# HERMISTON CITY COUNCIL

**180 NE 2nd Street – Hermiston, OR 97838**

**Regular Meeting** **March 28th, 2016**

## AGENDA

**COUNCIL/CITY MANAGER WORK SESSION-6:00PM**
**Harkenrider Center Design Discussion**

1. **CALL MEETING TO ORDER**– 7:00 pm

2. **DECLARATION OF QUORUM**

3. **FLAG SALUTE**

4. **PROCLAMATIONS, PRESENTATIONS & RECOGNITIONS**

5. **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. Limit discussion to not more than FIVE minutes; 2. State your name and address; 3. Direct your comments to the Mayor.)

6. **CONSENT AGENDA**
   A) Recommendation of Planning Commission vacancy for the unexpired portion of a 3-year term beginning April 11th, 2016 and ending March 31st, 2019.
   Position #1- Tami Rebman; Position #2- Philip Hamm; Position #3- Ben Doherty

   B) Minutes of the March 14th, regular City Council meeting.

   C) Minutes of the February 3rd, Airport Advisory Committee meeting.

   D) Minutes of the February 11th, Parks and Recreation Committee meeting.

   E) Minutes of the February 16th, Hispanic Advisory Committee meeting.

   Action – Motion to approve consent agenda items. Roll Call

7. **ITEMS REMOVED FROM CONSENT AGENDA**

8. **PUBLIC HEARINGS**

9. **RESOLUTIONS & ORDINANCES**

**10. OTHER**

A) EOTEC Monthly Report

B) Consider approval of an intergovernmental agreement between the City of Hermiston and ODOT to install Solar Powered lighted STOP signs and replace existing STOP signs with new STOP signs.
Action- Motion to approve. Roll Call

C) Consider approval of the Harkenrider Center design concept as presented.
Action- Motion to approve. Roll Call

D) February Financial Report- Amy Palmer
Action- Motion to approve. Roll Call

**11. COMMITTEE REPORTS**

A) City Committees and Liaison: Airport Advisory, Budget, Hispanic Advisory, Library Board, Parks & Recreation, Planning Commission, Recreation Projects Fund, Faith-Based Advisory Committee, Community Enhancement Committee, Public Safety Committee, Public Infrastructure Committee.

B) Mayor's Report –

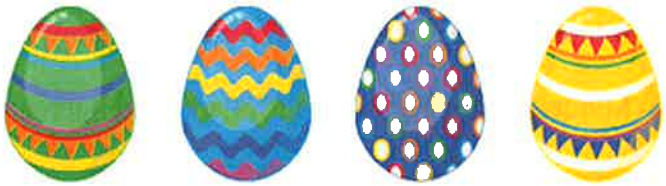
C) Council Report –

D) Manager's Report –
   a. CIP Update

**12. ADJOURNMENT**

**UPCOMING MEETINGS AND EVENTS**
At City Hall unless otherwise specified

| | | |
|---|---|---|
| Mar 28 | 5:00pm | Public Infrastructure Committee Meeting |
| Mar 28 | 6:00 pm | City Council Work Session |
| Mar 28 | 7:00pm | City Council Meeting |
| Mar 30 | 5:30pm | Community Enhancement Committee Meeting |
| Apr 5 | 4:00pm | Faith Based Advisory Committee Meeting |
| Apr 6 | 4:00pm | Airport Advisory Committee Meeting (Airport) |
| Apr 8 | 7:00 am | EOTEC Meeting (Stafford Hansell Government Center) |
| Apr 11 | 6:00 pm | City Council Work Session |
| Apr 11 | 7:00pm | City Council Meeting |



# HERMISTON CITY COUNCIL

Regular Meeting March 14th, 2016

Mayor Drotzmann called the regular meeting to order at 7:00 pm. Present were Councilors Myers, Gutierrez, Primmer, Hardin, Kirwan, Davis, Beas-Fitzgerald, and Smith. Staff members in attendance were City Manager Byron Smith, City Attorney Gary Luisi, Assistant City Manager Mark Morgan, Captain Travis Eynon, Clint Spencer, Amy Palmer, Heather LaBeau, Sergeant Kelly Parsons, Roy Bicknell, Ron Sivey, Larry Fetter (arrived at 7:05), and Lilly Alarcon-Strong. News media present were Jade McDowell of the East Oregonian and Michael Kane of NE Oregon Now.

**Presentation- Jessica Jensen**

Jessica Jensen presented the Hermiston Police Department with a carved wooden American Flag in appreciation of how police officers help separate order and chaos (applause from the audience).

**Presentation- Branding Committee**

Focal Point Marketing's Theresa Long explained the Hermiston's Branding Committee process, purpose, and introduced members of the Committee that were present.

Hispanic Advisory Committee member Claudia Jimenez stated there were 25 Committee members who come from very diverse backgrounds, age groups, professions, and cultures. These members were tasked to help create a concept brand based on survey results gathered from city members last year that the City can be proud of.

Hermiston High School Marketing Student Dru Walchli stated the Committee has had many meetings since January; these meeting have been very structured and detailed but everyone had a voice and was able to provide input, including the four students that participated. Based on last year's surveys and Committee ideas, the Committee was able to come up with and narrow ideas and selections down to two logos and two taglines that the community can chose from based on how they feel represents Hermiston the best.

Hermiston High School Teacher Roger Berger stated the Committee was a very positive experience for him and his students; he was very happily surprised how much input and interactions the students were able to present throughout the process. Mr. Berger presented the Council with the two logos, two taglines, and two font choices for the taglines. Mr. Berger stated the logos and taglines were created in such a way where they can be separated but still be able to be tied back to Hermiston.

Focal Point Marketing's Rochelle Olsen stated the survey to provide feedback on the logos, taglines, and fonts will be open from March 15th to March 31st. Surveys are available in English and Spanish at City Hall, the Chamber of Commerce, online at wwwhermistonbrand.com, on Wednesday, 3/16 from 4:30pm to 7:30pm at Hermiston High School, and on Monday, 3/21 from 7:00pm to 8:30pm at the Hispanic Advisory Meeting. After March 31st, Focal Point Marketing will consolidate the survey findings and present the final product and official recommendation to the Council on April 25th.

The Council thanked Focal Point Marketing and the Hermiston's Branding Committee for all their work and effort into this project and stated the results are very impressive and represent Hermiston well.

**Presentation- Financial Audit Report**

Rob Tremper from Dickey and Tremper, LLP., gave a presentation regarding the City's financial audit report. Mr. Tremper stated the City has received a Clean Financial Audit Report called an Unqualified Opinion on all opinion units that are in the financial statements and has found management to be very responsive to his suggestions for appropriate accounting practices and financial statements and policies. Mr. Tremper stated

this was a new process for the City and as such there were some difficulties in receiving information that was needed, having financials ready in a timely manner, and with scheduling; Mr. Tremper expects there to be less issues next year. Mr. Tremper reviewed adjustments that could have been made, but for one reason or another where not, and practices that the City will need to implement.

City Manager Smith stated City staff knew items such as these would need to be addressed when it was decided to change auditors. City Manager Smith stated he, Mr. Tremper, and Finance Director Amy Palmer had previously met to discuss the findings and are working on ways to be more proactive. Councilor Gutierrez moved and Councilor Primmer seconded to accept the CAFR Report and the Audit as presented by Mr. Tremper from Dicky and Tremper, LLC. Motion carried unanimously.

**Consent Items**

Councilor Primmer moved and Councilor Beas-Fitzgerald seconded to approve all Consent Agenda items, to include:

1. Announcement of standing committee vacancy for the unexpired portion of a 3-year term beginning April 11th, 2016 and ending March 31st, 2019.
   Planning Commission- positions #1, #2, and #3.
2. Minutes of the February 22nd, work session and regular City Council meeting.
3. Minutes of the December 1st and February 2nd, Faith-Based Advisory Committee meetings.
4. Minutes of the January 27th, Library Board meeting.
5. Minutes of the February 10th, Planning Commission meeting.
6. Liquor License Application- for "Full On-Premises Sales Change of Ownership" for Golden Palace located at 175 S. Hwy 395.

Motion carried unanimously.

**Consider an amendment to the City of Hermiston Transportation System Plan (TSP)-Continued.**

City Planner Clint Spencer stated the Ordinance that will be presented later in the meeting will amend the City of Hermiston's Transportation System Plan (TSP). The proposed amendment to the TSP will amend the 2003 Hermiston TSP 395 Corridor Refinement Plan. Based on strong opposition from the community and the Council, ODOT has agreed the amendment to the corridor plan can have language adding new signals to service proposed retail and existing industrial development but will withdraw its request to have language including roundabouts.

Proponents: Dan Coffee Airport Road, thanked the Council for taking the communities voice into consideration and stated signals will be much better than the roundabouts in those areas.

There were no further Proponents and no Opponents wished to address the Council. Mayor Drotzmann closed the hearing at 7:58 pm.

Councilor Hardin moved and Councilor Kirwan seconded to approve the presented findings of fact. Motion carried unanimously.

**Ord. No 2239 – Amend the City of Hermiston Transportation Plan.**

City Manager Smith stated information regarding ordinance 2239 was presented earlier during the public hearing.

Mayor Drotzmann requested that the first reading be by title only. Hearing no opposition, City Attorney Luisi read the ordinance by title only. Mayor Drotzmann requested that the ordinance be put on for final adoption at this meeting and that the second reading be by title only. After City Attorney Luisi read the ordinance by title only for the second reading, Councilor Primmer moved and Councilor Smith seconded that Ordinance 2239 be adopted tonight and be effective 30 days after its passage by City Council. 8 votes for; none against. Motion carried unanimously.

**Res. No. 2018- A resolution approving an intergovernmental agreement between the City of Hermiston and ODOT for the construction of the W Highland Multi-Use Trail connecting SW 11th Street to Riverfront Park**-was read and discussed. City Manager Smith and City Planner Spencer gave a brief presentation regarding the agreement between the City and ODOT regarding construction of the W Highland Multi-Use Trail that will begin in spring of 2017. Councilor Beas-Fitzgerald moved and Councilor Hardin seconded to approve Resolution No. 2018 and lay upon the record. Motion carried unanimously.

**Res. No. 2019- A resolution approving the park located at 80 W. Beech Ave to be renamed "Greenwood Park."**-was read and discussed. Parks and Recreation Director Larry Fetter gave a brief presentation regarding Mr. Greenwood Luster who was instrumental in the creation of the park and helped maintain the park throughout the years.

Jackie Linton thanked City staff and the Council for allowing the park to possibly be renamed Greenwood Park after her grandfather Mr. Greenwood Luster. Mrs. Linton stated Mr. Luster was such a giving man, always helping those in need, he was a pastor and very involved in his church, and he loved Hermiston. Mr. Luster would always praise what a wonderful place Hermiston was to raise a family and how wonderful it was that it was growing so much.

Councilor Primmer moved and Councilor Smith seconded to approve Resolution No. 2019 and lay upon the record. Motion carried unanimously.

Parks and Recreation Director Larry Fetter stated the Parks and Recreation Committee will return to the Council sometime during the spring with conceptual designs for Greenwood Park and a Historical Marker.

**Mayor's Reports**

Mayor Drotzmann recognized the Chamber of Commerce for their appreciation to the City for sponsoring a table at the Distinguished Citizens Award Banquet, and multiple, colorful, interesting thank you letters from students of the Hermiston Junior Academy for those who participated in their Local Government Night.

Mayor Drotzmann announced Hermiston will host the Regional League of Cities Meeting on May 18th from 11:30am to 1:30pm. The meeting is a great way to get regional updates on League of Cities priorities, new actions within cities, and opportunity to share ideas among cities in our area.

City Manager Smith stated if possible, the meeting will be held in the new EOTEC.

Mayor Drotzmann congratulated the Hermiston Girls Basketball team for finishing 4th in State and the Boys Wrestling Team for their 10th State Championship.

Mayor Drotzmann stated he was able to participate in the Booster Club Auction, which raised a tremendous amount of money from this very generous and giving community.

Mayor Drotzmann stated EOTEC has raised about $1.76 million of their $2 million goal. Contributions can be made by April 1st.

**Council's Report**

Councilor Hardin thanked those Councilors and City Attorney who attended the Hermiston Christian School's Fundraiser and stated they were able to raise $25,000. Councilor Hardin introduced Seniors Jaycee Cooper and Melissa Richardson.

Councilor Gutierrez asked Captain Travis Eynon when the PD would be introducing the officers who were hired about a year ago to the Council.

Captain Travis Eynon stated he will make arrangements for the near future.

**Manager's Report**

City Manager Smith stated the Council had a work session meeting a few months ago to discuss the Water Development Project that involved the Regional Water System. This work is near completion and the first pump test certifying the Ports Water Right that will be used to bring more water for agriculture will be done Friday, March 18th.

City Manager Smith stated he and Mayor Drotzmann met with a representative from the Portland Rose Festival and they would like Hermiston to participate. Staff will work on a recommended proposal and will come back to the Council later this year for approval.

Mayor Drotzmann stated this invitation is only being extended to a few communities and it would be a good opportunity for Hermiston to continue its relationship with Portland, the west side of the state, and Oregon in general.

Mayor Drotzmann asked if OSU will be able to irrigate this summer. City Manager Smith stated yes, OSU is planning to turn on their new pivots in about two weeks, so they will be able to irrigate this year.

**Adjournment**

There was no other business, and the meeting was adjourned at 8:27 pm.

SIGNED:

/s/ Dr. David Drotzmann
MAYOR

ATTEST:

/s/Lilly Alarcon-Strong
ASSISTANT CITY RECORDER

# Hermiston Airport Advisory Committee Minutes
## February 3, 2016
## 4:00 P.M.

**Members Present:** Mike Martin, Ron Osgood, Ron Linn, and Dan Burns.
**City Representative:** Mark Morgan.
**Airport caretakers:** Susie Rawe
**Absent:**
**Visitors:** Jimmy Creeson
**Minutes:** January minutes were approved.
**Airport Report:** Reviewed. Stanfield Irrigation district has been noticed stockpiling dirt on the Southside of the A Line Canal. Susie asked their intent and they indicated it was short term.
**Financial report:** Reviewed.

**Old Business:**

- **Terminal building carpeting**: The terminal building carpet installation will take place in three stages to be completed within the next two weeks.
- **Discount fuel agreement:** A discounted fuel price agreement has been signed and is being utilized by Tom Longley for Jet A fuel.
- **Fuel Prices:** Fuel prices have dropped and weather improved so we are seeing an increased fuel flowage trend starting upwards. The low visibility/ceiling has grounded many VFR pilots.
- **Hanger rock erosion control:** Mike Martin has brought in rock to place around his hanger edges to prevent further soil erosion. This is an ongoing problem with other hangers that needs addressed. Possibly some of the stockpiled asphalt grindings can be utilized to aid in stopping this erosion.
- **Directional wind sock and lighting:** Nothing further has been done at this time.
- **Taxiway project:** Columbia Pacific plans on starting again in early to mid-April with completion to take place no later than June 30th, 2016. This will include the relocation of the fueling station. Upon completion the runway heading alignment markings and signage will be completed. The new Geographic runway heading is now aligned magnetically at 230 degrees and 050 degrees.

**New Business:**

- **Hanger Lease rate reviews:** A study has been completed utilizing comparisons of similar sized airports, users, aircraft based usage, demographics, economics, and other variables to obtain values of hanger lease comparisons. Our findings are such that Hermiston is charging a fair market value cost per square footage for hanger lease.
- **Aircraft Maintenance Facility:** A young gentleman Jimmy Creeson is working towards his Bachelors in Business came and expressed interest in furthering his career, while exploring opportunities to obtain his Airframe and Powerplant Maintenance Technology degree. He had questions for the committee as to the viability of Hermiston's future need for a maintenance shop.

**Meeting adjourned:** 4:45pm

**Next meeting:** March 2, 2016 at 4:00pm
Respectfully submitted by:
Ronald Osgood, Secretary

# City of Hermiston
## Parks and Recreation Department
### *Regular Meeting*

**February 11, 2016** **5:30pm**

**Attendance:**
- ✓ Briana Cortaberria
- ✓ Jean Stahlberg
- ✓ Carlisle Harrison
- ✓ Steve Williams
- ✓ Lisa Garcia
- Mike Kay
- ✓ Ryan Severs
- ✓ Jackie Myers, Council Liaison
- ✓ Doug Primmer, Council Liaison

**Staff:**
- ✓ Larry Fetter, Director
- Dan Earp, Recreation Supervisor
- ✓ Gina Wicks, Department Assistant

Chairperson Cortaberria called the regular meeting to order at 5:30pm. Present were members Stahlberg, Harrison, Williams, Severs, Garcia, and Councilor Meyers and Primmer.

**Public Attendance**

Jackie Linton
Ken May
Eileen Laramore
Andrew Cooley
Uppa Shakpa
Janeal Castellaw

**February 2016 Minutes**

Board members C. Harrison moved and J. Meyers seconded that minutes of the regular scheduled meeting of February 2016 be approved. Motion carried unanimously.

**Public Comment**

Chair Cortaberria asked if there was any comment from audience before opening meeting up to business.
Miss Jackie Linton spoke in support of keeping the merry-go-round installed at Northside Park. She assured the committee while the merry-go-round has been in operation no one has ever been injured from it that she's aware of. Miss Linton also supported the park name change to her grandfather, Greenwood Luster, who was the inspiration behind developing the park for the neighborhood.
Guest Andrew Cooley said he had lived in the neighborhood since 1976 and Mr. Luster was a very important part of the area and community.
Chair Cortaberria thanked guests for their comments then turned meeting over to Director Fetter.

**REPORTS**

Mr. Fetter introduced Assistant City Manager Mark Morgan who is in charge of projects and asked him to give an update from the Livability Task Force.

**A) LIVABILITY TASK FORCE**, presented by Mark Morgan

Mr. Morgan stated the Task Force was established when conversations about what would happen to the Hermiston Conference Center once EOTEC was up and going. It was suggested that the city should take a broader look at the overall livability assets in the community before talking about what to do with the conference center long term.
A Livability Asset Vision Plan was established to enhance livability in the community that would work toward bringing major quality of life type projects into our community over the next 15-20 years.

A consulting firm was used to establish two surveys to circulate in public.
1.) Gather ideas 2.) Measure the popularity of each.
These surveys generated over 2000 responses.

The first survey asked community folks to imagine the city received a major donation from a founding family. The requirement was the large monetary gift had to be spent within five year toward a project that would enhance the livability within the community. Question - What would you put the resources toward?

The results from the first survey grouped the response recommendations into major concept/themes.

- ✓ Additionai Parks, Trails, and Open Space
- ✓ Additional Arts, Cultural Events and Museum Facility
- ✓ Thriving downtown using resources toward enhancing downtown City of Hermiston

The second survey sent out included the concept themes ideas from the first survey. The survey was conceptual ideas only with over-whelming support with people having the ability to offer any other comments.

- ✓ Supportive of Indoor Aquatic Center
- ✓ In favor of Enhancing Downtown
- ✓ Supportive addition Parks, Trails, Open Spaces
- ✓ In favor of Activity Facility

  An Arts, Cultural Museum was not as supportive

Focus Groups were formed with information gathered from the surveys then public open houses along with presentations were offered to civic organizations. Asking for feedback from these groups, polls on each idea asked if the Task Force Community should spend time and resources on a concept over the course of 10-20 years. It was then asked which idea should be the number one priority. Mr. Morgan stated that these polls from the focus groups followed very closely along with the survey results.

Mr. Morgan stated all the information from Focus Groups has been presented to Taskforce Committee. A report will now be generated and given to city council regarding what the Community Livability priorities should be in the next 10-15 years.
The recommendation was to remove Art Museum concept but that it should remain in the report to council for future to show its community support.

- Supports Indoor Aquatic Facility needs to be more of a regional size scale facility rather than just an inside pool.
- Supports stand-alone Indoor Family Activity Center but recommends it would be better served if combined with an Indoor Aquatic Facility.
- Supportive in keeping as a priority in revitalizing downtown by implementing the Urban Renewal Plan and supplement whenever it makes sense to do so.
- Expanding Parks and Trials with no specific recommendation but should be one of the priorities by continuing to expanding in the park and trail systems.
- A comment supported by the group reminded everyone that until the EOTEC is finished the community needs to make sure this project remains the # 1 livability asset priority.

Mr. Morgan stated that while finishing the EOTEC Facility and bringing it on-line the final recommendation to city council is that City Council should take substantial action to put reasonable resources towards some sort of feasibility and deeper examination of at least one of the top four recommendations.

Mr. Morgan was thanked for coming and sharing the information gathered from surveys and focus groups.

**B) NORTHSIDE PARK, SESSION 3, continuation**

Mr. Fetter asked for a motion to change the name of Northside Park to *Greenwood Park*, named after Greenwood Luster, longtime resident, neighbor, and instrumental in developing the original park in his neighborhood.

**Motion:** Member C. Harrison moved and Councilor Primmer seconded the motion that the name of Northside Park shall now be *Greenwood Park*, after the late Greenwood Luster. Motion carried unanimously.
The Director Fetter will take recommendation to City Council where it will be confirmed.

Mr. Fetter gave a review of the Greenwood Park, then offered results from the highest votes given to the images provided from the exercise played previous meeting.
He asked members and guests what they liked about the most popular features and elements.
Comments ranged from the elevation of elements to multiply uses on one structure, shade, oriented toward younger children, safer rubber surface, unique, character, and would encourage imagination play.

Councilor Primmer liked the basketball sport court surface image that had painted lines that could be used for other activities besides basketball. Members liked the light for security sensitive but it was noted the light would need to be sensitive to neighboring homes because of close proximity.

Mr. Fetter stated there is only two options for shade.
An image of a pergola was shown and while the audience liked the concept it was agreed that to prevent vandalism a different design should be used. The other option would be trees but the majority favored a shade structure setting with seating available.

People liked the image of the stepping logs, kids can jump from or explore from one end to the other, has character but would be out of place in the park...the dinosaur element too busy of an element for this size of park. Some liked the ornate fence shown in the picture adding it would spruce up the park. Everyone agreed a fence should be a priority because of young children in the area.

Recap of want list: Members liked the climbing wall in one of the images offered but objected to adding a sandbox. Staff and audience supported; the history, the need of shade, liked the ideal of a basketball court/sport court, a pergola with bench seating, swings, a multi-play structure with centerpiece dinosaur, built in-slide component. Everyone agreed that a library house and a swing should be included in project.

Councilor Meyers asked if Merry-go-Round was still being kept in the park. A suggestion was made that a cone shaped bottom could be welded to the underneath to prevent injury or entrapment. Mr. Fetter will continue to research on ways to make it safe and functional.

Question – Mr. Fetter asked committee the questions whether an active area in a basketball court is compatible with a Tot Lot? Experience shows that a basketball court will attract teenagers that might not be compatible with preschooler's especially in a small area – this could cause conflicting uses.

He asked if there was another location in the neighborhood for a half court for basketball would group be open to the idea of not incorporating basketball court into the Greenwood Park and just using it as a Tot Lot Playground.
Mr. Fetter stressed it was not because the two uses would not fit, it comes down to an increased use of the park with conflicting uses.
General consensus from the audience was to keep both passive playground / activity sport court concepts together. The director suggested then perhaps using a climbing wall as a divider between playground side active/ and basketball/activity court could help prevent conflicts.

Board member Williams pointed out that toddlers would be using the park at different times then teenagers.
Mr. Fetter will continue to pursue and make the different elements work with upgrade play equipment and sport court, in the same configuration as it exists.

**C) SKATE PARK**
City is close to acquiring a piece of property across from Hermiston Safety for the site of a Skateboard Park. With a mutual agreement between PGG, current landowner, and the city the deal should be closing in 2-3 weeks.
Two components to the design:
1) What type of facility will fit into this piece of property?
2) Conversation will begin with the Railroad to gain access to a portion of their land to begin a beautification lease along the railroad tracks. This could allow an opportunity to connection McKenzie Park thru green space. Mr. Fetter said there should be parking for the facility and he believes the site is perfect with its direct visibility to police and fire/ambulance services and high school appeal and it's highly visible location.

The Director showed conceptual designs of facilities with elements, obstacles for both skateboards and BMX bikes. He suggested we use the most modern opinions and best builders to build a destination for teens and have this be a centerpiece because of its downtown location. He feels it should include a beginner component for first time users along with mastered skateboarders. Shade and seating should be considered because of the extreme weather our area can get. Councilor Meyers cautioned committee that it should not get bogged down in the planning of the complex to the extent that it does not become a reality.

Mr. Fetter said the facility can cost anywhere from $300,000 -$400,000 depending on the components so grant writing will be necessary. The city will have some design money to get the project moving. Other possibly resources: Public Safety /Crime Prevention, Tony Hawkins, Urban Growth Fund, Walmart Distribution.

Chairman Cortaberria thanked the community members for attending and providing their input. Director Fetter asked Jackie Linton, granddaughter of Greenwood Luster, to attend council meeting when recommendation is to be made to change park name to "Greenwood Park".

Guest: Janeal Castellaw directed a question to Director Fetter and asked if there was any possibility of a disc golf course being added to the Oxbow Trail. He informed her that he has approached the owner of the property, Bureau of Reclamation, many times and answer has never changed. He stated finding the right location is very important, there use to be one in Riverfront Park but it became a conflict with the walkers. Throwing a disc around is not a safe situation. He told J. Castellaw that the committee is interested in adding a disc course to its park systems but it has to be in a spot with at least 20 acres. Mr. Fetter said the course wouldn't require manicure lawns but finding the right location would be essential. He invited the members to start thinking about different areas in Hermiston and this could become a project in the future.

Meeting adjourned at 6:55pm

Next meeting March 11th

Chairperson Eddie De La Cruz called the meeting to order at 7:00 pm. Committee members present were Manuel Gutierrez (arrived at 8:04 pm), Clara Beas-Fitzgerald, Hector Ramirez, Claudia Jimenez, Bryan Medelez, and Jesus Rome. City representatives present were Assistant City Manager Mark Morgan, Chief Edmiston, Officer Erica Sandoval, and Executive Assistant Lilly Alarcon-Strong. The Pledge of Allegiance was given.

**Minutes**

Clara moved and Hector seconded to approve the minutes of the January meeting. Motion carried unanimously.

Eddie announced the agenda would be amended to add the Police Department Presentation.

**New Business**

**Police Department Annual Review Presentation**

Chief Edmiston stated there are 39 total Police Department (PD) employees, with 30 paid and 9 volunteers. 26 police officers to include: the chief, 2 captains, 4 sergeants, 4 corporals, 9 patrol officers, 3 detectives, 1 traffic officer, 1 school resource officer, 1 youth services officer; 1 communications manager, 1 evidence technician/secretary, 2 records clerks, 6 volunteer reserve officers, and 3 volunteer chaplains. Chief Edmiston stated continued education is very important to the PD, and believe the more educated the officer is, hopefully they will make smarter decisions while out on the street; of the paid employees, 4 have bachelor's degrees, 5 with associate's degrees. The City also pays for employees to continue their educations as long as they receive a C or better; because of this, the City has an additional 2 who are in pursuit of their master degrees, 1 for their bachelors degrees, and 2 for their associates degrees. Statistically, for police officers, the average age is 41 years old, with 12 years' experience, and have lived in the Hermiston (Umatilla County) area for 19 years with 7 or 23% of employees that are bilingual.

Chief Edmiston reviewed the 2015 Crime Report and stated officers are encouraged to be proactive; as a result, there is an increase in officer initiated activity from 2014-2015. With this increase of officer initiated activity, there has been an increase in traffic stops, citations issued, reports taken, and arrests. There is a 71% decline in Robbery and 29% decline in Burglary from last year. Auto theft is a continued problem in the area, as most of the time vehicles are stolen, the vehicles were left unlocked and/or with the keys readily accessible in the vehicle. HPD is trying to educate the public about locking vehicles, not leaving unattended vehicles running, and not leaving items in vehicles.

Chief Edmiston stated the PD always tries to make sure information goes out to the public as much as they can with press releases, social media, and neighborhood watch. The PD also has a great relationship with neighboring communities in order to pull resources together. One of the biggest challenges being faced is how best to deal with those who are in mental crisis. Many times, for whatever reason, many of these individuals are being dealt with by public agencies such as police departments, instead of being given the adequate care that they need. By April 1st, 65% of officers and 84% of patrol officers will be trained on how to better deal with people in mental crisis.

Chief Edmiston showed a brief video of a vehicle almost crashing into Officer Gutierrez while out on motor patrol, and asked that everyone be mindful, careful, and slow down while driving to avoid accidents.

Chief Edmiston stated body cameras were deployed April 17, 2015 and they have had great success with the cameras so far. Per the Oregon open records law, videos can be deleted after 180 days, HPD and Taser have added an additional 17 days to this amount for a total of 197 days before video are deleted. Criminal videos of

value will be kept, as well as contested traffic stops. Chief Edmiston stated only one person, the communications manager, can delete videos.

Chief Edmiston shared another video of officers who had to use force on a transient man in order to control him. While on the ground, the transient man began banging his head against the cement. Another officer arrived and placed his boot in-between the transient man's head and the ground and placed pressure on his head to the boot to prevent further injuries. A citizen who witnessed the event from afar was being encouraged to take the issue to the media as she perceived the use of force to be excessive. She instead, spoke with Chief Edmiston about what she had seen and what her concerns were. Chief Edmiston shared the entire video with her, after, the lady was apologetic that she had questioned the officers when in reality, the reason the officers had used force is because the transient man had head butted a plate glass window that she had not originally seen. There have been many other instances where body camera footage has been reviewed to investigate questions or complaints. Chief Edmiston stated body cameras are a great tool for officers and citizens to use to hold themselves accountable for their actions.

Maria Duron thanked Chief Edmiston and all of the PD staff for risking their lives for all of us to have a safer community, and the resources the PD puts into placing officers into schools, so early on, children can have a positive relationship with men and women in uniform.

Chief Edmiston stated the relationship the PD has with the School District is like no other, and they appreciate everything the School District does.

Eddie also thanked Chief Edmiston and all the officers for all of the work they do and the continued education they support for their officers.

(Manuel arrived 8:04 pm)

**Commissioner Bill Elfering**

Commissioner Elfering thanked the Committee for having him and introduced his Campaign Chairman Mark Gomolski. Commissioner Elfering gave a presentation regarding what he stands for, what he does as a County Commissioner, what he has accomplished during his time as a County Commissioner, and how he would like to continue to improve the County as Commissioner, in the coming election.

Maria Duron suggested Commissioner Elfering do outreach to the Hispanic Community.

Commissioner Elfering agreed and stated the Hispanic Community is a part of this community as a whole, and he is very happy to do this on a more regular basis. He also reminded the Committee that he has been involved in the Hispanic Community and even judged the Horse Dancing at Cinco de Mayo.

**Community Agricultural Workers and Employers Resource Fair**

Claudia invited the public and HAC members to participate in the Community Agricultural Workers and Employers Resource Fair on March 9th from 5:00pm to 7:00pm at the Community Center. Free child care and food will be provided.

**Branding Committee Update UEC**

Jesus stated he and Claudia are participating in Hermiston's Branding Committee, and announced the Branding Committee is finishing up finalizing taglines and logs for Hermiston. Once they have narrowed it

down to two, the Committee will be releasing it to the public to have the final vote. The public can expect to see the survey in March.

(Jesus left the meeting 8:30 pm)

**Closing Comments**

**Public**

Ryan Lehnert introduced himself and running mate Robert Guerrero who are running for Umatilla County Sherriff and Undersheriff. With permission from HAC, Ryan stated he would like to be placed on next month's agenda to be able to meet the Committee and ask for more insight and input regarding public safety in Umatilla County, and Ryan's future goals as Sheriff.

Eddie thanked Ryan and stated he will place him on March's agenda.

Natalie Contreras from Columbia Latino Cultural Alliance stated the Alliance has received funding from Oregon Community Foundation to help parents in the community learn additional skills, ie: computer classes, English, etc. The Alliance will be offering free computer classes at BMCC, those interested please contact the Alliance.

Maria Duron from UEC, stated UEC has a new General Manager, Robert Echenrode; UEC Boardman office is now open; and two high school students have received Scholarships to visit Washington DC, Katlin Bass from Ione, and Lauren Santoyo from Hermiston.

**Committee**

Manuel handed out flyers for the Good Shepherd Community Health Foundation, who has scholarship opportunities for students who would like to continue their education in the medical field. Those interested please apply by February 29th, 2016. Manuel reminded the public that Good Shepherd Community Health Foundation gives out scholarships every year.

Clara stated the Cinco de Mayo Committee is receiving contestant applications for Cinco de Mayo Court. Applicants can apply at the City Hall in Hermiston and must be between the ages of 16 and 18.

Clara stated she is very honored and privileged to have been asked to be a part of the Oregon Commissions for Women and is the only person representing Eastern Oregon.

Hector asked if there is anyone who would like to volunteer to translate at the High school for conferences next month, to please contact him.

**City Representatives**

Mark stated there will be street resurfacing on HWY 395, from Safeway to Umatilla. Night road work was approved from the City Council for this project.

**Next Scheduled Meeting**

The next scheduled meeting will be Monday, March 21st, at 7:00 pm.

**Meeting Adjourned at 8:50 pm**

| STAFF REPORT<br>For Meeting of March 28th, 2016<br>MAYOR AND MEMBERS OF THE CITY COUNCIL | Agenda Item #<br>NO. 2016-<br>**SUBJECT: New Solar Powered Stop Signs** |
|---|---|

## Subject
ODOT / FHWA –Highway Safety Improvement Program (HSIP)
2014-2016- Signing and Delineation Enhancements

- Highland Ave. – SW 11th street to South 1st Street
- Orchard Ave, - SW 7th Street to South 1st Street

## Summary and Background
This project will install Solar Powered lighted STOP signs at Orchard Ave and 1st (2), Orchard Ave. and SW 7th Street (4), W. Highland Ave. and SW 7th Street (4), and W. Highland Ave. and S 1st Street (4), as well and new STOP signs at intersecting cross streets in the above areas.

## Fiscal Information
100% funding from ODOT/HSIP. $ 71,700.00

## Alternatives and Recommendation
Alternatives
Don't install signs.

Recommendation
Allow ODOT to install signs by signing IGA with ODOT / HISP

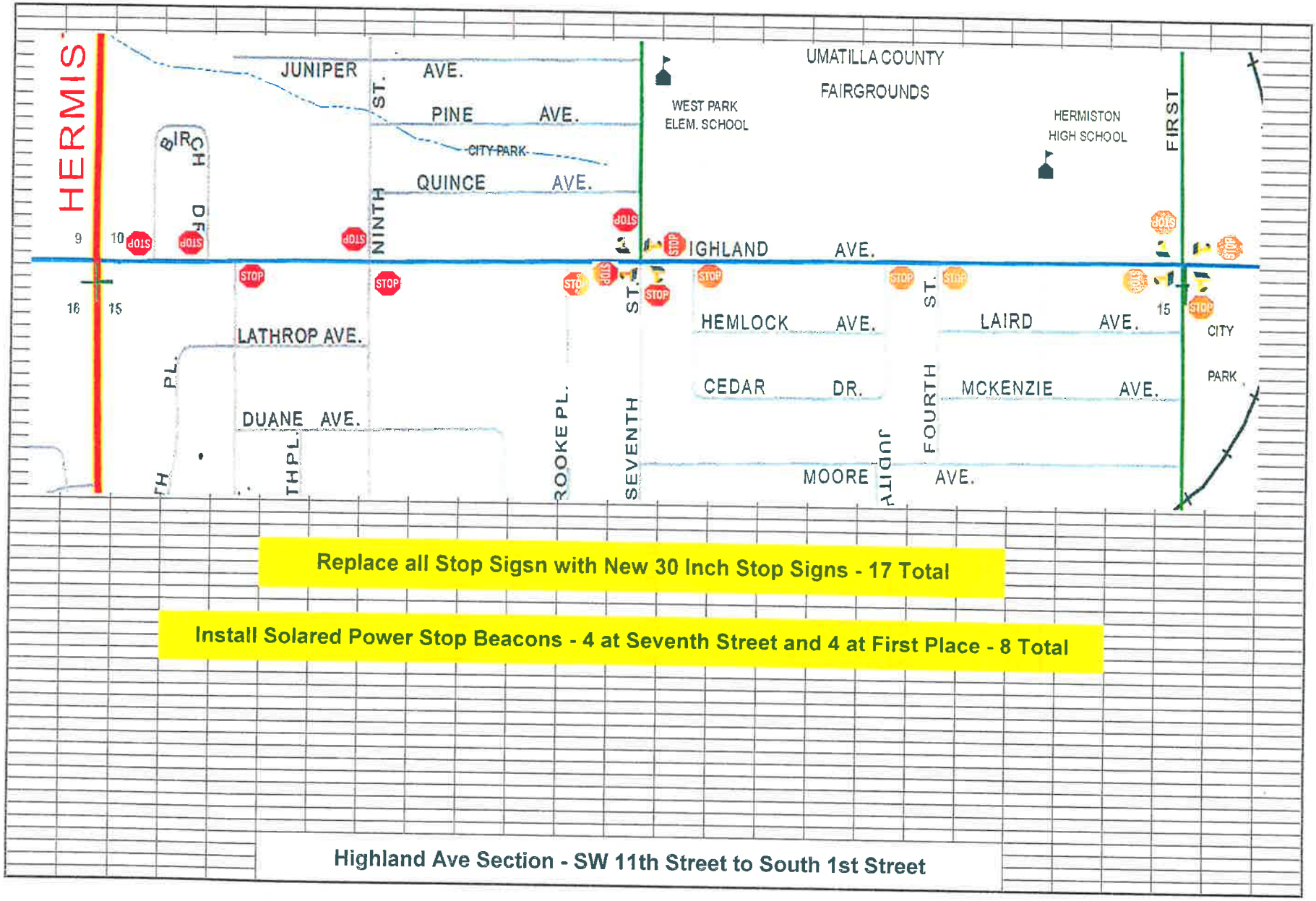
## Requested Action/Motion
Motion to approve installation and sign contract.

Reviewed by:

Department Head Ron Sivey

City Manager Approval

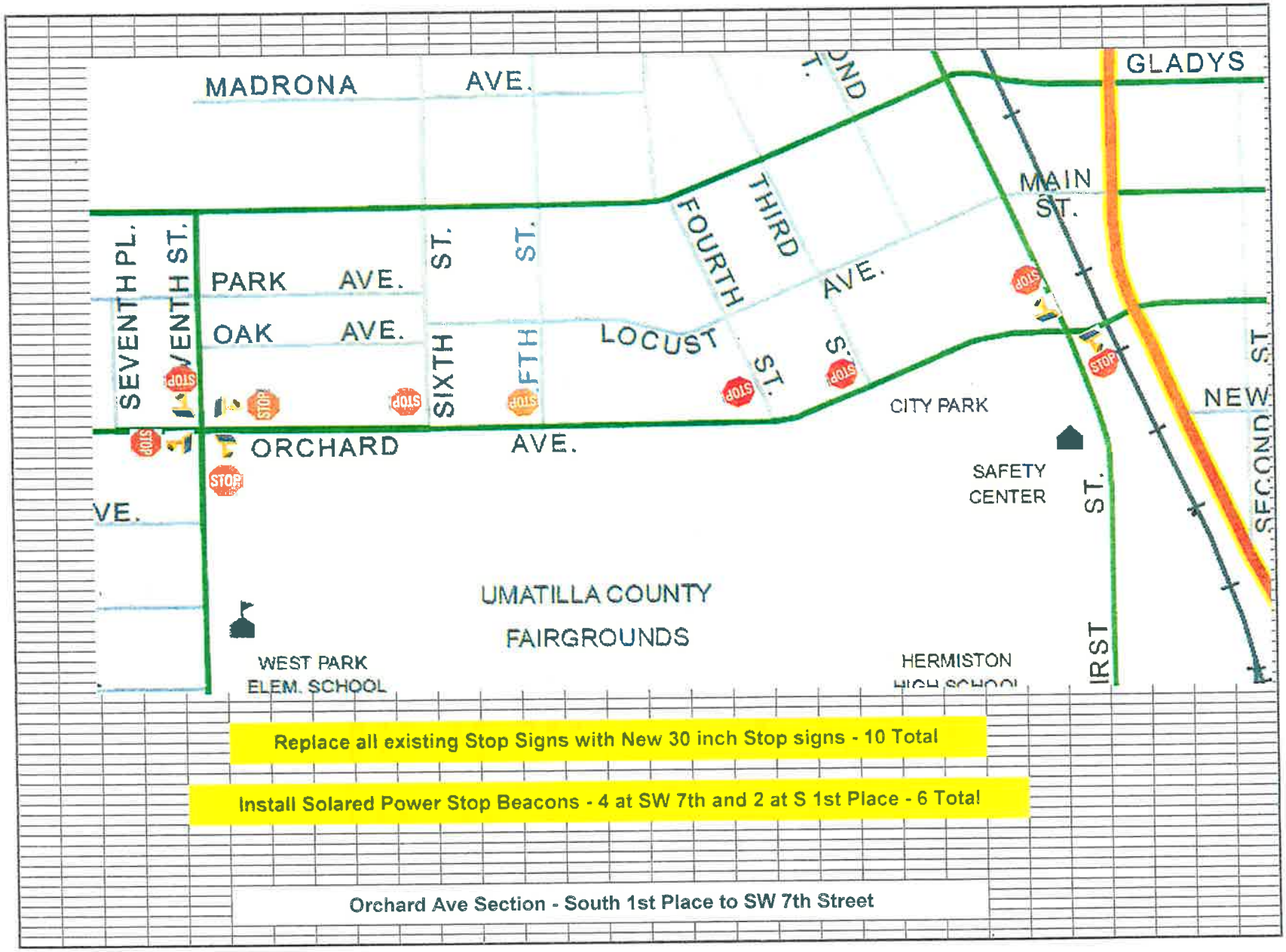
**City of Hermiston**




Replace all Stop Sigsn with New 30 Inch Stop Signs - 17 Total

Install Solared Power Stop Beacons - 4 at Seventh Street and 4 at First Place - 8 Total

Highland Ave Section - SW 11th Street to South 1st Street




Replace all existing Stop Signs with New 30 inch Stop signs - 10 Total

Install Solared Power Stop Beacons - 4 at SW 7th and 2 at S 1st Place - 6 Total

Orchard Ave Section - South 1st Place to SW 7th Street

## City Signing Enhancement Projects
## State Supplied Priority Listing

| County / City | Roadway | Agency Materials Cost | | Agency Labor Cost (30%) | | Agency Total Cost | Estimated Contract Cost |
|---|---|---|---|---|---|---|---|
| Umatilla County / City of Pendleton | Isaac Ave | $7,000 | | $2,100 | | $9,100 | $15,300 |
| Baker County / Baker City | Campbell Street | $8,700 | | $2,600 | | $11,300 | $21,200 |
| Umatilla County / City of Hermiston | Orchard Ave | $16,100 | | $4,800 | | $20,900 | $29,800 |
| Union County / City of LaGrande | Washington Ave | $48,100 | | $14,500 | | $62,600 | $88,200 |
| Umatilla County / City of Hermiston | Highland Ave | $22,100 | | $6,600 | | $28,700 | $41,900 |
| Malheur County / City of Ontario | S Oregon Street | $5,500 | | $1,700 | | $7,200 | $10,400 |
| Union County / City of LaGrande | Cove Ave | $15,400 | | $4,600 | | $20,000 | $31,500 |
| Malheur County / City of Ontario | NW 4th Ave | $5,500 | | $1,700 | | $7,200 | $10,400 |
| | | $128,400 | + | $38,600 | = | $167,000 | $248,700 |
| Extra Request | | | | | | | |
| Union County / City of LaGrande | Cove Ave / Rapid Flash Ped Light | $9,400 | | $2,800 | | $12,200 | $17,000 |
| Umatilla County / City of Hermiston | NE 4th @ Gladys - Stop Beacons | $10,250 | | $3,050 | | $13,300 | $18,300 |
| Umatilla County / City of Hermiston | NE 4th @ E Highland Ave - Stop Beacons | $10,250 | | $3,050 | | $13,300 | $18,300 |

# LOCAL AGENCY AGREEMENT
# HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)
# Region 5 Local Jurisdiction Sign Upgrades 2016
# Orchard Avenue
# City of Hermiston
# Key # 19509

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State," and the CITY OF HERMISTON, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

## RECITALS

1. By the authority granted in Oregon Revised Statutes (ORS) 190.110, 366.572 and 366.576, state agencies may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.

2. Orchard Avenue is a part of the city street system under the jurisdiction and control of Agency.

3. The purpose of this Agreement is for State to construct sign upgrades for the State's Region 5 Local Jurisdiction Sign Upgrades 2016 project and allow State or its contractor to construct said improvements within Agency's right of way.

4. The purpose of this Agreement is to cover State's obligations with City of Hermiston for its Sign Upgrades project (Key Number 19509) as listed in the Statewide Transportation Improvement Program (STIP), Region 5 Local Jurisdiction Sign Upgrades 2016. This Agreement addresses only the City of Hermiston's portion of the project. The remaining portions of the project are covered under separate Agreements within Region 5.

**NOW THEREFORE**, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

## DEFINITIONS

1. "Total Project Cost" means the estimated amount as shown in this Agreement.

## TERMS OF AGREEMENT

1. Under such authority, State and Agency agree to State constructing sign upgrades along Orchard Avenue within city jurisdiction or right of way, hereinafter referred to

as "Project." The Project consists of installing, upgrading, maintaining, removing or re-installing of signs. The location of the Project are identified on the list attached hereto, marked "Exhibit A," and by this reference made a part hereof.

2. The Project will be conducted as a part of the Highway Safety Improvement Program (HSIP) under Title 23, United States Code. The Total Project Cost is estimated at $29,800.00. The Project will be financed with HSIP funds at the maximum allowable federal participating amount. The match from the local jurisdiction is not required for this Project due to the Projects location and scope being identified in the ODOT Federal Highway Safety Improvement Program (HSIP) Transition Process. State shall be responsible for the difference between the estimated Project cost and the available HSIP funds, and any additional costs above the estimate.

3. State will submit the requests for federal funding to Federal Highway Administration (FHWA). The federal funding for this Project is contingent upon approval of each funding request by FHWA. Any work performed prior to acceptance by FHWA or outside the scope of work will be considered nonparticipating and paid for at State expense.

4. Agency shall grant State the right to place on Agency right of way those necessary traffic control and directional signs required to complete the Project.

5. Upon completion of the Project, Agency shall accept ownership and maintenance of all signs upgrades and improvements done as part of this Project. This Agreement does not change the existing jurisdiction or maintenance of any roadway, signals, traffic control devices, signage or appurtenances.

6. State considers Agency a subrecipient of the federal funds it receives as reimbursement under this Agreement. The Catalog of Federal Domestic Assistance (CFDA) number and title for this Project is 20.205, Highway Planning and Construction.

7. The term of this Agreement will begin upon execution and will terminate upon completion of the Project and final payment or ten (10) calendar years following the date of final execution, whichever is sooner.

8. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the Parties that State shall, in all instances, except for Claims arising solely from

the negligent or willful acts or omissions of State, be indemnified by the contractor and subcontractor from and against any and all Claims.

9. Any such indemnification shall also provide that neither Agency's contractor and subcontractor nor any attorney engaged by Agency's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at any time at its election assume its own defense and settlement in the event that it determines that Agency's contractor is prohibited from defending the State of Oregon, or that Agency's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency's contractor if the State of Oregon elects to assume its own defense.

10. This Agreement may be terminated by mutual written consent of both Parties.

11. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:

    a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.

    b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.

    c. If Agency fails to provide payment of its share of the cost of the Project.

    d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

    e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.

12. Any termination of this Agreement will not prejudice any rights or obligations accrued to the Parties prior to termination.

13. a. Information required by 2 CFR 200.331(a), except for (xiii) Indirect cost rate, shall be contained in the USDOT FHWA Federal Aid Project Agreement for this Project, a copy of which shall be provided by ODOT to Agency with the Notice to Proceed.

    b. The indirect cost rate for this project at the time the agreement is written is zero (0)percent

14. Special Provisions attached hereto, marked Attachment 1 and by this reference made a part hereof. The Parties hereto mutually agree to the terms and conditions set forth in Special Provisions, Attachment 1. In the event of a conflict, this Agreement will control over Attachment 1.

15. Agency, as a recipient of federal funds, pursuant to this Agreement with State, shall assume sole liability for Agency's breach of any federal statutes, rules, program requirements and grant provisions applicable to the federal funds, and will, upon Agency's breach of any such conditions that requires State to return funds to the Federal Highway Administration, hold harmless and indemnify State for an amount equal to the funds received under this Agreement; or if legal limitations apply to the indemnification ability of Agency, the indemnification amount will be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up to the amount received under this Agreement.

16. State and Agency hereto agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

17. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.

18. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

19. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. In the event of conflict, the body of this Agreement and the attached Exhibits will control over Project application and documents provided by Agency to State. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be

effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

20. State's Contact for this Agreement is HSIP Program Manager is Doug Bish, Traffic-Roadway Section, 4040 Fairview Drive SE, MS 5, Salem, OR 97302, 503-986-3594, doug.w.bish@odot.state.or.us, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

21. Agency's Contact for this Agreement is Ron Sivey, Street Superintendent, City of Hermiston, 1100 NE 4th Street, Hermiston, Oregon 97838. Phone: (541) 667-5062, rsivey@hermiston.or.us, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

This Project is in the 2015-2018 Statewide Transportation Improvement Program (STIP), *(*Key #19509*)* *t*hat was adopted by the Oregon Transportation Commission on December 18, 2014 (or subsequently by amendment to the STIP).

SIGNATURE PAGE TO FOLLOW

Agency/State
Agreement No. 31237

**CITY OF HERMISTON**, by and through its elected officials

By _____
Mayor (or other assigned designee

Date _____

By _____
City Recorder (or other assigned designee)

Date _____

**APPROVED AS TO LEGAL SUFFICIENCY** (*If required in local process*)

By _____
Agency Counsel

Date _____

**STATE OF OREGON**, by and through its Department of Transportation

By _____
Region 5 Manager

Date _____

By _____
HSIP Program Manager

Date _____

**Agency Contact:**
Ron Sivey, Street Supervisor
City of Hermiston
1100 NE 4th Street
Hermiston, Oregon 97838
(541) 667-5062
rsivey@hermiston.or.us

**State Contact:**
Sean Maloney, Project Manager
242 S. Broadway Ave.
Ontario, OR 97914
Phone: (541) 823-4025
Email: sean.maloney@odot.state.or.us

## SPECIAL PROVISIONS

1. State, or the consultant, shall conduct the necessary field surveys, environmental studies, traffic investigations, foundation explorations, hydraulic studies, assist with acquisition of necessary right of way and easements; obtain all required permits and arrange for all utility relocations/adjustments. State or the consultant shall conduct all work components necessary to complete the Project.

2. Upon State's award of the construction contract, State, or the consultant, shall be responsible for all required materials testing and quality documentation; and prepare necessary documentation with State-qualified personnel, to allow State to make all contractor payments. Contract administration, construction engineering and inspection will follow the most current version of the *ODOT Construction Manual* and the *ODOT Inspector's Manual*.

3. Agency guarantees the availability of Agency funding in an amount required to fully fund Agency's share of the Project.

4. State may make available the State's On-Call Preliminary Engineering (PE), Design and Construction Engineering Services consultant for Local Agency Projects upon written request. If Agency chooses to use said services, Agency agrees to manage the work performed by the Consultant and reimburse State for payment of any Consultant costs that are not eligible as HSIP participating costs or that are not included as part of the total cost of the Project.

5. State will perform work throughout the duration of the Project and shall provide a preliminary estimate of State costs for this work. Prior to the start of each Project phase State shall provide an updated estimate of State costs for that phase. Such phases generally consist of Preliminary Engineering, Right of Way, Utility, and Construction. Agency understands that State's costs are estimates only and agrees to reimburse State for actual cost incurred per of this Agreement.

6. State and Agency agree that the useful life of this Project is defined as ten (10) years.

7. Agency grants State the right to enter onto Agency right of way for the performance of duties as set forth in this Agreement.

8. If Agency fails to meet the requirements of this Agreement or the underlying federal regulations, State may withhold the Agency's proportional share of Highway Fund distribution necessary to reimburse State for costs incurred by such Agency breach. Agency will be ineligible to receive or apply for any Title 23, United States Code funds until State receives full reimbursement of the costs incurred.

## EXHIBIT A

As provided in this Agreement, State or its contractor shall perform sign upgrades on Agency's right of way on the following roads, as approved in writing by both Parties and hereinafter incorporated into this Agreement.

**Agency Owned Roads**

Orchard Avenue

# Monthly Financial Report

*Includes the Hermiston Urban Renewal Agency*

Finance Department
February 2016

# 2015-2016 Monthly Financial Report

## Hermiston Urban Renewal Agency (HURA)

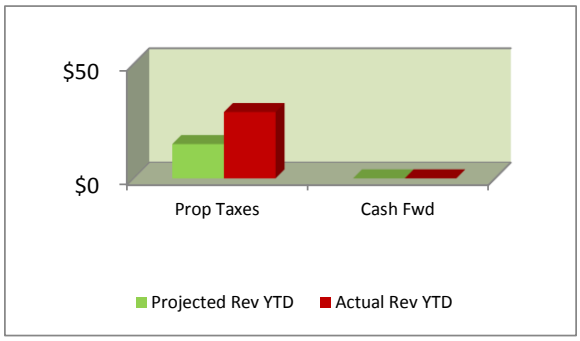
## For the Month Ending Feb 29, 2016

## Resources

by Category

**Through Feb 29, 2016**

(in $1,000)




| | Annual Proj Rev | Projected Rev YTD | Actual Rev YTD | Var Fav/ (Unfav) | % Var |
|---|---|---|---|---|---|
| Prop Taxes | $ 15 | $ 15 | $ 29 | $ 14 | 0% |
| Cash Fwd | 60 | - | - | - | 0% |
| **Total** | **$ 75** | **$ 15** | **$ 29** | **$ 14** | **0%** |

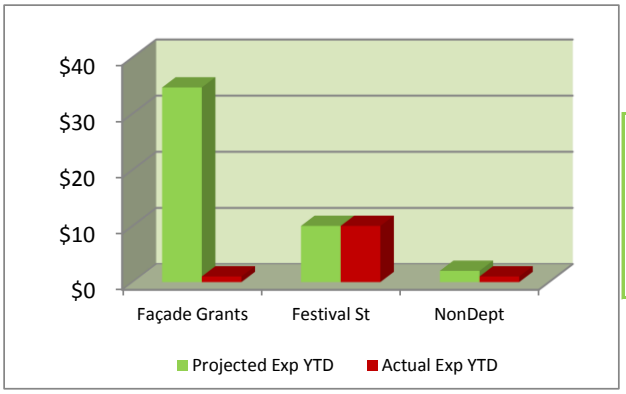
**Note:** variance is calculated as a percent of the projected revenue YTD.

## Expenditures

by Character

**Through Feb 29, 2016**

(in $1,000)




| | Annual Proj Exp | Projected Exp YTD | Actual Exp YTD | Var Fav/ (Unfav) | % Var |
|---|---|---|---|---|---|
| Façade Grants | $ 52 | $ 35 | $ 1 | $ 34 | 97% |
| Festival St | 15 | 10 | 10 | - | 0% |
| NonDept | 3 | 2 | 1 | 1 | 0% |
| Res for Fut Exp | 5 | - | - | - | 0% |
| **Total** | **$ 75** | **$ 47** | **$ 12** | **$ 35** | **0%** |

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

A little more than $700 in property tax revenue was received in February bringing the year-to-date receipts to approximately $29,400. $470 was expended in February on public notices and a sign on the hotel site indicating part of the project is being paid for by an urban renewal grant. Year-to-date expenditures are $12,340.

# 2015-2016 Monthly Financial Report

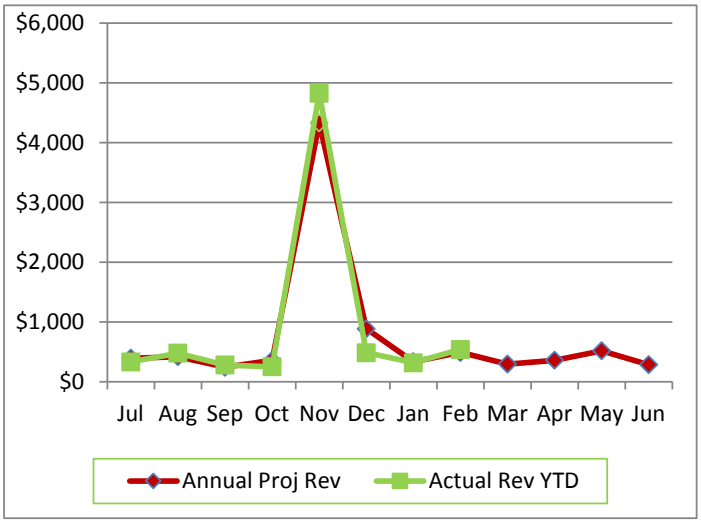
## City of Hermiston, Oregon

## General Fund Resources

## For the Month Ending Feb 29, 2016

**Through Feb 29, 2016**

All Resources (in $1,000)

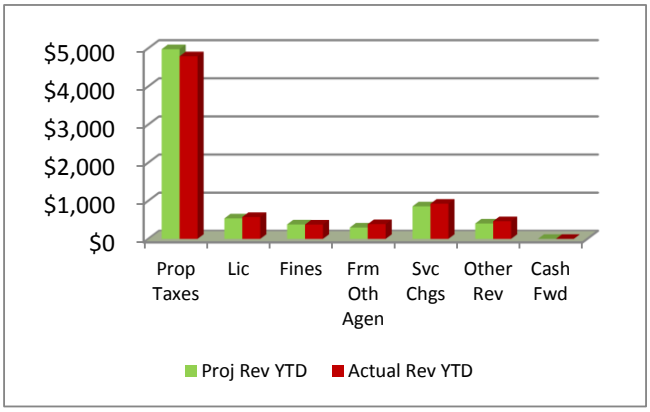



| | Annual Proj Rev | Proj Rev YTD | Actual Rev YTD | Var Fav/ (Unfav) | % Var |
|---|---|---|---|---|---|
| Jul | $ 393 | $ 393 | $ 332 | $ (61) | (15%) |
| Aug | 418 | 418 | 478 | 60 | 14% |
| Sep | 242 | 242 | 280 | 38 | 16% |
| Oct | 355 | 355 | 251 | (105) | (29%) |
| Nov | 4,330 | 4,330 | 4,829 | 499 | 12% |
| Dec | 885 | 885 | 486 | (399) | (45%) |
| Jan | 333 | 333 | 317 | (17) | (5%) |
| Feb | 490 | 490 | 540 | 50 | 10% |
| Mar | 293 | | | | |
| Apr | 360 | | | | |
| May | 517 | | | | |
| Jun | 285 | | | | |
| **Total** | **8,902** | **7,446** | **7,513** | **66** | **1%** |
| Cash Fwd | 3,813 | - | - | - | 0% |
| **Total** | **$ 12,715** | **$ 7,446** | **$ 7,513** | **$ 66** | **1%** |

As of the end of February the City has received $7,513,000 in General Fund revenues, $66,000 more than the year-to-date projection of $7,446,000. Property Taxes are under projections by $187,000 offset by an overage of $90,000 in Receipts from Other Agencies, $69,000 in Service Charges and $60,000 in Other Revenue. Receipts from Other Agencies include the City's share of Liquor Tax, Cigarette Tax, the County Taxi Grant and State Revenue Sharing.

**General Fund Revenue** **Through Feb 29, 2016**

by Category (in $1,000)



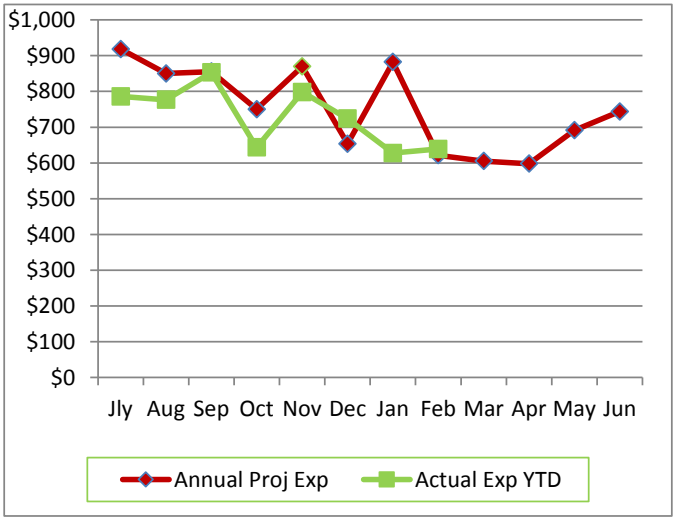

| | Annual Proj Rev | Proj Rev YTD | Actual Rev YTD | Var Fav/ (Unfav) | % Var |
|---|---|---|---|---|---|
| Prop Taxes | $ 5,265 | $ 4,975 | $ 4,789 | $ (187) | (4%) |
| Lic | 774 | 537 | 574 | 37 | 7% |
| Fines | 583 | 379 | 376 | (3) | (1%) |
| Frm Oth Agen | 445 | 298 | 387 | 90 | 30% |
| Svc Chgs | 1,323 | 854 | 923 | 69 | 8% |
| Other Rev | 513 | 404 | 463 | 60 | 15% |
| Cash Fwd | 3,813 | - | - | - | 0% |
| **Total** | **$ 12,715** | **$ 7,446** | **$ 7,513** | **$ 66** | **1%** |

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

# 2015-2016 Monthly Financial Report

## City of Hermiston, Oregon
## General Fund Expenditures
## For the Month Ending Feb 29, 2016

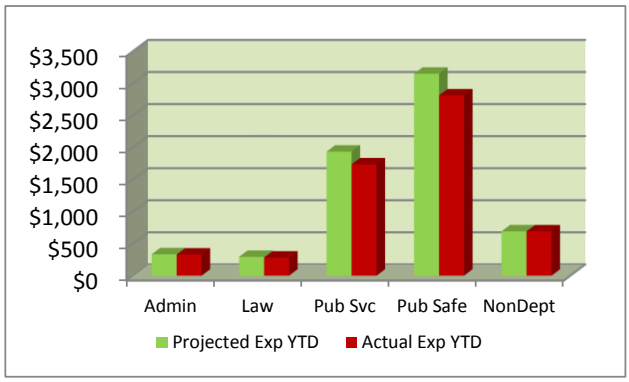
**General Fund Expenditure Summary** — **Through Feb 29, 2016**
All Requirements — (in $1,000)




| | Annual Proj Exp | Projected Exp YTD | Actual Exp YTD | Var Fav/ (Unfav) | % Var |
|---|---|---|---|---|---|
| Jly | $ 918 | $ 918 | $ 786 | $ 132 | 14% |
| Aug | 850 | 850 | 777 | 73 | 9% |
| Sep | 855 | 855 | 853 | 3 | 0% |
| Oct | 750 | 750 | 643 | 107 | 14% |
| Nov | 870 | 870 | 798 | 72 | 8% |
| Dec | 654 | 654 | 724 | (70) | (11%) |
| Jan | 882 | 882 | 628 | 254 | 29% |
| Feb | 621 | 621 | 639 | (18) | (3%) |
| Mar | 605 | | | | |
| Apr | 598 | | | | |
| May | 691 | | | | |
| Jun | 744 | | | | |
| **Total** | **9,039** | **6,401** | **5,848** | **553** | **9%** |
| Unapp | 3,676 | - | - | - | 0% |
| **Total** | **$ 12,715** | **$ 6,401** | **$ 5,848** | **$ 553** | **9%** |

General Fund expenditures are under projections by $553,000, a 9% favorable variance. Continuing the pattern we have seen in prior months, the largest savings are in Public Services and Public Safety.

**General Fund Expenditures** — **Through Feb 29, 2016**
by Consolidated Department — (in $1,000)




| | Annual Proj Exp | Projected Exp YTD | Actual Exp YTD | Var Fav/ (Unfav) | % Var |
|---|---|---|---|---|---|
| Admin | $ 490 | 333 | 329 | $ 4 | 1% |
| Law | 440 | 293 | 281 | 12 | 4% |
| Pub Svc | 2,879 | 1,934 | 1,736 | 199 | 10% |
| Pub Safe | 4,330 | 3,149 | 2,811 | 338 | 11% |
| NonDept | 901 | 691 | 691 | 0 | 0% |
| Unapp | 3,676 | - | - | - | 0% |
| **Total** | **$ 12,715** | **$ 6,401** | **$ 5,848** | **$ 553** | **9%** |

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

# 2015-2016 Monthly Financial Report

## General Fund Expenditure Detail

## For the Month Ending Feb 29, 2016

**General Fund Expenditures**
by Department

| | Annual Projected Exp | Projected Exp YTD | Actual Exp YTD | Var Fav/ (Unfav) | % Var Fav/ (Unfav) |
|---|---|---|---|---|---|
| City Council | 32,150 | 25,390 | 25,387 | 3 | 0% |
| City Manager/Planning | 402,398 | 271,399 | 268,042 | 3,357 | 1% |
| Finance | 54,964 | 36,291 | 35,542 | 749 | 2% |
| ***Total Admin & Finance*** | ***489,512*** | ***333,080*** | ***328,971*** | ***4,109*** | ***1%*** |
| Legal | 187,700 | 123,524 | 118,651 | 4,873 | 4% |
| Court | 251,904 | 169,934 | 162,842 | 7,092 | 4% |
| ***Total Dept of Law*** | ***439,604*** | ***293,458*** | ***281,493*** | ***11,965*** | ***4%*** |
| Transportation | 188,375 | 126,211 | 93,243 | 32,968 | 26% |
| Airport | 241,640 | 178,625 | 127,901 | 50,724 | 28% |
| Bldg Inspection | 343,262 | 227,799 | 223,539 | 4,260 | 2% |
| Parks | 477,440 | 306,436 | 273,979 | 32,457 | 11% |
| Pool | 389,229 | 277,118 | 243,611 | 33,507 | 12% |
| Municipal Buildings | 12,900 | 8,010 | 7,987 | 23 | 0% |
| Library | 689,266 | 456,553 | 426,193 | 30,360 | 7% |
| Recreation | 537,300 | 353,520 | 339,173 | 14,347 | 4% |
| ***Total Public Services*** | ***2,879,412*** | ***1,934,273*** | ***1,735,626*** | ***198,647*** | ***10%*** |
| Public Safety Center | 92,000 | 62,168 | 56,251 | 5,917 | 10% |
| Police Operations | 4,237,982 | 3,086,866 | 2,754,735 | 332,131 | 11% |
| ***Total Public Safety*** | ***4,329,982*** | ***3,149,034*** | ***2,810,986*** | ***338,048*** | ***11%*** |
| Non-Departmental | 900,565 | 690,903 | 690,836 | 67 | 0% |
| Unappropriated | 3,676,280 | 0 | 0 | 0 | 0% |
| ***Total Non-Dept*** | ***4,576,845*** | ***690,903*** | ***690,836*** | ***67*** | ***0%*** |
| **Total** | **12,715,355** | **6,400,747** | **5,847,912** | **552,835** | **9%** |

As of the end of February all departments are at or under year-to-date projections.

Multiple departments in Public Services have favorable variances this month. The variance of $33,000 in Transportation is due to a reduced number of residents purchasing and using subsidized taxi tickets. Last month the variance was $26,000. The Airport's variance is approximately $51,000, down slightly from last month's variance of $54,100. As noted in previous reports fuel sales and purchases are both down due to the construction work on the taxiway. The Parks, Pool and Library departments also show favorable variances, all roughly the same amounts they had last month.

The Police Department's variance is down about 2% from January at $333,000 compared to $355,000 last month. Savings in overtime, motor vehicle fuel and oil and nuisance abatement expenditures continue to drive the majority of the variance.

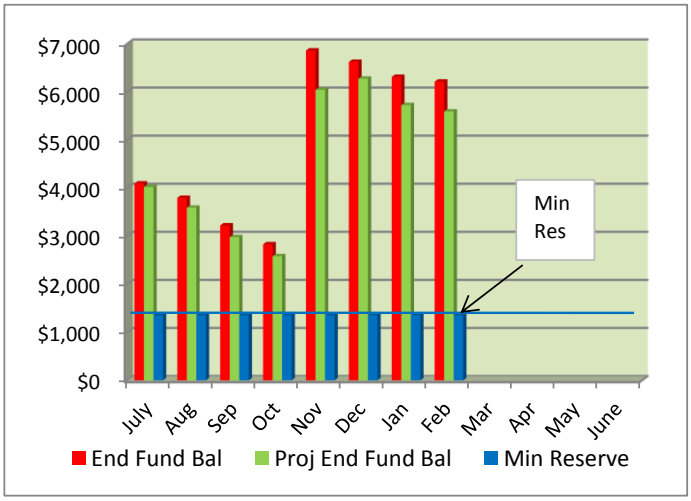
# 2015-2016 Monthly Financial Report

## Fund Balance - General Fund

## For the Month Ending Feb 29, 2016

**General Fund** — **Through Feb 29, 2016**

Ending Fund Balance — (in $1,000)




Minimum Reserve = $1,355,861

| | Begin Fund Bal | Rev | Exp | End Fund Bal | Proj End Fund Bal |
|---|---|---|---|---|---|
| July | $ 4,547 | $ 332 | $ (786) | $ 4,093 | $ 4,022 |
| Aug | 4,093 | 478 | (777) | 3,794 | 3,590 |
| Sep | 3,794 | 280 | (853) | 3,221 | 2,977 |
| Oct | 3,221 | 251 | (643) | 2,829 | 2,581 |
| Nov | 2,829 | 4,829 | (798) | 6,860 | 6,041 |
| Dec | 6,860 | 486 | (724) | 6,622 | 6,273 |
| Jan | 6,622 | 317 | (628) | 6,311 | 5,724 |
| Feb | 6,311 | 540 | (639) | 6,212 | 5,592 |
| Mar | | | | | |
| Apr | | | | | |
| May | | | | | |
| June | | | | | |
| **Total** | $ 4,547 | $ 7,513 | $ (5,848) | $ 6,212 | $ 5,592 |

With four months of the fiscal year remaining the General Fund has collected 84% of estimated revenues and expended 65% of budgeted expenditures bringing the fund balance to $6.2 million. This is a net increase of $1.7 million since the beginning of the fiscal year and puts the fund almost $4.9 million above the required reserve of $1.4 million.

# 2015-2016 Monthly Financial Report

## Special Revenue Funds Report

## For the Month Ending Feb 29, 2016

## Special Revenue Funds

Resources & Requirements

| | 2015-16 Annual Budget | Actual YTD | Remaining Budget |
|---|---|---|---|
| **Bonded Debt Fund** | | | |
| Resources | 3,767,354 | 1,350,361 | 2,416,993 |
| Expenditures | 3,527,354 | 1,428,305 | 2,099,049 |
| Unappropriated Balance | 240,000 | N/A | N/A |
| **Transient Room Tax (TRT)** | | | |
| Resources | 573,335 | 416,678 | 156,657 |
| Expenditures | 520,000 | 437,549 | 82,451 |
| Unappropriated Balance | 53,335 | N/A | N/A |
| **Recreation Special Revenue** | | | |
| Resources | 239,000 | 18,443 | 220,557 |
| Expenditures | 57,086 | 57,085 | 1 |
| Unappropriated Balance | 181,914 | N/A | N/A |
| **Reserve Fund** | | | |
| Resources | 7,090,060 | 2,169,798 | 4,920,262 |
| Expenditures | 4,882,912 | 3,035,734 | 1,847,178 |
| Unappropriated Balance | 2,207,148 | N/A | N/A |
| **Municipal Court Special Revenue** | | | |
| Resources | 281,900 | 159,269 | 122,631 |
| Expenditures | 246,900 | 152,904 | 93,996 |
| Unappropriated Balance | 35,000 | N/A | N/A |
| **Miscellaneous Special Revenue** | | | |
| Resources | 30,000 | 15,590 | 14,410 |
| Expenditures | 30,000 | 15,461 | 14,539 |
| Unappropriated Balance | - | N/A | N/A |
| **Conference Center** | | | |
| Resources | 249,975 | 146,518 | 103,457 |
| Expenditures | 192,475 | 139,032 | 53,443 |
| Unappropriated Balance | 57,500 | N/A | N/A |
| **EOTEC Grant Fund** | | | |
| Resources | 5,400,000 | - | 5,400,000 |
| Expenditures | 5,400,000 | 2,574,557 | 2,825,443 |
| Unappropriated Balance | - | N/A | N/A |
| **Law Enforcemnent Special Revenue** | | | |
| Resources | 71,500 | 41,852 | 29,648 |
| Expenditures | 43,500 | 26,854 | 16,646 |
| Unappropriated Balance | 28,000 | N/A | N/A |

Beginning with the 2015-16 fiscal year the City began estimating all of its resources in each fund and only appropriating what it projects it will need for that year. The remainder is carried in the fund as Unappropriated Balance.

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 are 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.

# 2015-2016 Monthly Financial Report

## Special Revenue Funds Report

## For the Month Ending Feb 29, 2016

## Special Revenue Funds

Resources & Requirements

| | | | |
|---|---|---|---|
| **Library Special Revenue** | | | |
| Resources | 58,000 | 21,253 | 36,747 |
| Expenditures | 46,000 | 14,681 | 31,319 |
| Unappropriated Balance | 12,000 | N/A | N/A |
| **2014 Water & Sewer Rev Bonds** | | | |
| Resources | 1,300,000 | 623 | 1,299,377 |
| Expenditures | 1,300,000 | 540,261 | 759,739 |
| Unappropriated Balance | - | N/A | N/A |
| **Senior Center Const** | | | |
| Resources | 2,073,360 | 17,490 | 2,055,870 |
| Expenditures | 2,073,360 | 14,125 | 2,059,235 |
| Unappropriated Balance | - | N/A | N/A |

# 2015-2016 Monthly Financial Report

## Utility and Street Funds Report

## For the Month Ending Feb 29, 2016

**Utility and Street Funds Report**

Resources & Expenditures

| | 2015-16 Annual Budget | Projected YTD | Actual YTD | Variance Fav/(Unfav) | % Variance |
|---|---|---|---|---|---|
| ***Street Fund*** | | | | | |
| Resources | 2,017,500 | 849,205 | 920,400 | 71,195 | 8% |
| Expenditures | 1,348,785 | 1,018,600 | 975,904 | 42,696 | 4% |
| Unappropriated Balance | 668,715 | N/A | N/A | N/A | N/A |
| ***Utility Fund*** | | | | | |
| Resources | 8,480,520 | 4,039,740 | 4,141,807 | 102,067 | 3% |
| Expenditures | 5,821,305 | 2,722,269 | 2,706,080 | 16,189 | 1% |
| Unappropriated Balance | 2,659,215 | N/A | N/A | N/A | N/A |
| ***HES Fund*** | | | | | |
| Resources | 11,435,765 | 6,178,631 | 6,249,190 | 70,559 | 1% |
| Expenditures | 8,697,002 | 5,756,544 | 5,563,622 | 192,922 | 3% |
| Unappropriated Balance | 2,738,763 | N/A | N/A | N/A | N/A |
| ***Regional Water Fund*** | | | | | |
| Resources | 2,102,000 | 732,036 | 827,468 | 95,432 | 13% |
| Expenditures | 1,324,398 | 819,711 | 722,978 | 96,733 | 12% |
| Unappropriated Balance | 777,602 | N/A | N/A | N/A | N/A |

The Street Fund has favorable variances in both revenues and expenditures again this month. The revenue variance increased from $54,000 last month to $71,000 this month primarily due to gasoline taxes. The expenditure variance remained at 4%.

The Utility Fund revenue variance increased to 3% in February, up 1% from January. Water revenues are $57,000 higher than projected and Recycled Water revenues are $39,500 higher. Excluding capital outlay and transfers out, the expenditure variance improved from an unfavorable $17,000 to a favorable $16,000 variance.

The HES revenue variance remained at 1% while the expenditure variance dropped from 4% to 3%. Most of the variance continues to be due to power purchases, which are under projections by approximately $150,000.

Actual revenues are $95,400 over projections in the Regional Water Fund, a 13% favorable variance. $79,000 of this is in non-potable receipts. Actual expenditures are almost an equal amount under projections at $96,700 a favorable 12% variance. The majority of the savings are in Materials & Services in non-departmental.

# 2015-2016 Monthly Financial Report

## Utility and HES Funds Report

## For the Month Ending Feb 29, 2016

### Utility and HES Funds Report

Reserve Balances

| | Beginning Reserve | Ending Reserve | % Ending Reserve | Minimum Reserve Requirement | Difference |
|---|---|---|---|---|---|
| **Utility Fund** | 3,056,640 | 4,617,738 | 79.3% | 717,695 | 3,900,043 |
| **HES Fund** | 3,157,652 | 4,330,348 | 49.8% | 1,072,233 | 3,258,115 |
| **Total** | 6,214,292 | 8,948,086 | - | 1,789,928 | 7,158,158 |

The City Council has established a minimum working capital (current assets less current liabilities) of forty-five (45) days of annual operating expenses for both the Utility Fund and HES Fund. This equates to $717,695 for the Utility Fund and $1,072,233 for the HES Fund. Both funds have balances well above their minimum levels for a total reserve of almost $9 million.

# 2015-2016 Monthly Financial Report

## City of Hermiston, Oregon
## Capital Projects Report
## For the Month Ending Feb 29, 2016

**Capital Projects**

| | 2015-16 Budget | YTD Expenditures | LTD Budget | LTD Expenditures | % Complete |
|---|---|---|---|---|---|
| Airport Improvements | $ 3,531,000 | $ 1,127,011 | $ 3,566,000 | $ 1,392,385 | 50% |
| Eastern OR Trade & Event Ctr (EOTEC) Pipeline | 350,000 | 63,302 | 1,800,000 | 755,399 | 100% |
| EOTEC Construction | 5,400,000 | 2,574,557 | 6,400,000 | 5,473,363 | See below |
| RWTP Outfall | - | 151,738 | 2,500,000 | 1,315,693 | 100% |
| Water Line Extension | 1,026,200 | 349,503 | 1,250,000 | 845,558 | 100% |
| **Total** | **$ 10,307,200** | **$ 4,266,111** | **$ 15,516,000** | **$ 9,782,398** | |

***Airport Improvements***

There were no expenditures made during February on the taxiway project. The project has been winterized, and the contractor is expected to re-mobilize in early April.

***EOTEC Pipeline***

This project is now complete.

***EOTEC Construction***

Construction of the Event Center is approximately 95% complete; the Barns and Rodeo Arena are in the design phase and are about 2% complete. The Event Center remains on schedule to be completed by the end of March. The Barns and Rodeo Arena are projected to be complete by July 2017 which will allow time for move-in and set-up to host the annual Fair and Rodeo in August 2017.

***RWTP Outfall***

This project is now complete.

***Water Line Extension***

This project is now complete.

# 2015-2016 Monthly Financial Report
# City of Hermiston, Oregon
# Investments
# For the Month Ending Feb 29, 2016

## Investment Report
by Type

| Cusip No. | Par Value | Principal Cost | Market Value | Issuer | Rating Moody's/S&P | Days to Maturity | Callable Y/N | Yield to Worst Call | Yield to Maturity (YTM) |
|---|---|---|---|---|---|---|---|---|---|
| 3135G0G31 | $ 2,000,000 | $ 1,993,600 | $ 2,000,452 | FNMA | Aaa/AA+ | 1,065 | Y | 1.28 | 1.28 |
| 3134G33E8 | $ 1,000,000 | $ 997,073 | $ 996,548 | FHLMC | Aaa/AA+ | 1,411 | Y | 1.57 | 1.57 |
| 3135G0QK2 | $ 2,000,000 | $ 1,985,750 | $ 2,000,076 | FFCB | Aaa/AA+ | 1,313 | Y | 1.71 | 1.71 |
| 3137EADN6 | $ 1,000,000 | $ 978,757 | $ 998,040 | FHLMC | Aaa/AA+ | 683 | N | 1.29 | 1.29 |
| 3135G0GY3 | $ 1,000,000 | $ 1,013,901 | $ 1,005,171 | FNMA | Aaa/AA+ | 336 | N | 0.78 | 0.78 |
| **US Agencies** | **$ 7,000,000** | **$ 6,969,081** | **$ 7,000,287** | --- | --- | --- | --- | --- | --- |
| LGIP (1) (2) | $ 5,689,918 | $ 5,689,918 | $ 5,689,918 | Varies | ---/AA | 1 | N | 0.69 | 0.69 |
| **LGIP** | **$ 5,689,918** | **$ 5,689,918** | **$ 5,689,918** | --- | --- | --- | --- | --- | --- |
| **TOTAL** | **$ 12,689,918** | **$ 12,658,999** | **$ 12,690,205** | --- | --- | --- | --- | --- | --- |

The City of Hermiston has established certain policies for its investments. In order to limit credit and interest rate risk, investments are diversified by security type, maturity, issuer, and call provisions. At least 25% of funds available for investing will be invested in the Local Government Investment Pool (LGIP), with a qualified depository institution, or investments maturing in less than 90 days. 50% or more of the portfolio will be invested in securities maturing in less than three years. The maximum average maturity for the portfolio shall be 3 years and the maximum maturity of individual securities in the portfolio shall be 5 years. No more than 75% of the portfolio may be callable. The minimum weighted average credit rating of the portfolio's investments shall be Aa/AA by Moody's and Standard & Poor's respectively. The breakdown of the City's portfolio is shown below.

| Maturity | Par Value | % of Total Portfolio |
|---|---|---|
| < 90 Days | $ 5,689,918 | 44.8% |
| 90 Days - 3 Yrs | $ 4,000,000 | 31.5% |
| 3 - 5 Yrs | $ 3,000,000 | 23.6% |
| | $ 12,689,918 | 100.0% |

| Type of Inv | Par Value | % of Total Portfolio |
|---|---|---|
| US Agency | $ 7,000,000 | 55.2% |
| Corporate | $ - | 0.0% |
| LGIP | $ 5,689,918 | 44.8% |
| | $ 12,689,918 | 100.0% |

| Various Investment Parameters | With LGIP | Without LGIP |
|---|---|---|
| WTD Avg Mat | 567 | 567 |
| Wtd Avg Yield to Mat | 1.02% | 1.37% |
| Percent Callable | 39.4% | 71.4% |
| Wtd Avg Credit Rating | Aaa/AA+ | Aaa/AA+ |