



CITY COUNCIL

AGENDA

MONDAY, JULY 22, 2024

Where Life is Sweet

COUNCIL CHAMBERS - 180 NE 2ND ST.

*Other ways of viewing or participating in live meetings are available through:
YouTube at: <https://bit.ly/HermistonYoutube>*

*Zoom with Meeting ID: 816 1088 9740 Passcode: 531951 Telephone number to join is: 1 253
215 8782; or submitting comments to meetings@hermiston.gov*

1. CALL COUNCIL/CITY MANAGER WORK SESSION MEETING TO ORDER - 6:00 PM

A. City Council Rules Review

2. ADJOURN WORK SESSION MEETING

3. CALL REGULAR MEETING TO ORDER – 7:00 PM

4. DECLARATION OF QUORUM

5. FLAG SALUTE

6. RECOGNITIONS

A. Recognition- Hispanic Advisory Committee Members

7. CITIZEN INPUT ON NON-AGENDA ITEMS

Anyone wishing to bring anything before the council that is not on the agenda is asked to please do the following: 1. Please limit comments to not more than FIVE minutes; 2. State your name and address; 3. Direct your comments to the Chair.

8. CONSENT AGENDA

A. Committee Vacancy Announcements

B. Recommend Appointment of Steve Wallace to the Eastern Oregon Trade & Event Center Advisory Committee: Position #1- Representing the Umatilla County Fair Board, beginning August 13, 2024 through June 30, 2027.

C. Minutes of the July 8th City Council Regular Meeting

D. Certifying the Mayor and Municipal Judge Primary Election Results

9. ITEMS REMOVED FROM CONSENT AGENDA

10. PUBLIC HEARINGS

A. Annexation & Comprehensive Plan Map Amendment - Reyes 4N2812C Tax Lot 308
1088 E Newport Ave

11. ORDINANCES AND RESOLUTIONS

A. Discussion of two conceptual ordinances related to parades and right of way closures.

B. Resolution No. 2333 – Authorizing an Information Technology Services Agreement
with the City of Heppner

12. OTHER

A. Authorization to shift from a contracted prosecutor to a full-time employee.

B. June 2024 Financial Report

13. COMMITTEE REPORTS

A. City Committee and Liaison:

Airport Advisory, Budget, Hispanic Advisory, Library Board, Parks and Recreation,
Planning Commission, Recreation Projects Fund, Faith-Based Advisory, Community
Accountability, Public Safety, Public Infrastructure, Transit Planning, EOTEC, Stepping
Stones Alliance (not a City Committee)

B. Mayor's Report

C. Council Report

D. Youth Advisory Report

E. Manager's Report

14. ADJOURN

**** AMERICANS WITH DISABILITIES ACT NOTICE****

Please contact Hermiston City Hall, 180 NE 2nd Street, Hermiston, OR 97838 (Phone No.
541-567-5521) at least 48 hours prior to the scheduled meeting time if you need an
accommodation. TTY and TDD users please call Oregon Telecommunications Relay
Service at 1-800-735-2900 or 711.



PUBLIC ANNOUNCEMENT

The City is accepting applications for the following Committees:

1) Parks and Recreation Advisory Committee

- Positions 1, 2, & 3: 3-year term ending October 31, 2027 (Advertised as of 07/08/2024)

2) Airport Advisory Committee

- Positions 3 & 4: 3-year term ending October 31, 2027 (Advertised as of 07/08/2024)

3) Library Board

- Position 4: Remaining 4-year term ending June 30, 2026 (Advertised as of 07/08/2024)

Deadline to apply for all Committees: Open Until Filled

Interested persons are asked to submit an application to City Hall, 180 NE 2nd Street, Hermiston, or at lalarcon-strong@hermiston.or.us . Application forms are available at City Hall or on the City's website at <https://hermiston.or.us/volunteer> . If you have questions, please call Lilly Alarcon-Strong at 541-567-5521.

Proposed appointment and confirmation of these positions are made by the City Council. All appointments to city boards and commissions shall be made in accordance with the ordinances and city charter. Appointees shall not be full-time employees of the city, shall not be elected officials of the city, shall not be appointed to more than two boards or commissions at a time, and shall not sell to the city or its boards and commissions over which the council has appointive powers and budget control either directly as a prime contractor or supplier, or indirectly as a first-tier subcontractor or supplier. Sales shall be construed to mean sales, services or fees aggregating \$7,500 or more in any one calendar year. Preference for appointees shall be given to city residents.



CITY COUNCIL

Regular Meeting Minutes July 8, 2024

Mayor Drotzmann called the regular meeting to order at 7:00pm. Present were Councilors Barron, Duron, Myers, Hardin, Primmer, McCarthy, and Peterson. Councilor Linton was excused. City Staff in attendance included: City Manager Byron Smith, Assistant City Manager Mark Morgan, City Attorney Rich Tovey, Finance Director Ignacio Palacios, Chief Edmiston, Planning Director Clint Spencer, Court Administrator Jillian Viles, and City Recorder Lilly Alarcon-Strong. The pledge of allegiance was given.

Presentation- Hermiston School District (HSD) Updates

HSD Superintendent Tricia Mooney gave information regarding: August 28th first day of school, online and in-person school registration is open until August 2nd, new parent app, despite the extreme heat all HSD summer and food programs will remain open to ensure students have somewhere safe to be and are able to be fed and hydrated, and construction and tech updates at Highland Hills and Desert View Elementary Schools.

Superintendent Mooney thanked the City of Hermiston for their partnership on summer programs stating it is like no other within the state with free joint programs, to include: swim lessons, breakfast and lunch, and childcare that provides dinner.

Mayor Drotzmann thanked Superintendent Mooney for their efforts and partnership as well.

Citizen Input on Non-Agenda Items

Rose Thomas (83 W Cherry Ave)- Asked what the City was planning on doing regarding the homeless encampment across the street from her home known as the Cooley House. Ms. Thomas stated the persons camped on the property use drugs, steal public services that neighbors are paying for, leave shopping carts everywhere, ignite fires in the area, engage in prostitution and other illegal activities such as bathe and use the bathroom in open spaces for everyone to see.

Mayor Drotzmann thanked Ms. Thomas for bringing this to the attention of the City.

Consent Agenda Items

Councilor Primmer moved and Councilor McCarthy seconded to approve Consent Agenda items A-C, to include:

- A. Replat - Owens 4N2811DA Tax Lots 2400 & 2403 928 E Main St
- B. Award Funding through the Transient Room Tax (TRT) Recreation Projects Grants.
- C. Minutes of the June 24, 2024 City Council Work Session and Regular Meeting

Motion carried unanimously.

Public Hearing- Annexation & Comprehensive Plan Map Amendment - 3 Rivers Oregon Property LLC/Victory Lighthouse Church/Bankston 4N2801B Tax Lots 1500, 1502, & 1503 - 1940/1990/2180 NE 10th St (Ordinance 2358 & 2359).- Hearing no conflicts of interest from the Council, Planning Director Clint Spencer read the hearing guidelines and Mayor Drotzmann opened the hearing at 7:18pm.



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Regular Meeting Minutes July 8, 2024

Planning Director Spencer gave information regarding the requested Annexation & Plan Map Amendment of these properties totaling approximately 25.9 acres of land located on the northeast corner of E Theater and NE 10th Street to build single-family and two-family homes.

There were no persons present who wished to give public testimony and the hearing was closed at 7:23pm.

Planning Director Spencer presented the Findings of Fact as included in the agenda packet and answered questions from the Council to include street improvement requirements, speed limit changes, and future potential development in the area.

Councilor Primmer moved and Councilor Barron seconded to adopt the Findings of Fact as presented by Planning Director Spencer. Motion carried unanimously. Councilor McCarthy moved and Councilor Hardin seconded to impose conditions of approval. Motion carried unanimously.

Ordinance No. 2358 - Comprehensive Plan Map Amendment- 3 Rivers Oregon LLC/Victory Lighthouse Church/Bankston 4N2801B Tax Lots 1500,1502, & 1503- 1940/1990/2180 NE 10th St- City Manager Smith stated the proposed ordinance was presented during the public hearing.

Mayor Drotzmann requested that the first reading be by title only. Hearing no opposition, City Attorney Tovey read the ordinance by title only. Mayor Drotzmann requested that the ordinance be put on for final adoption at this meeting and that the second reading be by title only. After City Attorney Tovey read the ordinance by title only for the second reading, Council Primmer moved and Councilor Barron seconded that Ordinance No. 2358 be adopted and become effective 30-days after co-adoption by the City Council and Umatilla County Board of Commissioners. Motion carried unanimously.

Ordinance No. 2359- Annexation 3 Rivers Oregon LLC/Victory Lighthouse Church/Bankston 4N2801B Tax Lots 1500, 1502, & 1503 - 1940/1990/2180 NE 10th St- City Manager Smith stated the proposed ordinance was presented during the public hearing.

Mayor Drotzmann requested that the first reading be by title only. Hearing no opposition, City Attorney Tovey read the ordinance by title only. Mayor Drotzmann requested that the ordinance be put on for final adoption at this meeting and that the second reading be by title only. After City Attorney Tovey read the ordinance by title only for the second reading, Council McCarthy moved, and Councilor Hardin seconded that Ordinance No. 2359 be adopted and become effective 30-days after co-adoption by the City Council and Umatilla County Board of Commissioners Ordinance No. 2358. Motion carried unanimously.



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Councilor Barron stated he is very happy to see this growth opportunity coming from the new water tower.

Mayor Drotzmann stated the growth opportunity is also a joint effort made by the Hermiston School District and City of Hermiston with street infrastructure enhancing that area as well.

Mayor Drotzmann thanked 3 Rivers Oregon LLC, Victory Lighthouse Church, and The Bankston's for their investment into the community to help it grow and provide more housing.

Resolution 2332- Master Fee Resolution Update: Add Business License Fee

City Manager Smith stated at the last meeting of the Business License Advisory Ad-Hoc Committee, the Committee voted in favor of staff's business license fee recommendation. Staff recommends approval with the effective date of January 1st, 2025.

Councilor McCarthy stated all committee members, except for one, voted in favor of the proposed fee and implementation timeline.

Assistant City Manager Mark Morgan answered questions from the Council regarding fee implementation giving an example of a salon who has self-employed staff, stating not all self-employed staff members will be required to pay this fee individually if the salon owner pays the business fee and accounts for all of those working at that location, as well as no fees being collected from non-profits as stated in the ordinance.

Public Comment

Brian Owens (665 W. Division Ave)- Stated he is the owner of the Roller Rink and wanted to know how this will impact him.

Mayor Drotzmann stated information will be pushed out to the public in many different ways, but information can also be found in the agenda packet and City's website as this has been discussed for several months.

Mayor Drotzmann thanked all those who participated in the Business License Advisory Ad-Hoc Committee from the Chamber of Commerce, Downtown Association, and business owners.

Councilor Primmer moved and Councilor McCarthy seconded to adopt Resolution No. 2332 and lay upon the record. Motion carried unanimously.

Committee Reports

Library Board- Councilor Duron gave information regarding construction updates that will impact library patrons, including: fewer available materials to check out, temporary Library locations, and more. Additional updates will be given throughout construction.



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EOTEC Committee- Councilor Barron stated the Committee will meet this week.

Mayor's Report

Mayor Drotzmann thanked Council President Primmer for leading the previous City Council Meeting while he was on vacation and announced the City was awarded the 1.5 million Community Development Block Grant from Business Oregon.

Council Reports

Councilor McCarthy invited the Council to attend the Chambers Summer Mixer on July 18th.

Councilor Primmer thanked the City for its successful 4th of July event and thanked the Police Department for their work that night keeping people and property safe from firework related fires.

Mayor Drotzmann agreed and thanked Chief Edmiston and the Police Department for all their work and being mindful of the dry hot weather.

Youth Advisory Report

None Present.

City Manager's Report

City Manager Smith stated he had nothing new to share with the Council at this time.

Recess For Executive Session

At 7:54pm, Mayor Drotzmann announced the City Council of the City of Hermiston will now meet in Executive Session in the Executive Session Room for the purpose of discussing matters pertaining to litigation with legal counsel.

The Executive Session is held pursuant to ORS 192.660 (2) (h) which allows the Council to meet in Executive Session to consult regarding the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are excluded. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No final decision may be made in executive session. At the end of the executive session, the council will return to open session which the audience may attend. The executive session will last approximately 10 mins.



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Regular Meeting Minutes July 8, 2024

Reconvene and Adjourn

There was no other business and Mayor Drotzmann reconvened and adjourned the regular City Council meeting at 8:08pm.

SIGNED:

Dr. David Drotzmann, Mayor

ATTEST:

Lilly Alarcon-Strong, CMC, City Recorder

DRAFT



Annexation & Comprehensive Plan Map Amendment



3 Rivers Oregon Property LLC/Victory Lighthouse Church/Bankston

July 8, 2024

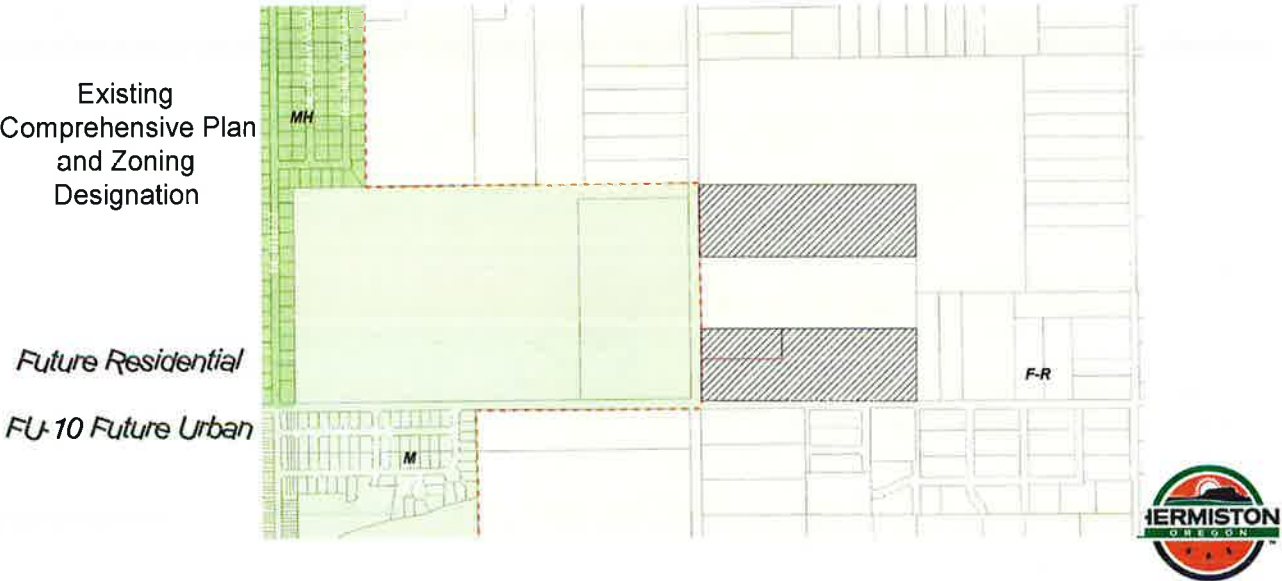


Comprehensive Plan Map Amendment and Annexation— Bankston/3 Rivers/Victory

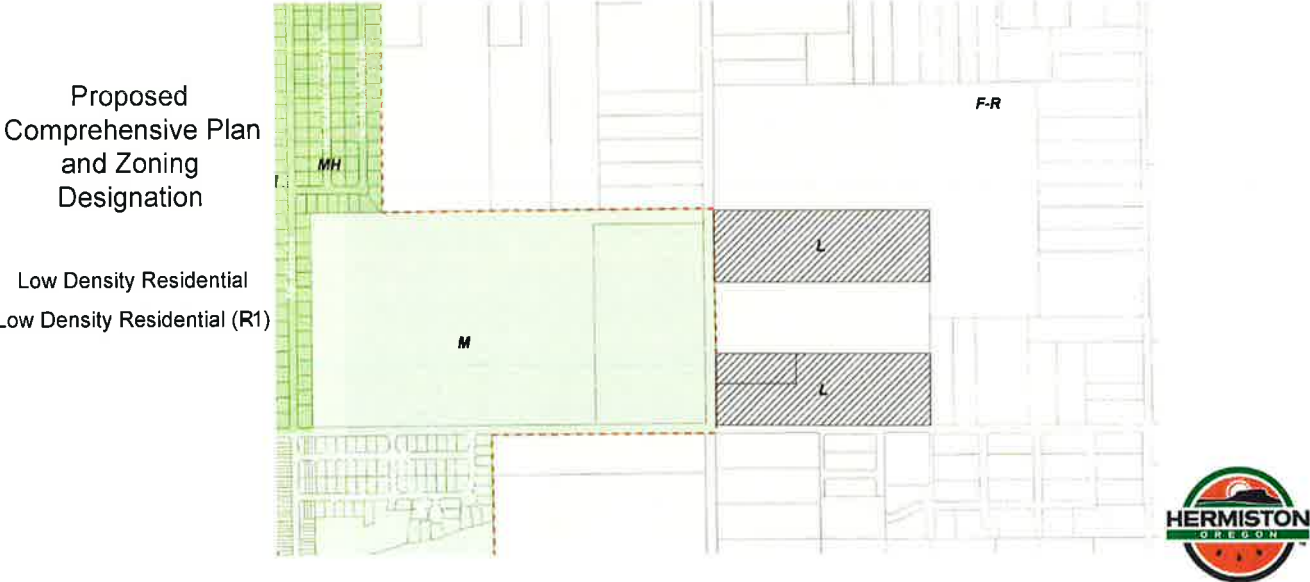
Subject Property



Comprehensive Plan Map Amendment and Annexation— Bankston/3 Rivers/Victory



Comprehensive Plan Map Amendment and Annexation— Bankston/3 Rivers/Victory



Comprehensive Plan Map Amendment and Annexation— Bankston/3 Rivers/Victory

Conditions of Approval

1. Annexation is contingent upon co-adoption of the comprehensive plan map amendment by Umatilla County under the provisions of the Hermiston Planning Area Joint Management Agreement, dated March 2, 2017. In the event that Umatilla County fails to co-adopt the map amendments, annexation shall fail, and a new comprehensive plan map amendment and annexation application shall be submitted.
2. Portions of the property are identified on Figure 12 of the Hermiston Comprehensive Plan as being subject to ground water pollution hazards due to excessively well-drained soils. In the case of an existing or potential groundwater pollution threat, the city shall prohibit the outdoor storage of hazardous chemicals and underground storage of gasoline and diesel fuels.
3. Future access to NE 10th Street and E Theater Lane will be subject to access permitting by the Umatilla County Road Department.
4. NE 10th Street adjacent to each parcel shall be improved to urban major collector status to the centerline at such time that development occurs on each affected parcel.
5. E Theater Lane adjacent to Tax Lot 1503 shall be improved to urban minor collector status to the centerline, plus one travel lane at such time that development occurs on Tax Lot 1503.





Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
For the Meeting of July 22, 2024

Title/Subject

Certifying the Mayor and Municipal Judge Primary Election Results

Summary and Background

In accordance with ORS 254.548 the City Council is required to accept election results and certify that the candidates elected are qualified to hold office.

Attached are the election results provided by the County Election Manager along with a summarized table below. The results of all elections must be made a matter of record of the Council and such record needs to contain the name of each person elected to office, the office to which they were elected, the total number of votes cast, and the votes cast for each person.

| <u>Mayor</u> | <u>Votes</u> |
|---------------------|---------------------|
| Nancy Peterson | 352 |
| Doug Primmer | 1,094 |
| Jackie M. Linton | 518 |
| Manuel Salazar | 181 |
| Write-In | 9 |

| <u>Municipal Court Judge</u> | <u>Votes</u> |
|-------------------------------------|---------------------|
| Cameron R. Bendixsen | 1,616 |
| Write-In | 12 |

The City Charter states the Mayor and Municipal Judge candidates will run in the Primary Election.

If there are two (2) or less candidates then the Primary Election will determine who will be elected into office.

If three (3) or more candidates file, then the May Primary Election shall be considered the primary election and the two (2) candidates receiving the highest number of votes shall be the nominees whose names shall appear on the ballot for the November General

Election. However, should any candidate receive a majority of all votes cast for the off May primary election, then the name of that candidate shall be printed separately on the ballot at the general election under the designation equivalent to "Vote for One" and no other name shall be printed on the ballot in opposition to such candidate, with the exception of one space left blank following such name in which the voter may insert the name of any person for whom the voter wishes to cast a ballot.

As such, Cameron R. Bendixsen has been reelected as the Municipal Court Judge; and, as Doug Primmer received a majority of all votes cast, his name will be printed on the General Election Ballot under "Mayor" with no one in opposition, with the exception of one space left blank for electors to insert a name of any person they wish to vote for.

Fiscal Information

None.

Alternatives and Recommendation

Alternatives

Do not accept the Umatilla County Elections Office Primary Election Results.

Recommended Action/Motion

Accept and certify the results of the May 21, 2024 Mayor & Municipal Judge Primary Election results from the Umatilla County Elections Office.

Submitted By:

Elections Officer/City Recorder Lilly Alarcon-Strong

Municipal Judge City of Hermiston

| | |
|---------------------|--------|
| Vote For 1 | TOTAL |
| Cameron R Bendixsen | 1,616 |
| Write-In Totals | 12 |
| Not Assigned | 12 |
| Total Votes Cast | 1,628 |
| Overvotes | 0 |
| Undervotes | 683 |
| Contest Totals | 2,311 |
| Precincts Reporting | 5 of 5 |

Mayor City of Hermiston

| | |
|---------------------|--------|
| Vote For 1 | TOTAL |
| Nancy Peterson | 352 |
| Doug Primmer | 1,094 |
| Jackie M Linton | 518 |
| Manuel Salazar | 181 |
| Write-In Totals | 9 |
| Not Assigned | 9 |
| Total Votes Cast | 2,154 |
| Overvotes | 2 |
| Undervotes | 155 |
| Contest Totals | 2,311 |
| Precincts Reporting | 5 of 5 |

Mayor City of Milton-Freewater

| | |
|---------------------|--------|
| Vote For 1 | TOTAL |
| Michael J Odman | 559 |
| Lewis S Key | 173 |
| Write-In Totals | 2 |
| Not Assigned | 2 |
| Total Votes Cast | 734 |
| Overvotes | 0 |
| Undervotes | 47 |
| Contest Totals | 781 |
| Precincts Reporting | 3 of 3 |



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
 For the Meeting of July 22, 2024

Title/Subject

Annexation & Comprehensive Plan Map Amendment - Reyes 4N2812C Tax Lot 308 1088 E Newport Ave

Summary and Background

Mayra and Felipe Reyes have submitted an application to amend the comprehensive plan map designation for approximately two acres of land located at 1088 E Newport Ave. The land is located at the southwest corner of E Newport Ave and SE 11th Street. The applicants propose to annex the land to the City of Hermiston in order to sell it for residential development. The land is proposed for annexation as Medium-High Density Residential (R-3). The comprehensive plan map amendment proposes to change the existing Future Residential designation to Medium Density Residential. Maps illustrating the existing and proposed comprehensive plan map designations are attached to this report.

The land is currently vacant and sits at the southwest corner of SE 11th St and E Newport Ave. E Newport Ave, SE 11th St, and E Tamarack Ave provide three boundaries for the parcel. The western boundary is adjacent to an existing two-acre homesite. The property sits adjacent to the existing city limits line in E Newport Ave and land to the north is developed with low density single-family housing. Lands to the south, east, and west are also developed with rural single-family and low-density single-family housing. However, there is significant undeveloped land to the east. Many of the lots to the south are urban sized based on historic development patterns despite the fact that they are outside the city limits and not serviced by municipal services. Highland Hills Elementary School lies approximately 350 feet to the west.

The property sits within the urbanizable portion of the urban growth boundary. The city's comprehensive plan map designates it as Future Residential (FR). The county's zoning map designates the property as FU-10. The FU-10 is a residential urbanizable zone intended to preserve large lots within the UGB to facilitate future urban level development. Since this land is within the UGB and designated as Future Residential, amending the comprehensive plan designation to Medium Density Residential is an implementation of the existing comprehensive plan designation and assigns an urban density level to land that is already accounted for within the city's housing needs analysis and residential land inventory. Thus, there is no change to the city's housing capacity as a result of the amendment. The change is a fulfillment of the residential plan.

The housing needs analysis demonstrates that the city has adequate acreage residential inventory to accommodate 18,000 housing units over a twenty-year planning horizon. The housing needs analysis assumes a portion of the future residential land will develop with Medium Density Residential designation, providing approximately 735 dwelling units or 6% of capacity. The proposed R-3 designation provides capacity of approximately 10 of those 735 units. Additionally, all lots may also be developed with two-family dwellings, thereby doubling the capacity to 20 units. Additionally, should the property develop with a multi-family use permitted in the R-3 zone, the maximum capacity of the site is 45 units.

The applicants propose to annex the property with Medium-High Density Residential (R-3) zoning. This designation allows single and two-family dwellings, as well as multi-family units, on lots with a minimum lot size of 5,000 square feet and 7,500 square feet for multi-family units. Other uses permitted in the R-3 zone are listed in §157.027 of the Hermiston Code of Ordinances.

When considering an amendment to the comprehensive plan map, the city must apply the criteria contained in the Hermiston Code of Ordinances, the comprehensive plan itself, the Hermiston Planning Area Joint Management Agreement, and state law. The City must consider the state's Transportation Planning Rule (TPR) in OAR 660-012-0060. In order to comply with the TPR, the applicants commissioned a transportation impact analysis (TIA) from PBS Engineering. The TIA considers potential development on the site and analyzes the impacts of that development within the planning horizon for the city's Transportation System Plan. City staff reviewed the PBS TIA and determined the development will not have a significant effect on the studied intersections nor change the classification of any adjacent street. All adjacent streets are local residential streets.

As noted above, the property is adjacent to three streets. E Newport Ave is a city street forming the north property line of half the site. E Newport Ave is approximately 40 feet in width at this point. In order to provide for future connectivity of E Newport Ave, the city will require dedication of 10 feet of right of way at the time of development on the site. The remaining E Newport Ave right of way will be dedicated by property to the north at the time that property develops. Roughly half of E Newport Ave is already in place in the Highland Summit subdivision and no further dedication is required through that development.

SE 11th Street forms the east boundary of the site and is a county road. E Tamarack Ave forms the south boundary of the site and is also a county road. SE 11th Street is entirely unimproved at this time and has a right of way width of 35 feet. Additional right of way dedication is required to bring this road up to standard width. However, the necessary right of way is already dedicated for the western half of the road. The additional 15 feet of width will be required from the east side of the road in the future. If additional right of way were dedicated from the subject property, it would cause a misalignment at the SE 11th St/E Newport Ave intersection. E Tamarack Ave is also entirely unimproved adjacent to this property and has a right of way width of 60 feet. No additional right of way is needed for E Tamarack Ave in the future.

At the time development is proposed for the property, improvements proportionate to the impact of the development scope will be required for the three street frontages. For example, construction of a single single-family residence on the entire site may require frontage improvement to only the street providing access and non-remonstrance agreements for the remaining frontages. Construction of high-density housing may require full improvement of all three frontages and off-site improvement of E Tamarack Ave to the point of connection to SE 10th Street. Amendment of the city's comprehensive plan map and annexation to the city are

not land use actions that in and of themselves trigger improvement. However, it is important to note that improvements are required at the time the property develops within the city limits.

The site is served by a 12-inch water line and an 8-inch sewer line. Both lines terminate at the intersection of SE 11th Street and E Newport Ave. There is adequate capacity in the municipal services to accommodate any level of development on the site. However, as a condition of development, when connection is made to each line, the city will require extension of these lines south in SE 11th Street to the intersection with E Tamarack Ave. §157.164 of the Hermiston Code of Ordinances requires extension of public facilities to be readily available for connection by the next adjacent development.

The planning commission held a public hearing on July 10 to review the proposal. Following the conclusion of the hearing, the planning commission recommended that the city council deny the application for comprehensive plan map amendment and subsequently deny the annexation as well. The recommendation was based on testimony received at the hearing from neighboring property owners who raised several issues relating to the property and adequacy of services. The planning commission found that there was not an adequate evidentiary basis for the proposed R-3 zoning designation and Medium Density Residential comprehensive plan map designations.

Testimony at the hearing raised several issues. The bulleted list below is not comprehensive and the full testimony summary is included from the draft minutes of the meeting as an exhibit to this report.

- Property owners expressed concern that annexation in this area will result in the extension of sewer lines. State law requires a property within 300 feet of a sewer line to connect to sewer service rather than replace a failed septic system. This requirement will lead to annexation of their property in the future if development extends sewer lines.
- Property owners raised the issue of E Tamarack Avenue and increased traffic on the road after development. E Tamarack Ave is presently entirely undeveloped and exists only as a rough dirt road along the property's southern border. Children play in E Tamarack Avenue now because it has no traffic.
- Property owners testified that annexation and development of this property would be an intrusion of city development into an area they had lived in and expected to remain a country like setting.
- Additional testimony discussed the existing traffic issues on SE 10th Street during Highland Hills Elementary School's pickup and drop off times. Congestion is high and additional development will contribute more vehicles to the existing issue.
- Development of the property will open up SE 11th Street and E Tamarack Avenue. These street connections will create additional exit and entrance routes to the Highland Summit subdivision. Even if the road improvements installed by this development adequately address the development's impacts, they will not adequately account for additional traffic using new alternate routes.

The applicant did not attend the hearing and did not provide rebuttal testimony to the issues raised.

Several of the issues raised relate directly to existing city policies. As clarification, staff may provide additional information. The property proposed for annexation and all of the property owners submitting testimony all reside within the city's urban growth boundary. The UGB is the area outside the city limits containing the land the city will grow into over the next twenty years.

The UGB is a state mandated area set aside for the city to grow into. The UGB extends from NE 10th Street to Ott Road. All of this area is designated as Future Residential land and is planned to be incorporated into the city limits at a future date. In order to adequately prepare for urban development, the city plans for timely extension of water and sewer services as discussed. The city has an obligation to prepare the proper due diligence in utility planning and §167.164(E) states that, “...*In addition, any extension of the facilities shall be continued and extended in a logical fashion to the extent of the development site so as to be readily available for adjacent development.*” Property owners who purchase land within the UGB expect that their land will be eligible for annexation at a future date as city limits extend and the city should consider both the expectation that land is eligible for annexation and that not all property owners may wish to annex. The city council has long held a policy that forced annexation is not the city’s policy, but those wishing to annex may exercise that right.

With regard to E Tamarack Avenue, the city council found in *Northport Neighborhood Association v. City of Hermiston* in 1998 that streets exist primarily for the safe movement of traffic and that use of streets for recreation is an ancillary use only. Therefore, use of streets for recreation is not the highest and best use of public property.

Issues relating to increased traffic are addressed through the implementation of the city’s transportation system plan and public works standards. All roads adjacent to the property are classified as local residential streets in the city’s TSP. None of the streets are currently improved to local residential standard and are therefore currently deficient. Development of the property triggers improvement to the street network concurrent with development and proportional to the impact of the development in accordance with *Nolan* and *Dolan* rulings by the US Supreme Court. At its simplest, proportional impact can be illustrated as a city cannot require installation of a traffic light as a condition of development for a single-family dwelling. Since no actual development is proposed as part of this application, the city has not conditioned a specific street improvement since it is yet to be determined if off-site improvements bridging the area between the property and NE 10th Street will be required. Thus, the recommended condition of approval states, “*Improvements for E Tamarack Ave and SE 11th Street shall be determined at the time of development on the site and shall be proportional to the impact of the proposed development.*” Development of the property requires a separate land use action, be it a preliminary subdivision plat, zoning review for multi-family development, conditional use permit, or other action. All of these land use reviews are subject to a new review, public notice, and differing development standards.

§150.05 of the Hermiston Code of Ordinances provides the requirements for annexations. The requirements for annexation are as follows:

1. The proposal is in conformance with all applicable state annexation requirements.
2. The property is contained within the urban portion of the urban growth boundary as identified on the comprehensive plan.
3. The proposed zoning is consistent with the underlying comprehensive plan designation.
4. Findings of fact are developed in support or denial of the annexation.
5. All city services can be readily extended, and the property owner is willing to bear costs associated with sewer, water, and roads.

Chapter 156 of the Hermiston Code of Ordinances provides the procedures for amendments to the comprehensive plan. Specific criteria are not detailed within the code, but all amendments to the comprehensive plan and implementing ordinances are required to demonstrate compliance with the statewide planning goals and the Hermiston Comprehensive Plan policies.

Public notice requirements have been satisfied through the following actions:

1. Notice was provided by direct mail to all property owners within 300 feet on June 18, 2024.
2. Notice was published in the East Oregonian on June 18 & 25 and July 3 & 10, 2024.
3. A sign displaying a notice of public hearing was placed on the property on June 18, 2024

As noted above, the planning commission has recommended that the city council deny the proposed amendment to the comprehensive plan map to Medium Density Residential and to the zoning map to Medium-High Density Residential (R-3). If no amendment to the comprehensive plan map is adopted, the property is not eligible for annexation as it would not be within the urban portion of the urban growth boundary as required by §150.05(B).

The city council has several potential actions to consider regarding the comprehensive plan map amendment and annexation.

1. Accept the planning commission recommendation, leave the property as-is, and remain in the urban growth boundary with a Future Residential designation.
2. Reject the planning commission recommendation, amend the comprehensive plan map and zoning map as requested, and annex the property into the city limits as R-3.
3. Confer with the applicant during the hearing and determine if a lower density comprehensive plan map and zoning map designation is acceptable and adopt a Low Density Residential comprehensive plan map designation and R-1 or R-2 zoning map designation. The property would then be annexed with a lower density zoning.

All three options before the council will necessitate extensive revision to the findings of fact supporting the council's decision. Therefore, staff is recommending only that the city council hold the public hearing and make a tentative decision at this meeting. Staff will prepare findings and any ordinances necessary for adoption by the council for the next meeting.

Tie-In to Council Goals

Although not specifically implemented through this application, Goal 1.6: Attract market-rate rental housing developments to increase middle housing inventory is affected through the addition of additional residential land to the city's land bank.

Fiscal Information

There is no fiscal impact resulting from amendments to the comprehensive plan. However, annexation will add the land to the city's property tax base. The property has an assessed value of \$133,480.

Alternatives and Recommendation

Alternatives

The city council may choose to:

1. Accept the planning commission recommendation, leave the property as-is, and remain in the urban growth boundary with a Future Residential designation.
2. Reject the planning commission recommendation, amend the comprehensive plan map and zoning map as requested, and annex the property into the city limits as R-3.

3. Confer with the applicant during the hearing and determine if a lower density comprehensive plan map and zoning map designation is acceptable and adopt a Low Density Residential comprehensive plan map designation and R-1 or R-2 zoning map designation. The property would then be annexed with a lower density zoning.

Recommended Action/Motion

Staff recommends that the city council confer with the applicant and determine if an alternative zoning designation is acceptable. If a lower density zoning is acceptable, the city council should determine the appropriate zoning (staff recommends R-2) and direct staff to prepare the appropriate documents for adoption at the next meeting.

If no alternative zoning designation is acceptable, staff recommends the city council accept the planning commission recommendation and deny the applications.

Submitted By:

Clinton Spencer, Planning Director

DRAFT

Conditions of Approval

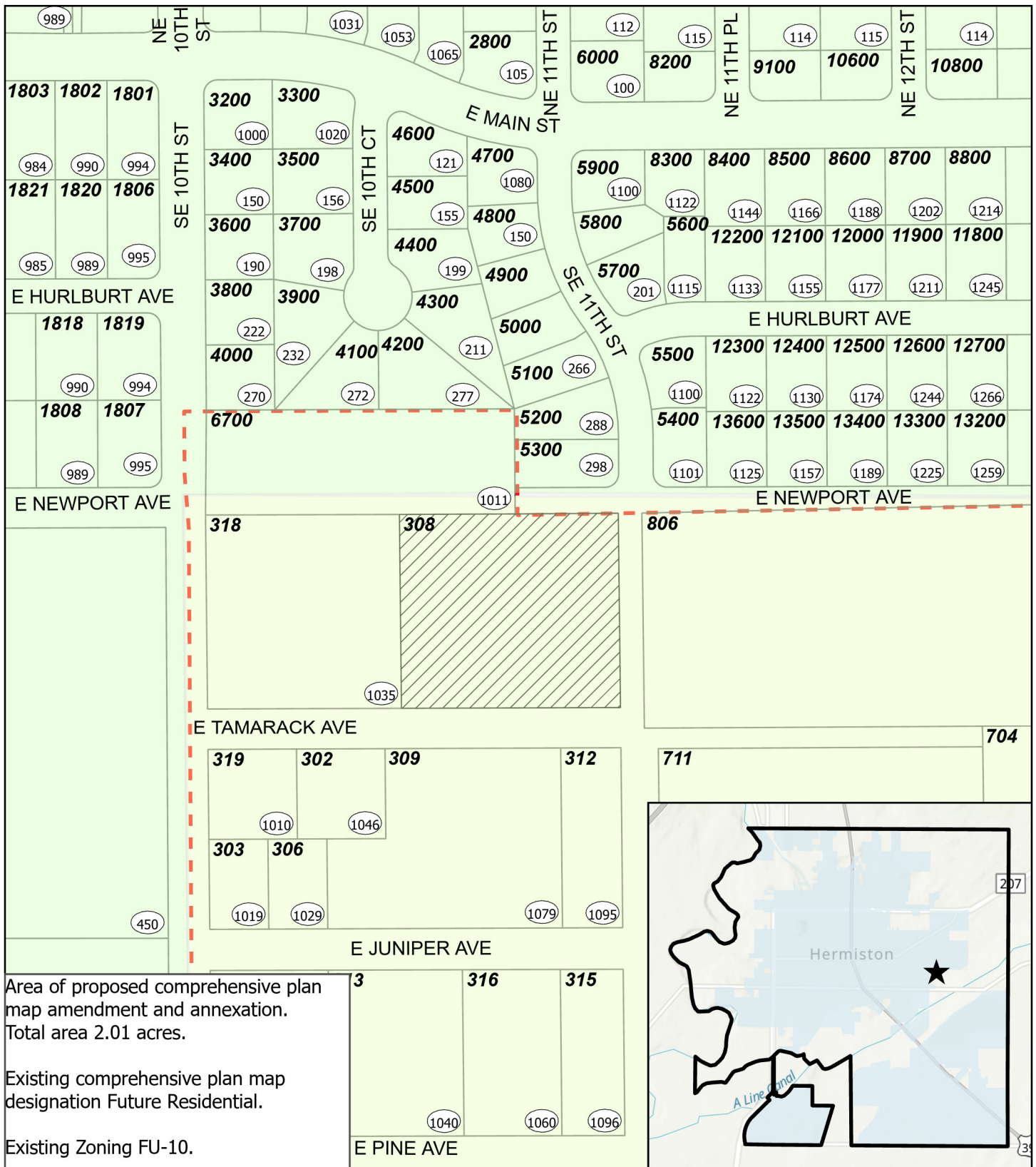
Reyes Comprehensive Plan Map Amendment and Annexation

1088 E Newport Ave

July 22, 2024

Subject to the testimony received and deliberations of the city council, the following draft conditions of approval are proposed:

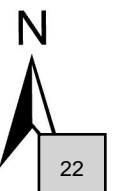
1. Annexation is contingent upon co-adoption of the comprehensive plan map amendment by Umatilla County under the provisions of the Hermiston Planning Area Joint Management Agreement, dated March 2, 2017. In the event that Umatilla County fails to co-adopt the map amendments, annexation shall fail, and a new comprehensive plan map amendment and annexation application shall be submitted.
2. Portions of the property are identified on Figure 12 of the Hermiston Comprehensive Plan as being subject to ground water pollution hazards due to a high water table. In the case of an existing or potential groundwater pollution threat, the city shall prohibit the outdoor storage of hazardous chemicals and underground storage of gasoline and diesel fuels.
3. Future access to E Tamarack Ave and SE 11th Street will be subject to access permitting by the Umatilla County Road Department.
4. In order to provide for future connectivity of E Newport Ave, the city will require dedication of 10 feet of right of way at the time of development on the site.
5. Improvements for E Tamarack Ave and SE 11th Street shall be determined at the time of development on the site and shall be proportional to the impact of the proposed development.
6. E Newport Ave shall be improved with half-street improvements to local residential standards at the time of development.

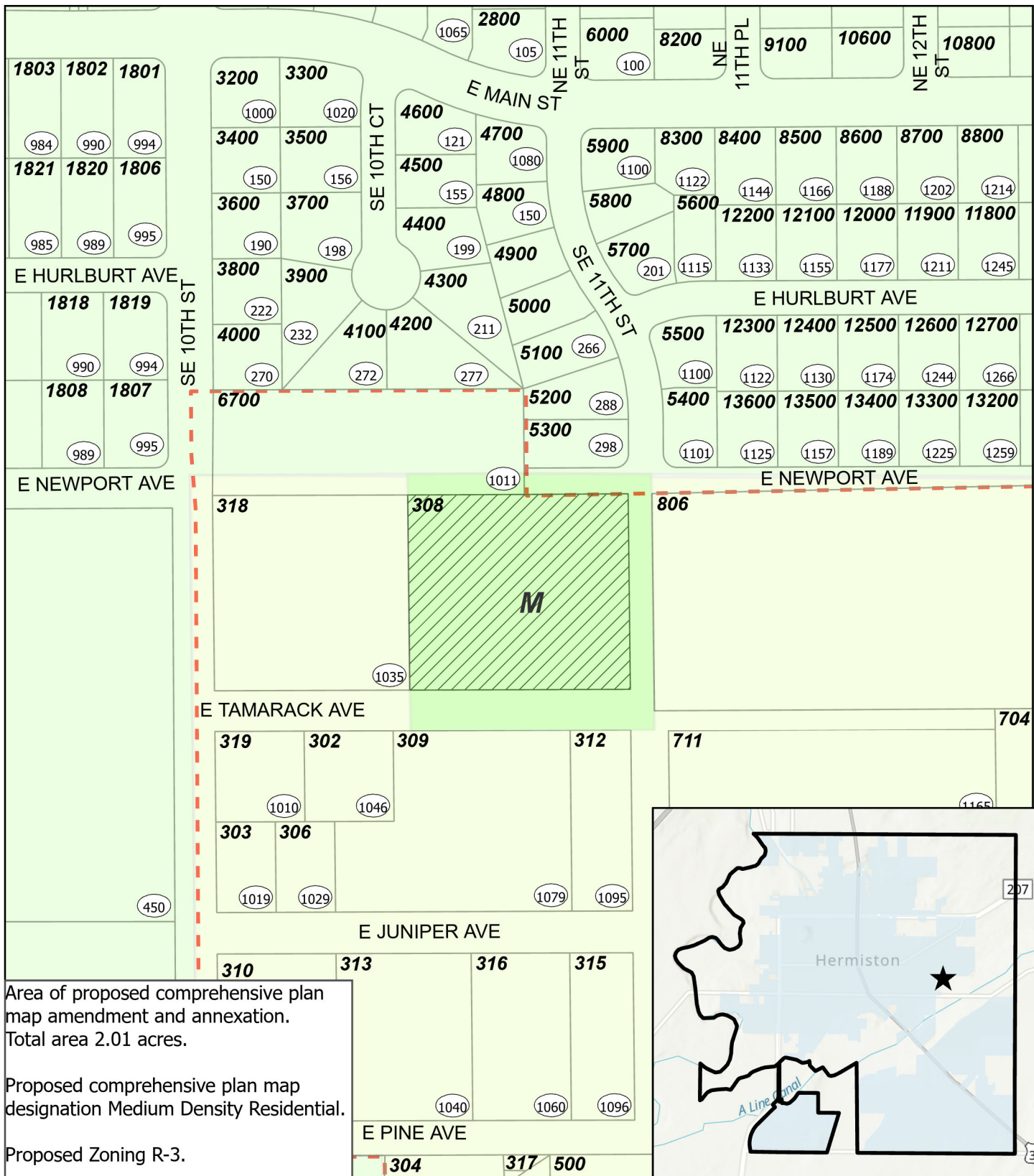


Legend

- Property Line
- City Limits
- Urban Growth Boundary

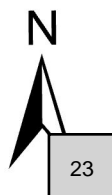
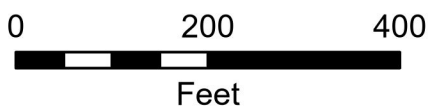
0 200 400
Feet





Legend

- Property Line
- City Limits
- Urban Growth Boundary



CITY OF HERMISTON

APPLICATION FOR ANNEXATION

Pursuant to the provisions of ORS Chapter 222 and Chapter 150 of the Hermiston Code of Ordinances, application is hereby made to annex the following described property:

Name of Applicant: Mayra & Felipe Reyes Phone: 5417203684

Mailing Address: 1055 W Linda Ave

Contact Person: Mayra Reyes Phone: 5417203684

Mailing Address: 1055 W Linda Ave

Name of Owner (If Different): Mayra & Felipe Reyes Phone: 5417203684

Mailing Address: _____

Legal Description: Assessor's Map No: 4N2812C/308 Tax Lot No: 308

Subdivision (If Applicable): _____

Street Address: ~~1258 E~~ Tamarack Drive

Current Comprehensive Plan Designation: FR Proposed Zoning Designation: m R3 (R2)

Land Area (In Acres): ~~0.98~~ 2.01

Existing Use of Property:

Number of Single-Family Units: 2 Number of Multi-Family Units: 0

Number of Commercial Units: 0 Number of Industrial Units: 0

Public Facilities or Other Uses: 0

Population: Owners: 2 Tenants: 2 Voters: 2

Please Include the Names and Ages of All Residents:

Mayra Reyes
Felipe Reyes

Surrounding Use of Property:

North: E NEWPORT AVE SFD

South: SE 11TH ST Rural residential

East: TAMARACK AVE rural residential

West: rural residential - elementary school

Current Year Taxes: ~~\$14,888~~ 518.01 Previous Year Taxes: ~~\$14,888~~ 529.65

Total Assessed Valuation: \$35,150

Please provide a general description of the property including topography, vegetation, drainage basins, flood plain areas, etc.:

Please explain why the annexation has been proposed:

Future development

If the property is undeveloped, please describe plans for future development. This description should describe whether the development will be residential, commercial or industrial and include building types, public facilities, number of units, etc.:

Residential

Does the proposed development conform to the uses allowed under the proposed zoning designation?
yes

Please provide the following information regarding services and utilities:

Location and size of the nearest water line:

E NEWPORT AVE ABOUT 800 FEET

Location and size of the nearest sewer line:

E NEWPORT AVE ABOUT 800 FEET

Proximity of other facilities (storm drains, gas lines, irrigation lines, etc.):

The time at which services can be reasonably provided by the city or other district:

The estimated cost of extending such facilities and/or services and the method of financing:

Availability of the desired service from any other unit of local government (Please indicate which government):

Please indicate the roads that adjoin the parcel or will provide service to the parcel:

E NEWPORT AVE

Please indicate the condition of the roads and any improvements that are projected:

N/A

Please indicate if any new roads will be created or extended through the property:

N/A

If the property is presently included within the boundaries of any of the following types of governmental units, please indicate by stating the name or names of the governmental units involved.

Rural Fire District: CCC UCFD #1 Irrigation District: Hermiston
 School District: Hermiston School Drainage District: _____
 Library District: County District Parks and Recreation District: Hermiston
 Special Road District: _____

Please indicate which services are presently being received in the territory (For example, are residents receiving municipal water or sewer services?):

residents will connect to water and sewer for hermiston city limits

ADDITIONAL INFORMATION TO BE FURNISHED AND ATTACHED TO APPLICATION:

1. Evidence that applicant is owner or purchaser of the property or has written permission of such owner to make an application for the proposed use.
2. Two copies (one digital copy) of a site plan (11" x 17") drawn to scale, showing the location of the property concerned, the location of all proposed building(s), highways, streets and alleys.
3. A metes and bounds legal description of the entire property proposed for annexation. A metes and bounds legal description of each individual parcel is not sufficient.

The above statements are true to the best of my beliefs and knowledge. As applicant, I understand that the city council, planning commission and annexation advisory committee request the attendance of me, or my representative, at the meeting(s) where this request is scheduled for consideration and that the city council, planning commission and annexation advisory committee retain the right to approve or deny this request and impose those conditions as may be necessary to lessen probable adverse impacts based upon the testimony provided at the hearing.

I am the ___owner/___owner(s) authorized representative.
 (If authorized representative, attach letter signed by owner or owners.)

Signature of Applicant [Signature]

Date 3/15/2024

OUT OF POCKET EXPENSES FOR PUBLICATION COSTS WILL BE BILLED LATER

For further information, please feel free to contact the planning department at the Hermiston City Hall, 180 N.E. 2nd Street, Hermiston, Oregon 97838, or telephone (541) 567-5521. The City's fax number is (541) 567-5530.

OFFICE USE ONLY

Date Filed: 4-15-24

Received By: Wapl

Meeting Date: June 12 2024

Fee: \$700.00

Date Paid: 4-16-24

Receipt No: 7000282

900.00

owe \$200.

pay \$200. owe \$200

CITY OF HERMISTON

APPLICATION FOR CONVERSION

Pursuant to the provisions of 157.226 of the Hermiston Code of Ordinances, application is hereby made to amend the text or the comprehensive plan map for the following described property:

Name of Applicant: Mayra Reyes & Felipe Reyes Phone: (541) 720-3684

Mailing Address: P.O. Box 430 Hermiston OR 97838

Name of Owner (If Different): _____ Phone: _____

Mailing Address: _____

Legal Description: Assessor's Map No: 4N2812C1 Tax Lot No: 308

Street Address: E Tamarack

Current Comprehensive Plan Designation: FR

Proposed Comprehensive Plan Designation: M

IMPORTANT!: The code of ordinances requires a positive recommendation from the Hermiston Planning Commission and approval from the Hermiston City Council, Umatilla County Planning Commission & Umatilla County Board of Commissioners before a change can be made in the comprehensive plan designation of any property. This approval must be determined after separate public hearings before these bodies. Oregon's Land Use Planning Laws require findings of fact with regard to requests for comprehensive plan amendments. The findings provide justification to either approve or deny the application. Read the questions that follow and answer them as completely as you can; use additional sheets if necessary. Your responses will help you make findings and evaluate the merits of your request. In as much as THE BURDEN OF PROOF IS ON THE PROPONENT, the chances of a successful application depend upon the adequacy of the arguments you present to justify approval of the application.

APPROVAL CRITERIA

- The burden in all land use proceedings is upon the applicant
- Findings of Facts specific to how the proposed amendments comply with Oregon's 19 Statewide Planning Goals and the City's Comprehensive Plan must be submitted with the application
- The requested change must be justified by proof of the following:

1. Explain how the requested change is in conformance with the comprehensive plan and also the goals and policies of the plan.

See narrative.

2. Describe the public need for the comprehensive plan amendment and whether that public need is best served by changing the zoning classification on the property under consideration.

The city would benefit for future growth and development of R3 zoning

3. Explain how the public need is best served by changing the classification of the site in question as compared with other available property.

More housing available for residents

4. Explain how the potential impact upon the area resulting from the change has been considered.

Area would be developed for new multi family homes

ADDITIONAL INFORMATION TO BE FURNISHED AND ATTACHED TO APPLICATION:

1. Evidence that applicant is owner or purchaser of the property or has written permission of such owner to make an application for the proposed use.
2. Two copies of a site plan (11" x 17") drawn to scale, showing the location of the property concerned, the location of all proposed building(s), highways, streets, and alleys.
3. A metes and bounds legal description of the entire property proposed for conversion. A metes and bounds description of each individual parcel is not sufficient.

The above statements are true to the best of my beliefs and knowledge. As applicant, I understand that the planning commission/city council requests the attendance of me, or my representative, at the meeting(s) where this request is scheduled for consideration and that the planning commission/city council retains the right to approve or deny this request and impose those conditions as may be necessary to lessen probable adverse impacts based upon the testimony provided at the hearing.

Signature of Applicant

Date

OUT OF POCKET EXPENSES FOR MAILING AND PUBLICATION COSTS WILL BE BILLED LATER

NOTE: The planning commission/city council shall conduct a public hearing on the proposed amendment at the earliest regular meeting, after the application is deemed complete, in accordance with the public hearing procedures under 157.226 of the Hermiston Code of Ordinances. Both text and map amendments shall also be submitted to the Department of Land Conservation and Development 35 days prior to the date of the first

evidentiary hearing except as provided for under ORS 197.610. For further information, please feel free to contact the planning department at the Hermiston City Hall, 180 N.E. 2nd Street, Hermiston, Oregon 97838, or telephone (541) 667-5025. The City's fax number is (541) 567-5530.

Office Use Only

Date Filed: 4-16-24 Received By: [Signature] Meeting Date: June 12, 2024
Fee: \$1,500.00 Date Paid: 4-16-24 Receipt No: # 7000282

Citizen Involvement:

- 1) Notice of proposed annexation and conversion with traffic study approved.
- 2) proposal for land use as R-3 is in the process
- 3) Notice of proposed land use action was provided in office directly to the City of Hermiston planning division.

Land Use planning:

- 4) The city is required to review its land use designated and supply adequate amounts of all zoning types as it is about 600ft from school ground.
- 5) The proposed amendments are citizen initiated to fulfill perceived market demand rather than city initiated. The city applies all applicable comprehensive plan policies and statewide planning goals to determine the appropriateness of the proposed amendments the land supply.
- 6) the subject property is approximately 2.01 acres of land is within the urban growth area and has the “urbanizable” plan designation and the R-3 general zoning. The owner has evaluated the market demands as well as analyzed appropriate and compatible uses in the neighborhood surrounding the subject property and process a development for multiple family homes to meet the needs of more citizens for more homes.
- 7) The proposed zoning includes 2.01 acres between E-Tamarack and S Townsend Rd this is to be zoned as an R-3

Policies Annexation and Conversion

- 8) This development will ensure efficient utilization of land resources and facilitate economic provision of urban facilities and services because it will add home to our residents. This land is considered to be within the urban growth of city limits therefore, it would be for everyone’s interest for it to be zoned as R-3, this proposal would not only add more home but it’s also adding more tax dollars to our city.
- 9) Residential development is needed in this area and is a good fit with existing adjacent property uses.
- 10) Future plans for the E Tamarack rd. extension will add a convenient transportation route to and from the subject property.

11) The property is within the urbanized portion of the UGB and has county R-3 (General Rural Designation). The property is contiguous with the city limits and annexation is consistent with policy 4.

12) The applicant is proposing annexation and incorporation to the city.

Agricultural lands:

13) The subject property has not been used for any farm land use, it has been an empty land for over 10 years, however it is located within the city's acknowledged urban growth boundary and is designated as organizable land for non-farm development. The land is not considered high value farmland and is not protected as farmland.

Forest land:

14) There are no forest lands identified within the Hermiston UGB. This is not applicable.

Water and land Resources

15) The city is required to comply with state and federal regulation regarding and water quality in all development permitting per 157.004 of the Hermiston code of ordinances.

Development is required to preserve natural resources quality as part of the development review and construction process.

Recreation needs

16) The Hermiston comprehensive plan map and parks master plan each identify area for future park location and future park upgrades. This property is not included on either inventory. This policy is not applicable.

Economic Development and General Industrial Development and Commercial development and General economic development

17) Requires and adequate supply of employment lands, both commercial and industrial. Although the subject property is zoned R-3 general rural, it doesn't apply for future industrial overlay zone. This application considers the impact of developing all the land at 100% to fit residential development needs

18) The proposed change includes zoning of 2.01 acres to R-3 for UGB.

Housing and policies (housing availability)

19) Changing the subject property from single family home to R-3 medium -density would help satisfy the city's projected housing needs. It is estimated that population will grow at

a rate of 1% between 2020 and 2040. To accommodate the growth in population, the city's projected need within the city's housing needs analysis will require a total of 10,081 housing units, resulting in a need for 2,030 new housing units by 2040.

20) The subject property is currently zoned as single-family home, which allows for one housing unit to be build. The proposed change includes 4 plex apartments about 6 complexes give our take depending on city limitation.

21) While recent residential development has been focused on the northeast quadrant of the city, there remains a demand and need for housing in the southeast quadrant of the city which is close to public services like elementary school and middle school.

23) Applicant has expressed plans to develop lots primarily for single-family detached homes that would range in rental pricing depending on the rooms available.

24) Water is currently adjacent to the property on 10th street while sewer is currently available near the intersection of Highland and E-Tamarack.

25) All stormwater will be retained within the boundaries of the future development. There is no child-wide storm water retention and disposal system.

26) Future development will utilize sanitary disposal for solid waste services as encouraged by the city

27) Future development will not provide recycling services as the city of Hermiston has already provided recycling collections points in two located of the city.

28) Summarize Hermiston police department's review of proposal

29) summarize fire department's review of proposal

30) applicant will extend power and telecommunications services to the property after adoption of annexation and zone changes

Transportation (Integrated Transportation system) Rail/Air Transportation)(Alternative Transportation)

31) Applicant has provided a transportation study and transportation impact analysis.

32) The following summary and recommendation have been extracted from the transportation study performed by **Pierce-Jon McKelvey, PE, PTOE**

33) All study intersections are anticipated to operate within agency mobility standards in the 2043 current and proposed zone designation scenarios.

34) All study intersections have adequate storage available on all approach movements to accommodate the vehicle queues.

Energy Conservation:

35) The goal requires land to be developed in a manner that maximizes energy conservation based upon sound economic principles through efficient use of density and mixing of uses. The proposed zoning of the subject property will promote mid-scale density residential development in close proximity to existing and future commercial neighborhoods thereby minimizing travel needs



April 15, 2024

Mayra Reyes
Quality Heating & Cooling LLC
1055 W Linda Avenue
Hermiston, Oregon 97838

Via email: qualityhc7@gmail.com

Regarding: Trip Generation Letter
Annexation and Conversion of Tax Lot 4N2812C000308
Hermiston, Oregon 97838
PBS Project 78342.000



RENEWES: DECEMBER 31, 2024

Dear Ms. Reyes:

This trip generation letter supports the proposed annexation and conversion of tax lot 4N2812C000308 (Project) in Umatilla County, Oregon.

PROJECT DESCRIPTION

The Project intends to annex the existing tax lot into the City of Hermiston (City) and convert the tax lot into a zoning designation of R-3 (Medium-High Density Residential Zone). The tax lot currently resides in Umatilla County but is inside the City's designated urban growth boundary and is not currently zoned by Umatilla County. The tax lot is currently undeveloped and approximately 2.01 acres in size.

TRIP GENERATION

The trip generation is based on the proposed zoning code and the maximum number of dwelling units that can produce the greatest number of trips. The number of trips generated for the Project is based on the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, 11th edition (September 2021), land use code 220 (Multifamily [Low-Rise]). The trip generation results are summarized in Table 1 and the calculation details are attached. The site trips are presented for the average weekday, the AM peak hour between 7:00 am and 9:00 am and the PM peak hour between 4:00 pm and 6:00 pm. The maximum number of units for this parcel was based on Chapter 157 of Hermiston Municipal Code 157.027(C)(2) and 157.027(F).

Table 1. ITE Trip Generation – Annexation and Conversion of Tax Lot 4N2812C000308

| Land Use (ITE Code) | Multifamily (Low-Rise) (220) | |
|---------------------------|------------------------------|--------------|
| Independent Variable | Dwelling Units | |
| Size | 24 | |
| Average Daily Trips (ADT) | 162 | |
| Peak Hour Trips | AM Peak Hour | PM Peak Hour |
| In | 2 | 8 |
| Out | 8 | 4 |
| Total Trips | 10 | 12 |

Mayra Reyes
 Trip Generation Letter for Annexation and Conversion of Tax Lot 4N2812C000308
 April 15, 2024
 Page 2 of 2

The Project is anticipated to generate 162 vehicle trips during a typical weekday, 10 during the AM peak hour, and 12 during the PM peak hour.

TRIP DISTRIBUTION

The trip distribution is not estimated for this project. Trip distribution analysis will take place during future residential development that occurs on this property.

PRE-DEVELOPMENT REQUIREMENTS

A condition of annexation and zone conversion for this lot will be for pre-development to abide by Chapter 154 of the Hermiston Municipal Code (HMC). This would include ensuring streets surrounding the Project are connector and continuous through the perimeter of the Project and that relevant utilities are extended and prepared for development relevant to the zone conversion desired (R-3).

Oregon Administrative Rules (OAR) 660-012-0060 stating that the amendment will not change the functional classification of the affected nearby roads. Streets surrounding, implied to be surrounding, or will be surrounding the property once built out per Chapter 154 of the HMC includes SE 10th Street, E Tamarack Avenue, SE 11th Street, and E Newport Avenue. SE 10th Street is classified as an urban major collector by the City, while the other roads are classified as local residential streets.

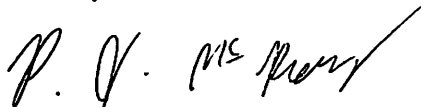
Per the City's *Public Works Standards, Technical Specifications, and Standard Drawings* (Jan. 2023) Section 5.T.2.b, streets classified as a collector will "generally have a traffic volume rate of 1,000 to 4,000 vehicles per day" while streets classified as local streets don't have a stated accepted traffic volume carrying capacity. It is assumed that local streets will generally have a carrying capacity of less than 1,000 vehicles per day.

Given the relatively low addition of 162 ADT from the possible development on the Project, it stands to reason that the possible development of the lot would not cause a change in functional classification of any of the surrounding roads, including SE 10th Street.

CLOSING

Please feel free to contact me at 360.213.0418 or pj.mckelvey@pbsusa.com with any questions or comments.

Sincerely,



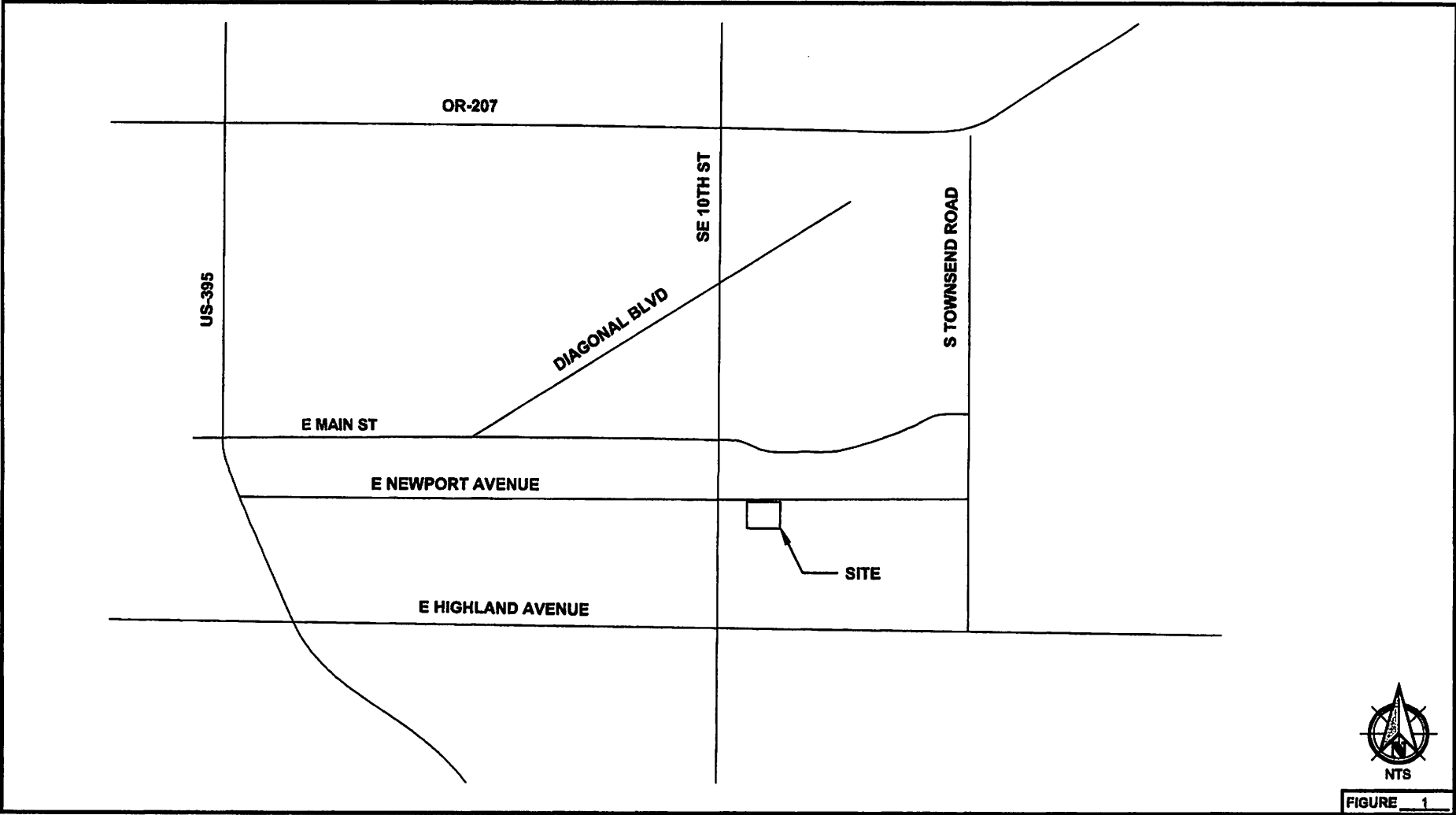
Pierce-Jon McKelvey, PE, PTOE
 Project Traffic Engineer

Attachments: Figure 1. Vicinity Map
 Trip Generation Calculations

ES:PJM:rg

Trip Generation Letter
Quality Heating & Cooling LLC

Tax Lot 4N2B12C000308
Hermiston, Oregon



Vicinity Map
10TH ST AND NEWPORT DEVELOPMENT

Query Filter

DATA SOURCE:
Trip Generation Manual, 11th Ed

SEARCH BY LAND USE CODE:
220

LAND USE GROUP:
(200-299) Residential

LAND USE:
220 - Multifamily Housing (Low-Rise)

LAND USE SUBCATEGORY:
Not Close to Rail Transit

SETTING/LOCATION:
General Urban/Suburban

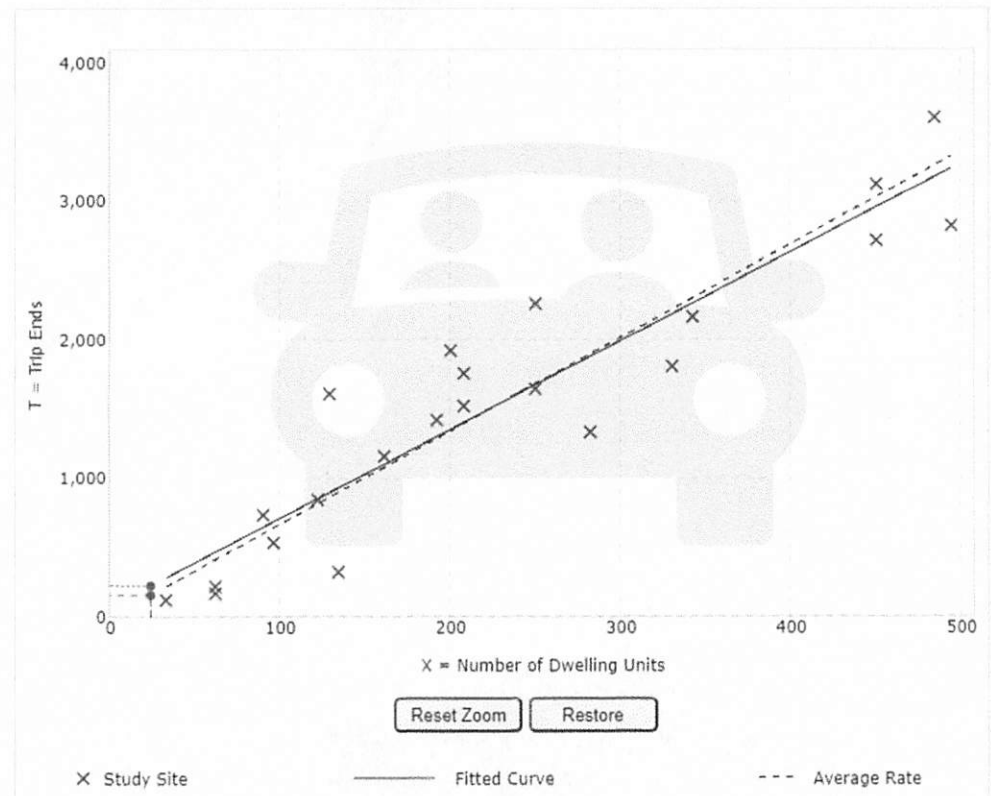
INDEPENDENT VARIABLE (IV):
Dwelling Units

TIME PERIOD:
Weekday

TRIP TYPE:
Vehicle

ENTER IV VALUE TO CALCULATE TRIPS:
24 Calculate

Data Plot and Equation



DATA STATISTICS

Land Use:
Multifamily Housing (Low-Rise) - Not Close to Rail Transit (220) [Click for Description and Data Plots](#)

Independent Variable:
Dwelling Units

Time Period:
Weekday

Setting/Location:
General Urban/Suburban

Trip Type:
Vehicle

Number of Studies:
22

Avg. Num. of Dwelling Units:
229

Average Rate:
6.74

Range of Rates:
2.46 - 12.50

Standard Deviation:
1.79

Fitted Curve Equation:
 $T = 6.41(X) + 75.31$

R^2 :
0.86

Directional Distribution:
50% entering, 50% exiting

Calculated Trip Ends:
Average Rate: 162 (Total), 81 (Entry), 81 (Exit)
Fitted Curve: 229 (Total), 115 (Entry), 114 (Exit)

Query

Filter

DATA SOURCE:

Trip Generation Manual, 11th Ed

SEARCH BY LAND USE CODE:

220

LAND USE GROUP:

(200-299) Residential

LAND USE:

220 - Multifamily Housing (Low-Rise)

LAND USE SUBCATEGORY:

Not Close to Rail Transit

SETTING/LOCATION:

General Urban/Suburban

INDEPENDENT VARIABLE (IV):

Dwelling Units

TIME PERIOD:

Weekday, Peak Hour of Adjacent Street Traffic

TRIP TYPE:

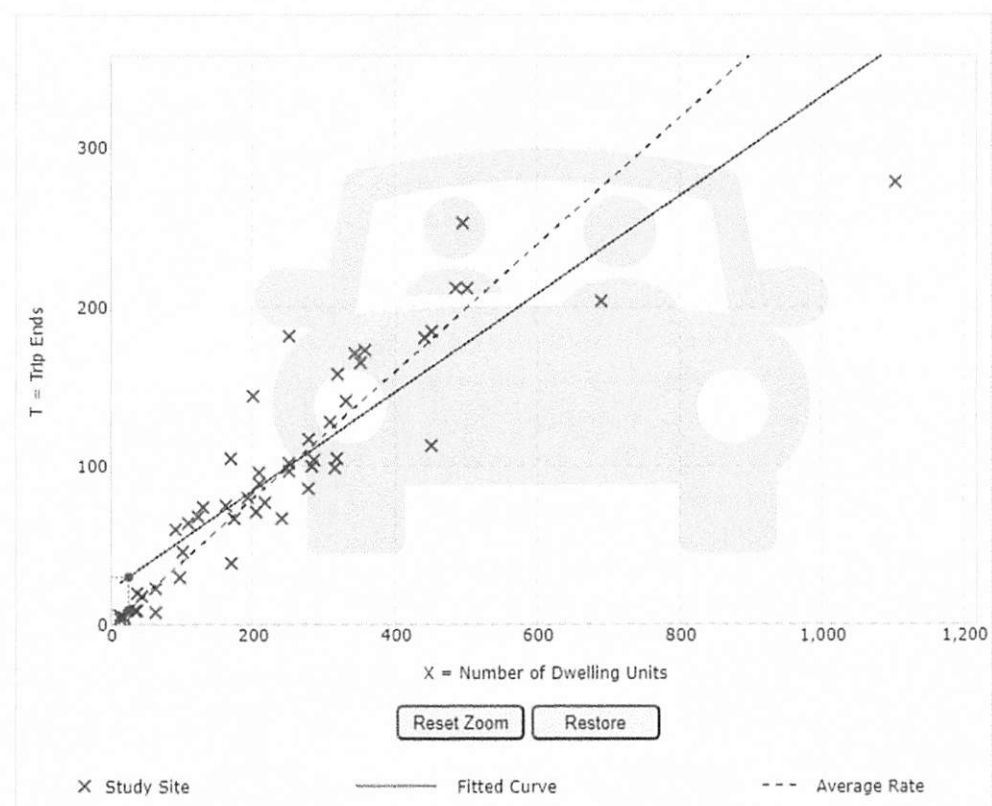
Vehicle

ENTER IV VALUE TO CALCULATE TRIPS:

24

Calculate

Data Plot and Equation



DATA STATISTICS

| | |
|------------------------------|---|
| Land Use: | Multifamily Housing (Low-Rise) - Not Close to Rail Transit (220) Click for Description and Data Plots |
| Independent Variable: | Dwelling Units |
| Time Period: | Weekday Peak Hour of Adjacent Street Traffic One Hour Between 7 and 9 a.m. |
| Setting/Location: | General Urban/Suburban |
| Trip Type: | Vehicle |
| Number of Studies: | 49 |
| Avg. Num. of Dwelling Units: | 249 |
| Average Rate: | 0.40 |
| Range of Rates: | 0.13 - 0.73 |
| Standard Deviation: | 0.12 |
| Fitted Curve Equation: | $T = 0.31(X) + 22.85$ |
| R ² : | 0.79 |
| Directional Distribution: | 24% entering, 76% exiting |
| Calculated Trip Ends: | Average Rate: 10 (Total), 2 (Entry), 8 (Exit) Fitted Curve: 30 (Total), 7 (Entry), 23 (Exit) |

Query

Filter

DATA SOURCE:

Trip Generation Manual, 11th Ed

SEARCH BY LAND USE CODE:

220



LAND USE GROUP:

(200-299) Residential

LAND USE:

220 - Multifamily Housing (Low-Rise)

LAND USE SUBCATEGORY:

Not Close to Rail Transit

SETTING/LOCATION:

General Urban/Suburban

INDEPENDENT VARIABLE (IV):

Dwelling Units

TIME PERIOD:

Weekday, Peak Hour of Adjacent Street Traffic

TRIP TYPE:

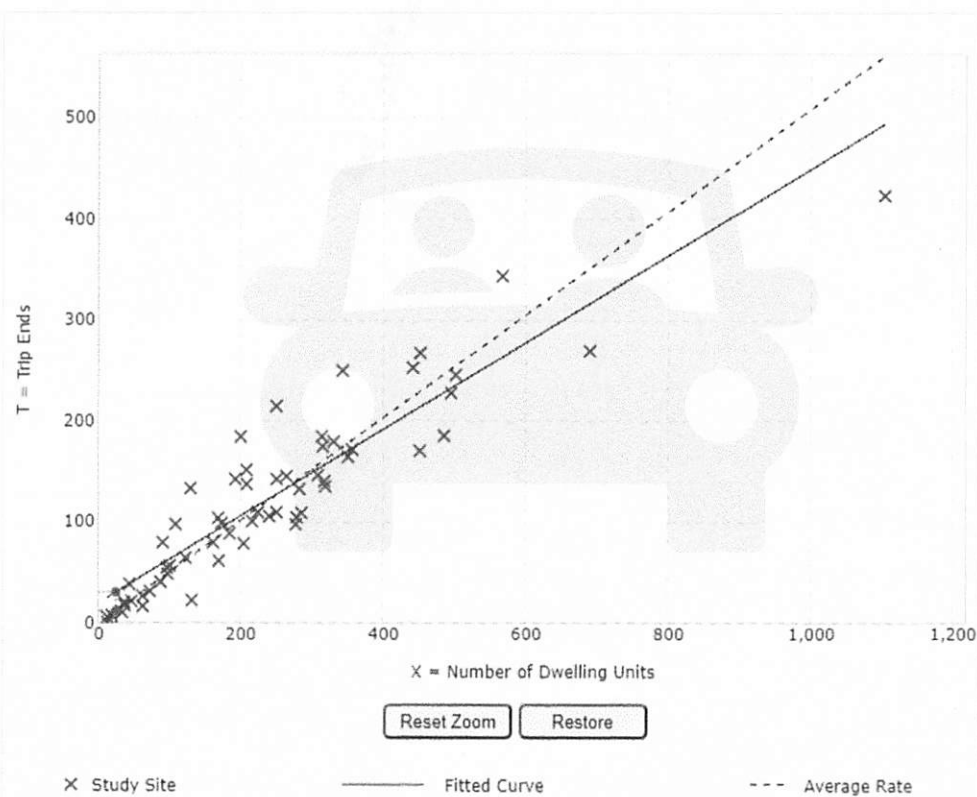
Vehicle

ENTER IV VALUE TO CALCULATE TRIPS:

24

Calculate

Data Plot and Equation



DATA STATISTICS

Land Use:

Multifamily Housing (Low-Rise) - Not Close to Rail Transit (220) [Click for Description and Data Plots](#)

Independent Variable:

Dwelling Units

Time Period:

Weekday

Peak Hour of Adjacent Street Traffic
One Hour Between 4 and 6 p.m.

Setting/Location:

General Urban/Suburban

Trip Type:

Vehicle

Number of Studies:

59

Avg. Num. of Dwelling Units:

241

Average Rate:

0.51

Range of Rates:

0.08 - 1.04

Standard Deviation:

0.15

Fitted Curve Equation:

 $T = 0.43(X) + 20.55$ R^2 :

0.84

Directional Distribution:

63% entering, 37% exiting

Calculated Trip Ends:




Average Rate: 12 (Total), 8 (Entry), 4 (Exit)

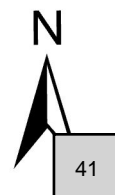
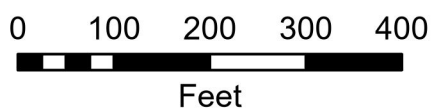
Fitted Curve: 31 (Total), 19 (Entry), 12 (Exit)



1096 Oregon Statewide Imagery Program (OSIP) - Oregon Imagery Framework Implementation Team

Legend

-  Property Line
 Urban Growth Boundary
 City Limits





366 East Hurlburt Avenue
Hermiston, OR 97838-2445
Office: 541-567-3024
Fax: 541-564-1069
Mobile: 541-571-7698
E-mail: Manager@hermistonid.org

June 27, 2024

City of Hermiston
Clint Spencer, City Planner
180 NE 2nd St
Hermiston OR 97838

**Re: Mayra & Felipe Reyes
Rezoning and Annexation of Property - 4N2812C 308**

Mr. Spencer,

I have reviewed the information regarding the request for rezoning and annexation submitted by Mr. & Mrs. Reyes for the map and tax lots listed above. My research has shown that this property is within the District boundary, however, there are no water rights on this property.

There are no federal rights-of-way or easements on this property.

HID has no objection to the rezoning or annexation. Thank you for the opportunity to review and comment on this application.

Respectfully,

Karra

Karra Van Fossen
Water Right Specialist

Attn: Clinton Spencer

RE: Property Tax # 4N2812C tax lot 308

To City of Hermiston:

We are against the property being annexed into the city limits. As this will quadruple the traffic in our area on Tamarack, 11th street and Juniper Ave.

If you are able to build multi family dwelling, that would create more people coming and going which could possibly increase the crime in this area.

This annexed will possibly change the future of our zoning, which now we are FU-10 which allows us to have chickens and beef on our property.

If something goes wrong with our well or septic we would have to hookup to city limits which would be more cost to us to get the utilities to our property.

Sincerely

Derek & Lora Osmin
Lot 309



PLANNING COMMISSION

Regular Meeting Minutes

July 10, 2024

Testimony

Roger Robinson 1040 E Juniper Ave- Mr. Robinson lives south of the subject property and states that for nine months out of the year, twice a day, SE 10th St has a terrible traffic problem due to Highland Hills Elementary School. He does not feel a multifamily development is needed at the location to use the same street as the elementary school and the middle school. The middle school creates a traffic issue at two different times each day nine months out of the year. Mr. Robinson is of the opinion the intelligent thing to do is split the lot in half and place two single family homes on the property, not multifamily dwellings, and apartments. He also has concerns about the need to annex neighboring properties for sewer connections in the future. He doesn't believe all the problems should be caused by one person trying to get rich with multifamily on a vacant lot.

Chairman Fialka responded that the applicant submitted a traffic study based on highest use and the existing infrastructure can handle the additional traffic. When asked, Mr. Robinson responded that the traffic is slightly better since the improvements at the school were completed. The Gettman Road extension includes a future phase to significantly widen 10th St, which will greatly improve the traffic situation.

Hayley Thomas 1035 E Tamarack Ave- Ms. Thomas stated her mother purchased the property next to the subject property with a vision to enjoy a country setting with her horses in retirement. Ms. Thomas and her family live on the property with her mother and share the same vision. She states allowing further development and multifamily homes will increase traffic and negatively impact the quality of life for their family, their horses, and other community residents.

Planning Director Spencer clarified the rules regarding the septic systems within 300' of city sewer service and annexation. Annexation is required to connect to city services and a requirement for annexation is to be adjacent to city limits. Some properties would become adjacent with this annexation, some properties already are, and some will not.

Derek Osmin 1079 E Juniper Ave- Mr. Osmin noted that the houses to the north of the property will begin using the improved NE 11th St which will greatly increase traffic around his property.

Shannon Hartley 1035 E Juniper Ave- Mr. Hartley clarified that his property is already adjacent to city limits and sewer in NE 10th St. He stated he works in real estate and having multifamily next to the school will not be good for the property values of any of the neighboring homes. Mr. Hartley has lived on the property with his children who are able to play in the street all the time and they would not be able to if Tamarack was developed.

Laura Osmin 1079 E Juniper Ave- Ms. Osmin inquired who was monetarily responsible for the improvements to Tamarack.

Planning Director Spencer responded the developer is responsible for the cost. There was further talk regarding the scope of required street improvements. The scale of improvements cannot be determined without a development plan.

Alan Child 1319 NE Madrona Dr- Mr. Child owns Tax Lot 806 adjacent to the property. He asked the applicant's intent for annexing the property and if there was a proposed plat.



PLANNING COMMISSION

Regular Meeting Minutes

July 10, 2024

Planning Director Spencer replied the application indicated there was a potential buyer interested in building fourplexes on the lot. The City has not received a development plan for the property.

Shannon Hartley- Mr. Hartley shared an earlier conversation with the presumed property owner's family member that the lot was purchased with the intent to place a shop on it and later realized it would not be permissible. It seems they are now trying to go the multifamily route.

Commissioners discussed leaving the record open and continuing the hearing to allow the applicant a rebuttal opportunity or closing the hearing and making a recommendation at the current meeting. Chairman Fialka closed the hearing at 7:59PM.

Commissioner Doherty moved, and Commissioner Hamm seconded to make the project file a part of the record. Motion passed. The commissioners determined there were questions surrounding the appropriateness of the proposed zoning in the Findings of Fact and therefore did not adopt Findings of Fact. Commissioner Caplinger moved, and Commissioner Hamm seconded to recommend denial of the comprehensive plan map amendment application to the city council due to deficiencies in the Findings of Fact and questions regarding the appropriateness of the zoning. Motion passed. Commissioner Caplinger moved, and Commissioner Hamm seconded to recommend denial of the annexation of the property to the city council due to the same reasons stated in the previous motion. Motion passed.

Planning Director Spencer announced that the City Council hearing on the matter is scheduled for July 22 at 7pm at City Hall.

New Business -Minor Partition Zamudio 4N2802BC Tax Lot 1500 – 309 E Theater Lane

Planning Director Spencer presented the staff report (PowerPoint attached). This partition creates three lots, approximately .50 acres each. The property has a comprehensive plan map amendment of Medium Density Residential and is not currently in the city limits. Annexation is required to develop the lots.

Findings of Fact **Design Standards**

§154.15 Relation to Adjoining Street System.

The property is bordered by E Theater Lane. The three proposed parcels all have E Theater Lane frontage.

§154.16 Street and Alley Width.

No new streets or alleys are proposed as part of the partition. The property is currently serviced by E Theater Lane which is a city street with varying widths. Per the partition plat, E Theater Lane has a width of 30 feet along property frontage.

The three proposed lots border E Theater Lane. Parcel 1 has 98.93 feet of frontage. Parcels 2 and 3 will utilize a shared flag frontage with the width of each parcel's flag being 12.5 feet.

§154.17 Easements.

A shared access, utility, and emergency turn around easement shall be required and is shown for the two proposed flag lots. The easement will provide access from E Theater Lane to be shared between the two lots.



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
 For the Meeting of July 22, 2024

Title/Subject

Discussion of two conceptual ordinances related to parades and right of way closures.

Summary and Background

This topic has been on our list to work on since we did the major revisions to our ordinances. It was something that we knew needed more discussion and major work, so we saved it for later. It came up again as we had a recent parade request. We have been doing research on various other city ordinances and coming up with ideas from the staff perspective. We wanted to have a discussion with the council before coming back with a first draft ordinance.

Below are key points from each of the conceptual ordinances:

71.01 Permits Required for Parades

- Provides two designated parade routes (exempts Umatilla County Fair Parade and HHS Senior Walk) with a fee to be set by the city council
 - Community Center - North on 3rd Street to Main Street; West on Main Street to 2nd Street; South on 2nd Street to Community Center.
 - Community Center – North on 2nd Street to City Hall
- Allows for choosing a non-designated parade route but instead of a set fee, applicants will be charged 75% of the full costs.
- 30 or 45 day advance application for a permit.
- Police Chief reviews with input from other departments.
- Requires insurance.
- Potential waiver for very small parades with little impact.
- Describes cost recovery
- Establishes an appeal process

71.03 Temporary Street Closures

- Establishes permit process
- Requires 30 days notice
- Can establish conditions
- Requires applicants to provide barricades
- Requires insurance

Tie-In to Council Goals

Section 11, Item A.

N/A

Fiscal Information

Both conceptual ordinances if adopted as drafted would result in a slight increase in miscellaneous fee revenue once fees are adopted.

Submitted By:

Byron D. Smith

71.01 PERMITS REQUIRED FOR PARADES

The purpose of this chapter is to establish a process for permitting use of city streets and right-of-way; to provide a coordinated process for managing parades to ensure the health and safety of parade participants, City residents, workers, and other visitors; to protect the rights of parade permit holders; to protect the rights of residents and business owners to access their homes and businesses, while establishing reasonable time, place, and manner regulations of these activities; and to create mechanisms for cost recovery and use charges, to the extent authorized by law, while not unduly impacting the viability of parade events.

(A) A “parade” means any march or procession consisting of people, animals, vehicles or combinations thereof, except funeral processions, upon any public street, sidewalk or alley, which affects the ordinary use of said public right(s)-of-way.

(B) “Person” means, as the context requires, natural person, corporation, limited liability company, partnership, co-operative, or any other entity in law or fact.

(C) “Public right-of-way or right-of-way” means the surface of, and the space above and below any street, road, alley, bridge, highway, sidewalk or pathway, that is used or intended to be used by the general public for movement or passage.

(D) Parade Routes. With the exception of the Umatilla County Fair Parade and the Hermiston High School Senior Walk, applicants for a parade have the following options:

- (1) “Designated Parade Routes” Each of these routes has been approved by City personnel and the fee is set in the city fee schedule:
 - a. Community Center (415 S Highway 395) northward along SE 3rd St to the intersection of 3rd St and E Main St, thence westerly along E Main St to the intersection of Main St and 2nd St. thence southerly along 2nd St to the Community Center.
 - b. Community Center (415 S Highway 395) northerly along 2nd St to the Hermiston City Hall (180 NE 2nd St.)
- (2) “Non-Designated Parade Routes,” an applicant may apply for a non-designated parade route subject to payment of all department cost recovery fees as outlined in subsection (I) and with an understanding that a parade may be delayed until such time that there is sufficient personnel to safely staff the event.

(E) Permit Requirement. Unless waived by the Police Chief as provided in subsection (H) of this section, no person shall organize or participate in a parade without first obtaining a parade permit. The parade permit application shall be submitted at least 30 days in advance if using a designated parade route and at least 45 days in advance if requesting a non-designated parade route and includes:

- (1) The name and address of the person and organization, if any, responsible for the proposed parade.
- (2) The date of the proposed parade.
- (3) The desired route including assembling points.
- (4) The number of persons, vehicles and animals anticipated to be participating in the parade.
- (5) The proposed starting and ending time.
- (6) A release, hold harmless and indemnification agreement in favor of the city, its officers, employees and agents.
- (7) The signature of the person designated as responsible for the parade.
- (8) Payment of a permit application fee and other additional fees, as may be adopted pursuant to this chapter.

(F) Permit Fees. A parade application fee and any other additional fees imposed for the use of public right-of-way or public property pursuant to this chapter shall be established by resolution of the Council.

(G) Within five business days of receipt of a complete application, the Police Chief shall grant the permit, grant a modified permit or deny the permit.

- (1) The Police Chief shall deny the permit only if the Police Chief determines that the parade presents a substantial risk of endangering public safety, creating a significant and unreasonable inconvenience to the public, or there are insufficient public safety resources to facilitate the parade considering such factors as the size, date, duration and proposed route.

(2) The Police Chief shall make reasonable efforts to propose reasonable modifications to the date, route, duration or other aspects to allow the parade permit to be issued.

(3) Liability insurance will be required unless the Police Chief determines that based on the factors listed in this subsection there are adequate reasons not to require it.

- a. Except as otherwise prohibited by law or unless a waiver is obtained as provided by this chapter, the permit holder shall procure and maintain in full force and effect during the term of the parade permit, a policy of insurance from a reliable insurance company authorized to do business in the State. Such insurance shall provide coverage of which the combined single limit per occurrence shall be not less than that required under the Oregon Tort Claims Act, ORS 30.270 et seq., or \$2,000,000, whichever is greater. Such insurance shall be without prejudice to coverage otherwise existing therein and shall name the City, its officers, agents and employees as additional insureds. Such insurance shall further provide that the policy shall not terminate or be canceled prior to the completion of the community event without 30 days' written notice to the City Manager. Proof of insurance shall be submitted to the City prior to issuance of the parade permit, and maintenance of this insurance shall be a continuing condition of the parade permit.

(H) The Police Chief may grant a written waiver of the 30-day notice and the permit requirement for parades of short duration and anticipated to consist of fewer than 25 persons and fewer than 10 vehicles if the Police Chief determines that there likely will be minimal risk of endangerment or disruption.

(I) Departmental Cost Recovery.

(1) In addition to payment of any required application or other fees, a permit holder shall reimburse the City for seventy-five percent (75%) of the following costs, when such costs are directly attributable to an activity or event requiring the City to exceed its usual staffing levels:

- a. Costs of city personnel, including any overtime pay, required to close public rights-of-way before the community event or activity commences

and costs of city personnel, including any overtime pay, required to reopen public rights-of-way after the community event or activity ends, including, but not limited to, the erection of barricades or other obstacles necessary to direct or manage pedestrian or vehicular traffic.

- b. Costs of city personnel, including any overtime pay, required to direct or manage vehicular or pedestrian traffic.
- c. Costs of city personnel, including any overtime pay, required to clean up litter and other debris left on the public rights-of-way or other public property following the parade.

(2) The City shall provide the permit holder, in advance of the parade, an itemized invoice based on the applied for route of the parade, the duration of the parade, and estimated number of persons participating in or attending the parade.

(3) It shall be a condition of granting a parade permit that the permit holder agrees to reimburse the City for all costs described in this section.

(4) The City Manager shall have the discretion to waive departmental cost recovery under this section upon a satisfactory showing by the permit holder that the payment of such costs is likely to create an undue hardship upon the permit holder. The City Manager shall provide application forms for such purpose.

(5) In addition to any departmental cost recovery required to be paid under this section, if any public right-of-way or public property is damaged or destroyed by reason of the parade, the permit holder shall reimburse the City for the actual repair or replacement cost of the damaged or destroyed public right-of-way or public property.

(J) No person shall block, obstruct, hinder, impede the passage of, or throw objects on or toward the parade or its participants; except that a person may operate a vehicle that is not part of a parade between the vehicles or persons comprising a parade if directed to do so by a police officer.

(K) No person shall deviate from the timing, route, duration or other terms of the parade as approved by the Police Chief unless directed to do so by a police officer.

(L) The Police Chief shall not consider the purpose or intended message of the parade in evaluating a parade, except that if the Police Chief determines that the parade poses a serious and imminent threat to public safety due to the anticipated response of third parties, and that public safety resources are inadequate to address that risk, the Police Chief may temporarily deny the permit for a reasonable time until adequate resources are available or issue a permit with modifications designed to reduce the risk.

(M) Any person seeking to conduct a parade may appeal a decision by the Police Chief to the City Manager. The City Manager promptly shall conduct an informal review, including any additional information provided by the appellant, and promptly issue a decision affirming, reversing or modifying the decision. If denied, the appellant may appeal the decision to the City Council by filing a written request of appeal to the City Recorder within five days after the denial.

(N) The provisions of this section shall not apply to parades officially authorized by the United States Armed Forces or the military forces of the state of Oregon or to an activity or event consisting of vehicles traveling in unison on any public right-of-way if such activity's or event's use of public right-of-way is specifically regulated as such under the Hermiston Municipal Code or the Oregon Vehicle Code, ORS 801 to 826.

(O) Failure to obtain a permit; failure to comply with permit term.

(1) It shall be unlawful for any person to engage in an activity or event for which a permit is required under this chapter without first obtaining a permit.

(2) It shall be unlawful for any person to violate the terms of a parade permit.

(3) It shall be unlawful for any person to provide a false, misleading or fraudulent statement of fact on the application, during the application process, or in connection with a parade permit.

(P) Violation of any provision of this section, shall be a Class B violation.

(Ord. [1759](#), passed 3-23-92; Am. Ord. [2329](#), passed 11-8-21)

Route 2 Vehicles



Municipal

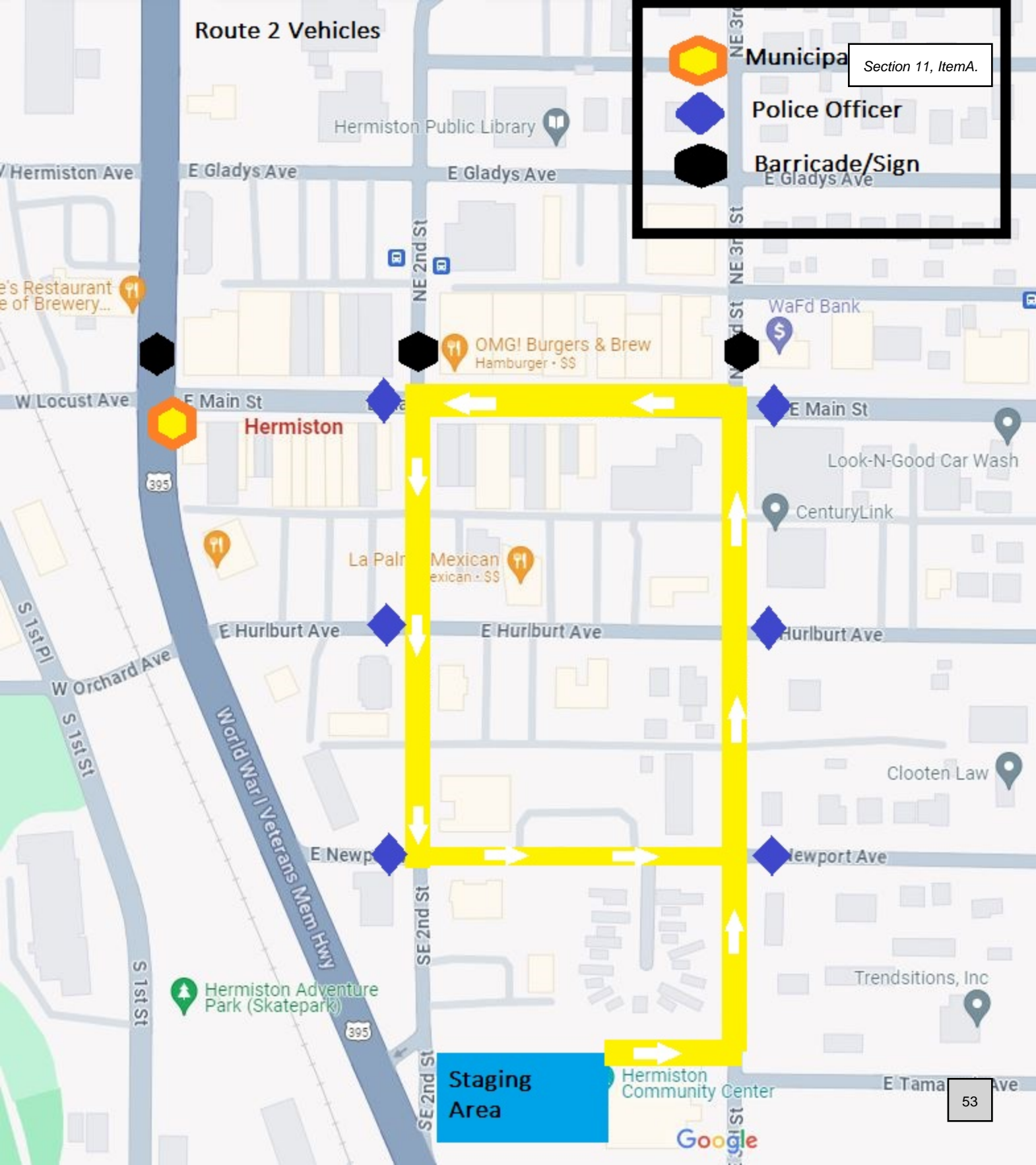
Section 11, Item A.



Police Officer



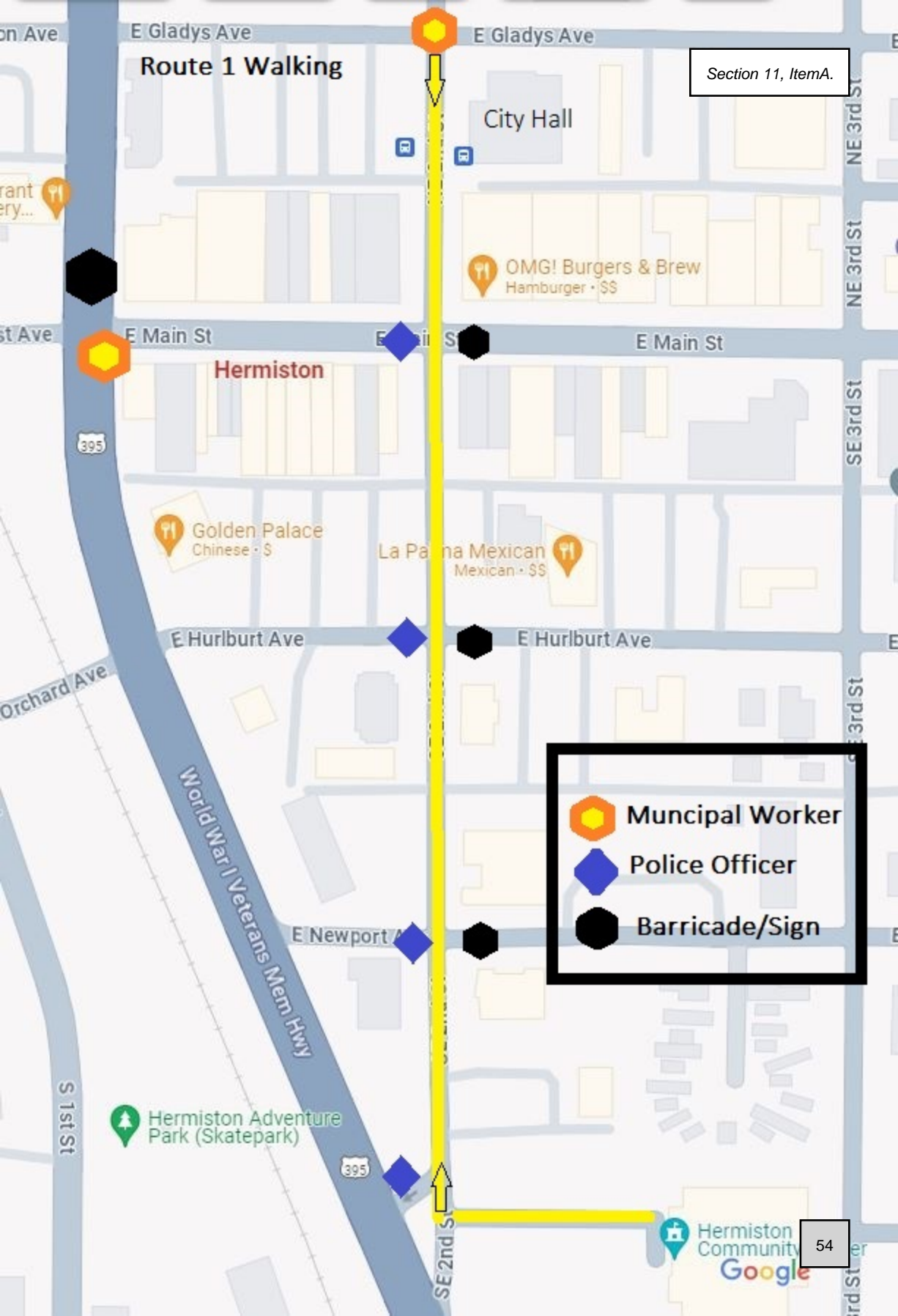
Barricade/Sign



Staging
Area

Hermiston
Community Center

Google



Route 1 Walking

Section 11, Item A.

City Hall

OMG! Burgers & Brew
Hamburger • \$\$

Hermiston

Golden Palace
Chinese • \$

La Paloma Mexican
Mexican • \$\$

E Hurlburt Ave




E Hurlburt Ave

World War I Veterans Mem Hwy

E Newport Ave

Hermiston Adventure
Park (Skatepark)

Hermiston
Community
Google

-  Municipal Worker
-  Police Officer
-  Barricade/Sign

Chapter 71.03

TEMPORARY STREET CLOSURES

(A) Purpose. Pursuant to the authority of Vehicle Code Section, the provisions of this chapter shall apply to and control the closing of any street or highway within the City for the purpose of holding a celebration, block party, street dance, local special event, or other purposes when in the opinion of local authorities such closing is necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing.

(B) Permit for temporary street closure. No person shall close any portion of a public street or highway to vehicular or pedestrian traffic for the purpose of conducting a celebration, block party, street dance, local special event, or for other purposes, without first obtaining a permit from the City Manager, or designee, as provided in this chapter. This section shall not apply to those governmental agencies which are otherwise authorized to close streets. No person shall violate any of the terms of a permit for temporary street closure, nor in any manner interfere with the progress or orderly conduct of a temporary street closure.

(C) Application for permit. An application for a permit for temporary street closure shall be made upon a form provided by the City Manager, or designee, and shall contain the following information:

- (1) The name, residence and business address, and phone number of each person and organization sponsoring a temporary street closure. If an organization, the application shall contain the names, residence and business addresses, and phone numbers of the president or chairman thereof, and all other persons:
 - a) Having an interest or position of management or control in such organization, or
 - b) Who are or will be engaged in organizing, promoting, controlling, managing or soliciting participation in such temporary street closure;
- (2) The date(s) of such temporary street closure;
- (3) The block(s) or intersection(s) at which such closure is requested;
- (4) The estimated number of persons who will participate;
- (5) The purpose of the temporary street closure;
- (6) Whether parking is requested to be restricted or prohibited during such closure;
- (7) Whether any sound amplification equipment is proposed to be used, and if so, information describing such sound amplification equipment;
- (8) Whether or not charity, gratuity, or offerings will be solicited or accepted, or sales of food, beverages or other merchandise will occur;

- a) Whether such temporary street closure will occupy all or only a portion of the street or intersection involved; and
- (9) Such other information as the City Manager, or designee, deems reasonably necessary in order to carry out duties under this chapter.

(D) Time of filing. The application shall be filed not less than thirty (30) days prior to the scheduled date of such temporary closing. The City Manager, or designee, shall act on an application within seven (7) business days of its receipt.

(E) Standards of issuance. The issuance of a permit by the City Manager, or designee, shall be a determination by the manager that the temporary street closing is necessary for the safety and protection of persons who are to use that portion of the street during such temporary closing. A permit may be denied or revoked by the City Manager, or designee, when, from a consideration of the application or from such other information as may otherwise be obtained, the manager finds that one (1) or more of the following circumstances exist:

- (1) The applicant has knowingly and with intent to deceive made any false, misleading or fraudulent statements of a material fact in the application for a permit or in any other document required pursuant to this chapter;
- (2) The application has failed to meet the standards in this chapter, has failed to pay in advance any fee required, or refuses to agree to such conditions as are imposed in the permit;
- (3) The time, duration, size and location of the temporary street closure will substantially disrupt the orderly and safe movement of other traffic;
- (4) The temporary street closure is of a size or nature that will require the diversion of so great a number of police officers of the City to properly police the closed or contiguous areas that it will adversely affect normal police protection to the remainder of the City;
- (5) The concentration of persons will unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such street closure;
- (6) The temporary street closure may unduly interfere with the movement of emergency police and fire equipment;
- (7) The temporary street closure will unduly interfere with the orderly operation of parks, hospitals, churches, schools or other public and quasi-public institutions in the City;
- (8) The temporary street closure will conflict with or interfere with another temporary street closure for which a permit has been granted.

(F) Permit subject to conditions. The City Manager, or designee, may issue the permit subject to such conditions as the City Manager deems appropriate under the circumstances.

(G) Notice of issuance or denial. Written notice of the issuance or denial of a permit shall be provided by the City Manager, or designee, to the applicant within seven (7) business days of receipt of an application state the reasons for denial.

(H) Appeal procedure. Upon the denial or revocation of a permit by the City Manager, or designee, the applicant may appeal to the City Council by filing the application within seventy-two (72) hours or two (2) City working days, whichever is longer, with the City Recorder, who shall set the appeal for hearing at the next regular council meeting. After holding a hearing, the City Council may reverse, affirm or modify in any respect the determination of the City Manager, or designee.

(I) Waiver of time limitations. The City Manager, or designee, may waive the time limitation for filing an application for a permit and the City Council may waive the time limitation for filing an appeal if it is found that unusual circumstances or good cause exists and no unreasonable burden upon the City or its citizens will be created thereby.

(J) Officials to be notified. Immediately upon granting or revoking a permit, the City Manager, or designee, shall send a copy of such permit (including any conditions or restrictions) or revocation to the Chief of Police, the Fire Chief, and the Traffic Engineer.

(K) Barricades - litter collection. Permit recipients shall provide and remove such barricades and warning devices as are deemed necessary by and are acceptable to the City Manager, or designee. Such persons shall also provide for the collection and removal of all trash, garbage, and litter caused by or arising out of such temporary street closure.

(L) Hold harmless. Applicants shall agree to assume the defense of and indemnify and save harmless the City, its council members, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such temporary street closure and the activities permitted in connection therewith. The City Manager, or designee, shall require, as a condition to issuance of a permit, that the applicant obtain insurance to serve this end, in such an amount and with such terms (including no insurance) as the City Manager, or designee, determines to be appropriate under the circumstances.

(M) Costs. The applicant(s) shall pay the temporary closure permit fee as set by resolution.

(N) Temporary closure by City. Notwithstanding the provisions of this chapter, the City Manager, or designee, may, on their own initiative, restrict the use of, temporarily close, or

authorize the closure of any street or highway within the limits of the City, when they consider such restriction or temporary closing of such street or highway to be necessary for the protection of the persons or property, during events or activities such as construction, storms, parades, celebrations or other special events.

(O) Other City permits. The issuance of a temporary street closure permit does not relieve the applicant of the responsibility to obtain any other necessary City permits, licenses or approvals, including but not limited to, business licenses, encroachment permits or special event permits.



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
For the Meeting of July 22, 2024

Title/Subject

Resolution No. 2333 – Authorizing an Information Technology Services Agreement with the City of Heppner

Summary and Background

The City of Hermiston has been in the business of providing IT services to various local governments since July 1, 2022. Things have been going well and customers seem to be pleased.

The City of Heppner was using an outside vendor for IT services that had stopped providing services. They were referred to us by Morrow County staff.

They currently have such a limited network with a low number of requested hours that we can meet their needs with the current staffing levels. We are also in Heppner on almost a daily business in support of Morrow County. At this point the eighth position authorized in the 2024-25 budget will not need to be added.

Tie-In to Council Goals

N/A

Fiscal Information

| | August 1, 2024 |
|-------------|----------------|
| Monthly | \$960 |
| Annually | \$11,520 |
| Hours/Month | 8 |

This agreement begins at our current base rate of \$120 per hour and also includes a 3% annual escalator clause to help us keep up with inflation.

Alternatives and Recommendation

Alternatives

1. Adopt Resolution 2333
2. Amend Resolution 2333
3. Table Resolution 2333 and request more information.

Recommended Action/Motion

Motion to adopt Resolution 2333 as proposed.

Submitted By:

Byron D. Smith

RESOLUTION NO. 2333

A RESOLUTION AUTHORIZING THE CITY OF HERMISTON TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF HEPPNER FOR THE CITY OF HERMISTON TO PROVIDE INFORMATION TECHNOLOGY SERVICES TO THE CITY OF HEPPNER AND TO AUTHORIZE THE CITY MANAGER TO SIGN ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY

WHEREAS, the City of Hermiston (City) has established a full-service internal Information Technology (IT) department; and

WHEREAS, the City has the means to provide ongoing IT services to additional agencies outside of the City; and

WHEREAS, the City and The City of Heppner have reached an agreement to provide ongoing IT services to the City of Heppner; and

WHEREAS, the City of Heppner has signed the Intergovernmental Agreement; and

WHEREAS, City staff believe it is in the best interest of the City to approve and execute the Intergovernmental Agreement.

NOW, THEREFORE, THE CITY OF HERMISTON RESOLVES AS FOLLOWS:

1. That the Intergovernmental Agreement attached to this resolution between the City of Hermiston and the City of Heppner to provide ongoing IT services is hereby approved.
2. That the City Manager is authorized to sign the Intergovernmental Agreement.
3. That this resolution is effective immediately upon its passage.

PASSED by the Common Council this 22nd day of July 2024.

SIGNED by the Mayor this 22nd day of July 2024.

Dr. David Drotzmann, MAYOR

ATTEST:

Lilly Alarcon-Strong, CMC, CITY RECORDER

INTERGOVERNMENTAL AGREEMENT
between
The City of Hermiston
and
The City of Heppner
For Ongoing Information Technology Services

This Intergovernmental Agreement for Ongoing Information Technology Services (Agreement) is made by and between the City of Hermiston, hereinafter "COH" and the City of Heppner hereinafter ("Heppner") and collectively the ("Parties") pursuant to ORS Chapter 190.

The Parties mutually agree as follows:

Term of Agreement.

1. This Agreement shall be for a term commencing on August 1, 2024, and expiring on June 30, 2027, with two optional three-year renewal options, unless terminated earlier as set forth herein.
2. Renewal of the Agreement shall be in writing and subject to the mutual agreement of the Parties.
3. At the conclusion of the original term or any subsequent renewal term, if the parties are not able to reach a mutual agreement on the terms and conditions for a renewal option, in their sole discretion, either party may terminate the Agreement upon ninety (90) days' written notice to the other without cause.

Scope of Work. COH shall perform the work described in Attachment A, Statement of Work, which is attached to this Agreement and incorporated into this Agreement by this reference.

Consideration.

1. HEPPNER agrees to pay COH for approximately eight (8) hours of IT service per month at \$120 per hour beginning August 1, 2024. The fees referred to in this section of this Agreement shall increase annually by an amount equal to three percent (3%) per year on July 1 of each year in which this Agreement is in effect.
2. HEPPNER will pay for devices and any other materials required to perform the services under this Agreement, and if COH purchases those materials for HEPPNER, HEPPNER agrees to reimburse COH for those costs. COH agrees to notify HEPPNER prior to purchasing anything over \$500 and to provide adequate documentation and invoice HEPPNER for the cost.

3. In the event that there is a future change in the need for basic services by HEPPNER, then the parties may mutually agree, in writing, to increase or reduce basic services with a commensurate increase or reduction in basic services compensation.

Payment for Work. No payments shall be made until this Agreement is fully executed by both Parties. Invoices shall be issued on a monthly basis beginning September 1, 2024. Unless otherwise specified in Attachment A, COH will submit invoices monthly for services rendered and HEPPNER shall remit payment within 30 calendar days of receipt of invoice.

STANDARD TERMS AND CONDITIONS

1. **Legal Relationship.** The Parties intend the legal relationship between the parties to be at all times and for all purposes under this Agreement that of independent contracting agencies.
2. **Subcontracts and Assignment.** Neither party shall subcontract or assign any part of the Agreement without the prior written approval of the other party. Any attempted assignment of this Agreement without the prior written approval of the other party shall be void. If consent to a subcontract is properly given, then in addition to any other provisions of this Agreement, the subcontracting party shall hold it subcontractor to all the terms and conditions of this Agreement that would otherwise bind the party to whom consent was given. The Parties agree that any such subcontracts shall have no binding effect on the consenting party to this Agreement.
3. **Termination.** This Agreement may be terminated as follows unless otherwise specified herein:
 - a. Mutual: The Parties may terminate this Agreement at any time by written Agreement. HEPPNER shall pay COH for all materials purchased and work performed prior to the termination date.
 - b. Party's Sole Discretion: Either party, in its sole discretion, may terminate this Agreement for any reason on thirty (30) calendar days' written notice to the other party. HEPPNER shall pay COH for all materials purchased and work performed prior to the termination date.
 - c. Breach: Either party may terminate this Agreement in the event of a breach by the other party. To be effective, the party seeking termination must give the other party written notice of the breach and its intent to terminate. If the breaching party does not entirely cure the breach within five (5) calendar days of the date of the notice, then the non-breaching party may terminate this Agreement at any time thereafter by giving a written notice of termination. HEPPNER shall pay COH for all materials purchased and work performed prior to the termination date.

- d. **Termination** by either party shall not constitute a waiver of any claim either party may assert against the other party.
4. **Access to Records.** Upon reasonable advance notice, each party shall have access to the books, documents and other records of the other party (electronic or otherwise) which are necessary for completion of this Agreement for the purpose of examination, copying and audit unless otherwise limited by law.
5. **Confidentiality.** No reports, information, and/or data prepared or assembled by the Parties under this Agreement shall be made available to any individual or organization by either party without the prior written approval of the other party unless required by state or federal law. If COH IT staff in their work is exposed to proprietary data particularly related to Economic Development/Business Recruitment efforts, they shall not disclose that to either party to this agreement.
6. **Compliance with Applicable Laws.** Parties shall comply with all federal, state, county and local laws, ordinances, and regulations applicable to the work to be done under this Agreement, including all applicable State and local public contracting provisions.
7. **Insurance.** The Parties represent that they are insured according to the statutory limits set in the State of Oregon for any liability, property, or auto claims. The Parties represent that they will maintain insurance to cover any claim that may result from or arise out of this Agreement. COH is insured for workers' compensation as required by law and shall provide benefits as prescribed by the State of Oregon.
8. **Indemnity and Hold Harmless.** The Parties individually accept responsibility for liability arising out of their individual performance of this Agreement. HEPPNER shall hold harmless, and indemnify COH from any and all liability, settlements, loss, costs and expenses in connection with any action, suit or claim resulting or allegedly resulting from the HEPPNER's negligent acts, omissions, activities or services provided pursuant to this Agreement. COH shall hold harmless, and indemnify HEPPNER from any and all liability, settlements, loss, costs and expenses in connection with any action, suit or claim resulting or allegedly resulting from COH's negligent acts, omissions, activities or services provided pursuant to this Agreement.
9. **Waiver, Severability.** Waiver of any default or breach under this Agreement by either party does not constitute a waiver of any subsequent default or a modification of any other provision(s) of this Agreement. If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provision shall not be affected,

and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held invalid.

- 10. Remedies.** In case of HEPPNER's breach, COH shall be entitled to receipt of payments for work performed and to any other available legal and equitable remedies. In case of COH's breach, HEPPNER shall be entitled to a refund of any prepayments of any work not performed and to any other available legal and equitable remedies.
- 11. Dispute Resolution.** The Parties shall exert every effort to cooperatively resolve any disagreements they may have under this Agreement. In the event that the Parties alone are unable to resolve any conflict under this Agreement, they agree to present their disagreements to a mutually agreeable mediator for mediation. Each party shall bear its own costs for mediation and the parties shall share the cost of the mediator. This mediation procedure shall be followed to its conclusion prior to either party seeking relief from the court, except in the case of an emergency.
- 12. Attorney Fees.** The Parties agree if any suit or action at law, in equity, or through arbitration is filed to enforce any of the terms of this Agreement, the prevailing party shall be entitled to recover from the other party its reasonable attorney fees, costs, and disbursements in addition to any other relief to which that party may be entitled. If the prevailing party is represented by "in-house" counsel, it shall nevertheless be entitled to recover reasonable attorney fees based upon reasonable time, rates and charges generally accepted in the Morrow/Umatilla County, Oregon area for the type of legal services performed.
- 13. Notices/Point of Contact.** All notice or demands of any kind required or desired to be given by the Parties must be in writing and shall be deemed delivered upon in-person delivery or depositing the notice or demand in the United States mail, certified or registered, postage prepaid, addressed to the respective party at its address listed below:
- City of Hermiston, Attn: City Manager
180 NE 2nd Street; Hermiston, OR 97838
Email: bsmith@hermiston.or.us PH: (541) 667-5002
- City of Heppner, Attn: City Manager
P.O. Box 756, Heppner, OR 97836
Email: manager@cityofheppner.org PH: (541) 676-9618
- 14. Governing Law.** The provisions of this Agreement shall be construed in accordance with the laws of the State of Oregon. Any legal action involving any question arising

under this Agreement must be brought in Umatilla County Circuit Court. If the claim must be brought in a federal forum then it shall be brought and conducted in the United States District Court for the State of Oregon. PARTIES AGREE TO THE JURISDICTION OF THESE COURTS.

15. Force Majeure. Neither COH nor HEPPNER shall be responsible for delay or default caused by any contingency beyond their control, including, but not limited to war or insurrection, strikes or lockouts by the Parties' own employees, walkouts by the Parties' own employees, fires, natural calamities, riots or demands or requirements of governmental agencies other than COH or HEPPNER.

16. Ownership of Work Product. Any and all goods and services developed for HEPPNER pursuant to this Agreement are intended as works made for hire. Works made for hire are the exclusive property of HEPPNER.

17. Modification. No waiver, consent, modification or change in the terms of this Agreement shall bind either party unless in writing signed by both Parties. A written waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given.

18. Entire Agreement. When signed by the authorized representatives of both parties, this Agreement and its attached exhibit(s) is their final and entire Agreement. This Agreement supersedes all prior and contemporaneous oral or written communications between the Parties, their agents, and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.

I HAVE READ THIS AGREEMENT INCLUDING THE ATTACHMENT(S). I CERTIFY THAT I HAVE THE AUTHORITY TO SIGN AND ENTER INTO THIS AGREEMENT. I UNDERSTAND THIS AGREEMENT AND AGREE TO BE BOUND BY ITS TERMS.

CITY OF HEPPNER

Signature: Corey Sweeney

Title: CITY MAYOR

Name (print): COREY SWEENEY

Date: 7/8/2024

CITY OF HERMISTON

Signature: _____

Title: _____

Name (print): _____

Date: _____

Attachment A: Statement of Work

8 assumed hours per month of service.

Current hourly billing rate: \$120 per hour.

Managed Help Desk

- Monitor, triage and remediate IT issues submitted by HEPPNER staff
- Provide SLA agreement
- Ensure Help Desk solution is updated/patched and configured, adhering to best practices
- Train HEPPNER staff on process for submitting help requests

Managed Server and Infrastructure Support

- Monitor servers and infrastructure
- Configure for optimal performance
- Maintain updates/patches for hardware and software
- Ensure compliancy for licensing/usage

Managed Workstations/Laptops/Software

- Windows OS patch management
- Maintain hardware/firmware updates
- Maintain updates for standard add-on software (i.e. Adobe Reader, Java, etc.)
- Remote management/support
- Installation and configuration of any new hardware such as servers, PCs, printers, peripherals, etc.
- Installation and configuration of any new software such as MS Office, version upgrades, etc.

Active Directory

- Audit current AD environment
- Remediate issues
- Configure for best practices
- Review group policy

Expectations:

To ensure COH's ability to provide satisfaction to HEPPNER, the following provisions apply as appropriate to services contracted with COH. COH is pleased to offer a complete package of IT support services for HEPPNER. The IT support package is designed to handle

IGA IT SERVICES

Page 6 of 8

all HEPPNER's technology-related needs. All servers, workstations, and other network devices and Microsoft Operating Systems are considered covered items that will be maintained or serviced.

What this service covers and includes:

Vendor Liaison: COH will act as HEPPNER's duly appointed representative and advocate. COH IT Team will diagnose problems and dispatch or contact third parties such as Internet service providers, hardware manufacturers, IT contractors, etc. when deemed necessary. The COH IT Team is not intended to replace third party/line-of-business applications support. HEPPNER agrees to refrain from interacting with the third parties (except line-of-business application support) because it may result in misdirected activity and/or delay of resolution.

Best Interest: In the event of a failure or problem, remedial activities may commence prior to notifying HEPPNER of the problem. This will allow the COH IT Team the ability to begin problem resolution, open trouble tickets with other vendors, or dispatch personnel with replacement parts when deemed necessary. In doing so, COH is acting in HEPPNER's best interest to resolve the issue as quickly as possible. All efforts will be made to communicate any technology-related issues that arise to HEPPNER as soon as possible.

Administrative Access: It is imperative that COH IT Team maintain and control administrative access to the HEPPNER's network and be responsible for providing all other third parties with needed or requested access.

Approval of Hardware and Software: The COH IT Team will collaborate with HEPPNER's appointed staff to procure hardware and software. COH's role will be to research, evaluate and recommend with final approval coming from HEPPNER's designated IT liaison.

Advisory Role: To assist with proper planning and third-party services involving the network, telecommunications, data access, future growth or down-sizing, HEPPNER will involve the COH IT Team in such discussions as an advisor.

IT Policy and Procedure: The COH IT Team will work with HEPPNER's designated liaison to establish relevant IT policies and procedures based on best practices.

Support Tiers: The Help Desk will be the first point of contact for IT support requests and is considered Tier 1. Almost all support incidents begin in Tier 1, where the initial trouble ticket is created, the issue is identified and clearly documented, and basic hardware/software troubleshooting is initiated. Support incidents that cannot be resolved in Tier 1 immediately move to Tier 2 support. Generally, these are more complex support techniques on hardware/software issues that can be provided by more experienced support staff. Support incidents that cannot be resolved by Tier 2 support are escalated to Tier 3, where support is provided by the most qualified and experienced support staff who can collaborate with third

IGA IT SERVICES

party (vendor) support engineers to resolve the most complex issues.

Criminal Justice Information Systems Compliance: COH IT staff will maintain Criminal Justice Information Systems (CJIS) certifications for compliance in supporting law enforcement agencies and municipal court operations if applicable.

Service Level Agreements (SLAs):

SLA 1: Service not available (not able to work, network down, workstation not turning on, etc.) This is an instant contact scenario. Submitting Help Desk Ticket is not required and may not be available. Contact information will be provided to HEPPNER staff. Response time is immediate as possible.

SLA 2: Significant degradation in services (obvious slow network, internet, etc., but still functional). Submitting Help Desk Ticket required if possible. Depending on resources, impacted HEPPNER staff will be provided with contact information for COH IT Team and instructed on appropriate time for direct contact. COH IT Team response time is within two hours during normal business hours.

SLA 3: Limited degradation of service. This is impacting resources, but business process can continue. Submitting Help Desk Ticket required. COH IT Team response time is within four hours during normal business hours.

SLA 4: Slight service degradation. This is when an issue needs to be researched or resolved but is not having a significant impact on business process. Submitting Help Desk Ticket required. COH IT Team will respond within one business day.

SLA 5: After hours support will be available for critical widespread outages as needed by HEPPNER staff.



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
For the Meeting of July 22, 2024

Title/Subject

Authorization to shift from a contracted prosecutor to a full-time employee.

Summary and Background

As I stated at the end of the budget adoption process, it has been difficult to find an attorney interested in taking on our city prosecutor position under a contract. Because our last contract prosecutor had resigned in March, City Attorney Tovey has been filling in to keep court functioning. That was never intended to be a long-term action. We had received no interest in the contractual position and so we decided to advertise an Assistant City Attorney/City Prosecutor position. This advertisement got four individuals interested in the position and there is one that staff is very interested in and would like hire.

In the budget the funds were allocated to a contracted type of position.

Tie-In to Council Goals

N/A

Fiscal Information

Under the Municipal Court budget, there was \$150,000 budgeted for a contractual city prosecutor position. The full-time employee position would be less than \$150,000 for salary and benefits. The bottom-line cost to the general fund would not be over budget.

Alternatives and Recommendation

Alternatives

1. Authorize staff to shift to a full-time employee city prosecutor position and return in early 2025 to make official budget amendments to implement the financial changes.
2. Direct staff to stay with a contracted city prosecutor position.

Recommended Action/Motion

Motion to authorize staff to shift to a full-time employee city prosecutor position and return in early 2025 to make official budget amendments to implement the financial changes.

Submitted By:

Byron D. Smith



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
For the Meeting of July 22, 2024

Title/Subject

June 2024 Financial Report

Summary and Background

This is the monthly overview of the previous month's financial position reflecting year-to-date activity. These numbers are tentative as this is the final month of the fiscal year.

Tie-In to Council Goals

Fiscal Prudence

Fiscal Information

See Report

Alternatives and Recommendation

Alternatives

NONE

Recommended Action/Motion

Recommend/Request acceptance of the June 2024 Financial Report as presented.

Submitted By:

Ignacio Palacios, Finance Director

Byron Smith, City Manager

June 2024 Financial Report



Department of Finance
June 2024
(Unaudited)

FY2023-2024 Monthly Financial Report

Section 12, ItemB.

Hermiston Urban Renewal Agency (HURA)

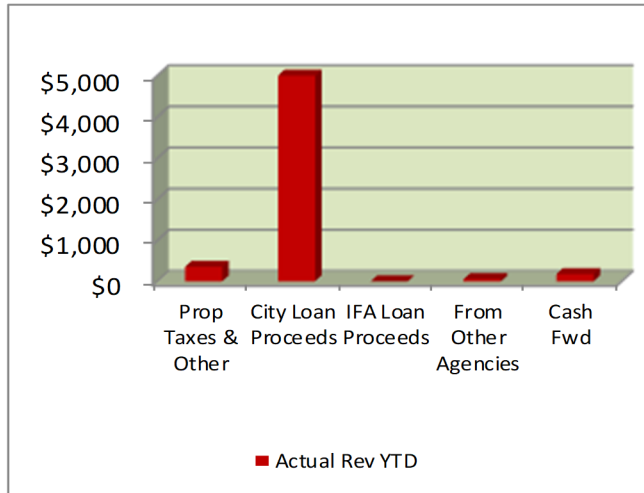
For the Month Ending June 30, 2024

Resources

Through June 30, 2024

by Category

(in \$1,000)



| | Annual Proj Rev | Actual Rev YTD | % Var |
|---------------------|-----------------|-----------------|------------|
| Prop Taxes & Other | \$ 298 | 353 | 118% |
| City Loan Proceeds | \$ 5,000 | 5,000 | 100% |
| IFA Loan Proceeds | \$ 496 | 0 | 0% |
| From Other Agencies | \$ 50 | 51 | 102% |
| Cash Fwd | \$ 177 | 177 | 100% |
| Total | \$ 6,021 | \$ 5,581 | 93% |

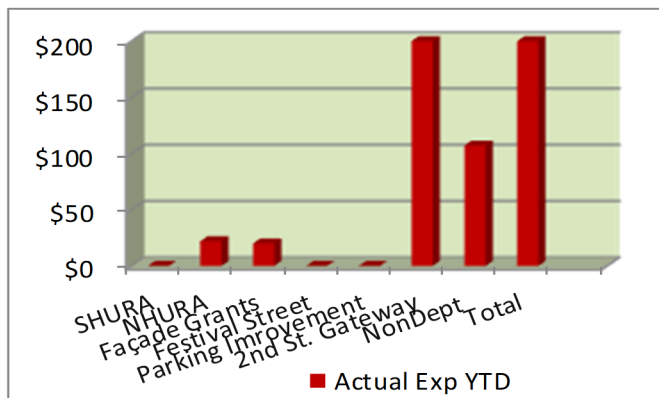
Note: Variance is calculated as % of revenue YTD

Expenditures

Through June 30, 2024

by Category

(in \$1,000)



| | Annual Proj Exp | Actual Exp YTD | % Var |
|---------------------|-----------------|----------------|-----------|
| SHURA | \$ 496 | 0 | 0% |
| NHURA | \$ 500 | 22 | 4% |
| Façade Grants | \$ 20 | 20 | 100% |
| Festival Street | \$ 3 | 0 | 0% |
| Parking Improvement | \$ 3 | 0 | 0% |
| 2nd St. Gateway | \$ 360 | 367 | 102% |
| NonDept | \$ 4,639 | 107 | 2% |
| Total | \$ 6,021 | \$ 516 | 9% |

Note: variance is calculated as % of expenses YTD.

The FY2023-24 budget for the Urban Renewal Agency is \$6,020,966. This includes \$496,000 for the beginning of the SHURA project, \$500,000 for the beginning of NHURA projects, \$360,000 for construction of the 2nd Street Gateway project, \$3,000 for parking improvements, \$3,000 for the Festival Street, \$20,000 for façade grants, and \$4,638,966 for Non-Departmental expenses.

FY2023-24 Monthly Financial Report
Hermiston Urban Renewal Agency (HURA)
HURA Capital Projects Report
For the Month Ending June 30, 2024

| | 2023-2024 Budget | YTD Expenditures | Project Budget | Project To-Date Expenditures | % Complete |
|---------------------------|---------------------|---------------------|-------------------|---------------------------------|---------------|
| SE 2nd St Gateway Project | \$ 360,000 | \$ 367,211 | \$ 360,000 | \$ 367,211 | 102.00% |

SE 2nd Street Gateway (\$360,000)

This gateway provides safe and convenient access to the downtown core area via improvement to SE 2nd Street and Hi-way 395.

Current Update: Paving, curb, gutter, sidewalk, and ADA ramps are complete as of the end of May. Column construction will be completed by the end of May. This project was completed in June 2024.

FY2023-2024 Monthly Financial Report

Section 12, ItemB.

City of Hermiston, Oregon

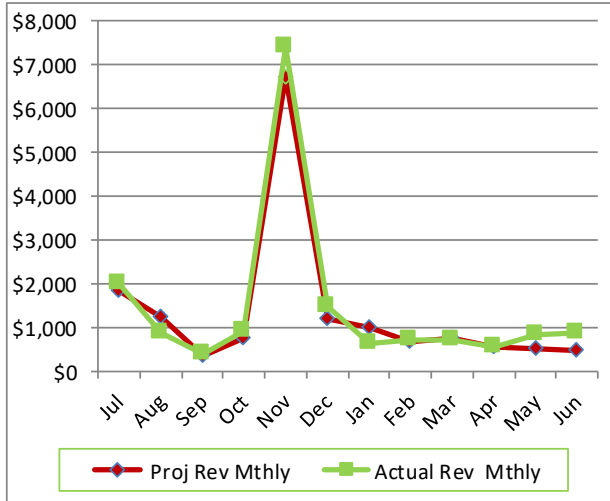
General Fund Resources

For the Month Ending June 30, 2024

General Fund Resources Summary

Through June 30, 2024

(in \$1,000)



| | Proj Rev Mthly | Rev Proj Mthly | Actual Rev Mthly | Var Fav/ (Unfav) | % Var |
|------------------|------------------|------------------|------------------|------------------|-------------|
| Jul | \$ 1,855 | \$ 1,855 | \$ 2,011 | \$ 156 | 8% |
| Aug | 1,238 | 1,238 | 888 | (350) | -28% |
| Sep | 375 | 375 | 428 | 53 | 14% |
| Oct | 755 | 755 | 927 | 172 | 23% |
| Nov | 6,743 | 6,743 | 7,389 | 647 | 10% |
| Dec | 1,223 | 1,223 | 1,492 | 269 | 22% |
| Jan | 1,010 | 1,010 | 652 | (358) | -35% |
| Feb | 684 | 684 | 715 | 31 | 4% |
| Mar | 780 | 780 | 727 | (53) | -7% |
| Apr | 562 | 562 | 583 | 21 | 4% |
| May | 522 | 522 | 846 | 324 | 62% |
| Jun | 500 | 500 | 898 | 398 | 80% |
| Total YTD | 16,248 | 16,248 | 17,557 | 1,309 | 8.1% |
| Cash Fwd | 952 | - | - | - | 0% |
| Total | \$ 17,200 | \$ 16,248 | \$ 17,557 | \$ 1,309 | 8.1% |

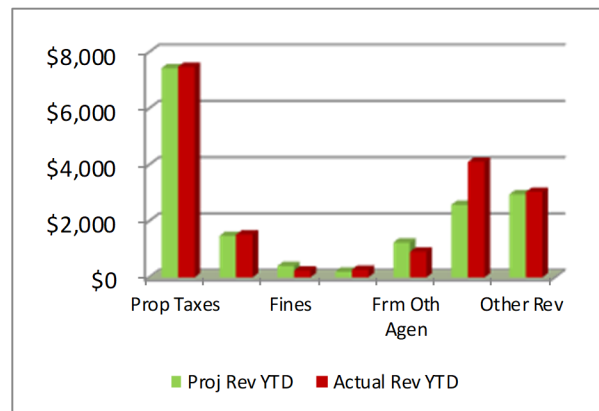
Estimated General Fund revenues for the 2023-24 fiscal year are \$17,199,910. Projected revenues for June were **\$500,159** compared to actual revenues of **\$898,477**, a favorable variance of **\$398,318**. This is a combination of various fees exceeding projections including building and construction fees and the beginning of the pool season.

General Fund - All Resources

by Category

Through June 30, 2024

(in \$1,000)



| | Annual Proj Rev | Proj Rev YTD | Actual Rev YTD | Var Fav/ (Unfav) | % Var |
|--------------|-----------------|------------------|------------------|------------------|-------------|
| Prop Taxes | \$ 7,426 | \$ 7,426 | \$ 7,478 | \$ 52 | 1% |
| Lic & Fran | 1,468 | 1,468 | 1,519 | 51 | 3% |
| Fines | 400 | 400 | 242 | (158) | -40% |
| Interest Rev | 200 | 200 | 271 | 71 | 35% |
| Frm Oth Agen | 1,235 | 1,235 | 911 | (323) | -26% |
| Svc Chgs | 2,575 | 2,575 | 4,101 | 1,526 | 59% |
| Other Rev | 2,944 | 2,944 | 3,035 | 91 | 3% |
| Cash Fwd | 952 | - | - | - | 0% |
| Total | \$17,200 | \$ 16,248 | \$ 17,557 | \$ 1,309 | 8.1% |

Note: variance is calculated as a percent of the projected revenue YTD.

FY2023-2024 Monthly Financial Report

Section 12, ItemB.

City of Hermiston, Oregon

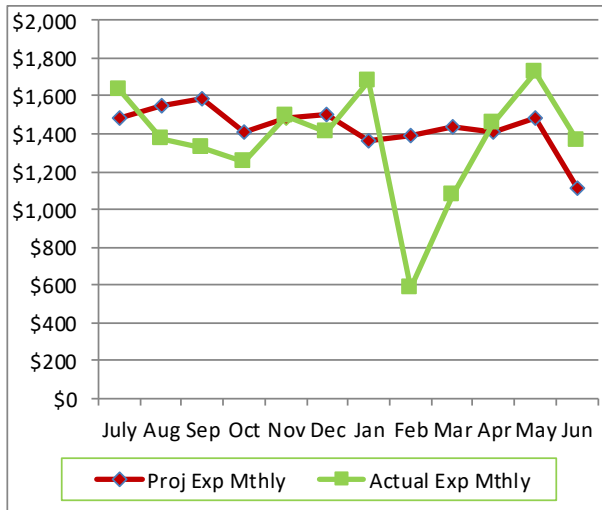
General Fund Expenditures

For the Month Ending June 30, 2024

General Fund Expenditure Summary

Through June 30, 2024

(in \$1,000)



| | Proj Exp Mthly | Proj Exp | Actual Exp Mthly | Var Fav/ (Unfav) | % Var |
|------------------|------------------|------------------|------------------|------------------|-------------|
| July | \$ 1,481 | \$ 1,481 | \$ 1,632 | \$ (152) | -10% |
| Aug | 1,552 | 1,552 | 1,377 | 175 | 11% |
| Sep | 1,583 | 1,583 | 1,328 | 255 | 16% |
| Oct | 1,412 | 1,412 | 1,249 | 163 | 12% |
| Nov | 1,483 | 1,483 | 1,489 | (6) | 0% |
| Dec | 1,503 | 1,503 | 1,408 | 95 | 6% |
| Jan | 1,359 | 1,359 | 1,676 | (317) | -23% |
| Feb | 1,389 | 1,389 | 587 | 802 | 58% |
| Mar | 1,435 | 1,435 | 1,078 | 357 | 25% |
| Apr | 1,407 | 1,407 | 1,456 | (49) | -4% |
| May | 1,483 | 1,483 | 1,721 | (237) | -16% |
| Jun | 1,113 | 1,113 | 1,361 | (248) | -22% |
| Total YTD | 17,200 | 17,200 | 16,363 | 837 | 4.9% |
| Contngcy | - | - | - | - | 0% |
| Total | \$ 17,200 | \$ 17,200 | \$ 16,363 | \$ 837 | 4.9% |

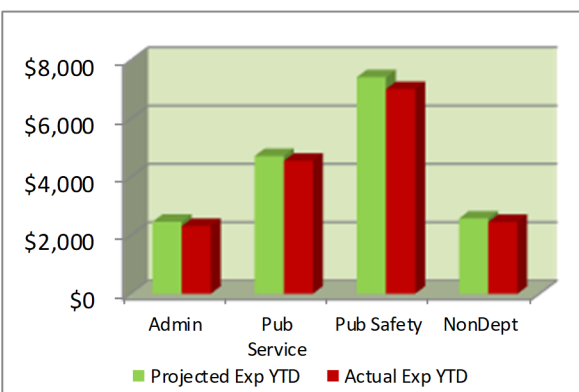
Projected General Fund monthly expenditures for June were **\$1,112,745**. Actual expenditures were **\$1,360,584**, which is **\$247,839 more** than projected YTD for a **variance of -22%** for the month. Variance is due to the early arrival of new police vehicles, vehicle upfitting and replacement of officer body cams.

General Fund Expenditures

by Consolidated Department

Through June 30, 2024

(in \$1,000)



| | Annual Proj Exp | Projected Exp YTD | Actual Exp YTD | Var Fav/ (Unfav) | % Var |
|--------------|-----------------|-------------------|------------------|------------------|-------------|
| Admin | \$ 2,469 | 2,469 | 2,322 | 147 | 6% |
| Pub Service | 4,723 | 4,723 | 4,557 | 166 | 4% |
| Pub Safety | 7,428 | 7,428 | 7,023 | 405 | 5% |
| NonDept | 2,580 | 2,580 | 2,460 | 120 | 5% |
| Unapp | - | - | - | - | 0% |
| Total | \$17,200 | \$ 17,200 | \$ 16,363 | \$ 837 | 4.9% |

Note: variance is calculated as a percent of the projected expenditures YTD.

FY2023-2024 Monthly Financial Report

Section 12, ItemB.

General Fund Expenditure Detail YTD

For the Month Ending June 30, 2024

General Fund Expenditures by Department

| | Annual Projected Exp | Projected Exp YTD | Actual Exp YTD | Var Fav/ (Unfav) | % Var Fav/ (Unfav) |
|------------------------------|-------------------------|-------------------|-------------------|---------------------|-----------------------|
| City Council | 16,803 | 16,803 | 15,165 | 1,638 | 10% |
| City Manager/Legal | 1,057,269 | 1,057,269 | 1,048,709 | 8,560 | 1% |
| City Planning | 630,341 | 630,341 | 500,076 | 130,265 | 21% |
| Finance | 764,237 | 764,237 | 757,889 | 6,348 | 1% |
| Total Administration | 2,468,650 | 2,468,650 | 2,321,839 | 146,811 | 6% |
| Transportation | 472,000 | 472,000 | 496,768 | (24,768) | -5% |
| Airport | 469,800 | 469,800 | 379,511 | 90,289 | 19% |
| Bldg Inspection | 563,285 | 563,332 | 556,672 | 6,660 | 1% |
| Parks | 708,205 | 708,205 | 713,243 | (5,038) | -1% |
| Parks/Utility Landscaping | 44,115 | 44,115 | 54,373 | (10,258) | -23% |
| Pool | 555,957 | 555,957 | 540,054 | 15,903 | 3% |
| Municipal Buildings | 149,790 | 149,790 | 138,561 | 11,229 | 7% |
| Library | 890,512 | 890,512 | 845,855 | 44,657 | 5% |
| Recreation | 618,930 | 618,930 | 579,426 | 39,504 | 6% |
| Community Center | 192,772 | 192,772 | 193,951 | (1,179) | -1% |
| Harkenrider Center | 58,010 | 58,010 | 59,055 | (1,045) | -2% |
| Total Public Services | 4,723,376 | 4,723,423 | 4,557,469 | 165,954 | 4% |
| Court | 710,237 | 710,237 | 662,092 | 48,145 | 7% |
| Public Safety Center | 43,000 | 43,000 | (33,916) | 76,916 | 179% |
| Police Operations | 6,674,554 | 6,674,505 | 6,394,904 | 279,601 | 4% |
| Total Public Safety | 7,427,791 | 7,427,742 | 7,023,080 | 404,662 | 5% |
| Non-Departmental | 2,580,094 | 2,580,094 | 2,460,139 | 119,955 | 5% |
| Unappropriated | - | - | - | - | 0% |
| Total Non-Dept | 2,580,094 | 2,580,094 | 2,460,139 | 119,955 | 5% |
| Total | 17,199,911 | 17,199,909 | 16,362,527 | 837,382 | 4.9% |

For June, FY2024

Total Administration is \$146,811 less than YTD projected. **Total Public Services** are \$165,954 less than YTD projected. **Public Safety** is \$404,662 less than YTD projected. **Non-Departmental** is \$119,955 less than YTD projected.

FY2023-2024 Monthly Financial Report

Section 12, ItemB.

Fund Balance - General Fund

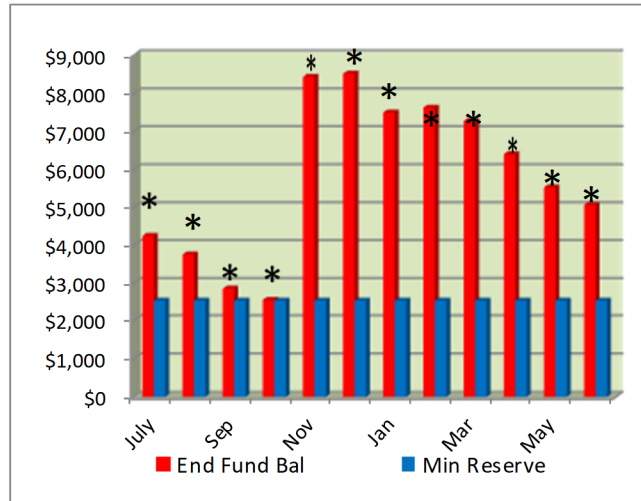
For the Month Ending June 30, 2024

General Fund

Through June 30, 2024

Ending Fund Balance

(in \$1,000)



Minimum Reserve = \$2,513,250

| | Begin Fund | | | End Fund | ACT/PROJ |
|-------|------------|-----------|------------|----------|----------|
| | Bal | Revenue | Expense | Bal | Fund Bal |
| July | \$ 3,867 | \$ 2,011 | \$ (1,632) | \$ 4,246 | ACT* |
| Aug | \$ 4,246 | \$ 888 | \$ (1,377) | \$ 3,757 | ACT* |
| Sep | \$ 3,757 | \$ 428 | \$ (1,328) | \$ 2,857 | ACT* |
| Oct | \$ 2,857 | \$ 927 | \$ (1,249) | \$ 2,534 | ACT* |
| Nov | \$ 2,534 | \$ 7,389 | \$ (1,489) | \$ 8,435 | ACT* |
| Dec | \$ 8,435 | \$ 1,492 | \$ (1,408) | \$ 8,519 | ACT* |
| Jan | \$ 8,519 | \$ 652 | \$ (1,676) | \$ 7,494 | ACT* |
| Feb | \$ 7,494 | \$ 715 | \$ (587) | \$ 7,622 | ACT* |
| Mar | \$ 7,622 | \$ 727 | \$ (1,078) | \$ 7,271 | ACT* |
| Apr | \$ 7,271 | \$ 583 | \$ (1,456) | \$ 6,398 | ACT* |
| May | \$ 6,398 | \$ 846 | \$ (1,721) | \$ 5,524 | ACT* |
| June | \$ 5,524 | \$ 898 | \$ (1,361) | \$ 5,061 | ACT* |
| Total | \$ 3,867 | \$ 17,557 | \$ 16,363 | \$ 5,061 | |

The General Fund balance at the end of June 2024 is approximately **\$5,061,000** which is **2.01 times** the current Minimum Reserve requirement of **\$2,513,250**.

The General Fund reserve policy is to maintain **15% fund balance** of total expenditures based on the prior fiscal year activity.

FY2023-2024 Monthly Financial Report

Section 12, ItemB.

Special Revenue Funds Report For the Month Ending June 30, 2024

Special Revenue Funds Resources & Requirements

| | 2023-24 Annual Budget | Actual YTD | Remaining Budget |
|---|--------------------------|------------|---------------------|
| 02 Bonded Debt Fund | | | |
| Resources | 626,677 | 519,968 | 106,709 |
| Expenditures | 527,920 | 527,919 | 1 |
| Unappropriated Balance | 98,757 | N/A | N/A |
| 05 Transient Room Tax (TRT) | | | |
| Resources | 1,214,000 | 1,191,319 | 22,681 |
| Expenditures | 1,214,000 | 1,214,418 | (418) |
| Unappropriated Balance | - | N/A | N/A |
| 08 Reserve Fund | | | |
| Resources | 43,348,200 | 14,742,366 | 28,605,834 |
| Expenditures | 42,253,806 | 13,378,851 | 28,874,955 |
| Unappropriated Balance | 1,094,394 | N/A | N/A |
| 11 Miscellaneous Special Revenue | | | |
| Resources | 135,000 | 130,017 | 4,983 |
| Expenditures | 135,000 | 129,600 | 5,400 |
| Unappropriated Balance | - | N/A | N/A |
| 19 Christmas Express Special Revenue | | | |
| Resources | 30,000 | 25,723 | 4,277 |
| Expenditures | 30,000 | 30,007 | (7) |
| Unappropriated Balance | - | N/A | N/A |
| 20 Law Enforcement Special Revenue | | | |
| Resources | 36,014 | 5,325 | 30,689 |
| Expenditures | 20,000 | - | 20,000 |
| Unappropriated Balance | 16,014 | N/A | N/A |
| 21 Library Special Revenue | | | |
| Resources | 33,000 | 10,015 | 22,985 |
| Expenditures | 33,000 | 8,445 | 24,555 |
| Unappropriated Balance | - | N/A | N/A |
| 23 Enterprise Zone Project Fund | | | |
| Resources | 4,148,699 | 6,000,000 | (1,851,301) |
| Expenditures | 3,388,325 | 3,388,325 | - |
| Unappropriated Balance | 760,374 | N/A | N/A |
| 25 EOTEC Operations | | | |
| Resources | 2,435,644 | 1,966,496 | 469,148 |
| Expenditures | 2,435,644 | 1,825,748 | 609,896 |
| Unappropriated Balance | | N/A | N/A |
| 26 IT Services | | | |
| Resources | 1,270,034 | 1,210,567 | 59,467 |
| Expenditures | 1,270,034 | 1,108,249 | 161,785 |
| Unappropriated Balance | | N/A | N/A |

Beginning with the 2016-17 fiscal year the City began distinguishing within the funds some part of ending fund balance as contingency and some as reserved for future expenditure. The contingency is included in appropriations while the reserve for future expenditures is unappropriated.

The City uses multiple Special Revenue funds to account for revenues that are restricted to expenditure for particular purposes. They include funds for debt service, economic development, parks and recreation, capital projects, and grants. Since these funds are not operational in nature and used for specific purposes from year-to-year, their expenditures do not typically follow a predictable pattern so budget variances are not calculated for them.

FY2023-2024 Monthly Financial Report

Section 12, ItemB.

Utility and Street Funds Report For the Month Ending June 30, 2024

Utility and Street Funds Report

Resources & Expenditures

| | 2023-2024 | | | Variance | |
|-------------------------------|---------------|---------------|------------|-------------|------------|
| | Annual Budget | Projected YTD | Actual YTD | Fav/(Unfav) | % Variance |
| 04 Street Fund | | | | | |
| Resources | 2,450,581 | 2,091,138 | 2,562,080 | 470,942 | 23% |
| Expenditures | 2,450,581 | 2,450,581 | 2,241,131 | 209,450 | 9% |
| Contingency | - | N/A | N/A | N/A | N/A |
| 06 Utility Fund | | | | | |
| Resources | 13,537,397 | 11,123,500 | 12,344,968 | 1,221,468 | 11% |
| Expenditures | 12,703,567 | 12,703,567 | 12,198,031 | 505,536 | 4% |
| Contingency | 833,830 | N/A | N/A | N/A | N/A |
| 13 HES Fund | | | | | |
| Resources | 13,113,053 | 10,168,995 | 10,576,071 | 407,076 | 4% |
| Expenditures | 10,774,749 | 10,774,749 | 10,197,067 | 577,682 | 5% |
| Contingency | 2,338,304 | N/A | N/A | N/A | N/A |
| 15 Regional Water Fund | | | | | |
| Resources | 1,890,428 | 1,351,000 | 1,193,092 | (157,908) | -12% |
| Expenditures | 1,223,306 | 1,223,306 | 1,075,247 | 148,059 | 12% |
| Contingency | 667,122 | N/A | N/A | N/A | N/A |

All four of these funds are projected on a straight line, 1/12th of budgeted expense or revenue per month.

Revenues for the **Street Fund** are **\$470,942 more** than projected. Expenditures are **\$209,450 below** projected.

Revenues in the **Utility Funds** are **\$1,221,468 above** projected. Expenditures are **\$505,536 below** projection.

The **HES Fund** revenue is **\$407,076 more** than projected. Expenditures are **\$577,682 below** projected.

The **Regional Water Fund** revenues are **\$157,908 less** than projected. Expenditures are **\$148,059 less** than projected.

FY2023-24 Monthly Financial Report

City of Hermiston, Oregon Utilities/Streets Capital Projects Report For the Month Ending June 30, 2024

| | 2023-2024 Budget | YTD Expenditures | Project Budget | Project To-Date Expenditures | % Complete |
|--|----------------------|----------------------|----------------------|---------------------------------|---------------|
| Geer & Harper Re-alignment | \$ 1,500,000 | \$ 133,664 | \$ 1,500,000 | \$ 133,664 | 8.91% |
| N. 1st Place Reconstruction | 4,110,390 | 1,989,902 | 4,110,390 | 1,989,902 | 48.41% |
| *Penney Ave Roadway Improvement | 1,000,000 | 617,398 | 1,000,000 | 617,398 | 61.74% |
| AWS System Expansion - RWS | 20,949,400 | 6,002,278 | 20,949,400 | 6,002,278 | 28.65% |
| *Lead and Copper Program | 400,000 | 171,668 | 400,000 | 171,668 | 42.92% |
| *Well #5 Water System Improvements | 775,000 | 600,300 | 775,000 | 600,300 | 77.46% |
| Well #6 Backup Generator | 380,000 | 252,299 | 380,000 | 252,299 | 66.39% |
| *N. 1st Place Water Line Replacement | 830,000 | 258,932 | 830,000 | 258,932 | 31.20% |
| Well #6 Chlorination | 500,000 | 18,500 | 500,000 | 18,500 | 3.70% |
| Well #4 Control System | 410,000 | 14,000 | 410,000 | 14,000 | 3.41% |
| Gladys & Main Waterline Replacement | 100,000 | 77,652 | 1,180,000 | 77,652 | 6.58% |
| Lift Station #5 Rebuild | 150,000 | 37,049 | 150,000 | 37,049 | 24.70% |
| *McDonald's & 395 Sewer Main Replacement | 370,000 | 175,725 | 370,000 | 175,725 | 47.49% |
| AWS Cooling Discharge | 805,000 | 113,073 | 805,000 | 113,073 | 14.05% |
| Total | \$ 32,279,790 | \$ 10,462,440 | \$ 33,359,790 | \$ 10,462,440 | 31.36% |

Geer & Harper Re-alignment (\$1,500,000)

This intersection needs to be reconstructed to improve traffic/pedestrian access and ensure connectivity to property east of N. 1st Place. The current configuration makes access difficult for large trucks and traffic backs up on Harper Road during busy times during the day.

Current Update: No change in the status of this project. Still waiting for additional right-of-way acquisition.

North 1st Place Reconstruction (4,175,000)

North 1st Place is a critical secondary north/south arterial in Hermiston's transportation system. The existing road is cracking, there are no sidewalks and there is unrestricted access to the roadway from parking and undeveloped areas.

Current Update: Additional Right of Way Acquisition process has begun with UPRR.

AWS System Expansion- RWS (\$20,949,400)

Amazon Web Services is paying to extend the City-owned 16" water main in Feedville Road approximately 7,000 feet to connect up with the City's other existing water infrastructure in Kelli Blvd. This project will also upgrade various pumps and motors in the Regional Water System, and also chlorinate and perform the necessary functions to convert the line to carry potable water. AWS is also paying the City to design a second, permanent, 24" non-potable water main in Feedville Road.

Current Update: All major pumps/motors which were taken offline in May were brought back online in June. The pipelines project began stockpiling pipe on-site for the Feedville Road water line project. The SE 9th project completed paving and moved into punchlist items to accept the project and open the roadway.

****Work has been completed and/or accepted. Minor invoicing outstanding as of 6/30/2024.***

FY2023-24 Monthly Financial Report

City of Hermiston, Oregon Utilities/Streets Capital Projects Report For the Month Ending June 30, 2024

| | 2023-2024 Budget | YTD Expenditures | Project Budget | Project To-Date Expenditures | % Complete |
|--|----------------------|----------------------|----------------------|---------------------------------|---------------|
| Geer & Harper Re-alignment | \$ 1,500,000 | \$ 133,664 | \$ 1,500,000 | \$ 133,664 | 8.91% |
| N. 1st Place Reconstruction | 4,110,390 | 1,989,902 | 4,110,390 | 1,989,902 | 48.41% |
| *Penney Ave Roadway Improvement | 1,000,000 | 617,398 | 1,000,000 | 617,398 | 61.74% |
| AWS System Expansion - RWS | 20,949,400 | 6,002,278 | 20,949,400 | 6,002,278 | 28.65% |
| *Lead and Copper Program | 400,000 | 171,668 | 400,000 | 171,668 | 42.92% |
| *Well #5 Water System Improvements | 775,000 | 600,300 | 775,000 | 600,300 | 77.46% |
| Well #6 Backup Generator | 380,000 | 252,299 | 380,000 | 252,299 | 66.39% |
| *N. 1st Place Water Line Replacement | 830,000 | 258,932 | 830,000 | 258,932 | 31.20% |
| Well #6 Chlorination | 500,000 | 18,500 | 500,000 | 18,500 | 3.70% |
| Well #4 Control System | 410,000 | 14,000 | 410,000 | 14,000 | 3.41% |
| Gladys & Main Waterline Replacement | 100,000 | 77,652 | 1,180,000 | 77,652 | 6.58% |
| Lift Station #5 Rebuild | 150,000 | 37,049 | 150,000 | 37,049 | 24.70% |
| *McDonald's & 395 Sewer Main Replacement | 370,000 | 175,725 | 370,000 | 175,725 | 47.49% |
| AWS Cooling Discharge | 805,000 | 113,073 | 805,000 | 113,073 | 14.05% |
| Total | \$ 32,279,790 | \$ 10,462,440 | \$ 33,359,790 | \$ 10,462,440 | 31.36% |

Well #6 Backup Generator (\$380,000)

Well No. 6 is the primary well and the only well available that could provide minimal water supply to lower pressure zones in the city during a power outage. The current pump was last repaired in 1994, and the backup pump lacks the capacity to service the pressure zone. The pump covers service area including Walmart Distribution Center, Eastern Oregon Higher Education Center, Pioneer Seed, and EOTEC. Preventative maintenance will avoid significant inconvenience and loss of water to area businesses.

Current Update: Awaiting final training from Cummins (generator supplier).

Well # 6 Chlorination (\$450,000)

The chlorine room at Well No. 6 is 5 feet by 8 feet and too small for its current use and is constructed of fiberglass. It was originally constructed to occasionally store chlorination equipment. It is now in constant use and has been damaged during the exchange of chlorine cylinders. A larger building will allow more efficient operation of the well.

Current Update: Design has begun.

Well #4 Control System (\$390,000)

The 2,500-gallon per minute Well No. 4 pump was designed in the 1960s and is obsolete. The control system is unreliable and inefficient, and the piping system has been dismantled to use for parts in other systems. The station experiences large pressure fluctuations and configuring the pump control valve is challenging. The pump house also needs to be updated to ensure reliability during peak demands.

Current Updates: Design has begun. Advertising for bids anticipated to occur in August or September.

FY2023-24 Monthly Financial Report

City of Hermiston, Oregon
Utilities/Streets Capital Projects Report
For the Month Ending June 30, 2024

| | 2023-2024 Budget | YTD Expenditures | Project Budget | Project To-Date Expenditures | % Complete |
|---------------------------------------|----------------------|----------------------|----------------------|---------------------------------|---------------|
| Geer & Harper Re-alignment | \$ 1,500,000 | \$ 133,664 | \$ 1,500,000 | \$ 133,664 | 8.91% |
| N. 1st Place Reconstruction | 4,110,390 | 1,989,902 | 4,110,390 | 1,989,902 | 48.41% |
| *Penney Ave Roadway Improvement | 1,000,000 | 617,398 | 1,000,000 | 617,398 | 61.74% |
| AWS System Expansion - RWS | 20,949,400 | 6,002,278 | 20,949,400 | 6,002,278 | 28.65% |
| *Lead and Copper Program | 400,000 | 171,668 | 400,000 | 171,668 | 42.92% |
| *Well #5 Water System Improvements | 775,000 | 600,300 | 775,000 | 600,300 | 77.46% |
| Well #6 Backup Generator | 380,000 | 252,299 | 380,000 | 252,299 | 66.39% |
| *N. 1st Place Water Line Replacement | 830,000 | 258,932 | 830,000 | 258,932 | 31.20% |
| Well #6 Chlorination | 500,000 | 18,500 | 500,000 | 18,500 | 3.70% |
| Well #4 Control System | 410,000 | 14,000 | 410,000 | 14,000 | 3.41% |
| Gladys & Main Waterline Replacement | 100,000 | 77,652 | 1,180,000 | 77,652 | 6.58% |
| Lift Station #5 Rebuild | 150,000 | 37,049 | 150,000 | 37,049 | 24.70% |
| *McDonald's & 395 Sewer Main Replacer | 370,000 | 175,725 | 370,000 | 175,725 | 47.49% |
| AWS Cooling Discharge | 805,000 | 113,073 | 805,000 | 113,073 | 14.05% |
| Total | \$ 32,279,790 | \$ 10,462,440 | \$ 33,359,790 | \$ 10,462,440 | 31.36% |

Gladys & Main Waterline Replacement (\$1,180,000)

Sections of this water distribution system were installed in the 1920s with steel pipe – some of the oldest pipe in the city water system. This project will eliminate failing, deteriorating and undersized line, reduce repair work, and improve public safety.

Current Update: Contractor working through materials acquisition, with construction to begin early July.

Lift #5 Wetwell Upgrades (\$150,000)

Lift Station No. 5 is one of the city's newer lift stations. There is paint flaking on the pumps and hydrogen sulfide corrosion on interior surfaces from the raw sewage. Without upgrades, the mechanical equipment will need premature replacement.

Current Update: Design will begin soon.

AWS Cooling Discharge (\$805,000)

Amazon Web Services is paying the City to design a discharge solution for their non-contact cooling water which is used to cool their facilities. This solution will require installation of a lift station and approximately 10,600 feet of a new discharge water Main in Feedville and South 1st to discharge into the Hermiston Irrigation District's A-Line Canal. This work will also require development of a separate NPDES Permit for the new discharge.

Current Update: Contractor began work on the most northerly portion of the project in June, focusing on boring under the UPRR mainline, and installation of pipe along the section with the steepest/smallest shoulder to work in. Due to the complexities involved with the bore and the limited shoulder, Hinkle Road was fully closed to traffic in late June, with a re-open date anticipated in late July

**FY2023-24 Monthly Financial Report
City of Hermiston, Oregon
Other City Capital Projects Report
For the Month Ending June 30, 2024**

| | 2023-2024 Budget | YTD Expenditures | Project Budget | Project To-Date Expenditures | % Complete |
|---------------------------------|-----------------------------|-----------------------------|---------------------------|---|-----------------------|
| Airport Improvements | \$ 3,850,000 | \$ 28,794 | \$ 3,850,000 | \$ 28,794 | 0.75% |
| Hangar Replacement | 1,100,000 | 152,048 | 1,100,000 | 152,048 | 13.82% |
| Teen Adventure Park | 591,049 | 556,721 | 591,049 | 556,721 | 94.19% |
| EOTEC Barns Project | 1,600,000 | 1,056,831 | 1,600,000 | 1,056,831 | 66.05% |
| City Hall Basement Remodel (IT) | 750,000 | 221,833 | 750,000 | 221,833 | 29.58% |
| Library Remodel | 4,500,000 | 447,391 | 4,500,000 | 447,391 | 9.94% |
| ARC Remodel | 750,000 | 3,779 | 750,000 | 3,779 | 0.50% |
| Public Safety Building Remodel | 7,500,000 | 627,223 | 7,500,000 | 627,223 | 8.36% |
| Harkenrider Center Remodel | 750,000 | 357,128 | 750,000 | 357,128 | 47.62% |
| Total | \$ 21,391,049 | \$ 3,451,748 | \$ 21,391,049 | \$ 3,451,748 | 16.14% |

Airport Improvements (\$3,850,000)

Previous “Open-T Hangar” will be removed, and replaced by a new 10-unit enclosed T-Hangar, with approximately 90% of the project costs paid for by State and Federal Grant Funding. Total project cost will be approximately \$1.73 million – including the city’s 10% match.

Current Update: The flatwork contractor progressed significantly on demolition of existing taxiways and preparation of the base for new asphalt and the building foundations. The building erector continued to work through items with the building supplier.

Hangar Replacement (\$1,100,000)

Previous “Open-T Hangar” will be removed, and replaced by a new 10-unit enclosed T-Hangar, with approximately 90% of the project costs paid for by State and Federal Grant Funding. Total project cost will be approximately \$1.73 million – including the city’s 10% match.

Current Update: A local company has removed the existing Hangar. Taxilanes construction contractor is coordinating to begin work in June.

Teen Adventure Park (\$591,049)

The Teen Adventure Park Phase I will incorporate a 7500 sq/ft skatepark designed for use by teens and the community as a whole. Included in the design is the refurbishment of a restroom facility, bench seating, landscaping, irrigation and ADA accessible parking and pathways. The Teen Adventure Park is funded 50% by the Land and Water Conservation Fund grant through the Oregon Parks and Recreation Department. Location is near Hermiston High School across from the Public Safety Building.

Current Update: The adjoining sidewalk is under construction.

**FY2023-24 Monthly Financial Report
City of Hermiston, Oregon
Other City Capital Projects Report
For the Month Ending June 30, 2024**

| | 2023-2024 Budget | YTD Expenditures | Project Budget | Project To-Date Expenditures | % Complete |
|---------------------------------|-----------------------------|-----------------------------|---------------------------|---|-----------------------|
| Airport Improvements | \$ 3,850,000 | \$ 28,794 | \$ 3,850,000 | \$ 28,794 | 0.75% |
| Hangar Replacement | 1,100,000 | 152,048 | 1,100,000 | 152,048 | 13.82% |
| Teen Adventure Park | 591,049 | 556,721 | 591,049 | 556,721 | 94.19% |
| EOTEC Barns Project | 1,600,000 | 1,056,831 | 1,600,000 | 1,056,831 | 66.05% |
| City Hall Basement Remodel (IT) | 750,000 | 221,833 | 750,000 | 221,833 | 29.58% |
| Library Remodel | 4,500,000 | 447,391 | 4,500,000 | 447,391 | 9.94% |
| ARC Remodel | 750,000 | 3,779 | 750,000 | 3,779 | 0.50% |
| Public Safety Building Remodel | 7,500,000 | 627,223 | 7,500,000 | 627,223 | 8.36% |
| Harkenrider Center Remodel | 750,000 | 357,128 | 750,000 | 357,128 | 47.62% |
| Total | \$ 21,391,049 | \$ 3,451,748 | \$ 21,391,049 | \$ 3,451,748 | 16.14% |

EOTEC Barns Project (\$1,600,000)

EOTEC Barns project for the extension of two barns. Approximately, \$1.3 million is from Umatilla County and State grants.

Current Update: All framing, siding and roofing have been completed. Electrical and fire alarm activities are taking place right now along with work to complete the final leveling off the floor of the barns.

City Hall Basement Remodel (IT) (\$750,000)

City Hall Basement remodel that will house the City's IT department.

Current Update: The light fixtures are delaying final completion of the project. The contractor is working on possible solutions to lessen the impact on the other projects.

Library Remodel (\$4,500,000)

Library building remodel to modernize and provide for improved space for community use. As well as, improved children's library area.

Current Update: The plans have been submitted for permit approval. We are still anticipating moving out of the library and into the Carnegie Building in August with construction starting near the end of August. There is a possibility that the electrical items in city hall may delay this process.

ARC Remodel (\$750,000)

Remodel of the ARC building to temporarily house police operations during the public safety building remodel.

Current Update: The electrical and roofing have been completed. An additional emergency exit is being finalized and will be completed soon. It is anticipated that the police department will move into this space in August/September.

**FY2023-24 Monthly Financial Report
City of Hermiston, Oregon
Other City Capital Projects Report
For the Month Ending June 30, 2024**

| | 2023-2024 Budget | YTD Expenditures | Project Budget | Project To-Date Expenditures | % Complete |
|---------------------------------|-----------------------------|-----------------------------|---------------------------|---|-----------------------|
| Airport Improvements | \$ 3,850,000 | \$ 28,794 | \$ 3,850,000 | \$ 28,794 | 0.75% |
| Hangar Replacement | 1,100,000 | 152,048 | 1,100,000 | 152,048 | 13.82% |
| Teen Adventure Park | 591,049 | 556,721 | 591,049 | 556,721 | 94.19% |
| EOTEC Barns Project | 1,600,000 | 1,056,831 | 1,600,000 | 1,056,831 | 66.05% |
| City Hall Basement Remodel (IT) | 750,000 | 221,833 | 750,000 | 221,833 | 29.58% |
| Library Remodel | 4,500,000 | 447,391 | 4,500,000 | 447,391 | 9.94% |
| ARC Remodel | 750,000 | 3,779 | 750,000 | 3,779 | 0.50% |
| Public Safety Building Remodel | 7,500,000 | 627,223 | 7,500,000 | 627,223 | 8.36% |
| Harkenrider Center Remodel | 750,000 | 357,128 | 750,000 | 357,128 | 47.62% |
| Total | \$ 21,391,049 | \$ 3,451,748 | \$ 21,391,049 | \$ 3,451,748 | 16.14% |

Public Safety Building Remodel (\$7,500,000)

Public Safety Building remodel to the existing shared facility with the fire district. Building remodel will provide needed usable space as well as seismic upgrades.

Current Update: The plans for this project have been submitted for permit review. Construction on Phase 1 (former court space remodel) has begun with Phase 2 (remainder of the building) construction beginning in October.

Harkenrider Center Remodel (\$750,000)

Harkenrider Center remodel and improvements to basement area and patio for future community use.

Current Update: Sheetrock is being installed. Light fixtures have also been a slow item on this project. Substantial completion is anticipated for August/September.