

**Redmond City Council
Special Meeting Minutes**

Council Chambers & Remote Video Conferencing

<https://www.redmondoregon.gov/government/city-council>

December 17, 2024

Present: Tobias Colvin, Clifford Evelyn, John Nielsen, Kathryn Osborne, Shannon Wedding, Cat Zwicker

Excused: Ed Fitch

Staff Present: City Manager Keith Witcosky, Deputy City Recorder Kayla Duddy, City Attorney Keith Leitz, Communications Director Heather Cassaro, Police Chief Devin Lewis, Finance Director James Wood, Chief Financial Officer/Deputy City Manager Jason Neff, Planning Director Kyle Roberts, Public Works Director/City Engineer Jessica MacClanahan, Procurement and Payables Manager Scott Brang, Client Systems Administrator Tyler Roppe

Media Present: None

CALL TO ORDER / ESTABLISH A QUORUM

Council President Zwicker called the meeting to order at 6:00 p.m.

PROCLAMATIONS

A. Homeless Persons' Memorial Day Proclamation

B. Declaring Results of the November 5, 2024, General Election

Councilor Nielsen moved to approve the proclamations. Councilor Evelyn seconded the motion, which passed unanimously.

CONTRACT REVIEW BOARD

Council President Zwicker convened the Contract Review Board.

A. Financial Software: Springbrook Cirrus Cloud 5-year Contract and Sole Source Determination: \$387,262

Finance Director James Wood presented the findings supporting a sole source contract with Springbrook which will also include a transition from their on-premises financial system solution to their cloud environment.

Councilor Colvin moved to adopt sole source findings and authorize the City Manager to sign the Springbrook Cloud Cirrus software-as-a-service implementation and five-year software subscription agreement for up to \$387,262. Councilor Nielsen seconded the motion, which passed unanimously.

B. Services Contract with Advanced Systems Portable Restrooms for Portable Restrooms Rentals and Maintenance for \$250,000.

Procurement and Payables Manager Scott Brang requested approval of a five-year contract with Advanced Systems Portable Restrooms for rental of portable restrooms and related services. The City currently budgets \$43,000 annually for the rentals and services. Two quotes were received.

Councilor Osborne moved to approve the contract with Advanced Systems Portable Restrooms for portable restroom rentals and maintenance and authorize the City Manager to sign the contract. Councilor Evelyn seconded the motion, which passed unanimously.

Council President Zwicker reconvened the City Council.

ACTION ITEMS

**A. Resolution #2024-31 - A resolution of the City of Redmond to make Budget Adjustments.
(Fiscal Year 2024/2025 - General Fund: \$250,000)**

Chief Financial Officer/Deputy City Manager Jason Neff presented the budget adjustment to appropriate \$250,000 of the anticipated \$780,000 in excess General Fund dollars for set-up of the eastside managed camp, as directed by Council. Staff, in coordination with Deschutes County, will bring a Memorandum of Understanding to the Council detailing the managed camp terms and the County's financial contribution. He emphasized the funds would be for construction, not operational costs, and clarified the resolution allows the money to be allocated in this manner.

Councilor Nielsen moved to adopt Resolution #2024-31 adjusting the City's Fiscal Year 2024/2025 budget. Councilor Wedding seconded the motion, which passed unanimously.

B. Ordinance #2024-17: An ordinance amending the Redmond City Code Chapter 2, expanding the membership of the Tourism and Lodging Advisory Committee from seven members to eight members.

Director of Communications Heather Cassaro requested approval of the amendment to increase the Tourism and Lodging Committee's membership from seven to eight members with the eighth member being a representative of a lodging property.

Councilor Osborne moved to have a first and second reading of Ordinance #2024-17 by title only. Councilor Evelyn seconded the motion, which passed unanimously.

City Attorney Keith Leitz provided the first and second reading of Ordinance #2024-17 by title only.

Councilor Nielsen moved to approve Ordinance #2024-17 by roll call vote. Councilor Evelyn seconded the motion.

Ayes: Colvin, Evelyn, Nielsen, Osborne, Wedding, and Zwicker

Nays: None

Motion Carried: 6 to 0.

C. Tourism and Lodging Committee - Appointment of Tobias Colvin, term expiring December 31, 2028.

Council President Zwicker shared that Mayor Fitch recommends appointing Tobias Colvin to the Tourism and Lodging Committee.

Councilor Wedding moved to approve the appointment of Tobias Colvin to the Tourism and Lodging Committee. Councilor Osborne seconded the motion, which passed 5 to 1 with Councilor Colvin abstaining.

ADJOURNMENT

The meeting adjourned at 6:29 pm.

Prepared by ABC Transcription Services, Inc.
Reviewed by Kayla Duddy, Deputy City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 11th day of February 2025.

/s/ Ed Fitch
Ed Fitch, Mayor

ATTEST:

/s/ Kelly Morse
Kelly Morse, City Recorder