

AGENDA ITEM FOR ADMINISTRATIVE
MEETING () Discussion only
(X) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Department Organization

<p>Background:</p> <p>It has been five years since the last update to the County department organization ordinance and organizational chart. There have been some changes in the county structure that need to be reflected in the ordinance and chart. The second reading of an amending ordinance is before the Board on September 7, 2022. Following the second reading, the Board may adopt the ordinance.</p>	<p>Requested Action:</p> <p>(1) Second Reading of Ordinance, along with public hearing; (2) Adopt Ordinance No. 2022-10</p>
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ATTACHMENTS: Proposed Ordinance

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: September 7, 2022

Action taken:

Follow-up:

THE BOARD OF COMMISSIONERS OF UMATILLA COUNTY

STATE OF OREGON

In the Matter of Amending)
Umatilla County Code of) ORDINANCE NO. 2022-10
Ordinance Chapter 31 -)
Departments)

WHEREAS the Board of Commissioners has ordained Chapter 31 of the Umatilla County Code of Ordinances for the designation of departments comprising the county government structure and the duties and the responsibilities of those departments.

WHEREAS the structure and the duties of the county departments have been revised, and the chapter updated to reflect those changes.

NOW, THEREFORE the Board of Commissioners of Umatilla County ordains the adoption of the following amendment to Chapter 31 of the Umatilla County Code of Ordinances, to amend as follows (Strikethrough text is deleted; Underlined/Italicized text is added:

§ 31.01 DEPARTMENTS COMPRISING GOVERNMENT STRUCTURE.

The county government structure is henceforth comprised of the following departments:

- (A) Assessment and Taxation;
(B) Administrative Services;
(C) Public Health;
(D) Public Works;
(E) Land Use Planning;
(F) Law Enforcement;
(G) District Attorney;
(H) Community Justice;

(I) Human Services

§ 31.02 BOARD OF COUNTY COMMISSIONERS.

(A) County Commissioners are elected to represent the needs and interests of citizens in county government. The three Commissioners have over-lapping four year terms of office so there is continuity of leadership.

(B) The Commissioners are responsible for all county activities except the statutorily assigned responsibilities of the Sheriff and District Attorney. The Commissioners directly supervise the offices of County Counsel, Human Resources (personnel), and Chief Financial Officer .

(C) The Chief Financial Officer is designated as the county budget officer, and is responsible for the preparation of the county

budget and its budget document.

(D) The Commissioners are responsible for the following programs: Umatilla County Fair, CARE, ~~Developmental Disabilities, Community & Economic~~ Community and Business Development, and Watermaster.

(E) CARE Program. The CARE (Community Access for Resource Effectiveness) Program provides a coordinated and integrated social service delivery system that promotes the health, safety, education, and general well-being of children and parents.

~~(F) Developmental Disabilities Program. The program provides a variety of services and treatment to persons with intellectual and developmental disabilities using funds provided by the state.~~

(G) In addition, the Commissioners are responsible for the employment of full time and part-time and on-call county employees.

(H) Several citizen committees are appointed by the Commissioners to advise on matters of public concern and to manage special programs.

§ 31.04 ASSESSMENT AND TAXATION DEPARTMENT.

(A) *Director of Assessment and Taxation.* The Director of Assessment and Taxation is responsible for assessing all taxable property within the county according to state law, and oversees the Tax Collector. The Director prepares and issues the annual property tax roll and manages individual assessment files.

(B) *Tax Collector.* The Tax Collector is responsible for collection of all property taxes. In addition to the county itself, this includes

the Port of Umatilla, eleven cities, school districts, and special districts (such as fire, irrigation, hospital, library and other public services).

~~(C) *Cartography/GIS.* The Cartography/GIS keeps the cadastral mapping current by way of segregations, consolidations, lot line adjustments and annexations and also keeps the Assessment Roll ownership information current. GIS mapping services are provided to other County departments and the public.~~

§ 31.05 ADMINISTRATIVE SERVICES DEPARTMENT.

(A) *Administrative Services Director.* The Administrative Services Director manages all the activities of this department and fulfills the statutory duties of a County Clerk. Duties of the Clerk include providing support to the Board of Property Tax Appeals.

(B) *Records Office.* The Records Office issues, records, maintains and provides legal and other public records required by law.

(C) *Elections.* Elections registers new voters, maintains records on the county's eligible voters, and conducts all elections held in the county.

~~(D) *Law library.* The law library is a service provided to keep current legal information available for attorneys, the courts and the public. It is paid for with various fees charged by the Courts.~~

(E) *Information Technology; communications, and building maintenance.* The activities of information technology; ~~communications~~ and building maintenance are

managed to cost-effectively assist and support other county departments in their daily operations.

~~(F) *Cartography/GIS.* The Cartography/GIS keeps the cadastral mapping current by way of segregations, consolidations, lot line adjustments and annexations and also keeps the Assessment Roll ownership information current. GIS mapping services are provided to other County departments and the public.~~

§ 31.09 DEPARTMENT OF LAW ENFORCEMENT SHERIFF'S OFFICE.

(A) *Criminal Division.* The Criminal Division carries out the Sheriff's duties related to criminal activity and law enforcement within the county.

(B) *Civil Division.* The Civil Division carries out the Sheriff's duties related to service of process and other documents.

(C) *County jail.* The Sheriff operates a county jail for the county as well as city police departments. Jail space is rented to other counties when available.

(D) *Emergency telephone system.* The emergency telephone system is a "911" dispatch and response center serving all areas of the county except Hermiston and Milton-Freewater, which each operate its own center.

(E) *Search and rescue, snowmobile patrols, and marine patrols.* The Sheriff also provides special services such as search and rescue, snowmobile patrols and marine patrols on the Columbia River and at McNary Dam. Marine patrols use state and federal funds.

(F) *Emergency Management Division.* The Emergency Management Division ~~plans and coordinates responses in the event of a major emergency or disaster, such as storms or floods~~ prepares for, anticipates for, and responds to emergency events.

§ 31.10 DISTRICT ATTORNEY.

The District Attorney is actually a state official elected at the county level. The District Attorney prosecutes criminal and other trials before the Circuit Courts for the county. The office also administers programs for assistance for victims of crimes, civil forfeiture of property, and the support enforcement office.

§ 31.12 HUMAN SERVICES DEPARTMENT

(A) *General.* The Human Services Director will manage the Human Services Department

(B) *Developmental Disabilities Program.* The program provides a variety of services and treatment to persons with intellectual and developmental disabilities using funds provided by the state.

~~(B) *Human Services Division.* The Human Services Division provides alcohol and drug treatment, using funds provided by the state and from fees.~~

(C) *Veterans Division.* The Veterans Division provides military veterans and their families with assistance and information about veterans benefits and programs, and helps indigent veterans with limited funds.

§31.13 ORGANIZATIONAL CHART

The attached County Organizational Chart is approved and incorporated into this chapter

FIRST READING: August 17, 2022

SECOND READING: September 7, 2022

DATED this day of , 2022.

UMATILLA COUNTY BOARD OF COMMISSIONERS

John M. Shafer, Chair

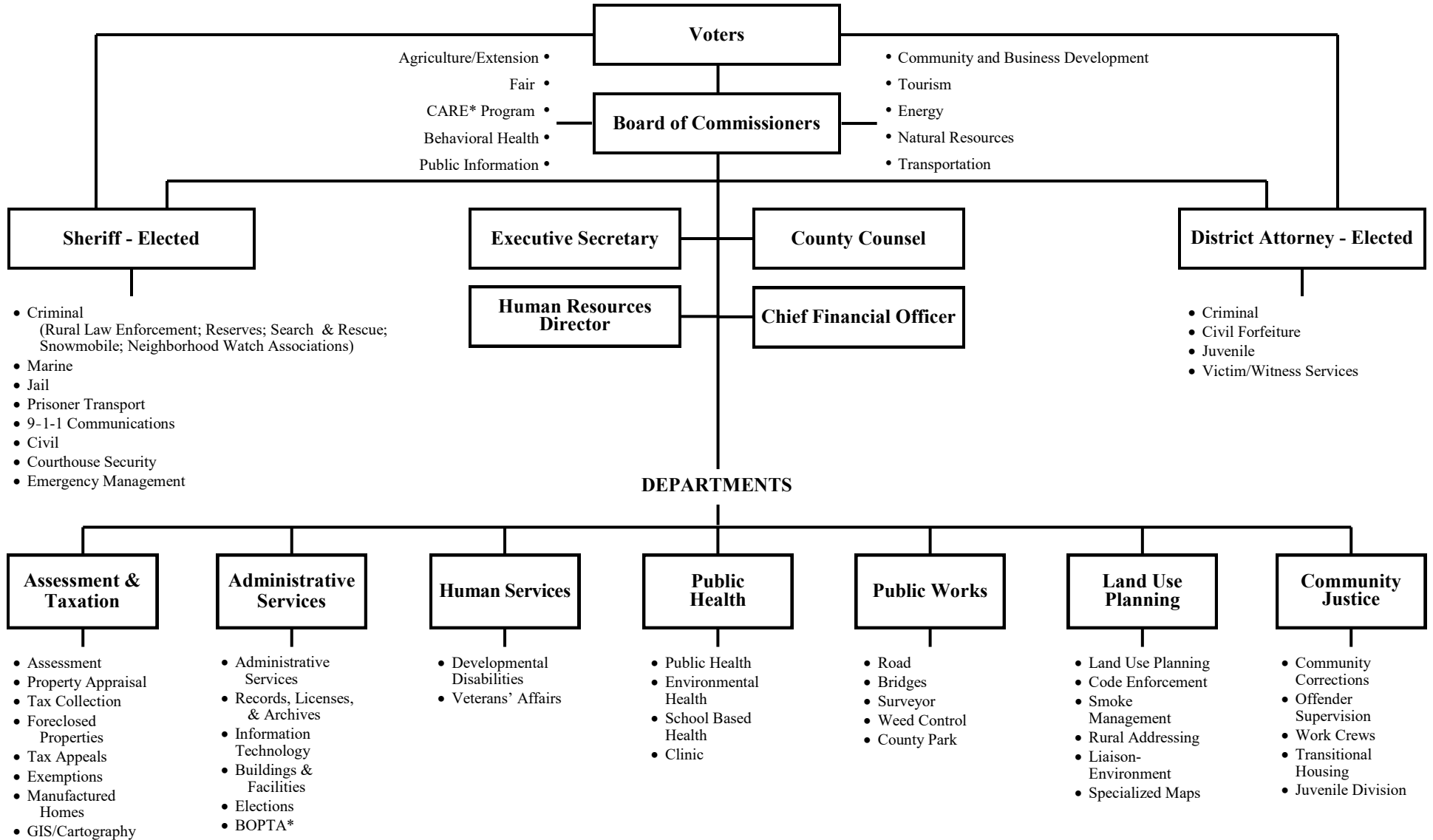
Daniel N. Dorran, Commissioner

George L. Murdock, Commissioner

ATTEST:
OFFICE OF COUNTY RECORDS

Records Officer

UMATILLA COUNTY ORGANIZATIONAL CHART



* NOTE: Umatilla County is a Home Rule County. The Home Rule Charter was adopted by the voters, effective 1993

*BOPTA = Board of Property Tax Appeals

*C.A.R.E. = Community Access for Resource Effectiveness Program