



CITY OF REDMOND

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

CITY COUNCIL

July 11, 2023
Council Chambers • 411 SW 9th Street

COUNCIL MEMBERS

Ed Fitch
Mayor

Cat Zwicker
Council President

Tobias Colvin
Councilor

Clifford Evelyn
Councilor

John Nielsen
Councilor

Kathryn Osborne
Councilor

Shannon Wedding
Councilor

JULY 11, 2023

REGULAR MEETING AGENDA

6:00 PM

Citizen comments are limited to three (3) minutes per person and will be accepted for a period of 30 minutes. Comments should be focused on City of Redmond business. Attendees are asked to refrain from interrupting, calling-out, or cheering during citizen comments.

I. CALL TO ORDER / ESTABLISH A QUORUM

II. BLESSING - Pastor Bill Cecrle, The Bridge Church

III. PLEDGE OF ALLEGIANCE

IV. COMMENTS FROM CITIZENS AT THE MEETING

V. CONSENT AGENDA

- A. Minutes of the May 23, 2023, Council Meeting

VI. PRESENTATIONS

- A. Review of Calls for Service from Redmond Police Department for 4th of July Weekend 2023
B. City Investment Update and Strategy Review
C. Heart of Oregon Corps

VII. BID AWARDS / BID REJECTIONS

- A. Redmond Senior Center Kitchen Remodel Project bid award to Able General Contracting, LLC, Project #SC2201: \$449,695.77
B. Airport Camera System and Operating Agreement with LTT Partners: \$147,934.16.

VIII. ACTION ITEMS

- A. Convention Visitors Bureau Fiscal Year 2023-2024 Annual Service Contract: \$348,269
B. Redmond Economic Development Inc. Fiscal Year 2023/2024 Annual Service Contract: \$157,658
C. Resolution #2023-15 - A resolution of the City of Redmond to make Budget Adjustments.
D. Resolution #2023-16 - A resolution amending the Water System Development Charge Project List.

IX. ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING

X. CITY MANAGER COMMENTS

XI. COUNCIL COMMENTS

XII. MAYOR'S COMMENTS

- A. Historic Landmarks Commission - Appointment of Megan Watkins term expiring December 31, 2025.

XIII. EXECUTIVE SESSION

Oregon Law permits public bodies to meet in executive session to discuss specific matters which are not open to the public. Final actions or decisions on these matters will be made during regular session.

- A. Real Property – ORS 192.660(2)(e) authorizes executive session “to conduct deliberations with persons designated by the governing body to negotiate real property transactions.”
- B. Litigation – ORS 192.660(2)(h) authorizes executive sessions “to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.”

Under the provisions of the Oregon Public Meetings Law, the proceedings of this executive session are for background information only for media attending and not for publication or broadcast.

XIV. 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@redmondoregon.gov. 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

SPECIAL CITY COUNCIL MEETING OF THE CITY OF REDMOND WAS HELD MAY 23, 2023, IN CIVIC ROOMS 207/208.

COUNCIL MEMBERS PRESENT: Tobias Colvin – Clifford Evelyn – Ed Fitch – John Nielsen – Kathryn Osborne (via conference phone) – Shannon Wedding – Cat Zwicker

STAFF PRESENT: City Manager Keith Witcosky – City Attorney Keith Leitz – Police Chief Devin Lewis – Interim Public Works Director Jon Skidmore – Deputy City Recorder Kayla Duddy – Deputy City Manager John Roberts – Wastewater Division Manager Ryan Kirchner – Deputy City Manager Jason Neff – Communications Director Heather Cassaro – City Engineer Jessica MacClanahan – Parks Planner & Project Manager Maria Ramirez – PFC Operations & Maintenance Manager Dusty Hood – Water Division Manager Joshua Wedding

PARKS COMMITTEE MEMBERS PRESENT: Jeannie Cote-Lashonse – Richard Lance – Sydney Quinton-Cox Forbes

MEDIA PRESENT: None

Mayor Fitch called the meeting to order at 6:00 p.m. A quorum of the Council and Parks Committee was present.

CONSENT AGENDA

A. Blue Star and Gold Star Families City Proclamation

Councilor Zwicker moved, seconded by Councilor Colvin, to approve the Consent Agenda, motion passed. (Colvin-yes, Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Wedding-yes, Zwicker-yes)

Military Order of the Purple Heart, Chapter 551 Commander George Endicott read the proclamation adding that the governor signed the law making Highway 30 a Gold Star highway. Mr. Endicott presented Mayor Fitch with a Certificate of Appreciation from the National Garden Club, Inc.

BID AWARDS / BID REJECTIONS

A. Wastewater Treatment Plant Chemicals Bid Award: \$1,015,000

Wastewater Division Manager Ryan Kirchner requested approval of two distinct multi-year agreements to purchase the chemicals necessary to meet federal and state permitted requirements at the water pollution control facility. Proposals were solicited via a formal bidding process. While staff requested pricing for three chemicals, the bids received only contained pricing for two. The breakdown of the contracts is as follows:

- Contract #1: Purchase Sodium Hypochlorite from HASA, Inc. in a not to exceed the amount of \$153,000 per year and \$765,000 over five-years.
- Contract #2: Purchase Cationic Polymer from Polydyne Inc. in a not to exceed the amount of \$50,000 per year and \$250,000 over five-years.

Councilor Wedding moved, seconded by Councilor Evelyn, to authorize the City Manager to sign multi-year purchase agreements with HASA and Polydyne Inc. in an amount not to exceed \$1,015,000 over the duration of the two contracts, motion passed. (Colvin-yes, Evelyn-yes, Fitch-yes, Nielsen-yes, Osborne-yes, Wedding-yes, Zwicker-yes)

Regarding the third chemical, Mr. Kirchner clarified that the City could exercise the option to extend the existing contract for two additional years.

PRESENTATIONS

A. City Council and City Parks Committee Joint Worksession

Parks Planner and Project Manager Maria Ramirez presented a high-level overview of the current Parks System, City Council and Parks Committee goals, the Redmond Citywide Park Master Plan and Redmond Comprehensive Plan, recent investments, three possible water conservation xeriscaping projects, and the Parks Committee's five-year work plan.

Water Division Manager Joshua Wedding addressed sustainable development practices and water conservation opportunities throughout the City. He explained that staff will be bringing landscape code amendments to Council that address xeriscaping at a development level.

Ms. Ramirez reviewed the Parks Committee's recommendation to move forward with resurfacing the tennis courts at the Valleyview Park and converting one tennis court to a pickleball court.

The Council expressed support for the Parks Committee's recommendation and moving forward with the water conservation xeriscaping projects.

Mayor Fitch recommended that the Parks Committee consider vacating 8th Street south of Pig and Pound between Centennial Park thus removing it as a through street for traffic. He also recommended looking at a potential acquisition of the house on the corner of SW Deschutes Avenue and SW 9th Street which would help with fulfilling the plans for Centennial Park.

Councilor Nielsen recommended adding more lighting at the Dry Canyon Dog Park.

Mayor Fitch and City staff met with the Deschutes County Fair Director about potentially including artificial turf soccer fields at the Deschutes County Fairgrounds. Mayor Fitch recommended meeting with the Bureau of Land Management to add ball fields on the Redmond Caves 40-acre parcel.

Staff addressed questions from the Council and community members throughout the presentation.

Mayor Fitch provided an update on the Oasis Village project and discussed concerns raised about the contract with the Juniper Golf Course.

Councilor Nielsen reported on continuing negotiations with Republic Services regarding their requested 24 percent fee increase.

Councilor Colvin reported on the May 23, 2023, Juniper Golf Committee meeting.

Councilor Zwicker thanked Mayor Fitch and City staff for their work on the coordinated housing efforts and the Oasis Village project.

There being no further business, the meeting was adjourned at 7:25 pm.

Prepared by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this ____ day of ____, 2023.

Ed Fitch, Mayor

ATTEST:

DRAFT

Kelly Morse, City Recorder

CITY OF REDMOND

INVESTMENT POLICY IN ACTION

JULY 11, 2023
REDMOND CITY COUNCIL



INVESTMENT POLICY (BIG PICTURE)

01 **PRESERVATION OF CAPITAL**

02 **LIQUIDITY**

03 **DIVERSIFICATION**

04 **RETURN ON INVESTMENT**



POLICY LIMITATIONS

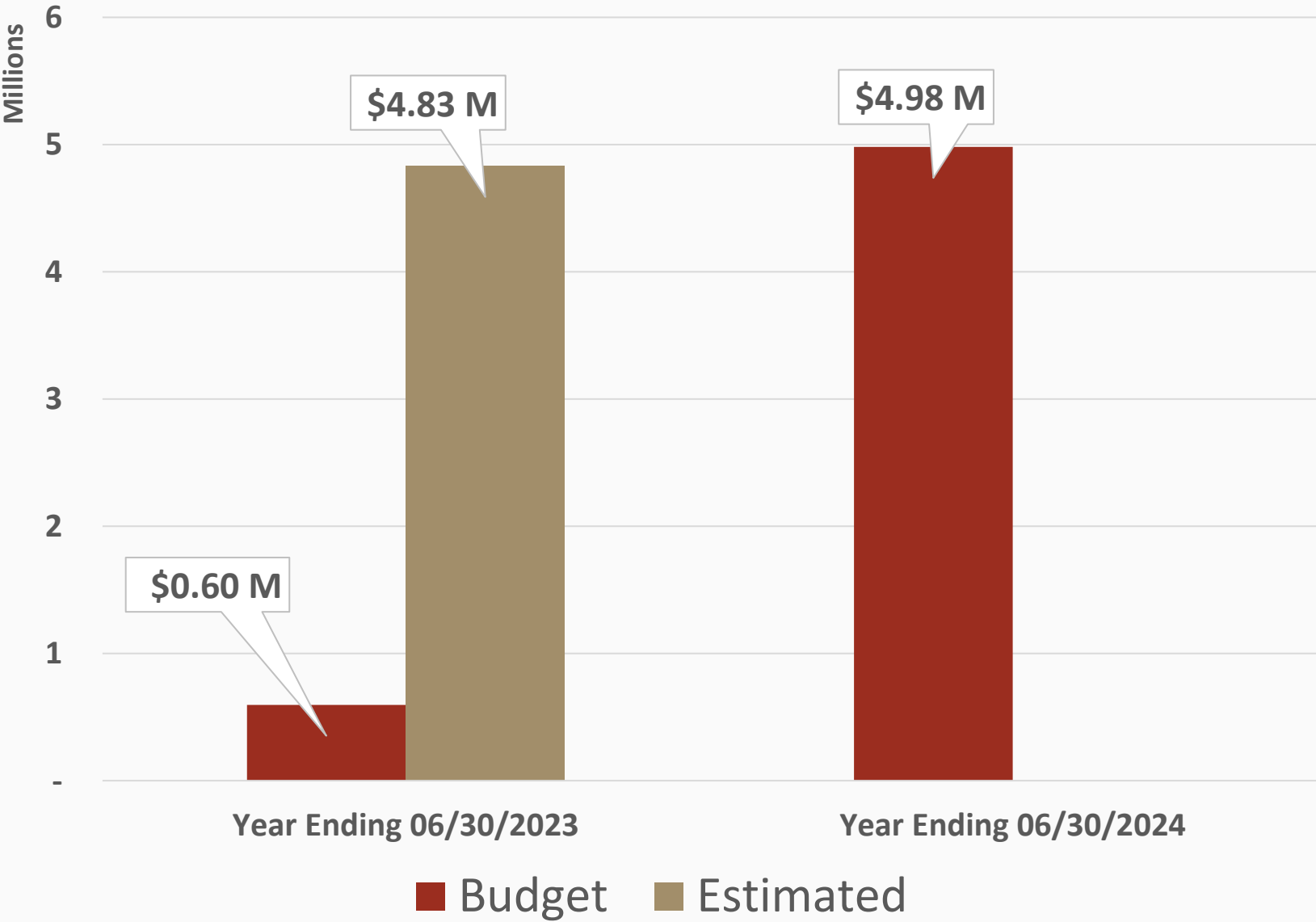
<u>Instruments:</u>	<u>Maximum % of Portfolio</u>	<u>Maximum % Per Issuer</u>
U.S. Treasury Obligations	100%	N/A
Federal Agency and Instrumentality Securities	75%	25%
Corporate Indebtedness/Commercial Paper	35%	5%
Banker's Acceptances	25%	10%
Local Government Investment Pool	Up to statutory limit	N/A
Time Certificates of Deposit	35%	10%
Repurchase Agreements	5%	5%
Obligations of the States of Oregon, California, Idaho, and Washington	25%	10%

Weighted Average Final Maturity = 30 months (2.5 years)

No investments outside of 5 years



INTEREST REVENUE ESTIMATE AND BUDGET





CITY OF REDMOND INVESTMENT STRATEGY



OBSERVE



PLAN



ACTION

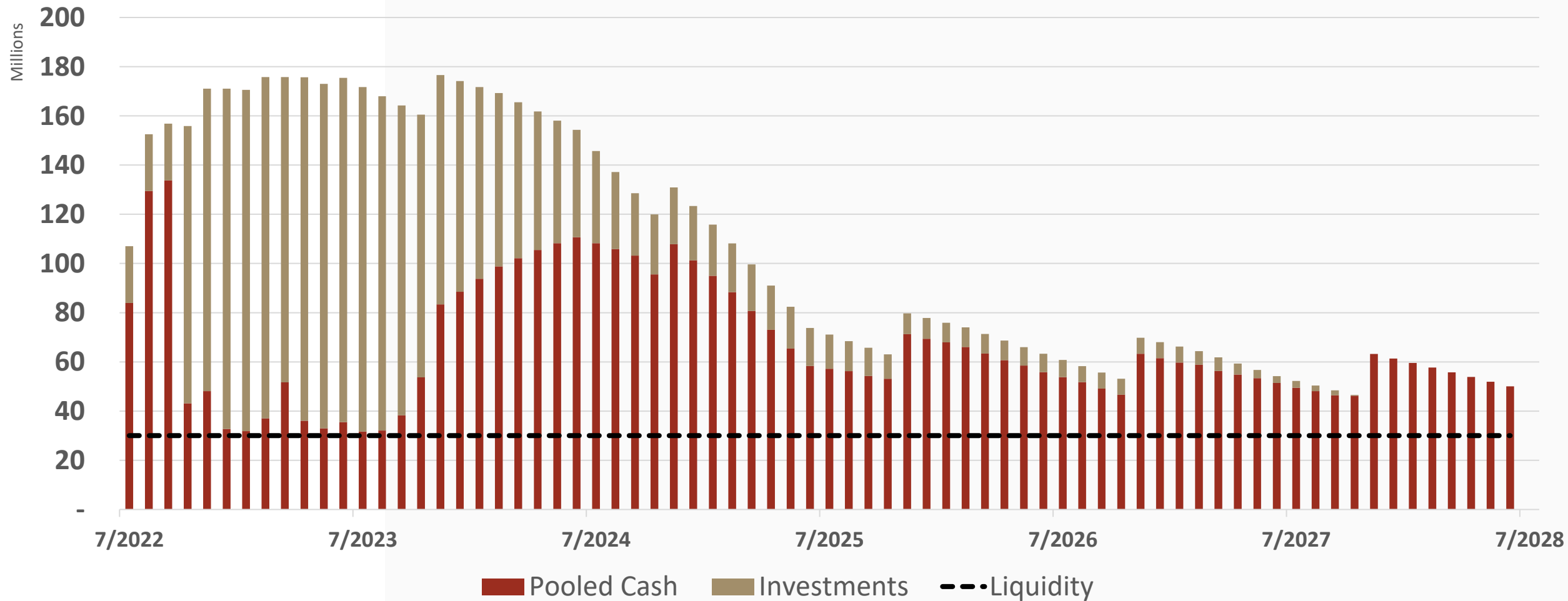


MONITOR

- Developed a 5 Year Cash Flow Model
- Discussed Investment Strategy with Investment Advisor
- Implemented a Plan with Benchmarks

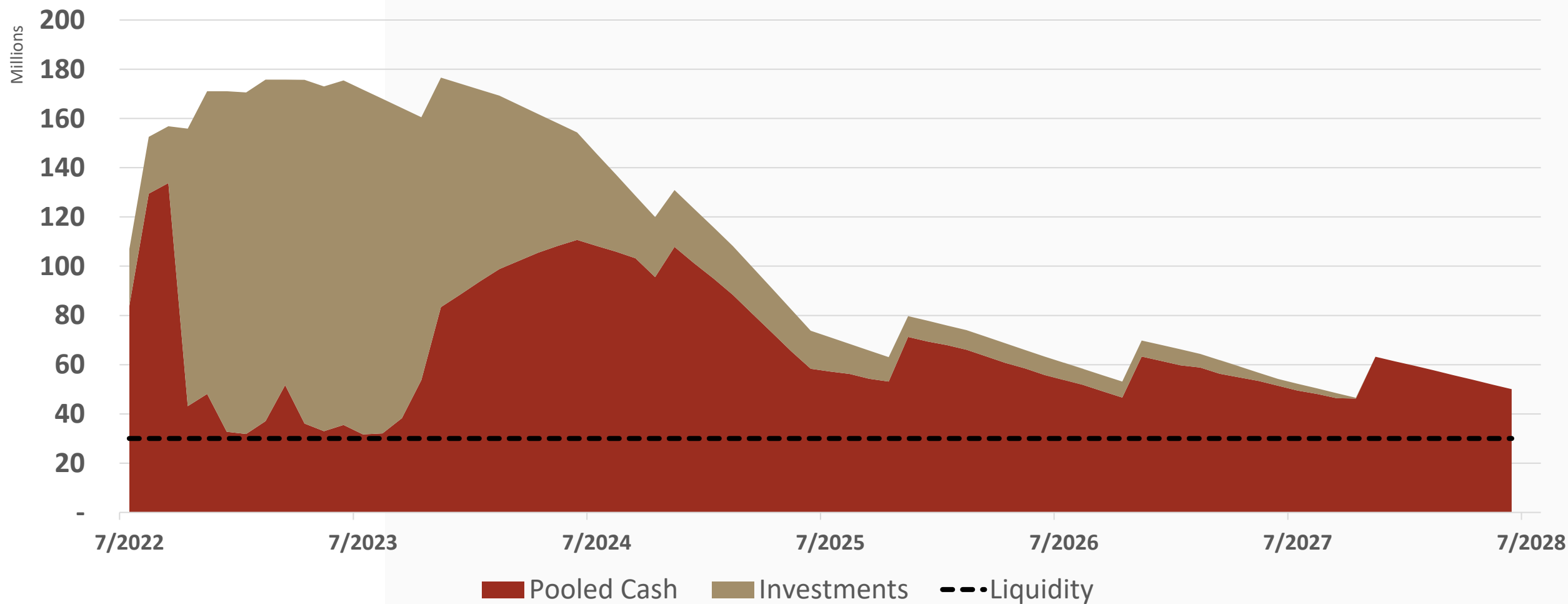


Future Cash Balances (5 Year Outlook)



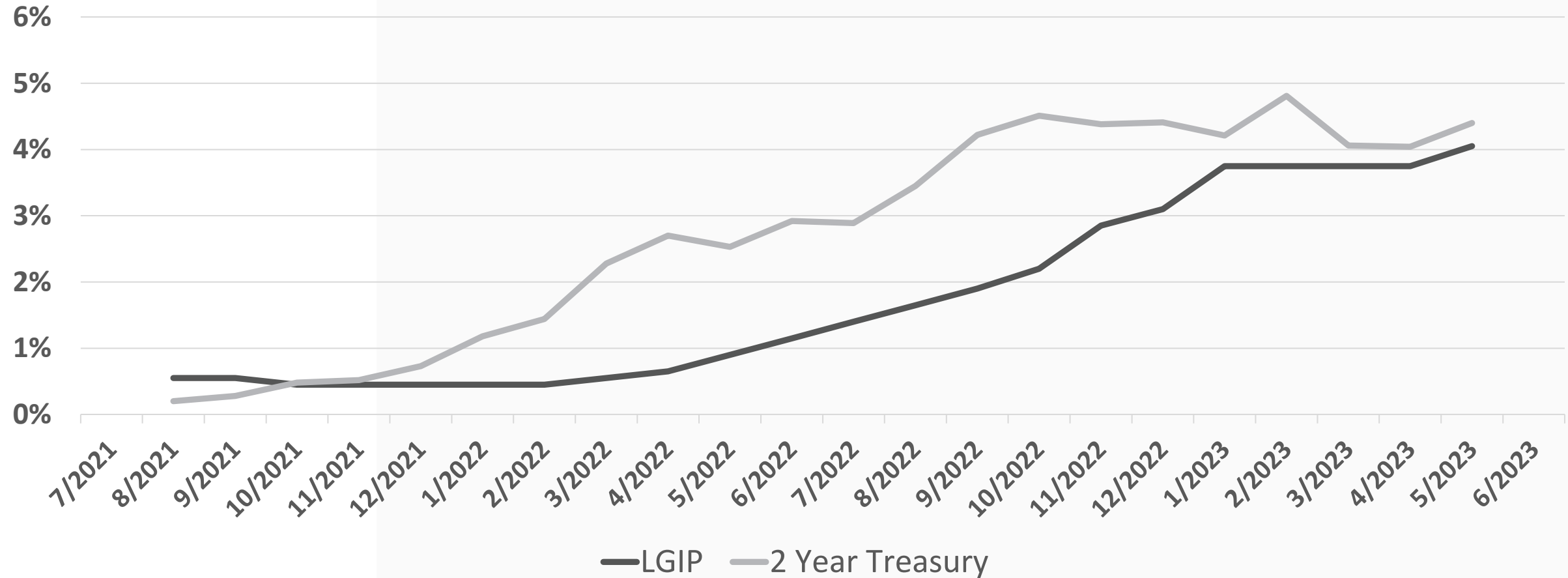


Future Cash Balances (5 Year Outlook)



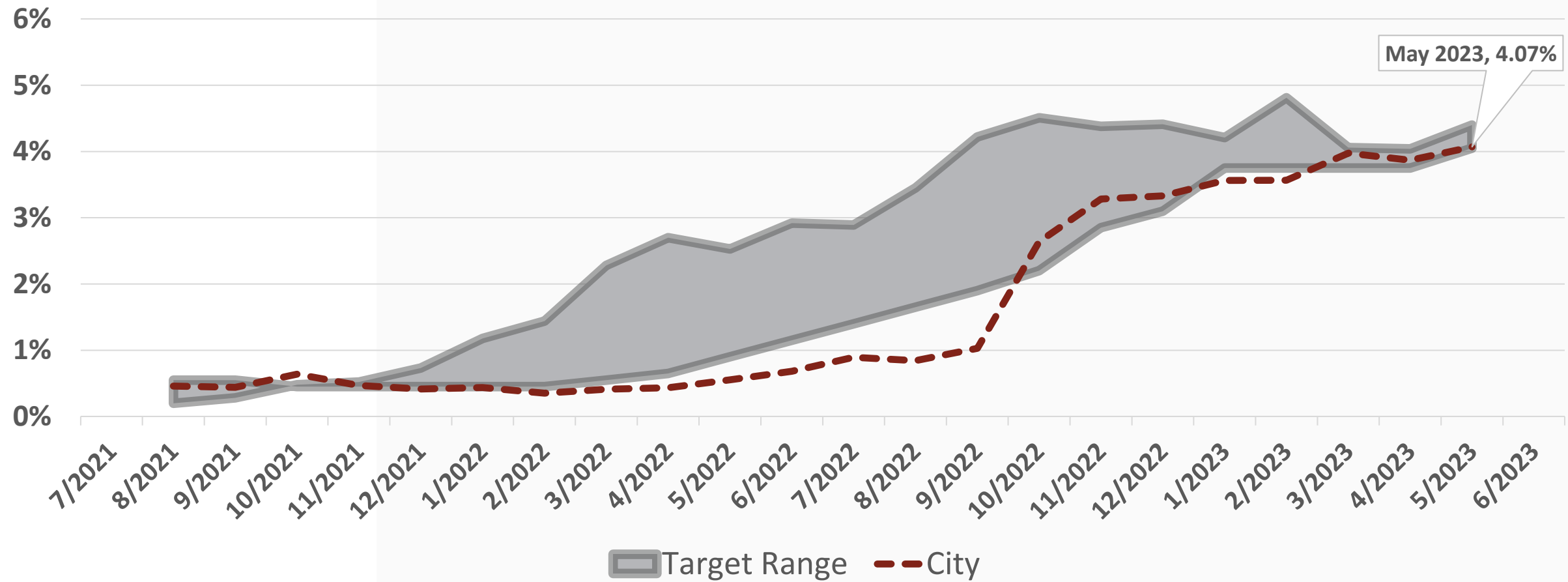


Performance Benchmarks





City Performance vs. Target Range



City of Redmond Council Meeting

Economic & Interest Rate Update

July 11, 2023

503.979.8591

pfmam.com

Lauren Brant, Managing Director

PFM Asset Management LLC

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Recent Market Themes



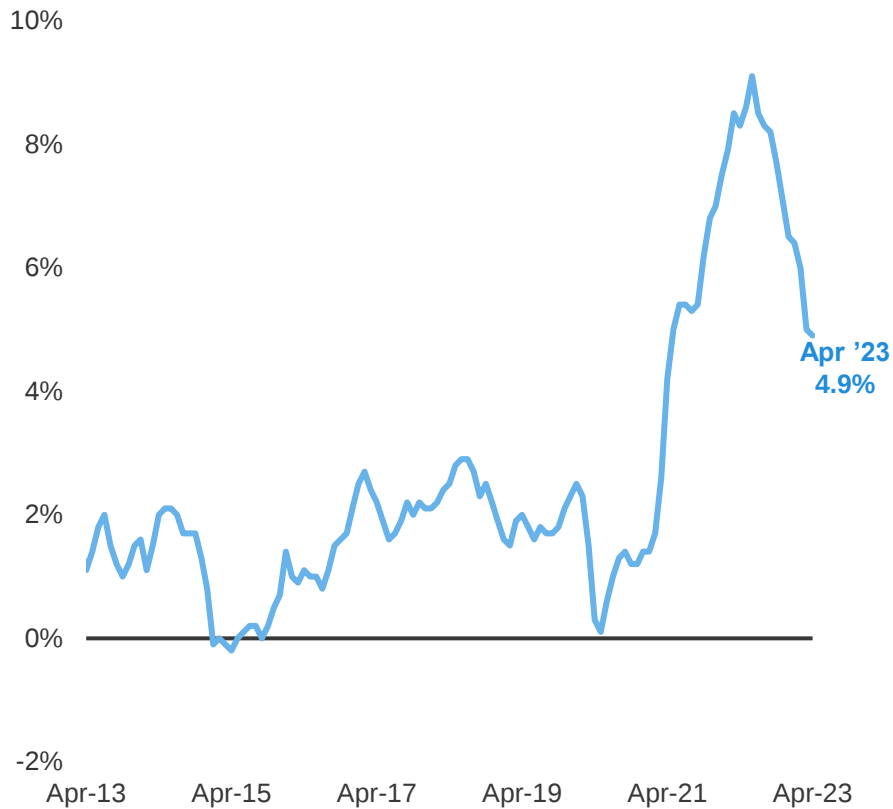
- ▶ The U.S. economy is characterized by:
 - ▶ Lingering inflation
 - ▶ Resilient labor market
 - ▶ Economic uncertainty due to bank failures and debt ceiling impasse
- ▶ Interest rates rose significantly over the last year



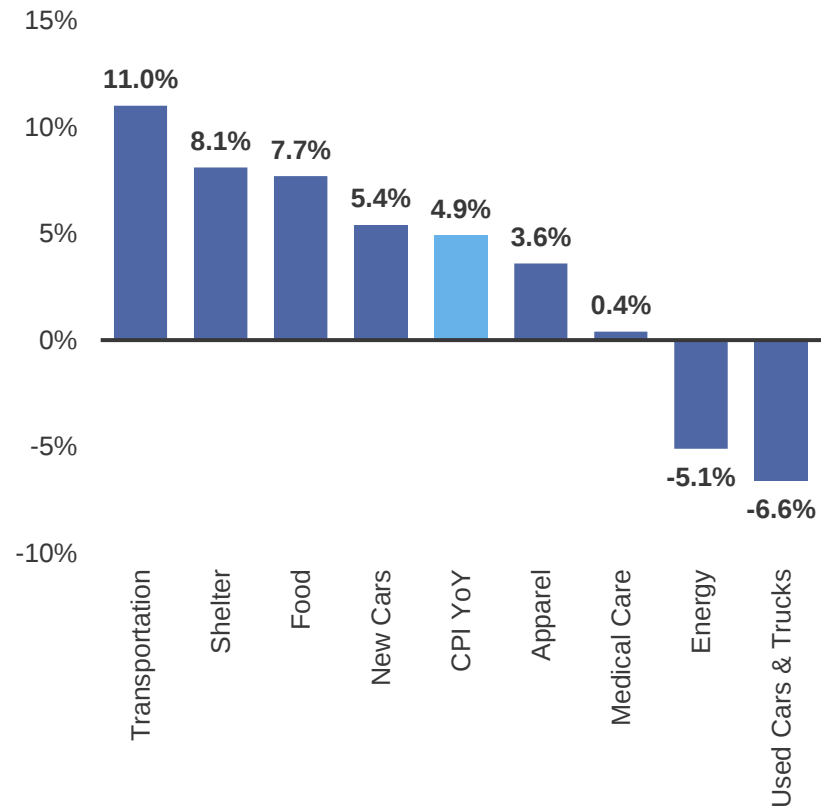
- ▶ To tame inflation, the Federal Reserve aggressively raised the fed funds target rate. The current overnight rate is 5.00% - 5.25%
 - ▶ Fixed income prices and yields are inversely related
 - As the price of a bond goes down, its yield increases
 - Given the significant uptick in interest rates, 2022 was the worst year for fixed income returns in four decades

Inflation Moderating...But Remains Above Fed Target

Consumer Price Index
% Change YoY

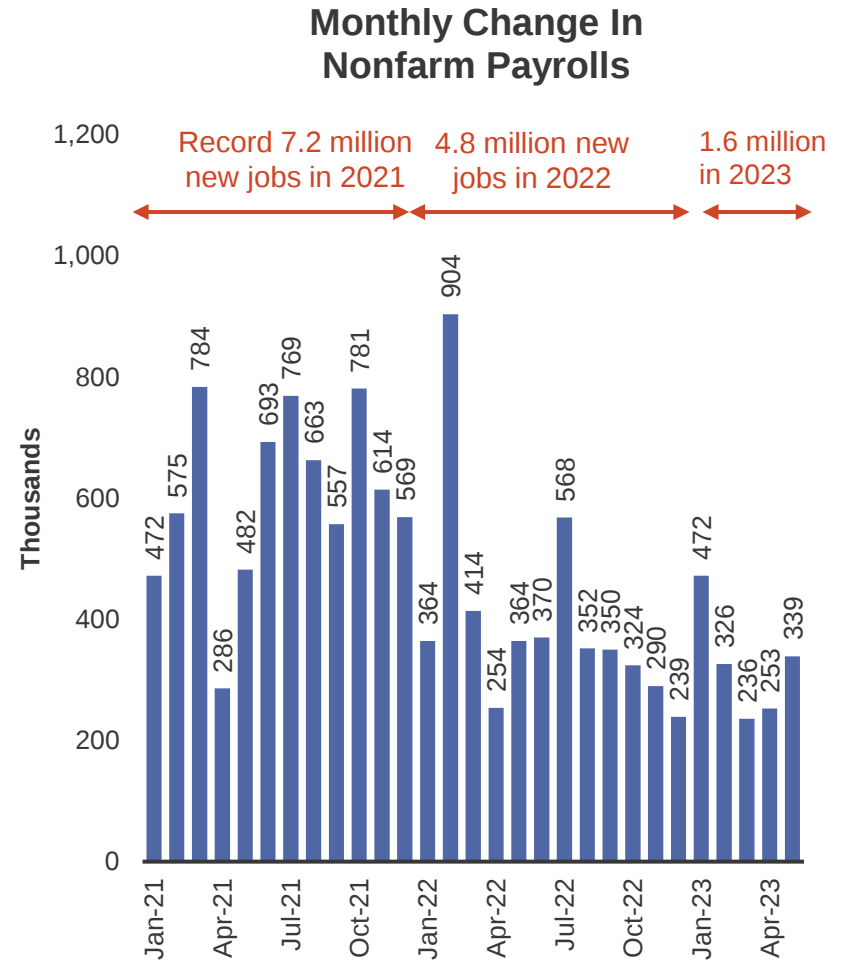
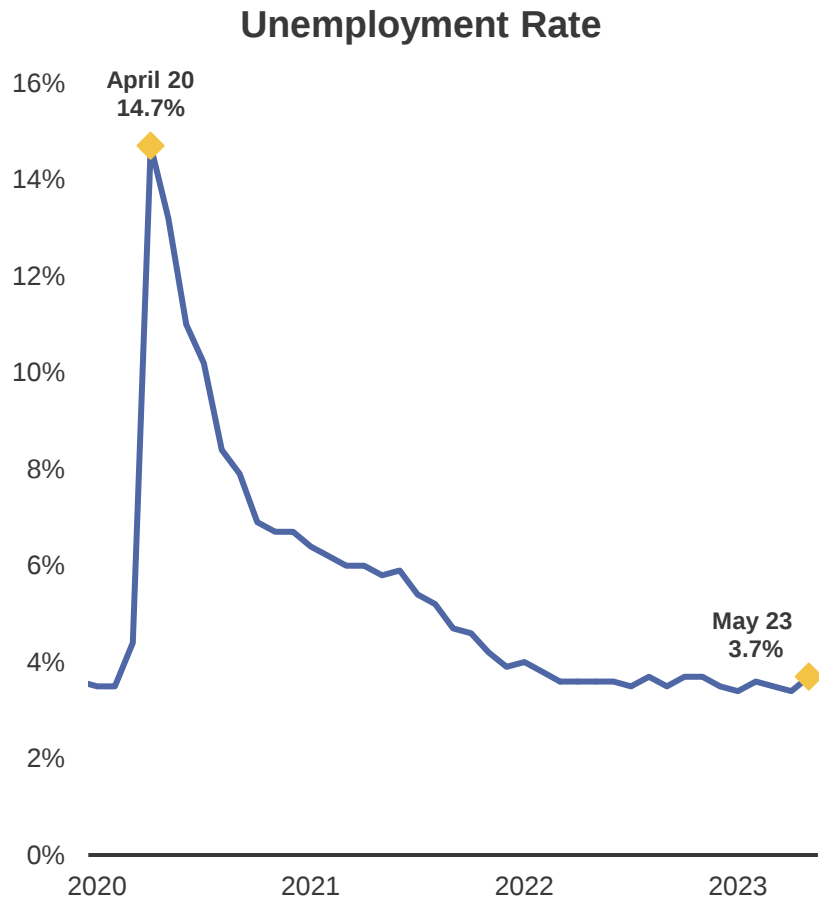


Key Consumer Price Index Components
% Change YoY



Source: Bloomberg, as of April 2023.

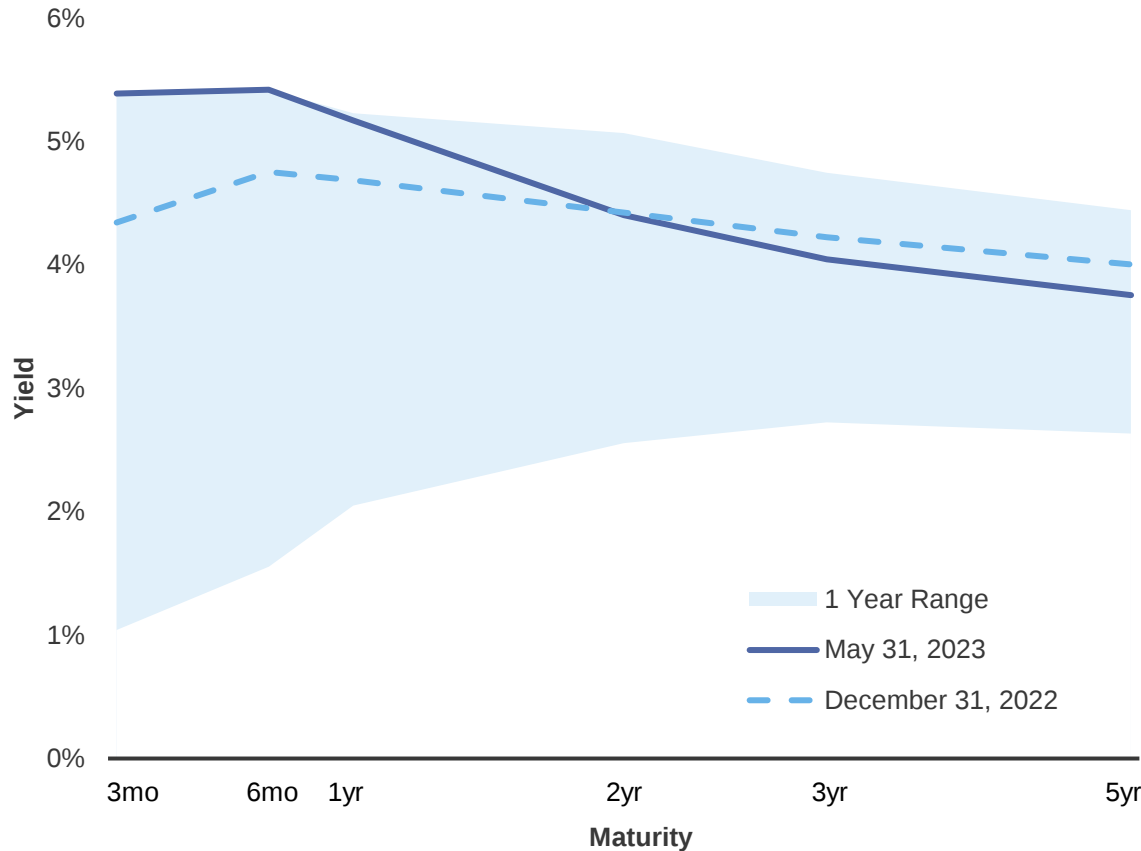
Unemployment Rate at 3.7%, Still Resilient Job Market



Source: Bloomberg, as of May 2023. Data is seasonally adjusted.

As Economic Uncertainty Has Increased, Longer-Term Interest Rates Have Fallen

U.S. Treasury Yield Curve



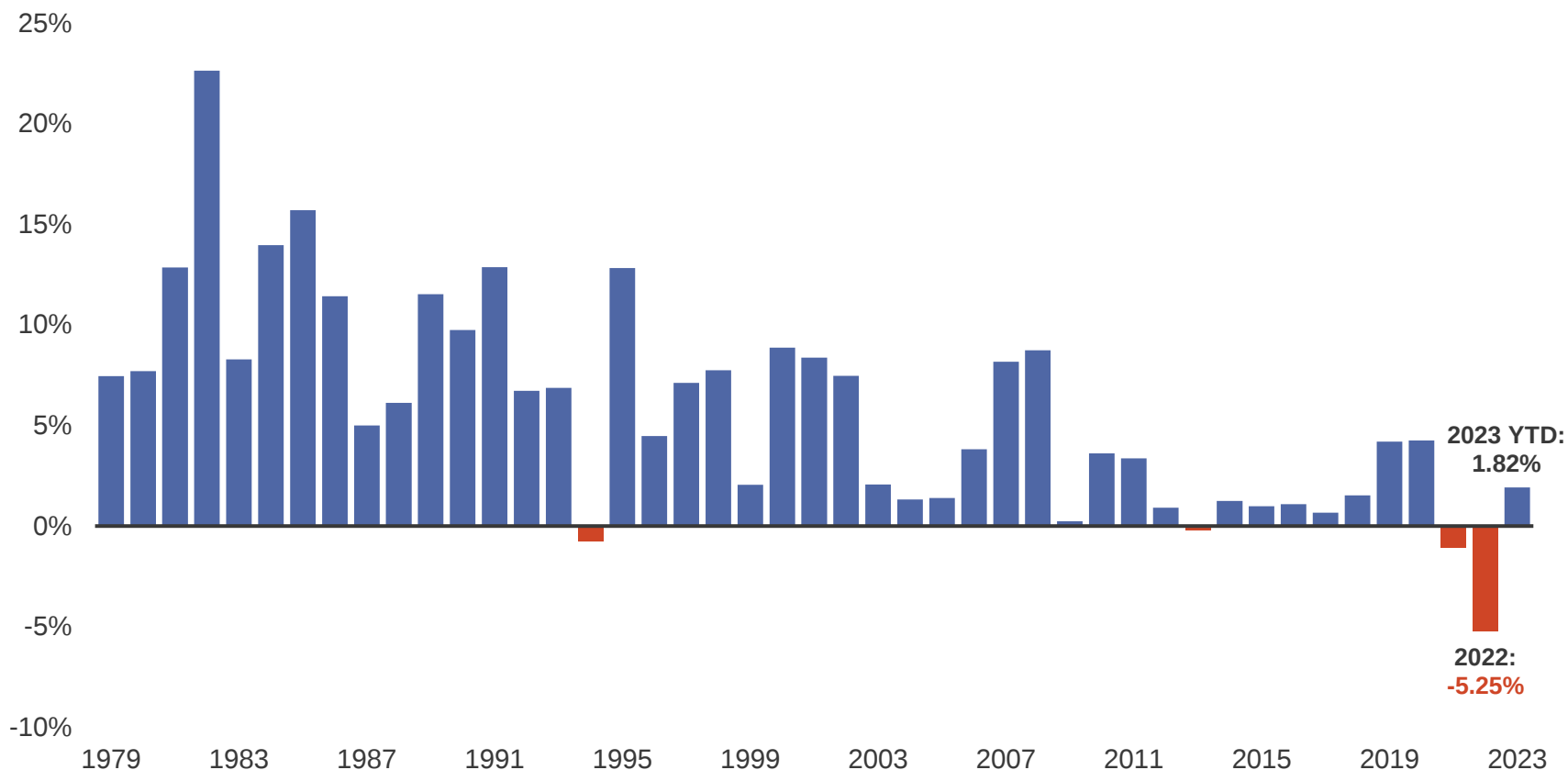
Interest Rates
As of May 31, 2023

OSTF Rate	4.05%
U.S. Treasury Yields	
3-month	5.39%
6-month	5.42%
1-year	5.17%
2-year	4.40%
3-year	4.05%
5-year	3.75%

Source of Treasury data: Bloomberg, as of 5/31/2023. Source of OSTF rate is Oregon State Treasury.

2022 Was the Worst Year for Fixed Income Returns Since the Index Began

1-5 Year Treasury Index Annual Returns



Source: ICE BofA Indices, as of 3/31/2023.

Double-edged Sword...Potential for Increased Levels of Income



Key Pillars of Investment Strategy Development

- Cash Flow Analysis
- Diversification
- Disciplined Long-Term Strategy





Thank You!

Disclaimer

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**CAMPUS
CAMPAIGN**

Presentation for Redmond City Council

July 11, 2023



Campus Campaign Video



Who We Are

Mission: Heart of Oregon Corps (HOC) empowers youth and young adults through employment, job training, education, and service to Central Oregon communities.

Vision: HOC is a leader in empowering youth and young adults to transform their lives and their communities. Through this work, we will create a future with equitable opportunities in Central Oregon.



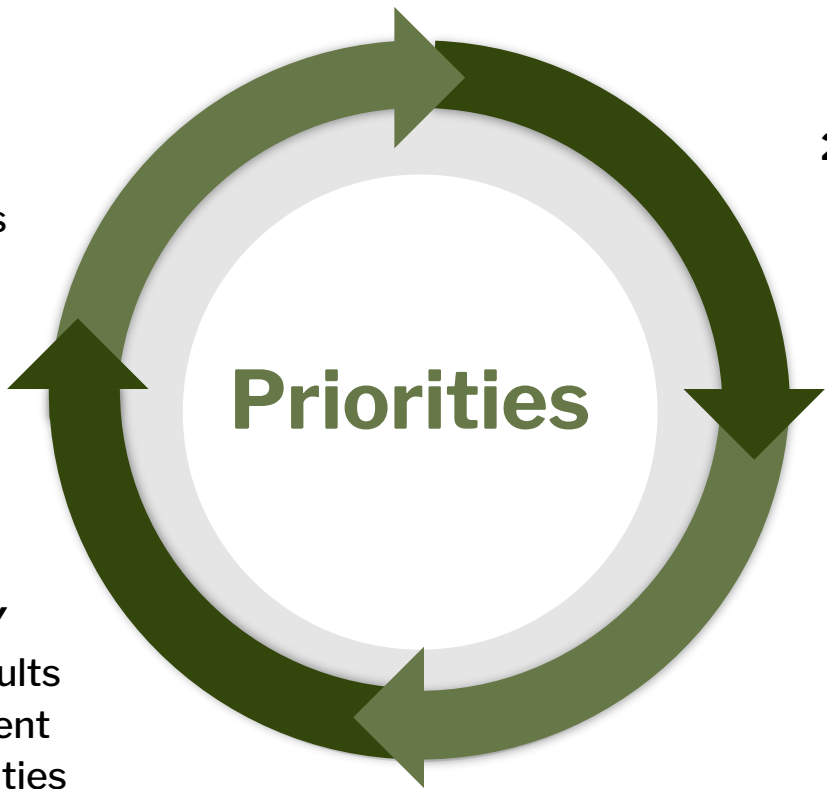
Strategic Plan

1. CAPACITY

- Facilities
- Programs
- Staffing

2. ENGAGEMENT

- Public
- Partners
- Alumni



Priorities

4. RELEVANCY

- Young Adults
- Environment
- Opportunities

3. EQUITY

- Individual
- Organization
- Community





YOUTH



PROJECT



SUPPORT



POSSIBILITIES



PROGRAMS



PARTNERS

Programs



Work-Earn-Learn

The "work-earn-learn" model of our 6 programs powerfully engages local youth, who transform their own lives while improving their community. Our programs currently provide training and certification in four tracks: Conservation, Construction, Childcare, and Customer Service.



Programs include:

- YouthBuild
- High Desert Conservation Corps
- Stewardship
- Central Oregon Youth Conservation Corps
- Camp LEAD
- Thrift Store



Program Outcomes



2,855

Acres of Public Lands Improved



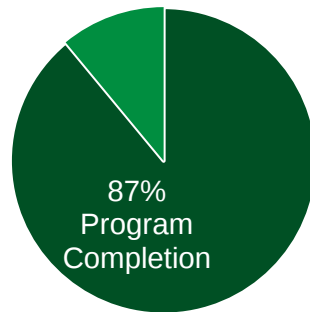
121

Miles of Trails Built
or Maintained



2

Tiny Homes Built for
Unhoused Veterans



\$102,830

Total Scholarships Earned



207

Youth Hired and Trained



\$582,509

Wages and Stipends Earned



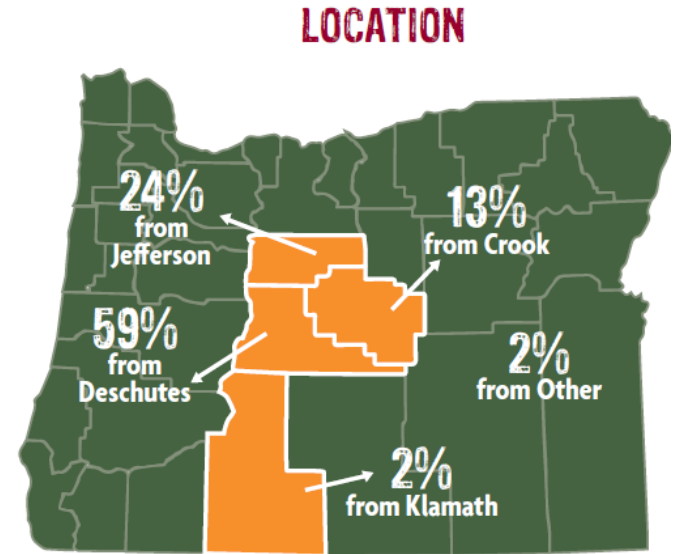
Youth



Who We Serve

16-24-year-old "Opportunity Youth" who are disconnected from school or work, in addition to:

- Minority youth
- Youth who experience disabilities
- Youth from rural and smaller communities
- Youth experiencing barriers such as low incomes, foster care, court-involvement, and housing instability



Why Our Youth Need a Campus

Campus may be an everyday word for young adults on the college track. On the workforce path, however, it is rare. We aim to normalize and support youth choosing an employment and certifications path, and provide them with the same level of community support as their peers attending a traditional college experience.



Project



Our Campus Vision- a collaborative journey

- **User Input on Campus Vision:** HOC conducted interviews & focus groups in 2020 with 45 participants including key partners, current youth members, alumni, and staff.
- **Feasibility Study:** 41 community interviews conducted by Westby Associates in 2021. Support was indicated for renovation and new construction at our Redmond site and input shaped our strategic plan.



Project Details

HOC will lease its' Redmond location from Opportunity Foundation long term. The campus includes:

- A 9,000 SF new building, with a trauma-informed design and a strong youth centered culture.
- Adjacent remodel of our 14,000 SF warehouse building and 10,000 SF covered equipment bays to support HOC's logistical and training needs.
- This 4-acre campus will provide a central courtyard with outdoor amenities, and sufficient ingress/egress and parking.
- Site is shovel ready with groundbreaking planned for December, 2023.



Site Location



Rendering: Site Perspective



Rendering: Front of Building



Rendering: Lobby



Rendering: Courtyard



Rendering: Training Center



Possibilities



Stronger Together

- HOC currently operates out of five locations: main office in Bend and four satellite sites in Redmond, Sisters, Prineville, and Madras. Our locations are operating over capacity with no space for growth.
- A **centralized** campus will result in efficiencies in travel, equipment usage, and staffing; enable HOC to enhance current services; and allow for expanded services by partnering with other groups to offer trainings/classes, further meeting the needs and reducing barriers to success of the young adults in Central Oregon.

Satellite Sites:

We envision a network of partnership-based satellite locations in rural communities to create connection and accessibility to the central campus



Expanded Trainings + Services

Internal Trainings and Services Include:

- Early Education and Childcare
- Natural Resources Certifications
- Trades Certifications
- Driver's Education Prep
- Career Center

New Partner Trainings and Services May Include:

- Driver's Education
- Mental Health , Counseling, Pet & Art Therapy
- Referrals for Housing
- Access to Public Benefits (SNAP, SSI, OHP)



Partners



Campus Campaign Partners

BBT Architects brings over 40 years of experience creating learning spaces.



Redpoint Construction Management serves as HOC's owner's representative.



R&H Construction was recently selected as the Construction Manager/ General Contractor.



Westby Associates, Inc., fundraising capital campaign consultants.



Campus Campaign Committees

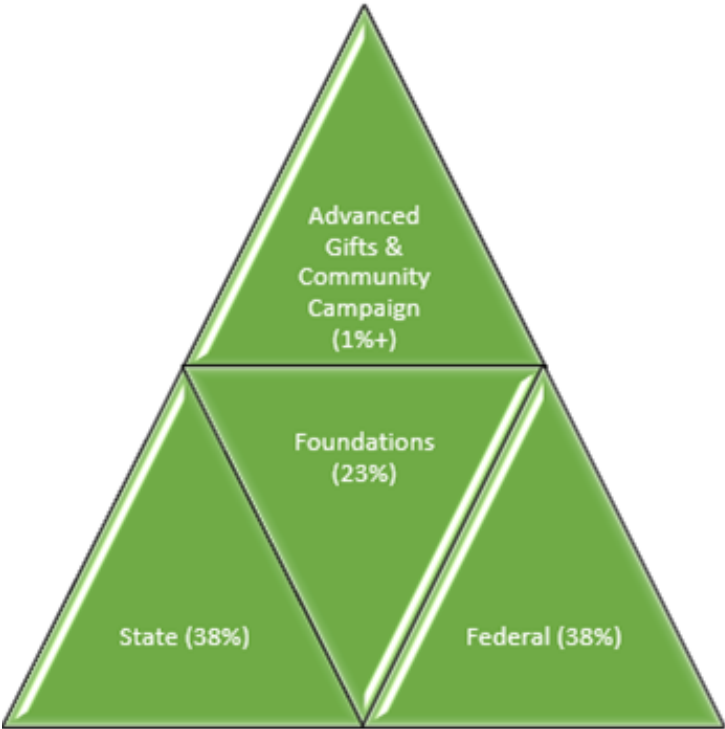
- **Project Development Committee** focuses on plans for the new campus including location, construction, and design elements.
- **Fund Development Committee** focuses on fundraising strategy and implementation.
- **Volunteer Campaign Advisors** are brought in for consulting on specialized topics based on their skills and expertise, including: construction, real estate, community connections, and political insights.



Support



Centralized Campus Funding Plan: \$8M Goal



Get Involved



Join Heart of Oregon Corps' vision to construct a centralized campus to create a more cohesive and collaborative working environment and manifest a stronger youth-centered culture and community.

- Facilitate introductions to other groups or supporters
- Follow along as this generational project unfolds





*Training Tomorrow's
Workforce Today*





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STAFF REPORT

DATE: July 11, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
Jason Neff, Deputy City Manager
FROM: Jessica MacClanahan, City Engineer
Steve Wilson, Civil Engineer II
SUBJECT: Redmond Senior Center Kitchen Remodel Project bid award to Able General Contracting, LLC, Project #SC2201: \$449,695.77

Report in Brief:

This item requests City Council award a \$449,695.77 contract to Able General Contracting, LLC for purposes of remodeling the Redmond Senior Center (RSC) Kitchen.

Background:

In the fall of 2021, the City of Redmond awarded the RSC \$250,000 to renovate and upgrade its kitchen facilities. In the spring of 2022, Deschutes County granted the RSC an additional \$250,000. Due to the funding sources, the City took the lead on the design and procurement of these new facilities. The project was originally bid in March 2023, and resulted in a recommendation to Council to reject the one bid received since the bid was incomplete and exceeded the project budget. After the rejection on March 28, 2023, the RSC management and the City worked to alter the design to reduce the project scope and create a project that could be constructed with available funds.

Specifically, the new design utilizes the existing plumbing and prioritizes which equipment must be replaced now versus the option to replace in the future. The project includes all necessary wall protection, mobile stainless-steel countertops, flooring, and repainting. Additionally, a new ventilation hood will be installed, allowing for two independent workstations, which increases the capacity and output of the kitchen.

Discussion:

The City publicly procured construction services per the Oregon Revised Statutes Section 279C and State of Oregon Model Rules. This was the second solicitation for bids. One construction bid was received and publicly opened on June 14, 2023. The bid was reviewed and deemed responsible. The bid received was from Able General Contracting, LLC, in the amount of \$449,695.77.

Fiscal Impact:

Account	Account Number	Amount
ARPA Grants	34100-01-000-07-00-20	\$ 449,695.77
Total		\$ 449,695.77

The Engineer's estimate was \$450,000 and the low bid received was within the reasonable expectation of costs.

Alternative Courses of Action:

1. Approve a construction contract with Able General Contracting, LLC.
2. Do not approve a construction contract.
3. Request additional information.

Recommendation / Suggested Motion:

"I move to award a contract with Able General Contracting, LLC in the amount of \$449,695.77, for the Redmond Senior Center Kitchen Remodel Project and authorize the City Manager to sign the contract."



REDMOND SENIOR CENTER KITCHEN RENOVATIONS— CONSTRUCTION CONTRACT AWARD: \$450,000

REDMOND CITY COUNCIL
JULY 11, 2023



PROJECT SCOPE

- Removal of outdated and deteriorated equipment including upgrades to plumbing and electrical.
- Installation of new equipment to increase the capacity of the kitchen.
- New flooring, wall protection, and stainless-steel mobile work surfaces.





REDMOND SENIOR CENTER KITCHEN RENOVATION

NOVEMBER 2021 –
MAY 2023

JUNE 2023

JULY 2023

OCTOBER 2023

DESIGN /
VALUE ENGINEERING

PROCUREMENT
PROCESS

CONSTRUCTION
BEGINS

CONSTRUCTION
COMPLETION

PROJECT SCHEDULE



REDMOND SENIOR CENTER KITCHEN RENOVATION

PROJECT BIDS

Bidder	Amount
Able General Contracting, LLC	\$449,695.77

- **ENGINEER'S ESTIMATE: \$450,000**
- **FUNDING SOURCES: ARPA Funds, City of Redmond and Deschutes County**



Questions?



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STAFF REPORT

DATE: July 11, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
Jason Neff, Deputy City Manager
FROM: Zachary Bass, Airport Director
SUBJECT: Airport Camera System and Operating Agreement with LTT Partners: \$147,934.16.

Report in Brief:

This item requests City Council approve a not to exceed contract, in the amount of \$147,934.16 for the installation of 21 cameras, and a five-year license agreement with LTT Partners to manage the system.

Background:

The Airport's current Closed Circuit Television (CCTV) system is comprised of 43 cameras on two separate CCTV operating systems. Both of the current systems are outdated and limited in functionality, as they are not connected to each other and each has noncompatible user groups that don't allow access to the other system's camera footage. Additionally, the Airport's paid parking lot CCTV system is real-time coverage only and does not allow for access after an event has occurred.

Currently, there is no CCTV coverage (security camera system) in the credit card only parking lot, employee parking lot, or the passenger hold room in the sterile area of the terminal. In recent years, the paid parking lots have experienced a significant increase in criminal activity reported, including cases of theft, attempted theft, vehicle hit-and-runs and vehicular abandonment.

On February 28, 2023, Redmond City Council approved a similar City contract with LTT Partners as part of the City's security camera system upgrade. This request is a separate contract.

Discussion:

In an effort to provide quality security controls, the Airport is seeking to increase coverage to all paid parking lots; add coverage of the passenger hold room; increase video retention through a cloud-based system; and combine the two separate systems into one management platform for all users. The Airport received two quotes for the project and one that was not submitted. The quotes were as follows:

LTT Partners, LLC	Convergint	Day Wireless
\$147,934.16	\$189,448	No quote submitted

Fiscal Impact:

For replacement and installation, the maximum fiscal impact of this contract is not to exceed \$147,934.16, with the project funded entirely through the Airport fund.

Alternative Courses of Action:

1. Authorize the City to award the procurement and contract to LTT Partners.
2. Do not authorize the contract.
3. Take no action and request more information.

Recommendation / Suggested Motion:

"I move to award a contract to LTT Partners in the amount not to exceed \$147,934.16, for the airport CCTV system upgrade and camera installation, and authorize the City Manager to sign the contract."



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STAFF REPORT

DATE: July 11, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
FROM: Keith Witcosky, City Manager
Keith Leitz, City Attorney
SUBJECT: Convention Visitors Bureau Fiscal Year 2023-2024 Annual Service Contract: \$348,269

Report in Brief:

This item requests City Council approve a service contract from July 1, 2023 - June 30, 2024 between the City of Redmond and the Redmond Convention Visitors Bureau (CVB) for investments in Tourism Promotion and Tourism Related Activities in accordance with Oregon Revised Statutes (ORS).

Background:

The ORS requires cities to invest a specific percentage of their annual lodging tax collections in tourism and tourism related activities. The Redmond CVB assists with those required investments through an annual service contract with the City. For Fiscal Year (FY) 2023/2024, the City is forecasting to invest \$348,269 in the CVB for tourism promotion services for the City.

This contract between the City and CVB automatically renews on July 1st of each year, and is set to automatically renew on July 1, 2023. Pursuant to the contract, in June 2023, the City provided notice to the CVB of the City's intent to terminate the contract effective no later than July 1, 2024.

Discussion:

On May 19, 2023, the City completed a financial audit of this contract. The audit contained the overarching recommendation of creating a City Council appointed stakeholder committee which guides CVB strategy under ORS 320.300 and is separate from the Redmond Chamber of Commerce Board. The attached agreement includes amended language in Section 4(D): "CONTRACTOR SERVICES" reflective of this recommendation.

The termination notice is intended to allow the City (and City Council) to have flexibility in strategically investing its Transient Lodging Taxes in FY 2024/2025.

The notice is attached to this staff report for reference.

Fiscal Impact:

This contract is for a not to exceed amount of \$348,269 in City collected TLT to the Redmond CVB for investment in tourism related activities as defined by ORS.

Alternative Courses of Action:

1. Approve the service contract with the CVB.
2. Request changes to the service contract.
3. Do not approve the service contract.

Recommendation / Suggested Motion:

"I move to approve the Fiscal Year 2023/2024 service contract in the forecasted amount of \$348,269 between the City of Redmond and the Redmond Convention Visitors Bureau for statutorily allowable tourism related activities and expenditures."

**AGREEMENT BETWEEN THE
CITY OF REDMOND AND
THE REDMOND CHAMBER OF COMMERCE
FY 2023-2024**

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Not-to-Exceed: \$348,269
July 1, 2023 to June 30, 2024

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**AGREEMENT BETWEEN CITY OF REDMOND AND
THE REDMOND CHAMBER OF COMMERCE dba
CONVENTION VISITORS BUREAU
FOR FISCAL YEAR 2023-2024**

THIS AGREEMENT ("Agreement") effective the 1st day of July 2023, by and between the City of Redmond ("City") and the Redmond Chamber of Commerce dba the Redmond Convention and Visitors Bureau ("CVB" or Contractor").

WHEREAS, the City desires to enter into this Agreement with Contractor for tourism promotion services for the City, and Contractor is willing to provide these services. The City shall compensate Contractor for this work by providing the Contractor with a portion of tourism-related taxes levied throughout the City.

WHEREAS, in compliance with Oregon Revised Statutes (ORS) the amount of Transient Lodging Tax proceeds collected and required to be invested in tourism-related activities is determined through a formula which requires 33 1/3% of the first 7.5% of the Transient Lodging Tax be invested in tourism related activities.

WHEREAS, for fiscal year 2023-2024 the City is forecasting to invest \$348,269 of these dollars with the Contractor.

NOW, THEREFORE, the parties do mutually agree as follows:

1. AMOUNT

The City will pay the Contractor on a monthly basis all Transient Lodging Tax proceeds collected for tourism-related activities (33 1/3% of the first 7.5% transient lodging tax) in an amount not-to-exceed \$348,269 annually to be expended in accordance with the CVB Strategic Plan for fiscal year 2023-2024 ("Investment and Marketing Plan") attached hereto as Exhibit "A" and incorporated herein. The not-to-exceed amount paid to the Contractor shall be annually adjusted at a Cost of Living Adjustment (COLA) equivalent to what the City provides to their non-represented full-time employees (5.0% in fiscal year 2023-2024). Any decision to increase or decrease the amount provided to the CVB shall be made by the City Council as part of the annual budget process.

2. TERM OF AGREEMENT

The term of this Agreement shall be for the period beginning July 1, 2023 and terminating June 30, 2024 ("Contract Year"). This Agreement shall auto-renew each fiscal year, unless terminated as set forth in Section 16. The City will provide sixty days notice if the City's recommended budget includes an increase or decrease to the Contract amount.

3. DEFINITIONS AND ALLOWABLE USES

- A. Definitions and uses of Transient Lodging Tax funds are according to Oregon Revised Statutes (ORS) for Transient Lodging Taxes which are subject to change from time to time.
- B. "Annual Budget" means CVB's annual budget, sources of funds, uses of funds for work required by this Agreement.
- C. "Annual Investment and Marketing Plan" means CVB's annual marketing and strategic plan for tourism promotion services for Redmond, Oregon.
- D. "Annual Report" means an annual report to the Redmond City Council which includes statistics, applicable metrics and summary reports on the success of the Annual Investment and Marketing Plan.
- E. "Contract Year" means the period from July 1 to the immediately following June 30.

4. CONTRACTOR SERVICES

In exchange for the payment provided in Section 1, Contractor shall provide the following tourism promotion services to the City:

- A. Visitor Information Center. Contractor shall manage and administer a Visitor Information Center (Center) within Redmond. Contractor shall provide all staff, materials and services for the functioning of the Center. The Center shall be open to provide information and materials for walk-in visitors with hours established subject to demand and seasonal adjustments. The Center shall respond to requests for tourism information sent by mail or electronic means. Contractor shall develop informational programs and shall coordinate with other agencies and entities to develop and provide tourism information regarding Redmond.
- B. Tourism Promotion Activities. Contractor shall provide functions, literature, advertising, staff, supplies, equipment and support to promote Redmond as a destination for tourists and visitors. Contractor shall develop, arrange for printing, and distribute literature to promote Redmond visitors and identify and conduct activities and programs designed to promote Redmond for tourists and visitors. Contractor shall coordinate its activities, as appropriate, with other organizations and other visitor promotion entities.
- C. Administrative and Management Functions. Contractor shall provide day-to-day management activities including planning, and acquisition of services, equipment, supplies and facilities to fulfill the Annual Investment and Marketing Plan for the Center and Tourism Promotion Activities. Contractor shall be responsible for maintaining capable and competent staff, including management staff. Contractor's Executive Director or designee shall attend any City Council and/or City Committee meetings as directed by the City to provide updates, information or other data on Chamber/CVB plans and services.

D. City of Redmond Tourism Investment Committee. Contractor's services shall be monitored and guided by the City's Tourism Investment Committee. The Tourism Investment Committee shall be adopted into City Code as a standing City Committee (similar to other City committees contained in the Redmond City Code Chapter 2, i.e. RCAPP, DURAC, etc). Utilizing the CVB Strategic Plan as a starting point, the Committee will develop a plan for tourism investment and promotion and implement the plan with Contractor. The Committee will report periodically to Council regarding tourism investment and promotion.

Representation on the Tourism Investment Committee shall include, at a minimum (this will be a Council appointed Committee. The name and composition of the Committee is subject to change at the discretion of Redmond City Council):

1. One representative from a lodging provider
2. One representative from a restauranter
3. One representative from the Central Oregon Destination Marketing Organization
4. One representative from the Deschutes County Fairgrounds
5. One representative from ORLA
6. Two members at large

5. REPORTING, RECORD KEEPING AND MONITORING

As a condition of receiving funding under this program, Contractor must agree to maintain files and supporting documentation for 3 years after the conclusion of the Agreement. Contractor must also agree to make its tourism promotion files, books, and records available for an audit by the City or their duly authorized representatives to assess the accomplishments of the tourism promotion program or to ensure compliance with any requirement of the tourism promotion program.

- A. Record Keeping. Records shall be maintained for a period of no less than 3 years and in sufficient detail to document performance required under Paragraph 2 above. Access to records shall be provided to the City upon reasonable notice.
- B. Monitoring. On-site monitoring of the Contractor may be conducted, as appropriate, with prior notice, to review program progress and the financial and program records of the Contractor.

6. DOCUMENT SUBMISSION

All reports, notices, demands, requests, or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided.

All reports, notices, demands, requests, or approvals from Contractor to City shall be addressed to City at:

Accounting Department
City of Redmond
411 SW 9th Street
Redmond OR, 97756
Attention: James Wood

All reports, notices, demands, requests, or approvals from City to Contractor shall be addressed to Contractor at:

Eric Sande
Executive Director
Redmond Chamber
446 SW 7th Street
Redmond, OR 97756

7. PROHIBITION ON USE OF FUNDS

- A. Litigation or Adverse Actions. Funds provided to Contractor shall not be used directly or indirectly to support litigation or other adverse action against the City of Redmond, or any of its employees, officials, boards, committees and commissions.

8. CITY TERMS AND CONDITIONS

- A. Independent Parties. City and Contractor intend that the relation between them created by this Agreement is that of grantor-independent contractor. The manner and means of conducting the work are under the control of Contractor, except to the extent they are limited by statute, rule or regulation and the express terms of this Agreement. No civil service status or other right of employment will be acquired by virtue of Contractor's services. None of the benefits provided by the City of Redmond to its employees, including, but not limited, to unemployment insurance, workers' compensation plans, vacation and sick leave are available from City to Contractor, its employees or agents. Deductions shall not be made for any State or Federal taxes, FICA payments, PERS payments, or other purposes normally associated with an employer-employee relationship from any fees due Contractor. Payments of the above items, if required, are the responsibility of Contractor.

B. Personnel

- a. The Contractor represents that it has, or will secure through a third party, all personnel required in performing the services under this Agreement.
- b. All of the services required hereunder will be performed by the Contractor, or under its supervision, and all personnel engaged in the work shall be authorized, if and as required by State and local law, to perform such duties.

Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

- C. Assignability. The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City; provided, however, that claims for money by Contractor from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any assignment or transfer shall be furnished promptly to the City by the Contractor.
- D. Policy Prohibiting Harassment and Discrimination. Consistent with the City's policy that harassment and discrimination are unacceptable conduct, and in compliance with similar federal and state laws, Contractor agrees that discrimination in the selection of contractors, employees or clients, or harassment directed towards contractors, employees or clients, on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation will not be tolerated.

E. Insurance.

- a. On or before the commencement of the term of this Agreement, Contractor shall furnish City with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage in compliance with Subparagraphs 9.e.(1)-(5). Such certificates, which do not limit Contractor's indemnification, shall also contain substantially the following statement: "Should any of the above insurance covered by this certificate be canceled or coverage reduced before the expiration date thereof, the insurer affording coverage shall provide thirty (30) days' advance written notice to the City by certified mail, "Attention: Risk Manager." It is agreed that Contractor shall maintain in force at all times during the performance of this Agreement all appropriate coverage of insurance required by this Agreement with an insurance company that is acceptable to City and licensed to do insurance business in the State of Oregon.
- b. Contractor shall maintain the following insurance coverage:
 - i. Workers Compensation Insurance: Insurance in compliance with ORS 656.017, requiring Contractor and all subcontractors to provide workers' compensation coverage for all subject workers or provide certification of exempt status. Employers' Liability Insurance with coverage limits of not less than \$500,000 must be included.
 - ii. General Liability: Commercial General Liability (CGL) insurance coverage with the following minimum limits: \$1,000,000 each occurrence/\$2,000,000 aggregate. CGL policies shall be endorsed to name the City of Redmond, its officers, agents, directors, employees and volunteers as an additional insured. The additional insured endorsement shall provide the City of Redmond with primary and non-contributory coverage.
 - iii. Automobile Liability Insurance: If vehicles are used to deliver any services provided by the City funds, automobile liability insurance with minimum Combined Single Limit of not less than \$500,000 per occurrence is required. Commercial Automobile Liability is required for Contractors that own business vehicles. Personal automobile insurance coverage is acceptable for a Contractor that does not own vehicles registered to their agency.
- c. Subrogation Waiver. Contractor agrees that in the event of loss due to any of the perils for which it has agreed to provide liability insurance, Contractor shall look solely to its own insurance policies for recovery. Contractor hereby grants to the City of Redmond, on behalf of any insurer providing CGL and automobile liability insurance to either Contractor, or City, with respect to the services of Contractor herein, a waiver of any right to subrogation which any such insurer of said Contractor may acquire against City by virtue of the payment of any loss under such insurance.

- d. **Failure to Secure.** If Contractor at any time during the term hereof should fail to secure or maintain the foregoing insurance, City shall be permitted to obtain such insurance in the Contractor's name or as an agent of the Contractor and shall be compensated by the Contractor for the costs of the insurance premiums at the maximum rate permitted by law and computed from the date written notice is received that the premiums have not been paid.
 - e. **Additional Insured.** The City of Redmond, its officers, agents, directors, employees and volunteers shall be named as an additional insured, by endorsement, under all insurance policies required by this Agreement. The naming of an additional insured shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured. An additional insured named herein shall not be held liable for any premium, deductible portion of any loss, or expense of any nature on this policy or any extension thereof. The Additional Insured provision shall provide primary and non- contributory coverage. Any other insurance held by an additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance provided by this policy.
 - f. **Sufficiency of Insurance.** The insurance limits required by City are not represented as being sufficient to protect Contractor. Contractor is advised to confer with its insurance broker to determine adequate coverage for Contractor.
- F. **Hold Harmless.** Contractor shall indemnify, defend and hold harmless the City of Redmond, its City Council, commissions, officials, directors, employees and volunteers from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees (Claims), arising from or in any manner connected to Contractor's negligent act or omission, regarding performance of services or work conducted or performed pursuant to this Agreement.
- G. **Taxes.** The Contractor agrees to assume full responsibility for payment to Federal, State and County agencies of any and all taxes, including payroll taxes, withholdings and workers' compensation, which may be required of it.
- H. **City Permits.** The Contractor shall be responsible for obtaining all required City permits and licenses, and for complying with all applicable City codes and ordinances. If this responsibility is delegated by the Contractor to a consultant, contractor, vendor, or service provider, it remains the responsibility of the Contractor to confirm that these requirements have been met.

9. WAIVER

A waiver by City of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained herein whether of the same or a different character.

10. COST OF LITIGATION

If any legal action is necessary to enforce any provision hereof or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing party shall be entitled to receive from the losing party all costs and expenses in such amount as the Court may adjudge to be reasonable, including attorneys' fees.

11. CONFLICT OF LAW

This Agreement shall be interpreted under and enforced by the laws of the State of Oregon excepting any choice of law rules that may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities).

Any suits brought pursuant to this Agreement shall be filed with the Courts of the County of Deschutes, the State of Oregon.

12. INTEGRATED CONTRACT

This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions hereof. Any modification of this Agreement will be effective only by written execution signed by both City and Contractor.

13. INSERTED PROVISIONS

Each provision and clause required by law to be inserted into the Agreement shall be deemed to be enacted herein, and the Agreement shall be read and enforced as though each was included herein. If through mistake or otherwise, any such provision is not inserted or is not correctly inserted, the Agreement shall be amended to make such insertion on application by either party.

14. CAPTIONS

The captions in this Agreement are for convenience only, are not part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement.

15. AMENDMENTS TO AGREEMENT

- A. Amendments, changes, modifications and/or deletions to this Agreement shall be requested in writing by the Contractor and approved in writing by the City prior to implementation.
- B. Changes to the Statement of Work, budget line items, recordkeeping and reporting requirements and similar substantive portions of the work program may be allowed at the City's discretion.

- C. Terms and conditions of this Agreement required by Federal, State or local regulation and/or statute may not be waived by the City.

16. TERMINATION

- A. Termination of the Agreement for Cause. If a party to this Agreement is unable to fulfill or materially fails to fulfill in a timely manner its obligations under this Agreement, or if a party materially violates any of the covenants, agreements, or stipulations of this Agreement, the other party shall thereupon have the right to terminate this Agreement after giving written notice to the breaching party of the alleged material failure or violation and an opportunity to cure within ten working days. If the failure or violation is cured, then the Agreement may not be terminated. If the material violation is not cured within ten workdays, then the non-breaching party may terminate the Agreement by giving written notice to the breaching party of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. Notwithstanding the above, the breaching party shall not be relieved of liability to the other for damages sustained by virtue of any breach of the Agreement.
- B. Other Termination. This Agreement may be terminated at any time by mutual consent of both parties. City may, in its sole discretion, terminate this Agreement, in whole or in part, upon three hundred sixty-five (365) days' notice, in writing and delivered by certified mail or in person.

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be executed the day and year first written above.

CONTRACTOR

CITY OF REDMOND

Signature

Signature

Eric Sande
Executive Director
Redmond Chamber/CVB

Keith Witcosky
City Manager
City of Redmond



CITY OF REDMOND
Office of the Mayor

411 SW 9th St
Redmond OR 97756

Date: June 14, 2023

Executive Director
Redmond Chamber of Commerce dba CVB
446 SW 7th St
Redmond, OR 97756

Re: Notice of contract termination and amendment to current contract

Dear Eric Sande,

This letter serves as notice that the City of Redmond is exercising the termination provision contained in the Agreement between the City of Redmond and Redmond Chamber of Commerce dba Convention Visitors Bureau (CVB) originally dated July 1, 2019.

The Agreement automatically renews each fiscal year, unless terminated as set forth in Section 16B. The City has therefore elected to terminate the Agreement in whole, upon three hundred sixty-five (365) days' notice from the date above.

This notice is intended to allow the City (and City Council) to have flexibility in strategically investing its Transient Lodging Taxes in Fiscal Year 2024/2025. To memorialize those discussions, attached you will find an agreement amendment for FY 2023/2024.

The City looks forward to working with the CVB throughout the next year with an amended agreement, and continuing discussions with the CVB in an effort to create a better agreement the following year for marketing and tourism promotion.

This notice shall be deemed received on the second business day after the date listed above. For now, if you have any immediate questions or want more information, please contact myself or Keith Leitz freely.

Thank you.

Edward Fitch
Mayor, City of Redmond, Oregon

cc: Keith Leitz, Keith Witcosky, City Council *email only*



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: July 11, 2023
TO: City Council
THROUGH:
FROM: Keith Witcosky, City Manager
SUBJECT: Redmond Economic Development Inc. Fiscal Year 2023/2024 Annual Service Contract: \$157,658

Report in Brief:

This item requests City Council approve a one-year service contract, in an amount not to exceed \$157,658, between the City of Redmond and the Redmond Economic Development Inc. (REDI) for investments in economic development and traded sector job growth. The contract term is from July 1, 2023 - June 30, 2024.

Background:

Since 1987/1988, the City of Redmond has contracted with REDI to advance the REDI Strategic Action Plan and pursue economic and business development through effective marketing, recruiting, retention/expansion, in Redmond, Oregon.

Discussion:

The service contract with REDI contains the following notable information:

- Amount: \$157,658.
- Duration: July 1, 2023 – June 30, 2024. Does not auto-renew.
- Other: REDI shall make a good-faith effort to raise money from private contributions or third-party sources, an amount equal to the estimated level detailed in the Budget.
- REDI shall make annual performance reports to the City Council.
- Financial Audit: REDI shall perform an annual internal audit and present the results in the form of a letter to the City. Records, etc. must be made available for an audit by the City or their duly authorized representatives to assess the accomplishments of the program or to ensure compliance with any requirement of the program.

Fiscal Impact:

This service contract directs \$157,658 in City resources to REDI for investment in economic development/traded sector related activities. The sources of City dollars are:

General Fund: \$145,530
Redmond Municipal Airport (RDM): \$12,128

The nexus with the Airport is associated with the productive role REDI plays in securing commercial air service through Central Oregon Air Service Team (COAST), of which they are a member.

Alternative Courses of Action:

1. Approve the service contract with REDI.
2. Do not approve the service contract
3. Take no action and request more information

Recommendation / Suggested Motion:

"I move to approve the Fiscal Year 2023/2024 service contract in the amount of \$157,658 between the City of Redmond and Redmond Economic Development Inc. for investment in economic development related activities."

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THE CITY OF REDMOND AND
THE REDMOND ECONOMIC DEVELOPMENT INC. (REDI)
FY 2023-2024

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**AGREEMENT BETWEEN CITY OF REDMOND AND
THE REDMOND ECONOMIC DEVELOPMENT INC (REDI)
FOR FISCAL YEAR 2023-2024**

THIS AGREEMENT (“Agreement”) entered into this 1st day of July 2023, by and between the City of Redmond (“City”) and Redmond Economic Development Inc. (“REDI”).

WHEREAS, for the fiscal year of 2023-2024 City funds in the amount of One Hundred Fifty-Seven Thousand, Six-Hundred Fifty-Eight Dollars (\$157,658) (\$145,530 from the General Fund and \$12,128 from the Airport Fund) (“Funds”) will be allocated to REDI to further the REDI Strategic Action Plan to pursue economic and business development through effective marketing, recruiting, retention/expansion, in Redmond, Oregon.

NOW, THEREFORE, the parties do mutually agree as follows:

1. AMOUNT

The City provides to REDI an amount of Funds not to exceed \$157,658 to be expended in accordance with REDI’s Operating Budget for the fiscal year of 2023-2024 (“Budget”) attached hereto as Exhibit “A” and incorporated herein. This contract will be adjusted annually at a Cost of Living Index (COLA) equivalent to what the City provides their non-represented full-time employees (5% for Fiscal Year 2023-2024).

2. TERM OF AGREEMENT

The term of this Agreement shall be for the period beginning July 1, 2023 and terminating June 30, 2024 (“Program Year”), unless terminated earlier as set forth herein.

3. STATEMENT OF WORK

REDI will pursue economic and business development through effective marketing, recruiting, retention/expansion, in Redmond, Oregon by following its Strategic Plan.

4. FINANCIAL MANAGEMENT

a. In addition to Funds, REDI shall make a good faith effort to raise money from private contributions or third-party sources an amount equal to the estimated level detailed in the Budget (“Private Funds”). Such Private Funds are necessary for the continued operation of REDI.

5. REPORTING, RECORD KEEPING AND MONITORING

a. Report/Newsletters

REDI shall prepare periodic newsletters describing their accomplishments in fulfilling the terms and conditions of this Agreement. REDI shall make annual reports to City Council.

b. Miscellaneous Reporting

1) REDI shall notify City in writing of any changes in organizational bylaws, personnel and/or Board of Directors, including election of new officers.

c. Financial Audit

1) REDI shall perform an annual internal audit and present the results in the form of a letter to the City.

2) As a condition of receiving funding under this grant program, REDI must agree to maintain financial files and supporting documentation for 3 years after the conclusion of receiving Funds. REDI must also agree to make its financial files, books, and records available for an audit by the City or their duly authorized representatives to assess the accomplishments of the program or to ensure compliance with any requirement of the program.

d. Record Keeping

Records shall be maintained for a period of no less than 3 years and in sufficient detail to document performance required under Paragraph 3 above. Access to records shall be provided to the City upon reasonable notice.

e. Monitoring

On-site monitoring of REDI may be conducted, as appropriate, with prior notice, to review program progress and the financial and program records.

6. REQUESTS FOR FUNDS

a. REDI shall submit to the City Requests for disbursement forms within 30 days of the beginning of each quarter.

b. The City shall disburse funds in a timely manner to REDI.

7. DOCUMENT SUBMISSION

All reports, notices, demands, requests, or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided.

All reports, notices, demands, requests, or approvals from REDI to City shall be addressed to City at:

Accounting Department
City of Redmond
411 SW Ninth Street
Redmond OR, 97756
Attention: James Wood

All reports, notices, demands, requests, or approvals from City to REDI shall be addressed to:

Steve Curley
REDI
411 SW 9th, Ste. 203
Redmond, OR 97756

8. PROHIBITION ON USE OF FUNDS

a. Employee Salaries

Funds shall not be used to pay for or reimburse the costs of salaries of REDI employees or officials except as specifically provided in the Budget.

b. Litigation or Adverse Actions

Funds shall not be used directly or indirectly to support litigation or other adverse action against the City of Redmond, or any of its employees, officials, boards, committees and commissions.

9. CITY TERMS AND CONDITIONS

a. Independent Parties

City and REDI intend that the relation between them created by this Agreement is that of independent contractor. The manner and means of conducting the work are under the control of REDI, except to the extent they are limited by statute, rule or regulation and the express terms of this Agreement. No civil service status or other right of employment will be acquired by virtue of REDI's services. None of the benefits provided by the City of Redmond to its employees, including, but not limited, to unemployment insurance, workers' compensation plans, vacation and sick leave are available from City to REDI, its employees or agents. Deductions shall not be made for any State or Federal taxes, FICA payments, PERS payments, or other purposes normally associated with an employer-employee relationship from any fees due REDI. Payments of the above items, if required, are the responsibility of REDI.

b. Personnel

1) REDI represents that it has, or will secure through a third party, all personnel required in performing the services under this Agreement.

2) All of the services required hereunder will be performed by REDI, or under its supervision, and all personnel engaged in the work shall be authorized, if and as required by State and local law, to perform such duties.

3) Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

c. Assignability

Except as to provide funding to Economic Development for Central Oregon (EDCO), REDI shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City; provided, however, that claims for money by REDI from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any assignment or transfer shall be furnished promptly to the City by REDI.

d. Policy Prohibiting Harassment and Discrimination

Consistent with the City's policy that harassment and discrimination are unacceptable conduct, and in compliance with similar federal and state laws, REDI agrees that discrimination in the selection of contractors, employees or clients, or harassment directed towards contractors, employees or clients, on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation will not be tolerated.

e. Insurance

1) On or before the commencement of the term of this Agreement, REDI shall furnish City with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage in compliance with Subparagraphs 9.e.(1)-(5). Such certificates, which do not limit REDI's indemnification, shall also contain substantially the following statement: "Should any of the above insurance covered by this certificate be canceled or coverage reduced before the expiration date thereof, the insurer affording coverage shall provide thirty (30) days' advance written notice to the City by certified mail, Attention: Risk Manager." It is agreed that REDI shall maintain in force at all times during the performance of this Agreement all appropriate coverage of insurance required by this Agreement with an insurance company that is acceptable to City and licensed to do insurance business in the State of Oregon.

REDI shall itself or through its contractual agreement with regional operation EDCO or other third party shall maintain the following insurance coverage:

- a) **Workers Compensation Insurance:** Insurance in compliance with ORS 656.017, requiring Contractor and all subcontractors to provide workers' compensation coverage for all subject workers, or provide certification of exempt status. Employers' Liability Insurance with coverage limits of not less than \$500,000 must be included.
- b) **General Liability:** Commercial General Liability (CGL) insurance coverage with the following minimum limits: \$500,000 each occurrence/ \$1,000,000 aggregate. Commercial General Liability policies shall be endorsed to name the City of Redmond, its officers, agents, directors, employees and volunteers as an additional insured. The additional insured endorsement shall provide the City of Redmond with primary and non-contributory coverage.

c) **Automobile Liability Insurance:** If vehicles are used to deliver any services provided by the grant, automobile liability insurance with minimum Combined Single Limit of not less than \$500,000 per occurrence is required. Commercial Automobile Liability is required for REDIs that own business vehicles. Personal automobile insurance coverage is acceptable for a REDI that does not own vehicles registered to their agency.

2) Subrogation Waiver

REDI agrees that in the event of loss due to any of the perils for which it has agreed to provide liability insurance, REDI shall look solely to its own insurance policies for recovery. REDI hereby grants to the City of Redmond, on behalf of any insurer providing Commercial General Liability and automobile liability insurance to either REDI, or City, with respect to the services of REDI herein, a waiver of any right to subrogation which any such insurer of REDI may acquire against City by virtue of the payment of any loss under such insurance.

3) Failure to Secure

If REDI at any time during the term hereof should fail to secure or maintain the foregoing insurance, City shall be permitted to obtain such insurance in REDI's name or as an agent of REDI and shall be compensated by REDI for the costs of the insurance premiums at the maximum rate permitted by law and computed from the date written notice is received that the premiums have not been paid.

4) Additional Insured

The City of Redmond, its officers, agents, directors, employees and volunteers shall be named as an additional insured, by endorsement, under all insurance policies required by this Agreement. The naming of an additional insured shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured. An additional insured named herein shall not be held liable for any premium, deductible portion of any loss, or expense of any nature on this policy or any extension thereof. The Additional Insured provision shall provide primary and non-contributory coverage. Any other insurance held by an additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance provided by this policy.

5) Sufficiency of Insurance

The insurance limits required by City are not represented as being sufficient to protect REDI. REDI is advised to confer with its insurance broker to determine adequate coverage for REDI.

f. Hold Harmless

REDI shall indemnify, defend and hold harmless the City of Redmond, its City Council,, commissions, officials, directors, employees and volunteers (Indemnitees) from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees (Claims), arising from or in any manner connected to REDI's negligent act or omission, regarding performance of services or work conducted or performed pursuant to this Agreement.

g. Taxes

REDI agrees to assume full responsibility for payment to Federal, State and County agencies of any and all taxes, including payroll taxes, withholdings and workers' compensation, which may be required of it.

h. City Permits

REDI shall be responsible for obtaining all required City permits and licenses, and for complying with all applicable City codes and ordinances. If this responsibility is delegated by REDI to a consultant, contractor, vendor, or service provider, it remains the responsibility of REDI to confirm that these requirements have been met.

10. WAIVER

A waiver by City of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained herein whether of the same or a different character.

11. COST OF LITIGATION

If any legal action is necessary to enforce any provision hereof or for damages by reason of an alleged breach of any provisions of this Agreement, the prevailing party shall be entitled to receive from the losing party all costs and expenses in such amount as the Court may adjudge to be reasonable, including attorneys' fees.

12. CONFLICT OF LAW

This Agreement shall be interpreted under, and enforced by the laws of the State of Oregon excepting any choice of law rules that may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities).

Any suits brought pursuant to this Agreement shall be filed with the Courts of the County of Deschutes, the State of Oregon.

13. INTEGRATED CONTRACT

This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions hereof. Any modification of this Agreement will be effective only by written execution signed by both City and REDI.

14. INSERTED PROVISIONS

Each provision and clause required by law to be inserted into the Agreement shall be deemed to be enacted herein, and the Agreement shall be read and enforced as though each was included herein. If through mistake or otherwise, any such provision is not inserted or is not correctly inserted, the Agreement shall be amended to make such insertion on application by either party.

15. CAPTIONS

The captions in this Agreement are for convenience only, are not part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement.

16. AMENDMENTS TO AGREEMENT

a. Amendments, changes, modifications and/or deletions to this Agreement shall be requested in writing by the REDI and approved in writing by the City prior to implementation.

b. Changes to the Statement of Work, budget line items, recordkeeping and reporting requirements and similar substantive portions of the work program may be allowed at the City's discretion.

c. Terms and conditions of this Agreement required by Federal, State or local regulation and/or statute may not be waived by the City.

17. TERMINATION

a. Termination of the Agreement for Cause

If a party to this Agreement is unable to fulfill or materially fails to fulfill in a timely manner its obligations under this Agreement, or if a party materially violates any of the covenants, agreements, or stipulations of this Agreement, the other party shall thereupon have the right to terminate this Agreement after giving written notice to the breaching party of the alleged material failure or violation and an opportunity to cure within ten working days. If the failure or violation is cured, then the Agreement may not be terminated. If the material violation is not cured within ten work days, then the non-breaching party may terminate the Agreement by giving written notice to the breaching party of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. Notwithstanding the above, the breaching party shall not be relieved of liability to the other for damages sustained by virtue of any breach of the Agreement.

IN WITNESS HEREOF, the parties have hereunto set their hands and seals.

REDI

CITY OF REDMOND

Signature

Date

President
REDI Board of Directors

Signature

Date

Keith Witcosky
City Manager
City of Redmond

RECOMMENDED FOR APPROVAL:



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: July 11, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
FROM: Jason Neff, Deputy City Manager
James Wood, Accounting Manager
SUBJECT: Resolution #2023-15 - A resolution of the City of Redmond to make Budget Adjustments.

Report in Brief:

This item requests City Council authorization for the City to prepay an existing 2007 loan for Forest Service Facilities to provide financial savings to the Airport Fund.

Background:

Supplemental budgets are permitted under Oregon Revised Statutes (ORS) 294.471. Per the ORS, a notice of the meeting to discuss a supplemental budget was published greater than or equal to five days in advance of this City Council meeting.

In 2007, the City / Airport secured a loan (via then Bank of the Cascades, now First Interstate Bank) to construct facilities associated with the Redmond Air Center. The Air Center serves as a hub for regional training, aviation resources and wildland firefighting support in the Pacific Northwest. This center is home to the Regional Aviation Group, Pacific Northwest Training Center, Interagency Hotshots, Redmond Smokejumpers and the Interagency Support Cache. Payment for the loan is recouped via a long-term lease with the U.S. Forest Service.

Discussion:

This loan has not been prepaid in the past because of the pre-payment penalty associated with the loan. The recent sharp increase in interest rates has essentially eliminated (as calculated via the loan agreement) any prepayment penalty for this loan, which has \$684,000 of principal payments remaining through Fiscal Year (FY) 2027/2028 (including \$117,000 to be paid in FY 2023/2024). By paying this loan off, which carries an interest rate of 7.7%, the Airport Fund will save approximately \$150,000 in interest over the next five years. In contrast, under current interest rates, the Airport Fund could receive approximately \$90,000 in investment interest revenue over the next five years if the loan was not paid off. Thus, the estimated savings to the Airport Fund by prepaying is about \$60,000 (\$150,000 minus \$90,000) over the next 5 years. To prepay the loan, \$567,000 (\$684,000 minus \$117,000) needs to be added to the FY 2023/2024 budget as a special payment. Airport reserves, which total \$31.3 million in the FY 2023/2024 budget, will be utilized to prepay the loan. The necessary budget adjustment is included in the attached resolution.

Fiscal Impact:

Discussed above.

Alternative Courses of Action:

1. Adopt Resolution #2023-15
2. Do not adopt Resolution #2023-15
3. Take no action and request more information

Recommendation / Suggested Motion:

"I move to adopt resolution #2023-15 to prepay Airport debt."

**CITY OF REDMOND
RESOLUTION NO. 2023-15**

A RESOLUTION OF THE CITY OF REDMOND TO MAKE BUDGET ADJUSTMENTS.

WHEREAS, the City of Redmond will have unexpected and unbudgeted resources and expenditures for Fiscal Year 2023/2024; and

WHEREAS, Supplemental budgets are permitted under Oregon Revised Statute 294.471.

NOW, THEREFORE, THE REDMOND CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION ONE: The City of Redmond City Council hereby adopts the following Budget Adjustments for FY 2023/2024, in the following fund with the following changes, now on file at City Hall.

SECTION TWO: The amounts for the fiscal year beginning July 1, 2023, are hereby adjusted as follows:

AIRPORT FUND	Resources	Expenditures
Reserve for Future Expenditure		(\$ 567,000)
Special Payments		\$ 567,000
Change to Airport Fund		\$ 0
Change to Airport Fund – Total Appropriations		\$ 567,000

In 2007 the City / Airport secured a loan (via then Bank of the Cascades, now First Interstate Bank) to construct facilities associated with the Redmond Air Center. Payment for the loan is recouped via a long-term lease with the U.S. Forest Service. This loan has not been pre-paid in the past because of the pre-payment penalty associated with the loan. The recent sharp increase in interest rates has essentially eliminated (as calculated via the loan agreement) any pre-payment penalty for this loan which has \$684,000 of principal payments remaining through FY 2027/28 (including \$117,000 to be paid in FY 2023/24). By paying this loan off, which carries an interest rate of 7.7%, the Airport Fund will save approximately \$150,000 in interest over the next five years. In contrast, under current interest rates, the Airport Fund could receive approximately \$90,000 in investment interest revenue over the next five years if the loan was not paid off. Thus, the estimated savings to the Airport Fund by pre-paying is about \$60,000 (\$150,000 minus \$90,000) over the next 5 years. To pre-pay the loan \$567,000 needs to be added to the FY 2023/24 budget (as a Special Payment). Airport reserves, which total \$31.3 million in the FY 2023/24 budget, will be utilized to pre-pay the loan.

SECTION THREE: This resolution shall be effective this 11th day of July 2023

ADOPTED by the Redmond City Council and **SIGNED** by the Mayor this 11th day of July 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: July 11, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
Jason Neff, Deputy City Manager
Jessica MacClanahan, City Engineer
FROM: Lindsey Croomsigt, Assistant City Engineer
SUBJECT: Resolution #2023-16 - A resolution amending the Water System Development Charge Project List.

Report in Brief:

This item requests City Council adopt Resolution #2023-16 which amends the City of Redmond's Water System Development Charge (SDC) project list (Project List), included as Attachment A.

Background:

Council adopted the Water SDC methodology and project list by Resolution #2023-13 on June 6, 2023. The SDC rate is partially calculated based on a project list included as Table 2: Improvement Fee Cost Basis in FCS Group's report, City of Redmond Water System Development Charge Update, dated March 29, 2023 (reference Attachment A). City staff seek the Council's approval to amend the project list to remove the Obsidian Well Project to support the construction of multiple privately-funded developments in the City.

Discussion:

As identified in the Water System Master Plan, the City requires private developers to build oversized infrastructure needed to support the operation of the water system. The City provides SDC credits for oversized improvements built by the developer.

Projects that are on the Project List are eligible for water SDC project funding or SDC credits. The Project List may be amended without state notification if the balance is maintained between projects removed or added to the list and the SDC rate is not affected. Staff recommends amending the list so SDC credits can seamlessly be provided to developers as projects are built.

The item proposed to be added to the SDC Project List is shown below. City staff anticipates issuing SDC credits for privately-funded infrastructure projects several times a year.

Item No.	Description	Estimated Cost
1	Privately-Funded Oversized Infrastructure	\$4,825,000

The project proposed to be removed from the SDC Project List is shown below. The Obsidian Well is not anticipated to be needed until approximately 2040.

Item No.	Description	Estimated Cost
1	Obsidian Well	\$4,825,000

Fiscal Impact:

The current SDC rate was approved by the Council in Resolution #2023-13 in 2023. This resolution results in the same total value of project costs and supports the rates previously adopted by the Council.

Alternative Courses of Action:

1. Adopt Resolution #2023-16
2. Do not adopt Resolution #2023-16
3. Request additional information

Recommendation / Suggested Motion:

"I move to adopt Resolution #2023-16".

**CITY OF REDMOND
RESOLUTION NO. 2023-16**

**A RESOLUTION OF THE CITY OF REDMOND TO AMEND THE WATER SYSTEM
DEVELOPMENT CHARGE PROJECT LIST**

WHEREAS, the City of Redmond adopted the Water System Development Charge methodology and project list by Resolution #2023-13 on June 6, 2023.

NOW, THEREFORE, THE REDMOND CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION ONE: The City of Redmond City Council hereby adopts the following changes to the project list, now on file at City Hall.

SECTION TWO: The project list is hereby adjusted as follows:

Remove "Obsidian Well" in the amount of \$4,825,000.

Add "Privately-Funded Oversized Infrastructure" in the amount of \$4,825,000.

SECTION THREE: This resolution shall be effective this 11th day of July 2023

ADOPTED by the Redmond City Council and **SIGNED** by the Mayor this 11th day of July 2023.

Ed Fitch, Mayor

ATTEST:

Kelly Morse, City Recorder

Table 2: Improvement Fee Cost Basis

Project Name	Project Horizon	2023 Project Cost	SDC Eligibility	Outside Funding	SDC-Eligible Cost
Arc Flash Study	2021-2025	\$ 29,000	0.00%	\$ -	\$ -
Fork Horned Butte Pump Station	2021-2025	36,000	0.00%	-	-
Fork Horned Butte Transfer Station	2021-2025	36,000	0.00%	-	-
Obsidian Well	2026-2040	4,825,000	100.00%	-	4,825,000
Phase 1 - Forked Horn Butte Upgrades	2021-2025	150,000	22.49%	-	33,741
Phase 2 - SCADA Visualization Upgrades	2021-2025	74,000	22.49%	-	16,645
Phase 3 - Automation Upgrades	2021-2025	53,000	22.49%	-	11,922
Phase 4 - All Remaining Upgrades	2021-2025	150,000	22.49%	-	33,741
Pipe Improvements 12	2021-2025	112,000	22.49%	-	25,193
Pipe Improvements 13	2021-2025	595,000	22.49%	-	133,839
Pipe Improvements 14	2021-2025	503,000	22.49%	-	113,144
Pipe Improvements 15	2021-2025	334,000	22.49%	-	75,130
Pipe Improvements 19	2021-2025	312,000	100.00%	-	312,000
Pipe Improvements 2: Upgrade from 8" to 12"	2021-2025	270,000	48.72%	-	131,538
Pipe Improvements 20	2021-2025	198,000	0.00%	-	-
Pipe Improvements 21	2021-2025	152,000	50.00%	-	76,000
Pipe Improvements 22	2021-2025	629,000	50.00%	-	314,500
Pipe Improvements 23	2021-2025	343,000	22.49%	-	77,154
Pipe Improvements 24	2021-2025	171,000	22.49%	-	38,465
Pipe Improvements 25: Upgrade from 8" to 12"	2021-2025	352,000	48.72%	-	171,487
Pipe Improvements 27	2021-2025	139,000	50.00%	-	69,500
Pipe Improvements 3	2021-2025	158,000	0.00%	-	-
Pipe Improvements 30: Upgrade from 12" to 18"	2026-2040	3,540,000	51.54%	-	1,824,464
Pipe Improvements 31	2026-2040	667,000	100.00%	-	667,000
Pipe Improvements 32	2026-2040	1,100,000	100.00%	-	1,100,000
Pipe Improvements 33	2026-2040	729,000	0.00%	-	-
Pipe improvements 34: Upgrade from 8" to 12"	2026-2040	871,000	48.72%	-	424,333
Pipe Improvements 36	2026-2040	2,265,000	100.00%	-	2,265,000
Pipe Improvements 37: Upgrade from 8" to 12"	2026-2040	1,143,000	48.72%	-	556,846
Pipe Improvements 38: Upgrade from 8" to 12"	2026-2040	132,000	48.72%	-	64,308
Pipe Improvements 39	2026-2040	912,000	0.00%	-	-
Pipe Improvements 4	2021-2025	139,000	0.00%	-	-
Pipe Improvements 40: Upgrade from 8" to 16"	2021-2025	739,000	68.25%	-	504,397
Pipe Improvements 41	2021-2025	165,000	0.00%	-	-
Pipe Improvements 42	2021-2025	1,143,000	50.00%	-	571,500
Pipe Improvements 44	2021-2025	448,000	0.00%	-	-
Pipe Improvements 6	2021-2025	390,000	50.00%	-	195,000
Pipe Improvements 7	2021-2025	649,000	50.00%	-	324,500
Pipe Improvements 8	2021-2025	281,000	50.00%	-	140,500
Pipe Improvements 9	2021-2025	181,000	0.00%	-	-
Pipe Improvements 45: Upgrade from 8" to 12"	2026-2040	1,149,000	48.72%	-	559,769
Pipe Improvements 46: Upgrade from 8" to 12"	2026-2040	487,000	48.72%	-	237,256
Pipe Improvements 47: Upgrade from 8" to 12"	2026-2040	677,000	48.72%	-	329,821
Pipe Improvements 48: Upgrade from 8" to 12"	2026-2040	770,000	48.72%	-	375,128
Pipe Improvements 49: Upgrade from 12" to 18"	2026-2040	1,030,000	51.54%	-	530,847
South Redmond Facility	2021-2025	7,000	0.00%	-	-
Storage Reservoir	2021-2025	4,000	0.00%	-	-
System Reservoir	2021-2025	4,000	0.00%	-	-
Water Administration Building and Shop at Well 6	2021-2025	5,845,000	22.49%	-	1,314,768
Water Rights Exit Fee	2026-2040	6,831,000	40.00%	-	2,732,400
Well 2	2021-2025	36,000	0.00%	-	-
Well 3	2021-2025	36,000	0.00%	-	-
Well 4	2021-2025	4,000	0.00%	-	-
Well 5	2021-2025	4,000	0.00%	-	-
Well 6	2021-2025	9,000	0.00%	-	-
Well 6 Booster Station	2026-2040	425,000	100.00%	-	425,000
Well 7	2021-2025	9,000	0.00%	-	-
Well 9	2021-2025	6,400,000	100.00%	3,000,000	3,400,000
Well No. 2 Site and Wellhouse Improvements	2026-2040	20,000	22.49%	-	4,499
Well No. 2 Water Quality Improvements Study	2026-2040	58,000	0.00%	-	-
Well No. 3 Site and Wellhouse Improvements	2026-2040	251,000	0.00%	-	-
Well No. 4 Chlorine and Generator Building	2021-2025	1,529,000	0.00%	-	-
Well No. 4 Improvements	2021-2025	213,000	0.00%	-	-
Well No. 6 Telemetry Improvements	2026-2040	12,000	0.00%	-	-
WMP Update - Incremental	2021-2025	175,000	22.49%	-	39,364
WMP Update - Major	2025-2040	292,000	22.49%	-	65,682
Total		\$ 51,392,000		\$ 3,000,000	\$ 25,111,381

Source: 2021 Water Master Plan, City staff



City of Redmond Application for Boards, Advisory Committees and Commissions

Name: Megan Watkins

Street Address: [REDACTED]
Redmond OR 97756

Mailing Address: Same

Preferred Phone Number: [REDACTED]

Alternate Number: N/A

Email Address: [REDACTED]

Do you reside within the City Limits? ☒ Yes ☐ No

If yes, how long? Since 2013 If no, do you reside in the Urban Growth Boundary _____

Have you previously served on any of the City's Boards/Committees/Commissions? ☒ Yes ☐ No

If yes, please indicate which one(s) and when? Mid town advisory committee

Are you applying for a Youth Ex-Officio Position (terms are only one year)? ☐ Yes ☒ No

If yes, what school do you attend and what grade are you in? _____

Board/Committee/Commission applying for (you may apply for more than one):

- | | | | |
|---|---|---|---|
| ☐ Airport Committee | ☒ Downtown Urban
Renewal Advisory
Committee | ☐ Juniper Golf Committee | ☐ Planning Commission |
| ☐ Bicycle & Pedestrian
Advisory Committee
Interest: Bike ☐ Ped ☐ | ☒ Historic Landmarks
Commission | ☐ Nuisance Appeal Board | ☐ Redmond Commission for
Art in Public Places |
| ☐ Budget Committee | ☐ Housing & Community
Development Committee | ☐ Parks Committee | |

Employment/Occupation: Starbucks / hospitality

Please indicate why you are volunteering and what makes you a good candidate to serve. Please include any special training, experience, education, and/or qualifications you may have that are unique or specific to the board/committee/commission for which you are applying (you can include an extra sheet of paper).

I lived in Bend 1990-2013, then moved to Redmond in 2013. I did extensive research on our 1915 house and would love to learn more about Redmond's history and participate in preservation. We are also developing a property downtown, and would love to honor the heritage of that site. I am passionate about history and building restoration, and feel that I could contribute enthusiasm and some knowledge to the commission.

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentations of facts are cause for removal from any advisory committee, board, or commission I may be appointed to. I also understand that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the Mayor and Council. All information and documentation related to service on this commission is subject to public

[REDACTED]

6/21/23
Date

PLEASE RETURN YOUR COMPLETED APPLICATION TO: Kayla Duddy, Deputy City Recorder at 411 SW 9th Street, Redmond, OR 97756 or by email at kayla.duddy@redmondoregon.gov