilla, Oregon, that the pay plan adopted by Resolution 43-2021 and accompanying "position levels" of Resolution 43-2021 be repealed and superseded as follows:

Section 1: Schedule A attached sets forth the basic salary grade levels and increment steps for City of Umatilla employees, **EXCEPT** Police Bargaining Unit positions, to provide equitable pay for employees for the remainder of fiscal year 2021-22.

Section 2: Schedule B sets forth respective position titles which shall be assigned to the salary grade levels.

Section 3: Schedule C annualizes the pay schedule as required by our existing payroll program.

Section 4: This Resolution shall be effective, March 1, 2022 through June 30, 2022.

PASSED by the Council and Signed by the Mayor this 1st day of March, 2022.

ATTEST:

Mary Dedrick, Mayor

Nanci Sandoval, City Recorder

SCHEDULE A (Monthly) Resolution #24-2022

| GRADE LEVEL | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 |
|-------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| A | 2,674 | 2,757 | 2,843 | 2,930 | 3,021 | 3,115 | 3,211 | 3,310 | 3,413 |
| B | 3,229 | 3,329 | 3,432 | 3,538 | 3,649 | 3,761 | 3,877 | 3,997 | 4,121 |
| C | 3,599 | 3,710 | 3,824 | 3,942 | 4,065 | 4,190 | 4,320 | 4,453 | 4,591 |
| D | 3,808 | 3,925 | 4,046 | 4,172 | 4,300 | 4,434 | 4,571 | 4,712 | 4,858 |
| E | 4,464 | 4,601 | 4,744 | 4,891 | 5,072 | 5,198 | 5,358 | 5,524 | 5,695 |
| F | 5,402 | 5,541 | 5,683 | 5,828 | 5,978 | 6,131 | 6,288 | 6,446 | 6,609 |
| G | 5,652 | 5,784 | 5,919 | 6,056 | 6,197 | 6,341 | 6,489 | 6,638 | 6,791 |
| H | 5,820 | 5,965 | 6,114 | 6,267 | 6,424 | 6,585 | 6,750 | 6,919 | 7,092 |
| I | 6,267 | 6,395 | 6,526 | 6,659 | 6,795 | 6,933 | 7,075 | 7,220 | 7,366 |
| J | 6,744 | 6,882 | 7,023 | 7,167 | 7,312 | 7,461 | 7,614 | 7,769 | 7,927 |
| K | 7,236 | 7,384 | 7,534 | 7,688 | 7,845 | 8,005 | 8,168 | 8,335 | 8,505 |
| L | 7,745 | 7,903 | 8,064 | 8,229 | 8,397 | 8,568 | 8,743 | 8,922 | 9,058 |
| M | 7,867 | 8,069 | 8,276 | 8,488 | 8,706 | 8,929 | 9,158 | 9,393 | 9,634 |
| N | 8,520 | 8,887 | 9,254 | 9,621 | 9,990 | 10,377 | 10,764 | 11,151 | 11,540 |

SEASONAL PART-TIME AND TEMPORARY POSITIONS

\$12.00 TO \$30.00/HR

ON CALL PAY

\$225/WEEKEND

BILINGUAL PAY INCENTIVE

\$75/PAY PERIOD

**SCHEDULE B
POSITIONS GROUPED BY SALARY GRADE LEVEL**

| Grade Level | Position Title |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------|
| A | Library Aide |
| B | Office Clerk |
| C | Maintenance Worker I, Senior Office Clerk, Utility Clerk, Court Clerk |
| D | Accounting Tech, Deputy City Recorder, Maintenance Worker II, Municipal Judge, Building Permit Specialist |
| E | Public Works Lead, Community Development Coordinator, City Recorder, Library Director |
| F | Associate Planner, Certified City Recorder, Human Resources Analyst |
| G | Golf Course Superintendent, Golf Course Administrative Supervisor |
| H | Building Inspector, IT Specialist |
| I | Administrative Services Manager, Development & Recreation Manager, Public Works Supervisor, Senior Planner, Human Resources Manager |
| J | Public Works Superintendent, Principal Planner, Police Sergeant |
| K | Parks & Recreation Director, Building Official |
| L | Community Development Director, Police Lieutenant |
| M | Public Works Director |
| N | Finance & Administrative Services Director, Police Chief |
| by Contract | City Manager |

SCHEDULE C (Annual)

| GRADE LEVEL | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 |
|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| A | 32,088 | 33,084 | 34,116 | 35,160 | 36,252 | 37,380 | 38,532 | 39,720 | 40,956 |
| B | 38,748 | 39,948 | 41,184 | 42,456 | 43,788 | 45,132 | 46,524 | 47,964 | 49,452 |
| C | 43,188 | 44,520 | 45,888 | 47,304 | 48,780 | 50,282 | 51,840 | 53,436 | 55,092 |
| D | 45,696 | 47,100 | 48,552 | 50,064 | 51,600 | 53,208 | 54,852 | 56,544 | 58,296 |
| E | 53,568 | 55,212 | 56,928 | 58,692 | 60,864 | 62,376 | 64,296 | 66,288 | 68,340 |
| F | 64,824 | 66,492 | 68,196 | 69,936 | 71,736 | 73,572 | 75,456 | 77,352 | 79,308 |
| G | 67,824 | 69,408 | 71,028 | 72,672 | 74,364 | 76,092 | 77,868 | 79,656 | 81,492 |
| H | 69,840 | 71,580 | 73,368 | 75,204 | 77,088 | 79,020 | 81,000 | 83,028 | 85,104 |
| I | 75,204 | 76,740 | 78,312 | 79,908 | 81,540 | 83,196 | 84,900 | 86,640 | 88,392 |
| J | 80,928 | 82,584 | 84,276 | 86,004 | 87,744 | 89,532 | 91,368 | 93,228 | 95,124 |
| K | 86,832 | 88,608 | 90,408 | 92,256 | 94,140 | 96,060 | 98,016 | 100,020 | 102,060 |
| L | 92,940 | 94,836 | 96,768 | 98,748 | 100,764 | 102,816 | 104,916 | 107,064 | 108,696 |
| M | 94,404 | 96,828 | 99,312 | 101,856 | 104,472 | 107,148 | 109,896 | 112,716 | 115,608 |
| N | 102,240 | 106,644 | 111,048 | 115,452 | 119,880 | 124,524 | 129,168 | 133,812 | 138,480 |

CITY OF UMATILLA, OREGON

AGENDA BILL

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Agenda Title: Resolution No. 25-2022 - A Resolution Recognizing the City of Umatilla's Financial Contribution to the Umatilla Business Center Project | Meeting Date: 2022-03-01 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|

| | | | |
|------------------------------------------------------------|----------------------------------|----------------------------------------|----------------------|
| Department: Finance & Administrative Services | Director: Melissa Ince | Contact Person: Melissa Ince | Phone Number: |
|------------------------------------------------------------|----------------------------------|----------------------------------------|----------------------|

| | |
|-----------------------------------------------------------------------------------|------------------------------------------------------------|
| Cost of Proposal: \$3,980,189 Amount Budgeted: \$3,980,189 | Fund(s) Name and Number(s): Capital Reserve - 05 |
|-----------------------------------------------------------------------------------|------------------------------------------------------------|

| | |
|-----------------------------------------------|-----------------------------------------|
| Reviewed by Finance Department: Yes | Previously Presented: 10/5/21 |
|-----------------------------------------------|-----------------------------------------|

Attachments to Agenda Packet Item:

[RES 25-2022.doc](#)

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary Statement: Motion to Approve Resolution No. 25-2022 The City has been working on the design and procurement of funding for the Umatilla Business Center project for over two years. We have saved, received grants, and appropriated significant funds to this project. This Resolution memorializes all of our estimated funding sources for this project and is a requirement of our EDA grant application. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

RESOLUTION NO. 25-2022

**A RESOLUTION RECOGNIZING THE CITY OF UMATILLA’S FINANCIAL CONTRIBUTION
TO THE UMATILLA BUSINESS CENTER PROJECT**

WHEREAS, the City of Umatilla is submitting an Economic Development Administration grant application in the amount of \$1,421,722 to assist with funding the Umatilla Business Center Project; and

WHEREAS, the total project cost of the Umatilla Business Center Project is \$8,456,394; and

WHEREAS, as noted in the budget narrative, the City of Umatilla will provide non-federal matching funds in the amount of \$4,234,672; and

WHEREAS, \$2,609,483 of the City’s matching funds are allocated from reserves that have been saved over multiple years in anticipation of this project; and

WHEREAS, \$1,625,189 of the City’s matching funds are allocated from the City’s ARPA allocation, specifically from the lost revenue eligible use category; and

WHEREAS, all of these funds are available, committed and unencumbered.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Umatilla, Oregon, that:

1. The City of Umatilla will provide a non-federal matching contribution in the amount of \$4,234,672 towards the Umatilla Business Center Project.
2. This contribution is allocated in the 2021-2022 fiscal year budget and will carry over into future budgets for the duration of the project.

PASSED by the Council and Signed by the Mayor this 1st day of March, 2022.

ATTEST:

Mary Dedrick, Mayor

Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

| | |
|------------------------------------------------|------------------------------------|
| Agenda Title: Arbor Day Proclamation | Meeting Date: 2022-03-01 |
|------------------------------------------------|------------------------------------|

| | | | |
|---------------------------------------------|-----------------------------------|---------------------------------------------|----------------------|
| Department: Community Development | Director: Brandon Seitz | Contact Person: Esmeralda Perches | Phone Number: |
|---------------------------------------------|-----------------------------------|---------------------------------------------|----------------------|

| | |
|-----------------------------------|---------------------------------------------------------|
| Cost of Proposal: N/A | Fund(s) Name and Number(s): General Fund - 01 |
| Amount Budgeted: 15,000 | |

| | |
|-----------------------------------------------|--------------------------------------|
| Reviewed by Finance Department: Yes | Previously Presented: 2021 |
|-----------------------------------------------|--------------------------------------|

Attachments to Agenda Packet Item:

[Arbor Day Proclamation](#)

| |
|------------------------------------------------------------------------------------------------------|
| Summary Statement: Motion to acknowledge and accept Mayor Dedrick's Arbor Day Proclamation |
|------------------------------------------------------------------------------------------------------|

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Consistent with Council Goals: Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|

PROCLAMATION FOR ARBOR DAY

WHEREAS, National Arbor Day has been an occasion for recognizing the value of trees and their positive benefits to human welfare since 1872; and,

WHEREAS, the Arbor Day holiday, was first observed with the planting of more than a million trees in Nebraska; and,

WHEREAS, Arbor Day is now observed throughout the nation and the world; and,

WHEREAS, trees are significant resources providing benefits in terms of storm water reduction, moderating temperatures, improved air quality, increased real estate values, energy savings, enhanced economic vitality of business areas, wildlife habitat, and the attractiveness of our community; and,

WHEREAS, trees wherever they are planted, are a source of joy and spiritual renewal; and,

WHEREAS, the City of Umatilla, Oregon, is known as a “*Tree City USA*”; and,

WHEREAS, programs like Tree City USA and the Arbor Day holiday are opportunities for us to plant and maintain trees for the future, and we urge all of our citizens to plant and protect our community’s trees.

NOW, THEREFORE, I, Mary Dedrick, by virtue of the authority vested in me as the Mayor of the City of Umatilla, Oregon, do hereby proclaim Friday, April 29, 2022, as ARBOR DAY in the City of Umatilla, Oregon, and urge all citizens to support efforts to care for and maintain trees in our community.

Adopted by the City Council this 1st day of March, 2022.

Mary Dedrick, Mayor

CITY OF UMATILLA, OREGON

AGENDA BILL

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Agenda Title: Local Business Grant Review- Kookee, LLC Kookee, LLC, applied for the Local Business Grant in December 2021 and was awarded an amount of \$24,108.24. Due to unforeseen construction needed to the roof area, an amended quote was provided to grantee in the amount of \$24,260.00; or an increase of \$5,500 from their original proposal. The grantee is requesting Council to consider the updated additional cost and amend the award amount to the grant maximum of reimbursement of \$27,500 (or an increase of \$3,391.76). | Meeting Date: 2022-03-01 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|

| | | | |
|---------------------------------------------|-----------------------------------|---------------------------------------------|----------------------|
| Department: Community Development | Director: Brandon Seitz | Contact Person: Esmeralda Perches | Phone Number: |
|---------------------------------------------|-----------------------------------|---------------------------------------------|----------------------|

| | |
|------------------------------------------------------------------------------|---------------------------------------------------------|
| Cost of Proposal: \$27,500 Amount Budgeted: \$225,000 | Fund(s) Name and Number(s): General Fund - 01 |
|------------------------------------------------------------------------------|---------------------------------------------------------|

| | |
|-----------------------------------------------|-----------------------------------------------|
| Reviewed by Finance Department: Yes | Previously Presented: December 2021 |
|-----------------------------------------------|-----------------------------------------------|

Attachments to Agenda Packet Item:

[Finley Updated Invoice Drive Thru](#)

| |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary Statement: Motion to approve max grant allowed \$27,500. Staff is recommending Council grant the request of Grantee to increase their grant award to the maximum program amount of \$27,500. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

Findley Brothers Construction
 1550 W Joseph Ave
 Hermiston, OR 97838
 CCB# 168277
 WA FINDLBC44C2

Invoice

Date 9/20/2021
 Invoice # 1028

Bill To

Daren and Paulette Dufloth
 160 Rio Senda St
 Umatilla, OR 97882

Ship To

P.O. #
 Terms- D...

Ship Date 9/20/2021
 Due Date 9/20/2021

| Description | Amount |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| R&R 3 Exterior Doors, Open Exterior Wall Back of Restaurant for 5ft x 3ft window, insulate, Sheetrock, and install wood trim for drive thru window 1501 6th St Umatilla, OR 97882 | 14,260.00 |
| Remove and Replace roof for drive thru window area | 4,500.00 |
| Install gutter from end to end on the upper section of roofline (already had the lower gutter and upper gutter install included in this bid but only the width of the drive thru window shed roof) | 1,000.00 |
| Remove and Replace roof for storage area on back side of Building, replace damaged sheathing due to water damage, repair damaged rafters in roofline, remove hvac trunk and discard, install new fascia to match drive thru shed roofline, replace insulation and Sheetrock on the inside to match existing finish | 4,500.00 |
| Past due accounts, over 30 days, are subject to a finance charge of 1 1/2% per month (18% per year) | |

| | | | |
|-----------------------------------------|--------------|-------------------------|--------------|
| Findley Brothers Construction | | Total | \$24,260.00 |
| findleybrothersconstruction@hotmail.com | 541-567-3219 | Payments/Credits | -\$10,000.00 |
| | 541-567-3219 | Balance Due | \$14,260.00 |

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Potential Litigation - ORS 192.660(2)(h) Authorizes council to consult with its counsel regarding current litigation or litigation likely to be filed. Media members must be excluded if the member is a party to the litigation.

Meeting Date:

2022-03-01

Department:

City Administration

Director:

David Stockdale

Contact Person:

David Stockdale

Phone Number:

Cost of Proposal:

n/a

Amount Budgeted:

n/a

Fund(s) Name and Number(s):

General Fund - 01

Reviewed by Finance Department:

Yes

Previously Presented:

NA

Attachments to Agenda Packet Item:

Summary Statement:

None

Consistent with Council Goals:

Goal 5 : Perform at the Highest Levels of Operational Excellence

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Executive Session - ORS 192.660 (2)(e) authorizes the executive session to consider a real property transaction.

Meeting Date:

2022-03-01

Department:

City Administration

Director:

David Stockdale

Contact Person:

David Stockdale

Phone Number:

Cost of Proposal:

n/a

Amount Budgeted:

n/a

Fund(s) Name and Number(s):

General Fund - 01

Reviewed by Finance Department:

No

Previously Presented:

n/a

Attachments to Agenda Packet Item:

Summary Statement:

N/A

Consistent with Council Goals:

Goal 2: Promote Economic Development and Job Growth.