



CITY COUNCIL

AGENDA

TUESDAY, MAY 28, 2024

Where Life is Sweet

COUNCIL CHAMBERS - 180 NE 2ND ST.

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

*Zoom with Meeting ID: 862 2614 4112 Passcode: 203345 Telephone number to join is: 1 253
215 8782; or submitting comments to meetings@hermiston.gov*

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

A. SB 582 Plastic Pollution and Recycling Modernization Act Update

B. City Council Rules Review

2. ADJOURN WORK SESSION MEETING

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

4. DECLARATION OF QUORUM

5. FLAG SALUTE

6. PRESENTATIONS

A. Presentation- Civic Leadership Academy

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. Recommendation to Reappoint Jesse Roa to Position #3 of the Hispanic Advisory Committee for a 3-year term ending June 30, 2027.

B. Recommendation to Reappoint Lori Davis to Position #1 of the Library Board for a 4-year term ending June 30, 2028.

- C. Recommendation to Reappoint Lisa Depew to Position #2 of the Library Board for a 4-year term ending June 30, 2028.
- D. Recommendation to Appoint David Bothum to Position #2 of the Eastern Oregon Trade & Event Center, Representing the Farm-City Pro Rodeo, for a 3-year term ending June 30, 2027.

[E.](#) Minutes of the May 13th City Council Regular Meeting

9. ITEMS REMOVED FROM CONSENT AGENDA

10. RESOLUTIONS

- [A.](#) Resolution No. 2323- Award Contract for Lift Station #4 Reconstruction
- [B.](#) Resolution No. 2324 - Appoint Municipal Court Judge Pro-tem

11. OTHER

- [A.](#) Parade/Right of Way (ROW) Closures Discussion
- [B.](#) April 2024 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, Business License Advisory Ad-Hoc, Stepping Stones Alliance (not a City Committee).

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

13. 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.

TO: Mayor & City Council
FROM: Mark Morgan
DATE: May 22, 2024
SUBJECT: Curbside Recycling Update



**Administrative
Offices**

The Oregon Legislature passed the Recycling Modernization Act (RMA) several years ago which, among other things, requires that cities over 4,000 population begin offering curbside recycling by July 1, 2025. As of now, there are only about 5 or 6 cities which meet that threshold and don't offer curbside recycling; all of which are in eastern Oregon, such as Hermiston, Pendleton, Umatilla, and Boardman.

In addition to that requirement, the RMA established a first of its kind method for paying for the increased cost associated with recycling, by attempting to shift that cost from the end-user (i.e. the person who bought their kid a Barbie doll from Amazon and now has plastic blister packaging and a two cardboard boxes) to the producers who packaged and shipped their product with those materials. The theoretical method to accomplish that was to establish Producer Responsibility Organizations (PRO's). Basically, the thought was that any producer of recyclable materials which make their way in to Oregon, would join one of these PRO's, which would then collect revenue from those materials producers, remit that to the state, and those funds would then be used to help pay for the cost of collecting, sorting, shipping, and recycling the materials locally.

Another major component of the RMA was to establish a statewide list of recyclable materials in order to reduce confusion about what is recyclable in different communities which otherwise increased contamination of loads of recycling, and effectively rendered them un-recyclable, or trash.

Since the passage of the RMA, much work has been done on a number of these items which have mainly been at the statewide level, and there is still not much happening at the local level.

1. The state has been working to establish the statewide list of recyclable materials. Establishing that is a major component in business planning from the standpoint of material recovery prices/markets as well as the costs associated with equipment to collect those materials. Not much work could begin until this was established.
2. The state opened up a process for the formation of PRO's, but only ended up getting a single response from Circular Action Alliance (CAA), which is based out of Washington, D.C., and will be the PRO that all materials producers who sell/ship things in to Oregon will have to pay in to. CAA couldn't begin doing much work until it was selected as a PRO. That was done last Fall, and they have subsequently been working through staffing-up and then planning their work with local governments.

ADMINISTRATIVE OFFICES

3. The state did some preliminary work with local governments in Spring '23 to collect a “Needs Assessment” which it would be able to provide to the PRO (CAA) so that it could establish what is actually needed to stand-up recycling across these Oregon communities (i.e. 6,000 new carts and 2 new collection trucks in Hermiston). City staff worked with Sanitary Disposal and our neighboring communities to complete that Needs Assessment and get it in.
4. Now that CAA is bringing planning staff on, they are reviewing the preliminary Needs Assessments, and finding that they need significantly more detailed information. They need this information so that they can refine their estimated upfront capital and ongoing costs. Having that is necessary before they can create a fee/tax that they will have to apply to the materials producers.
5. CAA is now close to contacting local governments to get them to put in significant work to provide that much more detailed information for the Needs Assessment.
6. Only after CAA has that more refined information will they be able to create that rate to charge producers. That almost certainly won't begin happening until 2025.
7. After CAA begins charging/taxing producers of materials, and there is a lag-time between charging, collecting, accounting, and disbursing those funds to local jurisdictions (minus whatever the administrative overhead cost to CAA's staff in Washington, D.C.), it is almost certain that no funds will be available until after July 1, 2025.
8. Furthermore, local jurisdictions are likely not going to even have a rough projection of what those revenues will look like until at least after CAA establishes their fee/tax in early 2025.
9. Meanwhile, local communities and recycling providers will similarly be unable to begin a lot of the same work until that projection of revenues comes in in early 2025.
10. If we wanted to, we could go out and borrow the money to buy 6,000 recycling containers and a couple of trucks, and possibly have those things in place by July 1, 2025. However, the additional questions still revolve around end-markets for a lot of these materials, and that is a major factor in how the systems will be planned. For example, if it's determined that the Hermiston region should construct a reload facility in order to consolidate and haul materials long-distances to markets from here, then that has a major impact on the types and sizes of collection trucks which would be purchased. Those trucks need to be planned for the capacity of a route that they can pick up and then travel to a reload facility all within a typical work-shift. Depending on the location, or even availability of, a regional reload facility, the trucks may be larger, smaller, or even transitioned to 18-wheeler tractor trailers.
11. The determination of what and how to handle materials once it has been collected cannot proceed in earnest until the local jurisdictions have a better understanding of how much of a potential regional reload facility would actually be paid for by the producer's tax revenue, and how much would be expected to be paid for by the local users.
12. Not until that is solved, can our local partners realistically try to determine what the additional charge for curbside recycling will end up actually being for customers in Hermiston.



CITY COUNCIL

Regular Meeting Minutes May 13, 2024

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

Presentation- Hermiston School District Updates

Assistant Superintendent Jake Bacon gave Hermiston School District updates to include: 800 registered summer school students, continued 2nd grade swim lesson partnership with the Parks and Recreation Department, sporting and activities update to include information regarding the undefeated Lacross Team, May 28 Scholarship Award Night, 9th grade welcome, graduation walk on May 31st, Graduation at the Toyota Center on June 6th with a graduating class of about 320, and the last day of school for students is June 11th.

Presentation- Project PATH/Stepping Stones Alliance Updates

Executive Director Jesalyn Cole gave Project PATH/Stepping Stones Alliance updates to include (PowerPoint Presentation attached): their recent move to the permanent site which took 12 hours and many volunteers to make happen, there are a few issues that still need to be addressed and inspections completed by the state before guests are able to be issued individual units, sod has been installed, budgetary information with expected changes to be made due to the move to the permanent site, and grant applications and awards.

Proclamations

Mayor Drotzmann read aloud the following Proclamations:

- Inland Northwest Musicians
- National Police Week
- National Cities, Towns & Villages Month

Mayor Drotzmann asked that Chief Edmiston please thank his team for the exceptional service they provide to our community.

Citizen Input on Non-Agenda Items

Bruce Wilcox (145 W Moore)- Asked that the HART bus route be changed from this street to W. Highland Ave instead as the HART bus traveling on this street causes safety issues and concerns as cars park on both sides of this narrow street. Mr. Wilcox stated he has tried working with Assistant City Manager Morgan and Kayak but both have said that routes are reviewed each year in July and feels that this should be considered sooner as school bus routes were changed within 30-days of his request.

Mayor Drotzmann asked that City Manager Smith follow up with Mr. Wilcox regarding this issue.



CITY COUNCIL

Regular Meeting Minutes May 13, 2024

Daren Dufloth (160 W. Rio Senda, Umatilla)- Invited all to attend the grand opening ceremony of Keg & Kork on the corner of 4th and Main on June 6th and expressed his excitement to be part of the community, stating Keg & Kork will be a fantastic building with retail, food, and drinks for the family.

Consent Agenda Items

Councilor Duron moved and Councilor Hardin seconded to approve Consent Agenda items A-D below. Motion carried unanimously.

- A. Committee Vacancy Announcements
- B. Confirmation Appointment of Brian Misner to Position #7 of the Planning Commission for a 3-year term ending March 31, 2027. 1
- C. Minutes of the April 22nd City Council Work Session and Regular Meetings
- D. Initiate annexation and comprehensive plan map amendment proceedings 4N2812C Tax lot 308 Reyes - 1088 E Newport Ave

Resolution No. 2321 - Renewal of IGA with the City of Pendleton for IT Services

City Manager Smith gave information regarding the renewal of the IT Services agreement with the City of Pendleton and apologized to the Council for not including the contract in the agenda packet as it was not returned to the City of Hermiston until this afternoon.

The Council asked that this item be tabled until the contract can be emailed and reviewed prior to making a decision. Upon request, City Recorder Alarcon-Strong emailed the contract to the Council for their review (attached).

Resolution No. 2322- T-Hangar Omnibus Grant Application Authorization

Assistant City Manager Morgan gave information regarding considering authorization to execute all anticipated grant documents for replacing the underutilized Open T-Hangars at the Airport with new enclosed T-Hangars, of which over 89% of this anticipated project will be paid for through a combination of FAA and State of Oregon grant funding.

Councilor McCarthy moved and Councilor Primmer seconded to approve Resolution No. 2322 and lay upon the record. Motion carried unanimously.

Continued.. Resolution No. 2321 - Renewal of IGA with the City of Pendleton for IT Services

After Council review of the contract and discussion, Councilor McCarthy moved and Councilor Hardin seconded to approve Resolution No. 2321 and lay upon the record. Motion carried unanimously.

Mobile Vendor Regulations Update

City Manager Smith and City Planner Spencer spoke regarding comments received during the public comment period at the last City Council meeting and daily citizen comments to planning staff regarding the restrictive mobile vending regulations, from finding a location that is at least 400ft away from an existing brick and mortar restaurants, to moving the vending unit each night, utility connections, and



CITY COUNCIL

Regular Meeting Minutes May 13, 2024

more. Staff spoke regarding different options to address these mobile vending complaints if the Council wanted to explore these possibilities. Currently, only three out of the six available licenses are being used as possible vendors cannot find a location that meets all of the requirements in order to be able to use the other three licenses.

Councilors Barron and Peterson spoke regarding loosening regulations to allow food vendors to more easily be able to do business in Hermiston, while other Council members cautioned reasons why these restrictions were set in place by the previous Council.

Mayor Drotzmann stated one of the reasons these regulations were set in place was to try to protect the capital investment restaurant owners devote to the community when they do business in a brick and mortar building and these items should be considered prior to possibly making changes. The Council agreed and asked that City staff research these items, survey the public and reach out to local restaurants regarding their thoughts on mobile vending and return to present this information at a Town Hall event for the public to be able to voice their opinion prior to the Council meeting and final decision that same night.

IGA with City of Pendleton to provide CDBG funded small business grants to support businesses impacted by COVID – Assistant City Manager Morgan stated the City of Pendleton, as lead applicant, has received CDBG funding to help small area businesses that were impacted by COVID-19 but did not receive any other federal funding. Grants are \$5,000 each and about 8 have already been received by businesses in the Hermiston and Umatilla area. The IGA is needed for documentation purposes.

After Council discussion, Councilor McCarthy moved and Councilor Hardin seconded to approve the IGA as presented. Motion carried unanimously.

Committee Reports

EOTEC Advisory Committee- Councilor Barron stated the Committee heard updates regarding: HEROS, operations, irrigation, and the financial report. There are lots of events that took place within the last month such as: UEC dinner, Rodeo events, and Lacross tournament which all happened on the same day. Larger event planners from Seattle and Walla Walla are also booking events at EOTEC. Councilor Barron thanked Patrick Collins for his leadership as Chair.

City Manager Smith gave barn updates stating construction is on schedule with anticipation of completion prior to this year's Fair and Rodeo.

Mayor Drotzmann stated he attended the Cinco de Mayo event at EOTEC which was also well attended.

Faith-Based Advisory Committee- Councilor Linton and Hardin spoke regarding information they received at the last Committee meeting to include: Stepping Stones Alliance with updates the Council received at



CITY COUNCIL

Regular Meeting Minutes May 13, 2024

tonight's meeting, I Love My City events happening this weekend, possible future volunteer clean up efforts at Oxbow Trail and throughout the City from Code Enforcement opportunities.

Public Safety Committee- Councilor Primmer stated the Committee met prior to the City Council meeting and heard reports from the Police Department and Municipal Court. There are no major issues to report on, however, the Committee was introduced to the many new officers who are currently undergoing field training and a lot of good work being done by both departments.

Per Mayor Drotzmann's request, Chief Edmiston spoke briefly about the Umatilla County Deflection Program stating a meeting was held today regarding the program with Umatilla and Morrow Counties participation. Another meeting is scheduled after summer to determine individual or combined entity participation.

Mayor Drotzmann asked that this issue be discussed during a work session once it has been finalized.

Mayor's Report

Mayor Drotzmann spoke regarding:

- Wished all the mothers a Happy Mother's Day
- Tactile Map Ribbon Cutting at Funland Park
- Skate Park Ribbon Cutting, phase one of two
- Recent LOC Spring Conference and encouraged the Council to attend in the future if they are able
- I Love My City two-day event. Saturday, May 18 from 9am to 12pm for community clean up service and Sunday, May 19 at EOTEC at 10am for the combined day of worship
- Congratulated and presented a proclamation to Fred Ziari for the 40-year anniversary of IRZ Engineering & Consulting and thanked Fred Ziari for the work he has done in our region
- Attended the CommuniCare Grant Program last week where \$15,000 was awarded to many different animal shelter and animal care organizations in Hermiston
- Spike Piersol Celebration of Life at EOTEC on May 18 at 11am
- Wished all election candidates good luck and encouraged all to vote
- Stated he will be on vacation and Council President Primmer will facilitate the upcoming Budget Committee meeting and Council meeting

Council Reports

Councilor Primmer stated he also attended the Cinco de Mayo event where it was well attended and fun. Recognized all who serve during National Police Week and stated Umatilla County will hold a recognition event for National Police Week in Pendleton this weekend and stated he will always support Law Enforcement as they are always there for the community and keep us all safe.

Councilor Peterson thanked the Council on behalf of Timothy Thomason who stated he received a warm welcome when he came to the City Council Meeting and spoke about the Equality and Exception event and parade for people to be proud of who they are.



CITY COUNCIL

Regular Meeting Minutes
May 13, 2024

Councilor Linton thanked City staff for the condolence card she received.

Councilor McCarthy stated he will be attending the last meeting of the Civic Leadership Academy tomorrow and reminded the Council that the Budget Committee Meeting is next Thursday.

Youth Advisory Report

None present.

City Manager's Report

City Manager Smith stated all items he had planned to speak about have already been addressed by the Council.

Adjournment

Mayor Drotzmann adjourned the City Council meeting at 8:43pm as there was no other business.

SIGNED:

Doug Primmer, Council President

ATTEST:

Lilly Alarcon-Strong, CMC, City Recorder

Project PATH

3rd Quarter Report, FY 23-24

EXECUTIVE SUMMARY

This report is provided in accordance with the Service Agreement between Stepping Stones Alliance and the City of Umatilla as part of the West Umatilla County partnership to provide services to our community's homeless residents through Project PATH (Practical Assistance through Transitional Housing). This report provides an update on site preparations, community outreach, strategic plan, budget, and general services. More detailed materials are available upon request which might include draft/adopted operational policies and procedures, meeting minutes of Stepping Stones Alliance, or general member policies and code of conduct. This report is intended to serve as a high level update of the services provided and the general progress we have made thus far.

PERSONNEL

Stepping Stones is extremely happy with changing from in-house staff to contracting with Phoenix Security. As we prepare for the transition to on-site operations, we're evaluating scheduling and recruiting extra personnel to ensure coverage for all hours.

CONSTRUCTION SITE

Construction activities at Project PATH are underway with ongoing progress. Check out the latest updates from the site!

The power installation has been successfully finished and is now operational.

Comprehensive water health tests have been conducted and the water supply is active.

The paving of the site is scheduled for completion by the end of April.

We look forward to be Operational by May 1st!



TRANSPORTATION

Two shuttle vans with ADA accessible lifts were purchased. Staff and several volunteers went through training and have been certified to drive the shuttle vans.

- Pick up and drop off times occur in the morning and evening!
- Guest are pleased with the convenience of embarking and disembarking.



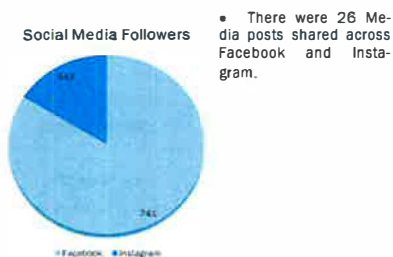
Page 3



COMMUNITY OUTREACH

We continue with our social media campaigns; highlighting partners, sponsors, donors and sharing our needs via a grocery list weekly.

SOCIAL MEDIA OUTREACH



COMMUNITY ACTIVITIES

This quarter we participated in the following community activities;

- Hermiston Adelante Network Event
- Hermiston Chamber Network Luncheon
- Umatilla Chamber Network Luncheon
- Hermiston City Faith Advisory Council
- Hermiston City Hispanic Advisory Council

We were able to share updates, needs, and answer any questions that the groups had for us!

Navigation Director, Carolina, continued monthly outreach within encampments in the area in partnership with COPES and EOCIL to share what resources are available with those who need our services.

PIT Count was conducted in January. In February, outreach team met with 15 People.

No outreach field trip was conducted in March.

PARTNERSHIPS

Ongoing conversations and projects continue to strengthen partnerships. Received support and donations items from Churches and Businesses in the Community.

FUNDRAISING EFFORTS

GRANTS

The MDU Resources Foundation has provided us with a \$2,500 grant for the outdoor common Space. The funds will be granted in June.

Walmart Supercenter provided us with a \$3,000 grant to purchase appliances for the Navigation Center.

COMMITTEE

We will be selling tickets for the raffle happening in June.

SOCIAL EVENT WITH LIVE MUSIC

Stepping Stones Gala will be hosted on September 21, 2024 at EOTEC. There will be live music, plated dinner and live auction. Sponsorship opportunities will be available.

CAMPAIGNS

Delish Bistro is hosting a "Cocktail for a cause Campaign," during the Month of April. For every cocktail sold, \$2 will be contributed to our cause.

DONATIONS

We received sizable donations of items from churches and businesses in the community.

Sleep Center

January total of 370 guest stays, 41 unduplicated, 13 new guest and 17 came for meals on y.

February total of 370 guest stays, 51 unduplicated, 22 new guest and 23 came for meals on y.

March total of 378 guest stays, 45 unduplicated, 12 new guest and 19 came for meals on y.

Individual Shelter Units

All Units now equipped with power, heaters, and both interior and exterior lighting installed. Two volunteers dedicated a day to installing quarter round to enhance insulation stability. Curtain rods, curtains, and smoke detectors will be promptly installed.



VOLUNTEER INFORMATION

Volunteer outreach continues to be a focus as we need a large pool to draw from each month. We hosted an open house and posted a video of what a volunteer shift encompasses.

Below are total volunteer shifts:

January: 70 Shifts

February: 58 Shifts

March: 62 Shifts

Meals:

January: 34 Meals

February: 29 Meals

December: 31 Meals



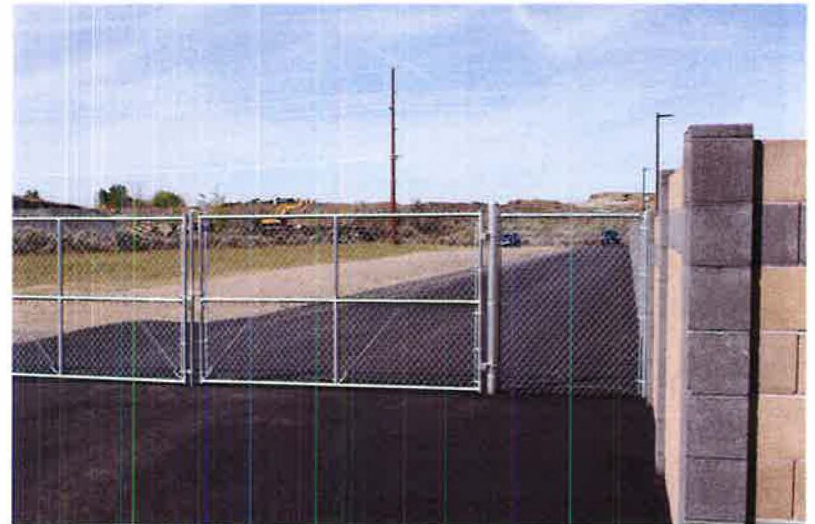
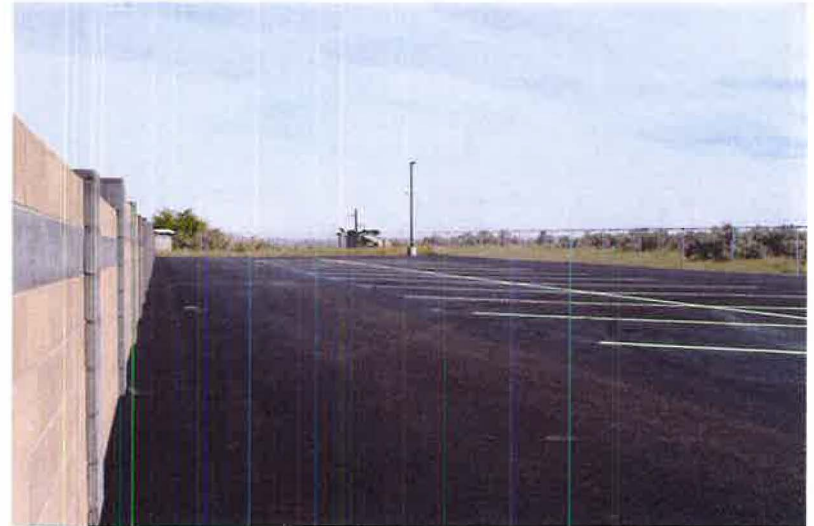
Looking Forward....

Stepping Stones Alliance is looking forward to moving onto the permanent site and transitioning guests into the ISUs. We're thrilled about advancing our navigation services and achieving our goals of providing comprehensive wrap-around services for our guests. Additionally, we're excited about expanding our team by hiring some staff and further strengthening the already formidable team comprising staff, volunteers, and board members.













RENEWAL OF INTERGOVERNMENTAL AGREEMENT FOR ONGOING
INFORMATION TECHNOLOGY SERVICES

This Renewal of Intergovernmental Agreement for Ongoing Information Technology Services (“Renewal”) is made and entered into as of the last date signed below, (“Effective Date”) by and between the City of Hermiston (“COH”) and the City of Pendleton (“Pendleton”).

RECITALS

This renewal is made with reference to the following facts and circumstances:

- A. COH and Pendleton are parties to that certain Intergovernmental Agreement between the COH and the Pendleton for Ongoing Information Technology Services commencing on November 1, 2023, and expiring on June 30, 2024 (the “Agreement”).
- B. The Agreement provides that at the expiration of the above term that there is an optional three-year renewal option.
- C. The parties wish to renew the Agreement for a three-year term, with all terms and conditions of the original IGA not amended herein remaining in full force and effect.

TERMS AND CONDITIONS

Now therefore, the parties hereby agree that the above recitals are made a part of this Renewal and otherwise do hereby agree as follows:

- 1. Term. The Section titled “Term of Agreement” is hereby amended and restated in its entirety as follows:
Term of Agreement. This Agreement shall be for a term of three years commencing on July 1, 2024, and expiring on June 30, 2027, with an optional three-year renewal option, unless terminated earlier as set forth herein. Renewal of the agreement shall be in writing and subject to the mutual agreement of the parties.
- 2. Consideration. Paragraph 1 of the Section titled “Consideration” is hereby amended and restated in its entirety as follows:
 - 1. **Basic Services.** Pendleton agrees to pay \$123.60 per hour for an assumed 24 hours per week for a total of \$12,875 per month to COH for basic services. Pendleton agrees that the stated fees shall increase annually by an amount equal to the annual cost-of-living adjustment (“COLA”) provided to COH staff, such increase to be effective July 1, 2025, and will apply to each subsequent year in which the agreement is in effect. Pendleton will pay for devices and any other materials required to perform the services under this Agreement. In the event that there is a future change in the need for basic services by Pendleton, then the parties may mutually agree to increase or reduce basic services with a commensurate increase or reduction in basic services compensation.

3. Scope of Work. An updated Statement of Work is attached as Exhibit A.
4. Miscellaneous. As expressly amended and modified by this Renewal, the terms and provisions of the Agreement are hereby ratified and affirmed in their entirety. This Renewal may be amended only by an agreement in writing, signed by COH and Pendleton. This Renewal shall be governed by and construed in accordance with the laws of Oregon, and without regard to any principles of conflict of laws. This Renewal may be signed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one and the same instrument. Any such counterpart may be executed by facsimile or electronic transmission. This Renewal constitutes the entire agreement of with respect to the renewal of the Agreement.

IN WITNESS WHEREOF, the City of Hermiston and the City of Pendleton, by their respective duly authorized representatives, have executed this Renewal of Intergovernmental Agreement on the date shown below.

CITY OF PENDLETON

Signature: [Signature] Title: City Manager
Name (print): Robb W Corbett Date: 5/13/2024

CITY OF HERMISTON

Signature: _____ Title: _____
Name (print): _____ Date: _____

Attachment A: Statement of Work

Period: July 1, 2024, to June 30, 2027.

24 assumed hours per week/month of service.

Hourly billing rate: \$123.60 per hour.

Current monthly billing rate: \$12,875 per month.

Fees increase annually by an amount equal to the annual cost-of-living adjustment (“COLA”) provided to COH staff, such increase to be effective July 1, 2025, and will apply to each subsequent year in which the agreement is in effect.

Scope of work will be reviewed every March/April in preparation for the following fiscal year and COLA consideration. Any recommended adjustments, other than COLA adjustment, will be presented in an updated Exhibit A for budget consideration and approval by the authorized representatives of the City of Pendleton and City of Hermiston.

Managed Help Desk

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

Managed Server and Network Infrastructure Support

- Monitor servers and network infrastructure
- Configure for optimal performance
- Maintain updates/patches for hardware and software
- Ensure compliancy for licensing/usage
- Remote management/support
- Installation and configuration of any new hardware such as servers, firewalls, switches, etc.

Active Directory

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

Expectations:

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

server and network technology-related needs. All servers and other network devices are considered covered items that will be maintained or serviced.

What this service covers and includes:

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

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

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

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

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

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

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

Service Level Agreements (SLAs):

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

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

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

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

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



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
 For the Meeting of May 28, 2024

Title/Subject

Resolution 2323- Award Contract for Lift Station #4 Reconstruction

Summary and Background

The equipment in Lift Station No. 4 is 43 years old, built in 1981, and the submersible duplex pump station has experienced corrosion on both metal and brick. Replacement of the wetwell will increase capacity, eliminate porous brick, and safeguard the environment. Ventilation of the structure is poor and electrical systems are nearing the end of their expected lives.

Reconstruction of Lift Station #4 has been included in the adopted Capital Improvement Plan since the first version was adopted in 2019, and the need was reaffirmed in the Sewer System Collection Master Plan which was updated in 2021.

The project page for this project can be viewed here:

<https://hermistonprojects.com/capital-investments/lift-station-no-4-reconstruction/>

Tie-In to Council Goals

1.7 Continue to fund infrastructure improvements to support new housing and enhance livability

Fiscal Information

This project was initially included for reconstruction in FY '21 – '22 in the 2019 Capital Improvement Plan. However, due to significant cost over-runs associated with the Lift #3 project, and in the interest of fiscal prudence, this project was delayed to ensure that it could be paid for with cash on hand. The station is now ready for replacement and will be paid for without debt.

The project was advertised on April 30, 2024 with bids opened on May 21, 2024 with the following results:

- | | |
|-------------------------------|---------------------|
| - C&E Trenching, LLC: | \$608,067.50 |
| - Bolen Construction, Inc.: | \$683,800.00 |
| - <i>Engineer's Estimate:</i> | <i>\$730,000.00</i> |

Alternatives and Recommendation

Alternatives

1. Approve Resolution 2323- awarding the contract to C&E Trenching
2. Reject Resolution 2323 and re-advertise the project
3. Table Resolution 2323

C&E Trenching has satisfactorily performed a number of jobs for the City of Hermiston in recent years, and they have several projects taking place in the community this year. Therefore Anderson Perry & Associates, the City's engineering firm, recommends award of this contract to C&E Trenching as the lowest bidder.

Recommended Action/Motion

Motion to approve resolution 2323.

Submitted By:

Mark Morgan

RESOLUTION NO. 2323

**A RESOLUTION AWARDING A CONTRACT FOR LIFT STATION #4 RECONSTRUCTION
AND AUTHORIZING THE CITY MANAGER TO SIGN THE CONTRACT ON BEHALF OF
THE CITY**

WHEREAS, the City of Hermiston (“City”) desires to reconstruct Lift Station #4; and

WHEREAS, reconstruction of Lift Station #4 has been included in the Capital Improvement Plan and the need was reaffirmed in the Sewer System Collection Master Plan updated in 2021; and

WHEREAS, notice was published, and bids were received with C&E Trenching, LLC, being the lowest responsive and responsible bidder at \$608,067.50.

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

1. That the contract for the reconstruction of Lift Station #4 is awarded to C&E Trenching, LLC.
2. That City Manager be, and is, hereby authorized to execute and deliver a contract for the reconstruction of Lift Station #4 to C&E Trenching, LLC, with such changes, additions, deletions, and modifications as the City Manager may approve.
3. That this resolution is effective immediately upon its passage.

PASSED by the Common Council this 28th day of May 2024.

SIGNED by the Council President this 28th day of May 2024.

Doug Primmer, COUNCIL PRESIDENT

ATTEST:

Lilly Alarcon-Strong, CMC, CITY RECORDER



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
For the Meeting of May 28, 2024

Title/Subject

Resolution No. 2324 - Appointment of Municipal Court Judge Pro-tem

Summary and Background

In 2015 and then in 2021, the City Council adopted Resolutions appointing Municipal Court Judges Pro-tem as directed in the 2015 Hermiston City Charter.

Due to new conflicts of interest and availability, the Hermiston Municipal Court needs additional Municipal Court Judges Pro-tem.

Carey H. Meerdink is available and interested in hearing dockets and cases. He is also qualified based on experience in the practice of law in the community.

Tie-In to Council Goals/Values

N/A

Fiscal Information

N/A

Alternatives and Recommendation

Alternatives

1. Approve Resolution No. 2324 as proposed.
2. Amend and Approve Resolution No. 2324 as amended
3. Reject Resolution No. 2324

Recommended Action/Motion

Motion to approve Resolution No. 2324 and lay upon the record.

Submitted By:

Jillian Viles

RESOLUTION NO. 2324

**A RESOLUTION APPOINTING A MUNICIPAL COURT JUDGE PRO-TEM THAT
WILL BE USED, AS NEEDED, BY THE HERMISTON MUNICIPAL COURT**

WHEREAS, the voters of the City of Hermiston adopted a new City Charter in May 2015;
and

WHEREAS, the May 2015 City Charter contains a provision allowing the Council to
appoint and remove Municipal Court Judges Pro-tem, and

WHEREAS, situations occur that require the services of Municipal Court Judges Pro-tem
to serve as needed in the Hermiston Municipal Court; and

WHEREAS, attorney, Carey H. Meerdink, have expressed interest in serving as Municipal
Court Judge Pro-tem for the Hermiston Municipal Court.

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

1. That Carey H. Meerdink be used, as needed, to serve as Municipal Court Judge Pro-tem in the Hermiston Municipal Court after establishing a professional services agreement with the City of Hermiston.
2. That this resolution is effective immediately upon its passage.

PASSED by the Common Council this 28th day of May 2024.

SIGNED by the Council President this 28th day of May 2024.

Doug Primmer, COUNCIL PRESIDENT

ATTEST:

Lilly Alarcon-Strong, CMC, CITY RECORDER



Mayor and Members of the City Council
STAFF REPORT
For the Meeting of May 28, 2024

Title/Subject

Parade/Right of Way (ROW) Closures Discussion

Summary and Background

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

Below are the considerations we have explored:

- Fees
- Fixed Routes
- Insurance Requirements
- Grandfathering of Existing events
- Method of barricading
- Clean-up

We recognize that these might not have touched on everything so we are seeking other ideas.

Tie-In to Council Goals

N/A

Fiscal Information

N/A

Alternatives and Recommendation

Seeking Feedback to Draft an initial ordinance

Submitted By:

Byron D. Smith, City Manager



Where Life is Sweet

Mayor and Members of the City Council
STAFF REPORT
For the Meeting of May 28, 2024

Title/Subject

April 2024 Financial Report

Summary and Background

This is the monthly overview of the previous month's financial position reflecting year-to-date activity.

Tie-In to Council Goals

Fiscal Prudence

Fiscal Information

See Report

Alternatives and Recommendation

Alternatives

NONE

Recommended Action/Motion

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

Submitted By:

Ignacio Palacios, Finance Director

Byron Smith, City Manager

April 2024 Financial Report



Department of Finance
April 2024
(Unaudited)

FY2023-2024 Monthly Financial Report

Section 11, ItemB.

Hermiston Urban Renewal Agency (HURA)

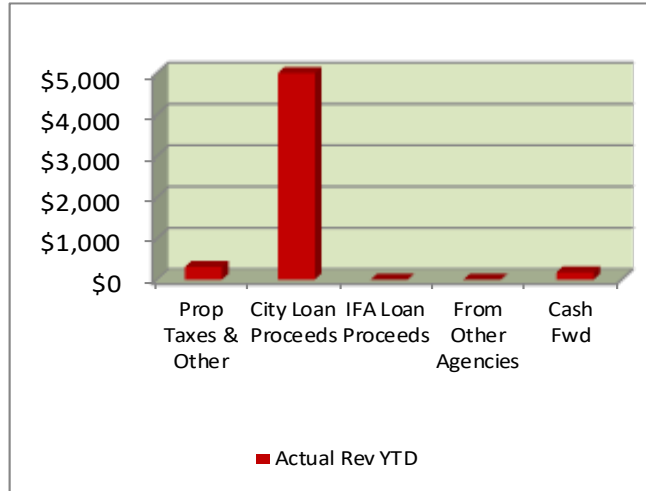
For the Month Ending April 30, 2024

Resources

Through April 30, 2024

by Category

(in \$1,000)



	Annual Proj Rev	Actual Rev YTD	% Var
Prop Taxes & Other	\$ 298	307	103%
City Loan Proceeds	\$ 5,000	5,000	100%
IFA Loan Proceeds	\$ 496	0	0%
From Other Agencies	\$ 50	1	2%
Cash Fwd	\$ 177	177	100%
Total	\$ 6,021	\$ 5,485	91%

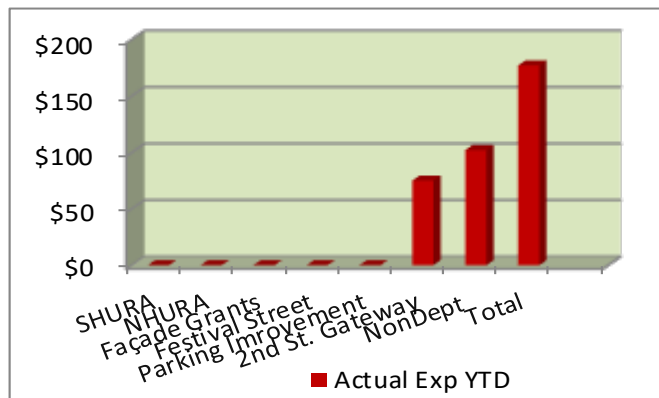
Note: Variance is calculated as % of revenue YTD

Expenditures

Through April 30, 2024

by Character

(in \$1,000)



	Annual Proj Exp	Actual Exp YTD	% Var
SHURA	\$ 496	0	0%
NHURA	\$ 500	0	0%
Façade Grants	\$ 20	0	0%
Festival Street	\$ 3	0	0%
Parking Improvement	\$ 3	0	0%
2nd St. Gateway	\$ 360	75	21%
NonDept	\$ 4,639	102	2%
Total	\$ 6,021	\$ 177	3%

Note: variance is calculated as % of expenses YTD.

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

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

Section 11, ItemB.

	#REF!	YTD Expenditures	Project Budget	Project To-Date Expenditures	% Complete
SE 2nd Street Gateway	\$ 360,000	\$ 75,178	\$ 360,000	\$ 75,178	20.88%

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

This gateway provides convenient access to the downtown core area via improvement to SE 2nd Street and Highway 395.

Current Update: Curb, gutter, sidewalk, and ADA ramps are complete as of mid-April 2024. Paving is expected to be completed by the end of April 2024. The project is about 50% complete and should be complete by the end of May 2024.

FY2023-2024 Monthly Financial Report

Section 11, ItemB.

City of Hermiston, Oregon

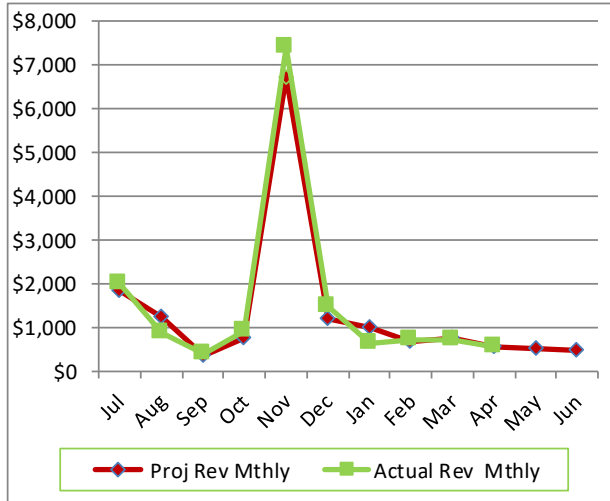
General Fund Resources

For the Month Ending April 30, 2024

General Fund Resources Summary

Through April 30, 2024

(in \$1,000)



	Proj Rev Mthly	Rev Proj Mthly	Actual Rev Mthly	Var Fav/ (Unfav)	% Var
Jul	\$ 1,855	\$ 1,855	\$ 2,011	\$ 156	8%
Aug	\$ 1,238	\$ 1,238	\$ 888	\$ (350)	-28%
Sep	\$ 375	\$ 375	\$ 428	\$ 53	14%
Oct	\$ 755	\$ 755	\$ 927	\$ 172	23%
Nov	\$ 6,743	\$ 6,743	\$ 7,389	\$ 647	10%
Dec	\$ 1,223	\$ 1,223	\$ 1,492	\$ 269	22%
Jan	\$ 1,010	\$ 1,010	\$ 652	\$ (358)	-35%
Feb	\$ 684	\$ 684	\$ 715	\$ 31	4%
Mar	\$ 780	\$ 780	\$ 727	\$ (53)	-7%
Apr	\$ 562	\$ 562	\$ 583	\$ 21	4%
May	\$ 522	\$ 522	\$ -	\$ -	0%
Jun	\$ 500	\$ 500	\$ -	\$ -	0%
Total YTD	16,248	16,248	15,812	586	3.6%
Cash Fwd	952	-	-	-	0%
Total	\$ 17,200	\$ 16,248	\$ 15,812	\$ 586	3.6%

Estimated General Fund revenues for the 2023-24 fiscal year are \$17,199,910. Projected revenues for April were **\$562,378** compared to actual revenues of **\$583,134**, a favorable variance of **\$20,756**. This is primarily due to timing of collection of various revenues.

FY2023-2024 Monthly Financial Report

City of Hermiston, Oregon

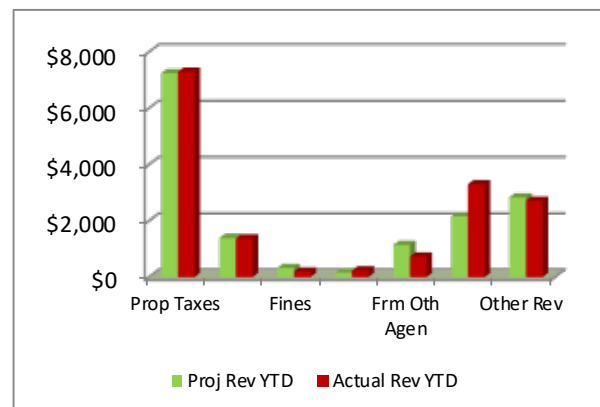
General Fund Resources

For the Month Ending April 30, 2024

General Fund - All Resources by Category

Through April 30, 2024

(in \$1,000)



	Annual Proj Rev	Proj Rev YTD	Actual Rev YTD	Var Fav/ (Unfav)	% Var
Prop Taxes	\$ 7,426	\$ 7,239	\$ 7,288	\$ 49	1%
Lic & Fran	\$ 1,468	\$ 1,385	1,369	(16)	-1%
Fines	\$ 400	\$ 321	193	(128)	-40%
Interest Rev	\$ 200	\$ 157	231	75	48%
Frm Oth Agen	\$ 1,235	\$ 1,136	727	(409)	-36%
Svc Chgs	\$ 2,575	\$ 2,159	3,295	1,136	53%
Other Rev	\$ 2,944	\$ 2,828	2,709	(120)	-4%
Cash Fwd	\$ 952	-	-	-	0%
Total	\$17,200	\$ 15,225	\$ 15,812	\$ 586	3.9%

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

FY2023-2024 Monthly Financial Report

Section 11, ItemB.

City of Hermiston, Oregon

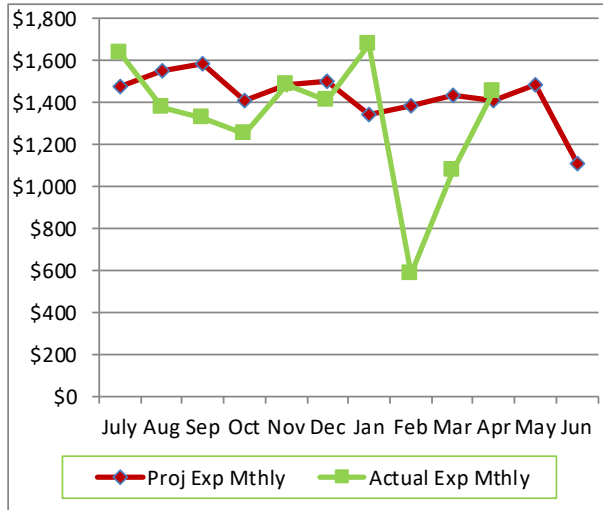
General Fund Expenditures

For the Month Ending April 30, 2024

General Fund Expenditure Summary

Through April 30, 2024

(in \$1,000)



	Proj Exp Mthly	Proj Exp	Actual Exp Mthly	Var Fav/ (Unfav)	% Var
July	\$ 1,481	\$ 1,481	\$ 1,632	\$ (152)	-10%
Aug	\$ 1,552	\$ 1,552	\$ 1,377	\$ 175	11%
Sep	\$ 1,583	\$ 1,583	\$ 1,328	\$ 255	16%
Oct	\$ 1,412	\$ 1,412	\$ 1,249	\$ 163	12%
Nov	\$ 1,483	\$ 1,483	\$ 1,489	\$ (6)	0%
Dec	\$ 1,503	\$ 1,503	\$ 1,408	\$ 95	6%
Jan	\$ 1,341	\$ 1,341	\$ 1,676	\$ (335)	-25%
Feb	\$ 1,389	\$ 1,389	\$ 587	\$ 802	58%
Mar	\$ 1,435	\$ 1,435	\$ 1,078	\$ 357	25%
Apr	\$ 1,407	\$ 1,407	\$ 1,456	\$ (49)	-3%
May	\$ 1,484	\$ 1,484			0%
Jun	\$ 1,113	\$ 1,113			0%
Total YTD	17,184	17,184	13,281	1,306	7.6%
Contngcy		-	-	-	0%
Total	\$ 17,184	\$ 17,184	\$ 13,281	\$ 1,306	7.6%

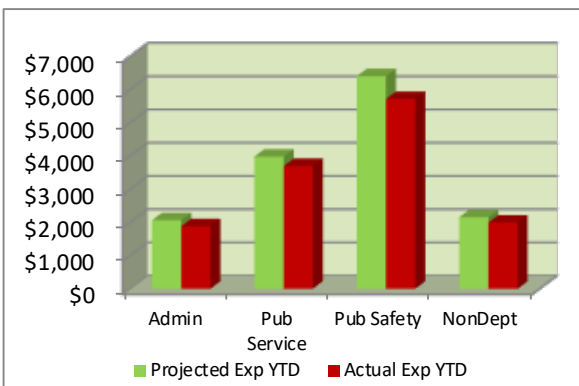
Projected General Fund monthly expenditures for April were **\$1,407,243**. Actual expenditures were **\$1,456,178**, which is **\$48,935 more** than projected YTD for a **variance of -3%** for the month. Variance is due to various expenditures but primarily due to increased activities in parks and facilities landscaping and maintenance.

General Fund Expenditures

Through April 30, 2024

by Consolidated Department

(in \$1,000)



	Annual Proj Exp	Projected Exp YTD	Actual Exp YTD	Var Fav/ (Unfav)	% Var
Admin	\$ 2,454	2,064	1,880	184	9%
Pub Service	4,722	3,974	3,693	280	7%
Pub Safety	7,428	6,399	5,716	684	11%
NonDept	2,580	2,150	1,992	158	7%
Unapp	-	-	-	-	0%
Total	\$17,184	\$ 14,587	\$ 13,281	\$ 1,306	9.0%

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

FY2023-2024 Monthly Financial Report

Section 11, ItemB.

General Fund Expenditure Detail YTD

For the Month Ending April 30, 2024

General Fund Expenditures by Department

	Annual Projected Exp	Projected Exp YTD	Actual Exp YTD	Var Fav/ (Unfav)	% Var Fav/ (Unfav)
City Council	16,803	15,361	11,487	3,874	25%
City Manager/Legal	1,060,639	884,428	873,973	10,455	1%
City Planning	632,494	526,719	391,214	135,505	26%
Finance	744,168	637,492	603,056	34,436	5%
Total Administration	2,454,104	2,064,000	1,879,730	184,270	9%
Transportation	472,000	393,214	412,171	(18,957)	-5%
Airport	469,800	372,407	324,930	47,477	13%
Bldg Inspection	563,332	491,391	465,390	26,001	5%
Parks	708,205	596,064	575,440	20,624	3%
Parks/Utility Landscaping	44,115	28,864	25,311	3,553	12%
Pool	555,957	433,494	397,431	36,063	8%
Municipal Buildings	148,244	123,279	115,105	8,174	7%
Library	890,512	764,056	697,153	66,903	9%
Recreation	618,930	553,924	483,622	70,302	13%
Community Center	192,772	165,274	149,983	15,291	9%
Harkenrider Center	58,010	51,826	46,940	4,886	9%
Total Public Services	4,721,877	3,973,793	3,693,476	280,317	7%
Court	710,237	620,951	539,545	81,406	13%
Public Safety Center	43,000	37,948	(41,348)	79,296	209%
Police Operations	6,674,505	5,740,227	5,217,328	522,899	9%
Total Public Safety	7,427,742	6,399,127	5,715,525	683,602	11%
Non-Departmental	2,580,094	2,150,078	1,992,491	157,587	7%
Unappropriated	-	-	-	-	0%
Total Non-Dept	2,580,094	2,150,078	1,992,491	157,587	7%
Total	17,183,817	14,586,997	13,281,222	1,305,775	9.0%

For April, FY2024

Total Administration is \$184,270 less than YTD projected. **Total Public Services** are \$280,317 less than YTD projected. **Public Safety** is \$683,602 less than YTD projected. **Non-Departmental** is \$157,587 less than YTD projected.

FY2023-2024 Monthly Financial Report

Section 11, ItemB.

Fund Balance - General Fund

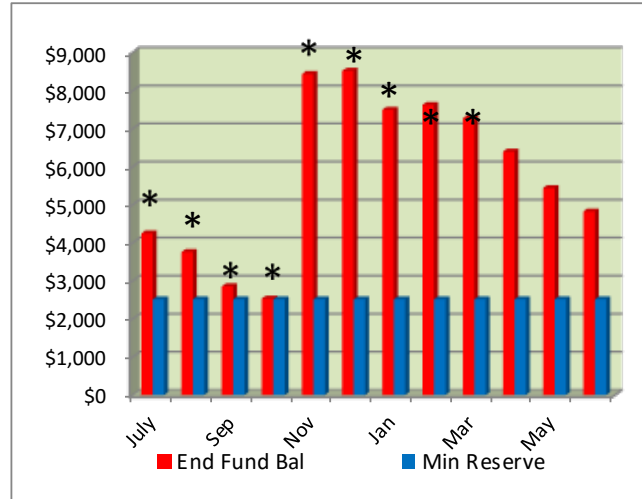
For the Month Ending April 30, 2024

General Fund

Ending Fund Balance

Through April 30, 2024

(in \$1,000)



Minimum Reserve = \$2,513,250

	Begin Fund Bal	Revenue	Expense	End Fund Bal	ACT/PROJ Fund Bal
July	\$ 3,867	\$ 2,011	\$ (1,632)	\$ 4,246	ACT*
Aug	\$ 4,246	\$ 888	\$ (1,377)	\$ 3,757	ACT*
Sep	\$ 3,757	\$ 428	\$ (1,328)	\$ 2,857	ACT*
Oct	\$ 2,857	\$ 927	\$ (1,249)	\$ 2,534	ACT*
Nov	\$ 2,534	\$ 7,389	\$ (1,489)	\$ 8,435	ACT*
Dec	\$ 8,435	\$ 1,492	\$ (1,408)	\$ 8,519	ACT*
Jan	\$ 8,519	\$ 652	\$ (1,676)	\$ 7,494	ACT*
Feb	\$ 7,494	\$ 715	\$ (587)	\$ 7,622	ACT*
Mar	\$ 7,622	\$ 727	\$ (1,078)	\$ 7,271	ACT*
Apr	\$ 7,271	\$ 583	\$ (1,456)	\$ 6,398	ACT*
May	\$ 6,398	\$ 522	\$ (1,484)	\$ 5,436	PROJ
June	\$ 5,436	\$ 500	\$ (1,113)	\$ 4,823	PROJ
Total	\$ 3,867	\$ 16,834	\$ 15,878	\$ 4,823	

The General Fund balance at the end April 2024 is approximately **\$6,398,000** which is **2.55 times** the current Minimum Reserve requirement of **\$2,513,250**.

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

FY2023-2024 Monthly Financial Report

Section 11, ItemB.

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

Special Revenue Funds Resources & Requirements

	2023-24 Annual Budget	Actual YTD	Remaining Budget
02 Bonded Debt Fund			
Resources	626,677	511,943	114,734
Expenditures	527,920	498,609	29,311
Unappropriated Balance	98,757	N/A	N/A
05 Transient Room Tax (TRT)			
Resources	1,214,000	1,150,317	63,683
Expenditures	1,214,000	998,673	215,327
Unappropriated Balance	-	N/A	N/A
08 Reserve Fund			
Resources	43,348,200	10,959,965	32,388,235
Expenditures	42,253,806	10,388,513	31,865,293
Unappropriated Balance	1,094,394	N/A	N/A
11 Miscellaneous Special Revenue			
Resources	135,000	105,824	29,176
Expenditures	135,000	105,407	29,593
Unappropriated Balance	-	N/A	N/A
19 Christmas Express Special Revenue			
Resources	30,000	25,723	4,277
Expenditures	30,000	30,007	(7)
Unappropriated Balance	-	N/A	N/A
20 Law Enforcement Special Revenue			
Resources	36,014	5,325	30,689
Expenditures	20,000	-	20,000
Unappropriated Balance	16,014	N/A	N/A
21 Library Special Revenue			
Resources	33,000	9,715	23,285
Expenditures	33,000	1,320	31,680
Unappropriated Balance	-	N/A	N/A
23 Enterprise Zone Project Fund			
Resources	4,148,699	5,500,000	(1,351,301)
Expenditures	3,388,325	888,325	2,500,000
Unappropriated Balance	760,374	N/A	N/A
25 EOTEC Operations			
Resources	2,435,644	1,855,815	579,829
Expenditures	2,435,644	1,247,109	1,188,535
Unappropriated Balance		N/A	N/A
26 IT Services			
Resources	1,270,034	1,036,497	233,537
Expenditures	1,270,034	930,962	339,072
Unappropriated Balance		N/A	N/A

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

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

FY2023-2024 Monthly Financial Report

Section 11, ItemB.

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

Utility and Street Funds Report

Resources & Expenditures

	2023-2024			Variance	
	Annual Budget	Projected YTD	Actual YTD	Fav/(Unfav)	% Variance
04 Street Fund					
Resources	2,450,581	1,742,615	2,295,719	553,104	32%
Expenditures	2,450,581	2,042,151	2,013,206	28,945	1%
Contingency	-	N/A	N/A	N/A	N/A
06 Utility Fund					
Resources	13,537,397	9,269,583	10,189,547	919,964	10%
Expenditures	12,703,567	10,586,306	8,464,152	2,122,154	20%
Contingency	833,830	N/A	N/A	N/A	N/A
13 HES Fund					
Resources	13,113,053	8,474,163	8,916,807	442,645	5%
Expenditures	10,774,749	8,978,958	8,632,755	346,203	4%
Contingency	2,338,304	N/A	N/A	N/A	N/A
15 Regional Water Fund					
Resources	1,890,428	1,125,833	1,119,991	(5,842)	-1%
Expenditures	1,223,306	1,019,422	930,181	89,241	9%
Contingency	667,122	N/A	N/A	N/A	N/A

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

Revenues for the **Street Fund** are **\$553,104 more** than projected. Expenditures are **\$28,945 below** projected.

Revenues in the **Utility Funds** are **\$919,964 above** projected. Expenditures are **\$2,122,154 below** projected.

The **HES Fund** revenue is **\$442,645 more** than projected. Expenditures are **\$346,203 below** projected.

The **Regional Water Fund** revenues are **\$5,842 less** than projected. Expenditures are **\$89,241 less** than projected.

FY2023-24 Monthly Financial Report

City of Hermiston, Oregon

Utilities/Streets Capital Projects Report

For the Month Ending April 30, 2024

	2023-2024 Budget	YTD Expenditures	Project Budget	Project To-Date Expenditures	% Complete
Geer & Harper Re-alignment	\$ 1,500,000	\$ 133,664	\$ 1,500,000	\$ 133,664	8.91%
N. 1st Place Reconstruction	\$ 4,110,390	\$ 1,975,370	\$ 4,110,390	\$ 1,975,370	48.06%
*Penney Ave Roadway Improvement	\$ 1,000,000	\$ 617,398	\$ 1,000,000	\$ 617,398	61.74%
AWS System Expansion - RWS	\$ 20,949,400	\$ 3,602,215	\$ 20,949,400	\$ 3,604,711	17.21%
*Lead and Copper Program	\$ 400,000	\$ 169,240	\$ 400,000	\$ 169,490	42.37%
Well #5 Water System Improvements	\$ 775,000	\$ 589,531	\$ 775,000	\$ 589,531	76.07%
Well #6 Backup Generator	\$ 380,000	\$ 252,299	\$ 380,000	\$ 252,299	66.39%
*N. 1st Place Water Line Replacement	\$ 830,000	\$ 258,932	\$ 830,000	\$ 258,932	31.20%
Well #6 Chlorination	\$ 500,000	\$ 16,000	\$ 500,000	\$ 16,000	3.20%
Well #4 Control System	\$ 410,000	\$ 13,000	\$ 410,000	\$ 13,000	3.17%
Gladys & Main Waterline Replacement	\$ 100,000	\$ 70,155	\$ 1,180,000	\$ 70,155	5.95%
Lift Station #4 Rebuild	\$ 150,000	\$ 19,656	\$ 150,000	\$ 19,656	13.10%
*McDonald's & 395 Sewer Main Replacer	\$ 370,000	\$ 135,761	\$ 370,000	\$ 195,812	52.92%
AWS Cooling Discharge	\$ 805,000	\$ 113,073	\$ 805,000	\$ 113,073	14.05%
Total	\$ 32,279,790	\$ 7,966,294	\$ 33,359,790	\$ 8,029,091	24.07%

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

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

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

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

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

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

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

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

Current Update: Contractor began major shutdown of the RWS for changeout of pumps and motors in May. The pipelines project finalized materials acquisition to begin staging in May with installation to begin in Feedville in June. The SE 9th project nearly completed underground work and began paving.

****Work has been completed and/or accepted. Minor invoicing outstanding as of 4/30/2024.***

FY2023-24 Monthly Financial Report

City of Hermiston, Oregon

Utilities/Streets Capital Projects Report

For the Month Ending April 30, 2024

	2023-2024 Budget	YTD Expenditures	Project Budget	Project To-Date Expenditures	% Complete
Geer & Harper Re-alignment	\$ 1,500,000	\$ 133,664	\$ 1,500,000	\$ 133,664	8.91%
N. 1st Place Reconstruction	\$ 4,110,390	\$ 1,975,370	\$ 4,110,390	\$ 1,975,370	48.06%
*Penney Ave Roadway Improvement	\$ 1,000,000	\$ 617,398	\$ 1,000,000	\$ 617,398	61.74%
AWS System Expansion - RWS	\$ 20,949,400	\$ 3,602,215	\$ 20,949,400	\$ 3,604,711	17.21%
*Lead and Copper Program	\$ 400,000	\$ 169,240	\$ 400,000	\$ 169,490	42.37%
Well #5 Water System Improvements	\$ 775,000	\$ 589,531	\$ 775,000	\$ 589,531	76.07%
Well #6 Backup Generator	\$ 380,000	\$ 252,299	\$ 380,000	\$ 252,299	66.39%
*N. 1st Place Water Line Replacement	\$ 830,000	\$ 258,932	\$ 830,000	\$ 258,932	31.20%
Well #6 Chlorination	\$ 500,000	\$ 16,000	\$ 500,000	\$ 16,000	3.20%
Well #4 Control System	\$ 410,000	\$ 13,000	\$ 410,000	\$ 13,000	3.17%
Gladys & Main Waterline Replacement	\$ 100,000	\$ 70,155	\$ 1,180,000	\$ 70,155	5.95%
Lift Station #4 Rebuild	\$ 150,000	\$ 19,656	\$ 150,000	\$ 19,656	13.10%
*McDonald's & 395 Sewer Main Replacer	\$ 370,000	\$ 135,761	\$ 370,000	\$ 195,812	52.92%
AWS Cooling Discharge	\$ 805,000	\$ 113,073	\$ 805,000	\$ 113,073	14.05%
Total	\$ 32,279,790	\$ 7,966,294	\$ 33,359,790	\$ 8,029,091	24.07%

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

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

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

Well # 6 Chlorination (\$450,000)

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

Current Update: Design has begun.

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

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

Current Updates: Design has begun.

FY2023-24 Monthly Financial Report

City of Hermiston, Oregon

Utilities/Streets Capital Projects Report

For the Month Ending April 30, 2024

	2023-2024 Budget	YTD Expenditures	Project Budget	Project To-Date Expenditures	% Complete
Geer & Harper Re-alignment	\$ 1,500,000	\$ 133,664	\$ 1,500,000	\$ 133,664	8.91%
N. 1st Place Reconstruction	\$ 4,110,390	\$ 1,975,370	\$ 4,110,390	\$ 1,975,370	48.06%
*Penney Ave Roadway Improvement	\$ 1,000,000	\$ 617,398	\$ 1,000,000	\$ 617,398	61.74%
AWS System Expansion - RWS	\$ 20,949,400	\$ 3,602,215	\$ 20,949,400	\$ 3,604,711	17.21%
*Lead and Copper Program	\$ 400,000	\$ 169,240	\$ 400,000	\$ 169,490	42.37%
Well #5 Water System Improvements	\$ 775,000	\$ 589,531	\$ 775,000	\$ 589,531	76.07%
Well #6 Backup Generator	\$ 380,000	\$ 252,299	\$ 380,000	\$ 252,299	66.39%
*N. 1st Place Water Line Replacement	\$ 830,000	\$ 258,932	\$ 830,000	\$ 258,932	31.20%
Well #6 Chlorination	\$ 500,000	\$ 16,000	\$ 500,000	\$ 16,000	3.20%
Well #4 Control System	\$ 410,000	\$ 13,000	\$ 410,000	\$ 13,000	3.17%
Gladys & Main Waterline Replacement	\$ 100,000	\$ 70,155	\$ 1,180,000	\$ 70,155	5.95%
Lift Station #4 Rebuild	\$ 150,000	\$ 19,656	\$ 150,000	\$ 19,656	13.10%
*McDonald's & 395 Sewer Main Replacer	\$ 370,000	\$ 135,761	\$ 370,000	\$ 195,812	52.92%
AWS Cooling Discharge	\$ 805,000	\$ 113,073	\$ 805,000	\$ 113,073	14.05%
Total	\$ 32,279,790	\$ 7,966,294	\$ 33,359,790	\$ 8,029,091	24.07%

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

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

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

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

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

Current Update: Design will begin soon.

AWS Cooling Discharge (\$805,000)

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

Current Update: Contractor continues to work through materials acquisition, with work anticipated to begin in earnest in Spring.

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

	2023-2024 Budget	YTD Expenditures	Project Budget	Project To-Date Expenditures	% Complete
Hangar Replacement	\$ 1,100,000	\$ 135,532	\$ 1,100,000	\$ 143,370	13.03%
Teen Adventure Park	\$ 591,049	\$ 556,721	\$ 591,049	\$ 556,721	94.19%
Total	\$ 1,691,049	\$ 692,253	\$ 1,691,049	\$ 700,091	41.40%

Hangar Replacement (\$1,100,000)

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

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

Teen Adventure Park (\$591,049)

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

Current Update: Per the requirements of Planning Commission, this spring will see the construction of the sidewalk/curb/gutter system from the edge of the school district property following along skatepark property to the intersection of S 1st St and W Orchard Ave.