CITY OF REDMOND

CITY HALL
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REDMOND, OR 97756
541.923.7710
FAX: 541.548.0706
info@redmondoregon.gov
redmondoregon.gov

CITY COUNCIL

September 8, 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

SEPTEMBER 8, 2020 — REGULAR MEETING AGENDA — 6:00 PM

I. CALL TO ORDER / ESTABLISH A QUORUM

II. BLESSING - Pastor John McKay, Grace Bible Church

III. PLEDGE OF ALLEGIANCE

IV. COMMENTS FROM CITIZENS AT THE MEETING

A. Communications to Council

V. PRESENTATIONS

A. Current Events

B. Outreach Status Report on the South Redmond US 97 Urban Renewal District

C. 4th Quarter Financial Report

VI. ACTION ITEMS

A. Agreement with AssetWorks to Provide FleetFocus Software: $123,682

B. Addendum No. 1 City Contract #2020-59 with to Mead & Hunt, Inc. for Air Service Consulting Services: $73,745.00

VII. MAYOR'S COMMENTS

VIII. COUNCIL COMMENTS

IX. CITY MANAGER COMMENTS

X. ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING

XI. EXECUTIVE SESSION

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

A. Real Property – ORS 192.660(2)(e) authorizes executive session "to conduct deliberations with persons designated by the governing body to negotiate real property transactions."

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Meetings Law, the proceedings of this executive session are for background information only for media attending and not for publication or broadcast.

XII. MOTIONS AS A RESULT OF EXECUTIVE SESSION

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@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

September 2, 2020

Mayor George Endicott, Councilors: Jon Bullock, Jay Patrick, Camden King, Albert Calderon, Ginny McPherson and Krisannna Endicott.

At the July Redmond School Board (RSB) meeting, Mayor Endicott proposed a joint city-school district task force to address racism and its cousins, diversity, equity and inclusion. Dr. Cline and the school board were clear that the school district would be pursuing its own DEI plan focusing on the school districts needs. It was left open to a possible collaborative joint statement. *This is what we clearly saw happen.* There was no agreement for the city/school DEI groups to be one and the same.

At the August meeting of the City Council, Mayor Endicott did not report on the outcome of the July school board meeting he attended. In talking about the document, "Redmond City Council Statement Against Racism" written by councilors Albert Calderon and Jon Bullock, it was moved that wording be changed to indicate the DEI Task Force would be a city/school board joint venture… the word used was " in conjunction with." Dr. Cline then asked to be heard a second time (that was honored by the Mayor) and he objected to the word "conjunction" and asked that the word "collaboration" be used instead. The version of the Council Statement which passed adopted Dr. Cline's wording.

On 9/1/2020, the RSB issued a document announcing the development of a Redmond School District (RSD) Equity Task Force (ETF). This makes it clear that the RSD is moving forward with its own task force which focuses on DEI issues as they affect the school system.

Redmond City Council can no longer pretend that collaboration means a joint school district/city DEI Task Force. Either you are curious enough to find out what it is like for marginalized residents to live in our city, or you are not. Please answer this question clearly and directly. Thank you.

Leanne K. Latterell, Richard Lance

Kelly Morse

From: [redacted]@bendbroadband.com
Sent: Sunday, September 06, 2020 4:59 PM
To: Public Testimony
Subject: DEI Task Force

Follow Up Flag: Follow up
Flag Status: Flagged

: This email originated from outside of the city. Do not click links or open attachments unless you recognize the sender and know the con

Good Morning,

For the city council meeting written record.

At the last City Council Meeting it was so hopeful & inspiring to hear the Statement Against Racism & Proclamation Condemning Racism presented & discussed.

However now it's disappointing & discouraging to not see either of them nor the DEI Task Force on the Agenda for the next meeting on September 8th.

I'm e-mailing today to request all 3 of these topics be on the Agenda for the Sept. 22 meeting. These statements are just that... action needs to follow in the form of a Task Force to begin for the city of Redmond to become a truly welcoming & inclusive city for all of it's citizens.

Thank you, Evelyn Doherty

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STAFF REPORT

DATE:	September 8, 2020
TO:	Redmond City Council
THROUGH:	Keith Witcosky, City Manager John Roberts, Deputy City Manager
FROM:	Meghan Gassner, Urban Renewal Program Analyst
SUBJECT:	Outreach Status Report on the South Redmond US 97 Urban Renewal District

Addresses Council Goal:
4. ECONOMIC DEVELOPMENT: Develop and maintain an environment that promotes and supports a strong, healthy, and diverse economic base.

9. URBAN RENEWAL: Invest resources to encourage new business investment in designated blighted areas that will grow the job base and strengthen and diversify the tax base in that area. Invest in infrastructure projects that make a demonstrable, positive impact on job creation and encourage private investment.

Report in Brief:
This item is informational only. It is intended to provide City Council with a status update on the public outreach for the proposed South Redmond US 97 Urban Renewal District.

Background:
On June 9, 2020, the Urban Renewal Agency Board, directed staff to initiate formal taxing jurisdiction outreach for the proposed the South Highway 97 Urban Renewal District. These informational meetings are required by state statute and intended to provide the partners with details of the URD Plan and Report and to make them aware of the primary plan objectives as well as the financial requirements and impacts for adopting and implementing the Plan.

The outreach is also intended to result in gaining their support for the creation of the District.

The primary objectives of the District are to:

1. Leverage state and federal resources by leveraging matching urban renewal resources to make essential safety improvements, relieve congestion/improve freight mobility along the US 97 Corridor;
2. Create opportunities for new development along the corridor; and
3. Provide resources for infrastructure investments to incent development and job growth for industrially zone land south of the County Fairgrounds.

Discussion:
To date, staff has made presentations to the following groups and boards:

- Redmond Urban Area Planning Commission
- Redmond Fire and Rescue
- Deschutes County Board of County Commissioners
- Rotary Club of Redmond
- Redmond Economic Development, Inc. (REDI)
- Redmond Area Parks and Recreation
- Deschutes County Library
- Redmond School District
- High Desert Education Service District

Upcoming presentations will likely include the Redmond Kiwanis Club, Deschutes County Sheriff, and COCC.

The final draft of the Urban Renewal Plan and Report, was distributed to all overlapping taxing district partners and stakeholder groups on August 28, 2020. Per state statute, taxing district boards have 45 days after receipt of the Plan to submit recommendations to staff, which will then be submitted to City Council for review and consideration.

Additionally, taxing district boards have also been asked to take formal action on whether they support the creation of the district within that same 45-day window.

Typically an urban renewal district can be implemented after a process of “consulting and conferring” with taxing district partners, however, if a public building is included in the Plan, then the concurrence of three out of four taxing districts that are estimated to forego the most in property tax revenue must provide their consent for the district to be created.

This proposed urban renewal district includes a fire station, which is a public building. Therefore, the support of the following taxing districts is required: City of Redmond, Redmond Fire and Rescue, Redmond School District, and Deschutes County.

Staff will continue a second round of outreach in September and October to respond to further questions or concerns taxing districts may have.

Staff anticipates returning to City Council for another informational meeting in late October and a formal vote of the Urban Renewal Area by mid-November 2020.

Fiscal Impact:
No fiscal impact.

Alternative Courses of Action:
No action requested.

Recommendation / Suggested Motion:
No action requested.

SOUTH REDMOND US 97 URBAN RENEWAL DISTRICT

UPDATE – REDMOND CITY COUNCIL, SEPT. 8, 2020

THREE TOPICS

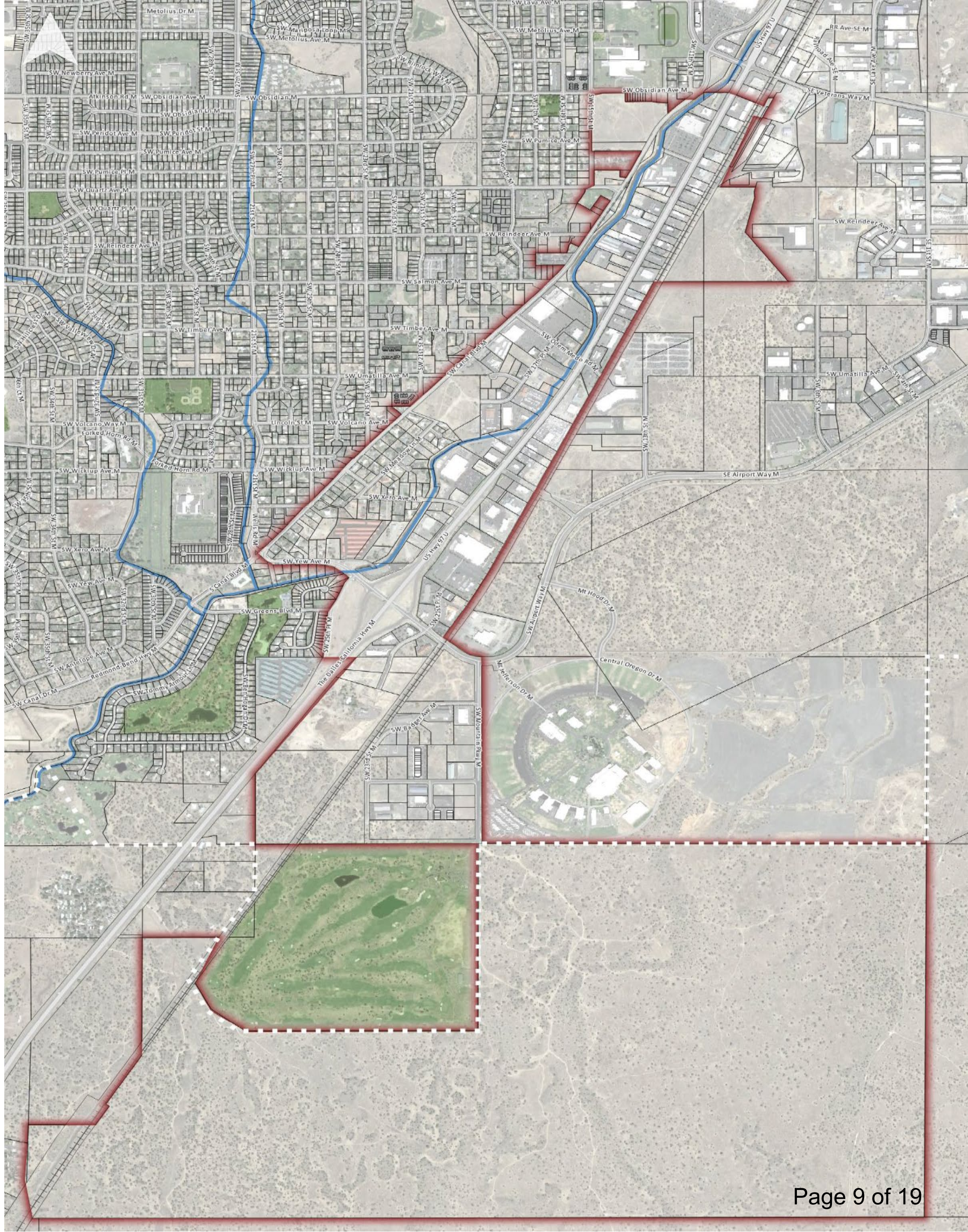
01 **PROJECT/OUTREACH STATUS**

02 **FEEDBACK AND QUESTIONS RECEIVED**

03 **IMPLEMENTATION TIMELINE**
SEPTEMBER – NOVEMBER 2020

NEW URBAN RENEWAL DISTRICT – PROPOSED BOUNDARY

DISTRICT TO ENCOMPASS 1330 ACRES IN SOUTHERN REDMOND



OUTREACH CONDUCTED

- Redmond Urban Area Planning Commission
- Redmond Fire and Rescue
- Board of County Commissioners
- Rotary Club of Redmond
- Redmond Economic Development, Inc. (REDI)
- Redmond Area Parks and Recreation
- Deschutes County Library
- Redmond School District
- High Desert Education Service District

FEEDBACK & FREQUENTLY ASKED QUESTIONS

How will industrial incentive programs be developed?

Will freight delivery be accommodated adequately in these changes to the Corridor?

Will there be lands set aside as open space in the South Redmond Tract?

Will there be housing developments funded by Urban Renewal in this District?

How does this financially impact schools, and to what extent?

Where will the fire station potentially go?

If a new fire station is built, does RF&R have the capacity and resources to staff it?

What can urban renewal fund for the fire station? Is it the entire project?

When can taxing districts expect to “get back” their revenue? Does it occur as soon as the District closes?

NEXT STEPS

JULY/AUGUST — Outreach to taxing district partners, community groups, and stakeholder groups to introduce Project

AUGUST 28 — Distribution of Plan and Report

SEPTEMBER 8 — City Council meeting: review Plan, status update

SEPTEMBER — Additional outreach to taxing district partners to review feedback

OCTOBER 12 — Recommendations due from stakeholder groups and taxing district partners

OCTOBER 20 — City Council meeting: review recommendations/public hearing

NOVEMBER 10 — City Council meeting: Plan adoption decision

Q & A

City of Redmond - Financial Overview

4Q FY19/20
(Preliminary / Un-Audited)

Key Financial Highlights

* Summary of COVID-19 Financial Impacts in FY19/20:
  - General Operating Fund Resources (Actual vs. Budget): Gas Tax -$103k, Room Tax -$201k
  - Development sub-funds: revenue remained steady and above budget
  - City-Wide: CARES CRF reimbursements $643k (tracked costs associated with COVID-19)
  - Airport: financial position was stabilized by CARES funding ($4.1m reimbursements)
* Operating expenditures less than budget (year-end 93% / $3.6m < budget) (Prior 3 years = 95%)
* General Operating Funds increased fund balance in FY19/20 (+$791k vs. -$985k budget) (Property Taxes +$249k, SDC Reimb. Fees +$301k , +$179k CRF reimb., operating exp. -$649k)

Operating Financial Performance by Department ($ in Millions)

General

Expenditures / Budget: 96%
Operating Revenues / Budget: 97% Property Taxes at 103% of budget

	YTD	YE Proj.	YE Budget	
Sub-Fund Balance Change:	$ 0.101	$ 0.787	$ 0.033	* Property Taxes +$249k,
Sub-Fund Balance:	$ 1.552	$ 2.238	$ 1.311	-$301k transfers (SDCs)

Police

Expenditures / Budget: 97%
Operating Revenues / Budget: 103%

	YTD	YE Proj.	YE Budget	
Sub-Fund Balance Change:	$ 0.449	$ 0.481	$ (0.093)	* Personnel -$127k, seizure
Sub-Fund Balance:	$ 2.434	$ 2.466	$ 1.675	home proceeds +$157k

Public Works

Transportation

Expenditures / Budget: 97%
Operating Revenues / Budget: 101% * Gas Tax Sharing at 95%

	YTD	YE Proj.	YE Budget	
Sub-Fund Balance Change:	$ (0.287)	$ (0.295)	$ (0.428)	* -$103k Gax Tax (COVID-19)
Sub-Fund Balance:	$ 1.801	$ 1.792	$ 1.518	

Parks & Facilities

Expenditures / Budget: 94%
Operating Revenues / Budget: 100%

	YTD	YE Proj.	YE Budget
Sub-Fund Balance Change:	$ 0.012	$ 0.018	$ (0.106)
Sub-Fund Balance:	$ 0.464	$ 0.470	$ 0.320

Water

Expenditures / Budget: 94%
Operating Revenues / Budget: 96%

	YTD	YE Proj.	YE Budget	
Sub-Fund Balance Change:	$ (0.475)	$ (0.551)	$ (0.515)	* 3,000 Meter Replacements
Sub-Fund Balance:	$ 4.082	$ 4.007	$ 3.616	= $464k

Wastewater

Expenditures / Budget: 91%
Operating Revenues / Budget: 102%

	YTD	YE Proj.	YE Budget	
Sub-Fund Balance Change:	$ 0.594	$ 0.530	$ (0.028)	* Personnel Vacancies
Sub-Fund Balance:	$ 3.270	$ 3.207	$ 2.392	& Maintenance Deferrals

Stormwater

Expenditures / Budget: 89%
Operating Revenues / Budget: 102%

	YTD	YE Proj.	YE Budget	
Sub-Fund Balance Change:	$ 0.003	$ (0.014)	$ (0.157)	* Personnel: Health Insurance
Sub-Fund Balance:	$ 0.400	$ 0.383	$ 0.220	& Recruitment Timing

Engineering

Expenditures / Budget: 92%
Operating Revenues / Budget: 92% * Development Revenues at 72%

	YTD	YE Proj	YE Budget
Sub-Fund Balance Change:	$ (0.150)	$ (0.109)	$ (0.159)
Sub-Fund Balance:	$ 0.488	$ 0.529	$ 0.459

Key Statistics ($ in Millions)

Property Tax (PT) Collections	
FY19/20 (Current)	$ 9.837
FY19/20 (Projection)	**$ 9.837**
FY19/20 (Budget)	$ 9.589
FY18/19	$ 9.093
FY17/18	$ 8.557
FY16/17	$ 7.912
Franchise Fees	
FY19/20 (Current)	$ 3.370
FY19/20 (Projection)	**$ 3.548**
FY19/20 (Budget)	$ 3.470
FY18/19	$ 3.505
FY17/18	$ 3.419
FY16/17	$ 3.336
State Shared Revenues	
FY19/20 (Current)	$ 3.129
FY19/20 (Projection)	**$ 2.987**
FY19/20 (Budget)	$ 3.012
FY18/19	$ 2.956
FY17/18	$ 2.567
FY16/17	$ 2.397
General Operating Fund Balance	
FY19/20 (Current)	$ 6.919
FY19/20 (Projection)	**$ 7.425**
FY19/20 (Budget)	$ 5.036
FY18/19	$ 6.634
FY17/18	$ 6.663
FY16/17	$ 6.349
Gen. Oper. Fund Balance Change	
FY19/20 (Current)	$ 0.285
FY19/20 (Projection)	**$ 0.791**
FY19/20 (Budget)	$ (0.985)
FY18/19	$ (0.029)
FY17/18	$ 0.314
FY16/17	$ 0.304
Water Sales	
FY19/20 (Current)	$ 6.052
FY19/20 (Projection)	**$ 6.052**
FY19/20 (Budget)	$ 6.347
FY18/19	$ 6.164
FY17/18	$ 5.851
FY16/17	$ 5.386
Sewer Sales	
FY19/20 (Current)	$ 5.611
FY19/20 (Projection)	**$ 5.611**
FY19/20 (Budget)	$ 5.547
FY18/19	$ 5.369
FY17/18	$ 5.108
FY16/17	$ 4.781

Finance/Budget Contact:
Jason Neff
541.923.7729
jason.neff@ci.redmond.or.us

Operating Financial Performance by Department Cont. ($ in Millions)

Airport

Expenditures / Budget: 94%

Operating Revenues / Budget: 91% * Parking at 80%, Rental Cars at 82%, PFCs at 81%

	YTD	YE Proj.	YE Budget	
Sub-Fund Balance Change:	$ 5.287	$ 4.208	$ 1.573	CARES funding = $4.1m
Sub-Fund Balance:	$ 14.379	$ 13.301	$ 8.901	Enplanements -15% (Bgt +4%)

CDD

Operations

Expenditures / Budget: 95%

Operating Revenues / Budget: 140% * Business Licenses at 100%, Code Enf. Surcharge at 163%

	YTD	YE Proj.	YE Budget
Sub-Fund Balance Change:	$ 0.241	$ 0.030	$ (0.131)
Sub-Fund Balance:	$ 0.491	$ 0.280	$ 0.152

Building

Expenditures / Budget: 94%

Operating Revenues / Budget: 139%

	YTD	YE Proj.	YE Budget	
Sub-Fund Balance Change:	$ 1.026	$ 1.010	$ 0.211	
Sub-Fund Balance:	$ 2.888	$ 2.872	$ 1.819	* 19 months of operating exp.

Current Planning

Expenditures / Budget: 88%

Operating Revenues / Budget: 120%

	YTD	YE Proj.	YE Budget	
Sub-Fund Balance Change:	$ 0.033	$ 0.036	$ (0.115)	
Sub-Fund Balance:	$ 0.664	$ 0.666	$ 0.468	* 16 months of operating exp.

Long Range Planning

Expenditures / Budget: 97%

Operating Revenues / Budget: 107% * LR Planning Surcharge at 125%

	YTD	YE Proj.	YE Budget	
Sub-Fund Balance Change:	$ (0.231)	$ (0.229)	$ (0.259)	* Comprehensive Plan
Sub-Fund Balance:	$ 0.178	$ 0.180	$ 0.060	in 19/20 = $94k

Golf

Expenditures / Budget: 86%

Operating Revenues / Budget: 87% * Paid rounds -1.4% vs. 18/19, Golf revenue +3.3% vs. 18/19

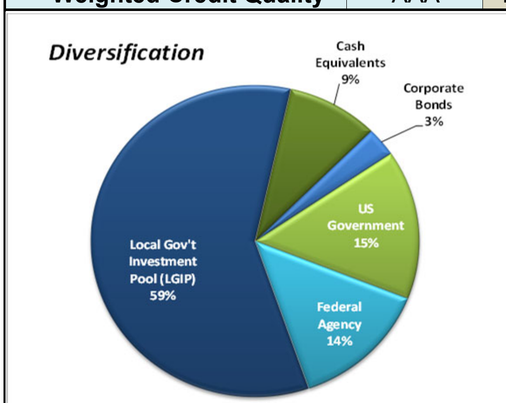
	YTD	YE Proj.	YE Budget
Sub-Fund Balance Change:	$ 0.016	$ 0.017	$ (0.002)
Sub-Fund Balance:	$ 0.040	$ 0.041	$ 0.010

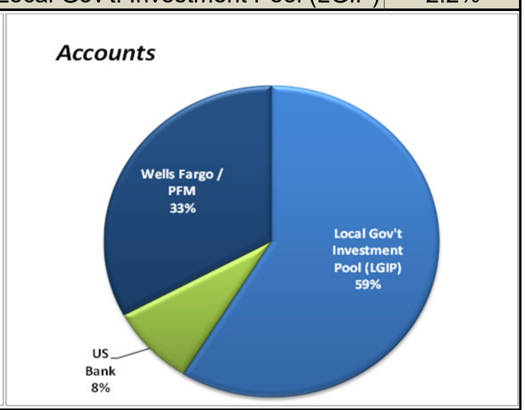
Infrastructure Maintenance Expenditures ($ in Millions)

	YTD	YTD/Budget	YE Proj.	Proj/Budget	YE Budget
Transportation	$ 0.861	65%	$ 0.861	65%	$ 1.324
Water	$ 0.929	37%	$ 0.929	37%	$ 2.527
Wastewater	$ -	0%	$ -	0%	$ 0.130
Stormwater	$ 0.025	4%	$ 0.025	4%	$ 0.583

Cash & Investments Summary (excludes $23.2m in bond proceeds)

Total Cash & Investments	$69.9M	**Rate of Return** (trailing 12 months)	
Weighted Maturity	6 months	Wells Fargo / PFM Asset Mgmt.	1.7%
Weighted Credit Quality	AAA	Local Gov't. Investment Pool (LGIP)	2.2%





Key Statistics (Cont.)

Passenger Facility Charges

FY19/20 (Current)	$	1.480
FY19/20 (Projection)	**$**	**1.480**
FY19/20 (Budget)	$	1.823
FY18/19	$	1.797
FY17/18	$	1.579
FY16/17	$	1.370

Planning Permit Revenue

FY19/20 (Current)	$	0.369
FY19/20 (Projection)	**$**	**0.369**
FY19/20 (Budget)	$	0.297
FY18/19	$	0.475
FY17/18	$	0.424
FY16/17	$	0.414

Expenditures (Excl. URA)

FY19/20 (Current)	**$**	**91.7**
FY19/20 (Budget)	$	126.5
FY18/19	$	107.3
FY17/18	$	79.5
FY16/17	$	87.8

Debt Service Coverage Ratio

General Operating	3.34
Water	1.59
Wastewater	2.24
Airport	1.62

Long-Term Debt

FY19/20	**$**	**93.1**
FY18/19	$	78.8
FY17/18	$	80.6
FY16/17	$	81.5
FY15/16	$	74.9

Moody's Credit Ratings

FFCO (2/19)	Aa3
Water Rev (10/18)	Aa3

Cash/Investment Balances*

US Bank (cash)	$	41.1
LGIP (investments)	$	5.8
Wells Fargo (investments)	$	23.0
TOTAL	$	69.9

*excludes $23.2m of bond proceeds

Assessed Value Growth (General)

FY19/20	**8.1%**
FY18/19	6.1%
FY17/18	7.8%
FY16/17	4.6%

Property Tax Base

Maximum Assessed	$	2,597
Real Mkt Value	$	4,287
MAV / RMV		**61%**

City/Citizen PT Rate / $1,000

FY19/20	**$4.41 / $17.93**
FY18/19	$4.41 / $18.01
FY17/18	$4.41 / $18.10
FY16/17	$4.41 / $18.39

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STAFF REPORT

DATE: September 8, 2020
TO: Redmond City Council
THROUGH: Keith Witcosky, City Manager
John Roberts, Deputy City Manager
Bill Duerden, Public Works Director
FROM: Scott Gibson, Fleet Services Manager
SUBJECT: Agreement with AssetWorks to Provide FleetFocus Software: $123,682

Addresses Council Goal:
1.B. Increase the efficiency and/or effectiveness with which the City provides public services.

Report in Brief:
This action requests City Council approve a five-year Agreement with AssetWorks for the implementation and annual maintenance of FleetFocus software for a five-year total cost of $123,682.

Background:
The Fleet Services Division of Public Works currently uses a 10-year old legacy maintenance software program. FleetFocus software provides the ability to more efficiently manage and service the City's fleet and improve the vehicle availability metrics by utilizing mobile technology and real-time data.

The City's fleet, across all departments, is approximately 440 vehicles.

Discussion:
FleetFocus has a proven track record of more than thirty-five years and has reduced vehicle ownership costs while extending the useful life of vehicles in public fleets around the nation, including several in Central Oregon. Benefits include: Mechanic productivity tracking, vehicle availability and utilization rates, mobile device interface, parts inventory management, and a comprehensive reporting ability.

Staff conducted multiple demonstrations of the program and interviewed current customers before determining that FleetFocus best meets the needs of the City. The ability to provide better data in less time will aid in making decisions and enable Fleet Services Division to more efficiently serve internal and external customers. FleetFocus will be purchased through the Sourcewell Cooperative Purchasing agreement #022217-AWI.

Fiscal Impact:
Initial implementation and licensing fees for FleetFocus are $95,480.
Annual software maintenance costs:

$ 5,104 (year 1)
$ 5,359 (year 2)
$ 5,627 (year 3)
$ 5,908 (year 4)
$ 6,204 (year 5)

TOTAL: $28,202

GRAND TOTAL: $28,202 + $95,480 = $123,682.

The expense is included in the Fiscal Year 2020/2021 budget within the Transportation - Fleet Services sub-fund, 22118-01-000-06-00-90 ($136,050).

Alternative Courses of Action:

1. Approve the Agreement.
2. Reject the Agreement.
3. Request additional information.

Recommendation / Suggested Motion:

"I move to approve the Agreement between the City and AssetWorks for $123,682 to provide FleetFocus software and authorize the City Manager to sign the Agreement."

Transportation Fund		FY 2017/18 Actual	FY 2018/19 Actual	FY 2019/20 Budget	FY 2020/21 Proposed Budget	FY 2020/21 Approved Budget	FY 2020/21 Adopted Budget
22115-03-000-06-00-87	Employee Physicals	-	45	-	-	-	-
22115-03-000-06-00-88	Employee/Volunteer Recogn	1,390	1,065	1,200	1,200	1,200	1,200
22115-03-000-06-00-90	Software Licenses	-	-	650	650	650	650
22115-03-000-06-00-94	Temporary Personnel Services	899	18,349	-	-	-	-
22115-03-000-06-00-98	Contractual Services	6,727	773	7,000	1,500	1,500	1,500
22115-03-000-06-85-05	ISF Central Services	17,485	23,648	21,835	19,493	19,493	19,493
22115-03-000-06-85-10	ISF IT	24,820	34,762	36,489	45,160	45,160	45,160
22115-03-000-06-85-15	ISF Risk Management	10,475	9,624	7,072	8,077	8,077	8,077
22115-03-000-06-85-30	ISF Fleet Services	1,728	1,665	1,914	2,410	2,410	2,410
22115-03-000-06-85-40	ISF Facilities Maintenance	7,732	9,674	8,821	10,414	10,414	10,414
TOTAL MATERIALS & SERVICES		**98,263**	**149,589**	**147,096**	**153,404**	**153,404**	**153,404**
Capital Outlay							
22115-03-000-07-00-03	Machinery & Equipment	-	-	25,000	-	-	-
22115-03-000-07-00-46	Land Improvements	-	12,335	-	-	-	-
TOTAL CAPITAL OUTLAY		**-**	**12,335**	**25,000**	**-**	**-**	**-**
Reserve							
22115-03-000-12-00-20	Reserve for Future Expend	-	-	8,315	8,184	8,184	8,184
TOTAL RESERVE		**-**	**-**	**8,315**	**8,184**	**8,184**	**8,184**
TOTAL SUB-FUND EXPENDITURE		**503,009**	**618,416**	**622,835**	**609,139**	**609,139**	**609,139**
NET SUB-FUND		**29,917**	**95,193**	**-**	**-**	**-**	**-**
Sub-fund: Transportation - Fleet Services							
Resources							
22118-01-000-04-40-98	Refunds/Reimbursements	2,796	1,812	3,000	3,100	3,100	3,100
22118-01-000-04-25-10	Desch County Fire Dist #1	147,717	177,783	190,939	202,040	202,040	202,040
22118-01-000-04-25-15	COIC	40,850	71,673	60,000	60,000	60,000	60,000
22118-01-000-04-45-75	Restitution	1,916	1,267	-	-	-	-
22118-01-000-04-60-90	Miscellaneous	642	270	-	-	-	-
22118-01-000-04-65-20	Federal Grants & Awards	6,730	-	-	-	-	-
22118-01-000-04-80-10	Interest - Investment	-	921	-	-	-	-
22118-01-000-04-85-30	ISF Fleet Services	1,043,230	1,076,257	1,090,944	1,197,806	1,197,806	1,197,806
22118-01-000-04-95-50	Sale of Property	110	-	-	-	-	-
22118-01-000-04-99-00	Beginning Fund Balance	(82,012)	(51,184)	62	59,417	59,417	59,417
TOTAL RESOURCES		**1,161,979**	**1,278,799**	**1,344,945**	**1,522,363**	**1,522,363**	**1,522,363**
Personnel Services							
22118-01-000-05-00-01	Regular Pay	374,048	397,045	413,572	434,951	434,951	434,951
22118-01-000-05-00-03	Overtime	7,482	5,016	12,000	13,500	13,500	13,500
22118-01-000-05-20-11	Employer Social Security	23,134	24,416	25,641	26,967	26,967	26,967
22118-01-000-05-20-12	Employer Medicare	5,411	5,710	5,997	6,307	6,307	6,307
22118-01-000-05-20-30	Employer PERS	50,277	72,280	95,441	100,190	100,190	100,190
22118-01-000-05-20-41	Medical Insurance	91,719	100,914	132,947	123,682	123,682	123,682
22118-01-000-05-20-42	VEBA Contribution	13,650	8,625	7,800	7,440	7,440	7,440
22118-01-000-05-20-43	HRA Contribution	9,844	15,304	7,200	7,920	7,920	7,920
22118-01-000-05-20-50	Life Insurance	138	144	151	151	151	151
22118-01-000-05-20-51	Accidental D & D	24	25	26	26	26	26
22118-01-000-05-20-52	SAIF	6,867	6,588	10,898	11,450	11,450	11,450
22118-01-000-05-20-53	Long-Term Disability	776	792	832	832	832	832
22118-01-000-05-20-62	FSA	155	162	170	170	170	170
TOTAL PERSONNEL SERVICES		**583,525**	**637,021**	**712,675**	**733,586**	**733,586**	**733,586**
Materials & Services							
22118-01-000-06-00-02	Office Supplies	123	131	300	330	330	330
22118-01-000-06-00-04	Uniforms and Clothing	8,918	9,963	12,000	12,200	12,200	12,200
22118-01-000-06-00-05	Electronic Equip & Supplies	-	3,555	4,400	4,400	4,400	4,400
22118-01-000-06-00-06	Small Tools & Minor Equip	32,855	10,480	12,000	12,350	12,350	12,350
22118-01-000-06-00-07	Safety Supplies	235	527	800	800	800	800
22118-01-000-06-00-10	Furnishings & Fixtures	-	-	150	165	165	165
22118-01-000-06-00-20	Water/Sewer/Storm	1,813	1,692	1,500	1,500	1,500	1,500
22118-01-000-06-00-23	Utility Gas	1,849	1,781	1,500	1,600	1,600	1,600
22118-01-000-06-00-24	Phone & Internet	3,561	4,181	4,305	4,235	4,235	4,235
22118-01-000-06-00-26	Postage	-	76	500	525	525	525
22118-01-000-06-00-29	Radio Maintenance	240	240	240	255	255	255
22118-01-000-06-00-48	Rentals & Leases	989	813	600	650	650	650
22118-01-000-06-00-56	Workers Comp Claim Deduct	-	978	-	-	-	-
22118-01-000-06-00-60	Dues, Subs, Memberships	99	119	400	430	430	430
22118-01-000-06-00-61	Travel & Training	4,194	3,373	10,000	10,000	10,000	10,000
22118-01-000-06-00-63	Books, Maps, Periodicals	113	-	500	500	500	500
22118-01-000-06-00-74	External Vehicle & Equip Maint	82,027	73,895	62,000	80,000	80,000	80,000
22118-01-000-06-00-75	Parts & Inventory	341,515	334,800	350,000	340,000	340,000	340,000
22118-01-000-06-00-77	Fuel	1,660	2,009	1,600	1,650	1,650	1,650
22118-01-000-06-00-86	Licenses & Permits	153	134	250	250	250	250
22118-01-000-06-00-87	Employee Physicals	413	603	500	500	500	500
22118-01-000-06-00-88	Employee/Volunteer Recogn	-	-	-	300	300	300
22118-01-000-06-00-90	Software Licenses	5,933	10,640	10,000	136,050	136,050	136,050

CITY OF REDMOND

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STAFF REPORT

DATE:	September 8, 2020
TO:	Redmond City Council
THROUGH:	Keith Witcosky, City Manager
FROM:	Zachary Bass, Airport Director
SUBJECT:	Addendum No. 1 City Contract #2020-59 with to Mead & Hunt, Inc. for Air Service Consulting Services: $73,745.00

Addresses Council Goal:
5. Establish Redmond Municipal Airport as the best airport of its size in the country.

C. Provide exceptional air service opportunities.
i. Actively work with the Central Oregon Air Service Team (COAST) to market the airport and the region to attract new commercial air carriers, and new and expanded routes.

Report in Brief:
This item requests City Council approval of Addendum No. 1 to City contract #2020-59 with Mead & Hunt, Inc. to provide air service consulting services in the amount of $73,745.00 for Fiscal Year (FY) 20-21.

Background:
On June 30, 2020, City Council approved City contract #2020-59 with Mead & Hunt, Inc. to provide air service consulting services to RDM. This is a three-year contact with two (2) one-year extensions. This will be the 1st year of services to be performed under this contract. Given the amount is greater than $50,000, this Addendum requires City Council approval.

Discussion:
The specific services associated with Addendum No. 1 include: Airline headquarters meetings, air service market estimates, route forecasts, in-terminal passenger surveys, ongoing demand/performance monitoring, airline incentive programs, airline industry conferences, passenger demand analysis that assesses air service opportunities, community retention and airfare analyses, air service pro-forma(s), United States Government of Transportation (USDOT) Small Community Air Service Development Program (SCASDP) grant application, and community meetings.

In addition, Mead & Hunt, Inc. will continuously monitor the Airport's metrics and conduct research in order to proactively react to changes in the market and the impact of the COVID.

Fiscal Impact:
The FY 20/21 budget includes $75,000 to fund the $73,745 for the first year of Mead & Hunt, Inc.'s air service consulting services contract.

Alternative Courses of Action:
1. Approve Addendum No. 1 to City Contract #2020-59 with Mead & Hunt, Inc.
2. Do not approve Addendum.
3. Request more information.

Recommendation / Suggested Motion:
"I move to approve Addendum No. 1 to City Contract #2020-59 with Mead & Hunt, Inc. in the amount of $73,745 and authorize the City Manager to sign the addendum."