



**CITY COUNCIL**  
March 11, 2014  
Council Chambers • 777 SW Deschutes Avenue

**COUNCIL  
MEMBERS**

George Endicott  
Mayor

Tory Allman  
Councillor

Joe Centanni  
Councillor

Camden King  
Councillor

Ginny McPherson  
Councillor

Ed Onimus  
Councillor

Jay Patrick  
Councillor

**MARCH 11, 2014                      REGULAR MEETING AGENDA                      7:30 P.M.**

- I. CALL TO ORDER / ESTABLISH A QUORUM**
- II. INVOCATION**
  - A. Pastor Mike Dismore, Central Oregon Police Chaplaincy
- III. PLEDGE OF ALLEGIANCE**
- IV. COMMENTS FROM CITIZENS AT THE MEETING**
- V. CONSENT AGENDA**
  - A. Interim Airport Director Contract Extension Exhibit 1
- VI. 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. Ord. #2014-06 – An ordinance amending the Redmond City Code Chapter 7 – Special Events, to clarify procedures and requirements for permitting special events within the City of Redmond and declaring an emergency. Exhibit 2
- VII. ACTION ITEMS**
  - A. Res. #2014-03 – A resolution setting fees and charges imposed by the City of Redmond. **Public comment will be taken per ORS 294.160** Exhibit 3
- VIII. MAYOR'S COMMENTS**
  - A. Appointment of Community Development Block Grant Consolidated Plan Task Force Exhibit 4
- IX. COUNCIL COMMENTS**
- X. CITY MANAGER COMMENTS**
- XI. ADDITIONAL COMMENTS FROM CITIZENS AT THE MEETING**
- XII. ADJOURN**

Regular Council meetings are broadcast live on COTV11 – BendBroadband Channel 11 beginning at 7:00 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 7:00 p.m., and Sunday at 1:00 p.m.

Anyone needing accommodation to participate in the meeting must notify Mike Viegas, ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3032, 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



**CITY OF REDMOND**  
City Manager/Administration

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Redmond, OR 97756  
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[www.ci.redmond.or.us](http://www.ci.redmond.or.us)

## STAFF REPORT

**DATE:** March 11, 2014  
**TO:** Mayor and City Council  
**FROM:** Keith Witcosky, City Manager  
**SUBJECT:** Extend Contract with the Interim Airport Director through June 30, 2014.

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### Addresses Council Goal:

6.C.: Regional Cooperation: Continue to support and enhance Roberts Field as a regional asset.

### Report in Brief:

Request to extend an existing professional services contract between the City of Redmond and Interim Airport Director, Mr. Robert Noble (Bob), from March 14, 2014, through June 30, 2014. The extension pays the Interim Airport Director approximately \$12,000 per month. The maximum cost associated with this action would be approximately \$42,000 (three months at \$12,000 and a half-month at \$6,000).

The City Manager can approve contracts of up to \$50,000. This addendum requires City Council authorization because the amount paid to Mr. Noble has reached the approval limit. This addendum, if approved, would authorize up to an additional \$42,000 should Mr. Noble work through June 30, 2014.

Staff anticipates a new full time Airport Director will be hired and begin prior to the end of this contract. The goal is to have up to two months of overlap for Mr. Noble to assist the new director in order to have a smooth and efficient transition of the workload and priorities.

### Background:

In October 2013, Bob Noble was hired on an interim basis to direct the affairs of Redmond Municipal Airport (Robert's Field). Since that time he has overseen the management of a number of projects and initiatives which had been previously commenced by the Airport. This includes contracts and services related to concessions, fixed-base operations, facility leases, commercial air service, and many other areas which are critical to the successful operation of the Airport.

He has also established a good working relationship with advisors such as the Airport Commission and the Central Oregon Air Service Team (COAST). Internally, he has spent considerable time examining the organizational structure and needs for the Airport as well as working with the City Manager to lead the recruitment of his successor.

### Fiscal Impact:

This contract is being paid out of the Airport Fund, not the City General Fund. Between the various appropriation categories, the Airport is able to absorb the cost of this contract.

### Alternative Courses of Action:

1. Approve the contract addendum
2. Do not approve and seek an alternative staffing solution

### Recommendation/Suggested Motion:

"I move to extend the Professional Services Contract with Interim Airport Director Robert Noble from March 14, 2014, through June 30, 2014, in an amount not to exceed \$42,000."

Keith Witcosky  
City Manager

**ADDENDUM # 2014-06-A**

**ADDENDUM TO CITY OF REDMOND CONSULTANT SERVICES CONTRACT  
CONTRACT NO. 2013-68  
Robert Noble (Consultant)**

THIS ADDENDUM amends the City of Redmond Consultant Services Contract #2013-68 dated October 1, 2013, between the CITY OF REDMOND, a municipal corporation of the state of Oregon, hereinafter referred to as "CITY" and ROBERT NOBLE, hereinafter referred to as "CONSULTANT".

**WITNESSETH:**

**WHEREAS**, CITY and CONSULTANT entered into a Contract dated October 1, 2013, with a termination date of February 14, 2014, with options to mutually extend the contract by 30 day intervals.

**WHEREAS**, the parties mutually entered into Addendum # 2014-06, which extended the contract from February 14, 2014, to March 14, 2014.

**WHEREAS**, the parties mutually wish to extend the contract from March 14, 2014, with a not to exceed date of June 30, 2014.

**WHEREAS**, this addendum places the contract amount above the \$50,000 signature authority of the City Manager and therefore requires City Council approval.

**NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING**, the parties agree as follows:

**EFFECTIVE DATE AND TERMINATION.**

This Addendum # 2014-06-A is effective March 14, 2014, and terminates no later than June 30, 2014.

**PAYMENT FOR WORK.**

City shall pay consultant \$12,000.00 (twelve thousand dollars only), per month.

Except as specifically amended herein, all other terms and conditions of City of Redmond Contract No. 2013-68 shall remain unchanged.

DATED this 11<sup>th</sup> day of March, 2014.

CITY OF REDMOND

ROBERT NOBLE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Keith Witcosky  
City of Redmond, City Manager

\_\_\_\_\_  
Robert Noble  
Consultant



## CITY OF REDMOND

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# STAFF REPORT

**DATE:** March 11, 2014  
**TO:** Mayor and City Council  
**FROM:** Keith Witcosky, City Manager  
**SUBJECT:** Ord. #2014-06: Adoption of Code Changes, City Policy, and Fee Adjustments for Street Closures and Special Events

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### Addresses Council Goal:

1.B.iii: Sustain Operations: Take continuous steps to make services more user/business friendly.

### Report in Brief:

At the November 26, 2013, City Council work session a Special Events Task Force presented their recommendations for upgrading and enhancing how the City of Redmond manages requests for street closures and special events. This presentation culminated more than three months of public meetings and information gathering.

The task force originally convened in September 2013, at the direction of the Redmond City Council.

### Members included:

At-large community member: Laura Chick	Redmond Chamber of Commerce: Eric Sande
Redmond City Council: Joe Centanni (Chair)	Redmond Executive Association: Wendie Every
Redmond Dev. Commission: Katie Hammer	Redmond Downtown Merchants Association: Cynthia Claridge
6 <sup>th</sup> Street Retailer: Ron Troutman	

Numerous recommendations were made with the intention of increasing public awareness of events and improving the up-front consideration of how to maximize community benefit and mitigate impacts.

Some of the key recommendations discussed at the November worksession were:

- Consider Council approval for events which close 5th or 6th Streets.
- Encourage the use of Festival Streets through some kind of cost structure.
- Incorporate a refundable deposit which protects City against unmet obligations by organizers.
- Require more preparation by organizers by increasing application requirements such as plans for traffic control, parking, marketing, site use and others.

Since that worksession, City staff, working with Councilor Centanni and various task force members has refined Code language and updated a fee structure in alignment with the Task Force's initial recommendations. Staff also took the time to craft a new policy intended to assist the Council by providing criteria to consider for any requests to close SW 5<sup>th</sup>/6<sup>th</sup> Streets.

Through a separate City Council action, staff is also proposing an adjustment to the City Fee Schedule. During their deliberations, the task force discussed fee modifications yet cautioned the City to properly balance any new fees in a manner which did not discourage events.

These fees are intended to respond to that advice:

- |  |             |
|--|-------------|
| • Application Fee when street closures are not being requested:                                | \$ 75.00    |
| • Application Fee when street closures are requested:  | \$150.00    |
| • Application Fee when closing 5 <sup>th</sup> or 6 <sup>th</sup> is requested:                | \$200.00    |
| • Public Works staff time set up/break down (barricade, review of traffic control plan, etc.): | \$ 30.00/hr |
| • Refundable Deposit for trash and restrooms clean up:   | \$250.00    |

The fees are well below of true cost recovery. Processing and reviewing applications requires time from multiple departments and department heads, including the City Manager. A fee which recovers all costs would likely be well over \$1,000.00.

The code changes detail where/when fees apply. The task force also discussed charges for use of barricades, barriers, signs, etc. Staff decided against charging 'rent' for these kinds of items.

The Task Force believes staff should periodically monitor these changes over the course of the 2014 calendar year and assess whether any other upgrades in Code, Policy or otherwise should be considered.

### **Background:**

The Special Events Task Force met nine times since beginning their work September 9, 2013. Every meeting was open to the public and opportunities for public testimony and comment were available at each meeting. The public was also encouraged to email comments and suggestions throughout the process.

The changes reflect the Task Force's belief in following:

- City Council approval for closure of certain streets should occur;
- Greater responsibility should be placed on the event organizer for planning out multiple aspects of their event (from parking, to traffic management, to public notification, and more);
- The City should carefully consider changing fees for certain types and scale of events;
- The importance of preserving traditional events and parades which have long been embraced by the community; and
- Preserving a flexibility and fluidity which continues to encourage the occurrence of public events in a manner which is cautious about unintended impacts.

Redmond is poised to become a community known for family friendly public spaces such as Centennial Park and for high quality streets and streetscapes through our improvements along 5<sup>th</sup> and 6<sup>th</sup> Streets. Increasing the pedestrian activity in downtown Redmond has the ability to improve commerce and showcase Redmond's assets and merchants to both local residents and tourists, and enhance a sense of community.

Among the tools typically used by communities to heighten awareness of the downtown is the use of special events and community gatherings. One mechanism for this is closing or restricting access to public streets and public spaces. While these have the potential to bring benefit, closures can also lead to unintended consequences if they are not used strategically.

A stakeholder task force was assembled with the purpose of using community input to formulate recommendations on a strategic direction which responds to the following:

1. Who benefits from a range of special events?
2. How special events relate to downtown businesses?
  - a. Opportunities
  - b. Impacts
3. How can the community leverage special events?
4. Identify who benefits and who is adversely impacted by street closures (such as type of merchant; community pride; etc.).
5. Which streets are appropriate for special events?
6. Under what circumstances should streets/public right-of-ways be closed?
7. Consider administrative upgrades to existing policies (fees, processes, risk management, etc.).

The Task Force carefully considered each one of these questions over the course of their work. They used a structure where a series of three panel discussions were conducted during the “discovery phase” of their work. This included guests from other nearby communities who experience special events; guests who have hosted experienced or hosted special events in Redmond; and staff who are responsible for administering applications and events.

**Fiscal Impact:**

Current staffing levels will be sufficient to implement code changes and the accompanying policy. The City Fee Schedule is being adjusted to better reflect the amount of time and effort needed to review and evaluate special event/street closure applications.

**Alternative Courses of Action:**

The City Council can choose to accept any or all of the Code Changes, the Policy and the Fee Schedule. Or the Council can reject the proposed changes and manage special events/street closures under existing conditions.

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 March 4, 2014, and three copies of the ordinance were available for review at City Hall.

**Recommendation/Suggested Motion:**

“I move to have a first and second reading of Ord. #2014-06, by title only.” (Voice vote)

(City Attorney will read ordinances by title only, twice)

“I move to approve Ord. #2014-06.” (Roll call vote)

Keith Witcosky  
City Manager

<b>CITY OF REDMOND</b>	
SPECIAL EVENTS	NUMBER: CD 101
EFFECTIVE DATE: MARCH 11, 2014	APPROVAL: CITY MANAGER

**OVERVIEW**

The City of Redmond values special events as a means of bringing people together to enrich lives and strengthen our community through commerce, arts, sports, culture and more.

A Special Event is an organized activity, such as a parade, race, street fair, athletic event, etc. that require the exclusive use of public right of ways or city-owned property.

The City of Redmond regulates these types of events to ensure the safety of the event participants and the general public, to mitigate the impact to the community in terms of traffic circulation and access to properties and businesses, and to minimize inconvenience to the general public, surrounding neighborhoods and disruption of public services.

**PURPOSE**

The purpose of this policy is to provide a framework for decision-making relative to approval of street closures for special events.

Traditional Events (as defined in the City Code) which may use 5<sup>th</sup> and/or 6<sup>th</sup> and do not require approval from City Council to use/close these streets include:

- The Fourth of July Parade
- The Deschutes County Fair Parade
- High School Noise Parades
- The Veteran’s Day Parade
- The Starlight Holiday Parade.

This Policy has been adopted by the City Council of Redmond, Oregon March 11, 2014.

**SCOPE**

This policy applies to all persons requesting the use of any public right-of-way for special events, except for those streets designated as festival streets in the Redmond City Code.

**PROCEDURES**

When considering the approval of a street closure for a special event, the City Council should host a public hearing and consider:

- Who benefits or is adversely impacted from the event – business frontage, general community, special event organizer.
- The opportunities and impacts to the general area where the event is being held.

- Whether or not there is another event with a scheduled street closure on the same street or in the same general area during the same month. If at all possible, avoid closing 5<sup>th</sup> or 6<sup>th</sup> streets more than twice a month; avoid closures on consecutive weekends; and aside from use of designated Festival Streets, avoid street closures which affect the same general area.
- The anticipated attendance of the event. Suggest minimum attendance for street closure durations are recommended per the following:
  - If the event is between 4 – 12 hours, than at least 500 people should be expected.
  - If the event is between 12 – 24 hours, than at least 1000 people should be expected.
  - If the event is greater than 24 hours, than at least 2500 people should be expected.
- Whether or not the event is for a non-profit organization or for a private commercial organization and the overall community benefit of the event.
- All permit requirements, in accordance with the City Manager's discretion, by the Redmond City Code have been met.



**CITY OF REDMOND  
ORDINANCE NO. 2014-06**

**AN ORDINANCE AMENDING THE REDMOND CITY CODE CHAPTER 7 – SPECIAL EVENTS, TO CLARIFY PROCEDURES AND REQUIREMENTS FOR PERMITTING SPECIAL EVENTS WITHIN THE CITY OF REDMOND AND DECLARING AN EMERGENCY.**

**WHEREAS**, the mission of the City of Redmond is to create and maintain community livability; and

**WHEREAS**, the City of Redmond recognizes the importance and value of advancing community livability through special events and public assemblies; and

**WHEREAS**, the City of Redmond has recently invested in infrastructure to better support community events; and

**WHEREAS**, all special events and public assemblies with an expected attendance of 100 people or more needs to obtain a Public Assembly Permit from the City of Redmond; and

**WHEREAS**, requirements and procedures for permitting special events is outlined in the Redmond City Code; and

**WHEREAS**, the City of Redmond is interested in clarifying the procedures and requirements for permitting special events within the City of Redmond; and

**WHEREAS**, a special task force was convened to review the procedures and requirements for permitting special events within the City of Redmond with the goal of designing a process that leveraged special events for the benefit of the community; and

**WHEREAS**, the task force met every two weeks for three months in a series of public meetings to develop recommended amendments to the Redmond City Code as it pertains to special events; and

**WHEREAS**, the City Council finds that the attached code amendments are necessary to further that interest.

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

**SECTION ONE:** The City of Redmond hereby amends the Redmond City Code Chapter 7 – Special Events, to clarify the procedures and requirements for permitting special events within the City of Redmond. A copy of the code amendments is attached hereto as “Exhibit A.”

**SECTION TWO: SEVERABILITY.** 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.

**SECTION THREE: EMERGENCY CLAUSE.** The code amendments approved by this ordinance affect the closure of public streets so for the immediate preservation of peace, health, and safety of the city, it is therefore necessary that the ordinance take effect immediately upon passage.

**PASSED** by the City Council and **APPROVED** by the Mayor this 11<sup>th</sup> day of March, 2014.

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George Endicott, Mayor

ATTEST:

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Kelly Morse, City Recorder

## Exhibit A: Redmond City Code Amendments – Chapter 7, Special Events

New text is **red**; deleted text is ~~strikethrough~~

### Special Events

**7.350 Definitions.** As used in Sections 7.352 to 7.394, the following shall mean:

**Assembly.** Except as provided in Section 7.354, the term assembly includes all gatherings of a group or groups of the public of more than 100 persons, indoors or outdoors, in a public park or on public property.

~~**Chief of Police.** The Chief of Police of the City and his or her duly authorized officers and representatives.~~

**City Manager.** The City Manager of the City of Redmond or designee.

**Council Approved Street Closures.** Streets which require the approval of Redmond City Council in order for closure to occur to support a special event or public assembly. These include applications which request any closure of any portion of either 5<sup>th</sup> or 6<sup>th</sup> streets. Council shall consider these requests using variables identified in City Policy CM 101.

**Festival Street.** Streets designed and identified by the Redmond City Council to support community events.

**Parades.** A large public procession that impacts the streets for no more than four hours.

**Public property.** Property owned or under the control of the City of Redmond, ~~the Central Oregon Park and Recreation District,~~ or premises open to the public as defined in ORS 801.400.

**Special Events.** As used in this chapter, a “Special Event” is an assembly or gathering of persons for entertainment, recreation, the display or sale of goods or services, or other common purpose to be undertaken by a person other than the City that may involve use or closure of public right-of-way of City-owned property.

**Traditional Events.** Recognized, community oriented events whose applications do not require approval from Redmond City Council. These events are defined in City Policy CM 101.

**7.352 ~~Assembly Prohibited.~~ Permit Required.**

1. Any event with an expected attendance of 100 or more persons in a public park, on public right-of-way or on public property must obtain a Public Assembly Permit from the City of Redmond. ~~No person shall allow, promote, conduct or cause to be advertised an assembly of persons in a public park or on public property when the person believes or has reason to believe that 100 or more persons will attend, unless a valid city permit has been obtained for the use of the park or other property for the assembly.~~

2. One permit shall be required for each assembly. No permit shall be transferable or assignable without the consent of the issuing body.
3. Liability for failure to comply with the provisions of Sections 7.352 to 7.394 shall attach to persons who are responsible for obtaining permits under those provisions.

~~7.354 Exemptions.~~ The following activities are exempted from the provisions of Sections 7.350 to 7.394:

- ~~1. The annual Deschutes County Fair.~~
- ~~2. Events at the Deschutes County Fairgrounds.~~
- ~~3. Any regularly organized and supervised school district activity or program of the City or athletic contests organized by the Central Oregon Parks and Recreation District which do not utilize public streets and rights-of-way.~~

**7.354 Exemptions.**

1. The following activities are exempted from the provisions of Sections 7.350 to 7.394:
  - A. The annual Deschutes County Fair.
  - B. Events at the Deschutes County Fairgrounds.
  - C. Any regularly organized and supervised school district activity or program of the City or athletic contests organized by the Redmond Parks and Recreation District which do not utilize public streets and rights-of-way.
2. Events that close down a public right-of-way for less than four hours are exempted from the provisions of Sections 7.360(5) and 7.366(1)(B).
3. Events in public parks within the city limits are exempted from the provisions of Sections 7.360(3), 7.360(5), and Section 7.366, unless they involve street crossings at which time they will be required to provide certified flaggers per Section 7.360(3) but not a Traffic Control Plan.

[Section 7.354 amended by Ord. #94-22 passed July 26, 1994]

**7.356 Permit Required; Fees – Fee Waivers.**

1. ~~No assembly shall be held unless the person sponsoring the assembly obtains a permit. The fee for the permit to cover the cost of administering and issuing the permit prior to the event, and inspecting facilities prior to and during the event as needed, shall be as established in the City of Redmond Fee Schedule. and issuing and administering the permit prior to the event shall be as provided in this subsection. Other costs incurred and required by the City shall be in addition to the permit fee which is set by resolution.~~
2. The City Manager may waive some or all of the permit fees on finding that the applicant or event provider is the City or other local government. The City Manager's decision to waive some or all of the permit fees may be appealed to the City Council whose decision on the appeal is final. ~~Written application for each assembly permit shall be made to the City 30 or more days prior to the first day on which the assembly is to be held by filing the application with the City Recorder. It shall be on forms furnished by the City and shall be signed by the person or persons organizing and sponsoring the assembly. Each application shall state the location to be used for the assembly, the number of persons reasonably anticipated to attend, and that the applicant will abide by all rules and regulations of Sections 7.352 to 7.394 and other regulations and laws for the~~

~~protection of the health, morals, peace and safety of the persons employed at the location, the patrons or participants, and the public. No permit shall be transferable or assignable without the consent of the issuing body.~~

3. All events shall require a deposit as established by the City of Redmond Fee Schedule. If all provisions of the event are adhered to, than the deposit will be returned to the applicant within 14 (fourteen) calendar days from the last day of the event. If the City of Redmond incurs any costs associated with the event due to lack of compliance with the permit provision, than the City shall retain full cost recovery of those expenses from the deposit and return any remainder to the applicant. This includes costs incurred by the Redmond Police Department or other departments should incident response be required on the premises of the event.
4. The applicant shall be responsible to the City the sum total of the costs related to the management by the City of the special event that is in excess of the ordinary management costs of the City for the ordinary and usual use of public property, parks, public streets, rights-of-way and sidewalks. These costs do not include the nonrefundable application fee and shall be identified by the City Manager.

[Section 7.356 amended by Ord. #97-42 passed November 11, 1997]

**7.358 Application Procedure.** ~~Within ten days after the application for the permit is made, the applicant must obtain written approval and assurance from each of the appropriate city officials or departments that satisfactory arrangements have been made by the applicant to comply with all of the conditions specified in Sections 7.360 to 7.370. The City Recorder shall identify the appropriate officials to be contacted for completion of the permit. The officials or departments may approve the permit, subject to conditions necessary to assure compliance with the appropriate criteria enumerated in those sections. When any type of physical facility is required or subject to approval, preliminary approval may be granted based upon specific plans proposed and submitted by the applicant. The approval shall be on forms provided and shall be filed with the City Recorder.~~

1. Applications must be received by the City per the following schedule:
  - a. Applications which request Council Approved Street Closures (5<sup>th</sup> and 6<sup>th</sup> Street) must be received 120 (one hundred twenty) days in advance of the events.
  - b. Applications which request other public right of way closures must be received at least 90 (ninety) days in advance of the event.
  - c. Applications for events in the public parks that exceed 250 attendees must be received at least 90 (ninety) days in advance of the event.
  - d. Applications for all other events in the city limits must be received at least 45 (forty-five) days in advance of the event.
2. Applications shall be on forms furnished by the City and shall be signed by the person or persons organizing and sponsoring the assembly. Each application shall at a minimum state the location to be used for the assembly, the number of persons reasonably anticipated to attend, and that the applicant will abide by all rules and regulations of Sections 7.352 to 7.394 and other regulations and laws for the protection of the health, morals, peace and safety of the persons employed at the location, the patrons or participants, and the public.

3. If the City receives an application with less than the minimum requirement established in Sections 7.358(1) and 7.358(2) of this code, then the applicant waives all time periods for response and appeal rights referenced in this code.
4. Each application submitted shall be evaluated on its own merits, and there shall be no presumption that special events occurring annually or otherwise periodically will qualify for a subsequent special event license, except those events designated as Traditional Events by City Policy CM 101.
5. The application shall be completed in its entirety by the applicant prior to any review of it. Additional information may be required by the City. The City is not obligated to begin review of applications which have incomplete information.
6. Any facilities or structures to be constructed or erected in conjunction with the special event shall comply with all applicable federal, state or local laws, regulations, codes and ordinances.
7. The applicant may request as part of its application that it be granted an exclusive right to determine which vendors or concessionaires are permitted to operate within the defined venue of the special event. However, the City is not required to approve requests and has the authority to suggest modifications.
8. Upon receipt of an application, the City Manager or designee shall route copies of the completed application to the following departments and agencies for review: Public Safety, Public Works, Community Development, Risk Management, Parks, and any other departments and agencies deemed necessary. Written approval and assurance must be obtained from each of the appropriate city officials or departments that demonstrate satisfactory arrangements have been made by the applicant to comply with all of the conditions specified in Sections 7.360 to 7.374. The officials or departments may approve the permit, subject to conditions necessary to assure compliance with the appropriate criteria enumerated in those sections. When any type of physical facility is required or subject to approval, preliminary approval may be granted based upon specific plans proposed and submitted by the applicant.
9. The City Manager or designee shall review the approvals and comments and issue or deny the permit accordingly.
10. In the case of a closure on either 5<sup>th</sup> or 6<sup>th</sup> streets (per section 7.350), the Redmond City Council shall consider the application for approval after review and comments by the City departments and partner agencies.
11. If the application is denied, the City Manager or designee shall notify the applicant of the denial within 45 days of receipt by the City of a completed application. The denial shall also notify the applicant of the appeal procedures found in this code.

~~**7.360 Sanitary Facilities.** Proof that sanitary facilities are in accordance with state regulations shall be provided by the applicant.~~

### **7.360 Application Requirements.**

1. **Scaled Site Plan.** The applicant must provide a scaled drawing of the event indicating location of activities, amenities, and other provisions required by the Public Assembly Permit application.
2. **Public Safety.** The applicant shall **provide a Public Safety Plan.** ~~submit plans for public safety at the assembly to the Chief of Police for approval.~~
  - A. Adequate traffic control and crowd protection policing shall be contracted for or otherwise provided by the applicant. **The City Manager or designee** ~~Chief of Police~~ may also require at least one traffic control person for each 200 persons expected or reasonably expected to be in attendance at any time during the event. The **City** ~~Chief~~ may also require at least one crowd control person for each 500 persons expected or reasonably expected to be in attendance at any time during the event.
  - B. The applicant shall submit the names and necessary background information on forms provided by the **City Manager or designee** ~~Chief of Police~~ for all traffic control and crowd control personnel to be used during the assembly for investigation by the **City** ~~Chief of Police~~ as to fitness. All personnel must meet the following minimum standards in order to be approved as suitable by the **City** ~~Chief of Police~~.
    1. Be 21 years of age or older.
    2. Be in good physical health.
    3. Never have been convicted of a felony or misdemeanor involving moral turpitude.
    4. Have received reasonable minimum training in law enforcement or have on-the-job experience in law enforcement.
  - C. The policing personnel must wear appropriate identification and must be on duty during the entire assembly unless a relief schedule has been planned and approved. A relief schedule will be approved by the **City Manager or designee** ~~Chief of Police~~ only when sufficient policing strength on duty has been maintained to meet the minimum strength standards described above.
  - D. It shall be the duty of the policing personnel to report any violations of law to the **City** ~~Chief of Police~~ and to take whatever action is necessary to enforce the terms of the permit.
3. **Traffic Control Plan.** The applicant shall provide a Manual on Uniform Traffic Control Devices (MUTCD) Traffic Control Plan by a Certified Traffic Control Supervisor. The Traffic Control Plan must state that a Certified Traffic Control Supervisor will oversee the set-up and break-down of traffic diversion for the event, and that certified flaggers will be used for any street crossings that do not involve a street closure.
4. **Sanitary Facilities Plan.** The applicant shall provide a Sanitary Facilities Plan indicating how many sanitation facilities will be provided and where they will be located. If the applicant is utilizing existing public sanitation facilities to comply with the Sanitary Facilities requirement, then the applicant will be responsible for cleaning and maintaining the facilities during the course of the event. The number of Sanitation Facilities required for the event will be at the discretion of the City Manager or designee. Parades do not require a Sanitary Facilities Plan and are not required to provide additional sanitation facilities

5. **Parking Facilities Plan.** The applicant shall provide a parking plan with the application. The parking plan needs to identify parking facilities for the event vendors, event customers, and event participants. Public parking facilities are reserved for the regular course of daily business associated with the area in which the event is taking place, unless the City Manager approves use of those facilities for the event. The parking plan should be provided as a scale drawing. Adequate access shall be provided for the parking area to facilitate the movement of vehicles at any time to or from the parking area. If buses are used to transport the public to the event, it shall be shown that public parking or parking as described above is available at a site from which buses are scheduled to pick up persons to transport them to the event. Events that close a public right-of-way for less than four hours do not need to provide a parking plan with the application. Events located in a public park in the city limits that anticipate less than 250 people are not required to provide a parking plan.
6. **Trash Facilities Plan.** The applicant shall provide a plan for all trash removal during and at the end of the event. The applicant shall clean the public space, within the approved site plan, within 24 hours of the conclusion of the event. If the applicant fails to clean up the refuse, the clean-up shall be arranged by the City and the costs charged to the applicant.
7. **Marketing and Promotion Plan.** The applicant shall provide a plan indicating the marketing that will be done to promote the event. All signs, posters and other promotional items must comply with city code.

**7.362 Fire Protection Standards.** If required, applicant shall show that the Fire Chief has approved the type, size, number and location of fire protection devices and equipment available at, in or near any location, including outdoor sites, buildings, tents, stadiums or enclosures, where more than ten persons may be expected to congregate at any time during the course of the assembly.

**7.364 Medical Services.** If required, each assembly of more than 1,000 persons shall have at least one first-aid station approved by the Fire Chief and staffed by a person trained for emergency medical care. If the assembly exceeds 2,500 persons, at least one ambulance or rescue vehicle shall be in attendance at all times.

**~~7.366 Public Safety.~~**

- ~~1. The applicant shall submit plans for public safety at the assembly to the Chief of Police for approval.~~
- ~~2. Adequate traffic control and crowd protection policing shall be contracted for or otherwise provided by the applicant. The Chief of Police may also require at least one traffic control person for each 200 persons expected or reasonably expected to be in attendance at any time during the event. The Chief may also require at least one crowd control person for each 500 persons expected or reasonably expected to be in attendance at any time during the event.~~
- ~~3. The applicant shall submit the names and necessary background information on forms provided by the Chief of Police for all traffic control and crowd control personnel to be used during the assembly for investigation by the Chief of Police as to fitness. All personnel must meet the following minimum standards in order to be approved as suitable by the Chief of Police.~~
  - ~~A. Be 21 years of age or older.~~
  - ~~B. Be in good physical health.~~



- ~~C. Never have been convicted of a felony or misdemeanor involving moral turpitude.~~
- ~~D. Have received reasonable minimum training in law enforcement or have on-the-job experience in law enforcement.~~
- ~~4. The policing personnel must wear appropriate identification and must be on duty during the entire assembly unless a relief schedule has been planned and approved. A relief schedule will be approved by the Chief of Police only when sufficient policing strength on duty has been maintained to meet the minimum strength standards described above.~~
- ~~5. It shall be the duty of the policing personnel to report any violations of law to the Chief of Police and to take whatever action is necessary to enforce the terms of the permit.~~

### **7.366 Public Notice Requirements.**

1. All events that involve the closure of a public right-of-way must provide:
  - A. Notice of the event to those agencies representing the neighborhoods in which the event is taking place, i.e. the Redmond Chamber of Commerce, Redmond Downtown Association, Neighborhood Associations, etc.
  - B. Notice to impacted frontages of the planned event (business and residences directly impacted and those within a 300' radius), including a copy (electronic or otherwise) of the Site Plan, the Traffic Control Plan, the Parking Plan and any other materials the City Manager or designee deems necessary. Proof of delivery of the notice needs to be provided to the City at least 30 (thirty) days in advance of the event. Traditional Events, events that are closing the public right-of-way for less than four hours are exempt from this noticing requirement.
  - C. Notice to the media of the planned street closures two days in advance of the event.
2. Events in the public parks that anticipate less than 250 people are exempt from this noticing requirement.

~~**7.368 Parking Facilities.** The applicant shall provide the Chief of Police with a scale drawing showing that adequate parking facilities have been made available within or adjacent to the location for which the permit is requested. Adequate access shall be provided for the parking area to facilitate the movement of vehicles at any time to or from the parking area. If buses are used to transport the public to the event, it shall be shown that public parking or parking as described above is available at a site from which buses are scheduled to pick up persons to transport them to the event.~~

**7.368 Street Closures.** All events that involve closing any portion of either 5<sup>th</sup> or 6<sup>th</sup> Streets require approval of the Redmond City Council. Traditional Events are exempt from this requirement. The decision of the City Council shall be considered final.

1. Applications for events that require street closures involving any portion of 5<sup>th</sup> or 6<sup>th</sup> need to be received at least 120 days in advance of the event; requests to close all other streets need to be received ninety (90) days in advance of the event.
2. Events closing a state street need to attach ODOT's approval and Certificate of Liability to the application.

**7.370 Inspection of Required Facilities.** All facilities shall be in existence in sufficient time, but not less than two hours before the event for which an application has been submitted, and shall be subject to inspection by the appropriate officials. If the actual

facility or construction fails to meet the standards approved in the proposed plans, preliminary approval shall be withdrawn and all permits granted subject to such approval shall be withdrawn.

**7.374 Insurance.** The permit applicants shall be required to furnish evidence of general liability insurance with minimum limits acceptable to the City of Redmond, naming the City of Redmond, its officers, directors, agents, employees and volunteers as an additional insured by endorsement. The additional insured endorsement shall provide primary, non-contributory coverage and provide coverage for any and all claims for bodily injury and property damage arising from or caused by the assembly for which the permit is granted.

[Section 7.374 amended by Ord. #94-26 passed August 11, 1994]

[Section 7.374 amended by Ord. #2010-01 passed February 23, 2010]

[Section 7.374 amended by Ord. #2012-03 passed May 8, 2012]

**7.378 Permit Approval.**

1. The **City** Manager shall grant and issue the assembly permit if, after consideration, the Manager finds:
  - A. All city officials and departments have issued their approval pursuant to Sections 7.358 to **7.374** ~~7.368~~;
  - B. The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
  - C. The facilities desired have not been reserved for other use at the day and hour required in the application;
  - D. The conduct of the activity will not substantially interrupt the safe and orderly movement of traffic;
  - E. The conduct of the activity will not require the diversion of so great a number of police officers of the City to properly police the activity and the contiguous areas as to prevent normal police protection to the City;
  - F. The conduct of the activity is not reasonably likely to cause injury to persons or property so as to incite violence, crime or disorderly conduct; **and**
  - ~~G. The appropriate provisions of Section 7.374 have been complied with; and~~
  - G. H.** The proposed activity or use of a park or park facility will not unreasonably interfere with or detract from the general public enjoyment of the park.
  
2. In order to assure compliance with the criteria of this section, the **City** Manager may impose **reasonable** conditions on the granting of a permit. ~~reasonably designed to assure compliance.~~

**7.380 Permit Denial.** The **City** Manager shall deny the assembly permit if the **City** Manager finds that the criteria of Section 7.378 have not been or cannot be complied with. If the permit is denied, the applicant shall be notified of the denial and the reason for denial.

**7.382 Appeal.** If the permit is denied, the applicant may appeal the denial to the City Council in accordance with the provisions of Section 7.228.

~~**7.384 Permit Information.** A permit issued pursuant to Sections 7.350 to 7.378 shall contain the following information:~~

- ~~1. Date of the activity.~~
- ~~2. Location of the activity, including, if applicable, restrictions to certain areas of a park.~~

3. ~~Hour when the activity will start and terminate.~~
4. ~~Special conditions imposed on the activity.~~

**7.384 Permit Information.** A permit issued pursuant to Sections 7.350 to 7.378 shall contain the following information and must be retained by the applicant on site during the event.

1. Site Plan.
2. Date of the activity.
3. Location of the activity, including, if applicable, restrictions to certain areas of a park.
4. Hour when the activity will start and terminate.
5. Special conditions imposed on the activity.
6. A copy of the approved Parking Plan if applicable.
7. A copy of the approved Sanitary Facilities Plan if applicable.
8. A copy of the approved Trash Plan if applicable.
9. A copy of the approved Traffic Control Plan if applicable.
10. A copy of the approved Public Notice Plan if applicable.

**7.386 Inspection.** The City Manager ~~or Chief of Police~~ or designee or authorized representatives shall have the right to go on the premises or facilities for which the permit has been granted for the purpose of inspection and enforcement of this code and state law.

**7.388 Crowd Limitation.** If at any time during the assembly the size of the crowd exceeds by 10 percent or more the number of persons reasonably anticipated to be in attendance, the Chief of Police may require the permittee or sponsor to limit further admissions until sanitation, parking, fire, health, medical, traffic and crowd control requirements have been brought into conformity with the standards under which the permit was issued.

**7.390 Duty to Preserve Order Placed on Operator.** It is the purpose of Sections 7.350 to 7.394 to put the burden of preserving order upon the operator of the assembly. If an assembly is not operated in accordance with rules and regulations prescribed by those sections, the permit shall be subject to revocation.

**7.392 Revocation of Permit.**

1. If an assembly is not being operated according to the rules and regulations of Sections 7.352 to 7.390, the **City Manager or designee** shall have the right to revoke the permit and the applicant or other responsible individual shall be subject to applicable penalties under this code, city ordinances and state law. Failure to comply with the terms and conditions of Sections 7.350 to 7.390 shall constitute a public nuisance and shall be subject to all criminal and civil remedies.
2. The revocation decision of the **City Manager or designee** shall be subject to the appeal procedures of Section 7.228.

**7.394 Waiver.** The **City Manager or City Council** may waive any of the requirements set forth in Sections 7.350 to 7.394 if it is found that the proposed event is of general benefit to the entire community and meets the criteria set forth in Section 7.378, excepting **Section 7.374, subsection (G).**



## CITY OF REDMOND

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# STAFF REPORT

**DATE:** March 11, 2014  
**TO:** Mayor and Council Members  
**THROUGH:** Keith Witcosky, City Manager  
**FROM:** Bob Noble, Interim Airport Director  
Community Development Director Heather Richards  
**SUBJECT:** Adjustments to City Fee Schedule

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**Addresses Council Goal:** N/A

### Report in Brief:

The attached resolution makes changes to the current City of Redmond fee schedule. The resolution includes changes to Airport and Public Works fees. **Words redlined are added** and ~~words struck out are to be deleted~~. **All changes have been highlighted in yellow for ease in locating** on the fee schedule. The updated fee schedule will become effective March 11, 2014.

### Background and Discussion:

Redmond City Code Section 1.080 stipulates that any revision of established fees be done through passage of a resolution. Per Oregon Revised Statutes 294.160 public comment must be taken. The following is a discussion of each proposed fee change in the attached resolution as submitted by the respective department:

#### Airport Fees – Bob Noble (Page 3 of Res. #2014-03)

The Airport currently collects a \$10 deposit from employees working at the terminal for parking cards issued to access the designated employee lot at the Airport. The deposit is placed in a special account and reconciled each fiscal year.

If an employee is no longer employed at the Airport they are currently able to return their parking card for a refund of \$10. If they do not turn in their card, the funds remain on account. There are currently several hundred cards issued.

The reconciliation of the cards and the account of deposits at year-end has become very labor intensive due to the amount of card turnover. Switching to a non-refundable fee will eliminate the necessity of tracking these deposits, thereby drastically reducing staff time (Airport and City Hall) required to reconcile the account. Employees currently holding a deposit will be notified of the Airport's intent to begin charging a fee for a card and give them the option to return the card for a refund of their deposit if they decide not to park in the employee lot. Should they choose to continue parking at the airport, no action will be required and their deposit will be forfeited and closed to a revenue account.

There is one time fiscal impact of approximately \$3,000. The Airport currently has 305 cards issued with \$10 deposits. Once instituted, the change would result in a one-time revenue increase of approximately \$3,000. There are also approximately 50 new cards issued per year amounting to an ongoing impact of \$500, less expenses.

#### Finance Fees – Heather Richards (Page 4 of Res. #2014-03)

In the Fall 2013, a Special Events task force met nine times to review the City Code as it pertains to Special Events and Public Assembly Permits in an effort to develop a Special Events program in the City of Redmond which is mutually beneficial to the community, residents, business and special events. As part of this evaluation, the fees associated with special events, the Assembly Permit fees were evaluated and recommended to be amended to reflect the amount of staff review and management of an event

permit that is attributed to the type of event and not the size of event, as well as the need to collect a refundable deposit to ensure that special events clean the public spaces that they use after the event has ended. Events that involve street closures are more resource intensive for city staff administration due to the impact on the community and adjacent frontage and the amount of review necessary to ensure that impact is mitigated thus the higher application fee. The fees are not reflective of full cost recovery.

**Alternative Courses of Action:**

1. Adopt Res. #2014-04
2. Do not adopt Res. #2014-04

**Suggested Motion:**

"I move to adopt Res. #2014-04."

Bob Noble  
Interim Airport Director

Heather Richards  
Community Development Director

**CITY OF REDMOND  
RESOLUTION NO. 2014-03**

**A RESOLUTION SETTING FEES AND CHARGES IMPOSED BY THE CITY OF REDMOND.**

**WHEREAS**, it is necessary to review fees and charges imposed the by City of Redmond to ensure that revenues are comparable with costs of services provided; and

**WHEREAS**, staff has identified the need to amend the City's fee schedule; and

**WHEREAS**, it should be understood that these charges are an important part of the resources for the operation of the City.

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

Section 1. The fees and charges on the attached Exhibit "A" are hereby established effective March 11, 2014. All other fees contained within the City's fee schedule which have not been modified as part of this resolution will remain in effect.

Section2. The fees are adopted until next review is presented to Council.

**ADOPTED** by the City Council and **SIGNED** by the Mayor this 11<sup>th</sup> day of March, 2014.

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

ATTEST:

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

**Exhibit A (Revised)**  
**CITY OF REDMOND**  
**FEE SCHEDULE\***  
 Effective ~~October 1, 2013~~ **March 11, 2014**

\*(Partial Compilation)

DEPARTMENT / ITEM	FEE
<b>AIRPORT FEES</b>	
Advertising	
Back-lit Dioramas	\$ 300.00/month
Brochure Rack	\$ 50.00/month
Parking Lot Light Poles	\$ 200.00/month
Telephone Board	\$ 100.00/month plus long distance charges
Wall and/or Free Standing Displays	\$ 600.00/month
Leases-Airside	
Aircraft T-Hangars (A & B Buildings)	\$ 182.00/month by lease
Aircraft T-Hangars (C & D Buildings)	\$ 270.00/month by lease
T-Hangar Storage Units (C&D Buildings)	\$ 175.00/month by lease
Aircraft Fuel	\$ .07/gallon
Aircraft Tiedown	\$ 50.00/month
Single	\$ 5.00/night
Twin	\$ 8.00/night
Helicopter	\$ 10.00/night
Jet	\$ 10.00/night
Assignment of Lease	\$ 500.00/each
Leases - Terminal	
Passenger Facility Charge	\$ 4.50/passenger
Landing Fees	\$ 3.43/1000#
Leases - Other	
Antenna/Radio Lease Space	\$ 100.00/month
Parking	
Parking/Vehicle	\$ 1.00/first ½ hour \$ 1.00/second ½ hour \$ 2.00/each additional hour \$ 10.00/day with 7 <sup>th</sup> day free
Insufficient Funds Late Fee	\$ 50.00 plus legal fees if not paid within 10 calendar days

Airport Parking Violations	See Bail Fees (Police Department Fees)
Transient Airline Employees	\$ 90.00/quarter or \$300/year
Transient Airline Employees Parking Card Replacement	\$ 25.00 each (Non-Refundable)
Parking – Employee	
Employee Parking Card Deposits	\$ 10.00 each (Refundable)
Employee Parking Card Replacement	\$ 25.00 each (Non-Refundable)
Parking – Terminal Tenants	
Terminal Tenants Parking Card Deposits	\$ 10.00 each (Non-Refundable)
Terminal Tenants Parking Card Replacement	\$ 25.00 each (Non-Refundable)
Security	
Airport Operations Area (AOA) Badge	\$ 50.00 each (\$25.00 of which is refundable)
SIDA/Sterile Fingerprinting for CHRC	\$ 50.00 each (Non-Refundable)
Security Access Card	\$ 25.00 each (Non-Refundable)
SIDA/Sterile Badge with fingerprinting	\$ 75.00 each (Non-Refundable)
AOA/Sterile/SIDA Badge Replacement – Lost/Stolen	\$ 100.00 (Non-Refundable)
Other Fees/Charges	
Conference Rooms	
Small Room	\$ 50.00/hour-minimum three hours
Terminal Tenants	\$ 25.00/hour
Large Room	\$ 100.00/hour-minimum three hours
Terminal Tenants	\$ 50.00/hour
Terminal Greeting Space	
Greeting Space	\$ 25.00/hour-minimum two hours \$ 75.00 per day
Television Commercials	\$ 1,000.00 + \$50.00/hour staff time per employee
Vehicular (limos, taxis, etc.)	\$ 250.00/year
<b>FINANCE DEPARTMENT FEES</b>	
Business License	
Outside City	\$ 70.00
Inside City	\$ 55.00
Employees	\$ 1.50 each
Itinerant Merchant Permit	\$ 50.00
Temporary Business Permit	\$ 250.00
Amusement Machines [Section 7.042(1)]	\$ 60.00/machine



Liquor License	
Initial original application	\$ 100.00
Change in ownership, change in location, or change in privilege application	\$ 75.00
Renewal or temporary application	\$ 35.00
Social Gaming License [Section 7.298]	\$ 300.00
Non-Refundable Investigation Fee [Section 7.284(1)]	\$ 70.00
Bingo License [Section 7.456]	\$ 40.00
Circus/Tent Show License Fee [Section 7.344(1)]	\$ 275.00/day
Theatrical Tent Show License Fee [Section 7.344(2)]	\$ 100.00/day
Assembly Permit	
100-300 Persons	\$ 30.00
300-1000 Persons	\$ 40.00
1000-1500 Persons	\$ 60.00
2500 or more Persons	\$ 115.00
<u>Application Fee when street closures are not being requested</u>	<u>\$ 75.00</u>
<u>Application Fee when street closures are requested</u>	<u>\$ 150.00</u>
<u>Application Fee when closing 5<sup>th</sup> or 6<sup>th</sup> Street is requested</u>	<u>\$ 200.00</u>
<u>Public Works staff time set up/break down (barricade, review of traffic control plan, etc.)</u>	<u>\$ 30.00/hr</u>
<u>Deposit for trash, restrooms clean up, etc.</u>	<u>\$ 250.00 (Refundable)</u>
Transient Room Tax / Additional Req. [Section 7.102]	Calculated at 9% (.090) and rounded up to the next full cent for any portion of a cent equal to or greater than \$.005. The City shall distribute to the Chamber of Commerce an amount equal to 33-1/3% of the first 7.5% tax collected by the City herein. Per O.R.S. 305.824, each transient lodging provider may retain 5% of their tax revenues collected as a collection reimbursement charge.
Street Vendor License [Section 7.510(2)]	\$ 83.00/cart
Merchant Police License [Section 7.614]	\$ 55.00
Passenger Transportation License	\$ 55.00
Each Additional Vehicle	\$ 30.00
Drivers Permit	\$ 10.00
Ambulance Service License [Section 7.710-]	\$ 55.00/vehicle plus

Investigation	\$ 11.00/incident
Driver/EMT License [Section 7.718(7)]	\$ 17.00/person
Pawn Broker	\$ 165.00
Electronic Lien Check	\$ 25.00
Hazardous Vegetation Abatement	Full Cost Reimbursement (\$100/minimum)
Xerox Copies	\$ .25/page
Fax Charges	\$ 1.00/page
Returned Item Charge	\$ 25.00
Delinquent Utility Charge	1.5%/month (18% APR)
Delinquent Fees / Lien Charge	10% APR
Reimbursement Agreements	
Application Fee (Due at time of application)	\$ 200.00
Reimbursements and Reconveyances	\$ 35.00/property (due upon approval of application)
Notification and Postage	\$ 5.00/property (due upon approval of application)
Collection Agency Referral Fee on Outstanding Debt	35% of amount outstanding not to exceed the percentage retained by the private collection agency
Utility Deposits for Tenant/Renters	
Commercial	\$ 300.00 or an amount equal to 2½ times the average monthly billing for a commercial account, whichever is greater per initiation of service.



**CITY OF REDMOND**  
Community Development Department

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## STAFF REPORT

**DATE:** March 11, 2014  
**TO:** Mayor and Council Members  
**THROUGH:** Keith Witcosky, City Manager  
**FROM:** Heather Richards, Community Development Director  
**SUBJECT:** Appointment of Community Development Block Grant Consolidated Plan Task Force

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### **Addresses Council Goal:**

4. Community Enhancement – Create an image and identity that generates a sense of community pride, ensuring the high quality of life and safety of our citizens, attracting new residents and businesses and facilitating their success and safety as well.

### **Report in Brief:**

Mayor's appointment of a citizen task force to develop a Consolidated Plan for Redmond's Community Development Block Grant program.

### **Background:**

On September 27, 2013, the City of Redmond accepted entitlement status in the federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. The objective of the CDBG program is "to develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income", often described as a three-legged stool of housing, neighborhood revitalization and economic development.

Recipient communities receive an annual financial allocation to undertake a wide range of community-based activities directed toward neighborhood revitalization, economic development, and community services, facilities, and improvements. Entitlement communities develop their own programs and set their own funding priorities in conformance with the statutory standards, program regulations and other federal regulations. The City of Redmond's anticipated annual allocation is approximately \$180,000.

Each CDBG activity must meet one of three national objectives: benefit low- and moderate- income persons (LMI Area Benefit, LMI Limited Clientele, and LMI Jobs), aid in the prevention or elimination of slums or blight (urban renewal areas qualify); or meet other community development needs having a particular urgency that the grantee is unable to finance on its own.

There are six planning phases in a CDBG program: 1) determine needs; 2) set priorities; 3) determine resources; 4) set goals; 5) administer the program; and 6) evaluate performance. These are achieved through a Consolidated Planning Process, Action Plan and Consolidated Action Plan Evaluation Report (CAPER).

The Consolidated Plan is a needs assessment, prioritization of needs and funding strategy to address the needs prioritized. This is typically a six month collaborative effort of community stakeholders including city staff, housing providers, service providers, law enforcement, community representatives and disadvantaged population representatives. The Consolidated Plan establishes a 3 – 5 year

strategic plan for the program. Every year an annual Action Plan describing how the City will distribute their annual allocation of funds is developed and implemented. At the end of each program year, the City needs to submit a CAPER evaluating whether or not the Action Plan was successful in achieving the goals of the Consolidated Plan.

**Discussion:**

Staff identified and invited several different community organizations to participate on the CDBG Task Force to develop the City of Redmond's Consolidated Plan based on guidance from HUD. Those recommended organizations and their representatives are listed below.

1. Redmond City Council – Ginny McPherson, Chair of the Task Force
2. Redmond Police Department – Chief Dave Tarbet
3. Redmond School District – Martha Hinman
4. NeighborImpact staff – Katie McDonald, Data & Operations Specialist
5. Resident/Neighbor Impact consumer – Andrus Soper
6. Housing Works – Geoff Wall
7. Redmond Senior Council -- Donna Cox
8. Central Oregon Disability Support Network – Dianna Hansen
9. Small Business Development Center -- Steven Curley
10. Latino Community Association – Brad Porterfield
11. Central Oregon Homeless Leadership Coalition Kenny LaPoint
12. Resident – Solomon Kaleialoha
13. Resident/Planning Commission – Anne Graham
14. Resident/Real Estate Broker – Diana Barker

The task force will be charged with the development of the Consolidated Plan and then will be disbanded. The first meeting is scheduled for Wednesday, March 12, 3 – 5 pm, Redmond City Hall.

**Fiscal Impact:**

There is no fiscal impact.

**Alternative Courses of Action:**

1. Appoint the task force.
2. Ask for additional information or recommend alternatives.
3. Do not appoint the task force.

**Recommendation/Suggested Motion:**

This is an appointment of the Mayor.

Heather Richards,  
Community Development Director