



CITY COUNCIL

AGENDA

MONDAY, JANUARY 22, 2024

COUNCIL CHAMBERS - 180 NE 2ND ST.

Where Life is Sweet

*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.or.us*

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

A. City Projects Updates

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- Greater Hermiston Chamber of Commerce 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. Major Partition - 4N2823 Tax Lot 200 Amazon Data Services Inc 908 E Penney Ave

B. Airport Ground Lease- Stratton

C. Recommendation to appoint Position 4 on the Recreation Projects Fund Advisory Committee (representing Hoteliers) ending 12/31/2026 to James Whalley

D. Recommendation to appoint Position 3 on the Parks and Recreation Advisory Committee term ending 12/31/2024 to Hunter Tibbals

E. Minutes of the January 8th City Council Meeting

9. ITEMS REMOVED FROM CONSENT AGENDA

10. ORDINANCES AND RESOLUTIONS

A. Ordinance No. 2352 – Adopting a Business License Fee

B. Resolution No. 2305 – Updating the Master Fee Schedule for Business License and Sewer fees

C. Ordinance No. 2353 – Amending Chapter 70 and Chapter 72 of the Hermiston Municipal Code

D. Ordinance No. 2354 – Amending Chapter 96 of the Hermiston Municipal Code

E. Resolution No. 2306- Planning Services Contract with Winterbrook Planning for Urban Growth Boundary Expansion Services

11. OTHER

A. December 2023 Financial Report

B. Council Goal Setting Update

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, Stepping Stones Alliance (not a City Committee).

B. Mayor'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.



Where Life is Sweet

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

Title/Subject

Major Partition - 4N2823 Tax Lot 200 Amazon Data Services Inc 908 E Penney Ave

Summary and Background

Parametrix has submitted a final plat for Amazon Data Services, Inc's major partition of property described as 4N2823 Tax Lot 200 and addressed as 908 E Penney Ave. The property is zoned Outlying Commercial/Heavy Industrial (C-2/M-2). A major partition requires council approval because a new public street is proposed as part of the platting process and the city council must accept new public land on behalf of the city. This major partition extends E Penney Ave westward from SE 9th St to the west property line in accordance with the city's transportation system plan.

The planning commission's approval of the preliminary plat was subject to three conditions of approval. One condition is satisfied, and the remaining conditions remain in effect throughout the development process.

The criteria that are applicable to the decision to accept the final plat are contained in 154.46 of the Hermiston Code of Ordinances.

The findings of fact area attached to this report as Exhibit A. The conditions of approval are attached as Exhibit B. The final plat as prepared by the surveyor is attached as Exhibit C. An aerial photo is attached as Exhibit D.

Tie-In to Council Goals

Approval of final plats is a matter of administration of city ordinances.

Fiscal Information

The assessed value of the property will substantially increase as it develops industrially. However, enterprise zone property tax abatements have been issued for development on Lot 1 which defers receipt of property tax revenue for several years.

Alternatives and Recommendation

Alternatives

The city council may choose to approve or deny the final plat.

Recommended Action/Motion

Staff recommends that the city council approve the final plat subject to the conditions of approval.

Motion to approve the final plat with the conditions.

Submitted By:

Clinton Spencer, Planning Director

Exhibit A
Findings of Fact
ADS Major Partition
908 E Penney Ave
January 22, 2024

Final Plat

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. **Shown as required**
- (B) The lines of all proposed streets and alleys with their width and names. **Shown as required**
- (C) The accurate outline of any portions of the property intended to be dedicated or granted for public use. **Shown as required**
- (D) The line of departure of one street from another. **Shown as required**
- (E) The lines of all adjoining property and the lines of adjoining streets and alleys with their widths and names. **Shown as required**
- (F) All lot lines together with an identification system for all lots and blocks. **Shown as required**
- (G) The location of all building lines and easements provided for public use, services or utilities. **Shown as required**
- (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. **Shown as required**
- (I) All necessary curve data. **Shown as required**
- (J) The location of all survey monuments and bench marks together with their descriptions. **Shown as required**
- (K) The name of the subdivision, the scale of the plat, points of the compass, and the name of the owners or subdivider. **Shown as required**
- (L) The certificate of the surveyor attesting to the accuracy of the survey and the correct location of all monuments shown. **Shown as required.**
- (M) Private restrictions and trusteeships and their periods of existence. Should these restrictions or trusteeships 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. **No restrictions are proposed and none are referenced 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. **Shown as required.**

(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. **Shown as required.**

Exhibit B

Conditions of Approval for ADS Major Partition

January 22, 2024

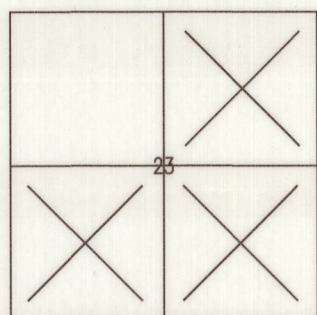
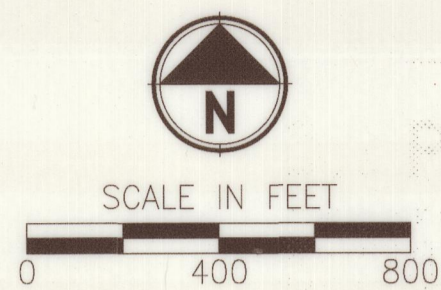
908 E Penney Ave

Subject to the public hearing and testimony presented to the planning commission, the following conditions of approval are proposed:

1. Portions of the property lie within an area subject to potential groundwater pollution hazards due to excessively well-drained soils. Therefore, the outdoor storage of hazardous chemicals and the underground storage of gasoline and diesel fuels are prohibited per §157.101(B) of the Hermiston Code of Ordinances. Per §157.101(D) of the Hermiston Code of Ordinances, a developer may receive an exemption from this requirement upon submission of evidence from a registered engineer that the storage will not contribute to groundwater pollution.
2. The site is bounded by SE 9th St and E Feedville Road. An extension of E Penney Ave is proposed as part of the partition.
 - a. E Penney Avenue is classified as an urban minor collector. As a condition of approval of a permit to develop Parcel 1 or Parcel 2, the owner of Parcel 1 or Parcel 2 shall improve the E Penney Avenue frontage of the Development Site to minor collector status using city standards ST10 in the standard specifications.
 - b. E Feedville Road is classified as an urban major collector and is a county road. All points of access to E Feedville Road will require an access permit from the Umatilla County Road Department. As a condition of approval of a permit to develop Parcel 1 or Parcel 3, the owner of the lot being developed shall enter a street improvement agreement agreeing to participate in future improvements to E Feedville Road frontage of the Development Site to urban major collector status. Such agreement shall run with the land.
 - c. SE 9th Street is classified as an urban minor collector. As a condition of approval of a permit to develop Parcel 1, the owner of the lot being developed shall improve the SE 9th Street frontage of the respective Development Site to minor collector status using city standard ST10 in the standard specifications.

PARTITION PLAT NO. 2024-

A PARTITION PLAT OF PARCEL 1, PARTITION PLAT 2023-11, LOCATED IN SECTION 23, TOWNSHIP 4 NORTH, RANGE 28 EAST, WILLAMETTE MERIDIAN, CITY OF HERMISTON, UMATILLA COUNTY, OREGON



LEGEND

- SET 5/8" X30" IR W/ YPC CAP INSCRIBED "PARAMETRIX"
- FOUND 5/8" IR W/ YPC INSCRIBED "TELEK"; PER R3; HELD UNLESS NOTED OTHERWISE
- FOUND 5/8" IR W/ YPC INSCRIBED "EDWARDS 951"; PER R16; HELD UNLESS NOTED OTHERWISE
- FOUND 5/8" IR W/ YPC INSCRIBED "STRATTON 1111"; PER R18; HELD UNLESS NOTED OTHERWISE
- ▲ FOUND 5/8" YPC INSCRIBED "EDWARDS 951"; PER R19; HELD UNLESS NOTED OTHERWISE
- FOUND 5/8" IR W/ YPC INSCRIBED "LS 2431"; PER R23; HELD UNLESS NOTED OTHERWISE
- FOUND 5/8" IR W/ YPC INSCRIBED "PARAMETRIX"; PER R25; HELD
- ✚ FOUND SECTION CORNER AS NOTED; HELD
- ✚ FOUND QUARTER SECTION CORNER AS NOTED; HELD
- (R#) RECORD INFORMATION PER SURVEY REFERENCE NUMBER
- INST. NO. INSTRUMENT NUMBER PER UMATILLA COUNTY DEED RECORDS
- PP NO. PARTITION PLAT NUMBER PER UMATILLA COUNTY RECORDS
- ROW RIGHT-OF-WAY
- IR IRON ROD
- YPC YELLOW PLASTIC CAP
- RPC RED PLASTIC CAP
- UCSR UMATILLA COUNTY SURVEY RECORDS
- PLAT BOUNDARY
- - - EXISTING ROW CENTER LINE
- - - EXISTING PROPERTY LINE
- - - EXISTING EASEMENT, AS NOTED
- - - EXISTING ROW LINE
- - - EXISTING CENTER SECTION LINE
- - - EXISTING SECTION LINE

2-1/2" BRASS CAP VISITED 02/2020

2-1/2" BRASS CAP VISITED 02/2020

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2-1/2" BRASS CAP VISITED 02/2020

REGISTERED PROFESSIONAL LAND SURVEYOR

CJD 12-11-23

OREGON
MARCH 8, 2022
CHRISTOPHER J. D'ORAZIO
98905

RENEWS: 12-31-2023

UMATILLA COUNTY OFFICE OF RECORDS

SHEET INDEX

- SHEET 1) SURVEY AND LEGEND
- SHEET 2) ADDITIONAL MONUMENTATION AND MEASUREMENT DETAILS, REFERENCES, CURVE AND LINE TABLE, LEGEND
- SHEET 3) EXCEPTIONS, ACKNOWLEDGEMENT, APPROVALS, DECLARATION, PLAT NOTES, SURVEYOR'S NARRATIVE.

PREPARED FOR:
AMAZON DATA SERVICES

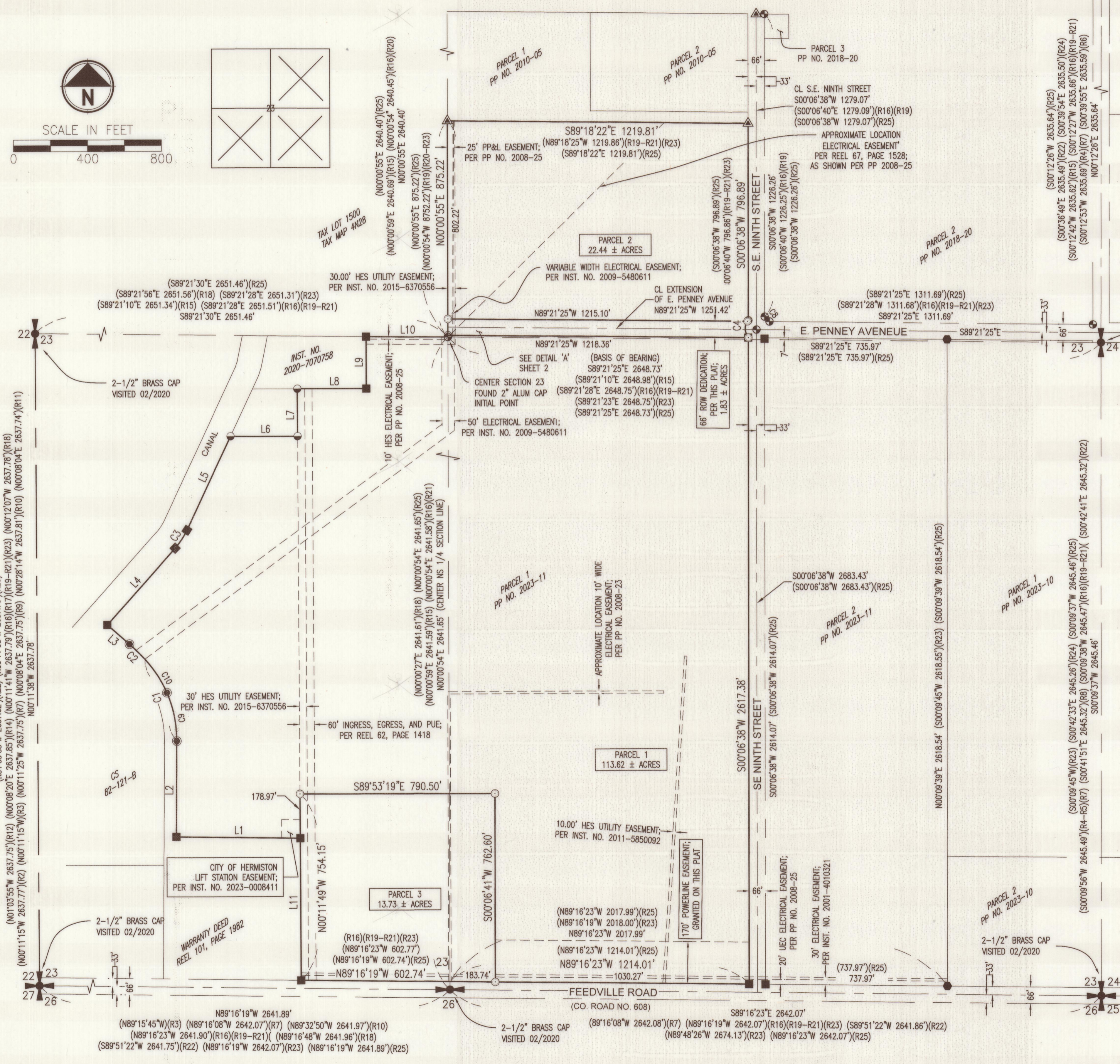
Parametrix

150 NW Pacific Park Lane, Suite 110 • Bend, OR 97701
Ph: 541.508.7710

PMX JOB NO. 553-8117-056

SURVEYED	CAP	ONE INCH AT FULL SCALE. IF NOT, SCALE ACCORDINGLY
DRAWN	CAP	
CHECKED	CJD	SCALE 1"=300'
APPROVED	CJD	DATE DECEMBER 8, 2023

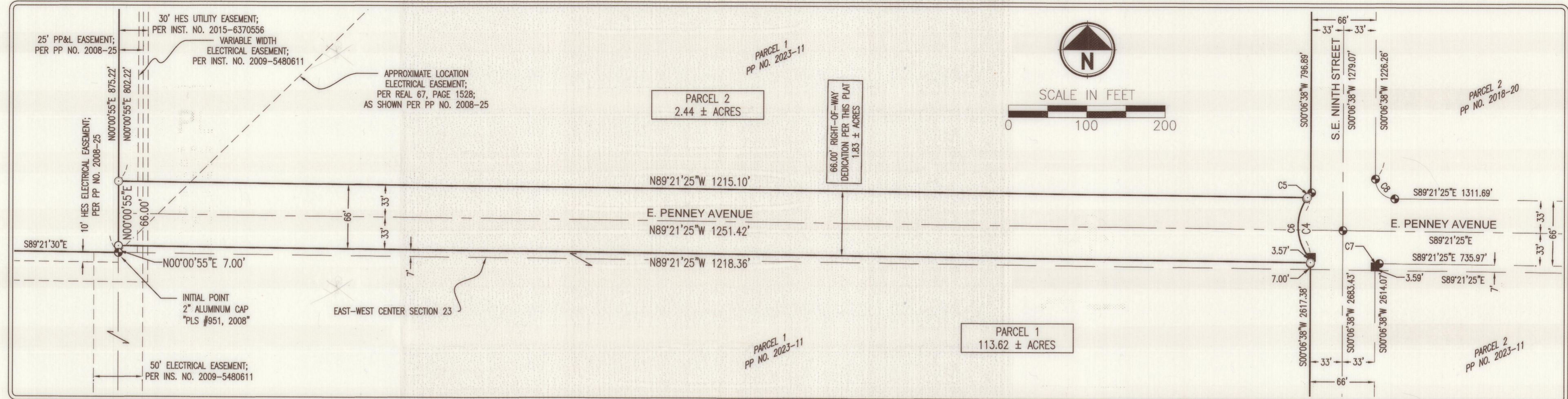
SHEET NO. 1 OF 3



PARTITION PLAT NO. 2024-

A PARTITION PLAT OF PARCEL 1, PARTITION PLAT 2023-11,
 LOCATED IN SECTION 23, TOWNSHIP 4 NORTH, RANGE 28 EAST,
 WILLAMETTE MERIDIAN, CITY OF HERMISTON, UMATILLA COUNTY, OREGON

DETAIL 'A'
 SCALE: 1" = 100'



SURVEY REFERENCES

- 1) RECORD INFORMATION PER CS 03-181-A, BY DAVID H. KRUMBEIN, DATED JUNE 19, 1975, UCSR.
- 2) RECORD INFORMATION PER CS 82-58-B, BY THOMAS F. LAGIER, FILED AUGUST 1982, UCSR.
- 3) RECORD INFORMATION PER CS 82-121-B, BY THOMAS F. LAGIER, FILED NOVEMBER 23, 1982, UCSR.
- 4) RECORD INFORMATION PER CS 89-86-B, BY G. DENNIS EDWARDS, FILED OCTOBER 1989, UCSR.
- 5) RECORD INFORMATION PER CS 90-05-A, BY G. DENNIS EDWARDS, FILED JANUARY 1990, UCSR.
- 6) RECORD INFORMATION PER CS 96-22-B, BY PAUL W.P. TOMKINS, FILED FEBRUARY 1996, UCSR.
- 7) RECORD INFORMATION PER CS 92-95-C, BY G. DENNIS EDWARDS, FILED APRIL 1997, UCSR.
- 8) RECORD INFORMATION PER PP NO. 1997-06, INST. NO. 1997-229132, BY RONALD. V. MCKINNIS, RECORDED MARCH 18, 1997, UCR.
- 9) RECORD INFORMATION PER PP NO. 1997-14, INST. NO. 1997-230845, BY DAVID L. HADDOCK, RECORDED MAY 1, 1997, UCR.
- 10) RECORD INFORMATION PER PP NO. 1998-58, INST. NO. 1999-3620553, BY GARY B. WAGNER, RECORDED DECEMBER 14, 1999, UCR.
- 11) RECORD INFORMATION PER CS 02-080-B, BY ROBERT H. STRATTON, FILED APRIL 2002, UCSR.
- 12) RECORD INFORMATION PER CS 02-293-B, BY JOHN D. PUTNAM, FILED DECEMBER 2002, UCSR.
- 13) RECORD INFORMATION PER CS 05-204-B, BY G. DENNIS EDWARDS, FILED DECEMBER 2005, UCSR.
- 14) RECORD INFORMATION PER CS 08-48-B, BY WILLIAM R. WELLS, FILED MARCH 2008, UCSR.
- 15) RECORD INFORMATION PER CS 08-141-B, BY WILLIAM L. HANLEY, FILED OCTOBER 2008, UCSR.
- 16) RECORD INFORMATION PER PP NO. 2008-25, INST. NO. 2008-5430520, BY G. DENNIS EDWARDS, RECORDED OCTOBER 21, 2008, UCR.
- 17) RECORD INFORMATION PER CS 09-05-C, BY G. DENNIS EDWARDS, FILED JANUARY 2009, UCSR.
- 18) RECORD INFORMATION PER PP NO. 2009-25, INST. NO. 2009-5560050, BY ROBERT H. STRATTON, RECORDED SEPTEMBER 2, 2009, UCR.
- 19) RECORD INFORMATION PER PP NO. 2010-05, INST. NO. 2010-5640139, BY G. DENNIS EDWARDS, RECORDED APRIL 2, 2010, UCR.
- 20) RECORD INFORMATION PER PP NO. 2018-20, INST. NO. 2018-6800105, BY MICHAEL B. POSADA, RECORDED DECEMBER 5, 2018, UCR.
- 21) RECORD INFORMATION PER PP NO. 2019-08, INST. NO. 2019-6840322, BY MICHAEL B. POSADA, RECORDED APRIL 2, 2019, UCR.
- 22) RECORD INFORMATION PER CS 19-080-C, BY LANCE CLARK KING, FILED AUGUST 13, 2019, UCSR.
- 23) RECORD INFORMATION PER STAHL REPLAT, INST. NO. 2019-6940037, BY RONALD V. MCKINNIS, RECORDED NOVEMBER 27, 2019, IN PLAT BOOK 16, PAGE 45, UCR.
- 24) RECORD INFORMATION PER CS 22-006-C, BY BRIT L. PRIMM, FILED JANUARY 28, 2022, UCSR.
- 25) RECORD INFORMATION PER PP NO. 2023-11, BY CHRISTOPHER J. D'ORAZIO, RECORDED AUGUST 16, 2023, AS INST. NO. 2023-0005626, UCR.

LEGEND

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- EXISTING SECTION LINE

LINE TABLE

LINE NO.	LENGTH	BEARING
L1(R25) (R16)(R19) (R20) (R21)(R23)	502.20' (502.53') (498.31') (502.39')	N89°15'29"W - (N89°16'51"W) (N89°16'15"W)
L2(R25) (R16)(R19) (R18) (R20) (R21)(R23)	387.08' (386.86') (387.22') (386.87') (387.11')	N0°25'14"E - - (N00°52'43"E) (N00°26'47"E)
L3(R25) (R21)(R23)	118.51' (118.50')	N48°54'15"W (N48°52'42"W)
L4(R25) (R21)(R23)	414.64' (414.60')	N41°43'57"E (N41°43'34"E)
L5(R25) (R21)(R23)	420.40' (420.40')	N25°01'57"E (N25°01'34"E)
L6(R25) (R18) (R19)(R20) (R21)	271.99' (272.06') (272.06') (272.06')	N89°59'34"E (N89°59'03"E) - (N89°59'17"E)
L7(R25) (R18) (R19)(R20) (R21) (R23)	191.98' (192.01') (192.01') (192.01') (192.01')	N0°11'49"W (N0°12'07"W) - (N0°11'52"W) (N0°00'52"W)
L8(R25) (R18) (R19)(R20) (R21)(R23)	280.00' (280.00') (280.00') (280.00')	S89°59'56"E (N89°59'03"W) - (N89°59'19"E)
L9(R25) (R16)(R19)(R20) (R18) (R21)(R23)	210.04' (210.00') (210.00') (209.88')	N0°01'49"W - (N0°00'54"W) (N0°00'38"W)
L10(R25) (R16)(R19)(R20) (R18) (R21)(R23)	331.73' (330.41') (331.64') (331.74')	S89°21'30"E (S89°21'28"E) (S89°21'56"E) (S89°21'28"E)
L11(R25) (R16)(R19) (R20)(R21)(R23)	575.17' - (575.17') (575.23')	N0°11'49"W - (N0°11'15"W) (N0°11'52"W)

CURVE TABLE

CURVE NO.	LENGTH	RADIUS	DELTA	CHORD LENGTH	CHORD BEARING
C1(R25) (R3)	363.68' -	484.28' (484.28')	43°01'38" (43°07'20")	355.19' -	N21°05'35"W -
C2(R25) (R3) (R21)(R23)	88.07' -	825.00' (787.68')	6°07'00" (6°21'35")	88.03' (88.03')	N45°39'54"W - (N45°40'26"W)
C3(R25) (R21)(R23)	87.44' (87.44')	300.00' (300.00')	16°42'02" (16°42'02")	87.13' (87.13')	N33°22'56"E (N33°22'33"E)
C4(R25)	72.97'	50.00'	83°36'58"	66.66'	S00°06'38"W
C5	5.38'	50.00'	6°10'08"	5.38'	S38°50'03"W
C6	67.59'	50.00'	77°26'50"	62.56'	S02°58'26"E
C7(R25)	5.45'	50.00'	6°14'39"	5.45'	N51°54'56"E
C8(R25) (R16)(R19) (R20)	31.23' (31.23') (31.23')	20.00' (20.00') (20.00')	89°28'08" (89°28'08") (89°28'02")	28.15' (28.15') (28.15')	S44°37'26"E (S44°37'24"E) (S44°37'21"E)
C9(R25) (R3) (R16)(R19)(R20) (R18) (R21)(R23)	200.42' (200.13') (200.50') (200.48') (200.42')	484.28' (484.28') - (484.28') (484.28')	23°42'41" - - (23°43'07") (23°42'41")	198.99' - - (198.99')	N11°26'07"W - - (N11°26'39"W)
C10(R25) (R21)(R23)	163.26' (163.26')	484.28' (484.28')	19°18'57" (19°18'57")	162.49' (162.49')	N32°56'56"W (N32°57'28"W)

UMATILLA COUNTY
 OFFICE OF RECORDS

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

CJD 12-11-23
 OREGON
 MARCH 8, 2022
 CHRISTOPHER J. D'ORAZIO
 98905
 RENEWS: 12-31-2023

PREPARED FOR:
 AMAZON DATA SERVICES

Parametrix
 150 NW Pacific Park Lane, Suite 110 • Bend, OR 97701
 Ph: 541.508.7710

PMX JOB NO. 553-8117-056

SURVEYED	CAP	ONE INCH AT FULL SCALE. IF NOT, SCALE ACCORDINGLY
DRAWN	CAP	
CHECKED	CJD	SCALE 1"=100'
APPROVED	CJD	DATE DECEMBER 8, 2023

SHEET NO. 2 OF 3

PARTITION PLAT NO. 2024-

A PARTITION PLAT OF PARCEL 1, PARTITION PLAT 2023-11, LOCATED IN SECTION 23, TOWNSHIP 4 NORTH, RANGE 28 EAST, WILLAMETTE MERIDIAN, CITY OF HERMISTON, UMATILLA COUNTY, OREGON

TITLE ENCUMBRANCES

- AS DISCLOSED IN AMERITITLE REPORT NUMBER 5, FILE NUMBER 541274AM, EFFECTIVE DATE DECEMBER 3, 2022. (TITLE EXCEPTIONS 1-5 ARE GENERAL IN NATURE, AND NOT SHOWN HEREON)
- 6. TAXES DEFERRED, AS DISCLOSED BY THE TAX ROLL, THE PREMISES HEREIN DESCRIBED HAVE BEEN ZONED OR CLASSIFIED FOR FARM USE. AT ANY TIME THAT SAID LAND IS DISQUALIFIED FOR SUCH USE THE PROPERTY WILL BE SUBJECT TO ADDITIONAL TAXES OR PENALTIES AND INTEREST.
- 7. INTENTIONALLY DELETED
- 8. RESERVATION OF COAL AND IRON, INCLUDING THE TERMS AND PROVISIONS CONTAINED THEREIN, IN DEED FROM NORTHERN PACIFIC RAILWAY COMPANY, A CORPORATION.
RECORDED: APRIL 8, 1939
BOOK: 155, PAGE 274
THE COMPANY MAKES NO REPRESENTATION AS TO THE PRESENT OWNERSHIP OF ANY SUCH INTERESTS. THERE MAY BE LEASES, GRANTS, EXCEPTIONS OR RESERVATIONS OF INTERESTS THAT ARE NOT LISTED.
- 9. INTENTIONALLY DELETED
- 10. AN EASEMENT INCLUDING THE TERMS AND PROVISIONS THEREOF, AFFECTING THE PORTION OF SAID PREMISES AND FOR THE PURPOSES STATED THEREIN AS SET FORTH IN INSTRUMENT: GRANTED TO: COLUMBIA BASIN ELECTRIC COOPERATIVE, INC.
RECORDED: JUNE 20, 1949
BOOK: 189, PAGE: 342
- 11. EASEMENT OR EASEMENTS, INCLUDING THE TERMS AND PROVISIONS THEREOF, AS CONTAINED IN INSTRUMENT, RECORDED:
MARCH 6, 1980
REEL: 62, PAGE: 1418
(AS SHOWN ON SURVEY)
- 12. AN EASEMENT INCLUDING THE TERMS AND PROVISIONS THEREOF, AFFECTING THE PORTION OF SAID PREMISES AND FOR THE PURPOSES STATED THEREIN AS SET FORTH IN INSTRUMENT: GRANTED TO: UMATILLA ELECTRIC COOPERATIVE ASSOCIATION
RECORDED: MAY 19, 1980
REEL: 65, PAGE: 1433
- 13. AN EASEMENT INCLUDING THE TERMS AND PROVISIONS THEREOF, AFFECTING THE PORTION OF SAID PREMISES AND FOR THE PURPOSES STATED THEREIN AS SET FORTH IN INSTRUMENT: GRANTED TO: PACIFIC POWER & LIGHT COMPANY RECORDED:
JULY 9, 1980
REEL: 67, PAGE: 1528
AMENDED BY INSTRUMENT, RECORDED: NOVEMBER 12, 1980
REEL: 73, PAGE: 798
- 14. AN EASEMENT INCLUDING THE TERMS AND PROVISIONS THEREOF, AFFECTING THE PORTION OF SAID PREMISES AND FOR THE PURPOSES STATED THEREIN AS SET FORTH IN INSTRUMENT: GRANTED TO: PACIFIC TELEPHONE AND TELEGRAPH COMPANY
RECORDED: JANUARY 20, 1999
INSTRUMENT NO.: 1999-3440050
- 15. AN EASEMENT INCLUDING THE TERMS AND PROVISIONS THEREOF, AFFECTING THE PORTION OF SAID PREMISES AND FOR THE PURPOSES STATED THEREIN AS SET FORTH IN INSTRUMENT: GRANTED TO: UMATILLA ELECTRIC COOPERATIVE ASSOCIATION
RECORDED: NOVEMBER 28, 2001
INSTRUMENT NO.: 2001-4010321
(AS SHOWN ON SURVEY)
- 16. EASEMENTS AS SHOWN ON THE PARTITION PLAT NO. 2008-25. (AS SHOWN ON SURVEY)
- 17. AN EASEMENT INCLUDING THE TERMS AND PROVISIONS THEREOF, AFFECTING THE PORTION OF SAID PREMISES AND FOR THE PURPOSES STATED THEREIN AS SET FORTH IN INSTRUMENT: GRANTED TO: PACIFICORP
RECORDED: MARCH 17, 2009
INSTRUMENT NO.: 2009-5480611
(AS SHOWN ON SURVEY)
- 18. AN EASEMENT INCLUDING THE TERMS AND PROVISIONS THEREOF, AFFECTING THE PORTION OF SAID PREMISES AND FOR THE PURPOSES STATED THEREIN AS SET FORTH IN INSTRUMENT: GRANTED TO: CITY OF HERMISTON, DBA HERMISTON ENERGY SERVICES
RECORDED: NOVEMBER 16, 2011
INSTRUMENT NO.: 2011-5850092
(AS SHOWN ON SURVEY)
- 19. AN EASEMENT INCLUDING THE TERMS AND PROVISIONS THEREOF, AFFECTING THE PORTION OF SAID PREMISES AND FOR THE PURPOSES STATED THEREIN AS SET FORTH IN INSTRUMENT: GRANTED TO: CITY OF HERMISTON, DBA HERMISTON ENERGY SERVICES
RECORDED: DECEMBER 14, 2015
INSTRUMENT NO.: 2015-6370556
(AS SHOWN ON SURVEY)

TITLE ENCUMBRANCES(CONT.)

- 20. RIGHTS OF TENANTS UNDER EXISTING LEASES OR TENANCIES.
- 21. THE COMPANY WILL REQUIRE THE FOLLOWING DOCUMENTS FOR REVIEW PRIOR TO THE ISSUANCE OF ANY TITLE ASSURANCE PREDICATED UPON A CONVEYANCE OR ENCUMBRANCE BY THE CHURCH NAMED BELOW:

NAME OF CHURCH: STANFIELD HUTTERIAN BROTHERN
(a) PROOF OF INCORPORATION FROM THE STATE OR OTHER PLACE OF INCORPORATION
(b) A COPY OF ITS DISCIPLINE, BY-LAWS OR OTHER REGULATIONS AUTHORIZING REAL ESTATE TRANSACTIONS
(c) A COPY OF THE RESOLUTION AUTHORIZING THE PURCHASE, SALE OR ENCUMBRANCE OF REAL PROPERTY AND DESIGNATING THE APPROPRIATE OFFICERS TO REPRESENT THE CHURCH

THE COMPANY RESERVES THE RIGHT TO ADD ADDITIONAL ITEMS OR MAKE FURTHER REQUIREMENTS AFTER REVIEW OF THE REQUESTED DOCUMENTATION.
- 22. DISCREPANCIES, CONFLICTS IN BOUNDARY LINES, SHORTAGE IN AREA, ENCROACHMENTS OR ANY OTHER FACTS, WHICH A CORRECT SURVEY WOULD DISCLOSE.

NOTE: ITEMS 23 AND 24 INTENTIONALLY OMITTED

*LIFT STATION EASEMENT, INCLUDING TERMS AND PROVISIONS THEREOF, AFFECTING PARCEL 1 OF THIS PLAT GRANTED TO THE CITY OF HERMISTON FOR THE PURPOSE OF CONSTRUCTING, OPERATING AND MAINTAINING A WASTEWATER LIFT STATION AND ANCILLARY IMPROVEMENTS, AND INGRESS, EGRESS AND ACCESS.
RECORDED DECEMBER 7, 2023
INSTRUMENT NO. 2023-0008411, UMATILLA COUNTY RECORDS.
(SHOWN HEREON)

PROPERTY DESCRIPTION

PARCEL 1, PARTITION PLAT NUMBER 2023-11, (RECORDED AUGUST 16, 2023 AS INSTRUMENT NUMBER 2023-0005626, UMATILLA COUNTY OFFICIAL RECORDS), LOCATED IN SECTION 23, TOWNSHIP 4 NORTH, RANGE 28 EAST, WILLAMETTE MERIDIAN, CITY OF HERMISTON, UMATILLA COUNTY OREGON

GENERAL NOTES

- 1. WATER RIGHTS AFFECTING THIS PROPERTY WERE NOT INVESTIGATED AS PART OF THIS PARTITION PLAT.
- 2. THIS PARTITION PLAT IS SUBJECT TO THE CONDITIONS OF APPROVAL IMPOSED BY THE CITY OF HERMISTON "PRELIMINARY PLAT APPROVAL - 4N2823 TAX LOT 200" LETTER DATED MARCH 10, 2023.

OWNER'S DECLARATION & DEDICATION

I, THE AUTHORIZED REPRESENTATIVE OF THE OWNERS IN FEE SIMPLE OF THE LANDS SHOWN ON THIS PLAT, HAVE CAUSED SAID LAND TO BE SURVEYED AND PLATTED IN PARCELS AND EASEMENTS AS SHOWN HEREON, AND DO HEREBY SUBMIT FOR RECORD AND APPROVAL SAID PARTITION.

AND DOES HEREBY DEDICATE TO THE PUBLIC FOREVER FOR ROAD AND UTILITY PURPOSES, THE PUBLIC ROAD RIGHT-OF-WAY FOR E PENNEY AVENUE, AS SHOWN HEREON,

AND DOES HEREBY GRANT A 170-FOOT WIDE EASEMENT OVER PARCEL 1 FOR POWER LINES FOR THE BENEFIT OF PARCEL 3, AS SHOWN HEREON.

Handwritten Signature
DATE 12/15/2023

AMAZON DATA SERVICES, INC., A DELAWARE CORPORATION

ACKNOWLEDGMENT

STATE OF Washington
COUNTY OF King
BEFORE ME THIS 15 DAY OF December 2023
APPEARED Brad Bashaw, VICE PRESIDENT OF AMAZON DATA SERVICES AND ACKNOWLEDGE THE FOREGOING DECLARATION

Handwritten Signature
NOTARY PUBLIC FOR State of Washington
Bayleigh Heineman
PRINTED NAME
COMMISSION NO. 22051731
MY COMMISSION EXPIRES 10/27/2026

NARRATIVE

THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE THE LAND SHOWN HEREON INTO THREE PARCELS WITH A DEDICATION OF PUBLIC RIGHT-OF-WAY BEING AN EXTENSION OF SE 9TH STREET AS CONDITIONED IN CITY OF HERMISTON MAJOR PARTITION PLAT APPLICATION FOR 4N2823 TAX LOT 200, DATED OCTOBER 13, 2023.

THE INITIAL POINT OF THIS SURVEY IS THE C 1/4 CORNER OF SECTION 23, MARKED WITH A 2" ALUMINUM CAP STAMPED "PLS #951, 2008". THIS PARTITION PLAT IS A SUBDIVISION OF LOT 1 OF THE "STAHL REPLAT", RECORDED IN BOOK 16 OF PLATS, PAGE 95 UNDER INSTRUMENT NO. 2019-6940037. IT WAS FOUND THAT THIS LOT HAS BEEN PART OF MULTIPLE PARTITION PLATS STARTING AS PARCEL 2 OF PARTITION PLAT NO. 1999-58 AND THAT HAS BEEN LABELED AS UNSURVEYED IN PARTITION PLATS 2008-25, 2009-25, 2010-05, 2010-05, 2018-20, 2019-08 AND ON THE STAHL REPLAT. THERE WERE MULTIPLE CORNERS FOUND FROM THESE VARIOUS PARTITION PLATS AS NOTED HEREON AND 14 NEW MONUMENTS WERE SET FOR THE EXTERIOR BOUNDARY AND NEW LOT/RIGHT-OF-WAY CORNERS.

THE RIGHT-OF-WAY OF SE NINTH STREET WAS ESTABLISHED BY HOLDING THE RECORD CENTERLINE AND RIGHT-OF-WAY MONUMENTS, AND CURVE DATA, PER PARTITION PLAT 2008-25, 2010-05, AND 2023-11. THE MONUMENTS FOUND WERE IN REASONABLE TOLERANCE TO RECORD DIMENSIONS AND WERE HELD AS A RESULT.

THE RIGHT-OF-WAY OF FEEDVILLE ROAD (CO. ROAD NO. 608) WAS ESTABLISHED BY HOLDING THE FOUND SECTION AND 1/4 SECTION CORNERS FOR SECTION 23. SAID RIGHT-OF-WAY IS 33.00 FEET EACH SIDE OF SAID CENTER LINE. THE MONUMENTS FOUND WERE IN REASONABLE TOLERANCE TO RECORD DIMENSION AND WERE HELD AS RESULT. THIS RESOLUTION AGREES WITH THE PLATTED ROAD WIDTH AND RECORD WIDTH OF 66.00 FEET.

THE NORTH AND WEST LINES OF THAT PORTION LYING IN THE NORTHEAST QUARTER OF SECTION 23 IS SHOWN BASED ON THE MONUMENTS FOUND ALONG THE LINES AS SET ON PARTITION PLAT 2010-05 AND THE FOUND CENTER OF SECTION. THE MEASURED MONUMENTS WERE WITHIN TOLERANCE OF THE RECORD DIMENSIONS AND WERE HELD.

ALONG THE WEST LINE THE FOUND MONUMENTS FROM PARTITION PLAT 2009-25, SURVEY 82-121-B, AND PARTITION PLAT 2023-11 WERE HELD AND WERE WITHIN REASONABLE TOLERANCE OF RECORD DIMENSIONS.

THE EXTENSION OF E PENNEY AVENUE THAT IS BEING DEDICATED ON THIS PLAT WAS ESTABLISHED AS THE EXTENSION OF THE CENTERLINE BASED ON THE FOUND MONUMENTS ESTABLISHING THE EAST-WEST CENTER SECTION LINE AT THE EAST 1/4 CORNER OF SECTION 23 AND THE CENTER 1/4 OF SAID SECTION. THE SOUTH RIGHT-OF-WAY LINE BEING PARALLEL WITH AND 7.00 FEET SOUTHERLY OF SAID EAST-WEST CENTER SECTION LINE. THE CENTERLINE WAS OFFSET 33 -FEET ON EACH SIDE AND LENGTHENED OR SHORTENED TO INTERSECT WITH THE EXISTING RIGHTS-OF-WAY AND PROPERTY LINES.

NO OTHER UNUSUAL CIRCUMSTANCES WERE ENCOUNTERED DURING THE COURSE OF THIS SURVEY.

BASIS OF BEARINGS = SOUTH 89°21'25" EAST BETWEEN THE EAST ONE-QUARTER CORNER OF SECTION 23 AND THE CENTER OF SECTION 23 (INITIAL POINT).
DISTANCES ARE GROUND VALUES EXPRESSED IN INTERNATIONAL FEET.

SURVEYOR'S CERTIFICATE

I CHRISTOPHER J. D'ORAZIO A REGISTERED LAND SURVEYOR IN THE STATE OF OREGON, DO HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS, THE LAND SHOWN ON THIS PLAT, AND THIS PLAT MEETS ALL REQUIREMENTS AS ESTABLISHED BY OREGON REVISED STATUTES CHAPTER 92, DESCRIBED AS FOLLOWS:

THE INITIAL POSITION FOR THIS PARTITION IS THE C 1/4 CORNER OF SECTION 23, MARKED WITH A 2" ALUMINUM CAP STAMPED "PLS #951, 2008"

REGISTERED PROFESSIONAL LAND SURVEYOR

CJD 12-11-23
OREGON
MARCH 8, 2022
CHRISTOPHER J. D'ORAZIO
98905

RENEWS: 12-31-2023

UMATILLA COUNTY OFFICE OF RECORDS

APPROVALS

CITY OF HERMISTON

I CERTIFY THAT I HAVE EXAMINED AND APPROVED THIS PARTITION PLAT ON THIS:

MAYOR OF THE CITY OF HERMISTON _____ DATE _____

I CERTIFY THAT I HAVE EXAMINED AND APPROVED THIS PARTITION PLAT ON THIS:

CITY OF HERMISTON PLANNING DIRECTOR _____ DATE _____

UMATILLA COUNTY COMMISSIONERS

APPROVED THIS _____ DAY OF _____, 2024

CHAIRMAN _____

UMATILLA COUNTY COMMISSIONER _____

UMATILLA COUNTY COMMISSIONER _____

UMATILLA COUNTY SURVEYOR

I CERTIFY I HAVE EXAMINED THE ACCOMPANYING PARTITION PLAT, THAT IT COMPLIES WITH THE LAWS OF THE STATE OF OREGON, WITH REFERENCE TO THE FILING AND RECORDING OF SUCH PLATS, AND THEREFORE APPROVE SAID PLAT FOR SIGNATURE BY THE COUNTY COMMISSIONERS OF UMATILLA COUNTY, OREGON.

DATED THIS _____ DAY OF _____, 2024

UMATILLA COUNTY SURVEYOR _____

UMATILLA COUNTY TAX COLLECTOR

I, THE TAX COLLECTOR OF UMATILLA COUNTY, OREGON, DO HEREBY CERTIFY THAT I HAVE EXAMINED THE TAX RECORDS RELATIVE TO THE LAND COVERED BY THE ACCOMPANYING PARTITION PLAT AND THAT ALL AD VALOREM AND SPECIAL ASSESSMENTS DUE PURSUANT TO LAW HAVE BEEN ASSESSED AND COLLECTED.

DATED THIS _____ DAY OF _____, 2024

UMATILLA COUNTY TAX COLLECTOR _____

PREPARED FOR: AMAZON DATA SERVICES

Parametrix

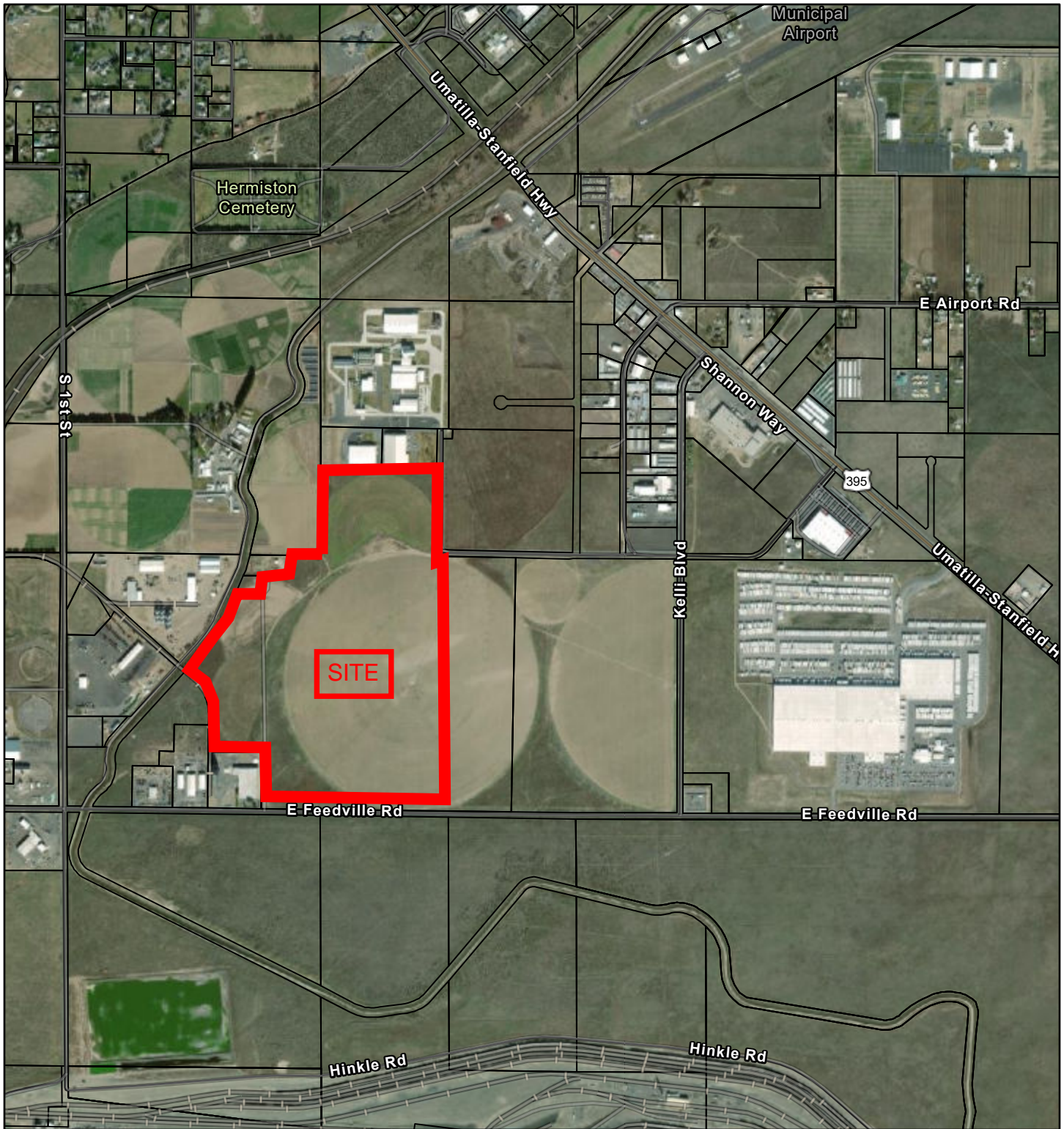
150 NW Pacific Park Lane, Suite 110 • Bend, OR 97701
Ph: 541.508.7710

PMX JOB NO. 553-8117-056

SURVEYED	CAP	ONE INCH AT FULL SCALE. IF NOT, SCALE ACCORDINGLY	SHEET NO. 3 OF 3
DRAWN	CAP		
CHECKED	CJD	SCALE 1"=400'	
APPROVED	CJD	DATE DECEMBER 8, 2023	

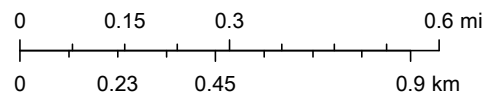
Vicinity Map

Section 8, Item A.



2/6/2023, 9:45:02 AM

1:24,952



Oregon State Parks, State of Oregon GEO, WA State Parks GIS, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, Maxar



Where Life is Sweet

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

Title/Subject

Airport Ground Lease- Stratton

Summary and Background

This action will authorize the Airport to execute a ground lease with the Michael and Loy Stratton Living Trust to construct a new box hangar at the airport.

This hangar will be located on the west-end of the airport, adjacent to the recently completed Kilgore Hangar. The terms and conditions of this lease are similar to all existing ground leases at the airport with the exception of price.

Due to this hangar’s location immediately adjacent to all utilities, and in the interest of maximizing revenue to reduce the airport’s reliance on a General Fund subsidy, the price per square foot for this lease will begin at \$0.35; which is nearly double the current rate for most other existing ground leases at the airport. It is anticipated that as other existing leases expire, the rate for those will also be renegotiated to be closer to this new rate.

Tie-In to Council Goals

Goal 3.4: Sustainable Funding

Fiscal Information

This lease will generate between \$1,470 and \$1,638 per year over the first 20 years.

Airport lease rates are a unique real estate niche due to their access to a unique piece of infrastructure. For context, this price is equivalent to \$326,000 per acre over 20 years.

A review of ground lease rates at similar airports across Oregon in Spring, 2023 indicates that this lease rate is on the high-end of those rates currently being charged.

Alternatives and Recommendation

Alternatives

- 1. Approve the lease as presented.
- 2. Reject lease.
- 3. Table and request changes.

Recommended Action/Motion

Motion to approve lease as presented.

Submitted By:

Mark Morgan, Assistant City Manager

HERMISTON MUNICIPAL AIRPORT

Hangar Ground Lease

The City of Hermiston (“CITY”) enters into this Hangar Ground Lease agreement with the Michael and Loy Stratton Living Trust dated March 21, 2003 (“TENANT”) effective as of the latest date on the signature pages and agrees as follows:

1. Premises: City leases to Tenant and Tenant takes the space shown in Exhibit A, with dimensions of 60 ft. x 70 ft. which is 4,200 sq. ft. (herein referred to as the “Premises”).
2. Term: The term of this Lease is 20 years from December 1, 2023 to November 30, 2043.
3. Option to Renew: Upon the keeping of all the terms of this Lease, TENANT shall have the option of renewing this Lease for one additional ten-year term if CITY receives a written request for renewal from TENANT no earlier than 5 years before the expiration of the Lease, and no later than six months before the expiration of the Lease. All of the terms and conditions of the Lease shall apply during the renewal term. The Rent payable during each such extension period shall be the fair market rent for the premises and any additional space leased by the TENANT, taking into account the inducements being offered in the market and excluding the value of any improvements that have been constructed or installed at the expense of the TENANT. In any event, the Basic Rent per annum shall not be less than the Basic Rent payable in the last year of the expiring term.
4. First Refusal: During the final term of this Lease Agreement, should the CITY receive a fully executed expression of interest, including but not limited to a letter of intent, offer to purchase from a third party concerning the development, use or lease of Premises, CITY shall provide a written notice to the TENANT of such interest. TENANT shall have thirty (30) days to match the terms, and if TENANT so elects to match the offer, the CITY shall accept the TENANT’s matching offer. Should the TENANT decline to match the offer, the CITY shall be free to accept the third party’s proposal. A memorandum of the Right of First Refusal shall be recorded in the Deed Records of Umatilla County.
5. Rent: The annual rent is \$0.35 per square foot (4,200 square feet), which shall be paid at Hermiston City Hall, 180 NE 2nd Street, Hermiston, Oregon, on or before the first day of January each year, however the rent for the initial year shall be prorated to reflect the partial year of December 1, through December 31, 2023, and the first rent payment shall be due and payable March 31, 2024. Annual rent shall increase to \$0.37 per square foot effective January 1, 2028, and shall increase to \$0.39 per square foot effective January 1, 2035.
6. Fees and Charges: Nothing contained in this Lease shall preclude CITY from establishing other reasonable and non-discriminatory fees and charges applicable to aircraft operating at the Airport, including aircraft owned or operated by TENANT, at such time as CITY deems appropriate. TENANT expressly agrees to pay such fees and charges as if they were specifically included in this Lease. In the event TENANT engages in any activity or provides any service at the Airport for

which other companies operating at the Airport pay a fee to CITY, TENANT shall pay CITY fees equivalent to those paid by such other companies for engaging in such activities or providing such services.

7. Use of Premises: TENANT agrees that the premises shall be used for operation of a general aviation aircraft hangar. TENANT shall not change the use of the premises without prior written consent of the CITY. No equipment, materials or supplies of any nature, other than road licensed vehicles no larger than a pickup truck, shall be parked and/or placed around the exterior of this hangar.
8. Deadline for Improvements: The intention of this ground lease is to facilitate the construction and operation of an aircraft hangar. This agreement shall automatically terminate on December 31, 2025, if Tenant does not have a Certificate of Occupancy for the building by then.
9. Title to Improvements: Upon expiration or termination for default or otherwise of the Lease or any extensions, title to all structures and improvements shall be vested in TENANT. For this reason, it is expressly agreed by TENANT that the structures will be removed and the property cleared within 180 days of any termination date.
10. Alterations: TENANT will make no alterations in or additions to the Premises, including painting without first obtaining the written consent of the CITY in order that an overall plan maybe followed, which consent will not be unreasonably withheld
11. Conditions for Improvements: TENANT will not use or permit on the premises anything that would violate any City or State or Federal law, code, ordinance, or administrative rule. TENANT shall confirm that the hangar and all construction when constructed will conform to City of Hermiston ordinances and with all FAA regulations, including but not limited to any Part 77 set back or height requirements. TENANT shall not start construction of any part of this hangar until the construction plans have been approved by the City of Hermiston and by the City engineering firm, currently Precision Approach Engineering. TENANT acknowledges that it is responsible for cost of constructing and maintaining the first fifty feet of parking apron located adjacent to the aircraft hangar door. In addition, at any location TENANT'S aircraft accesses the taxiway from the hangar TENANT is responsible for the construction of a 30 feet paved approach surface extending from the taxiway. All such apron and approaches construction must be approved by the Airport Engineering firm for compliance with FAA regulations.
12. Americans with Disabilities Act: TENANT shall comply with the requirements of "The Americans with Disabilities Act" (ADA) as published in the Federal Register, Volume 56, and all state and local building requirements. Additionally, the TENANT shall comply with the requirements of the ADA in its design and construction on the Premises.
13. Taxes and Assessments: If by reason of this Lease the real property occupied by TENANT becomes taxable under the laws of the State of Oregon, the obligation to pay the taxes shall be added to the rental obligation of TENANT, the amount to be included in a written notice given TENANT once each year.

14. Events of Default: The occurrence of any of the following events shall constitute a default of this Lease:

- A. TENANT's failure to (i) pay the rent, or any other sums payable hereunder for a period of ten (10) days after written notice by CITY of the date due, or (ii) maintain the insurance required by Article 23, Insurance as required by this Lease;
- B. TENANT's failure to observe, keep or perform any of the other terms, covenants, agreements or conditions of this Lease or in the Airport Rules and Regulations for a period of thirty (30) days after written notice by CITY. If the default is of such a nature that it cannot be completely remedied within the 30-day period, this provision shall be complied with if Tenant begins correction of the default within the 30-day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable;
- C. The bankruptcy of TENANT;
- D. TENANT's vacating or abandoning the Premises;
- H. TENANT's interest under this Lease being sold under execution or other legal process;
- I. TENANT's failure to comply with its environmental obligations, any laws, programs, or audits promulgated by CITY or applicable regulatory agencies which may be revised from time to time.

15. Remedies: In the event of any of the foregoing events of default, CITY, at its election, may exercise any one or more of the following options or remedies, the exercise of any of which shall not be deemed to preclude the exercise of any others herein listed or otherwise provided by statute or general law at the same time or in subsequent times or actions:

- A. Terminate TENANT's right to possession under the Lease and re-enter and retake possession of the Premises and relet or attempt to relet the Premises on behalf of TENANT at such rent and under such terms and conditions as CITY may deem best under the circumstances for the purpose of reducing TENANT's liability. CITY shall not be deemed to have thereby accepted a surrender of the Premises, and TENANT shall remain liable for all rent until a new tenant has been, or with reasonable efforts could have been secured, or other sums due under this Lease and for all damages suffered by CITY because of TENANT's breach of any of the covenants of the Lease.
- B. Declare this Lease to be terminated, ended and null and void, and re-enter upon and take possession of the Premises whereupon all right, title and interest of TENANT in the Premises shall end subject to the requirements of Article 9.
- C. Seek damages for the loss of reasonable rental value from the date of default until a new tenant has been, or with the exercise of reasonable efforts could have been, secured and any other sums due and payable forthwith and may take legal action to recover and collect the same.

16. Assignments or Subleases: This may be done only with prior written consent of the CITY which consent shall not be unreasonably withheld.

17. Right of Entry: CITY shall have the right to enter the Premises after twenty-four (24) hours notice to TENANT and at reasonable times to inspect the Premises for the purpose of determining whether TENANT is in compliance with the requirements of this Lease. The CITY may enter the premises in case of an emergency. In such case, the CITY shall log any such entry at the Airport Manager's office during normal Working hours and notify TENANT.
18. Ground Maintenance: The Tenant shall maintain the Premises in reasonably neat, clean, and orderly condition.
19. Compliance with Laws, Rules and Regulations, Ordinances: TENANT shall at all times comply with applicable federal, state and local laws and regulations, Airport Rules and Regulations, Airport Minimum Standards, and other mandates whether existing or as promulgated from time to time by the federal, state, or local government including but not limited to permitted and restricted activities, security matters, parking, ingress and egress, environmental and storm water regulations and any other operational matters related to the operation of the Airport. This shall include, but not be limited, to TENANT precluding its employees, agents, customers, or invitees from entering upon any restricted area of the Airport as noted in procedures, rules or regulations of the Federal, State or Local Governments or the CITY.
20. Airport Operation and Access: CITY does not agree that it will operate and maintain this airport continuously in the future.
21. Airport Security: TENANT must provide for security of the property, and CITY expressly assumes no duty to provide security.
22. Corrective Action by City: In the event of damage by TENANT other than wear and tear, the CITY may make repairs or take any other corrective action necessary for the protection of the property and operation of the lease. CITY shall first give TENANT thirty days written notice and demand for correction except in case of emergency when no notice will be required. If TENANT commences a corrective action within the thirty days of written notice and TENANT provides notice to the CITY that additional time is needed to complete the corrective action, a grant of additional time to complete the action within a reasonable time period shall not unreasonably be withheld. TENANT shall pay CITY for all costs and expenses incurred in curing the defaults or repairs upon presentation of a bill therefor as additional rent.
23. Insurance: TENANT shall carry premises liability insurance with limits of \$1,000,000 per occurrence and \$1,000,000 in the aggregate and agrees to adjust the amounts and coverages to meet standards set up in Airport Rules and Regulations as well as State and Federal Rules, present and future, and to include CITY as an additional insured (not less than maximum set in Oregon Tort Claims statute).
24. Indemnifications: TENANT shall indemnify and hold harmless the CITY, officers, agents contractors and employees from and against any and all claims, demands, loss or liability of any kind or nature which the CITY, officers, agents and employees, or any of them, for injury to or death of persons or damage to property caused by or contributed to by the negligence of TENANT, in the use of the premises described in the Agreement, including the use of the Airport and its facilities.

- 25. Arbitration: Any dispute or claim that arises out of or that relates to this Agreement, or to the interpretation or breach thereof, or to the existence, validity or scope of this Agreement or the arbitration agreement shall be resolved by arbitration in accordance with the then effective arbitration rules of (and by filing a claim with) Arbitration Service of Portland, Inc., or the American Arbitration Association, whichever organization is selected by the party who first initiates arbitration by filing a claim in accordance with the filing rules of the organization selected, and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. The parties acknowledge that mediation usually helps parties to settle their dispute. Therefore, any party may propose mediation whenever appropriate through the organizations named above or any other mediation process or mediator as the parties may agree upon.
- 26. Personal Property: Any personal property of TENANT or of others placed in the leased Premises shall be at the sole risk of TENANT or the owners thereof, and CITY shall not be liable for any loss or damage thereto, irrespective of the cause of such loss or damage, and TENANT hereby waives all rights of subrogation or recovery from CITY for such damage, destruction, or loss.
- 27. Applicable Law and Venue: This Lease shall be construed in accordance with the laws of the State of Oregon. Venue for any action brought pursuant to this Lease shall be in Umatilla County, Oregon. Any action for breach of or enforcement of any provision of this Lease shall be brought in the court of appropriate jurisdiction in and for Umatilla County, Oregon.
- 28. Attorney Fees: In the event legal action is required hereunder to enforce the rights of the parties pursuant to this Lease each party in such action shall pay its own costs and attorney's fees, including appellate fees.
- 29. Invalidity of Clauses: The invalidity of any portion, article, paragraph, provision, or clause of this Lease shall have no effect upon the validity of any other part or portion thereof.
- 30. Notices and Communications: All notices or other communications to CITY or to TENANT pursuant hereto shall be deemed validly given, served, or delivered, upon delivery in person or by courier service, and if mailed upon three (3) days after deposit in the United States mail, certified and with proper postage and certified fee prepaid, addressed as follows:

TO CITY:
 City of Hermiston
 Attn: City Manager
 180 NE 2nd Street
 Hermiston, OR 97838

TO TENANT:
 Mike and Loy Stratton
 866 SW Angus Court
 Hermiston, OR 97838

or to such other address as the addressee may designate in writing by notice to the other party delivered in accordance with the provisions of this paragraph.

- 31. Relationship of the Parties: TENANT is and shall be deemed to be an independent contractor and operator responsible to all parties for its respective acts or omissions, and CITY shall in no way be responsible for such acts or omissions.

- 32. Quiet Enjoyment: CITY covenants that TENANT shall and may peaceably and quietly have, hold and enjoy the demised Premises and all parts thereof for the term hereby granted, subject to the terms and provisions hereof.
- 33. Eminent Domain: In the event any federal, state, or local governmental entity shall, by exercise of the right of eminent domain or any other power, acquire title in whole or in part of the Airport, including any portion assigned to TENANT, TENANT shall have no right of recovery whatsoever against CITY but shall make its claim for compensation solely against such governmental entity.
- 34. Force Majeure: Neither the CITY nor TENANT shall be deemed in violation of the Lease if it is prevented for performing any of its obligations hereunder by reasons of Acts of God, acts of the public enemy, acts of superior governmental authority, weather conditions or any other circumstances for which are not in its control. In the event of circumstances as outlined above the CITY and TENANT shall mutually agree upon an equitable adjustment of the rates, fee and changes payable to the CITY, determined by the precise nature of the events causing the non-performance of the TENANT's obligation hereunder.
- 35. Miscellaneous: All of the terms and provisions hereof shall be binding upon and the benefits inure to the parties hereto and their heirs, personal representatives, successors and assigns. Wherever used, the singular number shall include the plural, the plural the singular and the use of any gender shall include all genders. This Lease represents the complete agreement between the parties and any prior understandings or representations, whether written or verbal, are hereby superseded. This Lease may subsequently be amended only by written instrument signed by the CITY and TENANT hereto.
- 36. Time of Essence: Time is of the essence in payment of rent and complying with all terms of this Agreement.

IN WITNESS THEREOF the parties affix their signatures:

CITY OF HERMISTON

THE MICHAEL AND LOY STRATTON LIVING TRUST
DATED MARCH 21, 2003

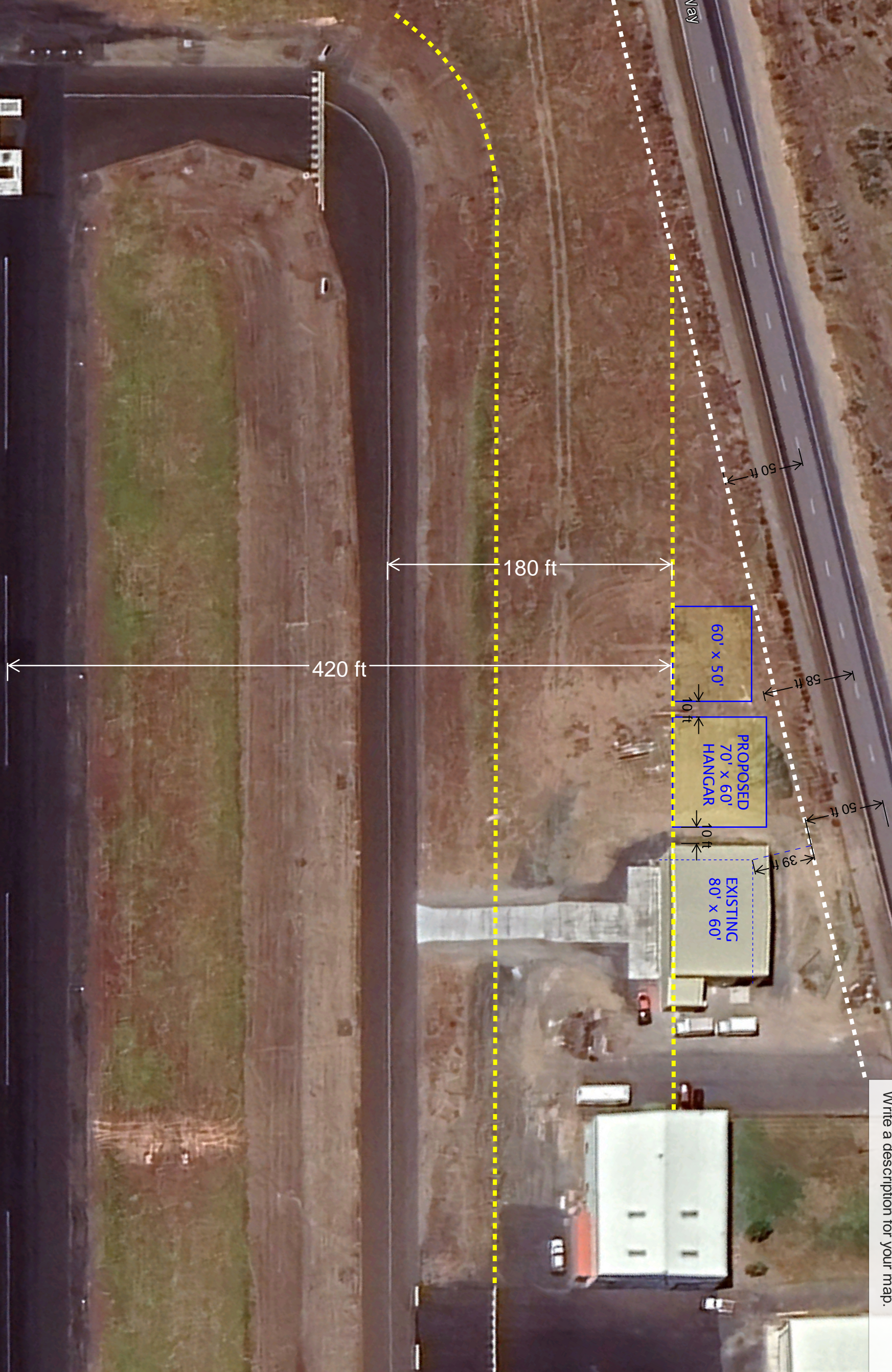
By: Byron Smith, City Manager
Date: _____

By: Michael C. Stratton, Trustee
Date: _____

By: Loy L. Stratton, Trustee
Date: _____

Airport Way

Airport Way



HRI - PROPOSED HANGAR

Write a description for your map.





CITY COUNCIL

Regular Meeting Minutes January 8, 2024

Mayor Drotzmann called the regular meeting to order at 7:00pm. Present were Councilors McCarthy, Barron, Linton, Primmer, Hardin, and Peterson. Councilors Myers and Duron were excused. Municipal Court Judge Cameron Bendixsen (exited at 8:54pm) was in attendance, as well as City staff to include: City Manager Byron Smith, Assistant City Manager Mark Morgan, City Attorney Rich Tovey, Chief Edmiston, Planning Director Clint Spencer, Parks and Recreation Director Brandon Artz, Court Administrator Jillian Villes, Hermiston Energy Services General Manager Nate Rivera, and City Recorder Lilly Alarcon-Strong. Youth Advisor Present was Jeannine Heredia (exited 9:15pm). The pledge of allegiance was given.

City Manager Smith stated there has been a change to the agenda to include a presentation by the Hermiston School District, which will be heard prior to the ODOT Presentation, as well as moving item 8A- Resolution No. 2303 after items 8F- Resolution No. 2302.

Presentation- Hermiston School District Updates

Hermiston School District (HSD) Assistant Superintendent Jake Bacon gave HSD updates and information to include: the continuation of the Mental Health series on 01/09/2024 at 6:30pm at Rocky Heights, 01/18 free vaccination clinic for K-12 with exclusion day beginning 02/21, 01/25 end of semester, School Board Listening Session 01/29, January School Board Appreciation Month, Hermiston Education Foundation Fundraising Auction Dinner, and 7 Brides for 7 Brothers play.

Presentation- Oregon Department of Transportation (ODOT) and Jacobs Engineering

Jacobs Transportation Project Manager, Blaise Exon and ODOT Region 5 Transportation Project Manager, Erin Winterton presented information (PowerPoint presentation attached) regarding Phase 2 of the Umatilla/Morrow County Curb Ramp Project Plan. Mr. Exon gave a brief summary of the areas within Hermiston with scheduled improvements planned and answered questions from the Council.

Citizen Input on Non-Agenda Items

Troy White (785 SE Opal Court)- Asked that the Council consider new Urban Growth Boundary changes similar to LaGrande to help properties annex into the City and grow businesses, housing, parks, and utilities while increasing the population. Mr. White asked that the City reach out to property owners to ask them to annex into City limits w possible City incentives stating Oregon Annexation Laws allow cities to do this while avoiding an election process.

Nick Ridling (1003 SW Olive Court)- Thanked City Manager Smith for meeting with him after the last City Council Meeting regarding the budget and stated he has applied for one of the open seats on the Budget Committee. Stated that the budget figures presented by City Manager Smith for the last few months are incorrect and it should not have been a random citizen who caught these mistakes. These mistakes should have been fixed and correct information should have been presented with proposed solutions prior. Asked why the City is proposing increasing water and other rates stating there isn't enough money in the budget yet also purchasing land at the same time. Asked that if the Public Safety Fee is adopted tonight to please make sure all funds from this are given to the Police Department for use at their discretion and if a Business License Fee is adopted that businesses are given some kind of tangible benefit or a 2-3 year sunset on fees so there isn't a long-term burden on residents.



CITY COUNCIL

Regular Meeting Minutes January 8, 2024

Virginia Rome Garcia (435 E Sunset Dr)- Invited all to attend the MLK Peace Walk and Event on Monday, January 15th at City Hall.

Consent Agenda Items

Councilor Primmer moved and Councilor Hardin seconded to approve Consent Agenda items A-B to include:

- A. Replat- CJ Evans Family Investments LLC 4N2824BB Tax Lots 800 & 900 16 & 18 SE Campbell Dr
- B. Minutes of the December 11, 2023 Regular City Council Meeting

Motion carried unanimously.

Budget Overview and Outreach Report

City Manager Smith presented information (PowerPoint presentation attached) regarding: the budget process, recognizing the budget issue at hand, Budget Committee Meetings and actions, in-depth General Fund operations review performed over the last seven months, public outreach and the feedback received from various efforts, as well as possible recommendations moving forward to include possible additional revenue options, and cuts to the budget.

The Council discussed many items to include: the taxation process on allowing Cannabis sales in the City, considering policy changes that would allow specific funds to be moved, consider increasing the proposed increase to the TRT to 10%, and thanked the community for participating in this process.

Mayor Drotzmann spoke regarding the Oregon taxation system being very cumbersome and difficult to understand. Many other cities are in the same situation Hermiston is in with budget challenges. With that being said, it is clear from community outreach efforts that Public Safety is a high priority and while our community has grown significantly, our police force has not. We need to try to find ways to support our law enforcement members as they risk their lives for our safety each day.

Public Comment

Joshue Roberts (1709 NE 6th Pl)- Stated he is in support of the Public Safety Fee and reminded the community that this fee is the equivalent of purchasing one coffee a month at a coffee shop. As a community, we want cops to be there when we dial 911, so we must enact laws to be able to fund the police. The amount of the proposed Public Safety Fee is minimal for what we get in return. Mr. Roberts cautioned the City not to withhold other funding from the Police Department if the proposed fee passes as this department is in need of equipment, training, and other items that continue to increase in price.

Nick Ridling (1003 SW Olive Court)- Stated he agrees that there is a community need for Police Officers but there are things that haven't been discussed that need to be before a decision is made and budget numbers should be corrected first as what has been presented previously is not what has been presented tonight.

Mayor Drotzmann stated Mr. Ridling is 100% right. The last seven months of this budget process has been extremely challenging due to these serious budget issues. This is the first time the City has ever done anything like this process before but perhaps this is something the City should be doing more frequently. The City hires professionals to manage resources and advise the Council on recommendations but the Council should also be taking accountability and ask tough questions when things don't make sense. There have been tough budget



CITY COUNCIL

Regular Meeting Minutes January 8, 2024

questions and decisions made this spring, but going forward the Council needs to ask tougher questions and keep ourselves accountable just like what we are asking staff to do as these are community resources.

Mayor Drotzmann stated many conversations have been held, outside of City Council meetings, regarding these budget matters over the last 9 months and the recommendations being presented are a way to move forward now and into the 24-25 budget. Mayor Drotzmann thanked all members of the public who have taken time to participate in these very important matters.

Resolution No. 2304 – Changing the Dedication of Certain Funds from Franchise Fees to the Street Reserve Fund. City Manager Smith gave information (PowerPoint Presentation Attached) regarding changing the street maintenance fund from 33% to 10% as addressed during the Budget Overview and Outreach Report given earlier in the meeting.

After some discussion, Councilor McCarthy moved and Councilor Barron seconded to approve Resolution No. 2304 and lay upon the record. Motion carried unanimously.

Ordinance No. 2351 - Increasing the Transient Room Tax (TRT) and Modifying Exemptions

City Manager Smith gave information (PowerPoint Presentation attached) and spoke regarding increasing the TRT from 8% to 9% and modifying exemptions as addressed during the Budget Overview and Outreach Report given earlier in the meeting.

After some discussion, Mayor Drotzmann requested that the first reading be by title only. Hearing no opposition, City Attorney Tovey read the ordinance by title only. Mayor Drotzmann requested the ordinance be put on for final adoption at this meeting and that the second reading be by title only. After City Attorney Tovey read the ordinance by title only, Councilor Primmer moved, and Councilor McCarthy seconded that Ordinance No. 2351 be adopted and become effective 30 days after adoption by the City Council. Motion carried unanimously.

Ordinance No. 2352 – Adopting a Business License Fee

City Manager Smith gave information (PowerPoint Presentation attached) and spoke regarding instituting a Business License Fee as addressed during the Budget Overview and Outreach Report given earlier in the meeting.

After some discussion, Councilor Primmer moved and Councilor McCarthy seconded to table this decision until the City Council meeting of January 22nd in order for staff to research if business owners and co-owners count as employees for the purpose of this fee. Councilors McCarthy, Linton, Primmer, Hardin, and Peterson voted in favor; Councilor Barron voted against. Motion passed 5-1.

Resolution No. 2302 – Updating the Master Fee Schedule for various fees

City Manager Smith and Assistant City Manager Mark Morgan gave information (PowerPoint Presentations attached) and spoke regarding updating the Master Fee schedule to address many fees throughout the City as addressed during the Budget Overview and Outreach Report given earlier in the meeting.



CITY COUNCIL

Regular Meeting Minutes January 8, 2024

(Municipal Court Judge Bendixsen exited the meeting at 8:54pm and Youth Advisor Jeannine Heredia exited the meeting at 9:15pm)

There was Council discussion regarding: not approving the annual sewer calculation increase, considering an additional tear of rate payers for water and sewer services as well as an explanation from Assistant City Manager Morgan and Mayor Drotzmann as to why the rates were established in this manner, and explanations from Mayor Drotzmann and Councilor Barron as to why these annual increases are needed- to help address long-term infrastructure needs of the City, and waiting to act on the proposed Business License fee until the next meeting.

Public Comment

Nick Ridling (1003 SW Olive Court)- Stated the water and sewer percentages presented are incorrect and carry much larger impacts on residents.

After further discussion, Councilor Primmer moved and Councilor Linton seconded to approve Resolution No. 2302 with the exception of approval of the proposed increase of sewer fees and establishing Business License fees, which would come before the Council for further explanation at the following meeting, and lay upon the record. Councilors McCarthy, Linton, Primmer, Hardin, and Peterson voted in favor; Councilor Barron voted against. Motion passed 5-1. Councilor Barron clarified that he supports all of these recommendations with the exception of two.

Resolution No. 2303 - Approving Territory Allocation Agreement

Hermiston Energy Services (HES) General Manager Nate Rivera presented information (PowerPoint Presentation attached) regarding approving a territory allocation agreement to Umatilla Electric Cooperative (UEC) in order for UEC to provide service to an HES member as HES is unable to provide the level of service needs that the customer requires.

After some discussion, Councilor Barron moved and Councilor Hardin seconded to approve Resolution No. 2303 and lay upon the record. Motion carried unanimously.

Committee Reports

Public Infrastructure Committee- Mayor Drotzmann stated the Committee met earlier this evening and received information on many future projects.

Stepping Stones Alliance (not a City Committee)- Mayor Drotzmann stated improvements at the permanent site continue to move along.

Eastern Oregon Trade and Event Center Advisory Committee- Councilor Barron stated the Committee Meeting has been postponed.

Parks and Recreation Advisory Committee- Councilor McCarthy and Parks and Recreation Director Brandon Artz gave updates on the Skate Park stating the park opening should be next month after ADA issues have been resolved with the Ribbon Cutting scheduled sometime in May.



CITY COUNCIL

Regular Meeting Minutes January 8, 2024

Mayor's Report

Mayor Drotzmann spoke regarding:

- Attending Senator Wyden's Town Hall Meeting and the Westend Mayor/Managers Meeting
- Asked City Manager Smith to present information on the future of the Harkenrider Senior Center now that the City is able to use the facility

Council Reports

None given.

Youth Advisory Report

None present.

City Manager's Report

City Manager Smith stated he was notified that the Umatilla County Housing Authority was recently awarded a \$7.5 million grant to develop veteran housing. The Umatilla County Housing Authority has property in the Newport Park area where they plan to build the veteran housing project.

Mayor Drotzmann asked City Manager Smith to invite the Umatilla County Housing Authority to a City Council Meeting to hear information and updates about their projects.

City Manager Smith reminded the Council the Goal Setting Session is January 25th and 26th.

Adjournment

Mayor Drotzmann adjourned the City Council meeting at 9:44pm as there was no other City business.

SIGNED:

Dr. David Drotzmann, Mayor

ATTEST:

Lilly Alarcon-Strong, CMC, City Recorder



Oregon Department of Transportation

Umatilla/Morrow County Curb Ramps Phase 2A

City of Hermiston, City Council Presentation
January 8, 2024

Agenda

- Project Overview
- Schedule
- Proposed Improvements
- Questions

Section 8, Item E.

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Project Overview





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Schedule

- Currently in final design.
- Advertisement spring of 2024
- Start construction late summer 2024
- Finish construction late summer 2025

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Improvements

- Ramp improvements at:
 - Sunland Ave
 - Highland Ave
 - Metro Mart Entrance (on OR207 north of Highland Ave)
 - Poplar Ave
 - Hermiston Ave
 - Madrona Ave
 - Ridgeway Ave
 - Juanita Ave
- NW 7th St
- NW Stockton St
- NW 2nd St
- NW Spruce St
- NE McNary St
- NE 4th St
- NE 10th St
- Diagonal Blvd
- N Townsend Rd

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Improvements

- Sunland Ave



Section 8, Item E.

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Improvements

- Highland Ave



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Improvements

- Metro Mart Entrance (Note: Design at NW corner is currently under revision)



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Improvements

- Poplar Ave



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Improvements

- Hermiston Ave

Section 8, Item E.



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Improvements

- Madrona Ave (Design of west side currently under relations to conform to overall development)

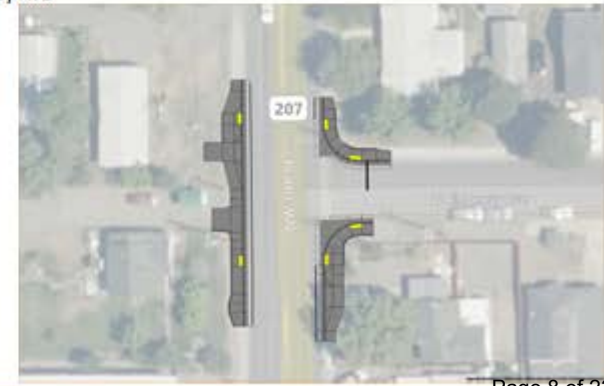


11

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Improvements

- Ridgeway Ave



12

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Improvements

- Juanita Ave



18

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Improvements

- NW 7th St and NW Stockton St

Section 8, Item E.



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Improvements

- NW 2nd St

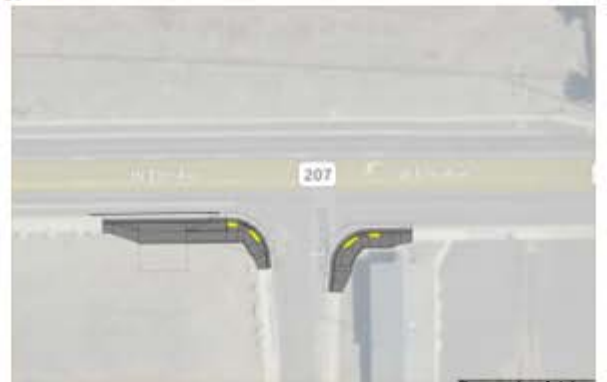


18

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Improvements

- NW Spruce St



18

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Improvements

- NE McNary St



17

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Improvements

- NE 4th St

Section 8, Item E.



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Improvements

- NE 10th St



19

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Improvements

- Diagonal Blvd



20

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Improvements

- N Townsend Rd



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Section 8, Item E.

Questions



Process

Section 8, Item E.

- Budget Adopted – June 2023
- Dept. Budget Review Started – June 2023
- Review Completed – November 2023
- Town Hall Meeting – November 27, 2023
- Online survey – November 17 to December 15, 2023
 - Sent out QR code to all utility bill accounts that pay electronically.



Feedback Report

- Town Hall Summary
 - Approximately 35 in person attendees
 - Approximately 2 online attendees
 - 17 survey responses that night
- Online Survey Response Summary
 - 425 responses



Feedback Report

- Themes
 - Accountability
 - Make cuts
 - Like some recommendations don't like others
 - Don't like it but want a good community.
 - If adding officers, make sure their hands are not tied
 - Reexamine decision on cannabis sales/taxation

Feedback Report

- Accountability
 - City Council Recognized Issue
 - Established a Cooperative/Public Process
 - Two Budget Committee Meetings
 - In depth Review of General Fund Operations (7+ months) (Recordings Accessible)
 - August Performance Evaluation - Personnel



Feedback Report

Section 8, Item E.

- Make Cuts (If Only Cuts)
 - \$924,000 gap to status quo
 - Leave PD Budget alone (No +3 Officers)
 - Reduce pool to 3 days/week
 - Reduce 1 full-time and ~50 seasonal jobs
 - \$250,000 from Pool
 - Remove ½ Youth Recreation programs; Reduce Community Events by ¾
 - Reduce 1 full-time and ~50 part-time jobs
 - \$300,000 from Recreation
 - Reduce Library Service to 3 days/week
 - Reduce 1 or 2 full-time plus ~2 part-time jobs
 - \$300,000 from Library



Feedback Report

- Recommended Cuts
 - \$924,000 gap to status quo
 - Proposing ~\$200,000 in non-staffing cuts
 - Cutting \$340,000 from street maintenance budget



Feedback Report

- Like Some Recommendations Not Others
 - As expected, not many want to pay more fees/taxes
 - 47.7% said additional law enforcement officers should be paid by a combination of businesses, visitors and residents
 - 75.2% in favor of increase to Transient Room Tax (TRT)
 - Removing neutral responses: Planning Dept Fee Increases (42% to 32%) and Business License Fee (42% to 33%) were net positive



Feedback Report

- Like Some Recommendations Not Others
 - As expected, not many want to pay more fees/taxes
 - Only 24% were in favor of a public safety fee with 66% being opposed
 - Only ~20% were in favor of cutting street maintenance funds with ~60% being opposed
 - A couple people testified being in support of the public safety fee and maybe even going high now.



Feedback Report

Section 8, Item E.

- If adding Police Officers, make sure their hands are not tied
 - In priorities for updating the city budget
 - Adding public safety officers received a little over 50%
 - 59% said they wanted additional services from the Police Department (no other department over 30%)
 - Many concerns expressed about safety in parks and around the library



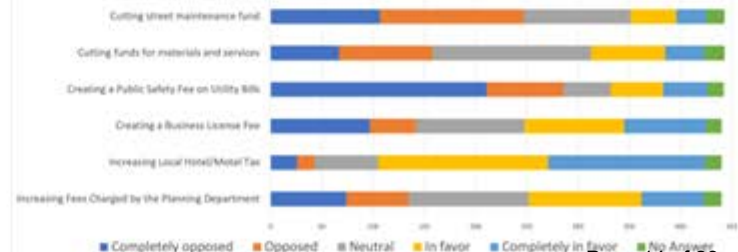
Feedback Report

- Reexamine Decision on Cannabis Sales/Taxation
 - Several speakers mentioned this as a suggestion
 - Several possible local option taxes were mentioned and almost 75% said Cannabis should be considered with none being the only other option more than 25%



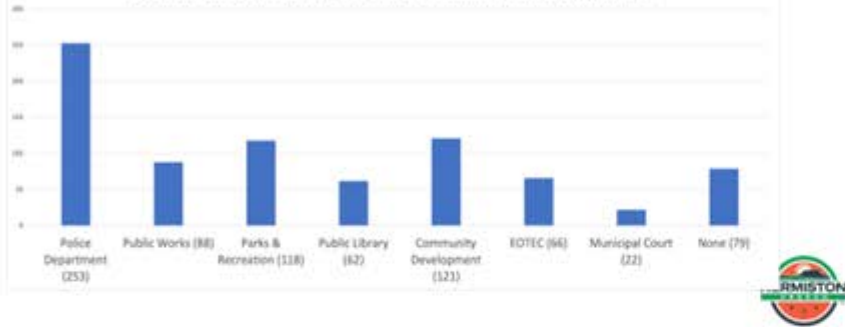
Recommendation Summary

Please rate each of the following options to increase revenue or make cuts on a scale from "Completely Opposed" to "Completely In Favor"



Recommendation Summary

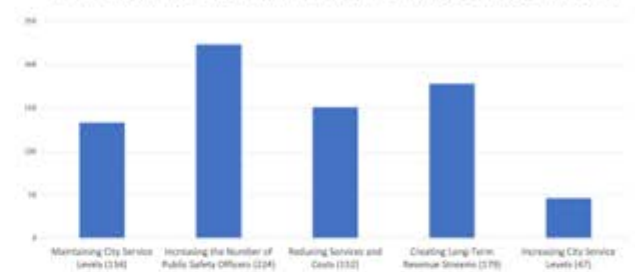
Which city services would you like to see increased for the public?



Recommendation Summary

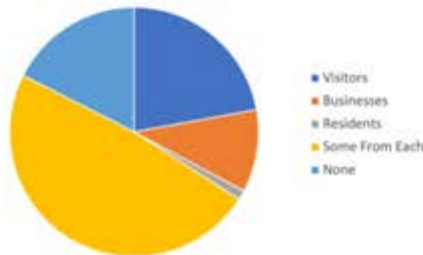
Section 8, Item E.

What should the city prioritize when updating its budget for 2024?



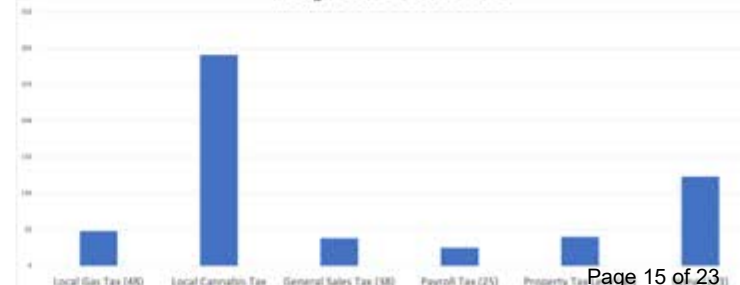
Recommendation Summary

If the city seeks additional revenue to fund public safety officers, where should it come from?



Recommendation Summary

Are you in favor of Hermiston voters considering any of the following through a local ballot measure?



Recommendation Summary

Based on Feedback and Items Discussed

- **Cuts**
 - **Street Maintenance (+\$340,000)-Immediately**
 - **Materials/Services (+\$200,000)-Upon Budget Adoption**
- **Revenues**
 - **Planning Department Fees (+\$80,000)-Immediately**
 - **Transient Room Tax 1% Increase (+\$100,000)-April 1, 2024**
 - **Business License Fee (+\$100,000)-January 1, 2025**
 - **Law Enforcement Staffing Fee (\$5/month) (+\$360,000)-Mar 1, 2024**
 - **COPS Grant (+125,000)-Upon Budget Adoption**
- **More Information on Cannabis at a February Work Session**



Recommendation Impact

Section 8, Item E.

REVENUES	Adopted	Recommended	
	FY24-B	Budget*	
Property Taxes	\$ 7,425,990	\$ 7,425,990	
From Other Agencies	1,122,301	1,247,501	
Service Charges	2,181,400	2,721,400	
Total From	2,493,035	2,599,035	
Lic & Franchises	1,468,310	1,468,310	
Cash Pwd	251,885	251,885	
Fines/Penalties	400,000	400,000	
Misc Revenue	85,000	85,000	
Interest	70,000	70,000	
Non-Rev Receipts	723,000	30,000	
	\$ 18,993,911	\$ 18,997,911	
EXPENSES			
Personnel Costs	\$ 11,293,882	\$ 11,520,882	
Matt & Voc	3,520,428	3,594,834	
Travel	1,479,520	1,139,520	
Debt Svc	480,825	480,825	
Capital Outlay	92,000	90,000	
Contingency	53,278	55,000	
	\$ 18,993,911	\$ 18,990,861	
	0	7,050	

***Recommended Changes from Adopted Budget (Status Quo)**

- Remove the Loan Proceeds (\$673,000)
- Reduce Funding for FY Library Positions (\$100,000)
- Reduce Funding for Recreation Coord. Position (\$98,000)
- Reduce Council Budget (\$55,000)

***Additional Recommended Changes**

- Add Funding for Three New Patrol Officer Positions (\$370,000)
- Staff Recommended Cuts in Matt & Voc and Capital Outlay (\$108,000)
- Leave 90% of Franchise Fees in General Fund (\$140,000)
- Planning Dept. Fee Update (\$80,000)
- Transient Room Tax (1%) 1% Increase (\$100,000)
- Business License Fee (\$250) - (\$100,000)
- Law Enforcement Staffing Fee (\$5/month) - (\$360,000)
- COPS Grant Funding (\$125,000)



Next Steps

- Consideration/Adoption of Items Proposed Tonight
- Possible Direction to Staff on Items Not Proposed Tonight
- Adoption of a Budget Amendment to Integrate Adopted Changes



Comments/ Questions?

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Franchise Fee/Street Fund

- Reduce Transfer of Franchise Fees to Street Fund to 10%
- Annually - \$340,000



Transient Room Tax (TRT)

Section 8, ItemE.

- Increase TRT rate from 8% to 9%
- Effective April 1, 2024
- Annually - \$100,000



Transient Room Tax (TRT)

- Increase TRT rate from 8% to 9%
- Effective April 1, 2024
- Annually - \$100,000
- Clarified Language related to Vacation Rentals



Business License Fee

- Institute a Business License Fee

Businesses WITH a Permitted Location WITHIN City Limits		
1. Base Fee - Includes 0-5 Full-Time Equivalent (FTE) Employees	1.	\$25.00
2. 6-49 FTE Employees	2.	Base + \$15.00 per Employee
3. 50+ FTE Employees	3.	\$1,000.00
Businesses WITHOUT a Permitted Location WITHIN City Limits		
1. Base Fee - Includes 0-5 Hermiston Full-Time Equivalent (FTE) Employees	1.	\$100.00
2. 6-49 FTE Hermiston Employees	2.	Base + \$20.00 per Employee
3. 50+ FTE Hermiston Employees	3.	\$1,200.00

- **Construction Projects - \$400**
- **Trade Show/Carnival - \$300**

- Effective January 1, 2025
- Annually - \$100,000

Master Fee Schedule

- Misc. Fee Updates
 - Update Airport Hangar Rental Fee Schedule (Page 4)
 - Various Parks and Rec Fees
 - Update various Aquatic Center Fees (Page 6)
 - Update various Community Center Fees (Page 18)
 - Update various Festival Street Fees (Page 22)
 - Add Harkenrider Center Fees (Page 27)
 - Update various Parks Fees (Page 31)
 - Update various EOTEC Fees (Page 20)
 - Update various Garbage & Recycling Services Fees based on Franchise
 - Update Public Transit-Taxicab & Bus Services Fees (Page 36)
 - Update Street Department Fees for Swale Alteration Permits (Page 39)



Master Fee Schedule

Section 8, Item E.

- Establish Business License Fee rates (Page 16)
- Update various Planning and Zoning Fees including Notary Fees (Page 3, 32)
- Add Law Enforcement Staffing Fee (\$5 per month per account) (Page 34)
- Include Transient Room Tax (TRT) increase (Page 42)



Master Fee Schedule

- Update Sewer Rates by 2.58% (Page 37)
- Update Water Rates by 2.58% (Page 43)



Annual Utility Rate Adjustment

City Council: January 8, 2024

Water & Sewer Rates Annual Adjustment

Section 8, Item E.

- Annual Adjustment
- Keep up with inflation
- Provide Customers stable/predictable rates
- *Engineering News Record: Construction Cost Index*

Water & Sewer Rates Annual Adjustment

- 2022: 3-Year Average
- Smooth-Out Spikes in Inflation

2021	2022	2023	3-Yr Avg.
7.35%	5.56%	2.58%	5.16%

Proposal: 2.58%

- Inflation moderated
- Makes room for Law Enforcement Staffing Fee
- Impact to Median Water/Sewer User

2.58% Monthly	5.16% Monthly	Annual Lost Utility Fund Revenue
\$2.89	\$5.77	\$273,480



Median Impacts

- *Cost* of Law Enforcement Staffing Fee
 - \$2.88/mo for Median Residential Utility User

	2.50%	3.16%
Median User Monthly	\$2.89	\$5.77
Law Enforcement Staffing Fee	\$5.00	\$5.00
Total	\$7.89	\$10.77



Questions?

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Hermiston Energy Services Section 8, Item E.

Resolution 2303

– Approve a Territory Allocation Agreement between the City of Hermiston dba Hermiston Energy Services (HES) and Umatilla Electric Cooperative (UEC).

- Supersede City Council Resolution 2208 (February 2022).
- Authorize HES General Manager to sign on behalf of the City.







Resolution 2208

- In early 2022, The City and UEC agreed to a Customer Allocation Agreement (CAA) of HES's defined service territory on Umatilla County Tax Lot No. 4N2824-00-00600 to allow UEC to provide service to its Member via Resolution 2208.
- The tax lot straddled both UEC and HES service territories, with the vast majority of the lot residing in UEC's territory. After verifying options, HES proposed and UEC supported a Customer Allocation Agreement (CAA) to serve its Member.



Resolution 2208

Section 8, Item E.



Resolution 2303

- In late 2022, the Industrial customer requested service from HES in excess of 50 average megawatts on the adjacent property.
 - The requested service is entirely within HES's defined service territory.
 - Due to the size of the request and the timeline, HES determined it would not have the ability to serve the load.
- HES contacted UEC about providing service to the Customer.
 - UEC desired to serve its Member
 - Due to facilities needed to serve the proposed load, they requested, and HES agreed for the entire property to be permanently transferred into UEC's service territory.
- HES contracted with Stole Rives LLP.
 - determined that ORS 758.410 allows utilities to enter into agreements to allocate territory and customers and to designate which territories and customers are to be served by each utility.



Resolution 2303



Resolution 2303

- UEC and HES supported replacing the existing Customer Allocation Agreement (CAA) on Tax Lot No. 600, Map No. 4N2824-00-00600, with an STT. This updated Agreement would include Tax Lot No. 200 Map No. 4N2823-00-00200.
 - Requires approval by the OPUC pursuant to ORS 758.415.
 - Includes a Sunset Clause – 36 months from effective date.
 - Effects only one HES Customer (customer is supportive of agreement).



Resolution 2303

Section 8, Item E.



Resolution 2303

- UEC and HES supported replacing the existing Customer Allocation Agreement (CAA) on Tax Lot No. 600, Map No. 4N2824-00-00600, with an STT. This updated Agreement would include Tax Lot No. 200 Map No. 4N2823-00-00200.
 - Requires approval by the OPUC pursuant to ORS 758.415.
 - Includes a Sunset Clause – 36 months from effective date.
 - Effects only one HES Customer (customer is supportive of agreement).



- **Council Goal 1: Workforce Development:**
 - Attract Industry and Jobs.



Questions

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

Title/Subject

Ordinance No. 2352 – Adopting a Business License Fee

Summary and Background

The City of Hermiston has not had a Business License Fee up to this point in its history. It is a common fee for many cities in Oregon and throughout the country. This fee grants a business the right to do business within the City of Hermiston.

The proposed ordinance is a combination of the League of Cities model ordinance and items from other Oregon cities including the City of Pendleton.

To address questions that came up during the January 8, 2024 meeting the following definitions were added:

- “Employee” for the purposes of computing the business license fee, the term “Employee” includes the owner as well as his/her spouse if also engaged in the business.
- “Full-time equivalent employee” means the total number of hours worked by all employees working within the City of Hermiston divided by two thousand eighty hours, which equals the number of full-time equivalent employees working within the city.

Tie-In to Council Goals

N/A

Fiscal Information

Even though the fee schedule is not to be adopted within this proposed ordinance, I wanted to show the proposed fee schedule here because there seemed to be a lot of confusion over what this fee schedule might look like. Below is the proposed fee schedule:

Businesses WITH a Permanent Location WITHIN City Limits	
1. Base Fee – Includes 0-5 Full-Time Equivalent (FTE) Employees	1. \$85.00
2. 6-49 FTE Employees	2. Base + \$15.00 per Employee over 5

3. 50+ FTE Employees	3. \$1,000.00
Businesses WITHOUT a Permanent Location WITHIN City Limits	
1. Base Fee- Includes 0-5 Hermiston Full-Time Equivalent (FTE) Employees	1. \$100.00
2. 6-49 FTE Hermiston Employees	2. Base + \$20.00 per Employee over 5
3. 50+ FTE Hermiston Employees	3. \$1,200.00

The proposed Business License Fee schedule is estimated to add to general fund revenue \$100,000 per year.

Alternatives and Recommendation

Alternatives

- 1. Adopt Ordinance No. 2352 without modification.
- 2. Adopt Ordinance No. 2352 with minor modifications.
- 3. Direct staff to make major changes to Ordinance No. 2352 and return at a later date.

Recommended Action/Motion

Adopt Ordinance No. 2352 without modification.

Submitted By: Byron D. Smith

ORDINANCE NO. 2352

AN ORDINANCE AMENDING TITLE XI OF THE HERMISTON MUNICIPAL CODE BY ADDING CHAPTER 119 ENTITLED “BUSINESS LICENSE”

WHEREAS, to ensure that business is conducted in compliance with applicable federal, state, and local laws, regulations, and ordinances and in a manner comporting with the public health, safety and general welfare; and

WHEREAS, to secure revenue to assist in defraying the City’s cost of administering and enforcing its laws and ordinances and the City’s provision of certain municipal services; and

WHEREAS, to obtain valuable information for emergency responders, planning and building personnel, and economic development; and

WHEREAS, the City does not currently have a business license fee for businesses operating in the City. Now therefore:

THE CITY OF HERMISTON ORDAINS AS FOLLOWS:

(New language is in red and underlined and repealed language has ~~a line through it.~~)

Section 1. Title XI of the Hermiston Municipal Code is amended by adding Chapter 119, “Business License” as follows:

- 119.01 Purpose
- 119.02 Applicability
- 119.03 Definitions
- 119.04 License Required
- 119.05 Exemptions
- 119.06 Business License Application Requirements
- 119.07 Posting and Display of License
- 119.08 Fees Imposed
- 119.09 Transfers and Relocations, Terms of License
- 119.10 Approval, Denial, Revocation and Suspension
- 119.11 Appeal
- 119.12 Trade Shows
- 119.13 Construction Project License
- 119.14 Violations and Penalties

119.01. Purpose. This ordinance is enacted, except as otherwise specified, to:

- A. Ensure that each business is conducted in compliance with applicable federal, state, and local laws, regulations and ordinances and in a manner comporting with the public health, safety and general welfare;

- B. Secure revenue to assist in defraying the City’s cost of administering and enforcing its laws and ordinances and the City’s provision of certain municipal services; and
- C. Obtain valuable information for emergency responders, planning and building personnel, and economic development.

119.02. Applicability. Nothing in this ordinance shall be construed to apply to any person transacting and carrying on any business within the City of Hermiston which is exempt from taxation or regulation by the city by virtue of the constitutions of the United States or the State of Oregon, or applicable federal or state law.

119.03. Definitions. As used in this ordinance:

- A. “Applicant” means the person applying for a license to conduct a particular business within the City.
- B. “Business” means any activity, trade, profession, occupation, or pursuit operated, engaged, conducted, or carried on for profit, gain, livelihood, or any other purpose, regardless of the form under which the activity, trade, profession, occupation, or pursuit is operated, engaged, conducted or carried on within the City.
- C. “Day” means a calendar day unless otherwise noted.
- D. “Doing business” means to engage in any activity in pursuit of profit, gain, livelihood or any other purpose.
- E. “Employee” for the purposes of computing the business license fee, the term “Employee” includes the owner as well as his/her spouse if also engaged in the business.
- F. “Full-time equivalent employee” means the total number of hours worked by all employees working within the City of Hermiston divided by two thousand eighty hours, which equals the number of full-time equivalent employees working within the city.
- G. “Income” means the net income arising from any business, as reportable to the State of Oregon for personal income, corporation excise or income tax purposes, before any allocation or apportionment for operation out of state, or deduction for net operating loss carry-forward or carry-back.
- H. “License” means the permission granted by the City under this ordinance to operate, engage, conduct or carry on a business within the City.
- I. “Licensee” means an applicant who has received a business license.

- J. “Non-profit organization” means any business or organization which is exempt from taxation under the United States Internal Revenue Code and produces a determination letter of proof thereof.
- K. “Person” means an individual, partnership, corporation, limited company, joint venture, cooperative or any other entity in law or in fact.
- L. “Permanent Location” means professions, trades, occupations, shops and all and every kind of calling carried on for profit, personal gain, trade or barter and livelihood at a fixed or permanently established place of business maintained within the city.
- M. “Special event” means any special event receiving the prior approval of the City Manager to be exempt from the license requirements under this ordinance.

119.04. License Required.

- A. Except as exempt under Section 5 below, it shall be unlawful for any person to conduct business within the City without first having obtained a license for the current year as provided under this ordinance.
- B. A person engaged in business in more than one location, or in more than one business licensed under this ordinance shall make a separate application and pay a separate license fee for each business or location, except as otherwise provided in this ordinance. Only one license under this ordinance is required for mobile businesses such as housekeeping services, food trucks, and other related businesses which that travel throughout the city.
- C. If more than one business is conducted on the same premises, each business must obtain a separate license.
- D. A person representing him or herself or exhibiting any sign or advertisement that he or she is engaged in a business within the City of which a license fee is levied by this ordinance shall be deemed to be actually engaged in such business and shall be liable for the payment of such license fee and subject to the penalties for failure to comply with the requirements of this ordinance.
- E. The City may require proof of state registration. An applicant shall possess any county or state license required or shall be awaiting final approval by the county or state, if City approval is a prerequisite, before a City license will be issued.
- F. No person shall do business within the City as the employee, agent or representative of another person unless either the principal or the employee, agent or representative has a current, valid City business license

for the business, no matter where the principal offices of that business are situated.

G. Persons and entities which are required to be licensed by the State Construction Contractors Board.

119.05. Exemptions. The following are exempt from the licensing requirement:

- A. A service business operated by a person under the age of 18, such as a lawn mowing business, a newspaper delivery business, a lemonade stand, and the like.
- B. Individuals who work only on the premises of, and as part of, a licensed business that includes the activity of the individual. Examples include barbers, beauticians, medical care providers, attorneys, accountants, relators and others who perform services as part of the overall licensed business. This exemption does not apply if the overall business operation has not obtained a business license.
- C. Garage sales, yard sales and other similar activity conducted, carried on or operated by an individual; provided, however, such exemption will not apply if either of the following conditions are met:
 - 1. The individual conducts, carries on, or operates more than five such sales within any calendar year; or
 - 2. Any one such sale has a duration of more than 72 consecutive hours.
- D. An organizer or participant in a special event, but only with respect to that particular special event.
- E. Persons providing day care services for children in the person's home and in compliance with state law and the requirements of the Oregon Children's Care Licensing Program.
- F. Public utilities covered by franchise ordinances and paying fees under the franchise.
- G. Activities that qualify as hobbies or passive holding of property for investment purposes under the United States Internal Revenue Code.
- H. The following must obtain a business license but are exempt from payment of the license fee:

1. Any entity registered with the Oregon Secretary of State as a not-for-profit corporation.
2. Any business exempt from paying local business license fees or taxed by Federal or State constitution or law.
3. Any business exempt from paying property tax.

119.06. Business License Application Requirements. Each person desiring to engage in doing business must apply for a license to operate, engage, conduct or carry on the business on such forms and in such manner as the City Manager may prescribe. The application must be accompanied by the applicable license fee provided in Section 8 below. The application must be filed with the City Manager and, in addition to any other information reasonably required by the City Manager, must contain the following information:

- A. The date of the application;
- B. The name and physical address of the business, the address where the business will be located or have its office within the City, and the address of the principal office of such business;
- C. A brief description of the nature of the business, including its primary or predominant business activity;
- D. The date that business operations will commence;
- E. The name and address of the applicant and, if the applicant is an entity, the name and address of the authorized agent submitting an application on behalf of the applicant;
- F. The average number of persons regularly employed;
- G. The person who may be contacted in case of an emergency and the phone number at which that person may be reached;
- H. The types of hazardous materials, if any, regularly maintained on the premises as defined under ORS 466.605;
- I. Whether any local, state or federal licenses, certificates, registrations or permits are required for the business and the identification of such licenses, certificates, registrations or permits;
- J. The license fee tendered with the application;

- K. A verification by signature of the applicant, or authorized agent submitting the application on behalf of the applicant of the following:
 - 1. The information stated in the application is true, accurate and complete;
 - 2. The business is in compliance with all applicable federal, state and local laws, regulations and ordinances;
 - 3. The applicant or authorized agent has read, understands and agrees to abide by this ordinance; and
 - 4. If the applicant is an entity, the authorized agent has the requisite power and authority to sign and submit the application on behalf of the applicant;

- L. A notice that the application is a public record and that the City will exempt from disclosure only information of a sensitive and confidential nature to the extent required by the Oregon Public Records Law (ORS 192.410-192.505) and other applicable laws; and

- M. Any other information necessary to enable the City Manager or designee to review the application to determine whether the application should be approved.

119.07. Posting and Display of License. Licensee shall post the license in a conspicuous place upon the business premises, available for inspection by the public and any employees and prospective employees of the business. When the licensee has no office, business premises or other established place of business within the City, the license must be in the possession of the agent or representative of the business who is present in the City at all times during which business is being transaction by the agent or representative in the City. If a licensed business is based in a motor vehicle, a photocopy of the license must be carried in the motor vehicle.

119.08. Fees Imposed.

- A. An annual license fee is imposed on the act of doing business within the City. The City Council may establish by resolution the fees provided for in this chapter.

- B. Fees are due at the time of the initial application. Renewal fees are due annually by January 1 of the respective year. The fee herein imposed shall not be subject to proration.

- C. A person doing business in the City, for whom payment of a business license fee is delinquent, shall pay as a penalty for delinquency the additional sum of \$100.00 for each calendar month or fraction thereof for which payment remains delinquent.

- D. Nothing contained in this ordinance shall vest any right in a license as a contract obligation on the part of the city as the amount of the fee. The fees provided for in this ordinance may be increased or decreased, additional fees may be imposed, and classifications may be changed.

- E. A person operating more than one business shall pay the license fee prescribed for each of the businesses, except as specifically provided by ordinance.

119.09. Transfers and Relocations, Terms of License.

- A. Transfer of License. In the event of the transfer of ownership of a business, the applicable business license may be transferred by application to the City Manager. The City Manager may approve the transfer upon finding that the new applicant meets the requirements of this ordinance.

- B. Relocation of an Existing Business. In the event a business is relocated, the licensee shall reapply to the City Manager to transfer the business license. The City Manager may issue the license upon finding that the new location meets the requirements of this ordinance and other applicable federal, state, and local regulations.

- C. License Term. A business license issued under this ordinance shall be valid from the date of issuance until the following January 1.

119.10. Approval, Denial, Revocation and Suspension.

- A. Approval of Application.
 - 1. The City Manager shall issue a decision on an application for a new business license within 30 days of the submission of a complete application and required fee upon a finding that the applicant has met all requirements of federal, state and local laws.

 - 2. The City Manager shall issue a license renewal upon finding that the applicant has met all requirements of federal, state, and local law.

 - 3. If an application for a new license is approved, the City Manager shall notify the applicant in writing. The notice shall state any condition or limitation placed on the license as a condition of maintaining the license which the city Council deems necessary to

protect the public health, safety, or welfare which is required by federal, state, or local law.

- B. Denial, Suspension, Revocation of Application. The City Manager may deny, suspend or revoke a business license upon finding that:
1. The licensee fails to meet the requirements of, or is doing business in violation of federal, state or local laws;
 2. The applicant has provided false or misleading material information, or has omitted disclosure of a material fact on the applications, related materials, or license;
 3. The applicant's past or present violation of law presents a reasonable doubt about his or her ability to perform the licensed activity without endangering property or the public health or safety;
 4. The information supplied for the review does not indicate that the applicant has the special knowledge or skill required to perform the licensed activity; or
 5. The licensed activity would endanger property or the public health or safety.
- C. Notice. The City Manager shall provide written notice to the applicant or licensee of the denial, suspension or revocation. The notice shall state the reason for the action taken and shall inform the application or licensee of the right to appeal under Section 11 of this ordinance. The notice shall be given at least 15 days before the suspension or revocation becomes effective. If the violation ends within the 15 days, the City Manager may discontinue the suspension or revocation proceedings.
- D. Reapplication. A person whose application for a business license that has been denied, suspended or revoked, may, after 90 days from the date of the denial, suspension or revocation, apply for a license or reinstatement upon payment of the application fee and submission of an application form and related documents.
- E. Disqualification. A person whose application for any business license that has been denied or whose license has been revoked for a total of two times within one year, or who has a total of four denials, suspensions or revocations, shall be disqualified from applying for a license or reinstatement for a period of two years from the date of the denial, suspension or revocation.
- F. Summary Suspension. Upon determining that a licensed activity presents an immediate danger to person or property, the City Manager

may summarily suspend the license for the activity. The suspension takes effect immediately upon notice of the suspension being received by the licensee or being delivered to the licensee's business address as stated on the licensee's application for the license being suspended. Such a notice shall state the reason for the suspension and inform the licensee of the provisions for appeal under Section 11 of this ordinance. Within 15 days of the summary suspension the City Council shall review the pertinent facts which resulted in the suspension and shall determine whether said facts deem it necessary to continue the suspension in order to protect the health, safety and welfare of the citizens of the city, or to otherwise ensure that the requirements of this ordinance are complied with. The City Council may continue a suspension as long as the reason for the suspension exists or until a determination on appeal regarding the suspension is made under Section 11 of this ordinance.

119.11. Appeal. In the event an application for a license under this ordinance is denied such license, or in the event a license is suspended or revoked, the applicant or licensee shall have the right to appeal.

- A. The written notice of appeal to the City Council shall be filed with the City Administrator within 15 days after the license denial, suspension or revocation.
- B. The appeal shall state:
 - 1. The name and address of the applicant;
 - 2. The nature of the determination being appealed;
 - 3. The reason the determination is incorrect; and
 - 4. What the correct determination of the appeal should be.
- C. The City Council shall hear and make a determination in regard to the appeal at its next regular meeting immediately following the filing of the notice of appeal.
- D. The decision of the City Council on the appeal shall be final and conclusive.

119.12 Trade Shows and Carnivals

- A. A trade show is any profit or not-for-profit show within the City limits of the City of Hermiston which offers for sale or display merchandise of one (1) or more vendors at a location within the City. A Carnival is any a traveling amusement show, having sideshows, rides, and vendors etc.
- B. Trade shows and carnivals include those activities located at the Hermiston Community Center, Eastern Oregon Trade and Event Center (EOTEC) and other public and private buildings. The purpose of the license is to allow a number of

vendors together under one (1) common area for a short period of time to display and sell their merchandise and to be properly licensed within the City of Hermiston. Trade shows and carnivals for the purposes of this definition may not exceed:

1. One (1) week in duration in any one (1) calendar year; or
2. 26 periods of not more than three consecutive days in a single week. No license shall continue beyond that period specified in Section 5 of this Ordinance, without securing a second license. A trade show does not include the merchandising of goods and/or services of an already licensed Hermiston business or businesses.

C. Application Procedure for Trade Shows and Carnivals. Each promoter(s) wishing to put on a trade show or carnival shall apply for a license with the City on forms furnished by the City. The application shall be filed with the city and shall contain at least the following information:

1. A description of the trade show or Carnival and the businesses participating.
2. The name, address and date of birth of the applicant; if a partnership, the names, addresses and dates of birth of the partners; if the business is a corporation, its name and address of the home office, the name, address and date of birth of the registered agent in the State if a foreign corporation, and the name, address and date of birth of the local agent or agent or representative who will be in charge of the business in the City.
3. The address where the trade show or carnival will be located within the City of Hermiston.
4. The amount of license fee tendered with the application.
5. The date of the application.
6. A statement that the trade show or carnival will be for a period of seven (7) days or less in any one (1) calendar year and only the type of businesses described will participate.
7. Any other information the city determines necessary.
8. The signature of the promoter(s).

D. Promoter. Means any legal entity whether for profit or not-for-profit and whether a person, partnership, corporation or other legal entity which promotes a trade show or carnival.

E. License Duration. New licenses shall be valid for the duration of the trade show or

carnival, as described in subsection A of this section.

- F. Posting of License at all Times After the Issuance of the License. The license shall be posted in a conspicuous place upon the trade show or carnival premises available for inspection by the public and by employees and prospective employees of all businesses participating in a trade show or carnival. It shall be conclusively presumed that any trade show or carnival not complying with this section is operating without a business license.
- G. Registration. Trade show or Carnival participants shall be registered with the promoter(s) and the promoter(s) shall maintain a listing of all businesses which have participated or are participating in a trade show or carnival under the license.

119.13 Construction Project License

- A. A Construction Project is any activity for which registration with the Oregon Construction Contractor’s Board (CCB) is required pursuant to Oregon Revised Statutes, Chapter 701, for which a building permit has been issued or which is undertaken pursuant to a construction contract with the owner.
- B. The prime contractor engaged in a Construction Project may obtain a Construction Project License for a project as an alternative to obtaining Business Licenses for each subcontractor engaged in the Construction Project. The Construction Project License is in lieu of Business Licenses for subcontractors only and is in addition to the Business License of the prime contractor.
- C. Application Procedure for Prime Contractors. Each prime contractor wishing to obtain a Prime Contractor’s license with the City on forms furnished by the City. The application shall be filed with the City and shall contain at least the following information:
 - 1. A description of the Construction Project for which the Construction Project License is requested.
 - 2. The name and CCB registration number of the applicant and of each subcontractor engaged in the Construction Project.
 - 3. The location of the Construction Project.
 - 4. The amount of license fee tendered with the application.
 - 5. The date of the application.
 - 6. A signed statement by the prime contractor and each subcontractor engaged in the Construction Project that each signatory is registered under the provisions of this Oregon Revised Statutes, Chapter 701, and stating that the registration is in full force and effect. For the prime contractor and each subcontractor, a copy of a current

certificate of registration issued by the Oregon Construction Contractors Board.

7. Any other information the City determines necessary.
 8. The signature of the prime contractor applicant.
- D. Supplements to Application. The applicant may supplement the business license application from time to time by providing a supplemental application containing at least the following information:
1. A description of the Construction Project to which the supplemental application applies.
 2. The name and CCB registration number of the applicant and of each additional subcontractor engaged in the Construction Project.
 3. The date of the supplement application.
 4. A signed statement by each additional subcontractor engaged in the Construction Project that such subcontractor is registered under the provisions of this Oregon Revised Statutes, Chapter 701, and stating that the registration is in full force and effect. For each additional subcontractor, a copy of a current certificate of registration issued by the Oregon Construction Contractors Board.
 5. Any other information the City Manager determines necessary.
 6. The signature of the prime contractor applicant.

E. License Duration. New licenses shall be valid for the duration of Construction Project, or until the next March 1, whichever is earlier.

F. Posting of License at all Times After the Issuance of the License. The license shall be posted in a conspicuous place upon the construction project premises available for inspection by the public. It shall be conclusively presumed that any contractor not complying with this section is operating without a business license.

G. As an alternative to obtaining a Construction Project License, the prime contractor and each subcontractor may obtain a separate business license as provided in this Chapter.

119.14. Violations and Penalties.

- A. Any person convicted of violating any of the provisions of this ordinance shall be punished by a fine not to exceed \$1000.00 for any one offense, each day constituting a separate offense.

- B. Offenses under this Chapter shall be tried in the Municipal Court as a violation and not as a crime. As a violation there is no right to a jury trial or court appointed counsel.
- C. Entity Responsibility. An individual person and other entities may act in violation of this ordinance. In the event that the party acting in violation of this ordinance is any entity, the entity shall be subject to fine, abatement or other penalties allowed by this ordinance and by law. In such case where an entity is the offending party, a citation may be served upon the entity by serving an owner, officer, a person in charge of the premises, or any person or firm designated as an official or agent of the entity. The entity shall be named on the citation. The citation shall require appearance by a representative of the entity at the time indicated on the citation. In the event that a representative fails to appear as required by the citation the city attorney may seek appropriate remedies for the failure to appear and default against the officers, owners and agents of the entity. For application of this section, the terms “entity” shall also include corporations, partnerships, limited liability companies or partnership, associations, sole proprietorships and other forms of entities.
- D. Evidence of Doing Business. In a prosecution for a violation of this Ordinance, evidence that the business made a public representation, by way of newspaper, radio, television or similar media advertisement or by signs conspicuously displayed for public view, that the business was being conducted, expressly or impliedly offering to sell goods or services in the course of the business to the public, shall constitute prima facie evidence that the business was transacting the business suggested by the public representation within the City on the date or dates during which the representations were made.
- E. Inspection and Right of Entry. Whenever they shall have cause to suspect a violation of any provisions of this ordinance, or when necessary to investigate an application to, or revocation of a license under any of the procedures prescribed in this ordinance, officials for the enforcement or administration of this ordinance, or their duly authorized representatives, may enter on any site, or into any structure, for the purpose of investigation providing they do so in a reasonable manner. If an owner or occupant denies access for an inspection, the city will seek a warrant. No secured building shall be entered without the consent of the owner or occupant unless under authority of a lawful warrant.
- F. Abatement. Any business which is established, operated, moved, altered, enlarged or maintained contrary to the licensing requirements shall be, and is hereby declared to be, unlawful and a public nuisance, and may be abated as such.

G. The City may seek an injunction to prohibit a person from engaging in business without complying with this ordinance.

Section 2. Severability Clause. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section or part of this ordinance shall not affect the validity of the remaining parts to this ordinance.

Section 3. All other provisions of the Hermiston Municipal Code remain unchanged and in full effect.

Section 4. The City Recorder is hereby authorized to correct any scrivener’s errors and to conform the revisions to the Hermiston Municipal Code with appropriate numbering.

Section 5. Effective Date. This ordinance shall take effect on the 30th day after its adoption.

ADOPTED by the Common Council this 22nd day of January 2024.

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

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 January 22, 2024

Title/Subject

Resolution No. 2305 – Updating the Master Fee Schedule for Business License and Sewer fees

Summary and Background

To address questions that came up regarding two fee adoptions at the January 8, 2024 meeting, the following changes to the master fee schedule are proposed:

- Establishes Business License Fee amounts (Pg. 16 of 41)
- Update Sewer Rates by 2.58% (Pg. 35 of 41)

These two items were pulled for consideration at a future meeting. There was some discussion about changing commercial and not residential rates. Mr. Morgan will present information at the council meeting on staff concerns related to altering the commercial and not the residential rate.

Tie-In to Council Goals

N/A

Fiscal Information

These proposed changes are extensive. Estimates on every single fee update has not been done but below are annual estimates on a majority of the proposed fee increases:

- Proposed Business License Fee schedule - \$100,000
- Proposed Sewer Rate Update – 2.58% increase to Utility Fund

Alternatives and Recommendation

Alternatives

1. Adopt Resolution No. 2305 without modification.
2. Adopt Resolution No. 2305 with specific modifications.
3. Direct staff to make major changes to Resolution No. 2305 and the Master Fee Resolution and bring back at a later date.

Recommended Action/Motion

Adopt Resolution No. 2305 without modification.

Submitted By: Byron D. Smith

RESOLUTION NO. 2305

A RESOLUTION ADJUSTING A SCHEDULE OF FEES AND CHARGES FOR SEWER RATES AND INCLUDING BUSINESS LICENSE FEES.

WHEREAS, the City Council has adopted the City of Hermiston Code of Ordinances and that Code permits the City Council of the City of Hermiston to adopt by resolution a schedule of fees and charges for various services, licenses and permits; and

WHEREAS, the City is working to update various fees across the City in a more coordinated fashion, and

WHEREAS, the City had an extensive discussion related to possible revenue increases related to the general fund operations; and

WHEREAS, the updated Master Fee Schedule including the new fees is attached hereto.

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

1. That the attached updated Master Fee Schedule, is approved and adopted.
2. That this resolution shall supersede Resolution No. 2302.
3. All fees and charges in effect as of the date of the adoption of this resolution shall remain in effect unless otherwise modified by provisions of this resolution.
4. That this resolution is effective immediately upon its passage.

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

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

Dr. David Drotzmann, MAYOR

ATTEST:

Lilly Alarcon-Strong, CMC, CITY RECORDER



Where Life is Sweet

Master Fee Schedule

Fees Subject to Change



- Adopted by: Resolution 2171 on December 14, 2020
- Superseded by: Resolution 2174 on March 8, 2021
- Superseded by: Resolution 2187 on June 10, 2021
- Superseded by: Resolution 2202 on December 13, 2021
- Superseded by: Resolution 2205 on January 10, 2022
- Superseded by: Resolution 2207 on January 24, 2022
- Superseded by: Resolution 2213 on March 14, 2022
- Superseded by: Resolution 2219 on May 9, 2022
- Superseded by: Resolution 2231 on July 11, 2022
- Superseded by: Resolution 2249 on January 9, 2023
- Superseded by: Resolution 2259 on February 27, 2023
- Superseded by: Resolution 2302 on January 8, 2024
- Superseded by: Resolution 2305 on January 22, 2024

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Administration & General Fees

Notary Acts	
1. Certifying a copy of a document	\$2.00 per page
2. For: taking an acknowledgment, a verification upon an oath or affirmation, and witnessing or attesting a signature.	\$10.00/notarized signature
3. For administering an oath or affirmation or taking a deposition (without a signature). And for all other notarial acts not specified in this section.	\$5.00 per act
Notary Acts are available at:	
<ul style="list-style-type: none"> Hermiston Police Department, Bob Shannon Safety Center, 330 S. 1st Street City Hall, 180 NE 2nd Street 	
Fines & Penalties	
1. Returned check	\$25.00
2. Collection Agency Processing Fee	\$10.00 per item
Miscellaneous Services	
1. Other Misc. Items and Services	As Established
Prints & Public Records	
Documents & Photocopies up to 11x17 (Does not include other fees)	
1. Black & White	Single: \$0.25 per page Double-Sided: \$0.50 per page
2. Color	Single: \$1.00 per page Double-Sided: \$2.00 per page
Maps, Nonstandard Documents, etc. Larger than 11x17 (Does not include other fees)	
1. Black & White	Actual Cost
2. Color	Actual Cost
Media (Does not include other fees)	
1. DVD, CD or USB	Actual Cost
2. Audio & Video Recording, in addition to any other fees.	\$35.00 per hour- Minimum Charge
Processing Fees (Does not include other fees)	
1. Lengthy Requests (request over 15 mins to complete)	\$35.00 per hour
2. Fee's charged at 15 min increments. Requests less than 15 mins to process may be waived, excluding serial requests.	
3. Attorney Fees	Actual Cost
Please Note: Requestors must pre-pay the estimated cost of request. If the actual charges are less than the pre-payment, then the over- payment shall be refunded.	

Airport

Commercial Activity Fee- Any business operating at the Airport	
1. Aerial Sprayers	\$1,000.00 per year
2. Non-Aerial Sprayers	\$250.00 per year
T-Hangar Rental	
1. Open Hangars	\$100.00 per month
2. Enclosed T-Hangar #2	\$200.00 per month
3. Enclosed T-Hangar #3	\$225.00 per month
4. Enclosed T-Hangar #4	
a. Interior Bays	a. \$275.00
b. End Bays	b. \$325.00
Miscellaneous Services	
1. Air Freight Activity	\$284.00 per month
2. Transient Aircraft Parking	\$5.00 per night, after the first two nights.
3. Tie Downs	As established by agreement
Land & Building Leases- All terms and fees as established by agreement.	
<p>Hermiston Municipal Airport is operated by contract, to: Gorge Aviation 1600 E Airport Way, Hermiston, OR 97838 541-567-3694 https://www.gorgeaviationservices.com/</p>	

Animals

Dog Licenses (One-time fee per dog.)

1. Altered (spayed or neutered)	\$5.00
2. Unaltered (not spayed or neutered)	\$25.00
3. Service/Assistance dogs- As defined under the ADA	NONE

Please Note: Proof of rabies vaccination, or valid exemption, is required to obtain a license.

Dog Impoundment & Boarding

1. Impoundment- Altered	\$25.00
2. Impoundment- Unaltered	\$75.00
3. Boarding- Excluding the first day of boarding, if impounded after 8:00pm.	\$10.00 per day

Please Note: No dog shall be released without proof of or obtaining a license and rabies vaccination.

**All animal services, as specified in this section, are contracted to:
Pet Rescue Humane Society of Eastern Oregon**

1844 NW Geer Rd, Hermiston, OR 97838
(541) 564-6222

** Other independent animal services, ie: rabies vaccinations, etc, are also provided by Pet Rescue. **

Aquatic Center

Educational Classes		
1. Swimming, Diving, Snorkeling, Lifeguard, etc	As established per program	
Public Swim Hours		
Individual Daily Pass		
1. Infants (0-1yr)	Free	
2. Child (2-9yrs)	\$5.00	
3. Youth (10-17yrs)	\$6.00	
4. Adult (18+)	\$7.00	
5. Seniors (55+)	\$6.00	
Individual Splash Pass- All Season (entrance for all public swim hours)		
1. Child & Youth (2-17yr)	\$85.00	
2. Adult (18+)	\$95.00	
3. Senior (55+)	\$85.00	
Family Splash Pass- All Season: All members must reside in same household (entrance for all public swim hours)		
1. 2 Adults & up-to 4 kids	\$200.00	
2. 2 Adults & up-to 6 kids	\$240.00	
3. 2 Adults & up-to 8 kids	\$265.00	
Aquatic Fitness Classes		
Individual Daily Pass		
1. Adult (18+)	\$7.00	
2. Seniors (55+)	\$6.00	
Individual Splash Pass-Fit: All Season (entrance for all aquatic fitness classes)		
1. Adult (18+)	\$85.00	
2. Senior (55+)	\$75.00	
All Access Pass: All Season- (Entrance for all public swim hours & aquatic fitness classes)		
1. Adult & Senior	\$135.00	
Aquatic Facility Rentals		
Full Facility Rental: Exclusive use of all pools & picnic shelter.	Resident	Non-Resident
Friday- Sunday 7:15pm-9:15pm or 9:30pm to 11:30pm Additional hours may be available	\$1,200.00	\$1,450.00
Refundable Booking/Security Deposit- Due to hold event date	\$500.00	\$500.00
Semi-Private Rental: Shared use of all pools with other designated area. Maybe shared with two other parties.	Resident	Non-Resident
Friday- Sunday 9:30pm to 11:30pm	\$150.00	\$190.00

AQUATIC CENTER

Additional hours may be available

	Resident	Non-Resident
Picnic Shelter Rental: Use of gazebo and picnic tables during public swim (pool entry fee required)		

2-Hour Rental: 50 Person Maximum - Group Rates Available

- | | | |
|-------------------|---------|---------|
| 1. Weekday Rental | \$50.00 | \$75.00 |
| 2. Weekend Rental | \$65.00 | \$90.00 |

Additional Amenities

- | | | |
|---|---------------------------|-------------------------|
| 1. All-Day Cabana Rental: Semi-Private shaded area with premium lounge chairs. Available during public swim. | Regular Cabana
\$25.00 | Large Cabana
\$50.00 |
|---|---------------------------|-------------------------|

- | | | |
|-------------------------------|----------------|--|
| 2. All Other Amenities | As Established | |
|-------------------------------|----------------|--|

Hermiston Aquatic Center

879 W Elm Ave, Hermiston, OR 97838
541-289-7665
541-667-5018 (Off-Season)

Building Department

The final determination of valuation, occupancy, and/or construction type under any of the provisions of this order shall be made by the Building Official.

A. Building Permits

The valuation to be used in computing the building permit and the building plan review fees shall be the total value (rounded up to the nearest dollar) of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment. It also includes the contractor's profit which should not be omitted.

The fees for each permit shall be as set forth in Tables A-1 and A-2. Valuation will be calculated using the City's Building Permit Fee table based on the International Code Council (ICC) Building Valuation Data Table as of April 1 of the current year, multiplied by the square footage of the structure or as stated by the applicant, whichever is greater. The cost per square foot of carports, decks, 1 & 2 Family Dwelling pole buildings, and covered porches/patios shall be 50% of the valuation indicated for "Private Garages" on the City's valuation table.

Table A-1: Building Permit Fee

- ❖ **Residential:** New, Additions, Alterations, Repairs, & Accessory Structures.
(Plumbing permit required for potable water fire systems; see Table E-4)
- ❖ **Commercial:** New, Alterations, Additions, Repairs, Accessory Structure, Fire Systems, & Medical Gas Systems Plumbing permit (based on value of installation costs)
- ❖ **Multifamily:** New, Alterations, Additions, Repairs, & Accessory Structure.

Total Valuation	Building Permit Fee
1. \$1.00 to \$500.00	\$63.00 minimum
2. \$500.01 to \$2,000.00	\$63.00 for the first \$500.00 plus \$1.95 for each additional \$100, or fraction thereof, to and including \$2,000.00
3. \$2000.01 to \$25,000.00	\$92.25 for the first \$2,000.00 plus \$7.80 for each additional \$1,000, or fraction thereof, to and including \$25,000.00
4. \$25,000.01 to \$50,000.00	\$271.65 for the first \$25,000.00 plus \$5.85 for each additional \$1,000, or fraction thereof, to and including \$50,000.00
5. \$50,000.01 to \$100,000.00	\$417.90 for the first \$50,000.00 plus \$3.90 for each additional \$1,000, or fraction thereof, to and including \$100,000.00
6. \$100,000.01 and up	\$612.90 for the first \$100,000.00 plus \$3.25 for each additional \$1,000, or fraction thereof.

Table A-2: Building Permits - Related Fees

Description	Permit Fee
1. Building Plan Review Fee	65% of the building permit fee based on Table A-I
2. Additional Building Plan Review required due to revisions to the construction documents	\$80.00 per hour
3. Fire Life Safety Review on State Allowed Plans	40% of the building permit fee based on Table A-I
4. Third Party Plan Review	\$80.00 per hour
5. Master Plan Review - <ul style="list-style-type: none"> a. Setup fee b. Initial Plan Review c. Second & Subsequent Reviews 	a. \$ 100.00 b. 65% of the building permit fee based on Table A-I c. 50% of the initial plan review fee
6. Deferred Submittals - Plan Review Fee	See Customized Permit Services: Table G-2, Deferred Plan Submittal
7. Consultation Fee- (In office code review, potential project review)	\$95.00 per hour (Minimum ½ charge)
8. Temporary Certificate of Occupancy Request- Commercial.	a. Initial request = \$100.00 b. Extension request = \$75.00 c. Residential TCO = No Charge

9. Investigation Fee	\$120.00 per hour (one hour minimum)
10. Reinspection, extra inspections, special inspections	\$80.00 each
11. Inspections outside of normal business hours	\$80.00 per hour (one hour minimum)
12. Inspections for which no fee is specifically indicated (includes on job site counsel inspections)	\$80.00 per hour
13. Solar Photovoltaic Systems installed using the prescriptive path described in section 305.4 of the Oregon Solar Installation Specialty Code (OSISC).	\$150.00 (includes one inspection) (Does include the plan review fees)
14. Non-prescriptive Solar Photovoltaic Systems	See Building Permit Fee Table A- I
15. Structural minimum fee	\$63.00
16. Technology Fee- Revenues are used to support technology related to electronic processes and tools used in doing business	2% of permit fee
17. Re-roof Permit	
a. Residential (required when replacing sheathing or other)	a. Fee based on valuation
b. Commercial	
i. Simple Replacement	i. \$250.00
ii. Complex Replacement- plan review required will be based on valuation.	ii. Fee based on valuation

PERMIT EXTENSION

Reinstating Expired Permits

- ❖ Extensions must be requested prior to the permit expiring.
- ❖ IT IS NOT THE RESPONSIBILITY OF THE CITY OF HERMISTON TO NOTIFY THE PERMIT HOLDER OF EXPIRATION DATES. AS A COURTESY A NOTICE IS SENT OUT PRIOR TO EXPIRATION.

Extension Request	Permit Fee
1. First Extension Request	No Charge
2. Second and subsequent requests	\$65.00 each permit, no surcharge fee
3. Expired permit less than 6 months past expiration date	\$65.00 each permit, subject to surcharge fee
4. Expired permits over 6 months past expiration date	Fees assessed to current fee schedule; new plan review may apply. Subject to surcharge fee.

Residential Structural Fire Suppression Standalone

(Fees based on total square footage of the dwelling unit to be covered by the system)

Total Square Footage	Permit Fee
1. 0 to 2,000 square feet	\$150.00
2. 2,001 to 3,600 square feet	\$218.00
3. 3,601 to 7,200 square feet	\$354.00
4. Over 7,200 square feet	\$488.00

B. Manufactured Dwelling Placement Permits

One single permit fee is assessed. This fee shall include the concrete slab, runners, or foundations when they comply with the prescriptive requirements of the Oregon Manufactured Dwelling and Specialty Code, electrical feeder and plumbing connections and all cross-over connections, site utility connections (water, sewer, storm) up to 30 lineal feet.

1. Manufactured Dwelling Placement Permit Fee	\$225.00
2. (includes plan review)	
3. Manufactured Dwelling & Cabana installation administrative fee	\$30.00 As required by the State
4. State Surcharge	As required by the State

C. Camp and Park Permits

The Area Development Fee is to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp Valuation Table, and then applying the valuation amount to the valuation fee table in the Building Permit Fee Table A-1.

1. Plan Review Fee	65% of total permit fee
2. State Surcharge	As required by the State

D. Mechanical Permits

The fees for each permit shall be as set forth in Table D-1, D-2, and D-3.

The valuation used to determine the commercial mechanical permit fee using Table D-1 shall include the value (rounded up to the nearest dollar) of all mechanical materials, equipment, labor, overhead and profit.

Table D-1: Commercial Mechanical Permit Fees

❖ Commercial: New, Alterations, Additions, Repairs, & Accessory Structure	
❖ Multifamily: New, Alterations, Additions, Repairs, & Accessory Structure	
Total Valuation	Permit Fee
1. \$1 to \$5,000.00	\$75.00 minimum
2. \$5,000.01 to \$10,000.00	\$75.00 for the first \$5,000.00 plus \$1.00 for each additional \$100, or fraction thereof, to and including \$10,000 .00
3. \$10,000.01 to \$100,000.00	\$125.00 for the first \$10,000.00 plus \$2.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.00
4. \$100,000.00 and up	\$305.00 for the first \$100,000.00 plus \$1.00 for each additional \$1,000, or fraction thereof

Table D-2: Residential Dwelling Mechanical Permit Fees

❖ 1 & 2 Family Dwelling: New, Alterations, Additions, Repairs, & Accessory Structure	
❖ Manufactured Dwellings: New, Additions, Alterations, Repairs, & Accessory Structure	
Description	Permit Fee
1. Air conditioner	\$15.00
2. Air handling unit of up to 10,000 cfm	\$11.00
3. Air handling unit 10,001 cfm and over	\$15.00
4. Appliance or piece of equipment regulated by code but not classified in other appliance categories	\$11.00
5. Appliance vent installation, relocation or replacement not included in an appliance permit	\$10.00
6. Attic/crawl space fans	\$10.00
7. Barbecue	\$11.00
8. Chimney/liner/flue/vent	\$11.00
9. Clothes dryer exhaust	\$11.00
10. Decorative gas fireplace	\$11.00
11. Ductwork, no appliance/fixture	\$11.00
12. Evaporative cooler other than portable	\$11.00
13. Floor furnace, including vent	\$15.00
14. Flue vent for water heater or gas fireplace	\$10.00
15. Furnace - greater than 100,000 BTU	\$15.00
16. Furnace - up to 100,000 BTU	\$15.00
17. Furnace/burner including duct work/vent/liner	\$15.00

18. Gas or wood fireplace/insert	\$15.00
19. Gas fuel piping outlets (four or less connections)	\$10.00
20. Gas fuel piping outlets (more than four)	\$6.00
21. Heat pump	\$15.00
22. Hood served by mechanical exhaust, including ducts for hood	\$15.00
23. Hydronic hot water system	\$15.00
24. Installation or relocation domestic-type incinerator	\$15.00
25. Mini split system	\$15.00
26. Oil tank/gas/diesel generators	\$15.00
27. Pool or spa heater, kiln	\$15.00
28. Range hood/other kitchen equipment	\$15.00
29. Repair, alteration, or addition to mechanical appliance including installation of controls	\$15.00
30. Suspended heater, recessed wall heater, or floor mounted unit heater	\$15.00
31. Ventilation fan connected to single duct	\$10.00
32. Ventilation system not a portion of heating or air-conditioning system authorized by permit	\$10.00
33. Water heater	\$15.00
34. Wood/pellet stove	\$15.00
35. Other heating/cooling	\$12.00
36. Other fuel appliance	\$12.00
37. Other environment exhaust/ventilation	\$10.00
38. Minimum Permit Fee	\$40.00

Table D-3: Mechanical Permits - Related Fees

Other Inspections	Fee
1. Mechanical Plan Review - when Required or requested	25% of the permit fee
2. Additional Mechanical Plan Review required due to revisions to the construction documents	\$50.00 per hour
3. Re-inspection Fee	\$75.00 each
4. Inspections outside of normal business hours	\$80.00 per hour (one hour minimum)
5. Inspections for which no fee is specifically indicated	\$80.00 per hour (one hour minimum)
6. Investigation Fee	\$80.00 per hour
7. General State Surcharge: ORS 455.210	As set by the State of Oregon

E. Plumbing Permits

Table E-1: Plumbing Permit Fees

❖ **Residential:** New

❖ **Includes:** No additional fee shall be charged for the first 100 feet of water and sewer lines, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system

Description	Fee
1. One Bathroom	\$275.00
2. Two Bathrooms	\$300.00
3. Three Bathrooms	\$375.00
4. Each additional Bath/Kitchen	\$75.00

Please Note: A "half bath" is equivalent to a single bathroom

- | | |
|--|------------------|
| 1. Each additional 100 ft of water, sewer, or storm line or fraction thereof | \$30.00 per type |
| 2. Residential Fire Sprinkler System- Multipurpose/Continuous Loop | See Table E-4 |

Table E-2: Plumbing Permit Fees

- ❖ **Residential:** Additions, Alterations, Re pairs, & Accessory Structure
- ❖ **Commercial:** New, Additions, Alterations, Repairs, Accessory Structure, & Fire Systems
- ❖ **Multifamily:** New, Additions, Alteration, Repairs, Accessory Structure, & Fire Systems
- ❖ **Manufactured Dwellings:** New (utilities beyond 30 ft), Additions, Alterations, Repairs, & Accessory Structure

Site Utilities	Fee/Unit
1. Sanitary sewer - first 100 feet	\$50.00
a. Each additional 100 feet, or fraction thereof	\$30.00
2. Storm sewer including trench drains, leach lines, and drywells - first 100 feet	\$50.00
a. Each additional 100 feet, or fraction thereof	\$30.00
3. Water service -first 100 feet	\$50.00
a. Each additional 100 feet, or fraction thereof	\$30.00

Fixtures or Items	Residential Fee/Unit	Commercial Fee/Unit
1. Alternate potable water heating system	\$30.00	\$35.00
2. Backflow preventer	\$45.00	\$50.00
3. Backwater valve	\$45.00	\$50.00
4. Catch Basin	\$25.00	\$25.00
5. Clothes washer	\$25.00	\$25.00
6. Dishwasher	\$25.00	\$25.00
7. Drinking fountain	\$25.00	\$25.00
8. Ejectors/sump pump	\$45.00	\$50.00
9. Expansion tank	\$20.00	\$50.00
10. Fixture Cap	\$20.00	\$20.00
11. Floor drain/floor sink/hub drain	\$25.00	\$30.00
12. Garbage disposal	\$25.00	\$30.00
13. Hose bib	\$20.00	\$20.00
14. Ice maker	\$25.00	\$50.00
15. Interceptor/Grease Trap	\$30.00	\$50.00
16. Primer	\$20.00	\$20.00
17. Residential Replacing in-building water supply lines-number of branches:		
a. First floor	\$75.00	
b. Each additional floor	\$25.00	
18. Commercial Replacing in-building water supply lines-number of branches:		
a. First five branches		\$80.00
b. Each fixture branch over five		\$20.00
19. Roof Drain		\$25.00
20. Sink/basin/lavatory	\$25.00	\$30.00
21. Swimming pool piping	\$25.00	\$50.00
22. Trench Drain	\$30.00	\$50.00
23. Tub/shower/shower pan	\$25.00	\$30.00

24. Urinal	\$20.00	\$25.00
25. Water closet	\$25.00	\$25.00
26. Water heater	\$25.00	\$25.00
27. Other- plumbing	\$25.00	\$46.00
28. Medical Gas Installations (Plan Review Required)	Based on valuation using Table A-1	
29. Minimum Permit Fee	\$45.00	\$65.00

Table E-3: Plumbing Permit - Related Fees

Other Inspections	Fee
1. Plumbing Plan Review - When required or requested	25% of the permit fee
2. (Plan review is required for Medical Gas Installations, Fire Suppression Systems, and complex structures as defined by OAR Chapter 918, Division 780)	
3. Additional Plumbing Plan Review required due to revisions to the construction documents	\$60.00 per hour
4. Re-inspection Fee	\$60.00 each
5. Inspections outside of normal Business hours	\$60.00 per hour (one hour minimum)
6. Inspections for which no fee is specifically indicated	\$60.00 per hour
7. Investigation Fee - work done without permits	\$80.00 per hour
8. General State Surcharge: ORS 455.210	As set by the State of Oregon

Table E-4: Plumbing Permits - Residential Fire Systems ¹

- ❖ Multipurpose or Continuous Loop Fire Suppression Systems (13D)
- ❖ Fees based on total square footage of the dwelling unit to be covered by the system

Total Square Footage	Permit Fee (Include Plan Review)
1. 0 to 2,000 square feet	\$87.00
2. 2,001 to 3,600 square feet	\$129.00
3. 3,601 to 7,200 square feet	\$164.00
4. Over 7,200 square feet	\$200.00

- ❖ ¹ Stand-alone systems are permitted under separate building permits. However, a plumbing permit for a backflow prevention device (in the event of connectivity to potable water supply) is required.
- ❖ Plan review is required on all Residential Fire Suppression Systems.

F. Electrical Permits

Table F-1: Electrical Permit Fees

- ❖ **Residential:** New, Additions, Alterations, Repairs, & Accessory Structure
- ❖ **Commercial:** New, Alterations, Additions, Repairs, & Accessory Structure
- ❖ **Multifamily:** New, Alterations, Additions, Repairs, & Accessory Structure

A. Residential-New, or Multi-Family Dwelling Building - New: Service Included	Fee/Equipment
Residential-New	
1. 1,000 square feet or less	\$106.00
a. Each additional 500 square feet, or fraction thereof	a. \$19.00
b. Limited energy, for New I & 2 Family Dwelling	b. \$25.00
Multi-Family Dwelling Building - New: Service Included	
2. Largest unit uses above sq. ft.; each additional unit	50% of largest unit rate
a. Limited Energy	a. \$63.00 per floor
b. Protective Signaling	b. \$63.00 per floor

Please Note: If a limited energy permit is purchased separately from the new building electrical permit, use fee listed in the "Miscellaneous" section.

B. Services or Feeders Installation, Alterations or Relocation (Does not include branch circuits)	
1. 200 amps or less	\$79.00
2. 201 amps to 400 amps	\$94.00
3. 401 amps to 600 amps	\$156.00
4. 601 amps to 1,000 amps	\$204.00
5. Over 1,000 amps or 1,000 volts	\$469.00
C. Temporary Services/Feeders Installation, Alteration, or Relocation	
1. 200 amps or less	\$63.00
2. 201 amps to 400 amps	\$86.00
3. 401 amps to 600 amps	\$125.00
4. 601 amps to 1,000 amps	\$163.00
5. Over 1,000 amps or 1,000 volts	\$375.00
D. Branch Circuits - New, Alterations or Extension, per Panel	
1. Feeder for branch circuits with above service or feeder fee	
a. Each branch circuit	\$4.00
2. Fee for branch circuits without service or feeder	
a. First branch circuit	a. \$54.00
b. Each additional branch circuit	b. \$4.00
E. Miscellaneous (Service or Feeder Not Included)	
1. Each manufactured or modular dwelling, service and/or feeder	\$63.00
2. Reconnect only	\$63.00
3. Pump or irrigation circle	\$63.00
4. Sign or outline lighting	\$63.00
5. Each signal circuit(s) or each limited-energy panel alteration	
6. or extension	\$50.00
F. Renewable Electrical Energy	
1. 5 kva or less (all renewable types)	\$79.00
2. 5.01 to 15.00 kva (all renewable types)	\$94.00
3. 15.01 to 25.00 kva (all renewable types)	\$156.00
4. For wind generation systems in excess of 25 kva:	
a. 25.01 kva to 50.00 kva	a. \$204.00
b. 50.01 kva to 100 kva	b. \$469.00
c. Over 100 kva	c. Use sections B or C, plus D
5. Base fee for solar generation systems in excess of 25 kva	\$156.00
a. Add for each additional kva, or fraction thereof over 25. Maximum fee is 100kva (permit fee will not increase beyond the calculation for 100 kva)	a. \$6.24

Table F-2: Electrical Permit – Related Fees

Other Inspections	Fee
1. Electrical Plan Review- When requested or required by OAR Chapter 918, Division 311	25% of the permit fee
2. Additional Electrical Plan Review required due to revisions to the construction documents	\$86 per hour
3. Re-inspection Fee	\$86.00
4. Inspections outside of normal Business hours	\$86.00 per hour (one hour minimum)
5. Inspections for which no fee is specifically indicated	\$86.00 per hour
6. Investigation Fee	\$86.00 per hour

7. Master Permit Inspection Program OAR 918-309-0100	
a. Application fee: 1 st time only, no charge for renewals	a. \$100.00
b. Inspection fee (includes inspection, report writing and travel time) per hour	b. \$86.00
8. General State Surcharge: ORS 455.210	As set by the State of Oregon

G. Customized Permit Services

Table G-1: Phased Plan Review

- ❖ Authorizes construction to begin on a portion or portions of a building before the construction documents for the whole building have been submitted.

Service Option	Fee
1. Phased Plan Review - In addition to: a. Standard plan review fees	\$250.00 application fee per phase, plus 10% of the total building permit fee not to exceed \$1,500.00 per phase

Table G-2: Deferred Plans Submittal

- ❖ Portions of a building design are allowed to be submitted separately.
- ❖ Does not apply to deferred permits.

Service Option	Fee
1. Deferred Plans Submittal - In addition to: a. The project plan review fee based on total project value	65% of the structural permit fee calculated using the value of the particular deferred portion, or portions of the project, with a minimum fee of \$150.00.

H. Code Enforcement

Table H-1: Code Enforcement Fees

Blowing Dust

1. Blowing Dust Control Plan	Plan Review: \$100.00	Refundable Deposit: \$300.00
2. Use of a City water truck and operator for the purpose of dust abatement	\$200.00 per hour with a 4-hour minimum	

Abatement

1. Administrative Overhead Abatement Processing fee	10% of the total abatement cost
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I. Miscellaneous Fees

Table I-1: Miscellaneous Fees

Description	Fee
1. Sewer Tap Inspection	\$50.00
2. Fees for moving buildings	\$10.00
3. Excavation permit fees	\$25.00 and shall be doubled if the start of construction occurs prior to application of the permit.
4. Copy Costs	See "Administration & General Fees" Section under "Prints & Public Records"
5. All Signs: Pole sign, canopy signs, and/or any other large sign structure	Permit fee based on valuation plan review- 65% of permit fee

Building Department

180 NE 2nd Street, Suite 211, Hermiston, OR 97838
541-667-5025

Business Licenses

Please Note: All businesses operating inside of City limits require a Business License issued from the City of Hermiston as adopted in the Hermiston Code of Ordinances. Solicitors and Mobile Vendors have additional Licenses as described below.

Business License – Effective 01/01/2025

Businesses WITH a Permanent Location WITHIN City Limits	
1. Base Fee – Includes 0-5 Full-Time Equivalent (FTE) Employees	1. \$85.00
2. 6-49 FTE Employees	2. Base Fee + \$15.00 per Employee over 5
3. 50+ FTE Employees	3. \$1,000.00
Businesses WITHOUT a Permanent Location WITHIN City Limits	
1. Base Fee- Includes 0-5 Hermiston Full-Time Equivalent (FTE) Employees	1. \$100.00
2. 6-49 FTE Hermiston Employees	2. Base Fee + \$20.00 per Employee over 5
3. 50+ FTE Hermiston Employees	3. \$1,200.00
Construction Projects	\$400.00 per Project
Trade Show and Carnivals	\$300.00

Liquor License

Liquor License, New	\$100.00
Liquor License, Annual Renewal, Special Events, & Temporary Sales	\$35.00
Liquor License, Change in: Ownership, Location, or Privilege	\$75.00

Solicitors' License

	3 Months or Less	Up-To 6 Months	Full Year
Per License	\$10.00	\$15.00	\$25.00
Each additional solicitor, in excess of one, employed by the same firm.	\$10.00 flat fee, regardless of license duration.		

Mobile Vending License

Full Year Application/Renewal	\$500.00*
90-Day Application/Renewal	\$300.00*
Lunch Trucks	\$300.00*
Event Trucks (one-day)	\$25.00

Please Note: Fees are due at the time of application. If the license is not approved, \$100.00 will be retained for administrative costs. (*) Indicates administrative fee charge retained.

Food Pod

The Food Pod is contracted out by the City. For more information, contact the Planning Department below.

Business, Liquor, & Solicitors' Licenses are processed at City Hall.

180 NE 2nd Street, Hermiston, OR 97838
541-567-5521

Mobile Vending Licenses are processed by the Planning Department

180 NE 2nd Street, Suite 211, Hermiston, OR 97838
541-667-5010

Community Center

Discounted Rates for Non-Profit Organization may be provided.

Great Room Rental (Large Meetings & Events)

Includes: Janitorial, Kitchen, Stage, Staff Support, and Tear Down.

	Current Fee's	2025 Fee's
1. 0-99 Guests	\$1,100.00	\$1,350.00
2. 100-250 Guests	\$1,475.00	\$1,725.00
3. 251-350 Guests	\$1,750.00	\$2,000.00
4. Set-Up- By Center Staff	\$450.00	\$500.00
5. Day Before Decorating (during business hours, M-F 8:00am-5:00pm)	\$250.00	\$400.00
6. Refundable Cleaning/Damage Deposit- Due to Hold Date	\$1,000.00	

Security Guards and Insurance

Security: Security Guards may be required for event rental. The number of guard(s) are dependent on the numbers of guests and length of your event.

Insurance: Event Liability Insurance of \$1 million is required. (Cost varies from \$50.00 - \$200.00). *Clients responsibility to obtain and show event center proof of insurance. *

Small Meetings & Events	Staff Set Up	Half Day (4 hrs)	Full Day (8 hrs)
Includes: Janitorial, Set-Up/Tear down & Staff Support			
1. Board Room (20 guests max)	NA	\$100.00	\$175.00
2. Rotary/Altrusa Room (40 guests max)	\$75.00	\$175.00	\$300.00
3. Great Room (100 guests max)	\$150.00	\$375.00	\$500.00
4. Refundable Cleaning/Damage Deposit- Due to Hold Date	\$100.00		

Additional Amenities

1. Coffee & Ice Water (30 guests)	\$35.00
2. Table Toppers	\$6.00 each
3. Napkins	\$0.50 each
4. Table Linens	\$6.00 each

Please Note: Fees in "Additional Amenities" are subject to change per vendor notice.

Hermiston Community Center
415 S. Hwy 395, Hermiston, OR 97838
541-667-5018

Court (Municipal)

Prints & Public Records (see Administrative & General Fees)

Municipal Court Reports (Does not include other fees)

1. Reports including discovery, except court appointments (regardless of page count or electronic format)	\$20.00 each- Flat Fee
2. All other Prints and Public Records Requests	As established in "Administration & General Fees" under "Prints & Public Records"

Other Court Services

1. Marriage Ceremony (performed by Municipal Court Judge on site)	\$75.00
2. Marriage Ceremony (performed by Municipal Court Judge off site)	\$100.00 + actual mileage costs (as set in ORS 106.120(5))
3. Certification of Court Document	\$2.00 for certification of each document (in addition to printing costs)

Fees & Penalties

1. Payment Plan Fee/ Fee on cases not paid in full within 30 days of judgment.	Case Balance- \$0-280.00, fee of \$25.00 Case Balance- \$280.01+, fee of \$50.00 (If case is paid off within 12 months, the fee will be waived)
2. Collection Agency Processing Fee	Actual amount imposed by the collection agency
3. Returned Check	(See Administration & General Fees)

Jury Fees

1. Juror Attendance Fee * <i>Paid to Selected Jurors</i> *	Compensation and Mileage (Rate applicable to appearances in justice court)
2. Juror Attendance Fee * <i>Paid to Not-Selected Jurors</i> *	Mileage Only (Rate applicable to appearances in justice court)
3. Subpoenaed Witnesses Attendance Fee	Compensation and Mileage (Rate applicable to appearances in justice court)
4. Mileage Fee (to and from place of residence)	Rate applicable to appearances in justice court

Hermiston Municipal Court

180 NE 2nd Street, Hermiston, OR 97838
541-567-6610

Eastern Oregon Trade & Event Center (EOTEC)

Please Note: All Rentals Include: Janitorial, Set-up & Tear Down (Tear Down includes putting away tables and chairs only)			
Great Room Rental (Large Meetings & Events)	Private/For Profit		Non-Profit
Booking Fee & Refundable Security Deposit (Cleaning-Damage)			
1. Booking Fee- Due to Hold Date a. Non-Refundable- If booking more than 6 months in advance	\$400.00		\$400.00
2. Security Deposit Non-Alcohol Event	\$500.00		\$200.00
3. Security Deposit With Alcohol Event	\$1,000.00		\$1,000.00
Great Room Use (Includes Lobby & Standard Stage)	Full Room	Half Room	
1. Monday- Thursday	\$2,750.00	\$1,850.00	\$1,600.00
2. Friday	\$3,000.00	\$1,850.00	\$2,000.00
3. Saturday	\$4,000.00	Not Available	\$3,000.00
4. Sunday	\$2,100.00	\$1,850.00	\$1,800.00
Kitchen Use			
1. Full	\$200.00		\$150.00
2. Fridge and Ice Maker Only	\$100.00		\$50.00
Day Before Decorating (If Available)			
1. 8:00am to 4:30pm	½ of total rent		½ of total rent
2. 5:00pm to 10:00pm	\$500.00		\$50.00 per hour
Meeting Room Rentals (Small Meetings & Events)	Private/For Profit		Non-Profit
Booking Fee & Refundable Security Deposit (Cleaning-Damage)			
1. Booking Fee- Due to Hold Date	\$50.00		\$50.00
2. Security Deposit Non-Alcohol Event	\$500.00		\$500.00
3. Security Deposit With Alcohol Event	\$1,000.00		\$1,000.00
Meeting Rooms (Includes Janitorial Services)			
1. Meeting Rooms 1 OR 2	\$225.00		\$200.00
2. Meeting Rooms 1 AND 2 (Combined)	\$425.00		\$400.00
3. Meeting Room 3	\$225.00		\$200.00
Staffing and Insurance			
1 staff member per 100 people- 5 hour minimum charge. Security requirements vary for different events	\$40.00 per hour per staff member		
Please Note: Event Liability Insurance of \$1 million is required. (Cost varies from \$50.00 - \$200.00). *Clients responsibility to obtain and show event center proof of insurance. *			
Additional Amenities			
1. Coffee (per pot, 25 cups)		\$25.00	
2. Table Toppers		\$3.00 each	
3. Napkins		\$0.50 each	

EASTERN OREGON TRADE & EVENT CENTER (EOTEC)

Section 10, Item B.

4. Table Linens	\$7.00 each
5. Kegeerator	\$100.00
6. A/V Equipment- Projector, Screen, Microphone, etc	\$30.00

Please Note: Fees in "Additional Amenities" are subject to change per vendor notice.

Other Venues

1. Rodeo Arena	Contact EOTEC for Pricing
2. Barns	Contact EOTEC for Pricing
3. Outdoor Grounds	Contact EOTEC for Pricing

EOTEC
1705 E. Airport Rd, Hermiston, OR 97838
541-289-9800
<https://eotechemiston.com/>

Festival Street

Festival Street- Per day Rental 8:00am to 10:00pm	
1. Festival Street use	\$400.00
2. Refundable Booking/Security Deposit- Due to hold event date	\$500.00
Please Note: Other fees may apply at a cost recovery basis. You will be held financially responsible for any damages, repairs or cleaning of the reserved areas resulting from your use.	
Miscellaneous Rentals	
1. Event Tent 78' x 40'	\$250.00 per event
2. Other Rentals & Amenities	As Established
Reservations may be made through: Hermiston Community Center 415 S. Hwy 395, Hermiston, OR 97838 541-667-5018	

Franchises

Miscellaneous	
1. Application and Review Fee	\$350.00 Unless otherwise provided in franchise agreement
Registration Fee	
1. Telecommunications- One Time Only	\$50.00
Solid Waste	
1. Franchise Fee	3%
2. Billing and Collection Services	12%
Small Cell Wireless	
1. Annual Franchise Fee	\$270.00 for each Small Wireless Facility installed or maintained. Will increase 3% every January 1, beginning January 1, 2022.
2. Interest and Late Fees	Annual rate equal to the greater of 1% per month or the maximum rate allowed by law.
3. Additional Fees	As established
All Grantees must pay a franchise fee to the City through the duration of its franchise, as follows:	
<p>A. For all grantees, except as provided in paragraphs B and C, a fee of 5% of gross revenues paid quarterly, unless otherwise provided in the franchise agreement. Gross revenue is defined in Section 170.04.050 of the Hermiston Municipal Code.</p> <p>B. The franchise fee for a telecommunication utility shall equal 5% of its gross revenue on exchange access services earned within the boundaries of the City.</p> <p>C. For limited use telecommunications grantees, a minimum annual fee, payable in advance, of \$1,000.00 or \$1.00 per linear foot of right-of-way used, whichever sum is greater. This fee will increase annually in July of each year, by multiplying the fee by a fraction, the numerator of which is the CPI Index Figure for the month of March preceding the July in which the fee is to be increased and the denominator of which is the Base CPI Index Figure. As used in this section, "Index" refers to the All Urban Consumers (CPI-U), U.S. City Average, CPI Index published by the Bureau of Labor Statistics of the United States Department of Labor. "Base CPI Index Figure" will refer to the Index number indicated for the month of March, 1998, and the "CPI Index Figure" for any other month will refer to the Index number for that month.</p>	
Please Note: Beginning July 1, 2001, the fee will be \$1.00 per linear foot. This fee will increase annually by the CPI Index as set forth above. The base CPI will be January of 2001. A limited use telecommunication grantee is defined as one whose franchise limits the amount of linear feet the grantee may occupy, or one who has a franchise as of October, 1998, for the purpose of long-distance telecommunications.	
Right-of-Way Permit	
1. Diminished Pavement Life Fee- For any construction requiring pavement cuts or excavation within a public right-of-way.	The franchise applicant shall acquire a City of Hermiston permit {§94.37(A)} to utilize City right-of- way and meet all fee and construction standards as specified.
2. Construction Permit Fee	the applicant must pay a permit fee equal to \$500.00 or ¼ of one percent (.25%) of the estimated cost of constructing the telecommunications facilities, whichever is greater; unless otherwise provided in a franchise agreement, prior to issuance of a construction permit for construction within the public right-of-way.

Garbage & Recycling Services

Miscellaneous Services & Fees

FREE Yard Trimming Permits

Free residential yard trimming disposal permits are available, upon request, for residential customers in good standing and can be obtained at: City Hall, 180 NE 2nd Street, Hermiston.
Permit is valid for two months from issuance date.

FREE Recycling Centers located in Hermiston

1. 1692 NW Geer Road, near Theater Sports Park
2. 81144 N. HWY 395, at Sanitary Disposal

Account Set-Up (non-refundable)

- | | |
|-------------------|---------|
| 1. Garbage (only) | \$10.00 |
|-------------------|---------|

1. Mechanically Emptied Carts & Containers

A. 35-Gallon Cart, Served Weekly

- | | |
|---|---|
| 1. Residential and Commercial Curb | \$12.70 per month |
| 2. Walk-in Charge | \$6.68 per month |
| 3. Reduced Residential Rate:
For relief of those residents who are experiencing a financial hardship and meet income qualifications, a Reduced Utility Rate Application may be obtained at City Hall for a reduced monthly charge calculated at 50 percent of the base rate of their water and sewer bill, as well as a monthly discount in garbage service. | \$10.46 per month
Only one allowed at this rate. |

B. 90-Gallon Cart, Served Weekly

- | | |
|---------------------|------------------|
| 1. Residential Curb | \$21.13per month |
| 2. Commercial Curb | \$25.97per month |
| 3. Walk-in Charge | \$6.68 per month |

C. Commercial Yard & Cardboard Containers

- | | |
|--|-----------------------|
| 1. (1) 1.5- Yard Container (Service available Mon-Sat): | |
| a. Served once a week | a. \$ 87.87 per month |
| b. Served twice a week | b. \$166.35 per month |
| c. Served three times a week | c. \$244.83 per month |
| d. Served four times a week | d. \$323.31 per month |
| e. Served five times a week | e. \$401.73 per month |
| f. Served six times a week | f. \$480.27 per month |
| 2. (1) 2- Yard Container (Service available Mon-Sat): | |
| a. Served once a week | a. \$114.24 per month |
| b. Served twice a week | b. \$217.19 per month |
| c. Served three times a week | c. \$320.14 per month |
| d. Served four times a week | d. \$423.09 per month |
| e. Served five times a week | e. \$526.03 per month |
| f. Served six times a week | f. \$626.98 per month |
| 3. Cardboard Recycling Container: | |
| a. Serviced up to 5 days a week Mon-Fri is available Recycling | a. \$12.45 per month |
| b. Compactor Haul | b. \$207.86 per month |
| c. Demurrage per day after 7 days | c. \$5.01 per month |

D. Regulations

1. 1.5- Yard container and larger containers must be placed on a hard level surface in a location that will prevent container run-away.
2. Containers placement must be easily accessible to truck and collector.
3. Cart placement must be at curb or roadside.

2. Dropbox

A. Service within 7-day period

1. Prepayment: Required to reserve a dropbox and applied to first bill.	\$200.00
2. Delivery Fee	\$46.10 for the first box
3. Weighing up to 5 tons	\$65.12 haul fee plus \$6.52 per cubic yard or \$73.34 per ton, whichever is greater
4. Weighing 5 tons or greater	\$255.57 haul fee plus \$39.27 per ton
5. Demurrage charge per box after 7 th day	\$5.01 per day

B. Regulations

1. Dropboxes are priced and can be loaded-level full with a maximum weight of 10 tons.

3. Compacted Dropbox

A. Compactor on call

1. Weighing up to 5 tons	\$85.57 per hour haul fee plus \$6.52 per cubic yard or \$73.34 per ton, whichever is greater
2. Weighing 5 tons and greater	\$255.57 haul fee plus \$39.27 per ton

B. Regulations

1. Maximum weight of 10 tons when full.

4. Fines & Penalties (not already listed above)

Disconnection/Reconnection (due to non-payment)	\$20.00
Return Service (Did not set-out cart. Same day only)	\$15.00

Please Note: Service shall be restored only upon full payment of account, including: any other costs or fines imposed by the City or Sanitary Disposal.

**All solid waste services, as specified in this section, are subcontracted to:
 Sanitary Disposal
 81144 N. Hwy 395, Hermiston, OR 97838
 541-567-8842**

Harkenrider Senior Center

Discounted Rates for Non-Profit Organization may be provided.

Great Room Rental (Large Meetings & Events)

Includes: Janitorial, Staff Support, and Tear Down.

1.	0-99 Guests		
	a. Half Day (1-5 Hours)	a.	\$300.00
	b. Full Day (6+ Hours)	b.	\$500.00
2.	100-200 Guests		
	a. Half Day (1-5 Hours)	a.	\$425.00
	b. Full Day (6+ Hours)	b.	\$700.00
3.	Day Before Decorating- During business hours M-F 8:00am-5:00pm		\$250.00
4.	Set-Up- By Center Staff		\$450.00
5.	Refundable Cleaning/Damage Deposit- Due to Hold Date		\$100.00

Security Guards and Insurance

Security: Security Guards may be required for event rental. The number of guard(s) are dependent on the numbers of guests and length of your event.

Insurance: Event Liability Insurance of \$1 million is required. (Cost varies from \$50.00 - \$200.00). *Clients responsibility to obtain and show event center proof of insurance. *

Small Meetings & Events	Staff Set Up	Half Day (1-5 Hours)	Full Day (6+ Hours)
Includes: Janitorial, Set-Up/Tear down & Staff Support			
1. Breakout Room (25 guests max)	NA	\$125.00	\$200.00
2. Refundable Cleaning/Damage Deposit- Due to Hold Date		\$50.00	

Additional Amenities

1. Coffee & Ice Water (30 guests)	\$25.00
2. Table Toppers	\$6.00 each
3. Napkins	\$0.50 each
4. Table Linens	\$6.00 each

Please Note: Fees in "Additional Amenities" are subject to change per vendor notice.

Contact the **Parks and Recreation Department** at 415 S. Hwy 395, Hermiston, OR 97838 or at 541-667-5018 to reserve the Senior Center for your event during the following hours:
 Monday-Friday 3pm to 10pm
 Saturday & Sunday

Contact the **Senior Center Board** at 255 NE 2nd St., Hermiston, OR 97838 or at 541-567-3582 to reserve the Senior Center for your event during the following hours:
 Monday-Friday 8am to 3pm

Hermiston Energy Services (HES)

Customer Service Policies, Rates, and Associated Fee Manual

Last adopted/amended:

[November 9, 2020 by Resolution No. 2167](#)

All electric services, as specified in this resolution, are contracted to:

Umatilla Electric Cooperative (UEC)

750 W. Elm Ave, Hermiston, OR 97838

541-567-6414

<https://www.umatillaelectric.com/>

Library

Library Card		
1. Hermiston Resident: Live in 97838 zip code		Free
2. Temporary: If you live in the 97838 area and can provide acceptable identification		\$8.75 for three months
3. Non-Resident: If you do not live in the 97838 area, or do not have acceptable identification		\$35.00 per year
4. Replacement Card: lost or stolen		\$2.00
Inter-Library Loans (ILL) & Sage Library System (SLS): Patrons may place Inter-library Loan requests for items not found in the Hermiston Public Library. Patrons will be notified of the item(s) arrival and will have seven days to retrieve the item(s).		
1. Requesting items from SLS- Retrieved item(s)		Free
2. Searching Fee for Requesting items from ILL- Payable at time of request & is non-refundable, regardless of loan success.		\$3.00 Other fees may apply from lending library
3. Requesting items from ILL and/or SLS- Failed to retrieve item(s)		\$5.00, after first notice
Research Services		
1. All research requests- For example: "Who was X building named after?"		As established in "Administration & General Fees" under "Processing Fees"
2. Obituaries from Hermiston Herald		
a. Self Service	a. Free	
b. Staff Completion	b. As established in "Administration & General Fees" under "Processing Fees"	
Fines & Collections		
1. Overdue Late fees: for Books, Audiobooks, Magazine, Videos/DVDs, High Demand Items:		\$0.20 per item per day \$5.00 Maximum fine per item
2. Overdue Late fees: for special or temporary collections		Cost Varies
3. Collections: Library accounts of \$50.00 or more in arrears, and are more than 60 days past due, will be turned over to collections.		As established in "Administration & General Fees" under "Fines & Penalties"
Damaged Materials		
1. Repair fee: Items requiring less than one-hour of repair		Charged at \$5.00 per 15-minute increments \$5.00 minimum charge
2. Replacement fee: Items requiring more than one-hour of repair		Actual Cost
3. Labels, Bar Codes & Book Pockets: Missing or damaged		\$1.00
4. Video/Audio Covers		\$5.00
5. CD/Media Parts		Actual Cost of missing or damaged part(s). When parts cannot be purchased individually, a replacement cost for the entire set will be charged.
Room Rental for Small Meetings & Events		
Includes: Tables, Chairs, & Staff Support		
Program Room (73 guests max) Refundable Cleaning/Damage Deposit- Due to Hold Date		\$100.00
Miscellaneous Services		
1. Printing & Copying – Self Service	\$0.10 per page for black and white	\$0.50 per page for color

LIBRARY

2. USB Stick, Headphones, etc	Actual Cost
3. Other Misc. Items and Services	As Established

Hermiston Public Library
235 E Gladys Ave, Hermiston, OR 97838
541-567-2882

Parks and Recreation

Recreation Department		
Recreation Programs & Classes		
Volleyball, Football, Art, Archery, etc	As established per program	
Parks Department		
Park Rental		
EXCLUSIVE USE of entire park or portions of park.	Fees are established for a variety of services on a cost recovery basis which may include tables, garbage cans, staffing, lighting, and other costs to the City. This fee may be waived by the City Manager or designee if the reservation is in conjunction with a community-wide event	
Shelter Rental		
❖ Reservations from April 1 st – September 31 st .		
❖ Reservations are closed from October 1 st - March 31 st but can be used for free at a first-come first-serve basis. Tables from the Parks Department are not available to use/rent during these months.		
1. Weekday (M-TH) 4 Hour Rentals at ALL PARKS from: a. 10:00am-2:00pm or b. 3:00pm-7:00pm Includes the use of 4 tables	Resident \$50.00	Non-Resident \$75.00
2. Weekend (FRI-SUN) Rentals: a. 4 Hour Rental @ McKenzie, Hodge, Victory 1. 10:00am-2:00pm or 2. 3:00pm-7:00pm b. 3 Hour rental @ Butte Park Kiwanis Shelter & Rotary Shelter 1. 9:00am-12:00pm, 2. 1:00pm-4:00pm or 3. 5:00pm-8:00pm Includes the use of 4 tables	Resident \$65.00	Non-Resident \$90.00
Please Note: Other fees may apply at a cost recovery basis, include, but not limited to paying a Security Deposit. You will be held financially responsible for any damages, repairs or cleaning of the reserved areas resulting from your use.		
Miscellaneous Rentals		
1. Event Tent 78' x 40'	\$250.00 per day	
2. Other Rentals & Amenities	As Established	
Parks and Recreation Department is located in the Community Center 415 S. Hwy 395, Hermiston, OR 97838 541-667-5018		

Planning & Zoning

Accessory Dwelling	
1. Permit- shall be charged upon application for a building permit for an accessory dwelling.	\$200.00
Compliance Reviews	
1. Civil Drawings	
a. 1-2 Reviews	a. \$500.00
b. 3+ Reviews	b. \$1,000.00 per review
2. Zoning Standards Permit Compliance Review	\$75.00
3. Development Agreement Legal Costs (to prep & review agreements)	\$200.00
4. Site Plan Review- New/Initial/Expansion	\$550.00
5. Final Plat Review	\$275.00
Land Use Actions	
1. Addressing Assignment, adding or changing	\$25.00
2. Annexation	\$900.00
3. Appeal of Planning Commission Decisions	\$700.00
4. Appeal of Planning Department Decision	\$250.00
5. Comprehensive Plan/Plan Map Amendment	\$1,500.00
6. Conditional Use	\$800.00
7. Land Partition, Minor	\$775.00
8. Planned Unit Development	\$1,500.00 + \$10.00 per lot
9. Property Line Adjustment	\$300.00
10. Public Right-of-Way Vacation	\$900.00
11. Subdivision/Land Partition, Major	\$1,250.00 + \$10.00 per lot
12. Subdivision- Replat	\$500.00 + \$10.00 per lot
13. Variance- Major	\$800.00
14. Variance- Minor	\$475.00
15. Zone Text Amendment	\$1,500.00
Miscellaneous Services	
1. Administrative Action- Includes requests such as: DMV certification, zoning confirmation, land use compatibility statement, or similar documentation	\$35.00 Research Fee's are as established in "Administration & General Fees" under "Processing Fees"
Planning Department	
180 NE 2 nd Street, Suite 211, Hermiston, OR 97838 541-667-5010	

Police Department

Law Enforcement -Effective 04/01/2024	
Law Enforcement Staffing Fee- Added to each utility bill (water, sewer, garbage).	\$5.00 per month
Violations (cannot exceed amount established by state law)	
1. False certification	Not more than \$1,000.00
2. Class A, B, C, & D Individual Violations	Maximums permitted by State Law
3. Class, A, B, C & D Corporation Violations	Double the maximum of Individual Violations
4. Towing and Impoundment	As established by Towing Company
Miscellaneous Services	
1. Fingerprinting (Livescan Prints only – No ink prints provided)	\$20.00
2. Bicycle Registration (Residents living within city limits only)	Free
Prints & Public Records	
Please Note: Requestors must pre-pay the estimated cost of request. If the actual charges are less than the pre-payment, then the over- payment shall be refunded.	
Documents & Photocopies (Does not include other fees)	
1. Black & White (up to 11x17)	Single: \$0.25 per page Double-Sided: \$0.50 per page
2. Color (up to 11x17)	Single: \$1.00 per page Double-Sided: \$2.00 per page
3. Black & White and Color (larger than 11x17)	Actual Cost
Media (Does not include other fees)	
1. DVD, CD or USB	Actual Cost
2. Audio & Video Recording, in addition to any other fees.	\$35.00 per hour- Minimum Charge
Police Investigation Reports	
1. Digital Copy- Includes: The initial report and supplemental reports completed at the time of request, along with color full-page photographs.	\$20.00
2. Printed Copy- Includes: The initial report, supplemental reports completed at the time of request, along with color photographs in gallery/thumbnail view.	\$20.00, plus \$1.00 per full-page color photos
Discovery	
1. Criminal Offense: Court Appointed Attorney	Free
2. Criminal Offense: Retained Attorney	\$20.00
3. Violation Offense: Digital Standard Packet	\$20.00
4. Violation Offense: Printed Standard Packet	\$20.00 with potential additional "Media" fees
Miscellaneous	
1. Police CAD (Computer Aided Dispatch) Incident report	\$20.00
2. Citation copy	\$5.00
3. Mugshot copy	\$5.00

POLICE DEPARTMENT

4. Address/Name Record Check	\$20.00
5. Mailing Services	Actual Cost
Records Request Processing Fees (Does not include other fees)	
1. Lengthy Requests (request over 15 mins to complete) <ul style="list-style-type: none"> • Fee's charged at 15 min increments. • Requests less than 15 mins to process may be waived, excluding serial requests. 	\$35.00 per hour
2. Attorney Fees	Actual Cost

Hermiston Police Department, Bob Shannon Safety Center

330 S. 1st Street, Hermiston, OR 97838

541-567-5519 (Business)

541-966-3651 (Dispatch)

541-667-5148 (Anonymous Tip Line)

Public Transit-Taxicab & Bus Services

Taxicab Services	
Cab Fares	
1. Senior and Disabled Taxi Tickets	\$3.00 per ticket
2. General Public Taxicab Fares	As established by taxicab company
WORC Program	
1. Hermiston City (live and work in City limits)	\$30.00 (10 one-way trips)
2. Hermiston Zip (live or work outside of City limits)	\$32.50 (10 one-way trips)
3. Hermiston Plus (live and work outside of City limits but in Hermiston zip code)	\$57.50 (10 one-way trips)
4. West-End (live and work in Stanfield or Umatilla)	\$90.00 (10 one-way trips)
Please Note: Senior & Disabled and WORC Program Participants must sign up and purchase tickets at Hermiston City Hall prior to receiving a ride.	
Taxicab Company	
Operating Certificate (Charged at the time of application)	
1. Application and Renewal Fee	\$50.00
2. Late Renewal Fee	\$100.00
Taxicab Drivers (Charged at the time of application)	
1. Application/Renewal Fee	\$25.00
2. Late Renewal Fee	\$50.00
Bus Services	
1. HART (Hermiston Area Regional Transit) A fixed route within the city limits of Hermiston with several connections to the Hopper Bus	Free
2. Hopper A fixed route with connections to: Pendleton, Umatilla, Irrigon, Stanfield, and Echo.	Free
<p>Taxicab Services are contracted to: Umatilla Cab Co. 2430 N. 1st Street, Hermiston, OR 97838 541-567-6055</p> <p>Bus Services are contracted to: The Confederated Tribes of the Umatilla Indian Reservation, Kayak Public Transit 46411 Timíne Way, Pendleton, OR 97801 541-276-3165 https://ctuir.org/</p>	

Sewer Department

Account Set-Up (non-refundable)

See "Water Department"

Sewer Usage Calculations	Monthly Base Rate	Calculated Monthly Usage Rate (per 1,000 Gallons)
Rates Adjusted: March 1, 2024		
1. Residential	\$40.67	\$3.49
2. Commercial	\$40.67	\$3.49

Please Note the Following:

- ❖ **Sewer Annual Adjustment:**
The Monthly Base Rate, and the Calculated Monthly Usage Rate, shall be adjusted each March 1, by an amount equal to the annual percentage change in the Engineering News-Record Construction Cost (20-City Average) Index averaged for the three preceding calendar years.
- ❖ **Monthly Usage Calculation:**
Calculated Monthly Usage shall be established each March based on the customer's average monthly winter water usage for the most recent December, January, and February time frame as established above in "Sewer Annual Adjustment".
- ❖ **New Customers:**
New customers who begin service between:
 - February 1 and November 30- shall be billed at an assumed Monthly Usage of 5,000 gallons per month.
 - December 1 and January 30- shall be billed at an assumed Monthly Usage of 5,000 gallons per month until a new Calculated Monthly Usage is established using the average of all full months of service received in December through February.
- ❖ **Reduced Utility Rate:**
For relief of those residents who are experiencing a financial hardship and meet income qualifications, a Reduced Utility Rate Application may be obtained at City Hall for a reduced monthly charge calculated at 50 percent of the base rate of their water and sewer bill, as well as a monthly discount of garbage service (see "Garbage & Recycling Services").

Fines & Penalties

1. Late/Delinquent Payments	See "Water Department"
2. Disconnection/Reconnection (combined fee)	See "Water Department"

Please Note: Service shall be restored only upon full payment of account, including: any other costs incurred by the City and any fines imposed.

Commercial Independent Discharge Users

- ❖ Commercial independent discharge users must operate and maintain independent wastewater disposal facilities which are currently licensed by the State of Oregon for the disposal of wastewater. During all times when approved and licensed wastewater facilities are operable, the rate for discharge to the public treatment works will be based on the actual metered flow of discharge.
- ❖ The metered users of the class will provide access to City personnel to read the meter in each billing period. They will also provide an annual calibration and certification of the metering device from an individual certified for such verification.

Industrial Discharge Users: Industrial Users are defined as any existing, or prospective, user of the sewer system who exceeds the Recycled Water Treatment Plant's design parameters for treating BOD, TSS, or Ammonia, by more than 50%.

- ❖ **Usage Rates:** Industrial Users shall pay the same Monthly Base Rate, and Calculated Monthly Usage Rate as identified for Residential and Commercial Users. However, Industrial Users' usage shall be metered monthly, and billed based on their monthly discharge year-round.
- ❖ **Surcharge Rates:** In addition to consumption rates, Industrial Users shall be charged the following surcharge rates.
 1. BOD: \$1.46/lb.
 2. TSS: \$1.56/lb.

3. Ammonia: \$1.59/lb.

- ❖ **Sampling:** The Utility shall install a discharge meter for Industrial Users capable of taking samples throughout the month. Samples shall be taken up to 10 times per month and tested for the discharges which exceed the RWTP design parameters. Sampled discharge amounts shall be averaged monthly. The sampled average shall be combined with the metered volumetric discharge to determine the customer's surcharge bill monthly.

Vactor Use (Municipality use only, with prior authorization from City Manager or designee)

Vactor use	\$350.00/hour with the addition of 2 operators at 1.5 hourly wage and full benefits package rate.
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Waste Disposal at Plant

1. Septic Tank & Portable Toilet Waste Disposal	\$0.25/gallon – Minimum of 100 gallons
2. Recreational Vehicles (RV)	Free

Sewer (Recycled Water) Department
 2205 N. First Place, Hermiston, OR 97838
 541-567-5272

Street Department

Sidewalk & Driveway Permits

All sidewalk & driveway improvement permits	\$50.00
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Street Excavation Permits

All right-of-Way Cut Permits:

1. Less than 50 lineal feet, and less than 48" in width	1. \$50.00
2. More than 50 lineal feet, and less than 48" in width	2. \$50.00 plus \$1.00 per lineal foot
3. More than 50 lineal feet, and more than 48" in width	3. \$50.00 plus \$1.00 per lineal foot and replace at least 8' of paving width with an approved paving machine.

Please Note: Fees shall be doubled if the start of construction occurs prior to application and approval of the permit. The above amounts do not include repairs needed for Right-of-Way cuts.

Swale Alteration Permits

Any conversion of a stormwater swale from a grassy swale to a rock swale requires a permit.

1. 4' wide existing grassy swale	\$21.50 per linear foot of swale
2. 6' wide existing grassy swale	\$23.98 per linear foot of swale
3. Deposit- Will be credited to final permit fee	\$250.00

Please Note: Swale alteration will be completed by City Crews on a first-come-first-served basis. Customers wishing to have the work done must pay a deposit to be placed on the list. Prior to beginning work, City crews will verify the dimensions of the swale to be converted and calculate the total permit fee owed; the customer must make that payment prior to work commencing.

Street Dept. fees are processed by the Building Department

180 NE 2nd Street, Suite 211, Hermiston, OR 97838

541-667-5025

System Development Charges & Connection Permits

A. System Development Charges (SDC's)

Fees are due and payable upon issuance of permit for connection

Alternative Calculations, Credit's, and Exemptions for SDC's may apply or be requested as set forth in Resolution No. 2191.

Please Note: ORS 223.304(8) allows for periodic adjustments in SDC rates. Therefore, the City shall adjust rates on or about January 1st of each year to account for expected changes in the Acquisition and Development Cost Adjustment as set forth in Resolution No. 2191.

Table A-1: Water, Sewer, Parks, & Transportation SDC's
Please Note: Park SDC Fees are not applicable to Commercial Connections

Click the link below to view the last adopted/amended SDC Table.

[June 28, 2021 by Resolution No. 2191](#)

Connection Permits Fees

There is a \$25.00 account set-up fee added to each meter installation. This charge is payable at the time of permit purchase. Additional charges may be due subject to water line installation assessment.

Table B-1: Single Residential & Commercial Connection Permit Fees

Meter Size	Water	Single Residential Sewer	Commercial Sewer
3/4"	\$900.00	\$275.00	\$300.00
1"	\$1,000.00	\$275.00	\$300.00
1 1/2"	\$2,100.00	\$275.00	\$300.00
2"	\$3,100.00	\$275.00	\$300.00
3"	\$4,700.00	\$275.00	\$300.00
4"	\$5,800.00	\$275.00	\$300.00

Table B-2: Multi-Unit Sewer Connection Permit Fees

- ❖ Water Connection fee depends on meter size as indicated in "Table B-1" above.
- ❖ Connection permits for assisted living facilities are based on number of living units.

No. of Units	Connection Fee	No. of Units	Connection Fee	No. of Units	Connection Fee
1	\$275.00	18	\$695.00	35	\$900.00
2	\$325.00	19	\$710.00	36	\$910.00
3	\$375.00	20	\$725.00	37	\$920.00
4	\$425.00	21	\$740.00	38	\$930.00
5	\$455.00	22	\$755.00	39	\$940.00
6	\$485.00	23	\$770.00	40	\$950.00

SYSTEM DEVELOPMENT CHARGES & CONNECTION PERMITS

7	\$515.00	24	\$785.00	41	\$960.00
8	\$545.00	25	\$800.00	42	\$970.00
9	\$560.00	26	\$810.00	43	\$980.00
10	\$575.00	27	\$820.00	44	\$990.00
11	\$590.00	28	\$830.00	45	\$1,000.00
12	\$605.00	29	\$840.00	46	\$1,010.00
13	\$620.00	30	\$850.00	47	\$1,020.00
14	\$635.00	31	\$860.00	48	\$1,030.00
15	\$650.00	32	\$870.00	49	\$1,040.00
16	\$665.00	33	\$880.00	50	\$1,050.00
17	\$680.00	34	\$890.00	51+	**See Below

**Sewer Connection Permit Fee for more than 50 units is \$1,050.00 plus \$5.00 for each additional unit.

Building Department
 180 NE 2nd Street, Suite 211, Hermiston, OR 97838
 541-667-5025

Transient Room Tax

Imposed Tax: Rent charged for the sale, service or furnishing of transient lodging defined in Ordinance No. 2236 passed 12/14/2015.

Imposed Tax Exemptions: Taxes shall not be charged to those listed under "Exemptions" in Ord 2236.

1. 1 to 6 consecutive days of occupancy by the same person	9% Effective 04/01/2024
2. 7 to 30 consecutive days of occupancy by the same person	2.5%
3. More than 30 consecutive days of occupancy by the same person, or rent paid for the entire month	None

Please Note: Taxes shall exclude the sale of any goods, services and commodities, other than the furnishing of rooms, accommodations, and parking space in recreational vehicle parks.

Tourism Promotion Assessment Charge

Hotels

1. 1 to 30 consecutive days of occupancy by the same person- through 12/31/2030	\$2.00 per night rented
2. More than 30 consecutive days of occupancy by the same person, or rent paid for the entire month- through 12/31/2030	None
3. 1 to 30 consecutive days of occupancy by the same person- effective 01/01/2031	\$1.00 per night rented
4. More than 30 consecutive days of occupancy by the same person, or rent paid for the entire month- effective 01/01/2031	None

Recreational Vehicle Park

A. 1 to 30 consecutive days of occupancy by the same person	\$1.00 per space night rented
B. More than 30 consecutive days of occupancy by the same person, or rent paid for the entire month	None

Collection of Transient Tax Funds- Shall be paid by the transient to the transient tax collector at the time that rent is paid.

Collected Each Quarter	Collection Process
Less than \$100.00	None.
\$100.00 or more	The taxes and charges shall be filed with the Finance Director or designee.

Delinquencies and Interest from Transient Tax Collector

A. Original Delinquency- Imposed on any transient tax collector who has not been granted an extension of time for remittance but pays prior to delinquency established	10% of tax & charges due, in addition to the amount of the tax and charges
B. Continued Delinquency- Imposed on any transient tax collector who has not been granted an extension of time for remittance and is more than 30-days past due	25% of tax & charges due, in addition to the amount of the tax and charges
C. Fraud- Nonpayment of any remittance due to fraud or intent to evade	25% of tax & charges due, in addition to subsections (A) or (B) of this section
D. Interest- In addition to the penalties imposed, any transient tax collector who fails to remit any tax or charge imposed when due	0.5% per month without prorations, exclusive of penalties, until paid

Petition for waiver: Any transient tax collector may petition the City Council for waiver and refund of the penalty or any portion thereof as established in Ord 2236.

Water Department

Account Set-Up (non-refundable)

Water and/or Sewer, with or without Garbage Services	\$25.00
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Water Usage Calculations (per 1,000 gallons)	Base Rate	0-15,000 Gallons	>15,000 Gallons
Rates Adjusted: March 1, 2024			
1. Residential	\$34.87	\$0.58	\$4.05
2. Commercial	\$34.87	\$0.58	\$4.05

Please Note the Following:

- ❖ **Water Usage Annual Adjustment:**
The Monthly Base Rate, and the Water Usage Rate, shall be adjusted each March 1, by an amount equal to the annual percentage change in the Engineering News-Record Construction Cost (20-City Average) Index averaged for the three preceding calendar years.
- ❖ **Reduced Utility Rate:**
For relief of those residents who are experiencing a financial hardship and meet income qualification, a Reduced Utility Rate Application may be obtained at City Hall for a reduced monthly charge calculated at 50 percent of the base rate of their water and sewer bill, as well as a monthly discount of garbage service (see Garbage & Recycling Services”).

Fines & Penalties

1. Late/Delinquent Payments: All unpaid bills & charges for water, sewer & garbage services, not paid within 10 days of issuance of statement.	Additional 5% imposed on the gross combined billing
2. Disconnection/Reconnection (combined fee): Due to non-payment and/or failure to comply with water shortage emergency regulations	\$20.00
3. Tampering Act: For any unauthorized alteration or attempted alteration to: <ul style="list-style-type: none"> • Reconnect services, once disconnected • Component(s) or locking mechanism • Other unauthorized access 	\$25.00 per occurrence, plus any additional charges for repairs or replacements due to damage(s)

Please Note: Service shall be restored only upon full payment of account, including: any other costs incurred by the City and any fines imposed.

Water Meter Inspection

Consumer requested inspection & testing of meter	\$15.00
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Miscellaneous Services

Fire Hydrant Meter	\$1,400.00 Deposit	Double Water Rate. Charged Monthly.
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View Water Usage – Eye On Water: As part of our ongoing efforts to improve services to our customers, we offer direct access to view your water usage data. The **EyeOnWater** website and FREE App (available for Android and IOS users) have a variety of available tools to review and analyze your water use. With these tools you are able to view your hourly usage, easy to understand graphs and the ability to establish alerts – including identifying potential water leaks.



To get started go to <https://eyeonwater.com> or scan the QR Code on the right-hand side of this page. You will need your account number (excluding the decimal points), zip code and a valid email address.

Water Department Services are located at City Hall
180 NE 2nd Street, Hermiston, OR 97838
541-567-5521



Where Life is Sweet

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

Title/Subject

Ordinance No. 2353 – Amending Chapter 70 and Chapter 72 of the Hermiston Municipal Code

Summary and Background

The Traffic code has been reviewed with the following amendments proposed:

- §70.99(A) amends the penalty of traffic violations to a D violation unless noted in (B)
- §72.03(k) adds a parking violation for parking on a street that has been closed by the city or by a permit issued by the City
- §72.08(A) is amended by adjusting the language regarding the USPS and is amended by removing subsection (B) which is then becomes new subsection §72.11
- §72.10 amends the parking citation procedure by having all traffic tickets filed with the municipal court

Tie-In to Council Goals

N/A

Fiscal Information

N/A

Alternatives and Recommendation

Alternatives

1. Adopt Ordinance No. 2353
2. Amend Ordinance No. 2353
3. Reject Ordinance No. 2353

4. Table and request more information

Recommended Action/Motion

Motion to adopt Ordinance No. 2353 as proposed.

Submitted By:

Richard Tovey

ORDINANCE NO. 2353**AN ORDINANCE AMENDING CHAPTER 70 GENERAL PROVISIONS AND CHAPTER 72 PARKING REGULATIONS OF THE HERMISTON MUNICIPAL CODE**

Whereas, the staff of the City of Hermiston is conducting a review of the City's Code of Ordinances, now, therefore:

THE CITY OF HERMISTON ORDAINS AS FOLLOWS:

(New language is in red and underlined and repealed language has a line through it.)

Section 1. Subsection 70.99 of the Hermiston Municipal Code is amended as follows:**70.99 PENALTY.**

- (A) Violation of this Traffic Code is a Class D violation.
- (B) The following violations are Class B violations:
 - (1) §71.01 Permits for Parades
 - (2) §71.06 Operating Trucks over City Streets
 - (3) §72.06 Storage and Parking of Trucks, Trailers, and the Like
 - (4) §72.09 Parking and Using Recreational Vehicles for Sleeping or Living Purposes outside Recreational Vehicle Parks

~~Anyone who violates any provision of this Traffic Code, where no specific penalty is otherwise provided, commits a Class B violation.~~ Each day any violation continues shall be treated as a separate offense. Violation of a provision of this Traffic Code which is identical to state law shall be punishable by a fine not to exceed the penalty prescribed by the state statute.

Section 2. Subsection 72.03 of the Hermiston Municipal Code is amended as follows:**72.03 PARKING PROHIBITED IN CERTAIN LOCATIONS.**

In addition to provisions of the Motor Vehicle Laws of Oregon prohibiting parking, no person shall park a vehicle:

- (A) Upon any bridge, viaduct or other elevated structure used as a street, unless otherwise indicated by lawfully installed signs.

- (B) In any alley except to load or unload persons or materials not to exceed 30 minutes.
- (C) Upon any street or public property for the principal purpose of:
 - (1) Displaying such vehicle for sale.
 - (2) Greasing or repairing such vehicle except repairs necessitated by an emergency.
 - (3) Selling merchandise from such vehicle except in a duly established marketplace or when so authorized or licensed under the ordinances of this city.
 - (4) Storage or as junk or dead storage for more than 72 consecutive hours.
- (D) Upon any parkway except where specifically authorized.
- (E) In front of a public or private drive.
- (F) Within ten feet of a fire hydrant.
- (G) Within 15 feet of the driveway entrance of a fire station.
- (H) Within the single space markings of city owned or leased property upon which public parking is permitted if the size or shape of the vehicle makes compliance impossible.
- (I) In a space reserved for disabled persons which would constitute a violation of ORS [811.615](#).
- (J) In front of any United States Postal Service owned mailbox or receptacle.
- (K) Upon any street or public property that has been closed for vehicular use by the City or by a permit issued by the City.

Section 3. Subsection 72.08 of the Hermiston Municipal Code is amended as follows:

72.08 EXEMPTION FOR CERTAIN VEHICLES, TOWING.

(A) The provisions of this Traffic Code regulating the parking or standing of vehicles shall not apply to any vehicle of a city department or public utility while necessarily in use for construction or repair work on the street or any vehicle ~~owned~~ used by the United States Postal Service while in use for the collection, transportation or delivery of ~~United States~~ mail.

~~(B) Unless otherwise provided in this chapter, any vehicle parked upon any street, avenue parking strip or public way within the city in violation of this chapter may be towed and impounded. The registered owner or operator shall be liable for all expenses incurred. Post tow notice shall be provided in the manner set forth in ORS 819.180. Sections 70.07(C)(1) through (4) shall apply to all such tows.~~

Section 4. Subsection 72.10 of the Hermiston Municipal Code is amended as follows:

72.10 PARKING CITATION PROCEDURE.

(A) *Citation procedure for certain parking violations.* In lieu of personal delivery of a citation on person committing a violation of this Traffic Code, the citing authority may issue a parking violation notice pursuant to and in accordance with the procedures set forth in ORS 221.333 and Chapter 138. The citation shall instruct the operator to ~~answer to the charge or pay the penalty imposed within ten days, during specific hours,~~ appear on the alleged violation by a set time and date at the Municipal Court ~~and at a specified place.~~

~~(B) *Failure to comply with parking citation.* If the operator does not respond to the parking violation notice attached to the vehicle such that it is received by the city within 15 days, the city, at its option, may mail a letter, by first class mail, postage paid and return receipt requested, to the registered owner of the vehicle informing the owner that a rebuttable presumption exists that the owner was the operator or person in control of the vehicle and that as a result of the failure to respond to the citation within ten days of its issuance the fine has now been doubled and that the doubled fine must be paid within ten days of the date the letter is mailed. If the doubled fine is not paid within ten days, the city, at its option, may request a copy of the parking violation notice be filed with the court and by affidavit request that the court issue an order to appear and show cause on a certain date and time. The order to appear and show cause shall be served personally and a return of service shall be completed and filed with the court.~~

(B) *Registered owner subject to prosecution.* The registered owner of a vehicle receiving a parking violation citation issued pursuant to this section, shall be presumed to be the owner in fact of the vehicle at the time of the citation’s issuance and to be the operator or person in control of the vehicle at the time of the violation. The registered owner of any vehicle may overcome the presumption by presenting sufficient evidence that at the time the violation notice was issued the vehicle’s use was not authorized by the owner, either expressly or by implication.

Section 5. Subsection 72.11 of the Hermiston Municipal Code is added as follows:

72.11 TOWING.

Unless otherwise provided in this chapter, any vehicle parked upon any street, avenue parking strip or public way within the city in violation of this chapter may be towed and impounded. The registered owner or operator shall be liable for all expenses incurred. Post-tow notice shall be provided in the manner set forth in ORS 819.180. Sections 70.07(C)(1) through (4) shall apply to all such tows.

Section 6. All other provisions of the Hermiston Municipal Code remain unchanged and in full effect.

Section 7. The City Recorder is hereby authorized to correct any scrivener’s errors and to conform the revisions to the Hermiston Municipal Code with appropriate numbering.

Section 8. Effective Date. This ordinance shall take effect on the 30th day after its adoption.

ADOPTED by the Common Council this 22nd day of January 2024.

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

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 January 22, 2024

Title/Subject

Ordinance No. 2354 – Amending Chapter 96 of the Hermiston Municipal Code

Summary and Background

Chapter 96 Rules of Conduct for City Property was added to the code in April 2023. The amendments include the following:

- §96.05 - amended to allow police officers to issue exclusion notices effective for 30 days. A second exclusion issued within one year shall be effective for 90 days. Additional exclusions issued within one year of the second exclusion shall be effective for 180 days.
- §96.06 -amended to add the penalty of a Class “A” violation for violating an exclusion notice.

Tie-In to Council Goals

N/A

Fiscal Information

N/A

Alternatives and Recommendation

Alternatives

1. Adopt Ordinance No. 2354
2. Amend Ordinance No. 2354
3. Reject Ordinance No. 2354
4. Table and request more information

Recommended Action/Motion

Motion to adopt Ordinance No 2354 as proposed.

Submitted By:

Richard Tovey

ORDINANCE NO. 2354

AN ORDINANCE AMENDING CHAPTER 96 OF THE HERMISTON MUNICIPAL CODE

WHEREAS, the City of Hermiston created Chapter 96 “Rules of Conduct for City Property” by Ordinance No. 2346 on April 10, 2023; and

WHEREAS, §96.05 allows for individuals to be excluded by the City Manager from city properties for violation of rules set forth in §96.04; and

WHEREAS, it has become necessary to amend §96.05 to allow City of Hermiston police officers the authority to exclude individuals from city property under certain situations; and

WHEREAS, originally under §96.06 there was no penalty for violation of an exclusion order and it is proposed to amend the subsection by making the penalty for violating an exclusion order be a Class A violation.

THE CITY OF HERMISTON ORDAINS AS FOLLOWS:

(New language is in red and underlined and repealed language has a line through it.)

Section 1. Subsection 96.05(A) of the Hermiston Municipal Code is amended as follows:

96.05 CITY PROPERTY EXCLUSIONS.

(A) The exclusion procedures in this section shall be used for city property subject to the rules of conduct in § 96.04.

(1) If a person violates any law or rule of conduct at city property described in § 96.04 while in or upon city property, any police officer or person-in-charge may eject and direct the person to leave the city property for a period of 24 hours.

(2) ~~In addition, t~~ The City Manager may issue an exclusion for any period of time up to one year from city property to any person who violates any rule of law or rule of conduct described in this chapter while in or upon city property.

(3) In addition, a police officer may exclude any person who violates any rule of law or rule of conduct described in this chapter while in or upon city property.
a. Exclusions issued by a police officer shall be effective for 30 days. A second exclusion issued within one year shall be effective for 90 days. Additional exclusions issued within one year of the second exclusion shall be effective for 180 days.

- (B) Notwithstanding this section, if public meetings of the City Council, or of city boards and commissions are held in a city property, an ejection from the public meeting must comply with the rules of order and procedure for the City Council. Any further exclusion from public meetings shall follow the procedure set forth in this chapter.
- (C) Before issuing an ejection or exclusion under this section, ~~the~~ a police officer or person-in-charge shall first give the person a warning and opportunity to desist from the violation of law or rule of conduct. An ejection or exclusion shall not be issued if the person promptly complies with the direction and desists from violating the law or rule of conduct. Notwithstanding the provisions of this section, no warning shall be required if the person is to be ejected or excluded for engaging in conduct that:
- (1) Is classified as a misdemeanor or felony crime.
 - (2) Otherwise involves a controlled substance or alcoholic beverage.
 - (3) Is conduct for which the person previously has been warned or excluded for committing in a public place.
- (D) In determining the appropriate length of exclusion under this section, the City Manager shall consider: the seriousness of the conduct that led to the exclusion; prior instances of violations of the rules of conduct at city property by the person to be excluded; the availability of alternative means for the person to conduct business with city officials and offices; and any other facts or circumstances that the person issuing the exclusion deems relevant.
- (E) The notice of exclusion shall be in writing, signed by the police officer or City Manager and served on the person excluded by a police officer. The notice shall identify the provision of law or rule of conduct the person has violated and contain a brief description of the offending conduct, the places of exclusion, and the start date and end date of the exclusion period. It shall contain a warning of consequences for failure to comply with the notice of exclusion and information concerning the right to appeal the exclusion.
- (F) A person receiving a notice of exclusion may appeal, in writing, to the Code Hearings Officer in accordance with Chapter [136](#) to have the notice of exclusion rescinded. Notwithstanding the provisions of Chapter [136](#), the appeal to the Code Hearings Officer shall be filed within five days of issuance of the notice of exclusion, unless extended by the Code Hearings Officer for good cause shown. The sworn statement of the police officer or person-in-charge who issued or requested the notice of exclusion shall be used as evidence on appeal, unless the appellant requests, in writing, the presence of the police officer or person-in-charge at the appeal hearing.

(G) A person receiving a notice of exclusion may request a limited modification from the City Manager for the purpose of attending a City Council or other public meeting or conducting specific business with a city official or office located at a city property identified in the exclusion notice. The request must be in writing and must identify good cause for the desired modification. The City Manager may deny the request if the business with the city official or office may be conducted through alternate means or deferred until the exclusion period ends, or may deny the request on any reasonable basis. If modification is allowed, the City Manager may impose reasonable conditions for the limited entry and may include a requirement that the person arrange with the City Manager to be escorted into and out of the location where the meeting is to be held or the business is to be conducted.

Section 2. Section 96.06 of the Hermiston Municipal Code is amended as follows:

96.06 VIOLATION – ~~CRIMINAL TRESPASS~~ **PENALTY.**

No person shall enter or remain in any public place at any time during which there is in effect a notice of exclusion issued under this chapter excluding that person from that place. **Violation of an exclusion notice is a Class A violation.** A person who knowingly violates a notice of exclusion from public places under this chapter commits the crime of criminal trespass. (ORS [164.245](#))

Section 4. All other provisions of the Hermiston Municipal Code remain unchanged and in full effect.

Section 5. The City Recorder is hereby authorized to correct any scrivener’s errors and to conform the revisions to the Hermiston Municipal Code with appropriate numbering.

Section 6. Effective Date. This ordinance shall take effect on the 30th day after its adoption.

ADOPTED by the Common Council this 22nd day of January 2024.

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

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 January 22, 2024

Title/Subject

Resolution 2306 Planning Services Contract

Summary and Background

This resolution awards a contract for planning services to Winterbrook Planning of Portland, Oregon. The contract and scope of work are to assist the city in potential expansion of the southern urban growth boundary. The contract amount is for \$233,000 and is expected to last through the middle of 2025.

The city recently completed an industrial lands analysis which was presented to the city council in February of 2023. This analysis demonstrated that the city has a healthy supply of industrial land but lacks an adequate supply of parcels that are at least 100 acres and able to accommodate heavy industry and tech sector industries. The analysis recommended that the city consider expansion of the UGB to add additional employment land to replace recently purchased and/or developed parcels in the south Hermiston area. Specifically, Amazon Data Services has purchased and is developing approximately 250 acres of land which has reduced the city's large tract inventory. The contract for planning services assists the city in implementing these recommendations and potentially adding new land to the UGB on the south side of Feedville Road.

Based upon state and municipal rules for professional services contracting this proposal was not subject to a traditional bidding process as the city council usually sees in public works contracting. Rather, this proposal went through a Request for Qualification process advertised by direct solicitation to potential planning consultants and within the Oregon chapter of the American Planning Association's consultant employment service. The city advertised a request in September of 2023 and received two responses. One response was from Winterbrook Planning of Portland and one response was from 3J Consulting of Beaverton. After reviewing the proposals and interviewing each consultant, Winterbrook was chosen to assist the city and work began on developing the scope of work and contract in November. Professional services also differ from public works contracting in that a consultant does not submit a bid and cost of services. In professional service contracts the consultant will submit their qualifications and a proposal to complete the project and then develop a scope of work, contract, and budget after being selected. This is why the city council does not have two competing dollar figures to complete the work as is usually seen in these reports.

The contract now comes before the city council for approval.

Tie-In to Council Goals

Expansion of the UGB to add additional industrial land to the city is a council goal as is general economic development. These items fall under “Workforce Development: Attract Industry & Jobs.”

Fiscal Information

The proposed contract is for \$233,000 for planning services between now and July 1, 2025. The city will be reimbursed for this expenditure through an existing Memorandum of Understanding for planning services.

Alternatives and Recommendation

Alternatives

- 1. Approve Resolution 2306
- 2. Reject Resolution 2306
- 3. Table

Recommended Action/Motion

Motion to approve Resolution 2306

Submitted By:

Clinton Spencer, Planning Director

RESOLUTION NO. 2306

A RESOLUTION AWARDED A PLANNING SERVICES CONTRACT WITH WINTERBROOK PLANNING AND AUTHORIZING THE CITY MANAGER TO SIGN ALL NECESSARY DOCUMENTS ON BEHALF OF THE CITY

WHEREAS, the City of Hermiston is considering the expansion of the southern urban growth boundary (“UGB”) of the city to potentially add new industrial land; and

WHEREAS, the City recently completed an industrial lands analysis which was presented to the city council in February of 2023.

WHEREAS, this analysis demonstrated that the city has a healthy supply of industrial land but lacks an adequate supply of parcels that are at least 100 acres and able to accommodate heavy industry and tech sector industries; and

WHEREAS, the analysis recommended that the city consider expansion of the UGB to add additional employment land to replace recently purchased and/or developed parcels in the south Hermiston area; and

WHEREAS, a contract for planning services will assist the City in implementing those recommendations; and

WHEREAS, a Request for Qualification was published and the City received two responses. After interviewing both candidates, the City chose Winterbrook Planning based on their qualifications, experience, and ability to work on this specific planning project; and

WHEREAS, Winterbrook Planning has submitted a budget of \$233,000 to complete the project.

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

1. That Winterbrook Planning is awarded the contract for planning services for potential expansion of the southern urban growth boundary.
2. That the City Manager be, and is, hereby authorized to execute and deliver the contract to Winterbrook Planning 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 22nd day of January 2024.

SIGNED by the Council President this 22nd day of January 2024.

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 January 22, 2024

Title/Subject

December 2023 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

None

Alternatives and Recommendation

Recommend approval/acceptance of the December 2023 Financial Report as presented.

Request a motion to approve/accept the December 2023 Financial Report as presented.

Submitted By:

Byron Smith

City Manager

December 2023 Financial Report



Department of Finance
December 2023
(Unaudited)

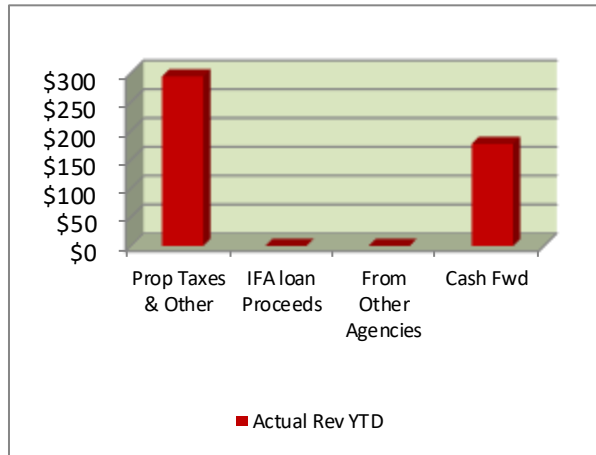
FY2023-2024 Monthly Financial Report

Hermiston Urban Renewal Agency (HURA)

For the Month Ending December 31, 2023

Resources Through December 31, 2023

by Category

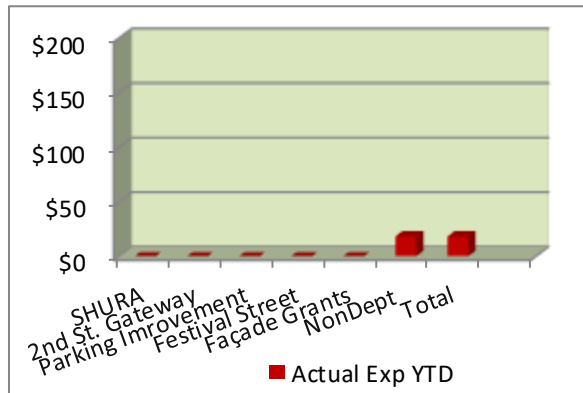


	Annual Proj Rev	Actual Rev YTD	% Var
Prop Taxes & Other	\$ 298	294	99%
IFA loan Proceeds	\$ 496	0	0%
From Other Agencies	\$ 50	0	
Cash Fwd	\$ 177	177	100%
Total	\$ 1,021	\$ 471	46%

Note: Variance is calculated as % of revenue YTD

Expenditures Through December 31, 2023

by Character (in \$1,000)



	Annual Proj Exp	Actual Exp YTD	% Var
SHURA	\$ 496	0	0%
2nd St. Gateway	\$ 360	0	0%
Parking Improvement	\$ 3	0	0%
Festival Street	\$ 3	0	0%
Façade Grants	\$ 20	0	0%
NonDept	\$ 139	18	13%
Total	\$ 1,021	\$ 18	2%

Note: variance is calculated as % of expenses YTD.

The FY2023-24 budget for the Urban Renewal Agency is \$1,020,966. This includes \$496,000 for the beginning of the SHURA project, \$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 \$138,966 for Non-Departmental expenses.

FY2023-2024 Monthly Financial Report

Section 11, Item A.

City of Hermiston, Oregon

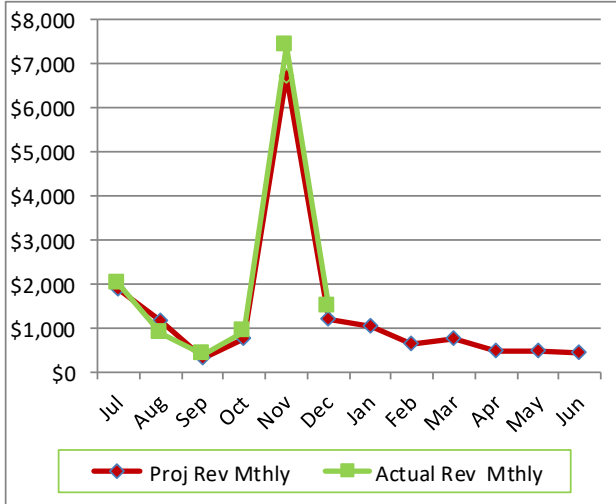
General Fund Resources

For the Month Ending December 31, 2023

General Fund Resources Summary

Through December 31, 2023

(in \$1,000)



	Proj Rev Mthly	Rev Proj Mthly	Actual Rev Mthly	Var Fav/ (Unfav)	% Var
Jul	\$ 1,869	\$ 1,869	\$ 2,011	\$ 142	8%
Aug	\$ 1,174	\$ 1,174	\$ 888	\$ (286)	-24%
Sep	\$ 347	\$ 347	\$ 428	\$ 81	23%
Oct	\$ 754	\$ 754	\$ 927	\$ 173	23%
Nov	\$ 6,720	\$ 6,720	\$ 7,389	\$ 669	10%
Dec	\$ 1,198	\$ 1,198	\$ 1,492	\$ 294	25%
Jan	\$ 1,037	\$ 1,037		\$ -	0%
Feb	\$ 644	\$ 644		\$ -	0%
Mar	\$ 777	\$ 777		\$ -	0%
Apr	\$ 499	\$ 499		\$ -	0%
May	\$ 472	\$ 472		\$ -	0%
Jun	\$ 464	\$ 464		\$ -	0%
Total YTD	15,954	15,956	13,135	1,073	6.7%
Cash Fwd	952	-	-	-	0%
Total	\$ 16,906	\$ 15,956	\$ 13,135	\$ 1,073	6.7%

Estimated General Fund revenues for the 2023-24 fiscal year are \$16,906,000. Projected revenues for December were **\$1,198,000** compared to actual revenues of **\$1,492,000**, a positive variance of **\$294,000**.

FY2023-2024 Monthly Financial Report

City of Hermiston, Oregon

General Fund Resources & Expenditures

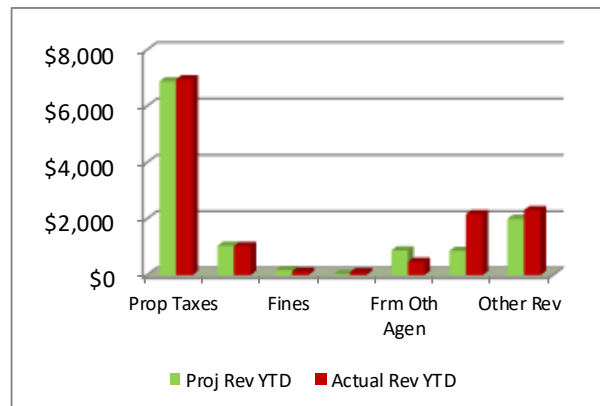
For the Month Ending December 31, 2023

General Fund - All Resources

Through December 31, 2023

by Category

(in \$1,000)



	Annual Proj Rev	Proj Rev YTD	Actual Rev YTD	Var Fav/ (Unfav)	% Var
Prop Taxes	\$ 7,426	\$ 6,877	\$ 6,948	\$ 71	1%
Lic & Fran	\$ 1,468	\$ 1,038	1,033	(5)	0%
Fines	\$ 400	\$ 178	120	(58)	-33%
Interest Rev	\$ 70	\$ 28	98	70	247%
Frm Oth Agen	\$ 1,123	\$ 869	471	(398)	-46%
Svc Chgs	\$ 2,180	\$ 852	2,162	1,310	154%
Other Rev	\$ 3,287	\$ 1,993	2,302	309	16%
Cash Fwd	\$ 952	-	-	-	0%
Total	\$16,906	\$ 11,835	\$ 13,135	\$ 1,300	11.0%

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

FY2023-2024 Monthly Financial Report

Section 11, Item A.

City of Hermiston, Oregon

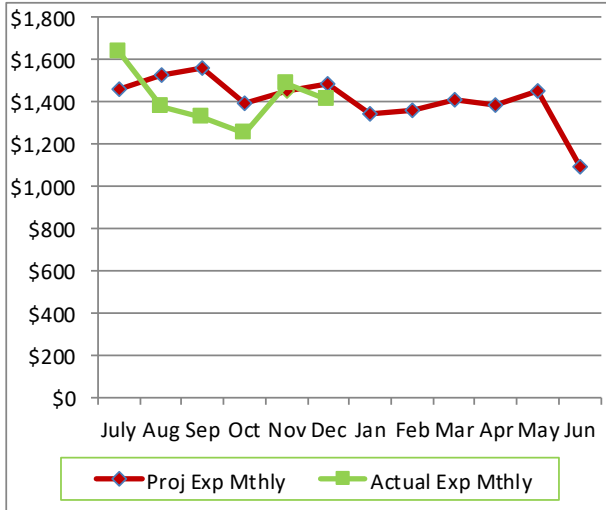
General Fund Expenditures

For the Month Ending December 31, 2023

General Fund Expenditure Summary

Through December 31, 2023

(in \$1,000)



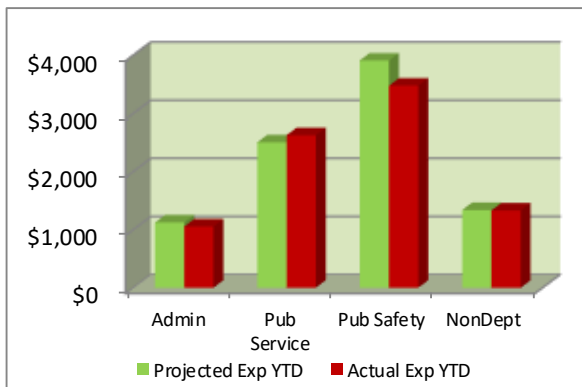
	Proj Exp Mthly	Proj Exp	Actual Exp Mthly	Var Fav/ (Unfav)	% Var
July	\$ 1,460	\$ 1,460	\$ 1,632	\$ (172)	-12%
Aug	\$ 1,524	\$ 1,524	\$ 1,377	\$ 148	10%
Sep	\$ 1,560	\$ 1,560	\$ 1,328	\$ 232	15%
Oct	\$ 1,391	\$ 1,391	\$ 1,249	\$ 142	10%
Nov	\$ 1,451	\$ 1,451	\$ 1,489	\$ (38)	-3%
Dec	\$ 1,483	\$ 1,483	\$ 1,408	\$ 75	5%
Jan	\$ 1,340	\$ 1,340			0%
Feb	\$ 1,362	\$ 1,362			0%
Mar	\$ 1,409	\$ 1,409			0%
Apr	\$ 1,381	\$ 1,381			0%
May	\$ 1,449	\$ 1,449			0%
Jun	\$ 1,095	\$ 1,095			0%
Total YTD	16,907	16,906	8,483	387	2.3%
Contngcy		-	-	-	0%
Total	\$ 16,907	\$ 16,906	\$ 8,483	\$ 387	2.3%

Projected General Fund monthly expenditures for December were **\$1,482,542**. Actual expenditures were **\$1,408,099**, which is **\$74,443** less than projected YTD for a **positive variance of 5%** for the month.

General Fund Expenditures by Consolidated Department

Through December 31, 2023

(in \$1,000)



	Annual Proj Exp	Projected Exp YTD	Actual Exp YTD	Var Fav/ (Unfav)	% Var
Admin	\$ 2,221	1,123	1,053	70	6%
Pub Service	4,594	2,500	2,623	(123)	-5%
Pub Safety	7,416	3,909	3,478	431	11%
NonDept	2,675	1,337	1,329	8	1%
Unapp	-	-	-	-	0%
Total	\$16,906	\$ 8,870	\$ 8,483	\$ 387	4.4%

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

FY2023-2024 Monthly Financial Report

Section 11, Item A.

General Fund Expenditure Detail YTD

For the Month Ending December 31, 2023

General Fund Expenditures by Department

	Annual Projected Exp	Projected Exp YTD	Actual Exp YTD	Var Fav/ (Unfav)	% Var Fav/ (Unfav)
City Council	0	0	0	0	0%
City Manager/Legal	1,059,519	529,760	527,400	2,360	0%
City Planning	464,191	232,096	183,092	49,004	21%
Finance	697,192	360,888	342,505	18,383	5%
Total Administration	2,220,902	1,122,743	1,052,997	69,746	6%
Transportation	472,000	228,721	242,388	(13,667)	-6%
Airport	320,300	145,191	224,426	(79,235)	-55%
Bldg Inspection	571,453	315,366	277,839	37,527	12%
Parks	716,975	389,976	397,151	(7,175)	-2%
Parks/Utility Landscaping	44,115	19,636	9,882	9,754	50%
Pool	553,287	374,776	363,885	10,891	3%
Municipal Buildings	150,790	75,395	73,352	2,043	3%
Library	894,012	461,575	597,023	(135,448)	-29%
Recreation	609,596	355,866	317,110	38,756	11%
Community Center	200,972	102,357	92,674	9,683	9%
Harkenrider Center	60,010	31,460	27,495	3,965	13%
Total Public Services	4,593,510	2,500,319	2,623,225	(122,906)	-5%
Court	733,137	438,580	325,649	112,931	26%
Public Safety Center	43,000	21,489	227,386	(205,897)	-958%
Police Operations	6,640,440	3,449,240	2,924,780	524,460	15%
Total Public Safety	7,416,577	3,909,309	3,477,815	431,494	11%
Non-Departmental	2,674,921	1,337,461	1,329,190	8,271	1%
Unappropriated	0	0	0	0	0%
Total Non-Dept	2,674,921	1,337,461	1,329,190	8,271	1%
Total	16,905,910	8,869,832	8,483,227	386,605	4.4%

For December FY2024

Total Administration is \$69,746 less than YTD projected. **Total Public Services** are \$122,906 more than YTD projected. **Public Safety** is \$431,494 less than YTD projected. **Non-Departmental** is \$8,271 less than YTD projected. The total **General Fund** expenses are \$386,605.

FY2023-2024 Monthly Financial Report

Fund Balance - General Fund

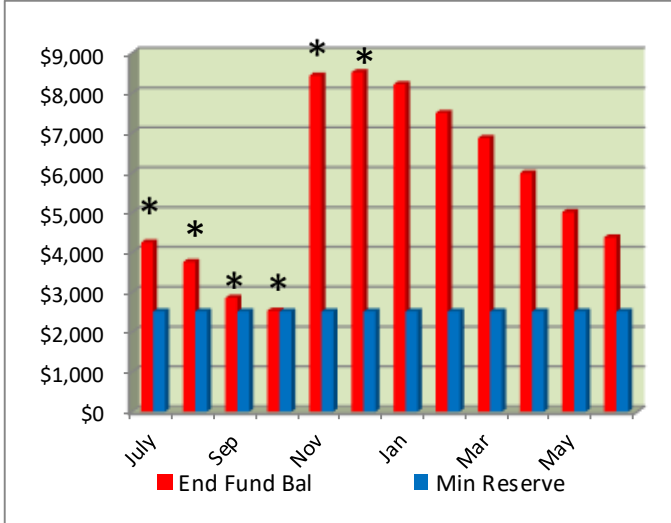
For the Month Ending December 31, 2023

General Fund

Through December 31, 2023

Ending Fund Balance

(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	\$ 1,037	\$ (1,340)	\$ 8,216	PROJ
Feb	\$ 8,216	\$ 644	\$ (1,362)	\$ 7,498	PROJ
Mar	\$ 7,498	\$ 777	\$ (1,409)	\$ 6,866	PROJ
Apr	\$ 6,866	\$ 499	\$ (1,381)	\$ 5,984	PROJ
May	\$ 5,984	\$ 472	\$ (1,449)	\$ 5,007	PROJ
June	\$ 5,007	\$ 464	\$ (1,095)	\$ 4,375	PROJ
Total	\$ 3,867	\$ 17,027	\$ 16,519	\$ 4,375	

The General Fund balance at the end of December FY2024 is approximately **\$8,519,000**, which is **3.39 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

Special Revenue Funds Report

For the Month Ending December 31, 2023

Special Revenue Funds Resources & Requirements

	2023-24		Remaining
	Annual Budget	Actual YTD	Budget
02 Bonded Debt Fund			
Resources	626,677	389,456	237,221
Expenditures	527,920	496,009	31,911
Unappropriated Balance	98,757	N/A	N/A
05 Transient Room Tax (TRT)			
Resources	1,144,600	677,764	466,836
Expenditures	1,144,600	589,416	555,184
Unappropriated Balance	-	N/A	N/A
08 Reserve Fund			
Resources	43,494,330	4,315,644	39,178,686
Expenditures	42,399,936	4,802,219	37,597,717
Unappropriated Balance	1,094,394	N/A	N/A
11 Miscellaneous Special Revenue			
Resources	70,000	71,269	1,269
Expenditures	70,000	70,870	(870)
Unappropriated Balance	-	N/A	N/A
19 Christmas Express Special Revenue			
Resources	30,000	14,238	15,762
Expenditures	30,000	27,784	2,216
Unappropriated Balance	-	N/A	N/A
20 Law Enforcement Special Revenue			
Resources	36,014	5,057	30,957
Expenditures	20,000	-	20,000
Unappropriated Balance	16,014	N/A	N/A
21 Library Special Revenue			
Resources	33,000	5,794	27,206
Expenditures	33,000	995	32,005
Unappropriated Balance	-	N/A	N/A
23 Enterprise Zone Project Fund			
Resources	1,648,699	500,000	1,148,699
Expenditures	888,325	789,781	98,544
Unappropriated Balance	760,374	N/A	N/A
25 EOTEC Operations			
Resources	783,644	597,136	186,508
Expenditures	783,644	474,755	308,889
Unappropriated Balance		N/A	N/A
26 IT Services			
Resources	1,270,034	592,842	677,192
Expenditures	1,270,034	522,923	747,111
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, Item A.

Utility and Street Funds Report

For the Month Ending December 31, 2023

Utility and Street Funds Report

Resources & Expenditures

	2023-2024		Actual YTD	Variance	
	Annual Budget	Projected YTD		Fav/(Unfav)	% Variance
04 Street Fund					
Resources	2,450,581	1,045,569	1,498,683	453,114	43%
Expenditures	2,420,581	1,210,291	1,394,303	(184,013)	-15%
Contingency	30,000	N/A	N/A	N/A	N/A
06 Utility Fund					
Resources	13,537,367	5,561,735	6,844,937	1,283,202	23%
Expenditures	11,298,857	5,649,429	5,183,388	466,041	8%
Contingency	2,238,510	N/A	N/A	N/A	N/A
13 HES Fund					
Resources	13,113,053	5,084,498	5,464,367	379,870	7%
Expenditures	10,764,749	5,382,375	5,395,107	(12,733)	0%
Contingency	2,348,304	N/A	N/A	N/A	N/A
15 Regional Water Fund					
Resources	1,890,428	675,500	765,330	89,830	13%
Expenditures	1,223,306	611,653	516,369	95,284	16%
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 **\$453,114 more** than projected. Expenditures are **\$184,013 above** projected.

Revenues in the **Utility Funds** are **\$1,283,2029 above** projected. Expenditures are **\$466,401 below** projected.

The **HES Fund** revenue is **\$379,870 more** than projected. Expenditures are **\$12,733 above** projected.

The **Regional Water Fund** revenues are **\$89,830 above** projected. Expenditures are **\$95,284 less** than projected.

FY2023-24 Monthly Financial Report
 City of Hermiston, Oregon
 Utilities/Streets Capital Projects Report
 For the Month Ending December 31, 2023

	2023-2024 Budget	YTD Expenditures	Project Budget	Project To-Date Expenditures	% Complete
Geer & Harper Re-alignment	\$ 1,500,000	\$ 124,105	\$ 1,500,000	\$ 124,105	8.27%
N. 1st Place Reconstruction	\$ 4,175,000	\$ 1,718,871	\$ 4,175,000	\$ 2,139,352	51.24%
Penney Ave Roadway Improvement	\$ 1,000,000	\$ 242,087	\$ 1,000,000	\$ 541,393	54.14%
AWS System Expansion - RWS	\$ 20,949,400	\$ 720,004	\$ 20,949,400	\$ 3,065,723	14.63%
Lead and Copper Program	\$ 400,000	\$ 9,526	\$ 400,000	\$ 9,526	2.38%
Well #5 Water System Improvements	\$ 775,000	\$ 82,634	\$ 775,000	\$ 515,202	66.48%
Well #6 Backup Generator	\$ 380,000	\$ 220,095	\$ 380,000	\$ 290,529	76.46%
N. 1st Place Water Line Replacement	\$ 830,000	\$ 258,932	\$ 830,000	\$ 775,556	93.44%
Well #6 Chlorination	\$ 500,000	\$ 9,000	\$ 500,000	\$ 9,000	1.80%
Well #4 Control System	\$ 410,000	\$ 5,500	\$ 410,000	\$ 5,500	1.34%
Gladys & Main Waterline Replacement	\$ 100,000	\$ -	\$ 1,180,000	\$ -	0.00%
Well #5 Wetwell Upgrades	\$ 150,000	\$ 1,075	\$ 150,000	\$ -	0.00%
McDonald's & 395 Sewer Main Replacem	\$ 370,000	\$ 22,156	\$ 370,000	\$ 44,156	11.93%
AWS Cooling Discharge	\$ 805,000	\$ 101,400	\$ 805,000	\$ 349,442	43.41%
Total	\$ 32,344,400	\$ 3,515,385	\$ 33,424,400	\$ 7,520,042	22.50%

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: *The roadway work was completed, and the roadway was opened to traffic.*

Penney Ave. Extension (\$1,000,000)

Business Oregon awarded a grant of approximately \$600,000 to cover half of the cost of constructing an extension of Penney Ave. between Kelli Blvd. and US395. Council approved using ARPA funds to cover the local match (half). This project implements the Transportation System Plan by adding an additional connection in to the southern industrial area of the City.

Current Update: This project has been completed and are awaiting final billings.

FY2023-24 Monthly Financial Report
 City of Hermiston, Oregon
 Utilities/Streets Capital Projects Report
 For the Month Ending December 31, 2023

	2023-2024 Budget	YTD Expenditures	Project Budget	Project To-Date Expenditures	% Complete
Geer & Harper Re-alignment	\$ 1,500,000	\$ 124,105	\$ 1,500,000	\$ 124,105	8.27%
N. 1st Place Reconstruction	\$ 4,175,000	\$ 1,718,871	\$ 4,175,000	\$ 2,139,352	51.24%
Penney Ave Roadway Improvement	\$ 1,000,000	\$ 242,087	\$ 1,000,000	\$ 541,393	54.14%
AWS System Expansion - RWS	\$ 20,949,400	\$ 720,004	\$ 20,949,400	\$ 3,065,723	14.63%
Lead and Copper Program	\$ 400,000	\$ 9,526	\$ 400,000	\$ 9,526	2.38%
Well #5 Water System Improvements	\$ 775,000	\$ 82,634	\$ 775,000	\$ 515,202	66.48%
Well #6 Backup Generator	\$ 380,000	\$ 220,095	\$ 380,000	\$ 290,529	76.46%
N. 1st Place Water Line Replacement	\$ 830,000	\$ 258,932	\$ 830,000	\$ 775,556	93.44%
Well #6 Chlorination	\$ 500,000	\$ 9,000	\$ 500,000	\$ 9,000	1.80%
Well #4 Control System	\$ 410,000	\$ 5,500	\$ 410,000	\$ 5,500	1.34%
Gladys & Main Waterline Replacement	\$ 100,000	\$ -	\$ 1,180,000	\$ -	0.00%
Well #5 Wetwell Upgrades	\$ 150,000	\$ 1,075	\$ 150,000	\$ -	0.00%
McDonald's & 395 Sewer Main Replacem	\$ 370,000	\$ 22,156	\$ 370,000	\$ 44,156	11.93%
AWS Cooling Discharge	\$ 805,000	\$ 101,400	\$ 805,000	\$ 349,442	43.41%
Total	\$ 32,344,400	\$ 3,515,385	\$ 33,424,400	\$ 7,520,042	22.50%

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: *The construction work associated with Phase 2 was awarded in November, with work anticipated to begin in December.*

Lead and Copper Program (\$400,000)

New state and federal guidelines require drinking water systems to inventory all connections with lead or copper piping with a physical inspection by October 1, 2024.

Current Update: *A contract to test a sample of 350 connections prior to 10/1/2024 was awarded in November. Pre-Construction meetings are scheduled in December, with a schedule for implementation to be determined then.*

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FY2023-24 Monthly Financial Report
 City of Hermiston, Oregon
 Utilities/Streets Capital Projects Report
 For the Month Ending December 31, 2023

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Gladys & Main Waterline Replacement	\$ 100,000	\$ -	\$ 1,180,000	\$ -	0.00%
Well #5 Wetwell Upgrades	\$ 150,000	\$ 1,075	\$ 150,000	\$ -	0.00%
McDonald's & 395 Sewer Main Replacem	\$ 370,000	\$ 22,156	\$ 370,000	\$ 44,156	11.93%
AWS Cooling Discharge	\$ 805,000	\$ 101,400	\$ 805,000	\$ 349,442	43.41%
Total	\$ 32,344,400	\$ 3,515,385	\$ 33,424,400	\$ 7,520,042	22.50%

Well #5 Water System Improvements \$(775,000)

Well No. 5 has become the city’s primary water source in recent years and provides water to the main pressure zone, which is the baseline for the entire water system. However, the current pumping capacity is less than the water right associated with it. The project will increase pumping capacity to allow the city to use its full water right of 5,000 gallons per minute.

Current Update: Work continued through December.

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: Generator delivered in September, with contractor working to perform system connections.

North 1st Place Water Line Replacement (\$830,000)

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: The majority of the project has been completed, accepted, and is functioning, with final closeout likely tied to closeout of the N 1st Roadway project.

FY2023-24 Monthly Financial Report
 City of Hermiston, Oregon
 Utilities/Streets Capital Projects Report
 For the Month Ending December 31, 2023

	2023-2024 Budget	YTD Expenditures	Project Budget	Project To-Date Expenditures	% Complete
Geer & Harper Re-alignment	\$ 1,500,000	\$ 124,105	\$ 1,500,000	\$ 124,105	8.27%
N. 1st Place Reconstruction	\$ 4,175,000	\$ 1,718,871	\$ 4,175,000	\$ 2,139,352	51.24%
Penney Ave Roadway Improvement	\$ 1,000,000	\$ 242,087	\$ 1,000,000	\$ 541,393	54.14%
AWS System Expansion - RWS	\$ 20,949,400	\$ 720,004	\$ 20,949,400	\$ 3,065,723	14.63%
Lead and Copper Program	\$ 400,000	\$ 9,526	\$ 400,000	\$ 9,526	2.38%
Well #5 Water System Improvements	\$ 775,000	\$ 82,634	\$ 775,000	\$ 515,202	66.48%
Well #6 Backup Generator	\$ 380,000	\$ 220,095	\$ 380,000	\$ 290,529	76.46%
N. 1st Place Water Line Replacement	\$ 830,000	\$ 258,932	\$ 830,000	\$ 775,556	93.44%
Well #6 Chlorination	\$ 500,000	\$ 9,000	\$ 500,000	\$ 9,000	1.80%
Well #4 Control System	\$ 410,000	\$ 5,500	\$ 410,000	\$ 5,500	1.34%
Gladys & Main Waterline Replacement	\$ 100,000	\$ -	\$ 1,180,000	\$ -	0.00%
Well #5 Wetwell Upgrades	\$ 150,000	\$ 1,075	\$ 150,000	\$ -	0.00%
McDonald's & 395 Sewer Main Replacem	\$ 370,000	\$ 22,156	\$ 370,000	\$ 44,156	11.93%
AWS Cooling Discharge	\$ 805,000	\$ 101,400	\$ 805,000	\$ 349,442	43.41%
Total	\$ 32,344,400	\$ 3,515,385	\$ 33,424,400	\$ 7,520,042	22.50%

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.

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: Major design work has been completed in anticipation of advertising/award in the winter to begin construction in early 2024.

FY2023-24 Monthly Financial Report
 City of Hermiston, Oregon
 Utilities/Streets Capital Projects Report
 For the Month Ending December 31, 2023

	2023-2024 Budget	YTD Expenditures	Project Budget	Project To-Date Expenditures	% Complete
Geer & Harper Re-alignment	\$ 1,500,000	\$ 124,105	\$ 1,500,000	\$ 124,105	8.27%
N. 1st Place Reconstruction	\$ 4,175,000	\$ 1,718,871	\$ 4,175,000	\$ 2,139,352	51.24%
Penney Ave Roadway Improvement	\$ 1,000,000	\$ 242,087	\$ 1,000,000	\$ 541,393	54.14%
AWS System Expansion - RWS	\$ 20,949,400	\$ 720,004	\$ 20,949,400	\$ 3,065,723	14.63%
Lead and Copper Program	\$ 400,000	\$ 9,526	\$ 400,000	\$ 9,526	2.38%
Well #5 Water System Improvements	\$ 775,000	\$ 82,634	\$ 775,000	\$ 515,202	66.48%
Well #6 Backup Generator	\$ 380,000	\$ 220,095	\$ 380,000	\$ 290,529	76.46%
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Well #4 Control System	\$ 410,000	\$ 5,500	\$ 410,000	\$ 5,500	1.34%
Gladys & Main Waterline Replacement	\$ 100,000	\$ -	\$ 1,180,000	\$ -	0.00%
Well #5 Wetwell Upgrades	\$ 150,000	\$ 1,075	\$ 150,000	\$ -	0.00%
McDonald's & 395 Sewer Main Replacem	\$ 370,000	\$ 22,156	\$ 370,000	\$ 44,156	11.93%
AWS Cooling Discharge	\$ 805,000	\$ 101,400	\$ 805,000	\$ 349,442	43.41%
Total	\$ 32,344,400	\$ 3,515,385	\$ 33,424,400	\$ 7,520,042	22.50%

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.

McDonald’s & 395 Sewer Main Replacement (\$375,000)

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: Legal staff continues to work on necessary easement approvals for the final project.

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: Bids were opened on the pipelines portion of this project in November.

FY2023-24 Monthly Financial Report
City of Hermiston, Oregon
Other City Capital Projects Report
For the Month Ending December 31, 2023

	2023-2024 Budget	YTD Expenditures	Project Budget	Project To-Date Expenditures	% Complete
Teen Adventure Park	\$ 591,049	\$ 391,562	\$ 591,049	\$ 417,842	70.69%

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: CA Skateparks continues to work on the entire site and is about 90% complete. The concrete work has been installed successfully and the restroom has been placed. Final tasks include finishing site pathways, landscaping and backfilling the area. Sidewalk work will be completed in the spring when the asphalt plant reopens. Now anticipating a grand opening some time this spring.

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

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

Goal 3: Sustainable			
Focus Area - City Facilities: Public facilities that meet the community needs of today and the future			
Actions	Priority Rank 1-5	Project Lead	Timeline
3.1 Conduct public engagement and develop use scenarios for the Carnegie Building and the Library Initial work has started on this item related to the Library. Other efforts with the Carnegie Building will come later this fiscal year. Library work continues. January 22, 2024 work session includes an update.	3	Byron + Mark R	1 - 2 Years
3.2 Develop a business operations plan for the Harkenrider Center Brandon has developed a draft and some additional internal work and discussion a draft will be brought to the council for discussion. January 22, 2024 work session includes an update.	5	Byron + Brandon	1 Year
3.3 Assess public safety center project feasibility First level designs are being developed in conjunction with UCFD#1. These designs will inform the financial needs and then final feasibility. Design process continues forward. January 22, 2024 work session includes an update.	4	Byron + Jason	1 Year
Focus Area - Fiscal: Maintain service levels, evaluate the current budget and understand options to increase revenues			
3.4 Develop a sustainable funding structure through the evaluation of fees and other revenue options to support public safety and overall service delivery at current levels (see Action 2.5) <u>See Action 2.5 above.</u>	2	Byron + Mark K + Jason	1 Year
3.5 Finalize water allocation for EOTEC <u>Continued discussions are happening between various water users related to this project.</u>	1	Byron + Al	1 Year

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