



CITY OF REDMOND

CITY HALL
411 SW 9th STREET
REDMOND, OR 97756
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CITY COUNCIL

January 25, 2022

Virtual Meeting • www.redmondoregon.gov/CityCouncilLive

COUNCIL MEMBERS

George Endicott
Mayor

Jay Patrick
Council President

Krisanna
Clark-Endicott
Councilor

Clifford Evelyn
Councilor

Ed Fitch
Councilor

Shannon Wedding
Councilor

Cat Zwicker
Councilor

JANUARY 25, 2022

REGULAR MEETING AGENDA

6:00 PM

- I. CALL TO ORDER / ESTABLISH A QUORUM**
- II. BLESSING - Father Todd Unger, St. Thomas Catholic Church**
- III. PLEDGE OF ALLEGIANCE**
- IV. COMMENTS FROM CITIZENS AT THE MEETING**
- V. PRESENTATIONS**
 - A. 2022 Oregon Legislative Session Preview with Doug Riggs
- VI. BID AWARDS / BID REJECTIONS**
 - A. Approval of a contract of up to five-years with S&B Inc. for Engineering Services for Water System Telemetry, Control and Management Reporting: \$750,000
- VII. ACTION ITEMS**
 - A. Adoption of Updated Title VI Civil Rights Plan
- 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.

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STAFF REPORT

DATE: January 25, 2022
TO: Redmond City Council
THROUGH:
FROM: Keith Witcosky, City Manager
SUBJECT: 2022 Oregon Legislative Session Preview with Doug Riggs

Addresses Council Goal:

8. REGIONAL COOPERATION: Recognize Central Oregon as a whole is stronger than the sum of its individual parts and regional relationships are critical in Redmond's planning and decision-making process.

- A. Participate in and support the work of the Central Oregon Cities Organization and League of Oregon Cities (LOC).
- B. Maintain Redmond's positive working relationship with regional, national and statewide entities and governments.

Report in Brief:

Doug Riggs, lobbyist for the Central Oregon Cities Organization, will present to City Council a preview of the issues and topics that are expected to be a part of the 2022 Oregon Legislative Session.

Background:

The Oregon Legislature is scheduled to convene for a short session beginning February 1, 2022. The session is scheduled to close March 6.

Discussion:

NA

Fiscal Impact:

NA

Alternative Courses of Action:

This is an informational item only. No action will be required.

Recommendation / Suggested Motion:

NA

2022 January Legislative Days

Hearing Agendas:

Tuesday, January 11

Senate Energy and Environment, 8:00-10:30 a.m.:

- Overview of the Bottle Bill Program
- Implementation of HB 2021 (2021), 100% Clean Electricity
- Oregon Reach Code
- Overview of Member Legislative Concepts

Senate Veterans and Emergency Preparedness, 8:00-10:30 a.m.:

- Legislative Concepts:
 - LC 11 Resolution Honoring Patrick James Simpson
 - LC 29 Resolution Honoring Paul Laruya Ramirez, Sr.
 - LC 169 Relating to Military Pay
- Income Tax Exemption for National Guard Members
- Overview of COVID-Related Deaths in Veterans Centers
- Veterans' Housing
- Emergency Preparedness—Imminent Disasters, Plans, and Updates
- Sleep Disorders in Veterans and Others

House Business and Labor, 8:00-10:30 a.m.:

- Update on Overtime for Agricultural Workers
- Essential Worker Pay Act
- Qualified Nonprofit Agency Procurement Oversight
- Member Concepts

House Human Services, 8:00-10:30 a.m.:

- Community Information Exchange
- LC 212, Long-Term Care Workforce Challenges
- LC 2244, Child Welfare Service Providers
- Earned Income Tax Credit (EITC)
- LC 43, Child Caring Agencies
- LC 201, Homeless Youth Services and Support

Transportation and Economic Development Subcommittee of Joint Ways and Means, 10:45 a.m.-12:30 p.m.:

Agenda includes 12 items. Go to “Meeting Materials” for details on the various requests and reports.

Natural Resources Subcommittee of Joint Ways and Means, 11 a.m.-12:15 p.m.:

Agenda includes five fiscal items. Go to “Meeting Materials” for details on the various requests and grant reports.

House Economic Recovery and Prosperity, 11:30 a.m.-2:00 p.m.:

- Overview of Legislative Concepts
 - LC 236: Broadband
 - LC 268: Live Venue Assistance
 - LC 133: System Development Charges Study
 - LC 134: Entrepreneurial Development Loan Fund Modification
 - LC 242 and LC 262: Cannabis Proposals
- Governor’s Workforce Ready Oregon

Joint Information Management and Technology, 12:45-2:00 p.m.:

- Cybersecurity Programs
- Discussion of Legislative Concept: LC 261, Relating to Cybersecurity

Senate Health Care, 2:30-5:00p.m.

- COVID-19 Update

- Prescription Drug Prices and State Policy Considerations
- Medicaid Waiver Renewal and Oregon Health Plan Redeterminations in 2022
- Discussion of Committee Bills and Member Bills

Senate Labor and Business, 2:30-5:00 p.m.:

- Governor's Future Ready Oregon 2022
- Paid Family and Medical Leave Insurance Program (LC 254)
- LC 51: Workplace Fairness Act Revisions
- LC 60: Prohibited Adverse Employment Actions
- Overtime for Agricultural Workers
- Essential Workers Pay Act
- Update on SB 893 (2021 Second Special Session) – Financial Assistance for Illegal Cannabis Enforcement

House Education, 2:30-5:00 p.m.:

- Update on Task Force on Student Success for Underrepresented Students in Higher Education
- Anthony's Circle
- Ethnic Studies Implementation
- Racial Equity and Justice Youth Collaborative
- Member Bills
- Committee Bills:
 - Student Leaders Training Bill (LC 197)
 - Education Workforce Work Group Bill (LC 197)
 - Education Equity Act and ODE Employees (LC 199)

House Judiciary, 2:30-5:00 p.m.:

- Updates regarding Incidents Involving the Department of Corrections:
 - Jailhouse Lawyer Incident (Severe discipline imposed against an Adult in Custody)
 - Tear Gas Incident
- Update on HB 2928 (2021)
- Updates from the Oregon Judicial Department
- Discussion of Various Legislative Concepts:
 - Compassionate Medical Release (LC 142)

- Survivor Access to Police Records
- Peremptory Challenges; Disqualifying Judges; and Justified Use of Physical Force (LC 186)
- Restitution (LC 160)
- Justice Reinvestment (LC 94, redraft of 2021's HB 2002)

House Revenue, 2:30-5:00 p.m.:

- Overview of Senate Finance & Revenue Bills
- Overview of the State and Local Tax Deduction (SALT)
- Corporate Activity Tax Update
- Cryptocurrency
- Private Forest Accord: New Assessment and Tax Credit

Wednesday, January 12

Senate Judiciary and Ballot Measure 110 Implementation Committee, 8:30-10:30 a.m.:

- Overview and Introduction of Committee Measures:
 - LC 98: Related to Crime
 - LC 94: Related to Public Safety
 - LC 112: Collateral Consequence Effects On Adjudicated Persons
- Psychiatric Security Review Board Work Group Report
- Oregon Justice for Exonerees Act Update
- Universal Representation
- Oregon Law + Connect Portal Project

House Housing, 8:00-10:30 a.m.:

- Manufactured Housing Technical Updates
- Concurrent Permitting
- Housing Policy Concepts:
 - Homeless Services Pilot Programs
 - Affordable Housing Tax Credit
 - Rental Application Fees
 - Charge-in-Lieu of Security Deposit: Co-Signer Alternative

- UGB Expansion for Workforce Housing

General Government Subcommittee of Joint Ways and Means, 8:00-9:30 a.m.:

Agenda includes six fiscal requests. Go to “Meeting Materials” for details on the various requests.

Human Services Subcommittee of Joint Ways and Means, 10:45 a.m.-12:30 p.m.:

Agenda includes ten fiscal requests. Go to “Meeting Materials” for details on the various requests.

House Early Childhood, 11:30 a.m.-2:00 p.m.:

- Multnomah County Preschool for All
- Department of Early Learning and Care (DELIC) Update
- Unified Agency Implementation in Other States
- Discussion of Committee Bills

House Environment and Natural Resources Committee, 11:30 a.m.-2:00 p.m.:

- Committee Bills
- Wildfire Corridors and Vehicle Collisions
- Governor’s Environmental Justice Bill
- Emergency Heat Relief for Communities
- Efficiency Standards for Spray Sprinklers
- Member Concepts

Public Safety Subcommittee of Joint Ways and Means, 12:30-2:15 p.m.:

Agenda includes 13 items. Go to “Meeting Materials” for details on the various requests and reports.

Education Subcommittee of Joint Ways and Means, 12:45-2:00 p.m.:

Agenda includes five fiscal items. Go to “Meeting Materials” for details on the various requests and reports.

Senate Education, 2:30-5:00 p.m.:

- Virtual Education
- Streamlining Complaints regarding Discrimination and Division 22 Standards
- Education Workforce Work Group Status Report
- Discussion of Committee Bill Concepts:
 - Superintendent Protections
 - YCEP/JDEP (Youth Corrections Education) Funding
 - Second Chance PELL
 - Oregon Promise Update

Senate Finance and Revenue Committee, 2:30-5:00 p.m.:

- Introduction of Committee Bills LC 0150 - School Finance LC 0161 - Various policy and technical changes LC 0252 - Federal Reconnect
- Overview of House Revenue Bills
 - Historic Property Legislative Concept Gain Share Corporate Activity Tax Revenue Update

Senate Natural Resources and Wildfire Recovery, 2:30-5:00 p.m.:

- LC 36: Technical Assistance for Organic Agriculture
- LC 240: Natural/Working Lands and Climate Action
- LC 224: Minor Fixes to SB 762 (2021) Wildfire Policy
- Member Legislative Concepts
- 2022 Private Forest Accord Legislation
- SB 762 (2021) Implementation Updates
- Oregon Agricultural Heritage Program

House Agriculture, Land Use, and Water, 2:30-5:00 p.m.:

- Committee Legislative Concepts:
 - LC 164: Related to Water Resources, with Focus on Illegal Cannabis Operations
 - LC 114: Related to Federal Funding Opportunities for Natural Resource Programs
 - LC 207: Related to Licensing of Persons Using Pesticides
- Oregon Water Resources Department Implementation of 2021-23 Budget/Policy Priorities

- State-Supported Regional Water Planning and Management
- Drought and Water Challenges on Tribal Lands
- Federal Funding Opportunities for Water and other Natural Resources
- Member Concepts

House Veterans and Emergency Preparedness, 2:30-5:00 p.m.:

- Committee Legislative Concepts:
 - LC 265, Relating to Military Service Members
 - LC 266, Relating to Urban Flood Safety and Water Quality District
 - LC 267, Relating to Emergency Preparedness
- Member Legislative Concepts
- Property Tax Exemption for Veterans
- Veterans' Sheltering Status for Colder Months
- Status Update on Winter Months—Potentially Hazardous Roads & Trees

Joint Legislative Audits, 2:30-5:00 p.m.:

- ODOT Wildfire Debris Removal Advisory Report (Report 2021-30)
- EIS Cybersecurity Management Report (Report 2021-25)

Thursday, January 13

House Health Care, 8:00-10:30 a.m.:

- Nursing Work Force Crisis
- Oregon Health Plan and Oregon Health Insurance Marketplace Enrollment Updates
- Hospital-Based Community Violence Intervention Programs
- Racism as Public Health Crisis – Mobile Clinic Pilot Project
- 2022 Legislative Concepts Related to Health Care

Full Joint Ways and Means, 8:00-10:30 a.m.:

The agenda currently lists 51 items for consideration, mainly following up on appropriations made during the 2021 session. This list could change, depending on action by the various Ways and Means subcommittees.

Senate Rules and Executive Appointments, 11:00 a.m.-1:30 p.m.:

- Committee Legislative Concepts
- Campaign Finance Reform

House COVID-19 Response, 11:30 a.m.-2:00 p.m.:

- OHA Update
- COVID-19 Variant and Outbreak Update
- Health System Update
- Crisis Care Guidelines
- K-12 School Update

House Wildfire Recovery, 11:30 a.m.-2:00 p.m.:

- Update: Water Infrastructure Investments
- Update: Housing Investments
- Update: Natural Resources Investments

Senate Housing and Development, 2:30-5:00 p.m.:

- Renters Rights and Access to Cooling – Committee Bill
- Housing Cost Impact Statements – Committee Bill
- Homeless Services Pilot Programs – LC 218
- Rental Assistance and Homeowners Assistance Updates
- FED Filings Update

Senate Human Services, Mental Health and Development, 2:30-5:00 p.m.:

- Transparency and Accountability in Intellectual and Developmental Disabilities Services
- OHA Update on Restraint and Seclusion in Intensive Treatment Services

- Overview of Oregon Kids' System of Treatment Services
- Update on Implementation of SB 707, SB 710, and SB 749
- Overview of Committee Bills:
 - LC 173, Related to Children
 - LC 174, Community-Based Services
 - LC 175, Memorial to Kathryn Weit
- Youth Voices

House Behavioral Health, 2:30-5:00 p.m.:

- Workforce Shortage (LC 193)
- Consumer Advisory Council (LC 171)
- Alcohol and Drug Policy Commission Update (LC 74)
- Update from Oregon Health Authority, Behavioral Health

House Rules, 2:30-5:00 p.m.:

- Racial Impact Statements
- Committee Legislative Concepts

Joint Transportation, 2:30-5:00 p.m.:

- Wildfire Cleanup and Recovery Update
- Update on Interstate 5 Bridge Replacement Project
- Motor Carrier Safety and Enforcement
- Director's Report – Oregon Dept. of Aviation
- Advanced Air Mobility (AAM): Embracing Innovation in Transportation



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STAFF REPORT

DATE: January 25, 2022
TO: Redmond City Council
Keith Witcosky, City Manager
THROUGH: John Roberts, Deputy City Manager
Bill Duerden, Public Works Director
FROM: Joshua Wedding, Water Utilities Manager
SUBJECT: Approval of a contract of up to five-years with S&B Inc. for Engineering Services for Water System Telemetry, Control and Management Reporting: \$750,000

Addresses Council Goal:

1. Sustain Operations - Provide or enhance current levels of operations in all facets of municipal service delivery.

Report in Brief:

This item requests City Council award a contract of up to five-years to S&B Inc. for Professional Engineering Services for Water System Telemetry, Control and Management Reporting. The contract has an initial term of three years, with an option to renew for two one-year terms. The not to exceed contract amount is \$750,000, with no more than \$150,000 in any single year.

Background:

The City's Water Division serves approximately 36,000 people through a complex infrastructure system that includes:

- 185 miles of distribution pipe up to 24 inches in size
- Eight wells
- Three pressure zones
- Six reservoirs with a total capacity of 15.5 million gallons
- Six booster pump stations
- One pressure regulating station
- Approximately 12,300 service connections

The City's average daily water demand is seven million gallons per day (MGD) with a peak daily summertime demand of 15.6 MGD. This water is collected, stored, and delivered in a coordinated, systematic way using a supervisory control and data acquisition (SCADA) control system. SCADA is comprised of computers, networked data communications, graphical user interfaces, and a variety of sensors and other devices.

The scope of services provided under this contract includes the design, fabrication and installation of various SCADA components, troubleshooting and repair services, process engineering, and system integration. Services will be provided on an on-call basis.

Discussion:

The City issued a formal Request for Proposals to perform the scope of services per Oregon Revised Statutes and the Redmond City Code. One proposal was received from S&B Inc. (see attached).

S&B Inc. is the incumbent provider for water system SCADA related services and has completed more than 24 significant projects for the City dating back to 1983.

Fiscal Impact:

Funding for this expenditure is included in the Fiscal Year 2021/2022 budget within Water Division – Operations, Pump Station Maintenance 53100-02-000-06-00-16 (see attached).

Alternative Courses of Action:

1. Authorize the City Manager to sign a contract with S&B Inc.
2. Do not authorize the contract.
3. Request additional information.

Recommendation / Suggested Motion:

"I move to authorize the City Manager to sign a three-year contract with an option to renew for two one-year terms with S&B Inc. for Professional Engineering Services for Water System Telemetry, Control and Management Reporting in an amount not to exceed \$750,000."

BUDGET DETAIL

Water 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: Water - Operations							
Resources							
53100-02-000-04-65-20	Federal Grants & Awards	-	20,325	-	-	-	-
53100-02-000-04-40-98	Refunds/Reimbursements	1,644	5,758	2,200	2,200	2,200	2,200
53100-02-000-04-60-90	Miscellaneous	15,019	12,046	10,000	10,000	10,000	10,000
53100-02-000-04-40-80	Fire Line Revenue	32,300	34,602	34,000	34,000	34,000	34,000
53100-02-000-04-40-50	Water Sales	6,164,055	6,046,082	6,220,780	6,985,103	6,985,103	6,985,103
53100-02-000-04-40-51	Metered Installations	132,251	169,485	115,000	181,000	181,000	181,000
53100-02-000-04-40-52	Contract Backflow Testing	63,741	80,582	82,000	85,000	85,000	85,000
53100-02-000-04-40-53	Misc Water Utility Fee	36,929	29,450	50,000	50,000	50,000	50,000
53100-02-000-04-40-54	Reconnect Service Fee	12,858	7,055	20,000	20,000	20,000	20,000
53100-02-000-04-85-01	Chgs for Srvce-Other Fund	25,148	26,403	27,572	29,186	29,186	29,186
53100-02-000-04-80-10	Interest - Investment	143,538	106,328	39,000	22,000	22,000	22,000
53100-02-000-04-80-15	Interest - Other	7	-	-	-	-	-
53100-02-000-04-50-00	Rentals/Leases	224,502	237,089	236,833	37,730	37,730	37,730
53100-02-000-04-40-90	Bad Debt	11,141	(11,730)	-	(100,000)	(100,000)	(100,000)
53100-02-000-04-40-91	NSF Charges	1,825	2,896	2,100	2,100	2,100	2,100
53100-02-000-04-45-25	Penalty Fees	57,962	63,882	65,000	65,000	65,000	65,000
53100-02-000-04-45-75	Restitution	2,682	-	-	-	-	-
53100-02-000-04-40-93	Service Fees	27,940	2,174	33,000	33,000	33,000	33,000
53100-02-000-04-86-25	Intrafund Trfrs-from DS	-	-	292,700	-	-	-
53100-02-000-04-99-00	Beginning Fund Balance	4,489,079	4,557,299	3,978,628	3,013,166	3,013,166	3,013,166
TOTAL RESOURCES		11,442,622	11,389,726	11,208,813	10,469,485	10,469,485	10,469,485
Personnel Services							
53100-02-000-05-00-01	Regular Pay	712,413	780,265	828,995	866,354	866,354	866,354
53100-02-000-05-00-03	Overtime	13,373	9,020	15,000	15,000	15,000	15,000
53100-02-000-05-00-07	Stand-By Time	35,202	36,198	35,000	37,500	37,500	37,500
53100-02-000-05-20-11	Employer Social Security	46,347	50,102	51,398	53,714	53,714	53,714
53100-02-000-05-20-12	Employer Medicare	10,839	11,717	12,020	12,562	12,562	12,562
53100-02-000-05-20-30	Employer PERS	136,419	186,021	189,928	219,376	219,376	219,376
53100-02-000-05-20-41	Medical Insurance	171,088	228,617	255,626	276,366	276,366	276,366
53100-02-000-05-20-42	VEBA Contribution	14,180	13,251	15,500	15,500	15,500	15,500
53100-02-000-05-20-43	HRA Contribution	10,358	15,735	16,500	16,463	16,463	16,463
53100-02-000-05-20-50	Life Insurance	276	288	315	315	315	315
53100-02-000-05-20-51	Accidental D & D	48	50	55	55	55	55
53100-02-000-05-20-52	SAIF	10,470	8,397	17,746	10,455	10,455	10,455
53100-02-000-05-20-53	Long-Term Disability	1,525	1,584	1,809	1,809	1,809	1,809
53100-02-000-05-20-62	FSA	310	326	354	354	354	354
TOTAL PERSONNEL SERVICES		1,162,849	1,341,571	1,440,246	1,525,823	1,525,823	1,525,823
Materials & Services							
53100-02-000-06-00-02	Office Supplies	1,594	1,723	2,000	2,000	2,000	2,000
53100-02-000-06-00-03	Housekeeping	-	94	-	-	-	-
53100-02-000-06-00-04	Uniforms, Boots and Clothing	2,699	3,662	5,000	6,000	6,000	6,000
53100-02-000-06-00-05	Electronic Equip & Supplies	232	10,029	-	10,600	10,600	10,600
53100-02-000-06-00-06	Small Tools & Minor Equip	18,789	26,907	30,000	23,000	23,000	23,000
53100-02-000-06-00-07	Safety Supplies	5,371	1,469	5,000	5,000	5,000	5,000
53100-02-000-06-00-10	Furnishings & Fixtures	281	466	-	-	-	-
53100-02-000-06-00-12	Facility Repair & Maintenance	-	1,080	15,000	20,000	20,000	20,000
53100-02-000-06-00-16	Pump Station Maintenance	34,000	79,088	95,000	170,000	170,000	170,000
53100-02-000-06-00-19	Noticing	281	464	500	500	500	500
53100-02-000-06-00-20	Water/Sewer/Storm	4,123	4,180	4,500	4,800	4,800	4,800
53100-02-000-06-00-22	Utility Electric	526,132	689,420	640,000	690,000	690,000	690,000
53100-02-000-06-00-23	Utility Gas	272	519	500	500	500	500
53100-02-000-06-00-24	Phone & Internet	25,176	25,729	26,680	24,180	24,180	24,180
53100-02-000-06-00-25	Franchise Fees	308,364	302,582	311,039	349,255	349,255	349,255
53100-02-000-06-00-26	Postage	158	653	2,600	2,600	2,600	2,600
53100-02-000-06-00-29	Radio Maintenance	720	934	960	960	960	960
53100-02-000-06-00-30	Meters	666,799	634,983	685,300	231,000	231,000	231,000
53100-02-000-06-00-31	COI Water/Resale	27,495	22,137	34,137	34,137	34,137	34,137
53100-02-000-06-00-36	Debt Service Fees	133	145	583	450	450	450
53100-02-000-06-00-37	Legal Services & Fees	120	600	500	500	500	500
53100-02-000-06-00-38	Water Programs	83,563	126,518	112,000	173,000	173,000	173,000
53100-02-000-06-00-40	Rebate Program	92	681	5,000	5,000	5,000	5,000
53100-02-000-06-00-41	Forms & Correspondence	6,247	3,436	5,000	5,000	5,000	5,000
53100-02-000-06-00-43	Recording/Reconveyance	867	645	1,000	1,000	1,000	1,000
53100-02-000-06-00-46	Processing Fees	2,545	57,911	83,981	70,000	70,000	70,000
53100-02-000-06-00-48	Rentals/Leases	326	-	250	250	250	250
53100-02-000-06-00-50	Water Testing	19,156	14,822	30,000	30,000	30,000	30,000
53100-02-000-06-00-60	Dues, Subs, Memberships	6,133	9,447	13,800	13,800	13,800	13,800
53100-02-000-06-00-61	Travel & Training	7,603	6,632	12,000	12,000	12,000	12,000
53100-02-000-06-00-62	Meetings	51	19	650	650	650	650
53100-02-000-06-00-63	Books, Maps, Periodicals	-	-	500	500	500	500
53100-02-000-06-00-66	Lab Supplies/Chemicals	26,039	23,917	30,000	34,000	34,000	34,000
53100-02-000-06-00-67	Garbage Collection	2,289	2,637	2,000	2,000	2,000	2,000
53100-02-000-06-00-74	External Repairs & Maint	5,821	13,624	5,000	20,000	20,000	20,000
53100-02-000-06-00-75	Parts & Inventory	47,725	976	-	-	-	-
53100-02-000-06-00-77	Fuel	28,565	28,213	30,000	28,000	28,000	28,000
53100-02-000-06-00-84	Infrastructure Maintenance	89,580	100,960	147,500	147,500	147,500	147,500
53100-02-000-06-00-85	Property Lease	11,269	11,269	12,000	12,000	12,000	12,000
53100-02-000-06-00-86	Licenses & Permits	4,952	4,590	9,000	14,000	14,000	14,000
53100-02-000-06-00-87	Employee Physicals	1,458	682	2,000	2,000	2,000	2,000
53100-02-000-06-00-88	Employee/Volunteer Recogn	-	528	650	650	650	650
53100-02-000-06-00-90	Software Licenses	8,060	17,611	25,000	26,750	26,750	26,750

Proposal & Statement of Qualifications

for



Professional Engineering Services for Water System Telemetry, Control and Management Reporting

(Solicitation #2021-93)

December 27, 2021

Presented by:



S&B Inc.

Randy Stead, P.E.

President & Principal-In-Charge

13200 SE 30th St

Bellevue, WA 98005

P: 425-644-1700

F: 425-746-9312

rstead@sb-inc.com

Randall T.
Stead

Digitally signed by Randall T. Stead
DN: cn=Randall T. Stead, o=S&B Inc.,
ou, email=rstead@sb-inc.com, c=US
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S&B Inc. 13200 SE 30th St., Bellevue, Washington 98005 (425) 644-1700 FAX (425) 746-9312

December 27, 2021

City of Redmond

RFP solicitation # 2021-93

Attn: Josh Wedding, Water Division Manager; Kelly Morse, City Recorder

"Professional Engineering Services for Water System Telemetry, Control and Management Reporting"

Dear Review Team,

Our firm is uniquely well prepared and capable of providing the City with the services identified in this solicitation. Our engineers and technical staff have extensive experience in municipal water control systems and are ready to support all aspects of the City's existing water control system. Our team understands the current control system needs as well as the City's overall water system hydraulics.

Members of this team have assisted City Engineering and Water Operations Personnel with the design, supply and commissioning of SCADA solutions with varying tenure over thirty-eight consecutive years. We routinely provide training and technical "back-office" support to City staff to they perform maintenance and employ new techniques to manage the City's water infrastructure. Based upon our recent evaluations, we believe the City's current control system is healthy, has predictable upgrade cycle requirements and is well managed.

As we examined your RFP, we are excited for the opportunity to participate in the upcoming projects. While we are proud of our legacy in the City's water control system, our eyes are on its future and confident that we can assist the City with technology upgrades and enhancements that will further advance the Public Works Department.

We commit to provide best of class service and consistent team member participation throughout the duration of the contract period. We are pleased to have this opportunity to present our qualifications within the page limitations of this RFP. If you have any questions regarding this document, please contact me directly via email or by phone. While we are proud of our legacy in the City's water control system, our eyes are on its future and excited about how technology upgrades and enhancements can further advance the goals of the Public Works Department with best of class service and reliable water system operations. We are pleased to have this opportunity to present our qualifications within the page limitations of this RFP. If you have any questions regarding this document, please contact me directly via email or by phone.

Yours very truly,

Randall T. Stead
President
S&B Inc.

1. Firm Qualifications

1.1 Company Information

1.1.1 Brief Firm Background

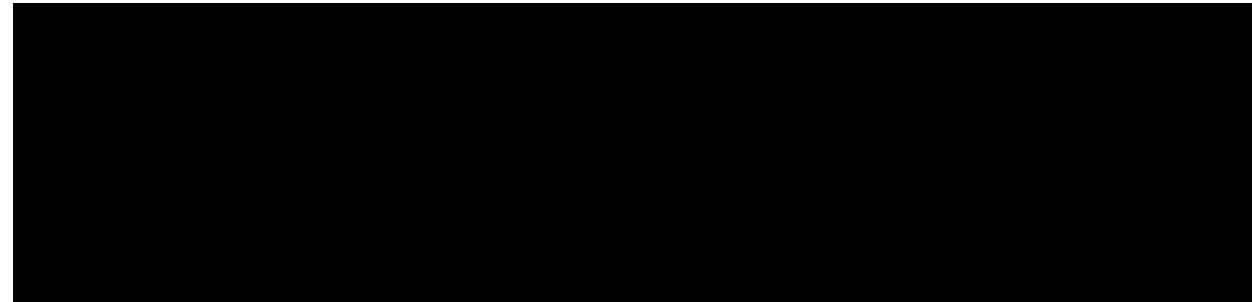
S&B is a full-service Control Systems Engineering and Integration firm specializing in design, manufacturing and support for SCADA, reporting, automation and instrumentation projects. Since our inception in 1977, our exclusive focus is to serve municipal water and wastewater utilities in the Pacific Northwest. We are located in Bellevue, WA with a full service engineering/system integration staff and a panel fabrication facility with UL508A & UL698 certification for electrical compliance and SSI listing for seismically certified panels.

Full Legal Name: S&B Inc. **Year of Establishment:** 1977. **Years in Business:** 44. **Ownership:** Privately held by Randy Stead (Pres.) and James Swanson (V.P.) and does not operate under the financial or directive influence of any third party. **Employees:** 10.

Throughout our 44-year history S&B has been financed by its owner-operators and has never carried commercial debt. All of our vendor obligations are paid in full per their standard terms and conditions (typically net 30). Our Dun & Bradstreet number is 085803666. Our standing bond limits are currently \$3.5M per project / \$5M aggregate.

1.2 Experience With Municipal Water & Wastewater Systems





1.3 Siemens Solution Partner Status 2005 to Present

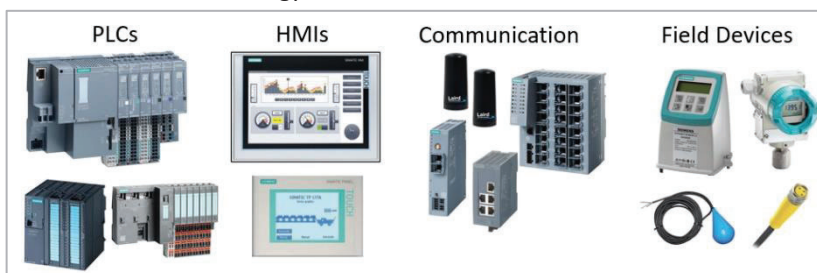
1.3.1 Siemens Solution Partner Status

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1.4 Stock of Siemens PLC & Other Control Products

We stock common automation and instrumentation equipment used regularly in our standard system integration designs so that in the event of a failure, we can immediately dispatch a replacement, **preloaded** with applicable code. Because automation system failures are rare, many of our clients choose to use our resources to minimize their expense, storage and management of spares.

Our standard stocking levels include automation, networking and critical control components that could be used to construct three (3) medium sized RTUs of the latest technology. This includes PLC CPUs, I/O, communication modules, power supplies, touch panels, communication modems, relays, motor starter operator interfaces, IE cabling, M12 connectors, pressure transmitters, mag meter transmitter heads, float switches, temperature transmitters, and other field devices. We also maintain a minimum stocking level of older technology units so that our stock can typically resolve failures of equipment of up to twenty years old.



Our firm is familiar with the exact make/model of all automation control equipment (including PLCs) as per your SCADA Asset Inventory report which we produced, and **we have spares on-hand for all of your water station's automation, control, and networking equipment.**

1.4.1 On-Hand Documentation for the City's SCADA/Telemetry Assets

To provide excellent field support, we keep current copies of all SCADA / telemetry related documentation available 24/7 to our staff. The centralized record storage encapsulates the PLC/automation, telemetry/communication, SCADA visualization, motor starters, drawings, operating narratives, and O&M manuals. This customer asset information enables our engineers to fulfill design or support requests with high accuracy and speed.

We provide "back office" support on demand to the City's Operators and electrician as well as onsite services several times per year. Our familiarity with the control system and understanding of the water system hydraulic responses minimizes the time to identify and resolve issues.

1.5 Partial List of Services for the City

S&B has served as the SCADA designer, telemetry designer, and system integrator for the City's water system since 1983. Since that time, we have been involved with projects ranging from new facility construction to upgrading aging equipment. The list below highlights some more recent and larger telemetry / SCADA capital projects we have supplied and supported in the last 38 years:

- Water Dispensing Station (1996)
- Forked Horn Butte Transfer Station (2001)
- Forked Horn Butte Pump Station (2005)
- Well 5 VFD (2005)
- Well 6 (2005)
- Well 7 (2008)
- SCADA Visualization Upgrades (2009)
- Well 2 (2010)
- Centennial Fountain (2010)
- Forked Horn Butte Transfer Station – VFD #1 Replacement (2010)
- SCADA Visualization Upgrades (2013)
- Forked Horn Butte Transfer Station – VFD #2 Replacement (2014)
- Well 5 RTU upgrade, [Design & System Integration] (2014)
- Well 6 Booster #1 RVSS & Smart Overload Upgrade, [Design & System Integration] (2016)

- SCADA Visualization Upgrades (2017)
- Reservoir 6 & Well 7 Improvements, [Design & System Integration] (2017)
- Well 3 Upgrades, [Design & System Integration] (2018)
- Forked Horn Butte Pump Station – VFD #1 Replacement (2018)
- Well 4 VFD Replacement, [Design & System Integration] (2018)
- Cellular Communication & MTU Processor Upgrades, [Design & System Integration] (2020)
- Well 6 Booster #2 RVSS & Smart Overload Upgrade, [Design & System Integration] (2021)
- South Redmond Water Facilities, [Design & System Integration] (2020-Present)
- SCADA Asset Inventory Report (2021)
- Forked Horn Butte Pump Station – Jockey Pump Addition, [Design] (In Process)

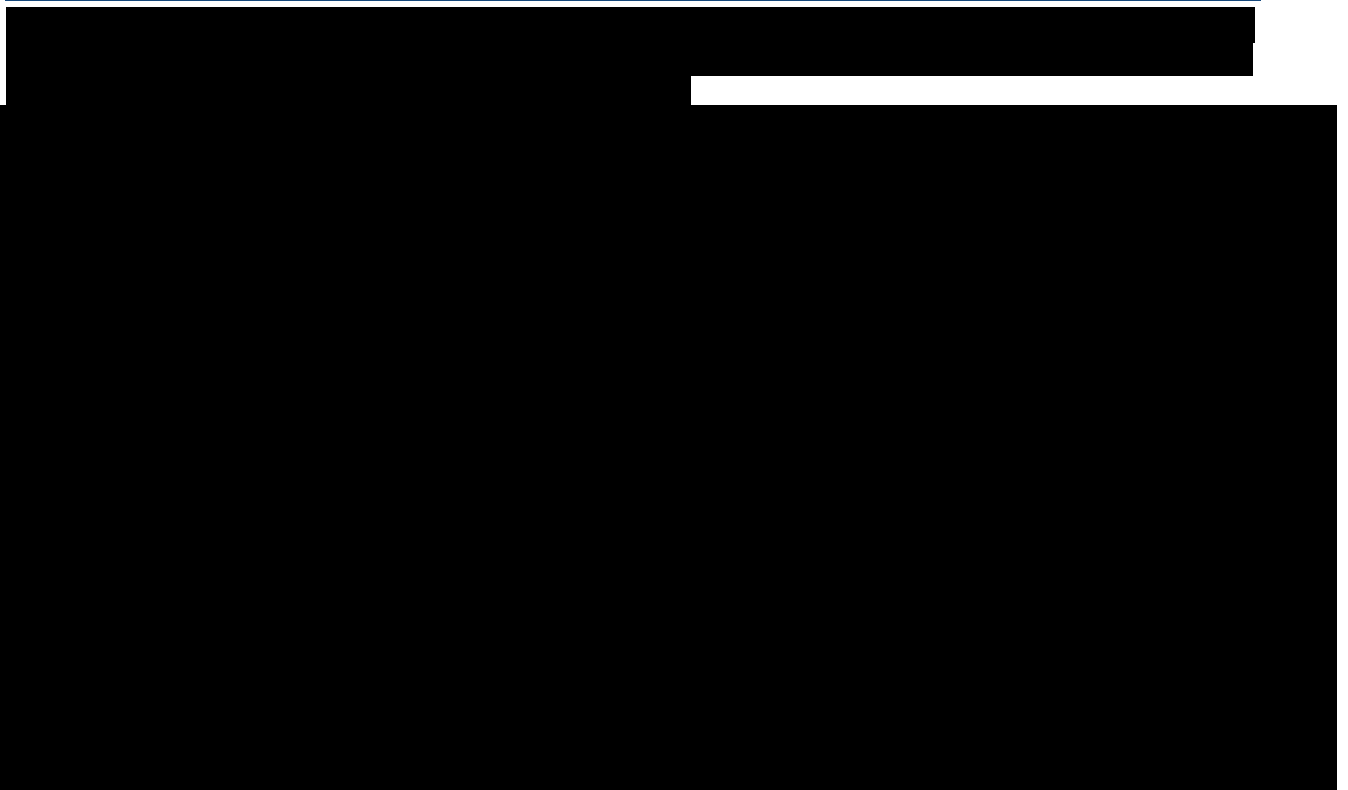
In 2021, S&B joined the design consultant team lead by Anderson Perry to serve as the SCADA/ Instrumentation and Control (I&C) consultant for the City's new Redmond Wetlands Complex (RWC) which will serve as the future wastewater plant. We are currently engaged in completing the SCADA Master Plan for the RWC which will function as inputs into the 30% design slated for delivery in Q1 of 2022. It is planned to have S&B continue with Anderson Perry for the 60%, 90%, and 100% design levels of the RWC which will occur over the remainder of 2022.

1.6 Knowledge of City, State, and Federal Requirements

S&B is familiar with the City water rights and State reporting requirements for peak flows as well as overall production data. We are active in the water industry and attend AWWA training and seminars that explain State and Federal water regulations. This background in understanding the reporting requirements assist our engineers in developing software that captures the core data and establishing controls that provide limits to process behaviors that would cause violations.

In our core control system integration work, we employ the National Electrical Code (NFPA70-NEC) and subscribe to UL for our panel certification and design work to meet national, state and local electrical code.

1.7 Quality Control & Assurance Program



1.7.1 Project Design QA/QC

[Redacted]

2.1.1.1 S&B's PLC Code Library

[Redacted]

1.7.2 Production QA/QC

[Redacted]

1.7.2.1 Testing Services

[Redacted]

1.7.2.2 Digital Simulation

[Redacted]

[Redacted]

The diagram consists of two main black rectangular areas. The left area is a large rectangle with a white border. Inside this rectangle, there are several white squares arranged in a grid-like pattern. The right area is a smaller rectangle, also with a white border, and it contains a single white square in its center.

[REDACTED]

1.7.5 Warranty

Our base warranty duration is 18 months from shipment or 12 months from project commissioning – whichever comes first. Additional warranty durations are available for added fee. The warranty covers both hardware and software. Warranty issues are rare and therefore we assign it as a high priority as we strive to understand the extent of the problem. We ask that our clients contact us by telephone for urgent issues and we will assign our first available engineer to support the request. Most of our systems have features that allow for the system to be fully supported by [remote connection](#) from our Bellevue office. This connection allows for us to perform the same type of computer diagnostic services as we could if we were onsite. Typically, we complete diagnostics within two hours of notification which allows for us to schedule materials and resources to resolve the problem in the shortest time frame possible.

1.7.6 Proven History of Staying On-Budget

S&B takes pride in our ability to accurately bid jobs while keeping projects on-budget. S&B does not invoke change orders if equipment/services are missed due to an S&B mistake, ensuring these costs are incurred by our firm and not at the owner's expense. As an example, since 2014, over 300 control system contracts have been completed with zero change orders initiated by S&B due to missing project requirements or short-scoping the work.

1.8 Exceptions to Sample Professional Service Contract

We accept the terms of the City Standard Contract subject to City confirmation of our understanding of item 22. We are not lawyers or experts in legal terms. In our review of item 22 of the standard contract we offer our interpretation of the highlighted section. In the execution of project delivery, our scope of work typically includes the supply of

22. OWNERSHIP OF WORK. All work of Contractor that results from this Contract (the "Work Product") is the exclusive property of City. City and Contractor intend that such Work Product be deemed "work made for hire" of which City shall be deemed author. If, for any reason, the Work Product is not deemed "work made for hire," Contractor hereby irrevocably assigns to City all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as City may reasonably request in order to fully vest such rights in City. Contractor forever waives any and all rights relating to Work Product, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications. City shall have no rights in any pre-existing work product of Contractor provided to City by Contractor in the performance of this Contract except to copy, use and re-use any such work product for City use only. If this Contract is terminated prior to completion, and the City is not in default, City, in addition to any other rights provided by this Contract, may require the Contractor to transfer and deliver all partially completed work products, reports or documentation that the Contractor has specifically developed or specifically acquired for the performance of this Contract.

computerized equipment, with software licenses for operating systems, applications and code libraries. We register software in the name of the City, however we cannot represent that the software rights extend further than the publishers stated rights of use. Specifically, most software does not allow the end user to copy, use and re-use the product. Licensed software represents features and functions not deemed "work made for hire" and its use is universal in nature and applicable among a wide group of users. S&B does agree that engineering documents, calculations and software code developed for the City as part of a project or multi-project task assignment are the property of the City. We further agree to provide a list of anticipated software licenses for City review prior to use. However, we are in no manner able to change the terms of software licenses as we do not have the power or ability to challenge multi-national corporations such as Microsoft and Siemens. Our assumption in the City Contract is that they are not intending to create a situation to leverage our firm to overturn US copyright and software ownership laws.

2. Team Qualifications

2.1 Staff Organization

S&B is unique to the water and wastewater industry given our smaller size and larger engineering output. Our staff includes Principal, Project, and Field engineers along with technical staff for SCADA visualization. **Project workloads are widely distributed across our members such that every position has a backup, and we are not dependent on any single person for success.** We have low turnover compared to typical industry experience and our staff provides a familiar and knowledgeable resource for O&M personnel years past commissioning.

[REDACTED]

2.2 Team Engineering Approach

[REDACTED]

2.2.1 Availability for Prompt Response

[REDACTED]

[REDACTED]

2.2.1.1 *Remote Digital Presence*

[REDACTED]

[REDACTED]

2.2.1.2 *Benefits of System Familiarity*

[REDACTED]

2.2.2 *Typical Engagement Process*

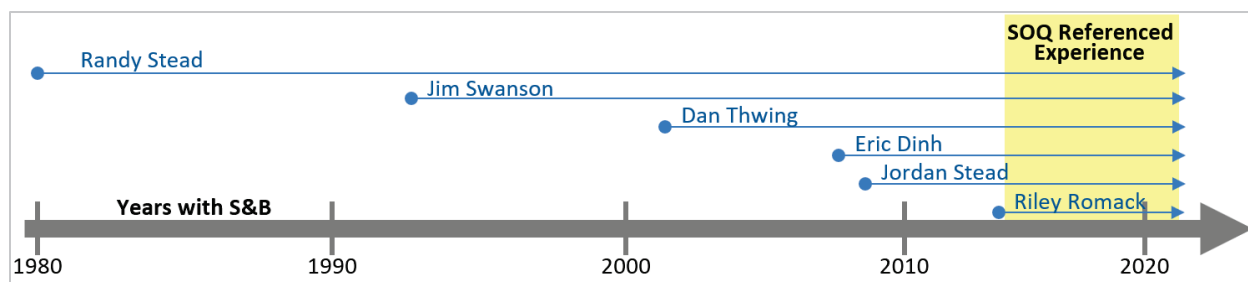
[REDACTED]

[REDACTED]

2.3 *Staff Experience*

[REDACTED]

[REDACTED]



SCADA / Telemetry / I&C Task [2014-2021]	Randy Stead	Jim Swanson	Eric Dinh	Riley Romack	Dan Thwing	Jordan Stead
System Integration & Process Control Design Engineering	258 projects	166 projects	23 projects	--	57 projects	8 projects
PLC Programming (Siemens Processors)	197 projects	161 projects	167 Projects	184 projects	198 Projects	--
HMI Programming (Siemens Touch Panels)	197 projects	161 projects	167 Projects	184 projects	198 Projects	--
Motor Starter Programming (Siemens Motor Starters)	136 projects	72 projects	73 projects	101 projects	83 projects	--
Telemetry Communications (Design, Security, Config, or Commissioning)	197 projects	161 projects	167 Projects	184 projects	198 Projects	--
SCADA Visualization Systems (Graphical interfaces and/or reports for <i>ENTIRE</i> systems)	27 systems	19 systems	18 systems	16 systems	10 systems	25 systems
Commissioning (equipment check, contractor support, startup services)	222 projects	120 projects	173 projects	261 projects	8 projects	18 projects
Post-Commissioned Service (additions, upgrades, training, diagnostics, etc.)	58 projects	133 projects	211 projects	68 projects	18 projects	6 projects
UL508A Panels (Design, fabrication, or test)	202	164	107	206	174	--

2.4 Project Team Members

S&B is made up of highly qualified personnel with vast individual experience. S&B's proposed project team has been together for 8 years and has a proven track record of designing, programming and commissioning SCADA system for the water and wastewater markets.

2.4.1.1 Randy Stead, P.E. – Principal-In-Charge

Randy is a registered Electrical Engineer in WA, OR, and AK. He is our most experienced process control engineer with 41 years of experience at S&B and serves as the Principal-In-Charge of S&B, providing key leadership and direction to the S&B staff. Randy collaborates with S&B and consultant engineers to develop process control designs for our customers. He manages the production efforts of S&B personnel to meet project schedules.



2001 – Present: President of S&B Inc., and responsible for technology development, business development and general management for the company. He serves as project manager on key projects and as a consultant to many utilities in the disciplines of electrical design, instrumentation, communications, control and management reporting for utilities operations.

1989 – 2000: Vice President of S&B Inc. Directed engineering services and field service for the company

1980 – 1988: Field Sales and Applications Engineer. Responsible for all accounts in the State of Oregon and designated accounts in the Puget Sound area

Role for 'Section-7' Upgrades

Randy will provide design engineering, transition planning, and oversight in all upgrade projects as outlined in "Section 7" of the SCADA Asset Inventory.

Siemens Solution Partner Certifications

Randy is our most experienced engineer for Siemens technologies with 16-years of certifications. He is capable of programming all four unique PLC model vintages in the City's system, as well as adjusting all versions/vintages of Siemens motor starters in the City's water system.

Siemens Solution Partner Certifications	Years
"Advanced Factory Automation" (PLC & HMI)	2005-2021
"Drives & Motion"/"Large Drives" (VFDs)	2009-2021

Recent City Of Redmond Experience

Randy has been involved in every SCADA project for the City since 1983, including the projects listed in [section 1.5](#).

2.4.1.2 Jim Swanson, P.E. – Vice President

Jim is a registered mechanical engineer in WA. He is an experienced process control engineer with 27 years of experience at S&B and serves as the Vice President of S&B. He manages our field engineering group and serves as the project manager for many S&B projects. Jim regularly collaborates on large project work with consulting engineers to develop process control designs for our customers, and regularly participates in field service.



2001 – Present: Vice President of S&B Inc. and Sales and Application Engineering Manager. Coordinates and provides technical support for Field Operations. He also assists with project development and serves as Project Manager for many system expansion projects.

1998 – 2000: Project Engineer at S&B Inc. He had design and production responsibility for over twenty significant I&C and SCADA projects in Washington and Alaska.

1994 – 1997: Field Sales and Applications Engineer. Responsible for Eastern Washington, Northern Idaho and Alaska and several accounts in the Seattle Metro area.

Role for 'Section-7' Upgrades

Jim will provide design engineering, transition planning, and oversight in all upgrade projects as outlined in "Section 7" of the SCADA Asset Inventory.

Siemens Solution Partner Certifications

Jim is our 2nd most experienced engineer for Siemens technologies with 11-years of certifications. He is capable of programming all four unique PLC model vintages in the City's system, as well as adjusting all versions/vintages of Siemens motor starters in the City's water system. Jim also carries a certificate in WinCC v7, the same software used by the City's water department.

Siemens Solution Partner Certifications	Years
"Advanced Factory Automation" (PLC & HMI)	2010-2021
"Drives & Motion"/"Large Drives" (VFDs)	'08, 2013-2021
"WinCC v7" (SCADA Visualization)	2016

Recent City Of Redmond Experience

Jim has been several past project including the Water Dispensing station (1996), FHB Transfer Station (2001), FHB Pump Station (2005), three WinCC Visualization Upgrades (2009, 2013, and 2017), and the most recent South Redmond Water Facilities project (2020-Present). Jim has also fulfilled City requested on-site field support services.

2.4.1.3 Eric Dinh, P.E. – Senior Field Applications Engineer

Eric is a registered Electrical Engineer in WA and OR. Eric began his career at S&B 13 years ago and has served our client base as both field application and senior engineer. Eric has excellent control system skills and performs project (in-house) engineering along with some field engineering functions. Eric specialized in digital network communications and leads our testing work in cellular technologies.



2016 – Present: Senior Application Engineer with production and field responsibilities. Eric provides technical leadership in our networking, SCADA computer applications for our WinCC deployments, as well as control system engineering for PLCs, HMIs and motor controls.

2008 – 2015: Field Applications Engineer. Held area management responsibility for many significant I&C and SCADA projects in the States of Washington and Oregon, providing field support, sales, startup services of the telemetry and process control systems, and software for PLC and GUI computer systems. He provided training to our customer's personnel on the operations of systems provided.

Role for 'Section-7' Upgrades

Eric will be active in the development of new projects for the City, developing control system concepts, and meeting with consultants and City staff to provide technology rich solutions. Eric will be the lead field-engineer for all startup and final commissioning activities.

Siemens Solution Partner Certifications

Eric is our most recent engineer to pass the rigorous testing required to achieve a solution partner designation. certifications. Although he is on his first year of certification, his field experience is extensive and he is capable of programming all four unique PLC model vintages in the City's system, as well as adjusting all versions/vintages of Siemens motor starters in the City's water system.

Siemens Solution Partner Certifications	Years
"Advanced Factory Automation" (PLC & HMI)	2021
"Drives & Motion"/"Large Drives" (VFDs)	2021

Recent City Of Redmond Experience

Eric has been involved in all of S&B's [City of Redmond projects](#) since 2008's Well 7 project (19 major projects total), as well as serving as the primary field application engineer for the City when on-site work is requested or required. Eric has intimate knowledge of the City's hydraulics and overall operations. Eric was the lead software development engineer for S&B for the recent Cellular migration upgrades, Well 6 RVSS upgrades, SCADA Asset Inventory Report, and SRWF project.

2.4.1.4 Jordan Stead – Project Manager & Business Development

Jordan serves as S&B's lead for project management, schedule regulation and customer facing communication. He can translate and present technical SCADA engineering content and solutions in formats which can be plainly understood. Within S&B, Jordan provides the quality control checks at the equipment ordering and shop testing phases to ensure the deliverables are meeting the project requirements. Jordan actively manages and contributes to our system designs, SCADA master plan work, and SCADA Asset Inventory reports and will assist the project manager for this scope of work.



2016 – Present: Project Manager and Business Development. Serves as a project manager for a large portion of S&B projects, interfacing with both customers and S&B personnel to deliver projects. He is also responsible for new business generation and project estimating. He reviews customer needs & project requirements and generates project estimates. Jordan is responsible for generating new project developments for S&B.

2009 – 2015: Project Initiation / Closeout Coordinator & HMI Developer. He was responsible for client facing interaction for all S&B projects. He developed and managed the flow of all submittal and O&M information to customers. During this time, he continued to serve as an HMI developer on the S&B team.

Role for 'Section-7' Upgrades

Jordan will be the lead project manager for the outlined upgrades. He will communicate project requirements to stakeholders, schedule meetings, generating status updates, and delivering submittal/O&M materials to the City. Jordan would also serve as a primary developer for the WinCC SCADA Visualization graphics overhaul when the SCADA system is upgraded.

Recent City Of Redmond Experience

Jordan has been involved in an HMI development or project management role in all of S&B's [City of Redmond projects](#) since 2009 (18 major projects). Most recently, Jordan was the lead developer for SCADA Asset Inventory Report, and served as the "SCADA Best Practice" reviewer for S&B on the SRWF project to ensure the facility design matched leading technologies and future flexibility.

2.4.1.5 Dan Thwing, Senior Engineer & Technical Director

Dan is an experienced process control engineer and our technical director. Dan has 20 years of experience at S&B, with a major focus on PLC/HMI/SCADA application software development. He is responsible for quality control of the hardware produced from S&B's UL508A panel assembly shop and participates in regular meetings with UL and NEC regulation personnel to ensure our designs meet federal and state code requirements.



2005 – Present: Technical Director for S&B and responsible for the project engineering and directing manufacturing and drafting efforts to meet the goals of each project. He distributes and manages engineering staff workloads as well as provides oversight to maintain engineering quality standards and meet project schedules. Dan is one of S&B's primary application software developers for PLC and HMI touch panel technologies.

2001 – 2004: Project Engineer for S&B and responsible for design and production of telemetry, process control, and software for PLC, HMI and SCADA visualization computer systems.

Role for 'Section-7' Upgrades

Dan will be active in the development application software (PLC & HMI touch panels) to support the outlined upgrades of control panels (like the FHB site and water dispensing station), TIAportal software migrations (Well 2, Well 6, and Centennial Fountain), as well as minor updates to software to accommodate updated field devices (like a new Well 5 VFD interface).

Siemens Solution Partner Certifications

Dan is a tenured engineer with Siemens technologies with 11-years of certifications. He is proficient in programming all four unique PLC model vintages in the City's system, and is highly skilled in migrating older versions of software to current Siemens software offerings (as is required for Well 2, Well 6, and the Centennial Fountain).

Siemens Solution Partner Certifications	Years
"Advanced Factory Automation" (PLC & HMI)	2010-2021
"Drives & Motion"/"Large Drives" (VFDs)	--

Recent City Of Redmond Experience

Dan has been involved in the PLC/HMI touch panel software production efforts for the City's Well 2, 3, 6, 7, and SRWF projects. And he has fulfilled ad hoc remote field support service requests by the City.

2.4.1.6 Riley Romack, Field Applications Engineer

Riley has 7 years of field engineer experience with S&B and is our most frequently used commissioning engineer. Riley is focused on quality control of our UL508A control panels, PLC/HMI/SCADA application software, field services, and instrumentation integration. He regularly leads our digital simulation and shop tests efforts to validate functionality, applies necessary programming changes to meet the design requirements, and regularly performs field services to startup and commission process control systems.



2014 – Present: Field Applications Engineer. Has area management responsibility for many significant I&C and SCADA projects in the States of Washington, Oregon and Alaska providing field support, sales, startup services of the telemetry and process control systems, and software for PLC and GUI computer systems. Has experience in providing training to the customer's personnel on the operations of systems provided.

Role for 'Section-7' Upgrades

Riley will participate in the quality control testing for all application software and UL 508A control panel fabrication work. And Riley will be involved in the onsite startup and commissioning efforts of the planned upgrades.

Recent City Of Redmond Experience

Riley has been involved in a few past projects, including the 2017 SCADA Visualization upgrade and Res. 6/Well 7 Improvements project in 2018. Most recently, Riley was the lead testing engineer for the PLC, HMI, SCADA visualization, and MCC associated with the City's South Redmond Water Facility project.

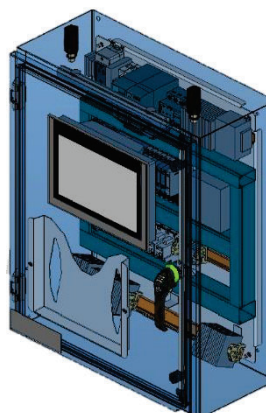
2.5 Project References

2.1.2 City of Bellevue (2021)

Project	C7 RTU Replacements (4 stations)	Initial Cost:	\$150,500	Final Cost:	\$150,500
Contact Info	Mike Evans. 425-452-2922. mevans@bellevuewa.gov				
Project Team	Randy Stead (Design), Jordan Stead (Design & Project Management), Dan Thwing (SCADA Software Engineering), Riley Romack (Shop Testing & Field Engineering)				

Scope Overview: Using recommendations from its SCADA Master Plan, the City selected four 20+ year old PLC based RTUs to be replaced due to availability of spare parts and to achieve a higher level of performance in communications. We met with the City to confirm scope and develop a changeover strategy. All four sites were planned for upgrade using Siemens Automation/Communication/Control equipment and feature a Private APN cellular communication link as the primary pathway to their master telemetry unit, while maintaining the existing leased line as a secondary communication pathway. The sites receiving upgrades were critical for operations and we were allowed a maximum of 12-hours total downtime per RTU exchange. The City would provide the services of an operator / electrician who would manage station manual operation during the transition and assist with the panel exchange work. S&B was tasked with assigning mechanical and electrical tasks, commissioning and performed process control acceptance tests.

Implementation: S&B was awarded a purchase order from the City to design, manufacture, and commission four new remote telemetry units (RTUs) for these unique facilities. Our team of engineers developed panel design drawings with a submittal to Owner for approval. The design featured all Siemens PLC, HMI, and Networking equipment, a transition to a Private APN cellular communication, and dual path communication for resiliency. A transition plan with specific action items for City electricians were developed to ensure both S&B and the City had the required prerequisites in place for the future upgrade. We fabricated the UL508A control panels and associated PLC/HMI/SCADA application software for each station. Our control system was shop tests to ensure performance in a fully simulated environment followed by a witness test from the City's operations staff. City electricians then installed the equipment and S&B field engineers were on-site to commission the new RTUs. Each facility was transitioned to the new processor with less than 12-hours of downtime. Our field engineers used the first day to re-link the system and maintain automatic control, and the second day of a site upgrade was to perform a final review and operating training. The entire project was completed within 6 months.



software for each station.

RFP Relevance: This referenced project is nearly identical to the Forked Horn Butte project identified in Section 7.1. and incorporates the same automation technology upgrades required in Section 7.3 of the SCADA Asset Inventory document. The FHB Pump Station uses the same legacy line of Simens PLC/HMI units, and both FHB sites would transition to the same new Siemens PLC, HMI and networking equipment, require the addition of cellular, utilize dual path communication (cellular & leased line), involve both an RTU and remote I/O control panel, utilize City electrician forces for installation services. The successful implementation required pre-construction meetings and clear documentation to make the City electricians successful in their installation work, as well as a transition plan to reduce facility downtime. The project met and exceeded owner expectations we attribute this to careful planning and regular communication with water operators. Listening and understanding Owner expectations allowed us to better anticipate potential problem areas and deliver a product meeting operator needs.

2.5.1 City of Vancouver, Sewer Department (2018)

Project	SCADA Visualization & MTU Upgrades	Initial Cost:	\$144,900	Final Cost:	\$144,900
Contact Info	Jessie Uribe. 360-487-7175. Jessie.Uribe@cityofvancouver.us ,				
Project Team	Randy Stead (Design), Jordan Stead (SCADA), Eric Dinh (Engineering), Riley Romack (Testing)				

Scope Overview: The City commissioned S&B to perform professional engineering and system integration services to upgrade their sewer SCADA System. The scope of work included new sewer lift station SCADA designs, master telemetry replacement, new SCADA visualization platform, and a migration from analog leased line to cellular communication. The project was given 4-months to complete, and S&B performed the upgrade one month early.

System Integration. S&B developed a new design SCADA design for the MTU to ready their system for future RTU integrations via cellular communication. The MTU's PLC code was upgraded to the latest TIAPortal software from Siemens, patched for security, and code-sets were updated to accommodate the additional data sets which would be received from the RTUs (including smart motor starter context, WinCC Reporting data, and cellular communication diagnostic tools). With the PLC code underpinnings complete, S&B procured new SCADA Computers and loaded the new WinCC v7 software. The City's existing WinCC project was migrated to the latest version and tested for functionality. Finally, S&B software engineered the graphics overhaul of the entire system, added 3 new reports to the system, and updated the remote station screens to a modern design which included normal/abnormal context to information. The entire system (MTU and WinCC) were shop tested for functionality, then commissioned in the field. The field commissioning occurred over 2 days. S&B developed a transition plan where the MTU was down for less than 1-hour, and the remaining time was spent performing field quality checks and operator training.

RFP Relevance: This scope of work is nearly identical to the "SCADA Visualization Upgrades" outlined in the Section 7.2 and similar to Section 7.3 of the SCADA Asset Inventory document. The project required the migration of legacy WinCC v7 software versions to the most current WinCC v7 software on new SCADA Computers. The visualization deliverable include new software development for the graphics overhaul, smart motor starter context, and the development of new reports. And the existing Master Telemetry Unit required automation upgrades to the latest Siemens TIA Portal software and PLC code updates to support the cellular communication hardware added to the MTU.

The upgrade featured the most difficult task: software migration and the transfer of historical data archives. Very specific, prescribed steps are required successfully migrate software while maintaining database integrity for historical SCADA data. We are successful because we couple Siemens training with practice and applied experience. S&B created procedural documents to guide our engineering staff. S&B was able to successfully migrate to the latest SCADA visualization software on new replacement computers, while maintaining functionality and historical SCADA data file integrity so that reporting software and trending is functional for time periods before and after the upgrade.

3. Fee Schedule

3.1 Rates

S&B's rates are published on July 1st of each year. The current July 2021-June 2022 rate structure is follows:

Resource	Rate
Principal Engineer	\$242.00 /hr
Senior Engineer	\$181.00 /hr
Field Engineering / Programmer	\$156.00 /hr
Technician / CAD	\$118.00 /hr
In House Assembly	\$89.00 /hr
Start-Up	\$1410.00 /day
Staff, Support Personnel	\$95.00 /hr

3.2 Typical Resource Allocation

[Redacted]

[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Redacted]

4. ‘Section 7’ Project Execution Approach

[Redacted]

[Redacted]

[Redacted]

4.1 Forked Horn Butte Upgrades

[Redacted]

[Redacted]

[Redacted]

[Redacted]

4.2 SCADA Visualization Upgrades

[Redacted]

[Redacted]

[Redacted]

[Redacted]

4.3 Automation Upgrades

[Redacted content]

[Redacted content]

4.4 All Remaining Upgrades

[Redacted content]



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: January 25, 2022
TO: Redmond City Council
THROUGH: Keith Witcosky, City Manager
FROM: Keith Leitz, HR Director
SUBJECT: Adoption of Updated Title VI Civil Rights Plan

Addresses Council Goal:

6. COMMUNITY ENHANCEMENT AND PARTICIPATION: Create an image and identity that generates community pride and ensures a high level of livability.
C. Invest in the use of public participation and community engagement in public policy decisions.

Report in Brief:

This item requests City Council approval of the updated Title VI Plan in accordance with the Civil Rights Act of 1964. This plan must be approved every three years, with the last approval occurring in 2019.

Background:

Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), prohibit discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. No individuals may be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Individuals who feel they have been discriminated against under Title VI may file complaints with the recipient of federal assistance or with the federal agency that provides funds to the recipient agency. The individual may also file suit for appropriate relief in federal court. If a recipient of federal assistance is found to have discriminated and voluntary compliance cannot be achieved, the federal agency providing the assistance could either initiate fund termination proceedings or refer the matter to the Department of Justice for appropriate legal action.

The Title VI Civil Rights Plan is required to be updated every three years. The City adopted this plan in 2015, and previously updated it in 2018 and 2019.

Discussion:

The Title VI Civil Rights Plan serves three primary purposes:

- Provides notification of compliance with Title VI
- Provides resources for individuals who feel they may have been discriminated against
- Provides a framework in which the City can continually evaluate its compliance

The City is required to periodically update the Plan to incorporate any changes in policies, complaints, population demographics, or other items. The City elects to do this every three years to coincide with an Oregon Department of Transportation (ODOT) requirement that all subrecipients file a Title VI plan with ODOT every three years.

There have been no civil rights complaints within the past three years.

Fiscal Impact:

None.

Alternative Courses of Action:

1. Approve the update to the Title VI plan.
2. Request additional information.

Recommendation / Suggested Motion:

"I move to approve the City of Redmond's Title VI Civil Rights Plan."



CITY OF REDMOND

Title VI Civil Rights Plan

Adopted by City Council January 25, 2022

Past Adoption Dates:

January 8, 2019

October 9, 2018

October 13, 2015

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INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

The City of Redmond (City) assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. In addition, the City of Redmond also incorporates other State and Federal classes such as disability, religion, age, sex, sexual orientation, gender identity, marital status, or source of income. The City of Redmond assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

TITLE VI COMPLAINT PROCEDURES

In order to comply with 28 CFR Section 42.106(b), the City of Redmond has developed procedures for investigating and tracking Title VI complaints filed against them. These procedures are available to members of the public upon request. Complainants, or their representative, may file a written complaint with the ADA/Title VI Coordinator at any time within one hundred and eighty (180) days from the date of the alleged discriminatory act.

If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- Name, address, phone number and relationship of Representative to Complainant, if applicable
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

A form is available at www.redmondoregon.gov, which may be completed for this purpose.

The complaint may also be filed in writing with the City of Redmond at the following address:

City of Redmond
ADA/Title VI Coordinator
411 SW 9th Street
By phone: (541) 504-3036
By fax: (541) 548-5790
By email: Access@redmondoregon.gov

NOTE: The City of Redmond encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the ADA/Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

What happens to your complaint after it is submitted to the City of Redmond?

All complaints alleging discrimination in a service or benefit provided by the City will be directly addressed. The discrimination may be based on race, color, national origin or on protections afforded under other civil rights statutes such as religion, sex, sexual orientation, gender identity, age or source of income. The City Manager, or designee, will investigate the complaint and make a determination. Formal investigation of the complaint will be confidential and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Customer will be notified of resolution.

The City of Redmond shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the City shall make every effort to address all complaints in an expeditious and thorough manner.

In instances where additional information is needed for investigation of the complaint, the City Manager, or designee, will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information within ten (10) calendar days from the date of the request may result in the administrative closure of the complaint.

How will you be notified of the outcome of your complaint?

Once sufficient information for investigating the complaint is received by the City, a written response will be drafted, and may be reviewed by the City's legal counsel. The City will send a final written response to the complainant which will be either an administrative closure letter or a letter of finding. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

An administrative closure letter summarizes the allegations and states there was not a Title VI violation and the case will be closed. A letter of finding summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of staff, or other action will occur.

How can I appeal a notification?

If the complainant desires to appeal either letter, the appeal must be made in writing within ten (10) calendar days of the notification. The written appeal must include the customer's name, address, and telephone contact number. It is recommended that the appeal include a statement of reason(s) why the complainant believes the denial of accommodation request or access to services was inappropriate. The City will set a mutually agreed-upon time and place for the review process with the complainant and/or representatives within 30 days of the request. The complainant may submit documents or other information to be included with the record and considered in the review process.

The right of the complainant to a prompt and equitable resolution of the complaint must not be impaired by the complainant's pursuit of other remedies, such as filing of a complaint with the Department of Justice or other appropriate federal agency or the filing of a suit in state or federal court. Use of this procedure is not a prerequisite to the pursuit of other remedies.

In addition to the complaint process described above, a complainant may file a Title VI complaint or lawsuit with the following offices:

State of Oregon
Bureau of Labor & Industry
Civil Rights Division
800 NE Oregon St., Suite 1045
Portland, OR 97232
[BOLI : Welcome Page : Civil Rights : State of Oregon](#)
Voice: 971-673-0761
Email: help@boli.state.or.us

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Ave, NW
Office of the Assistant Attorney General, Main
Washington, DC 20530-0001
[Contact The Office \(justice.gov\)](#) Voice: 202-514-3847
TTY: 202-514-0716

For transit-related issues/complaints:

Federal Transit Administration
Office of Civil Rights
Attn: Complaint Team
East Building, 5th Floor-TCR
1200 New Jersey Ave, SE
Washington, DC 20590
[Civil Rights/ADA | FTA \(dot.gov\)](#)
Voice: 888-446-4511

For fair housing and equal opportunity related issues/complaints:

Seattle Regional Office of FHEO
U.S. Department of Housing and Urban Development
Seattle Federal Office Building
909 First Avenue, Room 205
Seattle, WA 98104-1000
[File a Complaint – Main Page | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)
Voice: 206-220-5170
Toll Free: 800-877-0246
TTY: 206-222-5185

Disposition of Complaints and Resolution

Sustained Complaints- If the complaint is substantiated and a probable cause of a discriminatory practice based on race, color, or national origin or on protections afforded under other civil rights statutes, is found to exist, the City shall endeavor to eliminate said practice by means of a Remedial Action Plan. The Remedial Action Plan shall include: a list of all corrective actions accepted by the City; description of how the corrective action will be implemented; and a written assurance that the City will implement the accepted corrective action in the manner discussed in the plan.

Unsustained Complaints- If there is insufficient evidence to either prove or disprove the allegation(s) both parties to the complaint will be informed of the reason(s) for this disposition.

Unfounded Complaint- If it is determined that an act reported pursuant to this policy/procedure did not in fact occur, a finding of unfounded shall be made.

Exonerated Complaints- If it is determined that an act reported pursuant to this policy/procedure did in fact occur, but was lawful and proper within the guidelines established herein, a finding of exonerated shall be made.

Recording Title VI Investigations, Complaints and Lawsuits

In order to comply with 28 CFR Section 42.106(b), the City of Redmond prepares and maintains a list of any active investigations conducted by state or federal agencies, lawsuits, or complaints naming the City of Redmond that allege discrimination on the basis of race, color, or national origin, or on protections afforded under other civil rights statutes. This list includes the date of the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response to the investigation, lawsuit, or complaint. The ADA/Title VI Coordinator maintains these files until closed. The ADA/Title VI Coordinator will also maintain a log of all complaints received. Records will be stored according to state and federal record retention requirements. Tracked information may be reported to grantors of federal funds and other agencies.

Additional Information Upon Request

Additional information may be requested, in writing, from the City of Redmond in order to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI requirements. The City's ADA/Title VI Coordinator is available to provide additional information as needed and to respond to any inquiries.

RECORD OF TITLE VI OR OTHER CIVIL RIGHTS INVESTIGATIONS, COMPLAINTS OR LAWSUITS

To date, there have been no Title VI investigations, complaints or lawsuits.

COUNCIL COMPOSITION

The City of Redmond is overseen by an elected City Council. The table below depicts Council membership as of January 2022. The demographics below are based upon the July 1, 2019, population estimates per the United States Census Bureau.

	Caucasian	Hispanic or Latino (of any race)	Black or African American	Asian	Native Hawaiian and Other Pacific Islander	American Indian or Alaskan Native	Some Other Race Alone	Two or more races
Deschutes County	171,029	16,324	957	2,762	347	2,677	116	3,480
Redmond City Council	6	0	1	0	0	0	0	0

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

The City of Redmond is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.

The United States is home to millions of national origin minority individuals with Limited English Proficiency (LEP). That is, their primary language is not English and they cannot speak, read, write or understand the English language at a level that permits them to participate effectively in City of Redmond programs and activities, whether those programs and activities are federally funded or not.

Due to language differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service. The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to establish solutions to address the needs of this growing population of individuals, for whom English is not their primary language.

The City will use the most recent American Community Survey to identify LEP groups that speak English “less than very well.” And for those that exceed the safe harbor threshold of five percent or 1,000 persons, the City will translate vital documents into the language spoken “very well.”

ANALYSIS OF FACTORS

Factor No. 1: The number or proportion of LEP persons in the service area.

The City of Redmond is largely English speaking. The vast majority of the population with which we interact is proficient in English. According to the 2019 American Community Survey there are 155,747 people living in Deschutes County; 93% of the population of Deschutes County age five and up speaks English only, while 7% speak a language other than English.

Language	Deschutes County Population		Speak English Only or “Very Well”		Speak English Less Than “Very Well”	
	#	%	#	%	#	%
Spanish	10,169	6.5%	8,732	85.9%	1,437	14.1%
Other Indo-European	2,483	1.6%	2147	86.5%	336	13.5%
Asian & Pacific Island	1,120	0.7%	568	50.7%	552	49.3%
Other	238	0.1%	196	82.4%	42	17.6%

Factor No. 2. The frequency with which LEP individuals come into contact with the service.

Contacts with the City of Redmond are made at City Hall, the police department, the public works department, Roberts Field Municipal Airport, through our website at www.redmondoregon.gov, our Facebook pages, and our staff who make presentations and build networks among public agencies and private employers in the central Oregon region.

The City has minimal interactions that require translation, however, the City has hired a number bilingual police officers and utilizes translation services of regional partner organizations and a call in translation service to better communicate with Spanish-only speakers.

Factor No. 3: The nature and importance of service provided by the City of Redmond.

The City of Redmond provides important mobility management and transportation coordination services to the public through Cascades East Transit and a contract with Central Oregon Intergovernmental Council which runs the program. The City also provides vital utility and public safety services, as well as operates the regional commercial airport.

Factor No. 4. The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons.

The City’s current in-house language capabilities are English, with very limited Spanish. The City has not encountered a need to have language services in other languages besides Spanish. The City has also conducted public outreach meetings with LEP persons.

RESULTS OF ANALYSIS

The City of Redmond has identified that there are over 1,400 Spanish-speaking individuals in our community that speak English “less than very well.” Therefore, Redmond has translated the Title VI and ADA complaint forms into Spanish.

IMPLEMENTATION PLAN

The City of Redmond is committed to promoting inclusive public participation. The City will review its implementation plan every three years, including contacts with LEP persons, to determine the frequency of contacts, the language used, and how the contacts were handled. In addition, the City will continually explore the use of partnerships, technology and other options to ensure the needs of LEP persons are met.

The City of Redmond identifies LEP persons in the service area through telephone, personal contact, and regional demographics. The City partners with regional organizations to provide translation services when necessary.

In the event that the City distributes Federal aid funds to another governmental entity, the City will include Title VI language in all written agreements and will monitor for compliance.

City employees will ensure that there are no barriers to service or accommodation that would prevent usage or access to City services. Employees will notify the ADA/Title VI Coordinator in writing of the circumstances surrounding any reported allegations of discrimination as soon as possible, but no later than five (5) business days following the alleged occurrence.

NOTIFYING BENEFICIARIES OF THEIR RIGHTS UNDER TITLE VI

Our website includes our Title VI Compliance Statement and Complaint Form. The City’s Title VI Compliance Statement and complaint form are also available at City Hall (located at 411 SW 9th Street, Redmond, OR). Individuals who believe they have been discriminated against may request a complaint form from the ADA/Title VI Coordinator.

ANALYSIS OF CONSTRUCTION PROJECTS

Over the last three years the City of Redmond has not constructed a facility that required a Title VI equity analysis with regard to the location of the facility.

INCLUSIVE PUBLIC PARTICIPATION

Community Outreach is a requirement of Title VI. The City of Redmond and its sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of the City. The City of Redmond engages the public in its planning and decision-making processes. The City also follows public notification regulations as required by any federal funds received.



TITLE VI DISCRIMINATION COMPLAINT FORM

Section I:

Name:

Address:

Telephone (Home):

Telephone (Work):

Electronic Mail Address:

Accessible Format
Requirements?

Large Print

TDD

Audio Tape

Other

Section II:

Are you filing this complaint on your own behalf?

Yes*

No

*If you answered "yes" to this question, go to Section III.

If you answered "no", please supply the name
and relationship of the person for whom you
are complaining:

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of
the aggrieved party if you are filing on behalf of a third
party.

Yes

No

Section III:

I believe the discrimination I experienced was based on (check all that apply):

☐ Race ☐ Color ☐ National Origin ☐ Other _____

Date of Alleged Discrimination (Month, Day, Year):

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

Section IV:				
Have you previously filed a Title VI complaint with this agency?	Yes		No	
Section V:				
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	Yes		No	
If yes, check all that apply: ☐ Federal Agency: _____ ☐ Federal Court: _____ ☐ State Agency: _____ ☐ State Court: _____ ☐ Local Agency: _____				
Please provide information about a contact person at the agency/court where the complaint was filed.				
Name:		Agency:		
Title:		Telephone:		
Address:				
Section VI:				
Name of agency complaint is against:				
Contact person:				
Title:				
Telephone number:				

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below:

Signature

Date

Please submit this form in person at the address below, or mail, fax or email this form to:

City of Redmond

ADA/Title VI Coordinator

411 SW 9th Street

Redmond, OR 97756

Fax: 541-548-5790

Email: Access@redmondoregon.gov



FORMULARIO DE QUEJA SOBRE LA DISCRIMINACION TITLE VI

Sección I:

Nombre:

Dirección:

Teléfono (Casa):

Teléfono (Trabajo):

Dirección de correo electrónico:

Requiere algún formato
específico?

Letra grande

TDD

Grabación

Otro

Sección II:

Está presentando esta queja siendo la persona dañada?

Sí *

No

*Si respondió que "sí" a esta pregunta, vaya a la Sección III.

Si respondió que "no", favor de proveer el
nombre y relación que usted tiene con la
persona que tiene la queja:

Por favor, explique por qué usted está presentando esta queja para otra persona:

Por favor, confirme que usted ha obtenido el permiso de la
persona dañada.

Sí

No

Sección III:

Yo creo que la discriminación que experimenté fue por (seleccione todas que aplican):

☐ Mi raza ☐ Mi color ☐ Mi nacionalidad ☐ Otra _____

Fecha de la discriminación alegada (Mes, Día, Año):

Explique de una manera muy clara de qué manera y por qué usted cree que ha sufrido la
discriminación. Describa a todas las personas involucradas. Incluya el nombre e información de
contacto de la(s) persona(s) quien le discriminó a usted (si se sabe) y también los nombres e
información de contacto de cualquier testigo(s). Si necesita más espacio, favor de utilizar el otro
lado de esta hoja.

Sección IV:				
Anteriormente, ha presentado una queja Title VI a esta agencia?	Sí		No	
Sección V:				
Ha presentado esta queja a alguna otra agencia o corte federal, estatal o local?	Sí		No	
Si respondió que “sí”, seleccione todas que aplican: ☐ Agencia federal: _____ ☐ Corte federal: _____ ☐ Agencia estatal: _____ ☐ Corte estatal: _____ ☐ Agencia local: _____				
Por favor, provea la información de contacto del representante de la agencia o corte indicada.				
Nombre:		Agencia:		
Título:		Teléfono:		
Dirección:				
Sección VI:				
Nombre de la agencia que le discriminó:				
Representante:				
Título:				
Número de teléfono:				

Usted puede adjuntar cualquier material escrito u otra información que se considera relevante a su queja.

Se requiere su firma y fecha abajo:

Firma

Fecha

Por favor, presente este formulario en persona en la dirección indicada abajo, o por correo, fax o correo electrónico a:

City of Redmond

Attn: ADA/Title VI Coordinator

411 SW 9th Street

Redmond, OR 97756

Fax: 541-548-5790

Email: Access@redmondoregon.gov

NOTIFICATION OF COMPLIANCE WITH TITLE VI

In order to comply with 28 CFR Section 42.106(d) the City of Redmond has posted information for the public regarding the Title VI obligations and protections against discrimination afforded to the public by Title VI on the City of Redmond website www.redmondoregon.gov. The City of Redmond has also posted the following notice of compliance with Title VI, which is visible to the public at City Hall and directs the public to the City website and to the appropriate phone number to inquire for more information. This information is also available upon request.



Notification of Compliance with Title VI

The City of Redmond hereby gives public notice that it is the City's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which the City of Redmond receives federal financial assistance.

Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Redmond. Any such complaint must be in writing and filed with the City of Redmond within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

Information on the City of Redmond's civil rights program, and the obligations and procedures to file a complaint, can be found on the City of Redmond website at www.redmondoregon.gov. This information is also available upon request, please visit City Hall at 411 SW 9th Street, Redmond, OR 97756 or contact the ADA/Title VI Coordinator at (541) 504-3036 or Access@redmondoregon.gov.

A complainant may also file a complaint directly with the Federal Transit Administration: Office of Civil Rights, Attn: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.