



SISTERS CITY COUNCIL

520 E. Cascade Avenue

Sisters, OR 97759

APRIL 23, 2015

6:00 P.M. CITY COUNCIL WORKSHOP

1. City Council Goals – *Council*
2. Housing Permit Update – *P. Davenport*
3. Other Business – *A. Gorayeb/Council*

7:00 P.M. CITY COUNCIL REGULAR MEETING

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

- II. RECOGNITION OF OUTGOING COUNCIL PRESIDENT**

- III. VISITOR COMMUNICATION**
 - A. Brook Jackson – Sisters Outdoor Leadership Experience
 - B. Kathleen Barrett – Neonicorticoids Ban

- IV. CONSENT AGENDA**
 - A. Minutes
 1. January 22, 2015 – Workshop
 2. February 5, 2015 - Workshop
 3. February 12, 2015 – Workshop
 4. April 09, 2015 – Regular Meeting

 - B. Bills to Approve
 1. April Accounts Payable

- V. STAFF REPORTS**
 - A. Deschutes County Sheriff's Office

- VI. COUNCIL BUSINESS**
 - A. **Public Comment and Consideration of Resolution No. 2015-06: A RESOLUTION OF THE CITY OF SISTERS ADOPTING CHANGES TO THE MASTER FEE SCHEDULE –**
L. Fujita-Conrads

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*

- B. Discussion and Consideration of a Motion** to Approve Policy CMO 103 Related to Public Records Requests – *K. Nelson*
- C. Discussion and Consideration of a Motion** to Approve a Business Owner Questionnaire – *P. Davenport*
- D. Discussion and Consideration of a Motion** to Approve the Request for Proposals (RFP) for City Attorney Services – *K. Nelson*
- E. Discussion and Consideration of a Motion** to Approve the Request for Proposals (RFP) for City Engineer Services – *P. Bertagna*
- F. Discussion and Consideration of a Motion** to Approve the Request for Proposals (RFP) for Insurance Agent of Record – *L. Fujita-Conrads*
- G. Discussion and Consideration of a Motion** to Approve the FY 15/16 City of Sisters Goals and Priorities – *A. Gorayeb*

VII. OTHER BUSINESS

- A. Budget Committee Appointment

VIII. MAYOR/COUNCILOR BUSINESS

IX. ADJOURN

Council Goals

Nancy

Reinstate CCI, Establish clear direction for its purpose.
Conduct Surveys to find out how the majority of citizens feel.
Review committees/boards

David

Establish water and sewer rates that assure ratepayer equity and build cash reserves for future capital improvement needs.
Review current status of pending litigation and potential financial liability of the city.
Increase funding to make EDCO manager full-time.
Forgivable Loan

Wendy

Identify a community-supported asset.
Continue to work with CPAB and citizens on Creekside master plan.
Continue work with ODOT on roundabout project for Hwy 20.
Work on connectivity projects such as path to Petersen Ridge trailhead from Village Green Park, and bike/pedestrian path to the Sisters Airport.

Chris

Invest in the City's Youth by providing more opportunities.
Enhance city parks/Cliff Clemens and Village Green
Increase Community Grants to \$20,000
Increase Transient Room Tax
Increase funding to chamber to 50%
Affordable Housing
Remove Back-In parking

Council Overarching Goals

Strengthen city finances

Increase both community and private sector asset base

Economic development

Improve Connectivity

Improve public outreach

Council Goals

Economic Development:

1. Increase funding to make EDCO position full-time
2. Increase chamber funding to 50% of transient room tax
3. Create and implement a forgivable loan program

Increase both community and public sector asset base:

1. Enhance city parks: Cliff Clemens/Village Green
2. Movies in the park
3. Community Asset
4. Support creation of bike park alongside SPRD

Strengthen City Finances:

1. Establish water and sewer rates that assure ratepayer equity and build cash reserves for future capital improvement needs.
2. Review current status of pending litigation and potential financial liability of the city.
3. Increase reserves
4. Increase transient room tax

Improve Connectivity:

1. Continue work with ODOT on roundabout project for Hwy 20
2. Work on connectivity projects such as path to Petersen Ridge trailhead from Village
3. Green Park, and bike/pedestrian path to the Sisters Airport.

Improve Public Outreach:

1. Reinstate CCI, Establish clear direction for its purpose.
2. Conduct Surveys to find out how the majority of citizens and businesses feel.
3. Utilize Sisters radio

Monthly Sales Report of Residential Housing

Summary from July, 2013 Through February, 2015

Sum \$	38,268,953.10
Average \$	219,936.51
Count	174

Month	Sum	Average	Count
July, 2013	\$ 2,434,050.00	\$ 270,450.00	9
August, 2013	\$ 1,519,500.00	\$ 253,250.00	6
September, 2013	\$ 2,086,900.00	\$ 189,718.18	11
October, 2013	\$ 969,980.00	\$ 121,247.50	8
November, 2013	\$ 1,001,920.10	\$ 166,986.68	6
December, 2013	\$ 1,260,000.00	\$ 420,000.00	3
January, 2014	\$ 833,892.00	\$ 208,473.00	4
February, 2014	\$ 1,013,000.00	\$ 144,714.29	7
March, 2014	\$ 2,344,585.00	\$ 260,509.44	9
April, 2014	\$ 2,240,643.00	\$ 248,960.33	9
May, 2014	\$ 3,363,496.00	\$ 197,852.71	17
June, 2014	\$ 2,551,230.00	\$ 170,082.00	15
July, 2014	\$ 3,529,770.00	\$ 252,126.43	14
August, 2014	\$ 2,542,568.00	\$ 195,582.15	13
September, 2014	\$ 2,661,675.00	\$ 266,167.50	10
October, 2014	\$ 1,838,101.00	\$ 204,233.44	9
November, 2014	\$ 1,860,981.00	\$ 265,854.43	7
December, 2014	\$ 1,276,662.00	\$ 212,777.00	6
January, 2015	\$ 1,181,000.00	\$ 295,250.00	4
February, 2015	\$ 1,759,000.00	\$ 251,285.71	7
Totals	\$ 38,268,953.10	\$ 219,936.51	174
Check	\$ 38,268,953.10	\$ 219,936.51	174
	\$ -	\$ -	0

Location	Sum	Average	Count
Buck Run	\$ 2,126,000.00	\$ 303,714.29	7
Classic Garage Condo	\$ 62,000.00	\$ 20,666.67	3
Coyote Springs	\$ 2,226,550.00	\$ 278,318.75	8
Creekside	\$ 910,000.00	\$ 455,000.00	2
Creekside West Condo	\$ 251,500.00	\$ 251,500.00	1
Edge O' the Pines	\$ 788,085.00	\$ 112,583.57	7
Fourth Sisters Condo	\$ 303,000.00	\$ 151,500.00	2
Mccaffery's	\$ 341,350.00	\$ 170,675.00	2
Mccaffery's First Addition	\$ 466,200.00	\$ 233,100.00	2
Pine Meadow Ranch	\$ 375,000.00	\$ 375,000.00	1

Pine Meadow Village	\$	5,236,650.00	\$	249,364.29	21
Pine Meadow Village Condo	\$	520,000.00	\$	260,000.00	2
Pines at Sisters	\$	1,912,200.00	\$	147,092.31	13
Ponderosa Cascade	\$	680,000.00	\$	226,666.67	3
Sisters	\$	563,150.00	\$	187,716.67	3
Sisters Industrail Park	\$	435,000.00	\$	217,500.00	2
Sisters Park Place	\$	705,000.00	\$	176,250.00	4
Six Sisters Condo	\$	53,000.00	\$	53,000.00	1
Timber Creek	\$	5,009,370.10	\$	217,798.70	23
Village at Cold Spring	\$	1,242,975.00	\$	248,595.00	5
Village at Cold Springs	\$	9,389,404.00	\$	229,009.85	41
Village Meadows	\$	1,602,519.00	\$	178,057.67	9
West Village Townhomes	\$	130,000.00	\$	130,000.00	1
Total	\$	35,328,953.10			
Check	\$	35,328,953.10			
	\$	-			

2013 Permits (Accela)

Permit No.	Street	Street Name	Description	Payment	Date Issued
793-13-000001 - STR/PLM/MECH/ELEC	1624	W. Williamson Ave. #114	New Construction/SF	\$11,323.57	11/20/13
793-13-000002 - STR/PLM/MECH/ELEC	1640	W. Williamson Ave. #112	New Construction/SF	\$10,648.15	11/20/13
793-13-000009 - MECH	544	S. Oak St.	Wood Stove	\$54.88	11/20/13
793-13-000010 - STR/PLM/MECH/ELEC	220	S. Pine St.	Interior Remodel	\$4,060.25	11/20/13
793-13-000014 - STR	178	S. Elm St.	Sign Permit	\$70.80	11/20/13
793-13-000015 - MECH	178	N. Wheeler Loop	Pellet Stove	\$95.20	11/20/13
793-13-000017 - STR/PLM/MECH/ELEC	685	E. Coyote Springs Rd.	Sunroom	\$376.38	11/20/13
793-13-000020 - ELEC	910	N. Hindeman St.	Temporary Service	\$67.20	11/20/13
793-13-000021 - ELEC	930	N. Hindeman St.	Temporary Service	\$67.20	11/20/13
793-13-000022 - STR/PLM/MECH/ELEC	1680	W. Williamson Ave. #108	New Construction/SF	\$10,839.91	11/20/13
793-13-000026 - STR/PLM/MECH/ELEC	910	N. Hindeman St. #92	New Construction/SF	\$13,229.79	11/20/13
793-13-000030 - STR/PLM/MECH/ELEC	920	N. Hindeman St. #93	New Construction/SF	\$12,529.31	11/20/13
793-13-000034 - STR/PLM/MECH/ELEC	930	N. Hindeman St. #94	New Construction/SF	\$12,166.78	11/20/13
793-13-000038 - STR/PLM/MECH/ELEC	1045	W. Rail Way	Car Wash Facility	\$12,640.89	05/02/14
793-13-000042 - STR/PLM/MECH/ELEC	1604	W. Williamson Ave. #118	New Construction/SF	\$12,425.09	12/04/13
793-13-000046 - ELEC	1604	W. Williamson Ave. #118	Temporary Service	\$67.20	12/04/13
793-13-000047 - ELEC	497	W. Hwy 20	Branch Circuit (Temp. Stop Sign)	\$67.20	12/05/13
793-13-000048 - STR/ELEC	1035	W. Rail Way	Card Lock Fuel Station	\$720.48	12/12/13
793-13-000049 - ELEC	449	N. Locust Lane	Residential Wiring	\$257.60	12/10/13
793-13-000050 - ELEC	520	E. Cascade (City)	Two Branch Circuits	\$75.04	12/10/13
793-13-000051 - PLM	122	W. Hood Ave.	Grease Trap	\$72.80	12/11/13

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793-13-000060 - STR/PLM/MECH/ELEC	265	E. Barclay Dr.	Three Creeks Production Facility	\$9,471.49	12/18/13
793-13-000064 - STR/PLM/MECH/ELEC	754	S. Oak St.	New Construction/SF	\$56.00	12/30/13
793-13-000068 - ELEC	114	W. Adams Ave.	Fire Alarm System	\$89.60	12/30/13
793-13-000069 - ELEC	520	E. Cascade (City Well)	200 Amp Service/Branch Circuits		

2013-2014

Bldg./Elec. Budget	\$70,000.00	% of Budget
July	\$ 11,271.84	16%
August	\$ 10,575.70	15%
September	\$ 29,001.63	41%
October	\$ 16,938.75	24%
November	\$ 14,550.75	21%
December	\$ 15,354.14	22%
January	\$ 12,855.69	18%
February	\$ 17,157.39	25%
March	\$ 11,933.46	17%
April	\$ 6,321.15	9%
May	\$ 25,890.58	37%
June	\$ 19,271.26	28%
Year to Date	\$ 191,122.34	273%

2014 Permits (Accela)

01/02/14	793-14-000001 - STR/PLM/MECH/ELEC	142	W. Black Crater Ave.	Garage Conversion and Remodel	\$747.00	01/02/14
01/02/14	793-14-000002 - STR/ELEC	142	W. Black Crater Ave.	Detached Garage	\$244.20	01/02/14
01/14/14	793-14-000007 - STR/MECH/PLM/ELEC	475	E. Wapato Loop	New Construction/Single Family	\$12,927.45	02/06/14
01/03/14	793-14-000008 - PLM	391	W. Cascade Ave.	Grease Trap	\$133.28	01/03/14
01/07/14	793-14-000009 - STR	171	S. Elm St.	Sign Permit	\$70.80	01/08/14
01/03/14	793-14-000010 - STR	178	S. Elm St.	Two Headers	\$99.12	01/07/14
01/06/14	793-14-000011 - MECH	523	S. Pine St.	Heat Pump	\$54.99	01/09/14
01/10/14	793-14-000012 - ELEC	391	W. Cascade Ave.	Two Branch Circuits	\$75.04	01/10/14
01/14/14	793-14-000020 - MECH	584	W. Jefferson Ave.	Furnace/Heat Pump	\$54.88	01/14/14
01/14/14	793-14-000021 - ELEC	1035	W. Rail Way	Service/Branch Circuits/Panel	\$240.80	01/14/14
01/15/14	793-14-000022 - ELEC (City)	450	N. Rope Pl.	Branch Circuit	\$67.20	01/15/14
01/17/14	793-14-000023 - ELEC	540	Hwy 20 W.	Branch Circuit	\$67.20	01/17/14
01/17/14	793-14-000024 - STR (Temp COO)	391	W. Cascade Ave.	ADA Bathroom Upgrade	\$361.08	02/21/14
01/22/14	793-14-000025 - ELEC	179	W. St. Helens Ave.	Residential Service	\$324.80	01/22/14
01/24/14	793-14-000026 - STR	114	W. Adams Ave.	Temporary Certificate of Occ.	\$300.00	01/24/14
01/27/14	793-14-000027 - STR/MECH/PLM/ELEC	1610	W. Williamson Ave. # 117	New Construction/Single Family	\$14,072.81	02/28/14
01/27/14	793-14-000031 - STR/MECH/PLM/ELEC	1600	W. Williamson Ave. # 119	New Construction/Single Family	\$12,519.35	02/28/14
01/27/14	793-14-000035 - STR/MECH/PLM/ELEC	1617	W. Williamson Ave. # 103	New Construction/Single Family	\$13,786.80	02/28/14
01/27/14	793-14-000039 - STR/MECH/PLM/ELEC	1620	W. Williamson Ave. # 115	New Construction/Single Family	\$12,634.43	02/28/14
01/27/14	793-14-000043 - STR/MECH/PLM/ELEC	1623	W. Williamson Ave. # 102	New Construction/Single Family	\$12,039.68	02/28/14
01/27/14	793-14-000047 - ELEC	1600	W. Williamson Ave. # 119	Temporary Service	\$67.20	01/28/14
01/27/14	793-14-000048 - ELEC	1617	W. Williamson Ave. # 103	Branch Circuit	\$67.20	01/28/14
01/28/14	793-14-000049 - ELEC	1617	W. Williamson Ave. # 103	Temporary Service	\$67.20	01/28/14
01/29/14	793-14-000050 - ELEC	178	S. Elm St.	4000 Temporary Service	\$90.72	01/29/14
01/29/14	793-14-000051 - ELEC	664	W. Jefferson Ave.	Branch Circuits	\$114.24	01/29/14
01/30/14	793-14-000052 - STR/PLM	178	S. Elm St.	ADA Bathroom Upgrade	\$221.48	02/13/14
01/30/14	793-14-000054 - MECH	1117	E. Creekside Ct.	Heat Pump/HVAC	\$54.88	01/30/14
01/30/14	793-14-000055 - ELEC	1117	E. Creekside Ct.	Branch Circuits	\$116.48	01/30/14
01/31/14	793-14-000056 - ELEC	754	S. Oak St.	Temporary Service	\$67.20	01/31/14

2013-2014

Planning Budget	\$40,000.00	% of Budget
July	\$ 10,350.00	26%
August	\$ 7,690.00	19%
September	\$ 8,569.95	21%
October	\$ 2,160.00	5%
November	\$ 4,201.62	11%
December	\$ 2,000.00	5%
January	\$ 11,230.00	28%
February	\$ 7,340.05	18%
March	\$ 1,575.00	4%
April	\$ 1,130.00	3%

May	\$ 17,630.00	44%
June	\$ 4,710.00	12%
Year to Date	\$ 78,586.62	196%

2014-2015		
Bldg./Elec. Budget	\$70,000.00	% of Budget
July	\$ 11,627.54	17%
August	\$ 11,459.77	16%
September	\$ 30,209.10	43%
October	\$ 22,621.84	32%
November	\$ 3,895.81	6%
December	\$ 23,636.22	34%
January	\$ 6,683.22	10%
February	\$ 22,713.05	32%
March		0%
April		0%
May		0%
June		0%
Year to Date	\$ 132,846.55	149%

2014-2015		
Planning Budget	\$40,000.00	% of Budget

02/16/14	793-14-000057 - STR	912	S. Locust St. #B	Cell Tower Modification	\$361.08	03/06/14
02/04/14	793-14-000059 - STR	352	E. Main Ave.	Fire Suppression System	\$154.52	03/06/14
02/04/14	793-14-000060 - STR	110	S. Spruce St.	Commercial Alterations	\$148.68	05/05/14
02/05/14	793-14-000061 - FIRE	222	W. Hood Ave.	Fire Sprinkler Plan	\$304.44	03/06/14
02/05/14	793-14-000062 - ELEC (City)	520	E. Cascade Ave.	Branch Circuits	\$67.20	02/06/14
02/06/14	793-14-000063 - MECH	352	E. Main Ave.	Kitchen Hood	\$78.40	02/06/14
02/10/14	793-14-000064 - ELEC	123	E. Hood Ave.	Branch Circuits	\$82.88	02/11/14
02/11/14	793-14-000065 - MECH	243	N. Elm St.	Heat Pump/HVAC	\$54.88	02/11/14
02/12/14	793-14-000066 - STR	101	E. Cascade Ave.	Remove/Replace two awnings	\$569.94	02/26/14
02/13/14	793-14-000067 - MECH/PLM/ELEC	370	E. Cascade Ave.	Tenant Improvements	\$403.46	02/27/14
02/19/14	793-14-000070 - STR/PLM/ELEC	255	S. Larch St.	Remodel	\$440.16	03/11/14
02/17/14	793-14-000071 - MECH	541	S. Redwood St.	Heat Pump/HVAC	\$54.88	02/18/14
02/19/14	793-14-000072 - STR	391	W. Cascade Ave.	Sign Permit	\$70.80	02/21/14
02/24/14	793-14-000076 - STR	188	W. Sisters Park Drive	Moving Door	TBD	TBD
02/24/14	793-14-000078 - MECH	597	E. Jefferson Ave.	Wood Stove	\$54.88	03/06/14
02/24/14	793-14-000079 - STR/MECH/PLM/ELEC	493	S. Pine St.	New Construction/Single Family	\$11,261.34	03/20/14
02/26/14	793-14-000083 - ELEC	311	E. Cascade Ave.	200 Amp Service	\$84.00	02/26/14
02/28/14	793-14-000084 - STR/MECH/PLM/ELEC	167	S. Timber Pine Pl.	New Construction/Single Family	\$10,255.60	03/19/14
03/05/14	793-14-000088 - STR/MECH/PLM/ELEC	773	E. Green Ridge Ave.	New Construction/Single Family	\$7,132.86	04/10/14
03/05/14	793-14-000092 - STR/MECH/PLM/ELEC	924	E. Coyote Springs Rd.	New Construction/Single Family	\$13,475.06	03/19/14
03/05/14	793-14-000096 - ELEC	352	E. Main Ave.	Branch Circuits (3)	\$82.88	03/05/14
03/05/14	793-14-000097 - STR	750	Burke			
03/11/14	793-14-000098 - STR	100				

April

June
Year to Date

04/18/14						
04/18/14						
04/18/14	793-14-000156					
04/18/14	793-14-000160					
04/18/14	793-14-000161					
04/18/14	793-14-000162					
04/18/14	793-14-000163	424				
04/22/14	793-14-000164	220				
04/23/14	793-14-000165	591				
04/29/14	793-14-000167	223	E. .			
04/24/14	793-14-000172	414	E. Wa,			
04/24/14	793-14-000176	414	E. Wapato Loop	Temporary Service	\$67.20	05/02/14
05/05/14	793-14-000177	940	N. Hindeman St.	Temporary Service	\$67.20	05/05/14

05/05/14	793-14-000178	960	N. Hindeman St.	Temporary Service	\$67.20	05/05/14	
05/05/14	793-14-000179	924	E. Coyote Springs Rd.	Limited Energy	\$33.60	05/05/14	
05/06/14	793-14-000180	15820	Barclay Drive	Green House	\$177.00	05/06/14	
05/08/14	793-14-000181	1001	W. Rail Way	Branch Circuits	\$75.04	05/08/14	
05/08/14	793-14-000182	1001	W. Rail Way	Branch Circuits	\$75.04	05/08/14	
05/05/14	793-14-000183	940	N. Hindeman St.	New Construction/Single Family	\$13,184.93	06/13/14	June
05/05/14	793-14-000188	950	N. Hindeman St.	New Construction/Single Family	\$12,598.83	06/13/14	June
05/05/14	793-14-000205	960	N. Hindeman St.	New Construction/Single Family	\$12,181.70	06/13/14	June
05/12/14	793-14-000210	171	W. Cascade Ave.	Replace Awnings	\$192.64	05/16/14	
05/12/14	793-14-000211	760	E. Cascade Ave.	Ductless Heat Pump	\$54.88	05/12/14	
05/14/14	793-14-000213	171	W. Cascade Ave.	Branch Circuits	\$67.20	05/21/14	
05/21/14	793-14-000214	101	E. Cascade Ave.	Branch Circuits	\$75.04	05/21/14	
05/22/14	793-14-000215	352	E. Main Ave.	200 Amp Service	\$274.40	05/22/14	
05/22/14	793-14-000216	150	N. Fir St.	Restroom Building/Prefab	\$4,828.27	06/11/14	
05/27/14	793-14-000217	413	Mandy Strasser	Kitchen Remodel	\$219.48	05/29/14	
05/27/14	793-14-000217	413	W. Hood Ave.	Service/Feeder	\$137.76	05/27/14	
05/27/14	793-14-000218	102	E. Main Ave.	Sign Permit	\$70.80	05/28/14	
05/27/14	793-14-000219	251	W. Barclay Dr.	Sign Permit	\$70.80	05/28/14	
05/30/14	793-14-000220	371	W. Cascade Ave.	Sign Permit	\$70.80	05/30/14	
05/28/14	793-14-000221	223	E. Hood Ave.	Sign Permit	\$70.80	05/30/14	
05/26/14	793-14-000222	668	S. Birch St.	Temporary Service	\$67.20	05/29/14	
05/26/14	793-14-000222	668	S. Birch St.	Plumbing Fixtures	\$75.16	06/06/14	

07/18/14	793-14-000297	101	W. Main Ave.	Replace Electric Furnace and Heat Pump	\$132.16	07/18/2014	
07/21/14	793-14-000298	415	E. Wapato Loop	Adding Mud Room	\$134.52	08/04/2014	

07/21/14	793-14-000299	15820	Barclay Drive	Installing 2-mini heat pumps	\$123.30	07/22/2014	
07/22/14	793-14-000300	1141	S. Creekside Dr.	Plumbing Fixtures	\$483.84	07/22/2014	
07/22/14	793-14-000301	15820	Barclay Dr.	Branch Circuits (11)	\$145.60	07/22/2014	
07/23/14	793-14-000302	344	E. Washington Ave.	2.5 Ton Air Conditioning	\$54.99	07/23/2014	
07/24/14	793-14-000303	592	N. Sisters Park Ct.	Branch Circuits	\$84.00	07/24/2014	
07/28/14	793-14-000305	1141	S. Creekside Dr.	Temporary Service	\$67.20	07/28/2014	
07/29/14	793-14-000307	506	S. Spruce St.	Branch Circuits	\$75.04	07/29/2014	
07/29/14	793-14-000308	738	West View Loop	New Stairway from 2nd Floor	\$148.68	08/08/14	
07/29/14	793-14-000309	415	E. Wapato Loop	Branch Circuit	\$67.20	07/29/14	
08/01/14	793-14-000311	297	E. Tyee Dr.	Re-Roof	TBD	Quote Only	
08/04/14	793-14-000312	250	N. Spruce St.	Demo Permit	\$65.00	08/04/14	
08/01/14	793-14-000313	1255	W. McKinney Butte Rd. #2	New Construction/Single Family	\$12,109.04	09/02/14	September
08/05/14	793-14-000317	250	N. Spruce St.	Temporary Power	\$67.20	08/05/14	
08/06/14	793-14-000318	460	N. Trinity Way #11	New Construction/Single Family	\$10,884.07	08/29/14	August
08/05/14	793-14-000322	377	E. Black Butte Ave.	Breezeway	\$300.84		
08/08/14	793-14-000324	178	S. Elm St.	Sign Permit	\$70.80		
08/11/14	793-14-000325	581	S. Redwood St.	Temporary Service	\$67.20	08/11/14	
08/11/14	793-14-000326	629	S. Redwood St.	Temporary Service	\$67.20	08/11/14	
08/11/14	793-14-000327	392	W. Main Ave.	Sign Permit	\$70.80		
08/12/14	793-14-000328	352	E. Hood Ave.	Sign Permit	\$70.80		
08/12/14	793-14-000329	506	S. Spruce St.	New Deck/Wheelchair Ramp	\$304.44		
08/12/14	793-14-000330	352	E. Hood Ave.	Sign Permit	\$70.80		

09/18/14	793-14-000390	473	N. Village Meadow Rd.	New Construction/Single Family	\$11,240.79	10/14/14	October
09/22/14	793-14-000391	601	N. Larch St.	Plan Review/Building Permit/Surcharge	\$1,361.13	09/23/14	

09/22/14	793-14-000392	625	N. Arrowleaf Trail	Plan Review/Building Permit/Surcharge	\$1,268.21	09/29/14		
09/23/14	793-14-000393	506	S. Spruce St.	Branch Circuits	\$67.20	09/23/14		
09/23/14	793-14-000394	1011	Desperado Trail	Sign Permit	\$70.80			
09/23/14	793-14-000395	370	E. Cascade Ave.	Sign Permit	\$70.80			
09/25/14	793-14-000396	251	W. Jefferson Ave.	New Construction/Single Family	\$16,400.38		October	
09/26/14	793-14-000397	420	N. Tamarack St.	Plan Review/Building Permit/Surcharge	\$120.36			
09/25/14	793-14-000398	734	E. Coyote Springs Rd.	New Construction/Single Family	\$13,850.23	10/03/14	October	#####
09/25/14	793-14-000399	1255	W. McKinney Butte Rd. #7	New Construction/Single Family	\$13,730.32	10/09/14	October	
09/25/14	793-14-000400	1255	W. McKinney Butte Rd. #1	New Construction/Single Family	\$13,730.32	10/09/14	October	
09/30/14	793-14-000401	265	E. Barclay Dr.	Restricted Electrical / Mechanical	\$100.80	09/30/14		
09/30/14	793-14-000402	880	S. Locust St.	Replace Heat Pump	\$54.88	09/30/14		
10/01/14	793-14-000403	1300	W. McKenzie Hwy.	Heat Pump / Branch Circuits	\$184.80			
10/02/14	793-14-000405	481	N. Songbird St.	Heat Pump	\$54.88	10/02/14		
10/02/14	793-14-000406	481	N. Songbird St.	Limited Energy	\$33.60	10/02/14		
10/03/14	793-14-000407	251	W. Jefferson Ave.	Temporary Service	\$67.20	10/03/14		
10/07/14	793-14-000408	251	W. Jefferson Ave.	Guest House	\$908.88	10/07/14		
10/09/14	793-14-000409	738	West View Loop	Branch Circuits	\$63.84	10/09/14		
10/09/14	793-14-000410	302	E. Main Ave.	Branch Circuits	\$63.84	10/09/14		
10/09/14	793-14-000411	490	N. Trinity Way Lot # 8	New Construction/Single Family	\$11,076.96	11/04/14	November	
10/16/14	793-14-000412	15820	Barclay Dr.	Electrical Permit	\$196.00	10/16/14		
10/20/14	793-14-000414	1041	E. Timber Pine Dr.	Bathroom Remodel / Electric	\$82.88	10/20/14		
10/20/14	793-14-000415	161	E. Cascade Ave	Mechanical	\$78.40	10/20/14		

12/16/14 793-14-000462
12/16/14 793-14-000463

625 N. Arrowleaf Trail 3 Heat Pumps/3 Air Dist./
651 S. Ash St. Branch Circuits

\$604.80 01/09/15
\$90.72 12/16/14



City of Sisters Community Services Grant Application

The City of Sisters may provide community services grants to non-profit and other entities that serve the Sisters community for projects or programs that meet the following criteria:

- Provides assistance for essential utilities, food, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in Sisters.

In evaluating requests, the City will consider the following:

- The ability to meet one or more of the criteria listed above.
- The requesting organization's history of success.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track the effectiveness of the project or service.

Please type or print clearly:

1. Organization: __Sisters Middle School
2. Mailing Address: 15200 McKenzie Hwy., Sisters, OR 97759
3. Telephone No.: 541-549-2099 E-mail Address: brook.jackson@sistersk12.or.us_
4. Contact Person: Brook Q. Jackson, Counselor_____
5. Requested Amount: \$900.00_____
6. Project/Use for Funds: Increase the mental health of our "at-risk" students, while offering a unique recreational experience.

Attach a letter explaining how the funds will be used, how one or more of the criteria will be met, number and types (children, seniors etc.) of community members served, and any other information relevant to the request. Community services grant funds may not be used for travel, budget deficits or for routine operating expense.

Brook Q. Jackson
Sisters Middle School
15200 McKenzie Hwy.
Sisters, OR 97759
541-549-3198

S.O.L.E. (Sisters Outdoor Leadership Experience)

The Sisters Middle School counseling department wishes to apply for a \$900 grant to improve the mental health of our “at-risk” students. The Sisters School District has identified the value of mental health professionals in the school by placing a counselor in the middle school. Currently approximately 10% of the middle school student population, or 35 students, receive mental health support individually, or in a small group setting. Psychoeducation topics through which the students are supported include:

- Self-Esteem
- Communication
- Values
- Empathy
- Transition(s) to Middle/High School
- Family Dynamics
- Grief and loss (death or divorce)
- Anger/Depression/Anxiety (stress) management
- Motivation
- Conflict Resolution
- Accountability

I currently conduct these psychoeducation and process groups, and individual sessions as components of my mental health counseling position at the middle school. This grant funding would allow me to include a wilderness component including 1-2 “day trips” building up to an overnight backpacking adventure. During these outings, “hard” skills of packing a backpack, setting up shelter, leave no trace, cooking over a fire and fire safety will be taught. Adventure based, experiential learning allows children to become more self-aware and self-reflective, which assist them in controlling their behavior, making better decisions and being less impulsive. This type of program also helps them to practice higher-level thinking such as planning, organizing and problem solving. Experiential/Adventure based learning opportunities have positive benefits in developing an internal locus of control, leadership, emotional growth, improved self-esteem and interpersonal relationships (Hattie et al., 1997). Incorporating a wilderness component to support struggling middle school students will provide an opportunity for these students to develop new skills and self-confidence, leading to an increased sense of hope, which is a key ingredient to improving mental health. This coincides with the Sisters 2015

Advocacy Legislative Priority #5 which is to “increase mental health resources.” Moreover, it meets the general grant application criteria by providing “recreational opportunities for children. “

I will develop and provide the counseling groups and lead the outings. This request is to run a pilot program of 8-10 8th graders this spring and conduct pre and post individual assessments on self-esteem, etc. to provide quantitative/qualitative data and efficacy for this type of program in a school. To provide context, this could be similar to the outdoor science middle school program, but with a pro-social/emotional or “at-risk” emphasis. I have a Masters degree in Counseling from Oregon State University and I have over 5 years of experience working in the wilderness therapy industry leading 21-30 day backpacking, and adventure based expeditions. I have a current WFR (Wilderness First Responder) medical certification, which is the industry standard for wilderness guides leading trips in the backcountry. These excursions will take place in the local wilderness area of Sisters. For the outings, I would plan to be accompanied by middle school volunteer teachers and Sisters high school mentors.

The future expansion of this program would include applying for increased funding next year to allow for more trips. Moreover, additional funding options, or reduced cost options (ie. used or rental equipment) will be explored to increase program options and lower the cost.

Expenses:

My hope is that the school will provide necessary food and thus the predominant expense will be for equipment. Once basic individual gear has been acquired, this program will be able to run at a minimal cost. I would like to purchase a well-researched tool for my pre and post assessments to allow for reliable data on how this program impacts the students. Similar to the equipment cost, it will be largely upfront. Sisters Family Advocate Network has offered their support for outdoor specific clothing, especially if one of their clients is involved with this program. If this grant funding cannot be used for transportation expenses (vehicle rental and gas) my plan would be to do some fundraising to account for that portion of the budget. I have not included additional funding for myself at this point. If this request is approved, I would include personal compensation in the next grant request application.

Below, I have itemized general expenses that would allow this program to begin appropriately at a basic level. It is not an exhaustive list, yet I will explore additional funding sources to supplement what you may provide. If the amount I have requested exceeds the funding that is

available, I would happily accept a lesser amount to at least keep this program moving in a positive direction. Thank you for your consideration.

With Regards,

Brook Q. Jackson, MS, CADC-I, NCC, WFR

Equipment:

-8 backpacks	\$400
-8 sleep pads	\$100
-8 sleeping bags	\$300
-valid assessment tool	\$100
	Total: \$900

References

1. Hattie J., Marsh, H. W., Neill, J.T. & Richards, G. E. 1997. Adventure Education and Outward Bound: Out-of-class experiences that make a lasting difference. *Review of Educational Research*, 16, 43-87.

RECEIVED
APR 16 2015
CITY OF SISTERS

16 April, 2015

This petition is to request the City Council of Sisters, OR to ban use of neonicorticoids and other systemic pesticides within the city limits and on city property.

Similar actions have become ordinance in Spokane, WA; Portland, OR; Eugene, OR, and several other East coast cities. The European Union has also banned neonicorticoids and other systemic pesticides such as Roundup and Safari, since 2013.

In this packet I've collected city council data from Portland, Eugene, and Spokane and are submitted in pdf format for review to assist the Sister's City Council in this pursuit. There is, also, some information about the European Union's efforts and bans, including a pdf of hyperlinks should you wish to research more extensively.

I am presenting the City of Portland summary, as it's concise and tallies with other city findings in their council hearings. Reasons for banning use of neocorticoids and *nursery plants and seeds treated with neocorticoids* are: (Quote from Portland Oregon Ordinance 187078, italics added independently).

"1. Neonicotinoids came on the market in the mid-1990's they were considered reduced risk by the U.S. Environmental Protection Agency. Unfortunately, due to their longevity, broad spectrum high toxicity to insects it is becoming increasingly apparent that their use is harmful.

2. Pollinators are critical to key crops such as tree fruit, and over one-third of all agricultural production worldwide is dependent on pollinators.

3. Neonicotinoids can be very long-lived in plants and soil. Therefore, plants can still contain harmful levels of neonicotinoid levels months to years after being treated. Lower level of exposure can eventually lead to death of the individual bee or colony."

4. Bees and other insect pollinators are under great environmental stress, experiencing die-offs and diminishing populations and negatively impacting major sectors of agriculture, putting food security and environmental ecosystems at risk.

5. *The Oregon Department of Agriculture has documented seven separate bumble bee kill incidents related to applications of neonicotinoids on trees since June of 2013; six of those incidents occurred in the greater Portland area.*

6. Neonicotinoids are one of the most widely used classes of pesticides in the world and are systemic, *persistent neurotoxins that spread throughout a treated plant including to the pollen and nectar. The contamination of pollen and nectar creates a direct exposure route for bees and other pollinating insects.*

7. An independent review of more than 800 scientific studies concluded that neonicotinoids are causing significant damage to a wide range of beneficial invertebrate species and are a key factor in the decline of bees.

8. The United States Geological Survey has highlighted the growing use of neonicotinoids in the United States and found significant neonicotinoid contamination in our nation's waters and studies show that neonicotinoids are highly toxic to aquatic invertebrates.

9. A recent study correlated declines in insectivorous bird populations with neonicotinoid contamination. The assessment concluded that neonicotinoids reduced the availability of aquatic organisms that serve as a primary food source for birds. *Studies have shown that just one neonicotinoid treated seed can kill a songbird.*

10. Concerns are being raised about the exposure to neonicotinoids, *especially the ne brain development in children.*

11. *Children are the primary users of public parks and, according to the US Environmental Protection Agency, children are especially sensitive to health risks posed by pesticides. Children's internal organs are still developing and maturing and their enzymatic, metabolic, and immune systems may provide less natural protection than those of an adult.*

12. Responding to scientific concern over the impact of neonicotinoids on pollinators, the European Union in 2013 instituted a two-year moratorium on use of neonicotinoids; Ontario, Canada is sharply restricting neonicotinoids; and a growing number of cities, including Seattle, Spokane, Eugene, Sacramento and Sherwood, MN, have instituted bans on municipal use.

13. In August 2014, the US Fish and Wildlife Service (USFWS) announced plans to ban neonicotinoids on all 150 million acres of National Wildlife Refuge lands nationwide;

14. *The State of Oregon Department of Agriculture has administratively banned the application of any product containing dinotefuran, imidacloprid, thiamethoxam, or clothianidin, regardless of application method, to linden trees, basswood trees, or other Tilia species. OAR 603-057-0388 is effective February 27, 2015.*

15. The City of Portland has substantially invested in the restoration of urban and natural habitat for the benefit of native species such as birds and fish, including special status species listed under Oregon Department of Fish and Wildlife, USFWS, and Oregon Natural Heritage status lists.

16. In 1988, under the guidance of Parks & Recreation Commissioner Mike Lindberg, the City instituted an Integrated Pest Management (IPM) program, dedicated to the creation of healthy parks and the *limitation of the use of pesticides and herbicides on park property.* (* Note: the Portland ordinance also includes purchase and use of seeds and nursery plants treated with neonicotinoids : Exhibit A, 2.b.)

17. IPM policies have been continually updated since the implementation of the IPM program, with the goals of *maintaining environmental responsibility, public safety, quality employee training, and sound management practices.* The program has been emulated by the National Marine Fisheries Service for its beneficial impact on waterways. As a result of these policies, *the City has significantly reduced the use of herbicides and pesticides in our public parks and natural areas.*

Here is a Summary of the ordinance directives:

1 Forms of application banned: “seed dressings, soil treatments, foliar sprays, and other types of applications”, including... “plants treated with neonicotinoid-like systemic chemicals.” (Ordinance 187078)

2 The ban also includes: “ Imidacloprid, clothianidin, thiamethoxam, dinotefuran, and *other* neonicotinoid-like, systemic, persistent pesticides “ (*Roundup, Safari - my italics*). (Ordinance 187078)

3. Portland is also implementing public education “through the City and Park Bureau website and other parks-related signage to educate and inform citizens of the impacts of neonicotinoids on pollinators; the beneficial reasons for the protection of insects, birds, and water-related animals in our environment; and the methods and alternatives the City is using for protection of pollinators.” (Ordinance 187078)

4. Portland city government will also “phase out all purchases of commercial nursery stock, trees, and other plants treated with neonicotinoids as outlined in Exhibit A.” Ordinance 187078)

Conclusion

- * Complex communities like Portland, Spokane, and Eugene, as well as, the entire EU have adopted environmental ordinances to save the declining pollinator species needed for all species of life,
- * Sisters, while a small community, hosts an amazing number of visitors year round. Pioneer Park is very popular for many visiting and local children, citizens, and pets. Visits to the Park should be free from risk to health hazards during summer annual art and music events, as well as, habitual visits of local children and adults with their pets.
- * It would be a true service to city guests and citizens to offer a pesticide free place for children to play and adults to quilt, engage in music and arts events, and congregate

butterflies, and moths for food, put dignity.

- * Additionally, the deaths of songbirds (year round and migratory) who eat poisoned seeds and insects poisoned by systemic pesticides lessens the biodiversity of our high desert as well as, the broader ecosystem of the earth (since only humans adhere to social borders).
- * Local fisheries are a popular draw and are impacted by water contamination from run-off and other methods of contamination.

Imagine if Sisters could pioneer environmental awareness of a very critical action to protect pollinators and provide:

- * a safe haven for bees, monarchs and other butterflies, moths who are critical for plant and food production;
- * a safe oasis for migratory songbirds;
- * a safe local fishery;
- * a safe and pleasant respite for recreationists, as well as, local citizens.

Please adopt an ordinance to protect Sisters from the long lasting and destructive effects of neonicorticoids.

Respectfully submitted,
Kathleen Barrett

re: ORD C35106

www.crescentcitytimes.com/?p=7805

SPOKANE, WA. CITY COUNCIL BANS NEONICOTINOIDS

BY DONNA WESTFALL

CREDIT TO ASHLEY CURTIN, NATIONOFCHANGE/NEWS REPORT

What are Neonics?

Neonicotinoids are a new class of insecticides chemically related to nicotine... or neonics for short. They are a class of neuro-active insecticides chemically similar to nicotine. Used for the past 20 years, so relatively new.

We just missed National Pollinator Week running from June 16th through 22nd – a week the U.S. Senate designates to the “protection and promotion of pollinators and their ecosystems.” Pollinating insects and animals are vital to the world. Not only do bees, birds, butterflies, bats, beetles and many other such pollinators support the ecosystem, they provide healthy watershed and maintain terrestrial productivity. Yet pollinators are in a state of decline, especially the bee, which puts human life in danger, threatens global food webs and concerns the integrity of biodiversity.

A possible link between neonicotinoids and honey bee die-offs has led to controversy across the United States and Europe. Beekeepers and environmentalists have expressed growing concern about the impact of neonicotinoids, concern based on the fact that neonicotinoids are absorbed into plant tissue and can be present in pollen and nectar, making them toxic to pollinators.

Many neonicotinoid pesticides that are sold to homeowners for use on lawns and gardens do not have any mention of the risks of these products to bees.

- Neonicotinoid residues are found in pollen and nectar consumed by pollinators such as bees and butterflies. The residues can reach lethal concentrations in some situations.
- Neonicotinoids can persist in soil for months or years after a single application. Measurable amounts of residues were found in woody plants up to six years after application.

- Products approved for homeowners to use in gardens, lawns, and on ornamental trees have manufacturer-recommended application rates up to 120 times higher than rates approved for agricultural crops.
- There is no direct link demonstrated between neonicotinoids and the honey bee syndrome known as Colony Collapse Disorder (CCD). However, recent research suggests that neonicotinoids may make honey bees more susceptible to parasites and pathogens, including the intestinal parasite *Nosema*, which has been implicated as one causative factor in CCD.

With CCD, the bees are dying off in record numbers. Bees pollinate fruit trees, nut trees, berries, and hundreds of other fruits and

CITY OF SPOKANE
PARKS AND RECREATION DEPARTMENT
ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 1400-11-08
LGL 2011-0032

TITLE: **COMMUNITY GARDENS**
EFFECTIVE DATE: February 10, 2011
REVISION EFFECTIVE DATE: N/A

1.0 GENERAL

1.1 The purpose of this document is to establish a policy for community garden use on Spokane Parks and Recreation property.

1.2 TABLE OF CONTENTS

~~SECTION 4 DEFINITIONS~~
SECTION 5 POLICY
SECTION 6 PROCEDURE
SECTION 7 RESPONSIBILITIES
SECTION 8 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED:

This policy applies to all Parks and Recreation Areas.

3.0 REFERENCES

City Charter Section 48. Park Board -- Powers.
Rules of the Park Board Section 14, General Operating Policies and Procedures, Rulings, and Appeals
Spokane Municipal Code 17C.190.460.

4.0 DEFINITIONS

4.1 "Community Garden" means an area that contains raised planting beds for vegetable gardens that are used by citizens for personal or non-profit use. A Community Garden will not be used by any individual for financial gain. Produce may be sold offsite if the proceeds are to benefit a non-profit organization.

- 4.2 "Garden Master" means the person who enforces the rules and regulations of the Community Garden, acts as a resource to gardeners, oversees the assignment of garden boxes, and resolves disputes. The Garden Master shall be named in the MOU. The Garden Master will not be a city position compensated by the Spokane Parks and Recreation Department
- 4.3 "Memorandum of Understanding" (MOU) means a Revocable License and Permit agreement by the Proposer to use Parks and Recreation Areas for a community garden. It is a non-possessory interest in the park land, meaning it gives the MOU holder an agreement right, but no title or right of possession. The MOU shall have an attached site plan with general design specifications and Community Garden Rules and Regulations.

and Recreation Department.

- 4.6 "Proposer" means the person or entity that desires to use park land for a community garden and may be a 501(C)(3).
- 4.7 "Revocable License and Permit" means an agreement between the proposer and the Spokane Park Board for non-recreational use on Parks and Recreation Areas.

5.0 POLICY

- 5.1 It is the policy of the Spokane Parks Board that Community Gardens provide a community benefit through education, physical activity, and healthy food and shall be allowed on Parks and Recreation Areas subject to an approved MOU. Community Gardens are supported in the Spokane Comprehensive Plan.
- 5.2 The Proposer must comply with all applicable codes, laws, and regulations.
- 5.3 The Spokane Park Board may place conditions on Community Gardens.
- 5.4 Community Gardens and associated activity should not negatively impact Parks and Recreation Areas, *i.e.*, the activity should not disrupt aesthetic qualities, or cause danger to public health and safety.

- 5.5 Pipelines or cables are to be installed underground unless it can be justified that an above-ground installation is constructive or essential. Park Staff shall approve all infrastructure improvements associated with Community Gardens.
- 5.6 The Spokane Park Board will consider each Community Garden request on a case-by-case basis.
- 5.7 Approval will not be granted if the site is considered to be environmentally sensitive or classified as important due to historical significance, habitat, existing life forms, or archaeological conditions as defined by Park Staff.
- 5.8 In granting approval of a Community Garden on Parks and Recreation Areas, there will be no cost to the Spokane Parks and Recreation
- 5.9 The Director of Parks and Recreation may take emergency action if necessary to protect the health, safety and welfare of the public.
- 5.10 The Proposer shall be a not for profit organization.
- 5.11 The term of the MOU shall be five (5) years. The Proposer shall maintain the Community Garden during that entire term. The Park Board may renew the MOU for an additional five (5) year term.
- 5.12 The Director of Parks and Recreation may terminate the MOU with a thirty (30) day notice if terms of this policy, the MOU and or the Rules and Regulations of the Community Garden are violated.
- 5.13 Every Community Garden shall have Rules and Regulations approved by the Director of Parks and Recreation and the Park Board permanently posted on site of the Garden.
- 5.14 Park Staff will have access to the Community Garden and all secured areas within the site at all times.

6.0 PROCEDURE

- 6.1 The Director of Parks and Recreation will receive written proposals for Community Gardens on Parks and Recreation Areas at least one (1) month prior to a regularly scheduled Spokane Park Board's Land Committee meeting.

- 6.2 The Director of Parks and Recreation and Park Staff will coordinate with the City of Spokane Community Garden Committee to review and facilitate Community Garden procedures.
- 6.3 Eight (8) copies of the proposed Community Garden design (site plan and elevation) must be mailed or delivered to:

Director
Spokane Parks and Recreation Department
Fifth Floor - City Hall
808 West Spokane Falls Boulevard
Spokane, Washington 99201-3317

feet of the Community Garden and meet with the appropriate Neighborhood Council.

- 6.5 The Proposer will be notified when the proposal will be on the Land Committee's agenda.
- 6.6 The Proposer may be asked to work with Park Staff to refine the proposal for presentation to the Land Committee.
- 6.7 Park Staff shall require the Proposer, or the Proposer's representative, to be present at the Land Committee meeting to discuss the proposal.
- 6.8 If the Land Committee agrees to a Community Garden proposal, the City of Spokane Legal Department will prepare a MOU for Park Board consideration.
- 6.9 The Spokane Park Board meets monthly on the second Thursday, at 1:30 p.m., in the City Council Chambers, City Hall - Lower Level, 808 West Spokane Falls Boulevard. Spokane Park Board meetings are broadcast live on Cable Channel 5.
- 6.10 The Proposer will be responsible for all costs incurred in the development, maintenance removal and restoration of the Community Garden site as described in the MOU.

6.11 The Proposer will be responsible to assure that no environmental hazards are created related to the Community Garden and the garden's operations.

7.0 RESPONSIBILITIES

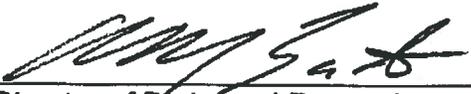
The Director of Parks and Recreation is responsible for administering this policy.

8.0 APPENDICES

None

City Attorney (HST)

Date



Director of Parks and Recreation

9/6/11

Date

ORDINANCE No. 187078 As Amended

*Prohibit the use and purchase of neonicotinoid pesticides by the City of Portland; amend Integrated Pest Management strategies; and urge retailers operating within the City to label plants, seeds, and products containing neonicotinoid pesticides (Ordinance)

The City of Portland ordains:

SECTION 1. The Council finds:

1. Neonicotinoids came on the market in the mid-1990's they were considered reduced risk by the U.S. Environmental Protection Agency. Unfortunately, due to their longevity, broad spectrum high toxicity to insects it is becoming increasingly apparent that their use is harmful.

contain harmful levels of neonicotinoid levels months to years after being treated. Lower level of exposure can eventually lead to death of the individual bee or colony.”

4. Bees and other insect pollinators are under great environmental stress, experiencing die-offs and diminishing populations and negatively impacting major sectors of agriculture, putting food security and environmental ecosystems at risk.
5. The Oregon Department of Agriculture has documented seven separate bumble bee kill incidents related to applications of neonicotinoids on trees since June of 2013; six of those incidents occurred in the greater Portland area.
6. Neonicotinoids are one of the most widely used classes of pesticides in the world and are systemic, persistent neurotoxins that spread throughout a treated plant including to the pollen and nectar. The contamination of pollen and nectar creates a direct exposure route for bees and other pollinating insects.
7. An independent review of more than 800 scientific studies concluded that neonicotinoids are causing significant damage to a wide range of beneficial invertebrate species and are a key factor in the decline of bees.
8. The United States Geological Survey has highlighted the growing use of neonicotinoids in the United States and found significant neonicotinoid contamination in our nation's waters and studies show that neonicotinoids are highly toxic to aquatic invertebrates.
9. A recent study correlated declines in insectivorous bird populations with neonicotinoid contamination. The assessment concluded that neonicotinoids reduced the availability of aquatic organisms that serve as a primary food source for

birds. Studies have shown that just one neonicotinoid treated seed can kill a songbird.

10. Concerns are being raised about the human health effects caused by chronic dietary exposure to neonicotinoids, especially the negative effects of neuro-toxicants on brain development in children.
 11. Children are the primary users of public parks and, according to the US Environmental Protection Agency, children are especially sensitive to health risks posed by pesticides. Children's internal organs are still developing and maturing and their enzymatic, metabolic, and immune systems may provide less natural protection than those of an adult.
 12. Responding to scientific concern over the impact of neonicotinoids on pollinators, the European Union in 2013 instituted a two-year moratorium on use of neonicotinoids:
13. In August 2014, the US Fish and Wildlife Service (USFWS) announced plans to ban neonicotinoids on all 150 million acres of National Wildlife Refuge lands nationwide;
14. The State of Oregon Department of Agriculture has administratively banned the application of any product containing dinotefuran, imidacloprid, thiamethoxam, or clothianidin, regardless of application method, to linden trees, basswood trees, or other *Tilia* species. OAR 603-057-0388 is effective February 27, 2015.
 15. The City of Portland has substantially invested in the restoration of urban and natural habitat for the benefit of native species such as birds and fish, including special status species listed under Oregon Department of Fish and Wildlife, USFWS, and Oregon Natural Heritage status lists.
 16. In 1988, under the guidance of Parks & Recreation Commissioner Mike Lindberg, the City instituted an Integrated Pest Management (IPM) program, dedicated to the creation of healthy parks and the limitation of the use of pesticides and herbicides on park property.
 17. IPM policies have been continually updated since the implementation of the IPM program, with the goals of maintaining environmental responsibility, public safety, quality employee training, and sound management practices. The program has been emulated by the National Marine Fisheries Service for its beneficial impact on waterways. As a result of these policies, the City has significantly reduced the use of herbicides and pesticides in our public parks and natural areas.
 18. Neonicotinoids are often applied preemptively -- such as injecting a woody plant in spring in anticipation of a summer pest. This use, prior to pest damage and in the

absence of pest abundance data, represents a fundamental shift away from IPM. For Portland to remove these insecticides from use is compatible with IPM.

19. Roses are an image often associated with the City, or the City of Roses, and are important to the city's image. The rose midge is one insect that impacts roses, and currently the most effective insecticide used to combat the rose midge is imidacloprid, which is also toxic to pollinators and the environment.

NOW, THEREFORE, the Council directs:

- a. The use of any neonicotinoid or neonicotinoid-like, systemic, persistent pesticides for any purpose is hereby prohibited on all land owned or operated by the City of Portland, including public rights-of-way. This prohibition applies to seed dressings, soil treatments, foliar sprays, and other types of applications. Exceptions to, and policy directives regarding, this prohibition are outlined in Exhibit A.
- c. Within four months of the enactment of this ordinance, the City shall notify the public of the non-neonicotinoid policy through the City and Park Bureau website and other parks-related signage to educate and inform citizens of the impacts of neonicotinoids on pollinators; the beneficial reasons for the protection of insects, birds, and water-related animals in our environment; and the methods and alternatives the City is using for protection of pollinators.
- d. Parks & Recreation shall provide a plan to its Commissioner-in-Charge to phase out all purchases of commercial nursery stock, trees, and other plants treated with neonicotinoids as outlined in Exhibit A.
- e. The City shall transition from current neonicotinoid use to alternative practices and materials and reduction of the use of these harmful insecticides in IPM practices as outlined in Exhibit A.
- f. This ordinance is binding City policy.

Section 2. Council declares that an emergency exists because public health is at risk; therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

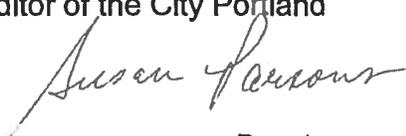
Passed by the Council: APR 01 2015

Comm. Fritz

Prepared By: T. Bizeau

Mary Hull Caballero

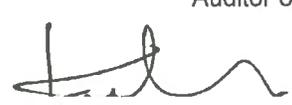
Auditor of the City Portland

By: 

Deputy

Agenda No. **187078** As Amended
ORDINANCE NO.
 Title

*Prohibit the use and purchase of neonicotinoid pesticides by the City of Portland; amend Integrated Pest Management strategies; and urge retailers operating within the City of Portland to label plants, seeds, and products containing neonicotinoid pesticides (Ordinance)

INTRODUCED BY Commissioner/Auditor: Commissioner Fritz	CLERK USE: DATE FILED <u>MAR 20 2015</u>
COMMISSIONER APPROVAL Mayor—Finance and Administration - Hales Position 1/Utilities - Fritz <i>Am J Fritz</i>	LaVonne Griffin-Valade Auditor of the City of Portland 

Bureau: Office of Commissioner #1
 Bureau Head: Fritz

Prepared by: T. Bizeau
 Date Prepared: 3/18/15

Financial Impact & Public Involvement Statement
 Completed Amends Budget

Portland Policy Document
 If "Yes" requires City Policy paragraph stated in document.
 Yes No

City Auditor Office Approval:
 required for Code Ordinances

City Attorney Approval: *gls*
 required for contract, code, easement, franchise, comp plan, charter

Council Meeting Date 3/25/15

AGENDA

TIME CERTAIN
 Start time: 2:00 P.M.

Total amount of time needed: 1.5 hours
 (for presentation, testimony and discussion)

CONSENT

REGULAR
 Total amount of time needed: _____
 (for presentation, testimony and discussion)

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	✓	
2. Fish	2. Fish	✓	
3. Saltzman	3. Saltzman	✓	
4. Novick	4. Novick	✓	
Hales	Hales	✓	

EXHIBIT A**Restrictions and Exceptions**

1. The City of Portland's parks and rose gardens are important public assets. The City currently relies upon the use of pesticides containing neonicotinoids to control the pest known as the rose midge (scientific name: *Dasineura rhodophaga* Coquillett (Diptera: Cecidomyiidae)). The rose midge is currently found only in the International Test Garden in Washington Park and in Peninsula Park. The neonicotinoid used to control this pest is called imidacloprid and is applied in a granular form to the top layer of the soil. Since the purpose of the rose garden is to produce roses and the rose midge usually causes the diminishment of the floral display, a phased elimination of the neonicotinoid pesticide will need to occur over time to allow the development of alternative

products which are impregnated with these persistent neonicotinoid insecticides as an industry standard. Parks & Recreation and all other City Bureaus and Offices shall work towards phasing out purchase of these neonicotinoid treated plants and phasing in the purchase of plants safe to pollinators. Specifically:

- a. Parks & Recreation shall provide a plan to its Commissioner-in-Charge within four months of the effective date of this ordinance to phase out all purchase of commercial nursery stock, trees, and other plants treated with neonicotinoids.
 - b. Whenever practicable, City Bureaus and Offices shall purchase plants that are neonicotinoid-free, effective immediately.
 - c. Parks & Recreation shall develop the phasing plan with a goal of complete phase-out by Dec. 1st of 2017, unless otherwise justified in the plan.
3. All other use of any neonicotinoid-class pesticide under contract with or by the City may only occur after careful review to assure strict adherence to the City's Integrated Pest Management (IPM) Program protocols. This approach is essential to ensuring that the City's insect management activities will not be detrimental to the health and successful stewardship of pollinators and other wildlife. The following requirements shall apply:
 - a. Parks & Recreation will amend the City's IPM protocols to include specific provisions to identify and address all potential impacts of neonicotinoid-class pesticides to bees and other pollinators.

- b. The use of neonicotinoid-class pesticides may only be considered for highly destructive pests that present significant risks to the long-term viability or essential function of important public plant assets.
- c. The use of any neonicotinoid shall be considered an emergency, last-resort decision and may only be approved for each site by Parks & Recreation's Commissioner-in-Charge. Alternative approaches from other jurisdictions and available information shall be considered as part of that decision.
- d. If a decision is made to use neonicotinoids, written notice to surrounding properties within 150 feet of the application area's perimeter shall be provided indicating the action that has been approved, why, and when the application will occur. Large uses of neonicotinoids will require public

pesticides and will begin by developing alternatives to their use. Neonicotinoids kill more than pollinators – they kill beneficial insects in the garden and the soil that help manage pest outbreaks. Parks will evaluate all alternative methods and materials to address pests, which will include the development of test plots that do not use neonicotinoids, and gardening techniques commonly referenced as organic, such as the use of mulches, non-toxic sprays, etc. A management plan for the rose midge shall be put in place so that pollinators can best be preserved and the garden ecosystem is kept healthy. This example of integrated pest management will provide guidance not only for sustainable rose management but as guidance to the general public, showing that successful pest management is possible with practices that protect bees and other pollinators.

Purchasing neonicotinoid-free plants for use city-wide on all public property will reinforce to the public the development of a healthier more robust urban ecosystem. Seeking out alternative methods to chemically-treated grasses, trees, and shrubs for use on City property will help promote environmentally-sound practices and will support commercial nurseries that also choose to promote careful stewardship of pollinators and the environment.

Pilot Project

Parks & Recreation will develop a pilot project that tests the viability of using alternatives to neonicotinoids to manage the rose midge and other pests in other areas of the park system. Specifically:

- Test beds shall be located in Peninsula Park or other rose gardens where the rose midge is known to exist.

- Parks & Recreation staff will utilize a balanced team of consultants to develop protocols that will lead to sound decision-making, including interests such as OSU experts, businesses, non-profit groups, government agencies, etc.
- The consultation will include a thorough assessment of both the test plot and the project's goals, specific recommendations to time/mode of application, volume and cost of materials.
- The pilot project will be in effect no less than 24 months and no more than 4 years from the start date, which will be indicated by the beginning of the City's planting efforts in the spring of 2016.
- A test plot will consist of no fewer than 12 rose plants per plot with a known range of plant types and resistances. Test plots will be large enough to be a viable test of the efficacy of the treatment or practice. This is dependent on the site, but shall be no fewer than 25 rose plants and may need to be larger in number.

~~The test plot will be monitored for plant vigor, plant health, plant resistance, and the presence of the rose midge and other pests and diseases.~~

- Signage will be posted to indicate the purpose of the beds and will include information about positive uses of alternative and neonicotinoid-free methods, the experiment, why the city supports a ban on neonicotinoids, how it is being conducted, who are the donors, and an explanation of the beneficial pollinators (insects and birds).
- Parks & Recreation will monitor the test plots to see how the rose midge impacts the plants, provide the Commissioner-in-Charge and the consultant with an annual report for at least 2 years after planting, and develop policy and plans that will eliminate and/or further reduce of neonicotinoid use in all City rose gardens.
- If the methods employed in the pilot project are effective in combating the rose midge and other pests, Parks & Recreation will do a cost-benefit analysis of the conversion of other City rose gardens to alternative methods, including costs for materials & labor (comparison to current costs). Parks & Recreation will provide the analysis to its Commissioner-in-Charge by January 1 of the year following the conclusion of the pilot.
- If the pilot is successful, Parks & Recreation will convert all City rose garden beds to neonicotinoid-free methods as soon as practicable after the conclusion of the pilot. If necessary, funding to improve rose beds allowing decreased neonicotinoid use will be requested in the City budget.
- If neonicotinoid-free alternative methods prove ineffective, Parks & Recreation's Commissioner-in-Charge may approve neonicotinoid pesticide use on a site-by-site basis through the process described in #3 of the Restrictions and Exceptions section of this Exhibit.



News Release

Eugene Parks and Open Space

March 13, 2014

For Immediate Release

Contact: Kevin Finney, Park Operations Manager
541-682-4809 (office), 541-556-8352 (cell), kevin.p.finney@ci.eugene.or.us

Eugene Takes a Formal Stand Against Harmful Neonicotinoids

On February 26, Eugene's City Council unanimously passed a Council Resolution, "Enhancing Current Integrated Pest Management in Parks" and banning the use of neonicotinoid pesticides on all City of Eugene owned property. Neonicotinoids are systemic chemicals absorbed by plants and transferred

While the European Union recently placed a two-year restriction on its use, according to bee advocates around the nation, Eugene is the first U.S. city to ban these persistent pesticides on public land. Use of these chemicals has been linked to the demise of honey bee colonies, and officials around the country have grappled with complex solutions. Parks and Open Space Director Craig Carnagey is pleased that our community is leading the way on this issue. "We hope the ripple effect of this decision will have a broad impact across the nation."

Parks and Open Space has had a stringent Integrated Pest Management (IPM) policy in place for decades. "The only insecticides we utilize are targeted at managing aggressive yellow jackets and hornets. When a bee hive is found on parkland, we contact an expert bee keeper to relocate the hive" says Carnagey. As part of Resolution 5101, other departments within the City of Eugene will follow suit, adopting and following a consistent IPM policy. The Pesticide Free Parks Program, made possible through Eugene Park Stewards volunteers, will also be expanded, as capacity allows over the next few years.

Neonicotinoids remain available in products readily available off the shelf for home use. In fact, home and garden products may be applied to landscape plants at rates 32 times higher than those approved for agricultural crops. Homeowners interested in reducing the use of pesticides on your own landscapes can visit the Northwest Center for Alternatives to Pesticides (NCAP) at www.pesticide.org for more information and for ideas on alternative methods of pest control.

###

George Brown
City Councilor
Ward 1

Committee Assignments
Budget Committee ♦ McKenzie Watershed Council
Metropolitan Wastewater Management Commission



Last year was very busy, and the City Council:

- Banned the use of neonicotinoids, a common pesticide harmful to humans and pollinators, on all City property, including parks.
- Passed a Climate Recovery ordinance.
- Passed a Paid Sick Leave ordinance that requires that every worker in Eugene have

- Wisely declined to impose a City tax on marijuana.
- Approved the creation on County land of a new 30-person rest stop for the unhoused.
- Acquired the remaining parcels of land to fully protect the Amazon headwaters.

Some important issues will be decided in 2015:

- Council will work to develop Baltimore-style Safe Demolition regulations that will protect residents (especially children) from the harmful effects of exposure to toxic lead dust and particulate matter that is generated at building demolition sites.
- Council will create a new Multiple Unit Property Tax Exemption Ordinance. Hopefully, the new MUPTE will require tangible, on-the-ground public benefits and encourage housing that is attractive to workforce families. Current proposals do not do this and seem destined to enable even more high-end market rate units that the 60% of Eugeniens who are rent-burdened (paying more than 30% of their income on housing) will never be able to afford. Our final ordinance needs to be good enough to gain wide public support, and it should be referred to the ballot for voter approval in order to validate that support.
- Council seems set to approve Manager's and staff's recommendation to expand the Urban Growth Boundary for industrial uses between Highway 99 and the Airport, thereby eliminating 900 acres of irreplaceable, highly productive Class 1 and Class 2 soils. This general area (97402 zip code) is already home to 99% of the City's entire toxic air emissions detailed by the Toxics-Right-To-Know program. To replace our highest quality soils with even more toxic air emissions will keep us from our goal of local food security and will further degrade the area's air quality, increasing the very real health risks to nearby neighbors, school children and park visitors.
- And finally, we will work with 4J, Civic Alliance, Kidsports, and Friends of Civic Stadium to preserve and greatly improve this wonderful legacy as an active public space for family recreation.

Welcome!

We look ahead to 2015 with optimism, knowing that Eugene will continue to recover from the long recession and move forward energetically. Eugene is committed to building a sound economy that meets the needs of the people of our community. We base our work on the triple bottom line of



manufacturing, food, and educational technology. We've launched our Regional Accelerator and Innovation Network (RAIN) with funding from the legislature and the first cohorts of this initiative have graduated. Many of our commercial areas are reenergized and experiencing millions of dollars in investments in places like downtown, the Federal Courthouse area and Whiteaker. We're taking care of our infrastructure by repairing roads, expanding our airport, and building a new city hall. Our neighborhoods are well recognized and we hosted the 2014 Neighborhoods USA conference. Track Town USA has attracted scores of national and international track and field events to our city. Arts and culture contributed over \$45 million to our local economy.



In 2014, Eugene adopted a sick leave policy to ensure all people who work in Eugene can stay home when sick without loss of pay or jeopardizing the health of others. A new Veterans Clinic is being built to provide much needed health care close to home for those who have served our country. Pilot programs such as Opportunity Village and rest stops offer shelter for unhoused community members, and we've kicked off Operation 365 with the goal of housing one homeless vet for each day of 2015.

Eugene passed the first-in-the-nation Climate Ordinance to put into law



merger is now complete, saving both cities thousands of dollars. Our library remains one of the best run and best used in the nation. We have a new recreational site for our young people - a state-of-the-art covered skate board park. We are acquiring the last piece of the Amazon Headwaters properties, and we continue to build our Rivers to Ridges trail.

Our budget outlook has improved but will continue to require innovative solutions and efficiencies that affect the level of services. We remain committed to working with the voters and all our partners to ensure Eugene is a well-run, special place to live and work.

Happy New Year!

Kathy Peck



COUNCIL RESOLUTION NO. 5101

**A RESOLUTION ENDORSING ONGOING IMPLEMENTATION OF
THE CITY OF EUGENE'S PARKS AND OPEN SPACE DIVISION'S
INTEGRATED PEST MANAGEMENT (IPM) POLICY AND
PROCEDURES, ENDORSING EXPANSION OF THE PESTICIDE-
FREE PARKS PROGRAM, REQUIRING ALL CITY DEPARTMENTS
TO ADOPT AN IPM POLICY AND PROCEDURES, AND BANNING
USE OF NEONICOTINOIDS ON ALL CITY PROPERTY**

PASSED: 7:0

REJECTED:

OPPOSED:

ABSENT: Zelenka

CONSIDERED: February 26, 2014

RESOLUTION NO. 5101

A RESOLUTION ENDORSING ON-GOING IMPLEMENTATION OF THE CITY OF EUGENE'S PARKS AND OPEN SPACE DIVISION'S INTEGRATED PEST MANAGEMENT POLICY AND PROCEDURES, ENDORSING EXPANSION OF THE PESTICIDE-FREE PARK PROGRAM, REQUIRING ALL CITY DEPARTMENTS TO ADOPT AN IPM POLICY AND PROCEDURES, AND BANNING THE USE OF NEONICOTINOIDS ON CITY PROPERTY

The City Council of the City of Eugene finds that:

A. In 1999, the City Council adopted as one of its main goals the following: *Healthy Natural and Built Environment – a community that conserves and enhances the natural*

Eugene, and affirms the commitment of City elected officials and staff to uphold these principles.

C. In October 2000, the City of Eugene hired CH2M Hill, a consulting company, to perform a review of the City's practices and activities, and their associated potential to affect the environment. The final report entitled "*A Review of City of Eugene Activities for Potential to Affect the Natural Environment*" was released in March 2001. This assessment of City activities and their associated environmental impacts was intended to help identify activities that the City performs which may be harmful to the environment and to examine and implement ways to reduce those impacts. One of the recommendations in the final report was to work towards using Integrated Pest Management (IPM) principles and practices in all City-managed landscaping and maintenance.

D. In 2003, the City adopted and implemented an *Environmental Policy*. The policy states that the City of Eugene is committed to protecting, preserving, and restoring the natural environment and that City decision-making will be guided by the goals of increasing environmental benefits and reducing or eliminating negative environmental impacts in all aspects of the City's activities, while maintaining the City's fiscal integrity and the community's economic vitality.

E. One aspect of protecting public health is reducing the public's exposure to pesticides. According to the U.S. Environmental Protection Agency, infants and children may be especially sensitive to health risks posed by pesticides for several reasons: (a) their internal organs are still developing and maturing; (b) in relation to their body weight, infants and children eat and drink more than adults, possibly increasing their exposure to pesticides in food and water; and (c) certain behaviors, such as playing on floors or lawns or putting objects in their mouths, increase a child's exposure to pesticides used in homes and yards.

F. Recent research suggests that there is a possible link between pesticides that contain neonicotinoids and the die-off of plant pollinators, including honey bees, native bees, butterflies, moths, and other insects. Neonicotinoids are synthetic chemical insecticides that are similar in structure and action to nicotine, a naturally occurring plant compound. Neonicotinoids are absorbed into plant tissue and can be present in pollen and nectar, making them potentially toxic to pollinators.

G. In March 2009, the City's Parks and Open Space Division adopted an *Integrated Pest Management (IPM) Policy and Operations Manual*. The policy and operations manual applies to all City park and open space lands.

- To stay current with best management practices and information about the efficacy of different IPM protocols, the manual was updated in April 2010, May 2012, and June 2013.
- Within the manual, "No Pesticide Zones" are described for most areas where high numbers of park users, particularly infants and children, concentrate. For example, there are "No Pesticide Zones" around playgrounds, exercise stations,

H. In 2006, the Parks and Open Space Division initiated a Pesticide-Free Parks Program.

A pesticide-free park is one that is maintained without the use of registered pesticides. No registered pesticides are used in a City of Eugene pesticide-free park during the calendar year of designation unless there is a threat to public health or safety. As of December 2013, there are nine parks in the Pesticide-Free Parks Program, which include the following:

- Awbrey Park,
- Berkeley Park,
- Brewer Park,
- Friendly Park,
- Gilbert Park,
- Rosetta Park,
- Scobert Gardens Park,
- Shadow Wood Park, and
- Washington Park.

I. The City Council finds that it would be in the public interest and consistent with adopted City policy for the City to continue to demonstrate its commitment to a safe and healthy community environment through continued implementation of Integrated Pest Management practices in our parks and open spaces and expansion of the Pesticide Free Park Program.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EUGENE, a Municipal Corporation of the State of Oregon, as follows:

Section 1. The City's Parks and Open Space Division will continue to implement its Integrated Pest Management (IPM) policy and procedures on all City park and open space lands.

The IPM procedures will be updated periodically, as new information and best management practices become available. The most current version of the IPM Policy and Operations Manual will continue to be accessible to the public from the City's web site.

Section 2. The City's Parks and Open Space Division will work, to the best of its ability, to expand its Pesticide-Free Parks Program to additional Neighborhood Parks.

Section 3. Within eighteen (18) months following the adoption of this Resolution, all Departments within the City of Eugene shall adopt an Integrated Pest Management policy and associated operational procedures and begin operating consistent with the policy and procedures.

Section 4. Beginning with the effective date of this Resolution, the City of Eugene will not use any product that contains neonicotinoids on any City property.

Section 5. This Resolution shall become effective immediately upon its adoption.

~~The Council Resolution adopted the 26th day of February, 2014.~~

search words

“ban neonicotinoids in Europe”

Europe to Ban Neonicotinoids | The Scientist Magazine®

[www.the-scientist.com/?articles.view/articleNo/35355/title/Europe-to-Ban-Neonicotinoids/](http://www.the-scientist.com/?articles.view/articleNo/35355/title/Europe-to-Ban-Neonicotinoids) - Proxy

- [Highlight](#)

Pesticides: Germany bans chemicals linked to honeybee devastation

www.guardian.co.uk/environment/2008/may/23/wildlife.endangeredspecies - Proxy

- [Highlight](#)

Her action follows calls for a **ban** from beekeeping associations and ... "We have been pointing out the risks of **neonicotinoids** for almost 10 years ... "It is an extremely rare event and has not been seen anywhere else **in Europe**

Colony Collapse Disorder: European Bans on Neonicotinoid ...

www.epa.gov/pesticides/about/intheworks/ccd-european-ban.html - Proxy

- [Highlight](#)

The proposal would restrict the use of three **neonicotinoids** (clothianidin, imidacloprid ... The neonicotinoid pesticides are currently being re-evaluated through ...

Modern Insecticides' Devastating Effects

www.enn.com/wildlife/article/42009 - Proxy

- [Highlight](#)

like Germany and France have strictly limited the use of **neonicotinoids**. In ... The message is that we must act quickly and **ban** these compounds, to avoid a ... also believe they are behind the decline in bee populations in **Europe** and

Bee deaths: EU to ban neonicotinoid pesticides - BBC News

www.bbc.com/news/world-europe-22335520 - [Proxy](#)

- [Highlight](#)

What exactly are **Neonicotinoids**? Nicotine is not just lethal to humans in the form of cigarettes, but the chemical is also extremely toxic to insects

- [Highlight](#)

all **neonicotinoids**.. "We have been pointing out the risks of **neonicotinoids** ... While stopping short of a total **ban**, the German Federal Office of Consumer ... bull; Fruit in **Europe** Contains Illegal Pesticide Levels. • Honeybee

Bees and the European neonicotinoids pesticide ban: Q&A ...

www.theguardian.com/environment/2013/apr/29/bees-european-neonicotinoids-ban - [Proxy](#)

- [Highlight](#)

What are **neonicotinoids**? **Neonicotinoids** are a class of pesticide which act as an insect nerve agent. They are mostly used as a seed treatment – meaning the chemical ...

Emergency Pesticide Ban for Saving the Honeybee

www.i-sis.org.uk/honeybeePesticideBan.php - [Proxy](#)

- [Highlight](#)

submitted an emergency motion to **ban** the **neonicotinoids**.. Unequivocal ... Scientists and MEPs for a GM free **Europe**. Science in Society 35, 20-25, 2007 ... Emergency Pesticide **Ban** for Saving the Honeybee. Prof. Joe Cummins' warnin

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JANUARY 22, 2015

MEMBERS PRESENT:

Chris Frye Mayor
*McKibben Womack Council President
*Wendy Holzman Councilor
David Asson Councilor
Nancy Connolly Councilor

STAFF PRESENT:

Andrew Gorayeb City Manager
Paul Bertagna PW Director
Kathy Nelson City Recorder

ABSENT:

Pauline Hardie CD Director
Lynne Fujita-Conrads Finance Office

COMMUNITY ASSETS COMMITTEE:

Bill Hall Chair
Bill Willitts Committee Member
Liam Hughes Committee Member
Ann Richardson Committee Member
*Community Assets Committee Members

The meeting was called to order by Mayor Frye at 6:00 p.m.

1. Community Assets Committee Update

Community Assets Committee Chair Bill Hall provided an over view of what the committee had completed to date. He explained the committee was formed in follow-up to the February 2014 town hall meeting where potential projects that would provide a community asset were discussed. The projects identified from that meeting were:

- Arts/Science/History Building
- Expo Center
- Sisters Park and Recreation District Field House
- Winter Sports Park

Mr. Hall stated the committee was working to not only vet the projects for feasibility but would also determine estimated costs, perform public outreach and provide the Council with a recommended efficient procedure for addressing future ideas.

Mr. Hall discussed the scope of the committee's work, provided a description of the four projects, and described the method used for processing each idea and the factors by which each project would be analyzed. He reported that once project review was completed, public outreach would be executed including a survey, presentations at area service organizations and a public meeting, scheduled for April 26th. He stated the hope was to draw from a broad spectrum of interested citizens. Once public outreach was completed, the committee planned to provide the Council their findings.

Mr. Hill reported the committee would require some financial assistance for the public outreach portion of their work. The **Council** requested the committee provide an itemized request for consideration and **Mr. Hill** replied that would be done. **Mayor Frye** suggested using the

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JANUARY 22, 2015

Community Action Team of Sisters (CATS) funds the City was given when CATS disbanded that have strict criteria for how they can be used.

The **Council** asked questions and received information on the following:

- Bonding could be a possibility to fund any of the projects.
- Committee members met with staff from other neighboring Parks and Recreation Districts to collect information.
- Part of the public meeting will be to collect other ideas or twists on the four projects under consideration.
- Location for any of the projects will be an important consideration.
- One of the goals was to find a community asset that could help bring tourist dollars to the area during the shoulder season.

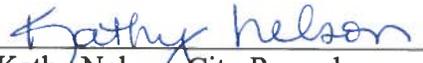
Mayor Frye thanked the committee members for their continuing efforts.

2. Other Business

The goal setting session date has changed to January 29th beginning at 8:00 a.m. **Mayor Frye** requested councilors send their goals to City Recorder Nelson in advance so they could be included in the meeting packet. He stated that would allow other Council members to review them prior to discussion. He stated the Council would also be looking at its over-arching goals.

The meeting was adjourned at 6:42 p.m.

Respectfully submitted,


Kathy Nelson, City Recorder

Chris Frye, Mayor

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
FEBRUARY 05, 2015

MEMBERS PRESENT:

McKibben Womack Council President
David Asson Councilor
Wendy Holzman Councilor
Nancy Connolly Councilor

ABSENT:

Chris Frye Mayor

STAFF PRESENT:

Andrew Gorayeb City Manager
Paul Bertagna PW Director
Pauline Hardie CDD Director
Lynne Fujita-Conrads Finance Office
Kathy Nelson City Recorder

GUESTS:

Don Fullhart Fullhart Insurance
Liam Hughes CPAB Chair

The meeting was called to order by Council President Womack at 8:00 a.m.

1. Insurance Update

Finance Officer Fujita-Conrads presented a video from Citycounty Insurance Services (CIS) for elected officials on risk management. She explained the City would receive a \$200 credit on next year's premium if the Council watched the video. She stated she had also invited Don Fullhart, the City's Insurance Agent of Record to the workshop to answer any questions the Council might have. The Council watched the video.

Mr. Fullhart stated he and Finance Officer Fujita-Conrads would be attending a CIS conference later in the month where rates for the upcoming fiscal year would be discussed. He explained rates from CIS were based on the pool, re-insurance and individual experience. He reported surplus funds from the pool had been subsidizing rates for several years and allowed CIS to provide very competitive rates. He stated so far, he had never found rates from other carriers that were more competitive than the rates the City receives from CIS. He provided an overview of the insurances services CIS provides.

Finance Officer Fujita-Conrads reported the City had used a \$4,000 grant from CIS to install GPS tracking devices on City vehicles.

Councilor Connolly noted the video had mentioned how CIS provided pre-hiring assistance and asked how that affected the open positions in the Community Development Department.

Manager Gorayeb replied CIS had assisted with the handbook update and any time the City was hiring a new employee CIS helped with pre-loss and risk management suggestions. **Finance Officer Fujita-Conrads** added CIS had assisted with the City's Human Resources audit and a CIS representative had come out to review the City's practices, including those related to hiring. **Manager Gorayeb** reported the largest area for claims was unlawful termination and the City had just updated all those modules in the handbook to alleviate exposure. **Mr. Fullhart** added that if a city worked with CIS with regard to a termination and subsequently that city was sued, CIS would waive the deductible on the claim.

Councilor Asson asked is CIS assisted with vetting potential hires and **Manager Gorayeb** replied they did not. **Finance Officer Fujita-Conrads** noted CIS did provide best practices information on hiring.

Mr. Fullhart reported that every five years CIS had every City owned building appraised. He stated if the appraisal was accepted by the City then CIS would guarantee total replacement if something damaged the building.

Council President Womack thanked Mr. Fullhart for attending the meeting.

2. Updated Employee Handbook Review

Finance Officer Fujita-Conrads reported BBSI had reviewed the handbook in 2013 and CIS had more recently assisted in providing a recommended template for the Employee Handbook. She stated a pre-loss review by a CIS attorney had also occurred. She noted most of the changes were policy related. She stated she wanted the Council to have the opportunity to review the handbook prior to the handbook coming before them for approval at the next regular meeting.

Councilor Connolly asked for clarification on what was meant by *Off-Duty Conduct*. **Finance Officer Fujita-Conrads** replied it referred to the public perception of an employee's conduct when not on duty. She stated City employees were expected to maintain the same standards that apply when they are at work in other areas of their life also. She summarized that City employees are held to a higher standard.

3. Review of Creekside Park Plan to Date

Director Hardie provided an overview of activities the City Parks Advisory Board (CPAB) had completed over the past year relating to the Creekside Campground. They included:

- Reviewed correspondence between the City of Sisters and Oregon Parks and Recreation Department (OPRD) from April 2014
- Reviewed Deed from 1985
- Reviewed Draft Master Plan from 1990
- Field trip to the overnight park including a discussion with the camp host
- Reviewed overnight park registration data collected over several months
- Discussed a draft master plan
- Reviewed concerns from neighboring residents and discussed possible solutions
- Reviewed FY 13/14 revenue and expenditures for the overnight park
- Reviewed letters from Chair Liam Hughes and former board member Phyllis Lewis
- Discussed the petition from residents in the surrounding neighborhood

Director Hardie stated the goal of the overview was to give the Council an idea of what the CPAB has done to date and see all the information the CPAB had been provided, and to schedule a joint workshop so the Council could provide direction to the board on the ultimate vision for the

campground. She stated the CPAB needed direction on whether a master plan was to be completed, and if so, who should prepare the plan. The Council tentatively set a joint workshop for February 12th, dependent on the availability of the board members.

Councilor Asson asked if a broad layout of the campground had been created and **Director Hardie** replied it had not. She explained the CPAB members were looking at what was envisioned for the campground and then planned to develop the site plan. **CPAB Chair Liam Hughes** stated a more recent development was the petition from the surrounding neighborhood listing their areas of concern. He stated his next step was to meet with Lynn Baker, spokesperson for the neighborhood, to come to some agreement on items suggested address some of those concerns. He reported after that meeting he hoped to come back to the board with and current understanding of how a compromise can be reached that will satisfy a majority of those involved. **Councilor Asson** stated he didn't see how that could be accomplished without a rough idea of the proposed plan. **Council President Womack** stated he felt that was the purpose of scheduling the joint workshop. **Director Hardie** stated there was a draft concept plan but it was only that. She stated it would be premature to create the site plan until it was known whether there would be more site RV or tent sites added, if sites were to be removed, if the restrooms would be expanded, if the dump site was relocated, changes to entrances and exits, and a host of other decisions, not yet made. **Councilor Holzman**, a non-voting member of the board, stated the CPAB was looking for what the Council envisioned.

Councilor Asson stated traffic and visual displays seemed to be the big concerns and he felt it would be more practical to make some decision on those concerns and move forward. **Council President Womack** replied his ideas could be discussed at the joint workshop.

Councilor Connolly left at 8:45 to attend a League of Oregon Cities training for new Council members.

4. Preview February 12th, 2015 Workshop and Regular Meeting Agendas

City Recorder Nelson previewed the agenda, noting that an Urban Renewal Agency meeting would be added to the agenda.

5. Other Business

Manager Gorayeb reminded the Council about the Economic Development of Central Oregon (EDCO) annual luncheon.

Manager Gorayeb reported the painting project of the Chamber of Commerce is completed.

Manager Gorayeb reported he had sent a list of the action items from the goal setting session to Mayor Frye and once Mayor Frye had reviewed them, the list would be forwarded to the entire Council. **Councilor Asson** reported he had assisted Mayor Frye in writing up the Council goals. He stated the economic development, finance improvement standards and affordable housing

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components were all completed in draft form but assistance was needed for the connectivity component. **Manager Gorayeb** replied the list he had provided to Mayor Frye was project specific and would likely be able to clear up confusion on some of the projects.

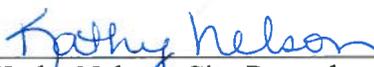
Councilor Asson stated he would like to discuss the vetting process that would be used for the Community Development Director position. He suggested the finalists be assessed by a professional group that is knowledgeable in planning processes. **Manager Gorayeb** reported the cut-off date for applications was February 11th and so far only two applications had been received. **Finance Officer Fujita-Conrads** explained that typically management reviews the applications but someone could be included on the interview panel. **Manager Gorayeb** replied he would check with City Attorney Bryant and CIS to make certain there would be no issues with having including an outside person. **City Recorder Nelson** noted that in the past, the City has brought in people that held a similar position in other cities.

Councilor Holzman reported on the CPAB meeting the previous evening. She stated Erin Borla had presented a letter to the board requesting restrooms be installed at Clemens Park. She stated the board had decided to begin their next meeting at the park and distribute information to neighbors on the park in order to make a recommendation on whether to move forward with installing restrooms. She reported the City would be applying for a grant to offset some of the cost of the restroom installation. She stated installing porta-potties had been discussed as an interim step. **Director Hardie** added she would be checking with the City Attorney to see if porta-potties would be allowed, even as an interim step, since there was an approved plan from 2008 indicating permanent restrooms would be installed. **Councilor Holzman** noted the CPAB would weigh the needs of the entire community versus the desires of the neighbors to the park. She stated the board would make a recommendation to the Council.

Council President Womack reminded the Council the LOC City Hall Day was scheduled for March 26th in Salem.

The meeting was adjourned at 9:01 a.m.

Respectfully submitted,


Kathy Nelson, City Recorder

Chris Frye, Mayor

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
FEBRUARY 12, 2015

MEMBERS PRESENT:

Chris Frye Mayor
McKibben Womack Council President
Wendy Holzman Councilor
David Asson Councilor
Nancy Connolly Councilor

STAFF PRESENT:

Andrew Gorayeb City Manager
Paul Bertagna PW Director
Pauline Hardie CDD Director
Lynne Fujita-Conrads Finance Office
Kathy Nelson City Recorder

CITY PARKS ADVISORY BOARD:

Liam Hughes Board Chair
Peggy Houge Board Member
Dixie Eckford Board Member
Rory Pettersen Board Member
Greg Johnson Board Member

The meeting was called to order by Mayor Frye at 6:00 pm and introductions were made.

1. Sisters Creekside Campground Park Master Plan Update Discussion

City Parks Advisory Board Chair Liam Hughes provided a brief overview of the research and field trips the City Parks Advisory Board (CPAB) had completed in its quest to provide a recommendation to the Council for a master plan for Creekside Campground. He explained a recent development was a petition signed by neighbors close to the park outlining what they would like to see occur at the park in order to make their standard of living more enjoyable. He reported he had met with Lynn and Janet Baker, representing the neighbors, to get clarify on some of the items listed on the petition. He stated after that meeting he had met with City staff to come up with potential solutions to some of the issue raised by the neighbors. He reported staff was optimistic it could develop a plan that would be agreeable to neighbors and also address deficiencies in service for those staying at the campground. He summarized the major concerns as follows:

- View of the campground with lots of RV's from some neighboring homes due to the low fence.
- RV's driving through the neighborhood, especially on streets that do not have sufficient turning capacity for the RV's.
- Noise
- RV's parking for extended amounts of time outside the campground.

Councilor Holzman noted the issue of extended parking had been addressed by 'No Parking' signage that had been installed in the area. **Board Member Eckford** stated she felt another issue was the need for better access and more visible signage off the highway.

Chair Hughes reported a concept that would hopefully be incorporated into the draft plan, was to relocate some of the RV spots away from the front of the park and increase the buffer on Locust

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Avenue and Tyee Drive. He stated data collected from the campground showed that around 68% of those staying were in RV's but only 38% of the spots available provided hook-ups, which meant the City was not meeting the needs of some RVer's. He remarked that the camp host had indicated the restrooms were inadequate, especially when there were events occurring in Creekside Park. The camp host had stated there were an insufficient number of showers and a need for improved Americans with Disabilities (ADA) accessibility. **Board Member Eckford** stated there was also a need for a camp sink for tent campers. She stressed the importance of retaining the hiker/biker sites for those traveling via non-motorized methods, even when the campground was at capacity.

Chair Hughes reported many neighboring residents did not like the entrance into the park being on Locust Avenue. He stated it had been suggested the entrance and exit be moved via the Five Pine Campus, but noted the businesses and neighborhood group in that area had also indicated they did not support the idea. He reported the best solution would be if access to the park could be where the weigh station is located at present. He explained that would require the City to acquire the land through a trade or purchase with the Oregon Department of Transportation (ODOT).

Mayor Frye asked if there was signage on Highway 20 and what the process would be to add additional signs. **Councilor Holzman** stated there was a small sign near the Five Pine Campus. **Director Bertagna** stated in order to get additional signage the City would need to go through the ODOT process and identify an appropriate place since ODOT owned the road. He explained there were spacing requirement and regulations for highway signs. **Chair Hughes** also noted the metal fabricated sign by the entrance to the campground was beautiful but difficult to see.

Mayor Frye asked what other suggestions the camp host suggested. **Chair Hughes** replied the camp host indicated the restrooms were the primary concern but campers had also indicated they would like to have WIFI and some type of sport court such as a Pickleball Court. **Manager Gorayeb** stated there was a fiber drop at the campground and some additional equipment and a plan would need to be worked out with Quantum in order for there to be WIFI capability.

Mayor Frye stated it appeared from the email Director Hardie had received from Oregon Parks and Recreation Department that the easiest thing to do would be to submit a new master plan as opposed to making revision to the 1990 master plan. **Director Hardie** agreed.

Board Member Eckford stated she felt the CPAB needed clarity from the Council as to whether the goal was for the campground to be a money maker or not.

There was discussion on the campground and it was noted that there were 25 RV hook-up sites and one camp host site and when those were full, RV's would often occupy a non-hook-up site instead. It was also discussed if providing additional RV hook-up sites would decrease the noise level in that fewer generators would be running. **Board Member Houge** stated it was important to have the rules for the campground be enforced. **Board Member Johnson** stated he had heard

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from neighbors that noise was especially concerning when there were large events in town such as Rodeo weekend and **Chair Hughes** replied that was a problem all over town and not just at the campground on big event weekends.

Councilor Connolly asked if in discussions with the neighborhood group if the issue of the larger amp (50 amp) hook-up sites creating more noise than the 30 amp hook-up sites had arisen. **Chair Hughes** stated the larger amp RV's were taller and noisier. **Director Bertagna** clarified that the Development Code required that one in five hook-up sites be 50 amp. He noted the City had installed the minimum number of 50amp sites required. He explained the plan to initially upgrade the campground had been brought to Council when the project was done and the Council had approved it. **Councilor Connolly** asked about circulation issues for the larger RV's. **Chair Hughes** replied the CPAB had done a drive through of the park in a van towing a trailer and it had been tight to maneuver in places. **Councilor Connolly** asked if the City could limit the size of the RV's allowed at the campground and **Chair Hughes** replied it could but questioned whether the City really wanted to do so. He stated he felt there were other ways to address the issues with additional vegetation, berms and buffers. **Councilor Holzman** stated that also shortening the parking spots at the front hook-up sites could limit the size of the RV's at certain spots. **Board Member Eckford** asked if consideration had been given to having all the RV spots on one side of the campground and tent camping spots on the other side. **Chair Hughes** replied that if the City were building a new campground that would be possible but it was not practical to do so at this time.

Councilor Asson questioned what the process would be to get an approved master plan. **Mayor Frye** replied part of the reason for the joint workshop was for the Council to provide some direction to the CPAB so the board could create the necessary master plan. He stated once that occurred the plan would go the Planning Commission for approval and finally to the Council for adoption. He stated once that process was complete, the City would send the plan to the OPRD. **Councilor Asson** asked how the City could be assured OPRD would approve the plan once that process had occurred. **Director Hardie** replied the City could not make any improvements without an updated plan and the State has been supportive of all the ideas and public outreach that had occurred so far. She stated the CPAB had been working hard and Chair Hughes meeting with the Bakers to clarify the neighbor's concerns would help with the creation of a new concept plan. She confirmed the City could send a draft of its plan to OPRD in advance of adoption by the Council to ensure the agency was supportive of the various elements of the updated plan.

Mayor Frye asked if Mr. Baker had any additional comments to add to the discussion. **Mr. Baker** stated he did have some further items to add to those outlined in the petition and distributed a handout entitled "Neighborhood Position on Creekside Campground Master Plan". He stated the neighbors were very concerned with the expansion that occurred in the 2009-10 park expansion and requested the processes for those improvements be reviewed to ensure they had followed public and legal processes. He stated there were also concerns surrounding adverse effects on air quality, Whychus Creek water quality, increased effluent discharge and traffic

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safety. The handout requested no expansion of facilities prior to a legal, environmental and traffic assessment being completed; the South Locust Avenue access to the campground be removed; no further expansion of sites, no addition of a registration building and no addition of any other buildings or sport court. He expressed the desire of the neighborhood group was to have a moratorium on the opening of the campground until there was resolution to their petition.

Mayor Frye stated he felt it was important to be a good neighbor and not negatively impact the livability of Sisters. He stated he felt the City could craft a plan that would provide a better experience for both campers and neighbors by adding additional screening plants to create a more natural setting, enhancing the restrooms, adding WIFI, adding additional signage and possibly widening the campground entrance. He stated he was not interested in expanding the park but would consider changing some current tent sites to RV hook-up sites to reduce noise from generators.

Mayor Frye asked if any traffic study had been done and if another one was warranted. **Director Bertagna** replied that a change in the traffic pattern that affects the highway such as a change to the campground access would require an updated study but since there were no federal funds being used, there was no requirement for an environmental study. He noted there were already flood plain restrictions in place.

Councilor Connolly stated she felt the Council needed to provide direction as to what the primary function of the campground should be and what benefit it should serve to its neighbors, to tourism, to public enjoyment and revenue. **Chair Hughes** asked whether the Council wanted the campground to maintain, increase or decrease its revenue. **Councilor Womack** replied he felt it should maintain the current revenue in order to provide the services needed. He stated it appeared that removing hook-up sites would go against the recommendation from the camp hosts.

Councilor Connolly stated she would like to see the City limit the size of the RV allowed in the park as it appeared the larger RV were the ones causing the most problems. She stated she had also heard from a resident who had been upset when trees had been removed a few years ago, even though they had been replaced with healthier trees as the replacement trees were smaller. She stated she had heard there was a price tag of \$250,000 for the proposed changes and asked if that was accurate. **Manager Gorayeb** replied there was no way to know what the cost might be without a plan and any amount given would be purely speculative at this point. **Councilor Holzman** suggested staff find out if it was legal to limit the size of RV allowed to use the campground.

Mayor Frye asked the CPAB to come up with a plan that would benefit the homeowners and campers, get additional input from interested parties and bring that to staff to research the feasibility prior to bringing the recommended plan to the Council. He thanked the CPAB members for their continued hard work.

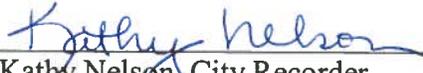
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2. Other Business

Due to lack of time, there was no other business.

The meeting was adjourned at 7:04 p.m.

Respectfully submitted,


Kathy Nelson, City Recorder

Chris Frye, Mayor

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
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APRIL 09 2015

MEMBERS PRESENT:

Chris Frye Mayor
McKibben Womack Council President
Wendy Holzman Councilor
David Asson Councilor
Nancy Connolly Councilor

STAFF PRESENT:

Andrew Gorayeb City Manager
Steve Bryant City Attorney
Paul Bertagna PW Director
Patrick Davenport CD Director
Lynne Fujita-Conrads Finance Officer
Darcy Reed Associate Planner
Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Frye at 7:08 p.m.

II. PROCLAMATION – Week of the Young Child

Mayor Frye read a proclamation proclaiming April 12th -18th the Week of the Young Child and urged all citizens to celebrate the youngest learners in our community by recognizing and supporting their needs.

Katie Grantier, representing Healthy Beginnings, was in attendance and thanked the City for its continued support of the program.

III. VISITOR COMMUNICATION

Jennifer McCrystal, 711 E. Tyee Drive, Sisters, OR 97759

Ms. McCrystal began by thanking the Council for volunteering in the interest of improving Sisters. She stated she was in attendance to convey the perspective of business owners with regard to the recent urban renewal grant process. She explained she was in the process of converting her restaurant from a fine dining establishment that served dinner to one that served breakfast and lunch instead. She stated she was excited by the prospect of offering a public place to gather, provide jobs and stimulate the economy. She reported when she heard about the urban renewal grants she looked into them and discovered her request was very similar to two other projects that had been approved during a previous application period. She reported she had spent a great deal of time working with designers and contractors on her application submittal and was informed she would have the results after the March 26th Urban Renewal meeting. She was then informed the Council had tabled their March 26th discussion until mid-May. She stated then that conversation was re-scheduled for April 2nd, only to have any decisions postponed again. She stated the delays were disruptive to business owners that had contractors waiting to begin projects. She stated the Council should never have offered the grants in the first place or accepted applications if it was uncertain of available funding or whether the Council wanted to follow through on offering the grants.

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Ms. McCrystal stated when she opened her business 10 years ago she had paid \$42,000 in system development charges (SDC's) only to find out that some SDC's were now being waived for some other businesses. She reported as a business owner she had signs that were compliant, her building was maintained, she had installed pavers and had always maintained attractive landscaping. She stated she was only asking that her application be reviewed with the same consideration and fairness that previous rounds of applications had received and to not do so was short-sided and unfair of the Council. She requested the Council tighten up on its western theme requirement for signage to order to level the playing field for everyone.

Peter Hoover, 31402 Lovegren Lane, Sisters, OR 97759

Mr. Hoover stated he was in attendance to discuss the two proposed assisted living facilities. He stated he wanted to correct what he saw as a mis-characterization that one of the projects was being touted as a "local" project while the other was labeled as spearheaded by an outsider. He stated he wanted there to be a recognition that there were local citizens involved with both projects. He stated he wanted to insure the planning process followed for both was equitable and stated the City had a responsibility to apply the Development Code equally when it came to timetables, modifications and expirations. He summarized that both projects could provide a benefit to Sisters.

TW Scannell, 69557 Camp Polk Road, Sisters, Or 97759

Mr. Scannell stated he was in attendance to talk about the 25mph speed limit sign on Camp Polk Road. He stated he had been told the sign had been installed to slow traffic down during construction in the area and it would be removed once construction was completed. He reported the speed sign had not been removed. He stated he did some research into the matter and found out that speed zones could only be established in one of two ways. One way was if an area met stature criteria; an alley could be posted at 15 mph, a business area could be posted at 20 mph and a residential area could be posted at 25 mph. He explained that beyond that there was no other statutory criteria. He stated the other way a speed zone could be created was if the Oregon Department of Transportation (ODOT) performed a traffic engineering study that illustrated a need for posting a speed zone. He summarized it was illegal to post a speed zone that doesn't meet one of the two specific methodologies.

Mr. Scannell stated in 1999 ODOT had performed an traffic study and established a speed zone from Highway 20 to Green Ridge Avenue of 25 mph including the 20 mph for the school zone during hours when child were in school. He added the posted speed for 1.9 miles past Green Ridge Avenue was 40 mph. He stated that anything other than those posted speeds were in violation of state statute.

Mr. Scannell commented he had spoken with Manager Gorayeb and Director Bertagna earlier in the day to let them know of his findings as well as discussing the matter with the

Sheriff's Department. He stated the Sheriff's Department had informed him they were not enforcing the speed zone. He stated he spoke with Kathy McConnell at ODOT who informed him the signs were illegal. **Manager Gorayeb** stated after the earlier conversation with Mr. Scannell, he had contacted ODOT to perform a traffic study.

IV. CONSENT AGENDA

A. Minutes

1. March 26, 2015 – Regular Meeting

B. Bills to Approve

1. April Accounts Payable

City Recorder Nelson reminded the Council there was an additional page of accounts payable at their places on the dais.

***Councilor Womack** moved to approve the consent agenda that included the additional page of accounts payable. **Councilor Holzman** seconded the motion. The motion carried unanimously.*

V. STAFF REPORTS

A. April Staff/Council Work Plan

Manager Gorayeb reported:

- Hood and Ash Street improvement project was 95% complete
- Flower baskets will be hung on Cascade Avenue by Mother's Day, weather permitting
- The new banners are up
- Additional signs have been hung at the Overnight Park to prevent RV's from driving into the surrounding neighborhood
- Staff has begun working on the FY 215/16 budget

Councilor Holzman asked for an update on the kiosk sign program. **Manager Gorayeb** reported the concept was for the kiosk's to act as a directory of downtown shops and restaurants. He stated the idea of a flyer tourist could take with them was also under consideration

Councilor Connolly noted an item on the finance page and asked when the decision to extend or renew contracts for legal, insurance and engineering services would be made. **Finance Officer Fujita-Conrads** replied it would be discussed at the next workshop.

Councilor Connolly asked about the East Portal Property appraisal. **Manager Gorayeb** replied the Forest Service was working on getting an appraisal for the property. He explained the City had discussed with the Forest Service the possibility of providing

upgrades to the area which would likely require a transfer of the property to the City. He stated the City had performed some community outreach related to the possibility and the City would be unable to do anything until the Forest Service decided what it wanted to do.

B. New Business License Report for March 2015 – list included

VI. COUNCIL BUSINESS

A. **Discussion and Consideration of a Motion** to Approve an Amendment to the McKenzie Meadow Village Annexation Agreement

This item was pulled.

VII. OTHER BUSINESS

A. Planning Commission Appointment

Mayor Frye appointed Jack Nagel to the Planning Commission. The **Council** concurred.

B. City Parks Advisory Board Appointment

Mayor Frye appointed Tim Clem to the City Parks Advisory Board. The **Council** concurred.

C. Budget Committee Appointment

Mayor Frye appointed Bill Hall to the Budget Committee. The **Council** concurred.

D. Business Owner Survey

Director Davenport explained staff was proposing a business owner survey that could be performed in tandem with the yearly business licensing process. He stated many business owners did not live within city limits and the survey would address those feeling disenfranchised and would help to create a feeling of engagement. He noted the staff report contained a quote from a firm specializing in creating questions for surveys of this nature. He explained the firm would create the questions for the survey but staff would analyze the data. **Director Davenport** suggested some areas that could be addressed were snow removal, Development Code improvements and urban renewal grants.

Councilor Asson asked if the Council might consider including a question as to whether business owners would support a trail from Black Butte Ranch to Sisters and Manager Gorayeb replied the survey could include whatever questions the Council wanted. The **Council** agreed the survey was a good way to gauge the feelings of business owners and requested staff bring back a sample questionnaire for approval.

VIII MAYOR/COUNCILOR BUSINESS

Councilor Holzman provided an update on the event the Community Assets Committee (CAC) was planning for April 26th from 4:00 p.m. to 6:00 p.m. at the Five Pine Conference

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Center. She reported a portion of the funding request the Council had approved for the event would not be used as the committee would not be printing some of the materials they had originally planned.

Councilor Connolly reminded the Council about the invitation they had received for the Economic Vitality Summit scheduled for May 8th at Five Pine Conference Center. She encouraged Council members to attend and to encourage other community members to attend as well.

Mayor Frye noted the new website was up and running.

The **Council** discussed the process it would follow to replace Councilor Womack whose resignation takes effect on April 30th. Staff was directed to post the vacancy and interviews were tentatively scheduled for April 23rd.

IX. ADJOURN – 8:12 p.m.

Respectfully submitted,


Kathy Nelson, City Recorder

Chris Frye Mayor

PACKET: 02299 AP 4/23/15 KK
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0018		BAXTER AUTO PARTS					
I-28-496021		BRAKE PADS,BRAKE ROTOR-BERTAG	160.32				
4/08/2015	AP-US	DUE: 5/15/2015 DISC: 5/10/2015	3.21CR	1099: N			
		BRAKE PADS,BRAKE ROTOR-BERTAGN		01 5-03-796	VEHICLE MAINTENANCE		16.01
		BRAKE PADS,BRAKE ROTOR-BERTAGN		01 5-05-796	VEHICLE MAINTENANCE		32.10
		BRAKE PADS,BRAKE ROTOR-BERTAGN		02 5-00-796	VEHICLE MAINTENANCE		48.10
		BRAKE PADS,BRAKE ROTOR-BERTAGN		03 5-00-796	VEHICLE MAINTENANCE		32.10
		BRAKE PADS,BRAKE ROTOR-BERTAGN		05 5-00-796	VEHICLE MAINTENANCE		32.01
I-28-496054		BRAKES-BERTAGNA	18.18				
4/09/2015	AP-US	DUE: 5/15/2015 DISC: 5/10/2015	0.36CR	1099: N			
		BRAKES-BERTAGNA		01 5-03-796	VEHICLE MAINTENANCE		1.82
		BRAKES-BERTAGNA		01 5-05-796	VEHICLE MAINTENANCE		3.64
		BRAKES-BERTAGNA		02 5-00-796	VEHICLE MAINTENANCE		5.45
		BRAKES-BERTAGNA		03 5-00-796	VEHICLE MAINTENANCE		3.64
		BRAKES-BERTAGNA		05 5-00-796	VEHICLE MAINTENANCE		3.63
I-28-496145		SHOP TOOLS	66.89				
4/10/2015	AP-US	DUE: 5/15/2015 DISC: 5/10/2015	1.34CR	1099: N			
		SHOP TOOLS		05 5-00-746	SMALL TOOLS & EQUIPMENT		12.72
		SHOP TOOLS		02 5-00-746	SMALL TOOLS & EQUIPMENT		14.06
		SHOP TOOLS		03 5-00-746	SMALL TOOLS & EQUIPMENT		18.01
		SHOP TOOLS		01 5-05-746	SMALL TOOLS & EQUIPMENT		13.39
		SHOP TOOLS		01 5-03-746	SMALL TOOLS & EQUIPMENT		8.71
I-28-496434		LAWN MOWER MAINT.	16.63				
4/14/2015	AP-US	DUE: 5/15/2015 DISC: 5/10/2015	0.33CR	1099: N			
		LAWN MOWER MAINT.		01 5-05-796	VEHICLE MAINTENANCE		16.63
I-28-496512		AIR GUN REPAIRS	13.99				
4/15/2015	AP-US	DUE: 5/15/2015 DISC: 5/10/2015	0.28CR	1099: N			
		AIR GUN REPAIRS		05 5-00-746	SMALL TOOLS & EQUIPMENT		2.66
		AIR GUN REPAIRS		02 5-00-746	SMALL TOOLS & EQUIPMENT		2.94
		AIR GUN REPAIRS		03 5-00-746	SMALL TOOLS & EQUIPMENT		3.77
		AIR GUN REPAIRS		01 5-05-746	SMALL TOOLS & EQUIPMENT		2.80
		AIR GUN REPAIRS		01 5-03-746	SMALL TOOLS & EQUIPMENT		1.82
		=== VENDOR TOTALS ===	276.01				

01-0490		BEAR MOUNTAIN FIRE, LLC					
I-283		TREE REMOVAL	500.00				
4/06/2015	AP-US	DUE: 4/06/2015 DISC: 4/06/2015		1099: Y			
		TREE REMOVAL		01 5-05-726	CONTRACTED SERVICES		500.00
		=== VENDOR TOTALS ===	500.00				

pg 1 of 7

PACKET: 02299 AP 4/23/15 KK
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0719		BEND OIL CO., INC.				
I-103952		FUEL-MARCH 2015	826.88			
4/01/2015	AP-US	DUE: 4/01/2015 DISC: 4/01/2015		1099: N		
		FUEL-MARCH 2015		01 5-03-755	GAS/OIL	81.65
		FUEL-MARCH 2015		01 5-05-755	GAS/OIL	192.51
		FUEL-MARCH 2015		02 5-00-755	GAS/OIL	160.05
		FUEL-MARCH 2015		03 5-00-755	GAS/OIL	219.54
		FUEL-MARCH 2015		05 5-00-755	GAS/OIL	173.13
		=== VENDOR TOTALS ===	826.88			
=====						
01-0047		C & K MARKET INC.				
I-1630616		CC WORKSHOP/CAC MTG	34.90			
4/15/2015	AP-US	DUE: 5/25/2015 DISC: 5/25/2015		1099: N		
		CC WORKSHOP/CAC MTG		01 5-01-700	MAYOR & COUNCIL	20.03
		CC WORKSHOP/CAC MTG		01 5-01-793	MEETINGS/WORKSHOPS	14.87
I-1631909		CC JOINT MTG W/DESCHUTES CO	14.36			
4/09/2015	AP-US	DUE: 5/25/2015 DISC: 5/25/2015		1099: N		
		CC JOINT MTG W/DESCHUTES CO		01 5-01-700	MAYOR & COUNCIL	14.36
		=== VENDOR TOTALS ===	49.26			
=====						
01-0481		CARLSON SIGN				
I-30715		STREET SIGN BANNERS	14,430.00			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		STREET SIGN BANNERS		01 5-01-783	PUBLIC OUTREACH	14,430.00
		=== VENDOR TOTALS ===	14,430.00			
=====						
01-0014		CENTRAL ELECTRIC COOP				
I-5016080107-042015		CITY STREET LIGHTS	344.24			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		CITY STREET LIGHTS		03 5-00-743	ELECTRICITY	344.24
		=== VENDOR TOTALS ===	344.24			
=====						
01-0136		CENTRAL OREGON REDI-MIX LLC				
I-78899		HOOD STREET ADA RAMP	584.50			
4/04/2015	AP-US	DUE: 4/04/2015 DISC: 4/04/2015		1099: Y		
		HOOD STREET ADA RAMP		03 5-00-906	CAPITAL OUTLAY	584.50
		=== VENDOR TOTALS ===	584.50			

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PACKET: 02299 AP 4/23/15 KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0026	EOFF ELECTRIC SUPPLY					
I-S004135463.001		CONDUIT-STREET BANNER ARMS	63.92			
4/06/2015	AP-US	DUE: 4/06/2015 DISC: 4/06/2015		1099: N		
		CONDUIT-STREET BANNER ARMS		03 5-00-762	STREET SIGNS	63.92
		=== VENDOR TOTALS ===	63.92			
=====						
01-0975	GLOBE LIGHTING					
I-S3210006.001		SCONE-CHAMBER BLDG MAINT	29.44			
4/09/2015	AP-US	DUE: 4/09/2015 DISC: 4/09/2015		1099: N		
		SCONE-CHAMBER BLDG MAINT		01 5-03-781	CHAMBER BLDG MAINTENANCE	29.44
		=== VENDOR TOTALS ===	29.44			
=====						
01-0565	GSI WATER SOLUTIONS, INC.					
I-0283.004-58		PERMIT EXTENSION WELL#2	655.00			
4/10/2015	AP-US	DUE: 4/10/2015 DISC: 4/10/2015		1099: N		
		PERMIT EXTENSION WELL#2		02 5-00-726	CONTRACTED SERVICES	655.00
		=== VENDOR TOTALS ===	655.00			
=====						
01-0029	H. D. FOWLER COMPANY					
I-13878878		TREE FARM IRRIGATION PARTS	203.42			
4/01/2015	AP-US	DUE: 5/10/2015 DISC: 5/10/2015		1099: N		
		TREE FARM IRRIGATION PARTS		05 5-00-906	CAPITAL OUTLAY	203.42
I-1388778		TREE FARM IRRIG PARTS	196.07			
4/08/2015	AP-US	DUE: 5/10/2015 DISC: 5/10/2015		1099: N		
		TREE FARM IRRIG PARTS		05 5-00-906	CAPITAL OUTLAY	196.07
I-13887827		2" DETECTABLE TAPE	23.83			
4/10/2015	AP-US	DUE: 5/10/2015 DISC: 5/10/2015		1099: N		
		2" DETECTABLE TAPE		05 5-00-795	SUPPLIES	23.83
I-13887829		TREE FARM IRRIGATION PARTS	4.20			
4/10/2015	AP-US	DUE: 5/10/2015 DISC: 5/10/2015		1099: N		
		TREE FARM IRRIGATION PARTS		05 5-00-906	CAPITAL OUTLAY	4.20
		=== VENDOR TOTALS ===	427.52			

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PACKET: 02299 AP 4/23/15 KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0017		HOYT'S HARDWARE				
I-416293		STREET BANNER CONDUIT	34.32			
4/06/2015	AP-US	DUE: 4/06/2015 DISC: 4/06/2015		1099: N		
		STREET BANNER CONDUIT		03 5-00-762	STREET SIGNS	34.32
I-416320		FENCE RAILS-CAMPGROUND	66.40			
4/06/2015	AP-US	DUE: 4/06/2015 DISC: 4/06/2015		1099: N		
		FENCE RAILS-CAMPGROUND		01 5-05-786	PARK MAINTENANCE	66.40
I-417125		PD1401 HOOD AVE IMP-RAILS	38.08			
4/16/2015	AP-US	DUE: 4/16/2015 DISC: 4/16/2015		1099: N		
		PD1401 HOOD AVE IMP-RAILS		03 5-00-906	CAPITAL OUTLAY	38.08
I-417129		MIXING CONTAINER	2.49			
4/16/2015	AP-US	DUE: 4/16/2015 DISC: 4/16/2015		1099: N		
		MIXING CONTAINER		05 5-00-795	SUPPLIES	0.47
		MIXING CONTAINER		02 5-00-795	SUPPLIES	0.52
		MIXING CONTAINER		03 5-00-795	SUPPLIES	0.67
		MIXING CONTAINER		01 5-05-795	SUPPLIES	0.50
		MIXING CONTAINER		01 5-03-795	SUPPLIES	0.33
		=== VENDOR TOTALS ===	141.29			

01-1 MISC VENDOR

I-04162015		MCCARTHY,KATHY:CG REFUND	210.00			
4/20/2015	AP-US	DUE: 4/20/2015 DISC: 4/20/2015		1099: N		
		CAMPGROUND REFUND		01 4-00-312	PARK USERS FEE	194.44
		CAMPGROUND REFUND		01 4-00-303	TRANSIENT ROOM TAX	15.56
		=== VENDOR TOTALS ===	210.00			

01-0971 OCCUPATIONAL MEDICINE AT THE C

I-31120		CDL PHYSICAL-BENTZ	80.00			
4/15/2015	AP-US	DUE: 4/15/2015 DISC: 4/15/2015		1099: Y		
		CDL PHYSICAL-BENTZ		01 5-03-771	MEDICAL TESTING & SERVIC	8.00
		CDL PHYSICAL-BENTZ		01 5-05-771	MEDICAL TESTING & SERVIC	24.00
		CDL PHYSICAL-BENTZ		02 5-00-771	MEDICAL TESTING & SERVIC	24.00
		CDL PHYSICAL-BENTZ		03 5-00-771	MEDICAL TESTING & SERVIC	16.00
		CDL PHYSICAL-BENTZ		05 5-00-771	MEDICAL TESTING & SERVIC	8.00
I-32430		CDL PHYSICAL-KIEFER	80.00			
4/15/2015	AP-US	DUE: 4/15/2015 DISC: 4/15/2015		1099: Y		
		CDL PHYSICAL-KIEFER		01 5-05-771	MEDICAL TESTING & SERVIC	16.00
		CDL PHYSICAL-KIEFER		02 5-00-771	MEDICAL TESTING & SERVIC	16.00
		CDL PHYSICAL-KIEFER		03 5-00-771	MEDICAL TESTING & SERVIC	40.00
		CDL PHYSICAL-KIEFER		05 5-00-771	MEDICAL TESTING & SERVIC	8.00

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PACKET: 02299 AP 4/23/15 KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0971		OCCUPATIONAL MEDICINE AT THE C(** CONTINUED **)				
I-33220		CDL PHYSICAL-BERTAGNA	80.00			
4/15/2015	AP-US	DUE: 4/15/2015 DISC: 4/15/2015		1099: Y		
		CDL PHYSICAL-BERTAGNA		01 5-03-771	MEDICAL TESTING & SERVIC	7.99
		CDL PHYSICAL-BERTAGNA		01 5-05-771	MEDICAL TESTING & SERVIC	16.02
		CDL PHYSICAL-BERTAGNA		02 5-00-771	MEDICAL TESTING & SERVIC	24.00
		CDL PHYSICAL-BERTAGNA		03 5-00-771	MEDICAL TESTING & SERVIC	16.02
		CDL PHYSICAL-BERTAGNA		05 5-00-771	MEDICAL TESTING & SERVIC	15.97
		=== VENDOR TOTALS ===	240.00			
=====						
01-0804		PAPE				
I-9405605		MOWER BLADE	89.07			
4/14/2015	AP-US	DUE: 4/14/2015 DISC: 4/14/2015		1099: N		
		MOWER BLADE		01 5-05-796	VEHICLE MAINTENANCE	89.07
		=== VENDOR TOTALS ===	89.07			
=====						
01-0742		PHOENIX ASPHALT				
I-18540		BEARCAT THERMOMETER	99.55			
4/04/2015	AP-US	DUE: 4/04/2015 DISC: 4/04/2015		1099: N		
		BEARCAT THERMOMETER		03 5-00-796	VEHICLE MAINTENANCE	99.55
		=== VENDOR TOTALS ===	99.55			
=====						
01-0866		SIGNS OF SISTERS				
I-04132015		SIGNS-CAMPGROUND, RECYCLE, STRT	768.00			
4/13/2015	AP-US	DUE: 4/13/2015 DISC: 4/13/2015		1099: Y		
		CAMPGROUND SIGNS		01 5-05-786	PARK MAINTENANCE	416.00
		STREET SIGNS		03 5-00-762	STREET SIGNS	322.00
		RECYCLE CENTER SIGNS		01 5-03-784	MAINTENANCE RECYCLE CENT	30.00
		=== VENDOR TOTALS ===	768.00			
=====						
01-0502		SISTERS COFFEE CO.				
I-1191419		COFFEE	113.98			
4/07/2015	AP-US	DUE: 4/07/2015 DISC: 4/07/2015		1099: N		
		COFFEE		01 5-01-714	OFFICE SUPPLIES	17.12
		COFFEE		01 5-02-714	OFFICE SUPPLIES	18.18
		COFFEE		01 5-03-795	SUPPLIES	2.28
		COFFEE		01 5-05-714	OFFICE SUPPLIES	10.29
		COFFEE		01 5-07-714	OFFICE SUPPLIES	28.47
		COFFEE		02 5-00-714	OFFICE SUPPLIES	15.96
		COFFEE		03 5-00-714	OFFICE SUPPLIES	9.12
		COFFEE		05 5-00-714	OFFICE SUPPLIES	12.56

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PACKET: 02299 AP 4/23/15 KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0502	SISTERS COFFEE CO.	(** CONTINUED **)				
=====						
I-1191528		COFFEE	31.99			
4/14/2015	AP-US	DUE: 4/14/2015 DISC: 4/14/2015		1099: N		
		COFFEE		01 5-01-714	OFFICE SUPPLIES	4.81
		COFFEE		01 5-02-714	OFFICE SUPPLIES	5.10
		COFFEE		01 5-03-795	SUPPLIES	0.64
		COFFEE		01 5-05-714	OFFICE SUPPLIES	2.89
		COFFEE		01 5-07-714	OFFICE SUPPLIES	7.99
		COFFEE		02 5-00-714	OFFICE SUPPLIES	4.48
		COFFEE		03 5-00-714	OFFICE SUPPLIES	2.56
		COFFEE		05 5-00-714	OFFICE SUPPLIES	3.52
		=== VENDOR TOTALS ===	145.97			
=====						
01-0044	TAYLOR TIRE CENTER					
=====						
I-76300105781		TIRE REPAIR-MOWER	36.66			
4/06/2015	AP-US	DUE: 4/06/2015 DISC: 4/06/2015		1099: N		
		TIRE REPAIR-MOWER		01 5-05-796	VEHICLE MAINTENANCE	36.66
		=== VENDOR TOTALS ===	36.66			
=====						
01-0917	THE MOWER SHOP, INC					
=====						
I-422650		MOWER REPAIR PARTS	112.03			
4/06/2015	AP-US	DUE: 4/06/2015 DISC: 4/06/2015		1099: N		
		MOWER REPAIR PARTS		01 5-05-796	VEHICLE MAINTENANCE	112.03
		=== VENDOR TOTALS ===	112.03			
=====						
01-0070	UMPQUA RESEARCH COMPANY					
=====						
I-B051000		COLIFORM	28.00			
4/11/2015	AP-US	DUE: 5/11/2015 DISC: 5/11/2015		1099: Y		
		COLIFORM		02 5-00-775	LABORATORY FEES	28.00
		=== VENDOR TOTALS ===	28.00			
=====						
01-0080	UNIVAR USA INC.					
=====						
I-P0511822		LIQUICHLOR	1,187.49			
4/04/2015	AP-US	DUE: 4/04/2015 DISC: 4/04/2015		1099: N		
		LIQUICHLOR		05 5-00-712	CHEMICALS	1,187.49
		=== VENDOR TOTALS ===	1,187.49			

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PACKET: 02299 AP 4/23/15 KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0225		X-PRESS PRINTING				
I-75011		BUSINESS CARDS-BERTAGNA, ABBEN	92.46			
4/08/2015	AP-US	DUE: 4/08/2015 DISC: 4/08/2015		1099: N		
		BUSINESS CARDS-BERTAGNA, ABBENH		01 5-01-714	OFFICE SUPPLIES	13.89
		BUSINESS CARDS-BERTAGNA, ABBENH		01 5-02-714	OFFICE SUPPLIES	14.75
		BUSINESS CARDS-BERTAGNA, ABBENH		01 5-03-795	SUPPLIES	1.85
		BUSINESS CARDS-BERTAGNA, ABBENH		01 5-05-714	OFFICE SUPPLIES	8.34
		BUSINESS CARDS-BERTAGNA, ABBENH		01 5-07-714	OFFICE SUPPLIES	23.09
		BUSINESS CARDS-BERTAGNA, ABBENH		02 5-00-714	OFFICE SUPPLIES	12.94
		BUSINESS CARDS-BERTAGNA, ABBENH		03 5-00-714	OFFICE SUPPLIES	7.40
		BUSINESS CARDS-BERTAGNA, ABBENH		05 5-00-714	OFFICE SUPPLIES	10.20
		=== VENDOR TOTALS ===	92.46			
		=== PACKET TOTALS ===	21,337.29			

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PACKET: 02293 4/10/15

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0970		US TRAFFIC CONTROLS, LLC				

I-101141-1		REMAINING BAL-RADAR SPEED SIG	4,091.85			
4/10/2015	AP-US	DUE: 4/10/2015 DISC: 4/10/2015		1099: Y		
		REMAINING BAL-RADAR SPEED SIGN		03 5-00-762	STREET SIGNS	4,091.85
		=== VENDOR TOTALS ===	4,091.85			
		=== PACKET TOTALS ===	4,091.85			

pg. 1 of 1

SISTERS PATROL HOURS

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL PATROL	VACATION	SICK	TRAINING	SRO	TOTAL
JAN	120	122	115.5	111	46	514.5	46.5	0	0	64	625
FEB	119.5	109.5	116	139.5	0	484.5	26.5	27	0	61.5	599.5
MAR	122	122	126.5	132	58.5	561	40	60	0	95	756
APR											0
MAY											0
JUN											0
JUL											0
AUG											0
SEP											0
OCT											0
NOV											0
DEC						0					0
YEAR TO DATE						1560	113	87	0	220.5	1980.5

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00056008	03/01/2015 7:57	N LARCH ST	Hit and Run: Citizen reported someone damaged his vehicle and left without exchanging insurance information.	
2015-00056918	03/02/2015 11:25	CROSSROADS LOOP	Theft: Citizen reported unauthorized use of his credit card on the internet.	
015-00063133	03/08/2015 15:25	E TYEE DR	Animal Nuisance*: Citizen signed citation against his neighbor for barking dogs.	
2015-00065012	03/10/2015 12:49	N PINE ST	Possession of Less Than One Ounce of Marijuana*: Adult male cited for possession of marijuana.	
2015-00067056	03/12/2015 11:50	W HWY 20 / W MCKINNEY BUTTE RD	Warrant Arrest*: Adult male arrested on two outstanding warrants from Columbia County for theft.	1
2015-00068253	03/13/2015 13:14	W HWY 20	Disorderly Conduct/Reckless Endangering*: Adult male transient arrested for throwing rocks at vehicles and hitting vehicles with a walking stick.	1
2015-00069060	03/14/2015 9:07	HWY 242	Criminal Mischief: Report of a window damaged by a rock.	
2015-00069486	03/14/2015 17:59	CATTLE DRIVE RD	Death Investigation-Natural: Adult male died at home of natural causes.	2
2015-00070038	03/15/2015 12:29	S ASH ST	Agency Assist: Deputies assisted fire department with a house fire.	2
2015-00071557	03/16/2015 20:49	FADJUR LN	Welfare Check: Deputies assisted in a welfare check on an adult female.	2
2015-00074202	03/19/2015 10:36	HWY 126	Negotiating a Bad Check: Citizen reported a customer wrote him a bad check.	
2015-00075707	03/20/2015 17:19	HACKAMORE	Welfare Check: Deputies assisted in a welfare check on male juvenile who was not picked up by an adult at the bus stop. Parent located.	3
2015-00075937	03/20/2015 21:39	W ADAMS AVE	Police Officer Hold: An adult male was taken to the hospital on a Police Officer Hold.	
2015-00076713	03/21/2015 17:44	W BARCLAY DR	Lost Property: Citizen reported he lost his wallet.	
2015-00078740	03/24/2015 7:46	HWY 20	Animal Complaint*: Citizen found a dog running at large. Owner located and cited for Animal at Large and Possession of an Unlicensed Dog.	
2015-00079869	03/25/2015 8:48	GREEN RIDGE LOOP	Animal Complaint: Citizen reported his dog had been shot but still alive. Charges pending.	1
2015-00080633	03/25/2015 19:01	E CASCADE AVE / N ELM ST	Disorderly Conduct/Menacing*: Transient male arrested for interrupting vehicle and pedestrian traffic and charging at a citizen with violent intent.	2
2015-00081826	03/26/2015 19:54	THREE CREEKS RD	Informational Report: Deputies contacted transient male at his request to retrieve property he left at the scene at his arrest the previous night. Deputies contacted the male who became argumentative and threatening. Deputies advised him of the location of his property.	1
2015-00085502	03/30/2015 15:54	BARCLAY DR	Criminal Mischief: Citizen reported damage to his yard and residence.	

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00086201	03/31/2015 12:09	LARIAT / SADDLE DR	Criminal Mischief: Home owners association reported damage to road signs and decorative items.	
2015-00086595	03/31/2015 18:04	PINE ST	Forgery/Fraud: Citizen reported someone opened a bank account under his Social Security number without authorization.	
* DENOTES CASE INCLUDED LAW ENFORCEMENT ACTION				
ADDITIONAL PERSONNEL NEEDED FROM OTHER DISTRICTS:				15

AGENDA ITEM SUMMARY



**CITY OF SISTERS
SISTERS CITY COUNCIL**

Meeting Date: April 23, 2015

Staff: Lynne Fujita-Conrads

Type: Regular Meeting

Dept: Finance

Subject: Master Fee Schedule

Action Requested: Public Comment and Consideration of Resolution No. 2015-06: A RESOLUTION OF THE CITY OF SISTERS ADOPTING CHANGES TO THE MASTER FEE SCHEDULE.

Summary Points:

- The fee for City Staff Research for Public Records Requests has been updated to reflect actual cost of staff time.
- Water Meter fees have been updated to reflect current pricing.

Financial Impact:

No impact – these are pass through fees.

Attachment(s):

Attachment A – Resolution No. 2015-06

Concurrence:  CM  FIN PTD CDD  PW

ATTACHMENT A

RESOLUTION NO. 2015-06

**A RESOLUTION OF THE CITY OF SISTERS
ADOPTING CHANGES TO THE MASTER FEE SCHEDULE**

WHEREAS, the City Council of the City of Sisters, may impose fees that recover the actual costs of providing the services and will do so by resolution modifying the City's Master Fee Schedule; and

WHEREAS, the City of Sisters Master Fee Schedule consolidates all the city fees to assist the City staff and public in quickly locating the appropriate fee for service; and

WHEREAS, on April 23, 2015, the City Council took public comment on the amendments to the Master Fee Schedule and took such comment into consideration.

NOW, THEREFORE, BE IT RESOLVED the City Council of Sisters hereby adopts the amendments to the City's Master Fee Schedule as provided in Exhibit A to this resolution effective April 23, 2015.

ADOPTED by the City Council and **SIGNED** by the Mayor this 23rd day of April 2015.

Chris Frye, Mayor

ATTEST:

Kathy Nelson, City Recorder

Exhibit A

ITEM NO.	DESCRIPTION	CURRENT	AMENDED	UNIT AND/OR COMMENT
		FEE (\$)	FEE (\$)	
ADMINISTRATIVE				
ADM 1	Computer Disks	10.00		each
ADM 2	Public Records Request			
ADM 2	City Staff Research	32.33	40.00	/per hour
ADM 3	Liquor License (new application)	25.00		
ADM 4	Recording Fee	20.00		Plus County Recording Fee
	Violations:			
ADM 5	Class A	100.00		
ADM 6	Class B	250.00		
ADM 7	Class C	500.00		
ADM 8	Parking Citation	25.00		
WATER				
	Backflow Testing			
WTR 1	Commercial	19.85		
WTR 2	Repair and retesting	18.50		
WTR 3	Residential	12.85		
WTR 4	Repair and retesting	9.95		
WTR 5	Bulk water (per 1,000 gallons)	3.30		
WTR 6	Outside City limits			Pays 1 1/2 times water sewer and garbage rates
	Standby water service for fire service			
WTR 7	4" and smaller	10.00		/per service
WTR 8	6" supply	15.00		/per service
WTR 9	8" supply	20.00		/per service
	Water Rate			
WTR 10	5/8" and 3/4" meter for 1,000 cu.ft.	20.59		base rate
WTR 11	1" and 1 1/2" meters for 1,000 cu.ft.	23.09		base rate
WTR 12	2" meter for 1,000 cu.ft.	25.58		base rate
WTR 13	3", 4", 6", 8" meters for 1,000 cu.ft.	62.40		base rate
WTR 14	Per 100 cu.ft. over 1,000 cu.ft.	1.00		
	Water Meter			
WTR 15	2 inch meter	1,340.00	1,521.00	
WTR 16	1 1/2 inch meter	1,070.00	1,213.00	
WTR 17	1 inch meter	535.00	600.00	
WTR 18	5/8 - 3/4 inch meter	445.00	404.00	
	Miscellaneous			
	Turn on or turn off for repairs or other*			
WTR 19	During regular business hours	25.00		/per trip
WTR 20	After business hours, weekend, holidays	40.00		/per trip
	Turn on or turn off for delinquency			
WTR 21	During regular business hours	30.00		/per trip
WTR 22	After business hours, weekend, holidays	60.00		/per trip
WTR 23	Utility Processing fee	20.00		
WTR 24	Utility Transfer fee	20.00		
WTR 25	Water Tap Fee	500.00		
WTR 26	Utility Penalty Fee for delinquent accounts			
	Assessed on the 25th of the month	10.00		/per month
	Assessed after the 25th of the month	1.00		/day
	Collection Agency Fee	23%		of outstanding balance

*Leak investigation, repair, home inspection and seasonal.



AGENDA ITEM SUMMARY

CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: April 23, 2015

Staff: Kathy Nelson *KW*

Type: Regular Meeting

Dept: CMO

Subject: Public Records Requests

Action Requested: Discuss and consider for adoption the policy and updated public records request form.

Summary Points:

- Council discussed the proposed policy and updated public records request form at the April 16, 2015 workshop. Minor changes to the language were requested, which have been incorporated into the documents.
 - Council directed staff to create a policy that limits an individual to five free requests, requiring ½ hour of staff time or less to produce, per calendar year.
 - The Council also directed staff to amend the hourly research charge to \$40 an hour to more accurately reflect the actual costs of staff time in producing the requested records. The fee increase was included in Resolution No. 2015-06 also before the Council this evening.
-

Attachment(s): City of Sisters Policy CMO 103, Public Records Requests
Revised Public Records Request Form

Concurrence: *[Signature]* CM *[Signature]* F&A *PTO* CDD *[Signature]* PW

CITY OF SISTERS	
POLICY: PUBLIC RECORDS REQUESTS	NUMBER: CMO 103
EFFECTIVE DATE: 04/23/2015	APPROVAL: CITY COUNCIL

I. PURPOSE:

To outline procedures for public records requests in order to comply with ORS guidelines.

II. SCOPE:

This policy applies to all City Employees.

III. POLICY:

The City strives to provide timely and open access to public records and information not specifically exempted from access as set forth in ORS. 192.501 and 192.502.

This policy does not apply to City employees seeking records from other City employees for use in the performance of their duties.

IV. GUIDELINES:

Requests: A copy of all public records requests should be forwarded to the City Recorder even if the request is one to which the employee can easily respond. It is important for the City to have documentation of all records provided to the public.

Documentation: All public records requests must be documented. The three acceptable forms of documentation are:

1. Completion of the Public Records Request form.
2. A request made via email that contains the following: date of request, requestors name and contact information and information on documents requested.
3. A letter that contains the following: date of request, requestors name and contact information and information on documents requested.

Notification Process: Timeliness is key to public records requests. If a request can be filled promptly, it should be. If there is a reason why the request cannot be filled promptly (within 48 hours), then notification must be sent to the requester acknowledging receipt of the request and an estimate on the time it will take to either fill the request or determine an estimated cost for the request.

Exempt Records: Some records are exempt from disclosure per ORS 192.501 and 192.502. If an employee has any doubt as to whether a record is exempt, please check with the City Recorder prior to releasing any information. If necessary, the City Recorder will check with the City Attorney.

Fees: ORS 192.440 authorizes public bodies to charge fees associated with requests, including prepayment prior to research beginning. Fees associated with Public Records Requests are maintained in the City's Master Fee Schedule. Consideration must be given to the expenditure of staff resources in providing public records. The City Council has determined it will allow any individual to obtain up to five requests that require ½ hour or

less of staff time to produce in a calendar year, after which time an hourly charge, as listed in the Master Fee Schedule, will apply to all further requests charged at a 15 minute minimum charge.

Reduced Fee or Fee Waiver: Whenever the City determines that providing copies of public records at a reduced fee or without cost would be in the public interest, the City may authorize such per ORS 192.440(5)



PUBLIC RECORDS REQUEST PROCEDURE

Procedure for Obtaining Copies of Public Records/Information

1. Request a *Public Records Request Form* by phone, fax, writing, email or in person at Sisters City Hall.
2. Fill out the request form completely, providing as much detail as possible for the document(s) you are requesting. An email may also be considered a formal records request if it contains all pertinent information necessary.
3. Submit the request to the City Recorder at PO Box 39, Sisters, OR 97759 or at knelson@ci.sisters.or.us
4. If the request will require more than minimal time for City Hall staff to locate or make copies the City Recorder will inform you of the estimated fee before the research is initiated.
5. If the estimated time to locate, research, scan, copy and/or send the document(s) will exceed 1/2 hour of staff time, prepayment will be required prior to initiating the work. If actual costs exceed the estimate, staff will contact the applicant for authorization to continue research. Any additional charges must be paid prior to release of the records/information. The City will refund any unused portion of any prepayment.
6. For additional information or questions, please contact Kathy Nelson, City Recorder at 541-323-5213 or knelson@ci.sisters.or.us

**PUBLIC RECORDS
REQUEST FORM**

CITY OF SISTERS



Requester Information:

Name

Phone Number

Date:

Mailing Address

Records/Documents information: Describe the records/information you are requesting. Please be as specific as possible.

Receive Information By: Mail Email Pick-up Email Address: _____

A fee of \$40.00 per hour, broken into 15 minute increments, will apply to all public records requests to cover staff time for locating, researching, scanning and sending the document(s). CDs will be produced at a cost of \$10.00 per recording. Letter and legal sized copies will be produced at a cost of \$.25 per copy. Color copies will be produced at a cost of \$.50 per copy. Maps, oversized or non-standard copies will be charged at the actual cost for reproduction. Estimated charges in excess of \$10 must be prepaid prior to research beginning. If costs exceed the estimate, staff will contact the applicant for authorization to continue research. The additional cost must be paid prior to release of the documents. The City will refund any unused portion of any prepayment. Staff may waive inspection or research fees for not more than five requests that require 1/2 hour or less of staff time from the same requester in a calendar year.

Your signature below acknowledges that you have read, understand and accept financial responsibility for the fees associated with this public records request.

Name: _____ Date: _____

- The City is not in possession of the requested record.
- Copies of the requested records are enclosed/attached.
- The City is in possession of at least some of the requested records.
It will take approximately _____ to provide the records.
The estimated cost is \$ _____.
- It is uncertain if the City is in possession of the records.
It will take approximately _____ to search for the records.
The estimated cost is \$ _____.
- The public records requested are exempted from public disclosure under state and federal law.
- Your request has been referred to the City Attorney.

Info Compiled By: _____ Date Completed: _____

Amount Due: \$ _____ Date Notified: _____

Date Mailed/Emailed/Picked Up: _____ Payment Received: _____

AGENDA ITEM SUMMARY



CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: April 23, 2015

Staff: Patrick Davenport

Type: Regular Meeting

Dept: CDD

Subject: Business Owner Opinion Survey

Action Requested: Review and approve Staff's proposal to conduct a Business Owner Opinion Survey

Summary: Attached is a draft of the Business Owner Opinion Survey for Council's review. Staff is requesting Council provide comments and edits. After final editing the survey will be printed and deployed during the business license renewal period (May-June).

Attachments: Draft questionnaire

Concurrence:  CM  F&A  CDD  PW

City of Sisters Survey of Local Business Owners

In an effort to better serve this fast-growing community, the City of Sisters is interested in the opinions of local business owners such as yourself. Your feedback will help the City maintain a welcoming environment for local businesses. Thank you for your participation in this brief survey, which should take no more than 5 minutes of your time. Your responses will be kept confidential and used only for internal planning purposes.

1. All things considered, rate how satisfied you are with the services provided by the City of Sisters. Check the appropriate box.
- Very satisfied
 - Somewhat satisfied
 - Not too satisfied
 - Not at all satisfied
 - Don't know

The City would like to know your opinion about a number of issues and public services. Please rate **how important** the following issues and services are to you and your business. Check the appropriate boxes.

	Very Important	Somewhat Important	Not too Important	Not at all Important	Don't know
2. Available parking in the downtown area	<input type="checkbox"/>				
3. Street and storefront beautification	<input type="checkbox"/>				
4. City information kiosks showing businesses and services	<input type="checkbox"/>				
5. The City of Sisters' website	<input type="checkbox"/>				
6. Clarity of the City's <u>development</u> code	<input type="checkbox"/>				
7. Clarity of the City's <u>sign</u> code	<input type="checkbox"/>				
8. Snow removal from public right-of-ways	<input type="checkbox"/>				
9. Availability of affordable housing	<input type="checkbox"/>				
10. Other: _____	<input type="checkbox"/>				
11. Other: _____	<input type="checkbox"/>				

Please rate **how satisfied** you are with the City's performance on the following issues and services. Check the appropriate boxes.

	Very Satisfied	Somewhat Satisfied	Not too Satisfied	Not at all Satisfied	Don't know
12. Available parking in the downtown area	<input type="checkbox"/>				
13. Street and storefront beautification	<input type="checkbox"/>				
14. City information kiosks showing businesses and services	<input type="checkbox"/>				
15. The City of Sisters' website	<input type="checkbox"/>				
16. Clarity of the City's <u>development</u> code	<input type="checkbox"/>				
17. Clarity of the City's <u>sign</u> code	<input type="checkbox"/>				
18. Snow removal from public right-of-ways	<input type="checkbox"/>				
19. Availability of affordable housing	<input type="checkbox"/>				
20. Other: _____	<input type="checkbox"/>				
21. Other: _____	<input type="checkbox"/>				

22. Does lack of affordable housing affect employee hiring and retention?

- Yes
- No
- Don't know

23. When it comes to the City's sign code, how would you describe it? Check the appropriate box.

- Too strict
- Just right
- Not strict enough
- Don't know

24. You may have heard of a proposed paved bike trail that would run nearly 9 miles from the downtown area of the City of Sisters to the Black Butte Ranch. How would you rate your support for such a proposal? Check the appropriate box.

- Very supportive
- Somewhat supportive
- Not too supportive
- Not at all supportive
- Don't know

The remaining questions are for demographic purposes only. Your responses are confidential and will in no way be associated with personal information about yourself. Check the appropriate boxes.

25. Do you live inside or outside of the city limits for the City of Sisters?

- Inside
- Outside

26. What is your gender?

- Male
- Female

27. What is your age range?

- 18-34
- 35-54
- 55-64
- 65+



AGENDA ITEM SUMMARY

**CITY OF SISTERS
SISTERS CITY COUNCIL**

Meeting Date: April 23, 2015

Staff: Kathy Nelson *W*

Type: Regular Meeting

Dept: CMO

Subject: Request for Proposal – City Attorney Services

Action Requested: Review and comment and /or approve the attached Request for Proposal (RFP) for City Attorney Services.

Background: On January 12, 2012 the City Council adopted Resolution No. 2012-01, a Professional Services Procurement Policy establishing the process by which the City will procure services and the duration of personal services contracts. The current contract for City Attorney Services will expire on June 30, 2015 with the possibility of a two year extension. At the April 16th workshop, the City Council directed staff to move forward with a Request for Proposal (RFP) for City Attorney Services. The recruitment process is proposed as follows:

RFP Released	April 24, 2015
Due Date	May 29, 2015
Selection Committee Evaluation	June 4, 2015
City Council Interviews (if needed)	Week of June 8, 2015
Notice of Intent to Award	June 12, 2015
Contract Approval	June 25, 2015
Commencement of Contract	July 1, 2015

The Selection Committee, comprised of the City Council and City Manager will review the submitted proposals. After review, they may select finalists for interviewing and/or choose a finalist. After completing negotiations, the City Council will award the contract.

The evaluation criteria and weighted as follows:

- Experience and Qualifications – 50%
- Compensation – 30%
- References – 15%
- Community Involvement – 5%

Financial Impact: Unknown. The financial impact will be determined when new proposals are received. The RFP allows responding firms to suggest an hourly rate, a retainer or a combination of both.

Attachment: City Attorney Services RFP

Concurrence: CM: *[Signature]* FIN: *[Signature]* PW: *[Signature]* CDD: *PTD*



REQUEST FOR PROPOSALS CITY ATTORNEY SERVICES

The City of Sisters is soliciting Request for Proposals for City Attorney services which will include all legal services needed by the City. On occasion the City may retain special counsel for specific areas such as specialized land use matters, water rights or bond issuances. The City currently has no collective bargaining units therefore labor relations are not anticipated to be needed for the foreseeable future. The City is willing to consider proposals from legal firms or individuals. The current City Attorney firm averages 59 hours per month in service to the City of Sisters in FY 14-15. It is expected that responding firm staff attorneys/individuals will be licensed to practice law in the State of Oregon and are members in good standing of the Oregon State Bar.

BACKGROUND

The City of Sisters, population 2,190, is located in Northern Deschutes County, approximately 20 miles west of Bend. The City Council consists of the Mayor and four council members elected from the city at large. The Mayor is elected by the City Council and is a voting member of the Council. The City operates under a Council-Manager form of government established via Home Rule Charter. The City Manager and City Attorney are appointed by the City Council and serve at the pleasure of the City Council.

The City of Sisters is organized into four departments with a total of 17.25 FTE and an operating budget of \$10.18 million. These include the Council-Manager, Community Development and Planning, Finance and Administration, and Public Works. The City operates its own water, wastewater and streets utilities. Garbage collection services are provided by franchise with High Country Disposal. Police services are provided by contract by the Deschutes County Sheriff's Office. Fire and EMS services are provided by the Sisters-Camp Sherman Rural Fire Protection District.

On January 12, 2012, the City Council adopted Resolution No. 2012-01 adopting a new Professional Services Procurement Policy and authorizing staff to conduct recruitments for various professional services including City Attorney, Insurance Agent of Record, City Engineer, Auditor, etc. The intent of the policy is to keep professional services contracts "current" by instituting automatic contract expirations. The policy requires contracts to be awarded for three years with the possibility of one two-year extension.

The current City Attorney is Steve Bryant with Bryant, Emerson LLP, located in Redmond, Oregon. The firm is eligible to submit a proposal.

PROPOSAL SUBMITTAL and DUE DATE

Respondents shall provide six hard copies of their proposal clearly marked as "CITY OF SISTERS CITY ATTORNEY SERVICES PROPOSAL" by 5:00 p.m. on May 29, 2015, to:

Kathy Nelson, City Recorder
City of Sisters
520 East Cascade Avenue
PO Box 39
Sisters, OR 97759,

Proposals shall be organized as specified in the Proposal Organization section to follow.

ANTICIPATED SELECTION SCHEDULE

The City anticipates the following general timeline for the selection process. The schedule may change if it is the City's interest to do so.

- RFP Advertised April 27, 2015
- Proposal Due Date May 29, 2015
- Selection Committee Evaluation of Proposals Week of June 1, 2015
- Interviews (*if needed*) Week of June 9, 2015
- Notice of Intent to Award June 13, 2015
- Contract Approval June 25, 2015
- Commencement of Contract July 1, 2015

The City Council and City Manager will review the submitted proposals. After review, they may select finalists for interviewing and/or choose a finalist. After completing negotiations the City Council will award the contract.

CONTRACT TERM

It is anticipated that the City of Sisters, will enter into a three year (3-year) agreement which may be extended upon written consent of both parties for an additional two (2) year term; provided, however, that at all times the City Attorney will serve at the pleasure of the Mayor and City Council.

SCOPE OF SERVICES

Typical services to be provided may include, but are not limited to, the following:

- Attend City Council regular meetings held the second and fourth Thursday of each month. The meeting begins at 7:00 p.m. and usually ends before 9:00 p.m. Meetings are held at Sisters City Hall, 520 E. Cascade Avenue, Sisters, OR.

- Attend workshops or executive sessions as needed. Workshop meetings are held the first and third Thursday of the month at 8:00 a.m. and the second and fourth Thursday of the month at 6:00 p.m. Executive sessions are held as needed.
- Consult and provide formal legal advice to city staff on an ongoing basis. This is primarily provided via a weekly meeting with city staff which may range from one to two and one half hours in duration. In addition, the City Attorney will interact with and advise staff via the telephone and e-mail.
- Review City Council meeting packet material and comment as needed and/or requested.
- Prepare and/or review ordinances, resolutions or contracts (new or amendments) and ensure that same are prepared in compliance with the City Charter, Oregon Revised Statutes and Oregon Administrative Rule.
- Provide legal advice on land use applications, requirements and processes as well as other development related legal advice to staff, at Planning Commission, or City Council meetings as needed. The City Attorney is not required to attend Planning Commission meetings. At times, staff will solicit specialized legal services for land use cases.
- Review contracts, intergovernmental agreements, and developer/construction agreements relative to public utilities (water, sewer, and storm sewer), transportation improvements and other general activities.
- Perform legal work pertaining to public meetings and records, property acquisitions, condemnations, forfeiture activities, public improvements and improvement districts, public rights of ways, easements, code enforcement, and matters relating to special assessments and public utilities.
- Provide litigation support, including monitoring all matters involving litigation affecting the City. As needed, represent the City in all actions, suits, or proceedings in which the City is a party or is legally interested.

It is further understood that in addition to the general and recurring activities listed above, ad hoc duties including verbal communications with the Mayor, City Council, City Manager, or authorized department heads and city employees in elements of prudent administration of the legal responsibilities of office and delineation of the statutes of the State of Oregon are also an integral component of the work associated with the duties of the City Attorney.

The City Attorney reports directly to the City Council, but shall work with the City Manager and city staff on a weekly and frequently daily basis. Much of this work occurs in weekly meetings (staff workshops) with the remainder occurring via telephone conferences and e-mail. It is specifically noted that inquiries from the general public and/or the press are outside the purview of the City Attorney and that any and all inquiries for the City Attorney's time shall be channeled through the City Manager who shall discuss such requests with the City Council.

COMPENSATION

The City anticipates payment for services on an hourly basis. However, the City will also consider alternative proposals including lump sum retainer or a combination retainer/hourly, or other alternatives. The City reserves the right to negotiate the compensation package to best meet the needs of the City. The current firm averages 59 hours per month in service to the City of Sisters in FY 14-15.

INSURANCE

The successful contractor shall be required to carry professional liability insurance of at least \$1,000,000, and upon successful acceptance of the contract, the City of Sisters shall be named as "additional insured." Proposals shall include delineation of the carrier and coverage limits per occurrence. The successful contractor shall indemnify the City of Sisters from all suits, action, claims of any kind resulting or as a consequence of any act or omission by the legal firm or its employee or contractor acting under this contract for legal services.

QUALIFICATIONS OF CITY ATTORNEY

Firms: Responding firms shall provide a clear delineation of the size and experience of the firm including resumes of all staff and associates, including membership status in the Oregon State Bar. In addition, the firm shall provide a representative listing of clients, preferably municipal government clients or clients of public agencies, with contact names and telephone numbers.

The proposal shall identify the primary attorney of the firm to be appointed City Attorney and that individual shall be authorized to represent the firm in all matters between the firm and the City of Sisters. In addition, the proposal shall include a narrative explaining how the firm shall manage fulfillment of the duties and responsibilities of the designated City Attorney in his or her absence or inability to act at any given time.

Individuals: Responding individuals shall provide a representative listing of clients, preferably municipal government clients or clients of public agencies, with contact names and telephone numbers. The proposal shall include a narrative explaining how the firm shall manage fulfillment of the duties and responsibilities of the designated city attorney in his or her absence or inability to act at any given time. Responding individuals shall be members of the Oregon State Bar.

EVALUATION CRITERIA

The following information will be taken into consideration during the evaluation process:

- Qualifications identified in this Request for Proposals.
- Familiarity with laws and regulations governing Oregon local governments and operating Procedures relative to conduct of municipal government business.
- Expertise in the following areas:
 - General municipal law, public meetings and records, ethics for public officials

- Oregon land use law/planning and development related issues and litigation
- Public improvement contracting and litigation
- Contract law and intergovernmental agreements
- Utility franchising, management and billing
- Criminal law enforcement
- Property acquisition and real estate
- Public finance and infrastructure financing
- Demonstration of workload capacity and a level of experience commensurate with the level of service required by the City.
- Adequate facilities, available support staff, and range of services offered.
- A professional reputation for providing high-quality services, ability to work cooperatively with the City Council, City Manager and community.
- Demonstrates sound judgment, integrity, and reliability as determined by the references provided.
- Proposed compensation as described in the Proposal Organization section below.
- Results of interview (if conducted.)

PROPOSAL ORGANIZATION

Proposals should be prepared in generally the following format for the ease of the selection committee in reviewing multiple proposals:

1. **General Overview.** Provide a general overview of the Firm or Individual, including a discussion relative to the Qualifications of Legal Counsel section of this Request for Proposals. Include relevant contact information for the firm/individual including:
 - Name of Firm/Individual
 - Address
 - Phone/Facsimile/E-Mail
 - Website
2. **Response to Scope of Services.** Discussion of experience and ability to provide City Attorney services as outlined in the Scope of Services section of this Request for Proposals.
3. **Compensation.** Discussion of proposed method of compensation. The City anticipates payment for services on an hourly basis, but is willing to consider alternative proposals including a lump sum retainer for all or certain services, and other alternatives, as mentioned earlier in this RFP.
 - Provide a proposed hourly rate schedule for all positions (i.e., City Attorney, Staff Attorney, Paralegal, Legal Assistants, etc.) Indicate the increment of billing time associated with billing by hourly rate.

- If a retainer is proposed, indicate the amount and the maximum chargeable hours assumed in the retainer. What is the proposed hourly rate above the maximum?
- If a combination, indicate what would be covered by a retainer and what would be covered hourly:

	<u>Retainer</u>	<u>Hourly Rate</u>
o Council meetings		
o Staff workshops		
o General legal work/research		
o Litigation		
o Other		

- Indicate how/whether travel time and other reimbursable expenses will be billed. What is the rate for travel and reimbursable expenses?

4. **Client References/Background.** Provide a representative listing of clients, preferably municipal government clients or clients of public agencies, with contact names and telephone numbers. The City reserves the right to explore the background, previous experience, training, financial affairs or related matters of any firm or individual under consideration for this contract.
5. **Insurance/Indemnification.** A discussion of the proposer's ability to provide the required level of insurance coverage and indemnification of the City of Sisters, as per the Insurance section of this Request for Proposals.
6. **Community Involvement.** A discussion of the proposer's use of local resources and/or their community involvement.

PROPOSAL EVALUATION AND SCORING

Proposals which conform to the proposal instructions will be evaluated. The evaluation process will begin with an analysis of each proposal using the evaluation criteria and weighting identified below.

- Experience and Qualifications – 50%
- Compensation – 30%
- References – 15%
- Community Involvement – 5%

OTHER PROVISIONS AND NOTICES

Rejection of Proposals. The City of Sisters may reject any proposal not in compliance with all the prescribed public proposal procedures and requirements, and may reject for good cause any or all proposals in accordance with ORS 279B.100.

Public Records. All proposals submitted are the property of the City of Sisters and are public records. Except for information marked "Proprietary," all documents received by the City are subject to public disclosure after the City selects a contractor. The City will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent possible under Oregon public records law.



Meeting Date: April 23, 2015 **Staff:** Paul Bertagna
Type: Regular Meeting **Dept:** Public Works
Subject: Request for Proposals – City Engineer of Record

Action Requested: Discussion and Consideration of a Motion to Approve the Request for Proposals (RFP) for City Engineer of Record.

Summary Points:

At the April 16th Workshop, staff informed Council that City Engineer of Record contract expires July 1st 2015 and that staff would like to issue a Request for Proposals for the City’s Engineer of Record as soon as possible. The Selection Review Committee will include a City Councilor, Mike Cacavanno City of Redmond Engineer, George Kolb or Chris Doty with Deschutes County and City staff. The proposed schedule is as follows:

- RFP Advertised April 27
- Proposals Due May 22
- Evaluation Week of May 26
- Interviews (optional) Week of June 1
- Notice of Intent to Award June 4
- Contract Approval June 11
- Commencement of Contract July 1

Evaluation Criteria and Scoring:

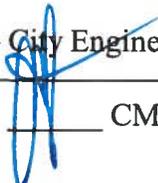
- Experience and Qualifications – 40%
- Compensation –30%
- References – 20%
- Community Involvement – 10%

Financial Impact:

Financial impact will be determined when proposals are received.

Attachment(s):

Attachment A – City Engineer of Record RFP

Concurrence:  CM  FIN  PTO CDD  GOS PW



REQUEST FOR PROPOSALS CITY ENGINEER OF RECORD SERVICES

The City of Sisters is soliciting Request for Proposals (RFP) for an Engineer of Record to provide engineering services typically conducted by a City engineering department including, but not necessarily limited to planning, design, cost estimation, bidding services, and construction administration for City of Sisters infrastructure, surveying, infrastructure modeling and analysis, funding assistance, grant writing, participation in public meetings, and other related or follow-on functions that may be assigned. . The City is willing to consider proposals from Engineering firms or individuals. The current City Engineer of Record averaged 40-50 hours per month in service to the City of Sisters in FY 14/15. Responding firms' staff engineers/individuals shall be licensed to practice engineering in the State of Oregon and be members in good standing with the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS).

BACKGROUND

The City of Sisters, population 2,190, is located in Northern Deschutes County, approximately 20 miles west of Bend. The City Council consists of the Mayor and four council members elected from the city at large. The Mayor is elected by the City Council and is a voting member of the Council. The City operates under a Council-Manager form of government established via Home Rule Charter. The City Manager and City Attorney are appointed by the City Council and serve at the pleasure of the City Council.

The City of Sisters is organized into four departments with a total of 17.25 FTE and an operating budget of \$10.18 million. These include the Council-Manager, Community Development and Planning, Finance and Administration, and Public Works. The City operates its own water, wastewater and streets utilities. Garbage collection services are provided by a franchise with High Country Disposal. Police services are provided through a contract with the Deschutes County Sheriff's Office. Fire and EMS services are provided by the Sisters-Camp Sherman Rural Fire Protection District.

The City owns and operates a number of public facilities including the following:

- A. Water wells (3), storage reservoir (1), and distribution system (34 miles of pipe).
- B. Wastewater collection system (23 miles of gravity/pressure pipe).

- C. Wastewater treatment plant (Aerated Lagoons)
- D. Storm water collection and disposal system (Independent drywell/swale disposal systems).
- E. Transportation system (28 centerline miles).
- F. Park system (7 parks and a campground)

On January 12, 2012, the City Council adopted Resolution No. 2012-01 adopting a new Professional Services Procurement Policy and authorizing staff to conduct recruitments for various professional services including City Attorney, Insurance Agent of Record, City Engineer, Auditor, etc. The intent of the policy is to keep professional services contracts “current” by instituting automatic contract expirations.

The current City Engineer is Erik Huffman with BECON Engineering located in Bend, Oregon. The firm is eligible to submit a proposal.

PROPOSAL SUBMITTAL and DUE DATE

Respondents shall provide six hard copies of their proposal clearly marked as “CITY OF SISTERS CITY ENGINEERING SERVICES PROPOSAL” by 2:00 p.m. on May 22nd, 2015 to:

Kathy Nelson, City Recorder
 City of Sisters
 520 East Cascade Avenue
 PO Box 39
 Sisters, OR 97759

Telephone, facsimile or electronically transmitted proposals will not be accepted. Proposals received after the specified date and time will not be given further consideration. Proposals shall be organized as specified in the Proposal Organization section to follow.

Proposals shall be organized as specified in the Proposal Organization section to follow.

ANTICIPATED SELECTION SCHEDULE

The City anticipates the following general timeline for the selection process. The schedule may change if it is the City’s interest to do so.

- | | |
|---|-------------------------------------|
| ● RFP Advertised | April 27 th , 2015 |
| ● Proposal Due Date | May 22 nd , 2015 |
| ● Selection Committee Evaluation of Proposals | Week of May 25 th , 2015 |
| ● Interviews <i>(if needed)</i> | June 1-3 rd , 2015 |
| ● Notice of Intent to Award | June 4 th , 2015 |

- Contract Approval
- Commencement of Contract

June 11th, 2015

July 1st, 2015

The selection review committee will review the submitted proposals. They may select finalists for interviewing and/or choose a finalist. After completing negotiations the City Council will award the contract.

CONTRACT TERM

It is anticipated that the City of Sisters, will enter into a three year (3-year) agreement.

SCOPE OF SERVICES

The City wishes to retain an engineering consultant to perform the work typically conducted by a city engineering department including but are not limited to, the following:

- Serve as City Engineer of Record for the City of Sisters
- Under the direction of the Public Works Director, oversee capital project design and construction (at times staff will solicit for engineering services on specific capital projects).
- Review and formulate updates of the city's water, wastewater and transportation master plans as necessary to meet the needs of the Public Works Department.
- Work with architects, engineers and contractors concerning technical interpretations and applications of the City's Public Works Standards and Specifications, Development Code, Ordinances, laws, engineering codes and any other policy matter compliance.
- Consult with the Public Works and Community Development Departments on current land use applications and provide written recommendations and/or conditions of approval.
- Provide infrastructure impact analysis where deemed necessary during the review of development applications using current master planning documents.
- Provide engineering advice on land use applications, requirements and processes as well as other development related advice to staff, at Planning Commission, or City Council meetings as needed. The City Engineer is not required to attend Planning Commission meetings. At times, staff will solicit specialized engineering services for land use cases.
- Have the ability to provide detailed design and construction specifications for successful bidding and construction coordination of infrastructure improvement and maintenance projects.
- Consult with state and federal agencies having jurisdictional authority over the project as warranted.
- Assist with providing construction oversight and inspection services on public improvement and maintenance projects.
- Attend regular City Council meetings and be able to provide a short presentation updating Council on the status of current public works projects when requested. Regular meetings are held on the second and fourth Thursday of each month. The meeting begins at 7:00 p.m. and usually end before 9:00 p.m. Meetings are held at Sisters City Hall, 520 E. Cascade Avenue, Sisters, OR.
- Review City Council meeting packet material and comment as needed and/or requested.

- Prepare and/or review ordinances, resolutions or contracts (new or amendments) and ensure that same are prepared in compliance with the City Charter, Oregon Revised Statutes and Oregon Administrative Rules.
- Review contracts, intergovernmental agreements, and developer/construction agreements relative to public utilities (water, sewer, and storm sewer), transportation improvements and other general activities.
- Perform engineering work pertaining to public records, property acquisitions, condemnations, forfeiture activities, public improvements and improvement districts, public rights of ways, easements, code enforcement, and matters relating to special assessments and public utilities.
- Perform updates as needed to the Public Works Standards and Specifications

It is further understood that in addition to the general and recurring activities listed above, ad hoc duties including verbal communications with the Mayor, City Council, City Manager, or authorized department heads and city employees in elements of prudent administration of the city's infrastructure systems may be needed.

The City Engineer reports directly to the Public Works Director. Much of this work occurs via telephone conferences and e-mail. It is specifically noted that inquiries from the general public and/or the press are outside the purview of the City Engineer and that any and all inquiries for the City Engineer's time shall be channeled through the Public Works Director and City Manager who shall discuss such requests with the City Council.

COMPENSATION

The City anticipates payment for services on an hourly basis. However, the City will also consider alternative proposals. The City reserves the right to negotiate the compensation package to best meet the needs of the City.

INSURANCE

The successful contractor shall be required to carry professional liability insurance of at least \$1,000,000, and upon successful acceptance of the contract, the City of Sisters shall be named as "additional insured." Proposals shall include delineation of the carrier and coverage limits per occurrence. The successful contractor shall indemnify the City of Sisters from all suits, action, claims of any kind resulting or as a consequence of any act or omission by the firm or its employee or contractor acting under this contract for engineering services.

QUALIFICATIONS OF CITY ENGINEER

Firms: Responding firms shall provide a clear delineation of the size and experience of the firm including resumes of all staff and associates, including registration status in the OSBEELS. In

addition, the firm shall provide a representative listing of clients, preferably municipal government clients or clients of public agencies, with contact names and telephone numbers.

The proposal shall identify the primary engineer of the firm to be appointed City Engineer and that individual shall be authorized to represent the firm in all matters between the firm and the City of Sisters. In addition, the proposal shall include a narrative explaining how the firm shall manage fulfillment of the duties and responsibilities of the designated City Engineer in his or her absence or inability to act at any given time.

Individuals: Responding individuals shall provide a representative listing of clients, preferably municipal government clients or clients of public agencies, with contact names and telephone numbers. The proposal shall include a narrative explaining how the individual shall manage fulfillment of the duties and responsibilities of the designated City Engineer in his or her absence or inability to act at any given time. Responding individuals shall be members of OSBEELS in good standing.

EVALUATION CRITERIA

The following information will be taken into consideration during the evaluation process:

- Qualifications identified in this Request for Proposals.
- Familiarity with laws and regulations governing public water, wastewater, stormwater and transportation systems including operations, construction and maintenance of the city's current systems.
- Expertise in the following areas:
 - Civil, Electrical, Mechanical and Transportation Engineering
 - Deep well groundwater pumps and water distribution systems
 - Municipal ground/surface water rights acquisition and maintenance of
 - Pumpstations and gravity wastewater collection systems
 - Aerated lagoon wastewater treatment with land applied effluent disposal
 - WPCF and NPDES permit regulations and compliance
 - Municipal transportation systems involving state and federal highways
 - Road Maintenance techniques and applications
 - Oregon land use law/planning and development related infrastructure issues
 - Long range infrastructure planning
 - Public improvement contracting and administration
 - Contract law and intergovernmental agreements
 - Public Utility billing operations and maintenance
 - Public finance and infrastructure financing

- Demonstration of workload capacity and a level of experience commensurate with the level of service required by the City.
- Adequate facilities, available support staff, and range of services offered.
- A professional reputation for providing high-quality services, ability to work cooperatively with City Councils, City Managers, Public Works Directors and citizens.
- Demonstrates sound judgment, integrity, and reliability as determined by the references provided.
- Proposed compensation as described in the Proposal Organization section below.
- Results of interview (if conducted.)

PROPOSAL ORGANIZATION

Proposals should be prepared in generally the following format for the ease of the selection committee in reviewing multiple proposals:

1. **General Overview.** Provide a general overview of the Firm or Individual, including a discussion relative to the Qualifications section of this Request for Proposals. Include relevant contact information for the firm/individual including:
 - Name of Firm/Individual
 - Address
 - Phone/Facsimile/E-Mail
 - Website
2. **Response to Scope of Services.** Discussion of experience and ability to provide City Engineer services as outlined in the Scope of Services section of this Request for Proposals.
3. **Compensation.** Discussion of proposed method of compensation. The City anticipates payment for services on an hourly basis, but is willing to consider alternative proposals including a lump sum retainer for all or certain services, and other alternatives, as mentioned earlier in this RFP.
 - Provide a proposed hourly rate schedule for all positions (i.e., City Engineer, Staff Engineers, Drafters, Administrative Assistants, etc.) Indicate the increment of billing time associated with billing by hourly rate.
 - If a retainer is proposed, indicate the amount and the maximum chargeable hours assumed in the retainer. What is the proposed hourly rate above the maximum?
 - If a combination, indicate what would be covered by a retainer and what would be covered hourly:

Hourly Rate

- Council meetings
 - Staff meetings
 - General engineer work/research
 - Design/Drafting
 - Construction Services
 - Other
- Indicate how/whether travel time and other reimbursable expenses will be billed. What is the rate for travel and reimbursable expenses?
4. **Client References/Background.** Provide a representative listing of clients, preferably municipal government clients or clients of public agencies, with contact names and telephone numbers. The City reserves the right to explore the background, previous experience, training, financial affairs or related matters of any firm of individual under consideration for this contract.
 5. **Insurance/Indemnification.** A discussion of the proposer's ability to provide the required level of insurance coverage and indemnification of the City of Sisters, as per the Insurance section of this Request for Proposals.
 6. **Community Involvement.** A discussion of the proposer's use of local resources and/or their community involvement.

PROPOSAL EVALUATION AND SCORING

Proposals which conform to the proposal instructions will be evaluated. The evaluation process will begin with an analysis of each proposal using the evaluation criteria and weighting identified below.

- Experience and Qualifications – 40%
- Compensation – 30%
- References – 20%
- Community Involvement – 10%

OTHER PROVISIONS AND NOTICES

Rejection of Proposals. The City of Sisters may reject any proposal not in compliance with all the prescribed public proposal procedures and requirements, and may reject for good cause any or all proposals in accordance with ORS 279B.100.

Public Records. All proposals submitted are the property of the City of Sisters and are public records. Except for information marked "Proprietary," all documents received by the City are subject to public disclosure after the City selects a contractor. The City will attempt to maintain the

confidentially of materials marked "Proprietary" to the extent possible under Oregon public records law.



Meeting Date: April 23, 2015 **Staff:** Lynne Fujita-Conrads
Type: Regular Meeting **Dept:** Finance
Subject: Request for Proposals – Insurance Agent of Record

Action Requested: Discussion and Consideration of a Motion to Approve the Request for Proposals (RFP) for Insurance Agent of Record.

Summary Points:

At the April 16th Workshop, Council directed staff to issue a Request for Proposals for the City’s Insurance Agent of Record. The Selection Review Committee will include a City Councilor, Deputy Director of Central Services from the City of Redmond, Risk Manager from the City of Prineville, and City staff. The proposed schedule is as follows:

- RFP Advertised April 27
- Proposals Due May 22
- Evaluation Week of May 26
- Interviews (optional) Week of June 1
- Notice of Intent to Award June 4
- Contract Approval June 11
- Commencement of Contract July 1

Evaluation Criteria and Scoring:

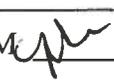
- Experience and Qualifications – 30%
- Public Sector Pool Experience – 30%
- Compensation – 20%
- References – 15%
- Community Involvement – 5%

Financial Impact:

Financial impact will be determined when proposals are received.

Attachment(s):

Attachment A – Insurance Agent of Record RFP

Concurrence:  CM  FIN  PTD CDD  PW



REQUEST FOR PROPOSALS INSURANCE AGENT OF RECORD

The City of Sisters is soliciting Requests for Proposals for Insurance Agent of Record services for the City's risk management program; property, casualty, liability, and auto insurance and for employee insurance and related benefit programs; workers' compensation, medical including vision and prescription coverage, dental, long term disability, life, AD & D, and flexible spending accounts and other risk management services.

BACKGROUND

The City of Sisters, population 2,190, is located in Northern Deschutes County, approximately 20 miles west of Bend. The City Council consists of the Mayor and four council members elected from the city at large. The Mayor is elected by the City Council and is a voting member of the Council. The City operates under a Council-Manager form of government established via Home Rule Charter. The City Manager and City Attorney are appointed by the City Council and serve at the pleasure of the City Council.

The City of Sisters is organized into four departments with a total of 17.25 FTE and an operating budget of \$10.18 million. These include the Council-Manager, Community Development and Planning, Finance and Administration, and Public Works. The City operates its own water, wastewater and streets utilities. Garbage collection services are provided by franchise with High Country Disposal. Police services are provided by contract by the Deschutes County Sheriff's Office. Fire and EMS services are provided by the Sisters-Camp Sherman Rural Fire Protection District.

On January 12, 2012, the City Council adopted Resolution No. 2012-01 adopting a new Professional Services Procurement Policy and authorizing staff to conduct recruitments for various professional services including City Attorney, Insurance Agent of Record, City Engineer, Auditor, etc. The intent of the policy is to keep professional services contracts "current" by instituting automatic contract expirations. The policy requires contracts to be awarded for three years with the possibility of one two-year extension.

The current Insurance Agent of Record is Don Fullhart with Fullhart Insurance Agency, Inc. located in Sisters, Oregon. The firm is eligible to submit a proposal.

ISSUING OFFICE

The Finance Officer is the issuing officer for this Request for Proposal (RFP) and the point of contact for all process, technical and contract questions as well as protests.



City of Sisters
Lynne Fujita-Conrads, Finance Officer
520 E. Cascade Avenue
Sisters, Oregon 97759 Phone: (541) 323-5222 E-mail: iconrads@ci.sisters.or.us

SUBMISSION DATE AND LOCATION

Each proposer shall provide six hard copies of the proposal clearly marked “**City of Sisters Insurance Agent of Record Proposal**” and delivered to the address listed below. The proposals must be physically received by the City **by 5:00 pm on May 22, 2015**. Proposers submitting proposals are solely responsible for the means and manner of delivery, and are encouraged to confirm delivery prior to the deadline.

City of Sisters
Kathy Nelson, City Recorder
520 E. Cascade Avenue
P.O. Box 39
Sisters, Oregon 97759

Telephone, facsimile, or electronically transmitted proposals will not be accepted. Proposals received after the specified date and time will not be given further consideration.

ANTICIPATED RFP SCHEDULE

The City anticipates the following general timeline for this RFP. The anticipated schedule may be changed if it is the City’s best interest to do so.

- | | |
|----------------------------------|----------------------|
| • RFP Advertised | April 27, 2015 |
| • Proposal Due Date | May 22, 2015 |
| • Evaluate Proposals | Week of May 26, 2015 |
| • Proposer Interviews (optional) | Week of June 1, 2015 |
| • Notice of Intent to Award | June 4, 2015 |
| • Contract Approval | June 11, 2015 |
| • Commencement of Contract | July 1, 2015 |



SOLICITATION OF DOCUMENTS AND CHANGES

The RFP can be downloaded from the City of Sisters website at <http://www.ci.sisters.or.us/>. It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. In addition, addenda will be emailed, mailed or delivered to all who are known by the City of Sisters to have received a complete set of Proposal Documents. Please call (541) 323-5222 to be added to the Interested Proposer's list.

PROPOSAL TERM

It is anticipated that the City of Sisters, will enter into a three year (3-year) agreement which may be extended upon written consent of both parties for an additional two (2) years.

DURATION OF PROPOSAL

Unless otherwise specified proposals must remain valid for at least 90 days. Proposals must be signed by an official authorized to bind the proposer.

PUBLIC RECORD

All proposals submitted are the property of the City of Sisters and are public records. Except for information marked "Proprietary," all documents received by the City are subject to public disclosure after the City selects a contractor. The City will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent possible under Oregon public records law.

INCURRING COSTS

The City is not liable for any cost incurred by proposer prior to issuance of a contract.

SELECTION PROCESS

The Selection Review Committee will review submitted proposals. After review, they may select finalists for interview and/or choose a finalist. After completing negotiations, the City Council will award the contract.



PROPOSAL FORM AND CONTENT

Proposals should be prepared generally in the following format for the ease of the selection committee in reviewing multiple proposals:

1. **Experience and Qualifications:** List the key personnel and qualifications relative to the scope of work (Exhibit A) of this RFP; including but not limited to a description of education, certificates or licenses, professional background, experience, skills, expertise and training.
2. **Response to Scope of Work:** A statement of how the Agent will provide services and address the scope of work (Exhibit A) of this RFP.
3. **Compensation:** Discussion of proposed method of compensation. The City anticipates a commission basis method but is willing to consider alternative proposals. Proposer should submit a flat rate in the event there are additional services beyond the scope of the RFP are required.
4. **Additional Services:** Provide descriptions of any other services the Agent would propose to include within the base cost of the proposal.
5. **References:** Provide a representative listing of municipal governments for whom the Proposer is currently or has previously provided Risk Management and Insurance Broker Consulting Services, within the last three (3) years. Provide government contact name, phone number, and email address. Oregon references are preferred. The City reserves the right to explore the background, previous experience, training, financial affairs or related matters of any firm of individual under consideration for this contract.
6. **Community Involvement:** A discussion of the proposer's use of local resources and/or their community involvement.
7. **Other:**
 - A statement disclosing whether the Agent or any of its staff who would work on this contract have ever been sued or been subject to professional discipline in connection with acting as Insurance Agent of Record for any client or related services. If such lawsuits or disciplinary actions have occurred, please summarize the allegations, when they occurred, and indicate the outcome of the proceedings.
 - Indicate the Agent's approximate annual property/casualty premium volume from public entities.



EVALUATION CRITERIA AND SCORING

Proposal Minimum Qualifications

The City's Insurance Agent of Record shall meet the following minimum qualifications:

1. Be licensed by the Insurance Commissioner of the State of Oregon;
2. Have relevant experience with public sector accounts of similar size and scope of services;
3. The Agent assigned to the City must have a minimum of five years of active experience in the public sector in insurance and risk management fields.

Evaluation Criteria and Scoring

Each proposal will be judged on its completeness and quality of its content. The evaluation process will begin with an analysis of each proposal using the evaluation criteria and weighting identified below.

- Experience and Qualifications – 30%
- Public Sector Pool Experience - 30%
- Compensation – 20%
- References – 15%
- Community Involvement – 5%

REJECTION OF PROPOSALS

The City of Sisters may reject any proposal not in compliance with all the prescribed public proposal procedures and requirements, and may reject for good cause any or all proposals in accordance with ORS 279B.100.

MODIFICATION / WITHDRAWAL

Unless otherwise specified, modification of the proposal will not be permitted; however a proposer may withdraw his or her Proposal at any time prior to the scheduled closing time for receipt of Proposals; any proposer may withdraw his or her Proposal, either personally or by written request to the Issuing Office. Withdrawal of Proposal shall not disqualify the proposer from submitting another Proposal provided the time of receipt of Proposals has not expired.



EXHIBIT A

SCOPE OF WORK

The City objective is to identify the best available Insurance Agent of Record. The Insurance Agent of Record shall:

- a. Be knowledgeable with all federal and state of Oregon laws, and must comply with all Oregon laws and practices, as well as ordinances, resolutions, and policies of the City of Sisters;
- b. Have experience providing Risk Management and Insurance Brokerage Consulting Services to Oregon municipalities; and
- c. Attend Citycounty Insurance Services (CIS) agent training within the last twelve months.

The following is the scope of services the Insurance Agent of Record is required to provide to the City of Sisters as components of Risk Management Program.

I. Risk Analysis

- i Knowledge of CIS annual reports to the City that provide complete insurance schedules, annual and cumulative loss histories.
- ii Provide replacement valuation for facilities, building, and equipment based upon original costs or professional appraisals.
- iii Monitor claims trends and identify the City's risk exposure and develop solutions.
- iv Assist with the implementation of risk elimination and transfer alternatives for the City.
- v Respond to audit findings, if any, offering recommendations for either compliance or alternatives.



II. Insurance Administration

- i Assist the City staff with all claims and losses; review procedures, reserves, and settlements.
- ii Assist City staff in updating and reporting to the insurance carrier any changes in their Property, Scheduled Equipment and Automobile insurance schedules.
- iii Assisting all areas of accounting for risk management costs, which includes:
 - a. Allocating costs by departments and funds, and
 - b. Checking and reviewing all rates.
- iv Review City contracts relative to risk management, including insurance policies and personal service agreements.

III. Financial Analysis

- i Provide budget planning estimates for insurance premiums.
- ii Provide cost-benefit analysis for any changes in insurance coverage or reallocation of risk management funds.
- iii Assist with premium allocation of City insurance premiums each year for annual budget planning and preparation.

IV. General Risk Management Services

- i Advise the City of developments in the insurance market; rate, value, and other cost trends; indications of any problems emerging in the account; and other facts which might affect the City's risk management program.
- ii Review with City staff the appropriate property, liability, automobile, and workers' compensation claim reporting procedures.



- iii Schedule quarterly meetings with City staff to review claim history and make risk management recommendations based on loss trends.

V. Other General Services

- i Establish and maintain an effective and professional working relationship with City staff.
- ii Meet with City staff to explain insurance procedures and coverage.
- iii Attend City Council and Budget Committee meetings when requested.
- iv Review legislative activities, and advise City staff concerning the effects of legislative changes on insurance coverage and costs.
- v Advise the City of other services available from agencies or insurance companies.
- vi Provide professional advice on a specific project basis, and general consultation on public property and contracting matters, as needed.
- vii Attend the CIS annual conference and advise staff of upcoming changes in property, liability, health care insurance changes, trends in the short and long term insurance developments, and other risk management trends.



1. Committee Applying For: Budget
2. Name: LINDBLUM, KATHRYN ANNE "KATI"
(Last) (First) (Middle) (I go by ...)
- Address: 800 BUCKAROO TRAIL SISTERS 97759
Street, P.O. Box City State Zip Code
3. Telephone No.: 541-317-3526 E-mail Address: Katilinda@hotmail.com
4. Occupation: RETIRED - Volunteer Work Phone: 541-549-0251
5. Do you reside within the city limits of Sisters? Yes No

6. Statement indicating reason you would like to serve on this voluntary Advisory Committee:

I was asked to by several people and I know it is hard to recruit for this committee

7. Special skills, interests, hobbies that you believe would bring special value to your ability to serve on this committee:

MBA - finance & accounting, TREASURER SEVERAL non-profits

8. Other volunteer, committee, board, commission experience:

From	<u>1907</u> (Mo/Yr)	Organization	<u>SISTERS CHAMBER of Commerce</u>
To	<u>PRESENT</u> (Mo/Yr)	Address	<u>291 E MAIN ST</u>
Type of Organization	<u>CHAMBER</u>	Telephone No.	<u>549-0251</u>
Role:	<u>Volunteer in Visitor Center</u>		
If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

ADVISORY COMMITTEE APPLICATION



RECEIVED
CITY OF SISTERS
APR 17 2015
CITY OF SISTERS

From 1997 (Mo/Yr) Organization MID-PENINSULA LEAGUE - SF SYMPHONY
 To 2003 (Mo/Yr) Address SFS - DAVIES SYMPHONY HALL, SF
 Type of Organization FUNDRAISING SUPPORT Telephone No. _____
 Role: TREASURER (2 years) President (2 years)
 If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? Yes No

From 8/78 (Mo/Yr) Organization SAN CARLOS PLANNING COMMISSION
 To 10/84 (Mo/Yr) Address 600 ELM STREET, SAN CARLOS, CA 94070
 Type of Organization City Govt. Telephone No. _____
 Role: CHAIR, VICE CHAIR, ARCHITECTURAL COMM. CH. 3 years
 If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? Yes No

9. How did you hear about this position? I was asked

10. Would you be interested in serving on advisory committee in the future? ?

References: JUDY TREGO Chris Wilder
JERI BUCKMAN Al Heell

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentation and/or omission of facts are cause for removal from any advisory committee, board or commission I may be appointed to. All information/documentation related to service on this committee is subject to public record disclosure.

Date: 4/17/2015 Signature: Kathryn Lindbloom

Please return this application to the City of Sisters, 520 E. Cascade Avenue, P. O. Box 39, Sisters, OR. 97759. For more information, please call the City Manager's office, (541) 549-6022 Ext. 1