



CITY OF REDMOND

CITY HALL

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REDMOND, OR 97756

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CITY COUNCIL

October 10, 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

OCTOBER 10, 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 Thomas Bengé, Redmond Community Church

III. PLEDGE OF ALLEGIANCE

IV. CITY COUNCIL ANNOUNCEMENTS

V. COMMENTS FROM CITIZENS AT THE MEETING

VI. CONSENT AGENDA

- A. Minutes of August 28, 2023, Council Workshop
- B. Amendment #2 to the Public Transportation Services Agreement with Central Oregon Intergovernmental Council, Project #TR2401: \$625,148
- C. Oasis Village Memorandum of Understanding

VII. PUBLIC HEARINGS

- A. Resolution #2023-18 - A resolution of the City of Redmond, Oregon, establishing the SW Glacier Avenue Reimbursement District.

VIII. ACTION ITEMS

- A. Resolution #2023-19 - A resolution of the City of Redmond, Oregon, extending the Dove Meadows Reimbursement District.

IX. ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING

X. CITY MANAGER COMMENTS

XI. COUNCIL COMMENTS

XII. MAYOR'S COMMENTS

- A. Tourism and Lodging Committee - Appointment of Aaron Switzer, Eric Groom, and LoriAnn Kuhn for terms expiring December 31, 2025, and JoAnne Eisler, Janice Bell, Timothy Park, and Geoff Hinds (or his designee) for terms expiring December 31, 2027.

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. City Manager Evaluation – ORS 192.660(2)(i) authorizes executive sessions “to review and evaluate, pursuant to standards, criteria and policy directives adopted by the governing body, the employment-related performance of the chief executive officer of any public body...”

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 WORKSHOP OF THE CITY OF REDMOND WAS HELD AUGUST 28, 2023, IN THE EXECUTIVE CONFERENCE ROOM.

COUNCIL MEMBERS PRESENT: Tobias Colvin – Clifford Evelyn – Ed Fitch – John Nielsen – Kathryn Osborne – Shannon Wedding – Cat Zwicker

STAFF PRESENT: City Manager Keith Witcosky – Deputy City Manager John Roberts – Deputy City Manager/Chief Financial Officer Jason Neff – Police Chief Devin Lewis – Airport Director Zachary Bass – Communications Director Heather Cassaro – Public Works Director/City Engineer Jessica MacClanahan – Finance Director James Wood – Water Utilities Manager Joshua Wedding – City Recorder Kelly Morse

MEDIA PRESENT: None

Mayor Fitch called the workshop to order at 3:30 pm.

CITY COUNCIL TOPICS OF INTEREST

The Council discussed the three eastside projects including Deschutes County's funding for the RV component, a supported camp model, and a potential advisory committee. Governor Kotek is supportive of initially providing additional funding for the infrastructure, with the legislature providing more funding for services. The plan for fences between each of the three project areas was confirmed.

City Manager Keith Witcosky reviewed the process and timeline for bringing marijuana Time, Place, and Manner code amendments to Council in order to have the issue ready for the May 2024 ballot. Mayor Fitch explained how next year the Council will need to reconsider the two-year band on psilocybin for treatment as well.

The Council discussed contacting the Oregon Department of Transportation (ODOT) regarding the focus and funding spent on Bend and areas to the south when the preponderance of growth in the past two years has been in Redmond. Mayor Fitch addressed additional item in need of discussion with ODOT.

Mayor Fitch opined the City should pursue master planning 137 acres in the middle of the 100-plus acres the County will exchange with the Department of State Lands. The consensus of the Council was to pursue this with the State over the next year or so.

Discussion took place regarding the exchange of land at the Airport for land next to Central Oregon Community College.

Deputy City Manager John Roberts confirmed Cascades East Transit's (CET) routes have been created and perfected, but they have not been staffed enough to go out on a trial basis. Councilor Zwicker stated the City must work with CET to create routes for the Eastside Campus area because not everyone will have transportation.

Mayor Fitch and Mr. Witcosky provided an update on the Redmond Wetlands Complex appeal. The Council would like land use attorney Wendie Kellington and Mr. Witcosky to go over the matter in an executive session.

The Council discussed CourseCo's performance and announcing during the joint meeting with the Juniper Golf Committee on September 5, 2023, that the City intends to put the contract out for a Request for Proposal. If they have a great 2024, then CourseCo would be in consideration for contract renewal.

The Council was in agreement that once the Public Safety Facility is complete and occupied that a public process should take place to determine what should be done with the old facility. They discussed

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possibilities for the old Evergreen gym. Staff confirmed the new library should be completed in December 2024.

Communications Director Heather Cassaro provided a progress update on the interior history project at City Hall.

Mayor Fitch and Mr. Witcosky described the City's efforts on water rights for the September 28 hearing before the Water Resources Commission.

In July 2023 after a request from Jeff Rola, the Council expressed support for an investment in the NeighborImpact food bank. Councilor Zwicker recommended the City's investment go to the purchase of food rather than construction of the warehouse itself; the Council concurred.

Mr. Witcosky will send out the Council initiatives list which was created using the Council's various conversations over the last six months.

The Council and staff discussed how to offer help to the Redmond Area Park and Recreation District (RAPRD) on building their recreation facility project. Based on the type of assistance RAPRD thinks they may need, the Council can see what types of support the City can commit to.

Mayor Fitch asked, as a courtesy to the rest of the Council, that Councilors wait until they are recognized before speaking during Council meetings.

There being no further business, the meeting was adjourned at 4:52 pm.

Prepared by ABC Transcription Services
Reviewed by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 10th day of October 2023.

Ed Fitch, Mayor

ATTEST:

Kelly Morse, City Recorder



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STAFF REPORT

DATE: October 10, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
Jason Neff, Deputy City Manager/Chief Financial Officer
Jessica MacClanahan, Public Works Director/City Engineer
FROM: James Wood, Finance Director
SUBJECT: Amendment #2 to the Public Transportation Services Agreement with Central Oregon Intergovernmental Council, Project #TR2401: \$625,148

Report in Brief:

This item requests City Council approve Amendment #2 to the Public Transportation Services Agreement with Central Oregon Intergovernmental Council (COIC) to provide public transportation services for the Redmond area through Cascades East Transit (CET). This amendment adjusts the original Fee Schedule regarding compensation to reflect the most recent two-year grant ending June 30, 2025 (Fiscal Years (FY) 2023/24 - 2024/25).

Background:

CET provides demand response and community connector transit services for the Redmond area. The City purchases transit services from COIC using federal 5310 Grant funds awarded to the City through the Rail and Public Transit Division of the Oregon Department of Transportation (ODOT). The most recent 5310 Grant agreement, #35455, was accepted by the Council on June 27, 2023, and provides \$535,148 over the 2023/25 biennium for transit services. In addition to the \$535,148, the City contributes \$90,000 in other costs to CET, detailed below, over the course of the next two years. This brings the total contract to \$625,148.

The agreement had an initial term of two years through December 31, 2021, with the option to renew for two additional terms of two years each. In October of 2021, the City and COIC approved the first extension through December 31, 2023, and intend to execute the second extension of the agreement through December 31, 2025, at a future Council meeting.

Discussion:

The attached Amendment #2 to the agreement with COIC updates Recital A and Schedule 2.1 to reflect the award amount of the ODOT 5310 Grant #35455 and the City's contribution towards the grant match and additional transit operations support. All other provisions of the agreement to provide transit services remain in effect.

Fiscal Impact:

Compensation provided for COIC's performance of services during the previous terms and the current two-year term is summarized below:

Grant Period	5310 Grant Fund	City of Redmond Contribution		
		5310 Grant Match	Additional Transit Operations Support	Total
July 1, 2019 - June 30, 2020 (ODOT #33556)	\$218,428	\$25,000	\$20,000	\$45,000
July 1, 2020 - June 30, 2021 (ODOT #33556)	\$218,428	\$25,000	\$20,000	\$45,000

July 1, 2021 - June 30, 2022 (ODOT #35167)	\$227,648	\$26,056	\$22,896	\$48,952
July 1, 2022 - June 30, 2023 (ODOT #35167)	\$227,648	\$26,056	\$36,726	\$62,782
July 1, 2023 - June 30, 2024 (ODOT #35455)	\$267,574	\$30,625	\$6,751	\$37,376
July 1, 2024 - June 30, 2025 (ODOT #35455)	\$267,574	\$30,625	\$21,999	\$52,624
Subtotal	\$1,427,298	\$163,361	\$128,372	\$291,733

Grant Agreement #35455 provides \$535,148 in 5310 Grant funds over the 2023/25 biennium. The City will contribute \$90,000 over the biennium to meet the 5310 Grant match requirement of \$61,250 with the remainder used to help offset CET operating costs. The total provided to COIC for transit services over the two-year term is \$625,148.

The estimated revenue from the 5310 Grant, expenditure for contracted transit services, and the City's match of \$37,376 is included in the FY 2023/24 Budget (see attached). There are no additional fiscal impact to the FY 2023/24 Budget.

Alternative Courses of Action:

1. Approve Amendment #2 to the agreement with COIC to provide public transportation services.
2. Do not approve the Amendment.
3. Request additional information.

Recommendation / Suggested Motion:

"I move to approve Amendment #2 to the Public Transportation Services Agreement with Central Oregon Intergovernmental Council in the amount of \$625,148, and authorize the City Manager to sign the Amendment."

**Second Amendment to the Public Transportation Services Agreement between Central Oregon
Intergovernmental Council and the City of Redmond**

This Second Amendment to the January 1, 2020 Central Oregon Intergovernmental Council (hereinafter “COIC”) and the City of Redmond (City) is made and entered into this 30th day of June 2023, by and between COIC, a Council of Governments, organized under ORS 190, and City, an Oregon Municipal Corporation, according to the following terms:

TERMS OF AMENDMENT

1. The attached Schedule 2.1 shall replace the original Schedule 2.1.
2. Except as explicitly amended herein, all other provisions of the original Agreement remain in effect.

Signator’s Warranty:

Each party warrants to each other party that they are fully authorized and competent to enter into this **Amendment to the Public Transportation Services Agreement between Central Oregon Intergovernmental Council and the City of Redmond** in the capacity indicated by their signature and agrees to be bound by this amended Agreement.

IN WITNESS WHEREOF, the parties hereto have executed Agreement the day and year herein above written.

Central Oregon Intergovernmental Council

City of Redmond, an Oregon Municipal Corporation

By: _____

By: _____

Tammy Baney

Keith Witcosky

Executive Director

City Manager

Date:

Date:

Schedule 2.1
Fee Schedule

Subject to the terms and conditions found in this Agreement, and pursuant to Agreement #35455 between the City and ODOT, City will pay Contractor the following compensation in consideration of the Contractor's performance of the Services in Accordance with this Agreement:

Grant Period	5310 Grant Fund ODOT #35455	City of Redmond Contribution		
		5310 Grant Match	Additional Transit Ops Support	Total
July 1 2019 – June 30 2020	\$218,427.50	\$25,000.00	\$20,000.00	\$45,000.00
July 1 2020 – June 30 2021	\$218,427.50	\$25,000.00	\$20,000.00	\$45,000.00
July 1 2021 – June 30 2022	\$227,647.50	\$26,055.50	\$22,896.00	\$48,951.50
July 1 2022 - June 30 2023	\$227,647.50	\$26,055.50	\$36,726.00	\$62,781.50
July 1 2023 – June 30 2024	\$267,574.00	\$30,625.00	\$ 6,751.00	\$37,376.00
July 1 2024 – June 30 2025	\$267,574.00	\$30,625.00	\$21,999.00	\$52,624.00
Subtotal	\$1,427,298.00	\$163,361.00	\$128,372.00	\$291,733.00

Total compensation for this Agreement shall not exceed \$1,719,032.00.

Using only eligible costs, Contractor's performance of the Services will be billed quarterly by Contractor within 30 days following the end of each quarter. Contractor will submit quarterly invoices to City for the Services performed by Contractor. City will pay the amount due under each Invoice within thirty (30) days after City's receipt of the applicable Invoice.

BUDGET DETAIL

General Fund		FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Budget	FY 2023/24 Proposed Budget	FY 2023/24 Approved Budget	FY 2023/24 Adopted Budget
Sub-fund: General							
Program: General							
Resources							
10100-01-000-04-10-10	Property Tax/Current	10,670,928	11,760,497	12,435,243	13,142,615	13,142,615	13,142,615
10100-01-000-04-10-20	Property Tax/Prior	161,737	127,319	171,372	142,760	142,760	142,760
10100-01-000-04-15-45	Solid Waste - Republic	369,446	457,380	432,159	473,838	473,838	473,838
10100-01-000-04-15-10	PP&L	1,628,817	1,647,640	1,795,085	1,948,346	1,948,346	1,948,346
10100-01-000-04-15-15	Central Electric CO-OP	181,511	191,134	196,821	211,474	211,474	211,474
10100-01-000-04-15-20	Cascade Natural Gas	499,199	604,383	593,282	868,233	868,233	868,233
10100-01-000-04-15-25	Telecommunications	43,628	42,001	41,289	39,140	39,140	39,140
10100-01-000-04-15-30	Bend Cable	309,559	305,297	338,028	296,321	296,321	296,321
10100-01-000-04-15-35	Water/Sewer/Storm	707,250	734,299	786,936	832,993	832,993	832,993
10100-01-000-04-15-40	FTV/First Point Comm	32,209	11,490	31,069	16,717	16,717	16,717
10100-01-000-04-15-50	Quantum Fiber Optics Ord	33,815	41,153	31,225	35,524	35,524	35,524
10100-01-000-04-20-50	Liquor License	3,770	3,880	3,710	3,841	3,841	3,841
10100-01-000-04-60-90	Miscellaneous	8,249	10,329	3,000	13,245	13,245	13,245
10100-01-000-04-30-30	Cigarette Tax	29,865	27,376	27,200	27,476	27,476	27,476
10100-01-000-04-30-35	State Revenue Sharing	419,196	446,726	458,303	502,910	502,910	502,910
10100-01-000-04-30-40	Liquor Revenue (OLCC)	610,924	648,352	654,717	732,834	732,834	732,834
10100-01-000-04-40-98	Refunds/Reimbursements	459,837	-	-	-	-	-
10100-01-000-04-80-10	Interest - Investment	23,262	(63,853)	41,700	400,000	400,000	400,000
10100-01-000-04-80-15	Interest - Other	18,324	31,044	-	-	-	-
10100-01-000-04-50-00	Rentals/Leases	5,412	6,545	5,412	12,204	12,204	12,204
10100-01-000-04-95-50	Sale of Property	-	3,175,728	-	-	-	-
10100-01-000-04-40-90	Bad Debt	10,070	(505)	-	-	-	-
10100-01-000-04-85-50	Interfund Transfers	-	270,387	-	-	-	-
10100-01-000-04-85-55	Interfund Loan Proceeds	-	20,000	-	-	-	-
10100-01-000-04-86-13	Intrafund Tfrs-from Lodging	781,482	1,098,067	1,172,799	1,252,435	1,252,435	1,252,435
10100-01-000-04-99-00	Beginning Fund Balance	2,165,535	3,918,340	5,985,489	5,683,000	5,683,000	5,683,000
TOTAL RESOURCES		19,174,024	25,515,010	25,204,839	26,635,906	26,635,906	26,635,906
Materials & Services							
10100-01-000-06-00-06	Small Tools & Minor Equip	42	-	-	-	-	-
10100-01-000-06-00-10	Furnishings & Fixtures	2,850	4,350	4,500	31,000	31,000	31,000
10100-01-000-06-00-12	Facility Repair & Maintenance	14,548	13,058	13,500	15,000	15,000	15,000
10100-01-000-06-00-19	Noticing	890	-	-	-	-	-
10100-01-000-06-00-26	Postage	-	(9)	-	-	-	-
10100-01-000-06-00-37	Legal Services & Fees	-	-	5,000	5,000	5,000	5,000
10100-01-000-06-00-46	Processing Fees	2,544	-	-	-	-	-
10100-01-000-06-00-69	Economic Development	118,000	132,000	137,940	145,530	145,530	145,530
10100-01-000-06-00-97	Chgs Srv From Other Fund	13,000	6,845	13,000	20,000	20,000	20,000
10100-01-000-06-00-98	Other Contractual Services	47,398	17,689	40,000	-	-	-
10100-01-000-06-01-01	Loans & Grants	45,000	50,319	62,800	75,630	75,630	75,630
10100-01-000-06-01-90	Penalty & Fees	3	-	-	-	-	-
10100-01-000-06-85-05	ISF Central Services	-	-	-	37,225	37,225	37,225
10100-01-000-06-85-40	ISF Facilities Maintenance	104,144	121,982	123,756	149,160	149,160	149,160
TOTAL MATERIALS & SERVICES		348,420	346,235	400,496	478,545	478,545	478,545
Transfers							
10100-01-000-09-00-02	To Police	9,396,238	10,826,932	11,810,195	13,666,296	13,666,296	13,666,296
10100-01-000-09-00-22	To Parks & Facilities	2,221,384	2,221,851	2,498,796	3,125,468	3,125,468	3,125,468
10100-01-000-09-00-25	To CDD	475,604	618,049	547,189	869,051	869,051	869,051
10100-01-000-09-00-40	To Transportation	2,287,123	2,615,647	3,287,794	2,812,689	2,812,689	2,812,689
10100-01-000-09-00-24	To Capital Projects	-	2,317,105	1,333,660	-	-	-
10100-01-000-09-00-80	To Golf	437,684	402,400	330,300	293,897	293,897	293,897
10100-01-000-09-00-90	Interfund Loan	20,000	-	-	-	-	-
TOTAL TRANSFERS		14,838,033	19,001,984	19,807,934	20,767,401	20,767,401	20,767,401
Intrafund Transfers							
10100-01-000-13-00-03	Intrafund Tfrs-to Central Svcs	69,231	64,402	48,295	35,909	35,909	35,909
TOTAL INTRAFUND TRANSFERS		69,231	64,402	48,295	35,909	35,909	35,909
Contingency							
10100-01-000-11-00-00	Contingency	-	-	65,835	78,665	78,665	78,665
TOTAL CONTINGENCY		-	-	65,835	78,665	78,665	78,665
Reserve							
10100-01-000-12-00-40	Reserve for Future Expend	-	-	4,882,279	5,275,386	5,275,386	5,275,386
TOTAL RESERVE		-	-	4,882,279	5,275,386	5,275,386	5,275,386
TOTAL SUB-FUND EXPENDITURE		15,255,684	19,412,621	25,204,839	26,635,906	26,635,906	26,635,906

BUDGET DETAIL

Transportation Fund		FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Budget	FY 2023/24 Proposed Budget	FY 2023/24 Approved Budget	FY 2023/24 Adopted Budget
Sub-fund: Transportation - Operations							
Resources							
22100-02-000-04-20-75	Permit Fees	10,410	16,200	-	-	-	-
22100-02-000-04-25-00	Intergovernmental Revenue	9,673	4,803	25,000	25,000	25,000	25,000
22100-02-000-04-65-20	Federal Grants & Awards	783,494	238,490	227,648	267,574	267,574	267,574
22100-02-000-04-30-45	Hwy Fund Apportionment	2,348,467	2,766,120	2,734,670	2,912,310	2,912,310	2,912,310
22100-02-000-04-45-75	Restitution	13,219	11,517	6,000	8,000	8,000	8,000
22100-02-000-04-40-94	Miscellaneous Fees	228	4,246	-	-	-	-
22100-02-000-04-40-98	Refunds/Reimbursements	6,971	5,163	33,000	45,000	45,000	45,000
22100-02-000-04-60-90	Miscellaneous	4,658	6,882	10,000	3,000	3,000	3,000
22100-02-000-04-80-10	Interest - Investment	5,502	(5,725)	7,700	52,000	52,000	52,000
22100-02-000-04-40-90	Bad Debt	292	-	-	-	-	-
22100-02-000-04-85-01	Chgs for Srvc-Other Fund	168,497	147,074	151,386	150,200	150,200	150,200
22100-02-000-04-85-50	Interfund Transfers	1,537,123	1,865,647	2,537,794	2,012,689	2,012,689	2,012,689
22100-02-000-04-90-20	Debt Proceeds	-	475,000	-	-	-	-
22100-02-000-04-95-50	Sale of Property	435	12,630	-	-	-	-
22100-02-000-04-99-00	Beginning Fund Balance	1,731,075	1,282,398	1,572,500	1,956,000	1,956,000	1,956,000
TOTAL RESOURCES		6,620,044	6,830,444	7,305,698	7,431,773	7,431,773	7,431,773
Personnel Services							
22100-02-000-05-00-01	Regular Pay	776,872	803,776	947,376	1,071,979	1,071,979	1,071,979
22100-02-000-05-00-03	Overtime	7,233	8,468	12,000	13,000	13,000	13,000
22100-02-000-05-00-07	Stand-By Time	10,043	10,211	18,000	19,000	19,000	19,000
22100-02-000-05-00-12	Vac/Comp/Holiday Buy Back	-	127	-	-	-	-
22100-02-000-05-20-11	Employer Social Security	48,035	49,872	58,737	66,463	66,463	66,463
22100-02-000-05-20-12	Employer Medicare	11,234	11,663	13,737	15,544	15,544	15,544
22100-02-000-05-20-30	Employer PERS	175,411	188,530	233,998	283,423	283,423	283,423
22100-02-000-05-20-41	Medical Insurance	259,797	265,796	328,647	360,128	360,128	360,128
22100-02-000-05-20-42	VEBA Contribution	11,576	14,898	20,025	33,984	33,984	33,984
22100-02-000-05-20-43	HRA Contribution	5,852	16,837	18,930	19,024	19,024	19,024
22100-02-000-05-20-50	Life Insurance	312	312	353	784	784	784
22100-02-000-05-20-51	Accidental D & D	139	335	62	269	269	269
22100-02-000-05-20-52	SAIF	18,536	17,026	28,746	27,458	27,458	27,458
22100-02-000-05-20-53	Long-Term Disability	1,703	1,703	2,037	3,168	3,168	3,168
22100-02-000-05-20-62	FSA	351	351	425	1,119	1,119	1,119
TOTAL PERSONNEL SERVICES		1,327,095	1,389,905	1,683,073	1,915,343	1,915,343	1,915,343
Materials & Services							
22100-02-000-06-00-02	Office Supplies	168	469	-	-	-	-
22100-02-000-06-00-03	Housekeeping	2,137	2,878	-	-	-	-
22100-02-000-06-00-04	Uniforms Boots and Clothing	2,833	6,482	-	-	-	-
22100-02-000-06-00-05	Electronic Equip & Supplies	396	7,392	5,800	11,000	11,000	11,000
22100-02-000-06-00-06	Small Tools & Minor Equip	29,016	19,921	19,100	20,000	20,000	20,000
22100-02-000-06-00-07	Safety Supplies	4,657	10,295	-	-	-	-
22100-02-000-06-00-10	Furnishings & Fixtures	660	189	2,500	8,000	8,000	8,000
22100-02-000-06-00-12	Facility Repair & Maintenance	490	7,058	3,000	5,500	5,500	5,500
22100-02-000-06-00-19	Noticing	928	880	500	700	700	700
22100-02-000-06-00-20	Water/Sewer/Storm	2,809	2,901	3,300	3,300	3,300	3,300
22100-02-000-06-00-22	Utility Electric	329,040	269,570	346,000	282,000	282,000	282,000
22100-02-000-06-00-23	Utility Gas	10,740	11,437	12,000	12,000	12,000	12,000
22100-02-000-06-00-24	Phone & Internet	15,639	14,482	12,015	13,625	13,625	13,625
22100-02-000-06-00-26	Postage	-	-	200	200	200	200
22100-02-000-06-00-29	Radio Maintenance	12,810	12,000	5,880	5,880	5,880	5,880
22100-02-000-06-00-36	Debt Service Fees	59	-	70	-	-	-
22100-02-000-06-00-37	Legal Services & Fees	-	5,112	-	-	-	-
22100-02-000-06-00-41	Forms & Correspondence	-	70	300	500	500	500
22100-02-000-06-00-43	Recording/Reconveyance	760	1,650	-	-	-	-
22100-02-000-06-00-47	Unemployment Benefit Pmts	3,128	2,864	-	-	-	-
22100-02-000-06-00-48	Rentals/Leases	94,539	727	15,156	20,156	20,156	20,156
22100-02-000-06-00-56	Workers Comp Claim Deduct	1,846	203	-	-	-	-
22100-02-000-06-00-60	Dues Subs Memberships	6,873	437	700	-	-	-
22100-02-000-06-00-61	Travel & Training	3,524	13,230	15,000	15,500	15,500	15,500
22100-02-000-06-00-62	Meetings	2	-	-	-	-	-
22100-02-000-06-00-63	Books Maps Periodicals	-	-	400	500	500	500
22100-02-000-06-00-67	Garbage Collection	5,720	4,833	11,850	11,850	11,850	11,850
22100-02-000-06-00-68	Recruitment	50	115	-	-	-	-
22100-02-000-06-00-74	External Repairs & Maint	935	-	-	-	-	-
22100-02-000-06-00-75	Parts & Inventory	119	-	-	-	-	-
22100-02-000-06-00-77	Fuel	35,248	58,972	70,000	98,000	98,000	98,000
22100-02-000-06-00-84	Infrastructure Maintenance	98,465	33,139	25,000	30,000	30,000	30,000
22100-02-000-06-00-86	Licenses & Permits	1,476	1,413	-	-	-	-
22100-02-000-06-00-87	Employee Physicals	1,163	1,822	1,316	1,505	1,505	1,505

BUDGET DETAIL

Transportation Fund		FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Budget	FY 2023/24 Proposed Budget	FY 2023/24 Approved Budget	FY 2023/24 Adopted Budget
22100-02-000-06-00-88	Employee/Volunteer Recogn	681	930	800	800	800	800
22100-02-000-06-00-89	Snow Control	-	-	20,000	20,000	20,000	20,000
22100-02-000-06-00-90	Software Licenses	2,500	-	2,500	2,500	2,500	2,500
22100-02-000-06-00-92	Software Maint & Subscriptions	10,432	9,780	38,805	40,005	40,005	40,005
22100-02-000-06-00-94	Temporary Personnel Services	6,408	19,053	70,000	50,000	50,000	50,000
22100-02-000-06-00-97	Chgs Srvc From Other Fund	230,292	302,589	351,151	381,623	381,623	381,623
22100-02-000-06-00-98	Other Contractual Services	278,484	227,648	1,055,848	885,774	885,774	885,774
22100-02-000-06-01-90	Penalty & Fees	23	22	-	-	-	-
22100-02-000-06-01-99	Debt Issue Costs	-	6,578	-	-	-	-
22100-02-000-06-85-05	ISF Central Services	137,428	170,359	173,377	246,297	246,297	246,297
22100-02-000-06-85-10	ISF IT	52,539	61,273	112,864	101,902	101,902	101,902
22100-02-000-06-85-15	ISF Risk Management	54,106	57,815	68,611	71,763	71,763	71,763
22100-02-000-06-85-30	ISF Fleet Services	438,094	429,003	500,078	554,909	554,909	554,909
22100-02-000-06-85-40	ISF Facilities Maintenance	72,900	85,387	86,629	104,412	104,412	104,412
TOTAL MATERIALS & SERVICES		1,950,118	1,860,977	3,030,750	3,000,201	3,000,201	3,000,201
Debt Service							
22100-02-000-08-00-49	12-USB-FFC-2002-P	70,000	65,000	76,000	-	-	-
22100-02-000-08-00-50	12-USB-FFC-2002-I	27,298	22,331	11,000	-	-	-
22100-02-000-08-00-73	22-KEY-FFC-2012-P	-	-	-	74,000	74,000	74,000
22100-02-000-08-00-74	22-KEY-FFC-2012-I	-	-	-	9,194	9,194	9,194
TOTAL DEBT SERVICE		97,298	87,331	87,000	83,194	83,194	83,194
Special Payments							
22100-02-000-10-00-00	Special Payments	738,135	468,710	-	-	-	-
TOTAL SPECIAL PAYMENTS		738,135	468,710	-	-	-	-
Intrafund Transfers							
22100-02-000-13-00-61	Intrafund Tfrs-to IM	1,000,000	1,080,000	1,300,000	1,075,000	1,075,000	1,075,000
22100-02-000-13-00-63	Intrafund Tfrs-to CVE	225,000	230,000	430,000	550,000	550,000	550,000
TOTAL INTRAFUND TRANSFERS		1,225,000	1,310,000	1,730,000	1,625,000	1,625,000	1,625,000
Contingency							
22100-02-000-11-00-00	Contingency	-	-	774,875	808,035	808,035	808,035
TOTAL CONTINGENCY		-	-	774,875	808,035	808,035	808,035
TOTAL SUB-FUND EXPENDITURE		5,337,646	5,116,923	7,305,698	7,431,773	7,431,773	7,431,773
NET SUB-FUND		1,282,398	1,713,521	-	-	-	-

Sub-fund: Public Works Administration

Program: Administration

Resources							
22115-03-000-04-25-15	COIC	-	-	-	7,200	7,200	7,200
22115-03-000-04-60-90	Miscellaneous	145	150	-	-	-	-
22115-03-000-04-65-20	Federal Grants & Awards	259	-	-	-	-	-
22115-03-000-04-80-10	Interest - Investment	464	(581)	-	-	-	-
22115-03-000-04-85-01	Chgs for Srvc-Other Fund	565,523	749,735	1,022,971	1,039,430	1,039,430	1,039,430
22115-03-000-04-99-00	Beginning Fund Balance	66,248	94,958	70,770	(36,289)	(36,289)	(36,289)
TOTAL RESOURCES		632,640	844,262	1,093,741	1,010,341	1,010,341	1,010,341
Personnel Services							
22115-03-000-05-00-01	Regular Pay	264,132	366,034	472,545	417,708	417,708	417,708
22115-03-000-05-20-11	Employer Social Security	16,186	22,379	29,298	25,898	25,898	25,898
22115-03-000-05-20-12	Employer Medicare	3,786	5,233	6,852	6,057	6,057	6,057
22115-03-000-05-20-30	Employer PERS	55,256	84,126	114,781	108,938	108,938	108,938
22115-03-000-05-20-41	Medical Insurance	53,992	88,730	112,803	100,036	100,036	100,036
22115-03-000-05-20-42	VEBA Contribution	10,972	13,895	8,010	10,620	10,620	10,620
22115-03-000-05-20-43	HRA Contribution	397	281	7,572	5,945	5,945	5,945
22115-03-000-05-20-50	Life Insurance	76	112	151	245	245	245
22115-03-000-05-20-51	Accidental D & D	38	120	26	84	84	84
22115-03-000-05-20-52	SAIF	961	373	533	429	429	429
22115-03-000-05-20-53	Long-Term Disability	545	713	998	990	990	990
22115-03-000-05-20-62	FSA	86	126	170	350	350	350
TOTAL PERSONNEL SERVICES		406,426	582,122	753,739	677,300	677,300	677,300
Materials & Services							
22115-03-000-06-00-02	Office Supplies	3,590	5,194	9,476	9,000	9,000	9,000
22115-03-000-06-00-03	Housekeeping	2,141	1,885	10,300	7,000	7,000	7,000
22115-03-000-06-00-04	Uniforms Boots and Clothing	649	3,753	17,289	16,500	16,500	16,500
22115-03-000-06-00-05	Electronic Equip & Supplies	15	8,166	2,250	1,450	1,450	1,450
22115-03-000-06-00-06	Small Tools & Minor Equip	787	351	-	-	-	-



CITY OF REDMOND

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

STAFF REPORT

DATE: October 10, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
FROM: Keith Leitz, City Attorney
SUBJECT: Oasis Village Memorandum of Understanding

Report in Brief:

This item requests City Council approve a Memorandum of Understanding (MOU) with Redmond Oasis Village Project to develop and operate a community-based program to provide temporary housing, also known as "Oasis Village".

Background:

The City has been working with Redmond Oasis Village Project for a number of years to develop a site that will provide up to 20 small sleeping structures and a shared community space for meeting basic needs. The City has leased a 12 acre site from Deschutes County (for \$0) along Highway 126 and is preparing to sublease 3 acres to Redmond Oasis Village Project, for the creation of Oasis Village.

Discussion:

This MOU sets out the expectations of both parties for the development and operation of Oasis Village. A ground lease from the City to Redmond Oasis Village Project will be brought to Council for approval at a future Council meeting.

Fiscal Impact:

The City received a Multi-Agency Coordination grant to bring utilities across Highway 126 to the site. There is no additional fiscal impact to the Fiscal Year 2023/24 Budget.

Alternative Courses of Action:

1. Approve the MOU with Redmond Oasis Village Project to develop and operate Oasis Village.
2. Do not approve the MOU.
3. Request additional information.

Recommendation / Suggested Motion:

"I move to approve the Memorandum of Understanding with Redmond Oasis Village Project to develop and operate Oasis Village, and authorize the City Manager to sign the document."

MEMORANDUM OF UNDERSTANDING

THIS MEMORANUDM OF UNDERSTANDING ("Agreement") is made as of the date of the last signature affixed hereto ("Effective Date") by and between **THE CITY OF REDMOND**, an Oregon municipal corporation ("City"), and **Redmond Oasis Village Project**, an Oregon nonprofit public benefit corporation ("Oasis"). City and Oasis referred to hereinafter as "Party" or "Parties."

A. RECITALS

1. The Parties desire to enter into an Agreement for the purpose of defining roles, responsibilities and obligations associated with the fiscal support, development and operations of a community-based program referenced hereinafter as Oasis Village ("Village").
2. The purpose of this community-based program ("Program") is to provide temporary housing to homeless clients ("Clients") for a period of time not exceeding two (2) years.
3. The Program will provide said Clients with most essential services including but not limited to access to food preparation, some meals, showers, toilet and laundry facilities, community meeting and activity space, as well as access to case management and wraparound services on an as needed basis.
4. The Program goal is to place Clients in permanent housing or permanent supportive housing within two (2) years of the date the Client is first provided temporary housing at the Village.
5. City is leasing certain real property located in Deschutes County at 1002 NE 17th Street, Redmond, OR 97756 containing +/- 12-acres, as described in Exhibit B1 and as shown on Exhibit B2 and also described in Exhibit C1 and shown in Exhibit C2, attached hereto, and incorporated herein by reference ("Property").
6. A portion of the Property containing +/- 3.23-acres ("Site") is currently unimproved and the City has agreed to provide said portion for the purpose of developing the Village referenced hereinafter as the project ("Project") as described in Exhibit C1 and shown in Exhibit C2, attached hereto, and incorporated herein.
7. A portion of the Property containing +/- 9.27-acres is currently unimproved and the City intends to lease said portion for the purpose of developing Vehicle Camping referenced hereinafter as East Redmond Safe Parking site ("ERSP") as described in Exhibit B1 and shown in Exhibit B2, attached hereto, and incorporated herein.
8. City will provide property and limited funding towards the initial Project development as referenced in Section B.

9. Oasis will develop the Project and include certain requirements as outlined in Section C.
10. Oasis will operate the Program and include certain requirements as outlined in Section D.
11. Due to Site limitations, the intent for the initial number of overall shelters units ("Units") will be limited to fifteen (15), unless an increase of the number of Units is requested and agreed upon in writing as described in Section D.8.
12. The Project will be deemed operational after any Unit is occupied.
13. Notwithstanding anything contained in the Lease to the contrary, upon the earlier of termination or expiration of the Lease, City may (a) require Village to remove the Improvements and/or Alterations from the Property, or (b) accept ownership of the Improvements and/or Alterations (without payment of any consideration) then located on the Property free from all claims, rights, encumbrances, and/or interests of Village and/or any third party.
14. The term of this Agreement shall expire on **June 30, 2033**. This Agreement remains in effect until it expires or is terminated as provided in Section E.7 of this Agreement. Parties may by mutual consent renew or amend this Agreement on such terms and as agreed upon in writing.

B. CITY OBLIGATIONS

City is obligated and agrees to the following in reference to the Project and Program:

1. Provide +/-3.23-acres described above as the Site for the purpose of developing and operating the Project/Program.
2. Enter into a separate Ground Sub-Lease ("Lease") with Oasis for said Site.
3. Contribute Project support ("Project Support") by way of extending utilities (water, sewer, and electrical) under Highway 126 to said Site.
4. Participate in an advisory board for the development and management of the East Redmond Campus.
5. If Oasis ceases to exist or discontinues operations, the City reserves the right, but is not obligated to solicit a replacement organization(s) to execute the Project or operate the Program.

C. OASIS PROJECT OBLIGATIONS

Oasis is obligated to the following in reference to the Project. Oasis agrees to and shall comply with the following:

1. Collaborate and consult with City staff on an as needed basis or as required.
2. Obtain City's written approval of final Project development plans as shown in Exhibit D that will be added as an amendment to this Agreement.
3. Effectively and timely coordinate, execute and provide project management for the development of the Project.
4. Meet any conditions of approval required by City of Redmond CDD and/or Engineering, including but not limited to the following:
 - a. Shelter units of various types may be collocated, provided they are clearly delineated, and development standards are met.
 - b. Shelter units must be sited with adequate separation between shelter types and units to provide for safety and privacy. Shelters must meet fire-separation requirements, ADA compliance, emergency egress pathways, and emergency access for first responders.
 - c. No outdoor storage is permitted, excluding bicycles or similar mobility devices, except as provided in a designated and approved storage area. Clients shall be provided with enclosed, secure storage facilities for their belongings
 - d. Maximize the use of the Site by ensuring the Project layout considers future growth and use of the Site.
5. Complete any repairs, replacements, alterations, painting, or other work performed on or around the premises in a workmanlike manner.
6. Provide and maintain the required insurance coverage as outlined in Section E.3.

D. OASIS PROGRAM OBLIGATIONS

Oasis is obligated to the following in reference to the Program. Oasis agrees to and shall comply with the following:

1. Collaborate and consult with City staff on an as needed basis or as required.
2. Effectively coordinate, execute, and manage the operations of the Program.
3. Enter into a separate Ground Lease ("Lease") with the City.

4. Enter into a good neighbor agreement with the operator of the ERSP site at such a time when an operator is selected to lease that site.
5. Participate in an advisory board for the development and management of the East Redmond Campus.
6. Be responsible for all utility costs including but not limited to electricity, natural gas, water, sanitary sewer, and other such utility services as necessary.
7. Shall make best efforts to maintain an average of seventy-five (75) percent occupancy through the term of this Agreement.
 - a. Monthly average occupancy reports must be submitted to the City on a quarterly basis by emailing to the email address referenced in Section E.2.
8. Prior to the start of Program Operations, Oasis will develop and implement a "Village Manual" that will include but is not limited to,
 - a. Village Client screening policies and procedures
 - b. Village operational procedures
 - c. Village council mission statement and procedures
 - d. Village Client conflict mitigation conflict mitigation procedures
 - e. Village emergency operation procedures, including fire drill procedures.
9. Provide City with a copy of the annual profit and loss/operating statement and balance sheet associated with Village Program operations by April 15th of each year. Said statements shall be submitted to the City by emailing to the email address referenced in Section E.2.
10. If Oasis desires to increase the number of Units as referenced in Section A.12, a written request may be made to the City for consideration.
11. If Oasis ceases to exist or fails to operate the Program or execute specifics as outlined in Section D, City may provide written notice of termination to Oasis.

E. GENERAL TERMS

1. **LAWS AND REGULATIONS.** The Parties agree to abide by all applicable local, State and Federal laws and regulations.
2. **NOTICES.** Any notice by City to Oasis or to City must be mailed first class by the United States Postal Service (USPS), postage prepaid, addressed to the other at

the address given below or at such other address as either may designate by written notice. Notice shall be deemed effective three (3) calendar days following posting at a USPS location as herein described. Invoices as outlined in Section B may be mailed by USPS as described or emailed to the County accordingly.

City:
City of Redmond
Attention Linda Cline
411 SW 9th Street
Redmond, OR 97756
Linda.cline@redmondoregon.gov

Oasis:

3. **INSURANCE.** Prior to execution of this Agreement, in conjunction with all Project and Program services performed under this Agreement, Oasis shall maintain and provide certificates of insurance and endorsement or copies of insurance policies and declarations as evidence of insurance requirements under this Section.
 - a. Commercial general liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate and shall name City of Redmond as a certificate holder and name City of Redmond, its elected officials, officers, agents, employees, and volunteers as an additional insured.
 - b. Proof of personal Auto Liability insurance.
 - c. Oasis shall comply with ORS 656.017 and shall maintain in force Workers' Compensation insurance unless otherwise exempt with Employers' Liability limits of not less than \$500,000/\$500,000/\$500,000.
 - d. Oasis shall immediately notify City if any insurance coverage required by this Agreement will be canceled, not renewed, or modified in any way. A thirty (30) day cancellation notice is required on all policies.
 - e. Further Insurance requirements may be required by the Lease.
4. **INDEMNIFICATION.** Within the limits of the Oregon Tort Claims Act each of the Parties shall indemnify and defend the other and their elected officials, officers, employees, agents, volunteers and representatives from and against all claims, demands, penalties, and causes of action of any kind or character relating to or arising from this Agreement (including the cost of defense thereof, including attorney fees) in favor of any person on account of personal injury, death, damage to property, or violation of law, which arises out of, or results from, the negligent or other legally culpable acts or omissions of the indemnitor, its employees, agents, contractors or representatives.
5. **INTEGRATION.** This document constitutes the entire Agreement between the Parties on the subject matter hereof (excepting the lease agreement between City and Oasis) and supersedes all prior or contemporaneous written or oral understandings, representations, or communications of every kind on the subject. No course of dealing between the Parties and no usage of trade shall be relevant to supplement any term used in this Agreement. Acceptance or acquiescence in a course of performance rendered under this Agreement shall not be relevant to determine the meaning of this Agreement and no waiver by a Party of any right under this Agreement shall prejudice the waiving Party's exercise of the right in the future.
6. **DEFAULT.** Failure of any Party to comply with any term, condition or obligation set forth in this Agreement within twenty (20) days after written notice thereof specifying the nature of the default with reasonable particularity is given, shall constitute a default under this agreement. If such failure to comply is of such nature that it cannot be completely remedied within the thirty (30) day post-notice period, that party shall not be in default if that party begins correction of the default within said twenty (20) days and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as possible.
7. **TERMINATION.**
 - a. **Termination on Default.** In the event of a default, the Agreement may be terminated at the option of the non-defaulting Party by notice in writing to the other(s). The non-defaulting Party(s) shall be entitled to any remedies available to that Party under applicable law.
 - b. **Termination (Convenience) of Agreement.** It is the intent of the Parties hereto that the Site shall be used during said term as outlined in Section A. Notwithstanding this intent,

Parties have the right to terminate this Agreement at any time upon giving the other Parties ninety (90) days written notice.

8. RESOLUTION OF DISPUTES. If any dispute arises out of this Agreement and cannot be resolved by the respective Parties, the parties will submit the matter to mediation, each party paying its own costs, including attorney's fees, and sharing equally in common costs. If any dispute is not resolved by mediation, the Parties may agree to resolve it through binding arbitration or may use any other legal process or remedy allowed by law.
9. PROCEDURE FOR ARBITRATION. Any arbitration shall proceed according to the Oregon statutes governing arbitration, and the award of the arbitrator shall have the effect therein provided. The arbitration shall take place in Deschutes County. Common costs of the arbitration shall be shared equally by the Parties, but each Party shall pay its own attorney fees incurred in connection with the arbitration.
10. INTERPRETATION OF AGREEMENT.
 - a. This Agreement shall not be construed for or against any Party by reason of the authorship or alleged authorship of any provision.
 - b. The paragraph headings contained in this Agreement are for ease of reference only and shall not be used in construing or interpreting this Agreement.
11. SEVERABILITY/SURVIVAL. If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions shall not be impaired. All provisions concerning the limitation of liability, indemnity, and conflicts of interest shall survive the termination or expiration of this Agreement for any cause.
12. APPROVAL REQUIRED. This Agreement and all amendments, modifications, or waivers of any portion thereof shall not be effective until approved by 1) the City Manager or designee and 2) Oasis authorized signature.
13. NO THIRD-PARTY RIGHTS. City and Oasis are the only Parties to this Agreement and the only Parties entitled to enforce its terms. There are no intended beneficiaries and no rights granted to any third party.
14. ASSIGNMENT. Neither this Agreement nor any of the rights, interests or obligations hereunder shall be assigned by Oasis whether by operation of law or otherwise, without the prior written consent of City. Subject to the preceding sentence, this Agreement will be binding upon, inure to the benefit of and be enforceable by the Parties and their respective successors and assigns.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be effective for all purposes as of the Effective Date.

City:

DATED this _____ day of _____, 2023 City of Redmond, Oregon

Keith Witcosky, City Manager

STATE OF OREGON)
) ss.
COUNTY OF DESCHUTES)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023, by _____, as _____ of City of Redmond, Oregon, an Oregon municipal corporation, on behalf of said City of Redmond, Oregon.

Notary Public for Oregon _____
My commission expires:

Oasis:

EXHIBIT B1

A portion of Parcel 2 of Partition Plat 2022-17, located in the Southwest One-Quarter of the Southwest One-Quarter of Section 14, Township 15 South, Range 13 East, Willamette Meridian, City of Redmond, Deschutes County, Oregon, being more particularly described as follows:

Commencing at a brass cap at the Southwest corner of said Section 14; Thence along the West line of said Section 14 North $0^{\circ}25'21''$ West 164.84 feet to a $\frac{5}{8}$ " iron rod with a yellow plastic cap marked "HWA" at the Southeast corner of Parcel 3 of Partition Plat 2009-21 and the West line of said Parcel 2 of Partition Plat 2022-17; Thence North $11^{\circ}29'19''$ East 193.80 feet to the **TRUE POINT OF BEGINNING**; Thence parallel with and 40 feet Easterly of said West line of Section 14 North $0^{\circ}25'21''$ West 530.53 feet; Thence North $90^{\circ}00'00''$ East 713.35 feet; Thence South $0^{\circ}25'21''$ East 630.45 feet; Thence North $90^{\circ}00'00''$ West 217.53 feet; Thence North $40^{\circ}12'03''$ West 134.75 feet; Thence South $89^{\circ}34'49''$ West 409.60 feet to the **TRUE POINT OF BEGINNING**.

The Basis of Bearings is North $0^{\circ}25'21''$ West along the West line of Section 14.

The above described land contains 9.27 acres, more or less.



EXHIBIT B2
Site Depiction

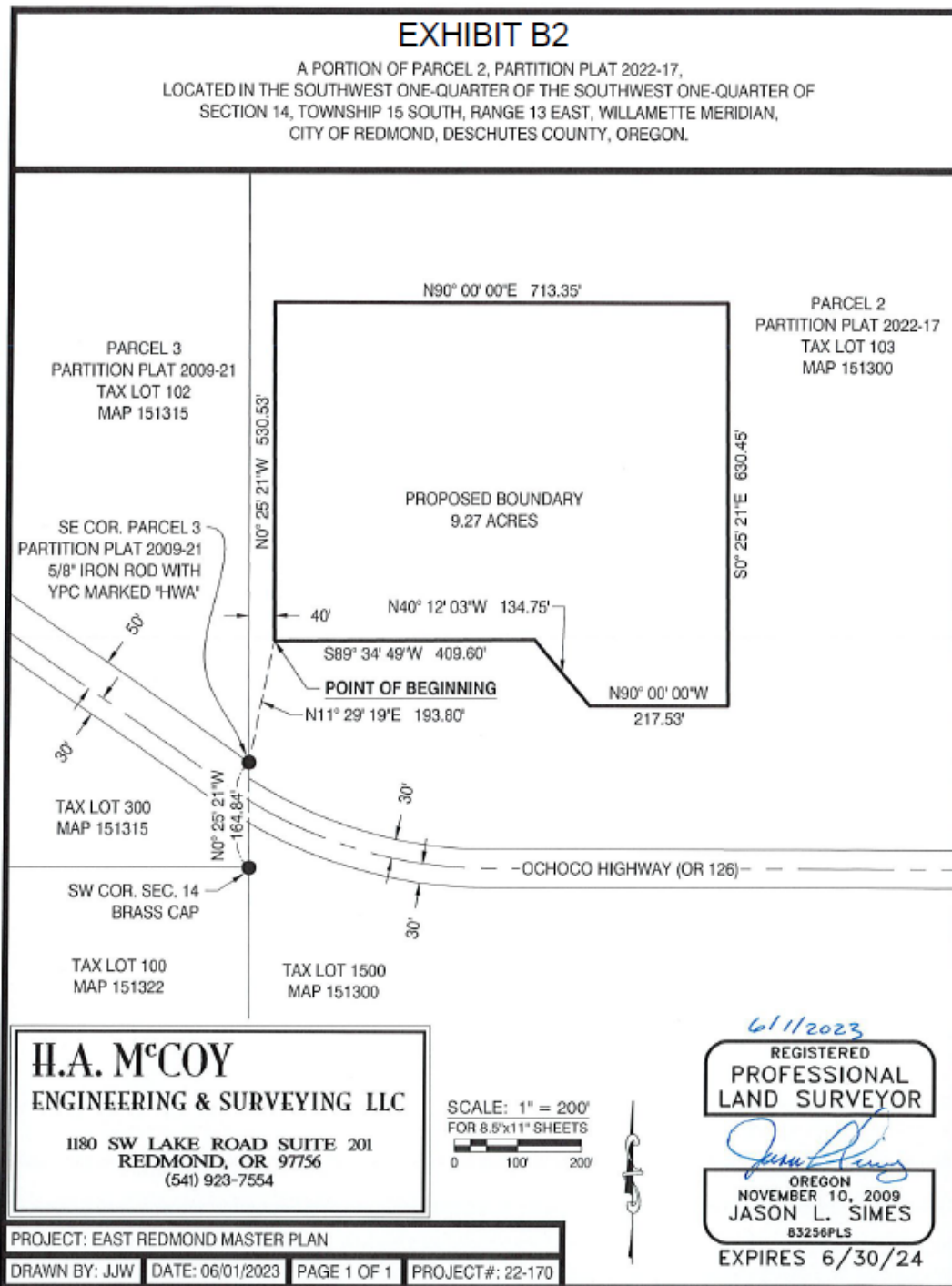


EXHIBIT C1

A portion of Parcel 2 of Partition Plat 2022-17, located in the Southwest One-Quarter of the Southwest One-Quarter of Section 14, Township 15 South, Range 13 East, Willamette Meridian, City of Redmond, Deschutes County, Oregon, being more particularly described as follows:

Commencing at a brass cap at the Southwest corner of said Section 14; Thence along the West line of said Section 14 North $0^{\circ}25'21''$ West 164.84 feet to a $\frac{5}{8}$ " iron rod with a yellow plastic cap marked "HWA" at the Southeast corner of Parcel 3 of Partition Plat 2009-21 and the West line of said Parcel 2 of Partition Plat 2022-17; Thence South $87^{\circ}18'26''$ East 40.06 feet to the **TRUE POINT OF BEGINNING**; Thence parallel with and 40 feet Easterly of said West line of Section 14 North $0^{\circ}25'21''$ West 191.81 feet; Thence North $89^{\circ}34'49''$ East 409.60 feet; Thence South $40^{\circ}12'03''$ East 311.33 feet; Thence South $0^{\circ}01'53''$ West 50.32 feet; Thence parallel with and 40 feet Northerly of the North right of way line of the Ochoco Highway the following courses: North $89^{\circ}58'07''$ West 272.77 feet; On a curve to the right with a radius of 655.00 feet, a length of 353.25 feet, a central angle of $30^{\circ}54'02''$, and a chord that bears North $74^{\circ}31'07''$ West 348.99 feet to the **TRUE POINT OF BEGINNING**.

The Basis of Bearings is North $0^{\circ}25'21''$ West along the West line of Section 14.

The above described land contains 3.23 acres, more or less.

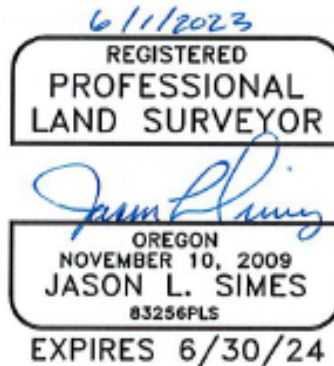


EXHIBIT C2

Site Depiction

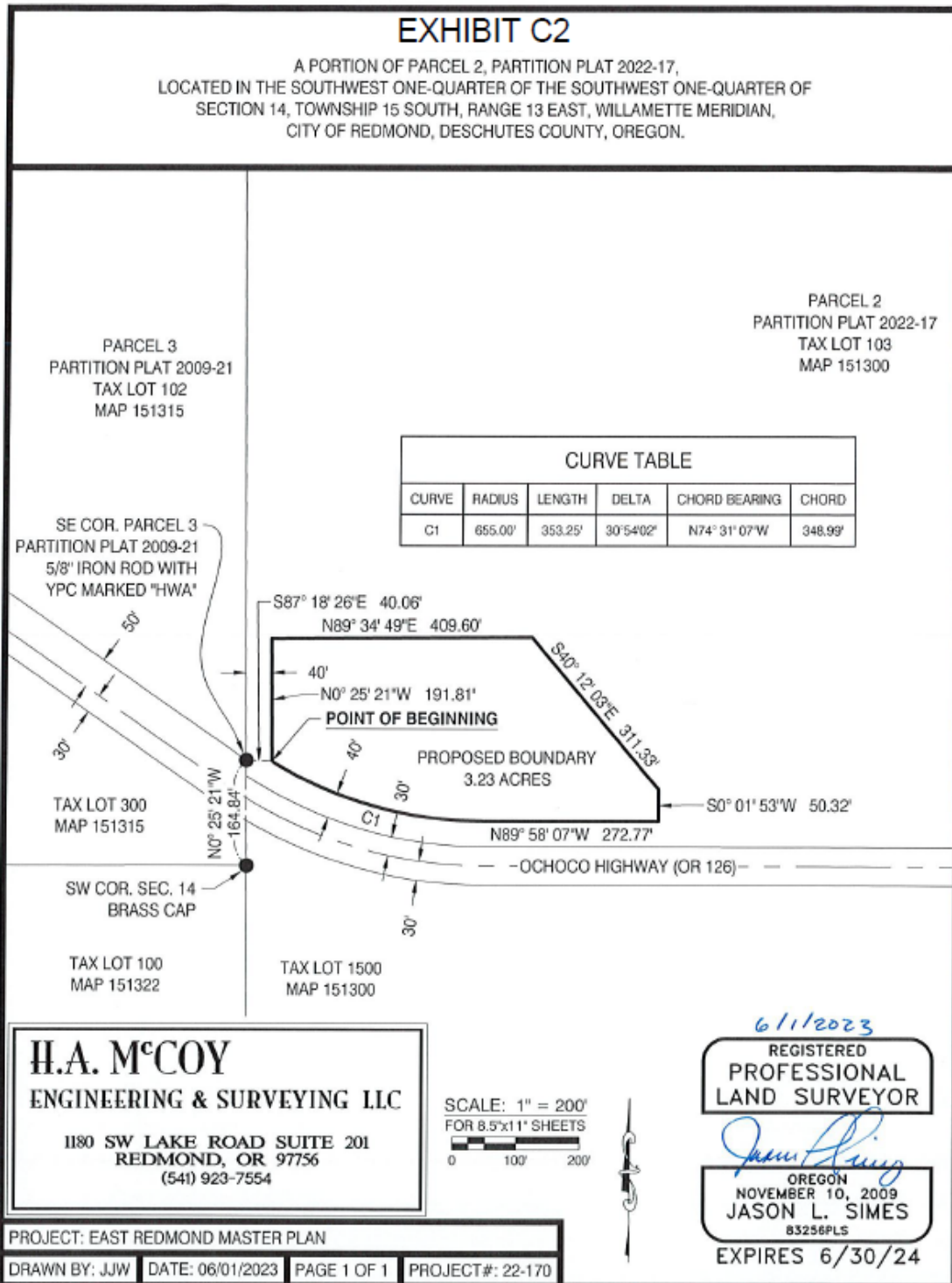


EXHIBIT D
Project development plans

To be inserted later.



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: October 10, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
Jason Neff, Deputy City Manager/Chief Financial Officer
FROM: Jessica MacClanahan, Public Works Director/City Engineer
SUBJECT: Resolution #2023-18 - A resolution of the City of Redmond, Oregon, establishing the SW Glacier Avenue Reimbursement District.

Report in Brief:

This item requests the Council consider the formation of the SW Glacier Avenue Reimbursement District. This District runs along SW Glacier Avenue from SW 27th Street to the Central Oregon Irrigation District (COID) irrigation canal.

Background:

Foster Family Homes, LLC constructed sewer improvements along SW Glacier Avenue between SW 27th Street and the COID irrigation canal. These improvements have the ability to serve five (5) properties in total, including the property owned by Foster Family Homes, LLC. Foster Family Homes, LLC would like the opportunity to recover a portion of the sewer construction cost.

Foster Family Homes, LLC submitted the reimbursement district request within 90 days after project acceptance and provided construction cost information as well as a proposed split of the improvement costs. The Engineering Department reviewed the information provided and completed an Engineer's Report, which is included.

Discussion:

The attached Engineer's Report details the costs associated with the sewer line construction, identifies the properties that benefit from these improvements, and equally distributes the costs.

A Reimbursement Agreement is attached along with legal descriptions of the properties proposed to be included in the Reimbursement District. The total amount that can be recouped by Foster Family Homes, LLC is \$73,215.00 for properties on SW Glacier Avenue. If approved, the Reimbursement District will remain in place for 10 years unless extended in accordance with City Code or until it has been paid in full.

Fiscal Impact:

Fees totaling \$1,123.00 will be charged for this Reimbursement District.

Alternative Courses of Action:

Conduct the Public Hearing and, as appropriate:

1. Adopt Resolution #2023-18 and authorize the City Manager to execute the attached Reimbursement Agreement.
2. Modify Resolution #2023-18 and authorize the City Manager to execute the attached Reimbursement Agreement with modifications.
3. Do not adopt Resolution #2023-18.

Recommendation / Suggested Motion:

"I move to adopt Resolution #2023-18 establishing the SW Glacier Avenue Reimbursement District and authorize the City Manager to execute the Reimbursement Agreement."

**REDMOND RESOLUTION
RESOLUTION NO. 2023-18**

**A RESOLUTION OF THE CITY OF REDMOND, OREGON, ESTABLISHING THE SW
GLACIER AVENUE REIMBURSEMENT DISTRICT.**

WHEREAS, Redmond City Code Sections 4.600 to 4.665 provide for the establishment of a reimbursement district after notice of the proposed district formation has been given to the affected property owners and an informational public hearing has been held; and

WHEREAS, pursuant to Section 4.605 of the Redmond City Code the applicant, Foster Family Homes, LLC, has made application for the formation of a reimbursement district associated with sewer improvements on SW Glacier Avenue in Redmond, Oregon; and

WHEREAS, pursuant to Section 4.610 of the Redmond City Code the City Engineer prepared a report on the proposed reimbursement district for the City Council; and

WHEREAS, pursuant to Section 4.625 of the Redmond City Code, notices have been provided to the applicant and to all owners of property within the proposed district; and

WHEREAS, pursuant to Section 4.620, the City Council conducted an informational public hearing to consider testimony and evidence regarding the application for the proposed reimbursement district; and

WHEREAS, pursuant to Section 4.630 of the Redmond City Code, the City Council's decision concerning the application to form a reimbursement district shall be embodied in a Resolution; and

WHEREAS, pursuant to Section 4.640 of the Redmond City Code, this resolution should be recorded; and

WHEREAS, Section 4.640 of the Redmond City Code also provides that failure to record the Resolution does not invalidate the Reimbursement District or affect the requirement of affected properties to pay the reimbursement fee; and

WHEREAS, the City will be providing two actual mailed written notices to affected property owners pursuant to the Redmond City Code, Sections 4.625 and 4.635; and

WHEREAS, based on these notices, the Council is satisfied that affected property owners will receive notification of the proceedings relating to this Reimbursement District.

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

SECTION 1. The report of the Redmond City Engineer, attached hereto as Exhibit A and incorporated herein by this reference, is hereby approved, and the methodology for spreading the cost of the sewer line improvements described in the report is adopted.

SECTION 2. The SW Glacier Avenue Reimbursement District is hereby established. Payment of the reimbursement fee, as described for each parcel in the reimbursement district, is a precondition to use or increase in use of the improvement as described in Section 4 of the Reimbursement Agreement, Exhibit B. The total amount which could be reimbursed to the applicant pursuant to the Reimbursement District is \$73,215.00 for properties on SW Glacier Avenue less administrative costs as authorized by the Redmond City Code.

SECTION 3. The City Manager is directed to enter into an agreement with the applicant on behalf of the City, in substantially the form attached hereto as Exhibit B, or as may be otherwise negotiated pursuant to Redmond City Code Section 4.630. The applicant will pay to the City its actual cost of administration of the agreement as established in the City Engineer's report.

SECTION 4. The applicant's right to reimbursement shall end ten years from the effective date of this resolution unless extended in accordance with City Code.

ADOPTED by the Redmond City Council and **SIGNED** by the Mayor this 10th day of October 2023.

Ed Fitch, Mayor

ATTEST:

Kelly Morse, City Recorder

State of Oregon
County of Deschutes

This instrument was acknowledged before me this _____ day of _____, 2023 by Ed Fitch, Mayor.

Kelly Morse, City Recorder

My commission expires _____

EXHIBIT A

ENGINEER'S REPORT

GLACIER AVE SEWER EXTENSION REIMBURSEMENT DISTRICT

Prepared by: Jessica MacClanahan, PE, Director of Public Works / City Engineer

Date: 9/20/23

Foster Family Homes LLC, developer of property in southwest Redmond, has made application to enter into an agreement with the City for the establishment of a Reimbursement District associated with sewer improvements in SW Glacier Ave (see Figure 1). Upon future development or redevelopment of adjacent properties, the Applicant desires to recoup the improvement costs. Pursuant to Ordinance No. 98-36 and City Code 4.610, the objective of this report is to make a recommendation to Council as to the merit of establishing a Reimbursement District.

The City Engineer has evaluated the application and has determined that the improvements constructed by Foster Family Homes LLC will likely benefit adjacent properties when they are developed. Therefore, the Applicant may be entitled to recoup the improvement costs.

City Code 4.610 requires the following specific information:

1. Whether the Applicant will finance or has constructed some or all of the public improvement(s) and whether those improvements are available to serve property other than property owned by the applicant;

The Applicant has financed and constructed sewer improvements that are available to serve property other than that owned by the Applicant (see Figure 1).

2. The area to be included within the reimbursement district;

The reimbursement district includes five (5) properties located on SW Glacier Ave. (see Figure 1).

The properties within the Reimbursement District are listed below in Table 1. The owner's name and tax lot number are based on latest Deschutes County Assessor information and may not be the actual or current owner. Legal descriptions of the properties are attached in Exhibit C.

Table 1: Property Owners

Tax Lot	Developer/Owner
151317BD01000	Brian J & Connie R Smith Trust
151317BD00900	Espiritu, Harold & Barbara
151317BD03600	Boyd, Larry
151317BD03700	Foster Family Homes LLC
151317BD03800	Lux, Valerie Ann

3. The actual or estimated cost of the public improvements;

All construction quantities and costs were taken from the estimate provided by the Engineer of Record, H.A. McCoy Engineering and Surveying. Details are included in Table 2.

4. Methodology for spreading the cost associated with the public improvement(s) between and among the affected parcels;

The sewer improvements in SW Glacier Ave have the potential to benefit the five (5) tax lots listed in Table 1. Costs are distributed based on number of future connections that will be available from this new sewer main, which is most representative of the improvements requirements for each tax lot. The value of sewer reimbursements will not decline over the life of the reimbursement district.

Distribution of the improvement costs are detailed in Table 3. The total amount that could be reimbursed is \$73,215 for SW Glacier Ave.

5. The amount to be charged by the City for its administration of the agreement;

Reimbursement Agreement fees will be charged in accordance with the current City of Redmond Fee Schedule.

Application Fee	\$200
Reimbursements and Reconveyances paid at reimbursement	\$96 each*
Prepare, review and process Reimbursement District	
City Engineer: \$90/hr x 8 hours	\$720
City Recorder: \$60/hr x 2 hours	\$120
City Attorney: \$130/hour x 0 hour	\$130
Recording \$96 +12 additional pages at \$5/page	\$153

*Recording cost as of July 2018. The actual cost of recording will be deducted from the reimbursement amount when payments are made.

All fees except Reimbursements and Reconveyances (total \$1,123) shall be paid prior to entering an agreement with the applicant.

6. The period of time that the right to reimbursement exists;

Pursuant to City Code 4.650-5, the right to reimbursement exists for ten years from the district formation date. In accordance with City Code, upon application for an extension, the City Council may, by resolution, authorize up to two consecutive five year extensions for water improvements for a total reimbursement period not to exceed twenty years. No extensions may be applied for or authorized in the case of street improvements.

7. Whether the public improvements will or have met City standards;

The sewer improvements have been inspected by the City and completed by the Applicant in accordance with City standards.



Figure 1: Tax Lot and Improvements Map

Table 2: Construction Cost – Glacier Ave Sewer Extension

Item	Quantity	Unit	Unit Price	Extension
Mobilization (includes incidentals)	1	LS	\$2,440.00	\$2,440.00
Traffic Control	1	LS	\$6,825.00	\$6,825.00
Sawcut	713	LF	\$2.00	\$1,426.00
Demolition	1	LS	\$1,100.00	\$1,100.00
Aggregate Base	187	SY	\$11.00	\$2,057.00
HMAC Patching	187	SY	\$38.00	\$7,106.00
8" PVC Sewer	313	LF	\$122.00	\$38,186.00
Sewer Manhole (Outside Drop)	1	EA	\$9,035.00	\$9,035.00
Sewer Manhole	1	EA	\$5,040.00	\$5,040.00
Total Sanitary Sewer Costs				\$73,215.00

Table 3: Cost Distribution - Glacier Ave Sewer Extension

Owner	Parcel (Tax Lot)	%	Amount
Brian J & Connie R Smith Trust	151317BD01000	20%	\$14,643.00
Espiritu, Harold & Barbara	151317BD00900	20%	\$14,643.00
Boyd, Larry	151317BD03600	20%	\$14,643.00
Foster Family Homes LLC	151317BD03700	20%	\$14,643.00
Lux, Valerie Ann	151317BD03800	20%	\$14,643.00
		100%	\$ 73,215.00

EXHIBIT B

REIMBURSEMENT AGREEMENT
between
FOSTER FAMILY HOMES LLC and
THE CITY OF REDMOND, OREGON
relating to the
GLACIER AVE SEWER EXTENSION

THIS AGREEMENT is made and entered into this _____ day of _____, 2023 by and between the City of Redmond, a municipal corporation of the State of Oregon, hereinafter called "City" and Foster Family Homes LLC, hereinafter called "Applicant".

WHEREAS, Applicant has opted to construct sewer improvements in SW Glacier Ave that have potential to benefit adjacent properties upon further development; and

WHEREAS, the City held a public hearing, duly noticed according to the Redmond City Code, to receive testimony and evidence regarding the application for formation of a proposed Reimbursement District; and

WHEREAS, the City adopted Resolution No. 2023-____ approving the City Engineer's Report as to the properties which will benefit from the installation of said improvements and forming the proposed Reimbursement District; and

WHEREAS, that Resolution authorizes the Mayor to enter into an Agreement in the form required by the Redmond City Code; and

WHEREAS, the City Engineer has determined that the Applicant has made the required improvements as required by the land use decision and is entitled to reimbursement for the share of that cost attributable to other benefited properties consistent with the Engineer's Report and Resolution of the City Council.

NOW, THEREFORE, the parties agree as follows:

1. Cost of the Public Improvement:

The total cost of public improvements eligible for reimbursement is \$73,215 for properties on SW Glacier Ave as specified in the Engineer's Report.

2. Description of the Improvement:

Improvements subject to reimbursement include proportionate shares of the sewer improvements in SW Glacier Ave.

3. Properties Within the Reimbursement District:

The methodology employed by the City to spread the construction cost for the improvements and the affected parcels of land and the owners thereof, are attached hereto as Exhibits A and C.

4. When Reimbursements are Due and Payable:

Property owners shall pay the reimbursement established herein prior to utilization of the public improvement in accordance with City Code which defines utilize as “to receive the benefit of a public improvement, manifested by the receipt of a permit which will allow the use of an affected improvement, or increase the use thereof”. Activities that trigger the requirement for reimbursement, include, but are not limited to:

- Subdivision or partition, in which case payment shall be made prior to City approval of the final plat.
- Building or connection permits that result in the use or increase in use of the public improvement. Payment shall be made prior to issuance of the building or connection permit.
- Site development or conditional use approval, in which case payment shall be made prior to issuance of building permits.

The reimbursement shall be due and payable for all or any combination of public improvements which actually benefit the affected property. Thereafter, within ninety days of the City’s receipt of the reimbursement, it shall pay such reimbursement to the Applicant less recording cost. In the case of partial or phased development of the site, reimbursement may be prorated in the same manner as the distribution of cost included in the Engineer’s Report.

The City will make reasonable efforts to properly account for and collect the reimbursement fee from any affected property, but is not liable for any failure to collect such fee.

5. Guarantee of Improvement:

All work performed in making the improvements shall be guaranteed by the Applicant for a period of twelve months from the date of acceptance by the City. Upon approval of the City Engineer, which approval shall not be unreasonably withheld, the City may accept a guarantee from the entity responsible for performing the work in lieu of or in addition to the guarantee required from the Applicant pursuant to City Code.

6. Indemnification:

Applicant agrees to fully indemnify and defend the City, its officers, agents and employees and hold them harmless from any and all liability, causes of action, claims, losses, damages, judgments or other costs or expenses including attorney’s fees and related litigation costs at both trial and appeal level, whether or not a trial or appeal ever takes place, that have been incurred by the City since the formation of the District or may be

asserted by any person or entity which in any way arise from or are connected with the City's establishment of the Reimbursement District or entering into this Agreement.

7. Complete Agreement:

This Agreement and any referenced attachment constitute the complete agreement between the City and Applicant and supersede all prior written or oral discussions.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the date set forth above.

CITY OF REDMOND

ATTEST:

Ed Fitch
Mayor

Kelly Morse
City Recorder

Keith Leitz
City Legal Counsel

APPLICANT

Foster Family Homes, LLC / Shannon McCaw

STATE OF OREGON)
County of Deschutes)

Personally appeared before me the above named Ed Fitch, Mayor of the City of Redmond, and acknowledged that the foregoing agreement is the voluntary act and deed of the City of Redmond, Oregon before me this _____ day of _____, 2023.

Notary Public for Oregon

My Commission Expires

STATE OF OREGON)
County of Deschutes)

Personally appeared before me the above named Shannon McCaw and acknowledged the foregoing agreement to be his voluntary act and deed before me this _____ day of _____, 2023.

Notary Public for Oregon

My Commission Expires

EXHIBIT C

**GLACIER AVE SEWER EXTENSION
REIMBURSEMENT DISTRICT
ASSESSMENT AREA LEGAL DESCRIPTIONS**

Tax Lot 151317BD01000

Lot 1, Block 1, MEADOWBROOK ESTATES, Deschutes County, Oregon.

Tax Lot 151317BD00900

Lot 2, Block 1, MEADOWBROOK ESTATES, recorded August 8, 1977, in Cabinet B, page 261, Deschutes County, Oregon.

Tax Lot 151317BD03600

Lot 1, Block 9, MEADOWBROOK ESTATES PHASE II, Deschutes County, Oregon.

Tax Lot 151317BD03700

Lot 2, Block 8, MEADOWBROOK ESTATES PHASE II, Deschutes County, Oregon.

Tax Lot 151317BD03800

Lot 1, Block 8, MEADOWBROOK ESTATES PHASE II, Deschutes County, Oregon.



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: October 10, 2023
TO: City Council
THROUGH: Keith Witcosky, City Manager
Jason Neff, Deputy City Manager/Chief Financial Officer
FROM: Jessica MacClanahan, Public Works Director/City Engineer
SUBJECT: Resolution #2023-19 - A resolution of the City of Redmond, Oregon, extending the Dove Meadows Reimbursement District.

Report in Brief:

Request for final extension of the Dove Meadows Reimbursement District.

Background:

The City has the ability to create reimbursement districts when a developer or the City constructs public improvements that have the potential to benefit adjacent properties. The Reimbursement District has a 10-year life and if the adjacent property develops during that time, the owner is required to reimburse the person that originally constructed the improvements. Reimbursements are typically half the cost of the waterline, sewer or street when the infrastructure benefits both properties. The process requires an Engineer's Report, an agreement between the City and developer, notification of the property owners in the district, and a public hearing and approval by City Council.

The Dove Meadows Reimbursement District was created May 27, 2008, via City Council resolution. This action occurred after Mr. David Hoole constructed sewer and waterline improvements in NW Kingwood Avenue between NW 15th Court and NW 17th Street for the Dove Meadows Subdivision (map attached). These improvements benefited two parcels with frontage along NW Kingwood Avenue. One of these parcels has developed and paid the assessment. The other parcel, Tax Lot 151309B000208, has an existing house, but has the potential to be partitioned. The assessment totals \$6,156.

In accordance with City Code Section 4.650(5), the original applicant, Mr. Hoole, requested a five-year extension of the Reimbursement District. Granting an extension is at the sole discretion of City Council. According to Resolution No. 2018-11, Redmond City Council approved the first five-year extension request by the original applicant. The owner of tax Lot 151309B000208, Mr. Gary Thrasher, was contacted about the initial extension request.

Discussion:

In accordance with City Code Section 4.650(5), the original applicant, Mr. Hoole, requested an additional and final five-year extension of the Reimbursement District. Granting an extension is at the sole discretion of City Council. If approved, the district would be in effect until May 27, 2028. The owner of tax Lot 151309B000208, Mr. Gary Thrasher, has been contacted about the proposed extension.

Fiscal Impact:

The City is obligated by the original agreement to make a reasonable effort to collect the reimbursement fee and also, by agreement, can charge \$96 for reimbursement and reconveyance when the reimbursement is paid.

Alternative Courses of Action:

1. Adopt Res. #2023-19 extending the Dove Meadows Reimbursement District an additional and final five years
2. Do not adopt Res. #2023-19.
3. Request additional information

Recommendation / Suggested Motion:

"I move to adopt Resolution #2023-19."

AFTER RECORDING RETURN TO:
CITY OF REDMOND
411 SW 9TH ST
REDMOND, OR 97756

**REDMOND RESOLUTION
RESOLUTION NO. 2023-19**

A RESOLUTION OF THE CITY OF REDMOND, OREGON, EXTENDING THE DOVE MEADOWS REIMBURSEMENT DISTRICT.

WHEREAS, Redmond City Code Sections 4.600 to 4.665 provide for establishment of a reimbursement district; and

WHEREAS, the Dove Meadows Reimbursement District was formed May 27, 2008, recorded as Resolution 2008-24 and extended to May 27, 2023, by Resolution 2018-11; and

WHEREAS, pursuant to Section 4.650 of the Redmond City Code the City of Redmond may authorize up to two consecutive five-year extensions for sewer and water improvements; and

WHEREAS, the original applicant for the Dove Meadows Reimbursement District requested a five-year extension because the adjacent property has not developed or paid the reimbursement.

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

SECTION 1. The Dove Meadows Reimbursement District shall be extended for five years for sewer and water improvements. Payment of the reimbursement shall be in accordance with Redmond City Code Section 4.650. The total amount which could be reimbursed to the applicant, David Hoole, pursuant to the Reimbursement District is \$6,156, minus any reconveyance and administration fees.

SECTION 2. The applicant's right to reimbursement shall end May 27, 2028.

ADOPTED by the Redmond City Council and **SIGNED** by the Mayor this 10th day of October 2023.

Ed Fitch, Mayor

ATTEST:

Kelly Morse, City Recorder

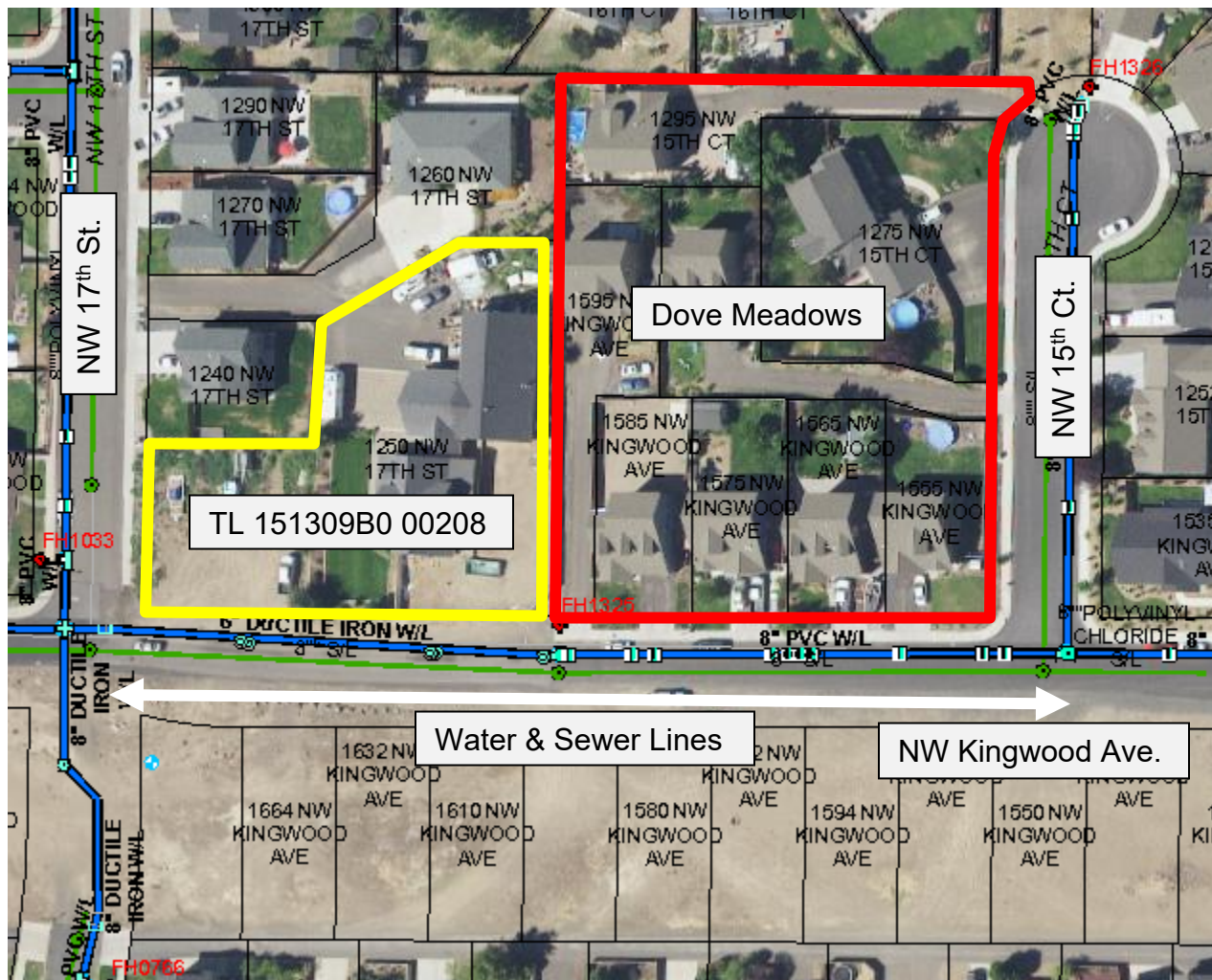
State of Oregon
County of Deschutes

This instrument was acknowledged before me this _____ day of _____,
2023 by Ed Fitch, Mayor.

Kelly Morse, City Recorder

My commission expires _____

Dove Meadows Reimbursement District Map





City of Redmond Application for Boards, Advisory Committees and Commissions

Name: Aaron Switzer

Mailing Address: _____

Street Address: _____

Bend Oregon 97703

Preferred Phone Number: _____

Alternate Number: _____

Email Address: _____

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

If yes, how long? _____ 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? _____

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 | ☐ Redmond Commission
for Art in Public Places |
| ☐ Bicycle & Pedestrian
Advisory Committee
<small>Interest: Bike ☐ Ped ☐</small> | ☐ Historic Landmarks
Commission | ☐ Nuisance Appeal Board | ☒ Tourism and Lodging
Committee |
| ☐ Budget Committee | ☐ Housing & Community
Development Committee | ☐ Parks Committee | ☐ Urban Area Planning
Commission |

Employment/Occupation: Event Producer

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 believe that Redmond is in a dynamic period. As with any community in the midst of change, there are challenges that must be met to ensure a high quality of life and sense of community. The event industry a part of this dynamic. As we learned during the pandemic, people gathering together is vital to a person's well-being and happiness. It is also vital to a city's sense of self and directly impacts the sense of belonging that someone feels where they live. As an industry professional for the last 25 years I believe that I can be of help as Redmond goes through these changes.

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

9/8/23

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



City of Redmond Application for Boards, Advisory Committees and Commissions

Name: Eric J. Brown
Street Address: [REDACTED]
Redmond, OR 97756

Mailing Address: _____

Preferred Phone Number: [REDACTED] Alternate Number: [REDACTED]

Email Address: [REDACTED]

Do you reside within the City Limits? ☒ Yes ☐ No
If yes, how long? 10 years 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? _____

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 | ☐ Redmond Commission
for Art in Public Places |
| ☐ Bicycle & Pedestrian
Advisory Committee
Interest: Bike ☐ Ped ☐ | ☐ Historic Landmarks
Commission | ☐ Nuisance Appeal Board | ☒ Tourism and Lodging
Committee |
| ☐ Budget Committee | ☐ Housing & Community
Development Committee | ☐ Parks Committee | ☐ Urban Area Planning
Commission |

Employment/Occupation: Hotel General Manager

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 have worked in the hotel industry for 29 years with 24 as a general manager. I've served on various committees regarding local tourism & CVB throughout the state. I've managed the Sleep Inn & Suites here in Redmond since the opening in 2008. I've been serving on the National Choice Hotels Owners committee for 5 years & have completed training in Diversity & Roberts Rules of Order.

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 City. Information related to service on this commission is subject to public

9/15/23
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



City of Redmond Application for Boards, Advisory Committees and Commissions

Name: Janice Bell
Street Address: [REDACTED]
Redmond, OR 97756

Mailing Address: [REDACTED]

Preferred Phone Number: [REDACTED]

Alternate Number: _____

Email Address: [REDACTED]

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

If yes, how long? _____ 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? _____

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 | ☐ Redmond Commission
for Art in Public Places |
| ☐ Bicycle & Pedestrian
Advisory Committee
<small>Interest: Bike ☐ Ped ☐</small> | ☐ Historic Landmarks
Commission | ☐ Nuisance Appeal Board | ☒ Tourism and Lodging
Committee |
| ☐ Budget Committee | ☐ Housing & Community
Development Committee | ☐ Parks Committee | ☐ Urban Area Planning
Commission |

Employment/Occupation: Self-employed at Arome in downtown Redmond

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 am a member of the downtown Redmond business community and am interested in serving in this role to support tourism related economic opportunities for businesses in Redmond. I have been a small business owner for 7 years and at my first location in Hood River, Oregon I participated as the president of the downtown business associated for 2 years, served as a member of the City's downtown parking committee and am also currently active in the Redmond chamber. While I currently live in Terrebonne outside of the City limits, I do spend most of my time in Redmond and am active in the business community.

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 records disclosure.

[REDACTED]

09-16-2023

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



City of Redmond Application for Boards, Advisory Committees and Commissions

Name: _____
Street Address: _____

Mailing Address: _____

Preferred Phone Number: _____

Alternate Number: _____

Email Address: _____

Do you reside within the City Limits? Yes No
If yes, how long? _____ 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? _____

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	Redmond Commission for Art in Public Places
Bicycle & Pedestrian Advisory Committee <i>Interest: Bike Ped</i>	Historic Landmarks Commission	Nuisance Appeal Board	Tourism and Lodging Committee
Budget Committee	Housing & Community Development Committee	Parks Committee	Urban Area Planning Commission

Employment/Occupation: _____

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).

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_____ Date

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9th Street, Redmond, OR 97756 or by email at kayla.duddy@redmondoregon.gov



JoAnna Eisler

C O N T A C T



E D U C A T I O N

Oregon Tourism
Leadership Academy,
Travel Oregon &
Oregon Restaurant &
Lodging Association
2022

Stephen F. Austin State
University
Secondary Education &
Liberal Arts
1996-2001

S O F T W A R E

Delphi FDC
OnQ
Lightspeed
Landmark
SalesPro
Simpleview
Aloha
MeetingBroker
Springer Miller
Opera
Amadeus

S K I L L S & A S S E T S

DIRECT SALES to groups with insight into Central Oregon resorts, hotels and lodges
RESPONSIBILITY for top-line revenue, strategic direction and business development
POLISHED guest service skills sharpened by a career dedicated to the hospitality industry
MARKETING of venues and events
TRAINING AND MANAGEMENT of sales managers and support teams
REPRESENTATION through polished guest service and brand ambassadorship
CREATION of sophisticated budget and revenue assumptions
COMPREHENSION of profit & loss analysis
TOURISM expert with resort sales in Central Oregon and Colorado
GROUP expert serving on Visit Bend Group Advisory Committee

E X P E R I E N C E

VISIT CENTRAL OREGON, Oregon
January 2022 to present
Director, *Business Development*
MERETE HOTEL MANAGEMENT, Oregon
November 2019 to May 2023
Regional Director of Sales for Bend, Hood River & Hermiston
PRONGHORN RESORT, Bend Oregon
June 2018 to November 2019
Group *Sales Manager*, all segments (acting group sales director)
PEARL HOSPITALITY, Lubbock, Texas
May 2012 to August 2017
Regional Sales Manager for Business Travel Market, Embassy Suites, Homewood Suites and Hilton Garden Inn January 2017- August 2017
Opening Director of Sales, Hilton Garden Inn Lubbock April 2016-January 2017
Director of Sales, Hawthorne Hotel by Wyndham May 2015-April 2016
Director of Sales, Homewood Suites June 2013- May 2015
Asst Director of Sales, Embassy Suites & Homewood Suites Oct. 2012 – June 2013
Group Sales Manager, Embassy Suites & Homewood Suites May 2012 -October 2012
STRONG EVENTS, Austin, Texas
May 2011 to December 2013
Event Producer & Marketing Coordinator
ASPEN FASHION WEEK, Aspen, Colorado
September 2010 to April 2012
Associate Producer & Travel Director
ASPEN CHAMBER RESORT ASSOCIATION (CVB), Aspen, Colorado
February 2007 to September 2010
National Sales Manager (Group/Tour) & Destination Marketing
KIMPTON HOTELS, Hotel Monaco Portland, Oregon and Sky Hotel, Aspen Colorado, May 2003 to January 2007
Sales Manager (Corporate Group), The Sky Hotel February 2006- February 2007
Director of Catering, Hotel Monaco June 2005 – February 2006
Conference Services Manager, Hotel Monaco November 2004- June 2005
Reservations Agent, Hotel Monaco March 2004- November 2004
Desk Agent, Hotel Monaco May 2003- March 2004



City of Redmond Application for Boards, Advisory Committees and Commissions

Name: LoriAnn M. Kuhn
Street Address: [REDACTED]

Mailing Address: [REDACTED]
Redmond, OR
97756

Preferred Phone Number: [REDACTED] Alternate Number: [REDACTED]
Email Address: [REDACTED]

Do you reside within the City Limits? ☒ Yes ☐ No
If yes, how long? _____ 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? RED Board since 2018

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 | ☐ Redmond Commission
for Art in Public Places |
| ☐ Bicycle & Pedestrian
Advisory Committee
<small>Interest: Bike ☐ Ped ☐</small> | ☐ Historic Landmarks
Commission | ☐ Nuisance Appeal Board | ☒ Tourism and Lodging
Committee |
| ☐ Budget Committee | ☐ Housing & Community
Development Committee | ☐ Parks Committee | ☐ Urban Area Planning
Commission |

Employment/Occupation: _____

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 think I would be a good candidate for the tourism and lodging committee because I am interested in the growth of Redmond. Tourism is a great way to attract new business. As a business owner for nearly 30 years, I understand that attracting tourism helps us to flourish. I can bring a unique energy to this committee with personal experiences, strong work ethics. I think I would make

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] _____
Date 10/2/2023

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

LoriAnn Kuhn
continued.

a meaningful impact with my
passion to help Redmond attract
tourism.

While I may lack extensive knowledge
in the lodging industry, I have
worked with local business owners
for the past eight years.

I would love to provide a fresh
perspective that can benefit the
tourism industry for Redmond.

I have been on the REDI Board
since 2018, holding the treasurer title
for two years and am currently
on the Strategic Planning Committee.

Thank you for considering me for
this important role for the
Tourism & Lodging Committee.

LoriAnn M Kuhn



City of Redmond Application for Boards, Advisory Committees and Commissions

Name: Timothy Park
Street Address: [REDACTED]
Redmond, OR 97756

Mailing Address: [REDACTED]
Redmond, OR 97756

Preferred Phone Number: [REDACTED]

Alternate Number: _____

Email Address: [REDACTED]

Do you reside within the City Limits? ☒ Yes ☐ No
If yes, how long? 14 yrs 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? _____

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 | ☐ Redmond Commission
for Art in Public Places |
| ☐ Bicycle & Pedestrian
Advisory Committee
<i>Interest: Bike</i> ☐ <i>Ped</i> ☐ | ☐ Historic Landmarks
Commission | ☐ Nuisance Appeal Board | ☒ Tourism and Lodging
Committee |
| ☐ Budget Committee | ☐ Housing & Community
Development Committee | ☐ Parks Committee | ☐ Urban Area Planning
Commission |

Employment/Occupation: Commercial Photographer/Videographer

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 was asked by a friend/client to consider participation in this board. I have been an active member of the business community since 2009.

Since I graduated from Leadership Redmond in 2011, I have served on the board of Redmond Economic Development Inc. (REDI), participate on the Marketing sub-committee and am beginning my second year serving as Treasurer.

This experience has given me a deep appreciation for the need for careful use of public funds in our community.

Lastly, I have run my own commercial photography business since 1992, and in Redmond since 2009.

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[REDACTED] 9/11/23
Date

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9th Street, Redmond, OR 97756 or by email at kayla.duddy@redmondoregon.gov



City of Redmond Application for Boards, Advisory Committees and Commissions

Name: Trevor Johnson
Street Address: [REDACTED]
Redmond OR 97756

Mailing Address: _____

Preferred Phone Number: [REDACTED]

Alternate Number: _____

Email Address: [REDACTED]

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

If yes, how long? 11 years 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? _____

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 | ☒ Tourism and Lodging
Committee |
| ☐ 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 | ☐ Urban Area Planning
Commission |

Employment/Occupation: Community Advocate for Change

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 believe I would make a good candidate for these committees. I'm a firm advocate for progress and change. As a future member of Urban Renewal Advisory Committee, I would do my utmost to find solutions to keep our downtown city center flourishing in an Eco- friendly manner working together with community members to continue needed infrastructure improvements and projects for the future of our thriving city core. Tourism is essential for a growing and thriving economy, creating jobs and opportunities for everyone throughout the community when we invest in tourism we invest in our people.

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 records disclosure.

Signature [REDACTED]

13 September 2023
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



City of Redmond Application for Boards, Advisory Committees and Commissions

Name: Kirsten Gestvang

Street Address: [REDACTED]
Redmond, OR 97756

Mailing Address: [REDACTED]
Redmond, OR 97756

Preferred Phone Number: [REDACTED]

Alternate Number: _____

Email Address: [REDACTED]

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

If yes, how long? 4 years (20+ in Central OR) 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? _____

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
<i>Interest: Bike</i> ☐ <i>Ped</i> ☐ | ☐ Historic Landmarks
Commission | ☐ Nuisance Appeal Board | ☐ Redmond Commission
for Art in Public Places |
| ☐ Budget Committee | ☐ Housing & Community
Development Committee | ☐ Parks Committee | ☒ Tourism and Lodging
Committee |

Employment/Occupation: Senior Learning Experience Designer

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 have an extensive history in the hospitality industry, and a love for hospitality and tourism. I have attached a thorough explanation to this application.

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08/23/23

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

To whom it may concern,

I believe I am a strong candidate for the Tourism and Lodging Committee, leveraging my extensive 12-year experience within the hospitality realm. My background, which encompasses management roles in 5-star resorts and the vacation rental market, as well as direct engagement with tourists, aligns well with the committee's goals and aspirations.

Over the span of a dozen years in the hospitality industry, I have developed a profound understanding of its intricacies and nuances. My leadership roles in 5-star resorts have honed my skills in delivering exceptional guest experiences, maintaining high service standards, and ensuring smooth operations – all integral components of successful tourism and lodging endeavors and provides a true behind the scenes insight to the issues at hand.

In addition, my exposure to the vacation rental market has equipped me with adaptability and insight into the changing dynamics of the industry. This experience underscores my ability to navigate evolving landscapes and contribute to discussions surrounding responsible vacation rental management, a crucial facet of modern tourism.

However, what truly sets me apart is my direct interaction with tourists on the front lines of hospitality. Engaging with travelers has given me firsthand knowledge of their preferences, expectations, and feedback. This perspective grants me a unique standpoint to advocate for initiatives that are not just theoretically sound, but grounded in real-world interactions and experiences.

In essence, my comprehensive background spanning both traditional hospitality and evolving vacation rentals, combined with my direct engagement with tourists, positions me as an ideal member for the Tourism and Lodging Committee. I am excited about the opportunity to contribute my insights, foster innovation, and promote sustainable practices that will drive the industry forward while prioritizing guest satisfaction and responsible tourism that preserves the community of Redmond.

Sincerely,

Kirsten Gestvang