

**UMATILLA CITY COUNCIL MEETING
AGENDA
COUNCIL CHAMBERS 700 6TH STREET, UMATILLA, OR 97882
FEBRUARY 21, 2023
6:00 PM**

1. **MEETING CALLED TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **APPROVAL OF AGENDA**

5. **RECESS TO EXECUTIVE SESSION**

6. **EXECUTIVE SESSION**

- 6.a Potential Litigation & Personnel Issues- ORS 192.660(2)(h) Authorizes council to consult with its counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and ORS 192.660 (2)(b) Authorizes council to consider dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. (Media members must be excluded if the member is a party to the litigation.) *Suggested Action: n/a*

7. **RECONVENE**

8. **TIME CERTAIN: 7:00 PM - CITY MANAGER REPORT & GENERAL ANNOUNCEMENTS**

9. **PUBLIC COMMENT**

10. **NEW BUSINESS**

- 10.a **Parks and Recreation Committee Appointments** *Suggested Action: Mayor Sipe reviewed five (5) applications for two (2) vacancies on the Parks and Recreation Committee. Of those applicants, Mayor Sipe recommends appointing Joel Escamilla Barajas and Lisa Dahlin to the Parks and Recreation Committee.*

Suggest motion: I move to approve Mayor Sipe's recommendation to appoint Joel Escamilla Barajas and Lisa Dahlin to the Parks and Recreation Committee.

- 10.b **First Reading of Ordinance No. 865- An ordinance proclaiming the annexation of tax lot 3200 on assessors map 5N2817CA, known as 328 Tucker Avenue, Umatilla, OR 97882, withdrawing said property from Umatilla county sheriff's law enforcement district; accepting written application for annexation from all of the owners of the area; making findings; setting the final boundaries of the property to be annexed; and setting the comprehensive plan map and zoning designation for the annexed property as City Single Family Residential.** *Suggested Action: The Council held a public hearing and approved Tejada Annexation ANX-2-22 at their February 7, 2022, Council meeting. Ordinance 865*

will implement Tejada Annexation ANX-2-22 amending the Comprehensive Plan Map by expanding City Limits to include tax lot 3200 on assessors map 5N2817CA.

Staff recommends a motion for a first reading by title only of Ordinance No. 865.

11. **DISCUSSION ITEMS**

- 11.a **Update City Council Policies & Procedures** *Suggested Action: Review and discussion of updated draft of Council Policies & Procedures ("Policies"). These Policies are required to be updated no later than March 31st in every odd numbered year.*
- 11.b **2023-2025 City Council Goals & Strategic Plan Update** *Suggested Action: Review and discuss the draft update to the City Council's Goals & Strategic Plan. These goals, together with other adopted city planning documents, will guide the City over the next two years.*

12. **PUBLIC COMMENT**

13. **MAYOR'S MESSAGE**

14. **COUNCIL INFORMATION & DISCUSSION**

15. **RECESS TO EXECUTIVE SESSION**

16. **EXECUTIVE SESSION**

- 16.a **Executive Session - ORS 192.660 (2)(e) authorizes the executive session to consider a real property transaction.** *Suggested Action: Discussion only.*
- 16.b **Executive Session - ORS 192.660 (2)(e) authorizes the executive session to consider a real property transaction.** *Suggested Action: Discussion only.*

17. **RECONVENE**

18. **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: Potential Litigation & Personnel Issues- ORS 192.660(2)(h) Authorizes council to consult with its counsel concerning legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and ORS 192.660 (2) (b) Authorizes council to consider dismissal or discipling of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. (Media members must be excluded if the member is a party to the litigation.)	Meeting Date: 2023-02-21
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Department: City Administration	Director: David Stockdale	Contact Person: Nanci Sandoval	Phone Number:
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Cost of Proposal: n/a Amount Budgeted: n/a	Fund(s) Name and Number(s): N/A
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Reviewed by Finance Department: No	Previously Presented: n/a
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Attachments to Agenda Packet Item:

Summary Statement: n/a

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

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Parks and Recreation Committee Appointments	Meeting Date: 2023-02-21
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Department: Parks & Recreation	Director: Chris Waite	Contact Person: Chris Waite	Phone Number:
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Cost of Proposal: n/a	Fund(s) Name and Number(s): N/A
Amount Budgeted: n/a	

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

[Joel 2023.pdf](#)

[Lisa 2023.pdf](#)

Summary Statement: Mayor Sipe reviewed five (5) applications for two (2) vacancies on the Parks and Recreation Committee. Of those applicants, Mayor Sipe recommends appointing Joel Escamilla Barajas and Lisa Dahlin to the Parks and Recreation Committee. Suggest motion: I move to approve Mayor Sipe's recommendation to appoint Joel Escamilla Barajas and Lisa Dahlin to the Parks and Recreation Committee.

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

From: Umatilla OR <umatilla-or@municodeweb.com>
Sent: Friday, January 13, 2023 1:35 PM
To: Nanci Sandoval <Nanci@umatilla-city.org>
Subject: Form submission from: Committee Appointment Form

Submitted on Friday, January 13, 2023 - 1:34pm

Submitted by anonymous user: [REDACTED]

Submitted values are:

Full Name Joel Escamilla Barajas

Please indicate which category you are seeking Appointment

Which committees are you interested in? Parks and Recreation Committee

How long have you lived in Umatilla? 23 years

List any additional qualifications

Address [REDACTED]

Phone Number [REDACTED]

Email [REDACTED]

From: Umatilla OR <umatilla-or@municodeweb.com>
Sent: Saturday, January 14, 2023 7:21 PM
To: Nanci Sandoval <Nanci@umatilla-city.org>
Subject: Form submission from: Committee Appointment Form

Submitted on Saturday, January 14, 2023 - 7:21pm

Submitted by anonymous user: [REDACTED]

Submitted values are:

Full Name Lisa Dahlin

Please indicate which category you are seeking Appointment

Which committees are you interested in? Parks and Recreation Committee

How long have you lived in Umatilla? 30+ years

List any additional qualifications

I have an interest in this area. Helped with Rx trails.

Very interested in future community gardens.

I am a master gardener and have taught a class on gardening in the after-school program at McNary Elementary.

Address [REDACTED]

Phone Number [REDACTED]

Email [REDACTED]

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

First Reading of Ordinance No. 865- An ordinance proclaiming the annexation of tax lot 3200 on assessors map 5N2817CA, known as 328 Tucker Avenue, Umatilla, OR 97882, withdrawing said property from Umatilla county sheriff's law enforcement district; accepting written application for annexation from all of the owners of the area; making findings; setting the final boundaries of the property to be annexed; and setting the comprehensive plan map and zoning designation for the annexed property as City Single Family Residential.

Meeting Date:

2023-02-21

Department:

Community Development

Director:

Brandon Seitz

Contact Person:

Jacob Foutz

Phone Number:

Cost of Proposal:

NA

Amount Budgeted:

NA

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

No

Previously Presented:

February 7th, 2023

Attachments to Agenda Packet Item:

[ORD 865.docx](#)

[Notice map.pdf](#)

[Signed Tejeda Waiver of Remonstrance 328 Tucker Ave.pdf](#)

Summary Statement:

The Council held a public hearing and approved Tejeda Annexation ANX-2-22 at their February 7, 2022, Council meeting. Ordinance 865 will implement Tejeda Annexation ANX-2-22 amending the Comprehensive Plan Map by expanding City Limits to include tax lot 3200 on assessors map 5N2817CA.

Staff recommends a motion for a first reading by title only of Ordinance No. 865.

Consistent with Council Goals:

N/A

ORDINANCE NO.865

AN ORDINANCE PROCLAIMING THE ANNEXATION OF TAX LOT 3200 ON ASSESSORS MAP 5N2817CA, KNOWN AS 328 TUCKER AVENUE, UMATILLA, OR 97882, WITHDRAWING SAID PROPERTY FROM UMATILLA COUNTY SHERIFF'S LAW ENFORCEMENT DISTRICT; ACCEPTING WRITTEN APPLICATION FOR ANNEXATION FROM ALL OF THE OWNERS OF THE AREA; MAKING FINDINGS; SETTING THE FINAL BOUNDARIES OF THE PROPERTY TO BE ANNEXED; AND SETTING THE COMPREHENSIVE PLAN MAP AND ZONING DESIGNATION FOR THE ANNEXED PROPERTY AS CITY SINGLE FAMILY RESIDENTIAL.

WHEREAS, certain real properties (hereinafter referred to as Property) located Northeast of Powerline Road and South of Tucker Avenue within the urban growth area of Umatilla, Oregon is owned by Miguel Angel Tejada; and

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

WHEREAS, the Umatilla City Planning Commission held a public hearing on January 24, 2023, to consider annexation request ANX-2-22, by the applicant to annex the property into the City and recommended approval of the request to the City Council; and

WHEREAS, the Umatilla City Council held a public hearing on February 7, 2023 to consider the applicants request and the Planning Commission's recommendation. Upon closing of the hearing the City Council adopted the Planning Commission's findings and conclusions as its own for ANX-2-22, and approved the application request ANX-2-22.

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

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

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

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

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

(Commonly known as Tax Lot 3200 on Assessors Map 5N2817CA; Tax Account # 133303)

Lot 8, Block "I" in CARELLE ADDITION, located in Northeast Quarter of Southwest Quarter of Section 17, Township 5 North, Range 28, East of the Willamette Meridian, Umatilla County, Oregon.

The urban growth area is amended to exclude the above-described property.

Section 4. Proclamation of annexation and withdrawal from Umatilla County Sheriff’s Law Enforcement District. The City Council does hereby publicly declare and officially announce that the property described in Section 3 above is hereby annexed into the city limits of the City of Umatilla, Oregon as authorized under ORS chapter 125, and does hereby declare the said property withdrawn from the Umatilla County Sheriff’s Law Enforcement District.

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

(Tax Lot 3200 on Assessors Map 5N2817CA; Tax Account # 133303) shall be the City’s Single-family Residential (R1) zone.

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

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

PASSED AND ADOPTED by the City Council this ___ day of _____, 2023.

Council members voting yes: _____

Council members voting no: _____

Absent Council members: _____

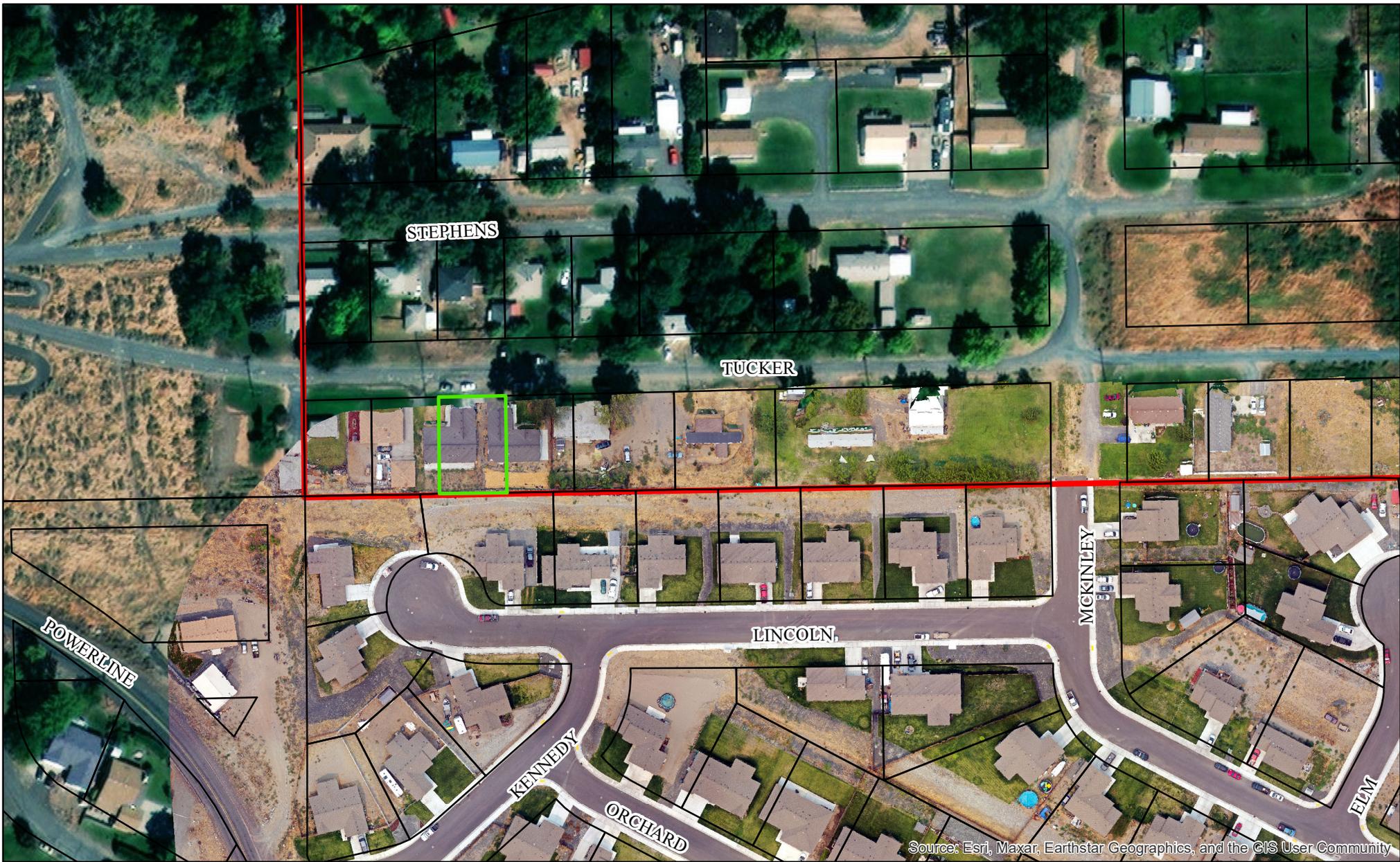
Abstaining Council members: _____

And **SIGNED** by the Mayor/Council President on this ___ day of _____, 2023.

Caden Sipe, Mayor

ATTEST:

Nanci Sandoval, City Recorder



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

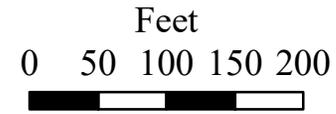
TEJEDA ANNEXATION (ANX-2-22)

Tax Lot 3200 on Assessors Map 5N2817CA

*NOTICE GIVEN TO PROPERTY OWNERS WITHIN 100' Current Zoning: UGB Urban Residential
 Zoning after Annexation: City Single-Family Residential

Legend

- Subject Property
- Tax Lots 4-5-22
- City Limits



MAP DISCLAIMER: No warranty is made as to the accuracy, reliability or completeness of this data. Map should be used for reference purposes only. Not survey grade or for legal use.
 Created by Jacob Foutz, on 12/19/2022

WAIVER OF REMONSTRANCE

THIS AGREEMENT, entered into this 8TH day of February, 2023, by and between Miguel Tejada, ("Owner") and the City of Umatilla, a municipal corporation, ("City"),

WITNESSETH:

WHEREAS, the Owner has petitioned the City for annexation for the territory legally described as follows:

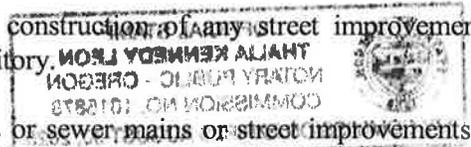
Umatilla County, Carelle Addition, Block I, Lot 9, Umatilla County, Oregon
Umatilla County Plat Map 5N2817CA, Tax Lot 03200

NOW, THEREFORE, in consideration of the City approving Annexation for the territory legally described above in the County of Umatilla, it is agreed as follows:

1. Owner will pay his proportionate share for the construction of any future waterline extensions or sewer main extensions which may serve the territory and to pay all water and sewer charges charged or assessed according to city ordinances and policies as they now exist or may hereafter be amended or adopted.

2. Owner agrees to comply with all ordinances, rules, regulations and policies of the City as they now exist or may hereafter be adopted or changed regarding the extension of waterlines and sewer mains.

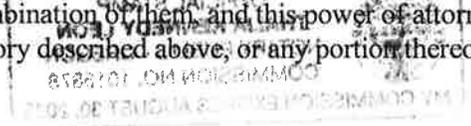
3. Owner will pay his proportionate share for the construction of any street improvements, including curbs, gutters and sidewalks, which may serve the territory.



4. Owner understands that no extension of waterlines or sewer mains or street improvements to serve the territory may be made without the written approval of the City.

5. In the event the formation of a local improvement district which includes the territory described above, or any part thereof, the Owner promises and agrees to join in the petition to create any such district for the extension of waterlines or sewer mains or street improvements, or any combination of them, and waives and gives up for itself and its successors in interest any objection it may now have or hereafter may have to the formation of such improvement district and to the assessments to be made in the formation, activation and continuation of such district.

6. The owner for himself and his successors in interest in and to the territory described above, or any part thereof, waives and gives up the right of remonstrance that he or his successors in interests may have or hereafter may have to the formation of a local improvement district for the extension of waterlines or sewer mains or street improvements or any combination of them. In the event that Owner or his successors in interest in and to the territory described above, or any part thereof, fail to join in the petition for formation of said local improvement district, the Owner and his successors in interest do hereby constitute and appoint the then mayor or city administrator of the City as his attorney-in-fact and as the attorney-in-fact for each of the successors or owners of each or any part of the territory described above to sign and deliver a petition to the City to consent to the formation of such improvement district with full power to perform and bind the territory described above, and each and every part thereof, and to do all things necessary to complete the petition to create a local improvement district for the purpose of extending waterlines, or sewer mains or street improvements or any combination of them, and this power of attorney is coupled with an interest so as to be irrevocable as to the territory described above, or any portion thereof.



7. This agreement constitutes the complete understanding by and between the parties concerning the formation of local improvement districts. There are no other agreements or understandings between the parties, concerning this matter, oral, written or otherwise.

8. As used herein, the singular shall include the plural, and the plural the singular. The masculine and neuter shall each include the masculine, feminine and neuter, as the context requires. In construing this agreement and where the context so requires, all grammatical changes shall be implied to make the provisions in this agreement apply equally to corporations and to individuals.

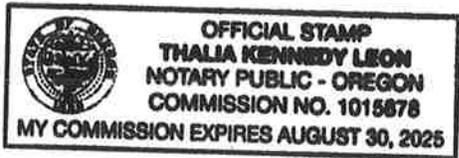
Miguel Tejada
Miguel Tejada, Owner

STATE OF OREGON)
)
County of Umatilla) ss. 2, 8, 2023

Personally appeared Miguel Tejada and acknowledged said instrument to be his/her voluntary act and deed.

Before me:

Thalia Kennedy Leon
Notary Public for Oregon
My Commission Expires: August 30, 2025



CITY OF UMATILLA

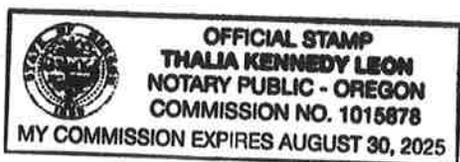
By: [Signature]
Caden Sipe, Mayor

STATE OF OREGON)
)
County of Umatilla) ss. 2-10, 2023

Personally appeared Caden Sipe who, being duly sworn or affirmed, did say that he is the Mayor of the City of Umatilla, an Oregon Municipal Corporation, and that said instrument was signed in behalf of said corporation by authority of its city council; and they acknowledged said instrument to be its voluntary act and deed.

Before me:

Thalia Kennedy Leon
Notary Public for Oregon
My Commission Expires: August 30, 2025



Return to: City of Umatilla
 P.O. Box 130
 Umatilla, OR 97882

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Update City Council Policies & Procedures	Meeting Date: 2023-02-21
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Department: City Administration	Director: David Stockdale	Contact Person: David Stockdale	Phone Number:
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Cost of Proposal: n/a	Fund(s) Name and Number(s): N/A
Amount Budgeted: n/a	

Reviewed by Finance Department: No	Previously Presented: 2/7/23, 1/17/23
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Attachments to Agenda Packet Item:

[DRAFT Umatilla Council Rules Effective 3.7.23.docx](#)

Summary Statement:

Review and discussion of updated draft of Council Policies & Procedures ("Policies"). These Policies are required to be updated no later than March 31st in every odd numbered year.

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



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

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

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

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

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

Attendance. Councilors will inform the Mayor, the City Manager, and the City Recorder if they are unable to attend any meeting. Additionally, the Mayor will inform the Council President, the City Manager, and the City Recorder regarding any absence by the Mayor. The Mayor, or the City Recorder, 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. Policy & Finance
- B. Police & Public Safety

- C. Public Works
- D. Community Development
- E. Personnel

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 council shall review and observe the requirements of state ethics law. 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.

Councilors may waive all or a portion of their allowable reimbursement for expenses incurred on official City business, provided they make their intention to waive such reimbursement known at time of request. However, the requirement to present a request to attend other government related conferences, training seminars and meetings to the City Manager for approval cannot be waived. **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 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 which will not be unreasonably withheld

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.
- C. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the council. Members of the council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings. Members of the city staff and all other persons attending meetings shall observe the council's rules of proceedings and adhere to the same standards of decorum as members of council.
- D. Councilors shall refrain from distracting behavior while on the dais. These may include, but are not limited to: frequent audible moans/groans, sending and receiving text messages, exaggerated body language, outbursts, etc. Councilors shall make every effort to be engaged and focused throughout the Council Meeting and provide the appropriate and important attention to each agenda item.

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 speak in a manner as to support 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. The effectiveness of the Council to implement their adopted policies and decisions can be strongly influenced by their ability to demonstrate the support of the Council's legislative and quasi-judicial processes. When Councilors represent the City in public engagements, a Councilor may state any objection they may have had to such a decision generally but should avoid expressions of personal dissent or intentions to not support the official and final decisions of the Council.
- C. 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. Whenever possible, interviews with the media should be coordinated with the City's Public Information Officer (PIO), City Manager, or both. Councilors are, of course, permitted to meet with and interview with the media if coordination with the PIO or City Manager isn't possible, but are required to adhere to the other terms of this Representing the City and Social Media sections of these Policies & Procedures.
- D. 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.

Social Media. For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal or commercial website, social networking web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Umatilla, as well as any other form of electronic communication (including City provided email).

- A. Councilors are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects our citizens or staff who work on behalf of the City of Umatilla or the

City's legitimate business interests may result in censure or other disciplinary action by the Council as described in the Ethics or Professional Conduct Violations section of these Rules.

- B. Councilors are free to post personal content, personal opinions, personal likes/dislikes, etc. Every effort should be taken by the Councilor to make it known that such content is of their own personal nature and not that of the City of Umatilla. However, Councilors acknowledge that they are representatives of the City at all times and in all places and may be subject to censure or discipline as described in the Ethics or Professional Conduct Violations sections of these Rules should their personal content adversely affect the City's ability to successfully conduct legitimate business interests of the City.
- C. Prohibited Postings.
 - 1. Councilors will be subject to discipline if they create and post any text, images or other media that violate the City of Umatilla policies, including City of Umatilla's no-harassment and no-discrimination and workplace violence policies. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying or harassing, will not be tolerated and will be subject to censure or discipline as described in the Ethics or Professional Conduct Violations sections of these Rules.
 - 2. Never represent yourself as a spokesperson for the City of Umatilla, unless otherwise authorized to speak on behalf of the City. If the City of Umatilla is a subject of the content you are creating, be clear that your views do not represent those of the City of Umatilla or its elected officials or employees.
 - 3. Refrain from phrases that might lead the reader to believe that you are speaking from a higher-informed position. These might include: "I was told..." or "I spoke with someone close to the situation..." , etc. Understand that the public may interpret such comments to mean that you, as an elected official, are speaking from a position with information not readily available to the general public.
- D. Encouraged Conduct
 - 1. Always be fair and courteous to the residents we serve, City of Umatilla's employees, other elected officials, and suppliers or other third parties who do business with the City of Umatilla.
 - 2. Understand that your position provides you opportunities to work with the City Manager and City staff to address community complaints directly; a process that is likely to yield far more successful results than by posting or negatively engaging on social media.
 - 3. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage residents, City of Umatilla employees, or elected officials that might constitute harassment or bullying, and/or that violate City of Umatilla policies.
 - 4. Maintain the confidentiality of the City of Umatilla's confidential information.
 - 5. Nothing in this Social Media Policy is meant to prevent a Councilor from exercising their right to make a complaint or to express an opinion on a matter of public concern that does not unduly disrupt City of Umatilla operations. Councilors are free to express themselves as a private citizen on social media sites, but a Councilor's exercise of

expression is balanced against the City of Umatilla's interest in the effective and efficient fulfillment of its responsibilities to the public.

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: 2023-2025 City Council Goals & Strategic Plan Update	Meeting Date: 2023-02-21
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Department: City Administration	Director: David Stockdale	Contact Person: David Stockdale	Phone Number:
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Cost of Proposal: n/a	Fund(s) Name and Number(s): N/A
Amount Budgeted: n/a	

Reviewed by Finance Department: No	Previously Presented: 2/7/23, 1/17/23
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Attachments to Agenda Packet Item:

[DRAFT 2023.2025 City Council Goals and Strategic Plan.docx](#)

<u>Summary Statement:</u> Review and discuss the draft update to the City Council's Goals & Strategic Plan. These goals, together with other adopted city planning documents, will guide the City over the next two years.
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<u>Consistent with Council Goals:</u> Goal 1: Promote a Vibrant and Growing Community by Investing in and Support of Quality of Life Improvements.
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City of Umatilla

City Council Goals & Strategic Plan

July 1, 2023 – June 30, 2025

Approved by Resolution #___

Purpose: To sufficiently and appropriately manage and meet the community's expectations for high quality services, provide a general vision to manage growth and improvements, and to strengthen and diversify Umatilla's economic vitality and increase quality of life to our residents and visitors.

Guiding Principles: The City Council sets policy direction to guide staff implementation of these goals. The 2023 – 2025 City Council Goals are to serve as a Strategic Plan for the City during this set duration and is not intended to be an exhaustive list of goals. This list of goals is representative in nature and without a hierarchy of priorities. Councilmembers will be a positive and resourceful representative for Umatilla and communicate well with residents, businesses, and our partners. City Council will support the City Manager to implement the operational aspects of these adopted goals.

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

Desired Outcome: To sustain, grow, and enhance the City's Livability and Quality of Life by supporting and increasing public safety; encouraging increases in public health initiatives like community and private investments in medical facilities, wellness programs, and recreational activities; and emboldening a local culture that supports, encourages, promotes, and solicits events, festivals, and public gathering opportunities.

Objective 1.1: Support proactive and alternative community policing efforts that promote prevention, rehabilitation, and substance abuse circumvention. When possible, invest in early prevention services and programs.

Objective 1.2: At a minimum, maintain the FY23/24 Police Department staffing levels and funding and support a department with a high emphasis on officer training and purchasing of state-of-the-art police technologies and equipment.

Objective 1.3: Coordinate all major community events with the Police Department to help ensure public safety. Whenever possible, encourage officer presence at all major events as appropriate and as resources allow.

Objective 1.4: Financially and otherwise support the creation of new city-sponsored recreation programs for people of all ages. Increase and expand partnerships with other public facilities, like the Umatilla School District and others, for public use to support such programs.

Objective 1.5: Partner with other jurisdictional public health programs and private health providers in efforts to reduce tobacco use, marijuana use, substance abuse, reduce alcoholism, and reduce obesity. Seek grant opportunities to do so and give priority use of city-owned facilities to organizations that support these efforts.

Objective 1.6: Recognize the high benefit and resolve that one of the highest priorities to our community is to provide a city-wide trail and pathway system that encourages walking, jogging, biking, and mobile leisure as well as enhances public safety by reducing the risk of pedestrian/vehicle accidents.

Objective 1.6.1: While ensuring to be good stewards of the public's lands, every effort should be made to maximize river front trails and public access to our rivers and beautiful natural landscapes and views that includes our rivers, mountains, hills, wetlands, and desert features.

Objective 1.7: Continue to develop Big River Golf Course to host large multi-day Outdoor Community Festivals and events with the capacity to host no fewer than 7,500 people.

Objective 1.7.1: Use of Big River Golf course to host large events should occur during shoulder seasons (March/April or October/November) whenever possible.

Objective 1.7.2: Develop a concept plan for Big River Golf Course that includes: new pro shop and club house, possible restaurant, new on-course restroom facilities, new putting greens, updated paved pathways, and other improvements recommended by the Parks & Recreation Committee.

Objective 1.8: Continue to cultivate professional relationships with the Umatilla Chamber of Commerce. Work collaboratively to promote events, work to increase businesses, and encourage community memberships and participation. Determine the best use of city facilities and other city resources that both supports the partnership and supports the community overall.

Objective 1.9: Invest in, support, and encourage commercial revitalization, with emphasis in the downtown.

Objective 1.9.1: At a minimum, maintain the FY 23/24 grant program funding of the Downtown Facade Grant and the Local Business Grant to financially support and encourage facade improvements. If possible, work to increase the total amount available and the amount available for each applicant project.

Objective 1.9.2: If resources allow, increase funding to the Local Business Grant program to help potential businesses to locate their business into Umatilla commercial buildings throughout the City (does not include home-based businesses). Additional incentives should be made available to those businesses looking to locate in any downtown building that has been vacant for at least two years or any other commercial buildings that have been vacant for at least three years.

Objective 1.9.3: Procure, through purchase and/or condemnation, unsafe, chronically vacant, or run-down

buildings. Rehabilitate and/or refurbish such newly acquired buildings or work closely with developers and investors to do so. When appropriate, keep as publicly owned buildings; otherwise, make every effort to get the newly refurbished buildings back into private ownership to encourage business and economic growth.

Objective 1.9.4: Follow best practices and principles for downtown urban beautification; at a minimum, encourage tree plantings, flowers, ornamental lighting and fixtures, natural and manicured landscapes, murals, and the like. If necessary, do so through code revisions.

Objective 1.10: Continue to invest in and support Rock the Locks Music Festival and an additional all-new large (more than 3,000 people per day) multi-day city-sponsored event/festival that will occur annually during spring beginning in 2025.

Objective 1.11: Construct the Umatilla Business Center: rehabilitation of the old post office and all-new construction, Village Square Park improvements, alley improvements, parking lot, I Street improvements, and 7th St. improvements. Make every effort to achieve a "Festival Street" concept. Continue to explore the possible procurement of the Umatilla School District's maintenance building to eventually be converted into a Community Recreation Center or other City facility.

Objective 1.12: Make efforts to establish work place safety. Work to establish Umatilla as a community that emphasizes emergency preparedness. Make any effort possible to ensure that all City functions can operate during times of crisis or if power or other core utilities were to temporarily be unavailable. At least once during 2023-2025, coordinate and carryout a "table-top" exercise with all other emergency service organizations in the area and work to remedy any gaps that may have been identified from this exercise.

Objective 1.13: Work to create housing at every economic level and provide investment and/or incentives to those levels of housing that are not being developed by the private sector.

Objective 1.13.1: Earnestly pursue housing development partnerships with private developers and nonprofits that provide low-income housing. Negotiate incentives with such developers that will entice them to construct their product in Umatilla. Consider constructing infrastructure, reducing fees, providing grants, density bonuses, etc. as possible means to produce such housing.

Objective 1.13.2: Continue to partner with neighboring communities on Project PATH. Earnestly pursue grant and private funding to help ensure the program continues past the funding provided by HB4123 (June 2024).

Objective 1.13.3: Work to construct/develop housing on city-owned residential property located along Big River Golf Course that is inline with housing traditionally located along golf courses (single family, condos, multi-family, etc.).

Objective 1.13.4: City-owned property near the downtown should be developed to into multi-use housing that matches the traditionally and historical character of the downtown; with commercial buildings on the ground floor and apartments/condos on the 2nd and 3rd floors. Whenever possible, encourage as much density as reasonable as part of the City's downtown revitalization strategies.

Objective 1.14: Work to expand high-speed internet and broadband services throughout the city. Whenever possible, pursue federal and state funding opportunities toward this effort. Solicit additional communication franchises to expand their services to Umatilla.

Goal 2: Promote Economic Development and Job Growth

Desired Outcome: Achieve economic stability and sustained job growth, build a highly skilled and flexible local workforce, concentrate on retaining and expanding existing local businesses, recruit new businesses that are well-suited for success in our region, encourage education, strengthen tourism, promote and encourage the preservation of our historic assets and history, support residential and commercial developers, invest in infrastructure and technology, ensure adequate supply of development-ready lands for commercial/residential/industrial use, and encourage development that is environmentally sensitive.

Objective 2.1: Continue to strongly support and encourage the development of data centers.

Objective 2.2: Promote diversification of the commercial/industrial base.

Objective 2.3: Reduce barriers to economic growth. Listen to commercial and industrial developers, partners, staff, and the public to reduce such barriers.

Objective 2.4: Cooperate with local educational institutions to coordinate training/skill requirements to meet the needs of local employers. Reduce barriers to obtaining necessary or upgraded job skills.

Objective 2.5: Cooperate with business, educational institutions, community organizations, and government to provide information to local businesses.

Objective 2.6: Assist local and non-local firms in finding appropriate development sites for expansion and encourage local employers to grow in-place.

Objective 2.7: Cooperate with other agencies and institutions to identify programs and services to assist in the creation of new small businesses.

Objective 2.8: Promote start-up businesses with both financial and technical assistance. Create a city-run business incubator program that helps new businesses off-set some of the risks of starting a new business.

Objective 2.9: Partner with the Chamber of Commerce and other organizations to create local programs which provide business development, information, and technical assistance.

Objective 2.10: Partner with other jurisdictions and/or private organizations whenever possible to pool resources and leverage funds.

Objective 2.11: Improve in the city's economic vitality and competitiveness by investing in our utility infrastructure, transportation systems, and recreational opportunities.

Objective 2.12: Explore the feasibility of a city-owned industrial facility that would be available for lease to industrial customers. If viable, purchase industrial land and construct such a facility that will be no less than 40,000 square feet. If possible, do so with at a time when a commitment from a prospective leaseholder is obtained.

Objective 2.13: Grow the city's inventory of large industrial parcels, 50 acres or more, to meet the industrial demand of the region. If necessary, pursue urban growth boundary expansion according to land use law and best practices.

Goal 3: Enhance and Cultivate Relationships, Partnerships, and Community Perceptions

Desired Outcome: To enhance already positive local, regional, and state-wide relationships and to strengthen or improve poor relationships. To cultivate current partnerships and to expand partnerships that will help achieve Goals 1 and 2.

Objective 3.1: Strengthen community relations and improve public perception through proactive community engagement.

Objective 3.1.1: Create opportunities for residents to build relationships within their neighborhoods to foster social cohesion, sense of community, and broaden understanding.

Objective 3.2: Actively promote positive actions the City is providing in our community. Promotions may include, but are not limited to: events, parks programs, festivals, city services provided, City staff achievements, elected officials' achievements, completed projects, partnership achievements, etc.

Objective 3.3: Continue to build upon positive Police Community Engagement activities, especially in socio-economically challenged areas to create meaningful engagement opportunities.

Objective 3.4: Expand public involvement opportunities. Make every effort possible to ensure to provide the public the ability to participate in-person or remotely through utilization of technology. Whenever possible, use live-streaming services of Council or Committee meetings. Post recordings to the City's website to be viewed on-demand.

Objective 3.4.1: Actively solicit and encourage the community to become committee members, task force members, and to join advisory committees. Each position should be advertised prior to any appointment or re-appointment.

Objective 3.4.2: Whenever possible, provide opportunities for the public to provide feedback on strategic plans, master plans, improvements plans, etc. Participation should be made as accessible as possible and should utilize traditional methods such as town halls or in-person comment opportunities; and should utilize technology whenever possible.

Objective 3.4.3: Encourage city-wide “Community Honor” activities such as Community Clean Up Days, Community Day of Service, Community Historical Celebrations, and similar.

Objective 3.4.4: Create a Mayor’s Choice: Citizen of the Year Award to be presented at either a major Community appreciation event or during a City Council meeting. The recipient of this award will have a day declared in their honor via Mayoral Proclamation.

Objective 3.4.5: Create programs in partnership with the School District and/or other education organizations to have students Pre-K through high school to come and lead City Council in the Pledge of Allegiance at each Regular Council Meeting.

Goal 4: Increase Public Involvement, Increase Transparency, and Enhance Cultural Diversity

Desired Outcome: To develop and implement highly efficient and transparent communication methods with the public, encourage public participation through each of our processes, and welcome and engage all members of our community by eliminating barriers of participation. Promote a higher sense of community spirit and inclusiveness through celebrating culture, tradition, history, holidays, and community achievements.

Objective 4.1: Invest in and utilize videoconferencing or webinar technology that will allow the public to interact with City Council or their appointed commissions/committees from anywhere with connection to the internet.

Objective 4.2: Create and continue to increase on-demand city information and data available to the public on the City’s website.

Objective 4.3: At least quarterly, publish a City newsletter to be circulated to subscribers and online.

Objective 4.4: At least once a year, host “town hall” or informational sessions for the public to come interactively discuss topics that are important to them.

Objective 4.5: Expand outreach to and engagement with residents who have limited English proficiency by developing and executing strategies specifically designed to build relationships and encourage participation with this citizen group.

Objective 4.6: Seek opportunities to partner with organizations that celebrate or teach about our diverse heritage. These may include education seminars, dances, festivals, trainings, or similar. Whenever possible, provide venue space to host such activities.

Objective 4.7: Whenever possible, Council members or city officials should accept invitations or seek opportunities to speak/present in neighborhood groups, businesses, or other local boards or outside organizations to share information about City affairs and share these goals.

Goal 5: Perform at the Highest Levels of Operational Excellence

Desired Outcome: Provide exceptional customer service that exceeds the public’s expectations, invest in staff and elected official development, and sustain and improve the City’s financial positions.

Objective 5.1: Continue to invest in staff’s professional development.

Objective 5.2: At least twice a year, offer training to elected officials. Topics may include at least the following: use of City technology, public official ethics, public meetings, public records, roles and responsibilities, basic budgeting, media relations, or use of social media.

Objective 5.2.1: Each year, no later than April, have City staff provide a City Tour to elected officials and their invited guests.

Objective 5.3: Integrate a Customer Service element to annual employee performance evaluations.

Objective 5.4: At least annually, poll the community regarding their level of satisfaction with any recent service they have received from the City.

Objective 5.5: Increase the number of customer self-service options for those who wish to limit their direct interaction with staff or elected officials.

Objective 5.6: Focus efforts on retention of employees. Ensure that wages and benefits are competitive, frequency of trainings are appropriate, and employee recognition and morale is a priority.

Objective 5.7: Expand the City's social media presence being sure to utilize multiple platforms to engage with the community "where they are." Use social media as part of our overall communication efforts and to also create opportunities to bolster our sense of community, celebrate our history and diversity, and create excitement for the work we are doing and events we are sponsoring.

Objective 5.8: Receive the Government Finance Officers Association (GFOA) Distinguished Budget Award annually.

Objective 5.9: As part of the city's sustainable budget strategy, whenever pragmatic, maintain a prudent operational reserve of at least 20% in each of the following funds: General Fund, Street Fund, Water Fund, and Sewer Fund. Whenever possible, all major capital purchases should be planned utilizing a multi-year savings approach.

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title:

Executive Session - ORS 192.660 (2)(e)
authorizes the executive session to consider a real
property transaction.

Meeting Date:

2023-02-21

Department:

Community Development

Director:

Brandon Seitz

Contact Person:

Brandon Seitz

Phone Number:

Cost of Proposal:

NA

Amount Budgeted:

NA

Fund(s) Name and Number(s):

N/A

Reviewed by Finance Department:

No

Previously Presented:

NA

Attachments to Agenda Packet Item:

Summary Statement:

Discussion only.

Consistent with Council Goals:

Goal 2: Promote Economic Development and Job Growth.

CITY OF UMATILLA, OREGON

AGENDA BILL

Agenda Title: Executive Session - ORS 192.660 (2)(e) authorizes the executive session to consider a real property transaction.	Meeting Date: 2023-02-21
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Department: Community Development	Director: Brandon Seitz	Contact Person: Brandon Seitz	Phone Number:
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Cost of Proposal: NA	Fund(s) Name and Number(s): N/A
Amount Budgeted: NA	

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

Summary Statement: Discussion only.

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