

The Tribal Planning Office

2021 Annual Work Plan

Departmental Mission:

To provide the CTUIR with the full range of comprehensive planning, development code administration, environmental health services, construction and safety inspections services, and public transportation operations.

Goals:

1. Tribal Planning Office Organizational Excellence;
2. Facilitate an on-going comprehensive planning process with community outreach;
3. Facilitate and coordinate the land and natural resources development and protection process;
4. Provide environmental health and construction inspection services to all reservation lands and tribal projects on the Umatilla Indian Reservation and on off-reservation trust lands owned by the CTUIR; and
5. Manage the Kayak Public Transit system.

Work Plan Tasks:

1 Tribal Planning Office Organizational Excellence

- 1.1 Departmental Senior Management will prepare, manage, and administer departmental budgets including communicating accurate information to staff on budget modifications and limitations that may affect them.
- 1.2 Oversee program and office operations in accordance with organizational excellence objectives and coordinate with OED and other Departments on recommended tasks identified in the Moss Adams Report.
 - 1.2.1 Continually evaluate ability to provide services and staff resources.
 - 1.2.2 Transparently and cooperatively plan for and implement change as needed.
 - 1.2.3 TPO engagement with Moss Adam report: Kayak operations, Office of Vital Statistics, Land Administration
- 1.3 Support the Pamáwaluukt Discover Program and Management Team's efforts to establish a Mentoring/Succession plan for management positions.
 - 1.3.1 Provide job shadowing opportunities, and participate with Summer Youth Program and Summer Internships.
- 1.4 Improve staff professionalism, career development, staff training, and life/work balance.
 - 1.4.1 Effectively recruit, hire, and retain quality employees.
 - 1.4.2 Provide staff career development and staff training counselling during all evaluations for positions within the department or elsewhere throughout CTUIR.
 - 1.4.3 Support conference attendance for Continuing Education Credits and professional development.
 - 1.4.4 Assess training needs as part of annual reviews and for new hires.
 - 1.4.5 Support vacation scheduling throughout the year and cross training for coverage.
- 1.5 Identify and prioritize program funding needs and develop grant proposals to improve and expand existing services consistent with the department mission and goals.

1.6 Work with CTUIR Management to review Comprehensive Plan updates quarterly and communicate through the ranks via staff meetings and a department dashboard.

2 Facilitate an on-going comprehensive planning process with community outreach (TPO external activities with the public and interdepartmental projects)

2.1 Facilitate Implementation of the Tribal Comprehensive Plan:

2.1.1 5 year review of Comprehensive Plan will be due in Quarter 1 of 2021.

2.1.2 Draft process plan for 2030 Comprehensive Plan updates which will begin in 2025. 2030 coincides with 175th anniversary of Treaty Signing.

2.2 Update Mission Community Plan as a template sup-area plan for potential other areas such as McKay, Cayuse, etc.

2.3 Assist and provide support for special planning related projects with other departments that arise during the year as assigned.

2.3.1 CTUIR Forestry Management Plan

2.3.2 River Vision

2.3.3 Energy Strategic Plan

2.3.4 Hazard Mitigation Plan

2.3.5 Emergency Operations Plan

2.3.6 First foods Policy

2.3.7 Land Acquisition Strategy Plan

2.3.8 Others?

2.4 Provide coordinated information, analysis and assistance to the Board of Trustees, other CTUIR Departments, Programs, Committees and Groups, such as the Land Acquisition Committee, Cemetery Management Team, Energy Staff Team, Timber Inter-Disciplinary Team, Mutual Help Home Working Group, etc.

2.5 Facilitate and participate in Capital Improvements Committee

2.5.1 Coordinate the Capital Improvements Committee

2.5.2 Maintain the Capital Improvements Plan

2.5.3 Assist with the development options and design of projects with a larger, contextual lens for future development patterns that is resilient and utilizes conservations measures and public health.

2.5.4 Ensure the Land Development Code is enabling and encouraging of design principles that facilitate well thought out development patterns.

2.5.5 Assist with Capital Projects for 2021:

2.5.5.1 Bowman South housing subdivision construction and zoning, and lease development.

2.5.5.2 Provide regulatory support PW on Well #6 development and easements

2.5.5.3 Provide regulatory support for construction of Timine Way North multifamily project

2.5.5.4 Provide regulatory support for Lucky 7 redevelopment project.

2.5.5.5 TGM Grant for Transportation Systems Plan support and managing

2.5.5.6 Safe Route to Schools Grant Support

2.6 Facilitate and participate in the Rights-of-Way Working Group

2.6.1 Coordinate the ROWWG

2.6.2 Maintain ROWWG records.

- 2.6.3 Develop and make policy recommendations to the organization, and BOT concerning rights-of-ways, and utility easements.
- 2.6.4 Ensure both DECD-Realty (BIA) and TPO new rights-of-ways/easement applications are completed prior to final TPO approval.
- 2.6.5 Update the 2001 CTUIR Tribal Transportation Systems Plan (2021-2023)
- 2.7 Provide liaison with state agencies and local governments for policy and coordination in areas under TPO purview. (i.e. ODOT, DHS, IHS, FEMA, ODEQ, Oregon Health Division, City of Pendleton, Umatilla County)

3 Facilitate the land and natural resources development and protection process.

- 3.1 Code administration: Develop and recommend Land Development Code amendments necessary to achieve established policy and Comprehensive Plan implementation
 - 3.1.1 Development of Community Residential 2 zoning district for Bowman Property
 - 3.1.2 Evaluate options for zoning for lot sizes between CR1 and R1 requirements.
- 3.2 Land Use Permitting: Administer and manage an approval and permitting process for land use and construction for all lands under CTUIR jurisdiction.
 - 3.2.1 Complete Phase 3 of CDMS permit tracking project with OIT.
- 3.3 Land Protection Planning Commission
 - 3.3.1 Assist the LPPC with education, training, and the performance of their official planning and land use decision making duties.
 - 3.3.2 Provide pertinent information and analysis to the LPPC while facilitating an objective and fair hearing process for land use actions.
- 3.4 Land Use and Development Issues: Address land use and development issues and provide recommendations for action to tribal decision makers, staff, Tribal members and the public.
- 3.5 Board Priorities in the development and protection process:
 - 3.5.1 Compacting/contracting the Land Title Recording Office function from BIA.
 - 3.5.2 99 year lease roll out including educating and requalifying Tribal Members December 2020.
 - 3.5.3 TPO Departmental Comprehensive Plan Responsibilities
 - 3.5.4 Collect and report data to satisfy the following measurable indicators/benchmarks assigned to Planning:
 - 3.5.4.1 "Number of homes on UIR owned by Tribal Members"
 - 3.5.4.2 "Number of available residential lots"
 - 3.5.4.3 "Update Coordinated Public Transportation Plan"
 - 3.5.4.4 "Increase ridership on Kayak Public Transit"
 - 3.5.5 Coordinate and record indicators from all programs.
- 3.6 Mission Community Plan
 - 3.6.1 Transportation Growth Management data have provided base materials for Plan updates
- 3.7 National Flood Insurance Program administration: Continue to implement this program through Floodplain Development Permits and Elevation Certifications. Monitor and maintain compliance with federal legislative updates and maintain records for audits.

3.8 Provide staff input and data support of the CTUIR's effort to research historical information related to east boundary of the Umatilla Indian Reservation (as cited in Resolution 17-064).

4 Provide quality control and environmental health and construction inspection services to all reservation lands and tribal projects, while maintaining a process to address environmental and safety issues throughout the reservation.

4.1 Continue to evaluate and improve the service model of the Inspection Services Program

4.2 Building Inspection Services:

4.2.1 Administer and enforce the provisions of the International Building Codes and other applicable codes throughout the Reservation, ensuring that new building construction on the reservation is safe and of the highest quality and workmanship.

4.2.2 Conduct annual building inspections for state of good repair for Wildhorse Resort & Casino and other Tribal programs as needed.

4.2.3 Administer and manage a development permitting process for the Reservation; review plans, issue permits, and conduct inspections for construction projects on the UR and on off-Reservation lands owned by the CTUIR.

4.2.4 Ensure that inspectors are trained and certified in order to perform professionally and protect the Tribes' building assets.

4.3 Environmental Health and Safety Services

4.3.1 Administer and enforce the Tribal Environmental Health & Safety Code on all lands within the CTUIR jurisdiction.

4.3.2 Provide regulatory and professional support to Yellowhawk particularly as part of their Public Health Accreditation.

4.3.3 Continue to track and monitor wells and septic systems negatively affected by the 2020 floods.

4.3.4 Evaluate and propose amendments that may be needed.

4.3.4.1 Provide active Enforcement paired with Public outreach for environmental health and safety services and support.

4.3.5 Provide comprehensive services and assistance to residents and the communities within the boundaries of the Umatilla Indian Reservation, inclusive of acquired responsibilities of the State Health Department and State Environmental Quality Office including food safety inspections of restaurants, issuance of sanitation development permits, and investigation of Environmental Health & Safety Code violations.

4.3.6 Monitor and coordinate healthy and safe environments for the CTUIR and all residents of the reservation.

4.3.7 Coordinate and process applications for the Indian Health Services Scattered Site Sanitation funding and Sanitary Deficiency System funding process through the Yakama Regional Office of Indian Health Services for Tribal members.

5 Manage the Kayak Public Transit System

5.1 Manage day-to-day operations in a courteous, friendly and helpful manner to customers and the general public.

5.1.1 Kayak Administration

5.1.1.1 Administration/Senior Staff

- 5.1.1.1.1 Complete a 3-5 year plan for Kayak Public Transit to become an independent transit agency per the Moss Adams Report
- 5.1.1.1.2 Increase and develop staff professionalism and management experience.
- 5.1.1.1.3 Manage budgets, and seek additional funding and grant opportunities for preservation, new and expansion services.
- 5.1.1.1.4 Develop succession planning options
- 5.1.1.1.5 Continue developing operation and procedure manuals
- 5.1.1.1.6 Complete plan updates including Coordinated Human Services, Paratransit, Transit Asset Management, Title VI, OSHA compliance update, etc.
- 5.1.1.1.7 Coordination with local, regional, statewide and national partners.
- 5.1.1.2 Dispatch
 - 5.1.1.2.1 Ensure accurate accounting and reporting.
 - 5.1.1.2.2 Continue to develop operation and procedure manuals.
 - 5.1.1.2.3 Maintain and improve customer service training
- 5.1.2 Kayak Operations
 - 5.1.2.1 Fleet & Safety Management
 - 5.1.2.1.1 Continue to conduct inspections, preventative maintenance to keep fleet in a state of good repair
 - 5.1.2.1.2 Address equipment deficiencies and failures in a timely manner.
 - 5.1.2.1.3 Provide assessment and recommendations on the status of the fleet and safety.
 - 5.1.2.1.4 Continue developing operation and procedure manuals for Fleet & Safety
 - 5.1.2.1.5 Assessing training needs for fleet mechanic.
 - 5.1.2.2 Transit Drivers/Bus Washing
 - 5.1.2.2.1 Maintain licensing requirements
 - 5.1.2.2.2 Maintain and improve customer service training
 - 5.1.2.2.3 Maintain safety and rules training.
- 5.1.3 Community Outreach and Education
 - 5.1.3.1 Support community and regional events as needed
- 5.2 Track data, analyze transit gap needs, expand and implement services to meet public transit needs and continually improve the Kayak Public Transit Program operations, services and brand.
 - 5.2.1 Complete Planning Phase of Hermiston-Boardman Connector
 - 5.2.2 Plan for an NGC campus shuttle
 - 5.2.3 Other projects
- 5.3 Represent CTUIR by participation in the Walla Walla Valley Metropolitan Planning Organization.
- 5.4 Operate and manage the Transit Service Center and associated facilities such as bus stops.
 - 5.4.1 Continue developing and improving operation and procedure manuals for facilities.
- 5.5 Continue to coordinate with Capital Improvements and other jurisdictions on bus stops, roads, sidewalks, bike lanes, etc.
- 5.6 Continue to seek out and develop other sources of funds through coordination with other jurisdictions, grant applications, and continuing to refine contingency plans for revenue.