

AGENDA



CITY OF SISTERS
SISTERS CITY COUNCIL

SISTERS CITY COUNCIL
520 E. Cascade Avenue
Sisters, OR 97759

February 05, 2015

8:00 a.m. WORKSHOP

1. Insurance Update – *Don Fullhart, Fullhart Insurance*
2. Updated Employee Handbook Review – *L. Fujita-Conrads*
3. Review of Creekside Park Plan to Date – *P. Hardie*
4. Preview February 12, 2015 Workshop and Regular Meeting Agendas – *K. Nelson*
5. Other Business – *A. Gorayeb/Council*

This agenda is also available via the Internet at www.ci.sisters.or.us

The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kathy Nelson, City Recorder, at the number below.

520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213

Journal

AGENDA ITEM SUMMARY



CITY OF SISTERS
SISTERS CITY COUNCIL

Meeting Date: February 5, 2015

Staff: Lynne Fujita-Conrads

Type: Council Workshop

Dept: Finance

Subject: Employee Handbook

Action Requested: Review and discuss draft of the 2015 revised Employee Handbook.

Background:

The City's Employee Handbook was last updated comprehensively in December of 2010. In October of 2013 the City contracted with Barrett Business Services, Inc. to review and update the handbook. The 2015 Handbook incorporates their updates with the template developed by CityCounty Insurance Services. This handbook has also been reviewed by CIS employment law attorneys.

Changes to the handbook were to reflect updates in labor law and to eliminate unnecessary or outdated information.

Financial Impact:

None

Concurrence:  CMYK FIN CDD PW



**CITY OF SISTERS
EMPLOYEE HANDBOOK
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Employee Service Principles

We value the opportunity to serve our community of Sisters through:

***Commitment
Exceptional Customer Service
Respect and Fairness
Accountability
Teamwork
Professionalism***

Introduction

This employee handbook describes, in summary form, the personnel policies and procedures that govern the employment relationship between the City of Sisters and its employees. The policies stated in this handbook are subject to change at any time at the sole discretion of the City of Sisters with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City that are inconsistent with its provisions. You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask your supervisor.

This handbook does not create a contract of employment between the City of Sisters and its employees. All employment at the City of Sisters is "at will." That means that either you or the City of Sisters may terminate this relationship at any time, for any reason, with or without cause or notice (unless you are subject to a collective bargaining agreement or written contract of employment). No supervisor, manager, or representative of the City of Sisters has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by the City Manager.

Equal Employment Opportunity (EEO) Policies

The following EEO Policies apply to all employees. Members of management and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with their supervisor at any time if they have questions relating to the issues of harassment, discrimination or bullying.

A. No-Discrimination Policy

The City of Sisters provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, marital status, or any other status protected by applicable federal, Oregon, or local law. This EEO policy applies to all aspects of the employment relationship – including but not limited to, recruitment, hiring,

compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

B. No Harassment Policy

The City of Sisters prohibits harassment of any kind in the workplace, or harassment outside of the workplace that violates its employees' right to work in a harassment free workplace.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Sisters related or sponsored trips (such as conferences or work-related travel), and during off-hours when that off-duty conduct creates an unlawful hostile work environment for any of City employees. Such harassment is prohibited whether committed by City of Sisters' employees or by non-employees, such as elected officials, members of the community, and vendors.

Sexual Harassment

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or deficiency; leering, whistling, touching, assault, sexually suggestive, insulting, or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; or discriminatory treatment based on sex. This is not a complete list.

Other Forms of Prohibited Harassment

Other forms of prohibited harassment under City of Sisters' policy and Federal and Oregon law include harassment against an individual based on the individual's race, color, religion, national origin, age, sexual orientation, marital status, disability, protected activity, and any other status protected by applicable law.

Such harassment may include verbal or physical conduct that denigrates or shows hostility towards an individual because of any protected status, such as jokes, pictures (including drawings), epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to a protected class, or written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

Bullying

The City of Sisters strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City of Sisters, therefore, prohibits employees from bullying one another, or engaging in any conduct

that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: non-verbal threatening gestures, glances which can convey threatening messages.
4. Exclusion: socially or physically excluding or disregarding a person in work-related activities.

Complaint Procedure

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and bullying. Further, all employees are responsible for respecting the rights of their coworkers and strictly adhering to the letter and spirit of this policy. All employees are encouraged to discuss this policy with their immediate supervisor, or any member of the management team, at any time if they have questions relating to the issues of discrimination, harassment, or bullying.

If you believe that you have experienced any harassment, discrimination, or bullying, you are expected and required to bring the matter to the attention of your immediate supervisor as soon as possible. If you believe that it would be inappropriate to discuss the matter with your immediate supervisor or if you are uncomfortable discussing the issue with your supervisor, you may bypass your immediate supervisor and report the matter directly to any manager or supervisor.

In addition, any employee who observes any conduct that he or she believes constitutes harassment, discrimination, or bullying, or who receives information about these types of incidents that may have occurred, must immediately report the matter to a member of the management team.

Investigation

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City of Sisters need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, The City of Sisters will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Protection Against Retaliation

The City of Sisters prohibits retaliation in any way against any employee because the employee has made a good-faith complaint pursuant to this policy, has reported (in good faith) harassing, discriminatory, or bullying conduct directed at others, or has participated in an investigation of such conduct. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including

termination of employment.

Confidentiality

All complaints under this policy will be treated as confidentially as possible under the circumstances and consistent with the City of Sisters need to investigate and respond to the complaint.

C. Disability Accommodation Policy

The City of Sisters is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability accommodation and discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

Accommodations

The City of Sisters will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operation of the City.

Requesting an Accommodation

The ADA and Oregon's disability discrimination laws provide protections to people with disabilities in employment. In recognition of the barriers to full participation faced by this group, and in compliance with the ADA/Oregon law, accommodations may be implemented to the extent that they are not an undue hardship for the City of Sisters.

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the City) and which permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations, modifying training materials or policies, providing readers and interpreters or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position or participate in the employment process. All requests for accommodation should be made with the Finance Officer, and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of his or her need for a reasonable accommodation.

Employment Terms and Conditions

A. Employee Classification

The City of Sisters classifies employees as follows:

Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in the City's benefit programs.

Regular Part-time: Employment requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees who work at least 75% of full time are eligible for prorated benefits including paid time off, leaves and/or medical insurance.

Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Participation in benefits programs for temporary employees is limited to eligibility for workers' compensation. Temporary employment can either be full-time or part-time.

Additionally, all employees are defined as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City of Sisters rules and procedures.

B. Job Duties

During the first few weeks of your employment, and at other times, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or the City. Your cooperation and assistance in performing such additional work is expected.

City of Sisters reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

C. Pay Periods and Paydays

Our pay days are semimonthly. Paydays are generally the 15th and the last day of the month. If a regular payday falls on a weekend or holiday, payday will be the workday before the weekend or holiday.

The City of Sisters makes all efforts to comply with applicable state and federal wage and hour laws. In the event you believe that the City of Sisters has made any improper deductions, has failed to pay you for all hours worked or for overtime, or has failed to properly calculate your wages in any way, you must immediately report the error to the Finance Officer. The City of Sisters will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination because he or she has reported any errors or complaints regarding the City of Sisters' pay practices.

Payment Options

You may elect to receive your pay via the following options.

Direct Deposit: Your paycheck is electronically deposited into your bank account on the specified payday.

Paycheck: You may receive your paycheck by US mail or pick it up from City of Sisters City Hall.

Lost Paycheck

If you lose your paycheck, notify your supervisor immediately. We will replace the check only after we have received bank authorization. You may be subject to a stop payment fee.

D. Overtime, Work Schedules & Standard Workweek

Employees may be required to work overtime as necessary. Only actual hours worked in a given workweek can apply in calculating overtime. All overtime work must be previously authorized by a supervisor. City of Sisters provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law. Work weeks begin each Sunday at 12:01 a.m. and are complete at 12:00 p.m. the following Saturday night.

Compensation for hours in excess of 40 for the workweek shall be paid at a rate one and one-half times the employee's regular rate of pay. Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Overtime shall be paid at one and on-half times the employee's regular rate of pay when an employee is required to work on a federal holiday. Employees who choose to work on a holiday for scheduling reasons will be paid at the regular rate of pay.

No overtime may be worked by non-exempt employees unless specifically authorized by a supervisor or management. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

Compensatory Time Off: Time off in lieu of overtime or straight pay is allowed at the City's discretion. Election of compensatory time off shall be approved by the supervisor. Eligible employees are allowed to accrue up to a maximum of 40 hours of compensatory time off. All hours above the maximum will be converted to cash payments at the next pay period. When an employee is separated from employment, any remaining comp time is payable to the employee. An employee may be required to use accrued comp time during an Administrative or Disciplinary Suspension.

Flex Time: Work hours may be staggered on a flex-time arrangement to provide longer hours of service to the public or to meet the personal needs of the employee. Requests for flex time will be evaluated by the supervisor and/or City Manager.

Employees for whom necessity requires a different schedule or a temporary change in a regular schedule from that generally applied, will work according to schedules prepared by the respective supervisor and approved by the City Manager. Flex time schedules must be within a 7 day/40 hour workweek. Employees working on a flex-time schedule will not be authorized overtime because of flex-time scheduling.

E. On Call Duty

Public Works employees, while on-call duty, shall maintain the capability to respond to an off-hour or holiday emergency within 30 minutes of receiving the call. Consumption of alcohol beverages and drugs by employees is forbidden while on-call duty. Employees are not required to remain on City premises during on-call duty hours.

The Department Director or designee may assign employees to rotating on-call duty.

1. If during on-call duty a non-exempt employee is called to perform services for the City, such employee shall be compensated for such services at the rate of one and one-half (1.5X) times the hourly rate of pay if they have physically worked over 40 hours in the workweek, consistent overtime as noted above.
2. Employees will be compensated at 10% of their hourly wage for every hour they are on-call.
3. On-call hours are before and after regular work shifts.
4. Employees who take sick leave shall not be eligible for on call duty in the same 24 hour period.
5. Employees shall not be on-call during prearranged vacation
6. All on-call hours and call-back hours will be recorded on the employee's timesheet.
7. For each call-back duty which requires the employee to physically return to work, the employee shall be paid for a minimum of two hours' work. Any additional call-backs which require the employee to physically return to work within the minimum two hour period will be considered the same initial call-back.

F. Meals and Rest Periods

Nonexempt employees are required to take a paid, uninterrupted 10-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Nonexempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his or her supervisor before the end of the shift so that the City may pay the employee for that work.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to come in late or leave early. An employee who fails to abide by these policies and laws may be subjected to discipline, up to and including termination.

G. Timekeeping Requirements

All non-exempt employees must accurately record time worked on a timesheet for payroll purposes. Employees are required to record their own time at the beginning and end of each work period. Employees also must record their time whenever they leave the building for any reason other than city business. Filling out another employee's timesheet or allowing another employee to fill out your timesheet will be grounds for discipline up to and including termination. An employee who fails to record his or her time may be subjected to discipline as well.

Salaried exempt employees are required to record leave time taken on a timesheet.

H. Punctuality and Attendance

Employees are expected to report to work as scheduled, on time and be prepared to start

work. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized City business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via a telephone call no later than two hours before the start of the employee's shift/work day. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show for one working day may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

I. Off-Duty Conduct

Generally, the City of Sisters regards off-duty activities of employees to be their own personal matter. However, activities that interfere with the City's business operations or the employee's ability to perform their job duties may be subject to disciplinary action, including termination.

J. Outside Employment

While employed by City of Sisters, employees are expected to devote their energies to their jobs with City. The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at City of Sisters;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with City of Sisters;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with City of Sisters;
- Additional employment that requires the employee to conduct work or related activities on city property during the employer's working hours or using city facilities and/or equipment.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to City of Sisters, explaining the details of the additional employment. If the additional employment is authorized, City of Sisters assumes no responsibility for it. City of Sisters shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

K. Reporting Changes to Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you with regard to pay, deductions, benefits and other matters. Notify the Finance Officer of any changes to personal data as soon as possible.

L. Performance Reviews

All The City of Sisters employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention and termination. Any employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action.

An employee's first formal performance evaluation occurs approximately six months following hire or promotion. After the initial evaluation, the City of Sisters will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting of performance goals for the employee for the following year

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than thirty days following the date the performance evaluation was received.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

Paid Time Off and Leaves of Absence

A. Paid Vacation

Vacation time begins accruing for regular full and part-time employees on the first of the month after 30 days of employment.

Years of Service	Accrual Rate per Month
First 5 years	8 hours
6 through 10 years	10 hours
11 through 15 years	12 hours
16 or more years	14 hours

Exempt employees will accrue an additional 2 hours per month of vacation leave.

Employees may accumulate a maximum of 160 hours of Paid Vacation. All vacation accruals are based on continuous service by employees. Continuous service is defined as service unbroken by separation from the City. Time spent on unpaid non-medical authorized leave may not be counted.

Part time employees working 30 hours or more per week will be entitled to a pro-rated amount of vacation accrual based on percentage of hours worked.

Vacation time needs to be scheduled to provide adequate coverage of job responsibilities and staffing requirements around the needs of the City whenever possible. When you are using vacation for non-emergency time away from work, we request that you submit that request, in writing, at least two weeks in advance. The City of Sisters reserves the right to deny the requested time off based on the needs of the City. Overlapping requests will be considered on a first-come first-serve basis. Your Supervisor must approve your vacation schedule in advance.

Vacation pay may not be used prior to accrual.

Accrued vacation shall be used as follows:

1. Vacation accrual can be used after the employee has worked for the City for six consecutive months.
2. Use of accrued vacation must be approved by the supervisor.
3. Maximum accrued vacation time will be 160 hours, unless waived by the City Manager
4. Any accrued vacation time above 160 hours must be used within 60 days or its accrual will be forfeited, unless a carryover is approved by the City Manager.
5. Upon the supervisor's recommendation, the City Manager may authorize cashing-out accrued vacation under the following conditions:
 - Employees are eligible after five continuous years of employment.
 - Eligible employees must make cash-out requests in writing describing the reasons for the request and the amount of accrued vacation they wish to cash-out. The justification for cashing-out must include the employee's inability to take earned vacation on an annual basis or use vacation prior to termination or retirement. Cashing-out will not be considered for employees who, in the Supervisor's judgment, could have taken earned vacation but wish to cash-out to avoid losing earned leave due to the accrual ceiling.
 - Employees shall have taken a minimum of two weeks of vacation during the fiscal year preceding the request.
 - The employee maintains at least 80 hours of accrued vacation after the cash-out.
 - All requests will be considered and approved or denied by the City Manager once per employee once per fiscal year based on this administrative criteria and availability of funds.
6. Upon termination/resignation/retirement an employee, who has worked for the City for a minimum of twelve (12) consecutive months, shall be paid for all accrued vacation.

B. Paid Sick Leave

All regular full and part-time employees will be entitled to sick leave. Sick leave accrual shall begin on the first of the month after 30 days of employment. Sick leave shall accrue at the rate of eight hours (4 hours per pay period) for each calendar month of service. Regular part-time employees working 30 or more hours per week shall be entitled to a pro-rated amount of sick leave based on the percentage of hours worked. There is no hour limit of sick leave that may be accrued.

Sick Leave shall be administered as follows:

1. Employees granted a leave of absence with pay shall continue to accrue sick leave during such absence. Sick leave is not accumulated while an employee is on leave without pay.

2. Any employee who is absent due to sickness may be required to present a signed statement from their physician or attending qualified personnel, certifying the employee's inability to perform their duties.
3. An employee may be required to leave work if they pose a risk to themselves, the health of other employees or customers, or if they appear to be unable to perform their job duties and meet regular performance standards.
4. An employee may be required to use sick leave during an Administrative or Disciplinary Suspension.
5. Sick leave will be used in amounts of not less than half hour increments. An employee may use accrued sick leave when unable to perform his work by reason of:
 - Personal illness or injury, except as a result of outside employment.
 - Necessity for medical or dental care.
 - Exposure to contagious disease by which the health of the public or fellow employees would be endangered.
 - Caring for an injury or illness of an immediate family member. Immediate family member includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.
6. No compensation shall be paid out for unused sick leave in the event of resignation or termination.
7. No compensation will be made for any injury/illness resulting from employment other than with the City of Sisters.
8. In the case of a work-related accident or injury, you may use sick time to offset any hours not paid through Workers' Compensation, or to offset the reduction in regular pay until all accumulated sick time is used. At no time, however, can the combination of these exceed normal earnings, nor can you use more sick time than what you have accumulated.
9. Paid time off taken during a certified period of disability must be taken in the following order: Sick leave, compensatory time, accrued vacation, and lastly, leave without pay.
10. Employees found to have abused the sick leave policy may be subject to disciplinary action up to and including termination.

C. Leave Donation

The purpose of donated leave is to assist any eligible employee with additional sick leave through the donations of eligible co-workers. All donations are kept confidential and donors will remain anonymous. Leave donation requests will be processed by payroll staff under the following conditions:

1. Employees are eligible to request donations if they have completed one year of continuous employment with the City of Sisters.
2. Employees requesting leave donation must have exhausted all sick, vacation, and comp time accruals.
3. Employees donating leave must maintain at least eighty hours of leave time in the accrual from which they are donating. Comp time may be exhausted completely.
4. Donated time is paid at the regular hourly rate of the person the hours were donated to.
5. Donated time will have no cash value. Any donated time not used will be returned to the donating employee's accrual account.
6. An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability insurance, or other supplemental income is not eligible to receive donated leave in excess of their normal earnings.
7. Donated hours will not be processed in an amount greater than that which is needed to cover the employee's next occurring pay period.

8. Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

The City Manager may adopt additional rules concerning this policy and its implementation as needed.

D. Paid Holidays

City of Sisters offers paid holidays each year for eligible full and part time employees.

City of Sisters normally observes the following holidays during the year:

New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
Presidents' Day	The Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Floating Holiday (to be taken during the fiscal year)
Labor Day	

1. Employees are responsible for use of the Floating Holiday during the course of the fiscal year or it will be forfeited. Employees will not be paid for unused floating holidays upon termination or resignation.
2. Additional holidays may be declared from time to time by the City Council.
3. Employees will be compensated 8 hours for a holiday. Regular part-time employees are entitled to pro-rated Holiday Pay.
4. If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.
5. Due to business requirements, the City of Sisters may require employees to work on a Holiday.
6. When an authorized holiday falls on an employee's day off, such coincidence shall not reduce the total time off with pay that the employee shall receive. The employee shall take the holiday on either the previous or next workday. This workday must be Monday-Friday

E. Bereavement Leave

In the event of a death of a family member, you may have time needed up to 3 days of your standard scheduled work days, with pay, to handle family affairs and attend the funeral. Employees may use available Vacation time for any additional days that they may need to be away from work due to a death in their family. Requests for bereavement leave should be made to the employee's supervisor before the leave is to begin.

Family Member/Relative is defined to include the employee's spouse, same-sex domestic partner, child, parent, sibling, parent-in-law, grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner or spouse.

F. Jury Duty Leave

If you receive a jury duty summons, notify your supervisor immediately. Upon proper verification, you may be granted a paid leave of absence to serve. However, City of Sisters reserves the right to request the release of an employee whose services are urgently needed

during the period set for jury duty. If you are excused from jury duty during working hours at a time that reasonably permits you to report for work, call your supervisor to see if you should report for work that day.

Employees on Jury or Witness Duty will receive their regular rate of pay. When not in court the employee is expected to report to work during their regular work shift. If requested, employees must supply proof of court appearance or jury service.

G. Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served is approved by the employee's supervisor.

Except for employee absences covered under the City's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available leave time or Leave Without Pay to cover their absence from work. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

H. Religious Observances Leave and Accommodation Policy

The City of Sisters respects the religious beliefs and practices of all employees. The City will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City's operations. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave.

I. Crime Victim Leave Policy

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to their supervisor as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City of Sisters may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

J. Domestic Violence and Leave Accommodation Policy

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor dependents.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or similar paid time off while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible. Notice of need to take leave should be provided by submitting a request for leave in writing to their supervisor as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City of Sisters will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any other person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City of Sisters. Please contact your supervisor immediately with requests for reasonable safety accommodations.

K. Military Leave

Employees who wish to serve in the military and take military leave should contact the Finance Officer for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

L. Leave Without Pay

Regular full or part-time employees who have been employed by the City for a minimum of 90 days may be granted Leave Without Pay based on workload, business, or medical necessity, for a period not exceeding 90 calendar days. Requests for such leave must be in writing, and must establish reasonable justification for approval by their supervisor and City Manager (including, where applicable, medical verification of the need for leave). No vacation, sick leave, retirement, or other benefits will be continued or accrued during periods of leave without pay, but employees will be required to use any accrued vacation, comp time and sick leave during the leave without pay. All requests will be considered on a case-by-case basis. Employees who use leave without pay do not have job restoration rights. The City, however, will generally reinstate the employee to the same position or a position with equivalent status,

pay, benefits and other employment terms upon the employee's return before or at the end of the approved leave period. In the event the City will not be able to restore the employee, the employee will receive written notice from the City.

Benefits

The City of Sisters, at its discretion, offers a variety of benefits to its eligible employees. These benefits are designed to compensate employees for excellent work and reward those making a commitment to the City of Sisters.

These benefits are subject to change at any time, and are in no way guaranteed as a condition of employment. City of Sisters reserves the right to reduce, or completely eliminate benefits if business conditions require such a move.

A. Health/Dental/Vision Insurance

The City of Sisters will provide regular full-time employees and regular part-time employees working at least 75% of full time with Health, Dental and Vision insurance coverage for employees and their eligible dependents effective the first day of the calendar month following a thirty-day waiting period. Insurance programs paid by the City shall terminate on the last day of the month in which the employee terminates. Employees may be required to participate in the payment of insurance premiums as determined by the City. For eligible regular part-time employees, payment of insurance premiums are pro-rated based on the percentage of hours worked.

B. Employee Assistance Program (EAP)

The Employee Assistance Program is a free, confidential service provided to all benefits eligible employees and their covered dependents that may be experiencing life problems. Information regarding this service is posted on employee bulletin boards. Please contact your supervisor if you have questions regarding this benefit.

C. Life/Disability/AD&D Insurance

The City of Sisters provides a group disability plan for benefits eligible employees, life insurance and accidental death and dismemberment insurance for all benefits eligible employees and their dependents. The amounts of coverage provided are set through the budget process.

D. Employee Paid Optional Benefits

The City of Sisters offers several programs to benefits eligible employees on an employee-paid basis:

- Supplemental Spouse and Employee Life Insurance
- Flexible Spending Accounts
- Accident Insurance
- Deferred Compensation Programs

Additional information is available from the Finance Officer.

E. Retirement Plan

The City of Sisters participates in the Public Employees Retirement System (PERS). Your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more

information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS. For information about the City of Sisters' contributions to employee PERS or OPSRP plans, please see the Finance Officer.

F. Workers' Compensation and Safety on the Job

You are protected by Workers' Compensation Insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

Steps to Take if You are Injured on the Job

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

1. Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to the Finance Officer.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

Return to Work

If you require workers' compensation leave, The City of Sisters will strive to reemploy you to the most suitable vacant position available. However, you must first submit documentation from a health care provider demonstrating your ability to return to work and perform the essential functions of your position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. The City of Sisters does not discriminate against employees who suffer a workplace injury or illness, or who file a claim for workers' compensation benefits.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by the City of Sisters, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, The City of Sisters will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation. While you are on modified or transitional work, you are still subject to all other City of Sisters rules and procedures.

Overlap With Other Laws

The City of Sisters will account for other leave and disability laws that might also apply to your situation, such as the ADA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the Americans with Disabilities Act and/or applicable Oregon laws covering disabilities in the workplace.

Workplace Policies

A. Alcohol/Drug Use, Abuse and Testing

The City of Sisters recognizes a responsibility to the community and its employees to maintain a safe, productive and drug-free work environment. As a result, the City of Sisters has established this policy regarding drug and alcohol abuse. This policy is based on a drug and alcohol free workplace. Under the terms of this policy, a prescription drug becomes an illicit drug when the dosage is abused, the employee does not have a bona fide prescription for its use, or the drug is likely to adversely affect job safety and its use has not been reported to the City.

While the City of Sisters has no desire to unreasonably interfere with the private lives of its employees, the City expects employees to perform their duties in a safe, effective and efficient manner. The City of Sisters recognizes that an employee's off-the-job as well as on-the-job use of illegal drugs or abuse of alcohol will have an impact on the workplace and presents a substantial risk to the employee who is abusing alcohol or using illegal drugs, as well as to the employee's coworkers and the public. The use of illegal drugs or the abuse of alcohol is strongly correlated with increased on-the-job injuries, lost time, absenteeism, discipline and turnover.

This policy applies during all work hours, whenever conducting city business or representing the City, while on call, while on or in city property and while working at city sponsored events. This policy also applies during meal periods or other breaks if an individual is expected to return to work after the meal period or break. Testing limits in this policy are separate and apart from the Federal Department of Transportation Motor Carrier testing program, and if both policies apply, the Motor Carrier testing program will fulfill the needs for both policies.

The alcohol restrictions in this policy are not intended to apply to social gatherings and community events where employees are not working or are not expected to return to work.

Definitions

Controlled Substances: All forms of narcotics, depressants, stimulants, hallucinogens, and cannabis; the sale, purchase, transfer, use or possession of which is prohibited or restricted by law. This includes, but is not limited to, any drug or its immediate precursor classified in

Schedules I through V under the federal Controlled Substances Act, as modified by the Oregon Board of Pharmacy.

Drugs and Alcohol: The terms have their common meaning.

Illegal Drug/Illegal Drug Use: Any drug which is unlawful for the person to use, possess or distribute under Oregon or federal law. Illegal drug use means the actual or attempted possession, use, manufacture or delivery of an illegal drug, and the use of prescription or over the counter drugs in amounts which exceed standard dosage or that do not generally follow the prescription.

Over-the-Counter Drugs: Drugs which are generally available without a prescription from a medical doctor and are limited to those drugs which are capable of impairing the judgment or functioning of an employee to safely perform his or her duties. It is the employee's responsibility to determine whether or not any particular over-the-counter drug is safe for use while working.

Reasonable Suspicion: Having specific and articulable facts and inferences concerning work performance, appearance, behavior, and other circumstances that would lead a reasonable person to believe that the individual is or has been under the influence of drugs or alcohol while on duty.

Substance Abuse Professional: A licensed physician, or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Under the Influence: A person is under the influence if the person's mental or physical faculties are adversely affected to a noticeable or perceptible degree by the use of alcohol or illegal drugs. A person is deemed "under the influence" if the person tests positive for alcohol or illegal drugs under this policy.

Prohibited Conduct

The following conduct is strictly prohibited and may subject an employee to immediate discipline, up to and including termination:

1. The illegal use, buying, selling, transportation, possession, or use of alcohol, intoxicants and/or controlled substances, as defined by federal and Oregon law, at the worksite and/or while operating city vehicles, or at any time during working hours, including meal and rest periods.
2. Reporting for work or working with any controlled substance "present in the body". A substance is "present in the body" if there is any detectable amount in an employee's system during work time. The City may also consider other evidence in determining whether an employee has any measurable amount of such substance in his or her system.
3. Reporting for work with alcohol levels present in the body or circumstances that indicate impairment. Any employee with a blood alcohol level exceeding 0.02 is considered to have a positive test and will be considered to be impaired.

4. Engaging in conduct which the City of Sisters concludes is meant to purposely interfere with the City's effort to maintain a drug and alcohol free workplace. For example, threatening or intimidating employees who are cooperating with efforts to control drug and alcohol use in the workplace.
5. Failure to fully cooperate with any aspect of the City's drug and alcohol policy, including but not limited to, refusal to submit to required testing, searches, professional evaluation for drug and alcohol dependency or failure to submit to and complete rehabilitation conditions required by the City of Sisters.

Notice of Convictions

An employee must provide written notification to their supervisor if they are found guilty of, plead guilty or no contest to, or is sentenced for a violation of a criminal drug statute. A criminal drug statute is a federal or state law violation of which carries the possibility of incarceration and which involves the manufacture, distribution, dispensation, use or possession of any controlled substance. The notification must be within five calendar days of triggering event. The supervisor will immediately notify the City Manager's office. Any employee convicted of any controlled substance statute may be subject to disciplinary action up to and including termination.

Medication

Controlled substances which are legally prescribed as medication by a physician are permitted so long as the prescribing physician has not recommended against working while taking the medication, the medication is being taken as prescribed and the medication is not, in fact, impairing the employee's ability to safely perform their job.

An employee is responsible for taking reasonable measures to ensure that their lawful drug or medication use does not affect their ability to safely perform work duties. Reasonable measures include, but are not limited to, reading warning labels and consulting with nurses, physicians, pharmacists and other health care professionals. In the event that lawful drug or medication use could compromise the employee's ability to perform their duties safely, the employee shall notify their supervisor prior to beginning work to avoid unsafe workplace practices. Although the use of medications as part of a prescribed medical treatment does not violate this policy, failure to report the use of such medication which may affect performance may subject an employee to disciplinary action.

Circumstances for Testing

Pre-employment: The City of Sisters requires all candidates, who will be in a safety sensitive position, to submit to and satisfactorily pass a pre-employment, post-conditional job offer, drug and alcohol screening.

Safety sensitive positions are defined as: A position that requires an employee to operate a motor vehicle (personal or City-owned) as part of his/her employment and who will have a client or non-City employee as a passenger, a position that requires operation of heavy equipment, positions that require a CDL (subject to Federal DOT test requirements), and positions in which the safety and security of children is entrusted to the employee; or any other position that the City believes involves work that directly relates to or implicates the safety and security of others.

Reasonable Suspicion: An employee must submit to testing for alcohol and/or illegal drug use if their supervisor or other city representative has reasonable suspicion to believe that the

employee has violated this policy. "Reasonable Suspicion" is a set of objective and specific observations or facts that lead a supervisor to suspect that an employee is under the influence of drugs, controlled substances, or alcohol. Examples include, but are not limited to: slurred speech, alcohol on breath, loss of balance or coordination, dilated or constricted pupils, apparent hallucinations, employee's admission of use of prohibited substances, and/or direct observation of use."

Random Testing: The City of Sisters reserves the right to conduct random drug and alcohol tests.

Post-accident: Any employee who has been involved in an on-the-job accident or has suffered in an on-the-job accident involving bodily injury, a significant risk of bodily injury to the employee or other persons, or property damage in excess of \$500 is subject to testing for intoxicants and controlled substances.

Return to Duty: Before returning to duty, any employee who has violated this policy must undergo a return-to-duty test and have results that indicate no detectable level of alcohol or illegal drugs.

Follow-up Testing: Any employee who tests positive and participates in a drug and/or alcohol rehabilitative program may, upon returning to work, be subject to unannounced follow-up alcohol and/or drug testing. The number and frequency of such follow-up testing shall be as directed by a substance abuse professional.

Testing

Any individual who is subject to being tested for alcohol or illegal drug use must submit for testing immediately upon notification to do so by their supervisor or other designated city representative. Refusal to be tested may be treated as a positive test result. A refusal is any conduct that is inconsistent with complete cooperation to be tested or any attempt to alter or adulterate a sample.

All testing ordered by the City of Sisters will be paid for by the City.

All positive test results will be confirmed in conformance with current Oregon law. If an employee tests positive for alcohol or illegal drug use and is not terminated they will be required to consent to professional evaluation and any recommended treatment. Failure to consent may result in immediate termination. Employees will also be subject to Return to Duty and Follow-up Testing.

An employee who tests positive will be responsible for the costs of all evaluation or rehabilitative treatment, return to work testing, and follow-up testing.

If possible, upon successful completion of a City approved drug or alcohol rehabilitation program within the time period designated by the City, an employee may be reinstated to their former position or another available and suitable position. Such reinstatement is dependent upon job availability, and is subject to conditions established by the City and/or the treatment provider. Any subsequent violation of the City's drug and alcohol policy shall be grounds for immediate termination.

Professional Assistance

Any employee who voluntarily requests assistance in dealing with a personal drug and/or

alcohol problem may do so through a private treatment program for drug and alcohol problems. Benefits eligible employees are encouraged to contact the City's Employee Assistance Program for free, confidential services. Employees shall be required to pay any additional costs not paid by the City's health plan.

If an employee seeks drug and/or alcohol treatment voluntarily and not under adverse employment circumstances, accrued sick leave, vacation and/or comp time benefits may be used while attending rehabilitation. After such accommodation the discontinuation of any involvement with alcohol or drugs shall be an essential requisite for continued employment, and is consistent with the City's policy of maintaining a drug-free workplace.

Searches

The City of Sisters reserves the right to conduct searches of any and all city property, including desks, lockers, vehicles or equipment. Searches may be conducted for any work related reason or in furtherance of an investigation where there is reasonable suspicion that an employee is related in work related misconduct, including but not limited to use of intoxicants or controlled substances pursuant to this policy. If a search reveals that an employee is in possession of, or using intoxicants or controlled substances as defined under "Prohibited Conduct", the employee may be treated as though the employee has had a positive test for intoxicants or controlled substances present in the body as defined in this policy.

Confidentiality

All information received by the City through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws.

B. Bulletin Boards

The City of Sisters maintains a bulletin board to provide information to employees concerning government required notices, safety reminders, announcements, and the like. Employees may not post items on City of Sisters bulletin boards.

C. Cell Phone/Smart Phone Usage

This policy applies to employee use of cell phones, smart phones (including iPhones, Androids, BlackBerries, and similar devices), PDAs, and similar telecommunication devices, all of which are referred to as "cell phones" in the Cell Phone/Smart Phone Usage Policy.

Cell Phones in General (both City of Sisters-provided and personal cell phones)

Employees are allowed to bring personal cell phones to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or City-provided cell phones may not violate the City's policies against harassment and discrimination. Thus, employees who use a personal or City-provided cell phone to send a text or instant message to another employee (or to a citizen or someone not employed by the City) that is harassing or otherwise in violation of the City of Sisters' no-harassment and no-discrimination policies will be subject to discipline up to and including termination.

Nonexempt employees may not use their personal or City-provided cell phone for work purposes outside of their normal work schedule or on-call time, without written authorization in advance from management. This includes, but is not limited to, reviewing, sending and

responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination.

Employee Use of City-Provided Cell Phones

Cell phones are made available to City employees on a limited basis to conduct City business. Determinations as to which employees receive City-provided cell phones will be made on a case-by-case basis: employees are not guaranteed a cell phone. In some cases, The City of Sisters may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of the City away from the office. Employees who receive a cell phone from the City must agree to not use the cell phone for personal use except in emergency situations and must abide by all aspects of the Cell Phone/Smart Phone Usage Policy (including those policies applicable to personal cell phone use). Further, employees who receive a cell phone from the City must acknowledge and understand that because the cell phone is paid for and provided by the City, or subsidized by the City of Sisters, any communications (including text messages) received by or sent from the cell phone may be subject to inspection and review if the City of Sisters has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Cell Phone/Smart Phone Usage Policy or any other City of Sisters policy.

Employees may not use City-provided cell phones to call 1-900, 1-976 or similar "pay per minute" services. Further, family and friends may not use an employee's City-provided cell phone.

City provided cell phones and cell phone equipment are City property and must be returned upon separation of employment.

Employee Use of Cell Phones with Cameras

Cameras of any type, including cell phones with built-in cameras and video photography devices, may not be used during working hours or at any City-sponsored function unless authorized to do so by their supervisor.

Cell Phones and Public Records

Keep in mind, City-related business conducted on City-provided or personal cell phones, may be subject to disclosure under Oregon's Public Records laws.

Cell Phone Use While Driving

The use of a cell phone while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of hand-held cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by the City.

Employees are prohibited from using hand-held cell phones for any purpose while driving on City-authorized or City-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or "instant" messages while driving on City business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones or devices to make business calls. Such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate

a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

D. Criminal Arrests and Convictions

Employees must promptly and fully disclose to their supervisor on the next working day:

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City of Sisters property, or in a City of Sisters vehicle;
2. All arrests, citations, convictions, guilty pleas, no contest pleas that result from crimes involving the theft or misappropriation of property, including money (regardless of whether the alleged misconduct occurs while on or off duty); or,
3. Any other violation of laws regulating the use of alcohol and controlled substances that adversely affects an employee's ability to perform major job functions, specifically to include loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may be subject to disciplinary action, including termination.

E. Dress Code & Other Personal Standards

Every employee is a representative of City of Sisters in the eyes of the public and each employee must report to work properly groomed and wearing appropriate, safe clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. Visible tattoos must be appropriate in content and in keeping with a professional image.

Employees who have questions regarding appropriate dress and attire should direct them to their supervisor in advance to avoid conflicts and potential issues at work. Employees who report to work inappropriately dressed or groomed may be asked to return in an acceptable manner. Employees asked to leave because of inappropriate dress or attire may not be compensated for any time expended in going home or returning to work. City of Sisters management is the sole determiner of what constitutes appropriate clothing. Employees may also be subject to discipline if they appear at work inappropriately dressed.

We ask that our employees are thoughtful of their coworkers and refrain from wearing perfumes or scents, or the odor of cigarette smoke, which others may be sensitive to. We reserve the right to ask you not to wear perfumes or scents to work, or clothes with the smell of cigarette smoke, which affect your coworkers adversely.

Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by your supervisor.

F. Driving While on City Business

Employees using a private vehicle to conduct City business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized City business use should make any necessary arrangements with their insurance carriers.

Personal vehicles used for City business during working hours will be reimbursed at the IRS allowed limit for travel. This reimbursement does not cover an employee's transportation to and from the job at the beginning or end of the day, or an employee's personal use of their own vehicle during the day.

The City of Sisters may verify the validity of your driver's license and/or your driving record. Once you are employed with the City of Sisters, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify the City when there are transactions on your driving record such as speeding tickets and citations.

While on City business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Cell Phone Use While Driving" policy, above.

G. Email and Electronic Equipment, Facilities and Services

The City of Sisters uses multiple types of electronic equipment, facilities and services for producing documents, research and communication including, but not limited to, computers, software, e-mail, copiers, telephones, voicemail, fax machines, online services, cell phones (including text messaging), the Internet and any new technologies used in the future. This policy governs the use of such City property.

Ownership

All information and communications in any format, stored by any means on or received via the City's electronic equipment, facilities or services is the sole property of the City of Sisters.

Use

All of the City's electronic equipment, facilities and services are provided and intended for City business purposes only and not for personal matters, communications or entertainment. Access to the Internet, web sites and other electronic services paid for by the City are to be used for City business. This means, for example, that employees may not use the City-provided Internet, or City electronic equipment, facilities and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate the City's no-harassment and no-discrimination policies;
- Participate in social media games or technology supported games;
- Engage in any activity that violates the rights of any person or company protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the rights to privacy of protected healthcare information or other The City of Sisters-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses).

- Download or view streaming video for personal use. Streaming audio is allowed, providing it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use City-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). The City of Sisters email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

Inspection and Monitoring

Employee communications, both business and personal, made using the City of Sisters' electronic equipment, facilities, and services are not private. Any data created, received or transmitted using City equipment, facilities or services are the property of the City of Sisters and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on the City of Sisters' electronic equipment, facilities or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the City's ownership of the electronic information, electronic equipment, facilities, or services, or the City's right to inspect such information. The City of Sisters reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of the City's electronic equipment, facilities and services, including all communications and internet usage and resources visited. The City of Sisters will override all personal passwords if it becomes necessary to do so for any reason.

Personal Hardware and Software

Employees may not install personal hardware or software on the City of Sisters' computer systems. All software installed on the City's computer systems must be licensed. Copying or transferring of City-owned software may be done only with the written authorization of the City Manager.

Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City management. No employee can examine, change or use another person's files, output or user name unless they have explicit authorization from their supervisor to do so.

Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception and these methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

Inappropriate Web Sites

The City of Sisters' electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate the City's policies on harassment and discrimination.

H. Employment of Relatives

City of Sisters may refuse to hire relatives/partners of present employees if doing so could result in actual or potential problems in supervision, security, safety, morale, or if doing so could create potential conflicts of interest. For purposes of this policy, "relatives" and "partners" includes a spouse, registered same-sex domestic partner, opposite-sex couples who live together but who are not married, father, mother, sibling, child, stepchild or grandparent.

If two employees marry, become domestic partners (registered or otherwise), or become related, causing actual or potential problems such as those described above, only one of the employees will be retained with City of Sisters, unless reasonable accommodations can be made to eliminate the actual or potential problems. The employees will have 30 days to decide which relative will stay with City of Sisters. If this decision is not made within the time allowed, the City Manager will make the decision, taking the employment history and job performance of both employees into account.

I. Ethics

At the City of Sisters, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of the City or its citizens.

We at the City of Sisters are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the City of Sisters from work in the private sector, you may find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

If you have questions about whether an activity meets the City of Sisters' or Oregon's ethical standards, please talk with your supervisor. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

J. Mileage Reimbursement

Personal vehicles used for City business during working hours will be reimbursed at the IRS allowed limit for travel. This reimbursement does not cover an employee's transportation to and from the job at the beginning or end of the day, or an employee's personal use of their own vehicle during the day. Employees are required to carry adequate auto insurance which meets the minimum insurance protection required by Oregon State in order to operate a motor vehicle.

K. Parking

Employee vehicles may be parked in designated areas on City property as space permits. City of Sisters is not responsible for any loss or damage to personal vehicles or their contents while parked on City property.

L. Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of the City of Sisters employees to express their personal political views.); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

M. Professional Affiliations

Employees are encouraged to join and participate in job-related professional associations and groups. Members of professional societies may be granted permission to attend meetings of their society during regular business hours when such attendance is considered to be in the best interest of the City.

With prior approval from their supervisor and/or City Manager, employees may attend seminars, conferences, or short training courses offered by such groups, provided the subject matter is job-related.

N. Professional Employee Development

The City of Sisters encourages professional development through attendance at conferences, conventions or other training including on-line training. Decisions concerning employee attendance at conferences, conventions, or other training, at city expense, shall be made by the supervisor and/or City Manager.

To encourage professional development, the City of Sisters provides financial assistance to any regular, full-time employee who wishes to pursue education courses directed toward acquiring skills and knowledge of value to the City and directly related to the employee's current position.

Employees will be reimbursed for job-related educational courses taken subsequent to approval by their supervisor and/or City Manager and that are conducted outside the employee's regular working hours, provided that:

1. Funds for such expenditures are available in the current budget.
2. Reimbursable expenses are restricted to tuition and/or course fees; no more than a total of six hours of credit may qualify for payment under this plan in any given school term. Reimbursable expenses are based on the following formula: 100% for a grade of "A", 75% for a grade "B", and 50% for a grade "C". If course is offered as pass/fail, and employee passes, City will pay cost at 100%.
3. The employee must present evidence to substantiate expenses and completion of course. Normally, the cost of textbooks and technical publications required for courses shall be the responsibility of the employee. If the City purchases any of the textbooks or materials they shall become the property of the City.
4. The employee is not receiving reimbursement for tuition from any other source.
5. Time spent in a classroom setting or studying for educational courses that may be eligible for reimbursement under this policy is never considered compensable time for pay purposes.

Employees may pursue courses not directly related to their position when such courses are

necessary to complete requirements for and as a part of a continuing program for a degree or certificate that is job related if funds for such expenditures are available in the current budget. Courses which are only offered during regular working hours may be approved by the supervisor provided time off can be arranged conveniently and reasonable arrangements can be made to make up time off.

O. Smoke-Free Workplace

The City of Sisters provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. This policy applies to employees, volunteers, and any visitors to City property, vehicles or facilities/buildings.

The City of Sisters' buildings and vehicles are tobacco-free areas. Tobacco use is prohibited during working hours. Further, the City prohibits tobacco use in or around City vehicles and equipment or machinery.

If you wish to smoke, you must do so outside of City facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows.

P. Social Media

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Sisters, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of the City of Sisters or the City's legitimate business interests may result in disciplinary action up to and including termination.

Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate the City of Sisters' no-harassment and no-discrimination policies and that include discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.

Do not create a link from your blog, website or other social networking site to a City-owned or -maintained website without identifying yourself as a City of Sisters employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City of Sisters. If the City is a subject of the content you are creating, be clear and open about the fact that you are a City of Sisters employee, and make it clear that your views do not represent those of the City of Sisters or its employees or elected officials.

Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, the City of Sisters' employees and elected officials, and suppliers or other third parties who do business with the City. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, City employees or elected officials, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City of Sisters' policy.

Maintain the confidentiality of the City of Sisters' confidential information. Do not post internal reports, policies, procedures or other internal, City-related confidential communications or information. (See "Workplace Privacy and Confidentiality")

Request for Employee Social Media Passwords

The City of Sisters' supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's user name and password, password, or other means of authentication that provides access to a personal social media account. This includes, without limitation, a user name and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City of Sisters.

Nothing in this policy prohibits the City of Sisters from requiring an employee to produce content from his or her social media or internet account in connection with a City of Sisters-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

Q. Solicitation and Distribution of Literature

In order to ensure efficient operation of City of Sister's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on City property. City of Sisters has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor.

No employee shall solicit or promote support for any cause or City during his or her working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on City property.

R. Uniforms and Personal Protection Equipment (PPE)

Uniforms and personal protection equipment purchased by the City for its employees are city property and are not permitted for personal use. The City will furnish uniforms and specified personal protection equipment to employees whose duties require such items.

Employees are required to pay for all cleaning of their uniforms. Uniforms will be replaced on an "as needed" basis determined by the supervisor and/or department director. Public Works employees will generally be issued uniforms annually which will include (3) work shirts, one (1) jacket, and two (2) pants dependent upon City Council approved budget. Work boots will be purchased by the City on an as-needed basis with the approval of the Public Works Director. Work boots are required to be left at the workplace, unless the employee is on call. Any work boots purchased under this provision must follow ASTM (American Society for Testing and Materials) standards.

Employees whose duties require safety vests, glasses, gloves, rubber boots, or other protective equipment will have those items provided by the City.

Employees are required to turn in their uniforms and personal protection equipment at the termination of employment. Employees are responsible for payment for any uniforms or personal protective equipment not returned prior to leaving the City's employment. At the discretion of the supervisor, work boots may be purchased from the City based on age and wear and tear.

S. Use of City Equipment

No city equipment is to be used in private work except under emergency conditions which might involve loss of life or damage to property.

T. Vehicle Usage

Employees driving either city or personal vehicles on city business are expected to abide by all state and local driving laws; maintain a valid driver's license; and maintain a current certificate of insurance for any personal vehicle driven. Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. Violation of any of these rules is subject to disciplinary action.

1. City vehicles are to be driven by authorized persons only. Passengers are limited to those individuals who need to ride in the vehicle to conduct city business. Non-city employees may ride with employees in city vehicles with supervisor approval or in an emergency.
2. When operating a city vehicle or while driving a personal vehicle on city business, an employee must use the seat belt/safety restraint device when available and require any passengers to do the same.
3. Use of cell phones, for any reason, while operating or driving city vehicles, equipment or machinery, or traveling via personal vehicle on city business, shall be limited to hands-free use. If a hands-free device is not available, the employee shall find a safe location and stop to answer or place a call. No texting or similar electronic communications is allowed while operating city vehicles, equipment or machinery.
4. Assigned city fuel credit cards are to be used for fuel for city vehicles and equipment. No employee will be allowed the use of a city fuel credit card for their personal use or gain.
5. City owned transportation may be driven to an employee's residence during off-duty hours if one of the following criteria exists:
 - The employee is officially on-call during his regular off-duty hours and must use a city vehicle for response to an emergency call.
 - The employee has regular off-duty responsibilities which necessitate the use of city transportation.
6. The use of city vehicles is otherwise granted by the supervisor and/or City Manager.

U. Workplace Privacy and Confidentiality

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City of Sisters policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or release confidential information contrary to Oregon or federal laws may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of the City of Sisters) may be removed from our premises without permission from your supervisor. Additionally, the contents of records or information otherwise obtained in regard to the City of Sisters' business may not be disclosed to anyone, except where required for a business purpose or when required by law.

V. Workplace Violence

The City of Sisters recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee or member of the public against another person's life, health, well-being, family, or property will be dealt with in a zero tolerance manner by the City.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with the City of Sisters, or that threaten the safety, security or financial interests of the City. Employees should make such reports directly to their supervisor.

The City of Sisters also may conduct an investigation of a current employee where the employee's behavior raises concerns about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voice mail systems and computer systems.

All information related to the reports, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances. The Finance Officer or his/her designee will notify the reporting employee of any action taken in response to the report.

Termination of Employment

A. Workplace Rules and Prohibited Conduct

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and City of Sisters' operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other City of Sisters records.

- Recording of work time of another employee of allowing any other employee to record your work time, or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any City of Sisters property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of City equipment, materials or facilities.
- Provoking a fight or fighting during work hours or on City property.
- Carrying firearms or any other dangerous weapon on City premises at any time.
- Engaging in criminal conduct while at work.
- Causing, creating or participating in a significant or substantial disruption of work during working hours on City property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City employee, customer or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City of Sisters.
- Misrepresentation of City of Sisters policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Sisters. Employees may not use the City of Sisters' name, logo, likeness, facilities, assets or other resources of the City of Sisters for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or City policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City of Sisters or outside regulatory or legislative bodies.
- Failing to timely pay water/sewer/tax accounts with the City on time, and/or whose City-provided services are disconnected. This includes, without limitation, situations where the employee writes a check to the City that is refused for payment due to non-sufficient funds.
- Harassment or discrimination that violates City of Sisters' policy.

This statement of prohibited conduct does not alter the City of Sisters' policy of at-will employment. Either you or the City of Sisters remains free to terminate the employment relationship at any time, with or without cause or notice.

B. Corrective Action/Discipline Policy

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet City of Sisters' standards, the City will endeavor, when it deems appropriate, to provide the employee a reasonable opportunity to correct the deficiency. This can be accomplished through forms of discipline short of termination, such as verbal warnings, written warnings, suspensions without pay, and demotions (in no particular order). The corrective action

process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating employment of an employee for serious violations of City of Sisters' policies, procedures and rules and for other inappropriate behavior or conduct, the City of Sisters may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement.

In all cases, the City of Sisters retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. Accordingly, the City of Sisters reserves the right to proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the City of Sisters deems such action appropriate. At all times, the City of Sisters retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action.

C. Retirement or Resignation

If you choose to resign or retire, it is anticipated that you will give the City of Sisters as much notice as possible – preferably a minimum of two weeks. When giving your two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two-weeks' notice of your intent to leave the City, you will not be eligible for re-employment at a later date.

A no call/no show for one working day may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with their supervisor before making a final decision.

Employees must return all City of Sisters property, including phones, computers, identification cards, credit cards, keys, and manuals, to the Finance Officer on or before their last day of work.

D. References

All requests for references or recommendations must be directed to the Finance Officer. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance.

By policy, the City of Sisters discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

AGENDA ITEM SUMMARY



CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: February 5, 2015

Staff: Pauline Hardie

Type: Council Workshop

Dept: CDD

Subject: Sisters Creekside Campground

Action	Requested:	Discuss	Creekside	Campground	Master	Plan
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Summary:

Deed Requires a Master Development Plan

A master development plan for Grantee's park shall be prepared by Grantee and shall be subject to approval in writing by Grantor before any improvement or alterations are made to the premises. Subsequent amendments or alterations of said master plan shall also be subject to approval in writing by Grantor.

Oregon Parks and Recreation Correspondence

04/14/14 - City received a letter from the Oregon Parks and Recreation Department regarding Sisters Creekside Campground. (Attachment A)
04/21/14 - City of Sisters submitted a letter to the Oregon Parks and Recreation Department requesting to use the draft February 28, 1990 Master Plan as the Interim master plan until an updated plan is prepared and submitted for review and approval. (Attachment B)

Over the past year, the Board has completed the following review of the Campground:

- 03/18/14 - Board reviewed 1985 Correction Deed (Attachment C)
- 07/09/14 - Board reviewed 1990 Draft Master Plan (Attachment D)
- 07/29/14 - Board visited the campground & talked to camp host (Attachment E Summary of site visit discussion)
- 10/29/14 - Board reviewed RV registration data from May to September (Attachment F).
- 11/05/14 - Board reviewed history & 2014 Draft Master Plan (Attachment G)
- 12/03/14 - Board reviewed concerns and solutions (Attachment H) and adopted campground rules (Attachment I).
- 01/07/15 - Board reviewed FY 13/14 Revenue and Expenditures (Attachment J), and letters from Board members Liam Hughes (Attachment K) and Phyllis Lewis (Attachment L) and a draft petition from the residents of Buck Run and Coyote Springs Subdivision (Attachment M – Petition with signatures).
- Board has received public input at several workshops as well as letters (Attachment N and O)
- Many Board members did visits on their own, including during major events.

Attachments:

- A. Letter from Oregon Parks and Recreation Department dated April 14, 2014
- B. Letter sent to Oregon Parks and Recreation Department dated April 21, 2014
- C. Deed Restriction (1983) and Correction Deed (1985)

- D. 1990 Draft Campground Plan
- E. Summary of July 29, 2014 Site Visit
- F. RV Registration Data
- G. 2014 Draft Campground Plan
- H. Community Questions / Comments and Concerns and Staff Responses
- I. City Council Resolution 2009-09 Amending Campground Rules
- J. FY 13/14 Revenue and Expenditures
- K. Liam Letter to Board
- L. Phyllis Lewis information to Board
- M. Petition from the Residents of Buck Run and Coyote Springs Subdivision
- N. Public comments received to date
- O. Phyllis Lewis submitted additional information to the Board (Received January 28, 2015)

Concurrence: _____ CM _____ F&A _____ CDD _____ PW



Oregon

John A. Kitzhaber, MD, Governor

Parks and Recreation Department
725 Summer Street NE, Suite C
Salem, OR 97301-1266

(503) 986-0980

FAX (503) 986-0792

www.oregonstateparks.org



April 14, 2014

Andrew Gorayeb, City Manager
City of Sisters
PO Box 39
Sisters, Oregon 97759

Dear Mr. Gorayeb:

Thank you for meeting with Susan Bethers, Tumalo State Park Manager and me last week concerning property deeded from the State of Oregon to the City in 1983. The property was transferred at no cost; consequently the deed includes reservations, restrictions and conditions meant to ensure the property remains "used for public park, scenic, and recreation purposes." The property is now referred to as Sisters Creekside Campground and has been operated by the City for decades.

A Sister's area citizen recently contacted us to voice concern about recent activities at Sisters Creekside Campground, specifically questioning if the recent removal of trees and the City's renovation plans meet the restrictions and conditions included in the State deed.

The following is a partial list of conditions or restrictions within the deed:

- A master development plan for Grantee's park shall be prepared by Grantee and shall be subject to approval in writing by Grantor before any improvement or alterations are made to premises. Subsequent amendments or alterations of said master plan shall also be subject to approval in writing by Grantor.
- No trees, brush, or other plant materials shall be destroyed, cut, or removed from premises unless such action is in accordance with and necessary to implement said master plan.
- There is also reserved unto Grantor all timber harvested from trees standing at the time of the execution of this deed. Removal of dead, diseased, or dangerous trees for proper management of premises for park and recreational purposes shall be the sole responsibility of Grantee.
- Any building, structure, improvement or development of any kind constructed or placed upon premises shall be in accordance with said master plan.

The citizen's questions led to research regarding whether or not the City's current activities are in compliance with these restrictions and conditions. City Council minutes indicate a draft master plan, "as amended", was approved. In reviewing the draft plan with Paul Bertagna, City Public Works Director, it appears the plan has been adhered to for the most part. Unequivocally,

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we can agree there has been no conversion of the land to uses other than public park, scenic or recreation purposes.

I am unable to locate any document to indicate the State approved or disapproved the master plan. State Parks was a division of ODOT in the 1980s; becoming an independent agency, the Oregon Parks and Recreation Department (OPRD), in 1990. When ODOT and ORPD cleared, park land still owned in fee by the state was transferred to OPRD -- the land that had already been conveyed to the City was excluded from that transfer. However, the reversion, restrictions and conditions contained in the deed from the State to Sisters remain the State's responsibility and we will work cooperatively with the City to ensure the conditions and restrictions in the deed are followed. It is not our intent to dictate how the City operates the park, rather to ensure it remains used for the intended purposes and that development is in accordance with the master plan.

OPRD requests the City provide us with a copy of the final master plan, adopted in 1990. If the master plan as adopted cannot be located, the City should consider seeking written approval from the State to use the draft dated February 28, 1990, with a cover page updating the actual number of existing campsites and other park amenities. The City may also prefer to develop a new park master plan and submit that for approval. For the interim period, OPRD does not consider ongoing operation of the park in its current configuration to be contrary to the spirit of the deed restrictions. We do not wish to deprive the citizens of Sisters or your visitors with use of the park while you determine the best approach to a master plan. To be clear, we are not asking the City to close the park during this interim period, but ask that you refrain from further development or addition of structures until we've approved a master plan and can compare any possible proposals with the master plan.

In our meeting last week you indicated the trees that were cut earlier this year are stockpiled at your public works yard and that the City intended to donate the trees to local youth groups to use the trees as a fundraiser. This approach is acceptable to OPRD; however, we retain the ability to determine an alternate disposition of future timber, should a future harvest be planned. Additionally, OPRD will review future harvest plans, if any, to ensure it is in "accordance with and necessary to implement said master plan."

Thank you for meeting last week. The park is an obvious benefit to the community and we look forward to working with you. Please let me know how the City would like to proceed in regards to getting an approved master plan in place for the park.

Sincerely,



Kammie Bunes
Acquisition and Property Specialist

c: Jim Morgan, OPRD
Susan Bethers, OPRD
Paul Bertagna, City of Sisters

B



CITY OF SISTERS

April 21, 2014

Alice M. Beals
Stewardship Division
Oregon Parks and Recreation Department

Dear Ms. Beals,

The City of Sisters is interested in utilizing the draft February 28, 1990 Parks Master Plan for the Sisters Creekside Campground as the interim master plan. Please consider this letter as our request to use the draft plan until such time as an updated Plan can be submitted to the Oregon Parks and Recreation Department for review and approval.

If you need anything else, please let me know.

Thank you for your consideration.

Sincerely,

Andrew Gorayeb
City Manager



VOL 19 PAGE 213
ORIGINAL

Highway Division
File 6047 (P-322)
1B-17-3 & 1B-1-83
3B-1-7 & 2B-9-3

83-11043

DEED

KNOW ALL MEN BY THESE PRESENTS, That the STATE OF OREGON, by and through its DEPARTMENT OF TRANSPORTATION, Parks and Recreation Division, Grantor, does hereby convey unto the CITY OF SISTERS, Oregon, a municipal corporation, Grantee, that certain property described on attached Exhibit "A", only so long as used for public park, scenic, and recreation purposes.

IT IS UNDERSTOOD that the property described on said Exhibit "A" shall hereinafter be referred to as "premises" and that this conveyance is made and delivered upon the following expressed conditions, reservations and restrictions:

1. That there is reserved unto the State of Oregon, its successors, and assigns, all minerals, as defined in ORS 273.775(1), and all geothermal resources, as defined in ORS 273.775(2), together with the right to make such use of the surface as may be reasonably necessary for prospecting for, exploring for, mining, extracting, re-injecting, storing, drilling for, and removing such minerals and geothermal resources, provided, however, that the right hereby reserved to use the surface for any of the above activities shall be subordinate to that actual use of the surface of the premises decided herein, or any part thereof, being made by the surface rights owner at the time that the State's leasee conducts any of the above activities. In the event such use of premises by a surface rights owner would be damaged by one or more of the activities described above, then Grantor shall be entitled to compensation from State's lessee to the extent of the diminution in value of the real property. Grantee shall be entitled to damages to the extent of the diminution in value of improvements on said property.
2. That if premises, or any portion thereof, is used for purposes other than public park, scenic, and recreation purposes, title to premises, or portions thereof, used for purposes other than public park, scenic, and recreation purposes, shall automatically revert to and vest in Grantor.
3. A master development plan for Grantee's park shall be prepared by Grantee and shall be subject to approval in writing by Grantor before any improvement or alterations are made to premises. Subsequent amendments or alterations of said master plan shall also be subject to approval in writing by Grantor.
4. No trees, brush, or other plant materials shall be destroyed, cut, or removed from premises unless such action is in accordance with and necessary to implement said master plan.
5. There is also reserved unto Grantor all timber harvested from trees standing at the time of the execution of this deed. Removal of dead, diseased or dangerous trees for proper management of premises for park and recreational purposes shall be the sole responsibility of Grantee.
6. Any building, structure, improvement, or development of any kind constructed or placed upon premises shall be in accordance with said master plan.
7. No billboards, outdoor advertising structures, or advertisement of any kind shall be hereafter erected, displayed, placed, or maintained upon premises. The foregoing shall not include signs erected on premises which conform to said master plan and are designed to inform or give direction to the users of premises.
8. No material of any kind shall hereafter be dumped, placed, or stored upon premises.
9. No additional vehicular access to or from adjacent private lands shall be permitted over or across premises or existing roads within the park, without the expressed written consent of Grantor.
10. Access to state highways shall be limited to existing accesses or at places allowed in writing by Grantor.

VOL 19 PAGE 214

Highway Division
File 6047 (P-322)
1B-17-3 & 1B-1-83
3B-1-7 & 2B-9-3

The restrictions, rights, and conditions herein contained shall run with said land and shall forever bind Grantee, its successors and assigns. Where any action is taken to enforce the above mentioned conditions, Grantor shall not be liable for any trespass or conversion as to any real or personal property. Where legal proceedings are commenced by Grantor to enforce the foregoing restrictions or for the recovery of the removal or destruction costs of any unauthorized material on premises, the successful party shall be entitled to reasonable attorney fees and court costs.

No monetary consideration is being received by Grantor for this deed.

Dated this 1st day of July, 1983.

APPROVED AS TO
LEGAL SUFFICIENCY

[Signature]
Attorney General
Date 6-15-83

STATE OF OREGON, by and through its
DEPARTMENT OF TRANSPORTATION,
Parks and Recreation Division

By *[Signature]*
DAVID G. TALBOT, Administrator

STATE OF OREGON, County of Marion

July 1

1983. Personally appeared David G. Talbot, who being sworn,
stated that he is the Administrator for the State of Oregon, Department of Transportation.

Parks and Recreation Division, and that this document was voluntarily signed on behalf of

the State of Oregon by authority delegated to him. Before me,



[Signature]
Notary Public for Oregon

My Commission expires July 27, 1983

The above deed is hereby accepted by Grantee in accordance with the terms and conditions set out therein.

CITY OF SISTERS, Oregon

By *[Signature]*

Title Mayor



VOL 19 PAGE 215

EXHIBIT A

FILE 6047 (P-322)
1B-17-3 & 1B-1-83

A parcel of land lying in the NE 1/4 of Section 9, Township 15 South, Range 10 East, W.M., Deschutes County, Oregon, the said parcel being described as follows;

That portion of that property deeded to the Oregon State Highway Commission and recorded in Book 58, Page 196 of the Deschutes County Record of Deeds which lies 100 feet Southwesterly, when measured at right angles, of the centerline of the McKenzie-Bend Highway as constructed.



STATE OF OREGON) ss.
COUNTY OF DESCHUTES)
I, MARY SUE BERNHOLM, COUNTY CLERK AND
RECORDS OF DEEDS, DO HEREBY CERTIFY THAT THE WITHIN
INSTRUMENT WAS RECORDED THIS DATE:

1983 JUL -7 AM 9:37

MARY SUE BERNHOLM
COUNTY CLERK

BY: *Mary Sue Bernholm* DEPUTY
NO 83-11043 RE 1300
DESCHUTES COUNTY OFFICIAL RECORDS

CORRECTION DEED

85-12895

Highway Division
File 6047 (P-322)
1B-17-3 & 1B-1-83
3b-1-7 & 2b-9-3

0098-0347

ORIGINAL

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1. That there is reserved unto the State of Oregon, its successors, and assigns, all minerals, as defined in ORS 273.775(1), and all geothermal resources, as defined in ORS 273.775(2), together with the right to make such use of the surface as may be reasonably necessary for prospecting for, exploring for, mining, extracting, re-injecting, storing, drilling for, and removing such minerals and geothermal resources, provided, however, that the right hereby reserved to use the surface for any of the above activities shall be subordinate to that actual use of the surface for any premises deeded heretofore, or any part thereof, being made by the surface rights owner at the time that the State's lessee conducts any of the above activities. In the event such use of the premises by a surface rights owner would be damaged by one or more of the activities described above, then Grantor shall be entitled to compensation from Grantee's lessee to the extent of the diminution in value of the real property. Grantee shall be entitled to damages to the extent of the diminution in value of improvements on said property.
2. That if premises, or any portion thereof, is used for purposes other than public park, scenic, and recreation purposes, title to premises, or portions thereof, used for purposes other than public park, scenic, and recreation purposes, shall automatically revert to and vest in Grantor.
3. A master development plan for Grantee's park shall be prepared by Grantee and shall be subject to approval in writing by Grantor before any improvement or alterations are made to premises. Subsequent amendments or alterations of said master plan shall also be subject to approval in writing by Grantor.
4. No trees, brush, or other plant materials shall be destroyed, cut, or removed from premises unless such action is in accordance with and necessary to implement said master plan.
5. There is also reserved unto Grantor all timber harvested from trees standing at the time of the execution of this deed. Removal of dead, diseased, or dangerous trees for proper management of premises for park and recreational purposes shall be the sole responsibility of Grantee.
6. Any building, structure, improvement, or development of any kind constructed or placed upon premises shall be in accordance with said master plan.
7. No billboards, outdoor advertising structures, or advertisement of any kind shall be hereafter erected, displayed, placed, or maintained upon premises. The foregoing shall not include signs erected on premises which conform to said master plan and are designed to inform or give direction to the users of premises.
8. No material of any kind shall hereafter be dumped, placed, or stored upon premises.
9. No additional vehicular access to or from adjacent private lands shall be permitted over or across premises or existing roads within the park, without the expressed written consent of Grantor.
10. Access to state highways shall be limited to existing accesses or at places allowed in writing by Grantor.

3-21-85

CITY OF SISTERS
PO Box 39
Sisters, OR 97759
Becky Brown
849-6022

Highway Division
File 6047 (F-322)
1B-17-3 & 1B-1-83
3B-1-7

0099-0348

The restrictions, rights, and conditions herein contained shall run with said land and shall forever bind Grantee, its successors and assigns. Where any action is taken to enforce the above mentioned conditions, Grantor shall not be liable for any trespass or conversion as to any real or personal property. Where legal proceedings are commenced by Grantor to enforce the foregoing restriction or for the recovery of the removal or destruction costs of any unauthorized material on premises, the successful party shall be entitled to reasonable attorney fees and court costs.

No monetary consideration is being received by Grantor for this deed.

This deed is given as a deed of correction for the purpose of clarifying the description in the Exhibit "A" of that certain deed executed by the Grantor herein to the Grantee herein, dated July 1, 1983, recorded July 7, 1983, in Volume 19, Page 213, Instrument No. 83-11043, Deschutes County Deed Records.

Dated this 1st day of April, 1985.

APPROVED AS TO
LEGAL SUFFICIENCY

J. J. [Signature]
Asst. Attorney General

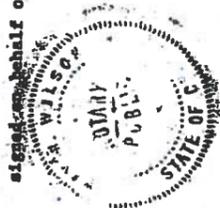
Date 3-22-85

STATE OF OREGON, by and through its
DEPARTMENT OF TRANSPORTATION,
Parks and Recreation Division

David G. Talbot
David G. Talbot, Administrator

STATE OF OREGON, County of Marion

April 1, 1985. Personally appeared David G. Talbot, who being sworn, stated that he is the Administrator for the State of Oregon, Department of Transportation, Parks and Recreation Division, and that this document was voluntarily signed on behalf of the State of Oregon by authority delegated to him. Before me:



E. Wilson
Notary Public for Oregon
My Commission expires 10-27-1989

The above deed is hereby accepted by Grantee in accordance with the terms and condition set out therein.

CITY OF SISTERS, Oregon

By *[Signature]*
Title Mayor

3-21-85
Page 2 - Correction Deed
m/j/j

City of Sisters
PO Box 39
Sisters, OR 97159
Becky Hubbard
541-602-0022

EXHIBIT A

0668-0376

A parcel of land lying in the NE1/4 of section 9, Township 13 South, Range 10 East, W.M., Deschutes County, Oregon, the said parcel being described as follows:

That portion of that property deeded to the Oregon State Highway Commission and recorded in Book 58, Page 196, of the Deschutes County Record of Deeds which lies 100 feet southeasterly, when measured at right angles to the centerline of the McKenzie-Bend Highway, as said highway centerline was relocated in the 1969 reconstruction of the Squaw Creek Bridge Section, shown on Oregon State Highway Division Map No. 10C-47-9.

mp/ll,
3-20-85

STATE OF OREGON)
COUNTY OF DESCHUTES) SS.

I, MARY SUE PENNELLON, COUNTY CLERK AND RECORDER OF CONVEYANCES, IN AND FOR SAID COUNTY, DO HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS RECORDED THIS DAY:

1985 JUN 24 AM 9 34

MARY SUE PENNELLON
COUNTY CLERK

BY: *[Signature]* DEPUTY
NO. 8-12895 FILE 13
DESCHUTES COUNTY OFFICIAL RECORDS

✓ City of Sisters
PO Box 39
Sisters, OR 97129
[Signature]
549-6022



D

0



City of Sisters

DRAFT

CITY OF SISTERS
CITY PARK
MASTER PLAN

FEBRUARY 28, 1990
PLANNING DEPARTMENT * 150 N. FIR * PU BOX 39 * SISTERS, OR 97759
(503) 549-6022

150 N. FIR STREET • P.O. BOX 39 • SISTERS, OREGON 97759 • (503) 549-6022

SISTERS CITY PARK

EXISTING CONDITIONS

LOCATION:

Off Highway 20, southside, on both sides of Squaw Creek. The park is within the City limits on the easterly boundary.

ACREAGE:

The park is in two separate areas divided by Squaw Creek. The largest area consists of approximately 13 acres and is used for the overnight camping. The smaller area of approximately 3 acres is the picnic side, day use area.

DESCRIPTION:

The park is deeded to the City from the Oregon State Parks and Recreation Division with the intention of maintaining and/or improving services.

DAY USE:

Day use facilities consist of six picnic tables, two fire pits, one drinking fountain and one horseshoe pit.

ATTENDANCE:

The day use is open five months (May through September) yearly. Estimating six groups per day with an average of four people per group for five months equals approximately 3,600 day users.

CAMPGROUND FACILITIES:

There are 26 picnic tables and 12 fire pits.

ATTENDANCE:

Camping is at random. At this time there is no information regarding attendance numbers.

GROWTH:

The reputation and popularity of the park is reflected in the growth of annual fees collected:

1987	\$	5,569.92
1988		6,887.76
1989		10,850.61

SISTERS CITY PARK
GOALS AND OBJECTIVES

GOAL 1: Maintain or increase current levels of park use in an enjoyable and safe environment.

OBJECTIVES:

- A. Make improvements to existing facilities as needed to accommodate existing and project use levels.
 - 1. Construct showers and additional toilets.
 - 2. Better define circulation and travel patterns.
 - 3. Supply campsites with individual fire pits.
- B. Provide additional facilities as needs become apparent.
 - 1. Install an irrigation system to minimize dust pollution and fire danger.
 - 2. Create additional tent sites.
 - 3. Install water, sewer, and electric for recreational vehicle hook-ups.
 - 4. Install bike racks throughout the park.

GOAL 2: Maintain or increase recreational and educational features of the Park.

OBJECTIVES:

- A. Develop a trail/openspace plan to link Sisters City Park to Village Green Park.
- B. Construct a multi-purpose trail along Squaw Creek through the park.
- C. Design an educational kiosk describing natural features in the park.
- D. Plant a large grassy area for recreational activity such as volleyball, soccer and baseball/softball.

SISTERS CITY PARK
GOALS AND OBJECTIVES
PAGE TWO

- E. Install a playground facility for young children. *DAY USE AREA*
- F. Make provisions for the use of the park for educational programs.

GOAL 3: Maintain or enhance scenic character of the Park.

OBJECTIVES:

- A. Prohibit the removal of trees.
- B. Stabilize the banks of Squaw Creek through the park by vegetation.
- C. Maintain existing green.
- D. Where feasible, provide and maintain landscaped buffers between campsites.

GOAL 4:

Maintain and improve community activities in the Park.

OBJECTIVES:

- A. Build a large covered community barbecue/picnic area.
- B. Make provisions for group, neighborhood, organization and other community picnics.
- C. Establish Community Clean Up Days.

SISTERS CITY PARK
DEVELOPMENT PLAN

HIGH PRIORITY:

1. Install an irrigation system to encourage the growth of vegetation, control dust and minimize potential fire danger.

Approximate Cost \$ 1,343.95

2. Expansion of the restroom facilities for the travelling public. Expansion includes:

Women's Restroom

3 Showers
1 Toilet
2 Sinks

Men's Restroom

3 Showers
1 Toilet
2 Sinks

Approximate Cost \$ 5,600.00

MEDIUM PRIORITY:

1. Develop a large community barbeque pit/cooking area.

2. Develop additional overnight campsites. Establish overnight campsites with full hook up (i.e. sewer, water, power).

3. Build individual fire pits for each campsite.

4. Develop a large grassy area for recreational uses such as volleyball, soccer, and softball.

5. Increase the number of picnic tables in the Day Use area.

LOW PRIORITY:

1. Segregate tent sites from recreational vehicle sites.

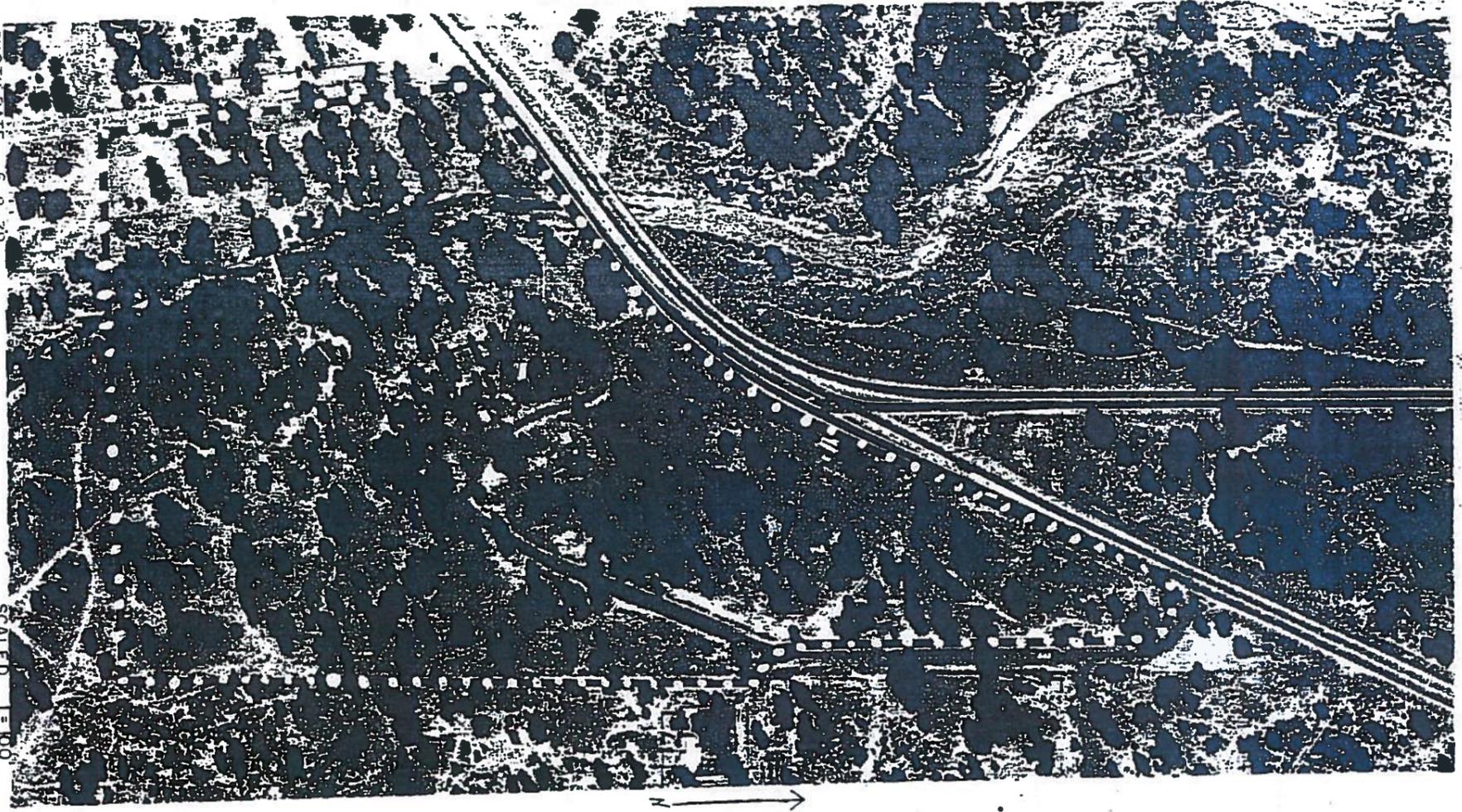
2. Provide additional tent sites.

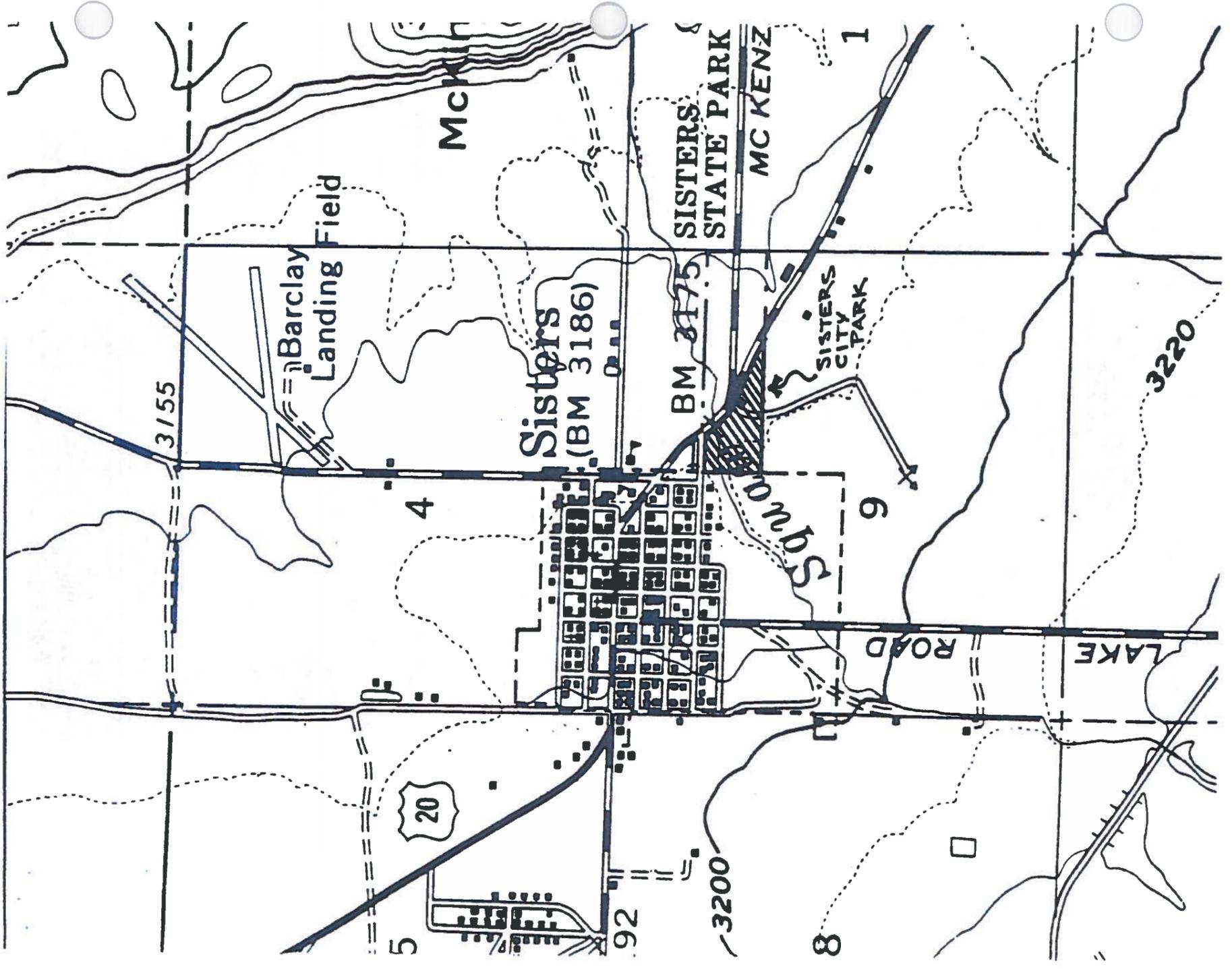
DEVELOPMENT PLAN
PAGE TWO

3. Increase signing throughout the Park.
4. Provide educational/interpretive billboard.
5. Build a small storage/maintenance building.
6. Upgrade the permanent site for the Camp Host.
7. Provide additional recreational facilities within the park:
 - A. Establish a Children's Playground.
 - B. Install bike racks throughout the Park.
 - C. Establish a multi-purpose trail along Squaw Creek.

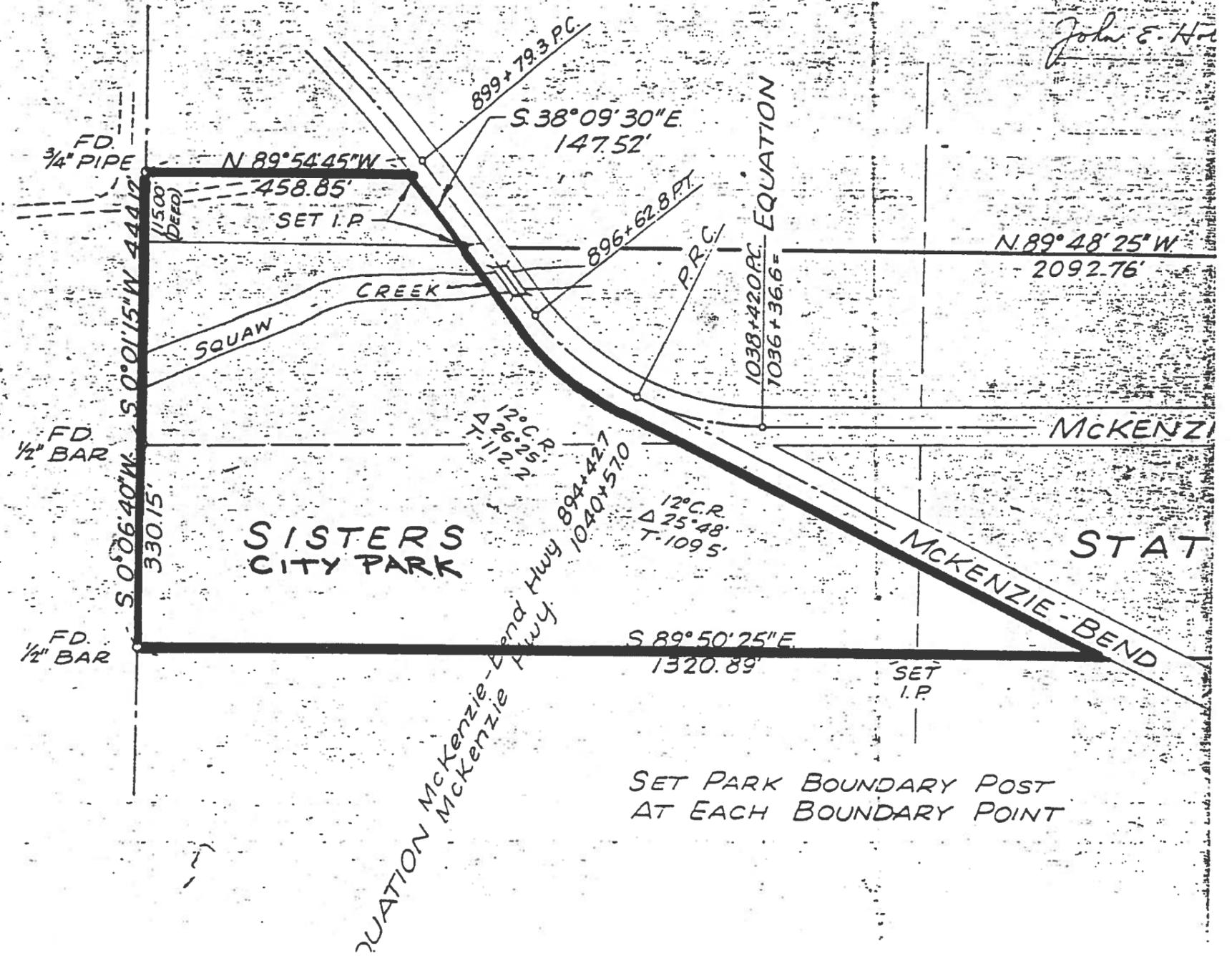
PHOTO DATE 6-8-79

SCALED 1:100





John E. Hill



SET PARK BOUNDARY POST AT EACH BOUNDARY POINT

LEGEND

-  Park Boundary
-  Tree Crown
-  Creek
-  Paved Road
-  Foot Bridge
-  Public Restroom



DRAFT

FIRST PHASE

DEVELOPMENT IMPROVEMENTS SUMMARY

The Sisters City Park is approximately 16 acres of pine forest which Squaw Creek traverses. The Park includes 40 unimproved overnight campsites, with 15 fire pits and 15 picnic tables. Currently, there are 6 hose bibs scattered throughout the Park, but no irrigation system exists. An RV dump station is located at the east entrance to the Park. Existing restroom facilities houses 2 sinks, 1 urinal and 3 toilets.

To the north of Squaw Creek the Park is utilized for day use only. It consists of 3 fire pits and 5 picnic tables. Currently no irrigation system exists. One drinking fountain is located in the day use area.

The proposal includes the installation of 20 sprinkler heads for dust control and maintenance of camp sites. The expansion for the existing restroom facilities include 3 additional toilets, 3 sinks and 6 showers.

Future plans for additional park amenities include overnight improved campsites, landscaping of existing dirt fields, paving of existing roads and campsites. Recreational facilities such as a ballpark and horseshoe pit are planned for the future.

Removal of trees from Sisters City Park is prohibited according to the Parks Correction Deed. Future plans for the park do not include any changes from the present use of the site as an overnight camp facility.

FIRST PHASE
DEVELOPMENT IMPROVEMENTS SUMMARY
ENVIRONMENTAL ASSESSMENT

This segment of the study is a brief summary of the impacts associated with the project. These include, but are not limited to impacts on the following areas of concern: floodplain regulation, impacts on vegetation and groundwater.

The project within the Sisters City Park consists of expanding the existing 360 square foot restroom facility with a 540 square foot addition adding 6 shower stalls and three toilets. Additionally, approximately 1000 square feet of land within the park is proposed to be irrigated with a underground sprinkler system.

Environmental considerations associated with the proposal are summarized below:

1. A portion of the park boundary falls within the floodplain, however, the proposed project site is located out of and to the south of the floodplain zone.
2. The majority of this land is unimproved forest land. Up to ten trees could possibly be impacted by the proposed building, septic tank and drain field. The removal of these trees would not result in accelerated erosion of the soil into Squaw Creek.
3. No threatened or endangered plants or animal will be affected and no archaeological or historic sites are on the project site.
4. The existing Leach Field will be abandoned. A new septic tank and drainfield will be constructed. The size of the proposed septic system and drainfield has not been determined at this time. The amount of effluent generated by the two additional toilets will not affect the groundwater.
5. An irrigation systems will be constructed with heads located at 20 locations. No environmental impact is foreseen in association with the project. The installation should improve the environment by minimizing dust and fire danger.
6. Daily park user count will increase due to the expansion of the facilities. The impact to the surrounding area should not be increased due to the addition of the proposed facility. The park site has the capacity to accommodate 86 parties. The addition of the facilities will not affect the maximum holding capacity of the overnight camping facility.
7. The project would not adversely impact noise or air quality in the areas due to traffic. Noise levels would increase temporarily during construction. However, these would be minimized by regulating construction hours and practices.

MEMORANDUM



CITY OF SISTERS

F

Date: July 30, 2014

To: City Parks Advisory Board

From: Pauline Hardie

Subject: Sisters Creekside Campground

During the July 29, 2014 City Parks Advisory Board Creekside Campground site visit the following observations we made;

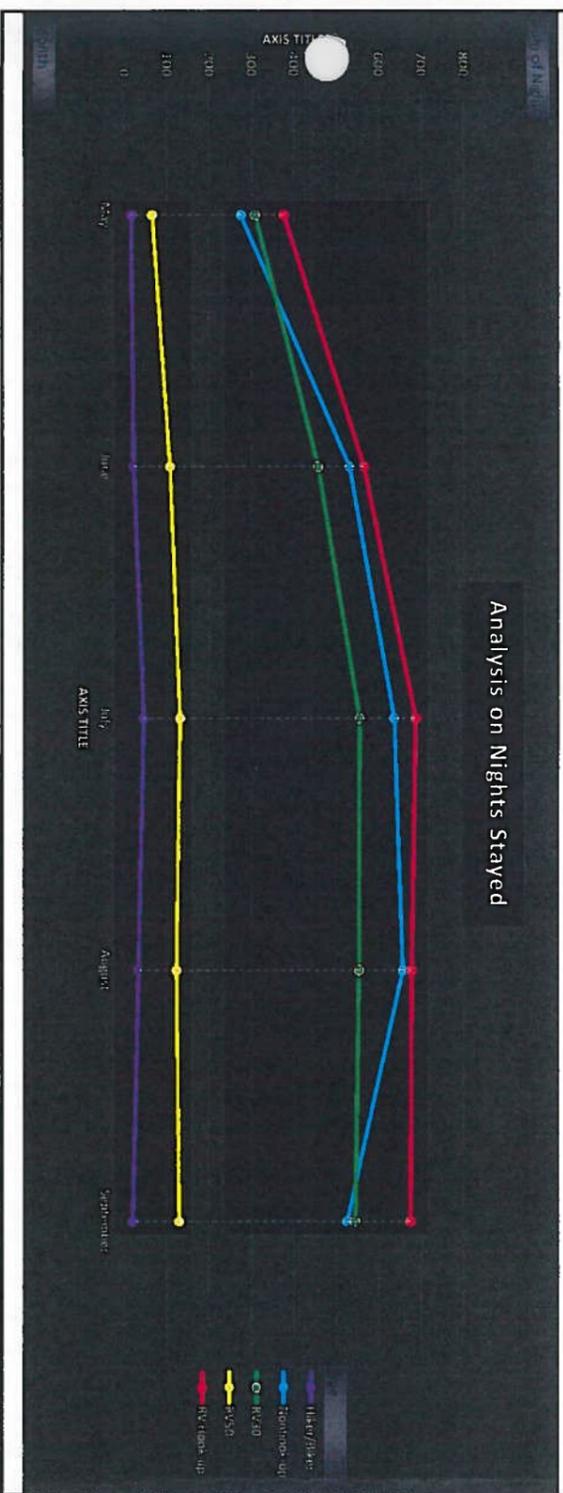
1. Road may not be wide enough and too many angles.
2. The campground was noisy.
3. Bollard lighting on Whychus Creek Trail is needed.
4. Restrooms need improvements.
5. Tent area is underutilized.
6. Remove signs off trees.
7. Wifi is the #1 request by visitors.
8. Pickle ball is the #2 request by visitors.
9. Need speed bumps on main road or close the gate.
10. Need separate entrance and exit.
11. Signage in campground needs improved.
12. Need more hook ups to eliminate the use of generators. Preliminary sites identified were #24 and #29-#36.
13. Designate tent areas with parking nearby.



Category	May			June			July			August			September			October			Total	
	Nights	Revenue	Delta	Nights	Revenue	Delta	Nights	Revenue	Delta	Nights	Revenue									
RV30	310	\$ 9,895	49.5%	458	\$ 14,790	18.2%	556	\$ 17,487	18.2%	546	\$ 17,575	0.5%	546	\$ 17,240	-1.9%	341	\$ 10,972	-36.4%	2766	\$ 87,959
RV50	67	\$ 2,450	53.1%	108	\$ 3,750	25.2%	132	\$ 4,695	25.2%	130	\$ 4,435	-5.5%	130	\$ 4,555	2.7%	53	\$ 1,755	-61.5%	614	\$ 21,640
Hiker/Biker	17	\$ 125	68.0%	23	\$ 210	81.0%	47	\$ 380	81.0%	35	\$ 240	-36.8%	22	\$ 160	-33.3%	4	\$ 25	-84.4%	148	\$ 1,140
Nonhook-up	276	\$ 3,977	91.6%	532	\$ 7,621	15.0%	638	\$ 8,764	15.0%	658	\$ 8,655	-1.2%	527	\$ 6,700	-22.6%	244	\$ 3,020	-54.9%	2631	\$ 38,737
	670	\$ 16,447	60.3%	1121	\$ 26,371	18.8%	1373	\$ 31,326	18.8%	1372	\$ 30,905	-1.3%	1225	\$ 28,655	-7.3%	642	\$ 15,772	-45.0%	6159	\$ 149,476

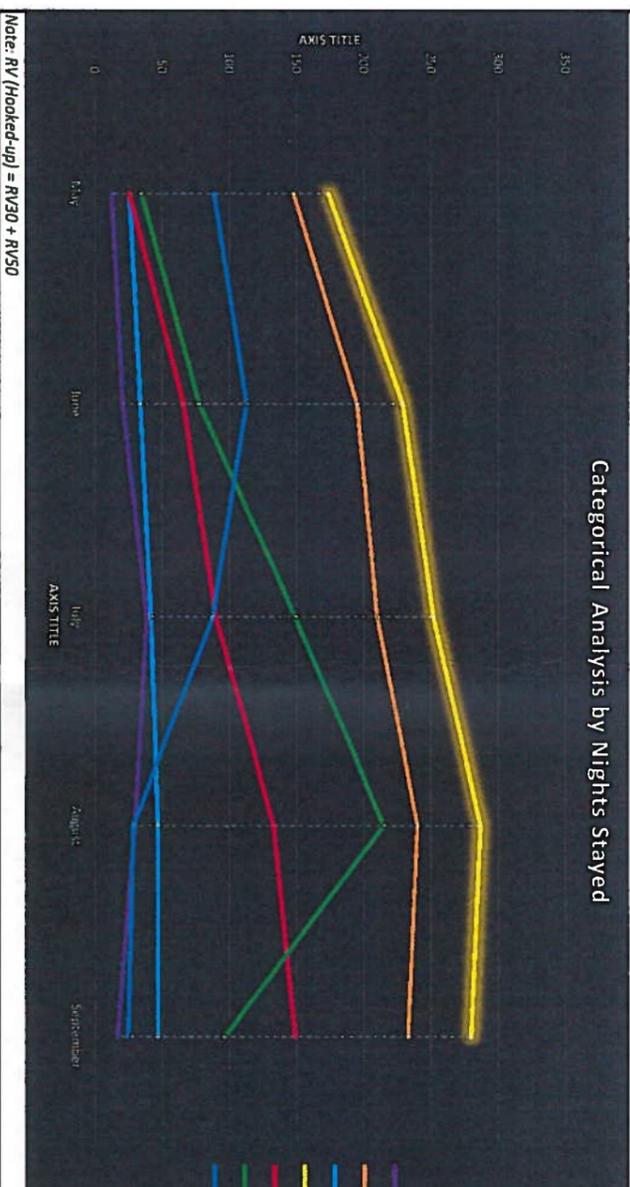
Analysis on Nights Stayed

Sum of Nights	Column Labels	Row Labels	Hiker/Biker	Nonhook-up	RV30	RV50	RV Hook-up	Grand Total
May			17	276	310	67	377	1047
June			23	532	458	108	566	1687
July			47	638	556	132	688	2061
August			35	658	546	124	679	2051
September			22	527	546	130	676	1901
Grand Total			144	2631	2425	561	2986	8747



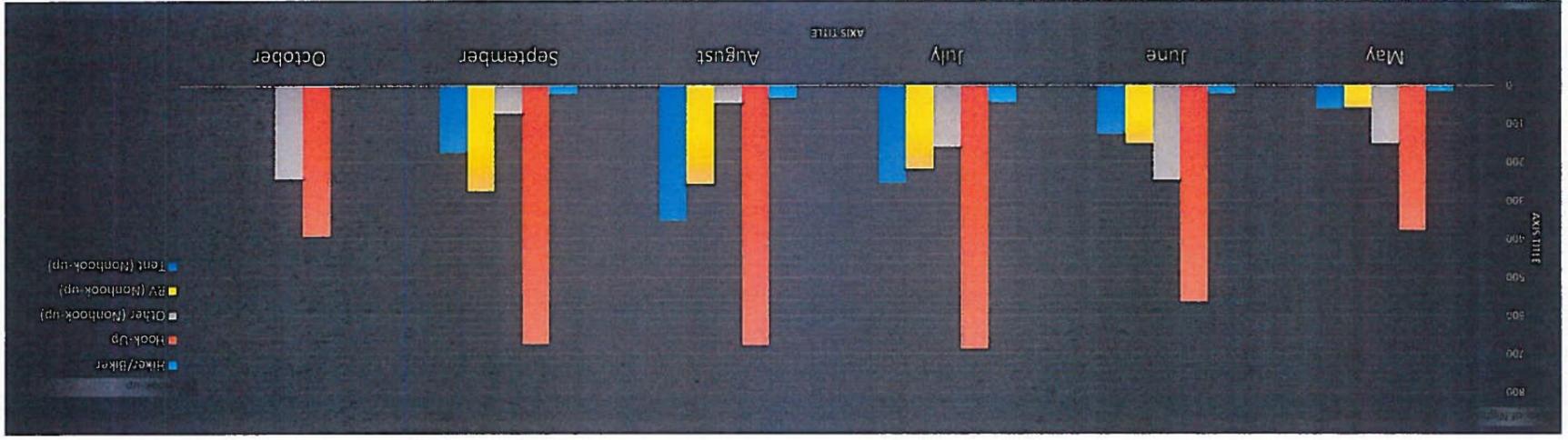
Categorical Analysis by Nights Stayed

Count of Nights	Column Labels	Row Labels	Hiker/Biker	RV30	RV50	Hooked-up	RV (Nonhook-up)	Tent (Nonhook-up)	Other (Nonhook-up)	Grand Total
May			13	148	26	174	26	35	89	511
June			21	195	34	229	66	78	113	736
July			39	210	42	252	90	149	88	870
August			30	240	47	287	133	215	29	981
September			17	233	47	280	149	97	25	848
Grand Total			120	1,026	196	1,222	464	574	344	3,946



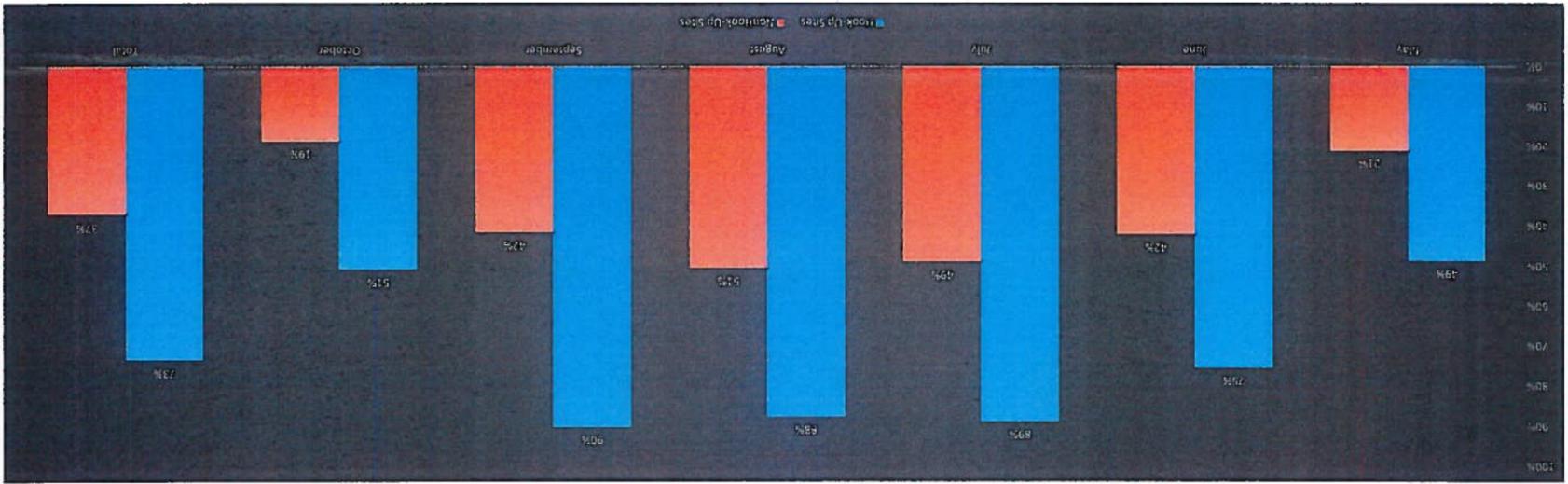
Note: RV (Hooked-up) = RV30 + RV50





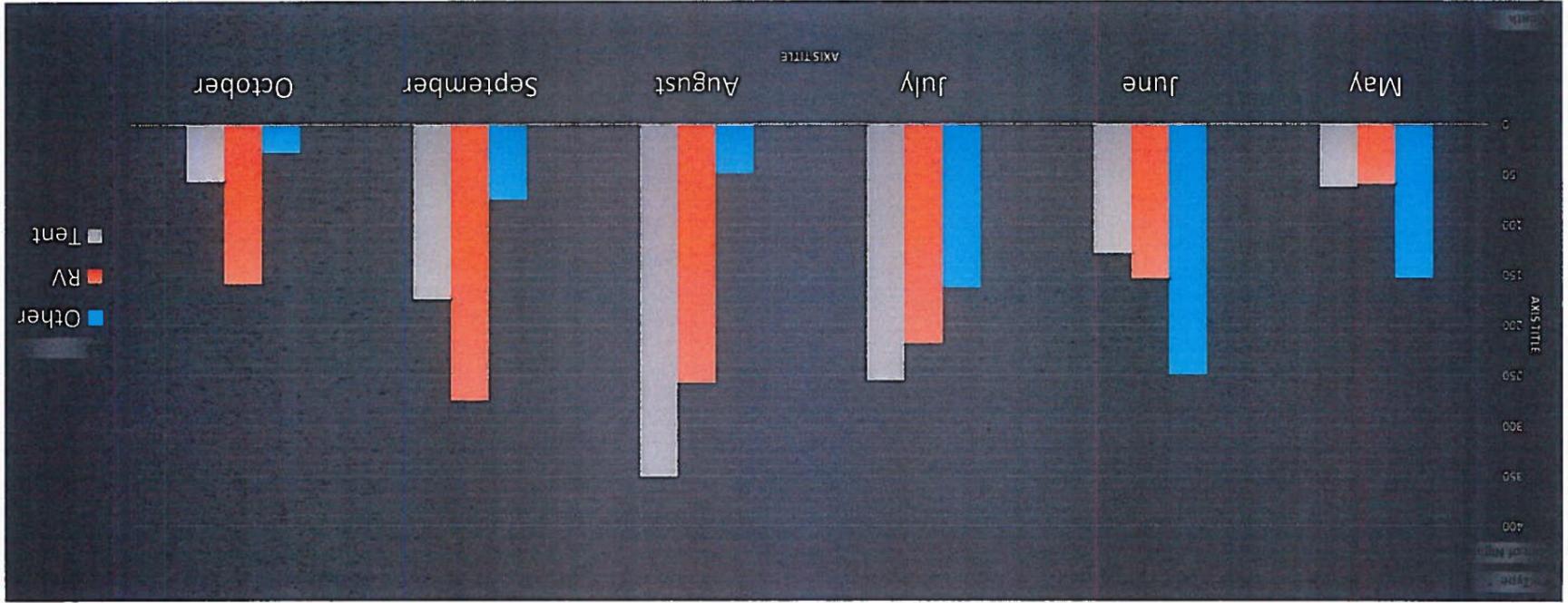
Month	Hiker/Biker	Hook-Up	Other (Nonhook-up)	RV (Nonhook-up)	Tent (Nonhook-up)	Grand Total
May	17	23	47	566	121	670
June	17	23	47	566	121	670
July	17	23	47	566	121	670
August	17	23	47	566	121	670
September	17	23	47	566	121	670
October	17	23	47	566	121	670
Grand Total	148	3380	933	966	976	6403

Number of Nights (Similar to Summary)



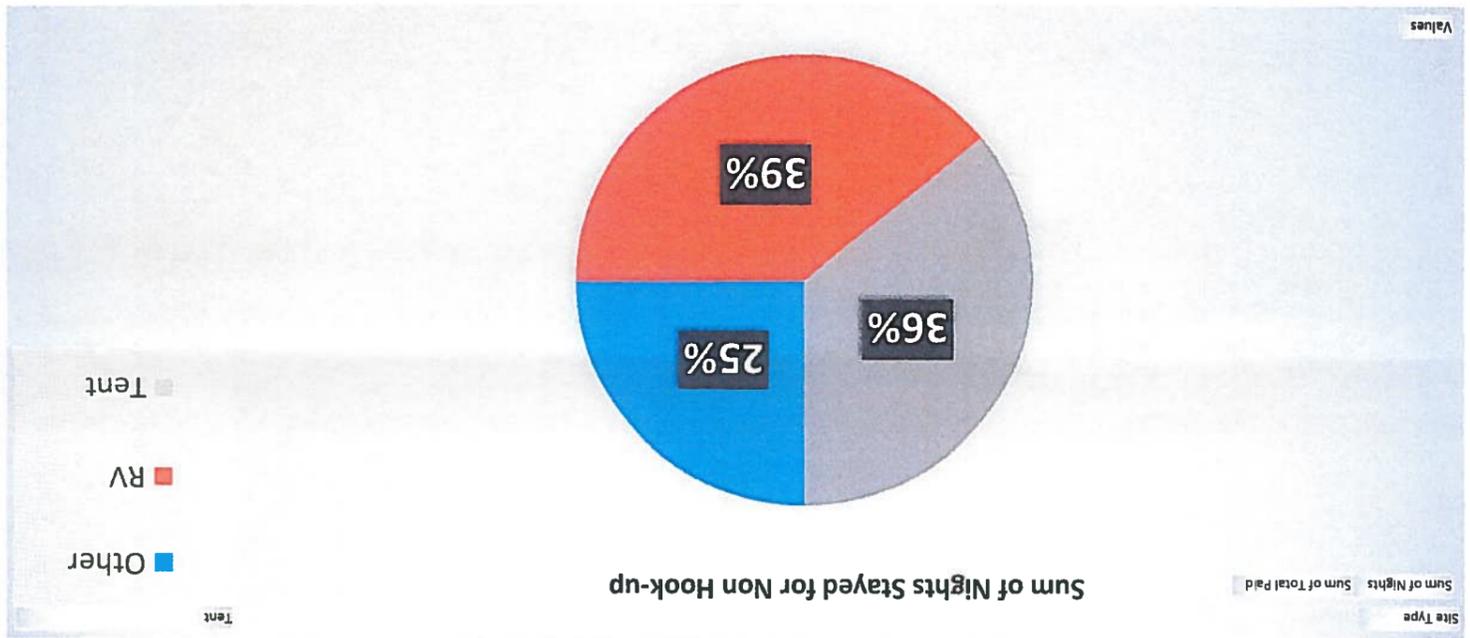
Month	Hook-Up Sites	Nonhook-Up Sites	Total
May	148	5222	5370
June	148	5222	5370
July	148	5222	5370
August	148	5222	5370
September	148	5222	5370
October	148	5222	5370
Total	148	5222	5370

Month	Hook-Up Sites	Nonhook-Up Sites	Total
May	21%	79%	100%
June	21%	79%	100%
July	21%	79%	100%
August	21%	79%	100%
September	21%	79%	100%
October	21%	79%	100%
Total	21%	79%	100%



Row Labels	Sum of Nights	RV	Tent	Grand Total
May	153	60	63	276
June	249	154	129	532
July	163	219	256	638
August	49	258	351	658
September	75	275	175	525
October	28	159	57	244
Grand Total	717	1125	1031	2873

Monthly
Site Type
Non Hook-up

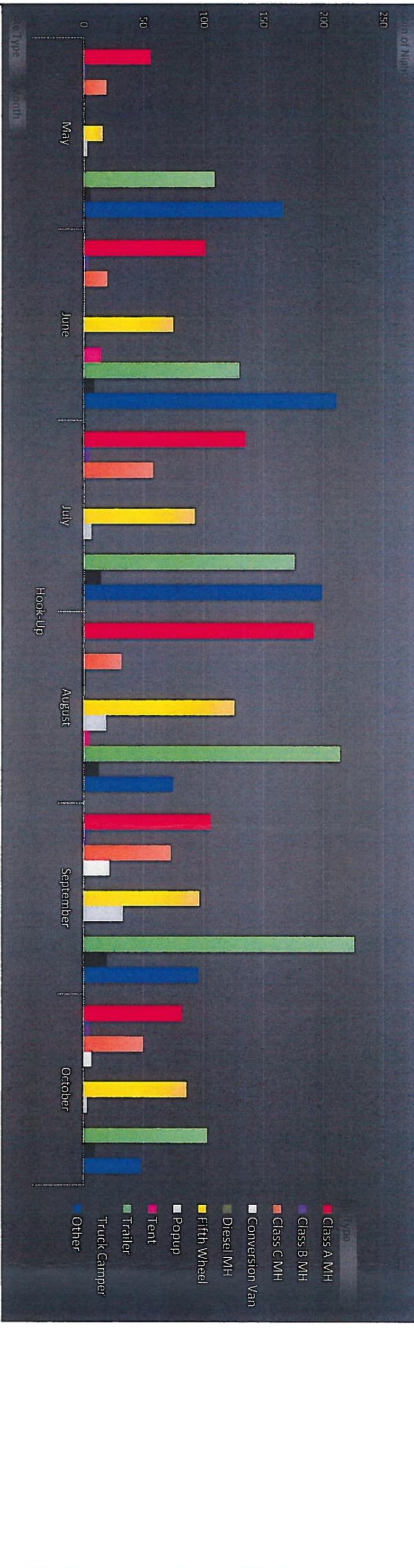


Row Labels	Sum of Nights	Sum of Total Paid
Other	717	\$ 10,047
RV	1125	\$ 13,646
Tent	1031	\$ 15,034
Grand Total	2873	\$ 38,727

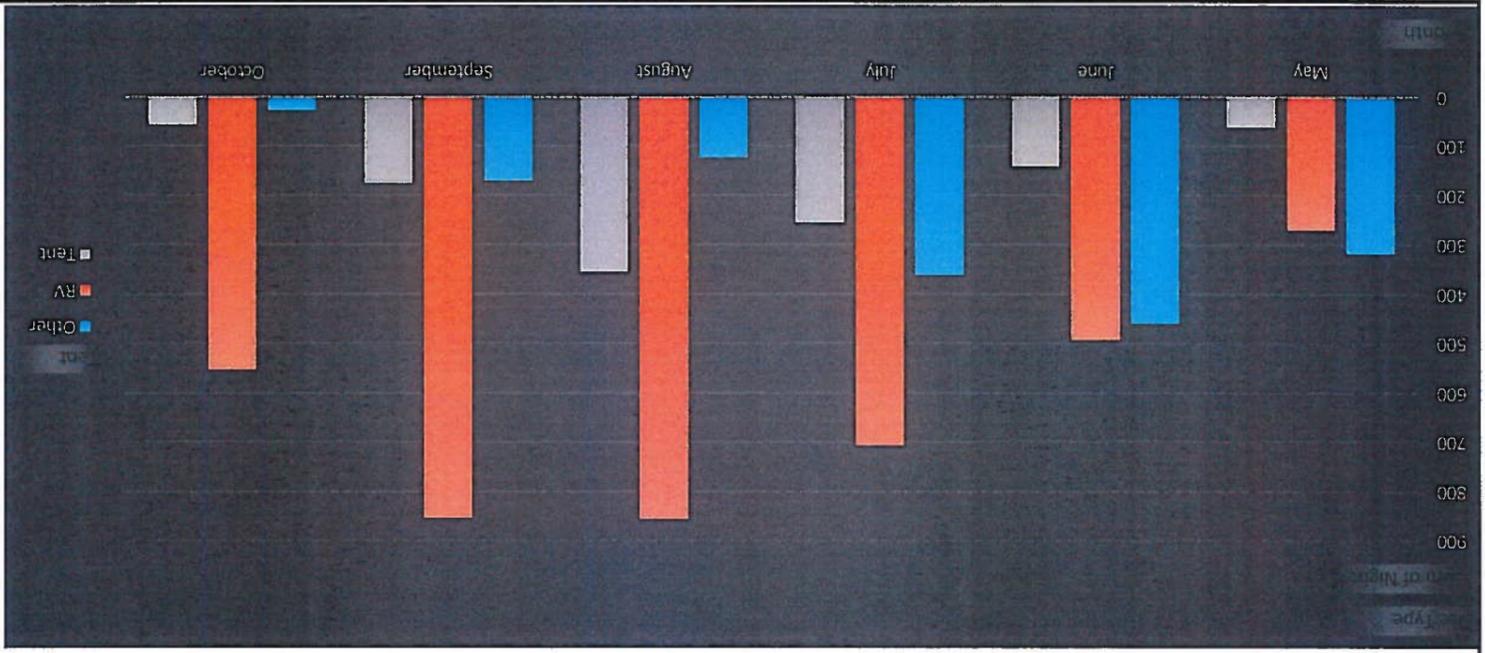
Total
Site Type
Non Hook-up

Analysis by Nights Stayed

Sum of Nights	Column Labels	Class A MH	Class B MH	Class C MH	Conversion Van	Diesel MH	Fifth Wheel	Popup	Tent	Trailer	Truck Camper	Other	Grand Total
Hook-Up		672	20	252	30	1	493	66	20	958	73	795	3380
May		56	2	19			16	3		109	6	166	377
June		101	4	20			75	1	15	130	9	211	566
July		135	5	58			93	7		176	15	199	688
August		192	1	32	1	1	126	19	5	214	13	75	679
September		106	3	73	22		97	33		226	20	96	676
October		82	5	50	7		86	3		103	10	48	394
Grand Total		672	20	252	30	1	493	66	20	958	73	795	3380

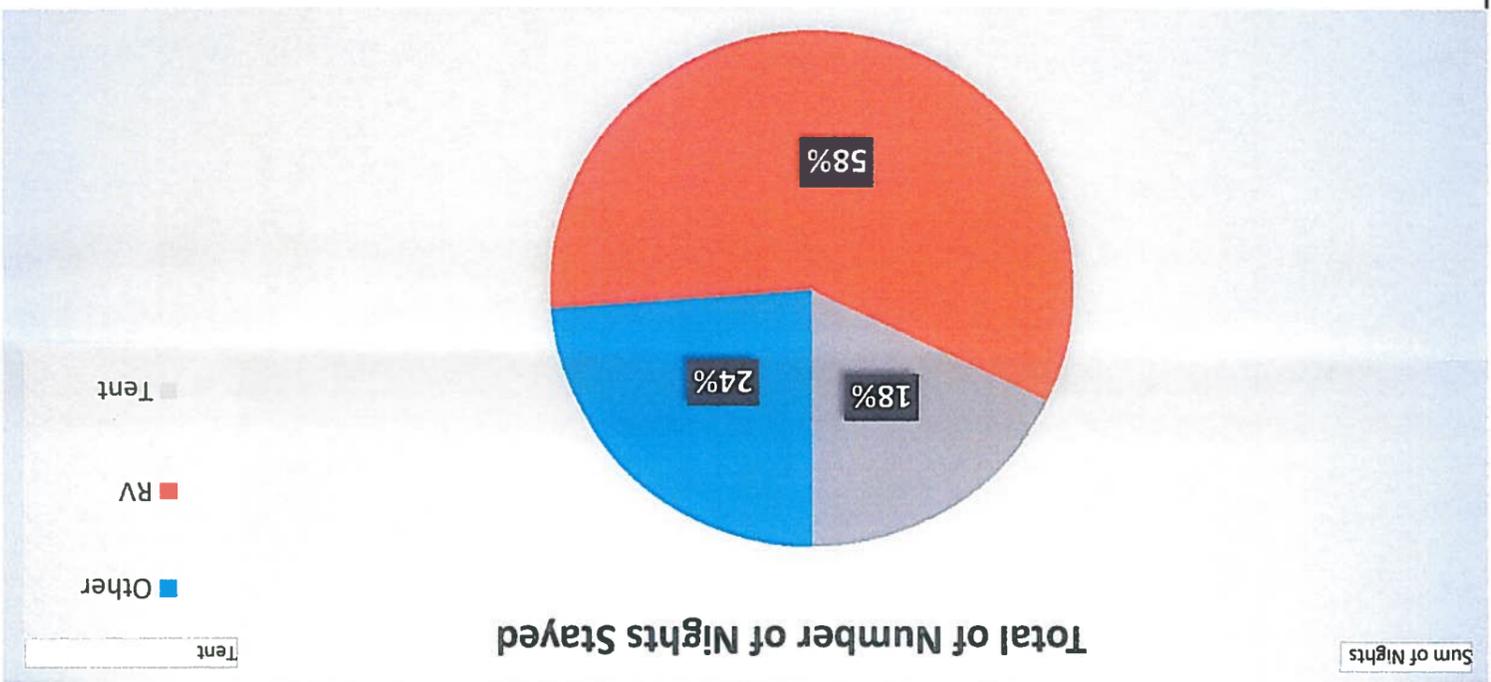


Nights Stayed by Month



Site Type (Multiple Items)	Sum of Nights	Column Labels	RV	Tent	Grand Total
Row Labels	319	Other	271	63	653
June	460		494	144	1098
July	362		708	256	1326
August	124		857	356	1337
September	171		855	175	1201
October	28		553	57	638
Grand Total	1464		3738	1051	6253

Total of Number of Nights Stayed in the Campground



Row Labels	Sum of Nights
Other	1,528
RV	3,741
Tent	1,137
Grand Total	6,406





City of Sisters
Creekside Park and Campground
Master Plan
2014

DRAFT

Creekside Park and Campground

Location:

Sisters Creekside Park is located between Highway 20, Jefferson Avenue, and Locust Street.

Sisters Creekside Campground is located between Highway 20, Jefferson Avenue, and Locust Street, the park abuts Whychus Creek, the highway, and a residential area to the south.

Acreage:

The property is 13.42 acres and includes Creekside Park, Creekside Campground and a large natural area. Creekside Park is 2.65 acres and is separated from Sisters Creekside Campground by Whychus Creek. Creekside Campground is approximately 6.72. The remainder area is 4.05 acres and is planned as future park area in the 2011 Parks Master Plan.

Setting

The site is generally flat with the Whychus Creek flowing between Creekside Park and Creekside Campground. A covered wooden bridge over Whychus Creek connects the two parks. The Whychus Creek Trail runs along the southern side of Whychus Creek and Highway 20 and starts at Locust Street and ends near the Five Pine campus. The site includes Ponderosa and Juniper Trees, grass and natural landscaping.

Zoning and Comprehensive Plan

The property is zoned Open Space (OS) District; however the area located along Whychus Creek that is within the 100-year flood plain is zoned Floodplain (FP) District. The property has a Comprehensive Plan designation of Open Space (OS) and the area located along Whychus Creek that is within the 100-year flood plain has a Comprehensive Plan designation of Floodplain (FP).

Background:

The Park area was deeded to the City on July 7, 1983 (Document 1983-11043) from the Oregon State Parks and Recreation Division with the intention of maintaining and/or improving services. A Correction Deed was recorded on June 24, 1985 (Document 1985-12895).

In 1990, a draft City Park Master Plan was prepared for Creekside Park (day use) and the Campground; however, the Plan was never approved by the Oregon Parks and Recreation Department. The Draft Plan First Phase Development Improvements Summary states that there were 40 unimproved overnight campsites, with 15 fire pits and 15 picnic tables. There were six hose bibs scattered throughout the Park but no irrigation system existed. An RV dump station was located at the east entrance to the Park. There was also a restroom facility that included two sinks, one urinal and three toilets. The day use area consisted of three fire pits and five picnic tables. There was no irrigation system in place and there was one drinking fountain.

In 2008, the Creekside Campground had approximately 40 RV sites and 16 tent sites. Electricity, water and sewer hookups were not available at each site, but there was a public sewer and watering station available for campers.

Between 2009 and 2010, the City of Sisters converted 20 non-hook up sites to 25 full hook-up sites. More specifically, in 2009 the City installed 19 full hook-ups (15-30 amp and 4- 50 amp) and in 2010 – installed 6 full hook-ups (5 – 30 amp and 1 – 50 amp). In the 2010, the City also installed two ADA Showers.

In 2010, the City also completed the installation of a multi-use trail now known as Whychus Creek Trail. The Trail is approximately 1,650 lineal feet and begins at Locust Street, meanders along the creek through the Sisters Creekside Campground and connects to the Five Pine campus.

Current Conditions

Currently Creekside Park is mostly an undeveloped neighborhood park located adjacent to Whychus Creek. The 2.65-acre park is used most frequently for picnicking, as it has several picnic tables spread throughout an expanse of large coniferous trees and open lawn. The park is also used for several special events throughout year.

Existing Facilities

- Signage
- Information/directional signage
- Parking
- Creek Access
- Bike and Pedestrian Bridge
- Picnic Tables (10)
- Benches (1)
- Dog Station (1)
- Drinking Fountain (1)
- Trees and Landscaping
- Restrooms are accessible via a pedestrian footbridge that spans Whychus Creek.

ADD PICTURES

Sisters Creekside Campground is 6.72 acre developed campground for tent and RV visitors. It includes 70 sites (of which 20 sites are full hook-up sites at 30 amps, five are full hook up at 50 amps and three are overflow) and a large grass area. There are also four walk in hiker/biker sites available.

Existing Facilities

- RV Spaces (70)
- RV Sewage Disposal Station
- Storage Sheds (3)
- Camp Host Site
- Full hook-up (25)
- Fire Pits for Each Campsite
- Pay Station
- Picnic Table for each campsite
- Trash Dumpster (1)
- Signage
- Access to Whychus Creek Trail and Covered Footbridge
- Access to Whychus Creek
- Restrooms
- Walk in hiker/biker sites

ADD PICTURES



Growth:

Sisters Creekside Campground is a community amenity that has become increasingly popular with the transient RV population as well as with our local camping enthusiasts. The Campground is strategically located within walking distance to both downtown and the Five Pine Highway Commercial areas. The reputation and popularity of the park is reflected in the growth of annual fees collected:

• 1987	\$ 5,569.92
• 1988	\$ 6,887.76
• 1989	\$ 10,850.61
• 08/09	\$ 35,070
• 09/10	\$ 67,196
• 10/11	\$ 85,295
• 11/12	\$ 91,714
• 12/13	\$93,628
• 13/14	\$ 117,927

Goals and Objectives

Goal 1: Maintain or increase current levels of Park use in an enjoyable and safe environment.

Objectives: A. Make improvements to existing facilities as needed to accommodate existing and project use levels.

Tasks:

1. Construct new restrooms including additional showers and toilets.
2. Add lighting to Whychus Creek Trail.
3. Maintain campground.

B. Provide additional facilities.

Task:

1. Install additional water, sewer, and electric for recreational vehicle hook-ups.
2. Provide a registration building and registration parking.
3. Create additional walk in tent sites with parking nearby.
4. Install an irrigation system to minimize dust pollution and fire danger.

Goal 2: Maintain or increase recreational and educational features of Park.

Objectives: A. Develop recreational park amenities.
B. Develop a trail/open-space plan to link Sisters City Park to Village Green Park.

Task:

1. Develop Creekside Campground extension-park as shown in the 2011 Parks Master Plan including pickle ball and tennis courts.

Goal 3: Maintain or enhance scenic character of the Park.

Objectives: A. Work with Urban Forestry Board on the removal of trees.
B. Stabilize the banks of Whychus Creek through the park by vegetation.
C. Maintain existing landscaping and add additional landscaping and grass.
D. Provide and maintain landscaped buffers between campsites and between campsites and US 20 and neighborhoods.

Goal 4: Improve circulation in the Park.

Objectives: A. Better define circulation and travel patterns.
B. Widen roads near hook-up sites and reduce angles.
C. Improve accessibility between Creekside Park and Creekside Campground.
D. Improve signage throughout park.

**Development Plan
Creekside Park**

1. Accessibility improvements including constructing improvements to the exiting footbridge across Whychus Creek to meet ADA accessibility requirements.
Approximate Cost \$ 20,000
2. Upgrade the electrical system to better accommodate special events and additional uses.
Approximate Cost \$20,000
3. Enhance entry to better define the park.
Approximate Cost \$ 3,200
4. Add public art when possible.
Approximate Cost \$ 5,000
5. Improve the existing parking area to enhance accessibility and functionality.
Approximate Cost \$
6. Construct a gazebo or pavilion to provide an additional amenity for visitors
Approximate Cost \$
7. Improve pedestrian access to Whychus Creek along the north bank abutting the park without degrading riparian areas.
Approximate Cost \$

**Development Plan
Sisters Creekside Campground**

1. Convert 15 non-hook up sites to full hook-up sites with sewer, water and power. Consider providing hook-up sites with both 50 amp and 30-amp.
2. Repurpose existing Village Green Restroom Building as the registration Building.
3. Develop walk in tent sites with picnic tables and fire pits.



Registration Building

Restroom Improvements

1. Replace existing restroom facility with the following:

Unisex Showers 6 Showers

Women's Restroom 3 Toilets
 2 Sinks

Men's Restroom 3 Toilet
 2 Sinks

Approximate Cost \$

Circulation Improvements

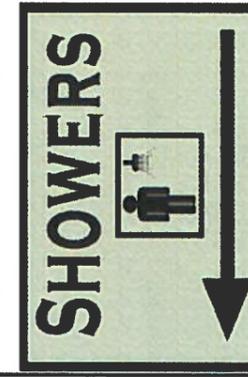
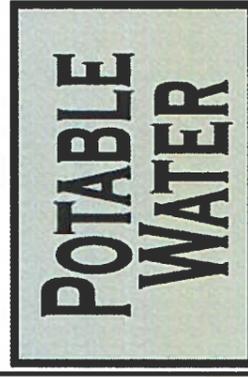
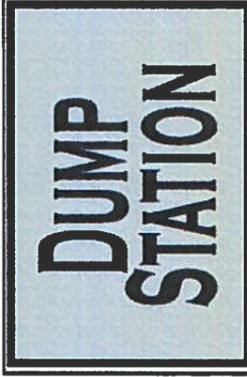
1. Permit one two-way access point onto Locust Street. Access shall be a minimum of 20-feet in width.
2. Provide one two-way access onto Buckaroo Trail.
3. Direction and informative signage in campground needs to be improved.

Landscaping Improvements

1. Provide a landscape buffer along the highway to screen the highway and help with noise pollution.
2. Provide additional landscaping throughout the campground using a combination of grass, native plantings and trees.

Amenities

1. Provide Wi-Fi to all sites.
2. Install Creekside Campground Park developments including pickle ball and tennis courts.
3. Relocate dump station away from campsites.
4. Install outdoor wash sink.
5. Install bollard lighting on Whychus Creek Trail.



DRAFT

Draft
First Phase
Development Improvements Summary

STILL NEED TO UPDATE

DRAFT

First Phase

Development Improvements Summary

Environmental Assessment

STILL NEED TO UPDATE

DRAFT

#	Concerns	Possible Solutions
1	RVs driving through residential neighborhoods/RVs missing the campground entrance	Have only one entrance on Locust
		Widen entrance on Locust
		Improve visibility of the entrance sign
		Install directional signage
2	Noise from generators	Install hookups so that campers will not need to run generators
		Install greater buffers between campground and neighborhood.
3	Traffic impact on the Buckaroo/US 20 intersection	Loop RV dump drive aisle so they can leave out Locust
4	Campers washing dishes in Whychus Creek	Install wash sink and update campground rules
5	Big RV's visible over fence. Not aesthetically pleasing to neighbors.	Plant second line of trees inside fence line as additional screen. Or hedge?
		Remove or reduce sites closest to neighborhood
6	RVs parking on Locust	Provide staging area on-site
7	Clothes lines	Update campground rules
8	Dog waste	Update campground rules and provide dog stations
9	Tree Removal	Part of master plan.
		UFB or City Forester to review potential tree removal and replace with required trees

H

I

RESOLUTION NO. 2009-09

**A RESOLUTION AMENDING THE MASTER RULES OF SISTERS OVERNIGHT
PARK**

WHEREAS, the City of Sisters has created, by Council resolution, a master document of Sisters Overnight Park Rules, and

WHEREAS, it is appropriate to review all rules from time to time to maintain city services and facilities;

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Sisters, that Resolution No. 2008-07 is hereby repealed and replaced by Resolution 2009-09 as follows, effective immediately:

RULES

1. *Pets must be on a leash at all times and are only allowed to exercise in the pet run area.*
2. *Guests are not allowed to run generators between 10 p.m. – 6 a.m.*
3. *Only small fires are allowed in the fire pits (flames are not allowed to be higher than 2 ft above the fire ring). Put out all fires when unattended and contact the Park Host for fire restriction information.*
It is not allowed to cut any trees or bushes in the park.
4. *Lock all valuables in vehicles. The City is NOT responsible for lost or stolen articles.*
6. *Young children are not allowed to play on or around the bridge unattended.*
7. *All small children shall be supervised at time of high, swift water in the creek.*
8. *All campsites are limited to (1) one additional motor vehicle.*
9. *On Rodeo weekend, a minimum stay of (3) three nights is required on Thursday, Friday, and Saturday and fees must be paid in advance. No refunds for early check-out.*
10. *The numbered receipt must remain on the dash of your vehicle in plain sight at all times while in the City Park. Failure to show receipt will require payment of a camp site. Refusal to pay will lead to removal from Sisters Overnight Park*
11. *One recreation vehicle and one tent or two tents per site.*
12. *Maximum stay is 14 days in any 60 day period.*

ADOPTED by the Common Council and APPROVED by the Mayor, this 9th day of April 2009.


Lon Kellstrom, Mayor

ATTEST:


Kathy Nelson, City Recorder

**CREEKSIDE CAMPGROUND
FY 13/14 Revenue and Expenditures**

5

Revenue		
Park Fees		117,927
Sewer Dump Fees		9,402
Transient Room Tax		<u>11,430</u>
Total Revenue		<u>138,759</u>
Expenses		
Labor - Salary & Benefits		
Admin Asst		3,539
Camp Host		13,483
PW Crew		<u>1,731</u>
Total Labor		<u>18,753</u>
Materials & Services		
* Advertising		2,210
* Credit Card Fees		3,150
Dump Station Lease		1,200
Electricity		5,400
Insurance		200
IT Support		288
Miscellaneous		1,000
Supplies		1,125
Telephone		654
Transient Room Tax		<u>3,772</u>
Total Materials & Services		<u>18,999</u>
Total Expenses		<u>37,752</u>
Estimated Income		<u><u>101,008</u></u>

* Estimated Annual Expenditure



K

Dear Parks advisory Board,

In thinking how to present the Creekside Campground issue to the City Council, I have separated my thoughts into two main areas in the hopes that this will foster further board discussion that will result in us deciding what things we should present to Council. I have separated these into statements and questions. Statements are my opinions based on the time we have spent looking into this issue, and questions are things that I think we need to try to answer before a decision is made.

Statements

- The Parks Advisory Board has looked at information and data provided by staff on the campground.
- The Parks Advisory Board has conducted a site visit to the campground, and talked with the camp host and others at the site.
- The Parks Advisory Board has heard public comment on this issue in multiple public meetings
- The campground is highly utilized during the summer season
- A site master plan must be submitted to Oregon State Parks as a condition of the deed.
- The campground usage data shows that the majority of sites are occupied by people in RV's.
- The majority of the campsites currently do not provide full RV hookups.
- This means there are a significant number of RV's parking in spots that do not have power, water or sewer, which they may desire.
- The current restroom and shower facilities are inadequate during peak times, and are not ADA compliant.
- There are numerous citizens who live in close proximity to the campground that are concerned about changes to the facility.
 - Of these residents a small number have stated that they will only be satisfied by a severe downsizing, or by the campground being removed entirely.
 - A greater number expressed opposition to any changes that would be perceived to bring in more RV traffic. But also said they may be receptive to some degree of change to the facility, especially if that change improves the experience neighboring homes, and does not include expansion.
 - Some also expressed a desire to see the campground remain exactly as it is.
- There have been other specific concerns raised, as recorded in the document Pauline Hardie constructed for us. (Please refer to document)
- The vast majority of people who have voiced concerns at the public meetings of the Parks Advisory Board have been people who live close to the campground.
- We have heard from very few citizens who live in other parts of town.

Questions

- What are the direct and indirect benefits to the city from the campground.
 - How much revenue does this generate for City services?
 - What does this additional revenue mean to the average citizen of Sisters. What services does this additional revenue allow the City to provide.
 - What effect do the visitors staying in the campground have on the local economy
 - Revenue to local businesses?
 - Participation in local events, quilt show, Rodeo, Folk Festival, etc.
- How does the City Council view the primary function and benefit of the campground?
 - As a revenue stream that funds services for the citizens of Sisters.
 - As an facilitator to tourism which indirectly infuses money into the local economy.?
 - As a facility for public enjoyment?
 - If so how do you weigh the desires of neighbors, desires residents of the rest of town, and desires of visitors.
- How does the greater population of Sisters feel about this project?
- Does the City Council want the Parks advisory board to continue working on this project?
 - If so please advise on what you would like us to provide for you as the next step?

Planning Process

- 1. Analysis of current situation
 - 1. A. physical status
 - 2 B. legal status
 - 3 C. Use analysis
 - 4 D. Probable future development
 - 5 E. Public controversy
 - 6 F. Problem Areas
 - 7 Current Planning Draft
 - 8 Economic Costs-Revenues
- 2. Development of Management Alternatives and Objectives
- 3. Analysis of Alternatives and Objectives
- 4. Proposed Final Decision *Proposed Final Recommendation*
- 5. Decision

Concerns

1. Neighborhood concerns:
 - a) Noise from the generators
 - b) Big RV's visible over fence, not aesthetically pleasing to neighbors
 - c) RV's parking on Locust
 - d) Clothes lines visible
2. Traffic Concerns:
 - a) RV's driving through a residential neighborhood
 - b) Traffic impacts Buckaroo/US 20 intersection
3. Environmental concerns
 - a) Campers washing dishes in Whychus Creek
 - b) Dog Waste
 - c) Tree Removal

M

**A PETITION FROM THE RESIDENTS OF BUCK RUN AND COYOTE SPRINGS SUBDIVISIONS,
SISTERS, OREGON, TO THE CITY OF SISTERS PARKS ADVISORY BOARD AND SISTERS CITY COUNCIL
REGARDING THE CREEKSIDE CAMPGROUND**

We the undersigned residents of Buck Run and Coyote Springs subdivisions have serious concerns about the present situation and proposed future of the Creekside Campground. While most agree that the campground is a positive asset to the city and it's visitors, impacts to the surrounding neighborhoods continue to increase and we have concerns and solutions to the following issues:

1. Previous expansion of the park without prior public input, and the very real potential for additional expansion without regard for neighborhood concerns.
2. Visual impact to the neighborhood
3. Traffic impacts including large RV traffic in residential areas.
4. Impacts from campers (noise, generators, etc.) which we believe have not been adequately addressed by the city.
5. A "for profit" focus by the city which is not in conformance with the City Charter.

In order to address these concerns, the residents of the surrounding area ask that the city do the following:

- No additional expansion of facilities and campsites effective immediately (upgrade of campground bathrooms ok).
- Review the 2009-2010 Park expansion to ensure all public and legal processes were followed. If these processes were not followed, they should be readdressed, public input received, and previous park expansion should be reviewed for possible return to previous conditions.
- Create an extensive internal and external landscape buffer around the perimeter of the campground facing S Locust and Tyee Streets. The city has planted some trees (and removed trees as well). We feel that additional trees and landscaping need to be strategically placed inside and outside the fenced area to completely block the view into the campground.
- Traffic control and redirection of traffic is a priority. Create exit and egress from the East end of the campground if feasible. Place signage on S Locust street which advises against RV traffic into the neighborhoods and provides directions to the proposed East entrance and exit. We ask that the City analyze access and circulation problems and provide solutions.
- Ensure park rules regarding noise levels, generator use, laundry hanging, and traffic are obeyed.

In summary, the undersigned are concerned with previous processes that allowed expansion without neighborhood input, and we ask that our above concerns be addressed. We believe the Creekside Campground is an asset to our community, but should be run in a manner that benefits the City and the public with minimal negative impact to our neighborhoods.

NO.	NAME PRINTED	SIGNATURE	ADDRESS
1	Ken Wells	<i>Ken Wells</i>	654 E Coyote Springs
2	Sandra Bianchi	<i>Sandra Bianchi</i>	841 S New Moon Ct
3	Kent Neff	<i>Kent Neff</i>	871 S. New Moon Ct.
4	ALLEN HULL	<i>Allen Hull</i>	865 E Coyote Springs Rd
5	<i>Allen Hull</i>	<i>Allen Hull</i>	725 Coyote Spring Rd
6	<i>Allen Hull</i>	<i>Allen Hull</i>	114 E. Canyon Spring Rd
7	CHARLES LYAR	<i>Charles Lyar</i>	840 E. Coyote Springs Rd
8	<i>Charles Lyar</i>	<i>Charles Lyar</i>	888 S SHAWNEE SKIES CT
9	ROBERT WRIGHT	<i>Robert Wright</i>	888 S. STARBUCK SKIES CT.
10	Jeanne Wentworth	<i>Jeanne Wentworth</i>	855 E. COYOTE SPRING
11	DAVID WENTWORTH	<i>David Wentworth</i>	855 East Coyote Springs Rd
12	CHRIS WILLIAMS	<i>Chris Williams</i>	854 Coyote Springs Rd
13	JAN SHAKER	<i>Jan Shaker</i>	842 S NEW MOON CT.
14	Michelle Baldassarri	<i>Michelle Baldassarri</i>	895 E Coyote Sp. Rd
15	<i>Michelle Baldassarri</i>	<i>Michelle Baldassarri</i>	865 E. Coyote Springs Rd
16	JOAN WOOD	<i>Joan Wood</i>	814 E. Coyote Springs
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NO.	NAME PRINTED	SIGNATURE	ADDRESS
1	SONYCE McARTHUR	<i>Sonyce McArthur</i>	507 S LOCUST ST
2	ORRIN McARTHUR	<i>Orrin McArthur</i>	507 S. LOCUST ST
3	ORRIN McARTHUR	<i>Orrin McArthur</i>	711 E. Tye Rd. Sisters
4	KEVIN CONNELLY	<i>Kevin Connelly</i>	611 E Tye Rd SISTERS
5	WILLIAM BATTER	<i>William Batters</i>	626 S Maple St. Sisters OR
6	Diane Battery	<i>Diane Battery</i>	" "
7	Karen Battery	<i>Karen Battery</i>	1076 S. Maple St. Still Dr
8	Isis Connelly	<i>Isis Connelly</i>	100 S. Pine St. Sisters
9	Lyndie Hodges	<i>Lyndie Hodges</i>	710 S. Maple St. Sisters
10	TRACI KINSEY	<i>Traci Kinsey</i>	750 S. Maple St.
11	MARLYN KINSEY	<i>Marlyn Kinsey</i>	750 S. Maple St. Sisters
12	John Miller	<i>John Miller</i>	770 S Maple St Sisters
13	Kathy Miller	<i>Kathy Miller</i>	770 S Maple St Sisters
14	JANET BAKER	<i>Janet Baker</i>	587 S. KANUST ST. SISTERS
15	Lynn Baker	<i>Lynn Baker</i>	587 S. Locust Sisters or
16	Gayle Rodrigues	<i>Gayle Rodrigues</i>	759 S. Locust Sisters
17	BILL HAYES	<i>Bill Hayes</i>	691 E. Tye Sisters
18	SANDRA HAYES	<i>Sandra Hayes</i>	691 E. Tye Sisters
19	Yolanda Bedoya	<i>Yolanda Bedoya</i>	911 E. Tye Sisters
20	Arua Bedoya	<i>Arua Bedoya</i>	911 E. Tye Sisters
21			751 E Tye Dr. Sisters
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NO.	NAME PRINTED	SIGNATURE	ADDRESS
1	WYNNE GARDNER	<i>Wynne Gardner</i>	665 E LOUPE SPRING
2	RYAN S. KAYSIDE	<i>Ryan S. Kay</i>	809 S LOCUST ST
3	TERESA CAVALAN	<i>Teresa Cavalan</i>	804 S LOCUST ST
4	JJ YACOVERA	<i>JJ Yacovera</i>	789 S. LOCUST ST.
5	LORI KENNEDY YACOVERA	<i>Lori Kennedy Yacovera</i>	789 S. LOCUST ST.
6	MILLIE MARTIN	<i>Millie Martin</i>	612 E TYLER AVE.
7	BILL CASE	<i>Bill Case</i>	613 E TYLER AVE.
8	JAIME CRANDALL	<i>Jaime Crandall</i>	613 E TYLER AVE.
9	TAMMY ROBILAND	<i>Tammy Robiland</i>	692 E TYLER AVE.
10	MICHAEL ROBILAND	<i>Michael Robiland</i>	692 E TYLER AVE.
11	WINDY SELLERTON	<i>Windy Sellerton</i>	653 E TYLER AVE.
12	LANCE SELLERTON	<i>Lance Sellerton</i>	653 E TYLER AVE.
13	JAY ROBERTSON	<i>Jay Robertson</i>	879 S LOCUST ST
14	SHARON ROBERTSON	<i>Sharon Robertson</i>	889 S. LOCUST ST.
15	NORMAN CRANFORD	<i>Norman Cranford</i>	157 E TYEE DR.
16	DEBRA CRANFORD	<i>Debra Cranford</i>	157 E TYEE DR.
17	ASHLEY CRANFORD	<i>Ashley Cranford</i>	157 E TYEE DR.
18	BILL HALL	<i>Bill Hall</i>	839 S. LOCUST ST.
19	KATHY HALL	<i>Kathy Hall</i>	839 So LOCUST ST.
20	FRED M'CAULAN	<i>Fred M'Caulan</i>	880 So LOCUST ST
21	JIM M'CAULAN	<i>Jim M'Caulan</i>	880 S LOCUST ST.
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NO.	NAME PRINTED	SIGNATURE	ADDRESS
1	JAMES W. MORGAN	<i>James W. Morgan</i>	297 E. Tyee Dr. Sisters OR
2	THOMAS A. MORGAN	<i>Thomas A. Morgan</i>	297 Tyee Dr. Sisters
3	MURRAY B. NEBBILL	<i>Murray B. Nebbill</i>	327 E. TYEE
4	ROBERT M. NEBBILL	<i>Robert M. Nebbill</i>	327 E. TYEE
5	DAVID CARLSON	<i>David Carlson</i>	397 E. TYEE
6	DAVID HEN	<i>David Hen</i>	296 E. Tyee
7	ROBIN CARLSON	<i>Robin Carlson</i>	397 E. Tyee
8	DALE MARTIN	<i>Dale Martin</i>	416 E Tyee
9	DAVID GENTRY	<i>David Gentry</i>	557 E TYEE
10	STEPHEN BRYAN	<i>Stephen Bryan</i>	526 E Tyee
11	JANE LEVESQUE	<i>Jane Levesque</i>	526 E. Tyee
12	LON KELLSTROM	<i>Lon Kellstrom</i>	591 E TYEE
13	F. DIANE KELLSTROM	<i>F. Diane Kellstrom</i>	597 E. TYEE
14	A. YOUNGERS	<i>A. Youngers</i>	599 E Tyee
15	ALANDE YOUNGERS	<i>Alande Youngers</i>	"
16	JEFF FOULGHT	<i>Jeff Fought</i>	541 E TYEE
17	CYNTHIA FODGHT	<i>Cynthia Fodght</i>	"
18	VICTORIA CARLSON	<i>Victoria Carlson</i>	397 E Tyee Dr.
19	BRUCE CENTER	<i>Bruce Center</i>	227 Tyee Rd
20	SIELKA NOVOTNY	<i>Sielka Novotny</i>	457 Tyee Dr
21	JANA NOVOTNY	<i>Jana Novotny</i>	457 Tyee Dr
22	ADAM NOVOTNY	<i>Adam Novotny</i>	517 Tyee Dr
23	KATHLEEN MARTIN	<i>Kathleen Martin</i>	416 E Tyee Dr.
24	FRANK KASSERAKI	<i>Frank Kasseraki</i>	577 E TYEE DR.
25	LISA SNOWG	<i>Lisa Snowg</i>	577 E Tyee Dr
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Buck Run / Coyote Springs Subdivision
Petition Regarding Creekside Campground

1. # households contacted - 63
2. Total # signatures in support - 82
3. # households in support - 53
4. # households with no contact - 6
(out of town)
5. # individuals opposed - 4
6. % households in favor - 84%
no opinion - 2%
opposed - 6%

NO.	NAME PRINTED	SIGNATURE	ADDRESS
1	Cookie, Kutz	<i>B Kutz</i>	364 E. Wapato Loop
2	GARY KUTZ	<i>GARY KUTZ</i>	364 E. WAPATO
3	DAVID HEWETT	<i>David Hewett</i>	355 E. Wapato
4	PAM BIRD	<i>Pam Bird</i>	355 E. WAPATO CP.
5	KAREN A SMITH	<i>Karen A Smith</i>	475 E. WAPATO LN.
6	PHILIP A. MINOR	<i>Philip A. Minor</i>	475 E. WAPATO CP.
7	Chris Dwanle	<i>Chris Dwanle</i>	587 E. Wapato Loop
8	Samuel Davis	<i>Samuel Davis</i>	434 E WAPATO RD.
9	Ernie Ann Smith	<i>Ernie Ann Smith</i>	459 E. WAPATO RD.
10	Bill Hempeck	<i>Bill Hempeck</i>	445 E. WAPATO LN.
11	Mary Hempeck	<i>Mary Hempeck</i>	445 E. Wapato Dr
12	Robert Bell	<i>Robert Bell</i>	395 E Wapato Loop
13	Cornine Bell	<i>Cornine Bell</i>	395 E Wapato Loop
14	Doug STEVENS	<i>Doug M. Stevens</i>	384 E Wapato
15	Eric Kelm	<i>Eric Kelm</i>	415 E WAPATO LOOP.
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RICK FRANCIS LOT 27, 29, 33, 36, 38, 43

NO.	NAME PRINTED	SIGNATURE	ADDRESS
1	RICHARD FRANCIS		843 SPARKLING WATER
2	RICHARD FRANCIS		823 SPARKLING WATER
3	RICHARD FRANCIS		885 COYOTE SPRINGS RD.
4	RICHARD FRANCIS		915 COYOTE SPRINGS RD.
5	RICHARD FRANCIS		935 COYOTE SPRINGS RD.
6	RICHARD FRANCIS		914 COYOTE SPRINGS RD.
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Buck Run / Carpet Springs Subdivision
Petition Regarding Creekside Campground

1. # households contacted - $63 + 15 = 78$
2. Total # signatures in support - $82 + 10 = 92$
3. # households in support - $53 + 15 = 68$
4. # households with no contact - $6 + 4 = 10$
(out of town)
5. # individuals opposed - $4 + 1 = 5$
6. % households in favor - ~~87%~~ 87%
no opinion - 22% 26%
opposed - ~~12%~~ 5%



**A PETITION FROM THE RESIDENTS OF BUCK RUN AND COYOTE SPRINGS SUBDIVISIONS,
SISTERS, OREGON, TO THE CITY OF SISTERS PARKS ADVISORY BOARD AND SISTERS CITY COUNCIL
REGARDING THE CREEKSIDE CAMPGROUND**

We the undersigned residents of Buck Run and Coyote Springs subdivisions have serious concerns about the present situation and proposed future of the Creekside Campground. While most agree that the campground is a positive asset to the city and it's visitors, impacts to the surrounding neighborhoods continue to increase and we have concerns and solutions to the following issues:

1. Previous expansion of the park without prior public input, and the very real potential for additional expansion without regard for neighborhood concerns.
2. Visual impact to the neighborhood
3. Traffic impacts including large RV traffic in residential areas.
4. Impacts from campers (noise, generators, etc.) which we believe have not been adequately addressed by the city.
5. A "for profit" focus by the city which is not in conformance with the City Charter.

In order to address these concerns, the residents of the surrounding area ask that the city do the following:

- No additional expansion of facilities and campsites effective immediately (upgrade of campground bathrooms ok).
- Review the 2009-2010 Park expansion to ensure all public and legal processes were followed. If these processes were not followed, they should be readdressed, public input received, and previous park expansion should be reviewed for possible return to previous conditions.
- Create an extensive internal and external landscape buffer around the perimeter of the campground facing S Locust and Tye Streets. The city has planted some trees (and removed trees as well). We feel that additional trees and landscaping need to be strategically placed inside and outside the fenced area to completely block the view into the campground.
- Traffic control and redirection of traffic is a priority. Create exit and egress from the East end of the campground if feasible. Place signage on S Locust street which advises against RV traffic into the neighborhoods and provides directions to the proposed East entrance and exit. We ask that the City analyze access and circulation problems and provide solutions.
- Ensure park rules regarding noise levels, generator use, laundry hanging, and traffic are obeyed.

In summary, the undersigned are concerned with previous processes that allowed expansion without neighborhood input, and we ask that our above concerns be addressed. We believe the Creekside Campground is an asset to our community, but should be run in a manner that benefits the City and the public with minimal negative impact to our neighborhoods.

NO. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33

NAME PRINTED

STS ENTERPRISES, LLC

SIGNATURE

[Handwritten Signature]

ADDRESS

924 E. CODY DR
SPRING RD.

November 6, 2014

RECEIVED
NOV 06 2014

CITY OF SISTERS

Dear Sisters Parks Advisory Board members &
Dear residents near Sisters Creekside Park:

My husband and I attended yesterday's Sisters Parks Advisory Board meeting, because we had understood that the board was seeking input from residents living near Sisters Creekside Campground regarding the updating of the campground facilities.

What we learned early on in the meeting was that plans for changes to Creekside Campground have less to do with updating, and more to do with redesigning and expanding the campground to accommodate 40-foot RVs and/or other large rigs wishing to use the campground and/or the dump station.

As the meeting got underway, the board seemed willing to entertain residents' suggestions that would help traffic flow going in and out of the campground for large-size vehicles. The board seemed less welcoming of residents' suggestions regarding plans for usage within the campground itself.

When Creekside Campground was originally conceived a few decades ago, large RVs didn't exist. It was a smaller campground that ran along a small creek then. It remains a smaller campground that runs along a small creek today.

City of Sisters websites describe Sisters as "a tiny frontier town," "a western town that honors its heritage." Witness the recent, beautifully-done Cascade Avenue renewal project.

Sisters Creekside Campground is located a stones-throw from Cascade Avenue. Should the campground honor "Sisters heritage," as well? Or is Sisters Creekside Campground to be a 21st century, multi-use campground including large RVs and rigs, accommodating all comers and pleasing no one?

What are the intended purposes of updating and/or redesigning and/or expanding Sisters Creekside Campground? Is staff time and city tax money being spent to plan to enlarge and expand Sisters Creekside Campground without regard to a clear vision for this small and quiet campground?


Jane Levesque
526 E. Tyee Dr.

Pauline Hardie

From: Bob Renggli <brenngli@comcast.net>
ant: Wednesday, November 05, 2014 4:45 PM
To: Pauline Hardie
Subject: 4th Sister Lodge Assn & Park roadway

Hi Pauline,
I read the "town meeting or hearing" notice on the Creekside Park gate next to 4th Sister Lodge, this past summer and dropped by your office to chat...but you were out. The message I received was that this project was "on hold". I relaxed.

Now I understand, that the topic of park expansion and roadway re-routing is back on the table...possibly closing Locust St entrance and routing traffic east toward the Five Pines complex and past 4th Sister Lodge.
Pauline, my concern, as Secretary of 4th Sister Condo Assn, and happy owner, is the growing congestion from Desperado turning left, West, into sisters. On weekends it's a nightmare now and without major modifications, a slow painful nightmare if you close Locust St entrance/exit.

Please keep me on your mailing, email list, Pauline, regarding this Creekside Park expansion project. I am all for growth in our wonderful Sisters community, and want to be a part of the solution, not an obstacle to progress, and that takes work. So on behalf of the other 27 owners at 4th Sisters Condo Assn, and planning to live there full time in the near future, I'm very eager to be part of the solution..WIN WIN for everyone.

Bob and Debbie Renggli
4th Sisters Condo Assn, Unit 7C
503-363-3156
brenngli@comcast.net



Pauline Hardie

From: Liam Hughes <Liam@sistersrecreation.com>
Sent: Wednesday, November 05, 2014 10:46 AM
To: Pauline Hardie
Subject: FW: Today's PAB Meeting...

Hi Pauline, could you please forward this to the rest of the PAB.

Thanks

Liam Hughes

Executive Director

Sisters Park and Recreation District

(541) 549-2091

Liam@sistersrecreation.com

From: morgan [mailto:morgan@bendcable.com]
Sent: Wednesday, November 05, 2014 9:59 AM
To: Liam Hughes
Cc: nancy connolly; David Asson; Wendy Holzman; Chris Fyre; McKibben Womack; Brad Boyd
Subject: Today's PAB Meeting...

Liam, I might be late getting to this meeting this afternoon because of a last minute meeting with State Lands people regarding a flooding issue and rising water table in my neighborhood that could destroy the effectiveness of our septic systems.

The PAB should ask and get answers to the following questions BEFORE putting a lot of time into developing the Creekside Master Plan. Do the citizens of the city want the park managed to:

Maximize revenue and profit? If yes, how do they want those profits to be used; reduce water and sewer rates, improve other parks, do more to improve the commercial core so businesses can do better, subsidize SPRD or other non-profits that benefit the community, etc?

or,

-- Maximize the quality of the experience of all users of the park? If yes, does this mean reducing the number of camp sites so people don't feel so cramped and close to others, limiting or banning the use of generators to reduce noise pollution, taking more of the campground space to create amenities locals can use as well as visitors, etc?

These are by definition mutually exclusive objectives. I walked the park and campground on quilt show weekend and it felt like walking through Chinatown in San Francisco; very crowded and very noisy.

Last night the electors soundly defeated the SSD bond issue. I'm sure some of that was due to the magnitude of the declining enrollment problem that the SSD and its supporters tried to avoid. Hopefully, this will be a wake up call to the SSD board and declining enrollment will be more effectively addressed going forward. I personally would object to any change to Creekside that reduces the quality of experience for the demographic most important to this community, that is, young families that might be looking for a better quality of life in a safe place with good schools.

Thanks for listening,

Mike

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2014.0.4765 / Virus Database: 4040/8463 - Release Date: 10/27/14
Internal Virus Database is out of date.

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2014.0.4765 / Virus Database: 4189/8516 - Release Date: 11/05/14

Pauline Hardie

From: Ed Protas <EdProtas@nmlink.com>
Sent: Tuesday, November 04, 2014 1:28 PM
To: Phyllis Lewis; Peggy Houge; David Margaret; Jackie Wright; Liam Hughes; liam@sistersrecreation.com; Dixie Eckford; Dixie.eckford@me.com; roryp27@yahoo.com; Brad Boyd; McKibben Wornack; David Asson; Chris Frye; Wendy Holzman; Andrew Gorayeb; Kathy Nelson; Carol Jenkins; Paul Bertagna; Pauline Hardie; Bob Wright; nconnolly2193@msn.com; 'morgan'; editor@nuggetnews.com; edprotas@nmlink.com; 'Sisters Voice'; editor@nuggetnews.com; rcoe@bendbulletin.com; ddarling@bendbulletin.com; foxeye@bendbroadband.com
Subject: Creekside Park - Analysis of data
Attachments: Data Analysis_Creekside Campground 2013 and 2014.docx

Members of the Sisters City Parks Advisory Board, City Council, and others;

Attached is a rather brief analysis based on the data recently made available concerning occupancy and revenue at the Creekside Campground for the 2014 season. The analysis also covers data from the previous season as presented by the City Manager in a City Council Workshop of 2/20/2014. In other words, the data is the city's, and the analysis in mine.

It is my sincere hope that you will have an opportunity to read and consider the information I have provided prior to the Wednesday (tomorrow) meeting of the City Parks Advisory Board, where a draft of the Creekside Park Master Plan is scheduled to be presented. I believe it is imperative that the "public process" that has been mandated by the Oregon Parks and Recreation Department be followed in a spirit that assures the community they are being involved, and their concerns and perspectives are being sought-out and considered before going very far. Presenting another "done deal" to the community will not be well received.

It's better to hear from the community first, rather than defending a proposal that is being put forth without public input.

Your attention to this matter is greatly appreciated.

Ed Protas



Table 1: Shows the year over year increase in occupancy and revenue.

Table 2: Shows how the occupancy in the hookup spaces is largely by older, retired individuals or families, and the occupancy in the non-hookup spaces is largely by younger individuals or families.

Table 3: Shows the impact on the occupancy of the non-hookup spaces caused by converting 15 of the existing 42 spaces, leaving only 27 non-hookup / tent spaces while projecting a continued increase in occupancy similar to this year.

	May	June	July	August	Sept	Total	Increase	Revenue	Increase
Full Hookup (30 Spaces) 2013	194	495	399	408	294	1790		\$58,895	
Full Hookup (30 Spaces) 2014	377	966	688	678	676	2985	67%	\$96,872	64%
No Hookup (42 Spaces) 2013	127	9	508	473	405	1962		\$26,785	
No Hookup (42 Spaces) 2014	276	532	638	658	527	2631	34%	\$36,832	38%

	May	June	July	August	September	Total	Percentage
Hookup - Full Rate	83	114	57	140	62	456	25
Hookup - Senior Rate	111	381	343	268	232	1335	75
No Hookup - Full Rate	105	300	333	314	28	1080	63
No Hookup - Senior Rate	22	149	175	159	125	630	37

	May	June	July	August	Sept	Total
No Hookup Sites 2014 (42)	276	532	638	658	527	2631
2014 % of Occupancy	21%	42%	9%	51%	42%	41%
No Hookup Sites 2014 (42 - 15 = 27)	276	532	638	658	527	2631
2014 (-15) % of Occupancy	33%	66%	76%	79%	65%	64%
2015 Projection (34% Increase)	370	713	855	882	706	3526
2015 Projection % of Occupancy	44%	88%	107%	105%	87%	85%



Data Analysis - Creekside Campground 2013 and 2014

This represents a very brief and limited analysis of the data concerning occupancy and revenue at the campground. The 2013 data comes from financial analysis provided by the Sisters City Manager at a City Council Workshop on 2/20/14. The 2014 data comes from an Excel spreadsheet that was presented to the City Parks Advisory Board on 10/29/14. All data is from the city and has been normalized to include the 5 months from May to September, inclusive.

Revenue has increased year over year by about 60% (from \$83,550 to \$133,704). There are several reasons that could be considered as contributing to this growth:

- Continued word of mouth advertising
- Increases in cycling related tourism
- Improvements in the general economy
- Increase in the number of those retired (Baby Boomers) and traveling
- Implementing a call-in reservation system

More specific claims would be largely speculative, and a review of the data is helpful. Based on a review of the 2013 data, which included a breakdown based on whether or not the fee paid was full rate vs a senior discount rate (not provided in the 2014 data), the following can be noted (see Table 2).

- Users of full hookup sites are older / retired. They account for 75% of hookup space occupancy.
- Users of non-hookup sites are younger. They account for 63% of non-hookup space occupancy.

Campground occupancy, year over year, for hookup spaces increased 67%, and occupancy for non-hookup spaces increased 34%. Noting the revenue increase for each group was slightly less (64%) for the hookup sites and slightly more (38%) for the non-hookup sites adds weight to a number of the demographic claims made above; overall use is up, and a greater increase is attributed to older / retired visitors (see Table 1). ***From this, it is reasonable to suggest that without further changes to the campground revenue is likely to continue increasing in future years; the various factors already noted will remain in play as long as the campground experience remains positive. This is a very important point - a positive campground experience will continue to result in increased occupancy and revenue.***

Considering budgetary limitations, priorities for existing park projects, projected cost for improvements, and the related return on investment for those improvements, careful consideration needs to be given to which improvements are chosen and their potential impact on the campground experience. It begs the question - is increasing the revenue stream from the campground a priority? If so, who wins?

One proposal in the draft master plan is to convert 15 of the 42 non-hookup spaces to full hookup. While this change will very likely improve the revenue stream (increased occupancy in more expensive sites), doing so simply on the basis of the statement that "non-hookup spaces are underutilized" is short-sighted and ignores the long-term impacts.

This change will reduce the number non-hookup spaces by 36%. If occupancy (demand) in this class increases next year by the same amount it has increased this year, the non-hookup sites will be at near capacity in June and September, and over capacity in July and August (see Table 3). While overall campground revenue will likely increase, younger families with children may be turned away, or forced to pitch their tents between motor homes. Consider the impact this will have on the user experience.

It is well known that folks move to communities they have previously visited and found to their liking. The folks who are older/retired, those utilizing the larger RVs and staying in the full hookup spaces, are not likely to move to Sisters, but younger families with school-aged children might. Obviously there are many other factors that influence why people might consider moving to a new community, like good schools, affordable housing, and family wage jobs, but a negative experience at a campground stay (or being turned away) might preclude any further consideration. Is that a risk and potential loss worth increasing a revenue stream? Considering the entering Kindergarten class was 27% smaller than projected, and continued projections show a further decline in attendance, it seems unwise to choose money today, over tomorrow's risks.

The development of a Creekside Park Master Plan, mandated by the Oregon Parks and Recreation Department (OPRD), requires a public process to be followed. Moving forward with a specific set of proposals, as currently outlined in the draft version that has been presented to you, will signal you are moving forward without hearing from the community or considering input like what I have presented above. This is the same process that was followed with amphitheater and the earlier plan for the campground renovation. We are all familiar with the result of how that worked.

I urge you to not become invested in the creation of a plan that may communicate this is another "done deal", based largely on the perspective currently suggesting. Whatever is done in the campground should consider broader input and additional perspectives.

See data below.

12/3/2014

To: City of Sisters Planning Commission

From: Tay and Sharon Robertson

Subject: Input regarding Sisters Campground Master Plan

Dear Planning Commission members:

Our comments regarding the master plan are as follows:

1. The city campground is a public campground inside a neighborhood, not a campground outside a neighborhood. The needs and requests of the neighborhood should be a very high priority as opposed to the city's interest in developing and profiting from the campground.
2. We like the campground as is. If any improvements are made, they should be limited to adding a few more basic campsites on the NE side, so regular folks can enjoy camping in Sisters. There should be **no more RV spaces**.
3. Revenue should not be a criteria for park development.
4. There should be no major structural construction or improvements: no more buildings and specifically no office building or RV supplies/market building.
5. The current visual appearance of the park should be maintained, particularly the portion that fronts on Locust Street.
6. We do endorse upgrading bathrooms and park appearance, particularly planting and shielding the view along Locust Street and the adjacent side street.

Thanks for the opportunity to provide feedback. Please feel free to e-mail us at trobertson@bendbroadband.com should you have questions or need additional information.

Tay and Sharon Robertson

889 S Locust St

Sisters, OR 97759



Pauline Hardie

From: Sisters Voice <sistersvoice@bendbroadband.com>
Sent: Sunday, November 30, 2014 12:57 PM
To: Sisters Voice
Subject: Parks Advisory Board meeting this Wednesday

Greetings,

This is a brief reminder of the *Parks Advisory Board meeting this Wednesday* at City Hall. The meeting starts at *4:00 pm*. We realize this is not a convenient time for widespread community participation (perhaps that is the idea), and we have raised it as an issue. Council President McKibben Womack believes if it's important you will make time in your schedule. That is how things work for the time being.

The purpose of the meeting is to continue/complete work on a "Draft Master Plan" for the Creekside Campground, and this plan, once final, will be submitted to the Oregon Parks and Recreation Department for approval. The land was decided to the City "*only so long as used for public park, scenic, and recreation purposes*." We think it is already well on the way to having become an RV Park and a revenue stream for the City's general fund, and the current "draft plan" continues the trend by creating more spaces for the big, high-end RVs. If you do not desire such an outcome, you need to communicate your feelings to those who will be making the decision.

Attending a meeting and expressing your concerns is the best approach - numbers, voices, and opinions add up. If you do not like speaking in public, we understand; you can come listen to what your neighbors think. Democracy works best when citizens get involved. If you cannot attend, consider sending an email to the City Recorder, Kathy Nelson, at knelson@ci.sisters.or.us and ask her to make it available to the City Council and the members of the Parks Advisory Board.

We hope to see many of you there.

Mike Morgan and Ed Protas

Sisters Voice

Citizen Activists committed to providing unvarnished

information in support of good governance in Sisters, OR.

Pauline Hardie

From: Kathy Nelson
Sent: Monday, November 24, 2014 8:45 AM
To: Pauline Hardie; Carol Jenkins
Subject: FW: Letter to the Editor

Looks like you were left off the distribution list.

Kathy Nelson
City Recorder
541-323-5213
knelson@ci.sisters.or.us

-----Original Message-----

From: Diane Goble [<mailto:dianegoble@mac.com>]
Sent: Sunday, November 23, 2014 12:16 PM
To: Editor
Cc: Kathy Nelson; David Margaret; Liam Hughes; Dixie Eckford; Phyllis Lewis; Jackie Wright; Rory Petterson; Wendy Holzman; Peggy Houge; Andrew Gorayeb; Caprielle Foote-Lewis
Subject: Letter to the Editor

I'm in favor of improving the Creekside Park area, but not of expanding the campground to accommodate more motorhome traffic.

Instead of creating a situation and ticking residents off by turning the campground into a cash cow, the City Manager needs to think outside the box. Every traveler doesn't have a few days to spend in Sisters but many of those travelers could be enticed to stay overnight. If the City is looking for ways to increase the revenue stream from visitors, how about expanding the East Portal (where there are no residences) to include overnight hook ups for motor homes and truckers with no amenities but incentives to explore the town, have a meal, spend some money then boogie on. Or how about EDCO encouraging a private RV park, like the one between here and Bend, to be built just west of Sisters or an overnight parking facility for big rigs in the industrial area?

I really encourage people to share their ideas, write letters, come to meetings, get involved in creating a new Master Parks Plan. How do you see the future of Sisters?

Diane Goble
555 N. Larch St.
541.588.0081



Pauline Hardie

From: Sisters Voice <sistersvoice@bendbroadband.com>
Sent: Sunday, November 23, 2014 10:45 AM
To: Sisters Voice
Subject: The Goal at Creekside Park

The Busy Reader Summary: This Voice is about Creekside Campground. It makes the argument that renovation plans should not be created until the City Council takes steps to listen to the community and figures out, once and for all, what the desired goal, the end result should be.

Greetings,

In our last "Voice" we told you to expect some data analysis. We changed our mind. While we have sent lots of analysis and information to those who are involved in the decision making process, we have come to the realization that the most appropriate conversation for us to have with you is about the goal for Creekside Park and Campground. The goal should be based upon the desires of the community.

This project, from the beginning, has been driven by the City Manager, and the focus has been on revenue. Converting one type of camp space to another is about increasing revenue. We don't have any insight into the costs of running the campground, but we know that campground revenue goes into the general fund for city operations. It always has. While the city generates revenue from fees like business licenses, water and sewer fees, gas taxes and room taxes, the bulk of it operating income comes from property taxes. *There is nothing in the Sisters City Charter that speaks to operating any business for profit.* When the park was decided to the city in 1985 it was minimally developed; this year it hosted over 2,700 camping parties staying more than 5,700 user nights. And the City Manager is pushing for more.

Parks exist for the use of the people; they are community assets maintained by the city for use by residents and visitors. While charging fees for park use is an approach some communities have taken, they do so primarily to cover the cost of park operation. Turning a city park into a profit center is something else.

Most people enjoy living near public parks, but few want to live near RV parks. We know the City Manager objects to our calling it an "RV Park", but consider asking the folks who live across from the campground what they call it. We also realize there are those who will say the people who bought homes next to the park knew it and have no right to complain about it now. But consider that when many of these homes were built and sold, 2000 to 2003, the configuration and operation of the overnight park was much different. Revenue from operations and occupancy was a small fraction of what it is today.

Significant campground expansion occurred in 2009 and 2010, and neighborhood locals tell us there was no public process. This may be a violation of Oregon Land Use law and city's development code. We are looking into this. *We believe the city has a duty to mitigate the negative impacts caused by the earlier expansion prior to any further renovation.*

The campground directly supports tourism and the numerous events held in town throughout the summer. We all benefit from a vibrant community and while there are some who believe the campground should be eliminated and simply made into a park, doing so could have a negative impact on all of us. There are good reasons for keeping the campground, but the level of use and neighborhood impacts must be managed responsibly.

We cannot say what the best plan might be, but converting 15 of the existing non-hookup spaces into full hookup is not something the adjoining neighborhood is eager to support. *We don't believe optimizing revenue is a legitimate goal.* The campground exists for the benefit of our community as a whole, and secondarily for those who are visitors. We believe that determining those benefits, what the community wants and will accept, is the conversation that has been missing. *Renovation planning should stop until such time as the community and its elected leaders can articulate those benefits and how best to achieve them.*

It is important to our community that you communicate your preferences and concerns to our elected leaders and/or the Parks Advisory Board. Now is the appropriate time - prior to the creation of a draft plan.

Mike Morgan and Ed Protas

Sisters Voice

Citizen Activists committed to providing unvarnished

information in support of good governance in Sisters, OR.

Pauline Hardie

From: Pauline Hardie
Sent: Thursday, November 20, 2014 12:19 PM
Subject: campground

From: Phyllis Lewis [mailto:wildernessdog@gmail.com]
Sent: Wednesday, November 19, 2014 5:43 PM
To: Pauline Hardie
Subject: Fwd: Last Call for Wednesday's Luncheon

Hi Pauline,

This came in from my neighbor.

Phyllis

Begin forwarded message:

From: Sue Jolly <suemel66@yahoo.com>
Subject: Re: Last Call for Wednesday's Luncheon
Date: November 19, 2014 at 4:57:37 PM PST
To: Phyllis Lewis <wildernessdog@gmail.com>

st read nugget. Our thoughts for the little campgd is to leave it for tents & small campers/trailers. That is how it fits our town. Big rigs with their horrible generator racket can use the place for them down the road. I dont think most of us would appreciate the "improvements" if we lived nearby.

Pauline Hardie, AICP
Community Development Director
City of Sisters
(541) 323-5208



Pauline Hardie

From: Sisters Voice <sistersvoice@bendbroadband.com>
Ant: Wednesday, November 19, 2014 10:36 AM
To: Sisters Voice
Subject: Creekside Campground and the making of another "done deal"

The Busy Reader Summary: This Voice is about Creekside Campground. It begins with a history of the project and concludes with a suggestion about what's been missing from the discussion and how it might result in being perceived as another "done deal". It's also a prelude to a follow-up Voice providing an in-depth analysis of the campground occupancy data while taking an objective look at the impact of converting 15 spaces from non-hookup to full hookup.

Greetings,

Every sound business decision begins with analysis. The more thorough the analysis, the more likely the result will be good. Anything short of thorough analysis is risky and ill-advised.

The proposed renovation to Creekside Campground Phase 1, made public last February, included the conversion of 18 non-hookup spaces to full hookup. The stated justification by the City Manager to the City Council was "people were being turned away" because the campground was full. Loss of revenue was the driving issue; money was driving away. There was no data to support this claim and so it had to be accepted (or not) at face value. The renovation plan was approved by Community Development Director Pauline Hardie the day after the City Manager's presentation and all that remained was a vote of the council. The City Manager added \$250,000 to a supplementary budget transferring money from the City's Strategic Reserve account to pay for the renovation because the project was not on the Parks Advisory Board's list of Capital Projects; it had no priority or budget, it was not in the Parks Master Plan, and it was not on the Council's list of goals for FY 13/14. We found no record that the council had specifically discussed or approved this \$250,000 budget line item. But, the City Manager had a plan and it was being fast-tracked.

Then something happened. Citizens found out about the proposed renovation and protested. A petition was circulated and 200 people signed it in 2-1/2 days. 28 trees were discovered cut down in the campground which was initially denied followed by changing versions of the story from the Mayor and staff. Director Hardie's decision to approve the project was called up by the Planning Commission for review. However, this was not revealed until City Hall was filled with people prepared to voice their objections to council. The public hearing on the matter scheduled for that night was postponed. Mayor Boyd misled those who came to address the council by telling them their comments, if they were made that night, would not be included in the public record.

Then something else happened; Oregon Parks and Recreation Department (OPRD) was informed of the tree cutting and planned renovation. It turned out there were restrictions on the deed transferring ownership of the park to the city and everything came to a screeching halt. The plan was dead - or so we thought.

Death was short and the plan is back. The why and how of this resurrection would add to the length of our story so we won't go there for the sake of brevity. (Did someone just yell "Wahoo"?) The justification for the current plan is "the non-hookup spaces are underutilized". It's still about maximizing revenue, but this time they had data. Their analysis focused on supporting the claim that the non-hookup spaces were underutilized and money was still driving away. But a more complete picture required something other than that superficial conclusion.

We have done considerable analysis of the city's data, and in our opinion the city's claim and proposed solution is misleading, shortsighted, and perhaps not in the best interest of the greater Sisters community. For those of you who need to see the details and justification for this statement; stay tuned, there is another "Voice" headed your way this weekend. We hope many of you will look at it carefully. We hope those who are charged with the decision on this matter will do the same.

But we wish to leave you with this thought - before any analysis is presented. *Why is the City of Sisters considering any renovation to Creekside Campground?* At the beginning of this Voice we said "every sound business decision begins with analysis" but this is not exactly correct; it begins with defining the goal - the desired end result, the management objective, of the proposal or decision. What is the proposed renovation intended to achieve? Without knowing the goal it is not possible to consider any plan at all. The cart is before the horse.

The Parks Advisory Board, under the guidance of staff (the City Manager and Planning Director), is creating the details of a "Draft Plan" to present to OPRD for approval. But the City Council has not established the management objective, and during the last 8 months there has been no effort to reach out to the community to see how they feel about this idea. That is exactly how the amphitheater project went down.

If the Council has learned anything about how to involve the public, we sure can't see it from here.

Ed Protas and Mike Morgan

Sisters Voice

Citizen Activists committed to providing unvarnished

information in support of good governance in Sisters, OR.

Pauline Hardie

From: Kathy Nelson
Sent: Monday, November 17, 2014 8:28 AM
To: Pauline Hardie
Subject: FW: Letter to Editor

And another.

Kathy Nelson
City Recorder
541-323-5213
knelson@ci.sisters.or.us

-----Original Message-----

From: Diane Goble [<mailto:dianegoble@mac.com>]
Sent: Sunday, November 16, 2014 4:33 PM
To: Editor
Cc: Liam Hughes; Phyllis Lewis; Peggy Houge; Jackie Wright; David Margaret; Wendy Holzman; Dixie Eckford; Rory Petterson; Kathy Nelson
Subject: Letter to Editor

I realize the City is interested in getting more people to stop and spend their money in Sisters but I hope catering to tourists won't be at the cost of alienating the people who live here as if they don't matter. I'm speaking about Creekside Campground, which happens to be an integral part of a neighborhood bordering it on two sides. Consider how you might feel about having a campground across the street.

What was heard from a number of homeowners who attended the Parks Advisory Board meeting last month was that the problems that come along with the campground are making their lives miserable-- the noise and loud music, the dogs running loose leaving their feces on lawns, the laundry hanging on clothes lines visible from their front porches, the large motor coaches that miss the campground entrance and end up blocking the streets or parking on the streets overnight to avoid the fees, etc.

To these homeowners, the idea of adding more hookups translates to even more motor coaches, more noise, more pollution, more dog incidents, more congestion. Redoing roads, cutting down more trees, adding more hook ups to accommodate more motor coaches and pickle ball courts for visitor recreation aren't as appealing to these homeowners as they might be to visitors who stay a few days then move on. How do we balance the two interests?

Campground revenue increased 60% this summer to \$133,704 and, according to staff, there's no reason to think that won't continue, even go up, under the present conditions, as long as the visitor experience is positive. How excited would you be as a tent camper with wall-to-wall motor coaches? That money goes into the General Fund, not back into the campground for repairs and improvements. They're talking about seeking grant funding and finding loans to pay for the proposed improvements. What is the best use of campground income? Is increasing the revenue stream from the campground even a priority? If so, who wins?

The Parks Advisory Board wants your input while they are writing their new Master Parks Plan, and considering improvements to Creekside Campground and city parks. If you want your voice heard, I encourage you to write letters, attend meetings, talk to your neighbors, get involved, speak up. This isn't a done deal yet.

Diane Goble

555 N. Larch St.
541.588.0081

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Pauline Hardie

From: Pauline Hardie
Sent: Monday, November 03, 2014 4:33 PM
To: Pauline Hardie
Subject: FW: 11.05.14

Pauline Hardie, AICP
Community Development Director
City of Sisters
(541) 323-5208

From: Carol Jenkins
Sent: Monday, November 03, 2014 4:32 PM
To: Pauline Hardie
Subject: FW: 11.05.14

FYI.....

From: Janet Snyder [mailto:jansnyder2010@gmail.com]
Sent: Monday, November 03, 2014 3:28 PM
To: Carol Jenkins
Subject: Re: 11.05.14

Carol,

I cannot be there but have serious concerns about this project.

1. I see no need for it.
2. Moving the dump station will be a disaster. Backing up traffic and taking land currently used for campers.
3. Closing an entrance will make traffic tieups worse.
4. Waste of City dollars.

Janet Snyder

Sent from my iPad

On Nov 3, 2014, at 11:58 AM, Carol Jenkins <cjenkins@ci.sisters.or.us> wrote:

Hello All ~ attached is the Agenda for the Wednesday, November 5, 2014 City Parks Advisory Board workshop being held here at City Hall at 4:00 P.M. The discussion item will be the Draft Creekside Campground Master Plan. Have a great day!

Take care,

Carol

DISCLOSURE NOTICE: Messages to and from this E-mail address may be subject to Oregon Public Records Law.
<11.05.14.docx>

Pauline Hardie

From: Carol Jenkins
Sent: Tuesday, October 14, 2014 11:39 AM
To: Pauline Hardie
Subject: From Lynn and Janet Baker

Dear Carol,

We are out of town and not able to attend the Parks meeting. Would you be able to get the following comments to the board?

The RV park has exploded with customers which has created issues in the neighborhood. We live right across the street and witness daily the following;
Multiple vehicles missing the entrance, vehicles turning onto Tye, backing all the way across Locust blocking traffic flow on Locust and Tye, rigs parked in front of our house partially blocking our driveway.

The improvements at the park have brought many more rigs impacting traffic in Buckrun and Coyote Springs.

The entrance to the park is hard to see, it is too narrow for large rigs to make the turn. As a result they park across the street at or near our house and walk to registration.

The new sign is attractive but hard to read.

Easy access in and out of the park would help lessen the impact on the neighborhood. As it is now during busy months this park is negatively affecting the neighborhood environment.

Sincerely,

Janet and Lynn Baker
587 S. Locust St
Sisters, Or 97759
541-633-6763



1-28-15

Good Morning and Congratulations!

I was so pleased to read of your new job and hope it will bring a career advancement to bigger and better things for you.

I simply can't resist finishing up what I would have said to CPAB had we had another meeting, so I am leaving this for you and you can round file, my feelings won't be hurt!

I took photos and see the dilemma of someone following the signs which show where to turn onto Locust, to reach Creekside Campground, but then the street is an absolute blank. What about simply painting an arrow on the street? That is in photo #1 and would at least get the driver's attention. This would be in addition to any new signage.

#2 and 3 simply show the view from the two houses on Locust. Other than changing the fencing, I am not sure what else could be done and actually I think it is a nicer view than a solid fence would provide. So I have no suggestion there.

#4 packet is all the dead trees in the park right now that I believe should be removed. It is within the purview of the CPAB to point that out I am sure. The one with the dead tip is in the area of picnic tables, I'd sure hate to be around with the late afternoon summer winds we have, and let that thing come down upon someone. The one with internal rot will have to be removed at some point, again, maybe sooner rather than later? I am sure you and Paul know all of this already.

#5 - view from Houses on Tye. Can't see what can be done because there is a natural dip in the topography that the fence follows. Unless the fence is doubled in size, and many large trees are planted there doesn't appear to be any way to avoid the campers being seen unless they were moved. Even then, if they were located across to the other side of the park, they could still be seen from the side window of at least one house.

#5,6,7 are the view from entering from Buckeroo with comments about relocation.

I think this park needs consultants, whether from the general fund or a grant to help PAB and City with options, as well as fitting into the general park plans of the City. I think any big plans are beyond the current skills of the PAB.

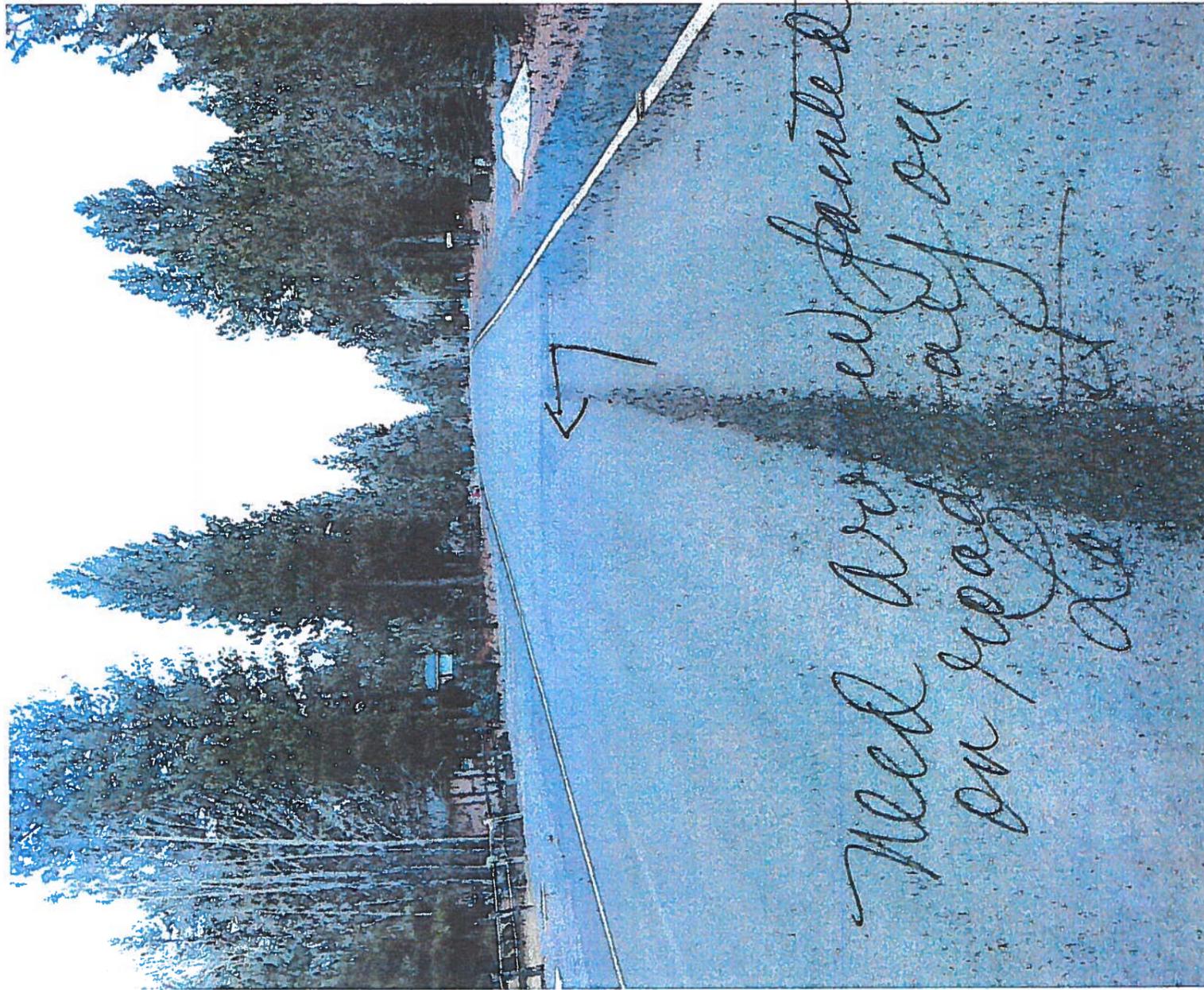
Pauline, just my two cents. Good luck with the joint meeting tomorrow.

Phyllis

PS, I always use scrap paper so please disregard backs of photos.

11

From: **Phyllis Lewis** wildernessdog@gmail.com
Subject:
Date: **January 15, 2015 at 3:40 PM**
To: **Phyllis Lewis** wildernessdog@gmail.com



From: Phyllis Lewis wildernessdog@gmail.com
Subject:
Date: January 15, 2015 at 3:40 PM
To: Phyllis Lewis wildernessdog7@gmail.com

2



Forest Horse #1
View

From: **Phyllis Lewis** wildernessdog@gmail.com
Subject:
Date: **January 15, 2015 at 3:45 PM**
To: **Phyllis Lewis** wildernessdog@gmail.com

3



Dirt Road #2
View

From: Phyllis Lewis wildernessdog@gmail.com
Subject:
Date: January 15, 2015 at 3:44 PM
To: Phyllis Lewis wildernessdog@gmail.com



Phyllis Lewis

4

From: Phyllis Lewis wildernessdog@gmail.com &
Subject:
Date: January 15, 2015 at 3:46 PM
To: Phyllis Lewis wildernessdog@gmail.com



From: Phyllis Lewis willamessdog@gmail.com
Subject:
Date: January 15, 2015 at 3:48 PM
To: Phyllis Lewis willamessdog@gmail.com

Mark
Phyllis



From: Phyllis Lewis wildernessdog@gmail.com

Subject:

Date: January 15, 2015 at 3:51 PM

To: Phyllis Lewis wildernessdog@gmail.com



From: Phyllis Lewis wildernessdog@gmail.com
Subject:
Date: January 15, 2015 at 3:53 PM
To: Phyllis Lewis wildernessdog@gmail.com



From: **Phyllis Lewis** wildernessdog@gmail.com
Subject:
Date: **January 15, 2015 at 3:58 PM**
To: **Phyllis Lewis** wildernessdog@gmail.com



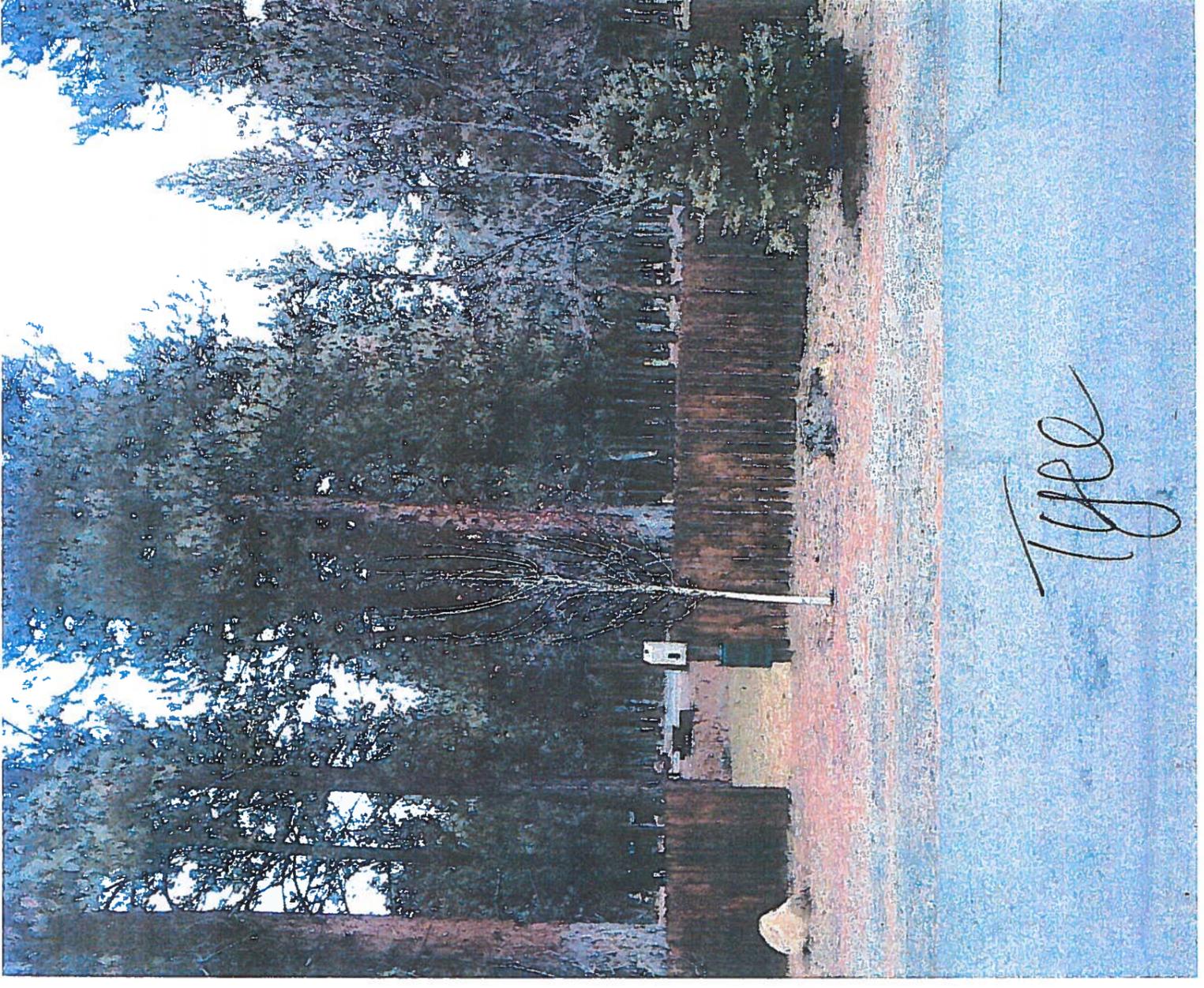
From: Phyllis Lewis wildernesdog@gmail.com
Subject:
Date: January 15, 2015 at 3:42 PM
To: Phyllis Lewis wildernesdog@gmail.com

(5)



We
This street was
marked show all campers
higher fence Denise
fence.

From: **Phyllis Lewis** wildernessdog@gmail.com
Subject:
Date: **January 15, 2015 at 3:43 PM**
To: **Phyllis Lewis** wildernessdog@gmail.com

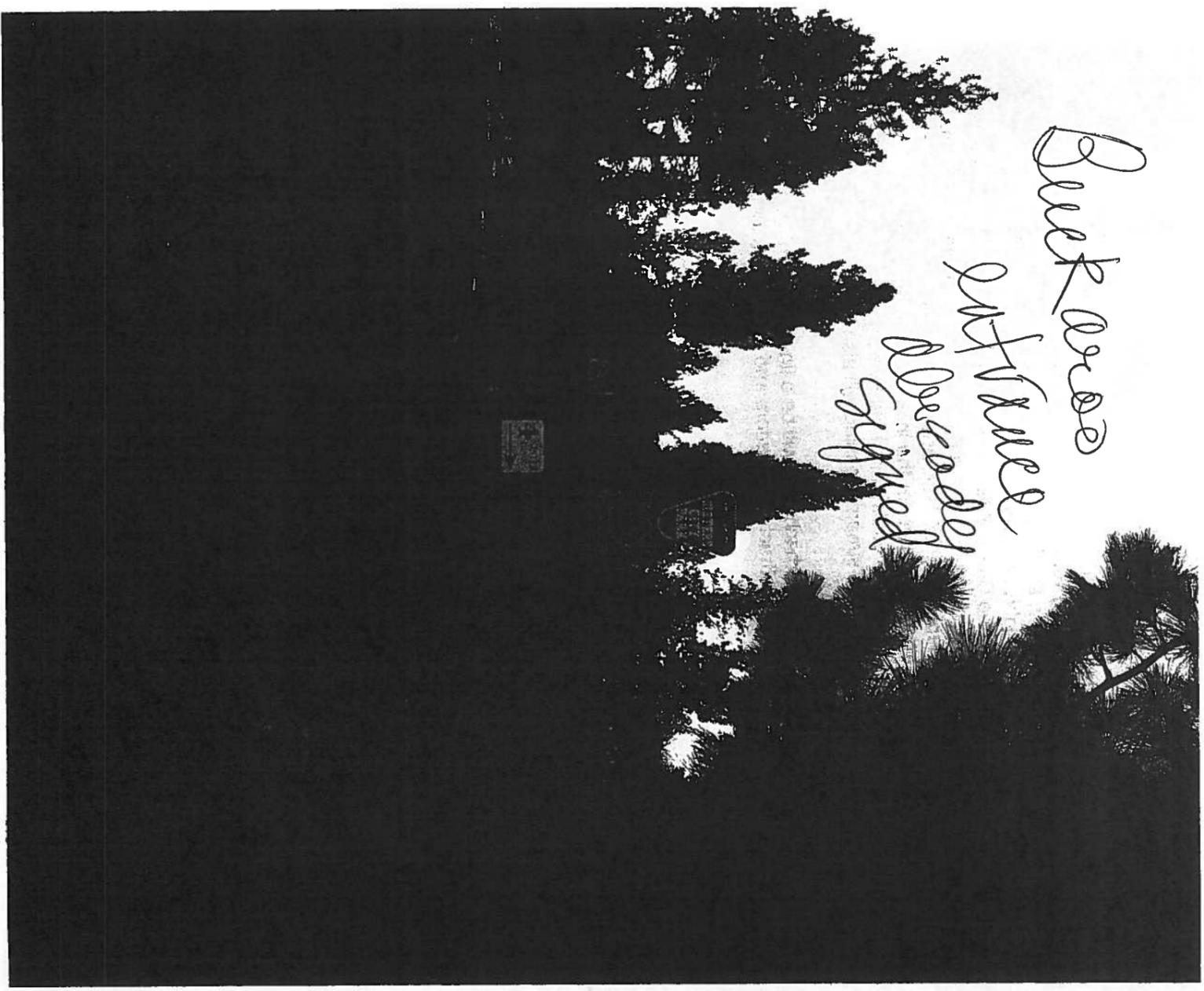


Tree

From: Phyllis Lewis wildernessdog@gmail.com
Subject:
Date: January 15, 2015 at 3:49 PM
To: Phyllis Lewis wildernessdog@gmail.com

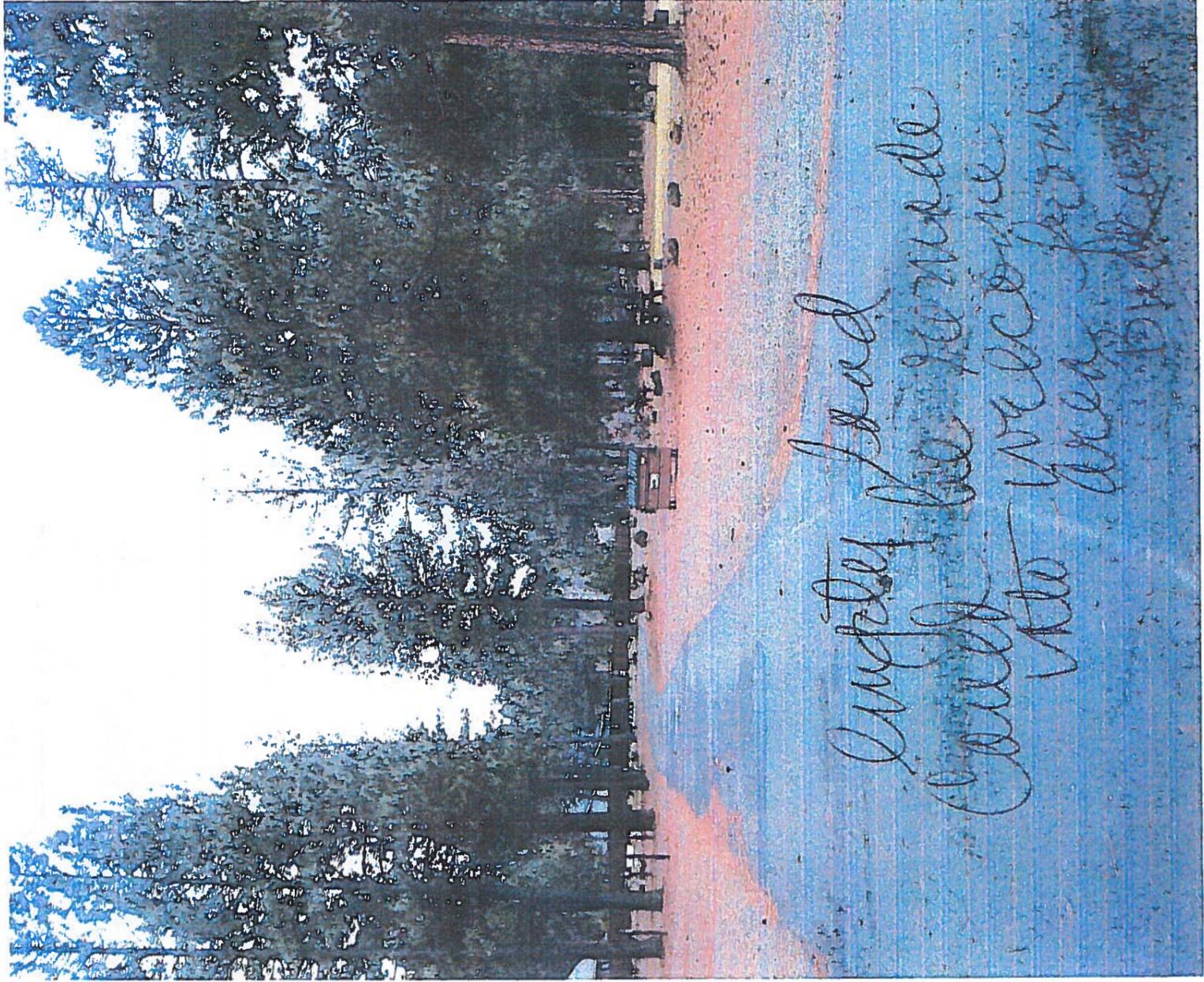
5

Buckaroo
with me
already
signed



From: **Phyllis Lewis** wildmessdog@gmail.com
Subject:
Date: **January 15, 2015 at 3:46 PM**
To: **Phyllis Lewis** wildmessdog@gmail.com

6



From: Phyllis Lewis wildernessdog@gmail.com
Subject:
Date: January 15, 2015 at 3:55 PM
To: Phyllis Lewis wildernessdog@gmail.com

7



AGENDA



CITY OF SISTERS
SISTERS CITY COUNCIL

SISTERS CITY COUNCIL
520 E. Cascade Avenue
Sisters, OR 97759

FEBRUARY 12, 2015

6:00 P.M. CITY COUNCIL WORKSHOP

1. TBD
2. Other Business – *A. Gorayeb/Council*

7:00 P.M. CITY COUNCIL REGULAR MEETING

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. VISITOR COMMUNICATION

- A. Dawn Cooper – McKinney Vento Law
- B. Darren Dickerhoof – Sewer Connection Deferral

III. CONSENT AGENDA

- A. Minutes
 1. December 18, 2014 – Workshop
 2. January 15, 2015 - Workshop
 3. January 22, 2015 – Workshop
 4. January 29, 2015 – Goal Setting

B. Bills to Approve

1. February Accounts Payable

IV. STAFF REPORTS

- A. February Staff/Council Work Plan
- B. New Business License Report for January 2015

V. COUNCIL BUSINESS

VI. OTHER BUSINESS

This agenda is also available via the Internet at www.ci.sisters.or.us

*The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kathy Nelson, City Recorder, at the number below.
520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213*

VII. MAYOR/COUNCILOR BUSINESS
A. Committee Reports

VIII. ADJOURN

7:45 p.m. (approximate) URBAN RENEWAL AGENCY REGULAR MEETING

I. CALL TO ORDER

II. CONSENT AGENDA

- A. Minutes
1. January 22, 2015 – Sisters Urban Renewal Agency Board

III. AGENCY BUSINESS

- A. **Public Hearing and Consideration of Resolution No. URA 2015-02: A
RESOLUTION OF THE SISTERS URBAN RENEWAL AGENCY ADOPTING
A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS
WITHIN THE 2014/15 BUDGET – A. Gorayeb**

IV. ADJOURN

Sisters City Council – 2015 Agenda Calendar

Feb 12	6:00 p.m. Workshop 7:00 p.m. Regular Meeting	Dawn Cooper –McKinney Vento Law Darren Dickerhoof – V.Comm. Supplemental Budget
Feb 19	8:00 a.m. Workshop	Forgivable Loan Program Bus Licence/Transient Merchant/Pub Event
Feb 26	6:00 p.m. Workshop 7:00 p.m. Regular Meeting	Formula Foods
Mar 05	8:00 a.m. Executive Session 8:30 a.m. Workshop	Pending Litigation –S. Bryant
Mar 12	6:00 p.m. Workshop 7:00 p.m. Regular Meeting	Devel Code Amend -Formula Foods/ Type II Land Use Apps
Mar 19	8:00 a.m. Workshop	
Mar 26	6:00 p.m. Workshop 7:00 p.m. Regular Meeting	
Apr 02	8:00 a.m. Workshop	
Apr 09	6:00 p.m. Workshop 7:00 p.m. Regular Meeting	
Apr 16	8:00 a.m. Workshop	
Apr 23	6:00 p.m. Workshop 7:00 p.m. Regular Meeting	
Apr 30	No Meeting	5 th Thursday

Quarterly Meetings with County Commissioners: 02/12/15, 04/02/15, 07/02/15, 10/01/15

To Schedule:
 Roundabout Workshop
 PH – Comp Plan Amend (Cascade)
 Housing Works Update (Mar 2015) 20 minutes
 Master Fee – Water Rates, Reloc Signs

Distribution of CATS Funds
 Deer Feeding Ban Ordinance
 Updates Parks Master Plan
 Jt. Mtg with CPAB

