

**UMATILLA CITY COUNCIL MEETING
AGENDA
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882
JANUARY 17, 2023
6:00 PM**

1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **CITY MANAGER REPORT**

4.a [Police Department Quarterly Report](#) *Suggested Action: Discussion only. Click [HERE](#) to view the report.*

4.b [Parks and Recreation Department Semi-Annual Report](#) *Suggested Action: N/A*

5. **PUBLIC COMMENT**

6. **NEW BUSINESS**

6.a [January 03, 2023 Council Minutes](#) *Suggested Action: Approve minutes as presented.*

6.b [Planning Commission Resignation and Declare Vacancy](#) *Suggested Action: A motion to accept Heidi Sipe's resignation and declare vacancy on the Planning Commission*

6.c [City Council Standing Committee Appointments](#) *Suggested Action: The Adopted Council Policies & Procedures require appointments by the Mayor to the City Council's Standing Committees and to do so at the beginning of each calendar year. The following Committees needs to be filled:*

Finance:

Police:

Streets & Lights/Public Works:

Community Development:

Personnel/Policy:

Motion to confirm the Mayor's appointment of each member to the Standing Committee's as described.

7. **DISCUSSION ITEMS**

7.a [General Council Policies & Procedures Discussion](#) *Suggested Action: Council's Adopted Policies & Procedures require that Council reviews and adopts updated Policies & Procedures in even numbered years no later than March 31st. This item is for general open discussion of your currently adopted policies and if there are any specific items/sections you'd like to open up for further discussion or for staff to research.*

Sections that have been discussed over the previous two years that are likely initially of interest: Makeup of Standing Committees (may require Code update), need to incorporate City's social media policy, need to include Council interaction with traditional news media (perhaps update to Representing the City), perhaps a need to waive/exempt travel/training reimbursement requirements, meeting times (may require code update), and others.

- 7.b **Supplemental Budget General Discussion** *Suggested Action: None. Staff will facilitate a general discussion of the City's current fiscal year's adopted budget and likely areas that may need to be modified through the Supplement Budget process.*

8. **ADJOURN**

This institution is an equal opportunity provider. Discrimination is prohibited by Federal law. Special accommodations to attend or participate in a city meeting or other function can be provided by contacting City Hall at (541) 922-3226 or use the TTY Relay Service at 1-800-735-2900 for appropriate assistance.

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Police Department Quarterly Report	Meeting Date: 2023-01-17
--	------------------------------------

Department: Police	Director: Darla Huxel	Contact Person: Darla Huxel	Phone Number:
------------------------------	---------------------------------	---------------------------------------	----------------------

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

Reviewed by Finance Department: No	Previously Presented: NA
--	------------------------------------

Attachments to Agenda Packet Item:

[Police Dept 2nd Quarter 2022_2023 \(1\).pdf](#)

Summary Statement: Discussion only. Click HERE to view the report.
--

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

POLICE DEPARTMENT

QUARTERLY REPORT

Second Quarter, FY 2022/2023
October 1 - December 31, 2022

Greetings,

Welcome to the FY 2022/23 second quarter report. Like all departments in the City, we have been busy and have appreciated all of the collaboration and help from all city staff members. By working together, we can accomplish great things. During this last quarter, our personnel numbers were reduced by a number of various leaves of absence. As a result, our Supervisors and Officers stepped up and covered for each other and our Reserve Officers were able to increase their activity levels as well. We maintained a 24/7 coverage throughout the entire quarter.

Although our overall numbers for criminal offenses were down this quarter compared to second quarter 2021/2022, we did see a significant increase in our DUI (Driving Under the Influence) cases. As our Officers gain more knowledge and experience, recognizing and acting on this activity will become more routine for the officers to spot the necessary clues to affect the arrest of those who endanger our community by driving while impaired. This one type of offense is very time consuming for the officer from the time of the stop through the entire court disposition. The stop alone can take up to one hour and that does not include writing the report, submitting evidence or participating in any court proceedings. We are committed to make our community as safe as can be and will continue to hone our skills to remove these dangerous drivers from our streets.

If you haven't heard yet, we are in the early stages of preparing for a new police department building to be constructed in the near future. During this last quarter, we secured a design/engineering firm to assist us with the plan development. You can track our progress (along with other city projects) on the city website by clicking the "City Projects" box and then the "Police Station Replacement" link. Again, it is in early development, but still a very exciting time. Our current building was placed (yes it's a modular) in 1994 and originally housed City Hall, council chambers and the police department. Once the new City Hall was built, the police department was finally able to expand into the entire building. With our growth, we simply have outgrown our current building. We are looking forward to this new phase and the improvements it will add to the downtown corridor.

I welcome 2023 and am still committed to provide you with the best possible service we can offer our community. We will continue to be engaged and support the everchanging role of law enforcement to ensure that our community and way of life are protected. Again, if you have any questions please contact me at 541-922-3789.

Darla Huxel
Chief of Police
Huxel@umatilla-city.org

Umatilla Police Department Activity Summary

Patrol

During the second quarter of FY22/23, calls for service/self-initiated activity increased to 714 calls from 704 during the second quarter of FY21/22.

The average response time during this quarter increased to 8:49 compared to last years 7:27 quarter time. The average time per incident showed an increase from last years second quarter time from 42:01 to 47:24.

	<u>FY 22/23</u>	<u>FY 21/22</u>
Total Dispatched Incidents	2090	2213
Average Response Time	8:49	7:27
Average Time per incident	47:24	42:01

Staff Meetings

During the second quarter of FY 22/23, regular staff meetings and Supervisor meetings were conducted in October, November and December.

Training

During this quarter, the department received approximately 111 hours of training which included hours for instruction, supervisory and Reserve Officer training.

Second quarter FY 22/23 training included:

- Airway = 28 hours
- Radar/lidar = 16 hours
- Defensive Tactics = 11 hours
- Handcuffing = 5 hours
- Supervisory training = 20 hours
- Cold case evidence and review = 5 hours
- Reframing the narrative = 4 hours
- Ghost guns = 4 hours
- DNA/Ethos training = 7 hours
- Crisis De-escalation = 4 hours
- Treasure Hidden in Trauma = 4 hours

Reserve Officers

Our Police Reserve Officer number was back up to five at the start of November and then reduced to four with the resignation of Jason Navarro who accepted a full time position with the City of Boardman. We wish Officer Navarro the best of luck in his new position. During that time, Officer Brylee Dufloth was being recruited by another agency, however, we were able to secure some funding to offer him a full time position with our department that will start in April 2023. It says something that other agencies are recruiting our Reserve Officers that have completed our academy. It demonstrates the high quality of people that work for our department.

During this last quarter, our Reserve Officers worked a total of 428.5 hours for this quarter: Oct.= 87, Nov.= 153, Dec.= 188.5.

School Resource Officer Activities

- October Events – SRO Wilson was out on a leave of absence. Officer Claustro did several visits to the school in his absence.
- November Events – SRO Wilson was out on a leave of absence. Officer Claustro did several visits to the school in his absence.
- December Events – SRO Wilson was out on a leave of absence. Numerous officers participated in the Shop with a Cop event.

Community/School Activities

- October Events – Trick or treat on 6th Street, Red Ribbon Week at the middle school
- November Events – Fishin' the Brave, PATH groundbreaking ceremony
- December Events – Winterfest, Shop with a Cop, Santa Express and URFPD food basket program

Juvenile Activity

During the second quarter of FY 22/23, calls involving juveniles decreased from second quarter FY 21/22 from 22 to 13. Cases/incidents involving juveniles include all juvenile complaints/contacts, runaways and minor in possession of alcohol. Some of these cases/incidents are referred to our Community Accountability Board which generally will see cases/incidents for first time offenders. There were no referrals to the CAB Board during the second quarter of FY 22/23.

Sex Crimes/Registrations

- There were a total of five sex crimes and/or sex offender registrations reported this quarter showing an increase from three in second quarter FY 21/22.

Traffic Infractions

- During the second quarter of FY 22/23, we conducted 449 self-initiated traffic stops/traffic complaints. As a result, 204 traffic citations were issued, which resulted in a traffic infraction citation being issued approximately 45% of the time. This figure includes both criminal and non-criminal traffic infractions.
- There were no special operations during this quarter for distracted driving or crosswalk enforcement.

Traffic Citations – During the second quarter of FY 22/23, there were 204 traffic citations issued and 244 warnings given compared to 257 citations issued and 507 warnings given in the second quarter of FY 21/22.

Offenses that are tracked include:

- Speed
- Traffic Control Devices
- Insurance/Registration
- No Operators License
- Driving While Suspended
- Equipment violations

Traffic Crashes – The second quarter of FY 22/23 indicates an increase from second quarter of FY 21/22 from 37 to 40.

Person Crimes/Incidents - Second Quarter Comparisons.

FY 22/23	FY 21/22
49	66

Property Crimes/Incidents - Second Quarter Comparisons.

FY 22/23	FY 21/22
85	112

Arrests - Second Quarter comparisons.

FY 22/23	FY 21/22
65	80

Other Notable Items of Interest

Office Administrator workload – In addition to the daily dispatching duties, our office personnel completed 99 records requests this quarter. We provided nine requests for fingerprint services to the public for this quarter.

Mental health – Officers continue to have contact with persons who are having mental health issues or are in crisis. Our FY 22/23 number for calls dealing with mental/suicidal subjects have decreased from FY 21/22 second quarter from ten to six.

Summary of Offenses

A review of the offenses from this quarter compared to the last second quarter shows an overall decrease in activity from 202 to 180.

Property crimes saw an overall decrease this quarter compared to FY 21/22 second quarter from 112 to 85. We saw slight increases in thefts and trespassing and a significant increase in DUll from three to 14.

Person crimes saw a decrease this quarter compared to FY 21/22 second quarter from 66 to 49. We did see a notable decrease in assault cases from ten in FY 21/22 second quarter compared to five this quarter.

Snapshot All Offenses Q1 FY22/23		Snapshot All Offenses Q1 FY 22/21	
Offense	Amount	Offense	Amount
Abuse	2	Abuse	5
Assaults	5	Assaults	10
Burglary	6	Burglary	6
Criminal Mischief	11	Criminal Mischief	22
Domestic Disturbance/VRO	31	Domestic Disturbance/VRO	35
Drug Activity	4	Drug Activity	6
DUII	14	DUII	3
Fraud/Forgery	8	Fraud/Forgery	7
Harassment/Stalking	11	Harassment/Stalking	16
Kidnapping	0	Kidnapping	0
Menacing	0	Menacing	0
Robbery	0	Robbery	0
Thefts	31	Thefts	28
Trespassing	32	Trespassing	29
UUMV/UEMV	11	UUMV/UEMV	11
Warrants	14	Warrants	24
Total	180	Total	202
Assists	95	Assists	100
Person Crimes		Property Crimes	

Code Enforcement - Property



In this last quarter, we responded to 90 property calls. As we move into the new year, please keep up with excessive weeds and debris on your property.

The City will continue to support and provide free cleanup days for our residents (usually in April). However, that does not mean that you don't need to address problem weeds and debris in the interim. Our Code Officer has information and a list of resources available upon request.

Code Enforcement - Animals



In this last quarter, we responded to 90 animal related calls, the majority of which involved dogs running at large or excessive barking.

As a reminder, it is your responsibility to keep your pets contained or on a leash in the city. Our Code Officer tries her best to locate where a dog belongs but will need to take any "at large" dog she catches to Pet Rescue in Hermiston. If your dog is missing or "at large" for whatever reason, you can contact the non-emergency dispatch so, if located, your dog can be returned.

Code Enforcement - Vehicles



In this last quarter, we responded to 46 vehicle calls with the majority involving parking complaints. As a reminder, you cannot park your RV, trailers, boats and/or expired vehicle on the street.

When parking on the street, you cannot park in front of a public or private driveway, within 10 feet of a fire hydrant, within 20 feet of a crosswalk at an intersection or on a designated bike path. You must also park with the flow of traffic.

Use of Force Review Committee

The Use of Force Review Committee will review the use of force incidents in February for this quarter. The role of the committee has been to review the use of force incidents that the police department is involved with on a quarterly basis. This not only provides transparency but will also allow an outside view of the police department policies and practices and how they are applied. The committee is comprised of the Mayor, two City Council members (Police Committee), the City Manager, the police Lieutenant and two citizen volunteers. Once the Police Committee is determined, our meeting will be scheduled.

In this last quarter, UPD had a total of three use of force incidents for the months of October (2), November (0) and December (1). Each officer involved is required to fill out a Use of Force form. All three incidents were the result of pointing a firearm; two at the conclusion of a high risk traffic stop. The other incident also involved a high risk traffic stop (pointing a firearm) but also required a control hold in which the officer took an intoxicated female passenger to the ground after she punched the officer in the face.

Included in the report to the committee, UPD personnel were involved with a total of 32 hours of training that was "use of force" which included LaserShot (simulator) training that covered use of force scenarios.

UPD Employee Highlight

Administrative Specialist Jan Zita

Our support staff play a critical role in the operation of the Police Department. Jan Zita is a part-time Administrative Specialist who was hired in July 2007. Jan has aided in the smooth transition of newer office personnel into their respective roles over the years. She has provided a stability in our office since 2007 and has specialized in the direct coordination of our Community Accountability Board (CAB) to deal with our youth offenders and their families.

Jan attended the DPSST Basic Telecommunications Class 66-08 where she received the coveted Victor G. Atiyeh Award. The inscription on the award in part reads: "Who by personal example during their academy tenure earned the professional respect of staff, students and instructors through group leadership, motivation and encouragement, distinguished academic achievement, a commital to wellness, exemplary personal appearance and an outstanding demeanor". Even though that was in 2008, all of the mentioned values and attributes mentioned in that award still apply today and we are grateful that we get to enjoy Jan as a team member.

Jan and her husband Chris are longtime residents of Echo and both are actively involved in various school and community events. The highlights of their time now are centered around family and their beautiful grandbabies.



Umatilla Police Officer's Association Activities

The Umatilla Police Officer's Association continues to be actively involved in events, sponsorships and activities. During this quarter their involvement included:

- Donation to the American Legion Auxiliary for veterans
- Donation to Fishin' the Brave event
- Donation to UHS Yearbook sponsor
- Donation to annual Shop with a Cop
- URFPD Food Basket Program

Other activities involved:

- Red Ribbon Week
- Flag display for Veterans Day
- Support to UPD family holiday event

Just a reminder to "save the date" of June 10, 2023 for our annual golf tourney!



POLICE DEPARTMENT QUARTERLY REPORT

www.umatilla-city.org

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Parks and Recreation Department Semi-Annual Report

Meeting Date:

2023-01-17

Department:

Parks & Recreation

Director:

Chris Waite

Contact Person:

Chris Waite

Phone Number:

Cost of Proposal:

n/a

Amount Budgeted:

n/a

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

No

Previously Presented:

n/a

Attachments to Agenda Packet Item:

[Final Parks and Recreation Semi Annual Report 2023.pdf](#)

Summary Statement:

N/A

Consistent with Council Goals:

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

Umatilla Parks and Recreation Semi Annual Report 2022





Director's Message

Dear Mayor and Council,

It is my pleasure to present the Semi-Annual Report for the Parks and Recreation Department. We had a busy and exciting end to 2022. Our department was created in June of 2022 by combining three divisions: Marina & RV Parks, Golf Course Administration & Pro-shop, and Recreation Services. Additionally, I was hired as the Director along with two Recreation Coordinators. I am proud to share with you our accomplishments to date, and work with you in the future to continue our effort to make Umatilla an incredible community for our citizens.

Sincerely,

Chris Waite

Parks and Recreation Director.





Umatilla Parks and Recreation

July-December 2022

RECREATION



10 EVENTS

12 PROGRAMS

407 PROGRAM PARTICIPANTS

Projects in Progress

- HASH PARK CONCEPT
- MARINA CONCEPT
- NUGENT PARK IMPROVEMENTS
- COMMUNITY GARDEN
- TRAIL IMPROVEMENTS

MARINA AND RV PARK

7,840 OVER NIGHT STAYS



26 RESERVABLE RV SPACES

90 RENTABLE BOAT SLIPS



BIG RIVER GOLF COURSE

28

TOURNAMENTS

191

MEMBERSHIPS



EVENTS

- WATER PALOOZA
- SATURDAY MARKET
- TRICK-OR-TREAT ON 6TH
- MOVIES IN THE PARK
- NATIONAL NIGHT OUT
- WINTER FESTIVAL
- SCAVENGER HUNT
- COMMUNITY CLEAN-UP
- AND MANY MORE!

Recreation Division

Division Introduction:

The Recreation Division is staffed by two full time Recreation Coordinators and a part-time Recreation Assistant. Additionally, the Recreation Division employs many part time Recreation Aides throughout the year to help with the ice rink, special events, and programs.

The Recreation Division plans and implements a variety of programs in two focus areas: Special Events and Community Programs. The Recreation Division works a nontraditional schedule so they can provide services on nights and weekends so they are more accessible to the community. The division plays a vital role in achieving the Council’s goal to “Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.”



Special Events:

Water Palooza:

Water Palooza was hosted this year on July 23rd at the Umatilla Marina. It was a day of free fun for the entire family that included a giant slip-and-slide, water balloon fights, and a relay. Hot dogs and snow cones were given out to the community during the event.

Movie Night in the Park:

Free movie nights were hosted for the community on July 22nd and August 5th at the Umatilla Marina Park. Movies were displayed on our new 20' inflatable outdoor movie screen. Popcorn was provided, and the event had moderate success. Movies shown were Ghostbusters Afterlife and Uncharted.

National Night Out:

This was a chance for the community to connect with Umatilla's police officers. The event took place on August 2nd. To make the event a success, there was a bounce house, hot dogs, music, and games such as tug-o-war. The Umatilla Police department and Fire Department staff came out for the duration of the event to hand out small giveaways as well as for photo ops with emergency vehicles.





Disc Golf Tournament:

On October 15th, the Parks and Recreation Department put together an 18-hole disc golf tournament. The event was hosted at Umatilla Marina Park with the help of the Pendleton Disc Golf Club, that designed the course, and the tournament layout. The event brought in forty-seven contestants of all skill levels. We had contestants from as far as Boise, Idaho and Vancouver, Washington.

Scary Movie Night for Adults:

The movie was determined through an online vote and only those who registered for the event were allowed to vote. We played Jeepers Creepers and offered concessions at the Umatilla Golf Course. Despite some technical difficulties, the event was enjoyable.

Trick-or-Treat on 6th:

This was a 2-hour long event that took place on October 28th from 4:30 pm to 6:30 pm. The event included a business decorating contest, Umatilla resident decorating contest, pumpkin carving contest, and a costume contest. This year's theme at City Hall was Alice in Wonderland. The event was a city-wide collaboration of city hall employees, library staff, public works staff, and the Police Department. The event was a big success.

Hocus Pocus Movie Night:

Originally scheduled for October 14th, the event was rescheduled to October 29th due to changes in weather. Concessions were available, and a costume contest for the entire family was also held during the event.

Fall Community Clean-up:

This event featured a clean-up day for the whole community hosted at the Public Works shop facility on Saturday the 10th of October. Curbside pick up was offered, and with the help of Public Works staff pick up was coordinated for the 2 days prior to our drop off day. Future community clean-up days will follow the same system to lessen the burden on Public Works staff.

Winter Fest:

Hosted on Friday, December 2nd, at the Umatilla Marina, the event incorporated local craft and food vendors, sleigh rides, pictures with the Grinch and Santa, as well as the opening of the ice rink. While the event was off to a great start, below freezing temperatures caused eventgoers to dwindle out after the tree lighting. Free cookies, hot chocolate, wrapping paper, and ginger bread house building kits were handed out while supplies lasted.





Programs and Classes

Umatilla Saturday Market:

The City of Umatilla's second annual Saturday Market was a craft and vendor event hosted by the City every Saturday between 8:30am and 12:30pm from June 11th until September 10th in Village Square Park. Market included a bounce house, free face painting, and rotating free food for the community.

Senior Kayaking:

From late August to early September, our Parks and Recreation team hosted a three-class senior kayaking series. The classes progressed from an introduction to kayaking to a two-hour, three-mile trip from Warehouse Beach to Hat Rock boat launch. It grew in participation and was very popular.

Kayaking Trip:

Due to the popularity of our Senior Kayaking courses, we decided to host a Kayaking trip down the Columbia River. We opened the trip up to adults of all ages and the trip was a hit. We had sixteen spots available and the class filled up quickly. We took a five-mile trip from Hat Rock State Park to McNary Beach near the dam.

Coyle Outside Survival Camp:

The City of Umatilla hosted an Outdoor Survival Camp, a four-day camp guided by Coyle Outside at Hat Rock Park from the 22nd through 25th of August. Participants were between the ages of 7 and 11 years old and had the opportunity to learn how to build shelter & fire, cordage, navigation, knife safety, and traps among other outdoor survival skills. The camp had a great turnout with a waiting list due to popularity.

Youth Summer Art Camp:

Art Classes extended over 3 days and were taught by a volunteer instructor Gretchen Erickson. The classes lasted 2 hours each day and taught kids basic crafting skills that were incorporated in the next class. Children were able to take home many art masterpieces.

Kids Bingo:

We kicked off our kid's Bingo nights in September and the popularity sky-rocketed after the first bingo night. Parents were encouraged to participate with their children to make sure that bingo cards were marked accurately. To make sure all kids left with a prize, we would repeat games to ensure as many bingo winners as possible were allowed for each bingo game. Due to its popularity, the program will continue in 2023.





Cooking Class:

This was a series of 7 classes that covered kitchen basics, corn chowder, stuffed chicken breast, thanksgiving meal prep (3 separate classes), and how to make tamales. Class size increased throughout the series. The last class of the course was the most successful.

Golf Scramble:

In mid-September, the Parks and Recreation team started a seven-week long Wednesday night nine-hole golf scramble. This was an event for golfers of all ages to play in a weekly scramble. Over the course of seven weeks, we had one hundred and seventy-six people attend the golf scramble. Due to its popularity, the program will be repeated in 2023.

Bingo Nights for Adults:

Several bingo nights were hosted during the month of November. Participation in these bingo nights was increased each time with the last bingo night ending with a total of 27 participants. Bingo nights will be moved to Saturdays in 2023 due to feedback from participants.

Kids Wacky Science Class

This was a class for children ages 6 to 12 that took place on November 19th. The class covered making homemade lava lamps, magnetic slime, and how to make homemade bouncy balls. Participants were able to take home their projects and the last part of the class was an egg drop contest with a telescope as a prize.

Big River Golf Division

Division Introduction:

The City of Umatilla purchased the Big River Golf Course and took over operations on January 1, 2021. The golf course pro shop staff and operations were incorporated into the Parks and Recreation Department in July of 2022. The golf course maintenance staff are part of the Public Works Department. The pro shop staff fluctuates seasonally, but includes the Office Manager and 2-3 additional employees

The golf course facilitated 28 tournaments and numerous events throughout the year, including cross-country races, and the annual Sherrell Chevrolet Farm City Tournament. The staff sells concessions, maintains inventory, sells memberships, cleans and prepares golf carts for rent, and handles customer interaction and course communication. The course is an incredible asset to the community and helps achieve the Council’s goal to “Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.”



Tournaments/Events:

During September and November, we hosted an Annual Family Reunion two-day event, a “movie in the park”, a high school cross-country event with over 300 runners, the Umatilla Heritage Museum Golf Tournament, the Annual Sherrell Chevrolet Farm City Tournament, the Big River Ladies Club Closing scramble, 7 weeks of the Wednesday Scramble, finished the Men’s League, hosted the HHS kids league for 8 weeks, and hosted three company outings.

Customer Appreciation Event:

On Monday evening, October 10th, we hosted what will be an annual Customer Appreciation Evening. The event was catered with finger foods from GG’s Smokehouse and was held in the Clubhouse. There were approximately 40 attendees at the event along with Gunner, Megan, pro shop staff, Salud, Chris, Scott, and Dave. Members were thanked for their patronage, and then open discussion ensued regarding course feedback. Members offered suggestions, and Dave discussed the intention of the City to host two musical festivals each year on the course in November and April, beginning October 2023.

Membership Drive:

Our annual membership drive began October 1st and will continue throughout the end of the calendar year. A very large portion of our memberships will be purchased by November 15th, which is the deadline to receive the early payment discount. During the month of October, 50 memberships were purchased. Sixteen of those memberships are new, which means they didn’t have a membership for the 2021 season.





Pricing Changes:

A review of our pricing was done and changes were made to both daily and yearly fees. Yearly rate increases have not caused criticism amongst members that I have heard. Daily rates changes will go into effect during the 2023 season, and will apply after we change to summer rates following our winter season.

November/December Upcoming:

Winter weather brings changes to the golf course. We will now be on a permanent frost delay until Spring, which means the course will be unplayable until staff releases golfers to start. They are unable to play on their own without first being released to protect the course from damage. We will also be open shorter hours due to daylight that comes along with the time change. Our last tournament of the year, HHS Turkey Shoot, will be held Saturday, November 19th. November and December will bring significant special orders as customers spend their accrued book money and order gifts for the holidays. We will also be returning all floored inventory for a refund and setting up pre-books for next year's inventory.

Marina & RV Park Division

Division Introduction:

Until 2021, the City contracted out the marina and RV Park office operations to a concessionaire. Since then, city employees have managed the office operations for the Marina and RV Park. The marina office has one primary staff member who works five days a week. The other two days are covered by a shared employee from the golf course pro shop. Additionally, the City contracts with an evening and weekend park host who assist with guest check-in, cleaning and operations. Staff handles reservations, sells fuel and concessions, welcomes guests, facilitates communication with the moorage holders, and assists in special events.

There are 26 RV sites and 10 dry camp (tent) sites at the RV Park. Most weeks in the summer, all the available RV sites are fully booked. The Marina has one (1) fuel dock and four (4) boat docks. There are a total of 90 reservable slips available. Currently, one dock is decommissioned due to needed repairs. The facility is a great amenity for the local community and tourists to enjoy.





Fishing Tournaments:

The Umatilla Marina is popular in sponsoring and hosting the weigh-ins for walleye and bass tournaments throughout the summer. The Columbia River Anglers Association and Northwest Bass facilitate these tournaments.

RV Park:

RV reservations were steady in 2022. The RV park was booked with almost no vacancies on the weekends throughout the summer. Winter is the off season, so we have started the winter weekly rates that run from October – February on Campsites 7-20. These campsites are occupied, and we currently have a waiting list.

Fish N the Brave

On November 12th, 2022, the Umatilla Marina hosted the 7th annual Fish N the Brave in conjunction with Fisher's Catch Outfitters and the Umatilla Chamber of Commerce. Fish N the Brave is a free fishing event for Veterans. This event gets larger each year. We are proud to support it.

Christmas Decorating Contest

This year the marina had the first annual boat parade and RV decorating contest at the marina in conjunction with the Winter Festival. We hope to grow the contests in future years.

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

January 03, 2023 Council Minutes

Meeting Date:

2023-01-17

Department:

City Administration

Director:

David Stockdale

Contact Person:

Nanci Sandoval

Phone Number:

Cost of Proposal:

n/a

Fund(s) Name and Number(s):

N/A

Amount Budgeted:

n/a

Reviewed by Finance Department:

No

Previously Presented:

n/a

Attachments to Agenda Packet Item:

[Draft CM 01.03.2023.docx](#)

Summary Statement:

Approve minutes as presented.

Consistent with Council Goals:

Goal 5 : Perform at the Highest Levels of Operational Excellence

**CITY OF UMATILLA
COUNCIL MEETING
January 3, 2023**

1) MEETING CALLED TO ORDER

Council President TenEyck called the meeting to order at 6:58 p.m.

2) OATH OF OFFICE

- 2.1 Corinne Funderburk - Position 1
- 2.2 Katie McMillan - Position 3
- 2.3 Dennis McMillan - Position 5
- 2.4 Caden Sipe - Mayor

Oath of Office was administered to Corinne Funderburk, Katie McMillan, and Denis McMillan as council members. The Oath of Office was administered to Caden Sipe as mayor.

3) ROLL CALL

PRESENT: Corinne Funderburk, Daren Dufloth, Katie McMillan, Ashley Wheeler, Dennis McMillan, Roak TenEyck, and Caden Sipe.

ABSENT: None

4) PLEDGE OF ALLEGIANCE

Recited at 7:02 p.m.

5) APPROVAL OF AGENDA

Manager Stockdale asked to add the Fire Department under the City Manager Report. City Recorder noted a mistake on the City's Calendar for the Planning Commission meeting held in November of 2023; it was supposed to be on November 28, 2023, not November 21, 2023.

Daren Dufloth moved to approve the agenda with the addition of the Fire Department presentation under the City Manager Report and the correct date for the Planning Commission November 28, 2023, meeting. Roak TenEyck seconded the motion. Voted: 6 - 0. Motion carried.

6) CITY MANAGER'S REPORT

Manager Stockdale introduced Fire Chief Todd Dormaier to Council. Fire Chief Dormaier congratulated the new council. He was looking forward to working with staff and the council in the future. He stated that around 0748 hours on December 31st, there was a call for a young individual in distress and not breathing. He wanted to thank the agency Chief Huxel managed and their level of operation. Officer Lemmon overheard the call. He explained that Fire and Police departments worked closely together and listen to each other's calls. Officer Lemmon arrived at the scene and mitigated the situation. The very young child was breathing and living today due to Officer Lemmon stepping up and going above and beyond the call of a public servant. He wanted to thank the Umatilla Police Department and Officer Lemmon for going above and beyond the call of duty.

6.1 Planning Commission Yearly Report

[Planning Commission Report 2022.pdf](#)

Planning Commission Chair Bruce McLane went over the Planning Commission Report with Council. He stated that on paper, it was only 15 applications, but what the report needed to show and was unable to show was the complexity of the applications. Citizens do pay attention, and one meeting had record attendance. It was great to see the project moving forward. Finally, Planning Commission had a full panel all of 2022, and he appreciated Council's efforts to keep it full.

6.2 Letter from UCSLD Outgoing District Director Erin McCusker

[Correspondence from UCSLD 12.20.22.pdf](#)

Former Umatilla County Special Library District Director Erin McCusker wrote a letter about her confidence in the Library Director, Susie Sotelo. There were very few people selected to participate in the hiring process for the new director for the UCSLD. Susie was selected to participate. They hired Heather Estrada from the Pendleton library. Ms. Estrada has hit the ground running, and we were excited to have her on board.

6.3 Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award

[Umatilla OR GFOA Budget Award 2022-23.pdf](#)

GFOA has presented the Distinguished Budget Presentation Award to the City of Umatilla for its Annual Budget for the fiscal year beginning July 1, 2022. This award is the highest form of recognition in governmental budgeting. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as a policy document, a financial plan, an

operations guide, and a communication device. This is the third year in a row that the City has earned this prestigious award.

6.4 FY 2021-2022 Audit Review

[Independent Auditors Report 06.30.22.pdf](#)

Barnett & Moro P.C. completed the City's annual audit report for the fiscal year ending June 30, 2022. We included their Independent Auditors' Report summaries for your review. A full copy of the report, which includes financial statements, Management Discussion & Analysis, and other supplementary information, has been published on the City's website at <https://www.umatilla-city.org/finance/page/budget-audit-reports>.

7) **PUBLIC COMMENT**

No public comment was presented.

8) **CONSENT AGENDA**

8.1 December Paid Invoices

[December 2022 Paid Invoices.pdf](#)

Daren Dufloth moved to approve. Ashley Wheeler seconded the motion. Voted: 6 - 0. Motion carried.

9) **NEW BUSINESS**

9.1 2023 Council Calendar

[2023 Umatilla City Calendar Planner.pdf](#)

Council discussed the date for the Council Retreat. A consensus was reached, and a date was set for January 28, 2023. The date for the November Planning was fixed for the 28th of November.

Daren Dufloth moved to approve City Calendar as amended to include the Council Retreat on January 28th and fix the November Planning Commission meeting. Corinne Funderburk seconded the motion. Voted: 6 - 0. Motion carried.

9.2 First reading of Ordinance 864 - An Ordinance granting a nonexclusive Franchise to Pendleton Overground, LLC DBA PDTFast.NET hereinafter referred to as "Grantee," its successors and assigns, the right of privilege to provide telecommunications services within the City and to utilize the public rights of way.

Roak TenEyck moved to approve the first reading of Ordinance No. 864. Ashley Wheeler seconded the motion. Voted: 6 - 0. Motion carried. Recorder Sandoval read the title of Ordinance No. 864 to the public.

- 9.3 Ordinance No. 864. An Ordinance granting a nonexclusive Franchise to Pendleton Overground, LLC DBA PDTFFAST.NET hereinafter referred to as "Grantee," its successors and assigns, the right of privilege to provide telecommunications services within the City and to utilize the public rights-of-way.

[PDTFFAST_franchise_Agreement Ordinance 864.docx](#)

Daren Dufloth moved to approve Ordinance No. 864. An ordinance granting a nonexclusive Franchise to Pendleton Overground, LLC DBA PDTFFAST.NET, hereinafter referred to as "Grantee," its successors and assigns, the right of privilege to provide telecommunications. Dennis McMillan seconded the motion. Voted: 6 - 0. Motion carried.

- 9.4 Resolution 23-2023 - A resolution declaring surplus city property

[RES 23-2023.docx](#)

Finance and Administrative Services Director Ince explained that it was common practice to declare surplus City property via resolution. She wanted to point out that staff requested to dispose of the 2005 Chrysler 300 and 2004 Chevrolet Tahoe by donating them to Project PATH.

Daren Dufloth moved to approve Resolution 23-2023 - A resolution declaring surplus property, with the exception of donations for Project PATH, looking at the Tahoe and Chrysler 300. Katie McMillan seconded the motion. Voted: 6 - 0. Motion carried.

- 9.5 Budget Committee Appointments

[Richard Cotterell II - Redacted.pdf](#)

[Maria McMillan - Redacted.pdf](#)

[Verónica Gutiérrez - Redacted.pdf](#)

[Leslie Smith - Redacted.pdf](#)

[Josy Chavez - Redacted.pdf](#)

[Bruce McLane - Redacted.pdf](#)

Ashley Wheeler moved to approve Mayor Sipe's recommendation to reappoint Bruce McLane and appoint Richard Cotterell, Josy Chavez, Leslie Smith, and Veronica Gutierrez to the Budget Committee. Daren Dufloth seconded the motion. Voted: 6 - 0. Motion carried.

- 9.6 Library Advisory Committee Appointments

[Veronica Gutierrez - Redacted.pdf](#)

[Judy Simmons - Redacted.pdf](#)

Daren Dufloth moved to approve Mayor Sipe's recommendation to reappoint Judy Simmons and appoint Veronica Gutierrez to the Library Advisory Committee. Roak TenEyck seconded the motion. Voted: 6 - 0. Motion carried.

10) PUBLIC COMMENT

No public comment was presented.

11) MAYOR'S MESSAGE

Mayor Sipe stated he looked forward to working with everyone the next four years. He thanked everyone for their input.

12) COUNCIL INFORMATION & DISCUSSION

Councilor TenEyck welcomed all the new members and congratulated Councilor Funderburk on her reelection. He welcomed Mr. Sipe as the new mayor. He looked forward to working with him. He hoped everyone had a safe holiday season. In his home, he had people stranded due to the weather and people who weren't feeling well. They had to roll with the punches this year.

Councilor D McMillan wanted to thank everyone. He hoped to learn the ropes soon. He would do his best for his voters.

Councilor Wheeler walked into tonight's meeting excited for what was ahead of them and for what is here now. She was excited to get to know the new members as council members, colleagues, but also friends. It was a great way to start talking about internet.

Councilor K McMillan she thanked everyone for voting her in and giving her a chance to be a voice. She was excited to see what would happen in the next four years and working with everyone.

Councilor Dufloth loved to see people come in, especially a fresh set of eyes. He talks about having a servant's heart. It takes a certain type of person to do what they do. He hopes they keep those fresh eyes as they move forward. Don't allow things to weigh you down. Use your ears to dictate your eyes. Listen to people, follow direction, but also have a wonderful servant's heart. The reason we take on these jobs is because we want to do the right thing.

Councilor Funderburk thanked Chief Dormaier for keeping them informed. She loved hearing about things that were going on. She congratulated Staff on their award. The City looked beautiful with all the lights and wreaths and banners. She thanked the City for providing employment to the students to operate the ice skating rink.

13) RECESS TO EXECUTIVE SESSION

Daren Dufloth moved to recess to executive session. Dennis McMillan seconded the motion. Voted: 6 - 0. Motion carried.

14) EXECUTIVE SESSION

14.1 TIME CERTAIN: 7:50. 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.

Daren Dufloth moved to adjourn the executive session. Katie McMillan seconded the motion. Voted: 6 - 0. Motion carried.

15) ADJOURN

Daren Dufloth moved to adjourn. Dennis McMillan seconded the motion. Voted: 6 - 0. Motion carried.

Caden Sipe, Mayor

ATTEST:

Nanci Sandoval, City Recorder

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Planning Commission Resignation and Declare Vacancy	Meeting Date: 2023-01-17
---	------------------------------------

Department: City Administration	Director: Melissa Ince	Contact Person: Nanci Sandoval	Phone Number:
---	----------------------------------	--	----------------------

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

Reviewed by Finance Department: Yes	Previously Presented: NA
---	------------------------------------

Attachments to Agenda Packet Item:

[Heidi Sipe Resignation.pdf](#)

Summary Statement: A motion to accept Heidi Sipe's resignation and declare vacancy on the Planning Commission

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

January 1st, 2023

Dear Mayor Sipe, City Council and City Staff,

Thank you for the opportunity to serve on the Planning Commission. I've served nearly continuously since 2002 and have appreciated the chance to see our community grow in exciting ways from a different lens.

The Planning Commission is full of capable and skilled Commissioners, supported by an incredibly dedicated and knowledgeable planning staff and serves a wonderful city staff and city leadership. I cannot think of a time where I felt Umatilla had more going for it than right now and that leads me to believe it's a perfect time for me to step away to make room for some fresh ideas.

Over twenty years is a long time to serve and I have appreciated the many people with whom I've served. I have learned a lot during this period of time, but I've mainly developed an even greater appreciation for the people of and contributors to Umatilla. Umatilla is a special place with endless potential and its uniqueness is not in its physical resources but in the collaborative and supportive manner in which the people of Umatilla choose to interact.

I look forward to contributing to the City in other ways and will be happy to help with whatever is needed at any time. I am a fan of all things Umatilla and love to see it succeed and will do all I can do support success for our community. I am happy to serve until a replacement is found; however, I will encourage some wonderful, diverse, candidates to apply and hope you'll have some strong choices for a replacement soon.

Thank you again,



Heidi Sipe

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: City Council Standing Committee Appointments	Meeting Date: 2023-01-17
--	------------------------------------

Department: City Administration	Director: David Stockdale	Contact Person: David Stockdale	Phone Number:
---	-------------------------------------	---	----------------------

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

Reviewed by Finance Department: No	Previously Presented: January 2021
--	--

Attachments to Agenda Packet Item:

Summary Statement:

The Adopted Council Policies & Procedures require appointments by the Mayor to the City Council's Standing Committees and to do so at the beginning of each calendar year. The following Committees needs to be filled:

Finance:

Police:

Streets & Lights/Public Works:

Community Development:

Personnel/Policy:

Motion to confirm the Mayor's appointment of each member to the Standing Committee's as described.

Consistent with Council Goals:

Goal 5 : Perform at the Highest Levels of Operational Excellence

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: General Council Policies & Procedures Discussion	Meeting Date: 2023-01-17
--	------------------------------------

Department: City Administration	Director: David Stockdale	Contact Person: David Stockdale	Phone Number:
---	-------------------------------------	---	----------------------

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

Reviewed by Finance Department: No	Previously Presented: March 2021
--	--

Attachments to Agenda Packet Item:

[Umatilla Council Rules Effective 3.2.21.docx](#)

Summary Statement:

Council's Adopted Policies & Procedures require that Council reviews and adopts updated Policies & Procedures in even numbered years no later than March 31st. This item is for general open discussion of your currently adopted policies and if there are any specific items/sections you'd like to open up for further discussion or for staff to research.

Sections that have been discussed over the previous two years that are likely initially of interest: Makeup of Standing Committees (may require Code update), need to incorporate City's social media policy, need to include Council interaction with traditional news media (perhaps update to Representing the City), perhaps a need to waive/exempt travel/training reimbursement requirements, meeting times (may require code update), and others.

Consistent with Council Goals:

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

CITY OF UMATILLA

COUNCIL POLICIES & PROCEDURES

Adopted 03/02/2021 by Resolution 39-2021

Table of Contents

Agenda 3

Agenda Packet 3

Annual Report of Boards, Commissions, Committees, and Neighborhood Associations..... 3

Attendance..... 3

Bias and Disqualification 3

City Communications 4

City Manager Evaluation 4

Code of Conduct 4

Communication with Staff 4

Conferences and Seminars 5

Confidentiality..... 5

Conflict of Interest 5

Consent Agenda 6

Council Rules..... 6

Council Standing Committees..... 6

Emergency Meetings 6

Ethics and Professional Conduct 6

Ethics or Professional Conduct Violations 7

Executive Sessions 7

Exhibits..... 8

Ex Parte Communications 8

Ex-Parte Contacts and Disqualifications 8

Expenses and Reimbursement..... 8

Filling a Vacancy of the Mayor or Council..... 8

Filling Vacancies on Boards, Commissions and Committees..... 9

Flags, Signs and Posters 9

Gifts and Recognition..... 9

Legal Advice 10

Litigation 10

Mayor and City Council Reports 10

Meeting Staffing..... 10

Meeting Times	10
Minutes	10
Motions	11
News Media	12
Order and Decorum	12
Order of Business	13
Ordinance Reading and Adoption.....	13
Parliamentary Procedure	14
Planning Commission Member Testimony	14
Presiding Officer.....	14
Public Comment.....	14
Public Records.....	15
Questioning of Staff by Council Members	15
Quorum.....	15
Reconsideration of Actions Taken	15
Representing the City.....	15
Speaking by Council Members.....	16
Special Meetings	16
Testimony Forms.....	16
Voting.....	16
Workshops	16

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Among these standards are:

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

Ethics or Professional Conduct Violations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Parliamentary Procedure. The Council will follow parliamentary procedure such as Robert's Rules or their own customized procedures or as directed by the Mayor.

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

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

Public Comment. General public comment is established to allow members of the public to speak for five minutes during two designated sections of each Council meeting on any community matter other than specific agenda items. The Mayor may adjust comment time according to the length of the agenda

or the number of requested speakers. Mayor may also, at his/her discretion, allow for an individual/organization to provide their comments during a specific item (such as providing that specific agenda items may begin by providing public comment to a specific agenda item.). Verbally abusive or slanderous comments are not allowed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Supplemental Budget General Discussion	Meeting Date: 2023-01-17
--	------------------------------------

Department: City Administration	Director: David Stockdale	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:

Summary Statement:

None. Staff will facilitate a general discussion of the City's current fiscal year's adopted budget and likely areas that may need to be modified through the Supplement Budget process.

Consistent with Council Goals:

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