



CITY OF REDMOND

CITY COUNCIL

October 26, 2021

Virtual Meeting • www.redmondoregon.gov/CityCouncilLive

CITY HALL

411 SW 9th STREET

REDMOND, OR 97756

541.923.7710

FAX: 541.548.0706

info@redmondoregon.gov

redmondoregon.gov

COUNCIL MEMBERS

George Endicott
Mayor

Jay Patrick
Council President

Jon Bullock
Councilor

Krisanna
Clark-Endicott
Councilor

Clifford Evelyn
Councilor

Ed Fitch
Councilor

Shannon Wedding
Councilor

OCTOBER 26, 2021

REGULAR MEETING AGENDA

6:00 PM

I. CALL TO ORDER / ESTABLISH A QUORUM

II. BLESSING - Pastor Chuck Gustafson, Desert Song Community Church

III. PLEDGE OF ALLEGIANCE

IV. COMMENTS FROM CITIZENS AT THE MEETING

V. CONSENT AGENDA

- A. Minutes of September 28, 2021, Council Meeting
- B. Minutes of October 5, 2021, Council Meeting
- C. Minutes of October 12, 2021, Council Meeting
- D. Minutes of October 19, 2021, Joint Workshop with the Urban Area Planning Commission
- E. Contract Award to Capitol Asset & Pavement Services, Inc. for Pavement Management Program Update and Re-inspection Services; \$59,600

VI. PRESENTATIONS

- A. Quartz Park Project Update

VII. ACTION ITEMS

- A. Resolution #2021-31 - A resolution adopting the City of Redmond Snow and Ice Control Plans for Public Works and Roberts Field - Redmond Municipal Airport.
- B. Resolution 2021-32 - A resolution declaring certain territory as being annexed to and incorporated within the City of Redmond.

VIII. MAYOR'S COMMENTS

IX. COUNCIL COMMENTS

X. CITY MANAGER COMMENTS

XI. ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING

XII. 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

REGULAR CITY COUNCIL MEETING OF THE CITY OF REDMOND WAS HELD SEPTEMBER 28, 2021, VIA GOTOMEETING.

COUNCIL MEMBERS PRESENT: Jon Bullock – Krisanna Clark-Endicott – George Endicott – Clifford Evelyn – Ed Fitch – Jay Patrick – Shannon Wedding

MEDIA PRESENT: Nicole Bales, Bend Bulletin

Mayor Endicott called the meeting to order at 6:00 p.m. A quorum was established.

BLESSING

Pastor Brad Goeman from City Center Church led the blessing.

PLEDGE OF ALLEGIANCE

Councilor Evelyn led the Pledge of Allegiance.

COMMENTS FROM CITIZENS AT THE MEETING

Deschutes County Commissioner Phil Chang addressed the Council regarding the formation of a balanced partnership for funding of homeless services.

Trevor Johnson addressed the Council regarding enforcing the COVID-19 mask mandate and voiced support for the Bethlehem Inn and Oasis Village projects.

James Cook expressed support for Bethlehem Inn and Oasis Village and suggested two options for the Council to consider. Option 1 is to adopt the previously tabled budget adjustment for \$181,535 for Oasis Village and defer action on the remaining funds until a City/County framework can be worked out for cooperative efforts. Option 2 would earmark \$631,535, remaining after the Senior Center project and Safe Parking Program have been funded, to be utilized for shelter and infrastructure improvements on the east Redmond property that the County has proposed for the Oasis Village project.

Anne Bohac explained that as a volunteer with Jericho Road she receives a lot of questions regarding housing assistance. She described the needs of various callers but noted she is unable to provide resources due to a lack of available options in Redmond. She requested the Council become an investment partner in the two projects so they can start to address the needs.

Bethlehem Inn Executive Director Gwenn Wysling referred to an open letter sent to the Council in which 25 local organizations and 80 individuals expressed support for designating a portion of American Rescue Plan Act (ARPA) funds for Bethlehem Inn and Oasis Village. She explained how these two projects provide services that directly impact public health and public safety and requested the Council reconsider allocating a portion of ARPA funds to them.

Steve Schaefer addressed the plight of the homeless as the greatest challenge facing America. He stated how important this issue and urged that it be addressed.

Mark Karleskind voiced concern regarding nighttime business activity at a home on Badger Avenue across from his home. He described the noise and disturbance this activity creates as well as his efforts to get some assistance regarding the problem. Mayor Endicott asked City Manager Witcosky to follow-up with Mr. Karleskind.

Skipper Lay brought up the subject of the Confederate flag, racism, a recent Redmond parade in which a Confederate flag was displayed on a float, and the role of the City of Redmond in issuing a permit for the parade.

Lena Berry expressed disappointed at the Council's lack of designating ARPA funds for the houseless projects. She urged the use of these funds to the meet needs of citizens instead of funding the new Public Safety facility which already has the money to purchase the land and will benefit from a proposed bond.

Central Oregon Intergovernmental Council Executive Director Tammy Baney spoke to the report that she and service providers put together this past May at the Council's request, stating that the report listed a variety of investment options to impact various points along the continuum of needs for vulnerable citizens. Ms. Baney said that investing in some of these projects would have a positive economic impact on the City and address public safety issues. She asked the Council to reconsider designating ARPA funds for Bethlehem Inn and Oasis Village.

CONSENT AGENDA

- A. Minutes of September 14, 2021, Council Meeting**
- B. Authorization to Purchase a 2021 Cat 306 CR Mini Hydraulic Excavator, Public Works Wastewater Division: \$86,127.13**
- C. Authorization to Purchase a 2021 Kenworth Hook Lift Truck, Public Works Wastewater Division: \$216,941**
- D. Contract Award to Huber Technologies, Inc. for the Repair of the Water Pollution Control Facility Headworks Screen: \$75,453.15**
- E. Authorize a Three-Year Service Agreement for Information Technology Services Phone System & Hardware - GoToConnect: \$155,499.56**
- F. Grant acceptance from the Department of Land Conservation and Development: \$15,000 Planning Assistance Grant No. HA-23-165**
- G. Oregon Department of Transportation High Visibility Overtime Enforcement Grant Acceptance: \$21,500**

Councilor Clark-Endicott moved, seconded by Councilor Patrick, to approve the Consent Agenda as presented, motion passed. (Bullock-yes, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-yes, Patrick-yes, Wedding-yes)

PRESENTATIONS

A. Special Events Policy

Mr. Witcosky and Urban Renewal/Economic Development Program Manager Chuck Arnold provided a brief introduction of the topic. Community Development Programs Coordinator Jackie Abslag addressed the policy's history, details of the current policy including requirements for street closure consideration, lessons learned and emerging issues. Mr. Arnold explained the difference in Redmond between 2013 and 2021 and shared alternative site options. Street Utility Manager Brad Haynes spoke to traffic impact from street closures including vehicles using side streets via detours. He discussed traffic control concerns and potential negative impacts to businesses. Ms. Abslag asked the Council to consider several items: should east and west connectors to 5th and 6th Streets be closed for events, should use of 5th and 6th Streets be limited to traditional events, and should other events be added to the list of traditional events. She asked Council to consider adding the Redmond Chamber of Commerce's Trick or Treat on 6th Street event to the list of traditional events noting the street closure for this event is required for safety reasons.

Councilor Fitch asked whether a survey of the businesses on the streets involved had been conducted, and what the stance of business owners is regarding closures as well as any problems or concerns they may have. He voiced support of the Trick or Treat event added to the list of traditional events.

Ms. Abslag addressed the traditional closures, usually for parades, stating the streets are closed for a maximum of four hours and everything disperses quickly thereafter.

Councilor Evelyn has spoken with many downtown business owners who express concerns about street closures. Because they do not make money during those times, and people generally only want to use their bathrooms, they have told him they do not see a benefit from closures. He addressed the changes in Redmond in which 6th Street is a main artery and wondered why there would be closures on such an important street. Councilor Evelyn did voice support for closures due to traditional events and urged thinking ahead to future growth and needs.

The Council unanimously supported adding the Trick or Treat event to the list of traditional events.

Mayor Endicott asked staff to conduct a survey of downtown business owners regarding street closures to include comments on the different types of events. Mr. Arnold will follow-up.

B. Fiscal Year 2020/21 - 4th Quarter Financial Report

Chief Financial Officer Jason Neff provided the Council with the 4th quarter financial report for Fiscal Year (FY) 2020/21. Highlights include the following:

- Operating expenses were substantially lower than budget.
- General Operating Funds increased the fund balance in FY 2020/21.
- Development revenues from permits and System Development Charges are on par or higher than budget.
- The Airport is financially stable with CARES funding; but passenger activity was 80 percent of budget.
- Golf Fund was \$226k positive for 2020/2021 boosting the operating contingency for 2021/2022

Mr. Neff reviewed key statistics regarding property tax collections, state shared revenues, water sales, sewer sales, the General Operating Fund balance, passenger facility charges, and planning permit revenue.

ORDINANCES

A. Ordinance #2021-09 – An ordinance amending the Redmond City Code Chapter 5, adding a Safe Parking Program and Vehicle Camping section as a means to help address homelessness and declaring an emergency.

Deputy City Manager John Roberts requested approval of Ord. #2021-09 which amends the Redmond City Code and adopts a Safe Parking Program. Mr. Roberts reviewed the purpose of the proposed program which is to allow for overnight camping and traditional overnight parking accommodations on a limited basis for emergency or traditional shelter purposes. He described the types of properties allowed to provide services via this program and the number of vehicles allowed to park at each site.

Mayor Endicott stated that recreational vehicles (RVs) use propane with an open flame and requested that staff research and include language allowing such. Councilor Clark-Endicott recommended adding language requiring the propane cooking components be permanently installed in the RV.

Councilor Fitch expressed concern with the ordinance as written opining that Safe Parking sites should not be allowed in commercial areas, particularly downtown and suggested replacing the provision for commercial properties with M1 and M2 zones. He questioned the inclusion of non-profits as well. Councilor Fitch explained his concern regarding setbacks and stated he disagrees with a 10-foot setback for sanitary facilities if, for example, a sanitary facility is located 10 feet away from a nearby resident's kitchen window. In response to clarifying questions on setback distances from Councilor Bullock, Councilor Fitch stated his overarching concern is that the ordinance and potential sites do not create unnecessary conflicts for nearby residents.

Mr. Roberts stated that the standards listed in the ordinance are not fixed standards but are merely for guidance and that the ordinance allows City staff to have discretion in reviewing a proposed plan to mitigate potential issues.

Mayor Endicott summarized the discussion in terms of two points: change the ordinance to allow open flames and sites are not be allowed in commercial zones. Councilor Fitch also requested language be inserted to allow the City Manager to have discretion regarding standards such as setback allowances.

In response to questions from Councilor Clark-Endicott Mr. Roberts explained the ordinance's wording does reflect that of the other six jurisdictions in Oregon. Councilor Clark-Endicott asked about funding the REACH project and whether the passage of this ordinance obligates the City to commit funds to it. Mr. Roberts commented that the ordinance does not include that provision.

Councilor Bullock moved, seconded by Councilor Evelyn, to have a first and second reading of Ord. #2021-09 by title only as amended.

Councilor Fitch requested having a first reading only so the amendments could be made and brought back to the next meeting for a second reading. Councilor Bullock said that his goal is to keep from stalling this project and that his preference is that it come back sooner rather than later.

Motion passed. (Bullock-yes, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-yes, Patrick-yes, Wedding-yes)

City Attorney Keith Leitz provided the first and second reading of Ord. #2021-09 by title only.

Councilor Fitch moved, seconded by Councilor Bullock, to approve Ord. #2021-09, motion failed. (ROLL CALL: Bullock-yes, Clark-Endicott-no, Endicott-yes, Evelyn-yes, Fitch-yes, Patrick-yes, Wedding-yes)

ACTION ITEMS

A. Resolutions of the City of Redmond to make Budget Adjustments in Fiscal Year 2021/22 for the Allocation of American Rescue Plan Act (ARPA) Resources: \$931,535.

Mayor Endicott announced that the County Commissioners met last night and deferred their vote on motions until tomorrow night regarding the City's request that the County contribute more funds to the homeless initiatives in Redmond. He stated that the City's resolutions were tabled at the last meeting to await the Commissioners' decision, and since they have not yet voted, he suggested leaving them on the table until next week when the Commissioners' decision will be known.

Councilor Fitch moved, seconded by Councilor Bullock, to take from the table Res. #2021-26 and Res. #2021-27, motion failed. (Bullock-yes, Clark-Endicott-no, Endicott-no, Evelyn-yes, Fitch-yes, Patrick-no, Wedding-no)

Mayor Endicott said that Resolution #2021-28, 2021-29, and 2021-30 cannot be considered until Council considers Resolution #2021-26 and 2021-27, which are still on the table. Councilor Fitch referred to the agenda which still contains a budget adjustment item. Mayor Endicott reiterated that Council can not go forward on items until the tabled items have been considered. Mr. Leitz clarified that the Safe Parking resolution and the Senior Center resolution are allocating different funds, so those two resolutions would not be affected by the two tabled resolutions.

Councilor Bullock asked Mr. Leitz to clarify whether the expenditures as represented in the two tabled resolutions and the two new resolutions are from the same funds or separate. Mr. Leitz said that the resolution proposing to allocate the \$631,000 would use more funds than what was tabled. Councilor Bullock stated this speaks to the broken nature of the process that the Council went through and pointed

out that Council cannot move forward because there are now multiple parties competing for the same pool of money. Mr. Leitz concurred adding the Council can still proceed with Resolution #2021-28 and 2021-29.

Councilor Fitch moved, seconded by Councilor Clark-Endicott, to approve Res. #2021-28.

Councilor Bullock opined allocating ARPA funds to renovate the Senior Center kitchen is an appropriate use of the funds; however, he does not think the process by which this proposal came about was not inclusive of considering other worthwhile projects in the City.

Councilor Clark-Endicott is supportive of this resolution because this is a City-owned property and will serve many citizens.

Councilor Evelyn received a walk-through of the kitchen at the Senior Center and concurs that updating the facility is an appropriate use of funds. He added that the homeless issue needs to be addressed, and opined Council is making a mockery of the process. Councilor Evelyn urged the Council to serve Redmond's citizens who are expressing concerns about the number of homeless people and the need for action to meet some of those needs.

Motion passed. (Bullock-yes, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-yes, Patrick-yes, Wedding-yes)

Councilor Fitch moved, seconded by Councilor Bullock, to approve Res. #2021-29.

Councilor Patrick referred to the proposed Safe Parking budget that was submitted and asked if the consultant is the REACH coordinator from Bend. He indicated his understanding was this project would be church led. Mountain View Fellowship Pastor Rick Russell stated the funds would be managed by REACH with the bulk allocated for a case manager to serve as a liaison between the churches/host sites and the guests. The tasks to be completed by the case manager include doing background screening, dealing with property issues, etc. In response to additional questions from Council Patrick Pastor Russell stated that churches do not have adequate staffing to perform background checks and handle conflict resolution.

Mayor Endicott stated his understanding from a previously made presentation is that the project organizers had various means to raise the necessary funds. Pastor Russell explained grant requests have been submitted to the Central Oregon Health Council (COHC); however, COHC's program for emergency funds has been suspended for the time being. He noted another grant proposal has been submitted, but approval is an extended months long process and would delay the start of the Safe Parking project until next spring. Pastor Russell explained that the City's funding would enable the project to start in the near future. Councilor Patrick asked if Pastor Russell thinks the Safe Parking program can have its own funding in two years given the City's funding would be a one-time allocation. Pastor Russell said that he understands that the money is a one-time allocation, and the organizers will work to find broader funding sources for future needs.

In response to questions from Councilor Clark-Endicott, Pastor Russell indicated the total number of recipients served by the program will depend upon the number of sites they can recruit. The goal for the remainder of 2021 is to have three locations with three individuals or family units per site. He expects other sites will become available in the near future as success is demonstrated. Councilor Clark-Endicott expressed support for the program; however, will be voting no in order to see the amendments added to the ordinance before its adoption. She added that she does not support the City funding the project because the benefit will go to individual recipients and not the common good. She alluded to many letters she received from citizens urging her to support the City allocating funds for homeless initiatives, but reiterated her stance that homelessness is a social issue and should be dealt with by Deschutes County, who receives tax dollars for that purpose. Councilor Clark-Endicott predicted that the City will have to

raise taxes if the City ventures into supporting social service agencies and, as a result, she said, she will not support allocating funding to this project.

Councilor Fitch addressed basic humanitarian needs and compassion and his belief that not allocating any funds for the homeless initiative projects is short-sighted. He opined that the ARPA funds are not tax dollars but rather grants from the Federal Government to address community needs and one such eligible issue is that of homelessness. Councilor Fitch addressed the Council's responsibility to protect the livability of the City, the number of citizens who have stated their concern about this issue and asked the Council to allocate funds for it, the City asking the County to contribute more for services to homeless persons and potential future repercussions on the working relationship of the City and County, and the bond that is forthcoming in 6 months to request voter approval for the new Public Safety Facility.

Councilor Patrick urged Council members refrain from moral attacks and defended the City's request that the County contribute more because it will save Redmond citizens from paying more taxes. He concurred with Councilor Fitch's statement that the ARPA funds are a grant from the Federal Government and are not the same as tax dollars. Councilor Patrick said he believes homeless initiatives are an appropriate use of ARPA funds but that not all of the funds should be spent on homeless projects.

Councilor Evelyn asked the Council where the homeless are going to go? He disagrees with those who say this is not a City issue because homeless people are in Redmond. He urged Council to avoid putting a price tag on human life.

Motion passed. (Bullock-yes, Clark-Endicott-no, Endicott-no, Evelyn-yes, Fitch-yes, Patrick-yes, Wedding-no)

MAYOR'S COMMENTS

Mayor Endicott reported the Public Works Department recently held an open house at the irrigation fields northwest of town. Mayor Endicott stated that he, Councilor Clark-Endicott, and Councilor Fitch attended, and received a full briefing on the project. Those present expressed the desire to see a more positive use of the Bureau of Land Management land rather than the current unsanctioned activities. In addition, they had questions about whether the Wetlands Project will lead to issues such as mosquitoes and odor. Staff later attended the Tetherow Crossing Homeowner's Association meeting where similar issues were discussed such as current unsanctioned activities on the property. Mayor Endicott shared details about the recent Honor Flight that went to Washington D.C. and stated that there were 23 Korean and Vietnam veterans who had participated; they were welcomed with great fanfare upon their return.

COUNCIL COMMENTS

Councilor Clark-Endicott stated she attended the honor flight return and the patriotic blanket each veteran received was handmade by the Redmond Quilters Guild. She shared that the Economic Development for Central Oregon board recently received information on an Executive Order issued by Governor Brown in March 2020 that may limit the City's ability to expand the Urban Growth Boundary which could impact the land supply for future housing. The Order included provisions to eliminate use of carbon-based fuels which could negatively impact Redmond's economic development and ability to attract or keep businesses; the Department of Environmental Quality will take testimony on October 4, 2021. Councilor Clark-Endicott concurred with Councilor Patrick adding that it is appropriate to disagree on policy, but it is not appropriate to be personal. Councilor Clark-Endicott then addressed comments by Councilor Fitch which referred to her as the Mayor's wife.

Councilor Evelyn thanked everyone who attended the meeting. He opined the Council are leaders of the city and urged everyone to think about what they say before they say it.

Councilor Fitch commented that there is a moral component in having compassion and helping those who are less fortunate and the Council is not seeing the big picture. He reiterated that for the past two months, the Council has heard from a large portion of the community asking for help with capital

improvements for homeless initiatives. To deny the funding, then ask the community for their support of a Public Safety Facility bond campaign, does not make sense. He described the process of the past few months regarding the homeless issues as dysfunctional and pushing the issue off to the County is short-sighted. He said it has been a sad journey. Councilor Fitch apologized to Councilor Clark-Endicott and anyone he offended.

CITY MANAGER COMMENTS

City Manager Keith Witcosky provided the Council with an update on upcoming Council meeting topics. The Airport will receive a new flight to Reno/Lake Tahoe by ExpressJet. He referred to the lengthy public process on the Police Chief recruitment and announced that Captain Devin Lewis will be the new Police Chief starting January 1, 2022.

ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING

There were no additional comments from citizens at the meeting.

EXECUTIVE SESSION

Mayor Endicott convened the Council into Executive Session at 8:27 p.m. in accordance with 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.”

Mayor Endicott closed the Executive Session portion of the meeting at 8:43 p.m.

The regular portion of the meeting was called to order at 8:43 p.m.

MOTIONS AS A RESULT OF EXECUTIVE SESSION

There were no motions as a result of Executive Session

There being no further business, the meeting was adjourned at 8:43 p.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this October 26th day of October 2021.

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder

SPECIAL CITY COUNCIL MEETING OF THE CITY OF REDMOND WAS HELD OCTOBER 5, 2021, VIA GOTOMEETING.

COUNCIL MEMBERS PRESENT: Jon Bullock – Krisanna Clark-Endicott – George Endicott – Clifford Evelyn – Ed Fitch – Jay Patrick – Shannon Wedding

MEDIA PRESENT: None

Mayor Endicott called the workshop to order at 6:00 p.m.

PRESENTATIONS**A. City COVID Update**

City Manager Keith Witcosky provided the Council with an update on how the City is responding to COVID.

B. Affordable Housing Tools Discussion

Deputy City Manager John Roberts provided the Council with a presentation on potential tools to increase the quantity of Redmond's affordable housing. Highlights included background on the demand for affordable housing, definitions, existing and potential tools and programs, and additional tools.

Currently 26.8 percent of households in Redmond are severely rent burdened and 42 percent are low or middle-income. A comparison of Average Median Income (AMI) to home price affordability is as follows:

AMI	Who	Affordability	
		Rent	Home Price
150% or \$120,600	Manager	\$3,015	\$566,980
120% or \$96,480	Civil Engineer	\$2,412	\$452,000
100% or \$80,400	System Admin, System Operator, Teacher, Sales Rep	\$2,010	\$376,000
80% or \$64,300	Social Worker, Web Developer	\$1,608	\$299,000
60% or \$48,240	Nursing Assistant, Recreation Worker, Photographer, Salesperson	\$1,206	\$222,251

Projected Housing Needs, based on a 20-year demand projection, include a total of 8,466 units divided as follows: 284 (120 percent AMI), 786 (80-120 percent AMI), 1,325 (50-80 percent AMI), 1,491 (30-15 percent AMI), and 4,580 (0-30 percent AMI).

Common tools and programs currently in use include Community Development Block Grant funding, property tax exemptions, System Development Charge (SDC) credits, Skyline Village (House Bills 4079 and 2336), and Accessory Dwelling Units. Urban Renewal Agency resources include the Housing Development Opportunity Fund, SDC Buydown Program, Housing Opportunity Revolving Loan Fund, and the Downtown Housing Sub-committee.

Potential tools include House Bill 2377 which authorizes the City to grant property tax exemptions for up to 10 years on eligible rental properties at or below 120 percent AMI, expansion of the SDC Buydown Program, annexation agreements that requires development have a portion of affordable housing, expedited permitting/review, surplus city property, and creation of an affordable housing fund/construction excise tax. Additional options include density bonuses, reduced parking requirements, design flexibility, and inclusionary zoning.

Housing Works Executive Director David Brandt said that affordable housing is a problem and people who are earning less than \$20 per hour are having a hard time finding places to rent that they can afford. Mr. Brandt attributed part of the problem to the huge influx of people that have moved to Oregon over the past few years. They have a lot of money and have purchased new inventory, including affordable housing. He summarized there is currently a shortage of all housing types then discussed the pros and cons of some of the affordable housing options presented by staff.

City of Bend Housing Director Lynne McConnell explained the role of policy makers is to use tools to meet the gap between what people can afford based on their income and the price of housing. She described Bend's Affordable Housing Fund and discussed how it is used. Ms. McConnell reported that nearly everyone in Bend's affordable housing units is working, including 75 percent of those residing temporarily at Bethlehem Inn. She explained that all of these workers constitute Bend's workforce. Ms. McConnell described Bend's current housing situation which has a shortage of 5,000 units for those whose annual income is less than \$25,000 and a surplus of homes available for those who earn in excess of \$100,000, although most of these people are not part of the workforce. The City of Bend has multiple tools used that persuaded developers to create Affordable Housing. In response to questions from Councilor Clark-Endicott regarding lobbying for changes to state land use laws, Ms. McConnell explained that staff do engage at the state level and also work locally to determine how best to implement the laws that are in place.

Redmond Habitat for Humanity President and Chief Executive Officer Scott Rohrer addressed the issue of lobbying and reported that Habitat for Humanity has a sister organization in Salem whose sole job is to lobby for legislation. Mr. Rohrer clarified that Habitat for Humanity only builds affordable homes for ownership; they do not create rental properties. They are currently building 33 homes in Bend and 18 in Redmond noting that the cost of land is their biggest issue. It costs Habitat for Humanity approximately \$350,000 to construct a home with the average mortgage around \$200,000 which indicates how much the homes are subsidized. He described some of the Affordable Housing tools that Habitat for Humanity uses.

In response to questions from Councilor Evelyn regarding Skyline Village, Mr. Roberts stated the year-long Land Use Entitlements process is nearly complete. Next steps include selecting a master developer to oversee the project; a draft RFQ is nearly complete and expected to go out by November.

Mr. Witcosky explained that the goal is to build housing so that people have an opportunity to build wealth and assets through home ownership rather than to continue to be at the whim of the rental market. He asked Mr. Rohrer if Habitat for Humanity uses Shared Appreciation Mortgages; Mr. Rohrer confirmed these mortgage types are used in every home they sell. He further explained that pre-COVID, the average net worth for homeowners was \$105,000 while the net worth of renters was \$5,000. Habitat for Humanity sees homeownership as a way to break out of the "poverty cycle: adding that homeownership can be life-changing. At Mr. Witcosky's request, Mr. Rohrer explained how a Shared Appreciation Mortgage works.

In response to questions regarding plans to incentivise commercial development in northeast Redmond, Mr. Roberts stated there will be a commercial component in Skyline Village although it will likely be the last component constructed. In addition, there are other commercial development included in the Eastside Framework Plan as well. Councilor Fitch said that one way to ensure commercial development is to require a surety bond so the developer does not leave the commercial component undeveloped.

Mayor Endicott recommended a follow-up workshop to look at some of the options and what Council might want to adopt in Redmond.

ACTION ITEMS

A. Resolutions of the City of Redmond to make Budget Adjustments in Fiscal Year 2021/22 for the Allocation of American Rescue Plan Act (ARPA) Resources: \$631,535.

Mayor Endicott provided a brief review of the various resolutions that have been presented to date, what has been approved, what has been tabled, and new proposals. Deschutes County approved providing an additional \$450,000 for Bethlehem Inn, but the County determined no additional funding was available for Oasis Village.

Councilor Patrick moved, seconded by Councilor Clark-Endicott, to take from the table Res. #2021-26, motion passed. (Bullock-no, Clark-Endicott-yes, Endicott-yes, Evelyn-no, Fitch-no, Patrick-yes, Wedding-yes)

At the September 14, 2021, Council meeting, Councilor Fitch moved, seconded by Councilor Bullock, to approve Resolution #2021-26 for the allocation of the budget investment for \$450,000 for the Bethlehem Inn. No formal vote was taken at that time because the item was tabled. Since the item was removed from the table, the formal vote is as follows:

Motion failed. (Bullock-abstain, Clark-Endicott-no, Endicott-no, Evelyn-yes, Fitch-abstain, Patrick-no, Wedding-no)

Councilor Clark-Endicott stated that Council members are elected to vote on items; Mayor Endicott opined that two Councilors have chosen to not follow Council rules on this item.

Councilor Fitch moved, seconded by Councilor Bullock, to take from the table Res. #2021-27, motion passed. (Bullock-yes, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-yes, Patrick-yes, Wedding-yes)

Councilor Fitch mentioned the City and Chamber of Commerce were presented with an award, at the Made in Redmond event, for working together with non-profits for the benefit of Redmond's citizens. He reminded the Council that they approved this money in early August, and the only issue at hand now it to put it into the budget. Councilor Fitch urged the Council to support this motion.

Councilor Clark-Endicott stated that she watched the meeting of the County Commissioners during which they discussed funding for Oasis Village. She described robust discussion during which the majority of the Commissioners did not think the program is at the point of implementation and still in need of a firmer foundation and broader support. She advocated for the County and individual social agencies to solve the complex problem of homelessness and stated that camping in the Dry Canyon will continue to be a problem. Councilor Clark-Endicott voiced concern for seniors and urged Council to put as much money as possible toward the Public Health Facility so a lower bond amount can be brought before voters. She opined Oasis Village is a great project but will not support it at this point in time and deferred to Deschutes County for funding the project in the future.

At the September 14, 2021, Council meeting, Councilor Bullock moved, seconded by Councilor Fitch, to approve Resolution #2021-27. No formal vote was taken at that time because the item was tabled. Since the item was removed from the table, the formal vote is as follows:

Motion failed. (Bullock-yes, Clark-Endicott-no, Endicott-no, Evelyn-yes, Fitch-yes, Patrick-no, Wedding-no)

Councilor Clark-Endicott moved, seconded by Councilor Wedding, to adopt Res. #2021-30, a resolution deploying ARP funds by reserving \$631,535 for the Public Safety Facility project.

Councilor Fitch addressed the future bond measure where voters will be asked to raise taxes to fund a Public Safety Facility. He stated it appears the Council is spurning support for the Bond issue through their lack of action/support to ban the confederate flag or the alienation of citizen volunteers and organizations helping the homeless. Councilor Fitch commented he is not supportive of this resolution because the Council has already allocated \$2 million towards the project. He is concerned that passing the resolution will hurt efforts to get the Bond passed.

Councilor Clark-Endicott reported that she has been out in the community discussing the Bond issue and that those to whom she spoke are supportive of Council using ARPA funds to lower the Bond amount. She said that passing this resolution shows the Council's support of the Police.

Councilor Bullock expressed his disappointment and disillusionment by the Council's process using the ARPA funds. He advocated postponing the allocating these funds for the Public Safety Facility in order to consider a process that would be inclusive, honor the needs of the community, and allow more non-profit involvement in the process.

DRAFT

Motion passed. (Bullock-no, Clark-Endicott-yes, Endicott-yes, Evelyn-no, Fitch-no, Patrick-yes, Wedding-yes)

ORDINANCES

A. Ordinance #2021-09 – An ordinance amending the Redmond City Code Chapter 5, adding a Safe Parking Program and Vehicle Camping section as a means to help address homelessness and declaring an emergency.

Councilor Wedding asked Mr. Leitz for clarification regarding recreational vehicles (RVs) in parking lots and whether they gain residency under Oregon law and what impact this may have on the Police department. Mr. Leitz explained that the way the program is structured with the agreements that are signed, he believes people could be asked to leave without having to evict them. In response to Councilor Clark-Endicott, Mr. Leitz stated any problems would go through the site coordinator and not be a police issue.

Councilor Fitch concurred it is likely not a landlord/tenant issue. He questioned whether a church located within a commercial zone, such as Highland Baptist Church, would be able to participate in this program. Mr. Leitz said they likely would not be permitted to participate if located in a commercially zoned area. Councilor Fitch inquired whether exemptions could be obtained if they did want to participate; Mr. Roberts indicated Highland Baptist Church is located in a residential zone.

Councilor Patrick asked about a section in the ordinance that allows areas other than churches to host these sites. Mr. Roberts said that this wording reflects that of other jurisdictions with established programs. Councilor Fitch explained this would allow some of the businesses on the east side Redmond to be a hosting a site.

Councilor Fitch moved, seconded by Councilor Bullock, to approve Ord. #2021-09 as amended, motion passed. (ROLL CALL: Bullock-yes, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-yes, Patrick-yes, Wedding-yes)

OTHER BUSINESS

Mayor Endicott shared information on Redmond's census data.

There being no further business, the meeting was adjourned at 7:41 p.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 26th day of October 2021.

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder

REGULAR CITY COUNCIL MEETING OF THE CITY OF REDMOND WAS HELD OCTOBER 12, 2021, VIA GOTOMEETING.

COUNCIL MEMBERS PRESENT: Krisanna Clark-Endicott – George Endicott – Clifford Evelyn – Ed Fitch (arrived at 6:21 p.m.) – Jay Patrick – Shannon Wedding

COUNCIL MEMBERS EXCUSED: Jon Bullock

MEDIA PRESENT: None

Mayor Endicott called the meeting to order at 6:00 p.m. A quorum was established.

BLESSING

Pastor Chuck Gustafson from Desert Song Community Church led the blessing.

PLEDGE OF ALLEGIANCE

Councilor Wedding led the Pledge of Allegiance.

COMMENTS FROM CITIZENS AT THE MEETING

Tony Oliver addressed comments made by Council Fitch in the Redmond Spokesman regarding Councilor Clark-Endicott and Mayor Endicott. She requested that Councilor Fitch apologize to Councilor Clark-Endicott and Mayor Endicott.

CONSENT AGENDA

A. Transit Services Agreement Amendment #1 with Central Oregon Intergovernmental Council (TR2201); \$567,028

Public Works Director Bill Duerden explained this amendment represents the second of three possible two-year agreements with Central Oregon Intergovernmental Council (COIC) to provide transit services in Redmond. He said a federal grant in the amount of \$567,028 was received and was accepted by the Council in July. This amendment allows for use of the grant funds for the provision of transit services through COIC. Mr. Duerden explained the City provides maintenance for the COIC buses and contributes matching funds along with extra funds to offset operational costs.

Councilor Clark-Endicott moved, seconded by Councilor Patrick, to approve the Consent Agenda, motion passed. (Bullock-absent, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-absent, Patrick-yes, Wedding-yes)

PRESENTATIONS

A. Growth Management – Redmond Parks System Growth Opportunities

City Manager Keith Witcosky discussed overall Growth Management Policy, and introduced the topic of the Acquisition and Development of Parks.

Parks Planner and Project Manager Maria Ramirez provided the Council with a presentation on acquisition and development of parks. Highlights included an overview of the City's parks system and role, and potential future opportunities. The City currently has 26 developed parks consisting of community parks, special use facilities, neighborhood parks, natural/open space, mini parks and partner parks. In addition, the City has 285 acres of undeveloped open space and 20 acres of cemetery. Roles in the parks system are:

- City Parks System – Provides community driven parks, trails, natural areas, and recreation opportunities.

- Redmond Area Park and Recreation District – Provides recreational experiences and activities for everyone.
- Redmond School District – Coordinates the use of school grounds as available.

Ms. Ramirez described the Redmond Comprehensive Plan's vision of a network of trails and parks, level of service goals, the 2018 Parks Master Plan needs, and investments of \$8.3 million over the last 10 years. In terms of priority planning, the amount of resources collected through System Development Charges is not enough to meet project costs over the next five years, thus, there is a need to prioritize projects. Additional barriers include rapid population growth, competing interests, and limited resources.

Potential acquisition opportunities consist of the following:

Description	Opportunity	Size	Positives	Negatives
Erickson Property: (SW Elkhorn Avenue & SW Canal Boulevard)	Purchase	20 acres	• Expand access and amenities • Southwest Community Park	• Outside the Urban Growth Boundary • Zoning complications • Costs to develop
Cinder Pit: (SW 31 st Street & SW Xero Avenue)	Purchase	8.35 acres	• Helps area that is underserved with parks • Passive and active use	• Limited pedestrian access • 2.35 acres are undevelopable
Redmond Caves: (SW 31 st Street & SW Xero Avenue)	Lease	40 acres	• Supports Southeast Community Park • Enhance cultural/educational experiences • Passive use recreation	• Bureau of Land Management Lease Agreement • Limited use beyond just trails • Capital Improvement needs • Pattern of vandalism

Potential development opportunities consist of the following:

Description	Cost	Size	Positives	Negatives
Central Dry Canyon Improvement	\$3.2 million - \$7.5 million	23.43 acres	• Improve pedestrian, bicycle, vehicle safety and access • Improve entrance points • Phased implementation	• Competing interests • Max capacity and facility limits
North Dry Canyon: (Pershall Way & NW 19 th Street)	\$10.5 million - \$13.7 million	36 acres	• Lease complete December 2021 • NW Community Park • Phased construction	• Competing interests among stakeholders

Ms. Ramirez addressed questions from the Councilor Patrick regarding camping in parks, vomit in Hope Park, and urged caution with building more parks too fast because the City does not have adequate staff to maintain the ones already in place. Councilor Clark-Endicott addressed the Cinder Pit property and specifically the strong slope and suggested it could be used as a possible dog park. Councilor Fitch called attention to northeast Redmond where there is a plan for increased residential development; he advocated for this to be a priority over other areas. He also recommended a grade separated crossing at Black Butte for pedestrian/dog/bike safety and because it is a major east-west connector. Mayor Endicott

concurred that northeast Redmond needs park development. Mayor Endicott explained the City has been in discussion for a decade regarding the acquisition of the Erickson property and, at one point, the asking price was “a lot of money” which needs to be considered if the property is to be made into a park. Mayor Endicott stated that the cemetery is adjacent to the Cinder Pit, and used as a park by walkers. He proposed access to the Cinder Pit via the cemetery.

CONTRACT REVIEW BOARD

A. Three-year extension to the City's ESRI GIS Software and Support Agreement in the amount of \$113,100.

Mayor Endicott convened the Contract Review Board at 6:40 p.m.

GIS Analyst Mark Chambers requested the Board approve a sole source selection and three-year contract extension with Environmental Systems Research Institute, Inc. (ESRI) in the amount of \$113,100 for GIS software. The City has used ESRI's software on a per license basis since 1997. Because of the increased demand for staff access, the City is opting for a Small Government Enterprise License Agreement allowing for unlimited deployment of the software.

Councilor Wedding moved, seconded by Councilor Patrick, to adopt sole source findings and approve the three-year extension to the Small Government Enterprise License Agreement between the City of Redmond and Environmental Systems Research Institute Inc to provide GIS software and support in the amount of \$113,100 and to authorize the City Manager to sign the agreement, motion passed. (Bullock-absent, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-yes, Patrick-yes, Wedding-yes)

Mayor Endicott reconvened the Council at 6:44 p.m.

ACTION ITEMS

A. Extended Enterprise Zone Agreement for Pacific Coast Supply

Redmond Economic Development, Inc. (REDI) Senior Director Jon Stark requested approval of an Enterprise Zone Extended Abatement Agreement with Pacific Coast Supply (Pacific Supply) for one additional year of qualifying property tax abatement based on capital investment, new job creation and wages. Pacific Supply is one of the largest building supply distribution companies in the west with 44 strategically placed locations throughout 12 states; they carry an inventory of over 22,000 products. The Redmond facility will be located in Desert Rise and will distribute roofing supplies, wall board, construction materials and supplies. The 30,000 square foot building will employ 15 people. The total project cost is estimated at \$4 million which includes equipment.

Councilor Clark-Endicott moved, seconded by Councilor Evelyn, to approve the Agreement for an Oregon Enterprise Zone Extended Abatement for Pacific Coast Supply, d.b.a. Pacific Supply, motion passed. (Bullock-absent, Clark-Endicott-yes, Endicott-yes, Evelyn-yes, Fitch-yes, Patrick-yes, Wedding-yes)

COUNCIL COMMENTS

Councilor Wedding reported on the recent Bicycle and Pedestrian Advisory Committee meeting.

Councilor Patrick stated he would like to have a discussion on what the next steps in Redmond will be in terms of a vaccine mandate at the City of Redmond. He addressed a Facebook post by Councilor Evelyn about the Council. Councilor Patrick took issue with the points made by Councilor Evelyn in the post.

Councilor Fitch raised his concern that Mayor Endicott and Councilor Clark-Endicott stated he and Councilor Bullock violated Council rules when they abstained from a vote on the allocation of ARPA funds last week. He stated he has not been able to find any such rule, and proposed referring issues to the City

Attorney for an opinion before making accusations. Councilor Fitch advocated for mending the Council and moving forward together to make decisions in the best interest of the community.

Councilor Evelyn stated his comments were posted on his private Facebook account and he defended his right to state his opinions and perceptions. Since the vote on the ARPA funds, he has spoken with many people who were disappointed with the outcome. Councilor Evelyn addressed his concerns and expressed upset that the requests of many individuals, service providers, non-profits, churches, and health organizations were denied.

Councilor Clark-Endicott defended her statement about Councilors Bullock and Fitch abstaining adding that she was not attacking them. She asked City Attorney Keith Leitz for an opinion. He read City Code Section 2.108 and explained it does require Council members to vote. Councilor Clark-Endicott opined that Councilor Evelyn's statement contained a lot of inaccurate information and addressed multiple points he made. Councilor Clark-Endicott reported on the recent Downtown Urban Renewal Advisory Committee meeting.

MAYOR'S COMMENTS

Mayor Endicott corrected his statement from last week that mentioned abstentions in the Council rules and referred to Mr. Leitz's interpretation of City Code Section 2.108. In addition, Mayor Endicott expressed concern with Councilor Evelyn's comments on Facebook regarding him and two other Councilors noting the intent of the Council's rules is to insure everyone is treated with dignity and respect. He strongly urged the Council to act in a professional manner and treat each other with respect. Mayor Endicott stated he "will not be shamed by any Councilor for doing what I believe is best for Redmond."

CITY MANAGER COMMENTS

City Manager Keith Witcosky read a thank you card that was received regarding the construction of ADA ramps and the inclusion of audible signals.

ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING

There were no additional comments from citizens at the meeting.

There being no further business, the meeting was adjourned at 7:29 p.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 26th day of October 2021.

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder

SPECIAL CITY COUNCIL JOINT WORKSHOP OF THE CITY OF REDMOND AND REDMOND URBAN AREA PLANNING COMMISSION WAS HELD OCTOBER 19, 2021, VIA GOTOMEETING.

COUNCIL MEMBERS PRESENT: Krisanna Clark-Endicott – George Endicott – Clifford Evelyn – Ed Fitch

COUNCIL MEMBERS EXCUSED: Jon Bullock – Jay Patrick – Shannon Wedding

COMMISSIONERS PRESENT: Heather DeWolf – Laura Garcia - Teri Jansen – Ron Osmundson – Cat Zwicker

MEDIA PRESENT: None

Mayor Endicott called the workshop to order at 6:00 p.m.

PRESENTATIONS

A. Growth Management – Housing / Density / Design & Affordability (HB 2001 and Code Updates)

Deputy City Manager John Roberts and Planning Manager Deborah McMahan gave an overview of House Bill 2001, which requires cities to allow duplexes, triplexes, quadplexes, townhouses, and cottage clusters in all zones where single family dwellings are allowed. Cities can control specifics, such as building setbacks, density, and design review criteria. Deadline for cities to make the necessary code changes is June 30, 2022.

Mr. Roberts and Ms. McMahan updated Council on the Urban Area Planning Commission's (Planning Commission) initial steps to make changes to the Development Code and asked for input from stakeholders and City Council.

Concerns included finding ways to create ownership opportunities for the denser housing rather than more rentals; ensuring that adequate infrastructure can be provided, both for new developments and infill that will increase density in established neighborhoods; and retaining areas of larger lot sizes.

Central Oregon Builders Association (COBA) Vice President of Government Affairs Karna Gustafson asked that the City include COBA's request for reduced lot sizes, setbacks and frontages for single family homes in higher density zones.

Central Oregon Association of Realtors Government Affairs Director Tyler Neese said his organization supported higher densities and smaller setbacks. Mr. Neese asked that the City consider the impacts of design requirements on housing affordability.

Over the next six months the Planning Commission will explore ideas and concerns aired at this meeting and present a final draft of the proposed Development Code changes in time for the Council to act before the June 30, 2022, deadline.

There being no further business the workshop was adjourned at 7:09 p.m.

Prepared by Trish Pinkerton, Assistant to the City Recorder's Office

APPROVED by the City Council and SIGNED by the Mayor this 26th day of October 2021.

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder



CITY OF REDMOND

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

STAFF REPORT

DATE: October 26, 2021
TO: City Council
Keith Witcosky, City Manager
THROUGH: John Roberts, Deputy City Manager
Bill Duerden, Public Works Director
FROM: Brad Haynes, Street Operations Manager
SUBJECT: Contract Award to Capitol Asset & Pavement Services, Inc. for Pavement Management Program Update and Re-inspection Services; \$59,600

Addresses Council Goal:

Goal #3.A.: Endeavor to adequately maintain the City's roads, utility infrastructure, parks and pedestrian/bicycle infrastructure.

Report in Brief:

This item requests City Council award a four-year contract to Capitol Assets & Pavement Services, Inc. in the amount of \$59,600, for the pavement management program update and re-inspection services of Redmond's street network .

Background:

The Public Works Transportation Division uses pavement management software to assist in prioritizing the maintenance of the City's 174 miles of streets.

The software brings greater efficiency to the work of tracking, managing and budgeting associated work with the result of keeping the streets in good condition (The goal is to achieve a Pavement Condition Index (PCI) in the low 80's - currently at 83). A third-party consultant is used to assist with the pavement management software and to perform visual condition assessments on about one-half of the City's streets each year.

Discussion:

Quotes were solicited from four qualified contractors for the Pavement Management Program Update and Re-inspection Services of Redmond streets. The scope of work includes the determination of PCI using Streetsaver pavement management software, measuring and adding newly constructed or annexed streets, and linking data to the City's GIS system. The contract has a duration of four years.

Three of the four solicited contractors declined to provide a quote. Capitol Asset & Pavement Services, Inc. has been the City's incumbent provider since 2005 and is the only contractor to submit a responsive quote.

SOLICITED CONTRACTORS

Capitol Asset & Pavement Services, Inc.
GRI Transportation
NCE Pavement Management
Asphalt Management Solutions, LLC (AMS)

QUOTES

\$59,600 (\$14,900 per year)
Did not meet solicitation requirements
Declined to Quote
Declined to Quote

Fiscal Impact:

The Fiscal Year 2021/22 budget includes \$15,900 for this expenditure within the Transportation Fund - Operations Sub-fund (22100-02-000-06-00-98).

Alternative Courses of Action:

1. Authorize the City Manager to sign a contract with Capitol Asset & Pavement Services, Inc.
2. Do not authorize the contract.
3. Request additional information.

Recommendation / Suggested Motion:

"I move to authorize the City Manager to sign a four-year contract with Capitol Asset & Pavement Services, Inc. in the amount of \$59,600 for Pavement Management Program Update and Re-inspection Services."

BUDGET DETAIL

Transportation Fund		FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Budget	FY 2021/22 Proposed Budget	FY 2021/22 Approved Budget	FY 2021/22 Adopted Budget
Sub-fund: Transportation - Operations							
Resources							
22100-02-000-04-20-75	Permit Fees	-	500	-	-	-	-
22100-02-000-04-25-00	Intergovernmental Revenue	18,273	21,752	25,000	25,000	25,000	25,000
22100-02-000-04-65-20	Federal Grants & Awards	196,584	243,615	218,500	218,500	218,500	218,500
22100-02-000-04-30-45	Hwy Fund Apportionment	2,109,301	2,050,923	2,158,471	2,338,006	2,338,006	2,338,006
22100-02-000-04-45-75	Restitution	3,801	5,963	2,500	3,000	3,000	3,000
22100-02-000-04-40-94	Miscellaneous Fees	1,020	920	-	-	-	-
22100-02-000-04-40-94	Refunds/Reimbursements	26,835	36,924	25,000	31,000	31,000	31,000
22100-02-000-04-60-90	Miscellaneous	7,368	13,173	10,000	10,000	10,000	10,000
22100-02-000-04-80-10	Interest - Investment	51,555	38,841	13,000	6,000	6,000	6,000
22100-02-000-04-40-90	Bad Debt	147	(887)	-	-	-	-
22100-02-000-04-85-01	Chgs for Svc-Other Fund	160,488	164,433	168,497	147,074	147,074	147,074
22100-02-000-04-85-50	Interfund Transfers	1,653,169	1,653,169	1,996,182	1,865,647	1,865,647	1,865,647
22100-02-000-04-95-10	Private Source	-	1,680	-	-	-	-
22100-02-000-04-95-50	Sale of Property	76	4,691	-	-	-	-
22100-02-000-04-99-00	Beginning Fund Balance	2,144,450	2,087,912	1,733,913	978,630	978,630	978,630
TOTAL RESOURCES		6,373,067	6,323,609	6,351,063	5,622,857	5,622,857	5,622,857
Personnel Services							
22100-02-000-05-00-01	Regular Pay	627,354	736,078	776,761	898,192	898,192	898,192
22100-02-000-05-00-03	Overtime	12,153	6,119	12,000	12,000	12,000	12,000
22100-02-000-05-00-07	Stand-By Time	13,737	10,645	20,000	18,000	18,000	18,000
22100-02-000-05-00-12	Vac/Comp/Holiday Buy Back	1,192	-	-	-	-	-
22100-02-000-05-20-11	Employer Social Security	39,649	45,458	48,159	55,688	55,688	55,688
22100-02-000-05-20-12	Employer Medicare	9,273	10,631	11,263	13,024	13,024	13,024
22100-02-000-05-20-30	Employer PERS	108,633	156,514	171,465	221,848	221,848	221,848
22100-02-000-05-20-41	Medical Insurance	194,179	253,630	272,074	336,786	336,786	336,786
22100-02-000-05-20-42	VEBA Contribution	7,616	11,347	16,120	18,600	18,600	18,600
22100-02-000-05-20-43	HRA Contribution	13,689	8,733	17,160	19,755	19,755	19,755
22100-02-000-05-20-50	Life Insurance	266	312	302	353	353	353
22100-02-000-05-20-51	Accidental D & D	47	55	53	62	62	62
22100-02-000-05-20-52	SAIF	21,726	17,186	37,666	23,026	23,026	23,026
22100-02-000-05-20-53	Long-Term Disability	1,422	1,703	1,871	2,287	2,287	2,287
22100-02-000-05-20-62	FSA	299	351	369	425	425	425
TOTAL PERSONNEL SERVICES		1,051,235	1,258,762	1,385,263	1,620,046	1,620,046	1,620,046
Materials & Services							
22100-02-000-06-00-02	Office Supplies	1,331	844	1,800	2,000	2,000	2,000
22100-02-000-06-00-03	Housekeeping	1,978	1,944	2,500	2,500	2,500	2,500
22100-02-000-06-00-04	Uniforms, Boots and Clothing	3,033	4,315	4,500	5,300	5,300	5,300
22100-02-000-06-00-05	Electronic Equip & Supplies	5,362	6,504	5,800	5,800	5,800	5,800
22100-02-000-06-00-06	Small Tools & Minor Equip	11,487	16,350	15,500	18,000	18,000	18,000
22100-02-000-06-00-07	Safety Supplies	6,035	4,257	5,500	6,500	6,500	6,500
22100-02-000-06-00-10	Furnishings & Fixtures	1,495	505	2,000	2,000	2,000	2,000
22100-02-000-06-00-12	Facility Repair & Maintenance	16,183	1,003	1,000	1,500	1,500	1,500
22100-02-000-06-00-19	Noticing	353	384	500	500	500	500
22100-02-000-06-00-20	Water/Sewer/Storm	3,269	2,820	4,500	3,000	3,000	3,000
22100-02-000-06-00-22	Utility Electric	302,231	324,055	310,000	340,000	340,000	340,000
22100-02-000-06-00-23	Utility Gas	8,071	10,394	8,500	9,000	9,000	9,000
22100-02-000-06-00-24	Phone & Internet	16,981	16,340	17,200	18,918	18,918	18,918
22100-02-000-06-00-26	Postage	-	17	200	200	200	200
22100-02-000-06-00-29	Radio Maintenance	9,840	10,054	10,080	13,500	13,500	13,500
22100-02-000-06-00-36	Debt Service Fees	58	59	60	70	70	70
22100-02-000-06-00-37	Legal Services & Fees	-	180	500	500	500	500
22100-02-000-06-00-41	Forms & Correspondence	80	625	300	300	300	300
22100-02-000-06-00-43	Recording/Reconveyance	2,315	1,238	300	300	300	300
22100-02-000-06-00-46	Processing Fees	-	73	-	-	-	-
22100-02-000-06-00-48	Rentals/Leases	117,441	110,441	114,774	14,214	14,214	14,214
22100-02-000-06-00-56	Workers Comp Claim Deduct	-	627	-	-	-	-
22100-02-000-06-00-60	Dues, Subs, Memberships	50	7,456	500	500	500	500
22100-02-000-06-00-61	Travel & Training	5,484	9,470	15,000	15,000	15,000	15,000
22100-02-000-06-00-62	Meetings	40	16	-	-	-	-
22100-02-000-06-00-63	Books, Maps, Periodicals	151	-	200	400	400	400
22100-02-000-06-00-67	Garbage Collection	9,016	7,195	11,500	11,500	11,500	11,500
22100-02-000-06-00-74	External Repairs & Maint	56	5,530	-	-	-	-
22100-02-000-06-00-75	Parts & Inventory	231	10,794	-	-	-	-
22100-02-000-06-00-77	Fuel	51,715	42,669	60,200	48,000	48,000	48,000
22100-02-000-06-00-84	Infrastructure Maintenance	8,835	14,199	10,700	25,000	25,000	25,000
22100-02-000-06-00-86	Licenses & Permits	3,731	2,194	1,600	1,600	1,600	1,600
22100-02-000-06-00-87	Employee Physicals	1,989	1,726	1,200	1,350	1,350	1,350
22100-02-000-06-00-88	Employee/Volunteer Recogn	482	913	650	750	750	750
22100-02-000-06-00-89	Snow Control	51,228	-	25,000	20,000	20,000	20,000
22100-02-000-06-00-90	Software Licenses	2,500	2,325	2,575	2,500	2,500	2,500
22100-02-000-06-00-92	Software Maintenance	7,256	7,514	8,500	12,930	12,930	12,930
22100-02-000-06-00-94	Temporary Personnel Services	65,117	60,509	80,000	70,000	70,000	70,000
22100-02-000-06-00-97	Chgs Svc From Other Fund	249,405	241,746	230,292	302,589	302,589	302,589
22100-02-000-06-00-98	Other Contractual Services	221,815	250,159	245,135	247,100	247,100	247,100
22100-02-000-06-01-10	Liability Claims	10,998	-	-	-	-	-
22100-02-000-06-85-05	ISF Central Services	134,957	136,471	137,428	170,359	170,359	170,359
22100-02-000-06-85-10	ISF IT	44,090	39,672	52,539	61,273	61,273	61,273
22100-02-000-06-85-15	ISF Risk Management	46,808	49,681	54,106	57,815	57,815	57,815



Capitol Asset & Pavement Services, Inc.

204 N 1st St Suite C
Silverton OR 97381
Phone: 503.689.1330
Fax: 503.689.1440
www.capitolasset.net

June 23, 2021

Mr. Brad Haynes
Street Operations Manager
Redmond Public Works
243 E. Antler Ave.
Redmond , OR 97756

RE: Pavement Management Program Update & Re-inspection Services

Dear Brad;

I have enclosed for your consideration a proposal for the pavement re-inspections of the Redmond street network. This is a non-binding cost proposal, mainly for budgeting purposes for the re-inspection of the entire paved street network over a two year cycle. Any new streets that need to be added to the database that were annexed, or have been newly constructed since the last inspection will be added at no charge up to 2.0 centerline miles per year.

Hopefully the scope of services I have attached in Exhibits 1, as well as the terms I have included within compensation satisfy your expectations; please contact me at your earliest convenience so we may schedule your project during the upcoming fall inspection period of 2021.

We here at Capitol Asset & Pavement Services Inc. look forward to assisting you on this project as you take a very positive step in continuing to monitoring the health of your city street network. You will find no firm in the Northwest that has more experience in city street inspections & analysis than what our staff brings to this project, and we look forward to sharing our vast experience with you. If you have any questions relating to this document, please feel free to contact me.

Capitol Asset & Pavement Services Inc. thanks you at this time for allowing us to submit this proposal and look forward to hearing back from you should the scope of services contained in these following exhibit meet with your approval.

Sincerely,

Paul Wigowsky
President

Services, and Cost (Exhibit #1) - Pavement Ratings

Service & Timeframes	Description	Cost
Kickoff Meeting & Data Gathering (if requested)	Upon entering into a contract with Capitol Asset & Pavement Services Inc. Our Senior Project Manager shall meet with City staff to discuss project timelines and notice to proceed. Other agenda items shall include, but are not limited to: contact information of City staff, local rules & regulations, press releases (if needed), obtaining any historical street information to included in new database; As-builds, and recent maintenance & rehabilitation activity.	Included
New Segmentation of City streets not currently in Database Network	Capitol Asset & Pavement Services Inc. shall physically measure any new City-maintained paved streets with an electronic distance measuring instrument in order to get accurate segment lengths. Each segment shall be measured for width using an engineering wheel. Pavement type, functional class, # of lanes, begin & end location and year constructed are just a few of the fields that shall be collected. All field data will be recorded electronically using a laptop computer and added to the existing Streetsaver database.	Included up to 2 new miles
Linking of GIS segments (not currently linked)	CAPS, Inc will set up the GIS section link within the StreetSaver® Online program for new street sections. Using the GIS Toolbox Section Link feature, CAPS, Inc will link each database section to the street centerline file provided by the City. Database section beginning and ending location descriptors will be matched to corresponding beginning and ending points in the street centerline file. Once complete, this will allow the creation of various maps using the StreetSaver® GIS reporting feature (Street PCI condition, Segments needing rehabilitation, maintenance history, etc). During the inspection process all gis street links shall be verified.	Shall Update new streets into gis

Services, and Cost (Exhibit #1) - Pavement Ratings - Continued

Service & Timeframes	Description	Cost
Distress Rating of approximately 83 miles of City maintained paved streets in the fall of 2021, and another 83 miles in the fall of each year after. A total of 332 miles shall be inspected over the 4-year period.	A 2-person crew, led by our Senior Inspection Crew Leader, will inspect all streets that are to be included in the study that currently reside within the City's Streetsaver database. This is done by windshield drive-by, and then turning around and walking the most representative area of the segment. A minimum of 10-50% of each section will be inspected. This inspection process is all gathered electronically with our own data collection software program that has built-in error protection to help assure accurate data collection. This portion of the project shall take approximately 3-4 weeks to complete.	\$14,900 (each year)
Further Populating of Database -Uploading of Distress Data – Calculations	Capitol Asset & Pavement Services Inc. shall take all collected field data and import into current Streetsaver pavement management database. All pertinent street data (M&R) collected from the City shall also be input into database. A pavement condition index (PCI) shall be calculated based upon the new distress rating data each year.	Included
Software Training for City Staff (if requested)	Upon successful completion and delivery of the "final" Budget Options Report, Capitol Asset & Pavement Services Inc. shall train staff in proper use of the pavement management software system. This will be done by conducting a 2-3 hour on-site training class at the City's location of choosing.	Included
Reporting	Capitol Asset & Pavement Services Inc. shall produce our standard "Budget Options Report", complete with various funding scenarios as per direction from the City of Redmond staff. Within this report the city is allowed a maximum of 5 different funding scenarios. This report shall include, but is not limited to various reports showing current pavement conditions, section descriptions, sections selected for treatments and so forth. Analyze obtained PCI results, and recommend various preservation, maintenance and rehabilitation strategies as directed by the City, including a range of costs and outcomes for each strategy/scenario. For example, what recommended effort and cost would be necessary to sustain an average network PCI of 80? Upon completion of the aforementioned reporting, CAPS Inc. shall prepare and present these results and recommendations to both city staff as well as the city council, upon request.	Included

Services, and Cost (Exhibit #1) - Pavement Ratings - Continued

Service & Timeframes	Description	Cost
Reporting (continued)	Based upon the MTC Streetsaver software and the Redmond strategies, Capitol Asset & Pavement Services Inc. will produce custom M & R reports to be included in the aforementioned Budget Options Report. The City will be able to look at the impacts of a reduced or increased street maintenance funding and make more informed decisions as to the direction the City would like to proceed.	Included
Deliverables	Capitol Asset & Pavement Services Inc. will deliver all the above-mentioned services over a 4-year period at a cost \$14,900 per year, or \$59,600 over the 4-year period. The city shall be invoiced by CAPS Inc. four times over the 4-year period. This invoice process shall be done each October/November upon delivery of the aforementioned scope of services.	\$59,600

Costs for above tasks are all inclusive of all travel, labor, and material costs

FEE SCHEDULE

HOURLY BILLABLE RATES STRUCTURE JANUARY 1, 2021 THRU DECEMBER 31, 2022

(For services requested beyond deliverables within the aforementioned lump sum)

Position Description	Hourly Rate
President	\$145.00/hr
Vice-President	\$145.00/hr
Senior Project Manager	\$130.00/hr
Senior Programmer	\$140.00/hr
Management Analyst	\$110.00/hr
Engineering Tech.	\$80.00/hr
Data Collection Coordinator	\$70.00/hr
Accounts Payable Clerk	\$65.00/hr
Travel Charge per mile	\$ 0.55.5/mile

Not to Exceed

The total price of this quote **(\$59,600)** is based entirely on an estimate and may not be exceeded without the written authorization of the City of Redmond representative, by change order to this contract. CAPS Inc. will be obligated only to a total price based on actual quantity accepted and charged at the fixed prices **(\$59,600)** for PMP services as set forth above or to be agreed upon. The final total to be paid may be less than estimated, in which event the City of Redmond's obligation will be payment of the lesser amount.



CITY OF REDMOND

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

STAFF REPORT

DATE: October 26, 2021
TO: City Council
Keith Witcosky, City Manager
THROUGH: John Roberts, Deputy City Manager
Bill Duerden, Public Works Director
FROM: Maria Ramirez, Parks Planner and Project Manager
SUBJECT: Quartz Park Project Update

Addresses Council Goal:

6 G. Strive for an interconnected community of parks and open spaces.

Report in Brief:

This item provides City Council with an update on the cost estimates, the configuration, and the timeline for the development of Quartz Park.

Background:

Redmond's Dry Canyon provides recreational amenities throughout its four-mile length including a heavily used paved trail connecting many areas of the city. The canyon terminates on the south end at Quartz Avenue with the trail continuing to Reindeer Avenue.

The City also owns a 0.7 acre parcel on the south side of Quartz Avenue that is zoned R3 – Limited Residential Use. The 2018 Parks Master Plan has identified this area as a location for a new neighborhood park.

Over the course of 2020, a community outreach via surveys and online forums solicited input on the amenities for the proposed park. This input provided the foundation for Szabo Landscape Architecture to advance the concept plan to final design. Additionally, a third-party cost estimator reviewed the project scope and elements and concluded a moderate confidence construction cost estimate of \$2.7 million.

At this time, after additional work during calendar year 2021, a high confidence estimate is being brought to City Council ranges between \$2.55M and \$2.64 million (see fiscal impact section for more explanation).

On October 26, staff is seeking direction/concurrence from Council to proceed with modifying the design on the north side to include a games area and move forward with bidding the construction of the park for the north side and crosswalk. Staff would then work with the Parks Committee and Council on exploring alternative options for the south side property. Staff expects to return to Council for approval to award the construction contract in January 2022.

Discussion:

Chronology of dialogue with City Council and the Parks Committee - calendar year 2021:

On March 2, 2021, staff briefed Council on the increased cost estimate and sought direction to proceed with the project. Discussions included: Making sure the pedestrian crossing at Quartz Avenue included proper safety measures; location of parking; the benefit provided to the surrounding neighborhood; and support by the Parks Committee to proceed with the project. Council requested additional information from staff and parks committee representatives regarding how the increased cost may affect other park projects before providing direction.

Staff and members of the Parks Committee returned to Council on March 23 to follow up on these items. At the meeting, Council was informed there was sufficient System Development Charge (SDC) funding available to cover the increased cost of Quartz Park without impacting other near-term parks projects; and there was further dialogue about how to make sure there was a safe crossing at Quartz Avenue.

As requested by City Council, on April 2, 2021, the Parks Committee reconvened to consider additional measures for the Quartz Avenue crossing and to make a final determination on proceeding with the project.

On April 13, 2021 the Committee returned to Council with recommendations for the Quartz Avenue flashing beacon crossing and a request to proceed with the project design and construction process. Direction from Council was to move forward with the Parks Committee recommendation.

On September 1, 2021, the Parks Committee reviewed the design. Primary discussion points were centered around the undeveloped space on the south side of Quartz Avenue and the proposed amenities included in that section. The committee recommended moving forward with only the north area of the park and consider alternative options for the parcel on the south side of Quartz Avenue. The flashing beacon crossing will remain as part of the project.

The Parks Committee's recommendation to consider bidding the design only for the north side of Quartz Park alters the concept previously proposed to Council on April 13, 2021.

Fiscal Impact:

There are two ways to approach the cost estimate for Quartz Park. If amenities are spread across both the north and south of Quartz Avenue the estimate is \$2.64M.

If all amenities are placed to the north of Quartz, the cost estimate is \$2.55M

Both include 15% contingency.

The project will be funded through Parks SDCs.

The Fiscal Year 2021/22 budget includes \$2.7 million for the construction of Quartz Park.

Alternative Courses of Action:

1. Provide staff direction to proceed with bidding the construction of Quartz Park north of Quartz Avenue.
2. Request additional information.
3. Do not approve proceeding with the Quartz Park project.

Recommendation / Suggested Motion:

No motion required.

General direction requested to proceed with bidding the construction of Quartz Park.



CITY COUNCIL: OCTOBER 26, 2021



- 
- An aerial perspective rendering of a proposed park design. The park features a large, light-colored sandy play area with various wooden play structures, including a climbing frame and a net. There are several large, mature trees providing shade. A paved path runs along the edge of the park, and a low concrete wall separates the park from a grassy area in the foreground. People are shown walking and playing in the park.
- **Follow-up to April 13, 2021 presentation**
 - **Review Quartz Design**
 - **Discuss design options and staff recommendation for bidding and construction**

PURPOSE



DESIGN & COST ESTIMATES

	Estimated Budget	Confidence
November 2020: Project conception	\$1.5M	Low
January 2021: 30% design estimate	\$2.61M	Moderate
September 2021: 60% design estimate	\$2.55M \$2.63M	High

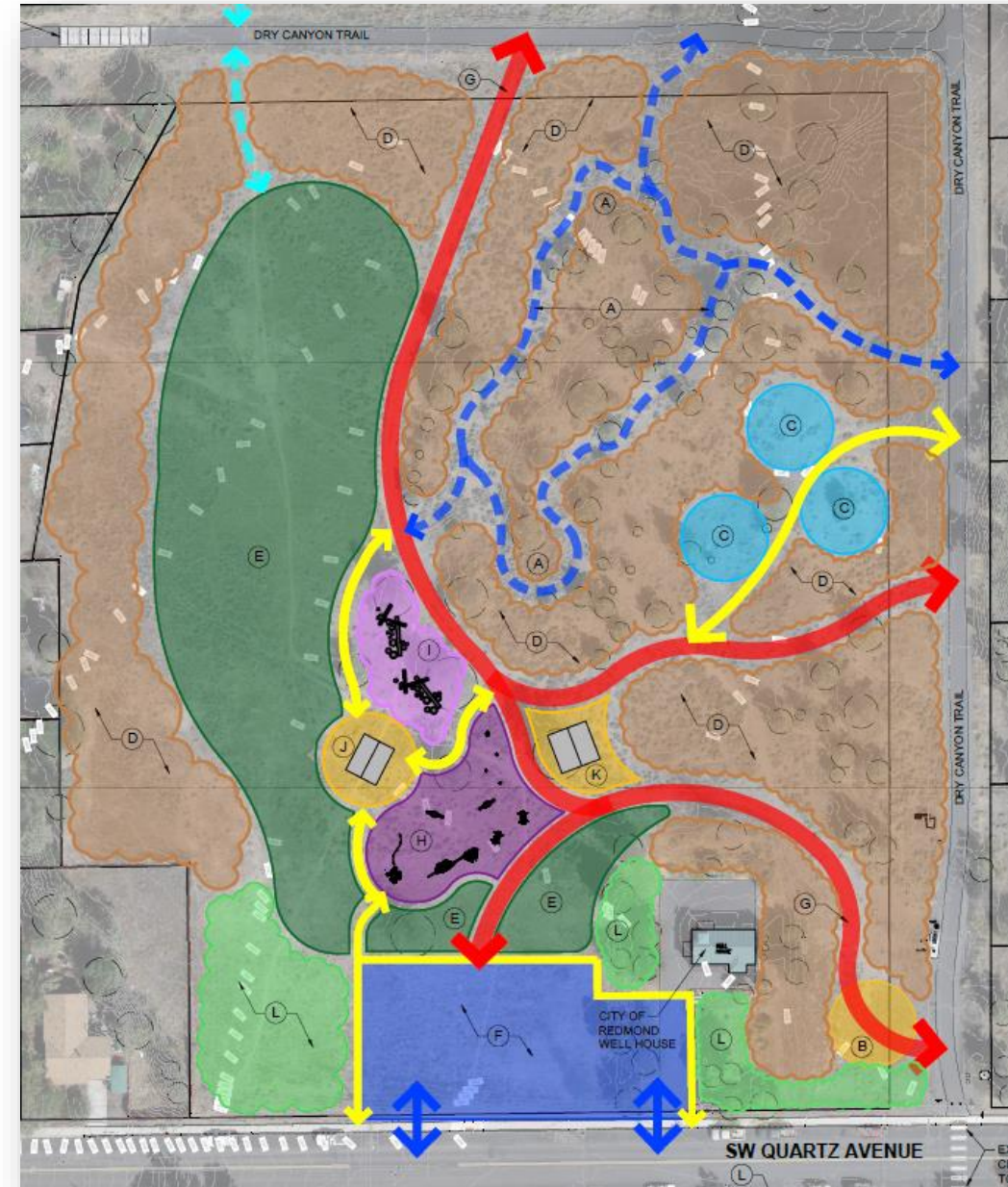


DESIGN ELEMENTS

Amenities included in the North:

- Parking lot
- Lights
- Restroom
- Play structures
- Pedestrian pathways
- Bike skills area
- Irrigation/landscaping
- Flashing beacon crosswalk

Park Size: 7.2 acres



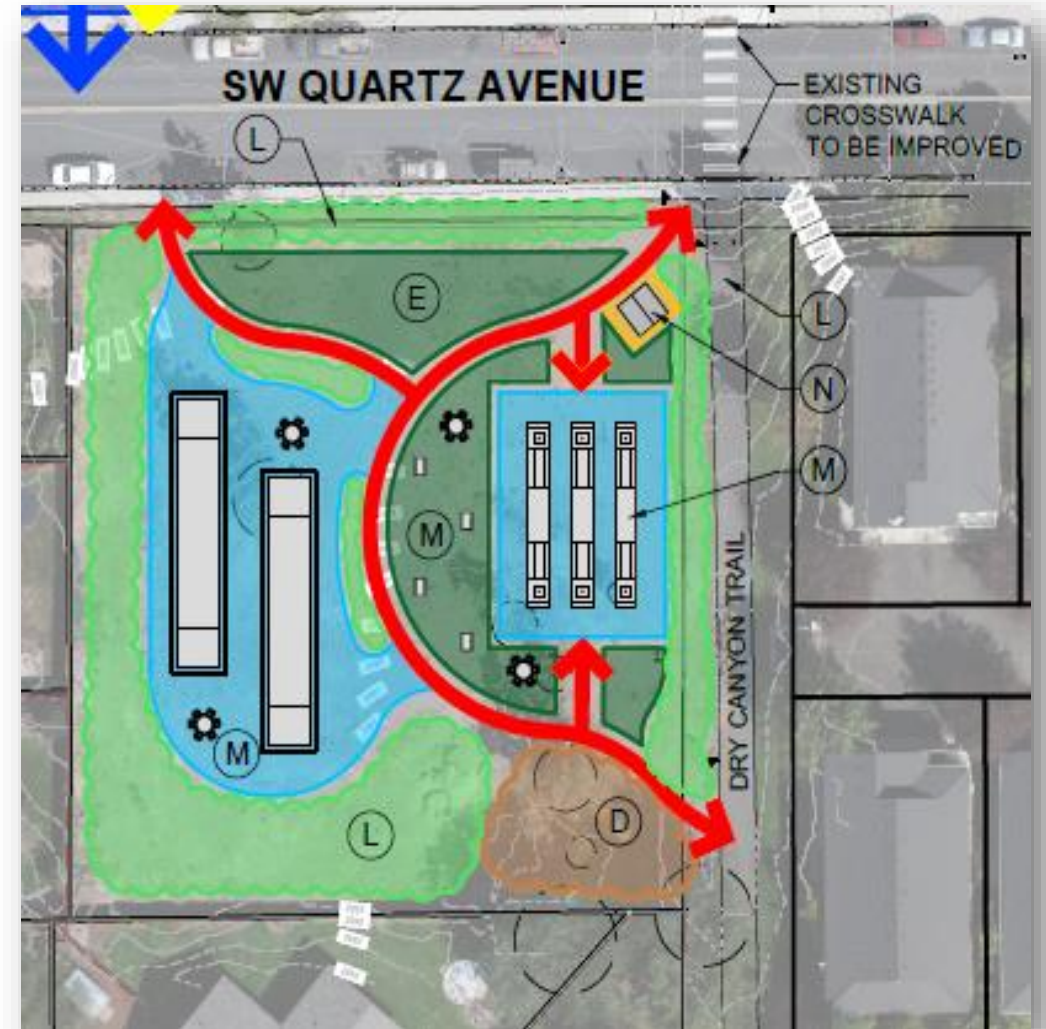


Amenities included in the South:

- Pedestrian pathways
- Bocce Ball and Horseshoe
- Comfort station
- Irrigation/landscaping

Park size: 0.7 acres

**DESIGN
ELEMENTS**





DESIGN OPTIONS

Design Option #1:	Amenities	Budget (\$M)	Cost Confidence
Option 1: As defined on 4/13/2021	North: • Parking lot and lights • Restroom • Play structures • Pedestrian pathways • Bike skills area • Irrigation/landscaping • Flashing beacon crosswalk And South: • Pedestrian pathways • Bocce Ball and Horseshoe • Comfort station • Irrigation/landscaping	\$2.63M	High

Design Option #2:	Amenities	Budget (\$M)	Cost Confidence
Option 2: Relocate game amenities and continue with the North design	North only: • Parking lot and lights • Restroom • Play structures • Pedestrian pathways • Bike skills area • Irrigation/landscaping • Flashing beacons crosswalk • Bocce Ball and Horseshoe	\$2.55M	High

ANTICIPATED NEXT STEP TIMELINE



OCTOBER 2021

60% Design Review /
Finalize Project Scope
and Design

**JANUARY/FEBRUARY
2022**

Construction contract
award

FALL 2022

Project Complete

**NOVEMBER/DECEMBER
2021**

Procurement Process

SPRING/SUMMER 2022

Construction



COUNCIL DIRECTION

- **Continue with design that includes North and South sections**
 - Complete design and begin construction Spring 2022
- **Relocate game amenities and proceed with only the North section**
 - Remove area south of Quartz Ave: **\$80,000*** cost saving
 - Complete design and begin construction Spring 2022



QUESTIONS?



CONSTRUCTION COST CONFIDENCE

HIGH

CLASS OF COST ESTIMATE	LOW	MODERATE	HIGH	OPTIMAL	COMPLETE
DESCRIPTION	Project is Conceptual Limited Technical Limited Analysis	Project Defined but Lacks Details Project Specifications Incomplete ≤60% Design Phase	Project Scope And Specifications Beyond 60% Complete Material Quantities have been Defined but Subject to Minor Changes	Project Scope, Schedule, And Specifications Complete Schedule and Site Conditions Understood Clear Understanding of Materials and Quantities	Construction Complete Final Payment Made Project Assessments Completed Total Project Costs Reported
PROJECT DEFINITION	0% to 2%	1% to 15%	10% to 60%	60% - 100%	Complete
VARIATION IN ESTIMATE TO COMPLETE PROJECT - \$	- 50% + 100%	- 30% + 50%	- 15% + 20%	-10% +15%	Total Project Costs Reported
Quartz Park Schedule (Year)	Nov 2020	Jan 2021	Sept. 2021	April 2022	Fall 2022



CITY OF REDMOND

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

STAFF REPORT

DATE: October 26, 2021
TO: City Council
Keith Witcosky, City Manager
John Roberts, Deputy City Manager
THROUGH: Zachary Bass, Airport Director
Bill Duerden, Public Works Director
FROM: Brad Haynes, Street Operations Manager
Mike Wilcox, Airport Operations Supervisor
SUBJECT: Resolution #2021-31 - A resolution adopting the City of Redmond Snow and Ice Control Plans for Public Works and Roberts Field - Redmond Municipal Airport.

Addresses Council Goal:

1E. Prioritize municipal services to match community needs and desires with available funding.

Report in Brief:

This item requests City Council's approval of the Fiscal Year (FY) 2021/2022 Snow and Ice Control Plans that are administered by the City's Public Works Department (PW) and Redmond Municipal Airport (RDM). These plans are presented annually to the Council.

Background:

The City of Redmond's Snow and Ice Control Plans for Fiscal Year (FY) 2021/2022 identify how and where the Public Works Department (PW) and the Redmond Municipal Airport (RDM) will respond to winter weather events that result in an accumulation of snow and ice in the city limits.

The purpose of the Plans is two-fold:

1. Provide PW and RDM with clear goals, objectives, priorities and operating procedures for our streets and the Airport in response to snow/ice events; and
2. Provide clear communication and set the response expectations to residents during weather events.

Discussion:

The Plans goals include:

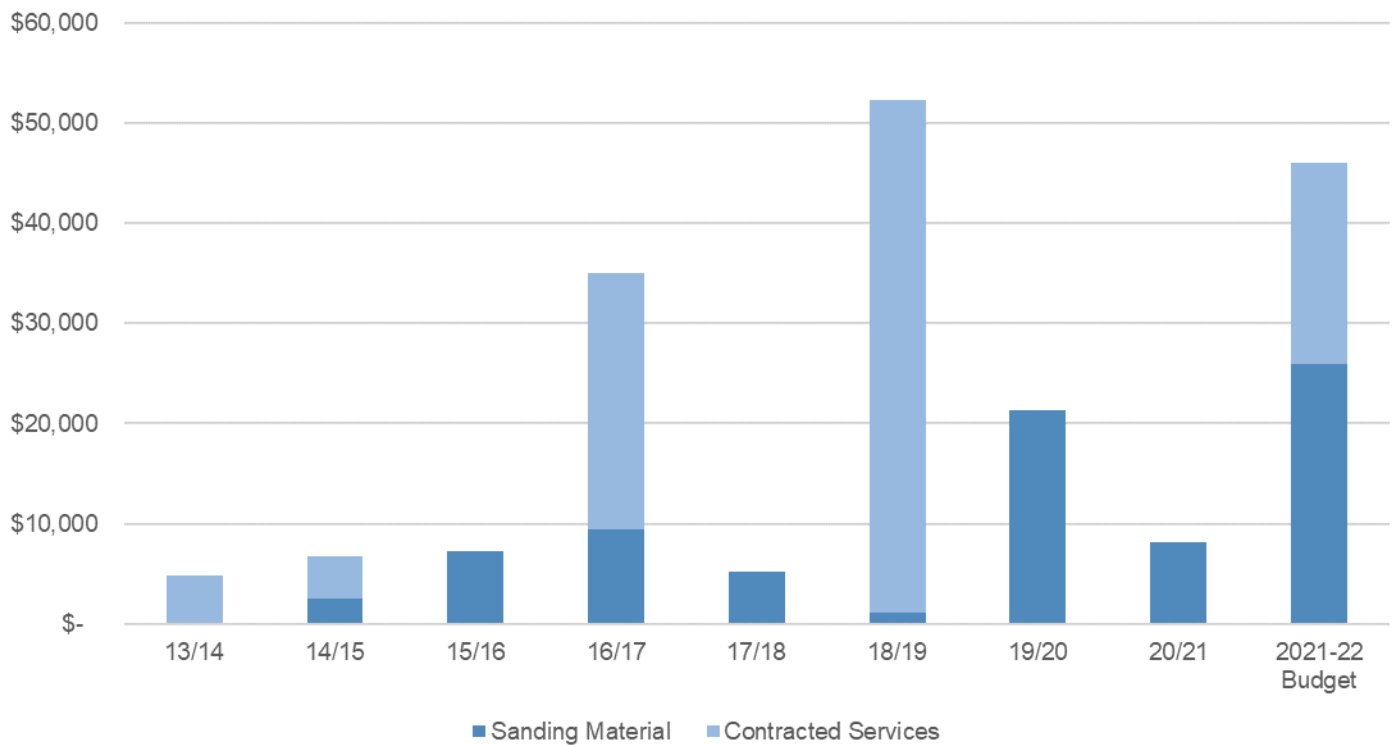
1. Within available budget, staffing and equipment resources, respond in a cost-effective manner appropriate to the anticipated accumulation levels of snow and ice on City property and right-of-way necessary to facilitate safe travel.
2. Prioritize and define the level of service provided by PW and RDM.
3. Allocate available resources (staffing, supplies and equipment).
4. Arrange for supplemental resources during times of severe conditions through intergovernmental agreements and private service contracts.
5. Provide Discretionary Immunity – ORS 30.265 Scope of liability of public body, officers, employees and agents: (6) Every public body and its officers, employees and agents acting within the scope of their employment or duties, or while operating a motor vehicle in a ridesharing arrangement authorized under ORS 276.598, are immune from liability for: (c) Any claim based upon the performance of or the failure to exercise or perform a discretionary function or duty, whether or not the discretion is abused.

Fiscal Impact:

Approving the plans has no fiscal impact. However, funding to carry out the services is included in the FY 2021/22 budget for materials, personnel and equipment for snow and ice control operations.

The chart below shows Transportation Fund expenditures for sanding material and contracted snow removal over the past eight years. The City experienced extreme weather conditions in FY 2016/17 and FY 2018/19. The FY 2021/22 budget includes \$46,000 for winter maintenance operations and is derived by taking the average of the prior three years. The Transportation Fund has a budgeted contingency to address extreme weather.

Transportation Fund Expenditures



Relative to RDM, one of the most significant costs related to snow and ice events is for deicing material and equipment, which has averaged \$90,000 a year over the past five years (FY 2021/22 budget includes \$155,000).

Alternative Courses of Action:

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

Recommendation / Suggested Motion:

"I move to adopt Resolution #2021-31 approving the City's Snow and Ice Control Plans for Fiscal Year 2021/2022."

**CITY OF REDMOND
RESOLUTION NO. 2021-31**

A RESOLUTION ADOPTING THE CITY OF REDMOND SNOW AND ICE CONTROL PLANS FOR PUBLIC WORKS AND ROBERTS FIELD – REDMOND MUNICIPAL AIRPORT.

WHEREAS, the City of Redmond performs a discretionary function of snow and ice removal, and;

WHEREAS, City Departments have developed snow and ice mitigation plans based on historical use; and

WHEREAS, the Snow and Ice Control Plan for Roberts Field must be approved by the Federal Aviation Administration; and

WHEREAS, the City of Redmond has budgetary limitations for personnel, equipment and supplies; and

WHEREAS, Oregon Revised Statute 30.265 limits the scope of liability for public entities performing discretionary functions such as snow and ice removal.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REDMOND, OREGON, AS FOLLOWS:

Section 1. That the Snow and Ice Control Plans, are adopted pursuant to Resolution No. 2021-31, as set forth in Exhibits A and B, attached hereto and by this reference incorporated herein.

ADOPTED by the City Council and **SIGNED** by the Mayor this 26th day of October 2021.

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder



CITY OF REDMOND

2021-2022 SNOW & ICE CONTROL PLAN

City of Redmond Public Works Department
Transportation Operations Division
243 E. Antler Ave
Redmond, Oregon 97756
Phone: 541.504.2000
streets@redmondoregon.gov



TABLE OF CONTENTS

OVERVIEW.....	2
STREET PRIORITY LEVELS	2
PROCEDURES	3
LEVELS OF RESPONSE	3
OFF-STREET AREAS	4
Parking Lots	4
Sidewalks/Driveways	4
STAFF SCHEDULING	4
EQUIPMENT	4
Advance Inspection and Maintenance	4
Training	4
GPS Tracking Equipment	5
Available Equipment	5
PUBLIC INFORMATION AND COMMUNICATION	5
Public Engagement	5
Contacting the City	5
ADDITIONAL CONSIDERATIONS	5
Pre-Season Street Check	5
Vehicle Parking	6
How You Can Help	6
SUMMARY	6
ATTACHMENT 1: Snow & Ice Priority Routes Map	7
ATTACHMENT 2: Snow & Ice Maintenance Zone Map	8

CITY OF REDMOND SNOW AND ICE CONTROL PLAN 2021-2022

OVERVIEW

The purpose of the Snow and Ice Control Plan (Plan) is to establish and communicate general policies and procedures that help make travel within the city limits as safe as possible and to minimize economic hardship during winter storm events.

In this Plan, city streets are classified into four categories:

- 1) Arterials
- 2) Collectors
- 3) Streets serving schools or emergency services, and
- 4) Streets serving residential neighborhoods

The arterials, collectors, school and emergency services streets receive sanding and plowing priority. This assures each residential area is near a plowed street and that emergency services can be provided. Snow and ice control operations are intended to provide prudent motorists with a reasonably safe travel surface. However, caution should be exercised when travelling plowed and sanded streets or deciding to travel on non-plowed or non-sanded residential streets.

During inclement weather, the Public Works Transportation Division strives to maintain the traffic flow in the city limits to as near normal driving conditions as possible in an expeditious and cost-effective manner.

The City's goals include:

1. Within available budget, staffing and equipment resources, respond in a cost-effective manner appropriate to the anticipated accumulation levels of snow and ice on city roads necessary to facilitate safe travel;
2. Assist Police, Fire and Emergency Medical Services in fulfilling their duties;
3. Provide safe and passable school bus routes to minimize school closures, and;
4. Reduce economic losses that may result from workers being unable to travel to their jobs.

STREET PRIORITY LEVELS

The City prioritizes streets for plowing and sanding operations based on traffic volume, public safety, and access to emergency facilities and schools.

General priorities during a storm event (which is defined as two inches and accumulating) are arterials and collectors with special attention to emergency service routes, school bus routes and public transit routes (see Attachment 1, Snow & Ice Priority Routes). Certain residential streets are included as a priority based on chronic icing problems such as at hills, curves or intersections that are likely to cause traffic accidents. These priority streets total approximately 100 lane miles depending on school schedule.

Non-priority residential streets will be addressed after the priority streets have been plowed and sanded. Initial plowing operations on residential streets will be limited to opening two lanes of

travel until all streets have been addressed. Once initial coverage across the city has been completed, plowing operations will continue with an intent of achieving curb to curb coverage. These residential streets total approximately 225 lane miles.

PROCEDURES

Transportation Operations staff will closely monitor upcoming weather forecasts to prepare equipment and personnel. Early morning and weekend road checks performed by staff will determine the need for sanding/plowing operations and the level of response.

Initial response to a snow event consists of tandem plowing operations on the wider priority routes, then assignment of the equipment to individual zones (see Attachment 2, Snow & Ice Maintenance Zones). Snow accumulation of six inches or greater may trigger activation of contracted snow plowing in residential streets allowing City crews to concentrate on the priority routes.

If parked vehicles, garbage containers, or other obstructions interfere with the safe and continuous operation of snow plowing equipment, the street will not receive plowing until the conditions are improved. Mailboxes damaged from lack of owner maintenance, snow load, or vandalism is not the responsibility of the City. Postal regulations ([Postal Operations Manual 632.14](#)) place responsibility on the resident to maintain the clear approach to the mailbox for delivery.

LEVELS OF RESPONSE

Factors considered when establishing response efforts include snowfall rate and accumulation, moisture content, temperature, wind velocity, time of day, workweek or weekend, and storm duration. Resources will be allocated to provide a cost-effective response appropriate to the weather conditions. The majority of operations typically consists of sanding with plowing occurring when snow levels reach two inches and accumulating.

Five levels of response are planned for as outlined below:

Level	Operation	Equipment
Level 1	Limited sanding	Two Trucks/sanders
Level 2	Full sanding	Seven Trucks/sanders
Level 3	Limited Plowing (less than full City/ higher elevations)	Six Trucks plows/sanders
Level 4	Full City plowing	Ten pieces of primary equipment, sustained operations
Level 5	Snow removal/clean-up (Downtown)	Snow Blower and dump trucks

OFF-STREET AREAS

Parking Lots

City-owned and managed parking lots will be plowed by Public Works. Parking lots will typically be plowed at four inches or more of accumulation. When required, the removal of snow piles will be accomplished by the Transportation Division or contracted services.

Sidewalks/Driveways

Snow and ice control on sidewalks adjacent to commercial properties are the responsibility of the adjoining property owner, occupant or person in charge of property per City Code [5.335, §6]. All driveways and sidewalks adjacent to privately owned properties are the responsibility of the owners. Snow removed from sidewalks and driveways should be retained on the properties to avoid blockage of the street drainage systems. Sidewalks under City responsibility (buildings, parking lots, parks) will be maintained by Public Works with high pedestrian use areas receiving priority.

STAFF SCHEDULING

The Transportation Division Manager (or designee) will allocate available personnel within Public Works to ensure sufficient operators for all primary snow plowing equipment during winter storm events. This includes splitting the Transportation Operations crew into two winter shifts providing weekday coverage from 5:00 a.m. to 10:30 p.m. This enables personnel to monitor roadway conditions ahead of active travel times.

For sustained operations a total of eleven sander/plow operators, two mechanics, one lead operator, and one supervisor are needed per shift. Additionally, four people are needed to plow and sand the City parking lots and sidewalks. To achieve sustained 24-hour operations, two 12-hour shifts may be created by deploying staff from other Public Works Divisions. The Transportation Division Manager (or designee) will determine the need for activating contracted services to supplement snow plowing operations.

For Level 3 or Level 4 operations, two of the four mechanics may report after hours to the vehicle maintenance facility to repair equipment as needed. For sustained 24-hour operations, mechanics may split into two shifts to provide continuous coverage.

EQUIPMENT

Advance Inspection and Maintenance

The Transportation and Fleet Services Division (FSD) staff prepares vehicles and equipment in advance of the winter snow season. FSD inspects, tests and operates all equipment that will be utilized and performs any needed repairs. Transportation staff runs drills on setting up, mounting and loading equipment on the vehicles.

Training

Public Works personnel will receive training on equipment prior to the winter season to ensure replacement operators are available to staff all primary snow plowing equipment should vacancies occur during a storm event.

GPS Tracking Equipment

Transportation Operations has implemented tracking equipment on all primary snow plowing equipment as well as remote transmitters for contracted services to ensure coverage throughout the city during major events.

Available Equipment

Quantity	Equipment
3	* 10 Wheel, 10-12 Yard Dump Trucks w/Sander & Snowplow
3	* 6 Wheel, 5-7 Yard Dump Trucks w/Sander & Snowplow
3	* Utility Pick-up Trucks with V-Plow
1	* JD Motor Grader w/10 Foot Mboard
1	* JD Motor Grader w/12 Foot Mboard & Snow Wing
1	6 Wheel Truck w/Sander
2	Wheeled Loaders w/3 Yard Bucket
4	Backhoe Loaders w/1 ½ Yard Bucket
1	Trackless Wheeled Tractor w/60 Inch Snowblower, Plow & Broom Attachment
1	JD Lawn Tractor w/Plow & Snowblower
1	ATV 4 x 4 w/Plow
1	Polaris Ranger w/Plow
2	Skid Steer Loader

**Primary snow control equipment*

PUBLIC INFORMATION AND COMMUNICATION

Public Engagement

The website "RedmondStreets.com" serves as the main source of information regarding street conditions within the city. A media release ahead of the season's first storm will direct users to the site for general information about the City's snow and ice operations as well as for status updates during storm events. The City's main website and Facebook or Twitter pages will be additional sources of information.

Contacting the City

During any snow/ice event an increase in call volume from residents and property owners is expected. The most common calls are from residents reporting problems, inquiring on conditions or requesting timelines for when their street will be plowed. Residents can contact Public Works by phone at 541-504-2000 or by e-mail at streets@redmondoregon.gov. Equipment may be diverted from their scheduled route only when requested by an emergency service agency such as the Redmond Police Department or Redmond Fire & Rescue.

ADDITIONAL CONSIDERATIONS

Pre-Season Street Check

In advance of the winter season, Transportation staff will pre-drive plow routes to ensure plows and other heavy equipment have a clear path of travel. This may include trimming trees and marking/flagging curbs or obstructions that operators need to be aware of when there is snow cover.

Vehicle Parking

Residents can help with plowing operations by parking their vehicles in their driveway or other suitable location ahead of a predicted weather event. This will allow for quicker and more effective plowing operations curb to curb. Residential streets may not be plowed if parked vehicles, garbage containers, or other obstructions interfere with safe and continuous plowing operations. Equipment will return to plow after vehicles or obstructions are removed.

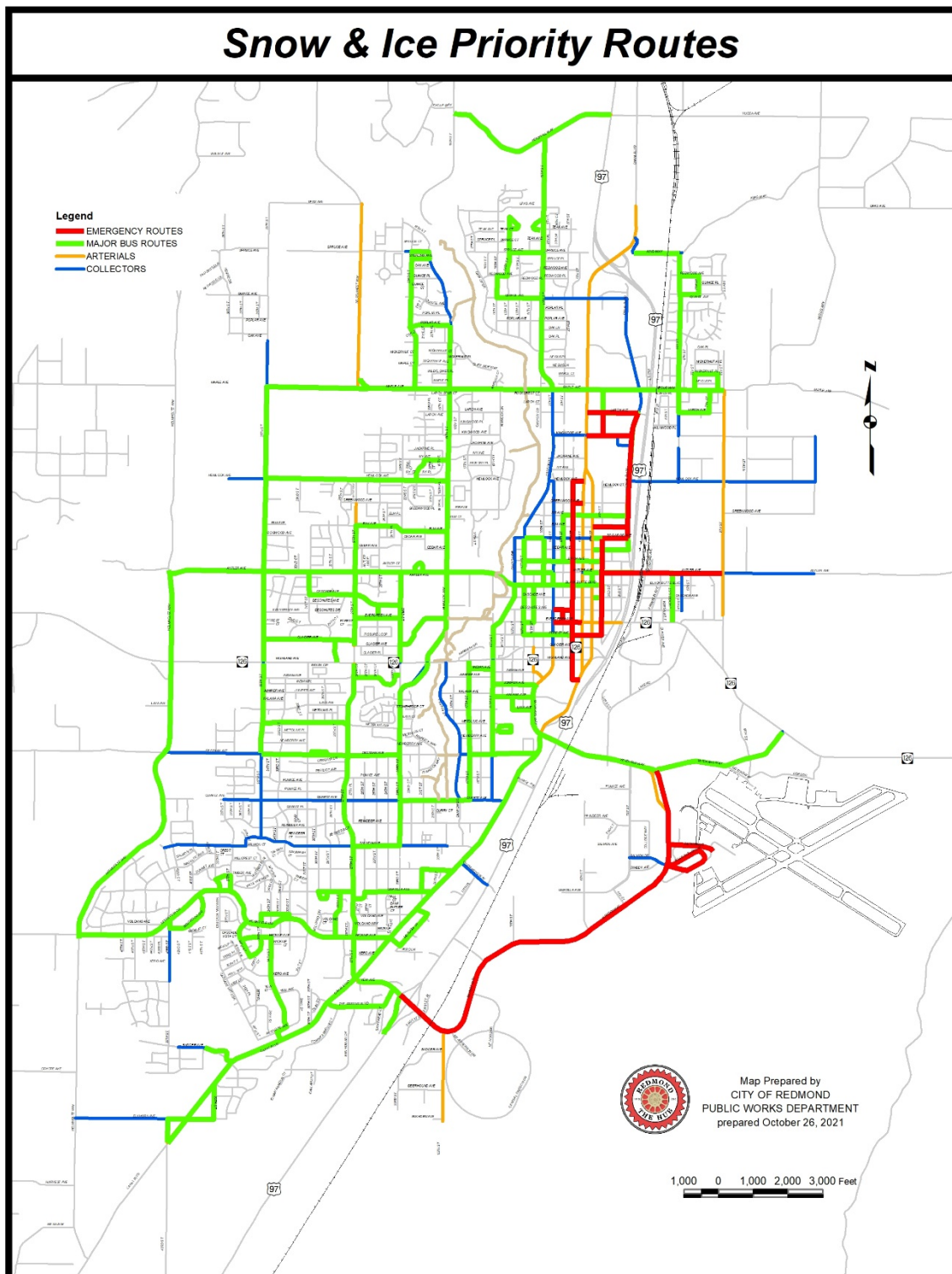
How You Can Help

- Prepare your vehicle for Central Oregon's winter climate (traction tires or chains).
- In residential areas, leave room for plows to get through safely by parking off the streets.
- Be patient, every reasonable effort is being made to keep roadways open.

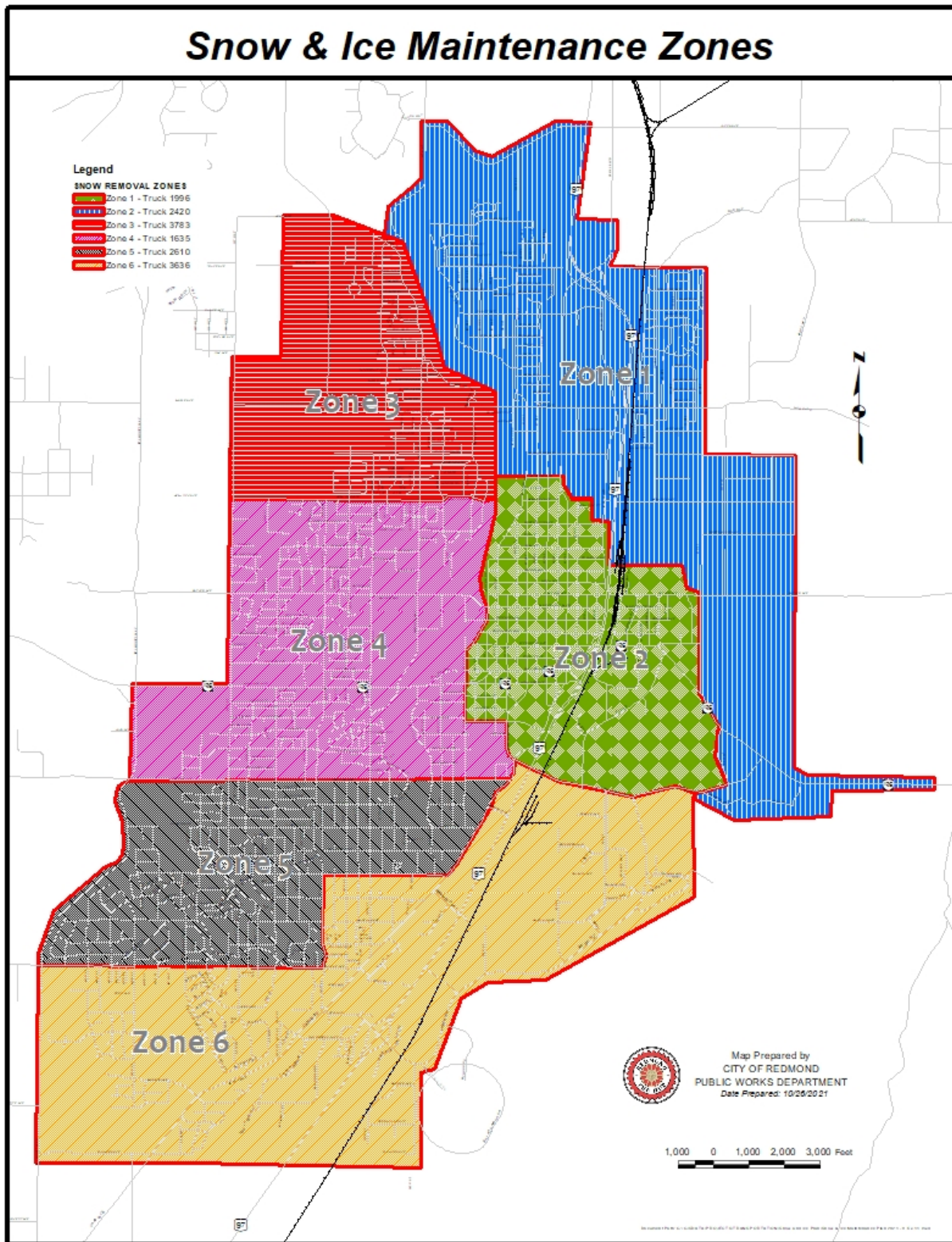
SUMMARY

The Snow and Ice Control Plan establishes general policies and procedures for the city's response to winter weather events within available resources. The overall goal is to make travel within the city as safe as possible and to minimize economic hardship during severe weather events. Specific streets and locations are prioritized according to traffic volume, public safety, and access to emergency facilities and schools. Keeping our city's streets clean and safe during the winter is a big job and it can't happen without the cooperation of all our residents and businesses.

ATTACHMENT 1: Snow & Ice Priority Routes Map



ATTACHMENT 2: Snow & Ice Maintenance Zone Map



Snow and Ice Control Plan

Redmond-Roberts Field

Original Date Sept 1, 2016
Revision Date _____

FAA Approval

Exhibit #1



Table of Contents

Phase #1 Pre- and Post Winter Season Topics Page

Chapter 1. Pre-Season Actions

1.1	Airport Preparation.....	
	Airport Management.....	
	Meetings.....	
	Personnel Training.....	
	Equipment Preparation.....	
1.2	Snow and Ice Control Committee (SICC) Meetings.....	

Chapter 2. Post Event/Season Actions

2.1	Post Event.....	
2.2	Post Season.....	

Phase #2 Winter Storm Actions and Procedures

Chapter 3. Snow Removal Action Criteria

3.1	Activating Snow Removal Personnel.....	
	Weather Forecasting.....	
	Chain of Command.....	
	Triggers for Initiating Snow Removal Operations.....	
3.2	Personnel Responsible.....	
3.3	Snow Control Center (SCC).....	
3.4	Airfield Clearing Priorities.....	
	Priority 1.....	
	Priority 2.....	
	Priority 3.....	
3.5.	Airfield Clearance Times.....	
3.6.	Snow Equipment List.....	
3.7.	Storage of Snow and Ice Control Equipment.....	
3.8.	Definitions.....	

Chapter 4. Snow Clearing Operations and Ice Prevention

4.1	Snow Clearing Principles.....	
	Ramp and Terminal.....	
	Runway and Taxiways.....	
	Snowbanks.....	
	NAVAIDS.....	
4.2	Controlling Snow Drifts.....	
4.3	Snow Disposal.....	
4.4	Methods for Ice Control and Removal—Chemicals.....	
4.5	Sand.....	
4.6	Surface Incident/Runway Incursion Mitigation Procedures.....	
	Radio Communication.....	
	Failed Radio Communication.....	
	Low Visibility and Whiteout Conditions.....	

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #2



Driver Fatigue.....

Chapter 5. Surface Assessment and Reporting

5.1	Conducting Surface Assessments.....
5.2	Applying the Runway Condition Assessment Matrix (RCAM).....
	Determining Runway Conditions.....
	Downgrade Assessment Criteria
	Upgrade Assessment Criteria Based on Friction Assessments.....
5.3	Runway Friction Surveys, Equipment, and Procedures.....
	Conditions acceptable to use Decelerometers or Continuous Friction Measuring Equipment to conduct runway friction surveys on frozen contaminated surfaces.....
	When to Conduct.....
	How to Conduct.....
	Calibration.....
5.4	Taxiway, Apron, and Holding Bay Assessments.....
5.5	Surface Condition Reporting.....
5.6	Reportable Contaminants without Performance Data.....
5.7	Slippery When Wet Runway.....
5.8	Requirements for Closures.....
5.9	Continuous Monitoring and Deteriorating Conditions.....
5.10	Surface Conditions Not Being Monitored/Reported.....

Appendices

Appendix 9	NOTAMS – Log Hand Reporting Form
Appendix 14	LOA – Reporting Surface Conditions
Appendix 15	LOA – Snow and Ice Removal Operations for Runway 5/23

Original Date Sept 1, 2016
Revision Date _____

FAA Approval

Exhibit #3

FEDERAL AVIATION ADMINISTRATION
10 June 2020
KCY
Airport Certification Safety Inspector

Original Date Sept 1, 2016
Revision Date _____

FAA Approval

Exhibit #4



Phase #1

Pre- and Post-Winter Season Topics

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #5



Chapter 1. Pre-Season Actions

1.1 Airport Preparation

a) Airport Management Meetings

The Operations Supervisor will typically initiate a meeting the month of Sept/Oct timeframe to discuss equipment and material inventory, repair needs, staffing, budget, training, previous years issue's, and any other topics associate with snow and ice control and its plan.

b) Personnel Training

All personnel with responsibilities within this plan receive annual, recurrent snow removal training. All training for airport personnel is conducted by Operations Supervisor and Airfield and Facilities Maintenance Lead. Training records are maintained by Operations Supervisor. Training will include but not be limited to surface condition assessment, friction testing equipment, Notam Manager, snow removal and deicing equipment operations and use.

c) Equipment Preparation

The airport's (2) Bowmonk AFM2 will be calibrated, updated and certified annually before the end of October of each year.

Thirty to sixty days prior to snow season Airfield and Facilities Maintenance Department in partnership with City of Redmond Vehicle Maintenance Department will inspect and prepare each piece of snow removal equipment. Required fluids, replacement parts, and snow removal equipment components will be inventoried and stockpiled.

1.2 Snow and Ice Control Committee (SICC) Meetings.

The Airport has developed a Snow and Ice Control Committee (SICC) to provide feedback and make recommendations to snow and ice removal operations and Snow and Ice Control Plan (SICP) updates at Redmond – Roberts Field. The SICC includes Operations and Maintenance Manager, Operations Supervisor, Airfield and Facilities Maintenance Lead, Air Traffic Manager and Air Carrier Managers.

If applicable:

Tenants and airport users not able to participate in the SICC are provided minutes and kept apprised of all changes and provided the opportunity to comment.

Original Date Sept 1, 2016
Revision Date _____

FAA Approval

Exhibit #6



During the month of September/October the Airport will begin notifying tenants and airport users to review and provide comments to be discussed at the season kick-off meeting typically in the month of October.

The following topics should be discussed in the SICC:

- Airport Clearing Operations Discussion Topics
 - Areas Designated as Priority I area, any new airfield infrastructure
 - Clearing operations and follow-up airfield assessments
 - Potentials for pilot or vehicular runway incursions or incidents
 - Staff requirements and qualifications (training)
 - Update training program
 - Streamline decision making process
 - Response time to keep runways, taxiways and ramp areas operational
 - Communication, terminology, frequencies, and procedures
 - Monitoring and updating of runway surface conditions
 - Issuance of NOTAMS and dissemination to ensure timely notification
 - Equipment inventory
 - Status of procurement contracts, including storage of materials
 - Validation of deicer certification letters from vendors (if applicable)
 - Procedures for storm water runoff mitigation
 - Snow hauling/disposing, snow dumps
 - New runoff requirements for containment or collection
 - Changes to contract service for clearing ramps
- Air Carrier Ground Deicing/anti-icing programs
 - Assessing all air carriers deicing programs by reviewing airport surface flow strategies; reviewing ground time and takeoff clearances after deicing; analyzing and adjusting airplane deicing plans
 - Maximizing efficiency of operations during icing conditions by identifying locations for airplane deicing; planning taxi routes to minimize ground times; developing rates for deiced departures; allocating departure slots; determination airport deicing crew needs; verifying communications.
- Any requirements for containment/collection of deicing/anti-icing.

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #7



Chapter 2. Post-Event/Season Actions

2.1 Post Event.

After each snow event, airport management will/may host a meeting and invite (Air Traffic if applicable) to discuss any issues that have arisen from the event.

All members of the SICC will be encouraged to provide feedback to airport management before, during or following each snow event. After a significant event or a challenging operation, a separate SICC meeting will be held.

If applicable:

During the snow season, winter operations is an agenda item at tenant meetings, which are generally held monthly.

2.2 Post Season.

After each snow season a SICC meeting will be held, typically in March/April to review the snow season issues and recommendations for changes. The same topics as pre-season should be reviewed.

Airfield and Facilities Maintenance Department in partnership with City of Redmond Vehicle Maintenance Department will inspect and repair equipment as needed. Operations Supervisor will ensure SICP is updated as needed.

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #8



Phase #2

Winter Storm Actions and Procedures

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #9



Chapter 3. Snow Removal Action Criteria

3.1 Activating Snow Removal Personnel.

The following employees are trained as noted in **1.1 b**

Name	Position	Phone #
Ben Wolfe	Operations Manager	541-410-9381
Mike Wilcox	Operations Supervisor	541-948-7216
Cody Sheets	Operations Specialist	541-699-2065
Justin Turpin	Airfield/Facility Maintenance Lead	541-749-0088
Eric Apling	Airfield/Facility Maintenance Worker	541-604-5812
Jon Hershey	Airfield/Facility Maintenance Worker	541-410-8034
Cameron Byrd	Airfield/Facility Maintenance Worker	541-419-3434
Wyatt Willis	Airfield/Facility Maintenance Worker	541-604-1966
Devin Gredvig	Airfield/Facility Maintenance Worker	541-604-0588
Justin Davis	Airfield/Facility Maintenance Worker	541-604-0721
Duty Phone	Airfield/Facilities Maintenance Worker	541-504-3080

a) Weather Forecasting

- Duty Airfield and Facilities Maintenance Worker is responsible for monitor the current and/or forecast weather conditions.
- Local Meteorological and Internet based sites are sources used for weather forecasting.
- Redmond – Roberts Field does not have surface sensors.

b) Chain of Command

- Duty Airfield and Facilities Maintenance Worker is responsible for the following;
- Monitoring airfield conditions
- Physically inspecting airfield
- Initiating a Snow Alert Callout by notifying shift Supervisor
- Specify Procedures for Callout and Notification of Personnel

When heavy snow fall is forecast. Employees will be assigned to A-team or B-Team and will work 12hr shifts. Employees will remain of assigned 12hr shift until storm subsides and priority areas are cleared and functional.

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #10



c) Triggers for Initiating Snow Removal Operations

Snow removal operations will begin based on the following table. Table 5-2 for AC 150/5200-30D was used to determine Depths to initiate snow removal operations.

<u>Precipitation</u>	<u>Depth in Inches</u>
Slush	1/8
Wet Snow	1/8
Dry Snow	1/4 to 1/2
Ice or Freezing Rain	< 1/8

3.2 Personnel Responsible.**Airfield and Facility Maintenance**

- Determine when snow removal or deicing operations shall begin, based on evaluation of existing field conditions along with present and forecasted weather.
- Monitor runway conditions. Determine the presence of snow, ice, or slush along with depths. (Reference Assessment Criteria Column of Runway Condition Assessment Matrix (RCAM) on Table 5-2 of AC 150/5200-30D page 5-7.)
- Determine the coefficient of friction (Mu) by use of a qualified friction tester. Vehicle Deceleration and Directional Control Observation along with Pilot Breaking Action Reports should be used to support generated Runway Condition Code (RCC).
- Disseminate airport information via Notam Manager when any hazard to aircraft operation exists or when conditions change. If Notam Manager is inoperable, airport information will be disseminated by calling 1-877-487-6867.
- Notify Redmond Tower of existing runway, taxiway and apron conditions along with any hazard to aircraft operations that exists. Notify via land line at 541-548-2574 or on appropriate frequency.
- Maintain the effective operation of snow removal and ice control equipment. This includes the inspection, fueling, greasing, and cleaning of equipment to ensure equipment is ready for use.

ManagementOriginal Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #11



- Airport Management will be responsible for overseeing all of the responsibilities of Airfield and Facilities Maintenance and ensuring that a sufficient supply of fuel and deicing chemical will be kept on hand in the event that a prolonged storm occurs.

3.3 Snow Control Center (SCC).

The SCC is generally located in an Operations vehicle during a moderate to heavy snow event. The role of “Snow Boss” will be one of the following; Airfield and Facilities Maintenance Lead, Airfield and Facilities Maintenance Worker, Operations Supervisor or Facilities and Operations Manager.

At a minimum, the SCC will perform the following functions:

- Managing snow clearing operations.
- Serving as the prime source for initiating FICONS, Closures, Openings, etc.
- Informing ATCT, Air Carriers, Air Taxis, and other users of airport conditions.
- Issuing NOTAMs.

The SCC provides critical information to the drivers operating snow removal equipment. SCC duty is critical to ensuring that prompt removal of snow/ice is conducted, and that surface conditions are disseminated timely and accurately. Preplanning strategies, coordination of snow removal efforts and overall operational support is the primary function of the SCC.

3.4 Airfield Clearing Priorities.

Describe how the priorities are determined. A color coded map may be included but should not substitute text.

a) Priority 1

- Runway 5-23
- Taxiway R1
- Taxiway “E”
- Taxiway “H”
- Terminal Apron
- Taxiway “F”
- Taxiway “K”
- ARFF Access to Taxiway “B”
- Gate B-3 Operability (SRE) – Primary Mutual Aid Access Point

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #12



- NAVAIDS

b) Priority 2

- Taxiway "C" West of 5-23
- North Cargo Ramp
- General Aviation Ramp
- Taxiway "B" West of Runway 5-23
- Runway 11-29
- Taxiway "B" East of Runway 5-23
- Taxiway "C" East of Runway 5-23
- Taxiway "B1" and "C1"
- Taxiway "B2" and "C2"
- Taxiway "B4" and "C4"
- Fuel Truck Access Road (Perimeter Road)

c) Priority 3

- North City Hangars and Tie Downs
- Taxiway "D"
- Taxiway "B3" and "C3"
- Taxiway "N"
- South City Hangars
- Taxi lane "Z1" "Z2" "Z3"

3.5 Airfield Clearance Times.

RDM has more than 10,000 but less than 40,000 annual operations for a targeted clearance time of 1hr (Table 1-1).

Original Date Sept 1, 2016
Revision Date _____

FAA Approval

Exhibit #13



Table 1-1. Clearance Times for Commercial Service Airports

<i>Annual Airplane Operations (includes cargo operations)</i>	<i>Clearance Time¹ (hour)</i>
<i>40,000 or more</i>	<i>½</i>
<i>10,000 – but less than 40,000</i>	<i>1</i>
<i>6,000 – but less than 10,000</i>	<i>1½</i>
<i>Less than 6,000</i>	<i>2</i>
<i>General: Commercial Service Airport means a public-use airport that the U.S. Secretary of Transportation determines has at least 2,500 passenger boardings each year and that receives scheduled passenger airplane service [reference Title 49 United States Code, Section 47102(7)].</i>	
<i>Footnote 1: These airports should have sufficient equipment to clear 1 inch (2.54 cm) of falling snow weighing up to 25 lb/ft³ (400 kg/m³) from Priority 1 areas within the recommended clearance times.</i>	

3.6 Snow Equipment List.

- Primary (1) 2018 BATTs 750-gallon Liquid Deicer mounted on 2007 Ford F-550
- Primary (1) 2017 MB3 Sweeper with 20ft Broom
- Primary (1) 2014 Wausau SnoDozer 3131 with a JV 5000 high capacity snow blower capable of moving 5000 tons per hour
- Primary (1) 2009 Tyler Ice. This Trailer carries 1500 gallons of liquid E-36 and sprays up to 75' wide. This is pulled by a 1974 Ford 8000 10 yard dump truck.
- Primary (1) 2006 Cat Front End Loader with 20' Pro-Tec snow pusher.
- Primary (1) 2000 Oshkosh model "P" series six wheel, all steer, all-wheel drive truck with a 12 yard dump body, equipped with a 5½ yard Epoke slide-in liquid and solid material sander box. The truck carries a 22' power reversible polyethylene airport plow.
- Primary (1) 1995 Oshkosh model "HB" all-wheel drive, two diesel engine design chassis and a two-stage rotary snow blower with a quick hitch for a Frink model 5019 19' power reversible polyethylene airport plow and a Sweepster model S3100B 18' rotary broom. Primary function is rotary broom.

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #14



- Secondary (1) 1985 Case Front End Loader with 20' Pro-Tec snow pusher.
- Secondary (1) 1957 Oshkosh model WT-2206 with a 2009 slide in power plant and 20" rotary broom. She's a thing of beauty!
- One (1) 1976 Huber Grader, with a 12' reversible blade.
- One (1) 12' Pro-Tec snow pusher to attach to a front-end loader.
- One (1) 22' reversible ramp plow to attach to front end loader.
- Two (2) Bowmonk AFM2 Airfield Friction Meter Mark 3

3.7 Storage of Snow and Ice Control Equipment.

2018 BATTs – stored inside
2017 MB3 – stored inside
2014 Wausau SnoDozer – stored inside/heated
2009 Tyler Ice/1974 Ford 8000 10 yard – stored inside/heated
2007 Ford F-550 deicing truck – stored inside/outside
2006 Cat Front End Loader – stored outside
2000 Oshkosh Plow – stored inside/outside
1995 Oshkosh Broom – stored inside/heated
1985 Case Front End Loader – stored outside
1984 Oshkosh Broom – stored outside
1976 Huber Grader – stored outside

3.8 Definitions.

Airside Urea.

(Otherwise known as "Carbamide") The approved specifications are SAE AMS 1431, Compound, Solid Runway and Taxiway Deicing/Anti-Icing, and MIL SPEC DOD-U-10866, Technical Urea. Agricultural grade urea that meets any of these specifications, called airside urea, is acceptable.

Approved Chemical.

A chemical, either solid or liquid, that meets a generic SAE or MIL specification.

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #15



Ash.

A grayish-white to black solid residue of combustion normally originating from pulverized particulate matter ejected by volcanic eruption.

Compacted Snow.

Snow that has been compressed and consolidated into a solid form that resists further compression such that an airplane will remain on its surface without displacing any of it. If a chunk of compressed snow can be picked up by hand, it will hold together or can be broken into smaller chunks rather than falling away as individual snow particles.

Note: A layer of compacted snow over ice must be reported as compacted snow only.

Example: When operating on the surface, significant rutting or compaction will not occur. Compacted snow may include a mixture of snow and embedded ice; if it is more ice than compacted snow, then it should be reported as either ice or wet ice, as applicable.

Contaminant.

A deposit such as frost, any snow, slush, ice, or water on an aerodrome pavement where the effects could be detrimental to the friction characteristics of the pavement surface.

Contaminated Runway.

For purposes of generating a runway condition code and airplane performance, a runway is considered contaminated when more than 25 percent of the runway surface area (within the reported length and the width being used) is covered by frost, ice, and any depth of snow, slush, or water.

When runway contaminants exist, but overall coverage is 25 percent or less, the contaminants will still be reported. However, a runway condition code will not be generated.

While mud, ash, sand, oil, and rubber are reportable contaminants, there is no associated airplane performance data available and no depth or Runway Condition Code will be reported.

Exception: Rubber is not subject to the 25 percent rule, and will be reported as Slippery When Wet when the pavement evaluation/friction deterioration indicates the averaged Mu value on the wet pavement surface is below the Minimum Friction Level classification specified in Table 3-2 of FAA Advisory Circular 150/5320-12.

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #16



Dry (Pavement).

Describes a surface that is neither wet nor contaminated.

Dry Runway.

A runway is dry when it is neither wet, nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered dry when no more than 25 percent of the runway surface area within the reported length and the width being used is covered by:

Visible moisture or dampness, or

Frost, slush, snow (any type), or ice.

A FICON NOTAM must not be originated for the sole purpose of reporting a dry runway. A dry surface must be reported only when there is need to report conditions on the remainder of the surface.

Dry Snow.

Snow that has insufficient free water to cause it to stick together. This generally occurs at temperatures well below 32° F (0° C). If when making a snowball, it falls apart, the snow is considered dry.

Eutectic Temperature/Composition.

A deicing chemical melts ice by lowering the freezing point. The extent of this freezing point depression depends on the chemical and water in the system. The limit of freezing point depression, equivalent to the lowest temperature that the chemical will melt ice, occurs with a specific amount of chemical. This temperature is called the eutectic temperature, and the amount of chemical is the eutectic composition. Collectively, they are referred to as the eutectic point.

FICON (Field Condition Report).

A Notice to Airmen (NOTAM) generated to reflect Runway Condition Codes, vehicle braking action, and pavement surface conditions on runways, taxiways, and aprons.

Fluid Deicer/Anti-Icers. The approved specification is SAE AMS 1435, Fluid, Generic Deicing/Anti-icing, Runways and Taxiways.

Frost.

Frost consists of ice crystals formed from airborne moisture that condenses on a surface whose temperature is below freezing. Frost differs from ice in that the frost crystals grow independently and therefore have a more granular texture.

Note: Heavy frost that has noticeable depth may have friction qualities similar to ice and downgrading the runway condition code accordingly should be considered. If driving a vehicle over the frost does not result in tire tracks down to

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #17



bare pavement, the frost should be considered to have sufficient depth to consider a downgrade of the runway condition code.

Generic Solids. The approved specification is SAE AMS 1431, Compound, Solid Runway and Taxiway Deicing/Anti-Icing.

Ice.

The solid form of frozen water to include ice that is textured (i.e., rough or scarified ice).

A layer of ice over compacted snow must be reported as ice only.

Layered Contaminant.

A contaminant consisting of two overlapping contaminants. The list of layered contaminants has been identified in the RCAM and include:

- Dry Snow over Compacted Snow
- Wet Snow over Compacted Snow
- Slush over Ice
- Water over Compacted Snow
- Dry Snow over Ice
- Wet Snow over Ice

Mud.

Wet, sticky, soft earth material.

Multiple Contaminants.

A combination of contaminants (as identified in the RCAM) observed on paved surfaces. When reporting multiple contaminants, only the two most prevalent / hazardous contaminants are reported. When reporting on runways, up to two contaminant types may be reported for each runway third. The reported contaminants may consist of a single and layered contaminant, two single contaminants, or two layered contaminants. The reporting of “multiple contaminants” represent contaminants which are located adjacent to each other, not to be confused with a “layered contaminant” which is overlapping. For example:

- Single contaminant and Layered contaminant.
‘Wet’ and ‘Wet Snow over Compacted Snow’
- Single contaminant and Single contaminant.
‘Wet Snow’ and ‘Slush’

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #18



- Layered contaminant and Layered contaminant.
'Dry Snow over Compacted Snow' and 'Dry Snow over Ice'

Oil.

A viscous liquid, derived from petroleum or synthetic material, especially for use as a fuel or lubricant.

Runway (Primary and Secondary).

Primary.

Runway(s) being actively used or expected to be used under the existing or anticipated adverse meteorological conditions, where the majority of the takeoff and landing operations will take place.

Secondary.

Runway(s) that supports a primary runway and is less operationally critical. Takeoff and landing operations on such a runway are generally less frequent than on a primary runway. Snow removal operations on these secondary runways should not occur until Priority 1 surfaces are satisfactorily cleared and serviceable.

Runway Condition Assessment Matrix (RCAM).

The tool by which an airport operator will assess a runway surface when contaminants are present.

Runway Condition Code (RwyCC).

Runway Condition Codes describe runway conditions based on defined contaminants for each runway third. Use of RwyCCs harmonizes with ICAO Annex 14, providing a standardized "shorthand" format (Eg: 4/3/2) for reporting. RwyCC (which replaced Mu values) are used by pilots to determine landing performance calculations.

Sand.

A sedimentary material, finer than a granule and coarser than silt.

Slush.

Snow that has water content exceeding a freely drained condition such that it takes on fluid properties (e.g., flowing and splashing). Water will drain from slush when a handful is picked up. This type of water-saturated snow will be displaced with a splatter by a heel and toe slap-down motion against the ground.

Slush over Ice.

See individual definitions for each contaminant.

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #19



Slippery When Wet Runway.

A wet runway where the surface friction characteristics would indicate diminished braking action as compared to a normal wet runway.

Slippery When Wet is only reported when a pavement maintenance evaluation indicates the averaged Mu value on the wet pavement surface is below the Minimum Friction Level classification specified in Table 3-2 of FAA Advisory Circular 150/5320-12. Some contributing factors that can create this condition include: Rubber buildup, groove failures/wear, pavement macro/micro textures.

Water.

The liquid state of water. For purposes of condition reporting and airplane performance, water is greater than 1/8-inch (3mm) in depth.

Wet Runway.

A runway is wet when it is neither dry nor contaminated. For purposes of condition reporting and airplane performance, a runway can be considered wet when more than 25 percent of the runway surface area within the reported length and the width being used is covered by any visible dampness or water that is 1/8-inch or less in depth.

Wet Ice.

Ice that is melting, or ice with a layer of water (any depth) on top.

Wet Snow.

Snow that has grains coated with liquid water, which bonds the mass together, but that has no excess water in the pore spaces. A well-compacted, solid snowball can be made, but water will not squeeze out.

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #20



Chapter 4. Snow Clearing Operations and Ice Prevention

4.1 Snow Clearing Principals.

a) Ramp and Terminal

The snow clearing objective for the Terminal Apron is to maintain as best as possible, a snow and ice free surface. Airline personnel are responsible for maintaining passenger walkways between terminal building and each aircraft parking location.

- Snow will be removed from surface in a manner that does not cover signs or create snow banks along the edges of apron nor creating wing tip clearance concerns.
- Heavy snow will be removed with Rotary Plow and or stockpiled off pavement surface at the far south west end of the apron and off pavement surface.

b) Runway and Taxiways

Displacement plows, rotary plows (blowers), and brooms are used to remove snow from runway and taxiway surfaces. Snow depth, accumulation rate and moisture content are contributing factors when determining equipment used.

Snow removal and ice control efforts will be focused first on Priority 1 Areas noted in **3.4**. Runways will be cleared and treated to full width. Taxiways will be cleared to full width and treated as needed.

Brooms are used to remove light to moderate snow. Displacement plows are used for moderate to heavy snow. Brooms will follow behind plows to remove any contaminates left behind.

Rotary plows (blowers) will be used to blow snow beyond runway and taxiway edge lighting.

Close wing formations may be used when there are multiple pieces of snow equipment on runway.

Original Date Sept 1, 2016
Revision Date _____

FAA Approval

Exhibit #21



c) Snowbanks

Snow Bank Height Profiles – See Figure 4-1. Design Group III and IV apply to our airport.

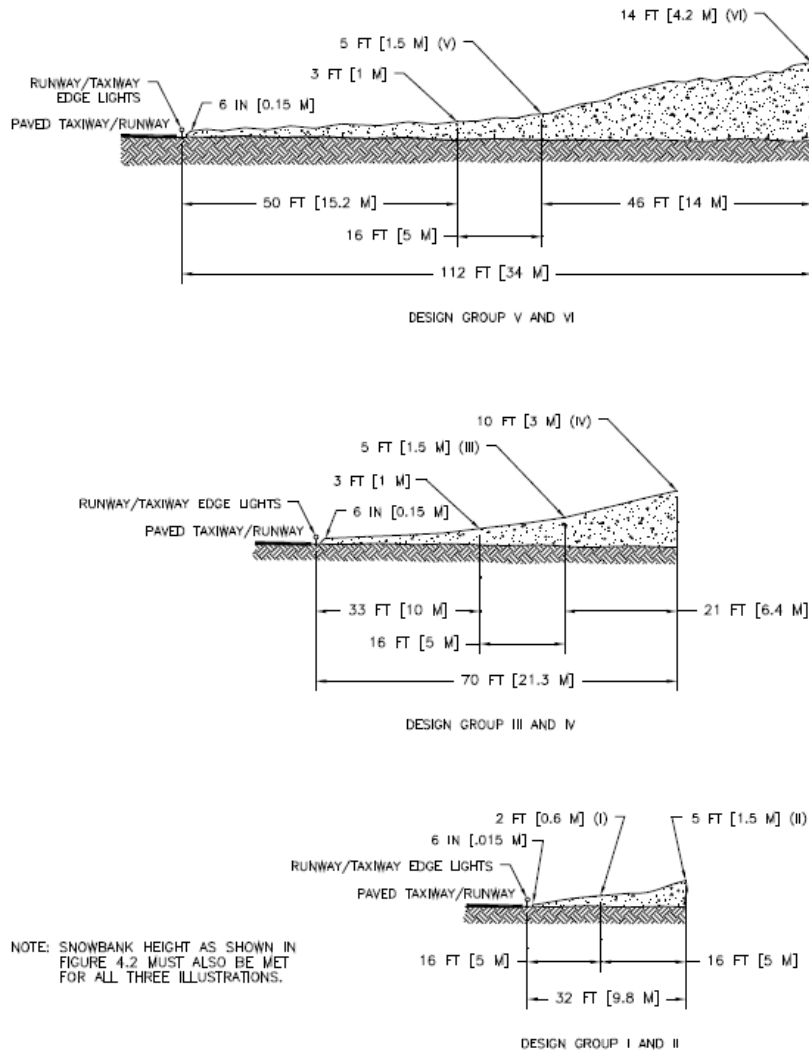


Figure 4-1. Snow Bank Profile Limits Along Edges of Runways and Taxiways with the Airplane Wheels on Full Strength Pavement (see Figure 4-2 guidance)

Original Date Sept 1, 2016
Revision Date _____

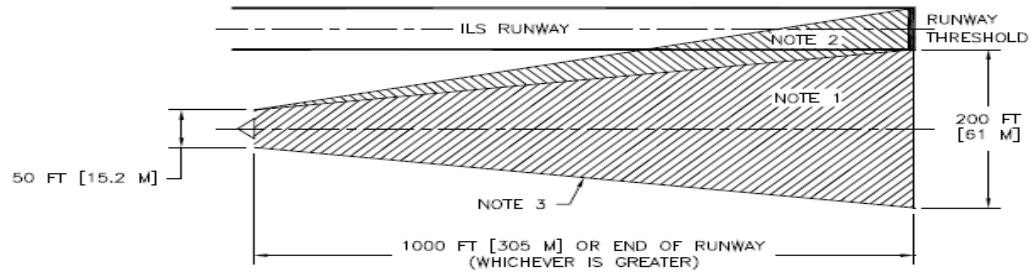
Exhibit #22

FAA Approval

FEDERAL AVIATION ADMINISTRATION
10 June 2020
KCY
Airport Certification Safety Inspector

d) **NAVAIDs**

FAA Maintenance Personnel will notify Airport and solicit assistance when glide slope critical areas or PAPI/VASI needs to be cleared of snow.



NOTES:

1. CATEGORY I GLIDE SLOPE SNOW CLEARANCE AREA.
2. CATEGORY II AND III GLIDE SLOPE SNOW CLEARANCE AREA. THE AREA DEPICTED UNDER NOTE 1 SHALL ALSO BE CLEARED.
3. THE DEPTH OF SNOWBANKS ALONG THE EDGES OF THE CLEARED AREA SHALL BE LESS THAN 2 FEET.

ACTION TAKEN	SNOW DEPTH		
	SBR <6 IN [15 cm] NR. CECS <18 IN [45 cm]	SBR 6 TO 8 IN [15 TO 20 cm] NR. CECS 18 TO 24 IN [45 TO 60 cm]	SBR >8 IN [20 cm] NR. CECS >24 IN [60 cm]
SNOW REMOVAL (SEE ABOVE FIGURE)	REMOVAL NOT REQUIRED RESTORE FULL SERVICE AND CATEGORY.	ILS CATEGORY I REMOVE SNOW 50 FT [15M] WIDE AT MAST WIDENING TO 200 FT [60M] WIDE AT 1000 FT [300M] OR END OF RUNWAY TOWARD MIDDLE MARKER. ILS CATEGORIES II AND III AS ABOVE PLUS WIDEN THE AREA TO INCLUDE A LINE FROM THE MAST TO THE FAR EDGE OF RUNWAY THRESHOLD.	
NO SNOW REMOVAL	RESTORE FULL SERVICE AND CATEGORY.	ALL CATEGORIES RESTORE TO CATEGORY I SERVICE, CATEGORY D AIRCRAFT MINIMA RAISED TO LOCALIZER ONLY. TYPICAL NOTAM TEXT: "DUE TO SNOW ON THE IXXX (APPROPRIATE IDENTIFIER) GLIDE SLOPE, MINIMA TEMPORARILY RAISED TO LOCALIZER ONLY FOR CATEGORY D AIRCRAFT" IF APPLICABLE, "CATEGORY II NA"* OR "CATEGORY II/III NA".	ALL CATEGORIES APPROACH RESTRICTED TO LOCALIZER ONLY MINIMA. TYPICAL NOTAM TEXT: "DUE TO SNOW ON THE IXXX (APPROPRIATE IDENTIFIER) GLIDE SLOPE, MINIMA TEMPORARILY RAISED TO LOCALIZER ONLY.

* NA (NOT AUTHORIZED)

Figure 4-2. ILS CAT I and CAT II/III Snow Clearance Area Depth Limitations

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

FEDERAL AVIATION ADMINISTRATION
10 June 2020
 KCY
 Airport Certification Safety Inspector

Exhibit #23

4.2 Controlling Snow Drifts.

The airport has no method in place, past or present, for controlling snow drifts.

4.3 Snow Disposal.

In the event that large quantities of snow need to be removed, front end loaders and dump trucks will be used. There are multiple locations on the airport where snow could be disposed. A specific location will be determined at the appointed time when the circumstances warrant.

4.4 Methods for Ice Control and Removal—Chemicals.

E-36, Potassium Acetate and NAAC Potassium Format are product used to anti-ice and de-ice surfaces. E-36 is applied through metered computer controlled spray system at a rate of ½ to 1 ½ gallons per 1000 square feet. NACC Potassium Format is applied with Epoke truck mounted spreader at a rate of 4lbs to 8lbs per 1000 square feet.

4.5 Sand (for the purposes of treating a winter surface).

Sand could be used as a backup in the event the airport is unable to apply E-36 or NAAC. Sand could be applied by Epoke truck mounted spreader. This unit has the capability of wetting sand with E-36 during application.

Table 4-2. Standard Gradation for Sand

Sieve Designation	Percent by Weight Passing
8	100
80	0-2

Original Date Sept 1, 2016
Revision Date _____

FAA Approval _____

Exhibit #24



Table 4-3. Expanded Sand Gradation Standard

Sieve Designation	Percent by Weight Passing
8	100
30	20-50
80	0-2

4.6 Surface Incident/Runway Incursion Mitigation Procedures.

RDM will review surface incidents that occur during snow removal operations and will discuss how additional vehicles and time on the airfield might lead to a surface incident. Also discussed will be the direct correlation between equipment age, condition and performance related to decreasing vehicle time on runway and that solicitation of FAA support for SRE Equipment procurement is ongoing.

Preventive measures put into place to help prevent surface incidents include maintaining visual and radio contact from vehicle to vehicle and between vehicle and Air Traffic Control in addition to airfield familiarization and annual equipment training.

Vehicles will be marked and lighted in accordance with AC 150/2510-5, Painting, Marking and Lighting of Vehicles Used on an Airport.

a) Radio Communication

All snow removal and ice control vehicles operating on aircraft movement area will be equipped with a two-way radio or be under the direct control of a vehicle so equipped. Radios must be capable of monitoring frequency 121.80 MHz (Redmond Ground) while operating on ramps and taxiways or 124.50 MHz (Redmond Tower) while operating on runways or during Non-Towered operations.

When snow removal operations are underway, each vehicle operator will communicate directly with ATC. When snow removal operations are in effect on runway 5-23 and "snow boss" has been designated. Authorization for access onto runway 5-23 and continuous communication will be through "snow boss" via Operations Radio. See *Appendix 15 LOA Snow Removal Operations*. During Non-Towered hours one vehicle operator or designated "snow boss", will transmit

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #25



advisories on frequency CTAF (Common Traffic Advisory Frequency) 124.50 MHz (Redmond area traffic) and communicate with area traffic as needed.

The snow team will communicate amongst each other using two-way vehicle mounted or hand held Operation Radios. In order to minimize ambient noise disruption from vehicular noise, headsets are provided if needed.

b) Failed Radio Communication

If radio communications fail between the snow team or a single driver loses a radio signal on Operations Radios, cell phones may be used. During non-towered operations CTAF 124.50 MHz may be used for temporary communications between vehicle operators. If radio communication fails between Air Traffic Control and ground vehicle, cell phones may be use for temporary communication or Air Traffic Control may use Light Gun Signals to aid vehicles as they safely clear the movement area. Vehicles will not return to the field unless they possess a working radio.

c) Low Visibility and Whiteout Conditions

During low visibility, when continual visual contact cannot be made with Air Traffic Control or between snow removal equipment. Frequent "location updates" will be given. During whiteout conditions snow removal equipment will stop immediately until visibility is restored.

d) Driver Fatigue

Airfield and Facilities Maintenance employee will receive rest and meal periods during snow events. During prolonged snow events, employees will be divided into two teams. Each team will work 12 hours during a 24hr period.

Original Date Sept 1, 2016
Revision Date _____

FAA Approval

Exhibit #26



Chapter 5.Surface Assessment and Reporting

Conducting Surface Assessments:

Airfield and Facilities Maintenance/Operations Department will remain aware and monitor all paved surface conditions in order to plan and carry out appropriate maintenance actions in accordance with the Snow and Ice Control plan. The airport strives to maintain a 'no worse than wet' surface condition.

The airport operator in complying with Part 139.339, at a minimum, will utilize the NOTAM system for collection, dissemination and logs of airport information to air carriers, and other airport users.

The NOTAM System used to report conditions is NOTAM Manager.

Assessments of runways, taxiways, and aprons, are conducted by means of visual and physical observation.

- Assessments are performed by Duty Airfield and Facilities Maintenance personnel when inclement weather is anticipated, weather event is underway, or there has been a change to surface conditions resulting from brooming, plowing or chemical treatment.
- Vehicles, Pilot Reports, and Decelerometers are used to assist in conducting assessments.

5.2 Applying the Runway Condition Assessment Matrix (RCAM).

a) Determining Runway Conditions

The type of contaminant present on surfaces will be determined by training and experience. A list of contaminant can be referenced from the Definitions section of current edition of AC 150/5200-30.

Original Date Sept 1, 2016
Revision Date _____

FAA Approval

Exhibit #27



Snow and Ice Control Plan - Redmond-Roberts Field

Assessment Criteria		Downgrade Assessment Criteria		
Runway Condition Description	Code	Mu (μ) ¹	Vehicle Deceleration or Directional Control Observation	Pilot Reported Braking Action
• Dry	6	40 or Higher	---	---
• Frost • Wet (Includes Damp and 1/8 inch depth or less of water) 1/8 inch (3mm) depth or less of: • Slush • Dry Snow • Wet Snow	5		Braking deceleration is normal for the wheel braking effort applied AND directional control is normal.	Good
5° F (-15°C) and Colder outside air temperature: • Compacted Snow	4	39	Braking deceleration OR directional control is between Good and Medium.	Good to Medium
• Slippery When Wet (wet runway) • Dry Snow or Wet Snow (Any depth) over Compacted Snow Greater than 1/8 inch (3mm) depth of: • Dry Snow • Wet Snow Warmer than 5° F (-15°C) outside air temperature: • Compacted Snow	3	30 to 39	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced.	Medium
Greater than 1/8 (3mm) inch depth of: • Water • Slush	2	29 to 30	Braking deceleration OR directional control is between Medium and Poor.	Medium to Poor
• Ice ²	1	21 to 29	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced.	Poor
• Wet Ice ² • Slush over Ice • Water over Compacted Snow ² • Dry Snow or Wet Snow over Ice ²	0	20 or Lower	Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain.	Nil

¹ The correlation of the Mu (μ) values with runway conditions and condition codes in the Matrix are only approximate ranges for a generic friction measuring device and are intended to be used only to downgrade a runway condition code; with the exception of circumstances identified in Note 2. Airport operators should use their best judgment when using friction measuring devices for downgrade assessments, including their experience with the specific measuring devices used.

² In some circumstances, these runway surface conditions may not be as slippery as the runway condition code assigned by the Matrix. The airport operator may issue a higher runway condition code (but no higher than code 3) for each third of the runway if the Mu value for that third of the runway is 40 or greater obtained by a properly operated and calibrated friction measuring device, and all other observations, judgment, and vehicle braking action support the higher runway condition code. The decision to issue a higher runway condition code than would be called for by the Matrix cannot be based on Mu values alone; all available means of assessing runway slipperiness must be used and must support the higher runway condition code. This ability to raise the reported runway condition code to a code 1, 2, or 3 can only be applied to those runway conditions listed under codes 0 and 1 in the Matrix.

The airport operator must also continually monitor the runway surface as long as the higher code is in effect to ensure that the runway surface condition does not deteriorate below the assigned code. The extent of monitoring must consider all variables that may affect the runway surface condition, including any precipitation conditions, changing temperatures, effects of wind, frequency of runway use, and type of aircraft using the runway. If sand or other approved runway treatments are used to satisfy the requirements for issuing this higher runway condition code, the continued monitoring program must confirm continued effectiveness of the treatment.

Caution: Temperatures near and above freezing (e.g., at 26.6° F (-3°C) and warmer) may cause contaminants to behave more slippery than indicated by the runway condition code given in the Matrix. At these temperatures, airport operators should exercise a heightened level of runway assessment, and should downgrade the runway condition code if appropriate.

Original Date Sept 1, 2016

Revision Date _____

FAA Approval



Exhibit #28

Step 1: Runway Condition Code (RwyCC) Applicability:

If 25 percent or less of the overall runway length and width or cleared width is covered with contaminants, RwyCCs must not be applied, or reported. The airport operator in this case, will simply report the contaminant percentage, type and depth for each third of the runway, to include any associated treatments or improvements.

Or

If the overall runway length and width coverage or cleared width is greater than 25 percent, RwyCCs must be assigned, and reported, informing airplane operators of the contaminant present, and associated codes for each third of the runway. (The reported codes, will serve as a trigger for all airplane operators to conduct a takeoff and/or landing performance assessment).

Step 2: Apply Assessment Criteria

Based on the contaminants observed, the associated RwyCC from the RCAM for each third of the runway will be assigned.

Step 3: Validating Runway Condition Codes

If the observations by the airport operator determine that RwyCCs assigned accurately reflect the runway conditions and performance, no further action is necessary, and the RwyCCs generated may be disseminated.

b) Downgrade Assessment Criteria

When observations indicate a more slippery condition than generated by the RCAM, the airport operator may downgrade the RwyCC(s). When applicable, the downgrade of RwyCCs may be based on friction (μ) readings, vehicle control or pilot reported braking action or temperature.

NOTE: Temperatures near and above freezing (e.g., at negative 26.6° F (-3° C) and warmer) may cause contaminants to behave more slippery than indicated by the runway condition code given in the RCAM. At these temperatures, airport operators should exercise a heightened awareness of airfield conditions, and should downgrade the RwyCC if appropriate.

c) Upgrade Assessment Criteria Based on Friction Assessments.

RwyCCs of 0 or 1 may only be upgraded when the following requirements are met.

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #29



1. All observations, judgment, and vehicle braking action support the higher RwyCC, and
2. Mu values of 40 or greater are obtained for the affected third(s) of the runway by a calibrated friction measuring device that is operated within allowable parameters.
3. This ability to raise the reported RwyCC to no higher than a code 3 can only be applied to those runway conditions listed under code 0 and 1 in the RCAM. (See footnote 2 on the RCAM.)
4. The airport operator must also continually monitor the runway surface as long as the higher code is in effect to ensure that the runway surface condition does not deteriorate below the assigned code.
 - a. The extent of monitoring must consider all variables that may affect the runway surface condition, including any precipitation conditions, changing temperatures, effects of wind, frequency of runway use, and type of aircraft using the runway.
 - b. If sand or other approved runway treatments are used to satisfy the requirements for issuing the higher runway condition code, the monitoring program must confirm continued effectiveness of the treatment.

5.3 Runway Friction Surveys, Equipment, and Procedures.

What type of equipment (decelerometer or continuous friction measuring equipment) does the airport utilizes. If no friction equipment exists at your airport, please state.

a) Conditions Acceptable to Use Decelerometers or Continuous Friction Measuring Equipment to Conduct Runway Friction Surveys on Frozen Contaminated Surfaces.

The data obtained from such runway friction surveys are only considered to be reliable when the surface is contaminated under any of the following conditions.

- Ice or wet ice.
- Compacted snow at any depth.
- Dry snow 1 inch or less.
- Wet snow or slush 1/8 inch or less.

b) When to Conduct

Original Date Sept 1, 2016
Revision Date _____

FAA Approval

Exhibit #30



Friction assessments should be conducted if any of the following occurs:

- When the central portion of the runway, centered longitudinally along the runway centerline, is contaminated 500 feet or more.
- After any type of snow removal operations or chemical application (including sanding)
- Immediately following any aircraft incident or accident on the runway.
- When two or more consecutive POOR Braking Action Pilot Reports are received.

c) How to Conduct

Describe procedures in how you conduct a friction test and address:

- When conducting a friction test on runway 5-23, surveys should be conducted approximately 10 feet from the runway centerline due to narrow-body aircraft being the primary users of this runway.
- When conducting friction tests on runway 11-29, surveys should be conducted approximately 5 feet from the runway centerline due to less that narrow-body aircraft being the primary users of this runway.
- Conduct in the direction of arrival aircraft.
- Friction tests is completed in one continuous pass
- Conduct 4 tests in each runway zones. Touchdown, Midpoint and Rollout zones.

d) Calibration

Operations Supervisor will ensure friction testing equipment is sent to Effective Solutions for annual recalibration prior to snow season.

Steve Landry
Effective Solutions, INC.
1 Overlook Drive, Unit 4,
Amherst, NH 03031
Telephone: 1-603-673-6369

5.4 Taxiway, Apron, and Holding Bay Assessments.

Assessments to these surfaces will occur when contaminants are present, and whenever a contaminant is present on the surface. Assessments will occur

Original Date Sept 1, 2016
Revision Date _____

FAA Approval

Exhibit #31



anytime the pavement is worse than wet. Surfaces will be monitored on a regular, continual basis.

5.5 Surface Condition Reporting.

Personnel responsible for implementing the SICP will carefully monitor changing airfield conditions and disseminate information about those conditions via the NOTAM System in a timely manner to airport users.

Runway: Runway condition reports will occur when contaminants are present on a runway surface via the Federal NOTAM System. Condition Reports and RwyCCs will be updated as necessary whenever conditions change, such as a contaminant type, depth, percentage or treatment/width change.

Taxiway, Apron or Holding Bay: Taxiway, Apron or Holding bay condition reports will occur when contaminants are present on these surfaces via the Federal NOTAM System. NOTAMS will be updated as necessary whenever conditions change, such as a contaminant type, depth, percentage or treatment/width change.

Describe additional 'specific' procedures for reporting:

- Triggers for a runway condition report to be updated will be as conditions change.
- Triggers for a taxiway, apron or holding bay condition report to be updated will be as conditions change.
- When the cleared runway width is less than full width, and there are uncleared runway edges with a different condition from cleared width on runway. A runway condition report will need to be updated.

Any time a change to the surface conditions occurs which could be any of the following:

- active snow event
- plowing/brooming/deicing/sanding
- rapidly rising or falling temperatures
- rapidly changing conditions

A dedicated airport staff member is assigned the primary role of assess runway, taxiway and apron surfaces and report such findings. Doing so ensures that reporting is accurate and timely.

- Reporting will be as surface conditions change.

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #32



- Information is reported to Air Traffic Control and communicated to users.
- NOTAM Manager is used to convey this information electronically to users.

The term 'DRY' is used to describe a surface that is neither wet nor contaminated. While a FICON NOTAM is not generated for the sole purpose of reporting a dry runway, a dry surface will be reported when there is need to report conditions on the remainder of the surface. (For example: snow is present on the first two thirds of the runway.)

5.6 Reportable Contaminants without Performance Data.

If present, unable to be removed, and posing no hazard, mud will be reported with a measured depth. Ash, oil, sand, and rubber contaminants will be reported without a measured depth. These contaminants will not generate a RwyCC.

5.7 Slippery When Wet Runway.

For runways where a friction survey (for the purposes of pavement maintenance) indicates the averaged Mu value at 40 mph on the wet pavement surface failed to meet the minimum friction level classification specified in AC 150/5320-12, the airport will report via the NOTAM system a RwyCC of '3' for the entire runway (by thirds: 3/3/3) when the runway is wet.

A runway condition description of 'Slippery When Wet' will be used for this condition.

If it is determined by the airport that a downgrade is necessary, the downgrade will be made to all three runway thirds match (i.e. 3/3/3, 2/2/2, 1/1/1).

The NOTAM will be cancelled when the minimum runway friction level classification has been met or exceeded.

5.8 Requirements for Closures.

Runways receiving a NIL braking (either pilot reported or by assessment by the airport) are unsafe for aircraft operations and will be closed immediately when this unsafe condition exists. *Reporting Airport Conditions LOA* located in appendix 14 of the Airport Certification Manual describes these procedures.

When previous PIREPs have indicated GOOD or MEDIUM braking action, two consecutive POOR PIREPS should be taken as evidence that surface conditions may be deteriorating. If the airport operator has not already instituted its continuous monitoring procedures, an assessment should occur before the next

Original Date Sept 1, 2016
Revision Date _____

FAA Approval

Exhibit #33



operation. If the airport operator is already continuously monitoring runway conditions, this assessment should occur as soon as air traffic volume allows.

The airport will maintain available airport surfaces in a safe operating condition at all times and provide prompt notifications when areas normally available are less than satisfactorily cleared for safe operations. If a surface (runway, taxiway, apron, lane or holding bay) becomes unsafe due to a NIL (by braking action or assessment) or otherwise unsafe hazard or condition, the surface will be closed until the condition no longer exists and is safe.

It is recommended that airports develop additional triggers for runway, taxiway, apron, and holding bay closures (i.e., Maximum slush, wet, dry snow depths, ice, freezing rain, and a minimum RwyCC level). These tables may be derived from auditing a variety of the most common airplane operations at your airport.

5.9 Continuous Monitoring and Deteriorating Conditions.

Under deteriorating conditions, the airport will take all reasonable steps using available equipment and materials that are appropriate for the condition to improve the braking action. If braking action cannot be improved, and the surface is not NIL, the airport will continually monitor the runways, taxiways, aprons and holding bays to ensure braking does not become NIL.

Including but not limited to:

- Frozen or freezing precipitation.
- Falling air or pavement temperatures that may cause a wet runway to freeze.
- Rising air or pavement temperatures that may cause frozen contaminants to melt.
- Removal of abrasives previously applied to the runway due to wind or airplane effects.
- Frozen contaminants blown onto the runway by wind.
- Pilot Braking Action Reports of Medium or worse.
- Friction values below 40 MU
- Visual observation of ice crystals beginning to form on pavement surfaces.

5.10 Surface Conditions Not Being Monitored/Reported

Conditions are not normally monitored/reported between the hours of 0900 and 1200 Zulu PST.

(See FAA Advisory Circular 150/5200-28, current version, for NOTAM format guidance.)

Original Date Sept 1, 2016

Revision Date _____

FAA Approval

Exhibit #34





2021/2022 SNOW & ICE CONTROL PLAN

CITY COUNCIL PRESENTATION

OCTOBER 26, 2021



WINTER 2021/22

LA NINA

SLIDE / 2



2021-22 WINTER OUTLOOK

Frosty Flip-Flop Winter



2020-21 WINTER OUTLOOK

Winter of the Great Divide





EQUIPMENT





EQUIPMENT



SLIDE / 4





PREPARING FOR WINTER

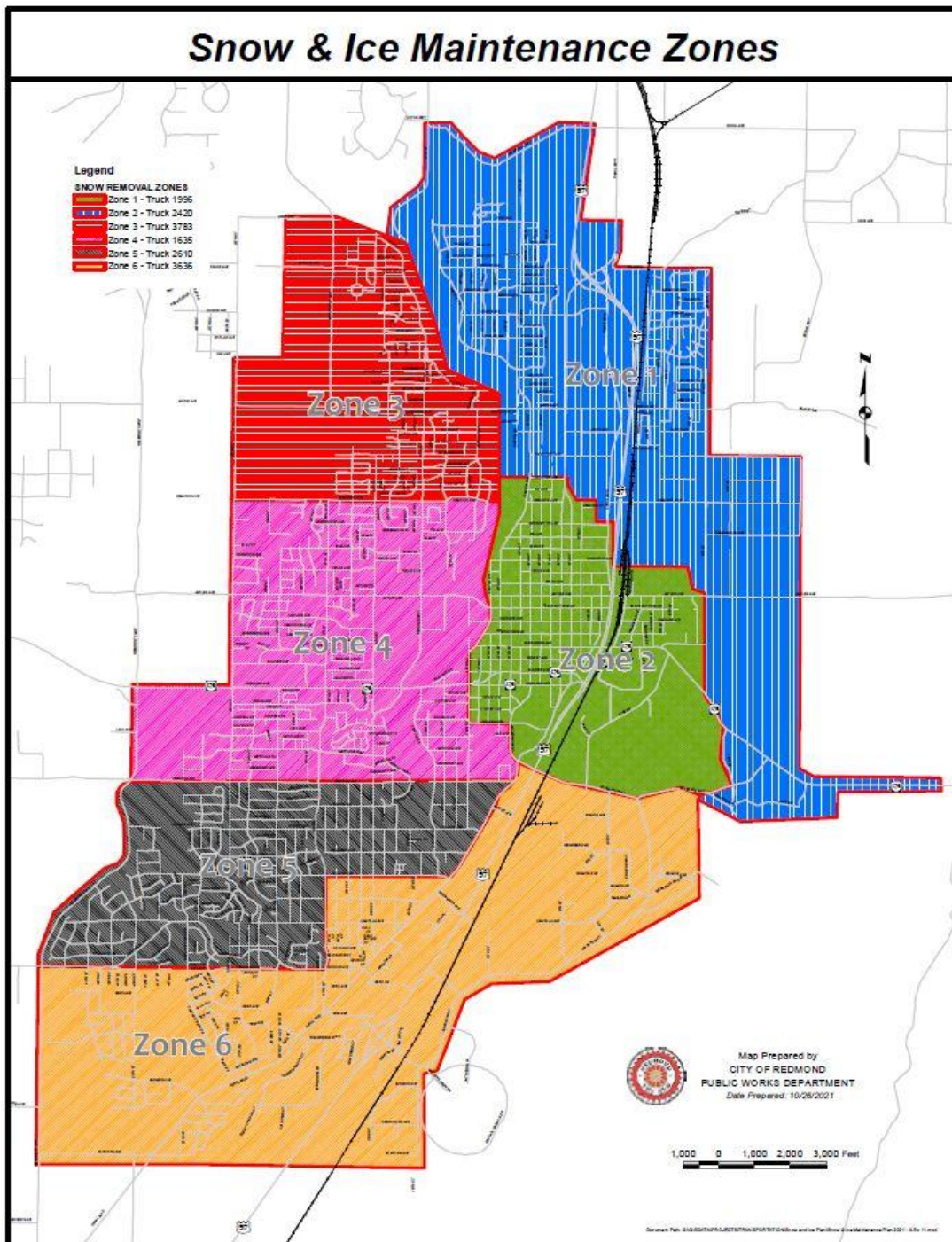
SLIDE / 5





STREET ROUTE & PRIORITY LEVEL

SLIDE / 6



PRIORITY ROUTES

- Arterials/Collectors
- Emergency
- Bus Routes



LOCAL ROUTES

- Residential
- Cul-de-sacs
- Light industrial



MAINTENANCE ZONES

- Six zones
- Assigned Equipment/Operator

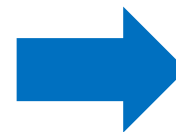
RESPONSE SCENARIOS



FREEZING CONDITIONS



MODERATE SNOW EVENT



HEAVY SNOW, LONG DURATION





TOOLS USED TO KEEP PUBLIC INFORMED

CITY WEBSITE HOMEPAGE

REDMONDSTREETS.COM

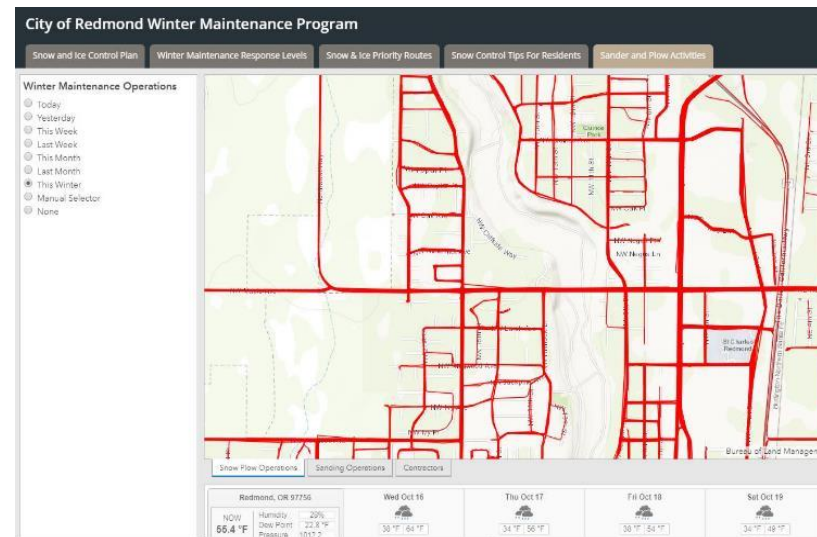
GPS TRACKING

FACEBOOK POSTS

NEWSLETTER ARTICLES

PRESS RELEASES

STREETS@REDMONDOREGON.GOV



ENGAGING THE PUBLIC



BEST WAY FOR CITIZENS TO HELP BE PREPARED

SLIDE / 9

BECOME WINTER READY

Prepare your vehicle for Central Oregon's adverse climate with traction tires or carrying chains.



PARK OFF STREETS

In residential areas, leave room for plows to get through safely, and avoid parking on the street.



PLEASE BE PATIENT

The City will make every effort to keep roadways open and safe during winter weather events.



A white snowplow is shown from a front-three-quarter view, clearing a road covered in snow. The plow's blade is lowered, pushing a large pile of snow to the right. In the background, there are snow-covered trees, several flagpoles with flags, and a brick building. The scene is hazy, suggesting a snowy or foggy day. Overlaid on the center of the image is the text 'Q & A' in a large, bold font. The 'Q' and 'A' are white, and the ampersand '&' is blue.

Q & A



City of Redmond Municipal Airport PRESENTATION



REDMOND AIRPORT (KRDM)



AIRPORT **SNOW AND ICE CONTROL PLAN**

REDMOND CITY COUNCIL MEETING

OCTOBER 26, 2021

AIRPORT SNOW FLEETS



12 IN AIRSIDE FLEET



6 IN LANDSIDE FLEET

NEW EQUIPMENT 2021

2021 Kenworth T800 Dump Truck



2021 Cat 950M Wheel Loader



TRAINING

- ***ALL PERSONNEL ARE TRAINED ANNUALLY ON EQUIPMENT, PROPER CHEMICAL USAGE, TECHNIQUES, AND RECORD KEEPING.***
 - ***OPERATIONS***
 - ***CUSTODIAL/FACILITIES***
- ***ALL AIRFIELD OPERATIONS PERSONNEL RECEIVE ADDITIONAL REQUIRED ANNUAL FAA TRAINING ON NOTAM ISSUING, FRICTION TESTING, RUNWAY SURFACE CONDITION ASSESSMENTS AND REPORTING, AND RECORD KEEPING.***

OUR MINIMUM STANDARDS

MINIMUM STANDARDS REQUIRING SNOW AND ICE CONTROL

(these are conditions that effect the take off and landing performance of aircraft)

1. ANY AMOUNT OF ICE

2. 1/8 INCH OF WET SNOW

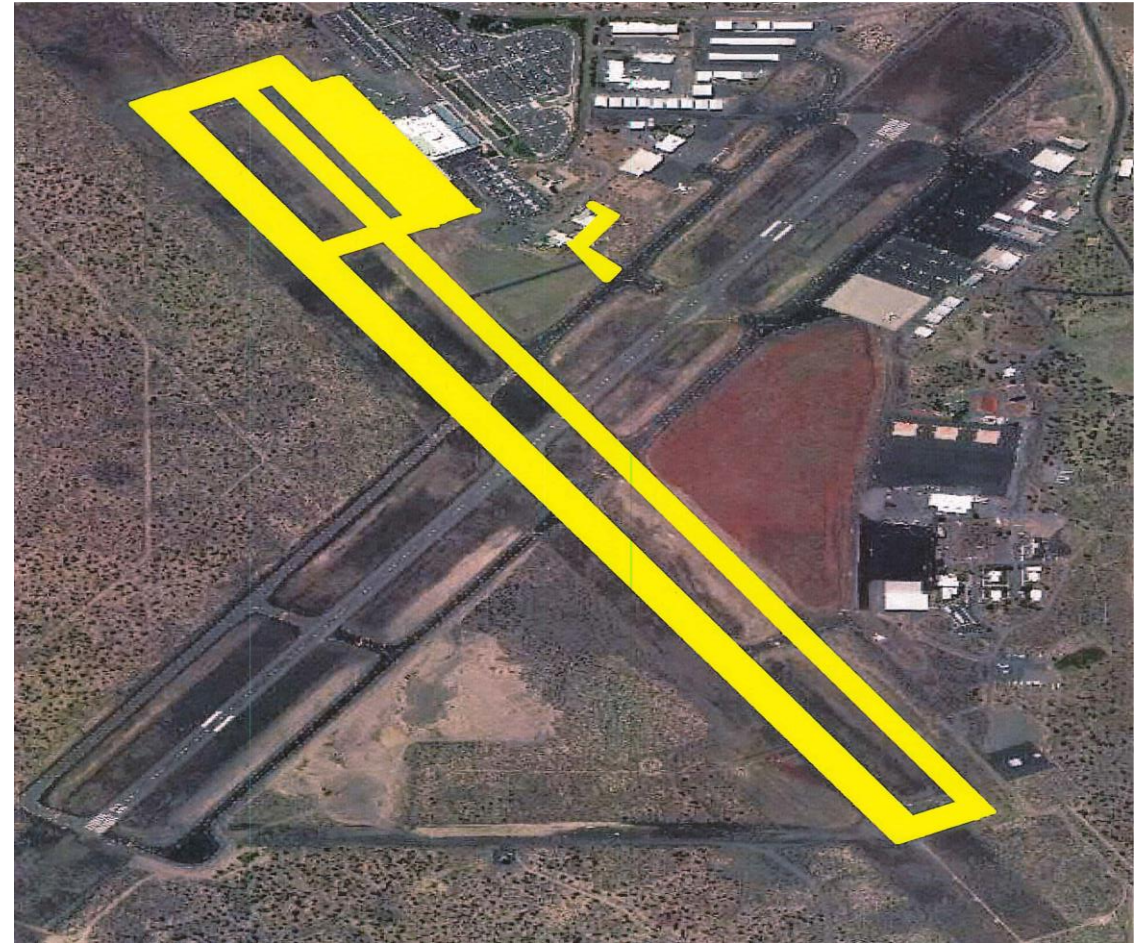
3. 1/4 INCH OF DRY SNOW

REQUIRED CLEARANCE TIME FOR PRIORITY 1 AREAS IS 1 HOUR

(Determined by annual total aircraft operations)

Airfield Priority 1 areas

- *Runway 5-23*
- *Taxiway “E”*
- *Taxiway “H”*
- *Terminal Ramp*
- *Taxiway “F”*
- *Taxiway “K”*
- *NAVAIDS*
- *ARFF Access to Taxiway “B”*
- *Gate B-3 Operability– Primary Mutual Aid Access Point*





QUESTIONS?





CITY OF REDMOND

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

STAFF REPORT

DATE: October 26, 2021
TO: City Council
Keith Witcosky, City Manager
THROUGH: John Roberts, Deputy City Manager
Deborah McMahon, Planning Manager
FROM: Joshua Hoff, Associate Planner
SUBJECT: Resolution 2021-32 - A resolution declaring certain territory as being annexed to and incorporated within the City of Redmond.

Addresses Council Goal:

7. COMPREHENSIVE PLANNING - Enhance the quality of life through adoption of programs, policies, and standards that balance growth while maintaining its unique character.
- A. Promote quality development.
 - B. Support orderly annexation from Urban Growth Boundary.

Report in Brief:

This item requests City Council approve a resolution to annex property owned by Deschutes County. The 40.07- acre property (part of Tax Lot 1513000000103; 1002 NE 17th St, Redmond, OR 97756) is located in northeast Redmond and within the Eastside Framework Plan.

Background:

The annexation agreement is part of the land use process to bring the subject property into City limits. This annexation is in reference to the Affordable Housing Pilot Project awarded to the City of Redmond via HB 2336, known as Skyline Village.

Discussion:

The property owner and subject property proceeded through the land use review process and received approval for a master development plan, zone map amendment, comprehensive plan map amendment, and tentative partition. The land use review was approved through adoption of Ordinance No. 2021-03 on April 13, 2021. The Ordinance ensures all annexation and development requirements will be met or addressed.

Fiscal Impact:

There is no immediate anticipated fiscal impact. System Development Charges will be paid as part of development review and approval to offset infrastructure and service delivery costs. Other project costs have been budgeted to support this project.

Alternative Courses of Action:

1. Adopt Resolution 2021-32.
2. Request more information.
3. Do not adopt Resolution 2021-32.

Recommendation / Suggested Motion:

"I move to adopt Resolution #2021-32."

AFTER RECORDING RETURN TO:
City Recorder's Office
City of Redmond
411 SW 9th Street
Redmond, OR 97756

**REDMOND RESOLUTION
RESOLUTION NO. 2021-32**

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, all owners of the territory described in Exhibits "A" have consented in writing to the annexation of the land described in Exhibit "A" into the City of Redmond; and

WHEREAS, Deschutes County and the City of Redmond agree to have the subject parcel be annexed into the City of Redmond for purposes of implementing the requirements of House Bill 2336 and subject to the terms of the Land Donation Agreement described in Exhibit "B" between the parties; and

WHEREAS, the City Council finds that this annexation complies with the Redmond Urban Area Comprehensive Plan 2040; and

WHEREAS, the City Council finds this annexation is consistent with House Bill 4079, as amended to House Bill 2336, Affordable Housing Pilot Program as awarded to the City of Redmond and City Ordinance No. 2021-03.

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 City Ordinance No. 2021-03, approving the Skyline Village Partition, Master Development Plan, Comprehensive Plan Map Amendment and Zone Map Amendment application.

ADOPTED by the City Council and **SIGNED** by the Mayor this 26th day of October 2021.

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder

State of Oregon
County of Deschutes

On _____, 2021, 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 portion of Parcel 1 of Partition Plat 2001-29, located in the Northeast One-Quarter of the Northeast One-Quarter of Section 10, Township 15 South, Range 13 East, Willamette Meridian, Deschutes County, Oregon, being more particularly described as follows:

BEGINNING at the Northeast corner of said Section 10 being an iron pipe;

Thence along the East line of said Northeast One-Quarter of the Northeast One-Quarter of Section 10 South $0^{\circ}22'53''$ East 1320.06 feet to the Southeast corner of said Northeast One-Quarter of the Northeast One-Quarter of Section 10; Thence along the South line of said Northeast One-Quarter of the Northeast One-Quarter of Section 10 South $89^{\circ}45'12''$ West 1323.03 feet to the Southwest corner of said Northeast One-Quarter of the Northeast One-Quarter of Section 10; Thence along the West line of said Northeast One-Quarter of the Northeast One-Quarter of Section 10 North $0^{\circ}18'44''$ West 1319.84 feet to the Northwest corner of said Northeast One-Quarter of the Northeast One-Quarter of Section 10 being a 5/8" iron rod; Thence along the North line of said Northeast One-Quarter of the Northeast One-Quarter of Section 10 North $89^{\circ}44'38''$ East 1321.43 feet to the **POINT OF BEGINNING**.

The Basis of Bearings is North $89^{\circ}44'38''$ East between found monuments along the North line of said Northeast One-Quarter of the Northeast One-Quarter of Section 10.

The above described land contains 40.07 acres, more or less.

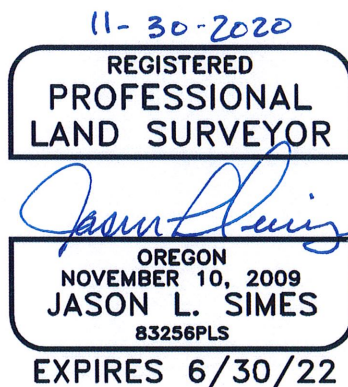
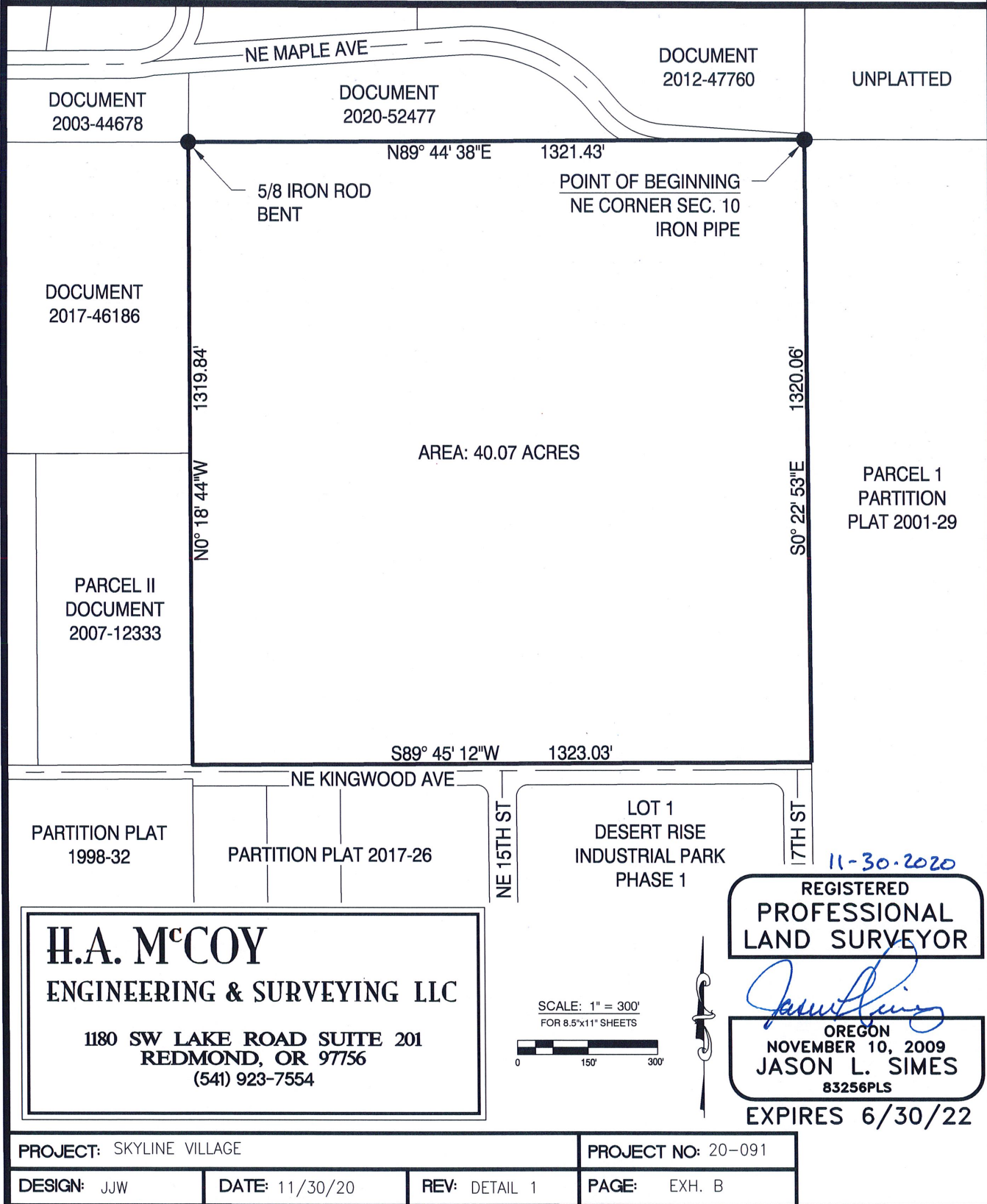
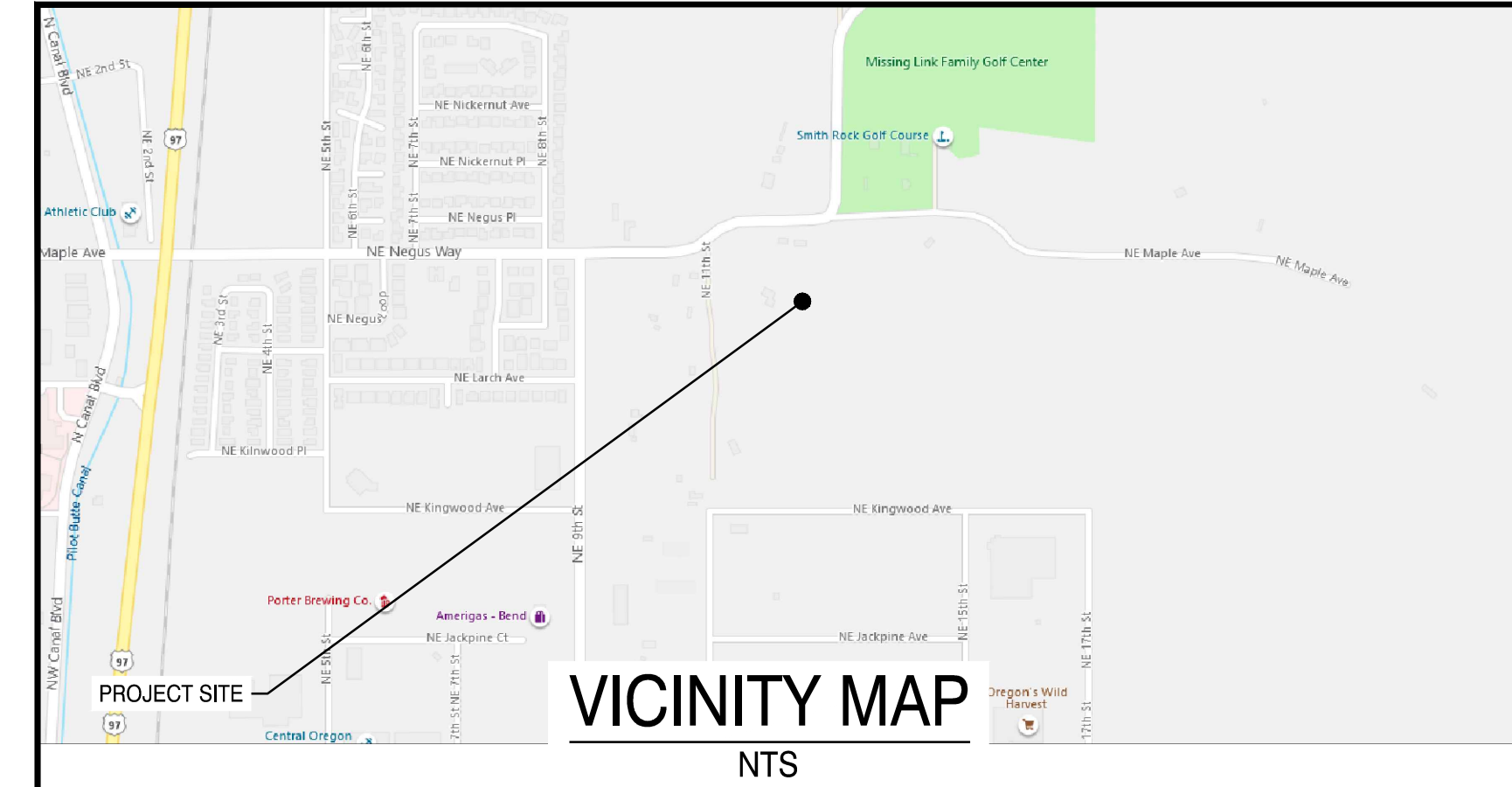


EXHIBIT B

A PORTION OF PARCEL 1, PARTITION PLAT 2001-29
LOCATED IN THE NORTHEAST ONE-QUARTER OF THE NORTHEAST ONE-QUARTER OF
SECTION 10, TOWNSHIP 15 SOUTH, RANGE 13 EAST, WILLAMETTE MERIDIAN,
DESCHUTES COUNTY, OREGON.





SKYLINE VILLAGE

A PORTION OF

TAX LOT 103, MAP 151300

JULY 2020

UTILITY STATEMENT

UNDERGROUND UTILITIES WERE MARKED BY ONE CALL OREGON UNDER TICKETS NO. 20130678, 20130687.

THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

EXISTING UNDERGROUND UTILITY LOCATIONS SHOULD BE VERIFIED PRIOR TO ANY CONSTRUCTION ACTIVITIES.

VERTICAL DATUM

ELEVATIONS ARE BASED ON TIE TO CITY OF REDMOND BENCHMARK 8-M-2 BEING A 3" BRASS DISK SET IN CONCRETE ABUTMENT OF WING WALL AT THE SW CORNER OF CANAL BRIDGE AT THE INTERSECTION OF NW GREENWOOD AVE AND NW CANAL BLVD. ELEVATION= 2990.38' (NGVD29)

LEGEND			
		EXISTING	PROPOSED
ECABL	EXISTING CABLE		
EGAS	EXISTING GAS		
EIRR	EXISTING IRRIGATION		
EOWR	EXISTING OVERHEAD LINES		
EPWR	EXISTING POWER		
EX SS	EXISTING SANITARY SEWER		
EX SD	EXISTING STORM DRAIN		
ECOMM	EXISTING TELECOMMUNICATIONS		
EWAT	EXISTING WATER		
CABL	NEW CABLE		
GAS	NEW GAS		
IRR	NEW IRRIGATION		
POWER	NEW POWER		
SSWR	NEW SANITARY SEWER		
SD	NEW STORM DRAIN		
COMM	NEW TELECOMMUNICATIONS		
WAT	NEW WATER		
FENCE	FENCE		
EXISTING RIGHT-OF-WAY	EXISTING RIGHT-OF-WAY		
EXISTING EDGE OF GRAVEL	EXISTING EDGE OF GRAVEL		
EXISTING EDGE OF PAVEMENT	EXISTING EDGE OF PAVEMENT		
EXISTING CURB	EXISTING CURB		
NEW RIGHT-OF-WAY	NEW RIGHT-OF-WAY		
NEW EDGE OF GRAVEL	NEW EDGE OF GRAVEL		
NEW EDGE OF PAVEMENT	NEW EDGE OF PAVEMENT		
NEW CURB	NEW CURB		
SANITARY SEWER MANHOLE	SANITARY SEWER MANHOLE		
STORM DRAIN MANHOLE, DRYWELL	STORM DRAIN MANHOLE, DRYWELL		
WATER VALVE, GAS VALVE	WATER VALVE, GAS VALVE		
AIR RELEASE VALVE	AIR RELEASE VALVE		
BACKFLOW PREVENTER	BACKFLOW PREVENTER		
WATER METER, GAS METER	WATER METER, GAS METER		
FIRE HYDRANT	FIRE HYDRANT		
CATCH BASIN/CURB INLET	CATCH BASIN/CURB INLET		
CLEAN OUT	CLEAN OUT		
RAIN DRAIN	RAIN DRAIN		
STREET LIGHT, PARKING LOT LIGHT	STREET LIGHT, PARKING LOT LIGHT		
UTILITY POLE, GUY ANCHOR	UTILITY POLE, GUY ANCHOR		
UTILITY VAULT	UTILITY VAULT		
ELECTRICAL PEDESTAL	ELECTRICAL PEDESTAL		
CABLE PEDESTAL	CABLE PEDESTAL		
TELECOMMUNICATIONS PEDESTAL	TELECOMMUNICATIONS PEDESTAL		
IRON ROD, IRON PIPE	IRON ROD, IRON PIPE		
TREES	TREES		
SIGN	SIGN		
MAILBOX	MAILBOX		

SITE INFORMATION

ADDRESS: 1002 NE 17TH ST, REDMOND, OR 97756
TAX ASSESSORS MAP: TAX LOT 103, MAP 151300
PROPERTY SIZE: 1610.60 ACRES
ZONING: EFUAL

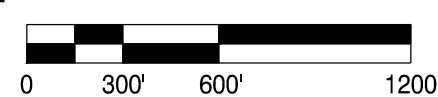
OWNER

DESCHUTES COUNTY

PROPOSED USE

RESIDENTIAL DWELLINGS

SCALE: 1" = 600'
FOR 34"x22" SHEETS

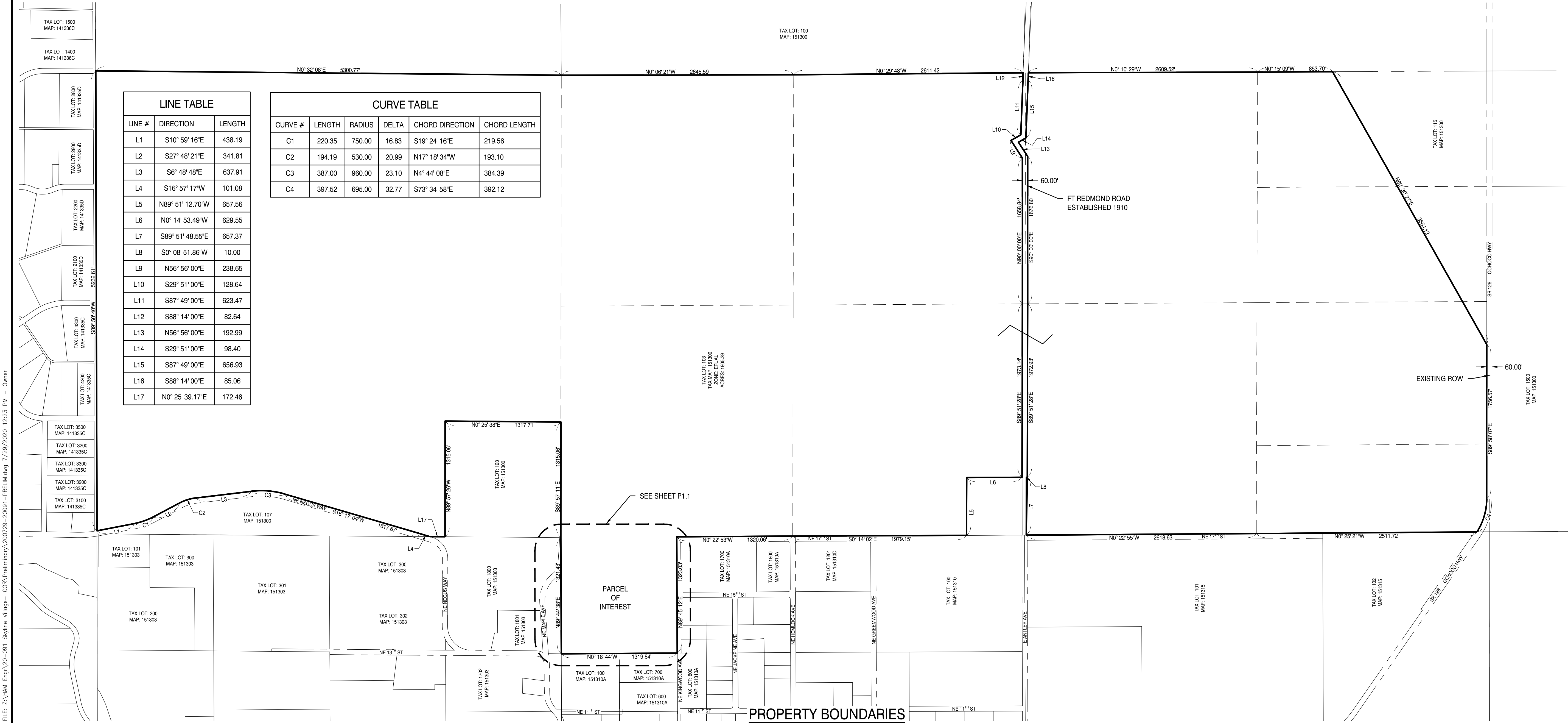


LAND SURVEYOR / CIVIL ENGINEER

H.A. M'COY ENGINEERING & SURVEYING
CONTACT: HAYES M'COY
1180 SW LAKE ROAD SUITE 201
REDMOND, OR 97756
PH: 541-923-7554

SHEET INDEX

P1.0 COVER SHEET AND PROPERTY BOUNDARIES
P1.1 EXISTING CONDITIONS
P1.2 PRELIMINARY PLAT
P1.3 PRELIMINARY PLAT DETAIL



REGISTERED
PROFESSIONAL
LAND SURVEYOR

PRELIMINARY

OREGON
JASOINETT & SONES
REGISTERED
EXPIRES 6/30/22

DRAWING STATUS:	DATE:	REVISION:	NO.
☒ PRELIM. PLAT	7/29/20		
☐			
☐			
☐			
☐			
☐			

H.A. M'COY
ENGINEERING & SURVEYING, LLC

1180 SW Lake Road, Suite 201, Redmond, OR 97756
Hayes M'CoY
PL, L.S. ENGINEER
541-923-7554
hayes@ham-engr.com

PROJECT:
SKYLINE VILLAGE COR

PROJECT LOCATION:
REDMOND, OR

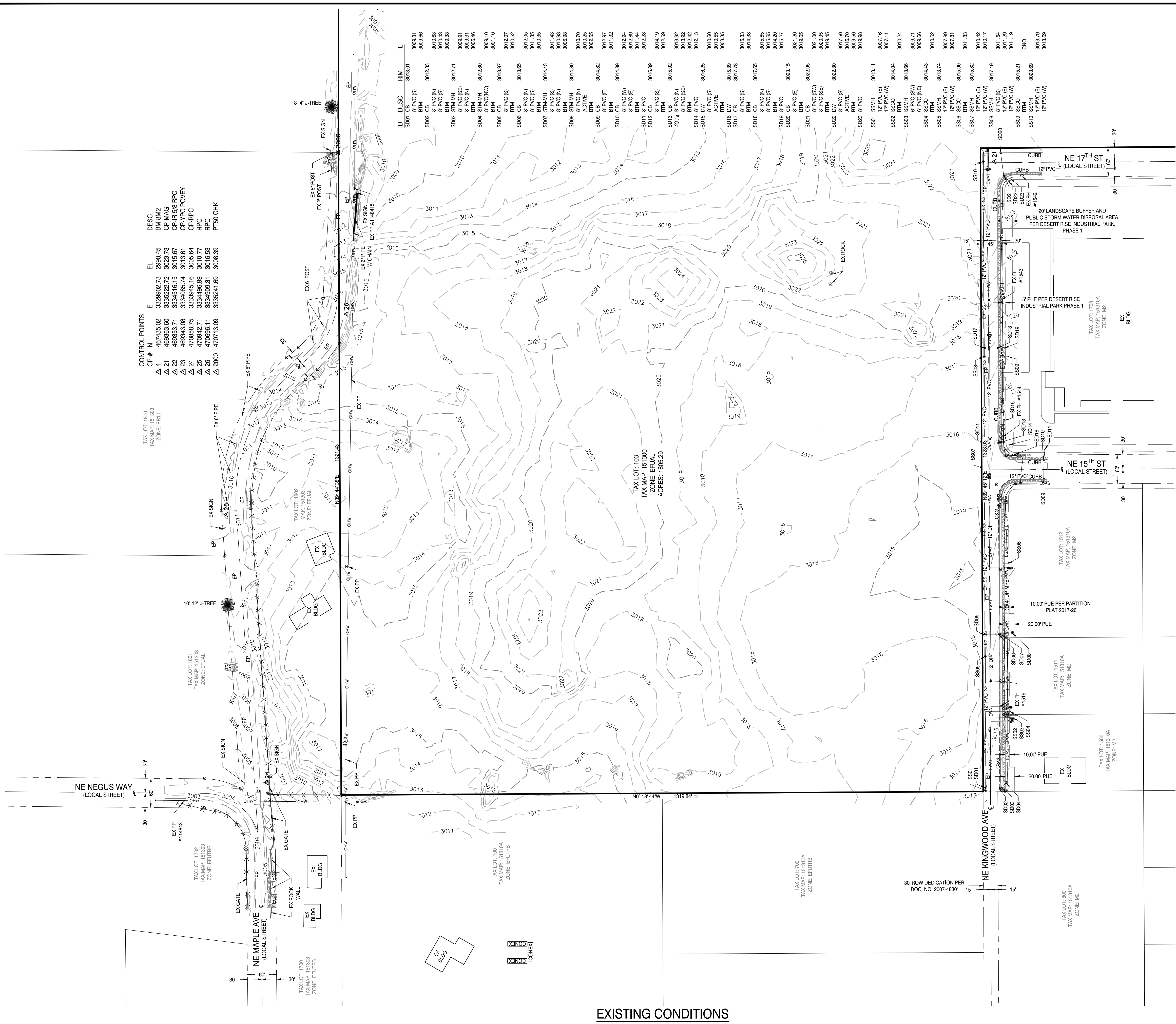
CLIENT:
DESCHUTES COUNTY

SHEET TITLE:
COVER SHEET AND
PROPERTY BOUNDARIES

JOB NO. 20-091

DRAWN BY: GWM/JJW

DRAWING:
P1.0



SCALE: 1" = 100'
FOR 34"x22" SHEETS

SHEET TITLE:
EXISTING CONDITIONS

JOB NO. 20-091
DRAWN BY: GWM/JJW
DRAWING:
P1.1

PROJECT:
SKYLINE VILLAGE COR

PROJECT LOCATION:
REDMOND, OR

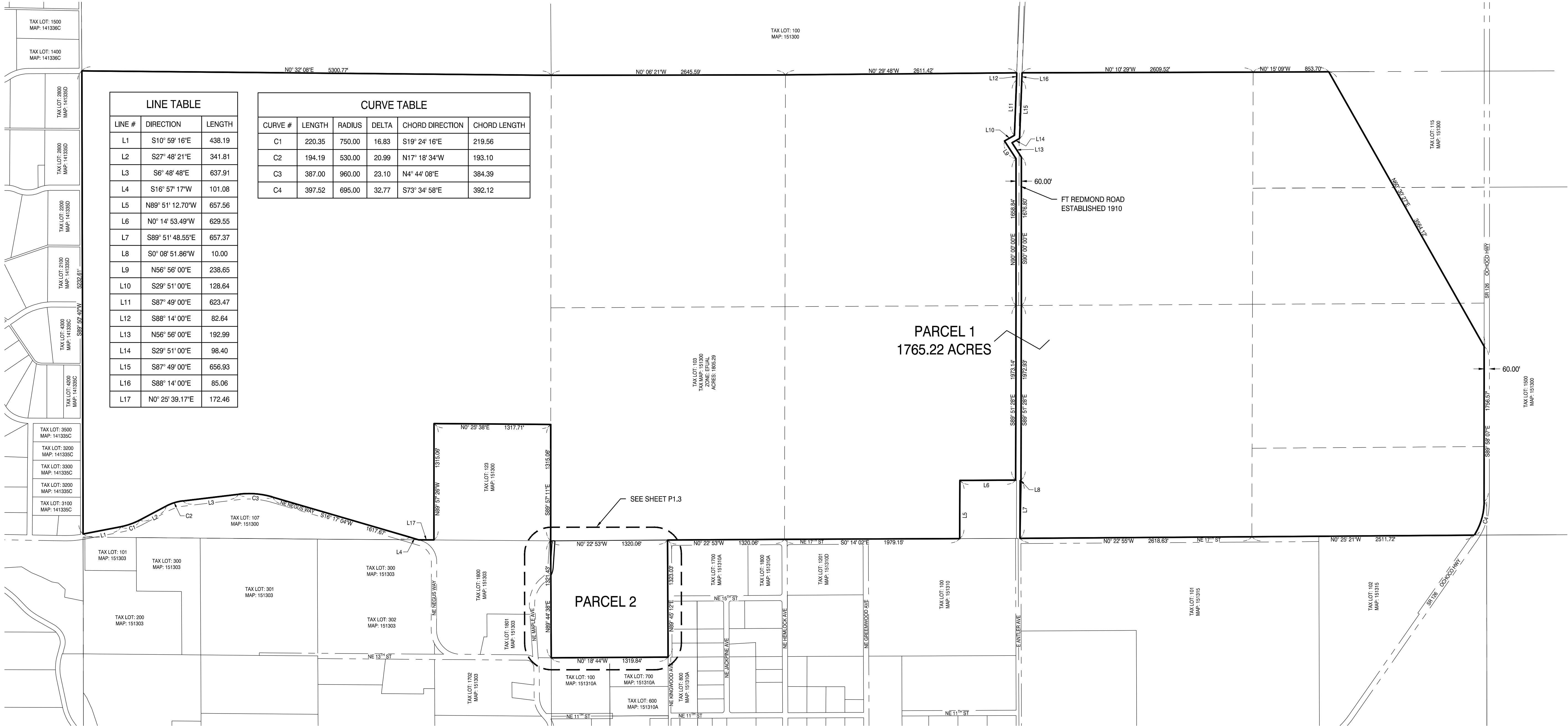
CLIENT:
DESCHUTES COUNTY

H.A. MCCOY
ENGINEERING & SURVEYING, LLC
1180 SW Laker Road, Suite 201, Redmond, OR 97756
PL. H.S. CCWRE
541-923-7554
hayes@hmc-eng.com

DRAWING STATUS: DATE: 7/29/20
☒ PRELIM. PLAT

REVISION: No. DATE: 7/29/20

REGISTERED PROFESSIONAL LAND SURVEYOR
PRELIMINARY
OREGON
JASOUBER 2009
JASOUBER 83259615
EXPIRES 6/30/22



LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	S10° 59' 16"E	438.19
L2	S27° 48' 21"E	341.81
L3	S6° 48' 48"E	637.91
L4	S16° 57' 17"W	101.08
L5	N89° 51' 12.70"W	657.56
L6	N0° 14' 53.49"W	629.55
L7	S89° 51' 48.55"E	657.37
L8	S0° 08' 51.86"W	10.00
L9	N56° 56' 00"E	238.65
L10	S29° 51' 00"E	128.64
L11	S87° 49' 00"E	623.47
L12	S88° 14' 00"E	82.64
L13	N56° 56' 00"E	192.99
L14	S29° 51' 00"E	98.40
L15	S87° 49' 00"E	656.93
L16	S88° 14' 00"E	85.06
L17	N0° 25' 39.17"E	172.46

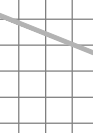
CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	220.35	750.00	16.83	S19° 24' 16"E	219.56
C2	194.19	530.00	20.99	N17° 18' 34"W	193.10
C3	387.00	960.00	23.10	N4° 44' 08"E	384.39
C4	397.52	695.00	32.77	S73° 34' 58"E	392.12

REGISTERED
PROFESSIONAL
LAND SURVEYOR

PRELIMINARY

OREGON
NOVEMBER 10, 2009
JASON L. SIMES
83256PLS

EXPIRES 6/30/22

[illegible]

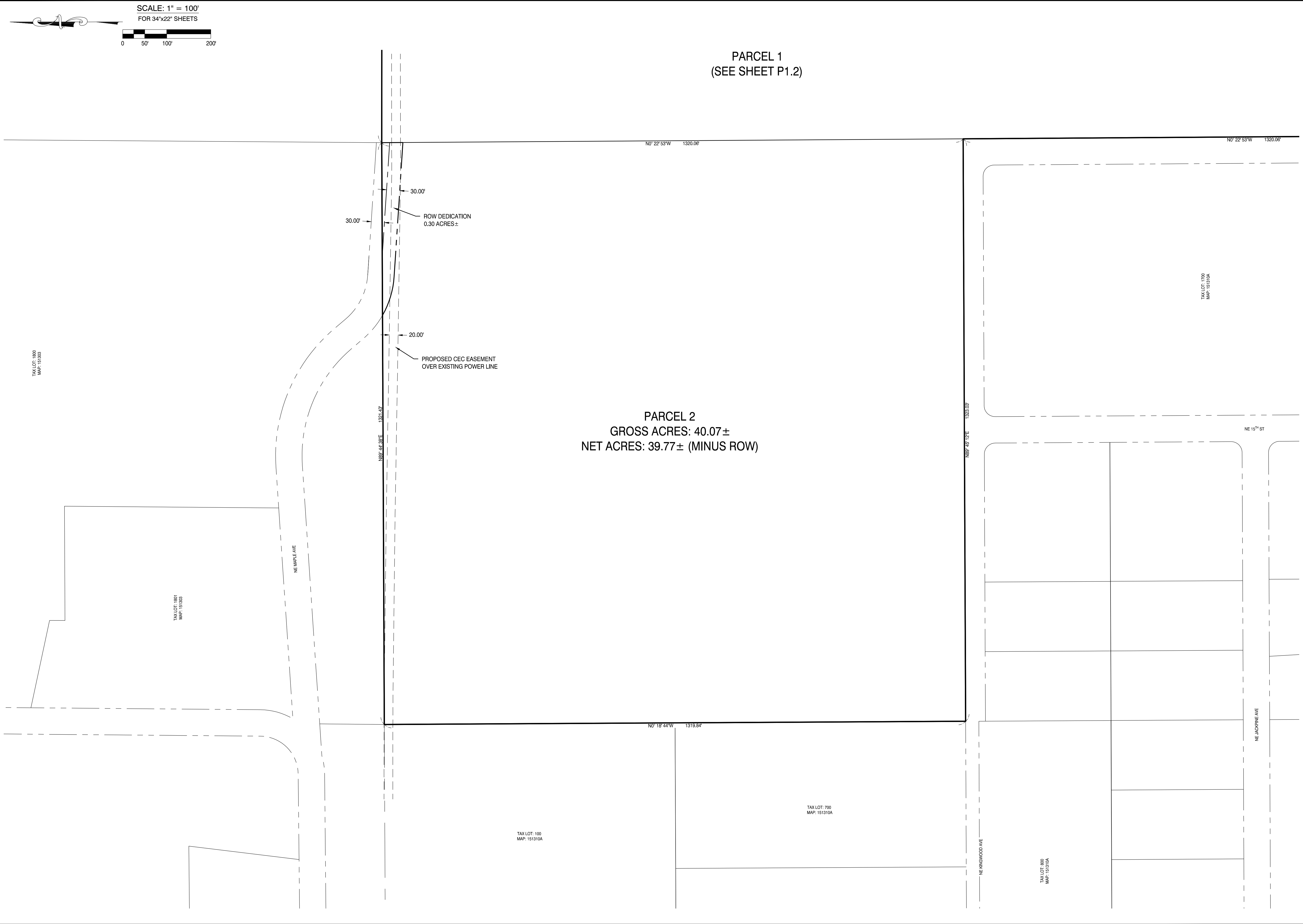
H.A. McCoy
ENGINEERING & SURVEYING, LLC
1180 SWL Laser Road, Suite 201, Richmond, On L7R 5A6
Haves McCoy
PR, H.S. CWRE
541-9427-5554 haves@ham-engr.com

PROJECT: SKYLINE VILLAGE COR
PROJECT LOCATION: REDMOND, OR
CLIENT: DESCHUTES COUNTY

SHEET TITLE:
PRELIMINARY PLAT

JOB NO.	20-091
DRAWN BY:	GWM/JJW
DRAWING:	P1.2

FILE: Z:\HAM Egr\20-091 Skyline Village- COR\Preliminary\200729-20091-PRELIM.dwg 7/29/2020 12:23 PM - Owner



REGISTERED
PROFESSIONAL
LAND SURVEYOR

PRELIMINARY

OREGON
JASOINETT
JASOINETT & SONS
83256643

EXPIRES 6/30/22

DRAWING STATUS:	DATE:	REVISION:	No.
☒ PRELIM. PLAT	7/29/20		△
☐			△
☐			△
☐			△
☐			△
☐			△

H.A. MCCOY

ENGINEERING & SURVEYING, LLC

1180 SW Lake Road, Suite 201, Redmond, OR 97756

HAYES MCCOY

PL, L.S. OWNER

541-923-7554

hayes@ham-eng.com

PROJECT:
SKYLINE VILLAGE COR

PROJECT LOCATION:
REDMOND, OR

CLIENT:
DESCHUTES COUNTY

SHEET TITLE:
PRELIMINARY PLAT
DETAIL

JOB NO. 20-091

DRAWN BY: GWM/JJW

DRAWING:
P1.3



LAND DONATION AGREEMENT

Deschutes County
P.O. Box 6005
Bend, OR 97708

("Grantor")

City of Redmond
411 SW 9th Street
Redmond, Oregon 97756

("Grantee")

RECITALS:

- A. Grantor and Grantee hereby enter into this Agreement dated December __, 2019 wherein Grantor agrees to convey as a donation a parcel of land to be created as Parcel 2 of a future partition of the parent property (parent property to be identified as Parcel 1 of a future Partition Plat 2019-xx) in Redmond, Oregon, owned by the Grantor and described as a portion of Tax Lot 1513000000103. The parcel identified herein as the "Property", will be 40 acres in area, and is further described in Exhibit A, attached hereto. The Property must first be partitioned, with a recorded partition plat, to create a legal parcel that can be conveyed from Grantor to Grantee as prescribed herein. The final Partition Plat as recorded with the Deschutes County Clerk will confirm the final property size and configuration for conveyance.

AGREEMENT:

Grantor Documents:

Within fifteen (15) calendar days after the Execution Date of this Agreement, Grantor shall deliver to Grantee or Grantee's Agent, all relevant documentation in Grantor's possession relating to the ownership, operation, and maintenance of the Property.

Partition:

It is understood by Grantee the donation is contingent upon the Partition being completed. Donation cannot be completed until the final partition plat is recorded with the Deschutes County Clerk. Deschutes County is under no obligation to complete the partition on behalf of Grantee, in order to complete this donation.

Contingencies Prior to Closing:

Grantee, at Grantee's sole cost and expense, shall complete the following:

All requirements of the subsequent partition to create a legal parcel. All such work shall be completed pursuant to the schedule of tasks and associated timeline as included in Exhibit B attached hereto.

Title, Escrow & Closing Costs:

Grantee, at Grantee's sole cost and expense, shall be responsible with all costs associated with title, escrow, contingencies and the closing of this Agreement.

Closing of Agreement:

The Agreement shall be closed within thirty (30) days of recording the final partition plat, unless the parties agree to a later date. The Agreement shall be "closed" when the document conveying title is recorded. At closing, Grantor shall convey fee simple title to the Property to Grantee by bargain and sale deed, subject only to the permitted exceptions.

Post Closing:

Grantee agrees to subsequently pursue any and all land use and building permits approvals to design, plat and develop housing units of which a minimum of (50%) will available as affordable housing units to be exclusively rented or sold to, and occupied by low income applicants, pursuant to applicable provisions of HB 4079/2336 and the schedule of tasks and associated timeline in Exhibit B. The terms of this provision shall survive the Closing of Agreement, run with the land, and apply to subsequent owners/developers.

Affordable Housing:

As listed and described in Exhibit C attached hereto, and consistent with applicable provisions of HB 4079/2336, Grantee shall provide methods to ensure that a minimum of 50% of developed housing units remain at or below the threshold deemed affordable housing for a period of 50 years from conveyance of the Property from Grantor to Grantee, including imposing such obligations on any and all subsequent owners. The terms of this provision shall survive the Closing of Agreement and run with the land.

Elective Right of Reversion:

Notwithstanding the timeline outlined in Exhibit B, if Grantee (including subsequent owners and developers) fails to demonstrate substantial initiation of the Affordable Housing Pilot Project within 7 years, Grantor may at its election, exercise this Right of Reversions wherein ownership of the property will revert to Grantor. "Substantial initiation" means infrastructure expenditures of at least \$1,000,000.

Right of Reversion:

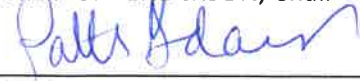
Consistent with the Elective Right of Reversion above, if Grantee fails to fulfill the obligations listed herein, the Property ownership (in any part, developed or undeveloped) not otherwise transferred to a third party shall revert to Grantor, including the requirements of HB 4079/2336, which includes but is not limited to research, design, land use findings, fees, pro formas, surveying, civil engineering, transportation analysis, annexation, project management, and permitting to expand the UGB to include the 40-acre parcel.

Agreed and Accepted: **GRANTOR**

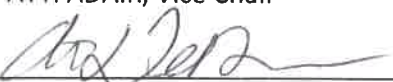
BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON



PHILIP G. HENDERSON, Chair



PATTI ADAIR, Vice Chair



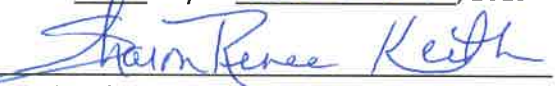
ANTHONY DEBONE, Commissioner

ATTEST:


Recording Secretary

STATE OF OREGON)
) ss.
County of Deschutes)

Before me, a Notary Public, personally appeared PHILIP G. HENDERSON, PATTI ADAIR, and ANTHONY DEBONE, the above-named Board of County Commissioners of Deschutes County, Oregon and acknowledged the foregoing instrument on behalf of Deschutes County, Oregon.

DATED this 18 day of December, 2019

Notary Public for Oregon
My Commission Expires: 4-26-2022



Agreed and Accepted: **GRANTEE**

City of Redmond

George Endicott, Mayor

STATE OF OREGON)
) ss.
County of Deschutes)

Before me, a Notary Public, personally appeared George Endicott, the above-named Mayor of Redmond and acknowledged the foregoing instrument on behalf of the City of Redmond.

DATED this _____ day of _____, 2019

Notary Public for Oregon
My Commission Expires: _____

Exhibits A, B and C Attached Hereto

Agreed and Accepted: **GRANTOR**

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

PHILIP G. HENDERSON, Chair

ATTEST:

PATTI ADAIR, Vice Chair

Recording Secretary

ANTHONY DEBONE, Commissioner

STATE OF OREGON)
) ss.
County of Deschutes)

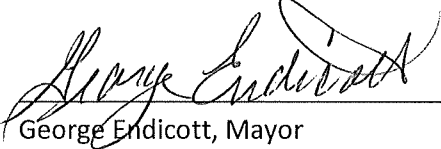
Before me, a Notary Public, personally appeared PHILIP G. HENDERSON, PATTI ADAIR, and ANTHONY DEBONE, the above-named Board of County Commissioners of Deschutes County, Oregon and acknowledged the foregoing instrument on behalf of Deschutes County, Oregon.

DATED this _____ day of _____, 2019

Notary Public for Oregon
My Commission Expires: _____

Agreed and Accepted: **GRANTEE**

City of Redmond

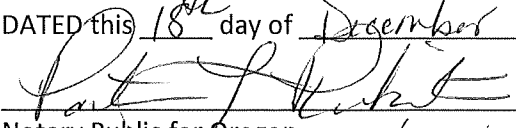


George Endicott, Mayor

STATE OF OREGON)
) ss.
County of Deschutes)

Before me, a Notary Public, personally appeared George Endicott, the above-named Mayor of Redmond and acknowledged the foregoing instrument on behalf of the City of Redmond.

DATED this 18th day of December, 2019



Notary Public for Oregon
My Commission Expires: 4/25/20

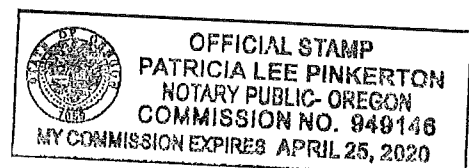


Exhibit A – Property Description

The legal description of the subject property is:

The Northeast Quarter of the Northeast Quarter of Section 10, Township 15 South, Range 13 East, Willamette Meridian in Deschutes County, Oregon.

As generally depicted and located:



Land Donation Agreement – Property Description

Exhibit B – Schedule of Tasks and Associated Timelines

Oregon Administrative Rules 660-39-0090 Affordable Housing Pilot Project Requirements 660-039-0090 (Subsequent Events)

- (1) Upon selection by the commission as provided in OAR 660-039-0080(4), the qualifying city shall:
- (a) In concert with the county in which the urban growth boundary is located, amend the urban growth boundary to include the pilot project site, and identify the provisions of law and rules pursuant to OAR 660-039-0030 relating to urban growth boundary amendments that are not applied to allow the pilot project site to be included within the urban growth boundary;
 - (b) Annex the pilot project site to the qualifying city within two years of the acknowledged urban growth boundary amendment;
 - (c) Adopt plan and zone designations for the pilot project site that authorize development of the concept plan included in the application;
 - (d) Adopt measures ensuring that affordable housing developed on the pilot project site remains affordable for a period of at least 50 years after the selection of the pilot project site; and
 - (e) Issue permits for development on the pilot project site only after annexation of the site to the qualifying city and adoption of measures ensuring that housing developed on the pilot project site will continue to be used to provide affordable housing for a period of at least 50 years after the selection of the pilot project site.
- (2) For a post-acknowledgement plan amendment or land use regulation change under OAR chapter 660, division 18 that proposes amendments with any effect upon existing comprehensive plan designations or provisions that impact residential development, or land use regulations that impact residential development, the qualifying city may not, for a period of 50 years after approval of the pilot project by the commission, consider the existence of housing units existing or approved on the pilot project site when making findings regarding the proposed amendment.
- (3) The qualifying city for the pilot project site selected by the commission may not plan or zone the site to allow a use or mix of uses not authorized by the commission unless the qualifying city, in concert with the county, withdraws the pilot project site from the urban growth boundary and rezones the site pursuant to law, statewide land use planning goals and land use regulations implementing the goals that regulate allowable uses of land outside urban growth boundaries.

Exhibit B – Schedule of Tasks and Associated Timelines

City of Redmond – Proposed Schedule of Tasks & Timelines

	Task	Timeline
1.	Redmond is awarded Pilot Project under HB 2336	April 2019
2.	Establish Project Advisory Committee	November 2019
3.	Complete donation agreement with County for 40-acres	December 2019
4.	Land Use Entitlements	January 2020 – December 2021
4.a.	Survey subject property/finalize legal description	
4.b.	Partition subject property, amend the Urban Growth Boundary, and complete Annexation (approval from both County and City)	
4.c.	Rezone subject property and adopt concept/master plan	
5	Master Developer	January 2020 – July 2021
5.a.	Develop RFP with Project Advisory Committee	
5.b.	Issue RFP for Master Developer	
5.c.	Select Master Developer	
5.d.	Advisory Committee work with Master Developer to refine site plan and pro forma expectations	
6	Formalize Contracts and Legal Documents (Master Developer)	August 2021 – June 2022
6.a.	Finalize phasing	
6.b.	Develop legal documents and deed-restrictions	
6.c.	Sales and rental options	
6.d.	Establish HOA and CCR's documents	
7.	Infrastructure (City of Redmond and Master Developer)	January 2020 – June 2022
7.a.	Eastside Sewer Intercept grant initiated	
7.b.	Local Improvement District Establish (if necessary)	
7.c.	Infrastructure contracts developed and processed	
7.d.	Coordinate funding, phasing, prioritization and sequencing of infrastructure improvements	
8.	Competitive RFP process to development community/affordable housing developers; Initial phases	July 2022
9.	Begin construction of Initial phases	Spring 2023

Exhibit C – Example Deed Restriction to Ensure Affordability

Statutory Requirements and Regulations to Ensure Affordability

House Bill 4079

SECTION 7. (1) The local government of a pilot project site selected by the Land Conservation and Development Commission under section 4 of this 2016 Act shall protect the pilot project site within its urban growth boundary from conversion to other uses before, during and after the development of affordable housing at the pilot project site, except as provided otherwise in rules adopted by the commission under section 5 (3) of this 2016 Act.

(2) The local government of a pilot project site selected by the commission shall ensure that housing developed on the site continues to be used to provide affordable housing for a period of at least 50 years after the selection of the pilot project site through:

- (a) Zoning restrictions;
- (b) Guaranteed rental rates or sales prices;
- (c) Incentives, contract commitments, density bonuses or other voluntary regulations, provisions or conditions designed to increase the supply of moderate or lower cost housing units;
- (d) Other regulations, provisions or conditions determined by the local government to be effective in maintaining the affordability of housing on land selected for a pilot project under section 4 of this 2016 Act; or
- (e) Restrictive agreements entered into with sources of affordable housing funding.

Oregon Administrative Rule Chapter 660 Division 39 – Affordable Housing Pilot Project

660-039-0010 Definitions

The definitions in ORS 197.015, the statewide planning goals, and the following definitions apply to this division:

(1) “Affordable housing” means:

- (a) Housing units available for rent, with or without government assistance, by households who meet applicable maximum income limits, not to exceed 80 percent of the area median income, adjusted for family size, as determined based on data from the United States Department of Housing and Urban Development or its successor agency, and in a manner so that no more than 30 percent of the household’s gross income will be spent on rent and utilities;
- (b) Housing units available for purchase, with or without government assistance, by households who meet applicable maximum income limits, not to exceed 80 percent of the area median income, adjusted for family size, as determined based on data from the United States Department of Housing and Urban Development or its successor agency, and in a manner so that no more than 30 percent of the household’s gross income will be spent on home loan or mortgage payments, amortized interest, property taxes, insurance, and condominium or association fees, if any; or

Exhibit C – Example Deed Restriction to Ensure Affordability

Statutory Requirements and Regulations to Ensure Affordability

House Bill 4079

SECTION 7. (1) The local government of a pilot project site selected by the Land Conservation and Development Commission under section 4 of this 2016 Act shall protect the pilot project site within its urban growth boundary from conversion to other uses before, during and after the development of affordable housing at the pilot project site, except as provided otherwise in rules adopted by the commission under section 5 (3) of this 2016 Act.

(2) The local government of a pilot project site selected by the commission shall ensure that housing developed on the site continues to be used to provide affordable housing for a period of at least 50 years after the selection of the pilot project site through:

- (a) Zoning restrictions;
- (b) Guaranteed rental rates or sales prices;
- (c) Incentives, contract commitments, density bonuses or other voluntary regulations, provisions or conditions designed to increase the supply of moderate or lower cost housing units;
- (d) Other regulations, provisions or conditions determined by the local government to be effective in maintaining the affordability of housing on land selected for a pilot project under section 4 of this 2016 Act; or
- (e) Restrictive agreements entered into with sources of affordable housing funding.

Administrative Rule Chapter 660 Division 39 – Affordable Housing Pilot Project

660-039-0010 Definitions

The definitions in ORS 197.015, the statewide planning goals, and the following definitions apply to this division:

(1) “Affordable housing” means

(a) Housing units available for rent, with or without government assistance, by households who meet applicable maximum income limits, not to exceed 80 percent of the area median income, adjusted for family size, as determined based on data from the United States Department of Housing and Urban Development or its successor agency, and in a manner so that no more than 30 percent of the household’s gross income will be spent on rent and utilities;

(b) Housing units available for purchase, with or without government assistance, by households who meet applicable maximum income limits, not to exceed 80 percent of the area median income, adjusted for family size, as determined based on data from the United States Department of Housing and Urban Development or its successor agency, and in a manner so that no more than 30 percent of the household’s gross income will be spent on home loan or mortgage payments, amortized interest, property taxes, insurance, and condominium or association fees, if any; or

Exhibit C – Example Deed Restriction to Ensure Affordability

660-039-0070 Housing Requirements

(3) Pilot project development phasing shall:

(a) Ensure all affordable housing units have been issued permanent certificates of occupancy prior to issuance of permanent certificates of occupancy to the last 50 percent of any market rate housing units included as part of the pilot project; or

(b) Phase development so that affordable housing units and market-rate housing units are issued permanent certificates of occupancy over time in a ratio similar to the ratio of affordable and market-rate housing units within the pilot project as a whole.

660-039-0090 Subsequent Events

(1) Upon selection by the commission as provided in OAR 660-039-0080(4), the qualifying city shall:

(d) Adopt measures ensuring that affordable housing developed on the pilot project site remains affordable for a period of at least 50 years after the selection of the pilot project site; and

660-039-0100 Reporting Requirements

(1) The qualifying city for a pilot project selected by the commission pursuant to OAR 660-039-0080 shall provide the following information in reports to the commission:

(d) On an annual basis once construction of the pilot project has begun, for a period of ten years:

(A) The number of affordable housing units on the pilot project site;

(B) The number of market rate housing units on the pilot project site;

(C) The vacancy rate of the affordable housing units;

(D) The vacancy rate of the market rate housing units;

(E) The current monthly rent for the affordable housing units, or sales price of the affordable housing units;

(F) The current monthly rent for the market rate housing units, or sales price of the market rate housing units;

Exhibit C – Example Deed Restriction to Ensure Affordability

Example of Deed Restriction Instrument to be Modified

WHEN RECORDED RETURN TO:

DECHUTES COUNTY, OREGON
1300 NW Wall St # 202,
Bend, OR 97703

Space Above This Line for Recorder's Use
Attention:

DEED RESTRICTION

THIS DEED RESTRICTION (the "Restriction") is made and effective as of ____ day of ____, 20__, by _____, a _____, whose address is _____ ("MASTER DEVELOPER"), for the benefit of the CITY OF REDMOND ("CITY").

WHEREAS, the CITY owns certain real property located _____ in Deschutes County, Oregon as more fully described on Exhibit "A" attached hereto and incorporated herein (the "Property");

WHEREAS, the OWNER and the CITY have entered into that certain DISPOSITION AND DEVELOPEMNT AGREEMENT dated _____, 20__, a copy of which may be obtained from the CITY at the address set forth above (the "Agreement"), pursuant to which the CITY agreed sell the Property to MASTER DEVELOPER, on the condition that MASTER DEVELOPER agreed to record against the Property a deed restriction in the form hereof;

NOW, THEREFORE, OWNER hereby agrees as follows for the benefit of the CITY:

1. Restriction. OWNER agrees that the Property shall be developed pursuant to the Agreement and in particular at least 243 dwelling units but not more than 50% of the total dwelling units constructed, sold or leased, shall be sold or leased to households earning no more than 80% of the Area Median Income ("AMI") as determined by the Department of Housing and Urban Development, or its successor, at the time of lease or sale of the applicable dwelling unit. In addition, the sales price or lease rate shall not exceed 30% of the 80% of AMI at the time of sale or lease at all times during the term of this restriction as set forth in Section 3 below.

2. Nature of Restriction. The Restriction shall run with the land and shall be binding upon the successors, assigns and beneficiaries of the parties. Further, Subsequent restrictions shall be recorded against parcels as the Property may be subdivided such that 243 of the dwelling units constructed or 50% of the total units constructed, whichever is less, shall be subject to the sales price or lease rate restrictions set forth above in section 1.

Exhibit C – Example Deed Restriction to Ensure Affordability

3. Term. The term of this Restriction is for a period of _____ () years commencing on the date (the "Commencement Date") upon which the CITY provides the OWNER with a Notice of Project Closeout (as such term is defined in the Agreement). The OWNER and the CITY shall either record the Notice of Project Closeout or shall enter into an amendment of this Restriction to memorialize such date. Upon the date that is _____ years from the Commencement Date, this Restriction shall automatically terminate without need for any other documentation, notice or recorded material. Nevertheless, the OWNER and the CITY shall promptly cooperate together and take the actions and sign the documents that either of them deems necessary to terminate the Restriction and remove all record thereof from the title of the Property.

4. Enforcement. The CITY and/or COUNTY, pursuant to the Donation Agreement enacted on _____, may enforce this Restriction through any proceeding at law or in equity, against the OWNER or its successors or assigns, in the event of a violation or threatened violation of the Restriction. There are no intended third party beneficiaries of this Restriction.

OWNER

By: _____

STATE OF OREGON)
) ss.
COUNTY OF DESCHUTES)

On the ____ day of _____, 20__, personally appeared before me _____, who being by me, duly sworn, did say that s/he is the _____ of _____, a Oregon _____, and that the foregoing instrument was signed by him on behalf of said body by authority of a Resolution, and the said _____ acknowledged to me that said body executed the same.

My Commission Expires:

**Notary Public
Residing in Deschutes County**

Exhibit C – Example Deed Restriction to Ensure Affordability

EXHIBIT A

_____ (agency name)

_____ (agency address)

Parcel Number: _____

Legal Description: