



CITY COUNCIL

Work Session Meeting Minutes October 9, 2023

Mayor Drotzmann called the work session meeting to order at 6:00pm. Present were Councilors Hardin, Peterson, Linton (6:04pm), Barron, Myers, Duron, and McCarthy. Councilor Peterson was excused. Staff in attendance included: City Manager Byron Smith, Assistant City Manager Mark Morgan, City Attorney Rich Tovey, Captain Eynon, Planning Director Clint Spencer, Parks and Recreation Director Brandon Artz, Assistant City Recorder Heather La Beau, and City Recorder Lilly Alarcon-Strong. The pledge of allegiance was given.

Introduction of Youth Advisory Council

Aaron Davis, Hermiston High School Social Studies Department, stated the Youth Advisory Council is in its third year and has welcomed many new student participants this year. The goal of the Youth Advisory Council is to encourage youth to get involved in their community now and continue to stay engaged in the future.

Youth Advisory Council members Manuel Salazar, Flor Silva Chavez, Recca Godoy, Yaneisy Perez, Leslie Mendoza Romero, and Jeannine Heredia introduced themselves.

Mayor Drotzmann thanked Mr. Davis for his work and leadership with this program, thanked the students for their desire to be involved, and spoke regarding the students who participated in the City's logo and tagline Visioning Process who came up with the City's tagline.

Administration & Finance Departments Budget

City Manager Smith presented information (PowerPoint presentation attached) and answered questions from the Council regarding each department: personnel, including the addition of an in-house Human Resources Specialist and Attorney; staff duties; operating costs; and more.

City Manager Smith also asked the Council to give feedback on whether or not they would like him to start working on exploring and gathering information on a local sales tax similar to what the City of Ontario had proposed but the community voted down. City Manager Smith stated he is not advocating for local sales tax, he is just asking that the Council give staff direction on how to proceed with this option.

There was Council discussion regarding the implementation of local sales tax and how people are already heavily taxed at the state level while cities and counties continue to struggle, the hardships it could create for local businesses and community members, and how this topic is very difficult to discuss and would not be perceived well by the public. After further discussion, the Council stated they have directed staff to explore all revenue creating options and should have an open mind regarding all ideas, and therefore staff should work to gather information regarding implementation of a local sales tax to present at a future meeting.

City Manager Smith stated staff will wrap up the budget discussions with the Municipal Court presentation at the next City Council meeting, followed by an overall budget overview. City Manager Smith stated the budget discussions are to look more in-depth about the relevance of what the City does, help find revenue sources, and see where the City can make cuts.

Adjournment

Mayor Drotzmann adjourned the work session meeting at 6:53pm and stated the Council will take a short recess before starting the regular council meeting.


Administration/Finance Budget

October 9, 2023




Outline

- Administration (City Manager/Legal) Department
- Finance Department




Budgets

- City Manager/Legal (\$1,059,519)
 - City Manager
 - Assistant City Manager
 - Public Works/Buildings/Airport/Economic Dev.
 - City Attorney
 - City Recorder/Admin. Assistant
 - HR Specialist



Budgets

- City Manager/Legal (\$1,059,519)
 - Added to this department
 - Additional HR work
 - Accessible Legal Advice



Budgets

- Finance Department (\$697,192)
 - Finance Director
 - Senior Financial Analyst
 - Customer Service Representatives (3)



Budgets

- Finance Department (\$697,192)
 - This staff serves the customer service needs of ~6000 accounts.
 - Accounts Receivable/Payable
 - Budget Preparation
 - Grant Administration
 - Credit Card Tracking

- Adding technology options



Questions?

Where Life is Sweet



CITY COUNCIL

Regular Meeting Minutes
October 9, 2023

Mayor Drotzmann called the regular meeting to order at 7:01pm. Present were Councilors Hardin, Peterson, Linton, Barron, Myers, Duron, and McCarthy. Councilor Primmer was excused. Staff in attendance included: City Manager Byron Smith, Assistant City Manager Mark Morgan, City Attorney Rich Tovey, Captain Eynon, Planning Director Clint Spencer, Parks and Recreation Director Brandon Artz, and City Recorder Lilly Alarcon-Strong. Youth Advisors Present were Manuel Salazar and Julissa Gonzalez Mendoza. The pledge of allegiance was given.

Presentation- Hermiston School District (HSD) Updates

Assistant Superintendent Jake Bacon gave information regarding: enrollment numbers through the end of September; sporting, extra-curricular, and community events sponsored by the HSD with Spanish language support; and more.

Recognition of the Recycled Water Department Staff

Assistant City Manager Morgan presented the Recycled Water Department staff present with recognition for their work performing critical functions in protecting public health and the environment through their treatment process. (Applause from the Council and audience).

Mayor Drotzmann and the Council thanked Superintendent Bill Schmittle and all the Recycled Water Department Staff for the work they do and being one of the first facilities to reutilize water to help the environment.

Citizen Input on Non-Agenda Items

None given.

Consent Agenda Items

Councilor Myers moved, and Councilor McCarthy seconded to approve Consent Agenda items A-G to include:

- A. Committee Vacancy Announcements
- B. Re-Appointment Confirmation of Dan Burns for: Airport Advisory Committee Position #1- term ending 10/31/2026
- C. Re-Appointment Confirmation of Nicole Westing for: Parks and Recreation Advisory Committee Position #7- term ending 10/31/2026
- D. Appointment Confirmation of Dan Mahon for: Faith-Based Advisory Committee Position #5- term ending 12/31/2025
- E. Appointment Confirmation of Jessica De la Cruz for: Hispanic Advisory Committee Position #2- term ending 06/30/2026
- F. Appointment Recommendation of Casey Hinkley for: Library Board, Position #5- term ending 06/30/2027
- G. Minutes of the September 25th City Council Work Session and Regular Meetings

Motion carried unanimously.

1st Quarter FY2024 Investment Report

Councilor Linton moved and Councilor Duron seconded to accept the 1st Quarter FY2024 Investment Report as presented by Finance Director Mark Krawczyk. Motion carried unanimously.



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Goal Setting Update

City Manager Smith reviewed the Goal Setting Report (attached) and progress to date and reminded the Council that the next Goal Setting Session is scheduled for January 25th and 26th, 2024.

Council thanked City Manager Smith for the good work being done in the City.

Committee Reports

Parks & Recreation Committee- Councilor McCarthy stated he will give more information during Council Reports.

Airport Advisory Committee- Councilor Barron stated he took part in an airplane tour at the Hermiston Municipal Airport and was able to see how busy Life Flight is and the work Airport Manager Rolf Anderson does.

Library Board- Councilor Duron stated the Board met and discussed reducing the number of hours the Library is open due to staffing shortage. The Library also held an Architect meeting to look at renderings and give feedback.

Hispanic Advisory Committee- Councilor Duron stated the Committee will meet next week.

Mayor's Report

Mayor Drotzmann spoke regarding:

- Stepping Stones updates to include information on: infrastructure, grand opening, community donations support, statistics on people being served, temporary Sleep Center location through Mike Atkinson, Advisory Council, and more
- Great weekend events to include Kiwanis Kids Day, Faith and First Responders, Cork & Barrell, and thanked Parks and Recreation for all their work on these events
- Retired Lt. Randy Studebakers Celebration of Life and thanked Chaplain Terry Cummings for the service he provided and the community that attended

Council Reports

Councilor McCarthy spoke regarding: Nookies grand opening with new owners; the Parks and Recreation Department were very busy helping organize and run many events this weekend, including: Kiwanis Kids Day, Faith & First Responders, and Cork & Barrell; Volunteer Fair happening on 04/24; and the other regional activities happening over the weekend.

Councilor Linton asked that more information be given about the reoccurring shooting events happening in the City.

Captain Eynon stated the shooting events are between isolated groups of people who are targeting each other. Unfortunately, the teens and adults involved do not want to cooperate with authorities which is difficult and frustrating to deal with.

Councilor Duron thanked the Police Department for supporting the Studebaker Family, giving information about the shootings, and suggested that information be shared with the public to minimize community speculations. Councilor Duron thanked the Parks and Recreation Department for all their work this weekend



Where Life is Sweet

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supporting the community events, specifically the Eastern Oregon First Responders Chaplains Association which put on Faith and First Responders and the Kiwanis Club for Kiwanis Kids Day.

Councilor Hardin congratulated Mayor Drotzmann for his upcoming role as LOC President stating he believes Mayor Drotzmann will do his best representing the area as the first Eastern Oregon President in over 20 years. Mayor Drotzmann thanked Councilor Hardin for his support and stated he will be leaning on Council President Primmer to fill in for him when he is unable to.

Youth Advisory Report

Manuel Salazar gave information regarding: Kiwanis Kids Day, pushing out information to Hermiston High School students regarding Hermiston Live, and HHS fall play.

City Manager's Report

City Manager Smith asked the Council to consider changing meetings to another day of the week to accommodate other city meetings, HSD meetings, and Municipal Court.

Adjournment

Mayor Drotzmann adjourned the City Council meeting at 8:23pm.

SIGNED:



Dr. David Drotzmann, Mayor

ATTEST:



Lilly Alarcon-Strong, CMC, City Recorder



Goal 1: Growing + Prosperous			
Actions	Priority Rank 1-7	Project Lead	Timeline
Focus Area - Workforce Development: Attract Industry and Jobs			
1.1 Examine the expansion of the Urban Growth Boundary (UGB) for commercial and industrial lands Initial study has been completed to identify potential future expansion areas. Initial conversations have been conducted with State of Oregon staff. Official request has been made by potential landowner that has agreed to pay for necessary studies, etc.	3	Clint + Mark M	2 - 4 Years
1.2 Research and report on requirements for immigration status No work has been done on this item.	7	Byron	1 - 2 Years
Focus Area - Transportation: Improve mobility and transportation			
1.3 Transportation System Plan Update (this would include an update of the sidewalk plan) Grant application has been developed for the Transportation and Growth Management (TGM) program. Current project estimate is \$300,000. Grant has been awarded. Initial work has started.	5	Clint + Mark M	1 - 2 Years
1.4 Complete the Safe Streets for All planning Safe Streets for All planning grant was awarded. Staff has been attending webinars to begin the process of developing this plan. Initial work has started.	4	Clint + Mark M	1 - 2 Years
1.5 Conduct analysis of inclement weather options to improve sidewalk accessibility This process will be included in the above two planning efforts.	6	Clint	1 - 2 Years
Focus Area - Housing: Increase senior and affordable housing, market rate rentals, and prevent people from becoming unhoused			
1.6 Attract market-rate rental housing developments to increase middle housing inventory Staff continues to meet with potential developers and follows leads for potential new developments in the community. Hacienda CDC presented to city council regarding a possible project.	1	Clint + Mark M + Byron	1 -2 Years
1.7 Continue to fund infrastructure improvements to support new housing and enhance livability Most current opportunities for this are in the South Hermiston Urban Renewal Area and the potential for a North Hermiston Urban Renewal Area. North Hermiston Urban Renewal Area has been adopted and initial planning started for infrastructure in that Area. Negotiations continue to finalize agreements related to the South Hermiston Urban Renewal Area.	2	Clint + Mark M + Byron	Ongoing

Goal 2: Safe + Healthy			
Actions	Priority Rank 1-5	Project Lead	Timeline
Focus Area - Wellness: a healthy Community			
2.1 Develop a memorandum of understanding (MOU) to solidify partnerships for a Health, Wellness, and Aquatic Center	2	Byron + Brandon	1 - 2 Years
This effort will begin at the conclusion of pool season this calendar year. Work has started on this item.			
2.2 Secure and identify land for a health, wellness and aquatic center	5	Byron + Brandon	1 - 2 Years
This effort will begin along with Action 2.1. Work has started on this item.			
Focus Area - Community Safety: Reduce recidivism and connect people with treatment services			
2.3 Develop a plan, gather data, and explore partnerships for a community court program	3	Jillian + Rich	1 - 2 Years
Court staff has begun to work in partnership with Umatilla County and the City of Pendleton Municipal Court to implement a court navigator program. This isn't a community court program exactly but it begins to try and offer additional assistance to those that are willing to work for it. IGA with Umatilla County related to funding was approved by City Council.			
Focus Area - Public Safety: Improve traffic safety and reduce budget pressures for the Police Department			
2.4 Implement red light photo enforcements along Hwy 395	4	Jason + Rich	1 Year
Initial research will begin later this fall. Research has started with a tentative completion by January 2024.			
2.5 Explore a public safety fee or other revenue options that will align public safety staffing with future growth projections and needs (See Action 3.4)	1	Byron + Mark M + Jason	1 Year
This exploration has started and will be more in depth as a review of the current general fund budget is conducted. This process is currently happening.			

Goal 3: Sustainable			
Focus Area - City Facilities: Public facilities that meet the community needs of today and the future			
Actions	Priority Rank 1-5	Project Lead	Timeline
3.1 Conduct public engagement and develop use scenarios for the Carnegie Building and the Library Initial work has started on this item related to the Library. Other efforts with the Carnegie Building will come later this fiscal year. Library work continues.	3	Byron + Mark R	1 - 2 Years
3.2 Develop a business operations plan for the Harkenrider Center Brandon has developed a draft and some additional internal work and discussion a draft will be brought to the council for discussion.	5	Byron + Brandon	1 Year
3.3 Assess public safety center project feasibility First level designs are being developed in conjunction with UCFD#1. These designs will inform the financial needs and then final feasibility. Design process continues forward.	4	Byron + Jason	1 Year
Focus Area - Fiscal: Maintain service levels, evaluate the current budget and understand options to increase revenues			
3.4 Develop a sustainable funding structure through the evaluation of fees and other revenue options to support public safety and overall service delivery at current levels (see Action 2.5) See Action 2.5 above.	2	Byron + Mark K + Jason	1 Year
3.5 Finalize water allocation for EOTEC Continued discussions are happening between various water users related to this project.	1	Byron + Al	1 Year

Goal 4: Connected + Engaged			
Focus Area - Community Engagement: Improve engagement and connection with the community			
Actions	Priority Rank 1-3	Project Lead	Timeline
4.1 Engage with education partners and develop a plan to increase youth engagement with the City <i>This item has not been started. Staff reached out to HHS civics staff and started conversation about some focus on local government in their curriculum. Initial conversations were well received.</i>	2	Byron	1 - 2 Years
4.2 Evaluate Communication tools to improve connection with the community <i>Ongoing use/evaluation of the Zencity community survey tool is occurring.</i>	1	Byron	Ongoing
4.3 Develop a formalized Community Service Award program to recognize community members and employees <i>This item has not been started.</i>	3	Byron	1 - 2 Years