



# CITY COUNCIL

City Hall Council Chambers- 180 NE 2nd Street

*Where Life is Sweet*

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**December 12, 2022 at 6:00 PM**

## **AGENDA**

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

*Zoom with Meeting ID: 841 0675 8958 Passcode: 075556 Telephone number to join is: 1 253  
215 8782; or submitting comments to [meetings@hermiston.or.us](mailto:meetings@hermiston.or.us)*

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

**A. Industrial Lands - Waste Connections/Recycling**

<https://www.oregon.gov/deq/recycling/Documents/recModORflyer.pdf>

<https://www.oregon.gov/deq/recycling/Documents/recSumGovResp.pdf>

**2. ADJOURN WORK SESSION MEETING**

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

**4. DECLARATION OF QUORUM**

**5. FLAG SALUTE**

**6. PROCLAMATIONS, PRESENTATIONS AND RECOGNITIONS**

**A. Presentation- Hermiston School District Updates**

**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.** Final Plat- Gettman Hill Estates Phase 1 4N2815 Tax Lot 200 - 1307 SW 3rd St

**B.** Committee Vacancy Announcements

- [C.](#) Minutes of the October 24th Public Safety Committee Meeting
- D. Committee Appointment Recommendation of Lori Davis for: Library Board, Position 1-term ending 06/30/2024 and Budget Committee Position #5- term ending 12/31/2023.
- E. Committee Re-Appointment Recommendation of Jason McAndrews for: Budget Committee Position #2- term ending 12/31/2025
- [F.](#) Minutes of the November 28th City Council Meeting

**9. ITEMS REMOVED FROM CONSENT AGENDA**

**10. ORDINANCES AND RESOLUTIONS**

- [A.](#) Resolution No 2247- Award construction contract for Regional Water System Improvements Phase 1- 2023
- [B.](#) Resolution 2248 Authorizing execution of an engineering & construction services contract with Anderson Perry & Associates, Inc. for the South Hermiston Urban Renewal Area Water & Sewer System Improvements- 2024.

**11. OTHER**

- [A.](#) November 2022 Financial Report

**12. 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 Enhancement, Community Accountability, Public Safety, Public Infrastructure, Transit Planning, EOTEC

- B. Council President's Report
- C. Council Report
- D. Youth Advisory Report
- E. Manager's Report

**13. OATH OF OFFICE**

- A. Ward Councilors: Ward I, Jackie M. Linton; Ward II, Roy N. Barron; Ward III, Jackie C. Myers; Ward IV, David P. McCarthy

**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.

**Exhibit A**

**Conditions of Approval and Findings of Fact**

Conditions of Preliminary Plat Approval – September 10, 2020

1. Applicant shall work with and receive certification from the Hermiston Irrigation District prior to final plat approval. Applicant should be aware that the City of Hermiston will not sign the final plat until the irrigation district has been satisfied and signs the final plat.

*Finding:* This condition has been satisfied.

2. Applicant must sign an improvement agreement and shall install grading, storm drainage, curb and gutter, sidewalks, street paving, and all service utilities for this development. All improvements for each phase shall comply with city standards and specifications and shall receive final approval from the city engineer.

*Finding:* This condition has been satisfied. Each phase requires an improvement agreement.

3. Streetlights shall be installed at the applicant’s cost. Once installed, the City will assume the monthly service charges.

*Finding:* Improvements have been installed. All construction conditions shall be satisfied prior the city signing the final plat.

4. Applicant shall comply with all provisions of 92.12 of the Hermiston Code of Ordinances (relating to the control of blowing dust) during all phases of construction.

*Finding:* This condition shall remain in effect.

5. All streets shall be designated in accordance with §94.22 of the Hermiston Code of Ordinances as detailed in the findings of fact for Chapter 94.

*Finding:* This condition has been satisfied.

6. Easements of at least 10 feet in width shall be provided along all street frontages.

*Finding:* This condition has been satisfied.

7. The applicant shall develop a name for the subdivision and include all required information relating to contours, grading, and street plans as part of the civil drawings for the development.

*Finding:* This condition has been satisfied.

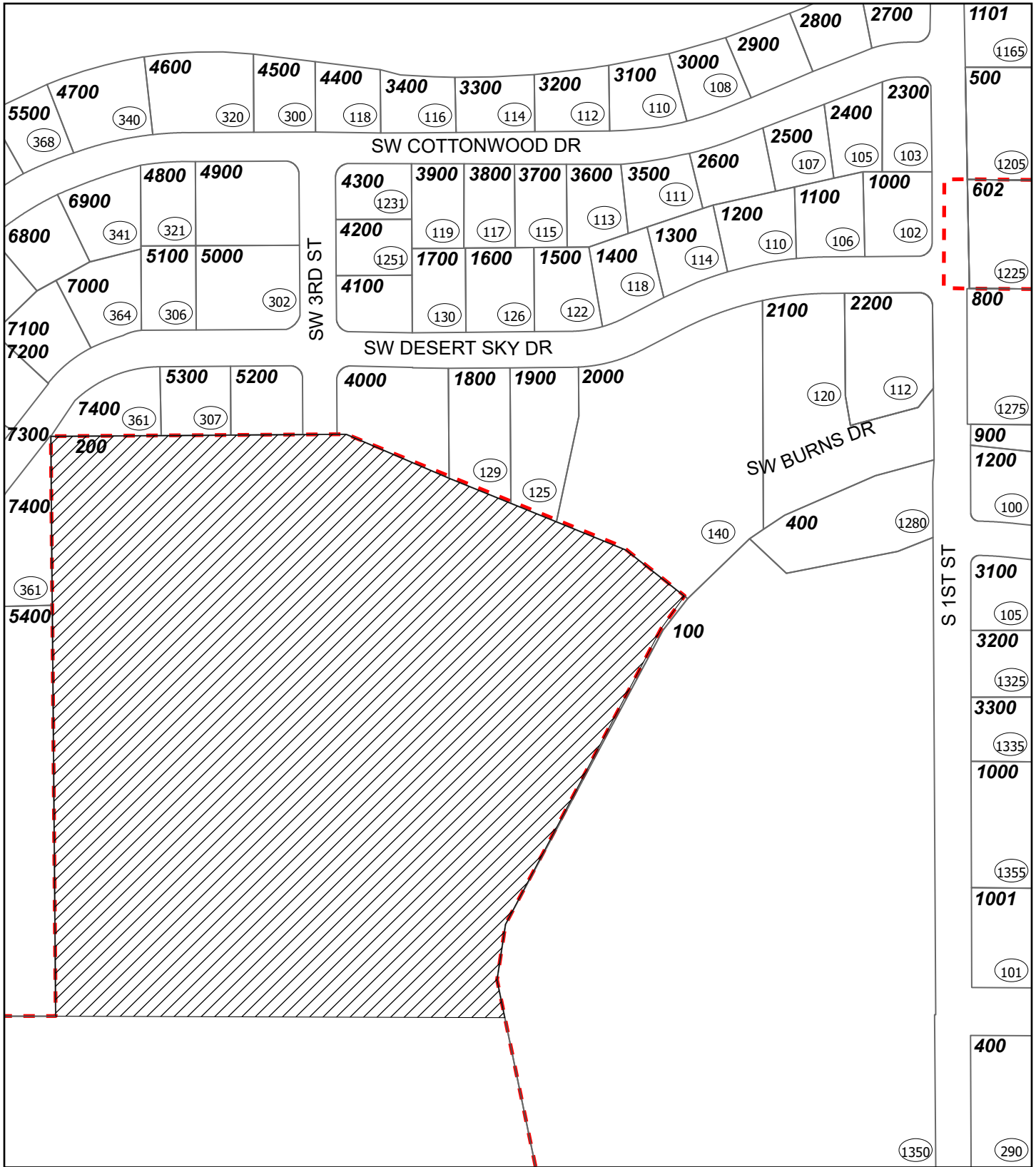
§154.46 Final Plat Requirements


Per §154.46 of the Hermiston Code of Ordinances, the final plat shall show:

- (A) The boundary lines of the area being subdivided, with accurate distances and bearings;
- (B) The lines of all proposed streets and alleys with their width and names;

- (C) The accurate outline of any portions of the property intended to be dedicated or granted for public use;
- (D) The line of departure of one street from another;
- (E) The lines of all adjoining property and the lines of adjoining streets and alleys with their widths and names;
- (F) All lot lines together with an identification system for all lots and blocks;
- (G) The location of all building lines and easements provided for public use, services or utilities;
- (H) All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements, and other areas for public or private use. Linear dimensions are to be given to the nearest 1/10 of a foot;
- (I) All necessary curve data;
- (J) The location of all survey monuments and bench marks together with their descriptions;
- (K) The name of the subdivision, the scale of the plat, points of the compass, and the name of owners or subdivider;
- (L) The certificate of the surveyor attesting to the accuracy of the survey and the correct location of all monuments shown;
- (M) Private restrictions and trusts and their periods of existence. Should these restrictions or trusts be of such length as to make their lettering on the plat impracticable and thus necessitate the preparation of a separate instrument, reference to such instrument shall be made on the plat;
- (N) Acknowledgment of the owner or owners to the plat and restrictions, including dedication to public use of all streets, alleys, parks or other open spaces shown thereon, and the granting of easements required; and
- (O) Certificates of approval for endorsement by the City Council and certificate indicating its submission to the Planning Commission, together with approval for endorsement by other local, county and/or state authority as required by Oregon statutes.

All items required for the final plat are shown on the final plat.

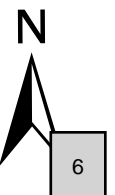
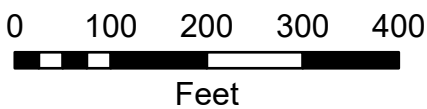


 Area of Proposed Subdivision

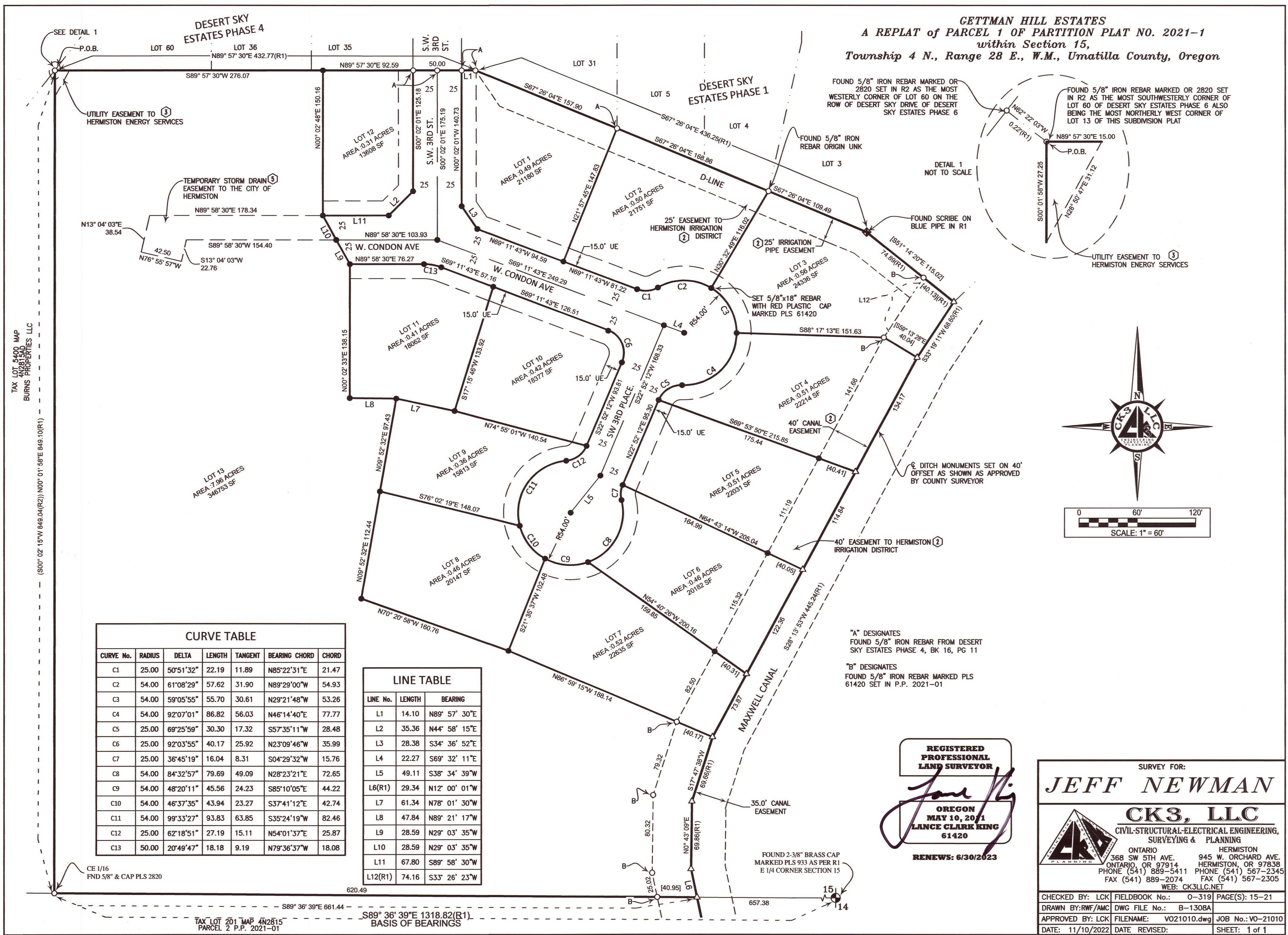
 Property Line

 City Limits

 Urban Growth Boundary



**GETTMAN HILL ESTATES**  
**A REPLAT of PARCEL 1 OF PARTITION PLAT NO. 2021-1**  
**within Section 15,**  
**Township 4 N., Range 28 E., W.M., Umatilla County, Oregon**



**CURVE TABLE**

CURVE No.	RADIUS	DELTA	LENGTH	TANGENT	BEARING CHORD	CHORD
C1	25.00	50°51'32"	22.19	11.89	N85°22'31"E	21.47
C2	54.00	61°08'29"	57.62	31.90	N89°29'00"W	54.93
C3	54.00	59°05'55"	55.70	30.61	N29°21'48"W	53.26
C4	54.00	92°07'01"	86.82	56.03	N46°14'40"E	77.77
C5	25.00	69°25'59"	30.30	17.32	S57°35'11"W	28.48
C6	25.00	92°03'55"	40.17	25.92	N23°09'46"W	35.99
C7	25.00	36°45'19"	16.04	8.31	S04°29'32"W	15.76
C8	54.00	84°32'57"	79.69	49.09	N28°23'21"E	72.65
C9	54.00	48°20'11"	45.56	24.23	S85°10'05"E	44.22
C10	54.00	46°37'35"	43.94	23.27	S37°41'12"E	42.74
C11	54.00	99°33'27"	93.83	63.85	S35°24'19"W	82.46
C12	25.00	62°18'51"	27.19	15.11	N54°01'37"E	25.87
C13	50.00	20°49'47"	18.18	9.19	N79°36'37"W	18.08

**LINE TABLE**

LINE No.	LENGTH	BEARING
L1	14.10	N89° 57' 30"E
L2	35.36	N44° 58' 15"E
L3	28.38	S34° 36' 52"E
L4	22.27	S69° 32' 11"E
L5	49.11	S38° 34' 39"W
L6(R1)	29.34	N12° 00' 01"W
L7	61.34	N78° 01' 30"W
L8	47.84	N89° 21' 17"W
L9	28.59	N29° 03' 35"W
L10	28.59	N29° 03' 35"W
L11	67.80	S89° 58' 30"W
L12(R1)	74.16	S33° 26' 23"W

"A" DESIGNATES  
 FOUND 5/8" IRON REBAR FROM DESERT  
 SKY ESTATES PHASE 4, BK 16, PG 11

"B" DESIGNATES  
 FOUND 5/8" IRON REBAR MARKED PLS  
 61420 SET IN P.P. 2021-01

**REGISTERED  
 PROFESSIONAL  
 LAND SURVEYOR**

*Jeff Newman*

**OREGON  
 MAY 10, 2011  
 LANCE CLARK KING  
 61420**

**RENEWS: 6/30/2023**

SURVEY FOR:

**JEFF NEWMAN**

**CK3, LLC**

CIVIL-STRUCTURAL-ELECTRICAL ENGINEERING,  
 SURVEYING & PLANNING

ONTARIO, OR 97914      945 W. ORCHARD AVE.      HERMISTON, OR 97838  
 PHONE (541) 889-5411      PHONE (541) 567-2345  
 FAX (541) 889-2074      FAX (541) 567-2305

WEB: CK3LLC.NET

CHECKED BY: LCK	FIELDBOOK No.: 0-319	PAGE(S): 15-21
DRAWN BY: RWF/AMC	DWG FILE No.: B-1308A	
APPROVED BY: LCK	FILENAME: VO21010.dwg	JOB No.: VO-21010
DATE: 11/10/2022	DATE REVISED:	SHEET: 1 of 1

TAX LOT 5400 MAP 4N2815 PARCEL 2 P.P. 2021-01 (S00° 02' 15"W 849.04(R2)) N00° 01' 58"E 849.10(R1)

TAX LOT 201 MAP 4N2815 PARCEL 2 P.P. 2021-01  
 BASIS OF BEARINGS

GETTMAN HILL ESTATES  
A REPLAT of PARCEL 1 OF PARTITION PLAT NO. 2021-1  
within Section 15,  
Township 4 N., Range 28 E., W.M., Umatilla County, Oregon

APPROVALS:

CITY OF HERMISTON PLANNING COMMISSION AND CITY COUNCIL

THIS IS TO CERTIFY THAT THIS PLAT HAS BEEN APPROVED BY THIS PLANNING COMMISSION AND THIS CITY COUNCIL WHO HAVE REVIEWED IT THOROUGHLY AND ACKNOWLEDGE THAT IT MEETS ALL THE REQUIREMENTS OF THE SUBDIVISION ORDINANCES AS ESTABLISHED BY THE CITY OF HERMISTON, OREGON AND IS NOW READY FOR FILING IN THE RECORD OF TOWN PLATS OF THE COUNTY OF UMATILLA, STATE OF OREGON.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022  
CHAIRMAN OF THE HERMISTON PLANNING COMMISSION

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022  
MAYOR OF THE CITY OF HERMISTON - CITY COUNCIL

UMATILLA COUNTY SURVEYOR

THIS IS A CERTIFY THAT I HAVE REVIEWED THIS PLAT OF "GETTMAN HILL ESTATES" A REPLAT OF PARCEL 1 OF PARTITION PLAT NO. 2021-1 AND I HEREBY ACKNOWLEDGE THAT IT COMPLIES WITH THE STANDARDS SET FORTH IN ORS CHAPTER 92 AND I THEREFORE APPROVE THIS PLAT TO BE ACCEPTABLE FOR FILING IN THE "RECORD OF TOWN PLATS" OF THE COUNTY OF UMATILLA, STATE OF OREGON.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022  
UMATILLA COUNTY SURVEYOR

UMATILLA COUNTY COMMISSIONERS

THIS IS A CERTIFY THAT WE HAVE REVIEWED THIS PLAT OF "GETTMAN HILL ESTATES" A REPLAT OF PARCEL 1 OF PARTITION PLAT NO. 2021-1 AND IT IS HEREBY APPROVED FOR FILING IN THE "RECORD OF TOWN PLATS" OF THE COUNTY OF UMATILLA, STATE OF OREGON.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022  
CHAIRMAN

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022  
COMMISSIONER

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022  
COMMISSIONER

UMATILLA COUNTY ASSESSOR & TAX COLLECTOR

THIS IS TO CERTIFY THAT WE HAVE REVIEWED THIS PLAT OF "GETTMAN HILL ESTATES" A REPLAT OF PARCEL 1 OF PARTITION PLAT NO. 2021-1 AND HAVE FOUND THAT ALL TAXES AND LIENS HAVE BEEN PAID ON THE LANDS PORTRAYED IN THIS PLAT AND WE HEREBY APPROVE THIS PLAT TO BE FILED IN THE OFFICE OF THE COUNTY RECORDS.

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022  
UMATILLA COUNTY TAX ASSESSOR

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022  
UMATILLA COUNTY TAX COLLECTOR

HERMISTON IRRIGATION DISTRICT

THIS IS TO CERTIFY THAT WE HAVE REVIEWED THIS PLAT OF "GETTMAN HILL ESTATES" A REPLAT OF PARCEL 1 OF PARTITION PLAT NO. 2021-1 AND HEREBY APPROVE THE SAME TO BE FILED IN THE OFFICE OF THE COUNTY RECORDS.

HIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022  
HERMISTON IRRIGATION DISTRICT

OWNER'S DECLARATION:

KNOW ALL MEN BY THESE PRESENTS: THAT I, THE UNDERSIGNED, AM THE OWNER OF THE LANDS AS SHOWN AND DESCRIBED ON THIS PLAT, AND HAVE CAUSED THE SAME TO BE SUBDIVIDED AND SURVEYED IN ACCORDANCE WITH ORS CHAPTER 92. I ACKNOWLEDGE THE FOLLOWING EASEMENTS:

- 1 AN EXISTING BLANKET EASEMENT TO UMATILLA ELECTRIC COOPERATIVE EXISTS ON THIS PROPERTY, BOOK 170, PAGE 154 UMATILLA COUNTY RECORDS.
2 AN EXISTING EASEMENT 25' FOOT WIDE ALONG THE "D" LINE AND 40 FOOT WIDE ALONG THE NORTH SIDE OF THE MAXWELL CANAL TO HERMISTON IRRIGATION DISTRICT SHOWN ON PARTITION PLAT 1992-08, INSTRUMENT NO. 1992-171957 UMATILLA COUNTY RECORDS.
3 AN EXISTING EASEMENT AS SHOWN NEAR THE NORTHWEST CORNER OF LOT 13 FOR HERMISTON ENERGY SERVICES, INSTRUMENT No. 2021-7260074.
4 A BLANKET RIGHT-OF-WAY EASEMENT TO UMATILLA ELECTRIC COMPANY AS PER BOOK 208, PAGE 628 OF THE UMATILLA COUNTY RECORD EXISTS ON THIS PROPERTY
5 I DEDICATE A TEMPORARY STORM DRAIN EASEMENT TO THE CITY OF HERMISTON FOR OPERATION OF STORM DRAIN FACILITIES OVER AND ACROSS LOT 13. THE EASEMENT WILL AUTOMATICALLY EXPIRE WHEN THE REMAINDER OF CONDON AVE RIGHT OF WAY IS DEDICATED TO THE CITY OF HERMISTON.

I HEREBY DEDICATE THE STREETS AS SHOWN TO THE PUBLIC FOREVER. I ALSO HEREBY DEDICATE 15' WIDE PUBLIC UTILITY/SIDEWALK EASEMENTS ADJACENT TO ALL STREETS AS SHOWN FOR PRIVATE AND PUBLIC UTILITIES.

BY: JEFFERY L. NEWMAN

STATE OF OREGON } S.S.  
COUNTY OF UMATILLA }

BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022 APPEARED THE OWNERS AND ACKNOWLEDGED THE FOREGOING DECLARATION.

NOTARY PUBLIC FOR OREGON

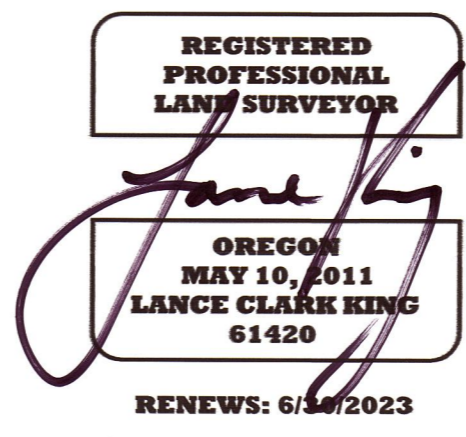
PRINTED NAME \_\_\_\_\_

COMMISSION NO. \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

LEGEND

- SUBDIVISION BOUNDARY
NEW LOT LINES
SECTION LINE
TAX LOT LINES
TIE LINES
NEW EASEMENT LINES
EXISTING EASEMENT LINES
MONUMENT AS NOTED
DATA OF RECORD
CALCULATED DATA
FND. 5/8 IRON BAR AS NOTED
CALCULATED POINT
FOUND SCRIBED MARK
SET 5/8"x30" REBAR WITH RED PLASTIC CAP MARKED PLS 61420



SURVEYOR'S NARRATIVE & CERTIFICATE

THIS SURVEY WAS MADE AT THE REQUEST OF JEFFERY L. NEWMAN, FOR THE PURPOSE OF RE-PLATTING PARCEL 1 AS SHOWN ON PARTITION PLAT 2021-01

CONTROL FOR THIS SURVEY IS BASED ON FOUND MONUMENTS FROM PARTITION PLAT 2021-01, BY CK3, LLC., INSTRUMENT NO. 2021-7130601 UMATILLA COUNTY RECORDS.

THE BASIS OF BEARING FOR THIS SURVEY IS ALONG THE SOUTH LINE OF THIS PARCEL. BETWEEN THE FOUND 2 3/8" BRASS CAP MARKING THE EAST QUARTER CORNER OF SECTION 15 AND THE FOUND 5/8" IRON REBAR WITH A RED PLASTIC CAP MARKED PLS 61420 MARKING THE CE 1/16 CORNER.

THE EXTERIOR BOUNDARY WAS ESTABLISHED IN (R1) AND RETRACED HERE.

I LANCE C. KING, A REGISTERED PROFESSIONAL LAND SURVEYOR HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED THE BOUNDARIES AS SHOWN IN ACCORDANCE WITH ORS CHAPTER 92, THAT THE POINT OF BEGINNING IS A SHOWN ON THE MAP AND IS WITHIN THE REQUIREMENTS OF ORS 92.060(1). I CERTIFY THAT THE FIRST MONUMENT ESTABLISHING OR REESTABLISHING A BOUNDARY MONUMENT WAS PLACED ON 11/10/2022. THAT THE ADJOINING PROPERTY AND ALL PROPERTY ACCESSED IN THIS SURVEY WAS DONE IN ACCORDANCE WITH ORS 672.047. THAT THE SURVEY WAS MADE BY ME OR UNDER MY DIRECTION, THAT THE MONUMENTS ARE AS SHOWN AND THAT THIS MAP IS A TRUE AND ACCURATE REPRESENTATION OF SAID SURVEY.

THE LAND BEING RE-PLATTED IS DESCRIBED AS FOLLOWS (REFERENCE WARRANTY DEED INST. NO. 2014-6220460), PARCEL 1 OF PARTITION PLAT 2021-01 (INSTRUMENT NO. 2021-7130601, OFFICE OF UMATILLA COUNTY RECORDS) LOCATED IN SECTION 15, TOWNSHIP 4 NORTH, RANGE 28 EAST OF THE WILLAMETTE MERIDIAN, UMATILLA COUNTY, OREGON.

REFERENCE TABLE

- R1 PARTITION PLAT 2021-01, FOR JEFF NEWMAN, BY CK3, LLC FILED UNDER COUNTY SURVEY NO. 21-005-B
R2 FINAL PLAT DESERT SKY ESTATES PHASE 6 FOR PAUL BURNS, BY PBS, FILED UMATILLA COUNTY PLAT BOOK 16, PAGE 79

NOTE:
1 BLANKET EASEMENT TO UMATILLA ELECTRIC COOPERATIVE EXISTS ON THIS PROPERTY, BOOK 170, PAGE 154 UMATILLA COUNTY RECORDS, EXISTS ON THIS PROPERTY.
4 BLANKET RIGHT-OF-WAY EASEMENT TO UMATILLA ELECTRIC COMPANY AS PER BOOK 208, PAGE 628 OF THE UMATILLA COUNTY RECORD, EXISTS ON THIS PROPERTY.

SURVEY FOR:
JEFF NEWMAN
CK3, LLC
CIVIL-STRUCTURAL-ELECTRICAL ENGINEERING, SURVEYING & PLANNING
368 SW 5TH AVE. 945 W. ORCHARD AVE.
ONTARIO, OR 97914 HERMISTON, OR 97838
PHONE (541) 889-5411 PHONE (541) 567-2345
FAX (541) 889-2074 FAX (541) 567-2305
WEB: CK3LLC.NET
CHECKED BY: LCK FIELDBOOK No.: 0-319 PAGE(S): 15-21
DRAWN BY: RWF/AMC DWG FILE No.: B-1308B
APPROVED BY: LCK FILENAME: V021010.dwg JOB No. V0-21010
DATE: 11/10/2022 DATE REVISED: SHEET: 1 of 1





# PUBLIC ANNOUNCEMENT

The City is accepting applications for the following Committees:

**1) Budget Committee**

- Positions 1, 2, & 3: 3-year term ending December 31, 2025 (Advertised as of 11/02/2022)
- Position 5: remaining 3-year term ending December 31, 2023 (Vacant as of 10/25/2021)

**2) Faith-Based Advisory Committee**

- Position 5: 3-year term ending December 31, 2025 (Advertised as of 11/02/2022)

**3) Recreation Projects Fund Advisory Committee (Citizen at Large)**

- Position 1: 3-year term ending December 31, 2025 (Advertised as of 11/02/2022)

**4) Hispanic Advisory Committee**

- Position 3: remaining 3-year term ending June 30, 2024 (Vacant as of 01/19/2022)
- Position 5: 3-year term ending June 30, 2025 (Advertised as of 04/19/2022)

**5) Library Board**

- Position 1: remaining 4-year term ending June 30, 2024 (Advertised as of 11/02/2022)
- Position 3: remaining 4-year term ending June 30, 2025 (Vacant as of 04/05/2021)

**Deadline to apply for Committee(s) in Section(s) 1-3: November 29, 2022**

**Deadline to apply for Committee(s) in Section(s) 4-5: Open Until Filled**

Interested persons are asked to submit an application to City Hall, 235 E Gladys Ave, Hermiston, or at [lalarcon-strong@hermiston.or.us](mailto: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.

October 24, 2022

Chief Edmiston called the meeting to order at 6:30pm. Councilors Primmer, Hardin, and Myers were present. Staff in attendance was: City Manager Byron Smith, Court Administrator Jillian Viles, Captains Travis Eynon and Scott Clark, Communications Manager Amanda Hartsteen, Sergeant Martin, Officer Carlson, Finance Director Mark Krawczyk, and City Recorder Lilly Alarcon-Strong.

## **Police Department**

- **Introductions and Personnel Updates**

Hermiston's Police Department (HPD) Chief Edmiston, introduced members of HPD who were in the audience, and gave personnel updates to include the high number of injuries and vacancies that have been/are being experienced; as a result, activity levels are adversely impacted, meaning fewer officers are able to be proactive and prevent criminal activity. This also means fewer officers are working and fatigue has led to an increase of sick leave being used.

- **3<sup>rd</sup> Quarter Activity Report**

Chief Edmiston reviewed the 3<sup>rd</sup> quarter activity report (attached) and emphasizes that total crime is up 29% from last year and violent crime is up 45%. There is also an increase of calls for service and arrests that he believes will continue to trend upwards. Chief Edmiston stated he believes these increases are due to personnel absences and combative individuals.

### Transient Activity

Many of the combative individuals the HPD are seeing are suffering from self-induced substance abuse issues, to include, at times, a combination of self-induced substance abuse issues and mentally deficient cognitive issues. Additionally, the community is experiencing an influx of new transients moving into the area. As such, the HPD has been tracking transient activity since 2020. In 2020 and 2021, 20% of HPD calls for service involved transients. This number has increased to 25% in 2022. Although not all transients are engaging in criminal activity, HPD has seen an explosion in shoplifting at commercial establishments and many of the offenders are transients.

- **2023 Department Goals**

Chief Edmiston presented the Departments 2023 Goals (attached).

## **Municipal Court**

Court Administrator Jillian Viles presented the 3<sup>rd</sup> Quarter Municipal Court Report (attached).

After Chief Edmiston and Court Administrator Viles addressed questions from the Council, Councilors thanked both the Police and Court Departments for their department's efforts making Hermiston a great place to live.

## **Adjournment**

There was no other business and the meeting was adjourned at 6:44pm.

### Hermiston Police Department 2013-2022 Patrol Stats - January through September

Incident Type	2013	2014	2015	2016	2017	2018	2019	2020	2021	Avg	Normal Range	2022	% Change Avg-'22	% Change '21-'22
<b>Total Incidents</b>	18933	17784	17731	16940	17070	16648	17414	16206	16771	17277	16871-17683	16217	-6%	-3%
<b>Calls for Service</b>	11592	9774	7676	7753	8122	8640	8879	7985	8495	8768	8439-9098	9086	4%	7%
<b>Officer Initiated Activity</b>	7341	8010	10055	9187	8948	8008	8535	8221	8276	8509	8187-8831	7131	-16%	-14%
<b>Traffic Stops</b>	3953	3717	5109	4735	3970	3161	4235	3965	3939	4087	3724-4450	3355	-18%	-15%
<b>Case Investigations</b>	1985	2155	2485	2365	2337	2534	2451	1781	1956	2228	1935-2520	2234	0%	14%
<b>Total Arrests</b>	1049	952	1051	1039	954	920	1014	614	620	913	741-1085	847	-7%	37%
<b>Misdemeanor Arrests</b>	720	651	816	788	652	642	739	413	453	653	528-778	640	-2%	41%
<b>Felony Arrests</b>	329	301	235	251	302	278	275	201	167	260	208-311	207	-20%	24%
<b>Total Citations</b>	4392	4466	5310	4698	4775	4128	5186	3569	3304	4425	3717-5134	3348	-24%	1%

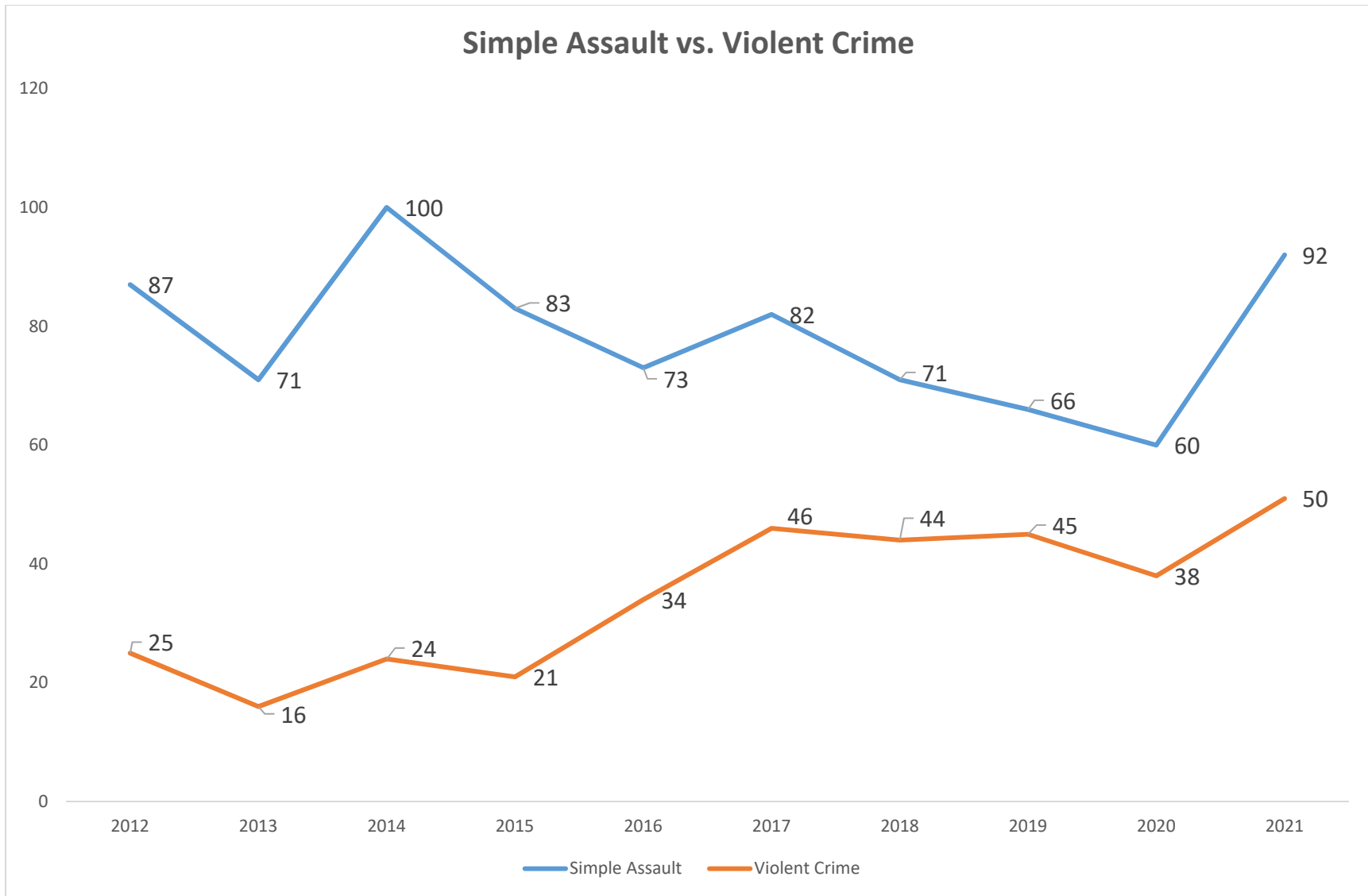
<b>POPULATION</b>	16995	17240	17345	17520	17730	17985	18200	18775	19354
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19696	10%	2%
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<u>Incident Type</u>	2013	2014	2015	2016	2017	2018	2019	2020	2021	Avg	Normal Range	2022	% Change Avg-'22	% Change '21-'22
Homicide	0	0	1	1	1	1	0	2	2	1	0-2	1	0%	-50%
Rape	4	2	3	7	2	6	3	7	6	4	0-2	5	25%	-17%
Robbery	6	11	3	0	2	7	7	6	10	6	3-8	9	50%	-10%
Aggravated Assault	4	5	9	20	26	27	25	11	15	16	9-22	33	106%	120%
Burglary	76	62	42	40	40	72	52	38	50	52	40-65	29	-44%	-42%
Larceny	461	309	313	321	283	373	352	249	284	327	281-374	391	20%	38%
Auto Theft	52	19	33	21	29	36	24	22	23	29	24-34	36	24%	57%
Arson	1	2	1	0	2	3	2	5	2	2	1-3	1	-50%	-50%
<b>TOTAL</b>	<b>604</b>	<b>410</b>	<b>405</b>	<b>410</b>	<b>385</b>	<b>525</b>	<b>465</b>	<b>314</b>	<b>392</b>	<b>434</b>	<b>362-507</b>	<b>505</b>	<b>16%</b>	<b>29%</b>
<b>TOTAL VIOLENT</b>	<b>14</b>	<b>18</b>	<b>16</b>	<b>28</b>	<b>31</b>	<b>41</b>	<b>35</b>	<b>27</b>	<b>33</b>	<b>27</b>	<b>22-32</b>	<b>48</b>	<b>78%</b>	<b>45%</b>
<b>TOTAL PROPERTY</b>	<b>618</b>	<b>428</b>	<b>421</b>	<b>438</b>	<b>416</b>	<b>566</b>	<b>500</b>	<b>341</b>	<b>359</b>	<b>454</b>	<b>369-539</b>	<b>457</b>	<b>1%</b>	<b>27%</b>
<b>POPULATION</b>	16995	17240	17345	17520	17730	17985	18200	18775	19354			19696	10%	2%

### Hermiston Police Department 2013-2022 Crime Stats

January through September 10-year Trends



Violent Crime – Homicide, Rape, Aggravated Assault (an unlawful attack by one person on another involving a weapon and/or severe injury to the victim) and Robbery.

Simple Assault – an unlawful attack by one person on another not involving a weapon or severe injury to the victim.



# HERMISTON POLICE DEPARTMENT

Section 8, Item C.



330 S. First Street | Phone: 541-567-5519  
Hermiston, Oregon 97838 | Fax: 541-567-8469  
[www.hermiston.or.us/police/home](http://www.hermiston.or.us/police/home) | Email: [records@hermiston.or.us](mailto:records@hermiston.or.us)  
*Sine Metu Sine Gratia* | *Without Fear Without Favor*

## **2022 DEPARTMENT GOALS**

### **Customer Service**

Provide efficient and effective police services consistent with the vision and values of our community. Serve as ambassadors of the city of Hermiston with an increased presence of employees at city meetings and functions. Place an emphasis on service delivery to our customers through the establishment of observable, measurable, targeted, and specific performance objectives for each employee of the department.

### **Predictive Policing Strategies**

The department will utilize any policing strategy or tactic that develops and uses information and advanced analysis or technology to inform forward-thinking crime prevention. This includes the utilization of available intelligence/data and deployment of resources implementing a zero-tolerance stance for all incidents involving elements of criminal activity in a timely and targeted fashion specific to each shift or assignment. The continual nurturing of existing healthy partnerships will be critical.

### **Address Traffic Issues**

Provide for a structured approach in dealing with the traffic-related issues experienced in the city by utilizing engineering, education, and enforcement strategies in dealing with these problems. Targeted enforcement of traffic along the Highway 395 corridor will be the priority of patrol.

### **Livability Issues**

Focus on those issues which impact the livability of the citizens we serve will be a high priority. This includes noise complaints, animal complaints, controlled substance enforcement, and all code issues including areas of blight consistent with the Broken Windows Theory of policing.

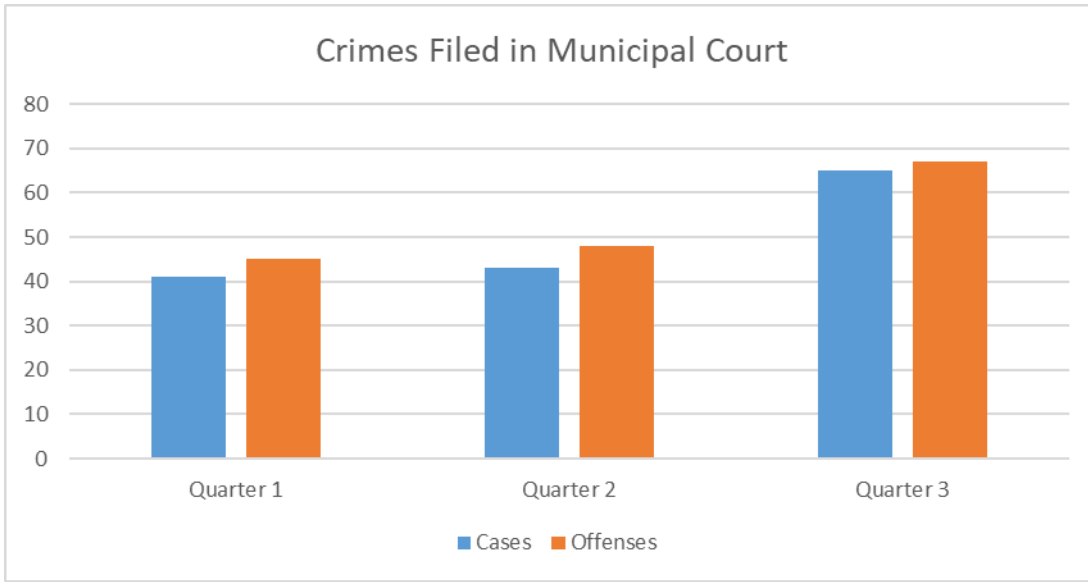


# Hermiston Municipal Court

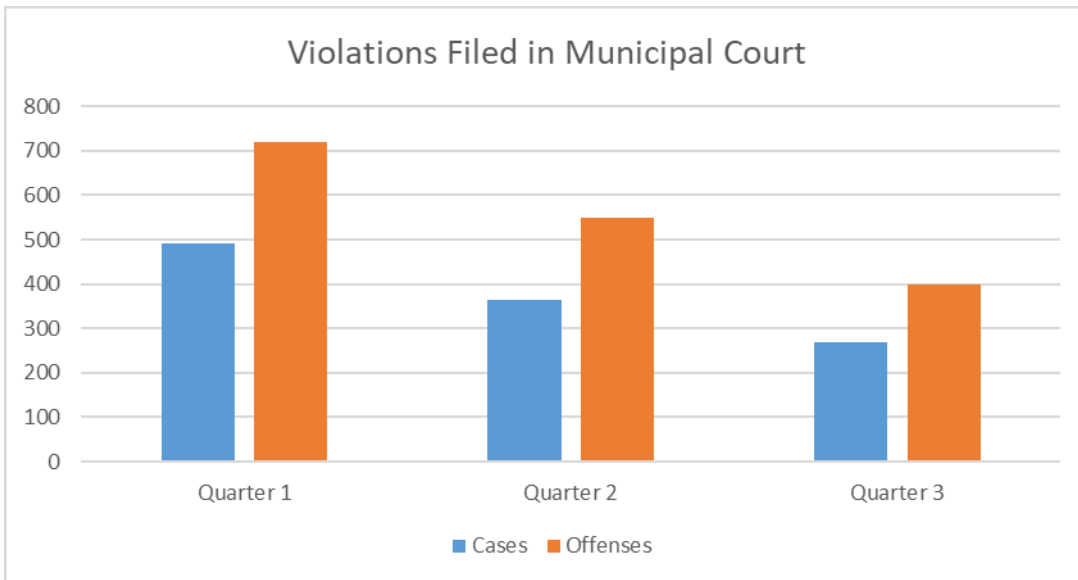
## 3<sup>rd</sup> Quarter Report

October 24<sup>th</sup>, 2022

# MUNICIPAL COURT



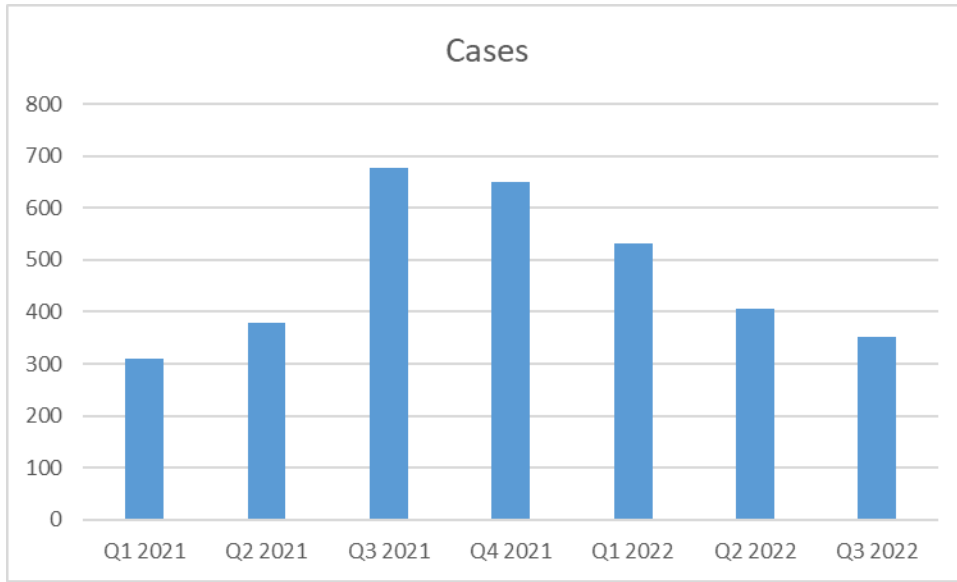
Crimes	Quarter 1	Quarter 2	Quarter 3
Cases	41	43	65
Offenses	45	48	67



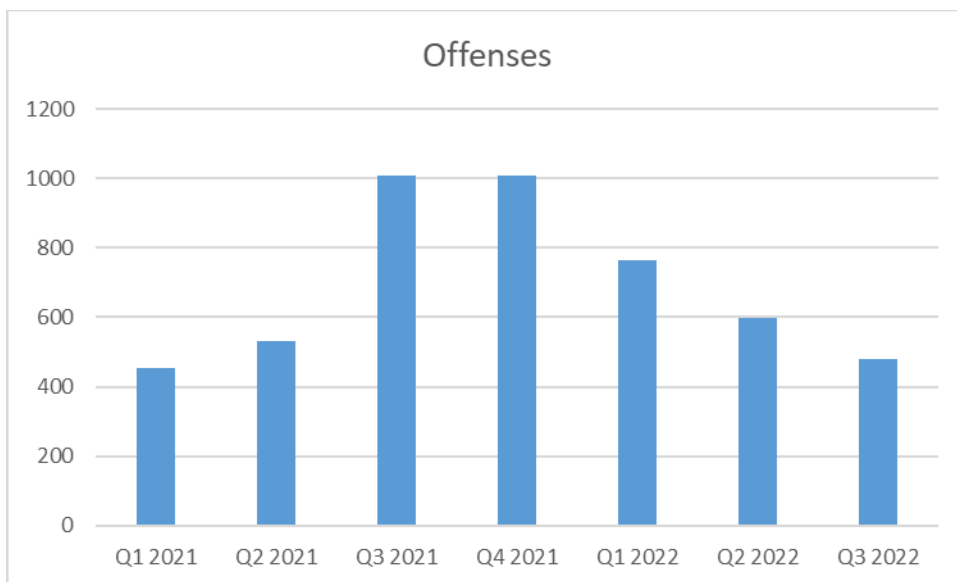
Violations	Quarter 1	Quarter 2	Quarter 3
Cases	492	364	269
Offenses	719	550	399

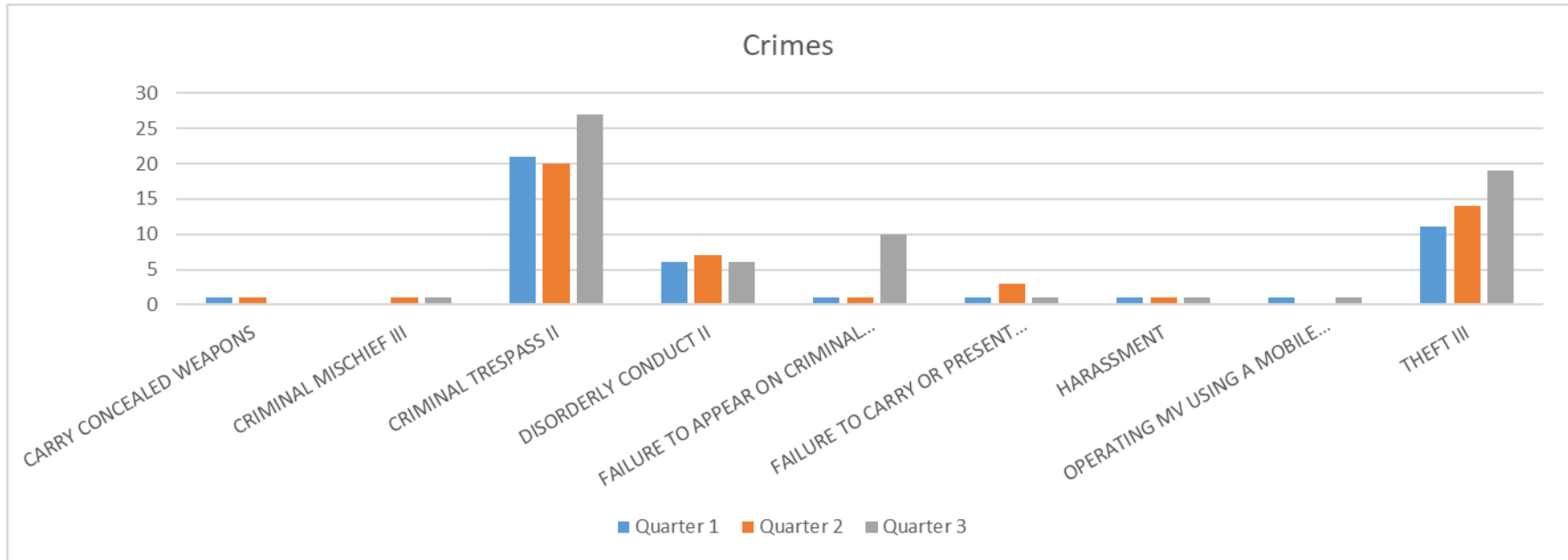


# MUNICIPAL COURT



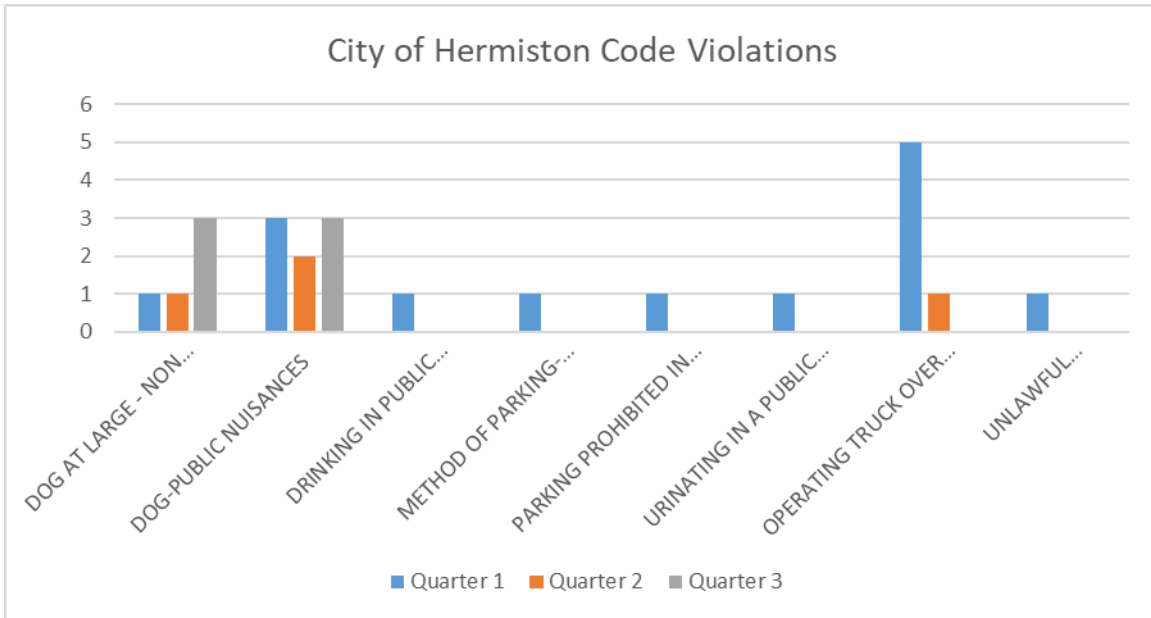
<b>Cases &amp; Offenses Filed 2021-2022</b>	<b>Cases</b>	<b>Offenses</b>
Q1 2021	310	453
Q2 2021	380	530
Q3 2021	677	1008
Q4 2021	650	1010
Q1 2022	533	764
Q2 2022	407	598
Q3 2022	352	480



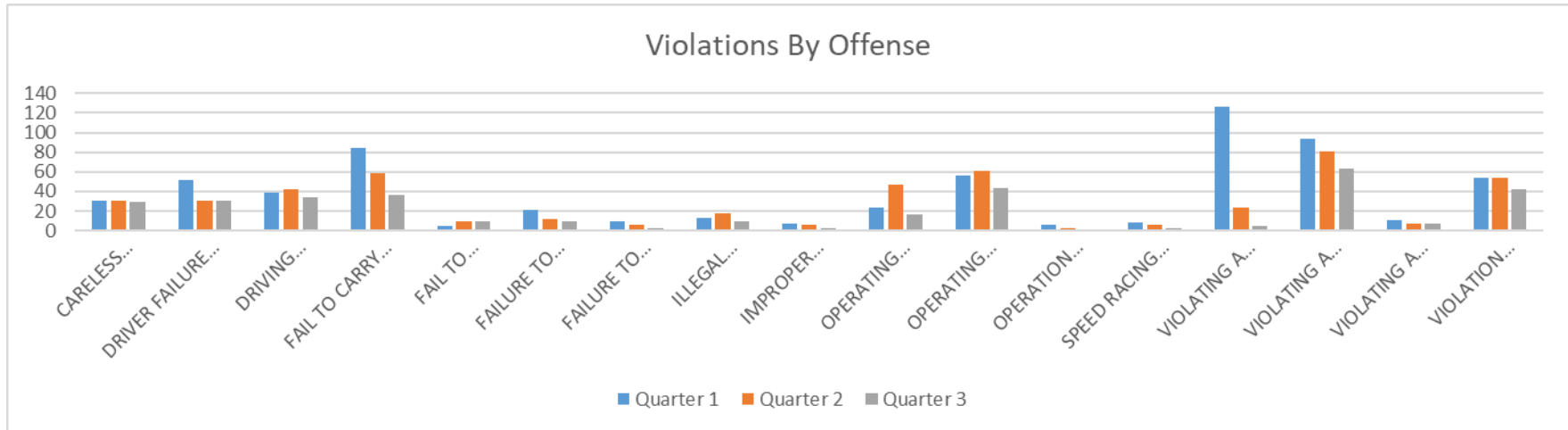


<b>Crimes By Type</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>
Carrying Concealed Weapons	1	1	0
Criminal Mischief III	0	1	1
Criminal Trespass II	21	20	27
Disorderly Conduct II	6	7	6
Failure to Appear on Criminal Citation	1	1	10
Failure to Carry or Present License	1	3	1
Harassment	1	1	2
Operating Motor Vehicle While Using a Mobile Communication Device	1	0	1
Theft III	11	14	19

**MUNICIPAL COURT**

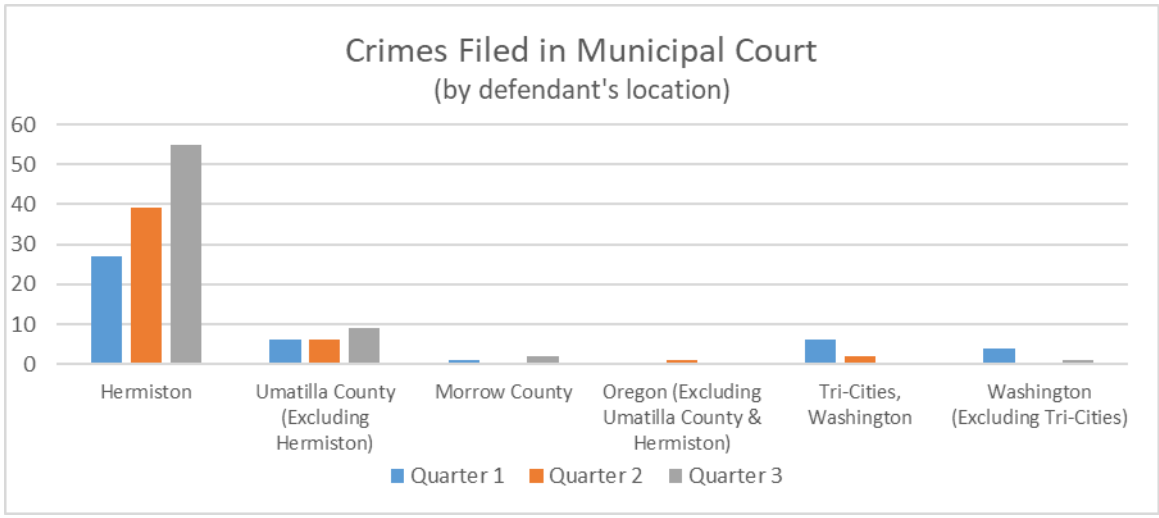


<b>Code Violations By Type</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>
Dog at Large- Non Nuisance	1	1	3
Dog- Public Nuisance	1	0	3
Drinking in Public Places- General Offenses	1	0	0
Method of Parking- Wrong Way Parking	1	0	0
Parking Prohibited in Certain Locations	1	0	0
Urinating in A Public Place	1	0	0
Operating Truck Over City Streets	5	1	0
Unlawful Storage/Parking Trucks, Trailers	1	0	0

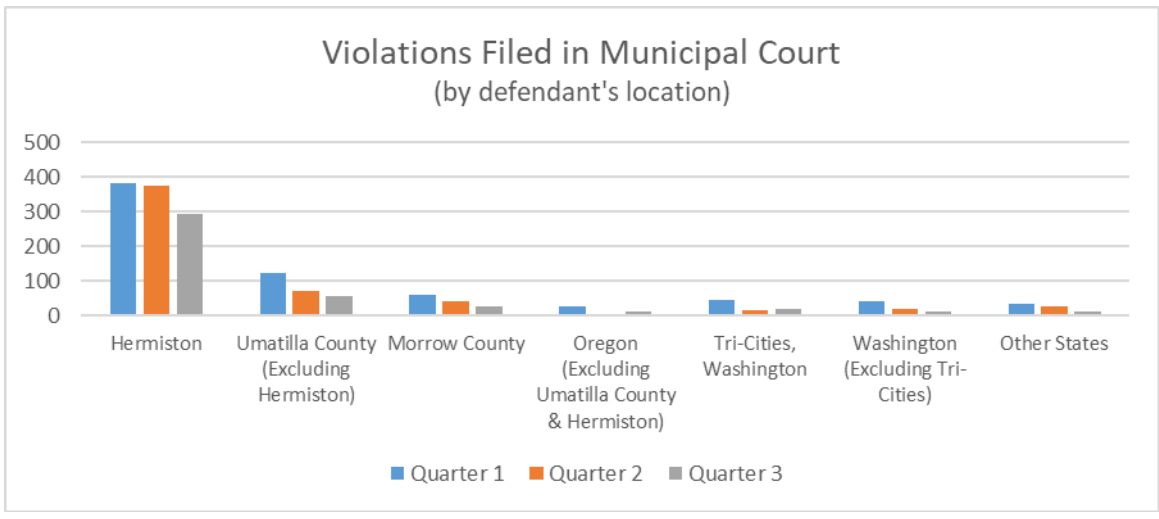


<b>Violations By Type</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>
Careless Driving with Accident	30	30	29
Driver Failure to Obey Traffic Control Device	52	30	30
Driving Uninsured Prohibited	39	42	34
Fail to Carry Proof of Compliance with Financial Responsibility	84	58	36
Fail to Display Plate	5	9	9
Failure to Register Vehicle	21	12	10
Failure to Renew Vehicle Registration	10	6	3
Illegal Window Tinting	13	18	9
Improper Display	7	6	2
Operating Motor Vehicle While Using a Mobile Communication Device	24	47	17
Operating A Vehicle Without Driving Privileges or in Violation of License Restrictions	56	61	43
Operation Without Required Lighting Equipment	6	3	1
Speed Racing on a Highway	8	6	2
Violating a Speed Limit 1-10	126	24	5
Violating a Speed Limit 11-20	94	81	63
Violating a Speed Limit 21-30	11	7	7
Violation Driving While Suspended or Revoked	54	54	42

**MUNICIPAL COURT**

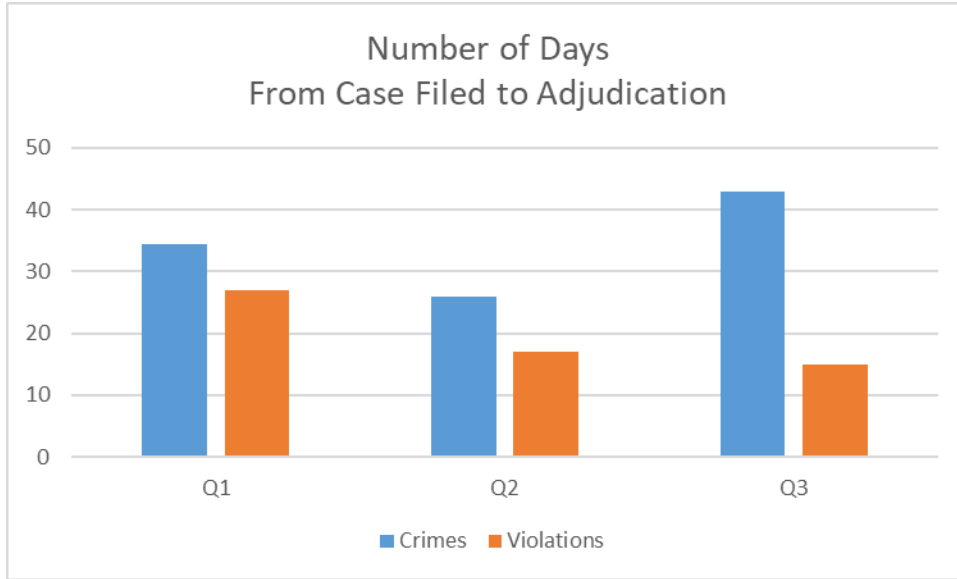


Crimes by Defendant's Location	Quarter 1	Quarter 2	Quarter 3
Hermiston	27	39	55
Umatilla County (Excluding Hermiston)	6	6	9
Morrow County	1	0	2
Oregon (Excluding Umatilla County & Hermiston)	0	1	0
Tri-Cities, Washington	6	2	0
Washington (Excluding Tri-Cities)	4	0	1



Violations by Defendant's Location	Quarter 1	Quarter 2	Quarter 3
Hermiston	384	374	292
Umatilla County (Excluding Hermiston)	124	71	57
Morrow County	61	40	27
Oregon (Excluding Umatilla County & Hermiston)	27	6	12
Tri-Cities, Washington	44	16	18
Washington (Excluding Tri-Cities)	42	18	10
Other States	35	25	13

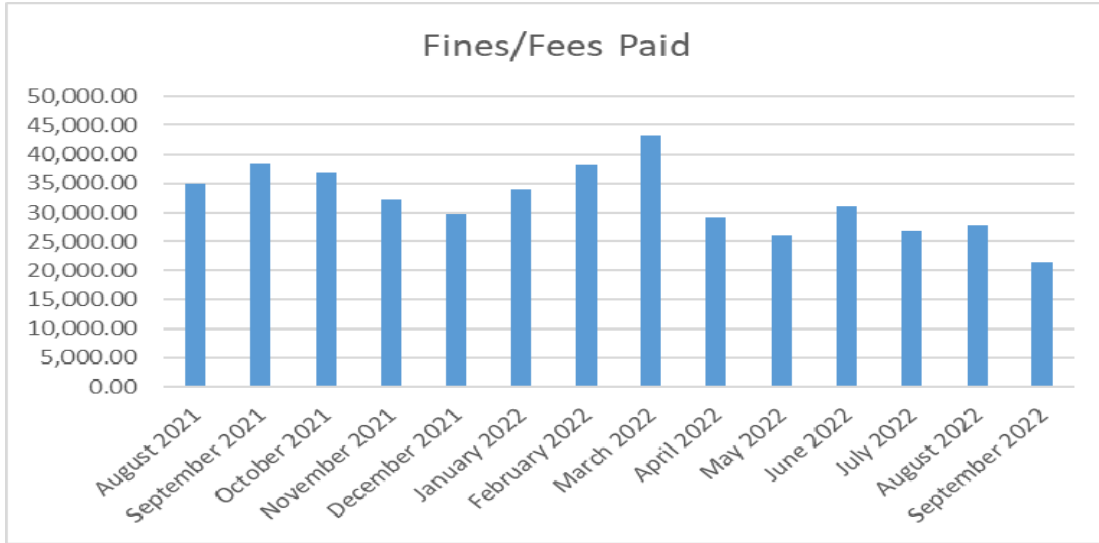
# MUNICIPAL COURT



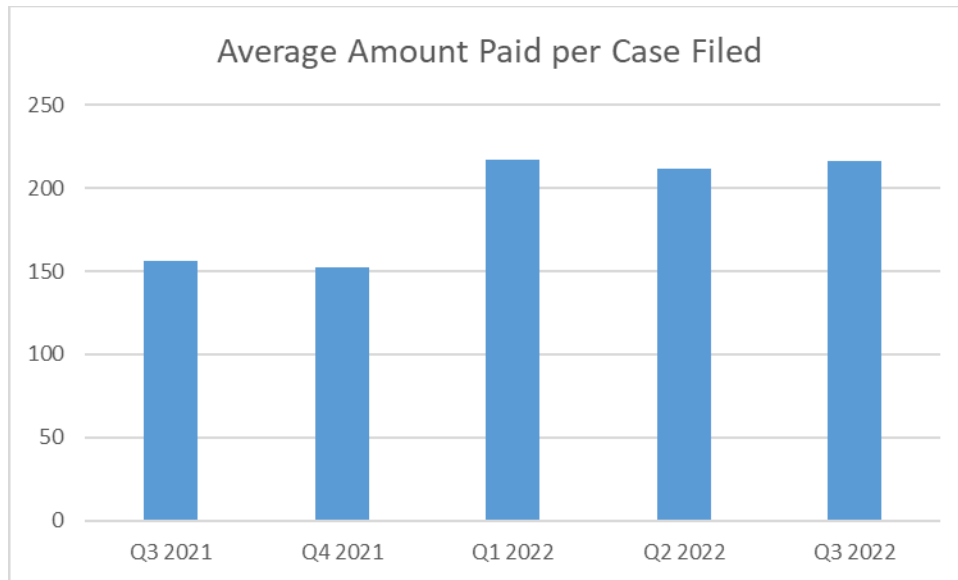
<b>Length of Time from Filing to Adjudication</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>
Crimes	34.5 days	26 days	43 days
Violations	27 days	17 days	15 days

<b>Open Cases- Filed in 2022</b>	
Number of Crimes Cases Open	102
Avg Time of Open Case (as of 9/30/2022)	86 days
Longest Open Case (as of 9/30/2022)	263 days

**MUNICIPAL COURT**

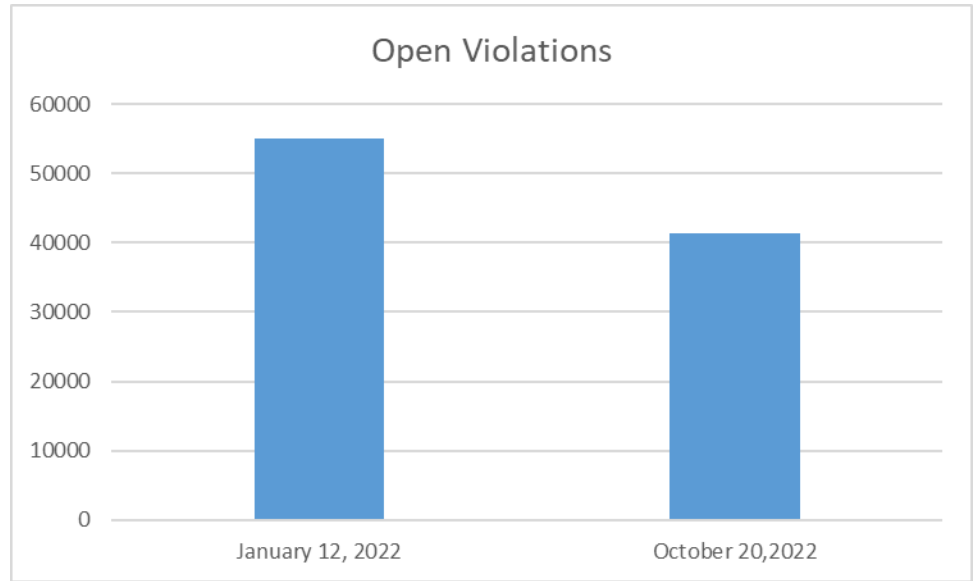


Fines/Fees	Nov. 2021	Dec. 2021	Jan. 2022	Feb. 2022	March 2022	April 2022	May 2022	June 2022	July 2022	Aug. 2022	Sept. 2022
<b>Paid per Month</b>	\$32,260	\$29,695	\$33,820	\$38,346	\$43,305	\$29,089	\$25,969	\$30,958	\$26,986	\$27,704	\$21,553



Quarterly Report	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022
Fines & Fees Paid	\$105,906	\$98,772	\$115,473	\$86,016	\$76,244
Number of Cases Filed	677	650	532	407	352
Avg.\$ Paid per Case Filed	\$156	\$152	\$217	\$211	\$217

# MUNICIPAL COURT



<b>Open Violations</b>	
January 12, 2022	55,035
October 20, 2022	41,294
Cases closed since March 1, 2022	13,741





# CITY COUNCIL

## Regular Meeting Minutes November 28, 2022

Mayor Drotzmann called the regular meeting to order at 7:00pm. Present were Councilors Spicerkuhn, Primmer, Myers, Davis, Duron, and Barron. Councilor Hardin and Peterson were excused. Municipal Court Judge Thomas Creasing Jr., was in attendance, as well as City staff to included: City Manager Byron Smith, Assistant City Manager Mark Morgan, City Attorney Rich Tovey, Chief Edmiston, Finance Director Mark Krawczyk, Planning Director Clint Spencer, Court Administrator Jillian Viles, and City Recorder Lilly Alarcon-Strong. The pledge of allegiance was given.

### **Presentation- Hermiston Chamber of Commerce Updates**

Executive Director Val Hoxie gave information regarding: Peppermint Lane at EOTEC’s Festival of Lights, stating Marlette Homes is allowing their staff to volunteer their time, during work hours and still get paid, to set up Peppermint Lane; Chamber Luncheon’s; monthly Workforce Meetings to help employers and employees get connected; Chamber Ambassadors; Ribbon Cuttings, Ground Breakings and many other Chamber events.

### **Citizen Input on Non-Agenda Items**

None given.

### **Consent Agenda Items**

Councilor Duron moved and Councilor Spicerkuhn seconded to approve Consent Agenda items A-C, to include:

- A. Final Plat- Cimmaron Terrace Phase V 4N2802DB Tax Lot 103 - NE 8th St
- B. Committee Vacancy Announcements
- C. Minutes of the November 14th City Council Meeting

Motion carried unanimously.

### **Resolution No. 2246- Establishing the Necessity for a sewer main easement.**

Assistant City Manager Morgan presented the proposed easement resolution.

After some discussion, Councilor Davis moved and Councilor Duron seconded to adopt Resolution No. 2246 and lay upon the record. Motion carried unanimously.

**Discussion and possible support of a Hermiston Adopt-a-Street program in conjunction with the Greater Hermiston Chamber of Commerce.** - City Manager Smith presented the proposed Adopt-a-Street program partnership with the Hermiston Chamber of Commerce to increase investment in our community through volunteerism and to help keep the City’s streets clean.

Hermiston Chamber Executive Director Val Hoxie thanked the Council for their consideration of this program stating she has seen this program become very successful in other communities she has lived in and believes there will be a small learning curve at the beginning but that the program will gain popularity the longer it continues.

After some discussion, Councilor Primmer moved and Councilor Spicerkuhn seconded to support the proposed program and direct staff to prepare a formal agreement with the Chamber of Commerce for adoption. Motion carried unanimously.



# CITY COUNCIL

## Regular Meeting Minutes November 28, 2022

Mayor Drotzmann thanked Executive Director Val Hoxie and the Chamber for their great leadership and partnership on this program.

### **October 2022 Financial Report**

Councilor Davis moved and Councilor Duron seconded to accept the October 2022 Financial Report as presented by Finance Director Mark Krawczyk. Motion carried unanimously.

### **Committee Reports**

Hispanic Advisory Committee- Councilor Duron stated the Committee heard reports regarding: Christmas Express and the donations needed to fill food boxes and give gifts to children, Stepping Stones/Temporary Warming Station information and Groundbreaking event November 29<sup>th</sup> at noon, information from Martha's House, and Euvalcree.

Public Infrastructure Committee- Mayor Drotzmann stated the Committee met prior to the City Council meeting and heard updates regarding current and future projects, and pushed back the Geer/Harper Road improvements to 2023-24. The Committee plans to meet again in January.

### **Mayor's Report**

Mayor Drotzmann spoke regarding:

- National League of Cities (NLC) Conference he attended and the many sessions and tours he attended that were very impressive, including: Services for Veterans and Homelessness
- PATH Project Groundbreaking November 29<sup>th</sup> at noon
- Lighted Holiday Parade and Tree Lighting Ceremony and Festivities this Thursday, December 1<sup>st</sup> starting at 5:30pm
- Christmas Express food box build and present wrapping
- Council President Primmer will be chairing the meeting of December 12<sup>th</sup>
- Asked that the Council consider what Committees they would like to be appointed to for the coming year as new assignments will be given shortly
- Reminded the Council that a new Council President will be elected at the first meeting of the new year

### **Council Reports**

Councilor Myers and Davis stated they also attended the NLC Conference and agreed with Mayor Drotzmann's sentiments.

Councilor Duron gave a heartfelt thank you to Marlette Homes for allowing their staff to help the Parks and Recreation Department clean up leaves at Butte Park during work hours and helping to contribute to the community in this manner.

Chamber Director Val Hoxie stated Marlette Homes gives their employees paid days off, during the year, to volunteer their time to help non-profit organizations.

Mayor Drotzmann thanked Marlette Homes and all employers who give back to the community.



# CITY COUNCIL

Regular Meeting Minutes  
November 28, 2022

### Youth Advisory Report

Youth Advisors were not present. Mayor Drotzmann asked that City Recorder Alarcon-Strong follow up with the advisors as they have not been present at recent meetings.

### City Manager’s Report

City Manager Smith gave updates regarding City Hall punch list items and timelines.

### Recess for Executive Session

At 7:57pm 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 negotiating real property transaction. The Executive Session is held pursuant ORS 192.660 (2) (e) which allows the Council to meet in Executive Session to conduct deliberations with persons designated by the Council to negotiate real property transactions.

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.

### Reconvene and Adjournment

Mayor Drotzmann reconvened and adjourned the City Council meeting at 8:17pm as there was no other City business.

SIGNED:

\_\_\_\_\_  
Dr. David Drotzmann, Mayor

ATTEST:

\_\_\_\_\_  
Lilly Alarcon-Strong, CMC, City Recorder

**NOTICE OF INTENT TO AWARD CONTRACT**

**TO: All Bidders for the Project Listed Below**

**DATE OF NOTICE: November 30, 2022**

**PROJECT NAME: City of Hermiston, Oregon  
Regional Water System Improvements Phase 1 - 2023**

NOTICE IS HEREBY GIVEN that the City of Hermiston, Oregon (Owner) intends to award the above-described Contract to the following apparent low Bidder:

Rotschy, Inc.  
7408 N.E. 113th Circle  
Vancouver, Washington 98662

NOTICE IS FURTHER GIVEN that any protest of the Owner's Notice of Intent to Award Contract must be filed with the City of Hermiston, Oregon, 180 N.E. 2nd Street, Hermiston, Oregon 97838 on or before seven calendar days from the date of this Notice. Protests must be in writing stating the basis of the protest in detail as provided by Oregon Law and be physically received at the above address on or before said date.

If no protest is filed on or prior to said date, the Owner will thereafter award the above-described Contract to the Bidder named above by issuance of a Notice of Award of Contract to said Bidder.

Dated this 30th day of November, 2022.

**City of Hermiston, Oregon**

By \_\_\_\_\_  
Mark Morgan, Assistant City Manager

<b>BID TABULATION</b>											
ANDERSON PERRY & ASSOCIATES, INC. 243 E. MAIN STREET, SUITE C HERMISTON, OREGON 97838				<b>PROJECT: City of Hermiston, Oregon Regional Water System Improvements Phase 1 - 2023</b>				<b>OWNER: City of Hermiston, Oregon 180 N.E. 2nd Street Hermiston, Oregon 97838</b>			
Bid Opening: November 29, 2022, at 11:00 a.m., at City of Hermiston City Hall, 180 N.E. 2nd Street, Hermiston, Oregon 97838				<b>BIDDERS</b>							
				Engineer's Estimate		Rotschy, Inc.		Tapani, Inc.		Goodman & Mehlenbacher Enterprises, Inc.	
Item	Description	Unit	Amount	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization/Demobilization (not to exceed 5% of Total Bid Price)	L.S.	1	\$140,000.00	\$140,000.00	\$110,000.00	\$110,000.00	\$150,000.00	\$150,000.00	\$140,000.00	\$140,000.00
2	Temporary Protection and Direction of Traffic/Project Safety	L.S.	1	\$50,000.00	\$50,000.00	\$49,000.00	\$49,000.00	\$100,000.00	\$100,000.00	\$80,000.00	\$80,000.00
3	Job Photos	Each	30	\$15.00	\$450.00	\$25.00	\$750.00	\$25.00	\$750.00	\$25.00	\$750.00
4	Modifications, Chlorination, and Testing of Existing 16-inch polyvinyl chloride (PVC) Water Line	L.S.	1	\$30,000.00	\$30,000.00	\$13,600.00	\$13,600.00	\$35,000.00	\$35,000.00	\$15,000.00	\$15,000.00
5	Regional Water System Water Treatment Plant Modifications	L.S.	1	\$200,000.00	\$200,000.00	\$609,000.00	\$609,000.00	\$460,400.00	\$460,400.00	\$630,000.00	\$630,000.00
6	Water Treatment Plant Existing Meter Vault Improvements	L.S.	1	\$35,000.00	\$35,000.00	\$36,726.00	\$36,726.00	\$70,000.00	\$70,000.00	\$25,500.00	\$25,500.00
7	Water Treatment Plant Production Meter Vault Improvements	L.S.	1	\$60,000.00	\$60,000.00	\$89,500.00	\$89,500.00	\$175,000.00	\$175,000.00	\$85,250.00	\$85,250.00
8	Erosion and Sediment Control	L.S.	1	\$20,000.00	\$20,000.00	\$8,000.00	\$8,000.00	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00
9	Removal of Structures and Obstructions	L.S.	1	\$25,000.00	\$25,000.00	\$55,000.00	\$55,000.00	\$100,000.00	\$100,000.00	\$55,000.00	\$55,000.00
<b>Water Line</b>											
10	16-inch PVC Water Line	L.F.	7,250	\$140.00	\$1,015,000.00	\$118.00	\$855,500.00	\$110.00	\$797,500.00	\$112.00	\$812,000.00
11	16-inch Restrained Joint Ductile Iron (DI) Water Line	L.F.	40	\$250.00	\$10,000.00	\$381.00	\$15,240.00	\$700.00	\$28,000.00	\$440.00	\$17,600.00
12	12-inch DI Water Line	L.F.	1,850	\$130.00	\$240,500.00	\$93.60	\$173,160.00	\$90.00	\$166,500.00	\$90.00	\$166,500.00
13	8-inch DI Water Line	L.F.	25	\$150.00	\$3,750.00	\$80.00	\$2,000.00	\$140.00	\$3,500.00	\$140.00	\$3,500.00
14	18-inch Butterfly Valve	Each	1	\$6,000.00	\$6,000.00	\$5,445.00	\$5,445.00	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00
15	16-inch Butterfly Valve	Each	8	\$4,500.00	\$36,000.00	\$4,722.00	\$37,776.00	\$4,200.00	\$33,600.00	\$4,000.00	\$32,000.00
16	12-inch Gate Valve	Each	7	\$3,000.00	\$21,000.00	\$4,034.00	\$28,238.00	\$3,400.00	\$23,800.00	\$4,000.00	\$28,000.00
17	8-inch Gate Valve	Each	1	\$2,500.00	\$2,500.00	\$2,119.00	\$2,119.00	\$2,000.00	\$2,000.00	\$2,250.00	\$2,250.00
18	Connection to Existing Water Line	Each	5	\$4,000.00	\$20,000.00	\$4,545.00	\$22,725.00	\$6,000.00	\$30,000.00	\$8,000.00	\$40,000.00
19	Fire Hydrant Assembly	Each	14	\$4,500.00	\$63,000.00	\$8,356.00	\$116,984.00	\$9,000.00	\$126,000.00	\$9,450.00	\$132,300.00
20	2-inch Combination Air Release Assembly	Each	3	\$5,000.00	\$15,000.00	\$6,143.00	\$18,429.00	\$8,000.00	\$24,000.00	\$11,000.00	\$33,000.00
21	Oregon Highway 207 Jack and Bore Crossing	L.S.	1	\$350,000.00	\$350,000.00	\$135,569.00	\$135,569.00	\$150,000.00	\$150,000.00	\$175,000.00	\$175,000.00
22	Feed Canal Crossing	L.S.	1	\$150,000.00	\$150,000.00	\$6,000.00	\$6,000.00	\$7,500.00	\$7,500.00	\$33,500.00	\$33,500.00
23	PDX 138 Valves and Meter Vault	L.S.	1	\$120,000.00	\$120,000.00	\$122,334.00	\$122,334.00	\$160,000.00	\$160,000.00	\$260,000.00	\$260,000.00
24	4-inch Water Meter Installation	Each	1	\$15,000.00	\$15,000.00	\$9,502.00	\$9,502.00	\$20,000.00	\$20,000.00	\$12,350.00	\$12,350.00
25	Disconnection from Existing Water Line	Each	1	\$2,000.00	\$2,000.00	\$1,064.00	\$1,064.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00

<b>BID TABULATION</b>											
ANDERSON PERRY & ASSOCIATES, INC. 243 E. MAIN STREET, SUITE C HERMISTON, OREGON 97838 Bid Opening: November 29, 2022, at 11:00 a.m., at City of Hermiston City Hall, 180 N.E. 2nd Street, Hermiston, Oregon 97838				<b>PROJECT:</b> City of Hermiston, Oregon Regional Water System Improvements Phase 1 - 2023				<b>OWNER:</b> City of Hermiston, Oregon 180 N.E. 2nd Street Hermiston, Oregon 97838			
				BIDDERS							
				Engineer's Estimate		Rotschy, Inc.		Tapani, Inc.		Goodman & Mehlenbacher Enterprises, Inc.	
Item	Description	Unit	Amount	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>Sewer Line</b>											
26	8-inch PVC Gravity Sewer Line	L.F.	910	\$50.00	\$45,500.00	\$41.30	\$37,583.00	\$60.00	\$54,600.00	\$52.00	\$47,320.00
27	Manhole	Each	3	\$5,000.00	\$15,000.00	\$3,500.00	\$10,500.00	\$6,500.00	\$19,500.00	\$3,500.00	\$10,500.00
28	4-inch Sewer Service Connection on Existing Sewer Line	Each	2	\$500.00	\$1,000.00	\$1,123.00	\$2,246.00	\$1,500.00	\$3,000.00	\$225.00	\$450.00
29	Connection to Existing Manhole	Each	1	\$1,500.00	\$1,500.00	\$1,446.00	\$1,446.00	\$2,200.00	\$2,200.00	\$1,000.00	\$1,000.00
30	4-inch PVC Sewer Service Line	L.F.	265	\$50.00	\$13,250.00	\$48.40	\$12,826.00	\$110.00	\$29,150.00	\$25.00	\$6,625.00
<b>General</b>											
31	Asphalt Surface Restoration	S.Y.	3,250	\$80.00	\$260,000.00	\$30.00	\$97,500.00	\$80.00	\$260,000.00	\$75.00	\$243,750.00
32	Gravel Surface Restoration	S.Y.	3,800	\$30.00	\$114,000.00	\$28.00	\$106,400.00	\$25.00	\$95,000.00	\$37.00	\$140,600.00
33	General Surface Restoration	S.Y.	100	\$50.00	\$5,000.00	\$15.00	\$1,500.00	\$10.00	\$1,000.00	\$150.00	\$15,000.00
34	Driveway Restoration	S.Y.	180	\$80.00	\$14,400.00	\$74.45	\$13,401.00	\$85.00	\$15,300.00	\$45.00	\$8,100.00
35	Hydroseed Restoration	S.Y.	1,000	\$30.00	\$30,000.00	\$1.75	\$1,750.00	\$2.00	\$2,000.00	\$4.50	\$4,500.00
<b>TOTAL BID PRICE</b>					<b>\$3,129,850.00</b>		<b>\$2,808,813.00</b>		<b>\$3,167,000.00</b>		<b>\$3,274,545.00 *</b>
* Indicates rounding or math error.										Total Bid:	\$3,284,545.00

<b>BID TABULATION</b>											
ANDERSON PERRY & ASSOCIATES, INC. 243 E. MAIN STREET, SUITE C HERMISTON, OREGON 97838 Bid Opening: November 29, 2022, at 11:00 a.m., at City of Hermiston City Hall, 180 N.E. 2nd Street, Hermiston, Oregon 97838				<b>PROJECT: City of Hermiston, Oregon</b> <b>Regional Water System Improvements</b> <b>Phase 1 - 2023</b>				<b>OWNER: City of Hermiston, Oregon</b> 180 N.E. 2nd Street Hermiston, Oregon 97838			
				BIDDERS							
Item	Description	Unit	Amount	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization/Demobilization (not to exceed 5% of Total Bid Price)	L.S.	1	\$140,000.00	\$140,000.00	\$150,849.05	\$150,849.05	\$150,122.10	\$150,122.10	\$143,200.00	\$143,200.00
2	Temporary Protection and Direction of Traffic/Project Safety	L.S.	1	\$50,000.00	\$50,000.00	\$66,562.92	\$66,562.92	\$75,427.50	\$75,427.50	\$128,000.00	\$128,000.00
3	Job Photos	Each	30	\$15.00	\$450.00	\$25.00	\$750.00	\$25.00	\$750.00	\$25.00	\$750.00
4	Modifications, Chlorination, and Testing of Existing 16-inch polyvinyl chloride (PVC) Water Line	L.S.	1	\$30,000.00	\$30,000.00	\$17,196.41	\$17,196.41	\$85,025.69	\$85,025.69	\$18,000.00	\$18,000.00
5	Regional Water System Water Treatment Plant Modifications	L.S.	1	\$200,000.00	\$200,000.00	\$592,570.63	\$592,570.63	\$518,713.44	\$518,713.44	\$844,220.00	\$844,220.00
6	Water Treatment Plant Existing Meter Vault Improvements	L.S.	1	\$35,000.00	\$35,000.00	\$38,471.50	\$38,471.50	\$47,857.54	\$47,857.54	\$23,000.00	\$23,000.00
7	Water Treatment Plant Production Meter Vault Improvements	L.S.	1	\$60,000.00	\$60,000.00	\$153,917.30	\$153,917.30	\$105,851.52	\$105,851.52	\$60,000.00	\$60,000.00
8	Erosion and Sediment Control	L.S.	1	\$20,000.00	\$20,000.00	\$49,192.56	\$49,192.56	\$15,204.17	\$15,204.17	\$20,700.00	\$20,700.00
9	Removal of Structures and Obstructions	L.S.	1	\$25,000.00	\$25,000.00	\$39,650.65	\$39,650.65	\$76,583.09	\$76,583.09	\$3,000.00	\$3,000.00
<b>Water Line</b>											
10	16-inch PVC Water Line	L.F.	7,250	\$140.00	\$1,015,000.00	\$129.38	\$938,005.00	\$130.23	\$944,167.50	\$150.00	\$1,087,500.00 *
11	16-inch Restrained Joint Ductile Iron (DI) Water Line	L.F.	40	\$250.00	\$10,000.00	\$314.47	\$12,578.80	\$349.60	\$13,984.00	\$700.00	\$28,000.00
12	12-inch DI Water Line	L.F.	1,850	\$130.00	\$240,500.00	\$93.96	\$173,826.00	\$87.60	\$162,060.00	\$105.00	\$194,250.00
13	8-inch DI Water Line	L.F.	25	\$150.00	\$3,750.00	\$114.66	\$2,866.50	\$123.00	\$3,075.00	\$103.00	\$2,575.00
14	18-inch Butterfly Valve	Each	1	\$6,000.00	\$6,000.00	\$6,146.66	\$6,146.66	\$6,601.48	\$6,601.48	\$7,000.00	\$7,000.00
15	16-inch Butterfly Valve	Each	8	\$4,500.00	\$36,000.00	\$5,152.01	\$41,216.08	\$5,759.84	\$46,078.72	\$5,600.00	\$44,800.00
16	12-inch Gate Valve	Each	7	\$3,000.00	\$21,000.00	\$4,475.69	\$31,329.83	\$5,000.58	\$35,004.06	\$5,600.00	\$39,200.00
17	8-inch Gate Valve	Each	1	\$2,500.00	\$2,500.00	\$2,875.48	\$2,875.48	\$3,475.09	\$3,475.09	\$4,400.00	\$4,400.00
18	Connection to Existing Water Line	Each	5	\$4,000.00	\$20,000.00	\$6,021.42	\$30,107.10	\$5,691.04	\$28,455.20	\$13,500.00	\$67,500.00
19	Fire Hydrant Assembly	Each	14	\$4,500.00	\$63,000.00	\$13,214.46	\$185,002.44	\$12,784.03	\$178,976.42	\$9,600.00	\$134,400.00
20	2-inch Combination Air Release Assembly	Each	3	\$5,000.00	\$15,000.00	\$14,762.09	\$44,286.27	\$10,403.73	\$31,211.19	\$11,500.00	\$34,500.00
21	Oregon Highway 207 Jack and Bore	L.S.	1	\$350,000.00	\$350,000.00	\$177,334.44	\$177,334.44	\$242,880.05	\$242,880.05	\$179,000.00	\$179,000.00
22	Feed Canal Crossing	L.S.	1	\$150,000.00	\$150,000.00	\$35,999.74	\$35,999.74	\$31,556.58	\$31,556.58	\$19,700.00	\$19,700.00
23	PDX 138 Valves and Meter Vault	L.S.	1	\$120,000.00	\$120,000.00	\$204,674.82	\$204,674.82	\$270,856.51	\$270,856.51	\$148,500.00	\$148,500.00
24	4-inch Water Meter Installation	Each	1	\$15,000.00	\$15,000.00	\$13,168.93	\$13,168.93	\$19,065.23	\$19,065.23	\$21,500.00	\$21,500.00
25	Disconnection from Existing Water Line	Each	1	\$2,000.00	\$2,000.00	\$4,298.52	\$4,298.52	\$6,985.88	\$6,985.88	\$1,500.00	\$1,500.00

<b>BID TABULATION</b>											
ANDERSON PERRY & ASSOCIATES, INC. 243 E. MAIN STREET, SUITE C HERMISTON, OREGON 97838 Bid Opening: November 29, 2022, at 11:00 a.m., at City of Hermiston City Hall, 180 N.E. 2nd Street, Hermiston, Oregon 97838				<b>PROJECT:</b> City of Hermiston, Oregon Regional Water System Improvements Phase 1 - 2023				<b>OWNER:</b> City of Hermiston, Oregon 180 N.E. 2nd Street Hermiston, Oregon 97838			
				BIDDERS							
Item	Description	Unit	Amount	Engineer's Estimate		DelHur Industries, Inc.		Silver Creek Contracting, LLC		R&G Excavating, Inc.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<b>Sewer Line</b>											
26	8-inch PVC Gravity Sewer Line	L.F.	910	\$50.00	\$45,500.00	\$64.95	\$59,104.50	\$80.85	\$73,573.50	\$80.00	\$72,800.00
27	Manhole	Each	3	\$5,000.00	\$15,000.00	\$11,361.34	\$34,084.02	\$5,287.02	\$15,861.06	\$8,000.00	\$24,000.00
28	4-inch Sewer Service Connection on Existing Sewer Line	Each	2	\$500.00	\$1,000.00	\$4,235.64	\$8,471.28	\$2,267.56	\$4,535.12	\$100.00	\$200.00
29	Connection to Existing Manhole	Each	1	\$1,500.00	\$1,500.00	\$7,732.36	\$7,732.36	\$2,914.15	\$2,914.15	\$3,350.00	\$3,350.00
30	4-inch PVC Sewer Service Line	L.F.	265	\$50.00	\$13,250.00	\$282.37	\$74,828.05	\$81.29	\$21,541.85	\$73.00	\$19,345.00
<b>General</b>											
31	Asphalt Surface Restoration	S.Y.	3,250	\$80.00	\$260,000.00	\$64.46	\$209,495.00	\$62.93	\$204,522.50	\$58.00	\$188,500.00
32	Gravel Surface Restoration	S.Y.	3,800	\$30.00	\$114,000.00	\$15.36	\$58,368.00	\$17.46	\$66,348.00	\$19.00	\$72,200.00
33	General Surface Restoration	S.Y.	100	\$50.00	\$5,000.00	\$35.38	\$3,538.00	\$8.28	\$828.00	\$10.00	\$1,000.00
34	Driveway Restoration	S.Y.	180	\$80.00	\$14,400.00	\$65.99	\$11,878.20	\$41.05	\$7,389.00	\$35.00	\$6,300.00
35	Hydroseed Restoration	S.Y.	1,000	\$30.00	\$30,000.00	\$1.79	\$1,790.00	\$2.01	\$2,010.00	\$2.00	\$2,000.00
<b>TOTAL BID PRICE</b>					<b>\$3,129,850.00</b>		<b>\$3,482,167.04</b>		<b>\$3,499,491.14</b>		<b>\$3,644,890.00 *</b>
* Indicates rounding or math error.										Total Bid:	\$3,637,390.00





*Where Life is Sweet*

Mayor and Members of the City Council  
**STAFF REPORT**  
 For the Meeting of December 12, 2022

**Title/Subject**

Resolution No 2247- Award construction contract for Regional Water System Improvements Phase 1- 2023

**Summary and Background**

This resolution will award a construction contract for expansion of city-owned water transmission mains for supplying water to customers within the city using water originally purchased from the Regional Water System.

Amazon Data Services will soon build a campus of data centers near the intersection of Feedville Road and Kelli Boulevard within the city limits. This campus requires 1,400 gallons per minute of water capacity at peak demand times, and requires delivery of this capacity no later than September, 2023. Meanwhile, the company is contemplating up to two additional future campuses along Feedville Road, which will each require similar amounts of cooling water. The lead-time required to provide the full amount for three campuses made it impossible to meet the September, 2023 deadline for the first campus. Therefore, Phase 1 will be completed in 2023, followed immediately in 2024 by Phase 2.

A major benefit of this arrangement is that Phase 1 will extend existing city-owned 16" water main in Feedville, and connect it to the City's system in Kelli Boulevard. Upon commissioning of Phase 2, then ADS will switch entirely off of the Phase 1 improvements, and the City will then have an additional 1,500GPM of potable water delivery capacity to the Southeast quadrant of the City; greatly improving system reliability and capacity for future industrial growth.

**Tie-In to Council Goals**

17. Implement Water Supply Components of Master Plan

**Fiscal Information**

The Phase 1 and Phase 2 improvements are paid for entirely by Amazon through a reimbursement agreement. So the project will flow through the City's books, and require a budget supplement for the expense, but will be reimbursed 100% by Amazon.

This project received very good interest from the construction community, with six qualified bids submitted. The bids are as follows:

- Rotschy, Inc.:	\$2,808,813
- (Engineer's Estimate):	\$3,129,850
- Tapani, Inc.:	\$3,167,000
- Goodman & Mehlenbacher Enterprises, Inc.:	\$3,284,545
- DelHur Industries, Inc.:	\$3,482,167
- Silver Creek Contracting, LLC:	\$3,499,491
- R&G Excavating, Inc.:	\$3,637,890

**Alternatives and Recommendation**

Alternatives

1. Award contract to Rotschy, Inc.
2. Reject all bids & re-advertise

Recommended Action/Motion

The bid from Rotschy is acceptable to Anderson Perry engineering. Additionally, Rotschy has a long track-record of similar type work in the region.

Motion to approve Resolution 2247

**Submitted By:**

Mark Morgan

**RESOLUTION NO. 2247**

**A RESOLUTION AWARDDING A CONTRACT FOR CONSTRUCTION OF REGIONAL WATER SYSTEM IMPROVEMENTS PHASE 1 AND AUTHORIZING THE CITY MANAGER TO SIGN ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY**

WHEREAS, the City of Hermiston (“City”) has developed the need for expansion of city-owned water transmission mains for supplying water to customers within the city using water originally purchased from the Regional Water System; and

WHEREAS, the Regional Water System Improvements Phase 1 will extend the existing city owned water transmission main located in Feedville Road and connect it to the City’s system in Kelli Boulevard; and

WHEREAS, notice was published and bids were received, with Rotschy, Inc. being the lowest responsible bidder with a bid of an amount not to exceed \$2,808,813.00; and

WHEREAS, the City has funds available for this project.

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

1. That Rotschy, Inc. is awarded the contract for the Regional Water System Improvements – Phase 1 construction.
2. That the City Manager be, and is, hereby authorized to execute and deliver the contract for the Regional Water System Improvements – Phase 1 construction to Rotschy, Inc. with such changes, additions, deletions and modifications as the City Manager may approve.
3. That the City Manager is authorized to execute the contract in the amount of \$2,808,813.00.
4. That this resolution is effective immediately upon its passage.

PASSED by the Common Council this 12th day of December, 2022.

SIGNED by the Mayor this 12th day of December, 2022.

\_\_\_\_\_  
Dr. David Drotzmann, MAYOR

ATTEST:

\_\_\_\_\_  
Lilly Alarcon-Strong, CMC, CITY RECORDER



*Where Life is Sweet*

Mayor and Members of the City Council  
**STAFF REPORT**  
For the Meeting of December 12, 2022

**Title/Subject**

Resolution 2248 Authorizing execution of an engineering & construction services contract with Anderson Perry & Associates, Inc. for the South Hermiston Urban Renewal Area Water & Sewer System Improvements- 2024.

**Summary and Background**

The City has been working with private developers to develop a 353 acre area in southwest Hermiston for well over a decade. By far the single largest obstacle to development is availability of utilities. The City began work on forming an Urban Renewal Area to help pay for utility installation in the Spring of 2021, which led to public outreach and involvement through the summer and fall of 2022, with City Council adoption of the South Hermiston Urban Renewal Area (SHURA) in October, 2022.

The largest single component of the utility upgrades involves the addition of a 2 million gallon water reservoir. This is also the longest lead-time item, with an anticipated 24 months from the beginning of design to operation of the system. Now that the funding mechanism in the form of the SHURA has been adopted, staff recommends beginning work on design of the system immediately.

**Tie-In to Council Goals**

- 7- Fund Infrastructure improvements to support new housing and enhance livability
- 17- Implement water supply components of water system master plan

**Fiscal Information**

This work order has two components, Construction Engineering, and Design Engineering. Design Engineering is literally the work of designing all of the components. Construction Engineering is the back-end work of acting as the city’s representative to observe construction and ensure that it is consistent with what was designed. As is typical, the costs for design engineering will occur first, and likely be spread out fairly evenly during most of calendar year 2023; which means that approximately half will occur in FY ’23 and half occur in FY ’24. The construction engineering won’t begin until construction starts, which likely won’t be until early 2024, and is likely to take anywhere from 12 to 18 months; which means those costs will also be spread across two fiscal years.

The funding for this work will come in the form of loans through the Infrastructure Financing Authority and the Department of Environmental Quality. The revenue to repay these loans is anticipated to come equally from the city Utility Fund, and a private developer, until such time that annual tax revenue generated from the SHURA is enough to cover the annual loan costs; which is anticipated to occur in approximately 2029.

Total cost of this work order is \$1,101,000.

**Alternatives and Recommendation**

Alternatives

- 1. Approve Resolution 2248
- 2. Request Modifications
- 3. Reject Resolution 2248

Recommended Action/Motion

Motion to approve Resolution 2248

**Submitted By:**

Mark Morgan

**WORK ORDER - City of Hermiston, Oregon, and Anderson Perry & Associates, Inc.  
South Hermiston Urban Renewal Area (SHURA) Water and Sewer System Improvements - 2024**

Work Order No. 2022-12  
Date: November 22, 2022

Job No. 736-139  
Billing Group No. 020

**I. SCOPE OF SERVICES**

In accordance with the AGREEMENT FOR GENERAL ENGINEERING SERVICES dated July 8, 2020, the Owner hereby authorizes the Engineer to perform the following professional engineering services:

Provide engineering and environmental review services for the SHURA Water and Sewer System Improvements - 2024 project as described in the attached Scope of Work and Project Understanding, dated November 22, 2022.

**II. SPECIAL CONDITIONS**

SPECIAL CONDITIONS related to this WORK ORDER are as follows: None.

**III. BASIS OF PAYMENT**

- Time and Materials Basis for Construction Engineering Services, estimated to be \$590,000, and for Environmental Review Services, estimated to be \$15,000; these amounts shall not be exceeded without notification to and approval from the Owner.
- Lump Sum Basis for Design Engineering Services, estimated to be \$496,000.
- Other as described hereafter:

**IV. AUTHORIZATION OF WORK ORDER**

Owner: **City of Hermiston, Oregon**

By: \_\_\_\_\_

Name: Mark Morgan

Title: Assistant City Manager

Acceptance by Engineer: **Anderson Perry & Associates, Inc.**

By: \_\_\_\_\_

Name: Chas Hutchins, P.E.

Title: Treasurer



**SOUTH HERMISTON URBAN RENEWAL AREA (SHURA)  
WATER AND SEWER SYSTEM IMPROVEMENTS - 2024**

**SCOPE OF WORK AND PROJECT UNDERSTANDING  
November 22, 2022**

**PROJECT UNDERSTANDING**

This Scope of Work (SOW) outlines the project understanding and the tasks that will be performed by Anderson Perry & Associates, Inc. (Engineer) for the SHURA Water and Sewer System Improvements - 2024 project for the City of Hermiston (Owner). This project will consist of four components as listed below:

1. A 2 million gallon (MG) reservoir located approximately 600 feet north of Feedville Road and 0.9 mile west of Feedville Road’s intersection with State Highway 207.
2. A water transmission line that runs from the new reservoir site to the existing transmission line between the Regional Water Treatment Plant to the Joseph booster pump station (BPS). The line would run through the proposed Prairie Meadows development. The design will include boring under the Union Pacific Railroad (UPRR) and the A Line Canal in a single bore.
3. Upgrades to the Joseph BPS. These upgrades will involve piping, pressure reducing valves, three new pumps and motors, meters, and electrical and control upgrades.
4. A sewer main line that extends from the edge of the new Prairie Meadows development north to tie in to the Owner’s existing sanitary sewer collection system on Gettman Road. The sewer main line design will include a single bore under the UPRR and the A Line Canal, and another bore under the Maxwell Canal.

The following assumptions were made during the development of this SOW:

**ASSUMPTIONS**

- No upgrades to the Joseph BPS building will be needed.
- Land acquisition is not included. The Owner will handle all negotiations related to land acquisition.
- The developer of this area will provide the roadway network so the Engineer can properly place the water transmission line in anticipated right-of-way (ROW).
- A geotechnical report will be needed for the 2 MG reservoir, and a geotechnical investigation will be needed for the State Highway 207 crossing, railroad crossings, and canal crossings.
- The Owner will handle all negotiations with individual property owners for required easements and/or ROW acquisition and any land that needs to be acquired for the project.
- Unrestricted access to the project area is available to complete the work.

**SOUTH HERMISTON URBAN RENEWAL AREA (SHURA)  
WATER AND SEWER SYSTEM IMPROVEMENTS - 2024****TASK 1 - DESIGN ENGINEERING SERVICES**

Upon approval by the Owner for the Engineer to proceed, the Engineer shall provide design services for the project, including the following tasks:

**Project Management and Coordination**

The Engineer shall provide project management and coordination of all tasks included in this SOW.

1. Prepare for and hold a pre-design coordination meeting with the Owner to review the project and discuss critical design issues, objectives, needs, schedule, etc.
2. Prepare an initial project schedule and updates as needed.
3. Provide monthly invoices and progress reports.
4. Provide quality assurance and quality control review of all documents.

**Design Engineering**

1. Complete a topographic survey of the project area. The topographic survey will include existing utilities, fire hydrants, water meters, valves, manholes, edge of roadways, etc. A utility locate will also be completed.
2. Prepare a 60 percent draft Advertisement for Bids, Instructions to Bidders, and Bidder's Packet (hereinafter referred to as Bidding Documents), and a draft Agreement, Contract Forms, Conditions of the Contract, Technical Specifications, and Drawings (hereinafter referred to as Contract Documents) for the proposed improvements. The Bidding and Contract Documents will be in accordance with the Engineers Joint Contract Documents Committee - 2013 standard documents. A draft cost estimate will also be prepared as part of the draft Bidding and Contract Documents.
3. Prepare 90 percent draft Bidding and Contract Documents for the proposed improvements for review and approval by the Owner, its legal counsel and other advisors as appropriate, and appropriate agencies, if any.
4. Attend design review meetings with the Owner and appropriate agencies at the 60 percent and 90 percent draft stages.
5. Make adjustments as needed for the opinion of probable construction cost and probable total project cost based on the final Bidding and Contract Documents.
6. Prepare and furnish final stamped Bidding and Contract Documents to the Owner and appropriate agencies, if any.

The Design Engineering Services shall be considered complete when the final Bidding and Contract Documents are approved by the Owner and other governmental authorities having jurisdiction.



**SOUTH HERMISTON URBAN RENEWAL AREA (SHURA)  
WATER AND SEWER SYSTEM IMPROVEMENTS - 2024****TASK 2 - CONSTRUCTION ENGINEERING SERVICES**

After acceptance of the Bidding and Contract Documents by the Owner and appropriate agencies and upon authorization by the Owner to proceed, the Engineer shall perform the following tasks:

**Construction Engineering**

1. Assist the Owner in advertising and obtaining bids for the work and maintain a record of prospective bidders to whom Bidding and Contract Documents have been issued. The Engineer will attend a pre-bid conference, if held, and answer questions from prospective bidders and suppliers.
2. Issue addenda as appropriate to clarify, correct, or change the Bidding Documents and/or Contract Documents.
3. Consult with the Owner as to the acceptability of the subcontractors, vendors, suppliers, and other persons and entities proposed by Contractors for the portions of the work where acceptability is required by the Bidding and Contract Documents.
4. Attend the bid opening, prepare a bid tabulation, assist the Owner in evaluating bids, and assist in assembling and awarding the contract for the work.
5. After award of the construction contract by the Owner, meet with the Contractor and the Owner in a pre-construction conference to discuss project schedules, procedures, etc.
6. Review and take other appropriate action with respect to Shop Drawings, samples, and other data the Contractor is required to submit. Such action is only to determine conformance with the information given in the Contract Documents and compatibility with the design concept of the completed project as a functioning whole as indicated in the Contract Documents. Such review or other action will not extend to means, methods, techniques, sequences, procedures of construction, or safety precautions and programs incident thereto.
7. Receive and review schedules, guarantees, bonds, certificates, other evidence of insurance required by the Contract Documents, certificates of inspection, tests and approvals, and other data to be assembled by the Contractor in accordance with the Bidding and Contract Documents.
8. Provide a general engineering review of the work of the Contractor as construction progresses. The Engineer will provide full-time and/or part-time on-site observation as appropriate to review the work, and as approved by the Owner. The Engineer will keep the Owner informed as to any known deviations from the general intent of the Contract Documents or agreements made at the pre-construction conference. Copies of regular Project Observation Reports will be sent to the Owner and the Contractor. The Engineer's undertaking hereunder will not relieve the Contractor of the obligation to perform the work in conformity with the Contract Documents and in a workmanlike manner. The Engineer will not, as a result of such observations of the Contractor's work in progress, supervise, direct, or have control over the Contractor's work, nor will the Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor, for safety precautions and programs incident to the work of the Contractor, or for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes, or orders applicable to the Contractor's furnishing and performing the work. Accordingly, the

**SOUTH HERMISTON URBAN RENEWAL AREA (SHURA)  
WATER AND SEWER SYSTEM IMPROVEMENTS - 2024**

Engineer neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform their work in accordance with the Contract Documents.

9. Keep the Owner informed concerning progress of the work and attend meetings held by the Owner, outside agencies, and the Contractor as they relate to the project.
10. Issue necessary clarifications and interpretations of the Contract Documents as appropriate for the orderly completion of the work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. The Engineer may issue Field Orders authorizing minor variations from the requirements of the Contract Documents.
11. Prepare Change Orders for the Owner's approval necessary for the proper completion of the work by the Contractor.
12. Review the Contractor's requests for progress payments and, based on on-site observations by the Engineer and the Owner, recommend the amounts the Contractor should be paid. Such recommendations of payment will constitute the Engineer's representation to the Owner, based on such observations and review that, to the best of the Engineer's knowledge, information, and belief, the work has progressed to the point indicated. In the case of unit price work, the Engineer's recommendations of payment will include determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents).
13. Prepare and furnish to the Owner one set of reproducible project Record Drawings showing appropriate record information based on project documentation received from the Contractor, the Engineer's site observations, and the Owner's observations. These Drawings may contain some discrepancies and omissions and will not necessarily represent "exact" field conditions.
14. Following notice from the Contractor that the entire work is ready for its intended use, conduct, along with the Owner, appropriate outside agencies, and the Contractor, a review to determine if the work is substantially complete. If, after considering any objections of the Owner, the Engineer considers the work substantially complete, the Engineer will deliver a Certificate of Substantial Completion to the Owner and the Contractor.
15. In company with the Owner's representatives and appropriate outside agencies, conduct a final inspection to determine if the completed work of the Contractor is acceptable so the Engineer may recommend, in writing, final payment to the Contractor.

The Construction Engineering Services shall be considered complete when the project is accepted by the Owner, and when operation and maintenance materials and Record Drawings have been provided to the Owner.

**TASK NO. 3 - ENVIRONMENTAL REVIEW SERVICES**

This task includes preparing a cursory environmental review. This will include a desktop review of the project area and potentially affected resources such as wetlands, waterbodies, floodplains, farmland, threatened and endangered species, cultural and historic resources, hazardous materials, recreational areas, land use and zoning, and permitting requirements. A site visit is not included in this work; all reviews will be completed using publicly available databases.

**SOUTH HERMISTON URBAN RENEWAL AREA (SHURA)  
WATER AND SEWER SYSTEM IMPROVEMENTS - 2024****ADDITIONAL SERVICES**

In addition to the foregoing being performed, the following services may be provided by the Engineer when requested by the Owner in writing, as required. If additional services are requested, the scope and fees will be added by amendment to this SOW or under a separate Work Order.

1. If requested by the Owner, the Engineer may assist the Owner with obtaining any additional permits, applications, outside utility services, etc., as necessary for the work. The Owner shall pay all fees associated with any permits and applications including items pertaining to UPRR and U.S. Bureau of Reclamation, if such fees are required. The Engineer shall not be responsible for such fees.
2. Redesign work when requested to do so by the Owner. Such work shall include changes in the design that are beyond the control of the Engineer and/or changes in the Contract Documents after such Contract Documents have been accepted by the Owner.
3. Provide additional or extended services during construction made necessary by (1) emergencies or acts of God endangering the work, (2) a significant amount of defective, neglected, or delayed work by the Contractor, (3) acceleration of the progress schedule involving services beyond normal working hours, (4) longer construction time than anticipated, or (5) default by the Contractor.
4. Perform special tests, specialized studies, or tests other than previously outlined herein that may be required on the project.

**FEE ESTIMATE**

1. The estimated fee for "Design Engineering Services" outlined herein is \$496,000, on a lump sum basis.
2. The estimated fee for "Construction Engineering Services" outlined herein is \$590,000, on a time and materials basis, plus direct reimbursable expenses. This amount shall not be exceeded without notification to and approval from the Owner. The estimated fee for "Construction Engineering Services" is included here for budgeting purposes only and is based on an assumed construction time of approximately 450 calendar days.
3. The estimated fee for "Environmental Review Services" outlined herein is \$15,000, on a time and materials basis, plus direct reimbursable expenses. This amount shall not be exceeded without notification to and approval from the Owner.

<https://andersonperry.sharepoint.com/sites/HermistonOR/Projects/736-139 SHURA Water and Sewer Imp/000 Contract-Billing/Work Order 2022-12/WO No. 2022-12 SOW.docx>

**RESOLUTION NO. 2248**

**A RESOLUTION AUTHORIZING A WORK ORDER FOR ENGINEERING AND ENVIRONMENTAL SERVICES FOR THE SOUTH HERMISTON URBAN RENEWAL AREA WATER AND SEWER SYSTEM IMPROVEMENTS PROJECT AND AUTHORIZING THE CITY MANAGER TO SIGN ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY**

WHEREAS, the City of Hermiston (“City”) has developed the need for expansion of city-owned water transmission mains, sewer main line, and water storage to the southern border of the City that is within the South Hermiston Urban Renewal Area (“SHURA”); and

WHEREAS, the SHURA Water and Sewer System Improvements Project will require Design Engineering Services, Environmental Review Services, and Construction Engineering Services; and

WHEREAS, in accordance with the Agreement for General Engineering Services, dated July 8, 2020, City has engaged Anderson Perry & Associates, Inc. to provide engineering services to the City; and

WHEREAS, Anderson Perry & Associates, Inc. has created a work order, including a scope of work for Design Engineering Services, Environmental Review Services, and Construction Engineering Services with an estimated total cost of \$1,101,000; and

WHEREAS, the City has funds available for this project.

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

1. That the City Manager be, and is, hereby authorized to execute and deliver the work order with Anderson Perry & Associates, Inc. for the South Hermiston Urban Renewal Area Water and Sewer System Improvements Project with such changes, additions, deletions and modifications as the City Manager may approve.
2. That the City Manager is authorized to execute the work order in the amount of \$1,101,000.00.
3. That this resolution is effective immediately upon its passage.

PASSED by the Common Council this 12th day of December, 2022.

SIGNED by the Mayor this 12th day of December, 2022.

\_\_\_\_\_  
Dr. David Drotzmann, MAYOR

ATTEST:

\_\_\_\_\_  
Lilly Alarcon-Strong, CMC, CITY RECORDER



*Where Life is Sweet*

Mayor and Members of the City Council  
**STAFF REPORT**  
For the Meeting of December 12, 2022

**Title/Subject**

November 2022 Financial Report

**Summary and Background**

This is the monthly overview of the previous month's financial position of the city.

**Tie-In to Council Goals**

Fiscal Prudence

**Fiscal Information**

NA

**Alternatives and Recommendation**

Alternatives

NONE

Recommended Action/Motion

Recommend approval/acceptance of the November 2022 Financial Report as presented.

**Submitted By:**

Request a motion to approve/accept the November 2022 Financial Report as presented.

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# November 2022 Financial Report

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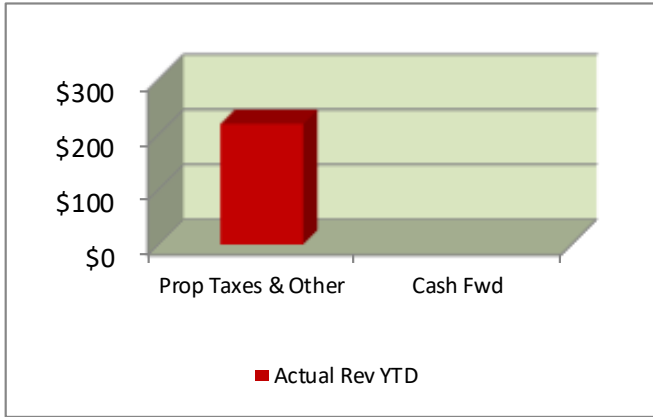
Department of Finance  
November 2022  
(Unaudited)

# FY2022-2023 Monthly Financial Report

## Hermiston Urban Renewal Agency (HURA)

For the Month Ending November 30, 2022

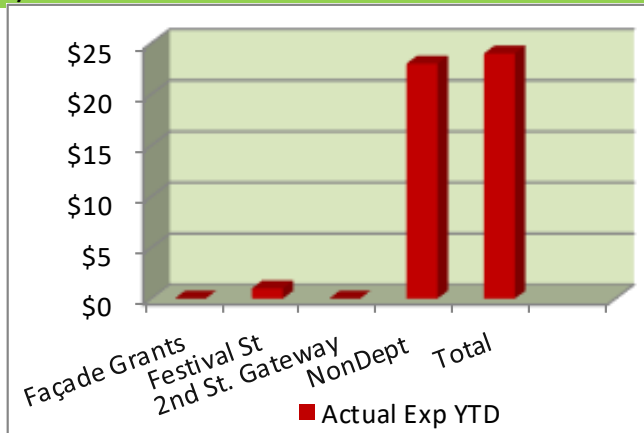
### Resources Through November 30, 2022 by Category



	Annual Proj Rev	Actual Rev YTD	% Var
Prop Taxes & Other	\$ 271	219	81%
Cash Fwd	\$ 375		0%
<b>Total</b>	<b>\$ 646</b>	<b>\$ 219</b>	<b>34%</b>

**Note:** Variance is calculated as % of revenue YTD

### Expenditures Through November 30, 2022 by Character (in \$1,000)



	Annual Proj Exp	Actual Exp YTD	% Var
Façade Grants	\$ 50	0	0%
Festival St	\$ 5	1	20%
2nd St. Gateway	\$ 400	0	0%
NonDept	\$ 191	23	12%
<b>Total</b>	<b>\$ 646</b>	<b>\$ 24</b>	<b>4%</b>

**Note:** variance is calculated as % of expenses YTD.

The FY2022-23 budget for the Urban Renewal Agency is \$ 645,662. This includes \$50,000 for Façade Grants, \$5,000 for the Festival Street, \$400,000 for construction of the 2<sup>nd</sup> Street Gateway project, and \$190,662 for Non-Departmental expenses.

Property tax revenues collection totaled \$217,002 in November bringing total revenue collected to date of \$218,995.

# FY2022-2023 Monthly Financial Report

Section 11, Item A.

City of Hermiston, Oregon

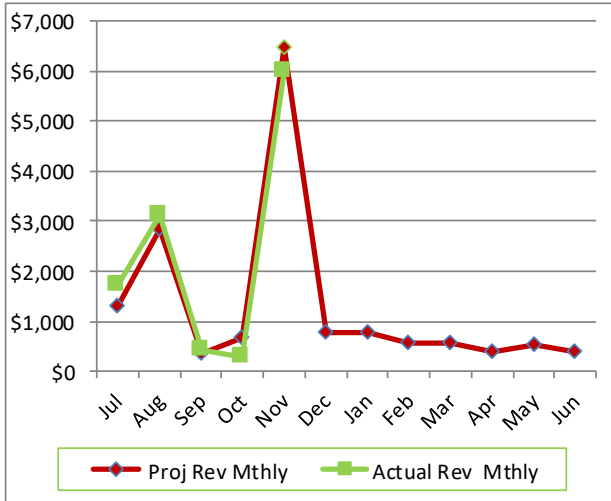
General Fund Resources

For the Month Ending November 30, 2022

## General Fund Resources Summary

Through November 30, 2022

(in \$1,000)



	Proj Rev Mthly	Rev Proj	Actual Rev Mthly	Var Fav/ (Unfav)	% Var
Jul	\$ 1,298	\$ 1,298	\$ 1,731	\$ 433	33%
Aug	\$ 2,834	\$ 2,834	\$ 3,133	\$ 299	11%
Sep	\$ 342	\$ 342	\$ 445	\$ 103	30%
Oct	\$ 675	\$ 675	\$ 295	\$ (380)	-56%
Nov	\$ 6,472	\$ 6,472	\$ 5,983	\$ (490)	-8%
Dec	\$ 781	\$ 781		\$ -	0%
Jan	\$ 762	\$ 762		\$ -	0%
Feb	\$ 557	\$ 557		\$ -	0%
Mar	\$ 573	\$ 573		\$ -	0%
Apr	\$ 379	\$ 379		\$ -	0%
May	\$ 544	\$ 544		\$ -	0%
Jun	\$ 384	\$ 384		\$ -	0%
<b>Total YTD</b>	<b>15,604</b>	<b>15,604</b>	<b>11,587</b>	<b>(34)</b>	<b>-0.2%</b>
Cash Fwd	1,102	-	-	-	0%
<b>Total</b>	<b>\$ 16,706</b>	<b>\$ 15,604</b>	<b>\$ 11,587</b>	<b>(34)</b>	<b>-0.2%</b>

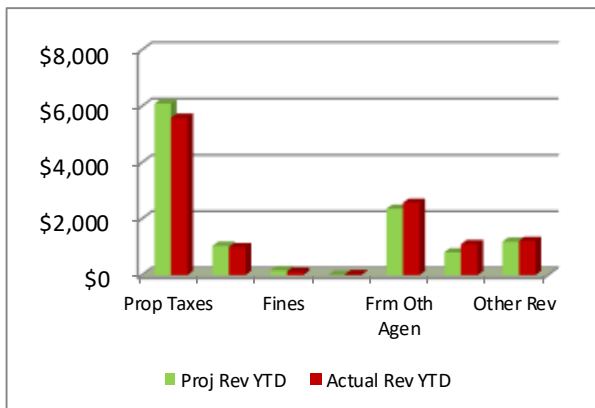
Estimated General Fund revenues for the 2022-23 fiscal year are **\$15,603,889**. Projected revenues for November were **\$6,472,426**, compared to actual revenues of **\$5,982,829**, a negative variance of **\$445,540**. Approximately \$1,000,000 was received December 1 and will be reported in December revenues. The fund is currently **\$34,401** less than projected through November YTD.

## General Fund - All Resources

Through November 30, 2022

by Category

(in \$1,000)



	Annual Proj Rev	Proj Rev YTD	Actual Rev YTD	Var Fav/ (Unfav)	% Var
Prop Taxes	\$ 6,787	\$ 6,083	\$ 5,583	\$ (500)	-8%
Lic & Fran	\$ 1,435	\$ 1,035	991	(44)	-4%
Fines	\$ 400	\$ 163	117	(46)	-28%
Interest Rev	\$ 15	\$ 6	27	21	342%
Frm Oth Agen	\$ 3,013	\$ 2,351	2,561	209	9%
Svc Chgs	\$ 1,904	\$ 803	1,097	294	37%
Other Rev	\$ 2,051	\$ 1,181	1,212	31	3%
Cash Fwd	\$ 1,102	\$ -	-	-	0%
<b>Total</b>	<b>\$16,706</b>	<b>\$ 11,622</b>	<b>\$ 11,587</b>	<b>(35)</b>	<b>-0.3%</b>

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



# FY2022-2023 Monthly Financial Report

Section 11, Item A.

City of Hermiston, Oregon

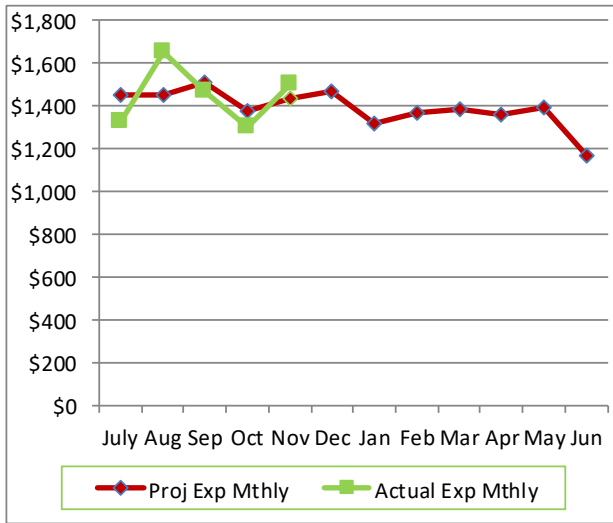
General Fund Expenditures

For the Month Ending November 30, 2022

## General Fund Expenditure Summary

Through November 30, 2022

(in \$1,000)



	Proj Exp Mthly	Proj Exp	Actual Exp Mthly	Var Fav/ (Unfav)	% Var
July	\$ 1,454	\$ 1,454	\$ 1,324	\$ 130	9%
Aug	\$ 1,453	\$ 1,453	\$ 1,653	\$ (200)	-14%
Sep	\$ 1,512	\$ 1,512	\$ 1,473	\$ 39	3%
Oct	\$ 1,377	\$ 1,377	\$ 1,304	\$ 73	5%
Nov	\$ 1,440	\$ 1,440	\$ 1,502	\$ (63)	-4%
Dec	\$ 1,466	\$ 1,466		\$ -	0%
Jan	\$ 1,322	\$ 1,322		\$ -	0%
Feb	\$ 1,365	\$ 1,365		\$ -	0%
Mar	\$ 1,386	\$ 1,386		\$ -	0%
Apr	\$ 1,364	\$ 1,364		\$ -	0%
May	\$ 1,398	\$ 1,398		\$ -	0%
Jun	\$ 1,171	\$ 1,171		\$ -	0%
<b>Total YTD</b>	<b>16,706</b>	<b>16,706</b>	<b>7,256</b>	<b>(21)</b>	<b>-0.1%</b>
Contngcy		-	-	-	0%
<b>Total</b>	<b>\$ 16,706</b>	<b>\$ 16,706</b>	<b>\$ 7,256</b>	<b>\$ (21)</b>	<b>-0.1%</b>

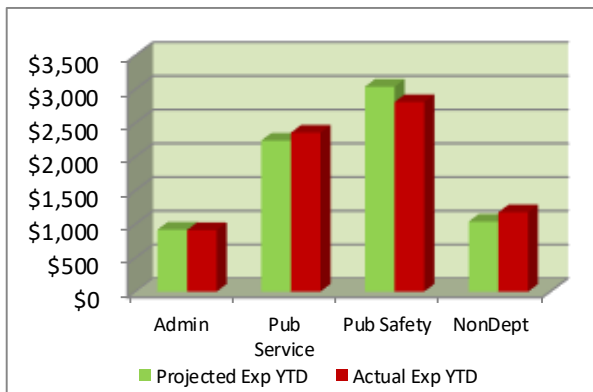
Projected General Fund monthly expenditures for November **\$1,439,647**. Actual expenditures were **\$1,502,320**, which is **\$62,673** more than projected for a **variance of 4.3%** for the month, and a negative **.1%** year-to-date.

## General Fund Expenditures

Through November 30, 2022

by Consolidated Department

(in \$1,000)



	Annual Proj Exp	Projected Exp YTD	Actual Exp YTD	Var Fav/ (Unfav)	% Var
Admin	\$ 2,164	918	912	7	1%
Pub Service	4,985	2,240	2,356	(117)	-5%
Pub Safety	7,066	3,038	2,811	227	7%
NonDept	2,492	1,038	1,177	(139)	-13%
Unapp	-	-	-	-	0%
<b>Total</b>	<b>\$16,706</b>	<b>\$ 7,234</b>	<b>\$ 7,256</b>	<b>\$ (21)</b>	<b>-0.3%</b>

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

# FY2022-2023 Monthly Financial Report

Section 11, Item A.

## General Fund Expenditure Detail

For the Month Ending November 30, 2022

### General Fund Expenditures by Department

	Annual Projected			Var Fav/ (Unfav)	% Var Fav/ (Unfav)
	Exp	Projected Exp YTD	Actual Exp YTD		
City Council	67,027	43,347	32,794	10,553	24%
City Manager/Legal	1,010,363	420,985	428,499	(7,514)	-2%
City Planning	431,372	179,738	197,109	(17,371)	-10%
Finance	654,929	274,360	253,321	21,039	8%
<b>Total Administration</b>	<b>2,163,691</b>	<b>918,430</b>	<b>911,723</b>	<b>6,707</b>	<b>1%</b>
Transportation	297,000	111,868	171,307	(59,439)	-53%
Airport	339,000	131,287	176,387	(45,100)	-34%
Bldg Inspection	600,157	270,968	221,145	49,823	18%
Parks	731,981	322,503	373,229	(50,726)	-16%
Parks/Utility Landscaping	66,861	29,076	19,072	10,004	34%
Pool	585,615	363,970	346,019	17,951	5%
Municipal Buildings	145,173	60,489	63,931	(3,442)	-6%
Library	1,024,415	428,733	388,365	40,368	9%
Recreation	874,159	384,977	503,958	(118,981)	-31%
Community Center	256,122	109,072	69,048	40,024	37%
Harkenrider Center	64,064	26,656	23,982	2,674	10%
<b>Total Public Services</b>	<b>4,984,547</b>	<b>2,239,600</b>	<b>2,356,443</b>	<b>(116,843)</b>	<b>-5%</b>
Court	833,378	407,526	278,637	128,889	32%
Public Safety Center	62,000	24,250	18,680	5,570	23%
Police Operations	6,169,885	2,606,320	2,513,507	92,813	4%
<b>Total Public Safety</b>	<b>7,065,263</b>	<b>3,038,096</b>	<b>2,810,824</b>	<b>227,272</b>	<b>7%</b>
Non-Departmental	2,492,087	1,038,370	1,176,968	(138,598)	-13%
Unappropriated	0	0	0	0	0%
<b>Total Non-Dept</b>	<b>2,492,087</b>	<b>1,038,370</b>	<b>1,176,968</b>	<b>(138,598)</b>	<b>-13%</b>
<b>Total</b>	<b>16,705,588</b>	<b>7,234,495</b>	<b>7,255,958</b>	<b>(21,463)</b>	<b>-0.3%</b>

For November of FY2023, **Total Administration** is \$6,707 less than projected for the month. **Total Public Services** is \$116,843 more than projected this month. **Public Safety** is \$227,272 less than projected for October. **Non-Departmental** is \$138,598 more than projected for the month. The total **General Fund expenses** are \$21,463 more than projected (.3%) for the first five months of FY2023.

# FY2022-2023 Monthly Financial Report

Section 11, Item A.

## Fund Balance - General Fund

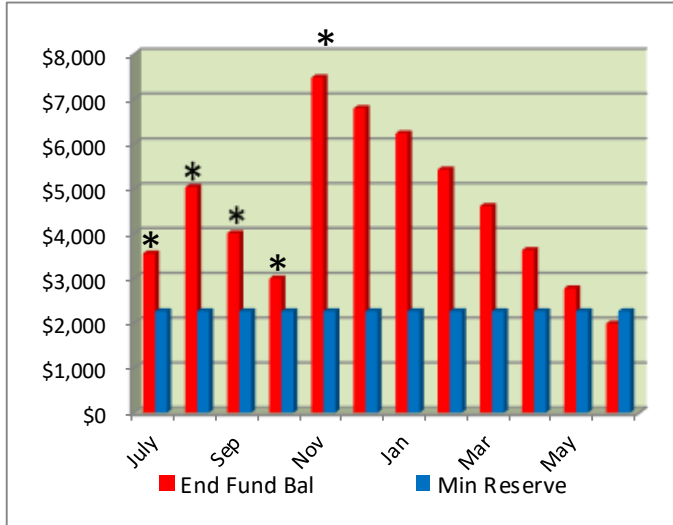
For the Month Ending November 30, 2022

### General Fund

Through November 30, 2022

Ending Fund Balance

(in \$1,000)



Minimum Reserve = \$2,264,700

	Begin Fund			End Fund Bal	ACT/PROJ Fund Bal
	Bal	Revenue	Expense		
July	\$ 3,144	\$ 1,731	\$ (1,324)	\$ 3,551	ACT*
Aug	\$ 3,551	\$ 3,133	\$ (1,653)	\$ 5,031	ACT*
Sep	\$ 5,031	\$ 445	\$ (1,473)	\$ 4,003	ACT*
Oct	\$ 4,003	\$ 295	\$ (1,304)	\$ 2,995	ACT*
Nov	\$ 2,995	\$ 5,983	\$ (1,502)	\$ 7,475	ACT*
Dec	\$ 7,475	\$ 781	\$ (1,466)	\$ 6,790	PROJ
Jan	\$ 6,790	\$ 762	\$ (1,322)	\$ 6,230	PROJ
Feb	\$ 6,230	\$ 557	\$ (1,365)	\$ 5,422	PROJ
Mar	\$ 5,422	\$ 573	\$ (1,386)	\$ 4,609	PROJ
Apr	\$ 4,609	\$ 379	\$ (1,364)	\$ 3,625	PROJ
May	\$ 3,625	\$ 544	\$ (1,398)	\$ 2,771	PROJ
June	\$ 2,771	\$ 384	\$ (1,171)	\$ 1,984	PROJ
<b>Total</b>	<b>\$ 3,144</b>	<b>\$ 15,567</b>	<b>\$ (16,727)</b>	<b>\$ 1,984</b>	

The General Fund balance at the end of November for FY2023 is approximately **\$7,475,000**, which is **\$5,210,300** more than the current Minimum Reserve requirement of **\$2,264,700**.

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

# FY2022-2023 Monthly Financial Report

## Special Revenue Funds Report

For the Month Ending November 30, 2022

### Special Revenue Funds Resources & Requirements

	2022-23		Remaining Budget
	Annual Budget	Actual YTD	
<b>02 Bonded Debt Fund</b>			
Resources	634,018	290,913	343,105
Expenditures	531,720	489,809	41,911
Unappropriated Balance	102,298	N/A	N/A
<b>05 Transient Room Tax (TRT)</b>			
Resources	998,800	630,253	368,547
Expenditures	998,800	346,216	652,584
Unappropriated Balance	-	N/A	N/A
<b>08 Reserve Fund</b>			
Resources	15,468,683	2,445,018	13,023,665
Expenditures	14,374,289	2,390,360	11,983,929
Unappropriated Balance	1,094,394	N/A	N/A
<b>11 Miscellaneous Special Revenue</b>			
Resources	141,000	26,463	114,537
Expenditures	141,000	34,773	106,227
Unappropriated Balance	-	N/A	N/A
<b>19 Christmas Express Special Revenue</b>			
Resources	35,000	4,050	30,950
Expenditures	30,000	50	29,950
Unappropriated Balance	5,000	N/A	N/A
<b>20 Law Enforcement Special Revenue</b>			
Resources	84,014	4,694	79,320
Expenditures	65,000	12,532	52,468
Unappropriated Balance	19,014	N/A	N/A
<b>21 Library Special Revenue</b>			
Resources	33,000	50	32,950
Expenditures	33,300	500	32,800
Unappropriated Balance	29,700	N/A	N/A
<b>23 Enterprise Zone Project Fund</b>			
Resources	1,648,699	740,000	908,699
Expenditures	885,325	885,325	-
Unappropriated Balance	763,374	N/A	N/A
<b>25 EOTEC Operations</b>			
Resources	627,793	397,917	229,876
Expenditures	627,793	498,234	129,559
Unappropriated Balance		N/A	N/A
<b>26 IT Services</b>			
Resources	670,800	223,800	447,000
Expenditures	670,800	252,816	417,984
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.

# FY2022-2023 Monthly Financial Report

## Utility and Street Funds Report

For the Month Ending November 30, 2022

### Utility and Street Funds Report

#### Resources & Expenditures

	2021-22		Actual YTD	Variance	
	Annual Budget	Projected YTD		Fav/(Unfav)	% Variance
<b>04 Street Fund</b>					
Resources	1,843,007	752,153	668,311	(83,842)	-11%
Expenditures	1,813,007	755,420	489,734	265,686	35%
Contingency	30,000	N/A	N/A	N/A	N/A

<b>06 Utility Fund</b>					
Resources	11,806,391	4,489,792	5,659,644	1,169,852	26%
Expenditures	10,728,239	4,470,100	3,592,346	877,754	20%
Contingency	1,078,152	N/A	N/A	N/A	N/A

<b>13 HES Fund</b>					
Resources	12,495,134	4,087,500	4,755,172	667,672	16%
Expenditures	9,945,430	4,143,929	4,465,822	(321,893)	-8%
Contingency	2,549,704	N/A	N/A	N/A	N/A

<b>15 Regional Water Fund</b>					
Resources	1,874,653	562,917	603,380	40,463	7%
Expenditures	1,206,031	502,513	383,001	119,512	24%
Contingency	668,622	N/A	N/A	N/A	N/A

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

Revenues for the **Street Fund** are **\$83,842** less than projected. Expenditures are **\$265,686** below projected.

Revenues in the **Utility Funds** are **\$1,169,852** above projected. Expenditures are **\$877,754** below projected.

The **HES Fund** revenue is **\$667,672** more than projected. Expenditures are **\$321,893** above projected.

The **Regional Water Fund** revenues are **\$40,463** more than projected. Expenditures are **\$119,512** below projected.

# FY2021-2022 Monthly Financial Report

Section 11, Item A.

City of Hermiston, Oregon

Utilities/Streets Capital Projects Report

For the Month Ending November 30, 2022

	2022-2023 Budget	YTD Expenditures	Project Budget	Project To-Date Expenditures	% Complete
Geer & Harper Re-alignment	\$ 125,000	\$ -	\$ 1,500,000	\$ 11,062	0.74%
N. 1st Place Reconstruction	\$ 4,500,000	\$ 170,433	\$ 4,500,000	\$ 252,433	5.61%
Well #6 Backup Generator	\$ 320,000	\$ -	\$ 320,000	\$ 41,929	
N. 1st Place Water Line Replacement	\$ 100,000	\$ 82,748	\$ 800,000	\$ 108,756	13.59%
Gladys & Main Waterline Replacement	\$ 100,000	\$ 70,769	\$ 1,180,000	\$ 70,769	6.00%
Lift Station #6 Reconstruction	\$ 620,000	\$ 440,078	\$ 620,000	\$ 471,666	76.08%
McDonald's & 395 Sewer Main Replacement	\$ 330,000	\$ -	\$ 330,000	\$ 22,000	6.67%
Lift Station #3 Upgrade	\$ 550,000	\$ 813,597	\$ 900,000	\$ 1,172,671	130.30%
<b>Total</b>	<b>\$ 6,645,000</b>	<b>\$ 1,577,625</b>	<b>\$ 10,150,000</b>	<b>\$ 2,151,286</b>	<b>21.19%</b>

### Geer & Harper Re-alignment

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 1<sup>st</sup> Place Reconstruction

North 1<sup>st</sup> 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:** Anderson Perry ran in to a couple of delays in finalizing their design, and will now push advertisement back by about a month, with contract award anticipated in January or February.

### Well #6 Backup Generator

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:** Delivery & Installation still on-track for the winter due to supply-chain issues.

### North 1<sup>st</sup> Place Water Line Replacement

This project will eliminate failing, deteriorating lines which will minimize future repair work. It will also eliminate steel pipes from the 1920's and will improve public safety by ensuring no lead pipes.

**Current Update:** Design work continues in conjunction with the N 1st Place Roadway Project.

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### Gladys & Main Waterline Replacement

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:** This project is being pushed back to occur in late 2023 due to internal staff capacity. Moving the N 1<sup>st</sup> waterline project back to coincide with the N 1<sup>st</sup> roadway project will result in a large project occurring in early 2023; meanwhile, the request from Amazon Data Services to supply regional water will also result in a very large project occurring there in early/mid 2023. Delaying the Gladys & Main project will result in better oversight of the project.

### Lift Station #6 Reconstruction

Lift station #6 was built in 1981. The submersible duplex pump station has experienced corrosion of both metal and brick. Replacement of the wetwell will increase capacity, eliminate porous brick, and safeguard the environment. Ventilation of the structure is inadequate and electrical systems are nearing the end of their useful life.

**Current Update:** With the completion of the Lift #3 boring, it now allows the contractor on the Lift #6 project to proceed with their work. Completion is anticipated by the end of December...

### McDonald's & 395 Sewer Main Replacement

Segments of this piping have been found to have structural failures in multiple locations and failing joints. These line failures cause pipe blockage and requires monthly cleaning. In addition, pipe failures may be allowing sewage to exfiltrate the surrounding soil. A new sewer line would eliminate current monthly maintenance costs and provide watertight lines to protect existing groundwater resources from contamination.

**Current Update:** Council adopted the necessary resolution to advance this project in November. Anderson Perry is now working to finalize bid documents to advertise and award a contract in January/February...

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### Lift Station #3 Upgrade

Lift Station No. 3 was built in approximately 1981 and is located underneath Highway 395. The pump and electrical systems need to be replaced. This project calls for the install of duplex pumps and upgraded electrical and control systems. It also will include evaluation of extending a gravity line to Lift Station No. 6, which is also in poor shape. Extending the line under Union Pacific Railroad tracks may be more cost effective than replacing both lift stations. Traffic control will be necessary during design phase

**Current Update:** *The project has been winterized, with the final work to occur on Highway 395 re-starting in the spring.*