

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Department Organization

<p>Background:</p> <p>Changes are proposed to the ordinance for the county department and organizational structure. The changes reflect the current structure, including the renaming of the planning department. The amendments are before the Board for a first reading.</p>	<p>Requested Action:</p> <ol style="list-style-type: none"> <li>1. First Reading of Ordinance No. 2023-01 – Public Hearing</li> <li>2. Set Second Reading</li> </ol>
--	--

ATTACHMENTS: Proposed Ordinance

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

Checkoffs:

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

To be notified of Meeting:

Needed at Meeting:

\*\*\*\*\*

Scheduled for meeting on: January 4, 2023

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. 2023-01  
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~~ *Community Development*;
- (F) ~~Law Enforcement~~ *Sheriff's Office*;
- (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, and ~~Community and Business Development~~ Emergency Management.

(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) Emergency Management. Emergency Management Services prepares for, anticipates for, and responds to emergency events.

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

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

**~~§31.08 LAND USE PLANNING DEPARTMENT~~ COMMUNITY DEVELOPMENT.**

(A) ~~Land Use Planning~~ Community Development Director. The ~~Land Use Planning~~ Community Development Director is in charge of all activities in this department.

(B) *Land Use Planning Division.* The Land Use Planning Division works with the County Planning Commission appointed by

the Commissioners. The Division administers zoning ordinances for areas outside incorporated cities, and oversees long range planning for land development in the county.

(C) *Rural address.* The rural address activity is a project to install a system of rural address names and signs to help fire, ambulance and police agencies respond more quickly to emergencies in rural areas.

(D) *Natural Resource Planning.* The department provides coordination of natural resource planning for the county.

(E) *Economic and Community Development. The department coordinates community development, business development and continuation, economic planning, and tourism throughout the County.*

**§ 31.09 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.

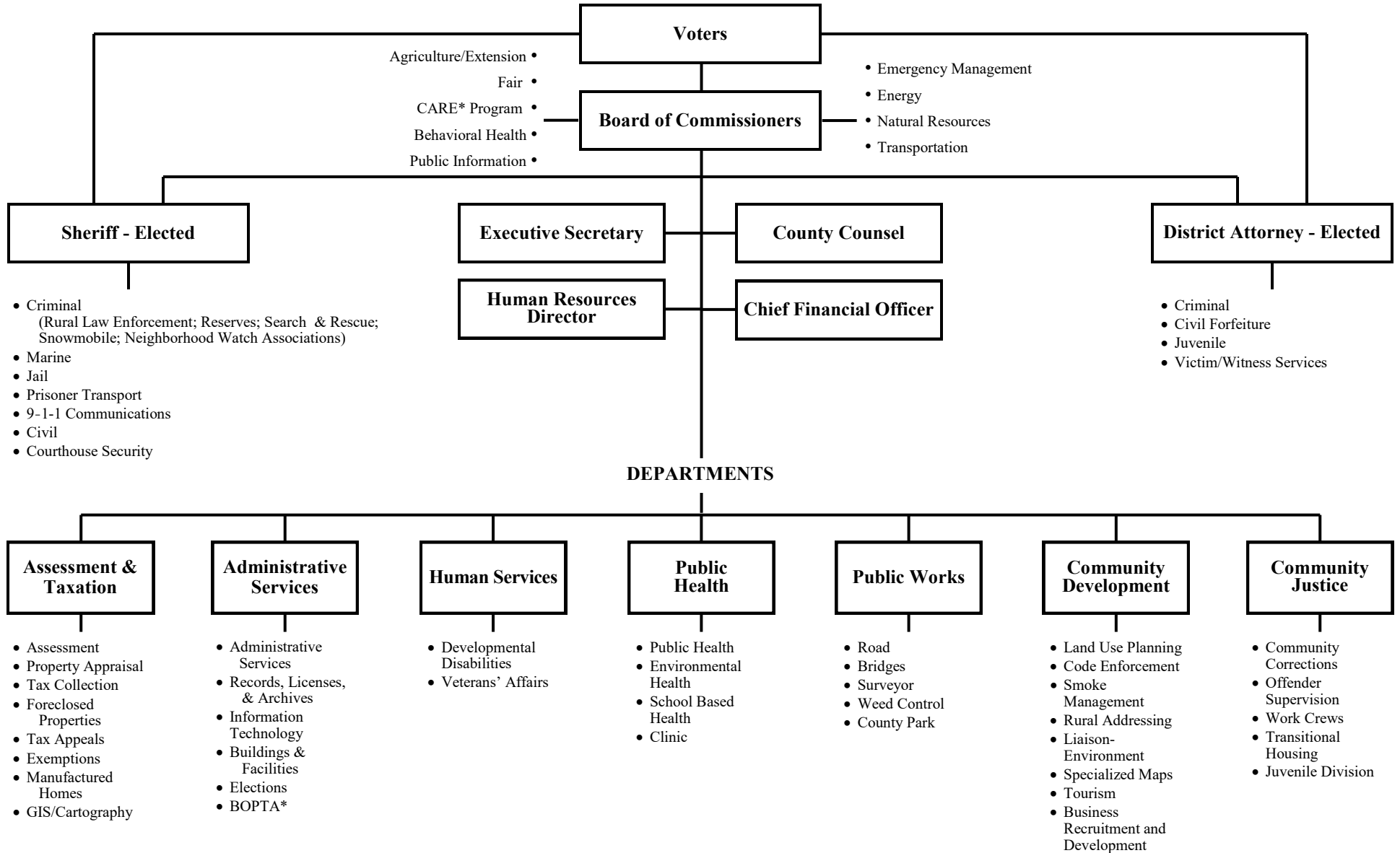
(B) *Civil Division.* The Civil Division carries out the Sheriff's duties related to service of process and other documents.

(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.



# 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