



CITY OF REDMOND

CITY HALL
411 SW 9th STREET
REDMOND, OR 97756

541.923.7710
FAX: 541.548.0706
info@ci.redmond.or.us
www.ci.redmond.or.us

CITY COUNCIL

June 23, 2020
Council Chambers • 411 SW 9th Street

COUNCIL MEMBERS

George Endicott
Mayor

Jay Patrick
Council President

Jon Bullock
Councilor

Albert Calderon
Councilor

Krisanna
Clark-Endicott
Councilor

Camden King
Councilor

Ginny McPherson
Councilor

JUNE 23, 2020

REGULAR MEETING AGENDA

6:00 PM

I. CALL TO ORDER / ESTABLISH A QUORUM

II. COMMENTS FROM CITIZENS AT THE MEETING - Anyone wishing to address the Council regarding items not on the agenda should email their comments to PublicTestimony@ci.redmond.or.us by 4:00 p.m. on June 23, 2020.

III. PRESENTATIONS

- A. Current Events
- B. If I were Mayor Contest

IV. CONSENT AGENDA

- A. Contract with Fortress Group for United States Forest Service Redmond Air Center Restroom Remodel Project (\$60,933) (Contract #2020-43) (Project #AP2002)

V. PROCLAMATIONS

- A. Class of 2020

VI. BID AWARDS / BID REJECTIONS

- A. Wastewater Treatment Chemicals Bid Award: \$1,000,000
- B. Wastewater Analytical Lab Services RFP Bid Award: \$477,500

VII. PUBLIC HEARINGS

- A. FY 2020/21 Budget Hearing and Adoption

VIII. ACTION ITEMS

- A. Res. #2020-08 - A resolution declaring certain territory as being annexed to and incorporated within the City of Redmond.
- B. Annexation Agreement with Ed Bartholemy

- C. Res. #2020-09 - A resolution adopting the 2019-2023 City of Redmond Consolidated Plan for Housing and Community Development and the Redmond Annual Action Plan 2019-2020 authorizing the submission of the Consolidated Plan and Annual Action Plan to the United States Department of Housing and Urban Development.

IX. MAYOR'S COMMENTS

X. COUNCIL COMMENTS

XI. CITY MANAGER COMMENTS

XII. ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING - Anyone wishing to address the Council regarding items not on the agenda should email their comments to PublicTestimony@ci.redmond.or.us by 4:00 p.m. on June 23, 2020.

XIII. ADJOURN

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

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

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

Amon Edelman
4/17/20

Parent: Scott Edelman
Phone: 541-350-8549
Email: sedelman@state.or.us

If I Were Mayor

One important factor in a town being a great place to live, work, and visit is good leadership, which includes the office of mayor. Redmond is already a great city because it's had good leadership. If I were mayor, I would continue this greatness by speaking in schools, adding a new pool, and creating a new system for communicating events happening in the city.

When students who live in Redmond are informed on important things going on in the city, then their parents learn too. If I were mayor, I would speak to each school in the Redmond School District every year. This would allow me to talk about parks that are being made or renovated and other upcoming events so that kids could be informed. Doing this would also let parents be informed too when their children share what they learned with them.

A public swimming pool is important for a healthy community. Swimming pools are good for exercise, recreation, learning to swim, and sports. Pools can also be enjoyed by every age group, from infants in baby swim classes to elderly people in exercise programs. If I were mayor, I would propose a bond to have a new public pool built. Currently, Redmond's public pool is not big enough to meet the needs of the public. The last time a bond measure was proposed for a pool, there were additional projects added to it, making it too expensive for enough taxpayers to approve. The other projects that could be made like basketball courts and exercise rooms are not as necessary as a pool since they don't accommodate every age group the way a pool does. As mayor, I would push for a new pool to be constructed separate from other projects.

It can be surprisingly difficult to learn about events going on in a community when something unexpected has occurred, such as a quarantine. When people have their normal routines interrupted, they don't see things they usually would while driving around town or hear local news at places they might go to. If I were mayor, I would ask that the city make an app that allows citizens to get important information about our community. Usually businesses can advertise or use signs in order to pass on important communication to the public. If something unexpected happens, they can't communicate as well with their customers. A Redmond specific app could help solve this problem as well as let people know what's going on with parks and recreational areas. As mayor, I would advocate for the creation of this app.

If I were mayor, I would speak at every local school every year, propose a bond for a new public pool, and request that an app telling what is going on in Redmond is made. Mayors have an important role in the leadership of the city, and their efforts can make a difference. Redmond is a great place, but these things would make it even greater.

Yuck! This park is dirty!



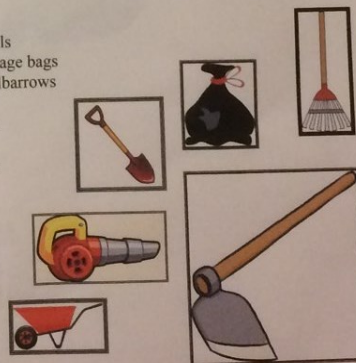
If I Were
A Mayor, I Would



Once a month,
we'll clean up
parks as a
community!

We'll meet on the
first Saturday at
8:00a.m every
month, we'll need:

3 shovels
90 garbage bags
2 wheelbarrows
2 hoes
3 rakes
1 leaf
blower



Now the park
is clean





CITY OF REDMOND

411 SW 9th STREET
REDMOND, OR 97756

541.923.7710
FAX: 541.548.0706
info@ci.redmond.or.us
www.ci.redmond.or.us

STAFF REPORT

DATE: June 23, 2020
TO: Redmond City Council
THROUGH: Keith Witcosky, City Manager
FROM: Zachary Bass, Airport Director
SUBJECT: Contract with Fortress Group for United States Forest Service Redmond Air Center Restroom Remodel Project (\$60,933) (Contract #2020-43) (Project #AP2002)

Addresses Council Goal:

5b.iii. Aggressively pursue physical improvements to airport facilities, increase amenities and enhance the customer experience.

Report in Brief:

This action authorizes the City Manager to award Fortress Group the contract to remodel the U.S. Forest Services's Hangar restroom in an amount not to exceed \$60,933.

Background:

The City owns a large aircraft hangar that is leased to the U.S. Forest Service (USFS), Redmond Air Center. The USFS requested the existing restrooms be remodeled to accommodate their current needs in the hangar.

The Airport is the project manager and has hired an architect to prepare the project plans, manage the contractor selection process, and oversee construction management. An Request for Proposal (RFP) process was performed and only one bid was received. A value engineering process was performed, and Fortress Group has provided a price of \$60,933 to complete the work.

Discussion:

This Airport has partnered with the lease holder (USFS) of this building to perform the requested improvements to the facility. The remodel includes conversion of the single unisex bathroom to two separate bathrooms. Completion date is expected to be end of July 2020.

Fiscal Impact:

The Airport will be fully reimbursed by USFS for the design and construction of this project through lease amendments once completed.

Alternative Courses of Action:

1. Award the construction contract to Fortress Group
2. Request more information
3. Do not award the contract

Recommendation / Suggested Motion:

"I move to award the contract for construction of the USFS Redmond Air Center Restroom Remodel Project to Fortress Group in the amount of \$60,933 and authorize the City Manager to execute the contract."

City of Redmond PROCLAMATION

A proclamation honoring the

CLASS OF 2020

WHEREAS, the circumstances of the COVID-19 pandemic resulted in an abrupt closure of school buildings, enforced social distancing and the launch of distance learning; and

WHEREAS, the Class of 2020 this spring has experienced the cancelation of important in-person celebrations, traditions and activities such as award ceremonies, competitions, musical performances, theatre productions, athletic events and activities, artistic showcases, Homecoming and Prom; and

WHEREAS, the members of the Class of 2020 are experiencing their high school graduation ceremony through social distancing guidelines; and

WHEREAS, the Class of 2020 has been patient, understanding, creative, inspiring and resilient through each of these changes and layers of loss; and

WHEREAS, the Redmond City Council congratulates and honors the schoolwork and completion of credits by the Senior Class of 2020.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Redmond hereby encourages the Redmond community to honor and congratulate the graduating member of the **CLASS OF 2020**.

APPROVED by the City Council and **SIGNED** by the Mayor this 23rd day of June 2020.

The City of Redmond, Oregon

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder



CITY OF REDMOND

411 SW 9th STREET
REDMOND, OR 97756

541.923.7710
FAX: 541.548.0706
info@ci.redmond.or.us
www.ci.redmond.or.us

STAFF REPORT

DATE: June 23, 2020
TO: Redmond City Council
Keith Witcosky, City Manager
THROUGH: John Roberts, Deputy City Manager
Bill Duerden, Public Works Director
FROM: Ryan Kirchner, Wastewater Division Manager
SUBJECT: Wastewater Treatment Chemicals Bid Award: \$1,000,000

Addresses Council Goal:

Goal #1.A. (iv): Provide City water and wastewater operations to meet or exceed public health standards.

Report in Brief:

This item requests City Council approve three separate multi-year agreements to purchase chemicals needed for the operation of the wastewater treatment plant in an amount not to exceed \$1,000,000 (\$450,000+\$430,000+\$120,000).

Background:

The Wastewater Division relies on four chemicals to ensure the treatment plant meets Federal and State permitted requirements and to perform essential treatment plant operations.

Cationic polymer is used for dewatering of biosolids. Approximately 13,300 pounds of polymer is purchased annually and delivered to the treatment plant in 2,200-pound totes.

Pulverized quicklime is used to stabilize biosolids prior to application on the City's hay fields or on approved local agricultural lands. Approximately 180 tons of quicklime is purchased annually and delivered to a designated 1500 cubic foot bulk lime silo located at the treatment facility in quantities of 34 tons per delivery.

Calcium thiosulfate is used for de-chlorination of the disinfected effluent at the treatment facility. Approximately 2,750 pounds of calcium thiosulfate is purchased annually and delivered in returnable 55-gallon drums.

Sodium hypochlorite is used for the disinfection of the effluent at the treatment facility. Approximately 61,200 gallons of sodium hypochlorite is purchased annually and delivered to one of two bulk storage tanks located at the treatment facility in quantities of 4,500 gallons per delivery.

Discussion:

Wastewater Division staff issued a formal Invitation to Bid (ITB) for all four chemicals with an opening date of May 27, 2020. Nine separate bids were received from six chemical providers and are summarized in the table below along with the price currently paid by the City. The bid from Graymont did not meet the delivery requirements specified in the ITB and was determined non-responsive.

The chemical contracts are:

Contract #1: Purchase High Calcium Pulverized Quicklime and Calcium Thiosulfate from Cascade Columbia Distribution with a three-year term and two one-year additional options in the not to exceed amount of \$90,000 per year and \$450,000 over the full term of the contract;

Contract #2: Purchase Sodium Hypochlorite from HASA INC. with a three-year term and two one-year additional options in the not to exceed amount of \$86,000 per year and \$430,000 over the full term of the contract;

Contract #3: Purchase Cationic Polymer from Polydyne Inc. with a three-year term and two one-year additional options in

the not to exceed amount of \$24,000 per year and \$120,000 over the full term of the contract.

CHEMICAL:	CATIONIC POLYMER	PULVERIZED LIME	CALCIUM THIOSULFATE	SODIUM HYPOCHLORITE
	Unit Price - \$/Pound	Unit Price - \$/Pound	Unit Price - \$/Pound	Unit Price - \$/Gallon
Current Pricing:	\$2.83	\$0.157	\$0.54	\$1.10
BIDDER				
Polydyne	\$1.40			
Graymont (Non-Responsive)		\$0.167		
Cascade Columbia	\$2.20	\$0.216	\$0.525	\$1.56
JCI Jones Chemicals				\$1.17
HASA				\$1.14
KubWater Resources	\$2.83			
Low Bidder				

A Goods and Products Purchase Agreement will be signed with Polydyne, Cascade Columbia (two chemicals), and HASA. Each agreement has a base term of three years with the option for two additional one-year terms upon mutual agreement. The table below summarizes the maximum contract amounts based on the unit price and estimated quantity used of each chemical.

BIDDER	CHEMICAL(S)	ANNUAL NOT TO EXCEED AMOUNT	5-YEAR CONTRACT NOT TO EXCEED AMOUNT
Polydyne	Cationic Polymer	\$24,000	\$120,000
Cascade Columbia	Pulverized Lime & Calcium Thiosulfate	\$90,000	\$450,000
HASA	Sodium Hypochlorite	\$86,000	\$430,000

A notice of intent to award was issued on May 29, 2020.

Fiscal Impact:

Funding for this expenditure is included in the FY 2020/2021 proposed budget within the Wastewater Division Fund – Operations Sub-Fund: 53200-02-000-06-00-66 (\$200,000).

Alternative Courses of Action:

1. Approve all purchase agreements.
2. Request additional information.
3. Do not approve one or more agreements.

Recommendation / Suggested Motion:

"I move to authorize the City Manager to sign multi-year purchase agreements with HASA, Polydyne Inc., and Cascade Columbia in an amount not to exceed \$1,000,000 over the duration of the three contracts."



CITY OF REDMOND

411 SW 9th STREET
REDMOND, OR 97756

541.923.7710
FAX: 541.548.0706
info@ci.redmond.or.us
www.ci.redmond.or.us

STAFF REPORT

DATE: June 23, 2020
TO: Redmond City Council
Keith Witcosky, City Manager
THROUGH: John Roberts, Deputy City Manager
Bill Duerden, Public Works Director
FROM: Ryan Kirchner, Wastewater Division Manager
SUBJECT: Wastewater Analytical Lab Services RFP Bid Award: \$477,500

Addresses Council Goal:

Goal #1.A. (iv): Provide City water and wastewater operations to meet or exceed public health standards.

Report in Brief:

This item requests City Council approve a \$477,500, multi-year contract with BSK Associates to provide analytical laboratory services for the City's Water Pollution Control Facility and Pretreatment Programs.

Background:

Operating the City's Wastewater Control Facility requires analytical laboratory testing determined by the Oregon Department of Environmental Quality (DEQ) permits for the control of wastewater discharged into groundwater and the environment.

The City completes more than two thousand analytical tests annually to ensure compliance with the following programs:

- Groundwater Monitoring Program
- Biosolids Program
- Industrial Pretreatment Program and Process Monitoring Sampling
- Wastewater Treatment Plant Regulatory and Process Monitoring Sampling

The Wastewater Division does not have the equipment, certified facilities or chemist positions required to perform all lab analysis and instead secures outside services as a cost effective alternative.

Discussion:

Wastewater Division staff issued a formal Request for Proposal (RFP) for laboratory services with an opening date of May 20, 2020. Proposals were received from BSK Associates, Neilson Research Corporation and Eurofins Test America. The proposal from BSK Associates is the only one that met all requirements of the RFP.

Based on the estimated annual testing requirements included in the RFP, the cost of services proposed by BSK Associates is \$62,159 per year and compares favorably to the City's estimate of \$70,000. The actual amount paid to BSK Associates will be determined by the actual services required by the City. A not to exceed amount of \$95,500 per year is established to allow for increased testing requirements over the life of the agreement.

The agreement has an initial term of three years with the option to renew for two additional one-year terms in the not to exceed amount of \$95,500 per year and \$477,500 over the full term of the contract.

A notice of intent to award was issued on June 8, 2020.

Fiscal Impact:

Funding for this expenditure is included in the FY 2020/2021 proposed budget within the Wastewater Division Fund – Operations Sub-Fund: 53200-02-000-06-00-51 (\$101,500).

Alternative Courses of Action:

1. Approve the agreement.
2. Request additional information.
3. Do not approve the agreement.

Recommendation / Suggested Motion:

"I move to award the contract for analytical laboratory services to BSK Associates in the not to exceed amount of \$95,500 per year, \$477,500 total for the full term of the agreement and authorize the City Manager to sign the contract."



CITY OF REDMOND

411 SW 9th STREET
REDMOND, OR 97756

541.923.7710
FAX: 541.548.0706
info@ci.redmond.or.us
www.ci.redmond.or.us

STAFF REPORT

DATE: June 23, 2020
TO: Redmond City Council
THROUGH: Keith Witcosky, City Manager
FROM: Jason Neff, Chief Financial Officer
SUBJECT: FY 2020/21 Budget Hearing and Adoption

Addresses Council Goal:

1. Sustain Operations

Report in Brief:

This action adopts and implements the City of Redmond FY 2020/21 Budget through passage of the required resolutions.

Background:

In June 2020, the City of Redmond Budget Committee (7 City Councilors and 7 Citizens) conducted to public meetings (virtually) to review and approve the FY 2020/21 City of Redmond Budget. Deliberations took course over approximately five hours.

The final step of the budget process is for City Council to hold a public hearing and then formally adopt the budget. Two resolutions are needed to adopt and implement the City's Budget.

Each resolution is summarized below:

City's Eligibility and Election to Receive State Revenues (Resolution #2020-10):

This resolution is required by state statute to certify the City's eligibility and election to receive state revenue sharing. The City must provide at least four municipal services as outlined in the resolution to be eligible to receive state revenue sharing. The FY 2020/21 budget includes \$3,083,793 in state revenue sharing resources.

Adoption Resolution (Resolution #2020-11):

This resolution adopts the budget, which includes appropriating expenditures into organizational units / object classifications and imposing / categorizing property taxes.

Discussion:

Staff recommends adopting the budget as approved by the Budget Committee.

Fiscal Impact:

Authorizes expenditures totaling \$129,745,574 for FY 2020/21. Excluding transfers and contingencies the total budget is \$108,494,032.

Alternative Courses of Action:

1. Approve Res #2020-10 and #2020-11
2. Amend Res #2020-10 and #2020-11

Recommendation / Suggested Motion:

Motion #1

"I move to adopt Res.#2020-10."

Motion #2

"I move to adopt Res. #2020-11."

**REDMOND RESOLUTION
RESOLUTION NO. 2020-10**

**A RESOLUTION CERTIFYING THE CITY'S ELIGIBILITY TO RECEIVE STATE REVENUES AND
DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.**

WHEREAS, pursuant to ORS 221.760, that requires that the officer responsible for disbursing funds to cities must be satisfied that the City provides four or more of the following municipal services:

- Police protection
- Fire protection
- Street construction, maintenance and lighting
- Sanitary sewers
- Storm sewers
- Planning, zoning and subdivision control
- One or more utility services; and

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760; and

WHEREAS, pursuant to ORS 221.770, the City is required to elect to receive distribution of State Revenue Sharing to cities; and

WHEREAS, the City has held a public hearing before the Budget Committee on June 2, 2020 giving citizens an opportunity to comment on the use of State Revenue Sharing.

WHEREAS, the City has held a public hearing before the City Council on June 23, 2020 giving citizens an opportunity to comment on the use of State Revenue Sharing.

NOW, THEREFORE, be it resolved by the City Council of the City of Redmond as follows:

SECTION ONE: The City Council certifies that the City is eligible to receive State Shared Revenue.

SECTION TWO: The City of Redmond does provide more than four of the listed services; and

SECTION THREE: The City elects to receive State Shared Revenues for fiscal year 2020/21.

ADOPTED BY the City Council and **SIGNED** by the Mayor this 23rd day of June 2020.

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder

**CITY OF REDMOND
RESOLUTION NO. 2020-11**

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED, that the City Council of the City of Redmond hereby adopts the budget for fiscal year 2020/21, as approved by the Budget Committee, in the amount of \$182,294,542. This figure includes \$52,548,968 of unappropriated reserves. This budget is now on file at 411 SW 9th Street (City Hall) in Redmond, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED, that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020, and for the following purposes (OU = Organizational Unit):

GENERAL FUND	
Central Services (OU)	\$ 3,545,683
Information Technology (OU)	\$ 1,225,110
Materials & Services	\$ 565,124
Debt Service	\$ 372,350
Transfers	\$ 14,449,092
Contingency	\$ 55,668
TOTAL	\$ 20,213,027

TRANSPORTATION FUND	
Transportation (OU)	\$ 11,108,034
Public Works Administration (OU)	\$ 600,955
Debt Service	\$ 97,300
Contingency	\$ 548,860
TOTAL	\$ 12,355,149

ENGINEERING FUND	
Engineering (OU)	\$ 1,657,549
Contingency	\$ 272,474
TOTAL	\$ 1,930,023

COMMUNITY DEVELOPMENT FUND	
Community Development (OU)	\$ 4,114,928
Contingency	\$ 605,132
TOTAL	\$ 4,720,060

POLICE FUND	
Police (OU)	\$ 10,747,928
Debt Service	\$ 2,478
Contingency	\$ 1,738,016
TOTAL	\$ 12,488,422

PARKS & FACILITIES FUND	
Parks & Facilities (OU)	\$ 6,333,945
Debt Service	\$ 193,400
Contingency	\$ 313,429
TOTAL	\$ 6,840,774

WATER FUND	
Water (OU)	\$ 18,683,719
Debt Service	\$ 1,473,600
Contingency	\$ 869,622
TOTAL	\$ 21,026,941

WASTEWATER FUND	
Wastewater (OU)	\$ 10,002,884
Debt Service	\$ 1,101,225
Contingency	\$ 796,255
TOTAL	\$ 11,900,364

STORMWATER FUND	
Stormwater (OU)	\$ 1,973,830
Contingency	\$ 188,356
TOTAL	\$ 2,162,186

AIRPORT FUND	
Airport (OU)	\$ 28,163,386
Debt Service	\$ 3,569,517
Contingency	\$ 1,404,638
TOTAL	\$ 33,137,541

GOLF FUND	
Golf (OU)	\$ 2,011,324
Debt Service	\$ 437,713
Contingency	\$ 10,000
TOTAL	\$ 2,459,037

LID DEBT SERVICE FUND	
Debt Service	\$ 50,450
TOTAL	\$ 50,450

CAPITAL PROJECTS FUND	
Capital Outlay	\$ 461,600
TOTAL	\$ 461,600

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED, that the following ad valorem property taxes, as included in the fiscal year 2020/21 budget, are hereby imposed upon the assessed value of all taxable property within the district:

- (1) At the rate of \$4.4101 per \$1,000 of assessed value from permanent tax rate

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED, that the taxes imposed are hereby categorized for purposes of Article XI, section 11b of the Oregon Constitution as:

Subject to the General Government Limitation

Permanent Tax Rate..... \$4.4101 / \$1,000

The above resolution statements are adopted by the City Council and SIGNED by the Mayor this 23rd day of June, 2020.

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder



CITY OF REDMOND

FISCAL YEAR 2020/21

BUDGET HEARING & ADOPTION

June 23, 2020



AGENDA

SLIDE / 2

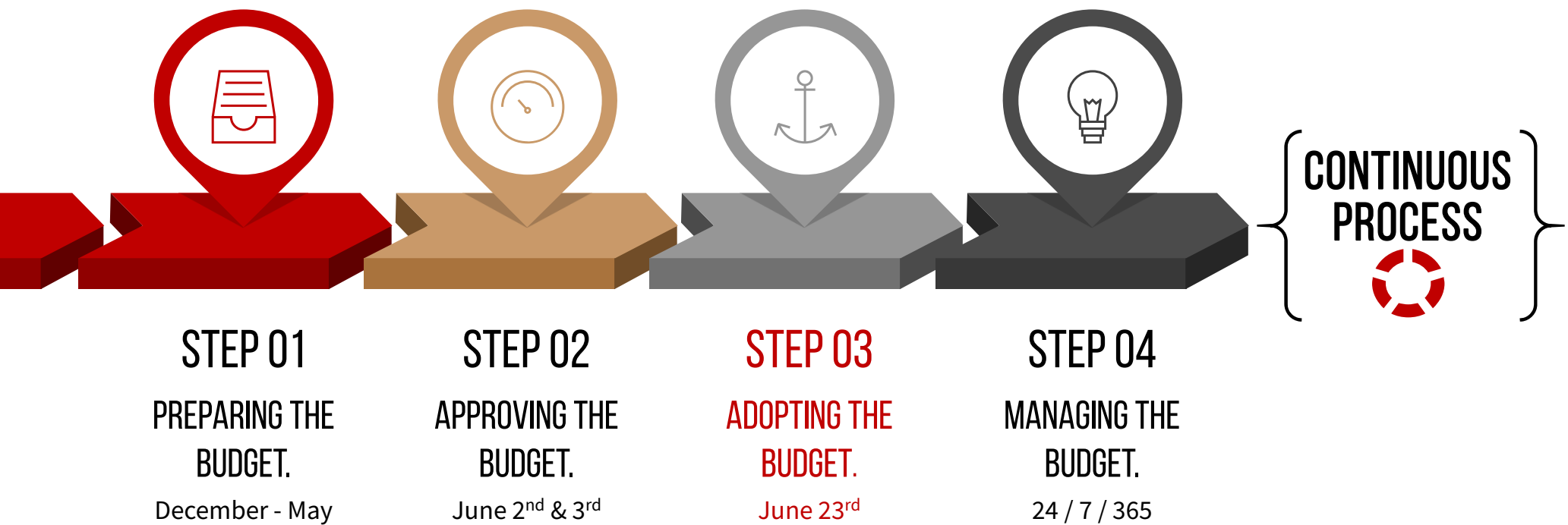
01 OVERVIEW OF PROCESS

02 BUDGET RESOLUTIONS

03 PUBLIC HEARING

04 DISCUSSION, AMENDMENTS & MOTIONS

THE BUDGET PROCESS



SLIDE / 3





BY THE NUMBERS

FY 2020/21

Expenditures by Object Classification (\$ in millions)	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budget	FY 20/21 Budget
Personnel Services	\$ 18.9	\$ 20.6	\$ 25.6	\$ 26.2
Materials & Services	\$ 21.8	\$ 24.8	\$ 26.8	\$ 28.3
Capital Outlay	\$ 19.2	\$ 20.0	\$ 45.0	\$ 46.7
Debt Service	\$ 6.3	\$ 6.7	\$ 7.3	\$ 7.3
Transfers	\$ 13.3	\$ 14.9	\$ 14.5	\$ 14.4
Special Payments	\$ 0.1	\$ 20.3	\$ -	\$ -
Contingency	\$ -	\$ -	\$ 6.5	\$ 6.8
TOTAL EXPENSES	\$ 79.5	\$ 107.3	\$ 125.8	\$ 129.7
UNAPPROPRIATED RESERVES	\$ -	\$ -	\$ 45.6	\$ 52.5

SLIDE / 4



RESOLUTIONS

#10 STATE SHARED REVENUES

Certifies the City's eligibility and election to receive state shared revenues

Approximately \$3.1 million a year from State Liquor, Cigarette and Gas taxes

#11 BUDGET ADOPTION

Adopts the budget

Appropriates expenditures into organizational units or object classifications

Imposes and categorizes property taxes

PUBLIC HEARING



DISCUSSION & MOTIONS





CITY OF REDMOND

411 SW 9th STREET
REDMOND, OR 97756

541.923.7710
FAX: 541.548.0706
info@ci.redmond.or.us
www.ci.redmond.or.us

STAFF REPORT

DATE: June 23, 2020
TO: Redmond City Council
THROUGH: Keith Witcosky, City Manager
John Roberts, Deputy City Manager
FROM: Deborah McMahon, Planning Manager
SUBJECT: Res. #2020-08 - A resolution declaring certain territory as being annexed to and incorporated within the City of Redmond.

Addresses Council Goal:

4. ECONOMIC DEVELOPMENT - Develop and maintain an environment that promotes and supports a strong, healthy and diverse economic base.
7. COMPREHENSIVE PLANNING - Enhance the quality of life through adoption of programs, policies, and standards that balance growth while maintaining our unique character.
- A. Promote quality development.
B. Support orderly annexation from Urban Growth Boundary.
8. REGIONAL COOPERATION - Recognize Central Oregon as a whole is stronger than the sum of its individual parts and regional relationships are critical in Redmond's planning and decision making process.

Report in Brief:

This item requests City Council approve the annexation of approximately 156 acres of industrially zoned lands into the City. The property is located at the east end of Antler Avenue and owned by Deschutes County.

Background:

On January 14, 2020 City Council adopted Ordinance #2020-01. The Ordinance reconfigured the Redmond Urban Growth Boundary (UGB); 156 acres of land ("Exclusion Property") owned by Deschutes County was removed from the existing UGB and 156 acres ("Inclusion Property") of other County owned land was added into the Redmond UGB.

The purpose of reconfiguring the UGB (aka "the swap") was to allow for more efficient development of industrial and employment lands, as required by Senate Bill (SB) 1544. The action required a Comprehensive Plan and Zoning Map Amendment to rezone the added property from County zone EFU-AL (Exclusive Farm Use) to City zones M-1 (Light Industrial) and M-2 (Heavy Industrial).

The City's industrial zoning designation will be effective after annexation. In preparation of annexation, an Annexation Agreement has been signed and approved by the County and City. The agreement stipulates annexation of the Inclusion Property upon successful amendment of the UGB and Comprehensive Plan and Zoning Map, and de-Annexation of the Exclusion Property.

The site (Inclusion Property) is within the Eastside Framework Plan and consistent with the land uses described within the plan. A map identifying the annexation parcel ("Proposed UGB Addition") is attached.

Discussion:

The owner of the property, Deschutes County, has submitted a Consent to Annex for the property. The County executed an Annexation Agreement with the City and this was approved by City Council on May 28, 2019. There are multiple requirements of the County and City as part of the Annexation Agreement. Notably:

- The required Comprehensive Plan and zone amendments have been approved and achieved.
- City has initiated a resolution annexing the Property into the City once the Property is within the Redmond UGB.

- The signed Annexation Agreement and required consents have been received by the City.

The City will also proceed with the requirement for de-annexation of the 156 acres to be removed from the City and UGB, commonly known as the Redmond Rod and Gun Club. All the other requirements of the Annexation Agreement have been or will be met. Resolution #2020-08 satisfies the all necessary requirements for annexation.

Fiscal Impact:

There is no anticipated fiscal impact. Annexation of the parcel creates developable employment lands, thus enhancing the Redmond economy.

Alternative Courses of Action:

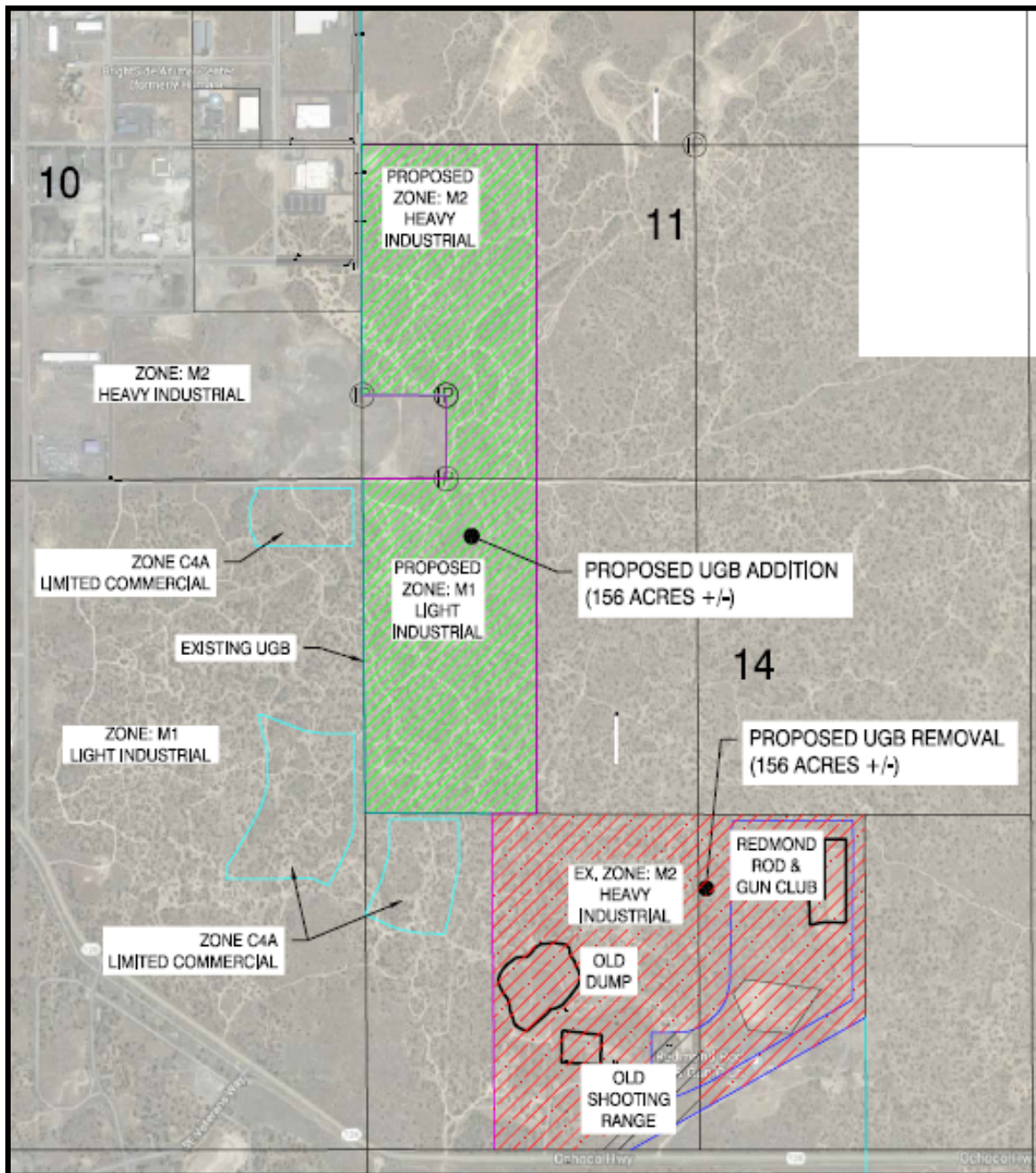
1. Adopt Resolution No. 2020-08.
2. Request more information.
3. Do not adopt Resolution No. 2020-08.

Recommendation / Suggested Motion:

"I move to adopt Resolution No. 2020-08."

Locator Map: Proposed UGB Addition

Annexation of 156-Acres of Industrial Zoned Lands Into City of Redmond



PLEASE RETURN TO:
City Recorder's Office
City of Redmond
411 SW 9th St
Redmond, OR 97756

**REDMOND RESOLUTION
RESOLUTION NO. 2020-08**

**A RESOLUTION DECLARING CERTAIN TERRITORY AS BEING ANNEXED TO AND
INCORPORATED WITHIN THE CITY OF REDMOND.**

WHEREAS, the real property described in Exhibit "A" attached hereto and incorporated by reference is contiguous to the City of Redmond; and

WHEREAS, the owner of the property described in Exhibit "A" has consented in writing to the annexation of the land described in Exhibit "A" into the City of Redmond; and

WHEREAS, there are no electors living on the property; and

WHEREAS, an application has been submitted to the City of Redmond for the annexation of the property described in Exhibit "A"; and

WHEREAS, the City Council finds that this annexation complies with the Redmond Urban Area Comprehensive Plan; and

WHEREAS, the State of Oregon Department of Land Conservation and Development has approved the Redmond Urban Growth Boundary Expansion; and

WHEREAS, the City Council finds that this annexation is in the best interest of the City and of said territory described in Exhibit "A".

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

SECTION 1: Annexation Area:

The real property described in Exhibit "A" to this resolution is hereby proclaimed to be annexed to the City of Redmond, Oregon.

SECTION 2: Record:

The City Recorder shall submit to the Secretary of State of the State of Oregon a copy of this Resolution together with a copy of the statement of consent of the land owners of the property described in Exhibit "A".

The City Recorder shall also send a description by metes and bounds or legal subdivision of the new boundaries of the City of Redmond to the Deschutes County Tax Assessor and the Deschutes County Clerk within 10 days of the date of this Resolution.

SECTION 3: Zoning:

Upon annexation, the parcel described in Exhibit "A" will be rezoned per Ordinance No. 2020-01, approved January 14, 2020 approving the expansion of the Urban Growth Boundary for an approximately 156-acre parcel addressed as 1002 NE 17th Street, Redmond, Oregon 97756 (portion of Tax Lot 15-13-000000103).

ADOPTED by the City Council and **SIGNED** by the Mayor this 23rd day of June 2020.

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder

State of Oregon
County of Deschutes

On June 23, 2020, City of Redmond Mayor George Endicott personally appeared before me,

 x who is personally known to me

 whose identity I proved on the basis of _____

 whose identity I proved on the oath/affirmation of _____,
a credible witness

to be the signer of the above document, and he acknowledged that he signed it.

Notary Public

Exhibit "A"

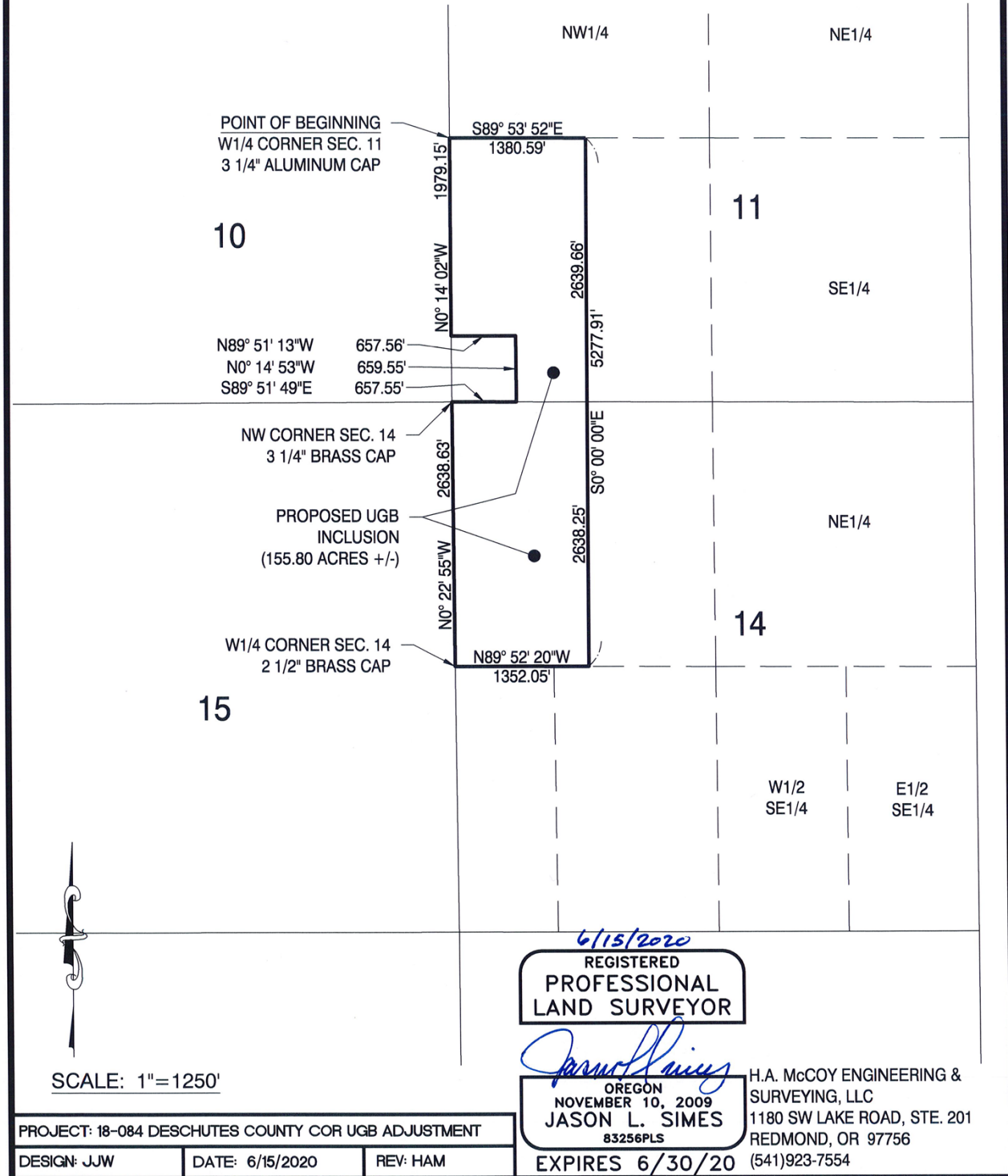
A tract of land located in the Southwest one-quarter of Section 11 and located in the Northwest one-quarter of Section 14, Township 15 North, Range 13 East, Willamette Meridian, Deschutes County, Oregon, more particularly described as follows:

BEGINNING at the West one-quarter corner Section 11 marked with a 3 1/4" Aluminum Cap; thence along the East-West centerline of said Section 11, South 89°53'52" East 1380.59 feet; thence leaving the East-West centerline of Section 11 South 0°00'00" East 5277.91 feet to a point on the East-West centerline Section 14; thence along the East-West centerline of Section 14 North 89°50'07" West 1352.05 feet to the West one-quarter corner Section 14 marked with a 2 1/2" Brass Cap; thence along the West line of the Northwest one-quarter of Section 14 North 0°22'55" West 2638.63 feet to the Section corner common to sections 10, 11, 14, and 15 marked with a 3 1/4" Brass Cap; thence along the common line between Section 11 and Section 14 South 89°51'49" East 657.55 feet to the West-West 1/64th corner marked with a 3/4" Iron Pipe; thence North 0°14'53" West 659.55 feet to the Southwest-Southwest 1/64th corner marked with a 3/4" Iron Pipe; thence North 89°51'13" West 657.56 feet to the South-South 1/64th corner marked with a 3/4" Iron Pipe, said point also being on the West line of Section 11; thence along the West line of Section 11 North 0°14'02" West 1979.15 feet to the **POINT OF BEGINNING**.

The above described lands contain 155.80 acres of land, more or less.

UGB SWAP INCLUSIVE EXHIBIT

A TRACT OF LAND LOCATED IN THE SOUTHWEST ONE-QUARTER OF SECTION 11
AND LOCATED IN THE NORTHWEST ONE-QUARTER OF SECTION 14,
TOWNSHIP 15 NORTH, RANGE 13 EAST, WILLAMETTE MERIDIAN, DESCHUTES COUNTY, OREGON





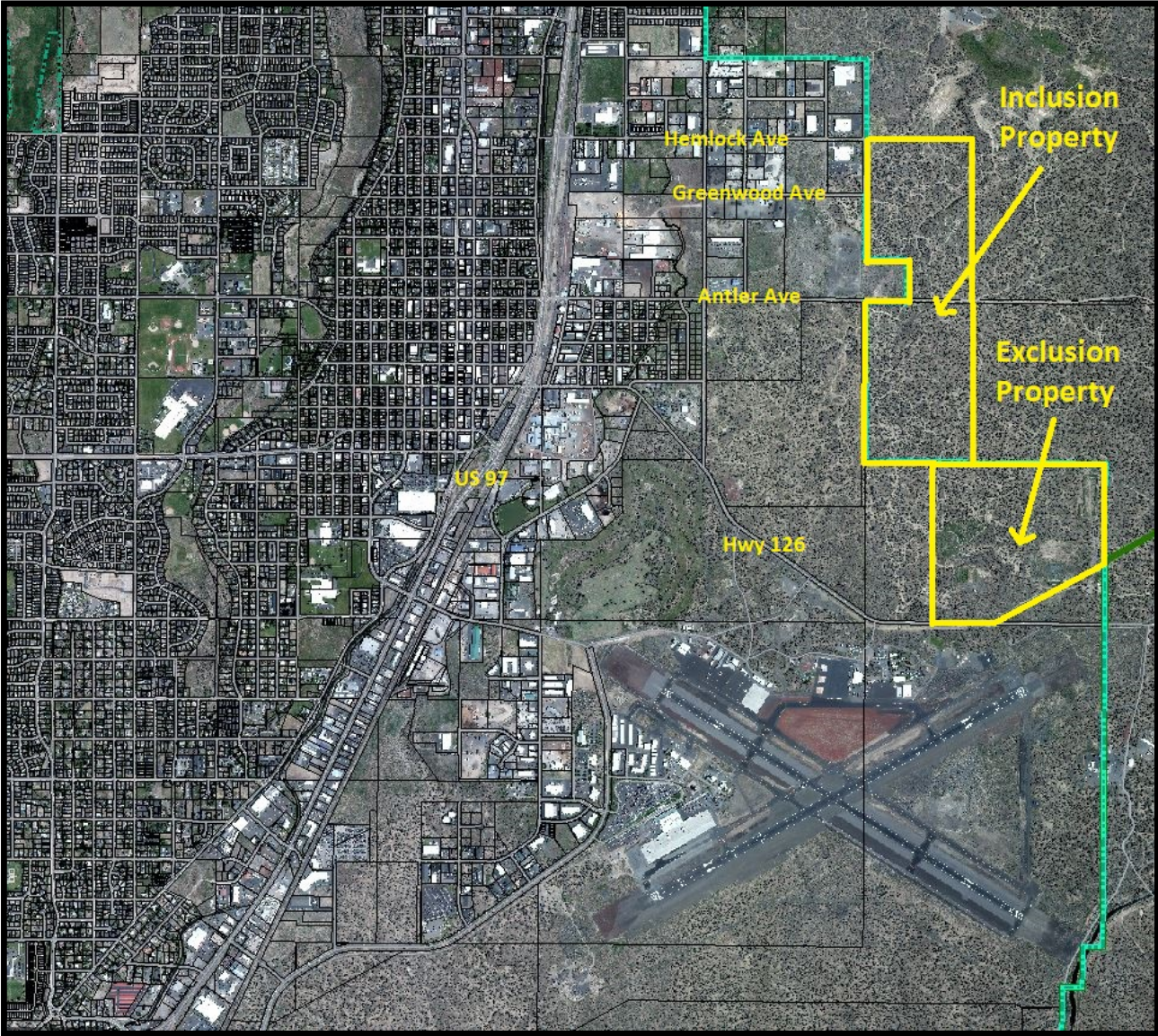
DESCHUTES COUNTY UGB INDUSTRIAL LANDS SWAP

ANNEXATION
AGREEMENT

RESOLUTION #2020-08

CITY COUNCIL
JUNE 23, 2020

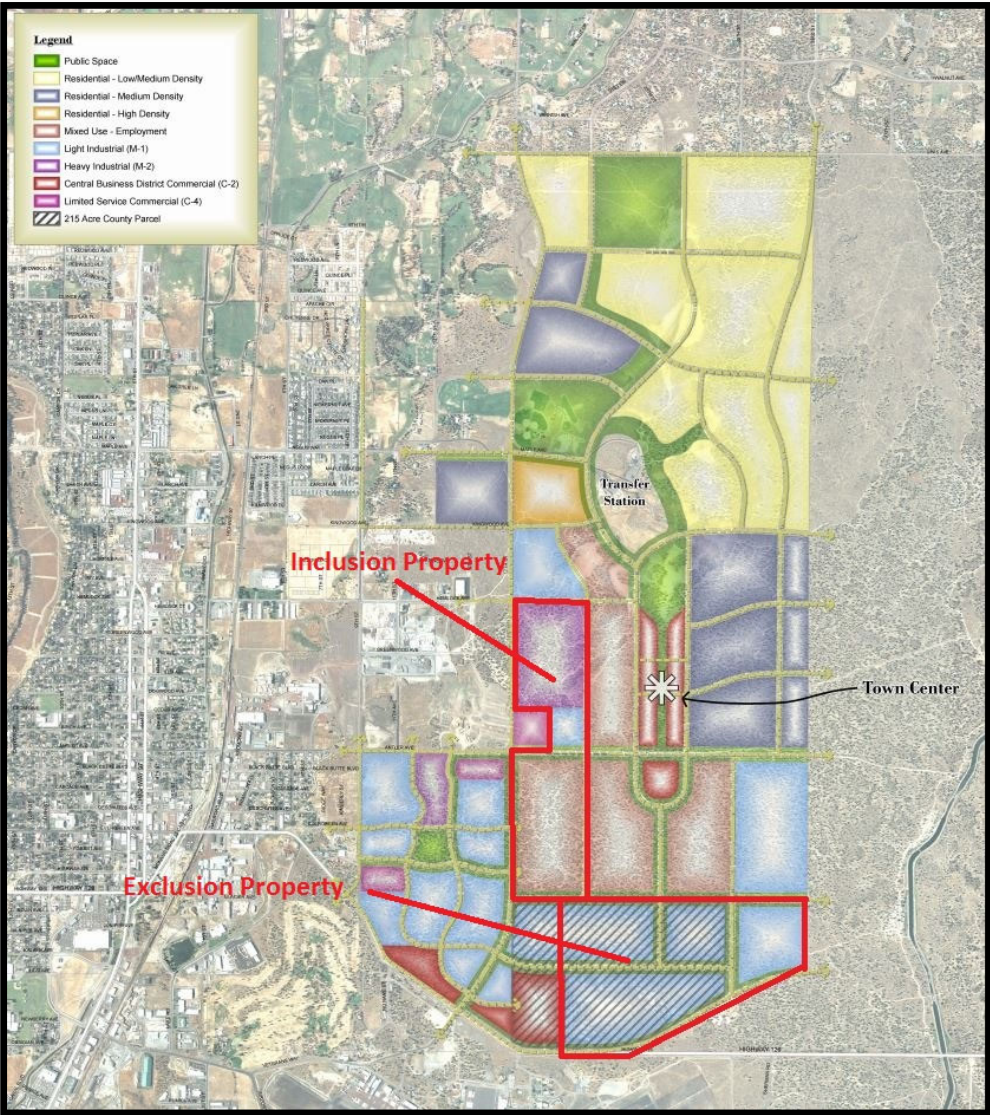
SLIDE / 1





EASTSIDE FRAMEWORK PLAN

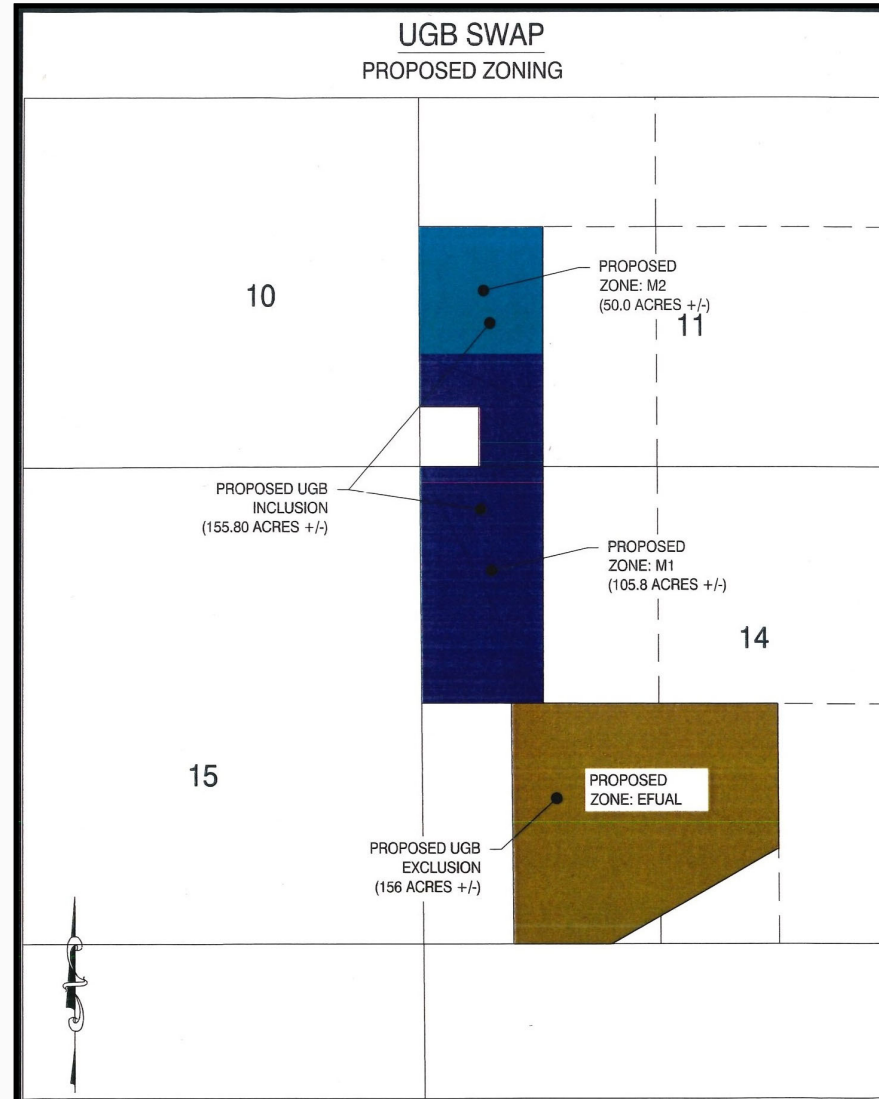
SLIDE / 2





PROPOSED ZONING

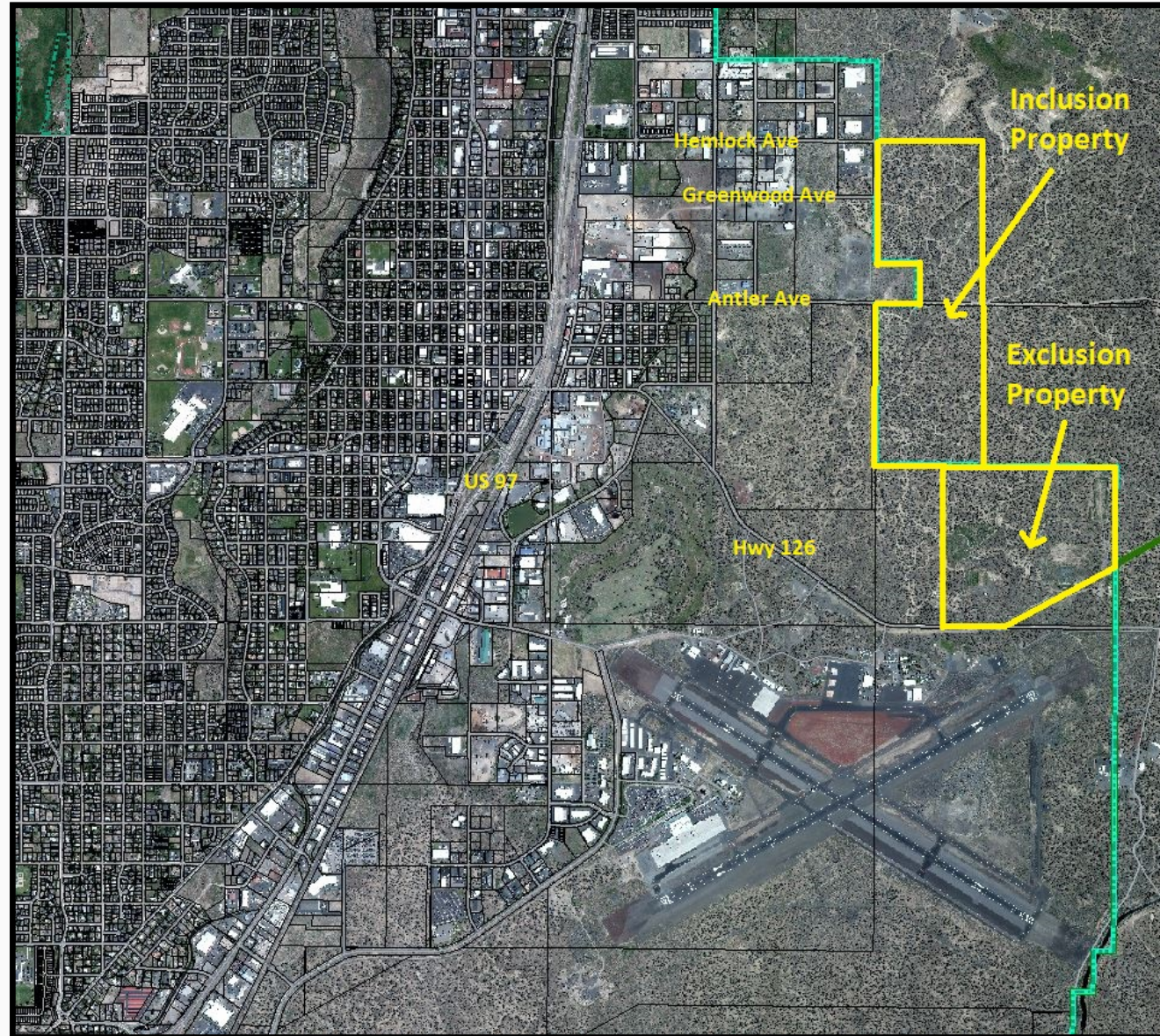
SLIDE / 3





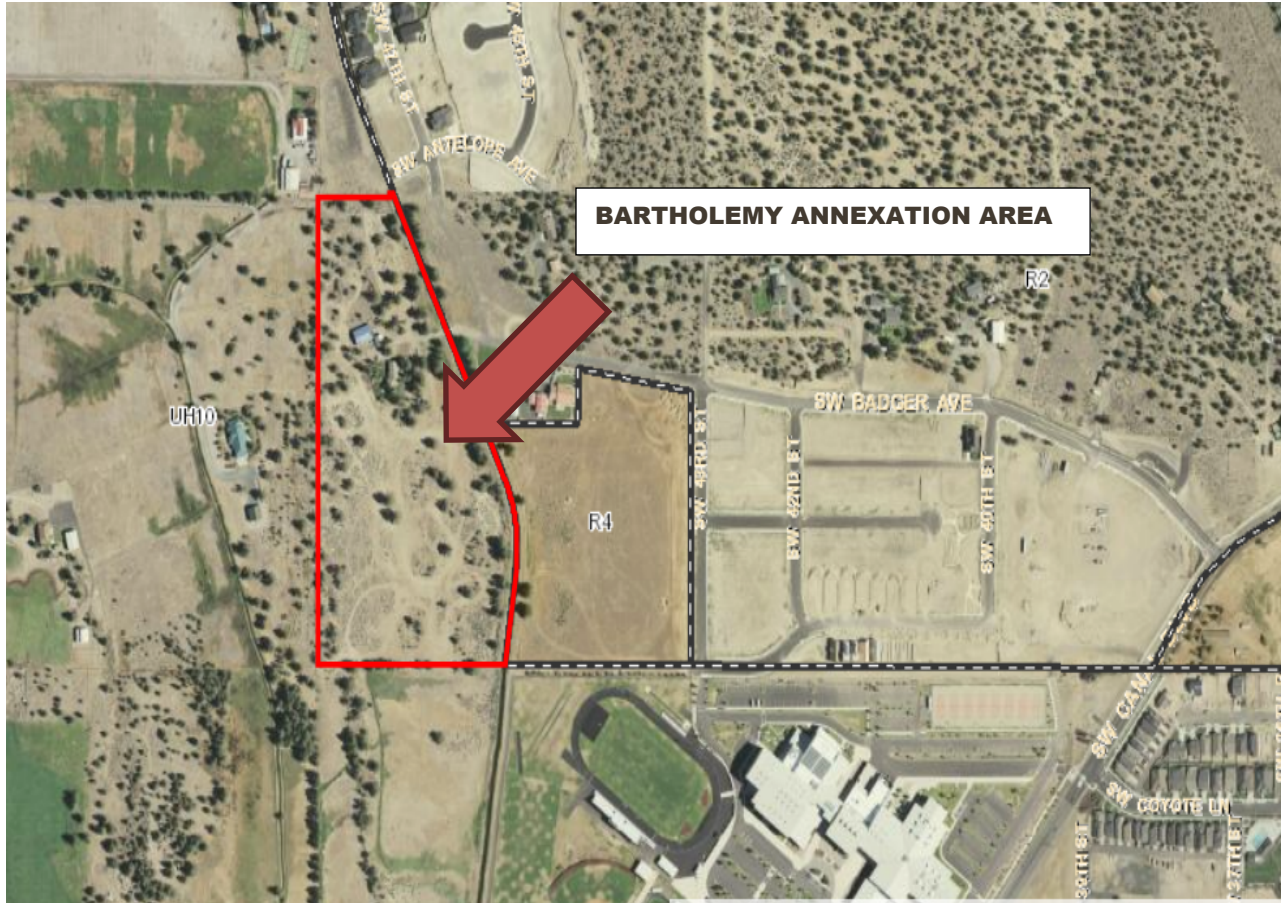
QUESTIONS?

SLIDE / 4



Locator Map

Bartholemy Annexation



**After Recording Return To:
City of Redmond
411 SW 9th Street
Redmond, OR 97756**

ANNEXATION AGREEMENT

This Annexation Agreement is made and entered into this ____ day of June____, 2020, by and between the City of Redmond, Oregon, an Oregon municipal corporation (hereinafter “City”) and Ed Bartholemy (hereinafter “Owner”).

W I T N E S S E T H

WHEREAS, Owner is the record owner of the property legally described on Exhibit A attached hereto and incorporated herein (hereinafter referred to as the “Property”); and

WHEREAS, the Property is within the City’s urban growth boundary and is proposed to be annexed to the City; and

WHEREAS, Owner desires to have the Property annexed to the City; and

WHEREAS, Owner has submitted a petition for annexation and provided the City with all required consents for annexation; and

WHEREAS, the City is willing to annex the Property on the terms and conditions, and subject to the provisions, of this Agreement; and

WHEREAS, the City will initiate ultimate urban zoning upon the successful annexation of this property by resolution to the City of Redmond, and

NOW, THEREFORE, in consideration of the representations, promises and mutual covenants contained herein, the City and Owner agree as follows:

1. **RECITALS:** The foregoing recitals are incorporated herein as is fully set forth in this Section.
2. **ANNEXATION:**
 - a. City agrees that it will initiate a resolution annexing the Property into the City once all required consents and a signed Annexation Agreement have been received by the City, and an approved master plan with proposed zone amendments has been achieved. This agreement is void if the Property is not annexed to the City of Redmond within 12 months after the effective date of this Agreement.
 - b. Owner may terminate this Agreement by serving written notice to the City. The notice must be received by the City at least 60 days prior to the public hearings for council consideration of the annexation. If the City receives such notice, this Agreement terminates as of the effective date of the notice. After the annexation resolution is adopted by the City, this Agreement may only be terminated or amended by written consent of Owner and City.

3. **COMPREHENSIVE PLAN/ZONING:** Prior to development and annexation of the property, the Owner is required to receive master plan approval for the property in compliance with the Redmond Comprehensive Plan and Redmond Development Code. The master plan will identify Comprehensive Plan and Zoning designations, subject to City Council review and approval. Upon adoption of the master plan, successful annexation, and a Comprehensive Plan Map/Zone Map adoption, the City will apply the Comprehensive Plan and Zoning designations identified in the Master Plan.
4. **DEVELOPMENT:** Owner agrees as follows:
 - a. Owner shall waive and shall not assert any claim against the City that may now exist or that may accrue through the date of annexation of the Property that it may claim due to its ownership of the Property. This includes any claim arising out of any land use regulation or under Measure 37 (ORS 197.352), Measure 49, and Measure 56 (ORS 227.186).
 - b. Owner agrees that any development of the property will comply with the applicable approved Area Plan and master plan for the property, except as modified consistent with City requirements.
 - c. Owner agrees to incorporate and follow the City's Great Neighborhood Principles as found in the Redmond Comprehensive Plan, City Engineering Requirements, and Redmond Development Code as applicable. The Community Development Director or Hearings Body shall determine the applicability of the Great Neighborhood Principles to the subject property as necessary. All development must comply with federal, state and city regulations.
 - d. Owner agrees that it will, without any cost to the City, dedicate the necessary rights-of-way or easements for all Planned Improvements identified in the City's Public Facilities Plan.
 - e. Owner shall remove all additional Central Oregon Irrigation District (COID) irrigation water rights from Property, unless use is otherwise approved by the Redmond City Council and COID.
 - f. Owner shall remove all ground water rights from Property, unless partial use is otherwise approved by the Redmond City Council. If required, Owner is directed to remove water rights via sale or transfer to the City. Removal shall occur prior to the platting of the first phase of development.
 - g. Owner agrees to not remonstrate against the formation of a local improvement district or reimbursement district created for funding public improvements that will serve the Property. This waiver applies to the Property until all utility service and all required infrastructure that will service or benefit the Property is completed and accepted by City. If the property is developed in phases, the waiver may be removed on a phase-by-phase basis if all utility service and all required infrastructure that will service or benefit the Property is completed and accepted by City.
 - h. Owner agrees to donate funds to the Redmond Committee for Art in Public Places for public art to be purchased and installed in the development. \$100 will be charged per housing unit and paid in lump sum at the time of plat approval for the property. These funds will be set aside for a future public art installation within the property. The future Homeowners Association/Owner will be invited to participate in the art selection.
5. **AMENDMENT:** This Agreement and any exhibits attached hereto may be amended only by the mutual written consent of both parties.

6. **SEVERABILITY:** If any provision, covenant or portion of this Agreement or its application to any person, entity, property or portion of property is held invalid, or if any ordinance or resolution adopted pursuant to this Agreement or its application to any person, entity, property or portion of property is held invalid, such invalidity shall not affect the application or validity of any other provisions, covenants or portions of this Agreement or other ordinances or resolutions passed pursuant hereto, and to that end, all provisions, covenants, and portions of this Agreement and of the ordinances and resolutions adopted pursuant hereto are declared to be severable.
7. **NO WAIVER OF RIGHT TO ENFORCE AGREEMENT:** Failure of any party to this Agreement to insist upon the strict and prompt performance of the terms, covenants, agreements and conditions herein contained, or any of them, upon any other party imposed, shall not constitute or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect.
8. **ENTIRE AGREEMENT:** This Agreement supersedes all prior agreements, negotiations and exhibits and is a full integration of the entire agreement of the parties relating to the subject matter hereof. The parties shall have no obligations other than specifically stated in this Agreement except those of general applicability.
9. **SURVIVAL:** The provisions contained in this Agreement shall survive the annexation of the property and shall not be merged or expunged by the annexation of the property or any part thereof to the City.
10. **SUCCESSORS AND ASSIGNS:** This Agreement shall run with the land described on Exhibit A and inure to the benefit of, and be binding upon, the successors in title of the Owners and their respective successors, grantees, lessees, and assigns, and upon successor corporate authorities of the City and successor municipalities.
11. **TERM OF AGREEMENT:** This Agreement shall be binding upon the parties and their respective successors and assigns for twenty (20) years, commencing as of the date of this Agreement
12. **ENFORCEMENT:** Owner agrees that if it fails to perform as required under this Agreement, the City Council may, at the Council's option, de-annex and that Owner will not object or oppose such de-annexation in any manner or any forum.
13. **ATTORNEY FEES:** In any proceeding to enforce, apply or interpret this Agreement, each party shall bear its own attorneys' fees and costs.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

CITY

OWNER

Keith Witcosky, City Manager

Ed Bartholemy, Owner

ATTEST:

Kelly Morse, City Recorder

STATE OF OREGON)
) ss.
County of Deschutes)

Keith Witcosky, City Manager, on behalf of the City of Redmond, who acknowledged that he had authority to sign on behalf of the City of Redmond and this instrument to be the City's voluntary act and deed, acknowledged this instrument before me this _____ day of _____ 2020.

Notary Public for Oregon

STATE OF OREGON)
) ss.
County of Deschutes)

This instrument was acknowledged before me this _____ day of _____ 2020, by _____, who acknowledged this instrument to be his/her voluntary act and deed.

Notary Public for Oregon

Exhibit "A"

Description of a parcel of land situated in a portion of the Northeast Quarter of the Southwest Quarter (NE-1/4 SW-1/4) of Section Thirty (30), Township Fifteen (15) South, Range Thirteen (13), East of the Willamette Meridian, Deschutes County, Oregon, and now to be more particularly described as follows:

Commencing at a 3/4 inch pipe at the West quarter corner of Section 30, T. 15 S., R. 13, E.W.M., the initial point; thence South 89°48'56" East along the North line of the South Half of said Section 30, 1322.80 feet to the C-W 1/16 corner and the point of beginning; thence South 89°48'56" East along the North line of the Northeast Quarter of the Southwest Quarter of said Section 30, 262.69 feet to a point on the centerline of Lateral B; thence South 25°34'38" East along the centerline of said Lateral B, 428.10 feet to a point on the centerline of a 30 foot access easement; thence South 80°33'01" East along the centerline of said access easement, 887.27 feet to a point on the East line of said Northeast Quarter of the Southwest Quarter; thence South 0°00'18" West along the East line of said Northeast Quarter of the Southwest Quarter, 797.77 feet to the C-S 1/16 corner; thence North 89°55'22" West along the South line of said Northeast Quarter of the Southwest Quarter, 1325.59 feet to the Southwest 1/16 corner; thence North 0°07'32" East along the West line of said Northeast Quarter of the Southwest Quarter, 1328.65 feet to the point of beginning.

EXCEPTING THEREFROM the following: Commencing at a 3/4" pipe at the West One-Quarter corner of Section 30, T. 15 S., R. 13, E.W.M., the initial point; thence South 89°48'56" East along the North line of the South 1/2 of said Section 30, 1322.80 feet to the C-W 1/16 corner; thence South 89°48'56" East along the North line of the Northeast Quarter of the Southwest Quarter of said Section 30, 262.69 feet to a point on centerline of Lateral B; thence South 25°34'38" East along the centerline of said Lateral B, 428.10 feet to the true point of beginning; thence South 80°33'01" East, 887.27 feet to a point on the East line of the Northeast Quarter of the Southwest Quarter, Section 30, T. 15 S., R. 13., E.W.M.; thence South 0°00'18" West along the East line of said Northeast Quarter of the Southwest Quarter, 797.77 feet to the C-S 1/16 corner; thence North 89°55'22" West along the South line of said Northeast Quarter of the Southwest Quarter to the centerline of said Lateral B; thence Northerly along the said centerline of Lateral B, 997 feet M/L to the true point of beginning.

AND FURTHER EXCEPTING the following:

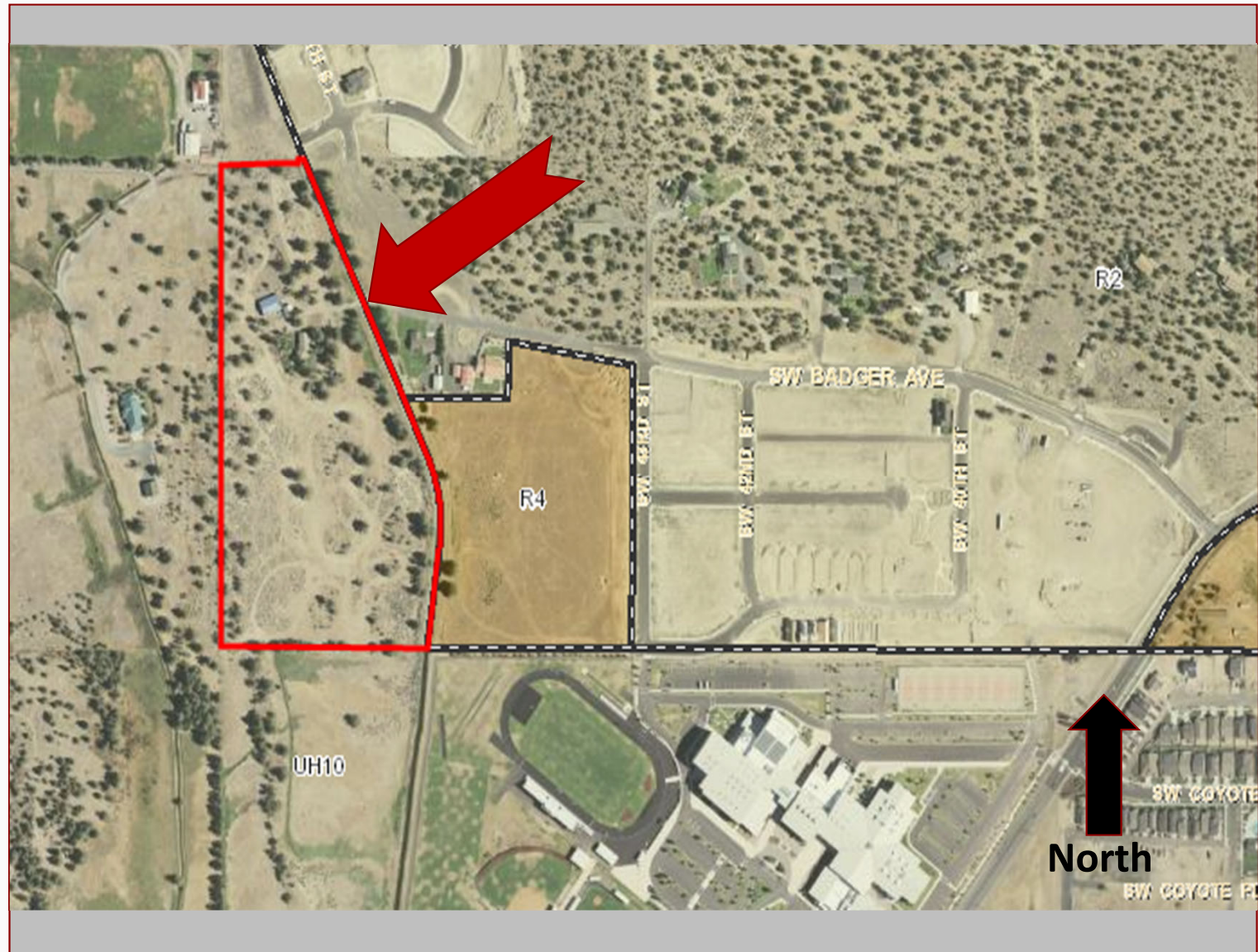
Beginning at the 5/8 inch pin marking the Northwest corner of Section Thirty (30), Township Fifteen (15) South, Range Thirteen (13) East of the Willamette Meridian, in Deschutes County, Oregon; thence South 0°15'08" West, 2634.96 feet along the West line of said Section 30, Township 15 South, Range 13, E.W.M., to a 3/4 inch pipe marking the Northwest corner of the Southwest Quarter (SW-1/4) of said Section 30; thence South 89°48'56" East, 1322.80 feet to a 3/4 inch pipe, and the true point of beginning of the herein described tract; thence continuing South 89°48'56" East, 245 feet; thence South 0°07'32" West, 9.0 feet; thence in a Southwesterly direction to a point which bears South 0°07'32" West, 15.00 feet from the true point of beginning; thence North 0°07'32" East, 15.00 feet to the true point of beginning, all in Section 30, Township 15 South, Range 13 East of the Willamette Meridian, Deschutes County, Oregon.

16.25 Acres



BARTHOLEMY ANNEXATION REQUEST

16.25-ACRES
4860 SW BADGER AVE.





CITY OF REDMOND

411 SW 9th STREET
REDMOND, OR 97756

541.923.7710
FAX: 541.548.0706
info@ci.redmond.or.us
www.ci.redmond.or.us

STAFF REPORT

DATE: June 23, 2020
TO: Redmond City Council
THROUGH: Keith Witcosky, City Manager
FROM: John Roberts, Deputy City Manager
SUBJECT: Res. #2020-09 - A resolution adopting the 2019-2023 City of Redmond Consolidated Plan for Housing and Community Development and the Redmond Annual Action Plan 2019-2020 authorizing the submission of the Consolidated Plan and Annual Action Plan to the United States Department of Housing and Urban Development.

Addresses Council Goal:

6. Community Enhancement and Participation – Create an image and identity that generates a sense of community pride and ensures a high level of livability.

7.E. Comprehensive Planning - Identify housing objectives, policies, and implementation strategies to diversify the range of housing choices.

Report in Brief:

This item requests City Council approve Resolution No. 2020-09 adopting amendments to the Community Development Block Grant (CDBG) 2019 Annual Action Plan and Citizen Participation Plan.

Background:

On September 27, 2013, the City accepted entitlement status in the federal Housing and Urban Development (HUD) CDBG program. The status as an entitlement community afforded the City the opportunity to receive an annual financial allocation (approximately \$250,000/yr) to undertake a wide range of community-based activities directed toward neighborhood revitalization, economic development, community services, facilities, and improvements.

As an entitlement community, the City is required to develop 1) a Five-Year Consolidated Plan and 2) an Annual Action Plan to receive the CDBG funds. The Consolidated Plan is a 5-year strategic plan to assess, prioritize and strategize funds to address community needs. The Annual Action Plan describes how the City will distribute their annual allocation of funds.

If amendments are required to the plans, the City must determine if it is a 'Substantial Amendment' or 'Minor Amendment'. The additional funding provided by the CARES Act requires a Substantial Amendment and City Council approval of the updated 2019 Annual Action Plan. As such, an amendment is required to the accompanying Citizen Participation Plan to allow for use of emergency waivers and authorities.

Discussion:

Amendment Process

Due to CARES Act waivers of standard notice and comment period requirements, a five-day public comment period was provided to amend the Annual Action Plan and Citizen Participation Plan. The comment period ended June 3, 2020, culminating in a public hearing at the Housing and Community Development Committee (HCDC) meeting that evening.

A legal notice was provided, in accordance with waiver requirements, and there was an opportunity to provide comment. Notice that waivers would be utilized was provided to HUD. Acknowledgement from the Portland HUD office has been received.

Feedback from the outreach to non-profit community partners and direction received from HCDC was incorporated into the amended plan.

CDBG-CV Allocation and Goals

The City's CDBG-CV allocation to date totals \$151,013. The public service cap of 15% was waived in acknowledgement that this funding would be vital to assist those most in need and/or vulnerable within the City.

The primary goals for CDBG-CV funding are:

Goal 1: Homelessness Prevention

Provide support to community partners to ensure low-moderate income Redmond residents adversely affected by COVID-19 can maintain suitable living environments. This will be accomplished by providing short term (up to 90-days) of rental and/or utility assistance. Partners are Thrive Central Oregon and Latino Community Association.

Goal 2: Food Security for Seniors and At-Risk Residents

Provide support to the Redmond Senior Center Meals on Wheels program. Meals on Wheels has seen a significant increase in requests for services from senior and disabled Redmond residents. This funding will allow them to meet increased demand for services and provide nutritious meals to senior and disabled Redmond residents.

Goal 3: Provide Referrals and Case Management.

Support to assist Redmond residents in need access services as they navigate COVID-19 challenges. This will include intensive case management to align residents with available community services. Thrive Central Oregon will provide these services.

Expenditure of CDBG-CV funds includes a maximum of 20% for administration and planning efforts related to above funding.

Program Year 2019 Annual Action Plan CDBG-CV Funding Allocations

Goal #1: Homelessness Prevention	\$83,000
Goal #2: Food Security	\$18,000
Goal #3: Referral and Case Management Support	\$20,000
Administration and Planning	\$30,013
Total:	\$151,013

Each CDBG activity must meet HUD national objectives and be an eligible activity. It has been determined that each of the above activities meets this requirement.

Selection Process

Selection process for allocation of CDBG-CV funds included a survey of high priority needs (now and next 12 month projection) sent to numerous non-profit community partners, including those receiving current CDBG funds.

A HCDC meeting was held April 29, 2020 to consider recommendations. Another HCDC meeting and public hearing was held June 3, 2020 to accept public comment and consider final amendment recommendations. HCDC approved 2019 Annual Action Plan and Citizen Participation Plan amendments at that time.

As of the date of this report, no comment on amendments have been received.

Fiscal Impact:

This is a grant-funded program entirely funded by HUD CDBG-CV allocation.

The City has budgeted for a Housing Coordinator position in FY 20/21. The impetus for the position was the need to better manage the CDBG program. Approximately \$50,000 from the CDBG annual allocation is going to be used to help fund the position.

The CDBG-CV funds through the plan amendments will provide an additional \$30,013 for the position.

Alternative Courses of Action:

1. Approve Resolution 2020-09 adopting amendments to the Community Development Block Grant 2019 Annual Action Plan and Citizen Participation Plan.
2. Request additional information.
3. Do not approve resolution.

Recommendation / Suggested Motion:

"I move to adopt Resolution 2020-09."

**CITY OF REDMOND
RESOLUTION NO. 2020-09**

A RESOLUTION ADOPTING THE 2019-2023 CITY OF REDMOND CONSOLIDATED PLAN FOR HOUSING AND COMMUNITY DEVELOPMENT AND THE REDMOND ANNUAL ACTION PLAN 2019-2020 AUTHORIZING THE SUBMISSION OF THE CONSOLIDATED PLAN AND ANNUAL ACTION PLAN TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT.

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) requires local governments seeking federal assistance through the Community Development Block Grant (“CDBG”), to develop a Consolidated Plan for Housing and Community Development; and

WHEREAS, the City of Redmond is eligible for the CDBG entitlement program; and

WHEREAS, the 2020 CARES Act provided an additional CDBG allocation to be used in direct response to the COVID-19 crisis; and

WHEREAS, the CARES Act CDBG-CV funding necessitates a substantial amendment to the 2019 CDBG Annual Action Plan that has been previously submitted and approved by HUD; and

WHEREAS, the CARES Act CDBG-CV funding necessitates an amendment to the City of Redmond’s CDBG Citizen Participation Plan to allow access to provided waivers; and

WHEREAS, the public comment period for the proposed amendments ended on June 3, 2020, and a public hearing was conducted during a Housing and Community Development Committee meeting on June 3, 2020; and

WHEREAS, the Housing and Community Development Committee, during their June 3, 2020, meeting considered and approved amendments to the 2019 Annual Action Plan and Citizen Participation Plan.

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

SECTION ONE: The City of Redmond hereby adopts the 2019 Annual Action Plan amendment, attached hereto as Exhibit A, and the Citizen Participation Plan amendment, attached hereto as Exhibit B, authorizing the Redmond City Council to submit said amendments to the Department of Housing and Urban Development, when required; and

SECTION TWO: That substantial amendments to the Annual Action Plan, as defined in the City of Redmond Housing and Community Development Citizen Participation Plan, may be approved by Resolution adopted by the Redmond City Council; and

ADOPTED by the City Council and **SIGNED** by the Mayor this 23rd day of June 2020.

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder

Exhibit A

2019 Action Plan CDBG-CV Amendment Summary

Total funding available = \$151,013

Administration of CDBG COVID response funds = \$30,013

\$121,000 for funding with public service cap waived

Community Partner	National Objective Eligible Activity	Funding
Thrive Central Oregon	Low/Mod Clientele Referral and Case Management Services 05Z	\$20,000 Case management and service referrals for COVID affected residents
Thrive Central Oregon	Low/Mod Clientele Rental and utility assistance – up to 90 days per household in need 05Q	\$53,000 for Homelessness Prevention Rent/utility arrears
Senior Center Meals on Wheels	Low/Mod Clientele Senior Services 05A or 05Z other – if expanded to meet additional needs	\$18,000 expansion to meet food insecurity increased needs in Redmond for those COVID affected
Latino Community Association	05Q See above for description	\$30,000 for Homelessness Prevention Rent/utility arrears

Background - Amendment Allocations:

In a survey of area non-profits providing services to LMI clientele, the majority identified a) homelessness prevention (rental and utility arrears), b) food support and c) the need to connect people to resources as the biggest needs.

- Meals on Wheels has seen more than a 50% increase in requests for meals between mid-March through mid-May; trend is likely to continue for a number of months.
- Thrive is a vital partner in helping those most in need and at risk in the community access the services they require. Case management for those affected by COVID will be key during recovery.
- Thrive and Latino Community Association have processes and programs currently in place that will be retooled to meet the needs of Redmond residents in danger of becoming homeless.

Exhibit B



CITY OF REDMOND HOUSING AND COMMUNITY DEVELOPMENT CITIZEN PARTICIPATION PLAN

I. Introduction

The purpose of the Citizen Participation Plan is to provide information about how the City of Redmond ("City") residents, businesses, community organizations, and agencies may participate in the development of the City's Consolidated Plan and related documents.

The City considers it the right of all citizens to be informed about and have the opportunity to comment on the use of public funds. The Citizen Participation Plan applies to the City's use of U.S. Department of Housing and Urban Development (HUD), Community Development Block Grant (CDBG) funds. Comment is solicited as part CDBG program requirements, specifically to:

- (1) Development of the Five-Year Consolidated Plan;
- (2) Development of the Annual Action Plan;
- (3) Consolidated Annual Performance and Evaluation Report (CAPER);
- (4) Substantial amendments to a Consolidated Plan and/or Action Plan; and
- (5) Amendments to the Citizen Participation Plan itself.

The Citizen Participation Plan is specifically designed to encourage participation by low and moderate-income persons, particularly those living in slum or blighted areas and in areas where CDBG funds are proposed to be used. Low and moderate-income areas are defined as areas having more than 51% of its population with incomes at less than 80% of the area median income (commonly referred to as 'AMI'). The City would also like to encourage the participation of all of its citizens, including minorities, non-English speaking persons, and persons with disabilities by providing information in alternative languages and formats when requested.

As an entitlement city, the City is eligible to receive Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Community Development (HUD). The Community Development Block Grant (CDBG) is a formula grant provided annually to the City to develop viable urban communities principally for low- and moderate- income persons, by providing decent housing, a suitable living environment and expanding economic opportunities. The City of Redmond Community Development Department administers the program.

As a recipient of these entitlement program funds, the City is required to produce the following documents:

- **Consolidated Plan** – Every five years, the City, with the assistance of the Redmond Housing and Community Development Committee will develop a new Consolidated Plan. The Consolidated Plan identifies community needs and formulates a five-year strategic plan with objectives, implementation strategies, and outcomes that address the needs for housing, community and economic development, and human service needs of the city.
- **Annual Action Plan** – The Consolidated Plan guides the development of an Annual Action Plan. The Annual Action Plan outlines the City's funding priorities and set goals during the program year to address the needs identified in the Consolidated Plan. The

Exhibit B

annual plan allocates CDBG funding to specific projects that will be undertaken over the course of the upcoming fiscal year.

- **Consolidated Annual Performance and Evaluation Report (CAPER)** – The CAPER is an annual report that evaluates and documents accomplishments and use of CDBG funds. The performance measurements are designed to monitor all programs and to determine the impacts of the City's CDBG programs and activities.

Before a Consolidated Plan or Annual Action Plan is adopted, the city will make public the amount of funds available and the range of activities that can be undertaken with each grant, the estimated amount of funds that will be used to benefit low- and moderate-income persons.

II. Federal Citizen Participation Requirements

The Citizen Participation Plan requirements are designed to encourage citizens to participate in the planning, development, implementation, and evaluation of the City's CDBG plans and programs. It focuses on public involvement in the process of developing the City's Consolidated Plan, Annual Action Plan, and a review of the annual Consolidated Annual Performance Report (CAPER). Substantial amendments to the Consolidated Plan and the Annual Action Plan require public review and comments before they are approved.

Annual program applications submitted to the U.S Department of Housing and Urban Development (HUD) must:

1. Contain proper provisions for community involvement in the review and preparation of the Consolidated Plan and Annual Action Plan.
2. Give maximum feasible priority to programs that will principally benefit low – and moderate-income families or aid in the prevention of slum and blighted conditions.
3. Have provided citizens with the amount of funds expected to be annually available, including any annual grant program income that is expected to be received during the program year and any program income received during the preceding program year that has not yet been allocated to a project during the development of the annual program.
4. Set out costs and other resources to be used, as well as a description of the targeted areas.

III. Stages of the Citizen Participation Process

Each year citizens and interested agencies will be notified of the funding level of assistance expected in the upcoming year when that information is received from HUD. Initial information may be based on local estimates. Citizen and interested entities will also be informed of the amount of funding expected to benefit low- and moderate- income persons.

1. Assessment and identification of housing and community development needs.
2. The Draft Consolidated Plan and or Annual Action Plan.
3. Formal approval by the City Council of the Consolidated Plan and/or final Annual Action Plan.
4. Substantial and Minor amendments necessary to change the use of funds

Exhibit B

already budgeted in an Annual Action Plan or established in the Consolidated Plan.

5. Performance Reviews in the CAPER.

Except as outlined in Amendments, the types of activities funded each year will be determined through the process outlined in this Citizen Participation Plan.

Public Notice

Public Hearings: At least two public hearings will be held every year to obtain citizen views and to respond to proposals at different stages of the CDBG programs administered by the Community Development Department, specifically: the development of the Consolidated Plan, the solicitation of project proposals for the Annual Action Plan; and the annual hearing on the prior year's CAPER.

One of the public hearings will be held prior to the final adoption of the Consolidated Plan and/or annual Action Plan. This hearing, at a minimum, will include a review of: (a) how the need for the proposed activities were developed (b) how the proposed activities will be funded and sources of funds (c) date the application will be submitted to HUD (d) the requested amount of CDBG funds (e) the estimated portion of CDBG funds that will benefit low and moderate income persons (f) where the proposed activities will be conducted (g) plans to minimize displacement of persons and businesses as a result of funded activities (h) plans to assist persons actually displaced (i) the nature of such activities, and (j) the relevance of the proposed activities to the goals and objectives set forth in the Consolidated Plan.

One of the public hearings may be held to review the status of funded activities and at a minimum will include a review of: (a) a general description of the accomplishments to date, (b) a summary of all expenditures to date, (c), a general description of remaining work, and (d) a general description of any changes made to the CDBG project budget, performance targets, activity schedules, project scope, location, objectives, or beneficiaries.

Notification: Notices for public hearings will be published at least fourteen days in advance of the public hearing date, unless a waiver is provided for public notice requirements by HUD. The City will advertise through notice in the local newspaper of record, *The Redmond Spokesman* and *The Bend Bulletin* and place notices on its website. Efforts shall be made to publish these notices in Spanish as well as English. The notice will describe the availability of services for persons with disabilities. Notification requirements may be waived by HUD action.

Accessibility to Persons with Disabilities: The locations of all public hearings as described herein shall be made accessible to persons with disabilities. A sign language interpreter will be provided whenever the City is notified in advance that one or more deaf persons will be in attendance, according to the instructions provided in the Public Hearing Notice. The City shall provide a qualified reader whenever the City is notified in advance that one or more visually impaired persons will be in attendance. Additionally, the City shall provide reasonable accommodations whenever the City is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

Comment Period: Citizens will be provided the opportunity to comment on the Citizen Participation Plan, the Consolidated Plan, annual Action Plans, substantial amendments, and performance reports. The City will provide a period of not less than thirty days for comment on the Consolidated Plan and Annual Action Plans. A period of fifteen days will be allowed for comment on the CAPER. The Plan, Action Plan, and CAPER will be

Exhibit B

available to the public at Redmond City Hall and the City's website.

Notice regarding the above plans will be published the City's monthly newsletter distributed to all city households and businesses as well as on the website and other communication opportunities to notify citizens of the hearings and deliberations scheduled.

The Plan or any requested documents will be provided in a format accessible to persons with disabilities upon request.

Comments or views of citizens both in writing and orally at public hearings must be considered in the preparation of the plan, annual action plan, and CAPER. A summary of the comments and a summary of any views not accepted and the reasons shall be attached to the plan or report.

Comment period may be waived and/or adjusted in times of emergency or disaster to take advantage of waivers offered by HUD to expedite program activities and/or amendment process.

Meetings: Public meetings of the City Council and other boards and committees overseeing HUD programs provide opportunities for citizen participation and comment on a continuous basis. Notice of public meetings is subject to the Open Meeting Act. Meeting dates, locations, and proposed agendas will be posted at Redmond City Hall and on the City's website three days prior to the meeting.

Regular scheduled City Council meetings are the second and fourth Tuesday evenings of the month.

All meetings are held in locations accessible to persons with disabilities. Translation for non-English speaking residents and/or those who are hearing impaired will be provided upon request.

All public meetings/hearings may be virtual, if allowed by HUD, to meet recommended social distancing and/or emergency response guidelines.

Document Access: Citizens, public agencies or other interested parties will be granted timely access to information and records relating to the jurisdictions' Consolidated Plan and the jurisdictions use of assistance under the programs covered by this part during the preceding five years. Requests for public information must be presented in writing. The City will provide a response to the request within fifteen days of receipt by the City.

Citizens will have the opportunity to review and comment on all CDBG related documents in draft form prior to submittal to HUD. These documents will be made available at Redmond City Hall, the City's website and various other locations as noticed.

Upon request, these documents will be provided in a form accessible to persons with disabilities.

Limited English Proficiency Residents: The City recognizes the need to undertake reasonable actions to facilitate the participation of persons with Limited English Proficiency. Local officials will undertake all reasonable actions necessary to allow such persons to participate in the community development process. Such actions may include the provision of an interpreter and/or the provision of materials in the appropriate language or format for persons with Limited English Proficiency.

Exhibit B

Accessibility to Persons with Disabilities: The locations of all public hearings as described herein shall be made accessible to persons with disabilities. A sign language interpreter will be provided whenever the City is notified in advance that one or more deaf persons will be in attendance, according to the instructions provided in the Public Hearing Notice. The City shall provide a qualified reader whenever the City is notified in advance that one or more visually impaired persons will be in attendance. Additionally, the City shall provide reasonable accommodations whenever the City is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

Distribution of Information: A variety of methods, including the City's internet site, shall be used to facilitate the review and evaluation of proposed housing and community development policies, programs, and projects. All Plans will be posted on the City's website and links to the documents will be emailed to interested parties. Public notices will also provide information about the location where complete copies of the documents may be reviewed.

Redmond Housing and Community Development Committee Meetings: Citizens will be given reasonable and timely access to local meetings, information, and records relating to the proposed use of community development funds. Copies of all reports and material relevant to a Community Development Committee meeting will be available one week in advance of the meeting on the City's website and at the Community Development Department, Redmond City Hall, 716 SW Evergreen Avenue, Redmond, Oregon.

Public meetings to hear comments on other plans, documents and records will be posted according to City policy for public meeting procedures.

IV. Encouraging Citizen Participation

The Citizen Participation Plan outlines the City's responsibility for providing opportunities for citizen participation. The goals of the Citizen Participation process are to:

- Encourage citizen participation by all Redmond residents, emphasizing the involvement of low- and moderate-income residents
- Inform citizens of the Redmond Consolidated Plan and the Annual Action Plans and eligible activities under these programs;
- Give all citizens an opportunity to identify and respond to priority needs;
- Give all citizens an opportunity to identify and respond to priority proposed projects;
- and the use of funds; and
- Give all citizens an opportunity to review and comment on program performance.

Outreach: Various means can be utilized to pursue and encourage participation from low-income and minority households. The following activities will be considered and then, as deemed appropriate, one or more selections will be made to optimize citizen participation and collaboration. Participation tools range from targeting the general population to focusing on specific groups. Citizen involvement and education activities include but are not limited to: focus groups, community asset mapping, neighborhood planning, design and improvement activities, community visioning, one-on-one or key person interviews, telephone hotline, surveys, field trips, neighborhood or civic group meetings, interactive

Exhibit B

website, citizen advisory groups, open house meetings, the media, bulk mailings, advertisements, newsletters, and a speakers bureau.

Technical Assistance: City staff shall provide technical assistance to individual citizens and citizen groups, with particular attention to those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG programs.

Technical assistance will also be provided to groups and agencies representing low and moderate income person in requesting assistance in developing project/funding proposals.

Technical assistance is intended to further meaningful citizen participation in the community development decision making process. Technical assistance will also be utilized to foster public understanding of CDBG program requirements.

Technical assistance will be provided on request and may include, but not necessarily be limited to: interpreting the CDBG program and its rules, regulations, procedures and other requirements; providing information and/or materials concerning the programs; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to develop statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will advance the resolution of those needs.

V. Procedure for Comments, Objections, and Complaints

The scheduled public hearings described in this Citizen Participation Plan are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views on all aspects of programs during review and comment periods and public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the City.

Citizens or citizen's groups desiring to comment or object to any phase of the planning, development, approval or implementation of CDBG activities should submit such comments or objections in writing to the City through a progressive level of review. Comments, objections, complaints and grievances should be sent to the Redmond Community Development Department, Redmond City Hall, 716 SW Evergreen Ave, Redmond, Oregon 97756.

Staff shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such comments or complaints where practicable. If, after a reasonable period, a party believes the comment or complaint has not been properly addressed or considered, then the aggrieved may appeal his/her case to the City Manager, and finally, after a reasonable period of time, to the City Council. Should the City Council be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to HUD.

Citizens may, at any time, contact HUD directly to register comments, objections or complaints concerning the City's CDBG application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting HUD.

All comments or complaints submitted to HUD should be addressed in writing to:

Exhibit B

- HUD Office of Community Planning and Development U.S. Department of Housing and Urban Development 1220 SW 3rd Avenue, Suite 400 Portland, OR 97204-2825

VI. Amendments to the Consolidated Plan or Annual Action Plan

Substantial and minor amendments to the Consolidated Plan and Annual Action Plan may be made subject to the following procedure and requirements. The Redmond Housing and Community Development Committee may allow the Community Development Director or designee, the authority to decide minor amendments to the Consolidated Plan or Annual Action Plan. All substantial amendments must be acted on by City Council by resolution.

Substantial Amendments:

A substantial amendment to the Consolidated Plan means an amendment that changes the intent of the plan by modifying adopted priority needs, implementation strategies, or location policies. Substantial amendments to an Annual Action Plan mean any amendment that changes an approved project if at least one of the conditions below exists:

- A proposed project site is relocated a distance greater than ½ mile radius from the site identified in the Annual Action Plan;
- There is a change in approved federal funding sources;
- A proposal that changes a land use to one that requires a special or conditional use permit or is likely to result in a 50% change in capacity or amount of service provided;
- There is a change in the priority needs served by the original proposal;
- The cost of completing the project or conducting a program exceeds the original approved budget by 50% or more; or
- A project is added.

Substantial amendments require a public hearing and City Council approval by resolution. The Redmond Housing and Community Development Committee and City staff shall review substantial amendments. Either the Committee or City staff may provide recommendations to the City Council. Written notices of City Council consideration of substantial amendment shall be provided following the process outlined above for initial adoption of the applicable Plan.

See Section IX below for options to use available waivers and other authorities granted by HUD.

Minor Amendments:

- Amendments that change the text of the Consolidated Plan or Annual Action Plan to correct errors, or changes to text, which will not modify the intent of the plan by changing adopted priority needs, implementation strategies or location policies; or
- Any amendment that does not qualify as a substantial amendment as defined above.

The Community Development Director, or designee, is granted authority to decide minor amendments to the Consolidated Plan and Action Plan. Notwithstanding this authority, the Community Development Director, or designee, may refer a minor amendment to the Redmond

Exhibit B

Housing and Community Development Committee for action. The decision of the Community Development Director or committee is the final local determination unless acted upon by the City Council.

VII. ADA/Section 504

The City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities. If you have any questions regarding your ADA/Section 504 rights, please call ADA Coordinator at 541-923-7710.

VIII. Certification

The City certifies its intent to use this Citizen Participation Plan as outlined above. The requirements for citizen participation do not restrict the responsibility or authority of the City for the development and execution of its Consolidated Plan.

IX. Exceptions to public consultation and notice requirements

The City, when provided the authority from Housing and Urban Development Department, may utilize any flexibilities or statutory waivers provided by HUD as they relate to the Community Development Block Grant Program. Waivers are typically provided in the event of disaster and/or emergency declaration, though waivers may be available at other HUD specified times.

Disaster/Emergency Events

A declared disaster or emergency may include but is not limited to the following:

- 1) Man-Made Disasters
- 2) Natural Disasters
- 3) Terrorism
- 4) Infectious Disease or pandemic (such as COVID-19/coronavirus)
- 5) National Emergency

If waivers or other authorities are available from HUD to assist in expediting available additional resources and/or any plan modifications, City staff may take full advantage of offered exceptions to standard Citizen Participation requirements outlined in other sections of this plan.

All public hearings may be virtual, if allowed by HUD, to meet recommended social distancing and/or emergency response guidelines.

Reasonable notice and opportunity for public response or comment will be considered minimums outlined in any provided waivers.

Last Updated June 23, 2020; Redmond City Council - Resolution 2020-09

//End//



CDBG-CV

SLIDE / 1

2019 Action Plan **CDBG-CV Amendment Summary**

Total funding available = \$151,013
Administration of CDBG COVID response funds = \$30,013
\$121,000 for funding with public service cap waived

Community Partner	National Objective Eligible Activity	Funding
Thrive Central Oregon	Low/Mod Clientele Referral and Case Management Services 05Z	\$20,000 Case management and service referrals for COVID affected residents
Thrive Central Oregon	Low/Mod Clientele Rental and utility assistance – up to 90 days per household in need 05Q	\$53,000 for Homelessness Prevention Rent/utility arrears
Senior Center Meals on Wheels	Low/Mod Clientele Senior Services 05A or 05Z other – if expanded to meet additional needs	\$18,000 expansion to meet food insecurity increased needs in Redmond for those COVID affected
Latino Community Association	05Q See above for description	\$30,000 for Homelessness Prevention Rent/utility arrears