AGENDA

CITY OF SISTERS
SISTERS CITY COUNCIL

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

APRIL 28, 2016

6:00 p.m. WORKSHOP

1. Forgivable Loan Program – *Caprielle Lewis*
2. Other Business – *Staff/Council*

7:00 P.M. CITY COUNCIL REGULAR MEETING

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. ARBOR DAY PROCLAMATION

III. VISITOR COMMUNICATION

IV. CONSENT AGENDA

A. Minutes
   1. April 14, 2016 – Regular Meeting

B. Bills to Approve
   1. April Accounts Payable

V. STAFF REPORTS

A. Deschutes County Sheriff's Office

VI. COUNCIL BUSINESS

A. **Discussion and Consideration of a Motion** to Approve the FY 16/17 City of Sisters Goals and Priorities – *Council*

VII. OTHER BUSINESS

A. Road Closure – Sisters Rodeo Parade

VIII. MAYOR/COUNCILOR BUSINESS

IX. ADJOURN

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

City of Sisters

2016 Arbor Day Proclamation

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

Whereas, This holiday, called Arbor Day, is now observed throughout the nation and the world, as well as in the City of Sisters, and

Whereas, Trees are healthy for salmon and steelhead because they reduce the stormwater runoff and lower water temperature when planted near our creeks and rivers, and

Whereas, Ponderosa Pines and other trees are a critical part of the unique character of Sisters; and,

Whereas, The City of Sisters has received Tree City U.S.A. status for nine consecutive years; and,

Whereas, The City of Sisters has received the 2015 Growth Award for the sixth time in seven years.

Now, Therefore, as Mayor of the City of Sisters, I, Chris Frye, hereby declare this 29th day of April 2016 to be

Arbor Day

In the City of Sisters, and I urge all citizens to celebrate Arbor Day and to plant trees to promote the well-being of this and future generations.

Dated this 29th day of April, 2016.

Chris Frye, Mayor

Attest:

Kathy Nelson, City Recorder

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
APRIL 14, 2016

MEMBERS PRESENT:

Nancy Connolly	Council President
David Asson	Council
Amy Burgstahler	Councilor

ABSENT:

Chris Frye	Mayor
Andrea Blum	Councilor

STAFF PRESENT:

Steve Bryant	City Attorney
Patrick Davenport	CDD Director
Paul Bertagna	PW Director
Joe O'Neill	Finance Officer
Kathy Nelson	City Recorder

ABSENT:

Andrew Gorayeb	City Manager

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Council President Connolly at 7:02 p.m.

II. PROCLAMATION – Week of the Young Child

***Councilor Burgstahler** moved to approve the Week of the Young Child proclamation. **Councilor Asson** seconded the motion. The motion carried unanimously.*

Council President Connolly read a proclamation proclaiming April 10th -16th the Week of the Young Child and urged all citizens to celebrate the youngest learners in our community by recognizing and supporting their needs.

III. VISITOR COMMUNICATION

Jeff Campbell, 66488 Sizemore Road, Sisters, OR 97759

Mr. Campbell noted the Council would be considering and voting on adopting a resolution to accept the nine principles of civility from the Speak Your Peace program. He asked for Council members to be mindful of their individual opinion and support a culture of inclusion and respect. He asked for Council members to think as community leaders and consider the community when voting to implement the resolution. He noted the tenets were simple and easy to use.

Robyn Holdman, 14402 Crossroads Loop, Sisters, OR 97759

Ms. Holdman introduced herself as the Chairperson for the Citizens 4 Community (C4C) Committee and stated she was in attendance to encourage the Council to adopt the Speak Your Peace resolution. She stated the Speak Your Peace project began after witnessing a decline in civic engagement due to a hostile environment. She reported C4C has received strong support from the community for the core values Speak Your Peace represents. She reported on the other agencies and groups that already adopted the principles.

Kent Neff, read by Robyn Holdman
Ms. Holdman read a letter written by Mr. Neff reflecting on the positive principles of the Speak Your Peace program and requesting the Council publically support the efforts of the Citizens 4 Community steering committee.

Betty Schuler and **Edie Jones**, Healthy Beginning
Ms. Schuler and **Ms. Jones** announced they were in attendance to speak in support of the Week of the Young Child Proclamation and describe the support Healthy Beginnings provides to young children in Sisters. They spoke on the importance of young children having their needs met in order to successfully develop.

Clark Brody, 70424 Candy Flower, Black Butte Ranch, OR 97759
Mr. Brody stated he joined the leadership team of the Citizens 4 Community and had presented the program to the Black Butte Ranch Fire Department, Police Department and Board of Directors, all of which adopted the tenets. He stated Sisters has its challenges and Speak Your Peace could be used as a platform to level the playing field. He stated it meets the test of common sense and begins with the individual.

IV. CONSENT AGENDA

A. Minutes
1. March 17, 2016 – Workshop
2. March 24, 2016 – Workshop
3. March 24, 2016 – Regular

B. Bills to Approve
1. April Accounts Payable

***Councilor Asson** moved to approve the consent agenda. **Councilor Burgstahler** seconded the motion. The motion carried unanimously.*

V. STAFF REPORTS

A. April Staff/Council Work Plan – no questions

B. New Business License Report for February 2016 – list included

VI. COUNCIL BUSINESS

A. Discussion and Consideration of Resolution No. 2016-08: A RESOLUTION ADOPTING THE CITY OF SISTERS' REPRESENTATION IN THE UPDATES TO THE DESCHUTES COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN

This item was pulled from the agenda.

B. Discussion and Consideration of Resolution No. 2016-09: A RESOLUTION OF THE CITY OF SISTERS ADOPTING CHANGES TO THE MASTER FEE SCHEDULE

Finance Officer O'Neill explained the master fee changes were due to the transient room tax rate increase and to clarify the fees charged to transient merchants participating in public events.

Councilor Asson *moved to approve Resolution No. 2016-09 adopting changes to the master fee schedule.* ***Councilor Burgstahler*** *seconded the motion. The motion carried unanimously.*

C. Discussion and Consideration of Resolution No. 2016-10: A RESOLUTION OF THE CITY OF SISTERS AMENDING RESOLUTION NO. 2007-17 PERTAINING TO CITY COUNCIL RULES

Councilor Burgstahler announced since the nine tenets of Speak Your Peace had been incorporated into the Council rules she wanted to announce she was involved with the Citizens 4 Community committee and would be voting.

Councilor Burgstahler *moved to approve Resolution No. 2016-10 amending Resolution 2007-17 pertaining to City Council rules.* ***Councilor Asson*** *seconded the motion. The motion carried unanimously.*

D. Discussion and Consideration of Resolution No. 2016-11: A RESOLUTION OF THE CITY OF SISTERS ACCEPTING THE NINE TOOLS OF CIVILITY

Councilor Asson stated he was not supportive of the resolution and suggested it be pulled from the agenda until a time when more Council members were in attendance. **Council President Connolly** replied both Mayor Frye and Councilor Blum had voiced support of the resolution and did not feel there was any reason to wait for a vote.

Councilor Burgstahler *moved to approve Resolution No. 2016-11 accepting the nine tools of civility.* ***Council President Connolly*** *seconded the motion. The motion passed with a vote of two to one.* ***Council President Connolly*** *and* ***Councilor Burgstahler*** *voted in favor of the motion.* ***Councilor Asson*** *voted against the motion.*

VII. OTHER BUSINESS

City Recorder Nelson informed the Council they had received an invitation from the Rotary Club to attend the "Books for Kids" program assembly in May as a thank you to the Council for providing a Community Grant to support the program.

City Recorder Nelson informed the Council that students from the University of Oregon's Folklife network would be hosting a presentation at City Hall on May 17th. She explained the program researches and identifies cultural traditions and folk artists and gives voice to their stories. The presentation will present some of their stories.

Director Bertagna reported the Hood Avenue project was nearing completion and he was obtaining pricing for seal coating. He reported the overnight park would open May 1st and weather permitting, paving would be completed in the park prior to the opening date. He reported the final coating for the tennis courts located on the school district property would be completely as soon as the weather warmed up some. Striping and installation of nets would follow.

VIII MAYOR/COUNCILOR BUSINESS

Councilor Burgstahler distributed an outline for the first edition of the City newsletter. She reported the first edition would be June 1st.

Councilor Burgstahler discussed the streamlined version of the Council goals and requested Council review them prior to voting on adopting them at the next regular meeting. She stated the five goals would be listed on the website with a dropdown menus for each so anyone could delve into the level of detail of interest to them.

Council President Connolly asked what type of response had been received from the "*notify me*" button on the City's website. **City Recorder Nelson** reported she had only received an email from two individuals who were already on her master distribution list.

IX. ADJOURN – 7:45 p.m.

Kathy Nelson

Kathy Nelson, City Recorder

Chris Frye Mayor

PACKET: 02474 4/28/16 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0018 BAXTER AUTO PARTS						
I-28-530814		MOWER PARTS,OIL/FUEL FILTER	56.77			
4/13/2016	AP-US	DUE: 5/15/2016 DISC: 5/10/2016	1.14CR	1099: N		
		MOWER PARTS,OIL/FUEL FILTER		01 5-05-796	VEHICLE MAINTENANCE	56.77
I-28-530818		MOWER MAINTENANCE	120.97			
4/13/2016	AP-US	DUE: 5/15/2016 DISC: 5/10/2016	2.42CR	1099: N		
		MOWER MAINTENANCE		01 5-05-796	VEHICLE MAINTENANCE	120.97
		=== VENDOR TOTALS ===	177.74			
01-0490 BEAR MOUNTAIN FIRE, LLC						
I-686		TREE REMOVAL-CSP,ST HELENS,FI	1,100.00			
4/13/2016	AP-US	DUE: 4/13/2016 DISC: 4/13/2016		1099: Y		
		TREE REMOVAL-CSP,ST HELENS,FIR		03 5-00-726	CONTRACTED SERVICES	1,100.00
		=== VENDOR TOTALS ===	1,100.00			
01-0057 BEERY, ELSNER & HAMMOND, LLP						
I-12915		LEGAL FEES	16,006.36			
4/01/2016	AP-US	DUE: 4/01/2016 DISC: 4/01/2016		1099: Y		
		LEGAL FEES		01 5-01-777	LEGAL FEES	16,006.36
		=== VENDOR TOTALS ===	16,006.36			
01-0716 BI-MART CORPORATION						
I-1052		DISTILLED WATER,NOZZLE,TOWELS	20.27			
4/12/2016	AP-US	DUE: 4/12/2016 DISC: 4/12/2016		1099: N		
		DISTILLED WATER,NOZZLE,TOWELS		05 5-00-795	SUPPLIES	20.27
		=== VENDOR TOTALS ===	20.27			
01-0691 C & C NURSERY						
I-14407		FLOWERS FOR BULBOUTS	1,512.00			
4/21/2016	AP-US	DUE: 4/21/2016 DISC: 4/21/2016		1099: N		
		FLOWERS FOR BULBOUTS		03 5-00-795	SUPPLIES	1,512.00
		=== VENDOR TOTALS ===	1,512.00			

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--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0047 C & K MARKET INC.						
I-1646841		BPAC MEETING	23.15			
4/07/2016	AP-US	DUE: 5/25/2016 DISC: 5/25/2016		1099: N		
		BPAC MEETING		01 5-01-783	PUBLIC OUTREACH	23.15
		=== VENDOR TOTALS ===	23.15			
01-0014 CENTRAL ELECTRIC COOP						
I-5016080107-0416		CITY STREET LIGHTS	333.91			
4/18/2016	AP-US	DUE: 4/18/2016 DISC: 4/18/2016		1099: N		
		CITY STREET LIGHTS		03 5-00-743	ELECTRICITY	333.91
		=== VENDOR TOTALS ===	333.91			
01-1 MISC VENDOR						
I-04222016		CRAFTSMAN HOMES:SDC REFUND	2,638.46			
4/22/2016	AP-US	DUE: 4/22/2016 DISC: 4/22/2016		1099: N		
		WATER SDC REFUND		11 4-00-394	WATER SDC	1,154.70
		SEWER SDC REFUND		10 4-00-394	SEWER SDC	1,483.76
		=== VENDOR TOTALS ===	2,638.46			
01-0025 DEPARTMENT OF ENVIRONMENTAL QU						
I-04222016		WW 2 YR CERT RENEWAL-MCINTOSH	160.00			
4/22/2016	AP-US	DUE: 4/22/2016 DISC: 4/22/2016		1099: N		
		WW 2 YR CERT RENEWAL-MCINTOSH		05 5-00-740	EDUCATION	160.00
		=== VENDOR TOTALS ===	160.00			
01-0582 DESCHUTES COUNTY						
I-03312016		PERMIT SERVICES MARCH 2016	15,592.26			
4/18/2016	AP-US	DUE: 4/18/2016 DISC: 4/18/2016		1099: N		
		BLDG PERMIT SVS MARCH 2016		01 5-07-300	BUILDING INSPECTIONS	14,867.48
		ELEC PERMIT SVS MARCH 2016		01 5-07-301	ELECTRICAL INSPECTION	724.78
		=== VENDOR TOTALS ===	15,592.26			
01-0322 DESCHUTES COUNTY ROAD DEPARTME						
I-16-259		SNOW REMOVAL	4,615.42			
4/18/2016	AP-US	DUE: 4/18/2016 DISC: 4/18/2016		1099: N		
		SNOW REMOVAL		03 5-00-773	SNOW REMOVAL/STREET CLEA	4,615.42
		=== VENDOR TOTALS ===	4,615.42			

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--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-1001 EDGE ANALYTICAL, INC.						
I-16-08778		WATER SAMPLES	33.00			
4/21/2016	AP-US	DUE: 4/21/2016 DISC: 4/21/2016		1099: N		
		WATER SAMPLES		02 5-00-775	LABORATORY FEES	33.00
		=== VENDOR TOTALS ===	33.00			
01-0028 FERGUSON ENTERPRISES, INC.						
I-0512688		3/4" METERS,REGISTERS	1,089.16			
4/04/2016	AP-US	DUE: 4/04/2016 DISC: 4/04/2016		1099: N		
		3/4" METERS,REGISTERS		02 5-00-788	METERS & PARTS	1,089.16
I-0512733		METER PARTS	39.99			
4/04/2016	AP-US	DUE: 4/04/2016 DISC: 4/04/2016		1099: N		
		METER PARTS		02 5-00-788	METERS & PARTS	39.99
		=== VENDOR TOTALS ===	1,129.15			
01-0565 GSI WATER SOLUTIONS, INC.						
I-0283.004-68		WATER MITIGATION,MASTER PLAN	1,761.50			
4/11/2016	AP-US	DUE: 4/11/2016 DISC: 4/11/2016		1099: N		
		WATER MITIGATION,MASTER PLAN		02 5-00-726	CONTRACTED SERVICES	1,761.50
		=== VENDOR TOTALS ===	1,761.50			
01-0017 HOYT'S HARDWARE						
I-446980		ON PARK-CONCRETE, 2X4	269.28			
4/07/2016	AP-US	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ON PARK-CONCRETE, 2X4		01 5-05-906	CAPITAL OUTLAY	269.28
		=== VENDOR TOTALS ===	269.28			
01-0955 M & J CARPET AND AIR DUCT CLEA						
I-04202016		CHAMBERS CARPET CLEANING	335.00			
4/20/2016	AP-US	DUE: 4/20/2016 DISC: 4/20/2016		1099: Y		
		CHAMBERS CARPET CLEANING		01 5-03-785	MAINTENANCE CITY HALL	335.00
		=== VENDOR TOTALS ===	335.00			

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--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0515 OFFICEMAX						
I-728005		BUSINESS CARD POUCHES	11.89			
4/06/2016	AP-US	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		BUSINESS CARD POUCHES		01 5-01-714	OFFICE SUPPLIES	1.79
		BUSINESS CARD POUCHES		01 5-02-714	OFFICE SUPPLIES	1.90
		BUSINESS CARD POUCHES		01 5-03-795	SUPPLIES	0.24
		BUSINESS CARD POUCHES		01 5-05-714	OFFICE SUPPLIES	1.07
		BUSINESS CARD POUCHES		01 5-07-714	OFFICE SUPPLIES	2.97
		BUSINESS CARD POUCHES		02 5-00-714	OFFICE SUPPLIES	1.67
		BUSINESS CARD POUCHES		03 5-00-714	OFFICE SUPPLIES	0.95
		BUSINESS CARD POUCHES		05 5-00-714	OFFICE SUPPLIES	1.30
I-729411		OFFICE SUPLLIES	6.70			
4/06/2016	AP-US	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		OFFICE SUPLLIES		01 5-01-714	OFFICE SUPPLIES	1.01
		OFFICE SUPLLIES		01 5-02-714	OFFICE SUPPLIES	1.07
		OFFICE SUPLLIES		01 5-03-795	SUPPLIES	0.13
		OFFICE SUPLLIES		01 5-05-714	OFFICE SUPPLIES	0.60
		OFFICE SUPLLIES		01 5-07-714	OFFICE SUPPLIES	1.67
		OFFICE SUPLLIES		02 5-00-714	OFFICE SUPPLIES	0.94
		OFFICE SUPLLIES		03 5-00-714	OFFICE SUPPLIES	0.54
		OFFICE SUPLLIES		05 5-00-714	OFFICE SUPPLIES	0.74
I-746809		FILE FOLDERS	78.60			
4/07/2016	AP-US	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		FILE FOLDERS		01 5-01-714	OFFICE SUPPLIES	11.81
		FILE FOLDERS		01 5-02-714	OFFICE SUPPLIES	12.54
		FILE FOLDERS		01 5-03-795	SUPPLIES	1.57
		FILE FOLDERS		01 5-05-714	OFFICE SUPPLIES	7.09
		FILE FOLDERS		01 5-07-714	OFFICE SUPPLIES	19.63
		FILE FOLDERS		02 5-00-714	OFFICE SUPPLIES	11.01
		FILE FOLDERS		03 5-00-714	OFFICE SUPPLIES	6.29
		FILE FOLDERS		05 5-00-714	OFFICE SUPPLIES	8.66
I-801067		SHIPPING TAPE	20.23			
4/13/2016	AP-US	DUE: 4/13/2016 DISC: 4/13/2016		1099: N		
		SHIPPING TAPE		01 5-01-714	OFFICE SUPPLIES	3.04
		SHIPPING TAPE		01 5-02-714	OFFICE SUPPLIES	3.23
		SHIPPING TAPE		01 5-03-795	SUPPLIES	0.40
		SHIPPING TAPE		01 5-05-714	OFFICE SUPPLIES	1.82
		SHIPPING TAPE		01 5-07-714	OFFICE SUPPLIES	5.05
		SHIPPING TAPE		02 5-00-714	OFFICE SUPPLIES	2.83
		SHIPPING TAPE		03 5-00-714	OFFICE SUPPLIES	1.62
		SHIPPING TAPE		05 5-00-714	OFFICE SUPPLIES	2.24
I-828813		MANILA FOLDERS	22.54			
4/15/2016	AP-US	DUE: 4/15/2016 DISC: 4/15/2016		1099: N		
		MANILA FOLDERS		01 5-01-714	OFFICE SUPPLIES	3.39
		MANILA FOLDERS		01 5-02-714	OFFICE SUPPLIES	3.60
		MANILA FOLDERS		01 5-03-795	SUPPLIES	0.45
		MANILA FOLDERS		01 5-05-714	OFFICE SUPPLIES	2.03

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SEQUENCE : ALPHABETIC
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--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0515 OFFICEMAX		(** CONTINUED **)				
		MANILA FOLDERS		01 5-07-714	OFFICE SUPPLIES	5.63
		MANILA FOLDERS		02 5-00-714	OFFICE SUPPLIES	3.16
		MANILA FOLDERS		03 5-00-714	OFFICE SUPPLIES	1.80
		MANILA FOLDERS		05 5-00-714	OFFICE SUPPLIES	2.48
I-960744		3 RING BINDERS	49.16			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: N		
		3 RING BINDERS		01 5-01-714	OFFICE SUPPLIES	7.39
		3 RING BINDERS		01 5-02-714	OFFICE SUPPLIES	7.84
		3 RING BINDERS		01 5-03-795	SUPPLIES	0.98
		3 RING BINDERS		01 5-05-714	OFFICE SUPPLIES	4.43
		3 RING BINDERS		01 5-07-714	OFFICE SUPPLIES	12.28
		3 RING BINDERS		02 5-00-714	OFFICE SUPPLIES	6.88
		3 RING BINDERS		03 5-00-714	OFFICE SUPPLIES	3.93
		3 RING BINDERS		05 5-00-714	OFFICE SUPPLIES	5.43
		=== VENDOR TOTALS ===	189.12			
01-0804 PAPE						
I-9890553		MOWER BLADE	84.84			
4/13/2016	AP-US	DUE: 4/13/2016 DISC: 4/13/2016		1099: N		
		MOWER BLADE		01 5-05-796	VEHICLE MAINTENANCE	84.84
		=== VENDOR TOTALS ===	84.84			
01-0144 RESERVE ACCOUNT						
I-04152016		RESERVE ACCOUNT POSTAGE	200.00			
4/15/2016	AP-US	DUE: 4/15/2016 DISC: 4/15/2016		1099: N		
		RESERVE ACCOUNT POSTAGE		01 5-01-715	POSTAGE	6.00
		RESERVE ACCOUNT POSTAGE		01 5-02-715	POSTAGE	74.00
		RESERVE ACCOUNT POSTAGE		01 5-07-715	POSTAGE	46.00
		RESERVE ACCOUNT POSTAGE		02 5-00-715	POSTAGE	36.00
		RESERVE ACCOUNT POSTAGE		03 5-00-715	POSTAGE	2.00
		RESERVE ACCOUNT POSTAGE		05 5-00-715	POSTAGE	36.00
		=== VENDOR TOTALS ===	200.00			
01-0944 QUANTUM COMMUNICATION						
I-04012016		TELEPHONES APRIL 2016	814.71			
4/01/2016	AP-US	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		TELEPHONES APRIL 2016		01 5-01-735	TELEPHONE	50.49
		TELEPHONES APRIL 2016		01 5-02-735	TELEPHONE	60.60
		TELEPHONES APRIL 2016		01 5-03-735	TELEPHONE	20.22
		TELEPHONES APRIL 2016		01 5-05-735	TELEPHONE	60.60
		TELEPHONES APRIL 2016		01 5-07-735	TELEPHONE	90.68
		TELEPHONES APRIL 2016		02 5-00-735	TELEPHONE	85.81
		TELEPHONES APRIL 2016		03 5-00-735	TELEPHONE	75.70
		TELEPHONES APRIL 2016		05 5-00-735	TELEPHONE	60.61

PACKET: 02474 4/28/16 AP KK
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--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0944		QUANTUM COMMUNICATION (** CONTINUED **)				
		CITY HALL		01 5-03-735	TELEPHONE	93.00
		PWHQ		01 5-03-735	TELEPHONE	62.00
		SEWER		05 5-00-735	TELEPHONE	155.00
		=== VENDOR TOTALS ===	814.71			
01-1		MISC VENDOR				
I-04202016		SCOTT,KEN:URAG15-19 REIMB	1,650.00			
4/20/2016	AP-US	DUE: 4/20/2016 DISC: 4/20/2016		1099: N		
		SCOTT,KEN:URAG15-19 REIMB		21 5-00-906	CAPITAL OUTLAY	1,650.00
		=== VENDOR TOTALS ===	1,650.00			
01-0083		SISTERS RENTAL				
C-0015855-CR		CREDIT GRASS BAG	95.88CR			
4/21/2016	AP-US	DUE: 4/21/2016 DISC: 4/21/2016		1099: N		
		CREDIT GRASS BAG		05 5-00-746	SMALL TOOLS & EQUIPMENT	18.23CR
		CREDIT GRASS BAG		02 5-00-746	SMALL TOOLS & EQUIPMENT	20.15CR
		CREDIT GRASS BAG		03 5-00-746	SMALL TOOLS & EQUIPMENT	25.82CR
		CREDIT GRASS BAG		01 5-05-746	SMALL TOOLS & EQUIPMENT	19.19CR
		CREDIT GRASS BAG		01 5-03-746	SMALL TOOLS & EQUIPMENT	12.49CR
C-0015857-CR		CREDIT SPARK PLUG,ROPE,LABOR	70.37CR			
4/21/2016	AP-US	DUE: 4/21/2016 DISC: 4/21/2016		1099: N		
		CREDIT SPARK PLUG,ROPE,LABOR		05 5-00-746	SMALL TOOLS & EQUIPMENT	13.38CR
		CREDIT SPARK PLUG,ROPE,LABOR		02 5-00-746	SMALL TOOLS & EQUIPMENT	14.79CR
		CREDIT SPARK PLUG,ROPE,LABOR		03 5-00-746	SMALL TOOLS & EQUIPMENT	18.95CR
		CREDIT SPARK PLUG,ROPE,LABOR		01 5-05-746	SMALL TOOLS & EQUIPMENT	14.09CR
		CREDIT SPARK PLUG,ROPE,LABOR		01 5-03-746	SMALL TOOLS & EQUIPMENT	9.16CR
I-0015854-00		MOWER	1,180.00			
4/21/2016	AP-US	DUE: 4/21/2016 DISC: 4/21/2016		1099: N		
		MOWER		05 5-00-746	SMALL TOOLS & EQUIPMENT	224.41
		MOWER		02 5-00-746	SMALL TOOLS & EQUIPMENT	248.01
		MOWER		03 5-00-746	SMALL TOOLS & EQUIPMENT	317.78
		MOWER		01 5-05-746	SMALL TOOLS & EQUIPMENT	236.21
		MOWER		01 5-03-746	SMALL TOOLS & EQUIPMENT	153.59
I-0036626		WALK BEHIND BLOWER RENTAL	34.50			
4/13/2016	AP-US	DUE: 4/13/2016 DISC: 4/13/2016		1099: N		
		WALK BEHIND BLOWER RENTAL		01 5-05-786	PARK MAINTENANCE	34.50
		=== VENDOR TOTALS ===	1,048.25			

PACKET: 02474 4/28/16 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0563 TREASURE VALLEY COFFEE, INC.						
I-548204		TEA, FIRST AID SUPPLIES	26.35			
4/14/2016	AP-US	DUE: 4/14/2016 DISC: 4/14/2016		1099: N		
		TEA, FIRST AID SUPPLIES		01 5-01-714	OFFICE SUPPLIES	3.96
		TEA, FIRST AID SUPPLIES		01 5-02-714	OFFICE SUPPLIES	4.20
		TEA, FIRST AID SUPPLIES		01 5-03-795	SUPPLIES	0.53
		TEA, FIRST AID SUPPLIES		01 5-05-714	OFFICE SUPPLIES	2.38
		TEA, FIRST AID SUPPLIES		01 5-07-714	OFFICE SUPPLIES	6.58
		TEA, FIRST AID SUPPLIES		02 5-00-714	OFFICE SUPPLIES	3.69
		TEA, FIRST AID SUPPLIES		03 5-00-714	OFFICE SUPPLIES	2.11
		TEA, FIRST AID SUPPLIES		05 5-00-714	OFFICE SUPPLIES	2.90
		=== VENDOR TOTALS ===	26.35			
01-0043 WCP SOLUTIONS						
I-525737		TRASH BAGS/LINERS	186.20			
4/12/2016	AP-US	DUE: 5/25/2016 DISC: 4/22/2016	1.86CR	1099: N		
		TRASH BAGS/LINERS		01 5-05-795	SUPPLIES	186.20
		=== VENDOR TOTALS ===	186.20			
01-0891 WINSUPPLY						
C-229620-00		ST1401 RETURN IRRIGATION TOOL	12.46CR			
4/01/2016	AP-US	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		ST1401 RETURN IRRIGATION TOOL		03 5-00-906	CAPITAL OUTLAY	12.46CR
I-229479-00		ST1401- HOOD ST INSERTION TOO	24.76			
4/01/2016	AP-US	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		ST1401- HOOD ST INSERTION TOOL		03 5-00-906	CAPITAL OUTLAY	24.76
		=== VENDOR TOTALS ===	12.30			
		*** PACKET TOTALS ***	49,919.27			

SISTERS PATROL HOURS

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL PATROL	VACATION	SICK	TRAINING	SRO	TOTAL
JAN	114.5	110	130	129.5	53.5	537.5	55	0	10	162	764.5
FEB	129	99.5	117.5	122	16	484	45	60	55	170	814
MAR	110.5	116.5	123.5	115.5	47.5	513.5	32	24	84	138	791.5
APR											0
MAY											0
JUN											0
JUL											0
AUG											0
SEP											0
OCT											0
NOV											0
DEC						0					0
YEAR TO DATE						1535	132	84	149	470	2370

PATROL ACTVITY STATISTICS

ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
city traffic warnings	40	26	52										118
city traffic citations	2	0	4										6
city ordinace warnings	3	1	0										4
city ordinace citations	0	0	0										0
	0	0	0										
city parking warnings													0
city parking citations	24	16	20										60
	3	0	0										
county traffic warnings													0
county traffic cite	0	0	2										2
	0	0	0										
county ordinance warnings													0
county ordinance citations	8	2	5										15
	0	1	1										
city misd arrests													0
city felony arrests	0	1	1										2
	0	0	0										
county misd arrests													0
county felony arrest	5	1	0										6
	2	0	0										
school zone elementary warnings													0
school zone elementary citations	0	1	0										1
	0	0	0										
school zone middle /high warnings													0
school zone middle /high citations	334	286	305										925
security checks	0	0	0										0
open doors													0

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2016-00056823	03/01/2016 0:44	N WHEELER LOOP	Restraining Order Violation*: Adult male arrested for violating restraining order by personal contact.	
2016-00057091	03/01/2016 9:36	HWY 242	Lost/Found Property	
2016-00057253	03/01/2016 11:55	E HWY 20	Theft II* Adult female arrested for shoplifting.	
2016-00061894	03/05/2016 23:21	W HOOD AVE	Harassment*: Adult male cited for harassment of juvenile female.	
2016-00062378	03/06/2016 15:01	E HWY 20	Traffic Crime*: Adult male cited for Driving While Suspended.	
2016-00062396	03/06/2016 15:13	E HOOD AVE	Traffic Crime*: Adult male cited for Driving While Suspended and other traffic violations.	
2016-00063024	03/07/2016 10:58	N LARCH ST	Found Property: Citizen turned in found passport and other personal documents. Owner located and property returned.	
2016-00063761	03/08/2016 6:07	GREEN RIDGE LOOP	Death Investigation: Adult female died at home of natural causes.	
2016-00065218	03/09/2016 14:26	N WHEELER LOOP	Found Property: Citizen reported a bicycle had been left behind his house for a week. Bicycle taken for safekeeping.	
2016-00067101	03/11/2016 9:07	E CASCADE AVE	Civil: Adult female served with restraining order.	
2016-00067279	03/11/2016 12:03	E CASCADE AVE	Theft: Citizen reported the theft of a large air compressor	
2016-00067900	03/11/2016 22:40	FRYREAR RD / HWY 126	DUII*: Adult male arrested for DUII and Refusal of Breath Test.	
2016-00069548	03/13/2016 20:54	CANYON CREST DR	Burglary I/Criminal Mischief II/Theft III: Citizen reported an ex-girlfriend broke into his house, caused damage and stole items.	1
2016-00072681	03/16/2016 16:43	E CASCADE AVE	Theft III*: Adult male cited for shoplifting.	
2016-00079137	03/23/2016 9:00	HALTER	Animal Nuisance/Dog at Large*: Adult male cited after his dog bit a child while the dog was at large.	
2016-00080274	03/24/2016 10:56	N LARCH ST	Filing a False Police Report: Adult female reported the theft of her prescription medication. Investigation continuing.	
2016-00080488	03/24/2016 14:11	INDIAN FORD RD	Burglary I/Theft I/Criminal Mischief III: Property owner reported the theft of multiple building material taken from a jobsite.	
2016-00081241	03/25/2016 9:55	W HWY 20	Drug Investigation: Investigation continuing.	3
2016-00082143	03/26/2016 2:38	E HOOD AVE	Lost Property: Citizen reported she lost her IPad in town.	
2016-00082370	03/26/2016 12:36	W CASCADE AVE / W HOOD AVE	Fail to Register as Sex Offender*: Adult male was cited for failing to change his address on his sex offender registration.	
2016-00085228	03/29/2016 12:53	CAMP POLK RD	Criminal Mischief II/Criminal Trespass II: Business owner reported someone threw a rock through the window of his business.	
2016-00085616	03/29/2016 18:50	W ST HELENS AVE	Information/Misc Report: Deputy assisted elderly dementia patient.	

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2016-00085657	03/29/2016 19:46	N ARROWLEAF TRL	MVA: Elderly woman mistook gas peddle for the brake and ran into a building causing damage inside and out.	
2016-00086478	03/30/2016 13:49	E CASCADE AVE	Warrant Arrest*: Adult male arrested on outstanding Deschutes County warrant.	

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2016-00087777	03/31/2016 14:43	E HWY 20	Police Officer Hold*: Adult make taken to the hospital on Police Officer Hold.	
*** DENOTES CASE INCLUDED LAW ENFORCEMENT ACTION**				
ADDITIONAL PERSONNEL NEEDED FROM OTHER DISTRICTS:				4

2016-'17 Council Goals and Objectives—One-Page Synopsis

1. **Increased Outreach & Participation:** Undertake a cohesive and consistent public outreach effort to improve awareness of city issues while promoting and inviting greater community participation.

   1.1. Develop a Comprehensive Communications Strategy.
   1.2. Use City Hall (Building) Environment Effectively to Optimize Engagement.

2. **Leadership Development:** Invest in processes, training and tools that yield a high-performing, collaborative ad responsive City & local leadership. (Includes Council-led projects and activities that promote more effective community engagement.)

   2.1. Strengthen Staff Development & Service Rewards Programs.
   2.2. Undertake Council Leadership & Accountability Activities.
   2.3. Implement Volunteer & Citizen Development Activities.

3. **Identity Preservation & Enhancement:** Continue to strengthen & effectively apply City finances to support assets, institutions and organizations that foster the City's unique identity and help build connections between people and "place."

   3.1. Partner to Help Sustain Sisters' Unique Identity.
   3.2. Invest in Programs that Enhance Sisters' Unique Identity.
   3.3. Further Environmental Stewardship.
   3.4. Support Youth Opportunities.
   3.5. Honor History & Culture.
   3.6. Support Elder Opportunities.

4. **Diversified Economic Vitality:** Proactively strengthen City finances and undertake policies and activities that will help the City and businesses address challenges as well as identify and leverage emerging economic and employment opportunities.

   4.1. Support Retail/Tourism.
   4.2. Support Traded-Sector Business & Family-Wage Jobs Creation.
   4.3. Promote 'S.T.E.A.M.'-Based & Locally Grown Entrepreneurial Activity.
   4.4. Develop & Use New & Existing Data Effectively.

5. **Exceptional Operations, Infrastructure & Policy-Making:** Maintain and grow City assets, services and relationships—planning long-term and leveraging outside opportunities for cost-sharing as effectively as possible—to promote local stability and position Sisters for future growth while preserving equitable rates, charges and taxes.

   5.1. Enable a Vibrant & Vital Mix of Housing, Including Opportunity for Affordable Housing.
   5.2. Enhance Transportation Infrastructures.
   5.3. Pursue Comprehensive Land Use Planning & Balanced Regulations.
   5.4. Maintain & Continue to Strengthen City Finances.
   5.5. Maintain/Develop Robust Public Works Operations.
   5.6. Maintain/Develop A Thriving Parks System.
   5.7. Help Ensure Community Safety.

2016-'17 Council Goals and Objectives, w/ Sample Projects/Activities/Tasks (Complete)

1. **Increased Outreach & Participation:** Undertake a cohesive, consistent public outreach effort to improve awareness of city issues and promote and invite greater community participation.

   1.1. **Develop a Comprehensive Communications Strategy.** Create an overarching plan and undertake communications using a range of tools/media to consistently reach Sisters Country audiences.

      1.1.1. Develop community calendar, property improvement, code revisions, URA project funds
      1.1.2. Promote greater "Sisters Country" representation in City discussions and decisions
      1.1.3. Newsletters/informational flyers sent with utility bills and posted online, offering City & Council updates
      1.1.4. Consider part-time staff position for public information officer; evaluate cost/sharing with other agencies.
      1.1.5. Support community radio station
      1.1.6. Research cost to make online codes searchable: Muni, Devel., Fire, Building, Pubic Works stds.

   1.2. **Use City Hall (Building) Environment Effectively to Optimize Engagement.** Create an effective and welcoming physical surrounding that makes strong use of visuals and acoustics.

      1.2.1. Post large agenda at entryway for all public meetings/workshops; attach agenda handouts that include info on addressing Council, sign-in sheet info, time limits, behavior expectations & meetings calendar.
      1.2.2. Correct acoustics/amplification/heating/cooling issues in Council Chamber room.

3. **Identity Preservation & Enhancement:** Continue to strengthen & effectively apply City finances to support assets, institutions and organizations that foster the City's unique identity and help build connections between people and "place."

3.1. **Partner to Help Sustain Sisters' Unique Identity.** Leverage social networks (and harness social capital) to foster "hometown pride"—partnerships that attract interest and contribute to livability and to Sisters' authentic, "welcoming hometown village" atmosphere.

3.1.1. Review Community Grant criteria and amount to budget: Complete in April prior to budget session.
3.1.2. Perform cost/benefits analysis for PT grant searcher/writer; Cost/possibility of sharing position.
3.1.3. Host joint workshops with other local organizations & agencies (School, Fire, Chamber, Service orgs.)
3.1.4. Work with Arts Council to lay groundwork for future public art initiatives and art district.

3.2. **Invest in Programs that Enhance Sisters' Unique Identity.** Support new policies, amenities, assets and activities that complement Sisters' identity and will drive interest in the City as they contribute to gathering spaces and overall livability.

3.2.1. Convene Community Assets Technical Advisory Committee to determine feasibility of two identified projects: Combination Project and Field House.
3.2.2. Movies in the Park: Chris to work with SPRD to identify funding options.

3.3. **Further Environmental Stewardship.** Undertake efforts that encourage conservation and sustainability so the local environment can be enjoyed by generations to come.

3.4. **Support Youth Opportunities.** Support/Develop youth opportunities, amenities and services to help ensure Sisters is inviting to families.

3.4.1. Complete Cascade Ave. Basketball/Tennis Courts upgrades; joint with SSD (under way; not ranked)
3.4.2. Convene Community Assets Technical Advisory Committee (as first step) to supporting the development of a Field House.

3.5. **Honor History & Culture.** Identify/Pursue opportunities to preserve (and thoughtfully build awareness about) Sisters' history/culture in a manner that honors that past, builds community identity, and offers a new source of community pride as it drives interest among locals and visitors.

3.6. **Support Elder Opportunities.** Undertake efforts to support elder housing, amenities and services (in part so residents can age in place and families can remain in closer proximity).

5. **Exceptional Operations, Infrastructure & Policy-Making:** Maintain/grow City assets, services and relationships—planning long-term and leveraging outside opportunities for cost-sharing as effectively as possible—to promote local stability and position Sisters for future growth while preserving equitable rates, charges and taxes.

5.1. **Enable a Vibrant & Vital Mix of Housing, Including Opportunity for Affordable Housing.** Pursue policies/standards that foster a vibrant mix of housing options, so more individuals/ families who wish to live in Sisters have opportunities do so (thus providing multiplier benefits for the economy/schools & environmental/personal wellness benefits).

5.1.1. Adopt Affordable Housing Policies (workforce/lower-income).
5.1.2. Increase transient room tax (TRT) to 9.99%: (in part, to benefit an affordable housing fund).

5.2. **Enhance Transportation Infrastructures.** Plan comprehensively to preserve and enhance the safety and efficiency of the City's transportation-related assets, so that Sisters is positioned well for current needs and future growth.

5.2.1. Allocate funds for TSP update (Council needs to approve Request for Proposal); and Conduct Transportation System Plan (TSP) update.
5.2.2. Continue working with ODOT to ensure smooth transition into Roundabout project, including proactive communication to stakeholders (not rated)

5.3. **Pursue Comprehensive Land Use Planning & Balanced Regulations.** Adopt land-use plans and development regulations that balance development with local identity preservation and that equitably serve current residents while anticipating and providing for longer-term growth.

5.3.1. Evaluate/Adopt policies that require buffer between UGB and rural properties—prior to expanding UGB.
5.3.2. Prioritize for Planning Comm.: Dark Skies; Food Carts; Vacation Rentals; Residential in Hwy. Comm.

5.4. **Maintain & Continue to Strengthen City Finances.** Responsibly and effectively budget, plan and partner with granting agencies to best steward, manage and leverage City revenues.

5.5. **Maintain/Develop Robust Public Works Operations.** Plan comprehensively to preserve and enhance water, sewer and other Public Works assets in a cost-effective manner that serves the current population safely and efficiently and positions Sisters for future growth.

5.5.1. Wastewater Management Comp. Plan Adoption and implementation.

5.6. **Maintain/Develop A Thriving Parks System.** Plan comprehensively to cost-effectively preserve and grow City parks assets—to help ensure accessibility to recreational opportunity for Sisters' current population and to position Sisters for development growth.

5.7. **Help Ensure Community Safety.** Support services/projects/activities that specifically help maintain a high level of safety in Sisters.

CITY OF SISTERS **PUBLIC EVENT PERMIT**

APPLICATION FOR:			
☑ NON PROFIT/FUNDRAISER	☑ PARADE	☐ SMALL EVENT (up to 24)	☐ LARGE EVENT (25 & over)

ORGANIZATION INFORMATION

Organization Name: Sisters Rodeo Assn.

Applicant: (Last, First, Middle) Buckmann, Jeri

Mailing Address: P.O. Box 1018 Sisters

(541) 549-~~[illegible]~~0251 Daytime Telephone ( ) -

(541) 549-4253 Fax Number ( ) -

(541) 588-0689 Cell Number ( ) -

RECEIVED APR 05 2016 CITY OF SISTERS

EVENT

Nature of the Event: (e.g. concert, race, festival) Parade

Event Location: Cascade Ave

Date (s) of Event:	Time (s) of Event:	Expected Attendance:
6/11/16	9:30-11:00	3500 +

☐ Attached Site Plan / Traffic Plan / Event Narrative: 1 or 2 paragraph describing the event

Liability

The applicant must be at least 21 years of age and must assume financial responsibility for payment of fees, set-up and clean up, and any damages to equipment and/or property which may be incurred. Abuse of facilities or violation of regulations shall result in subsequent denial of use of parks/facilities. Applicant must provide adequate supervision of scheduled event. The City of Sisters is not responsible for the security of personal items of the applicant or attendees/guests of the event. The City of Sisters reserves the right to deny use of facilities to the applicant. Parking allowed only in designated area, unless other arrangements have been made.

Additional Fees

The City of Sisters reserves the right to charge an extra fee for special services rendered. Example: location for tent stakes, extra tables, extra garbage containers or pickups, and electricity.

Waiver

I, and/or the organization I represent understand that any violation of these agreements will result in forfeiture of event fee, immediate termination of event, and jeopardize future use of City of Sisters facilities. User agrees to indemnify, defend, and save and hold City of Sisters, its affiliates and their respective directors, officers, and employees, and agents of the City of Sisters harmless from and against any claims (including without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorney's and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or collecting any sums due hereunder),costs, consultants' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user.

As a condition of use of the City of Sisters' facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age gender or disability.

Applicant Signature Jeri Buckmann Title Parade Coordinator Date 4/1/16

Revised: 1/12/2015

INSURANCE

Liability Insurance in the amounts and for the purposes required by the City of Sisters has been obtained by the applicant. Certification of Insurance is attached.

Received by: Nicole Abbenhuis Date: 4-18-2016

REFUNDABLE DEPOSIT

Large Event (25 & over)	$ 250.00	$
Small Event (up to 24)	$ 50.00	$

FEE CALCULATION

	FEE		PROPOSED QUANTITY	PROPOSED TOTAL	ACTUAL TOTAL
Alcohol Consumption Permit	$ 10.00			$	$
Auctioneer's Permit	$ 25.00			$	$
Beer Garden Permit	$ 250.00			$	$
Gaming Permit	$ 25.00			$	$
Parade Permit (per block)/ Road Closure	$ 50.00	x		$	$
Special Event:					
Large Event (25 & over)					
Village Green - (per day)	$ 200.00	x		$	$
Other Parks (per day)	$ 150.00	x		$	$
Small Event (up to 24)					
All Parks (per day)	$ 30.00	x		$	$
Non-Profit/Fundraiser Event					
Processing Fee/one time only	$ 30.00	x	1	$ 30.—	$ 30.—
Facility Use Fee/per event	$ 25.00	x		$	$
Electricity (per day)	$ 10.00	x		$	$
Cones (each)	$ 2.50	x	55	$ 137.50	$ 137.50
Barricades/Signs (each)	$ 5.00	x	26	$ 130.—	$ 130.—
Labor (per hour)	$ 65.00	x		$	$
TOTAL FEE				$ 297.50	$ 297.50
DEPOSIT				$	$
DUE				$	$ 297.50
DEPOSIT RELEASE				$	

FOR OFFICE USE ONLY:

PERMIT REQUIREMENTS			
Sanitary Facilities:	___ Yes	✓ No	___ N/A
Parking Facilities:	___ Yes	✓ No	___ N/A
Fire Protection:	___ Yes	✓ No	___ N/A
Parade:	X Yes	___ No	___ N/A
Medical Services:	___ Yes	✓ No	___ N/A
Street Closure:	X Yes	___ No	___ N/A

Public Works Director:	Date:	ODOT:	Date:
Deschutes County Sherriff's Office:	Date:	Sisters/Camp Sherman Fire Department:	Date:
Comments			

PERMIT FOR SPECIAL EVENT: Permission for the above-named applicant to conduct the special event specified herein is hereby granted:

City Manager Date

FOR OFFICE USE ONLY - DO NOT WRITE BELOW LINE	
Application Received Date: 4.5.2016	**Cash Receipt Number:**
☐ **Application Approved & Confirmed**	☒ **Posted to Special Event Calendar**
Deposit Release: **Date:**	

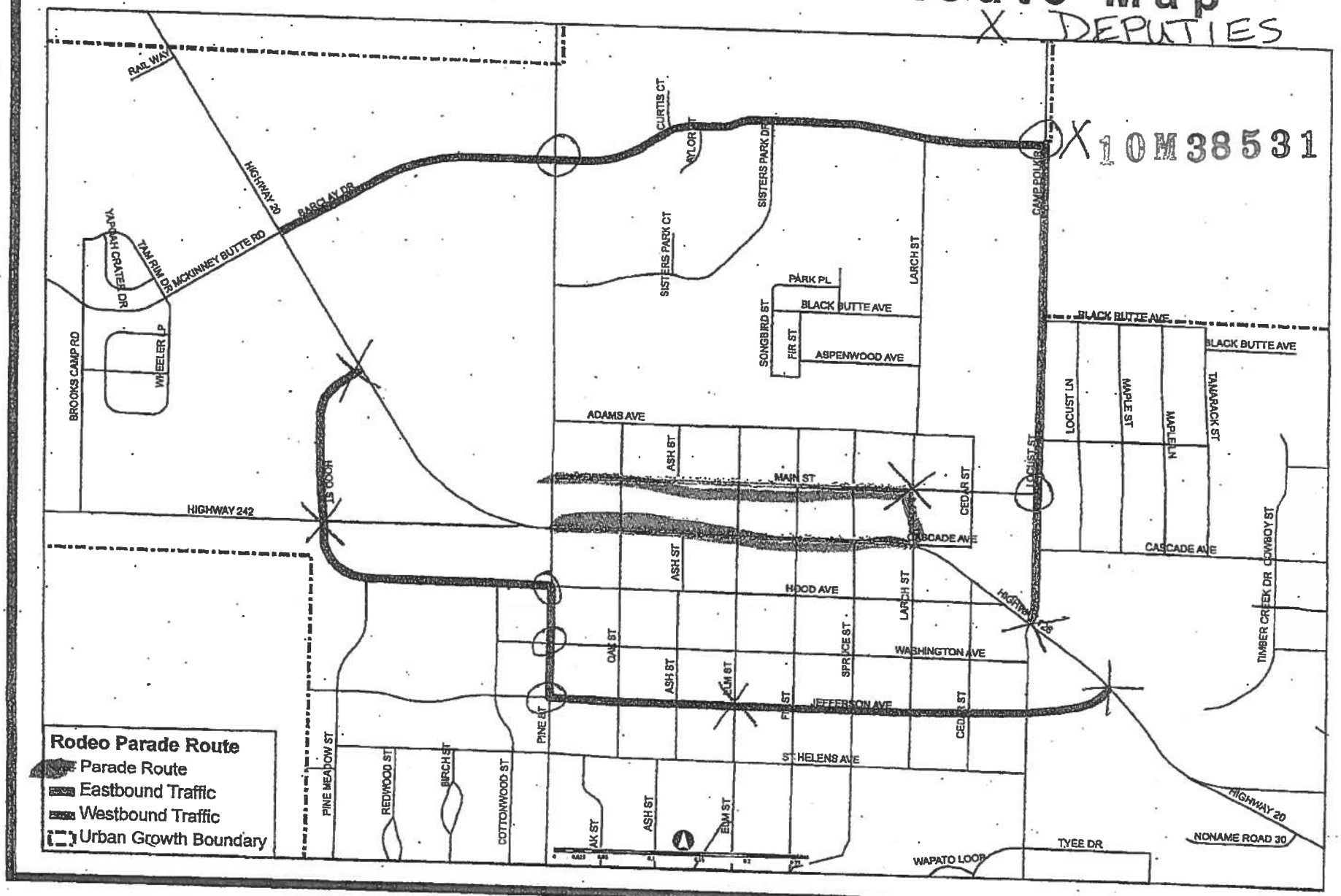
EXHIBIT A

Sisters Rodeo Parade Route Map

O GFP FLAGGERS

X DEPUTIES

X 10M38531



OM 38531

CITY OF SISTERS

February 16, 2016

Oregon Department of Transportation
Attn: Connie Seems

Re: 2016 Sisters Rodeo Parade

Dear Connie,

This is a letter of support from the City of Sisters and our request to please approve the "Permit to Occupy or Perform Operations on a State Highway" for this year's Sisters Rodeo Parade.

As you know, the Sisters Rodeo Association, the Chamber of Commerce and the City of Sisters have been long time partners. We continue to work together to ensure a safe and enjoyable parade for the citizens and visitor each year.

Please feel free to call me in case you have any further questions.

Sincerely,

Andrew Gorayeb
City Manager

520 E. Cascade Avenue – PO Box 39 – Sisters, OR 97759 Ph: 541-549-6022/Fax: 541-549-0561
www.ci.sisters.or.us
The City of Sisters is an equal opportunity employer.