



**REVISED**

**CITY COUNCIL**

October 28, 2014

Council Chambers • 777 SW Deschutes Avenue

**COUNCIL MEMBERS**

George Endicott  
*Mayor*

Tory Allman  
*Councilor*

Joe Centanni  
*Councilor*

Camden King  
*Councilor*

Ginny McPherson  
*Councilor*

Ed Onimus  
*Councilor*

Jay Patrick  
*Councilor*

**OCTOBER 28, 2014                      REGULAR MEETING AGENDA                      6:30 P.M.**

- I. CALL TO ORDER / ESTABLISH A QUORUM**
- II. BLESSING**
  - A. Pastor Barry Campbell, Highland Baptist Church
- III. PLEDGE OF ALLEGIANCE**
- IV. COMMENTS FROM CITIZENS AT THE MEETING**
- V. CONSENT AGENDA**
  - A. Minutes of October 14, 2014, P.M. Council Meeting Exhibit 1
  - B. Minutes of October, 21, 2014, Special A.M. Council Meeting Exhibit 2
  - C. Intergovernmental Agreement with Redmond Area Park and Recreation District for operations of the ice skating rink Exhibit 3
- VI. PRESENTATIONS**
  - A. Redmond Chamber of Commerce Update, Eric Sande
  - B. Financial Report, Jason Neff
  - C. Airport FBO Agreement Status Update, Jeff Tripp
  - D. Water Billing Update
- VII. ORDINANCES**

In accordance with the City of Redmond Charter, an ordinance takes effect 30 days after its enactment except when a later effective date is specified in the ordinance; when the ordinance contains an emergency clause, it takes effective immediately.

  - A. **Second Reading – Ord. #2014-19** – An ordinance amending Chapter 7 of the Redmond City Code by adding a marijuana and Marijuana-infused product tax and declaring an emergency. Exhibit 4
  - B. Ord. #2014-18 – An ordinance amending Chapter 2 of the Redmond City Code pertaining to Commissions. Exhibit 5
- VIII. BID AWARD / BID REJECTION**
  - A. 2014 Stormwater Improvement Project Exhibit 6
- IX. PUBLIC HEARINGS**
  - A. Res. #2014-22 – A resolution of the City Council of the City of Redmond, Oregon, approving the financing of certain energy conservation measures at Roberts Field-Redmond Municipal Airport with the proceeds of the sale of payment obligations in the form of Certificates of Participation in a Lease-Purchase Agreement; amending and supplementing Resolution No. 2014-18 in part; and related actions. Exhibit 7

**X. MAYOR'S COMMENTS**

- A. Appointment of Judy Fessler to the Historic Landmarks Commission      Exhibit 8  
term expiring December 31, 2017.

**XI. COUNCIL COMMENTS**

**XII. CITY MANAGER COMMENTS**

**XIII. ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING**

**XIV. ADJOURN**

Regular Council meetings are broadcast live on COTV11 – BendBroadband Channel 11 beginning at 6:30 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month. Rebroadcasts are scheduled for the non-meeting Tuesdays at 6:30 p.m.

Anyone needing accommodation to participate in the meeting must notify the ADA Coordinator at least 48 hours in advance of the meeting at 541-504-3036, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish).

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 OCTOBER 14, 2014, IN THE CITY COUNCIL CHAMBERS.**

**COUNCIL MEMBERS PRESENT:** Tory Allman – Joe Centanni – George Endicott – Camden King – Ginny McPherson – Ed Onimus – Jay Patrick

**STAFF PRESENT:** City Manager Keith Witcosky – City Attorney Steve Bryant – Airport Director Jeff Tripp – Police Captain Brian McNaughton – Public Works Director Bill Duerden – City Engineer Mike Caccavano – City Recorder Kelly Morse – Community Development Director Heather Richards – CIS Administrator Sheri Cleveland – Deputy Director Jason Neff – Deputy Director Jodi Burch – Transportation Operations Supervisor Rob Peters – Airport Operations Supervisor Ben Wolfe

**MEDIA PRESENT:** COTV

Mayor Endicott called the meeting to order at 6:30 p.m.

**BLESSING**

Pastor Barry Campbell, Highland Baptist Church let the blessing.

**PLEDGE OF ALLEGIANCE**

Councilor Patrick led the Pledge of Allegiance.

**COMMENTS FROM CITIZENS AT THE MEETING**

There were no comments from citizens at the meeting.

**MAJOR REDMOND STREET CONSTRUCTION UPDATE**

City Engineer Mike Caccavano updated the Council on the SW 4<sup>th</sup> Street/NW Dogwood Avenue water main replacement project and the Homestead Canal Trail project. Mr. Caccavano noted that the 2014 Stormwater replacement project will be starting soon.

**CONSENT AGENDA**

- A. Minutes of September 9, 2014, P.M. Council Meeting (Exhibit 1)**
- B. Minutes of September 23, 2014, P.M. Council Meeting (Exhibit 2)**
- C. Minutes of October 7, 2014, Special P.M. Council Workshop (Exhibit 3)**
- D. Intergovernmental Agreement between Deschutes County 9-1-1 Service District and law enforcement entities for support and maintenance of a criminal justice based records management system (Exhibit 4)**

**Councilor King moved, seconded by Councilor Centanni, to approve the Consent Agenda as presented, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, King-yes, McPherson-yes, Onimus-yes, Patrick-yes)**

**PRESENTATIONS**

- A. Redmond Economic Development, Inc. Update, Jon Stark**

Redmond Economic Development, Inc. (REDI) Manager Jon Stark provided the Council with an update on activities and projects. Redmond has experienced a growth of 21.7 percent in manufacturing employment between 2010 and 2013 as compared to 8.6 percent in Deschutes County and 7.0 percent in Oregon. Mr. Stark shared statistics regarding job creation, industrial vacancy rate trends, website traffic, REDI's project pipeline, and Board activities. Mr. Stark addressed questions from the Council throughout his presentation.

**B. Economic Development for Central Oregon Update, Roger Lee**

Economic Development for Central Oregon (EDCO) Executive Director Roger Lee shared activities and projects taking place at EDCO noting that EDCO is focusing on four pillars of effort: Move. Start. Grow. and key projects/business climate improvements. Key projects continue to be air service, unmanned aircraft systems initiative, industry groups, education, marketing and business development, operations, and pipeline projects. Mr. Lee answered questions from the Council.

**PROCLAMATIONS**

**A. Purple Heart City (Exhibit 5)**

**Councilor Centanni moved, seconded by Councilor Onimus, to approve the proclamation designating Redmond, Oregon, as a Purple Heart City, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, King-yes, McPherson-yes, Onimus-yes, Patrick-yes)**

Mayor Endicott read the proclamation.

**ORDINANCES**

**A. Ord. #2014-19 – An ordinance amending Chapter 7 of the Redmond City Code by adding a Marijuana and Marijuana-Infused Product Tax. (Exhibit 6)**

Mayor Endicott announced that the following amendments are being made to Ord. #2014-19:

1. Section 7.191(2) – Removed “Deschutes County Circuit Court”
2. Section 7.192(2) – Removed “General Penalty” and adds “Class A civil infraction and/or a Class A administrative infraction”
3. Remove the emergency declaration from the ordinance title
4. Delete Section Five of the Ordinance declaring an emergency

City Manager Keith Witcosky explained that in the event that Measure 91 is approved by Oregon voters on November 4, 2014, Ord. #2014-19 will allow Redmond to collect a tax on the sale of marijuana and marijuana-infused products. Mr. Witcosky emphasized that this ordinance does not legalize marijuana in the City of Redmond nor lift the moratorium passed in April 2014.

**Councilor King moved, seconded by Councilor Allman, to have a first and second reading of Ord. #2014-19 as amended by title only.**

Mayor Endicott stressed that this ordinance does not determine the legality of medical and recreational marijuana in Redmond and opined there are two issues: collection of a marijuana tax for any costs incurred by public safety as a result of the passage of Measure 97 and a community’s right to collect the tax.

Councilor Allman also clarified that an affirmative vote by the Council on this ordinance does not represent the City’s support of legalizing marijuana.

Councilor Patrick stated that while he knows this ordinance is not a vote to legalize marijuana, he has some serious concerns regarding the consequences recreational marijuana will have on our youth, health, safety, workforce, families, and the community. Councilor Patrick suggested a higher tax on recreational marijuana to discourage people from purchasing recreational marijuana in Redmond.

Councilor Onimus stated he is adamantly opposed to collecting a tax on medical marijuana and asked the Council to consider a 0 percent tax if proposed.

Councilor Centanni read a statement in opposition of Ord. #2014-19 and clarified a statement he made which was misquoted in the newspaper.

Councilor McPherson stated she concurs with many of Councilor Centanni's statements, but is inclined to support the ordinance knowing the rate can be reduced at a later date.

In response to questions from Mayor Endicott, City Attorney Steve Bryant stated that if Measure 91 passes, there is no way to know what the legislature will do when creating the statute adding that they the right to repeal it as well.

Mayor Endicott shared possible implications to cities that opt not to tax recreational marijuana, noting that they could still have public safety issues arise from the legalization.

Councilor King reiterated that the Council has the option to reduce the tax and having a higher tax rate for recreational marijuana may serve as some deterrent.

**Motion failed. (Allman-yes, Centanni-yes, Endicott-yes, King-yes, McPherson-yes, Onimus-yes, Patrick-no)**

**Councilor King moved, seconded by Councilor Allman, to have a first reading of Ord. #2014-19 by title only, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, King-yes, McPherson-yes, Onimus-yes, Patrick-yes)**

City Attorney Steve Bryant read the first reading of Ord. #2014-19 by title only.

#### **ACTION ITEMS**

##### **A. Authorized Signatories for Bank Accounts (Exhibit 7)**

Deputy Director of Central Services Jodi Burch explained that the City's bank accounts require Council approval for any additions or removals to authorized signatories. This resolution will remove the form Assistant City Manager.

**Councilor King moved, seconded by Councilor Allman, to approve the names of Keith Witcosky and Jason Neff as the authorized signatories on the City of Redmond accounts with US Bank: General Checking Account #...4456, A/P Account #...4464, and Payroll Account #...4472; and Keith Witcosky, Jason Neff, and DeAnne Wakefield on the Bank of the Cascades Mastercard Account resolution, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, King-yes, McPherson-yes, Onimus-yes, Patrick-yes)**

##### **B. Res. #2014-21 – A resolution adopting the City of Redmond Snow and Ice Plans for Public Works and Roberts Field – Redmond Municipal Airport. (Exhibit 8)**

Transportation Division Manager Rob Peters shared the primary objectives of a Snow and Ice Removal Plan noting that it prioritizes routes and procedures during snow and ice events. Mr. Peters also shared details of pre-season preparation and expected winter conditions. The City also put in place a contract for snow removal should the need arise for additional assistance.

Airport Operations Supervisor Ben Wolfe explained that the Airport is required to have a Snow and Ice Removal Plan per Federal Aviation Administration guidelines. The plan is developed primarily for aircraft areas; however, Mr. Wolfe is in the process of developing a secondary plan that will cover sidewalks, parking lots, airport entrances and exits.

**Councilor Onimus moved, seconded by Councilor Centanni, to adopt Res. #2014-21, motion passed. (Allman-yes, Centanni-yes, Endicott-yes, King-yes, McPherson-yes, Onimus-yes, Patrick-yes)**

#### **MAYOR'S COMMENTS**

**Mayor Endicott** shared his appreciation for the Purple Heart City proclamation. Mayor Endicott also reported on his meeting with Congressman Greg Walden, the ribbon cutting event for the Yew Avenue roundabout art installation, and the 50<sup>th</sup> anniversary event for the Redmond Air Center. Mayor Endicott encouraged people to vote in the November general election.

**COUNCIL COMMENTS**

**Councilor Centanni** reported on the Made in Redmond Tour, REDI and EDCO’s partnerships with Central Oregon, shopping local, and his frustration with being forced to consider a tax without knowing the ramifications legalized marijuana will have on our community.

**Councilor Patrick** encouraged citizens to vote.

**Councilor McPherson** urged drivers to use caution when driving during the early morning as there are many students heading to school.

**Councilor Onimus** encouraged citizens to vote and thanked the community for helping the Boys and Girls Club of Redmond/Terrebonne open their doors. Tickets are available for the 13<sup>th</sup> Annual Empty Bowls fundraiser which is scheduled for November 9.

**CITY MANAGER COMMENTS**

**City Manager Keith Witcosky** shared that the City’s Water Division was highlighted in a trade magazine for its use of an advanced monitoring infrastructure system. Mr. Witcosky provided kudos to staff for their work in continually making Redmond a desirable place to relocate.

**ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING**

Nan Stangland expressed concern with a 5 percent tax on medical marijuana noting it is expensive for her to drive from Crooked River Ranch to Bend.

There were no additional comments from citizens at the meeting.

There being no further business, the meeting was adjourned at 9:06 p.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 28<sup>th</sup> day of October, 2014.

\_\_\_\_\_  
George Endicott, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Morse, City Recorder

**SPECIAL CITY COUNCIL MEETING OF THE CITY OF REDMOND WAS HELD OCTOBER 21, 2014, IN THE AIRPORT CONFERENCE ROOM.**

**COUNCIL MEMBERS PRESENT:** Tory Allman (left at 8:02 a.m.) – Joe Centanni – George Endicott – Camden King (arrived at 6:39 a.m.) – Ginny McPherson – Ed Onimus – Jay Patrick (left at 8:19 a.m.)

**STAFF PRESENT:** City Manager Keith Witcosky – City Attorney Steve Bryant – Airport Director Jeff Tripp – City Recorder Kelly Morse

**MEDIA PRESENT:** None

Mayor Endicott called the meeting to order at 6:32 a.m.

**EXECUTIVE SESSION**

Mayor Endicott convened the Council into Executive Session at 6:32 a.m. in accordance ORS 192.660(2)(f) authorizing executive sessions to consider information or records that are exempt by law from public inspection.

Mayor Endicott closed the Executive Session portion of the meeting at 8:10 a.m.

The regular portion of the meeting was called to order at 8:10 a.m.

**MOTIONS AS A RESULT OF EXECUTIVE SESSION**

There were no motions as a result of Executive Session

**OTHER BUSINESS**

Mayor Endicott announced that a tour of the Runway 4-22 Rehabilitation Project has been added to the agenda as a quorum will be present.

Community Development Director Heather Richards presented the Council with a proposal from a developer who is requesting financial consideration with a construction project to turn a derelict downtown property into a commercial retail space with higher standard apartments upstairs. The Downtown Urban Renewal Advisory Committee recommends a \$50,000 grant on the \$1.5 million cash project. After discussion, the Council directed staff to move forward with a letter of intent.

There being no further business, the meeting was adjourned at 8:21 a.m.

Prepared by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 28<sup>th</sup> day of October, 2014.

\_\_\_\_\_  
George Endicott, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Morse, City Recorder



**CITY OF REDMOND**  
**Public Works Department**  
**Parks, Facilities, Cemetery Division**

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## STAFF REPORT

**DATE:** October 28, 2014  
**TO:** Mayor and City Council  
**THROUGH:** Keith Witcosky, City Manager  
**THROUGH:** Bill Duerden, Public Works Director  
**FROM:** Annie McVay, Parks Division Manager  
**SUBJECT:** IGA with Redmond Area Parks and Recreation District – Operations and Maintenance of the Redmond Ice Skating Rink

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### Addresses Council Goals:

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

### Report in Brief:

Authorizes City Manager to sign an Intergovernmental Agreement with Redmond Area Park and Recreation District (RAPRD) for the operation and maintenance of the Redmond Ice Skating Rink for a period of five years.

### Background:

The City (and previously the Redmond Urban Renewal Agency) has contracted with RAPRD to operate and maintain the Redmond Ice Skating Rink. The City and RAPRD have partnered to own and operate this popular community facility since 2011. The current IGA expires November 2014.

### Discussion:

The IGA would be for the operation and maintenance of the Redmond Ice Skating Rink from November 2014 through the winter season of 2018/2019. The agreement can be terminated or renegotiated by either party. Relevant elements of the IGA include:

### Responsibilities:

#### City of Redmond

- Provide a fully constructed and operational rink
- Purchase all capital equipment needed for the Rink, including but not limited to; dasher boards, ice mat, chiller, ice skates, ice resurfacing tools.
- Insure the property including the equipment, name RAPRD as additional insured.
- Agree to ensure that the operation of the Rink will be cost neutral to RAPRD.

#### RAPRD

- Daily rink operation which including staff to rent skates, grooming the ice and general janitorial responsibilities
- Provide general liability insurance related to the operation of the rink.



**Fiscal Impact:**

One of the premises of the proposal from RAPRD to operate and maintain the Redmond Ice Skating Rink is that the City will agree to ensure that the operation of the Rink will be cost neutral to RAPRD.

RAPRD sets fees to cover costs, any revenue above cost recovery is returned to the City. RAPRD charges \$1 for rink use and \$4 for skate rental. The average yearly return to the City is \$6,378.

City staff will need to work with RAPRD staff to continually monitor the budgetary operations of the ice skating rink through the season and adjust operational hours and fees if necessary.

**Alternative Courses of Action:**

1. Authorize the City Manager to sign an Intergovernmental Agreement with Redmond Area Park and Recreation District for the operation and maintenance of the Redmond Ice Skating Rink;
2. Request more information; or
3. Do not authorize the City Manager to sign an Intergovernmental Agreement with Redmond Area Park and Recreation District for the operation and maintenance of the Redmond Ice Skating Rink;

**Recommendation/Suggested Motion:**

"I move to authorize the City Manager to sign an Intergovernmental Agreement with Redmond Area Park and Recreation District for the operation and maintenance of the Redmond Ice Skating as proposed."

Annie McVay  
Parks Division Manager



## CITY OF REDMOND

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# STAFF REPORT

**DATE:** October 28, 2014  
**TO:** Mayor and Council Members  
**FROM:** Keith Witcosky, City Manager  
**SUBJECT:** Amend Redmond City Code to add a tax on Marijuana and Marijuana-infused products

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### Addresses Council Goal:

1: Sustain Operations

C. Explore opportunities to augment revenues to support existing operations.

### Report in Brief:

Consideration of an ordinance which places a local tax of five (5) percent on medical marijuana and fifteen (15) percent on recreational marijuana.

### Background:

On November 4, 2014, Oregon voters will decide whether marijuana should become a legal substance in the state of Oregon through Ballot Measure 91. With the potential passage of this Measure municipalities across Oregon are weighing whether or not to preserve the right for local governments to exercise their authority to collect revenues from commerce associated with a legalized marijuana industry.

**Below is a list of the tax levels put in place by other cities in Oregon (source: City of Lapine)**

City:	Rec. Level (in %)	Medical Level (in %)
Ashland	10	0
Central Point	10	5
Coquille	10	5
Cornelius	10	0
Fairview	40	15
Forest Grove	10	0
Happy Valley	10	10
Hillsboro	10	0
Independence	10	0
Lake Oswego	10	5
Milwaukie	10	0
Sandy	20	20
Scappoose	20	10
Seaside	TBD	TBD
Tigard	10	5
Troutdale	10	5
West Linn	10	5
Wilsonville	12	7.5

Cities reported to be considering local marijuana tax:

Hubbard, Woodburn, Gervais, Brookings, Roseburg, La Grande (25% recreational, 0% medical), Gearhart, Klamath Falls, St. Helens, Eugene, Springfield, Portland (10% recreational, 0% medical).

On October 14, 2014, the Council had a first reading of the ordinance by title only with the following amendments to the ordinance:

1. Remove "Deschutes County Circuit Court" from Section 7.191(2).
2. Remove "General Penalty" and add "Class A civil infraction and/or a Class A administrative infraction."
3. Remove the emergency declaration from the ordinance title.
4. Remove Section Five of the ordinance declaring an emergency.

**Discussion:**

Redmond City Council held a worksession Tuesday, October 7, 2014, to discuss the taxation and legalization issue. The Council also took input from citizens. At that worksession the Council reached consensus and instructed staff to bring forth an ordinance which placed a five percent tax on medical marijuana and a fifteen tax on recreational marijuana.

This was not a discussion on legalization. Redmond's position and previous establishment of a moratorium on medical marijuana dispensaries has not changed. If the ballot measure passes, applications for points of sale will not begin to be reviewed by the State/Oregon Liquor Control Commission until January 4, 2016. Staff expects during this year-plus time period that many unknowns will be clarified in Courts (Cave Junction lawsuit) and during the course of the 2015 Oregon Legislative Session.

As required by City Charter, notices regarding this ordinance coming before the Council were posted in three public places (the Library, the Police Department, and the Redmond Chamber of Commerce) in addition to City Hall on October 8, 2014, and three copies of the ordinance were available for review at City Hall.

**Fiscal Impact:**

Staff anticipates very minimal administrative time from the Central Services Department to manage this tax collection. It is structured similar to the City's method for collecting the transient room lodging tax. Additional staff time would come into play if a seller wanted to appeal the amount owed or was unable to pay.

Projecting both the income on marijuana commerce based on the 5/15 percent tax levels; as well as the public safety staffing costs would be inaccurate at best and misleading at worst. Therefore we are not attempting to quantify these variables at this time.

**Alternative Courses of Action:**

1. Authorize the establishment of taxations levels of 5 percent and 15 percent as discussed by City Council on October 7.
2. Modify the taxation levels at the City Council meeting on October 14 and provide additional instructions to staff.

**Recommendation/Suggested Motion:**

"I move to have a second reading of Ord. #2014-19, by title only." (Voice vote)

(City Attorney will read ordinance by title only, once.)

"I move to approve Ord. #2014-19." (Roll call vote)

Keith Witcosky  
City Manager

**CITY OF REDMOND  
ORDINANCE NO. 2014-19**

**AN ORDINANCE AMENDING CHAPTER 7 OF THE REDMOND CITY CODE BY ADDING A MARIJUANA AND MARIJUANA-INFUSED PRODUCT TAX AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Redmond has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant to allow the City; and

**WHEREAS**, the City desires to adopt an ordinance to tax the sale and/or transfer of marijuana and marijuana-infused products within the City.

**NOW, THEREFORE, THE CITY OF REDMOND ORDAINS AS FOLLOWS:**

**SECTION ONE:** The City of Redmond hereby amends the Redmond City Code by adding Sections 7.180 through 7.193. The amendments and adopted text are attached hereto as "Exhibit A".

**SECTION TWO: SEVERABILITY.** The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

**SECTION THREE: SAVINGS.** Notwithstanding any amendment/repeal, the City ordinances in existence at the time any criminal or civil enforcement actions were commenced, shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said ordinance(s) or portions thereof were operative. This section simply clarifies the existing situation that nothing in this Ordinance affects the validity of prosecutions commenced and continued under the laws in effect at the time the matters were originally filed.

**SECTION FOUR: CODIFICATION.** Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 2-4) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

**SECTION FIVE: EMERGENCY.** Adoption of this ordinance is required prior to the General Election on November 4, 2014. The City of Redmond hereby enacts an emergency clause making the ordinance effective upon its passage.

**PASSED** by the City Council and **APPROVED** by the Mayor this 28<sup>th</sup> day of October 2014.

\_\_\_\_\_  
George Endicott, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Morse, City Recorder

**Exhibit A:  
Chapter 7, Business – Code Amendments**

**Proposed Code Amendment – Marijuana and Marijuana-Infused Product Tax**

**City of Redmond Code, Chapter 7, Business, Section 7.180 through 7.193 (new code highlighted in red text and removed text shown in strikethrough).**

**MARIJUANA AND MARIJUANA-INFUSED PRODUCT TAX**

**7.180 Purpose.** For the purposes of Sections 7.180 through 7.193, every person who sells marijuana, medical marijuana or marijuana-infused products in the City of Redmond is exercising a taxable privilege. The purpose of this Chapter is to impose a tax upon the retail sale of marijuana, medical marijuana, and marijuana-infused products.

**7.181 Definitions.** When not clearly otherwise indicated by the context, the following words and phrases, as used in in Sections 7.180 through 7.193, shall have the following meanings:

1. “Manager” means the City Manager for the City of Redmond or his/her designee.
2. “Gross Taxable Sales” means the total amount received in money, credits, property or other consideration from sales of marijuana, medical marijuana and marijuana-infused products that is subject to the tax imposed by this chapter.
3. “Marijuana” means all parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.
4. “Oregon Medical Marijuana Program” means the office within the Oregon Health authority that administers the provisions of ORS 475.300 through 475.346, the Oregon Medical Marijuana Act, and all policies and procedures pertaining thereto.
5. “Person” means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.
6. “Purchase or Sale” means the acquisition or furnishing for consideration by any person of marijuana within the City.
7. “Purchaser” means any person who acquires marijuana from a seller for any valuable consideration.
8. “Registry identification cardholder” means a person who has been diagnosed by an attending physician with a debilitating medical condition and for whom the use of medical marijuana may mitigate the symptoms or effects of the person's debilitating medical condition, and who has been issued a registry identification card by the Oregon Health Authority.
9. “Retail sale” means the transfer of goods or services in exchange for any valuable consideration.

10. "Seller" means any person who is required to be licensed or has been licensed by the State of Oregon to provide marijuana or marijuana-infused products to purchasers for money, credit, property or other consideration.
11. "Tax" means either the tax payable by the seller or the aggregate amount of taxes due from a seller during the period for which the seller is required to report collections under this chapter.
12. "Taxpayer" means any person obligated to account to the Manager for taxes collected or to be collected, or from whom a tax is due, under the terms of this chapter.

**7.182 Levy of Tax.**

1. There is hereby levied and shall be paid a tax by every seller exercising the taxable privilege of selling marijuana and marijuana-infused products as defined in this chapter.
2. The amount of tax levied is as follows:
  - a. Five percent (5%) of the gross sale amount paid to the seller by a registry identification cardholder.
  - b. Fifteen percent (15%) of the gross sale amount paid to the seller of marijuana and marijuana-infused products by individuals who are not purchasing marijuana under the Oregon Medical Marijuana Program.
  - c. The purchaser shall pay the tax to the seller at the time of the purchase or sale of marijuana.

**7.183 Deductions.** The following deductions shall be allowed against sales received by the seller providing marijuana:

1. Refunds of sales actually returned to any purchaser;
2. Any adjustments in sales which amount to a refund to a purchaser, providing such adjustment pertains to the actual sale of marijuana or marijuana-infused products and does not include any adjustments for other services furnished by a seller.

**7.184 Seller Responsible for Payment of Tax.**

1. The taxes collected by the seller are due and payable to the Manager on a calendar basis on the 20<sup>th</sup> day of the month for the preceding month and are delinquent on the last day of the month in which they are due. The seller shall make a return to the Manager, on forms provided by the City, specifying the total sales subject to this chapter and the amount of tax collected under this chapter. The Manager may require further information in the return relevant to payment of the tax. A return shall not be considered filed until it is actually received by the Manager.
2. At the time the return is filed, the full amount of the tax collected shall be remitted to the Manager. Payments received by the Manager for application against existing liabilities will be credited toward the period designated by the taxpayer under conditions that are not prejudicial to the interest of the City. A condition considered prejudicial is the imminent expiration of the statute of limitations for a period or periods.
3. Non-designated payments shall be applied in the order of the oldest liability first, with the payment credited first toward any accrued penalty, then to interest, then to the underlying tax until the payment is exhausted. Crediting of a payment toward a specific reporting period will be first applied against any accrued penalty, then to interest, then to the underlying tax. If the Manager, in his or her sole discretion, determines that an alternative order of payment application would be in the best interest of the City in a particular tax or factual situation, the Manager may order such a change. The Manager also may require additional information in the return relevant to payment of the liability. All taxes collected by sellers pursuant to this chapter shall be held in trust for the account of the City until payment is made to the Manager. A separate trust bank account is not required in order to comply with this provision.

4. For good cause, the Manager may extend the time for filing a return or paying the tax for not more than one month. Further extension may be granted only by the City Council. A seller to whom an extension is granted shall pay interest at the rate of one percent (1%) per month on the amount of tax due, without proration for a fraction of a month. If a return is not filed and if the tax and interest due are not paid by the end of the extension granted, the interest shall become a part of the tax for computation of penalties prescribed in Section 7.185.
5. Every seller required to remit the tax imposed in this chapter shall be entitled to retain five percent (5%) of all taxes due to defray the costs of bookkeeping and remittance.
6. Every seller must keep and preserve in an accounting format established by the Manager records of all sales made by the dispensary and such other books or accounts as may be required by the Manager. Every seller must keep and preserve for a period of three (3) years and six (6) months all such books, invoices and other records. The Manager shall have the right to inspect all such records at all reasonable times.

**7.185 Penalties and Interest.**

1. Any seller who fails to remit any portion of any tax imposed by this chapter within the time required shall pay a penalty of ten percent (10%) of the amount of the tax.
2. Any seller who fails to remit any delinquent remittance on or before a period of 31 days following the date on which the remittance first became delinquent, shall pay a second delinquency penalty of fifteen percent (15%) of the amount of the tax in addition to the amount of the tax and the penalty first imposed.
3. If the Manager determines that the nonpayment of any remittance due under this chapter is due to fraud, a penalty of twenty-five percent (25%) of the amount of the tax shall be added thereto in addition to the penalties stated in subparagraphs A and B of this section.
4. In addition to the penalties imposed, any seller who fails to remit any tax imposed by this chapter shall pay interest at the rate of one percent (1%) per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.
5. Every penalty imposed, and such interest as accrues under the provisions of this section, shall become a part of the tax required to be paid.
6. An operator who fails to remit the tax within the required time may petition the tax administrator for waiver and refund of the penalty or a portion of it. The administrator may, if good cause is shown, direct a refund of the penalty or a portion of it

**7.186 Failure to Report and Remit Tax – Determination of Tax by Manager.** If any seller should fail to make, within the time provided in this chapter, any report of the tax required by this chapter, the Manager shall proceed in such manner as deemed best to obtain facts and information on which to base the estimate of tax due. As soon as the Manager shall procure such facts and information as is able to be obtained, upon which to base the assessment of any tax imposed by this chapter and payable by any seller, the Manager shall proceed to determine and assess against such seller the tax, interest and penalties provided for by this chapter. In case such determination is made, the Manager shall give a notice of the amount so assessed by having it served personally or by depositing it in the United States mail, postage prepaid, addressed to the seller so assessed at the last known place of address. Such seller may appeal such determination as provided in section 7.187. If no appeal is filed, the Manager's determination is final and the amount thereby is immediately due and payable.

**7.187 Appeal.**

1. Any seller aggrieved by any decision of the Manager with respect to the amount of such tax, interest and penalties, if any, may appeal to the City Council by filing a notice of appeal with

the Manager within fifteen (15) days of mailing of the notice of a decision. The City Manager shall fix a time and place for hearing the appeal, as prescribed by the City Council, and shall give the appellant fifteen (15) days written notice of the time and place of the hearing before the City Council.

2. The appellant shall pay a nonrefundable appeal fee to facilitate the appeal. Appeal Fees shall be set at \$150 for each decision appealed, and may be adjusted by Resolution of the City Council.
3. The parties shall be entitled to appear personally and by counsel and to present such facts, evidence and arguments as may tend to support the respective positions on appeal.
4. The City Council shall afford the parties an opportunity to be heard at an appeal hearing after reasonable notice. The City Council shall take such action upon the appeal it sees fit. The City Council shall at a minimum:
  - a. At the commencement of the hearing, explain the relevant issues involved in the hearing, applicable procedures and the burden of proof.
  - b. At the commencement of the hearing place on the record the substance of any written or oral ex parte communications concerning any relevant and material fact in issue at the hearing which was made outside the official proceedings during the pendency of the proceeding. The parties shall be notified of the substance of the communication and the right to rebut the communication. Notwithstanding the above, the parties are prohibited from engaging in ex parte communications with the members of the city council.
  - c. Testimony shall be taken upon oath or affirmation of the witnesses.
  - d. The City Council shall ensure that the record developed at the hearing shows a full and fair inquiry into the relevant and material facts for consideration for the issues properly before the hearings officer.
  - e. Written testimony may be submitted under penalty of false swearing for entry into the record. All written evidence shall be filed with the City Recorder no less than five (5) working days before the date of the hearing.
  - f. The City Council shall hear and consider any records and evidence presented bearing upon the Manager's determination of amount due, and make findings affirming, reversing or modifying the determination.
  - g. Informal disposition may be made of any case by stipulation, agreed settlement, consent order or default.
5. The action of the Manager shall be stayed pending the outcome of an appeal properly filed pursuant to this section.
6. Failure to strictly comply with the applicable appeal requirements, including but not limited to the required elements for the written notice of appeal, time for filing of the notice of appeal, and payment of the applicable appeal fee, shall constitute jurisdictional defects resulting in the summary dismissal of the appeal.
7. The findings of the City Council shall be final and conclusive, and shall be served upon the appellant in the manner prescribed above for service of notice of hearing. Any amount found to be due shall be immediately due and payable upon the service of notice.

**7.188 Refunds.** Whenever the amount of any tax, interest or penalty has been overpaid or paid more than once, or has been erroneously collected or received by the City under this chapter, it may be refunded as provided in subparagraph B of this section, provided a claim in writing, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the Manager within three (3) years of the date of payment. The claim shall be on forms furnished by the Manager.

1. Whenever the amount of any tax, penalty or interest has been paid more than once or has been erroneously or illegally collected or received by the tax administrator under this chapter, it may be refunded if a verified claim in writing, stating the specific reason for the claim, is filed



with the tax administrator within three years from the date of payment. The claim shall be made on forms provided by the tax administrator. If the claim is approved by the tax administrator, the excess amount may be refunded or may be credited on any amounts then due and payable by the operator, and the balance may be refunded to the operator, or the operator's administrators, executors or assigns.

2. No refund shall be paid under the provisions of this section unless the claimant established the right by written records showing entitlement to such refund and the Manager acknowledged the validity of the claim.

**7.189 Actions to Collect.** Any tax required to be paid by any seller under the provisions of this chapter shall be deemed a debt owed by the seller to the City. Any such tax collected by a seller which has not been paid to the City shall be deemed a debt owed by the seller to the City. Within three years after the tax becomes payable or within three years after a determination becomes final, the City may bring an action in the name of the City in the courts of this state, another state or the United States to collect the amount delinquent and penalties and interest. In lieu of filing an action for the recovery, the City, when taxes due are more than 30 days delinquent, can submit any outstanding tax to a collection agency. So long as the City has complied with the provisions set forth in ORS 697.105 (as hereafter amended), in the event the City turns over a delinquent tax account to a collection agency, it may add to the amount owing an amount equal to the collection agency fees, not to exceed the greater of fifty dollars (\$50.00) or fifty percent (50%) of the outstanding tax, penalties and interest owing.

**7.190 Confidentiality.** Except as otherwise required by law, it shall be unlawful for the City, any officer, employee or agent to divulge, release or make known in any manner any financial information submitted or disclosed to the City under the terms of this chapter. Nothing in this section shall prohibit:

1. The disclosure of the names and addresses of any person who is operating a licensed establishment from which marijuana is sold or provided; or
2. The disclosure of general statistics in a form which would not reveal an individual seller's financial information; or
3. Presentation of evidence to the court, or other tribunal having jurisdiction in the prosecution of any criminal or civil claim by the Manager or an appeal from the Manager for amount due the City under this chapter; or
4. The disclosure of information when such disclosure of conditionally exempt information is ordered under public records law procedures; or
5. The disclosure of records related to a business' failure to report and remit the tax when the report or tax is in arrears for over six months or the tax exceeds five thousand dollars (\$5,000). The City Council expressly finds and determines that the public interest in disclosure of such records clearly outweighs the interest in confidentiality under ORS 192.501(5).

**7.191 Audit of Books, Records or Persons.**

1. It shall be the duty of every seller liable for the collection and payment to the city of any tax imposed by this chapter to keep and preserve, for a period of three (3) years and six (6) months all records, books, reports, income tax reports and other matters required by this chapter as may be necessary to determine the amount of such tax as the seller may have been liable for the collection of and payment to the City, which records the Manager shall have the right to inspect at all reasonable times as set forth below. Every operator shall maintain records of marijuana purchase and sales, accounting books and records of income. Sellers must, at a minimum, include a cash receipt and deposit journal, and a cash disbursements journal/check register for all authorized deductions. These records and books

shall reconcile to the tax reports and be auditable. They shall also reconcile to the seller's income tax reports. If the Manager finds the books and records of the seller are deficient in that they do not provide adequate support for tax reports filed, or the seller's accounting system is not auditable, it shall be the responsibility of the seller to improve its accounting system to the satisfaction of the Manager.

2. The City, for the purpose of determining the correctness of any tax return, or for the purpose of an estimate of taxes due, may examine or may cause to be examined by an agent or representative designated by the City for that purpose, any books, papers, records, or memoranda, including copies of seller's state and federal income tax return, bearing upon the matter of the seller's tax return. All books, invoices, accounts and other records shall be made available within the City limits and be open at any time during regular business hours for examination by the Manager or an authorized agent of the Manager. If any taxpayer refuses to voluntarily furnish any of the foregoing information when requested, the Manager may immediately seek a subpoena to require that the taxpayer or a representative of the taxpayer attend a hearing or produce any such books, accounts and records for examination.

#### **7.192 Penalties.**

1. It is unlawful for any seller or any other person so required to fail or refuse to furnish any return required to be made, or fail or refuse to furnish the supplementary return or other data required by the Manager or to enter a false or fraudulent report, with intent to defeat or evade the determination of any amount due required by this chapter.
2. Violation of any provision of this chapter of this code shall be punishable by a Class A civil infraction and/or a Class A administrative infraction. Every day in which the violation is caused or permitted to exist constitutes a separate infraction, and the punishment therefore shall be in addition to any other penalty, interest, sum or charge imposed by this code or this chapter. Delinquent taxes and fees, penalty and interest imposed by this chapter and this code may be collected in a civil action.
3. The remedies provided by this section are not exclusive and shall not prevent the City from exercising any other remedy available under the law, nor shall the provisions of this ordinance prohibit or restrict the City or other appropriate prosecutor from pursuing criminal charges under state law or City ordinance.

**7.193 Forms and Regulations.** The Manager is hereby authorized to prescribe forms and promulgate rules and regulations to aid in the making of returns, the ascertainment, assessment and collection of said medical marijuana tax and in particular and without limiting the general language of this chapter, to provide for:

1. A form of report on sales and purchases to be supplied to all vendors;
2. The records which sellers providing marijuana and marijuana-infused products are to keep concerning the tax imposed by this chapter.



## CITY OF REDMOND

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# STAFF REPORT

**DATE:** October 28, 2014  
**TO:** Mayor and Council Members  
**THROUGH:** Heather Richards, Acting City Manager  
**FROM:** Kelly Morse, City Recorder  
**SUBJECT:** Ord. #2014-18 - Amending Redmond City Code, Chapter 2 pertaining to Commissions

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### Addresses Council Goal:

6: Community Enhancement

- C. Support the City Commissions and Committees and look for opportunities to recognize and celebrate volunteers who serve on these bodies.

### Report in Brief:

Consideration of an ordinance which amends Chapter 2 of the Redmond City Code pertaining to Commissions to create consistency in the code language throughout all City commissions and committees where permitted and establish the Redmond Bicycle and Pedestrian Advisory Committee (BPAC) and the Housing and Community Development Committee (HCDC).

### Background:

In late 2013, at the request of Mayor George Endicott, staff began a comprehensive review of the Redmond City Code as it pertains to the City's commissions and committees. Staff met to analyze each commission and the supporting code language in order to identify areas where inconsistencies existed. After further review, the Mayor developed the following categories for each commission or committee for standardization:

- Purpose Statement
- Responsibilities / Scope
- Duties and Powers
- Membership
- Officers
- Meetings / Quorums
- Expenses / Reimbursements
- Special Provisions
- Staff Support

Because they serve as a quasi-judicial body the Urban Area Planning Commission (UAPC) and the Historic Landmarks Commission will remain commissions. All other commissions will now be referred to as committees.

### Discussion:

Staff has made proposed amendments to each commission and committee using Mayor Endicott's categories. Where permitted, language is consistent with each commission or committee. Important items to note:

- The UAPC reflects existing language as well as updated language pursuant to Oregon Revised Statute 227.090, state-wide statutory language regarding the role and duties of planning commissions.
- The Historic Landmarks Commission uses acknowledged language by the State Historic Preservation Office for the Certified Local Grant Program.
- The Redmond Development Commission's (RDC) reincarnation is reflective of RDC's recommendation at their meeting in March 2014.
- RDC members will be comprised of the chair from each commission and committee or their designee, as well as a representative from the Redmond Chamber of Commerce, Redmond Economic Development Inc., Redmond Area Park and Recreation District, and the Redmond School District.

Two new committees are being proposed: 1) Redmond Housing and Community Development Committee (HCDC); and 2) the Redmond Bicycle and Pedestrian Advisory Committee (BPAC). As a participant of the Community Development Block Grant Program the City is required by the US Department of Housing and Urban Development to establish the HCDC. BPAC has been meeting monthly as an ad-hoc committee since February 2013, and was developed as a recommendation of the Redmond Bicycle Refinement Plan adopted in 2012 to further bicycle and pedestrian planning in Redmond.

As required by City Charter, notices regarding this ordinance coming before the Council were posted in three public places (the Library, the Police Department, and the Redmond Chamber of Commerce) in addition to City Hall on October 21, 2014, and three copies of the ordinance were available for review at City Hall.

**Fiscal Impact:**

None

**Alternative Courses of Action:**

1. Approve Ord. #2014-18.
2. Do not approve Ord. #2014-18.

**Recommendation/Suggested Motion:**

"I move to have a first and second reading of Ord. #2014-18, by title only." (Voice vote)

(City Attorney will read ordinance by title only, twice.)

"I move to approve Ord. #2014-18." (Roll call vote)

Kelly Morse  
City Recorder

**CITY OF REDMOND  
ORDINANCE NO. 2014-18**

**AN ORDINANCE AMENDING CHAPTER 2 THE REDMOND CITY CODE  
PERTAINING TO COMMISSIONS.**

**WHEREAS**, the City of Redmond has city code provisions which establish various commissions and committees; and

**WHEREAS**, the City of Redmond has a need to formally establish a Redmond Bicycle and Pedestrian Advisory Committee as recommended in the Redmond Bicycle Refinement Plan adopted in 2012 and a Housing and Community Development Committee as required by the US Department of Housing and Urban Development and Citizen Participation Plan for the Community Development Block Grant program; and

**WHEREAS**, the Urban Area Planning Commission language must reflect Oregon Revised Statute 227.090; and

**WHEREAS**, the Historic Landmarks Commission must contain language acknowledged by the State Historic Preservation Office for the Certified Local Grant Program; and

**WHEREAS**, the City of Redmond desires to achieve consistency within the enacting language for each commission and committee where possible.

**NOW, THEREFORE, THE CITY OF REDMOND ORDAINS AS FOLLOWS:**

**SECTION ONE:** The City of Redmond hereby amends the Redmond City Code, Chapter 2 pertaining to Commissions. The amendments and adopted text are attached hereto as "Exhibit A."

**SECTION TWO:** The provisions of this Ordinance are severable. The invalidity of any section, clause, sentence or provision of this Ordinance shall not affect the validity of any other part of this Ordinance which can be given without such invalid part or parts.

**PASSED** by the City Council and **APPROVED** by the Mayor this 28<sup>th</sup> day of October, 2014.

\_\_\_\_\_  
George Endicott, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Morse, City Recorder

## COMMISSIONS AND COMMITTEES – EXHIBIT A

**City Code Amendments** (new text is **red**; deleted text is ~~strikethrough~~, unless otherwise stated):

**2.350 REDMOND URBAN AREA PLANNING COMMISSION.** The Redmond Urban Area Planning Commission shall be the planning commission for the City of Redmond **as authorized in ORS 227.020.**

**2.351 Purpose Statement.** The purpose of the Redmond Urban Area Planning Commission is to serve in an advisory role to the City Council on the development and implementation of the City of Redmond's Comprehensive Plan and its associated planning documents. The Redmond Urban Area Planning Commission also serves in a quasi-judicial capacity on land-use decisions for the City of Redmond, in order to ensure that the City of Redmond grows and develops in an orderly fashion with adequate resources for housing, business, industry, transportation, recreation, culture, comfort, health and welfare of its population so that residents and businesses enjoy a high quality of life. The Redmond Urban Area Planning Commission shall also serve as the citizen involvement committee for the City of Redmond.

**2.352 Responsibilities / Scope.** The Redmond Urban Area Planning Commission in an advisory capacity to the City Council shall:

1. Recommend to the Council, Board of County Commissioners and other public authorities plans for:
  - A. Regulating the future growth, development and beautification of the Redmond area.
  - B. Development within the Redmond area of proper sanitation, public utilities, and transportation facilities.
  - C. Appropriate public incentives for overall energy conservation.
2. ~~Review and make recommendations regarding the City's Comprehensive Plan and its adopted plans, the Land Development Code and other detailed land-use and strategic plans that impact current and future development and quality of life in Redmond.~~
3. ~~Conduct public hearings on land development proposals and issue land-use decisions in compliance with City of Redmond, Deschutes County, State of Oregon and Federal regulations.~~
4. Recommend to the City Council, Board of County Commissioners, and other public authorities plans for promotion, development and regulation of the economic needs of the community.
5. Make economic surveys and study the needs of present and potential industrial and other business needs of the Redmond area.
6. The Planning Commission ~~shall~~ **may** also review and prepare recommendations to the **City Council** in the following categories of **area-wide** Public Works Capital **Improvement** Programs. ~~All areas that are of area-wide impact are Public Works Capital Program.~~
  - A. Public buildings.
  - B. Sanitary sewer systems.
  - C. Water systems.
  - D. Street systems.
  - E. Traffic systems.
  - F. Street illumination projects.
  - G. On-street and off-street parking programs.

- H. Park and recreation programs.
  - I. Other area-wide capital programs, as may be assigned by the Council and/or Board of County Commissioners.
7. Any other activities which are consistent with the above responsibilities.

**2.353 Powers and Duties.** The Redmond Urban Area Planning Commission shall:

1. Act in an advisory capacity to the Redmond City Council regarding the City's comprehensive planning program, ~~Carry out a comprehensive planning program,~~ using citizen input and public hearings when appropriate, for the Redmond area.
2. Serve in a quasi-judicial capacity on land development proposals, conducting public hearings and issuing decisions.
3. Act as the Citizens Involvement Committee for the Redmond area and advise the governing bodies on Citizen Involvement programs.
4. Study and propose measures that are advisable for promotion of the public interest, health, morals, safety, comfort, convenience and welfare of the City and the Redmond area.
5. Except as otherwise set forth by the City Council, the Redmond Urban Area Planning Commission may exercise any or all of the powers and duties enumerated in ORS 227.090, such as the following:
  - A. The laying out, widening, extending and locating of public thoroughfares, parking of vehicles, relief of traffic congestion;
  - B. Betterment of housing and sanitation conditions;
  - C. Establishment of districts for regulating the use, height, area, bulk and other characteristics of buildings and structures related to land development;
  - D. Plans for regulating the future growth, development and beautification of the city in respect to its public and private buildings and works, streets, parks, grounds and vacant lots, and plans consistent with future growth and development of the city in order to secure to the city and its inhabitants sanitation, proper service of public utilities and telecommunications utilities, including appropriate public incentives for overall energy conservation and transportation facilities.
  - E. Plans for promotion, development and regulation of industrial and economic needs of the community in respect to industrial pursuits.
6. Coordinate its activities with other jurisdictions, planning bodies and districts.
7. Do and perform all other acts and things necessary or proper to carry out the provisions of ORS 227.010 (Definition for ORS 227.030 to 227.300) to 227.170 (Hearing procedure), 227.175 (Application for permit or zone change) and 227.180 (Review of action on permit application).

**2.354 Membership.**

1. **Number of Members.** The Redmond Urban Area Planning Commission shall be comprised of seven members.
2. **Residency.** Members should reside within the Redmond Urban Growth Boundary.
3. **Qualifications.** No more than two voting members of the Commission may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling or developing of real estate for profit. No more than two members shall be engaged in the same kind of occupation, business, trade or profession.
4. **Appointments.** The Mayor, with the approval of the City Council, shall appoint all members.
5. **Terms.** All members shall be appointed for four year terms.

6. **Removal.** A commission member may be removed by the appointing governing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed. The Mayor may recommend, with the City Council's approval, the removal on any commission member without cause.
7. **Ex-Officio Youth.** One ex-officio youth (18 years of age and under) shall be appointed by the Mayor, without regard to jurisdictional restrictions, to serve a one year term. The Ex-Officio Youth shall not be a voting member.

### 2.355 Officers.

1. **Chairperson / Vice-Chairperson.** At its first meeting of each year, the Redmond Urban Area Planning Commission shall elect from among its membership a chairperson and vice-chairperson. The Chairperson or Vice-Chairperson, acting as Chairperson, shall have the right to make or correct motions and vote on all matters before the Commission. A majority of the Commission may replace its Chairperson or Vice-Chairperson with another member at any time during the calendar year.
2. **Annual Report to City Council.** The Chairperson of the commission shall make an annual report to the Redmond City Council which highlights accomplishments for the past year and work plan for the upcoming fiscal year, or more often as the Chairperson deems appropriate, or at the request of the Council.
3. **Redmond Development Committee Member.** The Chairperson or designee may serve as a member of the Redmond Development Committee.

### 2.356 Meetings / Quorums.

1. **Meeting Schedule.** The Commission shall meet at least once a month. Not less than one meeting every two months shall be devoted in part or in full to comprehensive planning for the Redmond Urban Area.
2. **Meeting Conduct.** The Rules of Parliamentary Law and Practice as in Robert's Rules of Order Revised Edition shall govern each commission meeting. The Commission may establish rules, regulations and procedures for its operation consistent with the laws of the State, City and Deschutes County.
3. **Open to the Public.** All meetings shall be open to the public.
4. **Quorum.** A majority of the members of the committee shall constitute a quorum. Quorum will be based on the number of people officially appointed to the commission at the time and shall not include vacancies.
5. **Voting.** The concurrence of the majority of members of a present at a Commission meeting present shall be necessary to address any questions before it.

**2.357 Expenses / Reimbursement.** Commission members shall receive no compensation. Any expense incurred by a commission member must be authorized by the City Manager or designee prior to incurring the expense, including reimbursements.

### 2.358 Special Provisions.

1. The Redmond Urban Area Planning Commission shall operate within the laws and guidelines of the federal government, the State of Oregon, Deschutes County and the City of Redmond.
2. The Mayor may appoint, with the concurrence of the City Council, an ad-hoc committee to address issues that are not under the purview of the existing commission.



3. Redmond Urban Area Planning Commission members must annually submit a Statement of Economic Interest to the Oregon Government Ethics Commission as required in ORS 244.050.

**2.359 Staff Support.** Staffing shall be determined by the City Manager or City Manager designee.

~~**2.352 Membership.** The Redmond Urban Area Planning Commission shall be composed of seven members who reside within the Redmond Urban Growth Boundary. Present members residing within the Redmond School District 2J boundary are grandfathered. Individual seats are not geographically designated. The Mayor, with the approval of the City Council, shall appoint all members. All full terms shall begin on January 1 and be for four years. Any vacancy in the Planning Commission shall be filled by the appropriate governing body for the unexpired term.~~

~~**2.354 Ex Officio Membership.**~~

~~**2.356 Qualifications.** No more than two voting members of the Commission may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling or developing of real estate for profit. No more than two members shall be engaged in the same kind of occupation, business, trade or profession.~~

~~**2.358 Chairperson.** At its first meeting in January of each year, the Commission shall elect from among its membership a chairperson and vice chairperson. The chairperson and vice chairperson shall have the right to take motions and vote on all matters before the Commission. A majority of the Commission may replace its chairperson or vice chairperson with another member at any time during the calendar year.~~

~~**2.360 Meetings.**~~

- ~~1. A majority of the members of the Commission shall constitute a quorum.~~
- ~~2. The Commission may establish rules, regulations and procedures for its operation consistent with the laws of the State, City and Deschutes County.~~
- ~~3. The Commission shall meet at least once a month. Not less than one meeting every two months shall be devoted in part or in full to comprehensive planning for the Redmond Urban Area.~~
- ~~4. Voting. The concurrence of the majority of members of a Commission present shall be necessary to cite any questions before it.~~
- ~~5. Procedure. The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each commission meeting.~~

~~**2.362 Removal.** A member of the Planning Commission may be removed by the appointing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The nonappointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed.~~

~~**2.364 Expenses.** The Planning Commission members shall receive no compensation, but shall be reimbursed for duly authorized expenses.~~

**~~2.366 Powers and Duties.~~** The Planning Commission shall:

- ~~1. Carry out a comprehensive planning program, using citizen input and public hearings when appropriate, for the Redmond area.~~
- ~~2. Coordinate its activities with other jurisdictions, planning bodies and districts.~~
- ~~3. Act as the Citizens Involvement Committee for the Redmond area and advise the governing bodies on Citizen Involvement programs.~~
- ~~4. Study and propose measures that are advisable for promotion of the public interest, health, morals, safety, comfort, convenience and welfare of the City and the Redmond area.~~
- ~~5. Act in an advisory capacity to the Redmond City Council in the creation, development and implementation of official traffic safety activities.~~

**~~2.368 Jurisdiction.~~** The Planning Commission shall also review and prepare recommendations to the Council in the following categories of Public Works Capital Programs. All areas that are of area-wide impact are Public Works Capital Program:

- ~~1. Public buildings.~~
- ~~2. Sanitary sewer systems.~~
- ~~3. Water systems.~~
- ~~4. Street systems.~~
- ~~5. Traffic systems.~~
- ~~6. Street illumination projects.~~
- ~~7. On-street and off-street parking programs.~~
- ~~8. Park and recreation programs.~~
- ~~9. Other area-wide capital programs, as may be assigned by the Council and/or Board of County Commissioners.~~

**~~2.370 Advisory Powers.~~** The Planning Commission may:

- ~~1. Recommend to the Council, Board of County Commissioners and other public authorities plans for:
  - ~~A. Regulating the future growth, development and beautification of the Redmond area.~~
  - ~~B. Development within the Redmond area of proper sanitation, public utilities, and transportation facilities.~~
  - ~~C. Appropriate public incentives for overall energy conservation.~~~~
- ~~2. Recommend to the Board of County Commissioners, the Council and other public authorities plans for promotion, development and regulation of the economic needs of the community.~~
- ~~3. Make economic surveys and study the needs of present and potential industrial and other business needs of the Redmond area.~~

## **PARKS Commission COMMITTEE**

**2.380 Purpose Statement.** To plan, develop, and provide stewardship for City of Redmond's parks and open spaces while preserving natural areas and maximizing public enjoyment.

**2.382 Responsibilites / Scope.** The Parks Committee shall act in an advisory capacity to the City Council on matters pertaining to the operation, maintenance, improvements, facilities, and recreation activities under the jurisdiction of the City.

**2.384 Duties and Powers.** The responsibilities of the Committee shall consist of the power and duty to advise the City Council concerning the management, care, improvements, and control of current and future public parks and recreation facilities.

Specifically:

1. Define the objectives of park and recreation facilities and services and make plans and general policies aligning them.
2. Recommend the form of recreation or cultural activities which should be conducted on park facilities.
3. Recommend park policy and regulations.
4. Recommend park development goals and implementation timeframes.
5. Keep the public informed of park and recreation priorities and programs.
6. Recommend rates and service charges associated with the use of any City park and recreation facilities.
7. Coordinate volunteer park projects.
8. Identify and seek alternative funding sources for park and recreation development.
9. Recommend fiscal plans to achieve City park and recreation goals.
10. Review and suggest annual budgets for park development to City staff as part of the annual budget process.
11. Any other activities as assigned which are consistent with the above responsibilities.

### **2.386 Membership.**

1. **Number of Members.** The Parks Committee shall be comprised of seven members.
2. **Residency.** The members shall reside within the boundaries of the Redmond School District 2J.
3. **Representation.** Individual seats are not geographically designated; however, a majority of the members should reside within the Urban Growth Boundary.
4. **Appointments.** The Mayor, with the approval of the City Council, shall appoint all members.
5. **Terms.** All terms are for four (4) years.
6. **Removal.** A Committee member may be removed by the appointing governing body for misconduct, non-performance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate appointing governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed. The Mayor can recommend, with the City Council's approval, the removal of any committee member without cause.
7. **Ex-Officio Members.** One ex-officio youth (18 years of age and under) shall be appointed by the Mayor, without regard to jurisdictional restrictions, to serve a one year

term. The Mayor may appoint one ex-officio member from the Redmond Area Park and Recreation District. Ex-officio representatives shall not be voting members.

**2.388 Officers.**

1. **Chairperson / Vice-Chairperson.** At the first meeting of each year, the Parks Committee shall elect from among its membership a Chairperson and Vice-Chairperson. The Chairperson, or Vice-Chairperson acting as chairperson, shall have the right to make or correct motions and vote on all matters before the Committee. A majority of the Committee may replace its Chairperson or Vice-Chairperson with another member at any time during the calendar year.
2. **Annual Report to City Council.** The Chairperson of the commission shall make an annual report to the Redmond City Council outlining accomplishments for the past year and work plan for the following year, or more often as the Chairperson deems appropriate, or at the request of the Council.
3. **Redmond Development Committee Member.** The Chairperson or designee may serve as a member of the Redmond Development Committee.

**2.390 Meeting / Quorum.**

1. **Meeting Schedule.** The Parks Committee shall hold regular meetings, recommended at least once every other month, or more often if the need exists as determined by the Committee. The Committee may have a special meeting when four of its members issue a request for a meeting, filed with the City Recorder, who shall call such a meeting and notify the chairperson thereof.
2. **Meeting Conduct.** The Rules of Parliamentary Law and Practice as in Robert's Rules of Order Revised Edition shall govern each committee meeting.
3. **Open to the Public.** All meetings shall be open to the public.
4. **Quorum.** A majority of the members of the Committee members shall constitute a quorum. Quorum will be based on the number of people officially appointed to the Committee at the time and should not include vacancies.

**2.392 Expenses / Reimbursements.** Committee members shall receive no compensation. Any expense incurred by a committee member must be pre-authorized by the City Manager or designee.

**2.394 Special Provisions**

1. The Redmond Parks Committee shall operate within the laws and guidelines of the federal government, the state government, Deschutes County and the City of Redmond.
2. **Ad Hoc Committees.** The Mayor may appoint an ad hoc committee to address issues that are not under the purview of the existing Committee.
3. **Solicitation of Funding.** The Committee may solicit or receive any gifts or bequests of money or other personal property, or any donation to be applied, principal or income, for either temporary or permanent use of the parks, grounds or other recreational purposes.

**2.396 Staff Support.** Staffing shall be determined by the City Manager or City Manager designee.

~~**2.380 Parks Commission Committee.** There is hereby established a Parks Commission for the City of Redmond and Central Oregon Parks and Recreation District..~~

~~**2.382 Appointment; Term.** The Mayor of the City of Redmond, with the approval of the Council, and the COPRD Chair, with the approval of the COPRD Board, shall jointly~~

~~appoint a Commission to be known as the Parks Commission consisting of seven appointed members (plus one ex-officio member from the Council and one ex-officio member from the Central Oregon Parks and Recreation District.) The members shall reside within the boundaries of Redmond School District 2J. Individual seats are not geographically designated. The members of the Parks Commission shall hold office at the pleasure of the Council and Central Oregon Parks and Recreation District (COPRD) Board, with four of the original Commission being appointed for a term of two years, and three members being appointed for a term of three years. Thereafter, all members shall be appointed for three year terms and each position will be jointly approved by a majority vote of the City Council and COPRD Board.~~

~~**2.384 Vacancies; Removal.** Vacancies shall be filled for the remainder of the expired term in the same manner as original appointments. The Council and Board, by mutual consent, may remove any member of the Commission, after hearing, for misconduct or nonperformance of duty.~~

~~**2.386 Officers.** The members of the Parks Commission shall serve without pay. Said Commission shall, each year, select one of its members as chairperson.~~

~~**2.388 Meeting; Quorum.** The Parks Commission shall hold regular meetings at least once every other month, or more often if the need exists as determined by the Commission. The Commission may have a special meeting when four of its members issue a request for a meeting, filed with the City Recorder, who shall call such a meeting and notify the chairperson thereof. At meetings, a majority of Commission members shall constitute a quorum for conducting business. All meetings shall be open to the public.~~

~~**2.390 Meetings; Records.**~~

~~**2.392 Rules.** The Parks Commission shall adopt rules for its own organization and procedure. Such rules adopted by the Commission shall be filed with the City Recorder after adoption.~~

~~**2.394 Advisory Capacity.** The Parks Commission shall act in an advisory capacity to the City Council and the COPRD Board on matters pertaining to the operation, maintenance, improvements, facilities, and recreation activities under the jurisdiction of the City and Board.~~

~~**2.396 Responsibilities.** The responsibilities of the Commission shall consist of the power and duty to advise the City Council and City Manager and COPRD Board and General Manager concerning the management, care, improvements, and control of the public parks and recreation facilities now in existence and those which may hereafter be established. More specifically:~~

- ~~1. Define the objectives of park and recreation facilities and services and make plans and general policies harmonizing with them.~~
- ~~2. Recommend the form of recreation or cultural activities which should be conducted on park facilities.~~
- ~~3. Recommend park policy and regulations.~~
- ~~4. Recommend park development goals and time tables.~~

- ~~5. Keep the public informed of park and recreation needs and programs~~
- ~~6. Make recommendations as to the rate or amount of any necessary service charges required for the use of any park and recreation facilities under the jurisdiction of the City or COPRD.~~
- ~~7. Coordinate volunteer park projects.~~
- ~~8. Seek alternative funding sources for park and recreation development.~~
- ~~9. Recommend sound fiscal plans to achieve City and COPRD park and recreation goals.~~
- ~~10. Prior to submittal to the budget committee, review annual budgets for park development and recreation programs with the Director of Public Works and COPRD General Manager.~~
- ~~11. Any other activities which are consistent with the above responsibilities.~~

**~~2.397 Voting, Procedure, Removal.~~**

- ~~1. Voting. The concurrence of the majority of members of a commission present shall be necessary to cite any questions before it.~~
- ~~2. Procedure. The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each commission meeting.~~
- ~~3. Removal. By mutual consent, a commissioner may be removed for cause by a majority vote of the City Council and COPRD Board. Cause shall include, but not be limited to missing three (3) successive commission meetings without a reason which is acceptable to the City Council and COPRD Board.~~

**~~2.398 Conducting Activities.~~** ~~Recreational activities planned by the Commission may be conducted on properties under the control of the City of Redmond, Central Oregon Parks and Recreation District, on other public properties with the consent of the authorities responsible for the same, and on private properties with the consent of the owners and approval of the Council and Board.~~

**~~2.399 Solicitation of Funding.~~** ~~The Commission may solicit or receive any gifts or bequests of money or other personal property, or any donation to be applied, principal or income, for either temporary or permanent use of the parks, grounds or other recreational purposes.~~

## REDMOND ~~COMMISSION~~ COMMITTEE FOR ART IN PUBLIC PLACES

**2.440 Purpose Statement.** The purpose of the Redmond ~~Commission~~ Committee for Art in Public Places is to introduce art into select public locations and situations in order to create a unique sense of place and enhance community identity throughout Redmond.

**2.441 Responsibilities / Scope.** The Redmond Committee for Art in Public Places in an advisory capacity to the City Council shall:

1. Create and maintain a public art inventory
2. Recommend policies and advise and propose strategies regarding Arts and Culture in Redmond.
3. Promote outreach and engagement of the community in the Public Art Program.
4. Collaborate with other governmental agencies, volunteer organizations, etc. in the advancement of Arts and Culture planning and programming in Redmond.
5. Recommend financing alternatives and resources for Arts and Culture in Redmond.
6. Any other activities which are consistent with the above responsibilities.

**2.442 Duties and Powers.** The Redmond ~~Commission~~ Committee for Art in Public Places shall:

1. Provide recommendations regarding specific art projects and their locations to the City Council for approval.
2. Support the City Council with developing the City art collection by making recommendations on the acquisition of artwork through various means including donations and commissions.
3. Inventory and maintain the City art collection including an annual inventory and work with the Public Works Department to facilitate any necessary repairs.
4. Develop an inventory list of all publicly owned sites for potential future art installations.
5. Recommend funding procedures for ongoing programs from various sources.
6. Identify and provide educational and awareness opportunities associated with public art and help facilitate their implementation.
7. Assist other City commissions **and committees** and agencies in using public art to enhance and enrich the lives of visitors and residents.
8. Provide connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values, and other similar activities.
9. Identify and establish communications with groups and organizations that enrich Redmond life by bringing cultural and artistic values and artifacts to the City.
10. Collaborate with public and private agencies to consider the aesthetics of art and it's placement in the community.
11. **Provides input as part of the annual budget process regarding the City's investment in arts related funding.**

**2.443 Membership.**

1. **Number of Members.** The Redmond ~~Commission~~ Committee for Art in Public Places shall be composed of nine members
2. **Residency.** Members should reside within the Redmond School District 2J Boundary.
3. **Representation.** Individual seats are not geographically designated, however a majority of the members should reside within the Urban Growth Boundary.
4. **Appointments.** The Mayor, with the approval of the City Council, shall appoint all members.
5. **Terms.** All terms are for four years. All full terms shall begin on January 1, with four of the original ~~Committee~~ Commission being appointed for a term of two years, and five

~~members being appointed for a term of four years. Thereafter, all members shall be appointed for four year terms. Any vacancy in the Redmond Committee Commission for Art in Public Places shall be filled by the appropriate governing body for the unexpired term.~~

6. **Removal.** A committee member may be removed by the appointing governing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed. The Mayor can recommend, with the City Council's approval, the removal of any committee member without cause.
7. **Ex-Officio Youth.** One ex-officio youth (18 years of age and under) shall be appointed by the Mayor, without regard to jurisdictional restrictions, to serve a one year term. The Ex-Officio Youth shall not be a voting member.

#### **2.444 Officers.**

1. **Chairperson / Vice-Chairperson.** At its first meeting of each year, the Redmond Committee for Art in Public Places shall elect from among its membership a chairperson and vice-chairperson. The Chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the Committee. A majority of the Committee may replace its chairperson or vice-chairperson with another member at any time during the calendar year.
2. **Annual Report to City Council.** The Chairperson of the committee shall make an annual report to the Redmond City Council outlining accomplishments for the past year and work plan for the following year or more often as the Chairperson deems appropriate, or at the request of the Council.
3. **Redmond Development Committee Member.** The Chairperson or designee may serve as a member of the Redmond Development Committee.

#### **2.445 Meetings / Quorums.**

1. **Meeting Schedule.** The Committee shall meet as required to accomplish their objectives.
2. **Meeting Conduct.** The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each committee meeting.
3. **Open to the Public.** All meetings shall be open to the public.
4. **Quorum.** A majority of the members of the committee shall constitute a quorum. Quorum will be based on the number of people officially appointed to the committee at the time and should not include vacancies.

**2.446 Expenses / Reimbursement.** Committee members shall receive no compensation. Any expense incurred by a committee member must be pre-authorized by the City Manager or designee.

#### **2.447 Special Provisions.**

1. The Redmond Committee for Art in Public Places shall operate within the laws and guidelines of the federal government, the state government, Deschutes County and the City of Redmond.
2. The Mayor may appoint an ad-hoc committee to address issues that are not under the purview of the existing committee.



**2.448 Staff Support.** Staffing shall be determined by the City Manager or City Manager designee.

~~**2.441 Membership.** The Redmond Commission for Art in Public Places shall be composed of nine members who reside within the Redmond School District 2J boundary. Individual seats are not geographically designated. The Mayor, with the approval of the City Council, shall appoint all members. All full terms shall begin on January 1, with four of the original Commission being appointed for a term of two years, and five members being appointed for a term of four years. Thereafter, all members shall be appointed for four year terms. Any vacancy in the Redmond Commission for Art in Public Places shall be filled by the appropriate governing body for the unexpired term. A member can be appointed to one additional four year term.~~

~~**2.442 Chairperson.** At its first meeting in January of each year, the Commission shall elect from among its membership a chairperson and vice-chairperson. The chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the Commission. A majority of the Commission may replace its chairperson or vice-chairperson with another member at any time during the calendar year.~~

~~**2.443 Meetings.**~~

- ~~1. A majority of the members of the Commission shall constitute a quorum.~~
- ~~2. The Commission may establish rules, regulations and procedures for its operation consistent with the laws of the State, City and Deschutes County.~~
- ~~3. The Commission shall meet at least once a month.~~
- ~~4. Procedure. The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each commission meeting.~~

~~**2.444 Removal.** A member of the Redmond Commission for Art in Public Places may be removed by the appointing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed.~~

~~**2.445 Expenses.** Redmond Commission for Art in Public Places members shall receive no compensation, but shall be reimbursed for duly authorized expenses.~~

~~**2.446 Powers and Duties.** Redmond Commission for Art in Public Places shall:~~

- ~~10. Provide recommendations regarding specific art projects and their locations to the City Council for approval.~~
- ~~11. Support the City Council with developing the City art collection by making recommendations on the acquisition of artwork through various means including donations and commissions.~~
- ~~12. Inventory and maintain the City art collection including an annual inventory and work with the Public Works Department to facilitate any necessary repairs.~~
- ~~13. Develop an inventory list of all publicly owned sites for potential future art installations.~~
- ~~14. Recommend funding procedures for ongoing programs from various sources.~~

- ~~15. Identify and provide educational and awareness opportunities associated with public art and help facilitate their implementation.~~
- ~~16. Assist other City commissions and agencies in using public art to enhance and enrich the lives of visitors and residents.~~
- ~~17. Provide connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values, and other similar activities.~~
- ~~18. Identify and establish communications with groups and organizations that enrich Redmond life by bringing cultural and artistic values and artifacts to the City.~~
- ~~10. Collaborate with public and private agencies to consider the aesthetics of art and it's placement in the community.~~

## REDMOND DEVELOPMENT ~~COMMISSION~~ COMMITTEE

**2.470 Purpose.** The purpose of the Redmond Development ~~Commission~~ Committee is to bring together resources to achieve the City of Redmond's vision of an economically vibrant community ~~through the implementation of the Redmond Development Plan (Plan)~~.

**2.471 Responsibilities / Scope.** Redmond Development ~~Commission~~ Committee in an advisory capacity to City Council shall:

1. Create and foster the execution of a ~~the Plan through a~~ comprehensive strategy to foster 10,000 new century jobs by 2030 for the City of Redmond, by:
  - A. Targeting emerging technology sectors that generate commercial or industrial jobs while retaining and expanding our existing job base.
  - B. Expanding learning opportunities for all ages, actively engaging all levels of education. ~~in creating close connections between "town and gown."~~
  - C. Strengthening the health and livability of our community, creating an inviting community where people will want to live, work and invest.
  - D. Building a sustainable community infrastructure.
  - E. Encouraging regional planning, cooperation and participation in pursuit of economic development opportunities.
2. Report to the City Council on an ongoing basis to assure the ~~Plan remains current and relevant. at the strategic plan is constantly updated and improved.~~
3. Review ~~City all city dollars spent on~~ economic development activities and make recommendations to the City Council ~~on their effectiveness. on those allocations to assure their alignment with the strategic plan.~~
4. ~~Analyze the value of the existing urban renewal and enterprise districts and make recommendations to the City Council regarding the tools that would best be used to achieve the jobs goals.~~
4. ~~Any other activities, as assigned, which are consistent with the above responsibilities.~~

**2.472 Duties and Powers.** The Redmond Development ~~Commission~~ Committee shall advise the City Council by:

1. Creating and coordinating a community-wide plan for economic and urban development with clear and quantifiable objectives.
2. Promoting the City of Redmond for new business.
3. Promoting the economic interests of the existing business enterprises.
4. Fostering a community-wide resource network.
5. Aligning economic development strategies with the educational community to both prepare and retain people for Redmond's economy.
6. ~~Serving as an advisory committee to the Redmond Urban Renewal Agency.~~

**2.473 Membership.**

1. **Number of Members.** The Redmond Development Committee shall be comprised of eleven members.
2. **Residency.** Members should reside within the Redmond School District.
3. **Representation.** Individual seats are not geographically designated, however a majority of the members should reside within the Urban Growth Boundary.
4. **Composition of Members.** The members of the Redmond Development Committee shall be comprised of the chairpersons of the Redmond Urban Area Planning Commission, Redmond Historic Landmarks Commission, Redmond Airport Committee, Parks Committee, Redmond Committee for Art in Public Places, Downtown Urban

Renewal Advisory Committee, Redmond Bicycle and Pedestrian Advisory Committee, Redmond Housing and Community Development Committee, and designated representatives from the Redmond Chamber of Commerce, Redmond Economic Development, Inc., the Redmond Area Park and Recreation District, and Redmond School District. Committee representation may be adjusted by the City Manager or designee.

5. **Appointments.** The Mayor, with the approval of the City Council, shall appoint all members.
6. **Terms.** Terms shall be for one (1) year.
7. **Removal.** A committee member may be removed by the appointing governing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed. The Mayor can recommend, with City Council's approval, the removal of any committee member without cause.
8. **Ex-Officio Youth.** One ex-officio youth (18 years of age and under) shall be appointed by the Mayor, without regard to jurisdictional restrictions, to serve a one year term. The Ex-Officio Youth shall not be a voting member.

#### **2.474 Officers.**

1. **Chairperson / Vice-Chairperson.** At its first meeting of each year, the Redmond Development Committee shall elect from among its membership a chairperson and vice-chairperson. The Chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the Committee. A majority of the Committee may replace its chairperson or vice-chairperson with another member at any time during the calendar year.
2. **Annual Report to City Council.** The Chairperson of the committee shall make an annual report to the Redmond City Council outlining accomplishments for the past year and work plan for the upcoming fiscal year ~~following year~~, or more often as the Chairperson deems appropriate, or at the request of the Council.

#### **2.475 Meetings / Quorums.**

1. **Meeting Schedule.** The Committee shall meet as required to accomplish their objectives.
2. **Meeting Conduct.** The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each committee meeting.
3. **Open to the Public.** All meetings shall be open to the public.
4. **Quorum.** A majority of the members of the Committee shall constitute a quorum. Quorum will be based on the number of people officially appointed to the Committee at the time and should not include vacancies.

**2.476 Expenses / Reimbursement.** Committee members shall receive no compensation. Any expense incurred by a committee member must be pre-authorized by the City Manager or designee.

#### **2.477 Special Provisions.**

1. The Redmond Development Committee shall operate within the laws and guidelines of the federal government, the state government, Deschutes County and the City of Redmond.

2. The Mayor may appoint an ad-hoc committee to address issues that are not under the purview of the existing committee.

**2.478 Staff Support.** Staffing shall be determined by the City Manager or City Manager designee.

~~**2.472 Membership.** The Redmond Development Commission shall be composed of not less than seven members and no more than eleven members who reside within the Redmond School District 2J boundary. Individual seats are not geographically designated. The Mayor, with the approval of the City Council, shall appoint all members. After the initial appointments, all full terms shall begin on January 1, with at least five of the original Commission being appointed for a term of two years, and six members for four years, depending upon the initial appointment. The initial appointees' terms will expire the year ending after a full commitment (two years plus, and four years plus). Thereafter, all members shall be appointed for four year terms.~~

~~**2.473 Chairperson.** At its first meeting in January of each year, the Redmond Development Commission shall elect from among its membership a chairperson and vice-chairperson. The chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the Commission. A majority of the Commission may replace its chairperson or vice-chairperson with another member at any time during the calendar year.~~

~~**2.474 Meetings.**~~

- ~~1. A majority of the members of the Commission shall constitute a quorum.~~
- ~~2. The Commission may establish rules, regulations and procedures for its operation consistent with the laws of the State, City and Deschutes County.~~
- ~~3. The Commission shall meet at least once a month.~~
- ~~4. The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each commission meeting.~~

~~**2.475 Removal.** A member of the Redmond Development Commission may be removed by the appointing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed.~~

~~**2.476 Expenses.** Redmond Development Commission members shall receive no compensation, but shall be reimbursed for duly authorized expenses.~~

~~**2.477 Duties.** Redmond Development Commission shall advise the City Council by:~~

- ~~7. Creating and coordinating a community-wide plan for economic and urban development with clear and quantifiable objectives.~~
- ~~8. Promoting the City of Redmond for new business.~~
- ~~9. Promoting the economic interests of the existing business enterprises.~~
- ~~10. Fostering a community-wide resource network.~~
- ~~11. Aligning economic development strategies with the educational community to both prepare and retain people for Redmond's economy.~~
- ~~12. Serving as an advisory committee to the Redmond Urban Renewal Agency.~~

~~2.478 Advisory Powers. Redmond Development Commission shall:~~

- ~~1. Report to the City Council on an ongoing basis to assure that the strategic plan is constantly updated and improved.~~
- ~~2. Review all city dollars spent on economic development activities and make recommendations to the City Council on those allocations to assure their alignment with the strategic plan.~~
- ~~3. Analyze the value of the existing urban renewal and enterprise districts and make recommendations to the City Council regarding the tools that would best be used to achieve the jobs goals.~~

## REDMOND HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE

**2.480 Purpose.** The purpose of the Redmond Housing and Community Development Committee is to review and recommend housing, neighborhood revitalization, and community development programs addressing the continuum of housing and human services needs for the purpose of enhancing community health and well-being.

**2.481 Responsibilities / Scope.** The Redmond Housing and Community Development Committee in an advisory capacity to City Council shall:

1. Foster participation of citizens and local officials in making decisions on the City of Redmond's housing and human services programs through the Citizen Participation Plan, public hearings and other means.
2. Evaluate and make recommendations regarding the city's housing, community development and human services programs.
3. Evaluate, review and implement the City of Redmond's Community Development Block Grant program in accordance with federal regulations.
4. Evaluate, review and implement the City of Redmond's Affordable Housing Plan.
5. Any other activities which are consistent with the above responsibilities.

**2.482 Duties and Powers.** The Redmond Housing and Community Development Committee shall advise the City Council by:

1. Monitoring and assessing the continuum of housing and human services needs of the community, and utilize this information to advise the City Council regarding policy and funding strategies relating to housing and human services.
2. Fostering public knowledge and support of official City housing and human services programs.
3. Enhancing partnerships between the public and private sectors by promoting integrated approaches that provide decent housing, a suitable living environment, and expanded opportunities for low and moderate-income persons.
4. Investigating federal, state, county and private funding for implementation of housing and human services programs.
5. Evaluating, reviewing, and recommending to the Planning Commission and the City Council innovative land use strategies and programs targeted at promoting a broad variety of housing types.
6. Monitoring housing discrimination complaints and corrective actions within the City and to report to the City Council measures taken to further equal opportunity to all persons to live in decent housing facilities regardless of race, color, religion, sex sexual orientation, gender identity, national origin, source of income, or familial status.

**2.483 Membership.**

1. **Number of Members.** The Redmond Housing and Community Development Committee shall be comprised of nine members.
2. **Residency.** A majority of the members should reside within the Redmond Urban Growth Boundary.
3. **Representation.** The members of the Redmond Housing and Community Development Committee shall be comprised of at least one member who possesses knowledge, qualifications, or experience in the housing construction industry, one member who possesses knowledge, qualifications, or experience in the housing development industry; one member who possesses knowledge, qualifications, or experience in the human services industry; one member who lives in the city limits and has been a

recipient of housing assistance; one member who lives in the city limits and has been a recipient of human services programs; and four general members of the public.

4. **Appointments.** The Mayor, with the approval of the City Council, shall appoint all members.
5. **Terms.** All terms are for four years. All full terms shall begin on January 1, with four of the original Committee being appointed for a term of two years, and five members being appointed for a term of four years. Thereafter, all members shall be appointed for four year terms. Any vacancy on the Redmond Housing and Community Development Committee shall be filled by the appropriate governing body for the unexpired term.
6. **Removal.** A committee member may be removed by the appointing governing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed. The Mayor can recommend, with Council approval, the removal of any committee member without cause.
7. **Ex-Officio Youth.** One ex-officio youth (18 years of age and under) shall be appointed by the Mayor, without regard to jurisdictional restrictions, to serve a one year term. The Ex-Officio Youth shall not be a voting member.

#### **2.484 Officers.**

1. **Chairperson / Vice-Chairperson.** At its first meeting of each year, the Redmond Housing and Community Development Committee shall elect from among its membership a chairperson and vice-chairperson. The Chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the Committee. A majority of the Committee may replace its chairperson or vice-chairperson with another member at any time during the calendar year.
2. **Annual Report to City Council.** The Chairperson of the committee shall make an annual report to the Redmond City Council outlining accomplishments for the past year and work plan for the upcoming fiscal year, or more often as the Chairperson deems appropriate, or at the request of the Council.
3. **Redmond Development Committee Member.** The Chairperson or designee may serve as a member of the Redmond Development Committee.

#### **2.485 Meetings / Quorums.**

1. **Meeting Schedule.** The Committee shall meet as required to accomplish their objectives.
2. **Meeting Conduct.** The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each committee meeting.
3. **Open to the Public.** All meetings shall be open to the public.
4. **Quorum.** A majority of the members of the Committee shall constitute a quorum. Quorum will be based on the number of people officially appointed to the Committee at the time and should not include vacancies.

**2.486 Expenses / Reimbursement.** Committee members shall receive no compensation. Any expense incurred by a committee member must be pre-authorized by the City Manager or designee prior to incurring the expense, including reimbursements.

#### **2.487 Special Provisions.**



1. The Redmond Housing and Community Development Committee shall operate within the laws and guidelines of the federal government, the state government, Deschutes County and the City of Redmond.
2. The Mayor may appoint an ad-hoc committee to address issues that are not under the purview of the existing committee.

**2.488 Staff Support.** Staffing shall be determined by the City Manager or City Manager designee.

## **Juniper Golf Commission Committee**

**2.490 Purpose Statement.** The purpose of the Juniper Golf Commission Committee is to advise the City Council on issues pertaining to operation and management of the Juniper Golf Course.

**2.491 Responsibilities / Scope.** Juniper Golf Commission Committee shall act in an advisory capacity to the City Council matters related to the operations of Juniper Golf Course

### **2.492 Duties and Powers.**

1. Monitor the administration of the City's management agreement with the contract operator at the Juniper Golf Course.
2. Prepare Review and approve the operator's the annual fiscal year budget and operating plan.
3. Review monthly financial reports.
4. Review course fee structure.
5. Provide quarterly reports an annual report to the City Council.
6. Perform additional duties and functions as may be required from time to time by specific action and direction of the City Council.

**2.493 Membership.** ~~The Mayor, with the approval of the City Council, shall appoint all members. After the initial appointments, all full terms shall begin on January 1, with two members of the original Commission being appointed for a term of two years, and three members for four years, depending upon the initial appointment. The initial appointees' terms will expire the year ending after a full commitment (two years plus, and four years plus). Thereafter, all members shall be appointed for four year terms.~~

1. **Number of Members.** The Juniper Golf Commission Committee shall be composed of five members.
2. **Residency.** There are no residency requirements.
3. **Representation.** Individual seats are not geographically designated; however the Committee shall include at least one (1) member of the Juniper Golf Club, insomuch as the Club exists and member(s) are willing to serve.
4. **Appointments.** The Mayor, with the approval of the Council, shall appoint all members.
5. **Terms.** Terms shall be for four (4) years.
6. **Removal.** A committee member may be removed by the appointing governing body for misconduct, non-performance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing governing body. If the appropriate governing body finds misconduct, non-performance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed. The Mayor can recommend, with City Council approval, the removal on any committee member without cause.
7. **Ex-Officio Youth.** One ex-officio youth (18 years of age and under) shall be appointed by the Mayor, without regard to jurisdictional restrictions, to serve a one year term. The Ex-Officio Youth shall not be a voting member.

### **2.4934 Chairperson Officers.**

1. **Chairperson / Vice-Chairperson.** At its first meeting in January of each year, the Juniper Golf Commission Committee shall elect from among its membership a chairperson Chairperson and vice-chairperson Vice-Chairperson. The Chairperson Chairperson or vice-chairperson Vice-Chairperson, acting as chairperson Chairperson,

shall have the right to make or correct motions and vote on all matters before the ~~Commission~~ **Committee**. A majority of the ~~Commission~~ **Committee** may replace its ~~chairperson~~ **Chairperson** or ~~vice-chairperson~~ **Vice-Chairperson** with another member at any time during the calendar year.

2. **Annual Report to City Council.** The Chairperson of the committee shall make an annual report to the Redmond City Council outlining accomplishments for the past year and work plan for the upcoming fiscal year, or more often as the Chairperson deems appropriate, or at the request of the Council.
3. **Redmond Development Committee Member.** The Chairperson or designee may serve as a member of the Redmond Development Committee.

#### **2.4945 Meetings / Quorums.**

1. **Meeting Schedule.** The Juniper Golf Committee shall hold regular meetings, recommended at least once every other month, or more often if the need exists as determined by the Committee. The Committee may have a special meeting when four of its members issue a request for a meeting, filed with the City Recorder, who shall call such a meeting and notify the chairperson thereof.
2. **Meeting Conduct.** The Rules of Parliamentary Law and Practice as in Robert's Rules of Order Revised Edition shall govern each committee meeting. The ~~Commission~~ **Committee** may establish rules, regulations and procedures for its operation consistent with the laws of the State, City and Deschutes County.
3. **Open to the Public.** All meetings shall be open to the public.
4. **Quorum.** A majority of the members of the ~~Juniper Golf Commission~~ **Committee** shall constitute a quorum. **Quorum will be based on the number of people officially appointed to the Committee at the time and should not include vacancies.**

~~2.495~~ **Removal.** A member of the Juniper Golf Commission may be removed by the appointing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed.

~~2.496~~ **2.496 Expenses / Reimbursements.** Juniper Golf Commission ~~Committee~~ members shall receive no compensation. **Any expenses incurred by a committee member must be authorized by the City Manager or designee prior to incurring the expense, including reimbursements.**, but shall be reimbursed for duly authorized expenses.

#### ~~2.497~~ **2.497 Annual Budget and Operating Plan Special Provisions.**

1. The Mayor may appoint, with concurrence of the City Council, an ad hoc committee to address issues that are not under the purview of the existing Committee.
2. **Annual Budget and Operating Plan.** Juniper Golf ~~Commission~~ **Committee** shall prepare an annual budget and operating plan which includes projections of rounds played and revenues and expenditures associated with golf, pro-shop, and food and beverage operations. The plan shall include contributions to debt service, reserve funds, and the general fund in addition to business and marketing plans and strategies as appropriate. The plan shall be prepared and submitted by February 1<sup>st</sup> of each calendar year for **Budget Committee and** City Council consideration and referenced in the City budget document.

**2.498 Staff Support.** Staffing shall be determined by the City Manager or City Manager designee.

## **2.540 REDMOND BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE**

**2.541 Purpose Statement.** The purpose of the Redmond Bicycle and Pedestrian Advisory Committee is to advise the City Council on bicyclist and pedestrian issues in the City of Redmond for both quality of life initiatives, innovations in bike/ped transit tools, and transportation cost-saving measures.

**2.542 Responsibilities / Scope.** The Redmond Bicycle and Pedestrian Advisory Committee in an advisory capacity to the City Council shall:

1. Develop, review and evaluate bicycle and pedestrian infrastructure within the City of Redmond and the planned urban growth boundary.
2. Develop programs that raise awareness about the value of bicycle and pedestrian activity in the community.
3. Work with regional and local partners to implement Redmond's Bicycle and Pedestrian Master Plans in the Transportation System Plan.
4. Any other activities which are consistent with the above responsibilities.

**2.543 Duties and Powers.** The Redmond Bicycle and Pedestrian Advisory Committee shall advise the City Council by:

1. Advising the City Council on bicyclist and pedestrian issues.
2. Analyzing operation, routing, and safety concerns,
3. Recommending projects for pedestrian and bike facilities (sidewalks, paths, lanes, and racks).
4. Designing education and public outreach opportunities.
5. Developing bike and pedestrian systems within the community.

### **2.544 Membership.**

1. **Number of Members.** The Redmond Bicycle and Pedestrian Advisory Committee shall be composed of not less than seven members and no more than eleven members.
2. **Residency.** Members should reside within the Redmond Urban Growth Boundary.
3. **Representation.** Individual seats are not geographically designated, however a majority of the members should reside within the city limits. The committee should be comprised of at least three members who represent pedestrian interests and at least three members who represent basic bicycle interests.
4. **Appointments.** The Mayor, with the approval of the City Council, shall appoint all members.
5. **Terms.** After the initial appointments, all full terms shall begin on January 1, with at least five (5) of the original Committee being appointed for a term of two (2) years, and six (6) members for four (4) years, depending upon the initial appointment. The initial appointees' terms will expire the year ending after a full commitment (two years plus, and four years plus). Thereafter, all members shall be appointed for four year terms.
6. **Removal.** A committee member may be removed by the appointing governing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed. They Mayor can recommend, with City Council approval, the removal of any committee member without cause.

7. **Ex-Officio Youth.** One ex-officio youth (18 years of age and under) shall be appointed by the Mayor, without regard to jurisdictional restrictions, to serve a one year term. The Ex-Officio Youth shall not be a voting member.

**2.545 Officers.**

1. **Chairperson / Vice-Chairperson.** At its first meeting of each year, the Redmond Bicycle and Pedestrian Advisory Committee shall elect from among its membership a Chairperson and Vice-Chairperson. The Chairperson or Vice-Chairperson, acting as Chairperson, shall have the right to make or correct motions and vote on all matters before the Committee. A majority of the Committee may replace its Chairperson or Vice-Chairperson with another member at any time during the calendar year.
2. **Annual Report to City Council.** The Chairperson of the committee shall make an annual report to the Redmond City Council outlining accomplishments for the past year and work plan for the upcoming fiscal year, or more often as the Chairperson deems appropriate, or at the request of the Council.
3. **Redmond Development Committee Member.** The Chairperson or designee may serve as a member of the Redmond Development Committee.

**2.546 Meetings / Quorums.**

1. **Meeting Schedule.** The Committee shall meet as required to accomplish their objectives.
2. **Meeting Conduct.** The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each committee meeting.
3. **Open to the Public.** All meetings shall be open to the public.
4. **Quorum.** A majority of the members of the Committee shall constitute a quorum. Quorum will be based on the number of people officially appointed to the Committee at the time and should not include vacancies.

**2.547 Expenses / Reimbursement.** Committee members shall receive no compensation. Any expense incurred by a committee member must be authorized by the City Manager or designee prior to incurring the expense, including reimbursements.

**2.548 Special Provisions.**

1. The Redmond Bicycle and Pedestrian Advisory Committee shall operate within the laws and guidelines of the federal government, the state government, Deschutes County and the City of Redmond.
2. The Mayor may appoint an ad-hoc committee to address issues that are not under the purview of the existing committee.

**2.549 Staff Support.** Staffing shall be determined by the City Manager or City Manager designee.

## **AIRPORT ~~Commission~~ COMMITTEE**

**2.580 Purpose Statement.** The purpose of the Airport Committee is to provide guidance regarding the operation and development of Redmond Municipal Airport (Roberts Field) to meet current and future demands for aeronautical-related activities supporting the Central Oregon region and achieving the City's goal of making Roberts Field the best airport of its size in the country. ~~An Airport Commission is hereby established. Its responsibility shall be to advise the City Council regarding issues which concern the development of the Redmond Municipal Airport to meet the growing commercial and general aviation demand of the Central Oregon region.~~

**2.581 Responsibilities / Scope.** The Airport Committee shall act in an advisory capacity to the City Council, City Manager and Airport Director on matters pertaining to the administration, operation, maintenance, and development of airport properties and facilities now in existence and those which may hereafter be established under the jurisdiction of the City.

**2.582 Powers and Duties.** The Committee shall:

1. Identify the needs of the Airport, the potential growth of services at the Airport and make recommendations to the City regarding those services.
2. Work with staff to implement the Airport Master Plan, Airport Layout Plan and other airport-related plan(s).
3. Review and recommend any changes which improve existing standards or establish new standards which maintain the relevancy of rules, regulations, and minimum operating standards.
4. Review and recommend changes to improvement to templates for master leases, license agreements, contracts, etc., between the City and private parties.
5. Review and recommend any operational enhancements which maximize the protection of public health, welfare and safety of the Airport.
6. Provide clear lines of communication which maintain good relations between the Airport and the broader community.
6. Recommend programs or airport-related activities that encourage and facilitate the use of the Airport by the region.
7. Review the economic feasibility of various land uses of adjacent property, and in particular, the use of land for compatible industrial or commercial use consistent with current and future development of airport infrastructure;
8. Review and recommend to the City Council an annual budget for the operation, maintenance and development of the Airport in alignment with approved plans.
9. Support the role of the Airport as part of the national and state-wide air transportation system; and
10. Such other matters as the City Council may direct.

### **~~2.582~~ 2.583 Membership.**

1. **Number of Members.** The committee shall consist of nine (9) members.
2. **Residency.** Redmond representatives shall reside within the Redmond Urban Growth Boundary.
3. **Representation.** The members of the Airport Committee ~~and~~ shall be comprised of the following members:
  - a. Five (5) representatives from the City of Redmond.
  - b. One (1) representative recommended by the City of Bend.

- c. One (1) representative recommended by Deschutes County.
  - d. One (1) representative recommended by Jefferson County.
  - e. One (1) representative recommended by Crook County.
4. **Appointments.** The Mayor, with the approval of the City Council, shall appoint all members with recommendations received from the City of Bend, Deschutes County, Crook County and Jefferson County pertaining to their representatives.
  5. **Terms.** Members shall serve for a term of four (4) years.
  6. **Removal.** A committee member may be removed by the appointing governing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed. They Mayor can recommend, with City Council approval, the removal of any committee member without cause.
  7. **Ex-Officio Youth.** One ex-officio youth (18 years of age and under) shall be appointed by the Mayor, without regard to jurisdictional restrictions, to serve a one year term. The Ex-Officio Youth shall not be a voting member.

- ~~2. The committee shall consist of nine (9) members. The Airport Commission will be made up of the following entities:~~
- ~~A. Five members to be appointed by the Mayor of Redmond and approved by the City Council.~~
  - ~~B. One member to be appointed by the City of Bend Commission.~~
  - ~~C. One member to be appointed by Deschutes County Commission.~~
  - ~~D. One member to be appointed by Jefferson County Commission.~~
  - ~~E. One member to be appointed by Crook County Commission.~~

The Commission members shall be initially appointed as follows:

- ~~A. City of Redmond (three members) ..... 4 year term  
(two members) ..... 1 year term~~
- ~~B. City of Bend ..... 2 year term~~
- ~~C. Deschutes County ..... 2 year term~~
- ~~D. Jefferson County ..... 3 year term~~
- ~~E. Crook County ..... 3 year term~~

~~Thereafter, each member shall serve four year terms.~~

- ~~3. Vacancies shall be filled for the remainder of the unexpired term in the same manner as original appointments. The Council may remove any member of the Commission, after hearing, for misconduct or nonperformance of duty.~~

**2.584 Officers.**

1. **Chairperson / Vice-Chairperson.** At its first meeting of each year, the Redmond Airport Committee shall elect from among its membership a Chairperson and Vice-Chairperson. The Chairperson or Vice-Chairperson, acting as Chairperson, shall have the right to make or correct motions and vote on all matters before the Committee. A majority of the Committee may replace its Chairperson or Vice-Chairperson with another member at any time during the calendar year.



2. The Chairperson shall appoint members of the Committee to any ad hoc committee which the Committee may from time-to-time create. The Chairperson shall serve as an *ex officio* member of all ad hoc committees so appointed.
3. **Annual Report to City Council.** The Chairperson of the committee shall make an annual report to the Redmond City Council outlining accomplishments for the past year and work plan for the upcoming fiscal year, or more often as the Chairperson deems appropriate, or at the request of the Council.
4. **Redmond Development Committee Member.** The Chairperson or designee may serve as a member of the Redmond Development Committee.

**2.584 Powers and Duties.** The Airport Commission shall:

1. Study and propose measures that are advisable for the expansion and improvement of Roberts Field.
2. Recommend capital improvement projects that will benefit the airport and its users.
3. Study and identify the needs of the airport, the potential growth of services at the airport and make recommendations to the Redmond City Council regarding those services.
4. The Airport Commission shall act in an advisory capacity to the Redmond City Council on matters pertaining to airport operations, maintenance, improvements, facilities, and airport-using recreation activities that are under the jurisdiction of the City.

**2.586 2.585 Meetings / Quorums.**

1. The Airport Committee shall hold regular meetings, recommended at least once every other month, or more often if the need exists as determined by the Committee. The Committee may have a special meeting when four of its members issue a request for a meeting, filed with the City Recorder, who shall call such a meeting and notify the chairperson thereof.
2. **Meeting Conduct.** The Rules of Parliamentary Law and Practice as in Robert's Rules of Order Revised Edition shall govern each committee meeting. The Commission Committee may establish rules, regulations and procedures for its operation consistent with the laws of the State, City and Deschutes County.
3. **Open to the Public.** All meetings shall be open to the public.
4. **Quorum.** A majority of the members of the Juniper Golf Commission Committee shall constitute a quorum. Quorum will be based on the number of people officially appointed to the Committee at the time and should not include vacancies.

1. At the first meeting in January of each year the Committee shall elect from among its membership a Chairperson and a Vice Chairperson.
2. The Airport Commission shall hold regular meetings at least once every other month, or more often if the need exists as determined by the Commission. The Commission may have a special meeting when four of its members issue a request for a meeting, filed with the City Recorder, who shall call such a meeting and notify the chairperson thereof.
3. A majority of the members of the Committee shall constitute a quorum. Meetings shall be held in conformance with the Oregon Public Meetings Law. The Rules of Parliamentary Law and Practices as compiled in *Roberts Rules of Order, Revised Edition*, shall govern the meetings of the Airport Advisory Committee.

**2.586 Expenses / Reimbursements.** The Committee members shall receive no compensation. Any expense incurred by a committee member must be pre-authorized by the City Manager or designee.

**2.587 Special Provisions.**

1. The Mayor may appoint, with the concurrence of the Council, an ad hoc committee to address issues that are not under the purview of the existing Committee.
2. Except as may otherwise be provided by ordinance or resolution, the duties and responsibilities of the Committee shall not have any duties or responsibilities that conflict with or supersede the duties and responsibilities of other City commissions or committees.

**2.588 Staff Support.** Staffing shall be determined by the City Manager or City Manager designee. ~~The Redmond Airport Manager and other representatives of the Redmond City staff as designated by the City Manager shall provide the necessary support services for the Airport Advisory Committee.~~

## REDMOND HISTORIC LANDMARKS COMMISSION

**2.590 Purpose /Statement.** The purpose of this commission is to preserve and promote Redmond's history and culture

1. ~~The commission shall be known as the City of Redmond Historic Landmarks Commission.~~

### **2.591. Definitions:**

1. "Architectural Significance" means that the structure and/or building or district:
  - A. Portrays the environment of a group of people in the era of history characterized by a distinctive architectural style;
  - B. Embodies those distinguishing characteristics of an architectural type;
  - C. Is the work of an architect or master builder whose individual work has influenced the development of the county; or
  - D. Contains elements of architectural design, detail, materials or craftsmanship which represent a significant innovation.
2. "Historic or Cultural Resource" means a historic or cultural site, building, structure, object, historic district, and their significant settings or any combination of these resources that are either listed or deemed eligible for listing on the National Register of Historic Places, or are within a historic district that is either listed or deemed eligible for listing on the National Register of Historic Places, and/or are designated by the Redmond City Council as part of the City's inventory of historic landmarks in the Redmond UGB, as described in the Comprehensive Plan.
3. "Historic Object" means a construction which is primarily artistic or commemorative in nature and not normally movable or part of a building or structure, e.g. statue, fountain, milestone, monument, sign, etc.
4. "Historical Significance" means that the structure and/or building or district:
  - A. Has character, interest or value as part of the development, heritage or cultural characteristics for the city, state or nation;

**2.592 Responsibilities / Scope.** The Redmond Historic Landmarks Commission in an advisory capacity to City Council, shall:

1. Identify, evaluate, and designate historic and cultural resources in the City of Redmond as landmarks.
2. Inform and educate the public on the historic and architectural significance of the designated landmarks.
3. Inform and educate the public on the value of preserving Redmond's historic and cultural resources.
4. Solicit grants and other resources to help promote, advocate and undertake preservation projects in the City of Redmond.
5. Protect and enhance the City's attraction to residents, tourists and visitors and serve as a support and stimulus to business and industry;
6. Strengthen the economy of the City.
7. Stabilize and improve property values.
8. Any other activities which are consistent with the above responsibilities.

**2.593 Duties and Powers.** The Redmond Historic Landmarks Commission shall advise the City Council by:

1. Receive request by any citizen, or may on its own motion make recommendations concerning identifying and preserving significant historic and cultural resources which the Commission determines to be of historical significance to the City, state or nation.

2. Develop or adopt a system, based on historic integrity and significance, for evaluating historic and cultural resources for potential designation as historic landmarks.
3. Notify all property owners of sites recommended for designation of such recommendation. The site will not be approved for a historic landmarks designation unless the property owners at the time of designation support the local designation of their property as a landmark.
4. Compile and maintain a current list (Redmond Historic Landmarks Inventory) of all historical and cultural resources within the City, the applicable tax lots and addresses, the date of landmark designation, and a brief description of the resource and reasons for inclusion.
5. Serve as a hearings body for matters concerning historical and cultural resources listed on the Redmond Historic Landmarks Inventory.
6. Periodically revise the Redmond Historic Landmarks Inventory by adding or deleting properties.
7. Undertake to inform the citizens of, and visitors to the City of Redmond, regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of historic resources; provide information on state and federal preservation programs; document historic resources prior to their alteration, demolition, or relocation and archive that documentation; assist the owners of historic resources in securing funding for the preservation of their properties; and recommend public incentives and code amendments to the Redmond City Council.
8. Advise and make policy recommendations to the Redmond City Council and the Planning Commission on matters relating to historic preservation.
9. Perform such other duties relating to historical matters as the Redmond City Council may request.
10. Have authority to coordinate its activities with other city, county, state or federal agencies.
11. Have the authority to take steps as it finds necessary or appropriate to inform the public of its activities and purposes.
12. Adopt rules and regulations it finds necessary or appropriate to carry out these code provisions. Such rules and regulations shall be approved by the Redmond City Council.
13. Submit an annual report to the Redmond City Council.
14. Support the enforcement of all state laws relating to historic preservation.

#### **2.594 Membership.**

1. **Number of Members.** The commission shall consist of five members, appointed by the Mayor with the approval of the Council.
2. **Residency.** A majority of the members should reside within the Redmond Urban Growth Boundary.
3. **Representation.** The members of the Redmond Historic Landmarks Commission shall be comprised of members with interest, knowledge, or competence in historic preservation to carry out the purpose and duties of the commission. Members shall be drawn from professionals in architecture, history, architectural history, planning, prehistoric and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines to the extent such professionals are available.
4. **Appointments.** The Mayor, with the approval of the City Council, shall appoint all members.
5. **Terms.** All terms are for four years. All full terms shall begin on January 1, with four of the original Commission being appointed for a term of two years, and five members

being appointed for a term of four years. Thereafter, all members shall be appointed for four year terms. Any vacancy on the Redmond Historic Landmarks Commission shall be filled by the appropriate governing body for the unexpired term.

6. **Removal.** A commission member may be removed by the appointing governing body for misconduct, nonperformance of duty, or three successive unexcused absences from regular meetings. The non-appointing body may, by motion, request that a member be removed by the appointing body. If the appropriate governing body finds misconduct, nonperformance of duties or three successive unexcused absences from regular meetings by the member, the member shall be removed. The Mayor can recommend, with Council approval, the removal of any commission member without cause.
7. **Ex-Officio Youth.** One ex-officio youth (18 years of age and under) shall be appointed by the Mayor, without regard to jurisdictional restrictions, to serve a one year term. The Ex-Officio Youth shall not be a voting member.

#### **2.595 Officers.**

1. **Chairperson / Vice-Chairperson.** At its first meeting of each year, the Redmond Historic Landmarks Commission shall elect from among its membership a chairperson and vice-chairperson. The Chairperson or vice-chairperson, acting as chairperson, shall have the right to make or correct motions and vote on all matters before the Commission. A majority of the Commission may replace its chairperson or vice-chairperson with another member at any time during the calendar year.
2. **Annual Report to City Council.** The Chairperson of the commission shall make an annual report to the Redmond City Council outlining accomplishments for the past year and work plan for the following year.
3. **Redmond Development Committee Member.** The Chairperson or designee may serve as a member of the Redmond Development Committee.

#### **2.596 Meetings / Quorums.**

1. **Meeting Schedule.** The Commission shall meet as required to accomplish their objectives.
2. **Meeting Conduct.** The Rules of Parliamentary Law and Practice as in Roberts Rules of Order Revised Edition shall govern each commission meeting.
3. **Open to the Public.** All meetings shall be open to the public.
4. **Quorum.** A majority of the members of the Commission shall constitute a quorum. Quorum will be based on the number of people officially appointed to the Commission at the time and should not include vacancies.

**2.597 Expenses / Reimbursement.** Commission members shall receive no compensation. Any expense incurred by a commission member must be pre-authorized by the City Manager or designee.

#### **2.598 Special Provisions.**

1. The Redmond Historic Landmarks Commission shall operate within the laws and guidelines of the federal government, the state government, Deschutes County and the City of Redmond.
2. The Mayor may appoint an ad-hoc committee to address issues that are not under the purview of the existing committee.

**2.599 Staff Support.** Staffing shall be determined by the City Manager or City Manager designee.

**~~2.592 Membership.~~**

- ~~1. \_\_\_\_\_~~
- ~~2. The commission shall be comprised of members with interest, knowledge, or competence in historic preservation to carry out the purpose and duties of the commission. Members shall be drawn from professionals in architecture, history, architectural history, planning, prehistoric and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines to the extent such professionals are available. Members shall reside within the Redmond School District 2J Boundary with a majority of the members residing in the city limits.~~
- ~~3. The commission, at its first meeting each year, shall elect a chairperson and vice-chairperson for a term of one year. A member may serve successive terms as chairperson or vice-chairperson. The chairperson or vice-chairperson shall have the right to take motions and vote on all matters before the commission. A majority of the commission may replace its chairperson or vice-chairperson with another member at any time during the calendar year.~~

**~~2.593 Terms of Office.~~** ~~Members shall serve for a term of four years. The terms shall be staggered so that no more than two terms expire each year.~~

**~~2.594 Quorum – Rules, Regulations, and Procedures.~~**

- ~~1. Quorum. A simple majority of the seated members shall constitute a quorum to conduct official business.~~
- ~~2. Procedure. The rules of parliamentary law and practice as compiled in Robert's Rules of Order, Revised Edition, shall govern each commission.~~
- ~~3. Removal. A commissioner may be removed for cause by a majority vote of the Council. "Cause" includes missing three successive commission meetings without reason which is acceptable to the Council.~~

**~~2.595 Meetings.~~** ~~The Historic Landmarks Commission shall meet at least twice a year, and as required to conduct business in a timely fashion. Notice of the meetings shall be in accordance with applicable state law. Minutes, applications, staff reports, findings, and decisions of the Commission shall be maintained as public records in accordance with applicable state law.~~

**3.603 Tree Board.** The Redmond Parks ~~Commission~~ **Committee** is designated as the Tree Board for the City of Redmond and shall function as an advisory body to the City concerning urban forestry matters generally.



**CITY OF REDMOND**  
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## Staff Report

**Date:** October 28, 2014  
**To:** Mayor and City Council Members  
**Through:** Keith Witcosky, City Manager  
**Through:** Michael Caccavano, City Engineer  
**From:** Steve Wilson, Project Manager  
**Subject:** Award Construction Contract for the 2014 Stormwater Improvement Project SW 14-01.

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### ADDRESSES COUNCIL GOAL:

Goal #3: Preserve and enhance the City's infrastructure.

### REPORT IN BRIEF:

Staff is seeking City Council authorization to award a construction contract to Taylor Northwest, LLC in the amount of \$228,136.10 for a series of improvements to stormwater infrastructure in Redmond (known as 2014 Stormwater Improvement Project SW 14-01).

### MAP:

See Attached Map.

### BACKGROUND:

The City of Redmond Engineering Department produced construction plans for improvements to the City of Redmond's stormwater system for improvements identified by the Stormwater Division of Public Works. The project is scheduled for completion by March 30, 2015.

The scope of the 2014 Stormwater Improvement project consists of:

1. Repair 14 catchbasins located throughout Redmond;
2. Install catch basins, storm pipe, and drywell at the intersection of NW Larch and 8<sup>th</sup> Street to redirect stormwater to eliminate localized flooding;
3. Install new catch basin and storm pipe at NW Cedar and 4<sup>th</sup> Street replacing damaged piping and catch basin;
4. Install new curb, driveways, catch basins and storm conveyance pipe from Curry Court to the Dry Canyon through an existing City easement to an existing drywell to eliminate storm drainage cut-through of private property;
5. Install a drywell system in the alleyway south of Black Butte, between 7<sup>th</sup> and 8<sup>th</sup> Street to eliminate localized flooding;
6. Drill and shoot existing detention pond located in the Dry Canyon north of Black Butte Blvd. to improve infiltration and reduce overflow stormwater.
7. Install new drywells, catch basins, and cross pipes to replace failing drywells at SW 33<sup>rd</sup> intersections with Pumice Avenue and Pumice Place;
8. Install new catch basin and stormwater cross pipe at SW Greens Blvd. and SW 25<sup>th</sup> Place to replace deteriorated catch basin and piping;
9. Install additional catch basin collection system and drywell at Cascade Avenue west of Canyon Drive to relieve existing drywell at the low point on Cascade and reduce standing water during storm events.



**DISCUSSION:**

The City of Redmond publicly advertised and procured construction services per ORS Section 279C. Request for bids was advertised September 2014. Six bids were received and publicly read on October 8, 2014. The intent to award was issued on October 10, 2014. Bids were received from the following contractors:

1. Taylor Northwest, Bend	\$228,136.10
2. Bar Seven A, Redmond	\$240,364.35
3. Shamrock Northwest, Bend	\$245,982.00
4. Latham Excavation, Bend	\$295,452.30
5. Laskey-Clifton, Reedsport	\$297,297.00
6. Jack Robinson, Bend	\$371,461.50

The Engineer's estimate of probable costs is \$226,000.00.

**FISCAL IMPACT:**

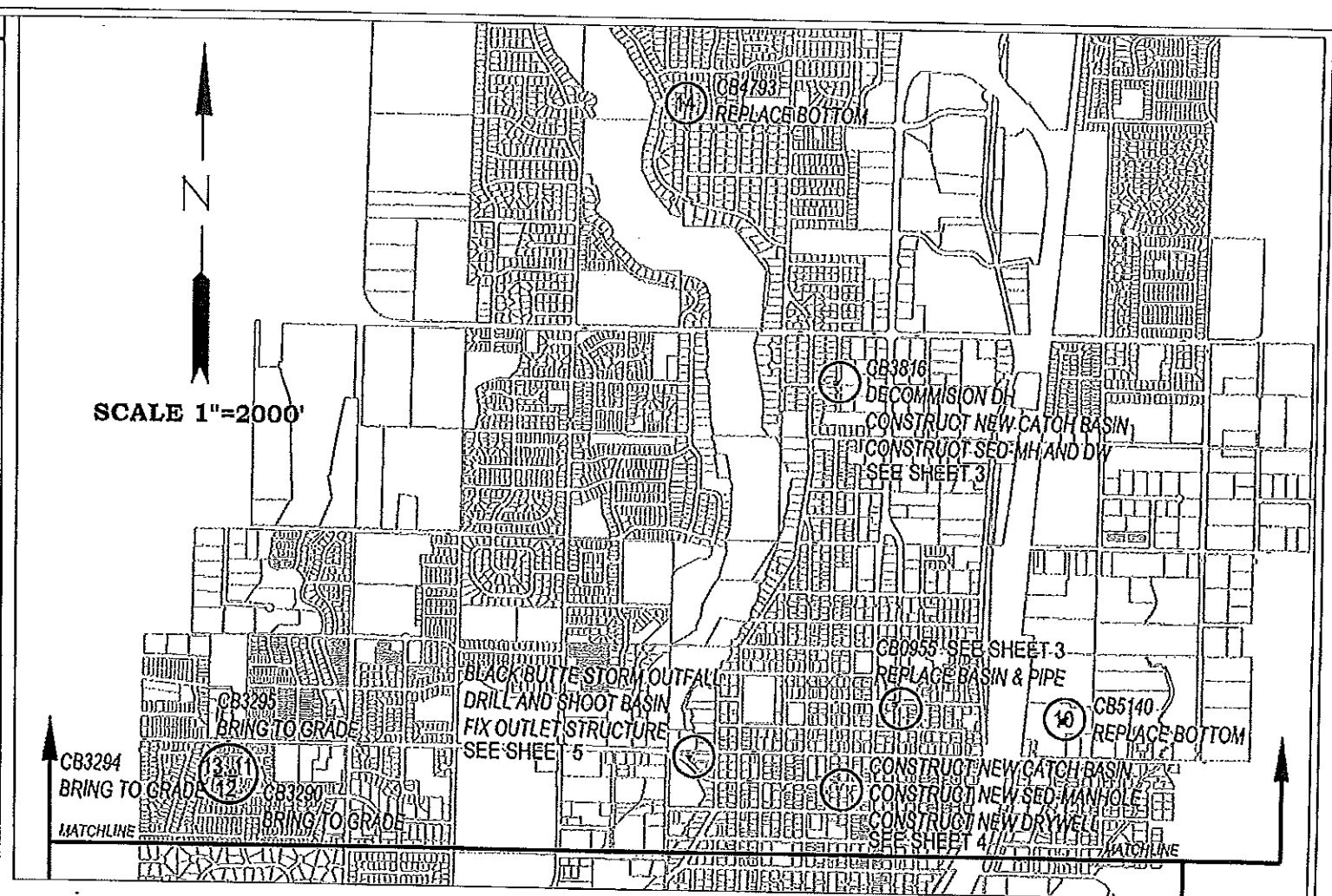
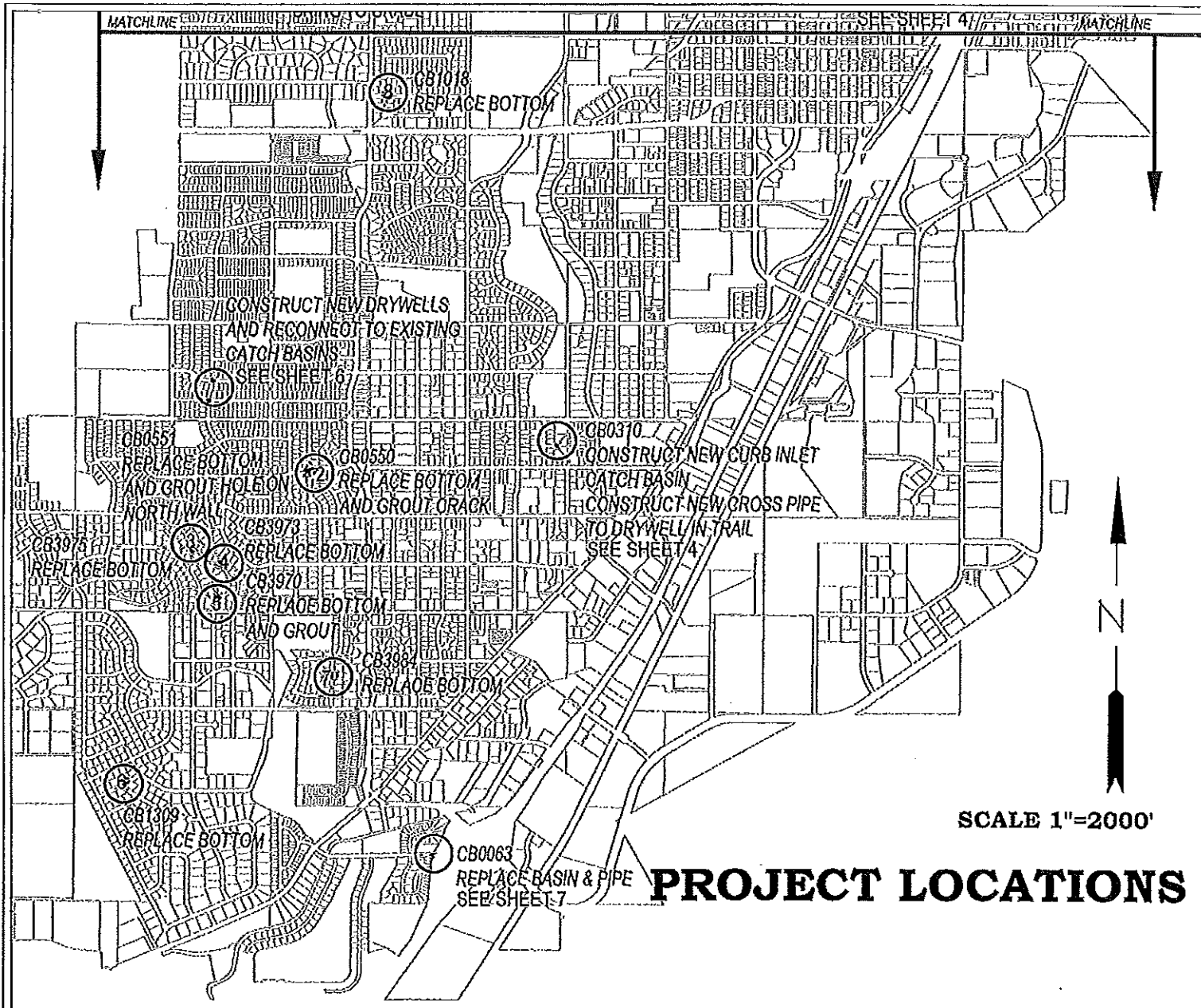
Costs for improvements are included in the FY 2014-15 approved budget. Contract expenditures will be paid with Stormwater Capital Maintenance Project funds, account 53061-01-000-07-00-18.

**COURSES OF ACTION:**

1. Reject all bids,
2. Request additional information,
3. Enter into contract with Taylor Northwest, LLC in the amount of \$228,136.10.

**RECOMMENDED COURSE OF ACTION AND SUGGESTED MOTION:**

Option #1: "I move to authorize the City Manager to sign the contract with Taylor Northwest, LLC in the amount of \$228,136.10 for the 2014 Stormwater Improvement Project."



SCALE 1"=2000'

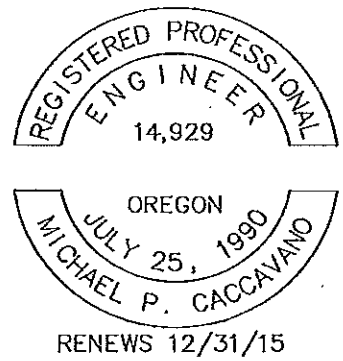
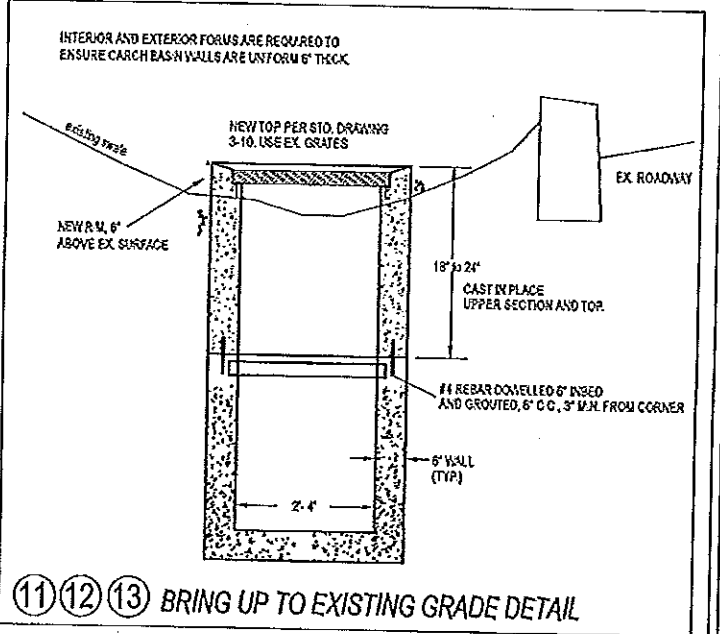
SCALE 1"=2000'

### PROJECT LOCATIONS

**CATCH BASIN NOTES:**  
 ALL CATCH BASIN BASE REPLACEMENTS REQUIRE REMOVAL OF EXISTING CONCRETE BASE, PLACEMENT OF 6" 3/4" BASEROCK PLACEMENT OF A NEW 6" CATCH BASIN FLOOR. SURFACE TO BE SMOOTH OR AS DIRECTED.  
 IF BASALT BEDROCK IS ENCOUNTERED BELOW BASE, BEDROCK SURFACE TO BE FULLY CLEAVED AND 6" BASEROCK OMITTED.  
 18" SLUMP BELOW OUTLET PIPE REQUIRED, UNLESS CATCH BASIN WALLS DO NOT EXTEND DEEP ENOUGH TO PERMIT IT. IN THIS CASE, DEPTH TO BE SPECIFIED BY ENGINEER PRIOR TO PLACEMENT.  
 EXTENSION TOPS CALLED OUT FOR GROUTING SHALL BE EVENLY GROUTED TO CLEAN FINISH.

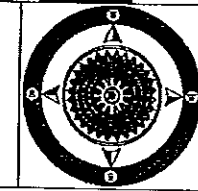
#### CATCHBASIN BASE REPLACEMENTS - NOT SHOWN IN PLAN VIEW.

- |   |   |   |
|---|---|---|
| <p>① SW RENDEER AVENUE AND 28TH STREET<br/>CB 6551 FOUR NEW BASE AND GROUT CRACK<br/>LOCATED ON EAST SIDE OF 28TH STREET, SOUTH OF RENDEER</p> <p>② SW RENDEER AVENUE AND NW 28TH STREET<br/>CB 6551 FOUR NEW BASE AND GROUT HOLE ON NORTH WALL<br/>LOCATED ON THE WEST SIDE OF 28TH STREET SOUTH OF RENDEER</p> <p>③ SW VALLEY VIEW DR AND SW HILLOREST DR<br/>CB 3975 FOUR NEW BASE<br/>LOCATED SOUTH OF HILLOREST DR, ON WEST SIDE OF VALLEY VIEW DR</p> <p>④ SW VALLEY VIEW DR AND SW 32ND ST.<br/>CB 3973 FOUR NEW BASE<br/>LOCATED ON THE EAST SIDE OF VALLEY VIEW DR NORTH OF 32ND ST.</p> <p>⑤ SW VALLEY VIEW DR AND 33RD CT.<br/>CB 3973 FOUR NEW BASE AND GROUT<br/>LOCATED ON NORTH SIDE OF VALLEY VIEW DR WEST SIDE OF 33RD CT.</p> | <p>⑥ SW YEW LN AND 35TH PL<br/>CB 1533 FOUR NEW BASE<br/>LOCATED ON THE NORTH SIDE OF YEW LN AT 35TH PL</p> <p>⑦ SW 28TH AND VOLCANO CT<br/>CB 3934 FOUR NEW BASE<br/>LOCATED ON WEST SIDE OF 28TH ST AT VOLCANO CT</p> <p>⑧ SW GLACIER AVE AND 28TH ST<br/>CB 1018 FOUR NEW BASE<br/>LOCATED ON NORTH SIDE OF SW GLACIER AVE AT 28TH ST</p> <p>⑨ SW 19TH ST AND SW BADGER AVE<br/>CB 1533 FOUR NEW BASE<br/>LOCATED ON WEST SIDE OF SW 19TH SOUTH OF BADGER AVE</p> <p>⑩ INSIDE PUBLIC WORKS COMPOUND<br/>CB 5140 FOUR NEW BASE<br/>LOCATED ON THE WEST SIDE OF THE CRACKER PILE</p> | <p>⑪ SW BLACK BUTTE LN BETWEEN SW 31ST AND SW 32ND STREETS<br/>CB 3295 BRING UP TO EXISTING GRADE<br/>LOCATED ON THE NORTH SIDE OF BLACK BUTTE LN WEST OF 31ST ST<br/>CONNECT 8" DI PIPE (8) UNDER DRIVEWAY TO CATCH BASIN BORE, CONNECT PIPE AND GROUT. ROMAC COUPLER.</p> <p>⑫ SW BLACK BUTTE LN BETWEEN SW 31ST AND SW 32ND STREETS<br/>CB 3290 BRING UP TO EXISTING GRADE<br/>LOCATED ON THE SOUTH SIDE OF BLACK BUTTE LN WEST OF 31ST ST<br/>CONNECT 8" DI PIPE (10) UNDER DRIVEWAY TO CATCH BASIN BORE, CONNECT PIPE AND GROUT. ROMAC COUPLER.</p> <p>⑬ SW BLACK BUTTE LN BETWEEN SW 31ST AND SW 32ND STREETS<br/>CB 3294 BRING UP TO EXISTING GRADE<br/>LOCATED ON THE NORTH SIDE OF BLACK BUTTE LN EAST OF 32ND ST<br/>CONNECT 8" DI PIPE (7) UNDER DRIVEWAY TO CATCH BASIN BORE, CONNECT PIPE AND GROUT. ROMAC COUPLER.</p> <p>⑭ NW CLERKE AVE AND NW 15TH STREET<br/>CB 4733 FOUR NEW BASE<br/>LOCATED 200 FT NORTH OF QUANCE AVE ON THE WEST SIDE OF 15TH ST</p> |
|---|---|---|



## 2014 STORMWATER IMPROVEMENTS PROJECT OVERVIEW & CATCH BASIN REPAIRS

CITY OF REDMOND ENGINEERING 243 E. ANTLER AVENUE, REDMOND, OREGON 97756 PH: 541.504.2002 FAX: 541.548.0253



COR PROJECT NUMBER		SW 14-01
REVIEWED BY	MPC	SCALE
DESIGNED BY	SAW	1" = 2000'
DRAFTED BY	SAW	FIRST DRAFT DATE
		07-01-14
		REVISION DATE
		07-20-14

SHEET  
**2**  
OF 8 SHEETS



## CITY OF REDMOND

716 SW Evergreen Ave.  
Redmond, OR 97756

**(541) 923-7710**  
Fax: (541) 548-0706  
info@ci.redmond.or.us  
www.ci.redmond.or.us

# STAFF REPORT

**DATE:** October 28, 2014  
**TO:** Mayor and Council Members  
**THROUGH:** Keith Witcosky, City Manager  
**FROM:** Jason Neff, Deputy Director of Central Services  
**SUBJECT:** Public Hearing and Resolution Approving the Issuance Tax-Exempt Debt in the Form of a Lease-Purchase Agreement for Airport Terminal Projects

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**Addresses Council Goal:**  
#1 Sustain Operations

### Report in Brief:

For purposes of satisfying certain requirements of the Internal Revenue Code of 1986 (the "Code"), the attached resolution approves the issuance of tax-exempt debt in the form of a lease-purchase agreement (the "Obligations") for energy saving projects that include projects located at the Airport Terminal.

### Background:

On September 23, 2014, the Council passed Resolution No. 2014-18 authorizing the sale and delivery of the lease-purchase agreement for purposes of financing certain projects to achieve energy savings.

To issue the portion of the Obligations that will fund energy conservation projects at the Airport Terminal, the City must comply with the Tax and Equity Fiscal Responsibility Act of 1982 ("TEFRA"), the Code and related federal regulations, which require the elected representatives having jurisdiction over the area in which the projects (the Airport Terminal) are located to (1) hold a public hearing after 14 days' notice, such notice was published in *The Bend Bulletin* on October 12, 2014, and (2) adopt a resolution approving the issuance of tax-exempt obligations as part of the TEFRA process. The TEFRA approval process does not authorize any additional debt for the City.

The public hearing and adoption of the attached resolution will satisfy the TEFRA and Code requirements.

### Recommendation/Suggested Motion:

"I move to adopt Res. No. 2014-22, approving the issuance of the tax-exempt debt, in the form of a lease-purchase agreement, for purposes of satisfying the TEFRA and Code requirements needed for the issuance of the portion of the Obligations relating to projects located at the Airport Terminal."

**RESOLUTION NO. 2014-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, OREGON, APPROVING THE FINANCING OF CERTAIN ENERGY CONSERVATION MEASURES AT ROBERTS FIELD-REDMOND MUNICIPAL AIRPORT WITH THE PROCEEDS OF THE SALE OF PAYMENT OBLIGATIONS IN THE FORM OF CERTIFICATES OF PARTICIPATION IN A LEASE-PURCHASE AGREEMENT; AMENDING AND SUPPLEMENTING RESOLUTION NO. 2014-18 IN PART; AND RELATED ACTIONS.**

**WHEREAS**, the City Council (the “City Council”) of the City of Redmond, Oregon (the “City”), on September 23, 2014, adopted Resolution No. 2014-18 (“Resolution No. 2014-18”) authorizing, among other matters, (1) the execution and delivery of a Lease-Purchase Agreement (the “Lease-Purchase Agreement”) to finance the design and installation of energy conservation measures within the City as further set forth in Exhibit A to Resolution No. 2014-18 (the “Project”); and (2) the execution, delivery and sale of tax-exempt (the “Tax-Exempt Obligations”) and federally taxable obligations (the “Taxable Obligations,” and together with the Tax-Exempt Obligations, collectively, the “Obligations”), in one or more series, in the form of certificates of participation in the Lease-Purchase Agreement evidencing the City’s payment obligations under the Lease-Purchase Agreement in an aggregate principal amount not to exceed \$1,450,000;

**WHEREAS**, among the energy conservation improvements to be financed with the proceeds of the Tax-Exempt Obligations as part of the Project are energy conservation improvements within the Roberts Field-Redmond Municipal Airport terminal (the “Airport Terminal Project”);

**WHEREAS**, pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), the issuance of the portion of the Tax-Exempt Obligations by the City used to finance the Airport Terminal Project (the “Airport Terminal Project Obligations”) is required to be approved prior to such issuance by the applicable elected representative of the governmental unit on whose behalf the Airport Terminal Project Obligations are expected to be issued and by each governmental unit having jurisdiction over the area in which any facility financed by such Airport Terminal Project Obligations is to be located, after a public hearing held following reasonable public notice;

**WHEREAS**, the interest on the Airport Terminal Project Obligations may qualify for exclusion from gross income under Section 103 of the Code only if the Airport Terminal Project Obligations are approved in accordance with Section 147(f) of the Code;

**WHEREAS**, the Airport Terminal Project is located wholly within the City of Redmond, Oregon;

**WHEREAS**, this City Council is the elected legislative body of the City and is the applicable elected representative required to approve the issuance of the Airport Terminal Project Obligations within the meaning of Section 147(f) of the Code;

**WHEREAS**, pursuant to Section 147(f) of the Code, the City has held a public hearing regarding the issuance of the Airport Terminal Project Obligations on the date hereof, notice of such public hearing having been published on October 12, 2014, in *The Bend Bulletin*, Bend, Oregon;

**WHEREAS**, the City Council finds that it would be in the best interest of the City to approve the issuance, execution and delivery of the Airport Terminal Project Obligations pursuant to Section 147(f) of the Code;

**WHEREAS**, in addition to the approval of the Airport Terminal Project Obligations herein, the City Council finds that it is necessary and desirable to amend and supplement certain provisions of Resolution No. 2014-18.

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

**Section 1. City Council Approval of the Issuance of the Airport Terminal Project Obligations to Finance the Airport Terminal Project.** This City Council approves the issuance, sale, execution and delivery of the Airport Terminal Project Obligations pursuant to the plan of finance described in Resolution No. 2014-18 in an amount not to exceed \$500,000. It is the purpose and intent of this City Council that this Resolution constitute approval of the issuance of the Airport Terminal Project Obligations by the applicable elected representative of the issuer of the Airport Terminal Project Obligations and the applicable elected representative of the governmental unit having jurisdiction over the area in which the Airport Terminal Project is located, in accordance with Section 147(f) of the Code.

**Section 2. Amendment to Section 6 of Resolution No. 2014-18.** Section 6 of Resolution No. 2014-18 is hereby deleted and replaced in its entirety with the following:

**Section 6. Tax-Exempt Status and Covenant as to Arbitrage.** The City covenants to use the proceeds of the Lease-Purchase Agreement and the Project financed with the proceeds of the Lease-Purchase Agreement, and to otherwise comply with the provisions of the Code so that the interest components paid pursuant to the Tax-Exempt Obligations will not be includable in gross income of the registered owners of such Tax-Exempt Obligations for federal income tax purposes. The City specifically covenants:

- (a) To comply with “arbitrage” provisions of Section 148 of the Code, and to pay any required rebates and penalties with respect to the Tax-Exempt Obligations;
- (b) To operate the Project (other than the portion of the Project consisting of energy conservation improvements within the Roberts Field-Redmond Municipal Airport terminal) financed or refinanced with the proceeds of the Tax-Exempt Obligations (other than the portion of the Tax-Exempt Obligations used to finance or refinance energy conservation improvements within the Roberts Field-Redmond Municipal Airport

terminal (the “Airport Terminal Project Obligations”) so that neither such Tax-Exempt Obligations nor the Refunded Obligations are “private activity bonds” under Section 141 of the Code;

(c) To operate the Roberts Field-Redmond Municipal Airport terminal so that the Airport Terminal Project Obligations are qualified exempt facility bonds under Section 142(a)(1) of the Code; and

(d) To comply with all reporting requirements.

The Authorized Representative is authorized and directed to enter into covenants and execute a tax certificate on behalf of the City to protect the tax-exempt status of the interest components of the Tax-Exempt Obligations.

**Section 3. Supplement to Resolution No. 2014-18.** Resolution No. 2014-18 is hereby supplemented to add the following Section 12:

**Section 12. Project List.** The City may finance any or all of the components of the Project identified on Exhibit A hereto with the proceeds of the Obligations. The City authorizes and directs the Authorized Representative to select the components of the Project identified on Exhibit A that will be financed with the proceeds of the Obligations. The proceeds of the Obligations shall not be used to finance any projects that are not identified on Exhibit A without City Council concurrence and Bond Counsel review.

**Section 4. Effective Date of Resolution.** This Resolution shall take effect immediately upon its adoption by the City Council of the City.

**ADOPTED** by the City Council and **SIGNED** by the Mayor this 28th day of October 2014.

CITY OF REDMOND, OREGON

By: \_\_\_\_\_  
Mayor

ATTEST:

By: \_\_\_\_\_  
City Recorder

**CITY OF REDMOND  
HISTORIC LANDMARKS COMMISSION**

Please type or print answers to the following questions and submit to the City Recorder at City Hall, 716 SW Evergreen Avenue, Redmond, OR 97756. If you have any questions, please feel free to contact the City Recorder at (541) 923-7751. Thank you for your time and interest in the City of Redmond. Attach additional sheets if necessary.

I, JUDY FESSLER, respectfully request to be considered as an applicant for a  
(Please print first and last name)  
position on the City of Redmond's HISTORIC LANDMARKS COMMISSION.

\_\_\_\_\_  
(Address) REDMOND

\_\_\_\_\_  
(Home phone) \_\_\_\_\_ (Cell phone)

\_\_\_\_\_  
(E-mail)  
RETIRED \_\_\_\_\_  
(Occupation) (Place of Employment)

The REDMOND HISTORIC LANDMARKS COMMISSION shall be composed of five members with interest, knowledge, or competence in historic preservation and who reside within the Redmond School District 2J boundary.

The purpose of the REDMOND HISTORIC LANDMARKS COMMISSION is to preserve and promote Redmond's history and culture by identifying, evaluating, and designating historic and cultural resources in the City of Redmond as landmarks; inform and educate the public on the historic and architectural significance of the designated landmarks; inform and educate the public on the value of preserving Redmond's historic and cultural resource; and solicit grants and other resources to help promote, advocate and undertake preservation projects in the City of Redmond.

What reasons do you have for wanting to be a member of this Commission? \_\_\_\_\_  
SEE ATTACHED DOCUMENT  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local history/historic preservation activities (publications, committee work, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any experience in architecture, history, architectural history, planning, prehistoric and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, or related disciplines. Please provide a brief outline of relevant experience and occupations.

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What other boards / committees do you serve on? \_\_\_\_\_

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What contributions do you feel you can make to the Commission? \_\_\_\_\_

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Education: Colleges/Universities attended with degrees, areas of study and dates completed. \_\_\_\_\_

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My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentations of facts are cause for removal from any advisory committee, board or commission I may be appointed to. I also understand that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the Mayor and Council. All information and documentation related to service on this commission is subject to public records disclosure.

\_\_\_\_\_  
(Signature)

10-10-2014  
\_\_\_\_\_  
(Date)



October 10, 2014

Application to:  
City of Redmond Historic Landmarks Commission

From:  
Judy Fessler

I am applying for position on the Redmond Landmarks Commission because I have continued interest and passion in historic preservation and history and hopefully bring my past on the ground experiences with historic homes and buildings. I love sharing knowledge and experience with everybody dispelling the myths of historic preservation and designation to owners who may or may not know are invested in this historic resources.

My roots to the historic journey

TAPHA- Tigard Area Preservation and Historical Association – John Tigard Museum.

Goal 5 to help inventory historic resources in Washington County

Condon National Commercial District-Street Chairperson- streetscape and planning

Parman & Harris Building- Condon- wrote and researched most of National nomination for this building to be included in the Condon Commercial Historic District inventory.

ODAA Achievement Award 2001 for Parman & Harris Building (Condon General Store and Merc.)

Fossil 4 way stop light. A 1930's light was restored and updated to be the only 4 way stop light in Wheeler County

Fossil Historic Walking Tour Brochure- updated and revised 2013

Historic Home Tours- participant in Tigard and Fossil

City of Fossil- initial commission member for CLG .

Jon and I have restored 3 historic residential homes and 1 commercial building, including moving the Charles and Rosa Tigard House to save from demolition in 1980. That was the beginning of our life long passion for historic preservation. We feel we have taken all of these gems from practice fire drills and demolition to homes for us and others to follow us to enjoy and pay forward.

I have been associated and exposed to various parts of preservation and historic preservation for the last 35 years. I have learned from ground up and top down in the public policy arena also as I served as a planning commissioner in Tigard and Condon and city Councilor in Tigard, Condon, Fossil. I was also a member representative for 13 Washington County cities in draft for the Metro 2040 regional plan.

I have the understanding of the politics of preservation and historic designation, and resources. History and progress can co-exist and believe through the years that true information to citizens and everyone you talk to is the key to everyone to be a historian and preservationist in their individual world. I would love to be a resource for historic restoration, designation, etc. or anything this committee needs.

Certified Dental Assistant - Past President ODAA (Oregon Dental Assistants Association)

Art and Accessories sales and design

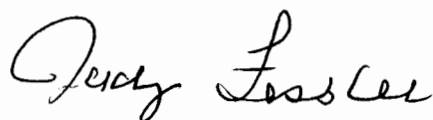
Owner & Sole Prop. Yesteryears Restoration - hands on restoration from Pianos to chair caning.

Owner & Sole Prop. Condon General Store and Merc and Fossil Outpost- retail sales for clothing, and general merchandise

CDA Certification, continuing education and seminars through the years including Ford Foundation Leadership, LOC sessions, many strategic planning and business, economic seminars, grant writing, special projects, city cleanup

I have had success in requesting and receiving money and/or materials for special projects and I guess I am not shy about asking for help.

If you have any questions, please feel free to contact me . Thank you for your consideration.



Judy Fessler  
726 NW Birch Avenue  
Redmond, OR 97756  
1 541-763-4224