



CITY COUNCIL
January 4, 2023
Council Chambers • 411 SW 9th Street

**COUNCIL
MEMBERS**

Ed Fitch
Mayor

Clifford Evelyn
Councilor

John Nielsen
Councilor

Kathryn Osborne
Councilor

Shannon Wedding
Councilor

Cat Zwicker
Councilor

Vacant
Councilor

JANUARY 4, 2023

WORKSHOP AGENDA

6:00 PM

I. CALL TO ORDER / ESTABLISH A QUORUM

II. OATH OF OFFICE

A. Mayor Ed Fitch

III. ELECTION OF COUNCIL PRESIDENT

IV. PRESENTATIONS

A. Guest Presentation: Discussion of Legislative Concept from Deschutes County Commissioner Phil Chang

V. CITY MANAGER AND STAFF REPORTS

- A. Resolution 2023-01 - Adoption of Amended City Council Rules for 2023
- B. Initial Calendar of Council Policy Items for the months of January 2023 through June 2023
- C. Worksession Methodology for 2023
- D. Ethics and Anti-Harassment Training
- E. Upcoming Items Preview: Purpose of the Transportation System Plan and the Capital Improvement Plan
- F. City Council Vacancy Appointment Process
- G. Fiscal Year 2023-24 Budget Calendar and 2023 Goalsetting

VI. COUNCIL COMMENTS

VII. MAYOR'S COMMENTS

VIII. CITY MANAGER COMMENTS

IX. ADJOURN

Regular Council meetings are broadcast live on COTV11 – BendBroadband Channel 11 beginning at 6:00 p.m. on the 2nd and 4th Tuesdays of each month. Rebroadcasts are scheduled for the non-meeting Tuesdays at 6:00 p.m.

The City of Redmond encourages all citizens to participate in its programs and activities. This meeting location is accessible to people with disabilities. Requests for accommodation may include sign language interpreter service, assistive listening devices, materials in an alternate format or any other accommodation. If any accommodations are needed, please contact the ADA Coordinator at 541-504-3036 or access@ci.redmond.or.us. Requests should be made as soon as possible, but at least 3 business days prior to the scheduled meeting.

The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities



CITY OF REDMOND

CITY HALL
411 SW 9th STREET
REDMOND, OR 97756
541.923.7710
FAX: 541.548.0706
info@redmondoregon.gov
redmondoregon.gov

STAFF REPORT

DATE: January 4, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
FROM: Keith Leitz, HR Director
SUBJECT: Resolution 2023-01 - Adoption of Amended City Council Rules for 2023

Addresses Council Goal:

N/A

Report in Brief:

This item requests City Council adopt the rules by which they will operate as an elected body.

Background:

For a number of years, the Redmond City Council has established rules which set the expectations of conduct and decorum for them as individual elected officials, as well as the entirety as a formal body of government. The rules being considered at this Council meeting reflect input from the Council which occurred at the Council Retreat on December 3, 2021. The retreat was a public meeting held at Redmond City Hall.

Discussion:

N/A

Fiscal Impact:

No direct fiscal impact with this item.

Alternative Courses of Action:

While there are various combinations of actions Council could take, there are generally three options:

1. Adopt the Council Rules as amended.
2. Discuss and request further amendments, and then adopt.
3. Do not accept amended rules.

Recommendation / Suggested Motion:

Once the Council is comfortable with the rules as amended, the motion would be as follows: "I move to approve Resolution 2023-01"

**CITY OF REDMOND
RESOLUTION NO. 2017-092023-01**

**A RESOLUTION OF THE CITY OF REDMOND AMENDING RESOLUTION #2012-02,
MODIFYING THE REDMOND CITY COUNCIL RULES AND MEETING RULES.**

WHEREAS, the position of Mayor and City Council Member brings many responsibilities. Among them, we acknowledge in some instances our position gives the perception of influence and authority with staff and other citizens; and

WHEREAS, ~~the City of Redmond has a long and proud history of~~ there is a need for constructive public debate on **all** significant issues concerning the City and is particularly proud that public debates on emotionally charged issues have typically been **for public debate to be** conducted in a civil and constructive manner; and

WHEREAS, the Redmond City Council desires to set forth that community culture in the form of Council Rules and Meeting Rules as a means of encouraging an open discussion and debate in the appropriate forums, and in a manner that also exhibits the highest standards of professionalism; and

WHEREAS, as such we understand and accept the need for:

- These Council rules;
- Council members to work through the City Manager; and
- Individual Council members to avoid expressing their opinions in a manner that could be perceived as the opinion of the Council.

WHEREAS, Redmond City Council meetings are governed by provisions set forth in the Redmond City Charter, Redmond City Code, and the law and administrative rules of the State of Oregon; and

WHEREAS, to that end the Redmond City Council has prepared the following City Council Rules and Meeting Rules.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY OF REDMOND AS FOLLOWS:

SECTION 1: Council Rules. The Redmond City Council adopts the following rules:

1.0 DECORUM AND ORDER

A. Presiding Officer.

The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal to the Council.

B. Council Members.

1. Councilors (which includes the Mayor) shall conduct themselves in a manner to bring credit upon the City of Redmond and to set an example of good ethical conduct for all ~~Redmond residents~~citizens of the community. Councilors should constantly bear in mind their responsibilities to all cCity residents and refrain from actions that would benefit any individual or special interest group at the expense of the cCity as a whole. Councilors should likewise do everything in their power to insure impartial application of the law to all ~~citizens and equal treatment of each citizen before the law without regard to race, national origin, gender, social station, or economic position~~.
2. Councilors shall strive to preserve order and decorum during all Council meetings. Councilors shall not interrupt or delay the proceedings or refuse to ~~abide by~~ obey these Rules or the Orders of the Presiding Officer. Councilors shall, when addressing members of the public, confine themselves to questions or issues then under discussion and shall not engage in personal attacks on any speaker. Councilors shall, while in session or otherwise representing the City, conduct themselves in a manner appropriate to the dignity of their office.
3. Councilors shall not attempt to interfere with or influence City staff on any staff decision in a manner that would prevent the full Council from having the benefit of ~~similar any~~ information or insight ~~received by staff or receiving opinions of staff~~.
4. Councilors shall not engage in personal attacks of the knowledge, skills, abilities, and personalities of Council members or City staff, or impugn the motives of Council members or cCity staff, during any Council or other City meetings.

C. Public Comment.

1. The Council recognizes public input into the governmental process is an invaluable aid to informed decision making. Therefore, it is the policy of the Council that all ~~residents~~ citizens have the right to speak before the Council on matters of public concern, ~~but each individual citizen~~ shall be responsible to exercise that right in a constructive manner.
2. Any member of the public wishing to address the Council on a matter of public concern may do so at the time set for public comments during each regular session of the Council. Any member ~~so~~ addressing the Council may be subject to a time limit. The Presiding Officer may extend or further limit this ~~time, or~~ time ~~or~~ may request further information be presented to and/or by the Council on such date and in such manner as it deems appropriate.
3. ~~Community members~~ Citizens desiring to address the Council shall first be recognized by the chair and shall limit remarks to the question then under discussion. All remarks and questions shall be addressed to the Council as a whole and not to any individual Council Member. ~~Each member of the Council may ask questions or make comment on~~ remark on topics raised during public

~~comment. citizen input. All in general, ny public comment remarks and questions~~
regarding administration of the City shall be referred to the City Manager by the Presiding Officer.

4. Anonymous and unsigned communications shall not be introduced in Council meetings.

5. While public testimony can be done of Zoom or similar technology, it must be done live. Pre-made video testimony shall not be allowed.

65. City staff and other persons attending Council meetings shall observe the same rules of decorum and conduct applicable to the members of the Council.

2.0 DEBATE

- A. Any Councilor who has the floor shall confine himself or herself to the question under debate. The Councilor shall avoid personal attacks and refrain from impugning the motives of any member. No member shall address the chair or demand the floor while a vote is being taken.
- B. Councilors shall limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council. No Councilor shall be allowed to speak more than once upon any one subject until every other member has had an opportunity to speak.
- C. A Councilor shall request and be recognized by the Presiding Officer prior to speaking. Once recognized, the Councilor shall not be interrupted while speaking, unless called to order by the Presiding Officer or a point of order is raised by any Councilor. If a point of order is raised, the Councilor shall cease speaking until the point is determined. If ruled to be in order the Councilor shall be permitted to proceed; if ruled to be out of order the Councilor shall remain silent or shall alter the remarks as to comply with the ruling. The intent of this section is not to prevent constructive discussion but to preserve order.
- D. Any Councilor shall have the right to express dissent from or protest against any Ordinance, Resolution, or decision of Council, and the reason for the dissent may be verbally stated during deliberation of the Ordinance, Resolution, or decision of Council (to be included in the minutes of the meeting). In addition, a dissent or protest may be filed in writing and presented to the Council not later than the next regular meeting following the date of discussion, deliberation, or passage of the Ordinance, Resolution, or decision objected to.

~~E. The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his or her integrity, character or motives are assailed, questioned or impugned.~~

- EF.** Any member may appeal to the Council from a ruling of the Presiding Officer, and if the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the Presiding Officer may briefly explain the ruling; but there shall

Commented [KL1]: Is this even necessary?

be no debate on the appeal and no other member shall participate in the discussion. The Presiding Officer shall then put the question, "Shall the decision of the chair stand as the decision of the Council?" If the majority of the members vote Aye, the ruling of the chair is sustained; otherwise it is overruled.

3.0 CONTROL OF PROCEEDINGS

- A. Removal of Any Person.** Any person, who, after warning from the Presiding Officer, continues to violate these Rules shall be removed from the room if the ~~Sergeant-at-Arms~~ Police Chief or other peace officer is so directed by the Presiding Officer and agreed to by the majority of the Council. If the Presiding Officer fails to act, any member of the Council may obtain the floor and move to require enforcement of these rules. Upon affirmative vote of the majority of the Council present, the Police Chief or other peace officer ~~Sergeant-at-Arms~~ shall be authorized to remove the person or persons as if the Presiding Officer so directed.

4.0 CONDUCT OF COUNCIL LIAISONS

- A. Overview.** The Mayor, with City Council approval, appoints liaisons to various committees, commissions and certain external organizations ~~outside the City governmental structure outside organizations~~. The purpose of the liaisons is to foster communication between the City Council and these bodies, and to keep the Council, as a complete body, informed of ~~the activities of these committees, commissions and outside organizations~~. ~~As a matter of policy, the City Council has determined that, except as directed by the Council, its liaisons should not participate in or otherwise influence the decision-making process of the committees, commissions and outside organizations.~~

The City Council Liaison shall from time to time give a report on relevant City Council activities.

B. Liaison ~~Conduct~~ Communication.

Commented [KL2]: Everything in this subsection is lined out?

- ~~1. City Council Liaisons shall make no attempt to influence the decision-making process of their assigned committee, commission, or outside organization.~~
- ~~2. City Council Liaisons shall not participate in the deliberations of an assigned committee, commission or outside organization in any way and shall not ask questions of committee or commission members, members of the public giving testimony, or City staff during committee or commission meetings. City Council Liaisons shall not participate in discussions concerning matters which are or are likely to come before the City Council.~~
- ~~3. To the extent possible given the venue, the City Council Liaison shall sit apart from the committee/commission so as not to confuse the public as to the membership of the committee/committee.~~
- ~~4.1 The City Council Liaison should, prior to the first action item on the agenda of the representative committee, commission or outside organization, shall from~~

~~time to time give a report on relevant City Council activities to that committee, commission, or outside organization.~~

5. ~~Rules B.1-4 do not apply to Council appointees to any committee, commission, or outside organization where the City Council Liaison is a voting member of that committee, commission or outside organization, including but not limited to the Redmond Economic Development Inc. and Economic Development for Central Oregon Board of Directors.~~
6. ~~The City Council Liaison should periodically provide a report regarding the activities of his or her liaison assignments during the Council communications portion of the regular City Council agenda.~~

5.0 COUNCIL AND STAFF

A. Generally. It is the Council's responsibility to make policy related decisions and to establish goals and objectives for the City of Redmond. It is the City Manager's responsibility to implement the policy directives and to allocate City resources to achieve the goals and objectives established by the City Council.

B. Application.

1. The Council shall provide direction to the City Manager through the Council's policy decisions and its goals and objectives. Individual Council Members shall not provide conflicting direction to the City Manager. This does not preclude discussions between individual Councilors and City Manager.
2. The Council shall work through the City Manager on issues with City staff. Individual Council Members shall not independently direct the work assignments of City staff. Other than communication to the City Manager, the Council shall avoid communicating in person or electronically with City staff in a manner that implies a directive, negative opinions of staff's work effort or accomplishments, or that interferes in staff's ability to perform their duties.
3. The City Manager **and Mayor** shall determine the timing and priority for City establish and coordinate the Council Meeting Agendas – including setting the actual agenda for each meeting. Time will be set aside at City Council worksessions for Council members to suggest items for future agendas. The Mayor shall approve the Agenda. A minimum of two City Councilors majority of the Council may modify the have a topic put on a future Agenda.
4. The Council shall evaluate the performance of the City Manager when a majority of the Council feels it is needed. Performance evaluations should occur at least bi-annually. , and at least annually.

6.0 Sanctions of Council Members.

A. The Mayor, or the Council President, in the absence of the Mayor, or if the violation involves the Mayor, may issue a written corrective action statement identifying the

violation and the appropriate conduct under the Council Rules.

- B.** The City Council, may, by majority vote at any Council meeting or workshop, approve a motion to censure a Council Member or Mayor for violation of the Council Rules.

7.0 Application. These rules apply to Council in the performance of their duties or other activities as Council Members or Mayor. These rules are not intended to apply to Council in their activities as residents (for example, submitting their building plans).

SECTION 2: Effective Date.

This Resolution is effective upon passage.

ADOPTED by the City Council and **SIGNED** by the Mayor this 4th day of January, 2023, ~~8th day of August, 2017.~~

~~George Endicott~~ Ed Fitch, Mayor

ATTEST:

Kelly Morse, City Recorder

**CITY OF REDMOND
RESOLUTION NO. 2023-01**

A RESOLUTION OF THE CITY OF REDMOND AMENDING THE REDMOND CITY COUNCIL RULES AND MEETING RULES.

WHEREAS, the position of Mayor and City Council Member brings many responsibilities. Among them, we acknowledge in some instances our position gives the perception of influence and authority with staff and other citizens; and

WHEREAS, there is a need for constructive public debate on all significant issues concerning the City and for public debate to be conducted in a civil and constructive manner; and

WHEREAS, the Redmond City Council desires to set forth that community culture in the form of Council Rules and Meeting Rules as a means of encouraging an open discussion and debate in the appropriate forums, and in a manner that also exhibits the highest standards of professionalism; and

WHEREAS, as such we understand and accept the need for:

- These Council rules;
- Council members to work through the City Manager; and
- Individual Council members to avoid expressing their opinions in a manner that could be perceived as the opinion of the Council.

WHEREAS, Redmond City Council meetings are governed by provisions set forth in the Redmond City Charter, Redmond City Code, and the law and administrative rules of the State of Oregon; and

WHEREAS, to that end the Redmond City Council has prepared the following City Council Rules and Meeting Rules.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY OF REDMOND AS FOLLOWS:

SECTION 1: Council Rules. The Redmond City Council adopts the following rules:

1.0 DECORUM AND ORDER

A. Presiding Officer.

The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal to the Council.

B. Council Members.

1. Councilors (which includes the Mayor) shall conduct themselves in a manner to bring credit upon the City of Redmond and to set an example of good ethical conduct for all Redmond residents. Councilors should constantly bear in mind

their responsibilities to all city residents and refrain from actions that would benefit any individual or special interest group at the expense of the city as a whole. Councilors should likewise do everything in their power to insure impartial application of the law to all.

2. Councilors shall strive to preserve order and decorum during all Council meetings. Councilors shall not interrupt or delay the proceedings or refuse to abide by these Rules or the Orders of the Presiding Officer. Councilors shall, when addressing members of the public, confine themselves to questions or issues then under discussion and shall not engage in personal attacks on any speaker. Councilors shall, while in session or otherwise representing the City, conduct themselves in a manner appropriate to the dignity of their office.
3. Councilors shall not attempt to interfere with or influence City staff on any staff decision in a manner that would prevent the full Council from having the benefit of similar information or insight.
4. Councilors shall not engage in personal attacks of the knowledge, skills, abilities, and personalities of Council members or City staff, or impugn the motives of Council members or staff, during any Council or other City meetings.

C. Public Comment.

1. The Council recognizes public input into the governmental process is an invaluable aid to informed decision making. Therefore, it is the policy of the Council that all residents have the right to speak before the Council on matters of public concern. Each individual shall be responsible to exercise that right in a constructive manner.
2. Any member of the public wishing to address the Council on a matter of public concern may do so at the time set for public comments during each regular session of the Council. Any member addressing the Council may be subject to a time limit. The Presiding Officer may extend or further limit this time or may request further information be presented to and/or by the Council on such date and in such manner as it deems appropriate.
3. Community members desiring to address the Council shall first be recognized by the chair and shall limit remarks to the question then under discussion. All remarks and questions shall be addressed to the Council as a whole and not to any individual Council Member. Each member of the Council may ask questions or remark on topics raised during public comment. In general, public comment regarding administration of the City shall be referred to the City Manager by the Presiding Officer.
4. Anonymous and unsigned communications shall not be introduced in Council meetings.
5. While public testimony can be done of Zoom or similar technology, it must be done live. Pre-made video testimony shall not be allowed.

6. City staff and other persons attending Council meetings shall observe the same rules of decorum and conduct applicable to the members of the Council.

2.0 DEBATE

- A. Any Councilor who has the floor shall confine himself or herself to the question under debate. The Councilor shall avoid personal attacks and refrain from impugning the motives of any member. No member shall address the chair or demand the floor while a vote is being taken.
- B. Councilors shall limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council. No Councilor shall be allowed to speak more than once upon any one subject until every other member has had an opportunity to speak.
- C. A Councilor shall request and be recognized by the Presiding Officer prior to speaking. Once recognized, the Councilor shall not be interrupted while speaking, unless called to order by the Presiding Officer or a point of order is raised by any Councilor. If a point of order is raised, the Councilor shall cease speaking until the point is determined. If ruled to be in order the Councilor shall be permitted to proceed; if ruled to be out of order the Councilor shall remain silent or shall alter the remarks as to comply with the ruling. The intent of this section is not to prevent constructive discussion but to preserve order.
- D. Any Councilor shall have the right to express dissent from or protest against any Ordinance, Resolution, or decision of Council, and the reason for the dissent may be verbally stated during deliberation of the Ordinance, Resolution, or decision of Council (to be included in the minutes of the meeting). In addition, a dissent or protest may be filed in writing and presented to the Council not later than the next regular meeting following the date of discussion, deliberation, or passage of the Ordinance, Resolution, or decision objected to.
- E. Any member may appeal to the Council from a ruling of the Presiding Officer, and if the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the Presiding Officer may briefly explain the ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The Presiding Officer shall then put the question, "Shall the decision of the chair stand as the decision of the Council?" If the majority of the members vote Aye, the ruling of the chair is sustained; otherwise it is overruled.

3.0 CONTROL OF PROCEEDINGS

- A. **Removal of Any Person.** Any person, who, after warning from the Presiding Officer, continues to violate these Rules shall be removed from the room if the Police Chief or other peace officer is so directed by the Presiding Officer and agreed to by the majority of the Council. If the Presiding Officer fails to act, any member of the Council may obtain the floor and move to require enforcement of these rules. Upon affirmative vote of the majority of the Council present, the Police Chief or other peace officer

shall be authorized to remove the person or persons as if the Presiding Officer so directed.

4.0 ROLE OF COUNCIL LIAISONS

- A. Overview.** The Mayor, with City Council approval, appoints liaisons to various committees, commissions, and certain external organizations. The purpose of the liaisons is to foster communication between the City Council and these bodies, and to keep the Council, as a complete body, informed of activities.

The City Council Liaison shall from time to time give a report on relevant City Council activities.

5.0 COUNCIL AND STAFF

- A. Generally.** It is the Council's responsibility to make policy related decisions and to establish goals and objectives for the City of Redmond. It is the City Manager's responsibility to implement the policy directives and to allocate City resources to achieve the goals and objectives established by the City Council.

B. Application.

1. The Council shall provide direction to the City Manager through the Council's policy decisions and its goals and objectives. Individual Council Members shall not provide conflicting direction to the City Manager. This does not preclude discussions between individual Councilors and City Manager.
2. The Council shall work through the City Manager on issues with City staff. Individual Council Members shall not independently direct the work assignments of City staff. Other than communication to the City Manager, the Council shall avoid communicating in person or electronically with City staff in a manner that implies a directive, negative opinions of staff's work effort or accomplishments, or that interferes in staff's ability to perform their duties.
3. The City Manager and Mayor shall determine the timing and priority for City Meeting Agendas – including setting the actual agenda for each meeting. Time will be set aside at City Council worksessions for Council members to suggest items for future agendas.
4. The Council shall evaluate the performance of the City Manager when a majority of the Council feels it is needed. Performance evaluations should occur at least bi-annually.

6.0 SANCTIONS OF COUNCIL MEMBERS

- A.** The Mayor, or the Council President, in the absence of the Mayor, or if the violation involves the Mayor, may issue a written corrective action statement identifying the violation and the appropriate conduct under the Council Rules.

- B.** The City Council, may, by majority vote at any Council meeting or workshop, approve a motion to censure a Council Member or Mayor for violation of the Council Rules.

7.0 APPLICATION

These rules apply to Council in the performance of their duties or other activities as Council Members or Mayor. These rules are not intended to apply to Council in their activities as residents (for example, submitting their building plans).

SECTION 2: Effective Date.

This Resolution is effective upon passage.

ADOPTED by the City Council and **SIGNED** by the Mayor this 4th day of January, 2023.

Ed Fitch, Mayor

ATTEST:

Kelly Morse, City Recorder



CITY OF REDMOND

CITY HALL
411 SW 9th STREET
REDMOND, OR 97756
541.923.7710
FAX: 541.548.0706
info@redmondoregon.gov
redmondoregon.gov

STAFF REPORT

DATE: January 4, 2023
TO: City Council
THROUGH:
FROM: Keith Witcosky, City Manager
SUBJECT: Initial Calendar of Council Policy Items for the months of January 2023 through June 2023

Addresses Council Goal:

N/A

Report in Brief:

Draft City Council Calendar for Policy and other Notable Items Identified by the Council.

Background:

This item is intended to provide some general timeframes for key issues that have been identified or discussed with the 2023 Redmond City Council. The matrix is arranged to include high priority policy items such as homelessness and affordable housing; joint meetings with other elected bodies or City committees; and ongoing major capital projects such as the Redmond Wetlands Complex.

This is only a snapshot in time. It is not all inclusive and does not comprise every action item or presentation scheduled for City Council meetings. Updates to this calendar will be transmitted periodically to City Council either during worksessions or via email.

Discussion:

N/A

Fiscal Impact:

N/A

Alternative Courses of Action:

Informational only. No action needed.

Recommendation / Suggested Motion:

N/A

POLICY ISSUE	TIMING
Ethics and Anti-Harrassment Training	Jan. 2023
Council Goal Setting/Metrics	Jan. 2023
TSP and CIP	Jan. 2023
Central Dry Canyon	Jan., Feb. 2023
Homelessness (investments, Council strategy)	Feb. 2023
Fireworks Ban	Feb./Mar. 2023
Affordable Housing	Mar. - Apr. 2023
Dispensaries	Apr.- June 2023
Re-Route/Quarry Road, etc.	See TSP
Parks/Homelessness TPM	Apr. - May 2023
Transient Lodging Tax Strategy	Apr. - July 2023
Budget Committee Meetings	April, May 2023
Update Standards and Specs.	May. 2023
Juniper Golf Course Capital Improvements	July - Aug. 2023

CAPITAL PROJECTS	UPDATE FREQUENCY	COMPLETION GOAL
Wastewater Plant	Quarterly	Operational 2026
North Point Vista (housing project)	Quarterly	2026/2027
Airport Terminal Expansion	Quarterly	2025/2026
Public Safety Facility	Monthly	Operational 2025
Hwy 97 Corridor Plan Impl.	Quarterly	Hwy. reconstruction in 2025/26

JOINT MEETINGS	TARGET MONTH	FREQUENCY
Urban Renewal	February	Twice per year
Planning	April	Twice per year
Parks		Once per year
Deschutes County Board	March	Every 4 months
Bend City Council	Summer 2023	Annual
Golf Committee	Summer 2023	Annual
Budget Committee	Apr./May 2023	Annual

OTHER ITEMS OF NOTE WITHOUT A TIMEFRAME
Child Care
Evergreen Gym Building
Neighborhood Serving Commercial
UGB Expansion
Airport Land Development
Various budget related items



CITY OF REDMOND

CITY HALL
411 SW 9th STREET
REDMOND, OR 97756
541.923.7710
FAX: 541.548.0706
info@redmondoregon.gov
redmondoregon.gov

STAFF REPORT

DATE: January 4, 2023
TO: City Council
THROUGH:
FROM: Keith Witcosky, City Manager
SUBJECT: Worksession Methodology for 2023

Addresses Council Goal:

N/A

Report in Brief:

This informational item is intended to familiarize the City Council with the due diligence and methodology that will be used to assist them in making policy decisions.

Background:

Throughout their terms as elected officials, City Councilors will be asked to make critical policy decisions about the Redmond community. Many of these will be complex and involve multiple strategic options - such as homelessness and increasing the supply of affordable housing,

In order to fully inform the Council, staff will primarily use a four-step process:

- 1) Inform the Council through subject matter expert panels.
- 2) Formulate and evaluate strategic options.
- 3) Put forth actions for City Council consideration.
- 4) Measure success.

Attached is a worksheet that will be completed in advance of policy discussions in order to make sure the City Council and general public are clear on the intent and objectives for each issue. The worksheet scoping exercise will also help clarify how much staff time is required to examine an issue, and can assist with setting priorities.

Discussion:

N/A

Fiscal Impact:

No fiscal impact with this item.

Alternative Courses of Action:

Informational only. No action required.

Recommendation / Suggested Motion:

N/A

Policy Issue Worksheet

Topic:

Worksession Date:

Previous Council Worksessions on this Topic (date):

Lead (City) Staff:

Purpose: (to be completed in consultation with Council member(s)) The purpose of this worksession is for City Council to...

Project Objectives/Success Criteria (to be completed in consultation with Council member(s)):

Example language

- Discuss feedback from survey
- Determine whether the City Policy needs to change.
- Make decisions which provide the broadest benefit to downtown businesses while balancing the community benefit from events that use 5th and 6th.
- Special events continue to occur in the downtown and draw pedestrian traffic.

Estimated staff hours needed to pursue project scope:

Estimated project cost and year of estimate (if applicable):

Source of Funds for project:



2023 City Council Anti-Harassment Training

Keith Leitz, Director of Legal and Human Resources (City Attorney)

Outline

- Why are we getting this training?
- You are a Mandatory Reporter
- Discrimination, Harassment, Sexual Harassment, Sexual Assault, and Retaliation
- City of Redmond Anti-Harassment Policy (HR-101)
- Questions

Why are we getting this training?

1. Pursuant to ORS 419B

1. ORS 419B.005(s) An elected official of a branch of government of this state or a state agency, board, commission or department of a branch of government of this state or of a city, county or other political subdivision in this state
2. Any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse or that any person with whom the official comes in contact has abused a child shall immediately report or cause a report to be made
3. ODHS Mandatory Reporting for Child Abuse video: <https://youtu.be/iO4uRPbI4YQ>

Why are we getting this training?

1. The City is *legally* responsible for the acts of:
 - Its employees, ***elected officials***, and volunteers
 - Residents/taxpayers, vendors, and other outsiders who interact with City employees as part of the employees' jobs

Why are we getting this training?

2. Harassment, sexual harassment or discrimination negatively affects morale, motivation and job performance. It can result in increased absenteeism, turnover, inefficiency and loss of productivity. It is inappropriate, offensive and it will not be tolerated.

Discrimination, Harassment, Sexual Harassment, Sexual Assault, and Retaliation



What is “Unlawful Discrimination”?

- To treat someone differently because of their protected class status; **OR**
- “Hostile work environment”

Protected Classes: Who You Are

- Race
- Color
- National origin
- Sex
- Pregnancy
- Religion
- Disability
- Age (over 18 in Oregon)
- Marital status
- Family relationship
- Injured worker (WC)
- Sexual orientation
 - Gender identity
 - Gender expression
- Genetic background

Protected Classes: What You Did/Do

- Served in the military
- Used protected leave (sick leave, military, family, legislative, bone marrow, jury duty)
- Opposed unlawful practices
- Associated with a member of a protected class
- Had your wages garnished
- Expunged juvenile record
- Filed bankruptcy
- Testified in criminal or civil proceedings
- Used tobacco in off duty hours

“Treat Someone Differently”

Federal and Oregon law prohibits discrimination in:

- Recruiting/Hiring
- Compensation
- Benefits
- Terms or conditions of employment
 - Includes trainings, advancement opportunities
 - Includes exclusionary invitations (business-social invitations that are not inclusive of all employees)
- Termination (includes “constructive” discharge)

What is a “Hostile Work Environment”?

- The law is not a civility code; my boss is a jerk ≠ hostile work environment
- Hostile work environment is conduct that is so ***objectively offensive*** (based on protected class status): as to alter the conditions of the victim’s employment
- The **conditions of employment** are altered only if the harassment is ***sufficiently severe or pervasive*** to create a hostile work environment

Single Incident Harassment

A single episode, or a single comment, can create an unlawful hostile work environment if it is:

- Severe
- Unusually demeaning
- Physical, particularly where threatening

More Importantly: One incident/comment can violate City policy!

What is “Sexual Harassment”?

- A **“hostile work environment”**:
 - Unwelcome sexual advances
 - Visual or verbal or physical conduct of a sexual nature or requests for sexual favors
 - Includes gender-based harassment of a person
 - ☐ Includes same gender
 - ☐ Does not have to be “sexual” in nature

What is “Sexual Harassment”?

■ “Quid pro quo”

- When submission to sexual demands is a term or condition of employment (or when refusing sexual demands is a basis for employment decisions)
- Offers to give employment benefits or let an employee keep them in exchange for sexual favors
- One single event is enough



What is “Sexual Assault”?

- Sexual assault is any type of sexual encounter without a person’s consent.
- It includes, but is not limited to, rape, attempted rape, inappropriate touching and indecent exposure.

What We Have Learned From the Courts

- Sexual harassment can be a legal violation long before the conduct affects psychological well being or may even be considered offensive by the victim
- It does not depend on the gender of the participants (Any gender can unlawfully harass any other gender or the same gender)

Retaliation: Also Illegal Discrimination

- **What:** A “negative employment” action happens (termination, demotion, etc.)
- **Why:** Because the employee has:
 - Made a good-faith complaint about discrimination, unequal pay, harassment, gross mismanagement of City funds, or some other unlawful conduct; OR
 - Filed a grievance, talked to a lawyer, or filed a complaint with BOLI/EEOC or OSHA, participated in an investigation, etc.

The City of Redmond's Discrimination and Harassment Policy

Policy



Reasonable Steps to Prevent Harassment

- Comply with the City of Redmond's harassment policies
 - Know how the policy defines harassment. It gives examples
- Understand the City's Complaint Procedure
 - Know to whom complaint can be made
 - Human Resources; Any Department Head
 - Report as soon as you believe there is an issue
 - Understand that an investigation will likely follow

Reporting Obligations

- Policy violations that are personal
- Policy violations that you observe
- Policy violations that you did not observe, but about which you have credible information

Bottom Line: The City of Redmond wants to know and is required to investigate complaints and reports of harassment

What Kind of Discipline Occurs?

- If a complaint of harassment or discrimination is substantiated:
 - The law requires discipline to ensure that the misconduct will not be repeated.
 - If the misconduct is severe, or repeated, termination is likely.
- Elected / Appointed:
 - No termination, but removal?
 - No indemnity for actions that occur outside the performance of official duties or for malfeasance or willful wanton neglect

Questions?

“... you can either ask the question
or experience the answer ...”

- *Author unknown*



REDMOND CITY HALL



LEGAL DEPARTMENT ETHICS TRAINING 2023

January 4, 2023



ETHICS TRAINING TOPICS

- Who this applies to
- Who administers the rules
- Jurisdiction
- Gifts
- Prohibited use of office
- Conflicts of interest
- Nepotism
- Outside employment
- Statement of economic interest (SEI)

ETHICS TRAINING WHO THIS APPLIES TO

Oregon Government Ethics Law

Today's focus:

Oregon Revised Statute chapter 244 &
Administrative Rule chapter 199

All public officials in Oregon must comply
with the Oregon Government Ethics Law.



ETHICS TRAINING WHO ADMINISTERS THE RULES

SLIDE / 4



Who
Administers
the Ethics
Law?

Oregon Government Ethics Commission

- Review and Investigation
- Resolution
- Advice

<https://www.oregon.gov/ogec/public-records/Pages/Advice-and-Opinions.aspx>

ETHICS TRAINING GIFTS

Limitations on Gifts

A public official, relative or household member may not:

- Solicit or receive any gift;
- With a value exceeding \$50;
- From any single source; and
- Reasonably known to have a legislative or administrative interest.

“Legislative or Administrative Interest”

. “[A]n economic interest, distinct from that of the general public, in:

Any matter subject to the decision or vote of the public official acting in the public official’s capacity as a public official; or

Any matter that would be subject to the decision or vote of a candidate who, if elected, would be acting in the capacity of a public official.



ETHICS TRAINING GIFTS

What are Not Gifts?

- Gifts from relatives or household members.
- Admission provided to or the cost of food and beverage consumed by the public official, relative, household member, or staff member accompanying the official at a reception, meal or meeting while representing the city.
- Reasonable food, travel or lodging expenses provided to a public official, relative, household member, or staff member of a public official accompanying the official while official is representing the city on an officially sanctioned trade promotion or fact-finding mission or in officially designated negotiations or economic development activities where the receipt of expenses is approved in advance.
- Food or beverage consumed by the public official or candidate at a reception where the food or beverage is provided as an incidental part of the reception and no cost is placed on the food or beverage.

ETHICS TRAINING GIFTS

What are Not Gifts?

- Waiver or discount of registration expenses or materials provided at a continuing education event that the public official or candidate may attend to satisfy a professional licensing requirement.
- Unsolicited tokens or awards in the form of a plaque, trophy, desk item, wall memento or similar item, with a resale value reasonably expected to be less than \$25.
- Anything of economic value offered, solicited or received by the public official, candidate, relative or household member as part of the usual and customary practice or the official's private capacity that bears no relationship to the public official's or candidate's official position or public office.
- Contributions to a legal expense trust fund established for the benefit of the public official.

ETHICS TRAINING GIFTS

What to Ask Yourself Before Accepting a Gift



Is it a "gift" within the definition under ORS 244.020?



Do any exceptions apply?



Does the source have a legislative or administrative interest in my position?



Is the value greater than \$50?

Prohibited Use of Office - The “But For” Prohibition

Public officials cannot use their public positions for:

- Financial Gain or Avoidance
- Promise of Future Employment
- Use of Confidential Information Gained Through Public Office
- Representation Before the Governing Body for Fee
- For themselves, a relative or a household member

No matter how minimal

ASK: But for my position as a public official, would I have been provided with or offered the same opportunity?

ETHICS TRAINING PROHIBITED USE OF OFFICE

SLIDE / 11

Exceptions— What is *NOT* Financial Gain



Official compensation package.



Honorarium related to the public official's position with a max value of \$50 or related to a private occupation/avocation/expertise.



Reimbursement of approved expenses.



Unsolicited awards for professional achievement.



Contributions to a legal expense trust fund.

ETHICS TRAINING CONFLICTS OF INTEREST

SLIDE / 12

What is a Conflict of Interest?

Participation in an official action that *would or could* result in a financial benefit to the public official, a relative or a business in which either are associated.

- Potential conflict: when the action taken by the public official *could* have a financial impact on that official, relative or business.
- Actual conflict: when the action taken by the public official *would* have a financial impact on that official, relative or business.

ETHICS TRAINING CONFLICTS OF INTEREST

A graphic for the 'Rule of Necessity'. It features a large, hand-drawn green circle. Inside the circle, the text 'Rule of Necessity' is written in a dark blue, sans-serif font. Below the text is a blue icon of a gavel with three short lines radiating from the top, symbolizing a court or legal decision.

- An actual conflict of interest exists but the public official's vote is necessary to meet the minimum number of votes required for official action.
- The public official may vote out of necessity.
- Does not apply when there are insufficient votes because of a member's absence.

Only applies when a quorum is lacking solely because the member must refrain due to the conflict.

- Must still disclose and refrain from any discussion on the matter.

ETHICS TRAINING NEPOTISM

Nepotism

Can do



- You and your relative CAN be employed by the same public employer at the same time or serve on the same governing body at the same time.

Cannot do



- Public officials CANNOT participate in any personnel action taken by the public body that would impact the employment of a relative or member of the public official's household.
- Public officials may not directly supervise a relative or household member. * See OAR 199-005-0080

ETHICS TRAINING PRIVATE EMPLOYMENT

Guidelines for Private Employment

- Public officials are not to engage in private business activities on their city's time.
- A city's supplies, facilities, equipment, employees, records or any other public resources are not to be used to engage in private business interests.
- The position as a public official is not to be used to take official action that could have a financial impact on a private business with which the public official, a relative or member of public official's household are associated.
- Confidential information gained as a public official is not to be used to obtain a financial benefit for the public official, a relative or member of the public official's household or a business with which any are associated.
- Watch for conflicts of interest.

ETHICS TRAINING STATEMENT OF ECONOMIC INTEREST

SLIDE / 16

Annual Filing Requirement

- The SEI must be filed every year by all elected officials, the city manager (or principal administrator), municipal judges and planning commission members.
 - This is not an exclusive list! See ORS 244.050.
- Completed online.
- April 15 deadline.

ETHICS TRAINING RESOURCES

Oregon Government Ethics Commission

Website: www.oregon.gov/OGEC

Email: ogec.mail@oregon.gov

Phone: 503-378-5105

City Attorney

The League of Oregon Cities

Private Attorney



REDMOND CITY HALL



LEGAL DEPARTMENT QUESTIONS?



CITY OF REDMOND

CITY HALL
411 SW 9th STREET
REDMOND, OR 97756
541.923.7710
FAX: 541.548.0706
info@redmondoregon.gov
redmondoregon.gov

STAFF REPORT

DATE: January 4, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
FROM: Jessica MacClanahan, City Engineer
Jason Neff, Chief Financial Officer
SUBJECT: Upcoming Items Preview: Purpose of the Transportation System Plan and the Capital Improvement Plan

Addresses Council Goal:

N/A

Report in Brief:

This informational item is intended to familiarize City Council with how and why the City Capital Improvement Plan (CIP) and Transportation System Plans (TSP) are created and how they are used to set priorities and make capital investments.

Background:

The TSP and CIP are among Redmond's most important documents for setting infrastructure priorities to manage growth. The CIP sets multi-year priorities for capital investments and articulates assumptions for how they will be financed in five-year increments. The CIP is reviewed every winter by City Council and serves as a foundation for the fiscal year budget.

The TSP sets Redmond's transportation investment priorities. The TSP was last updated by City Council in late 2019. With population growth exceeding estimates that were used to create the TSP and with the kick-off of a new Mayor and City Council, it is timely to examine the assumptions in the 2019 plan and determine what modifications might be needed.

Discussion:

At the meeting on January 4, 2023, staff will be explaining how these documents are used. However, the real substance of the actions and priorities will be presented and discussed at a separate Council later in January 2023.

Fiscal Impact:

N/A

Alternative Courses of Action:

N/A. Informational only.

Recommendation / Suggested Motion:

N/A



CITY OF REDMOND

CITY HALL
411 SW 9th STREET
REDMOND, OR 97756
541.923.7710
FAX: 541.548.0706
info@redmondoregon.gov
redmondoregon.gov

STAFF REPORT

DATE: January 4, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
FROM: Jason Neff, Chief Financial Officer
SUBJECT: Fiscal Year 2023-24 Budget Calendar and 2023 Goalsetting

Addresses Council Goal:

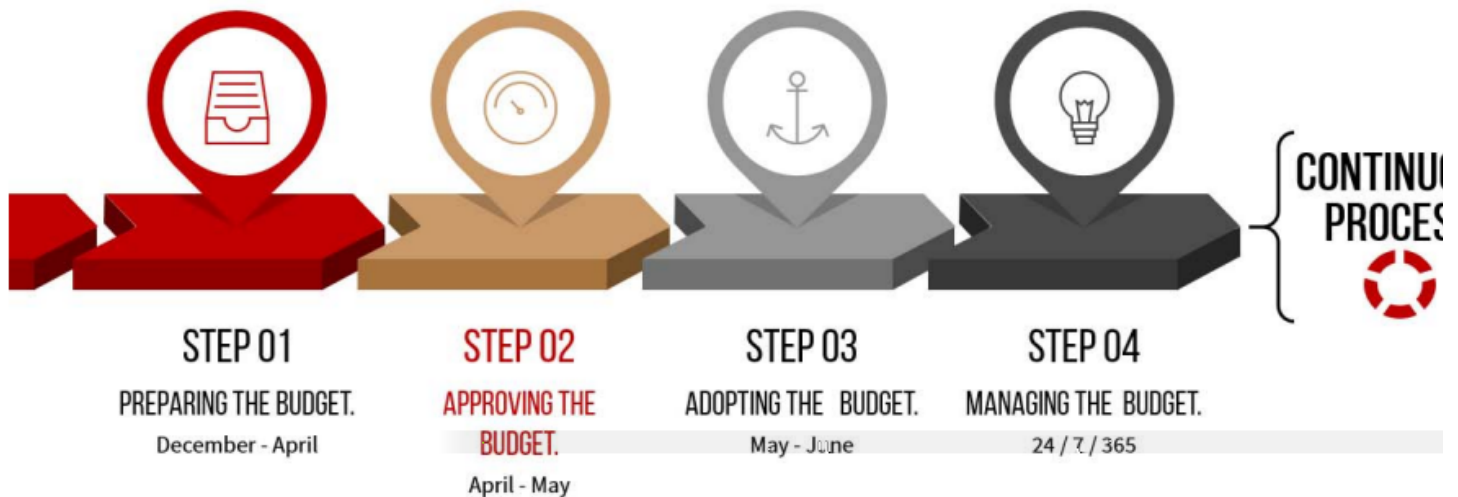
N/A

Report in Brief:

This informational item is intended to familiarize City Council with the upcoming fiscal year budget process and how council goals fit into that process.

Background:

THE BUDGET PROCESS



All Oregon cities are required to prepare an annual or biennial budget as a governing document for the City's actions in the coming fiscal year. The City of Redmond's fiscal budget year is from July 1 - June 30. The City has several policies in addition to the Oregon Local Budgeting Law (ORS 294.305 to 294.565) that guide the preparation of the budget.

The budget process begins in December-January with long-term financial forecasting, the establishment of a budget calendar and budget tools preparation. Typically, in early February, City Council goals are established which "sets the tone" and guides various elements of the upcoming budget. In late February, initial budget estimates are completed by each department, followed by budget office review, adjustments and consolidation. A proposed budget is presented to the Budget Committee at the end of April/early May.

The Budget Committee consists of the seven members of the Redmond City Council and an additional seven Redmond citizens. The Committee is tasked with reviewing the proposed budget and amending it where desired. The Budget Committee meetings are public meetings and an opportunity for citizen comment is available. City staff attends the meetings to present the budget, provide technical analysis and support to the Committee. At the conclusion of the budget meetings, the Committee approves a balanced budget that is forwarded to the City Council for adoption.

Discussion:

At the meeting on January 4, 2023, staff will explain specific steps/dates in the budget process and the various points of council interaction during the process.

Fiscal Impact:

N/A

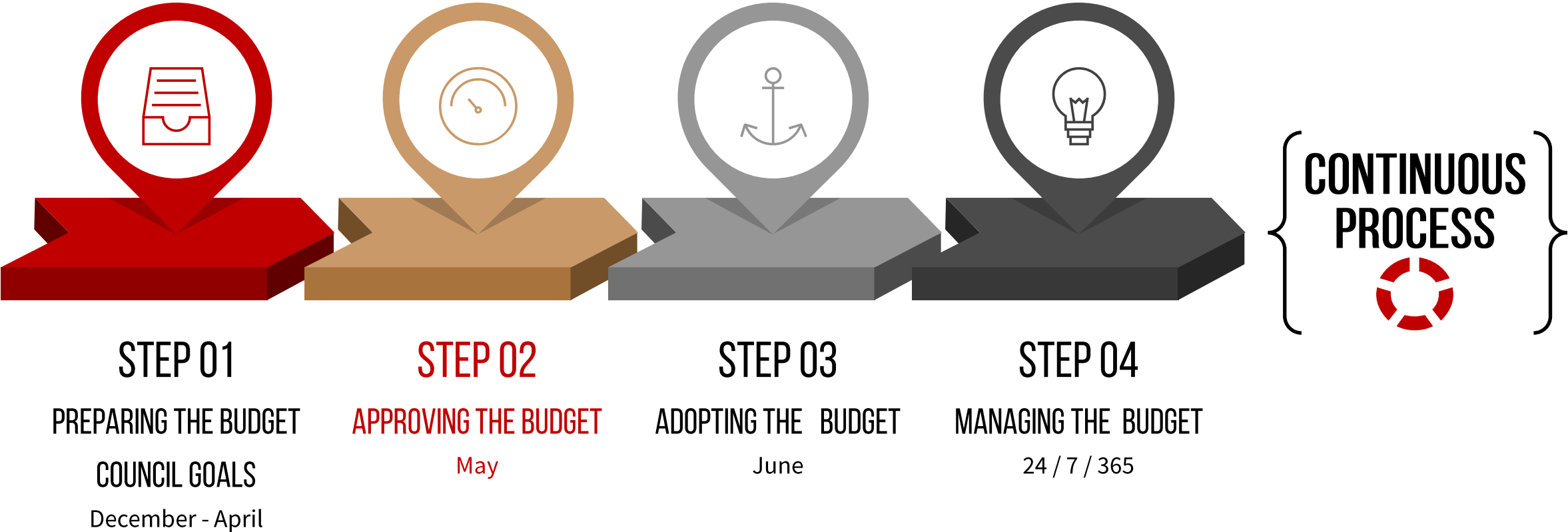
Alternative Courses of Action:

N/A. Informational Only.

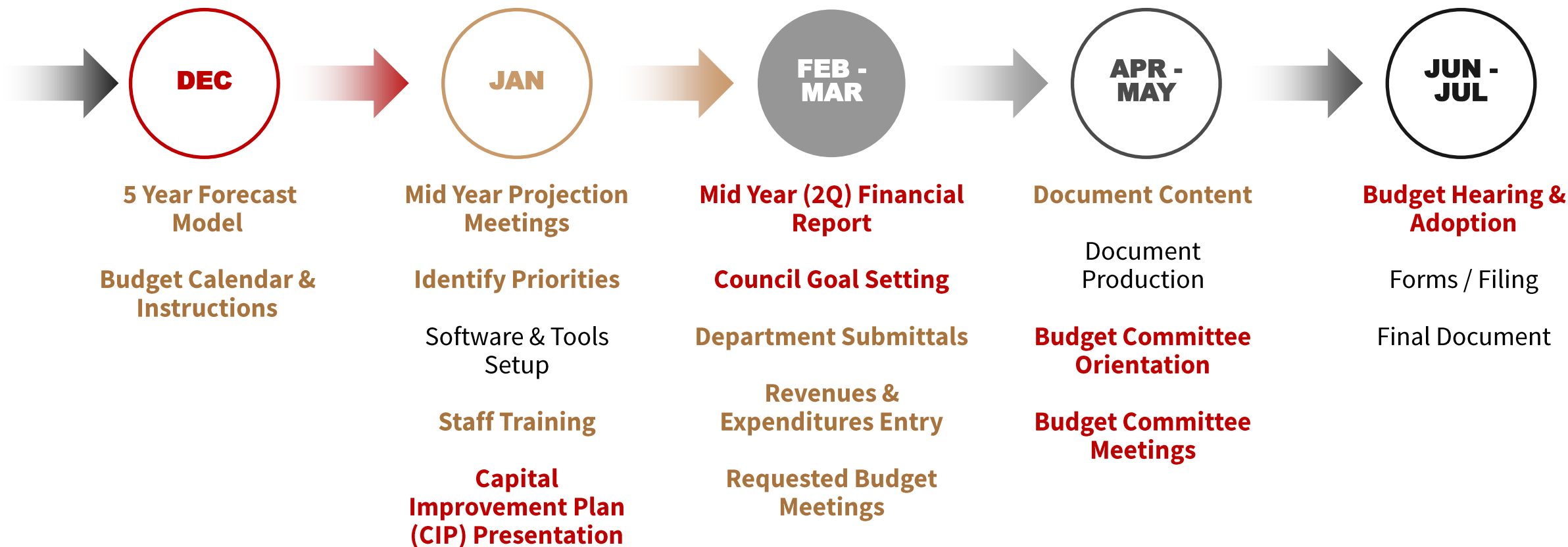
Recommendation / Suggested Motion:

N/A

THE BUDGET PROCESS 2023/2024



BUDGET CALENDAR AND STEPS





HOW ARE DEPARTMENTS FUNDED?

