AGENDA

CITY OF SISTERS
SISTERS CITY COUNCIL

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

September 22, 2015

3:00 p.m. EXECUTIVE SESSION

1. Pursuant to ORS: 192.660(2)(f) Public Records

4:30 p.m. (approximate) SPECIAL MEETING

I. CALL TO ORDER

II. CONSENT AGENDA

A. Minutes
   1. September 10, 2015 – Regular Meeting
   2. September 10, 2015 – Workshop

B. September Accounts Payable

III. STAFF REPORTS

A. Deschutes County Sheriff's Office

IV. REGULAR BUSINESS

A. Discussion and Consideration of Resolution No. 2015-021: A RESOLUTION SUPPORTING THE CITY OF SISTERS GRANT APPLICATION FOR A TECHNICAL ASSISTANCE GRANT FROM THE DEPARTMENT OF LAND CONSERVATION DEVELOPMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE GRANT APPLICATION

B. Discussion and Consideration of a Motion to Approve an Engagement Letter with Piper Jaffrey – *A. Gorayeb*

V. CONTRACT REVIEW BOARD

A. Discussion and Consideration of a Motion to Award a Construction Services Contract to Robinson and Owen Heavy Construction Inc., in the Amount of $373,664.42 for the Camp Polk Road and Barclay Drive Sewer and Street Improvements and Authorize the City Manager to Execute the Contract with Robinson and Owen in the Amount of $373,664.42 Provided the City does not receive a Bid Protest by Midnight September 23, 2015 –*P. Bertagna*

VI. OTHER BUSINESS

VII. ADJOURN

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
SEPTEMBER 10, 2015

MEMBERS PRESENT:		**STAFF PRESENT:**	
Chris Frye	Mayor	Andrew Gorayeb	City Manager
Nancy Connolly	Council President Pro-Tem	Patrick Davenport	CD Director
David Asson	Councilor	Lynne Fujita-Conrads	Finance Officer
Amy Burgstahler	Councilor	Paul Bertagna	PW Director
		Kathy Nelson	City Recorder

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

1. Urbanization Study Grant

Director Davenport reported the City had an opportunity to apply for a technical assistance grant from the Department of Land Conservation and Development (DLCD). He stated the greatest need for the City at present was an urbanization study which could be used as a stand-alone document as an economic development tool but it also represented about 40% to 50% of the work necessary for an updated Comprehensive Plan. He stated he had spoken with representatives from Central Oregon Intergovernmental Council (COIC) and they had offered to assist the City in completing this study. He reported the grant application was due by the end of the month with an anticipated cost of $30,000 of which the City would contribute approximately $15,000. He stated a lot of the work had been completed in-house which represented a significant cost savings for the City. He asked the Council to provide direction as to whether staff should move forward with applying for the grant recognizing the anticipated cost to the City if the grant was awarded. **Manager Gorayeb** added that if the grant was awarded and the Council chose to accept it, then a supplemental budget would be adopted for the City's portion of the project.

Councilor Asson asked to what extend the Economic Development Strategic Action Plan (EDSAP) update had to do with the project. **Director Davenport** replied the EDSAP work completed in 2013, had never been formally endorsed or adopted, and could be folded into the economic opportunities analysis portion of the project. **Councilor Asson** asked what benefit that would provide. **Manager Gorayeb** replied having the EDSAP become part of the adopted project, where economic development areas were identified, could relate to new job creation and in turn provide an advantage when it came time to look for funding.

Councilor Asson stated priorities listed for the grant included a finance plan for an industrial site, a transportation refinement plan and a plan for producing more land. He stated the City already had a Transportation System Plan and the other priorities did not apply to Sisters. He stated the EDSAP had been produced at a cost of approximately $15,000 and had never been used so he questioned if this would be money well spent. **Director Davenport** remarked he had spoken to DLCD staff about the grant and the City's proposed project was eligible in that it would promote economic development and would be a component in the updating to the Comprehensive Plan.

Councilor Asson stated he would not support applying for the grant at this time without further evidence of the benefit it might provide. **Manager Gorayeb** noted the conversation was only whether the City should apply for the grant and if it were awarded, staff would be coming back to the Council to see if they would accept it. **Mayor Frye** asked why the City needed the urbanization study. **Director Davenport** replied it represented half of the Comprehensive Plan update, which in his opinion, was needed. He related the current Comprehensive Plan was getting dated and conditions had changed enough that a new plan was needed. **Manager Gorayeb** remarked the City no longer had a long term inventory of housing and that was an indicator of the need for an updated plan.

Councilor Burgstahler asked if the project would include strategies to develop identified land. **Manager Gorayeb** replied it would inventory what the City does have and if a conclusion was made that the City had some specific needs, it would lead to addressing those issues, including the possibility of annexation. **Director Davenport** pointed out that the city did not have an urban growth boundary in that all identified land was within city limits. **Councilor Connolly** asked if the City would partner with COIC because they had no bias and could determine the best areas in which to expand and **Director Davenport** replied it was partly that and partly that it looked good to be partnering with another agency on the grant application.

Councilor Asson stated he had been the City's representative for COIC for three years and updating the EDSAP was not going to help with economic development and that staff at COIC did not have any more experience than City staff in a project of this nature. **Director Davenport** stated COIC's involvement was not critical and there were other groups, such as the group of graduate students from the University of Oregon that had helped other small cities with this type of project. He noted having a partner did provide for a stronger application. **Councilor Connolly** questioned if Economic Development of Central Oregon (EDCO) and Sisters Economic Development Manager Caprielle Foote-Lewis could partner with the City on the application. **Director Davenport** replied it was beyond the expertise of EDCO and Ms. Foote- Lewis to facilitate the process but they had indicated they would be willing to help in editing the application.

Manager Gorayeb directed the Council to the *Table of Contents* in the staff report and pointed out that work that had already been completed. **Director Davenport** stated with the background data collected, staff would just need help in putting the results of the urbanization study together. **Mayor Frye** asked what other options the City had if it did not partner with COIC to get the project completed. **Director Davenport** replied ECONorthwest was a consulting firm with extensive experience in this type of project, especially with small cities. He reported the estimated cost for ECONorthwest's services was $30,000. **Councilor Connolly** asked if this document could help the City in obtaining funding for affordable housing. **Director Davenport** replied it would be a huge help in getting Community Development Block Grants (CDBG) and loans. **Manager Gorayeb** added if the City used help to develop the Comprehensive Plan revision prior

to accepting the grant, staff would clearly articulate for the Council the who, what, when, where and how along with the cost for the City's match.

Councilor Asson stated he would modify his objection and consider the project if staff was not going to partner with COIC since he felt it was not within COIC's expertise. The **Council** supported moving forward with the grant application and requested staff provide the Council with the various options available if the grant was received.

2. Other Business

Director Davenport distributed a draft schedule for the action plan to implement affordable housing policies with the expectation it be completed by year-end. He reported the Affordable Housing group was meeting next week to discuss some draft policies as the first step in the process. **Mayor Frye** stated there had been a number of changes in the past two years in Sister and asked if the group was working with antiquated data. **Manager Gorayeb** replied they were not. He explained staff had collected information on the total number of households within a certain income range and what they could afford to allocate toward housing as a home owner or renter. He reported staff was going through the tax rolls to determine where the city's current supply of housing fell within those ranges and, in doing so, determine the supply needed. If the study identified the need for affordable housing, as it was expected to, and since the City could only impose requirements for affordable housing in a zone change application or when land was annexed, the information would helpful in knowing what the City needed in order to meet the needed inventory. **Councilor Asson** asked if this study would identify how the City would fund those needs. **Manager Gorayeb** replied it would translate into plans of action which in turn would translate into adoptable polices including funding sources.

Manager Gorayeb distributed an update on water and sewer infrastructure and rates and requested an endorsement from the Council to continue in the vein staff was following. He stated staff was addressing equity concerns related to water rates and would be presenting that information at the October 15th workshop. He noted equity in sewer rates was more difficult to address because of water usage associated with irrigation. He stated the current system of having someone drive around and "read" the meters automatically would need to change to a radio transmitter system whereby the water usage data for irrigation by commercial users would be collected and the costs associated with that irrigation would be backed out of the rates charged to the commercial users. He stated eventually, the City could also use the same system for residential units.

Manager Gorayeb stated with respect to infrastructure, in order to apply for water and sewer project funding, the City needed a Master Plan for each. He stated staff would continue to work on those plans and bring them to the Council for input and eventually adoption. He anticipated the plans would be completed by year end.

Councilor Burgstahler distributed an information sheet on a civility/social engagement initiative program she had learned about. She asked the Council to consider holding a workshop on the topic and the Council was supportive of having a workshop to hear about the program. The workshop was tentatively scheduled for October 8th pending confirmation the presenter could attend.

Director Davenport reported due to a lack of quorum at the City Parks Advisory Board (CPAB) meeting the previous day, the board was unable to move forward with endorsing the master plan for Creekside Overnight Park and the Council would not have a final review and vote until their October 22nd regular meeting. **Councilor Connolly** commented that during the CPAB meeting there had been talk among the board members about having some additional conversation and a possible new vote on the issue of ingress and egress. She asked how that might impact reaching a final decision. **Director Davenport** replied he expected the CPAB to approve a plan and forward its recommendation to the Council in time for the October 22nd meeting. He reminded the Council that even if the CPAB changed it current recommendation, the Council had the final authority on the master plan that would be adopted.

Councilor Burgstahler distributed a hand out on the idea of long range plans for communication to community members. **Councilor Connolly** remarked it would be a pro-active approach to informing citizens of upcoming topics and would encourage input. **Councilor Burgstahler** suggested the information could be incorporated into Nugget Newspaper articles, notices or inserts could be included in utility bills and utilizing the local radio station to announce upcoming topics could all be employed to get the word out. **Mayor Frye** advised against sending an insert with each bill and instead be selective so the inserts were actually read and not automatically thrown away. He stated another issue might be the necessary lead time to get the information to the company that handles the City's utility billing. He encouraged using the radio as much as possible and **Councilor Burgstahler** stated she would contact the radio station manager to discuss what options existed. She added if the City did decide to move forward with a civility/social engagement program and identified a committee, they could assist in writing and distributing the information also. **Councilor Connolly** remarked there were several topics coming up such as affordable housing, sewer and water rates, Creekside Campground plans and the issue of transient merchants, public events and business licenses that could be announced in advance.

The meeting was adjourned at 6:59 p.m.

Respectfully submitted,

Kathy Nelson

Kathy Nelson, City Recorder

Chris Frye, Mayor

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
SEPTEMBER 10, 2015

MEMBERS PRESENT:		**STAFF PRESENT:**	
Chris Frye	Mayor	Andrew Gorayeb	City Manager
Nancy Connolly	Council President Pro-tem	Lonn Johnston	Acting City Atty
David Asson	Councilor	Lynne Fujita-Conrads	Finance Officer
Amy Burgstahler	Councilor	Patrick Davenport	CD Director
		Paul Bertagna	PW Director
		Kathy Nelson	City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Frye at 7:05 p.m.

II. VISITOR COMMUNICATION - None

III. CONSENT AGENDA

A. Minutes
1. March 12, 2015 – Regular Meeting
2. August 27, 2015 – Workshop
3. August 27, 2015 – Regular Meeting

B. Bills to Approve
September Accounts Payable

***Councilor Burgstahler** moved to approve the consent agenda. **Councilor Connolly** seconded the motion.*

Councilor Connolly noted there was a charge for a car that was towed due to the street paving project. She asked whether residents in the neighborhood had been given notice of the upcoming paving project. **Manager Gorayeb** replied all neighbors had been notified well in advance and the car belonged to someone who was not home at the time. He reported waited as long as it could and then had it towed around the corner so the paving project could proceed.
The motion carried unanimously.

IV. STAFF REPORTS

A. September Staff/Council Work Plan

Councilor Connolly asked if funds needed to be allocated for trees to be planted in the overnight park as discussed at the August 27th workshop. **Manager Gorayeb** replied the City was waiting to get an approved master plan for Creekside Overnight Park and then it would cost out all the improvements and determine which elements the City might attempt to find grants funds for. He stated once the plan was approved, which was anticipated to be in the next few months, staff could begin planting the additional trees. **Mayor Frye** stated he

thought the City had set a moratorium on the cutting of any trees but did not remember the City every lifting the ban. **Manager Gorayeb** replied trees were not cut without a recommendation by the City Forester with support from the Urban Forestry Board but staff would look into whether the moratorium had been lifted.

Councilor Connolly stated she would like to see the Council goals that were listed on the work plan indicate whether the goal had been met so the Council would know which goals had been met. The **Council** members agreed and staff will update the work plan accordingly.

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

V. COUNCIL BUSINESS

A. Discussion and Consideration of a Motion to Approve an Intergovernmental Agreement (IGA) with Oregon Department of Transportation (ODOT) for the Highway 20/Barclay Avenue Intersection Improvement Project an Authorize the Mayor to Sign an Intergovernmental Agreement

Manager Gorayeb explained the intergovernmental agreement had been reviewed by staff, City Attorney Bryant and Oregon Department of Transportation (ODOT) representatives. He noted there were several ODOT Region 4 representatives in attendance including Regional Manager Bob Bryant, Area Manager Gary Farnsworth and Project Leader Mike Darling that could answer any questions the Council might have.

Councilor Burgstahler asked for some clarity on the crash data. **Mr. Farnsworth** stated going back as far as he could remember there had always been interest in the safety of the intersection. He stated there had been a number of crashes, including four significant crashes within the last two to three years. He noted there had been a dramatic increase in the number of crashes at the intersection as it had grown in importance to getting around the city. **Mayor Frye** asked how the intersection compared to other intersections in the state. **Mr. Farnsworth** reported besides the safety concerns related to crash history and crash potential, there were a host of other reasons to make the improvements including the intersection was a major component of the alternate route, congestion, accessibility, livability, mobility and economic impacts. He remarked the project had been designated the #2 priority project in the region.

Councilor Burgstahler thanked Mr. Farnsworth for the great outreach that had been performed and asked about the general tone of the conversations Mr. Farnsworth had with individuals. **Mr. Farnsworth** reported that over the previous five months he had received over 80 comments with most voicing strong support for the project. He stated he had contacted all of those individuals and those that had submitted letters to the Nugget newspaper also. He noted while people tended to be afraid of anything new he would

characterize the dialogue as very good. He stated one of the reason ODOT had focused on a single lane roundabout was to avoid confusion for those unfamiliar with roundabouts. He stated data indicated there were very few incidents or crashes at roundabouts due to the reduced speeds of vehicles and the intuitive nature of how to maneuver within a roundabout. He reported that studies had found attitudes surrounding roundabouts had improved dramatically once they were installed in an area.

Mayor Frye stated the improvement project on Cascade had been great but he had heard from some business owner voicing concern on how the roundabout project could impact their businesses. **Mr. Farnsworth** replied the team of City staff, the Chamber of Commerce and ODOT had worked well together during the Cascade Avenue project and anticipated the same would occur with the roundabout project. He stated there would be joint approval on the traffic management plan used during construction and ODOT would continue to look for input from stakeholders and would provide regular briefings to the Council. He noted the intergovernmental agreement could be amended as needed.

***Councilor Asson** moved to approve IGA with ODOT for the Highway 20/Barclay Avenue intersection improvement project and authorize the Mayor to sign the intergovernmental agreement. **Councilor Connolly** seconded the motion. The motion carried unanimously.*

VI. OTHER BUSINESS

A. City Parks Advisory Board Appointments

Mayor Frye appointed Greg Johnson to serve as an in-city limits representative and Barbara Holm to serve as an out of city limits representative to the City Parks Advisory Board. The **Council** concurred.

City Recorder Nelson asked the Council for direction on the formation of the follow-up committee the Community Assets Committee had recommended and for which the Council had allocated the use of Community Actions Team of Sisters (CATS) funds. Council directed staff to advertise for a minimum of five members residing both within and outside city limits. Qualified candidates should have experience with business development, design and architecture and financing.

City Recorder Nelson reminded the Council of the need to appoint a new representative to the Central Oregon Area Commission on Transportation (COACT). The **Council** decided to wait until it had a full slate of members before deciding to appoint the City's representative.

The **Council** extended the application period for individuals interested in serving on the City Council to September 18th.

The **Council** decided to cancel the September 24th workshop and regular meeting due to the League of Oregon Cities (LOC) Conference that was occurring at the same time. **Councilor Burgstahler** will take Councilor Asson's place at the conference and will serve as the City's voting delegate.

VII. MAYOR/COUNCILOR BUSINESS

Mayor Frye reported Deschutes County had re-funded its forgivable loan program up to $200,000. He stated Sisters Economic Development Manager Caprielle Foote-Lewis was attempting to procure some of that funding for a client she was working with. He encouraged other Council members to reach out to the County Commissioners to let them know the importance of this business coming to Sisters

Mayor Frye reported he had spoken with Nancy Straw of the Ford Family Foundation regarding a new economic growth grant the foundation will start providing. He reported Economic Development Manager Foote-Lewis had scheduled some time to see what options might be available through the grant for businesses interested in locating in Sisters. He reported applying was by invitation only and he would have a further conversation with Ms. Straw to discuss possible City projects that would qualify.

Mayor Frye stated he had spoken with Chamber of Commerce Executive Director Judy Trego about the Chamber hosting a business owner meeting where Mayor Frye would present the different options and solicit comments on the amended ordinances the City has crafted for transient merchants, temporary businesses and public events.

Manager Gorayeb reported there was an event, not related to the Folk Festival that was occurring over the weekend that involved a street closure. He explained the individual had applied for and received approval for the event prior to the Folk Festival applying for its annual event.

Manager Gorayeb informed the Council that Kittleson & Associates, the company that performed the traffic study related to Creekside Overnight Park, offered to perform an additional count over the Labor Day weekend which the City took advantage of. He stated once that date was received, it would be shared with the Council and City Parks Advisory Board (CPAB).

VIII. ADJOURN – 7:54 p.m.

Respectfully submitted,

Kathy Nelson

Kathy Nelson, City Recorder

Chris Frye Mayor

PACKET: 02381 AP 9/22/15
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
01-0907 AIRGAS USA, LLC						
I-9929831280		CYLINDER RENTAL CHLORINE	6.42			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: N		
		CYLINDER RENTAL CHLORINE		02 5-00-712	CHEMICALS	6.42
		=== VENDOR TOTALS ===	6.42			
01-0433 AQUA-TRONICS, INC.						
I-9473		REPAIR FOR LINE LOCATOR	339.82			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: N		
		REPAIR FOR LINE LOCATOR		02 5-00-765	IMPROVEMENTS & REPAIRS	169.91
		REPAIR FOR LINE LOCATOR		05 5-00-765	SEWER SYSTEM IMPROVEMENT	169.91
		=== VENDOR TOTALS ===	339.82			
01-0616 ASIFLEX						
I-09012015		ADMIN FEES AUGUST 2015	15.00			
9/15/2015	AP-US	DUE: 9/15/2015 DISC: 9/15/2015		1099: N		
		ADMIN FEES AUGUST 2015		01 5-02-727	PERMITS & FEES	15.00
		=== VENDOR TOTALS ===	15.00			
01-0018 BAXTER AUTO PARTS						
I-28-510848		VACUUM PUMP-STOTTS TRUCK	68.50			
9/01/2015	AP-US	DUE: 10/15/2015 DISC: 10/10/2015	1.37CR	1099: N		
		VACUUM PUMP-STOTTS TRUCK		01 5-03-796	VEHICLE MAINTENANCE	6.85
		VACUUM PUMP-STOTTS TRUCK		01 5-05-796	VEHICLE MAINTENANCE	6.85
		VACUUM PUMP-STOTTS TRUCK		02 5-00-796	VEHICLE MAINTENANCE	13.70
		VACUUM PUMP-STOTTS TRUCK		03 5-00-796	VEHICLE MAINTENANCE	27.40
		VACUUM PUMP-STOTTS TRUCK		05 5-00-796	VEHICLE MAINTENANCE	13.70
I-28-510920		DOOR HANDLE-UT ASSISTANT TRUC	5.44			
9/01/2015	AP-US	DUE: 10/15/2015 DISC: 10/10/2015	0.11CR	1099: N		
		DOOR HANDLE-UT ASSISTANT TRUCK		01 5-05-796	VEHICLE MAINTENANCE	5.17
		DOOR HANDLE-UT ASSISTANT TRUCK		03 5-00-796	VEHICLE MAINTENANCE	0.27
I-28-510958		PUMP-STOTTS TRUCK	58.60			
9/01/2015	AP-US	DUE: 10/15/2015 DISC: 10/10/2015	1.17CR	1099: N		
		PUMP-STOTTS TRUCK		01 5-03-796	VEHICLE MAINTENANCE	5.86
		PUMP-STOTTS TRUCK		01 5-05-796	VEHICLE MAINTENANCE	5.86
		PUMP-STOTTS TRUCK		02 5-00-796	VEHICLE MAINTENANCE	11.72
		PUMP-STOTTS TRUCK		03 5-00-796	VEHICLE MAINTENANCE	23.44
		PUMP-STOTTS TRUCK		05 5-00-796	VEHICLE MAINTENANCE	11.72

PACKET: 02381 AP 9/22/15
VENDOR SET: 01 CITY OF SISTERS
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--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0018 BAXTER AUTO PARTS		(** CONTINUED **)				
I-28-511738		BATTERY WELL 1	108.63			
9/09/2015	AP-US	DUE: 10/15/2015 DISC: 10/10/2015	2.17CR	1099: N		
		BATTERY WELL 1		02 5-00-779	WATER SYSTEM REPAIRS	108.63
I-28-511862		BATTERY WELL 2	131.13			
9/09/2015	AP-US	DUE: 10/15/2015 DISC: 10/10/2015	2.62CR	1099: N		
		BATTERY WELL 2		02 5-00-779	WATER SYSTEM REPAIRS	131.13
		=== VENDOR TOTALS ===	372.30			
01-0716 BI-MART CORPORATION						
I-7687		EXTENSION CORD TIMER	9.97			
9/16/2015	AP-US	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		EXTENSION CORD TIMER		03 5-00-778	STREET LIGHTS	9.97
		=== VENDOR TOTALS ===	9.97			
01-1 MISC VENDOR						
I-09162015		BLOOMER,RICHARD:CG REFUND	180.00			
9/16/2015	AP-US	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		BLOOMER,RICHARD:CG REFUND		01 4-00-312	PARK USERS FEE	165.14
		BLOOMER,RICHARD:CG REFUND		01 4-00-303	TRANSIENT ROOM TAX	13.21
		BLOOMER,RICHARD:CG REFUND		01 2-00-163	STATE ROOM TAX PAYABLE	1.65
		=== VENDOR TOTALS ===	180.00			
01-0053 BRYANT EMERSON, LLP						
I-0214857		LEGAL FEES-CDD/MMV AUGUST 15	602.00			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: Y		
		LEGAL FEES-CDD/MMV AUGUST 15		01 5-07-777	LEGAL FEES	602.00
I-0214858		LEGAL FEES-CDD AUGUST 2015	616.00			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: Y		
		LEGAL FEES-CDD AUGUST 2015		01 5-07-777	LEGAL FEES	616.00
I-0214859		LEGAL FEES-FINANCE AUGUST 201	56.00			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: Y		
		LEGAL FEES-FINANCE AUGUST 2015		01 5-02-777	LEGAL FEES	56.00
I-0214860		LEGAL FEES-GEN,FINANCE AUG 15	2,590.00			
9/15/2015	AP-US	DUE: 9/15/2015 DISC: 9/15/2015		1099: Y		
		FINANCE LEGAL AUGUST 2015		01 5-02-777	LEGAL FEES	756.00
		GENERAL LEGAL AUGUST 2015		01 5-01-777	LEGAL FEES	1,834.00

PACKET: 02381 AP 9/22/15
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
01-0053 BRYANT EMERSON, LLP		(** CONTINUED **)				
I-0214861		LEGAL FEES-KELLINGTON PR AUG1	210.00			
9/15/2015	AP-US	DUE: 9/15/2015 DISC: 9/15/2015		1099: Y		
		LEGAL FEES-KELLINGTON PR AUG15		01 5-01-777	LEGAL FEES	210.00
I-0214862		LEGAL FEES-LUBA APPEAL AUG 15	3,141.99			
9/15/2015	AP-US	DUE: 9/15/2015 DISC: 9/15/2015		1099: Y		
		LEGAL FEES-LUBA APPEAL AUG 15		01 5-07-777	LEGAL FEES	3,141.99
I-0214863		LEGAL FEES-PW AUGUST 2015	140.00			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: Y		
		LEGAL FEES-PW AUGUST 2015		02 5-00-726	CONTRACTED SERVICES	140.00
		=== VENDOR TOTALS ===	7,355.99			
01-0691 C & C NURSERY						
I-07312015		UR1202-VILLAGE GREEN FLOWERS	208.00			
9/09/2015	AP-US	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		UR1202-VILLAGE GREEN FLOWERS		21 5-00-906	CAPITAL OUTLAY	208.00
		=== VENDOR TOTALS ===	208.00			
01-1 MISC VENDOR						
I-091415		CENTRAL OR SHOWS:DEP RFND	250.00			
9/15/2015	AP-US	DUE: 9/15/2015 DISC: 9/15/2015		1099: N		
		CENTRAL OR SHOWS:DEP RFND		01 2-00-162	DEPOSITS - SPECIAL EVENT	250.00
		=== VENDOR TOTALS ===	250.00			
01-0024 CURTS ELECTRIC						
I-3947		INSTALL BALLARD OUTLET-FIR ST	170.29			
9/03/2015	AP-US	DUE: 9/03/2015 DISC: 9/03/2015		1099: N		
		INSTALL BALLARD OUTLET-FIR ST		01 5-05-786	PARK MAINTENANCE	170.29
I-3948		HOT WATER HEATER RPR-CH	114.42			
9/04/2015	AP-US	DUE: 9/04/2015 DISC: 9/04/2015		1099: N		
		HOT WATER HEATER RPR-CH		01 5-03-785	MAINTENANCE CITY HALL	114.42
		=== VENDOR TOTALS ===	284.71			

PACKET: 02381 AP 9/22/15
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
01-0582 DESCHUTES COUNTY						
I-07312015		PERMIT SERVICES JULY 2015	8,410.93			
9/16/2015	AP-US	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		ELEC PERMIT SERVICES JULY 2015		01 5-07-301	ELECTRICAL INSPECTION	199.02
		BLDG PERMIT SERVICES JULY 2015		01 5-07-300	BUILDING INSPECTIONS	8,211.91
		=== VENDOR TOTALS ===	8,410.93			
01-0596 DICKEY AND TREMPER, LLP						
I-62327		14/15 AUDUT SERVICES	9,000.00			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: Y		
		14/15 AUDUT SERVICES		01 5-02-706	AUDIT FEES	5,062.50
		14/15 AUDUT SERVICES		02 5-00-706	AUDIT FEES	972.00
		14/15 AUDUT SERVICES		03 5-00-706	AUDIT FEES	1,206.00
		14/15 AUDUT SERVICES		05 5-00-706	AUDIT FEES	1,759.50
I-62328		14/15 AUDUT-URBAN RENEWAL	1,000.00			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: Y		
		14/15 AUDUT		21 5-00-706	AUDITING SERVICES	1,000.00
		=== VENDOR TOTALS ===	10,000.00			
01-0028 FERGUSON ENTERPRISES, INC.						
I-0479102		1",3/4" METERS & MXU'S	6,429.60			
9/09/2015	AP-US	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		1",3/4" METERS & MXU'S		02 5-00-788	METERS & PARTS	6,429.60
I-0479149		3/4" METER PARTS, RUBBER WASH	915.78			
9/09/2015	AP-US	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		3/4" METER PARTS, RUBBER WASH		02 5-00-788	METERS & PARTS	915.78
		=== VENDOR TOTALS ===	7,345.38			
01-0565 GSI WATER SOLUTIONS, INC.						
I-0283.004-62		EVALUATION WELL 2 DATA	1,725.50			
9/08/2015	AP-US	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		EVALUATION WELL 2 DATA		02 5-00-726	CONTRACTED SERVICES	1,725.50
		=== VENDOR TOTALS ===	1,725.50			

PACKET: 02381 AP 9/22/15
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
01-0049 MISSION LINEN SUPPLY						
I-500792903		PWHQ MAT CLEANING	21.37			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: N		
		PWHQ MAT CLEANING		01 5-03-788	PWHQ MAINTENANCE	21.37
		=== VENDOR TOTALS ===	21.37			
01-0515 OFFICEMAX						
I-654763		COPY PAPER	77.94			
9/15/2015	AP-US	DUE: 9/15/2015 DISC: 9/15/2015		1099: N		
		COPY PAPER		01 5-01-721	COPIER/PRINTER	24.15
		COPY PAPER		01 5-02-721	COPIER/PRINTER	14.02
		COPY PAPER		01 5-05-721	COPIER/PRINTER	1.57
		COPY PAPER		01 5-07-721	COPIER/PRINTER	24.15
		COPY PAPER		02 5-00-721	COPIER/PRINTER	6.26
		COPY PAPER		03 5-00-721	COPIER/PRINTER	1.57
		COPY PAPER		05 5-00-721	COPIER/PRINTER	6.22
I-654763-1		1/2" LABELS	31.40			
9/15/2015	AP-US	DUE: 9/15/2015 DISC: 9/15/2015		1099: N		
		1/2" LABELS		01 5-01-714	OFFICE SUPPLIES	4.72
		1/2" LABELS		01 5-02-714	OFFICE SUPPLIES	5.01
		1/2" LABELS		01 5-03-795	SUPPLIES	0.63
		1/2" LABELS		01 5-05-714	OFFICE SUPPLIES	2.83
		1/2" LABELS		01 5-07-714	OFFICE SUPPLIES	7.84
		1/2" LABELS		02 5-00-714	OFFICE SUPPLIES	4.40
		1/2" LABELS		03 5-00-714	OFFICE SUPPLIES	2.51
		1/2" LABELS		05 5-00-714	OFFICE SUPPLIES	3.46
		=== VENDOR TOTALS ===	109.34			
01-0013 PONY EXPRESS						
I-259555		SHIPPING FOR LINE LOCATER	23.31			
9/09/2015	AP-US	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		SHIPPING FOR LINE LOCATER		02 5-00-715	POSTAGE	11.66
		SHIPPING FOR LINE LOCATER		05 5-00-715	POSTAGE	11.65
		=== VENDOR TOTALS ===	23.31			
01-0944 QUANTUM COMMUNICATION						
I-26353		TELEPHONE SEPTEMBER 2015	814.60			
9/15/2015	AP-US	DUE: 9/15/2015 DISC: 9/15/2015		1099: N		
		TELEPHONE SEPTEMBER 2015		01 5-01-735	TELEPHONE	50.47
		TELEPHONE SEPTEMBER 2015		01 5-02-735	TELEPHONE	60.58
		TELEPHONE SEPTEMBER 2015		01 5-03-735	TELEPHONE	20.22
		TELEPHONE SEPTEMBER 2015		01 5-05-735	TELEPHONE	60.58
		TELEPHONE SEPTEMBER 2015		01 5-07-735	TELEPHONE	90.66
		TELEPHONE SEPTEMBER 2015		02 5-00-735	TELEPHONE	85.80

PACKET: 02381 AP 9/22/15
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
01-0944		QUANTUM COMMUNICATION (** CONTINUED **)				
		TELEPHONE SEPTEMBER 2015		03 5-00-735	TELEPHONE	75.69
		TELEPHONE SEPTEMBER 2015		05 5-00-735	TELEPHONE	60.60
		CITY HALL		01 5-03-735	TELEPHONE	93.00
		PWHQ		01 5-03-735	TELEPHONE	62.00
		PUMP STATIONS		05 5-00-735	TELEPHONE	155.00
		=== VENDOR TOTALS ===	814.60			
01-1		MISC VENDOR				
I-09142015		RAMBO,JENNIFER: PERMIT REFUND	45.00			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: N		
		REFUND 793-15-000122		01 4-00-313	BUILDING INSPECTION FEES	45.00
I-09152015		ROBBINS,SCOTT:RFD793-15-00015	67.20			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: N		
		ROBBINS,SCOTT:RFD793-15-000158		01 5-07-301	ELECTRICAL INSPECTION	67.20
		=== VENDOR TOTALS ===	112.20			
01-1004		SLINGSHOT MATERIAL PLACEMENT				
I-SS515		ROCK DELIVERY-MCKINNEY BUTTE	1,552.50			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: N		
		ROCK DELIVERY-MCKINNEY BUTTE		03 5-00-749	STREET MAINTENANCE	1,552.50
		=== VENDOR TOTALS ===	1,552.50			
01-0070		UMPQUA RESEARCH COMPANY				
I-B051972		COLIFORM	28.00			
9/04/2015	AP-US	DUE: 10/04/2015 DISC: 10/04/2015		1099: Y		
		COLIFORM		02 5-00-775	LABORATORY FEES	28.00
I-B052197		COLIFORM	28.00			
9/04/2015	AP-US	DUE: 10/04/2015 DISC: 10/04/2015		1099: Y		
		COLIFORM		02 5-00-775	LABORATORY FEES	28.00
		=== VENDOR TOTALS ===	56.00			
01-0344		USA BLUEBOOK				
I-744137		SEWER SUPPLIES	105.59			
9/04/2015	AP-US	DUE: 9/04/2015 DISC: 9/04/2015		1099: Y		
		SEWER SUPPLIES		05 5-00-795	SUPPLIES	105.59
		=== VENDOR TOTALS ===	105.59			

PACKET: 02381 AP 9/22/15
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
01-0043 WCP SOLUTIONS						
I-504729		URINAL SCREENS	173.40			
9/09/2015	AP-US	DUE: 10/25/2015 DISC: 9/19/2015	1.73CR	1099: N		
		URINAL SCREENS		05 5-00-795	SUPPLIES	32.98
		URINAL SCREENS		02 5-00-795	SUPPLIES	36.45
		URINAL SCREENS		03 5-00-795	SUPPLIES	46.70
		URINAL SCREENS		01 5-05-795	SUPPLIES	34.71
		URINAL SCREENS		01 5-03-795	SUPPLIES	22.56
		=== VENDOR TOTALS ===	173.40			
		=== PACKET TOTALS ===	39,472.33			

PACKET: 02382 ADDITIONAL AP 9/22/15
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
01-0014 CENTRAL ELECTRIC COOP						
I-5016080107-092015		CITY STREET LIGHTS	344.24			
9/17/2015	AP-US	DUE: 9/17/2015 DISC: 9/17/2015		1099: N		
		CITY STREET LIGHTS		03 5-00-743	ELECTRICITY	344.24
		=== VENDOR TOTALS ===	344.24			
01-0906 CENTRAL OREGON BUILDERS EXCHAN						
I-42874		AD-BARCLAY WATERLINE IMP	38.20			
9/17/2015	AP-US	DUE: 9/17/2015 DISC: 9/17/2015		1099: N		
		AD-BARCLAY WATERLINE IMP		03 5-00-906	CAPITAL OUTLAY	19.10
		AD-BARCLAY WATERLINE IMP		05 5-00-906	CAPITAL OUTLAY	19.10
		=== VENDOR TOTALS ===	38.20			
01-0706 COSTCO MEMBERSHIP						
I-09172015		COSTCO MEMBERSHIP	110.00			
9/17/2015	AP-US	DUE: 9/17/2015 DISC: 9/17/2015		1099: N		
		COSTCO MEMBERSHIP		01 5-01-733	DUES & SUBSCRIPTIONS	110.00
		=== VENDOR TOTALS ===	110.00			
01-0628 PITNEY BOWES, INC.						
I-2093732-SP15		POSTAGE MACHING LEASE	206.34			
9/17/2015	AP-US	DUE: 9/17/2015 DISC: 9/17/2015		1099: N		
		POSTAGE MACHING LEASE		01 5-01-715	POSTAGE	6.19
		POSTAGE MACHING LEASE		01 5-02-715	POSTAGE	76.35
		POSTAGE MACHING LEASE		01 5-07-715	POSTAGE	47.46
		POSTAGE MACHING LEASE		02 5-00-715	POSTAGE	37.14
		POSTAGE MACHING LEASE		03 5-00-715	POSTAGE	2.06
		POSTAGE MACHING LEASE		05 5-00-715	POSTAGE	37.14
		=== VENDOR TOTALS ===	206.34			
		=== PACKET TOTALS ===	698.78			

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	117	118.5	139	114.5	34	523	58.5	24	0	151	756.5
MAY	111	115.25	107	104	41.5	478.75	72.75	17.5	5.5	140.5	715
JUN	111.5	179.5	126	115	32	564	35	9	10	111	729
JUL	112	142	117.5	125.5	48	545	60	24	0	0	629
AUG	103.5	121	118.5	121	43.5	507.5	48	12	0	48	615.5
SEP											0
OCT											0
NOV											0
DEC						0					0
YEAR TO DATE						4178.25	387.25	173.5	15.5	671	5425.5

PATROL ACTVITY STATISTICS

ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
city traffic warnings	63	55	44	26	31	35	30	31					315
city traffic citations	14	3	12	3	2	6	0	7					47
city ordinace warnings	3	1	2	2	12	0	1	0					21
city ordinace citations	0	4	0	0	0	0	0	0					4
city parking warnings	5	2	7	0	0	4	0	1					19
city parking citations	4	0	9	0	0	0	0	0					13
county traffic warnings	23	21	36	18	26	21	14	21					180
county traffic cite	5	2	7	0	0	1	4	4					23
county ordinance warnings	7	1	1	4	1	4	1	3					22
county ordinance citations	0	0	0	0	0	0	0	1					1
city misd arrests	2	0	4	5	4	4	2	4					25
city felony arrests	2	3	0	0	0	2	1	0					8
county misd arrests	4	0	2	0	0	1	0	1					8
county felony arrest	0	0	0	4	0	2	1	0					7
school zone elementary warnings	0	7	2	4	2	0	0	0					15
school zone elementary citations	0	2	0	0	0	0	0	0					2
school zone middle /high warnings	2	5	1	3	6	0	0	5					22
school zone middle /high citations	2	0	0	0	0	0	0	0					2

security checks	250	233	336	239	341	245	386	597					2627
open doors	3	2	0	0	0	0	3	3					11

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00216402	08/01/2015 12:20	E BLACK CRATER AVE	Civil: Restraining order served.	
2015-00217847	08/02/2015 22:22	E WASHINGTON AVE	Criminal Mischief*: One adult male and one juvenile male cited for Criminal Mischief for damaging city property	
2015-00220675	08/05/2015 12:37	MAIN AVE	Lost Property: Citizen reported he lost his gun while camping.	
2015-00221156	08/05/2015 19:29	E HWY 20	Missing Person: Adult male reported missing returned on his own. Male was camping and not missing.	2
2015-00221297	08/05/2015 22:41	N ASH ST / W ADAMS AVE	Found Property: Citizen turned in a found bicycle.	
2015-00221581	08/06/2015 9:37	W CASCADE AVE	Burglary: Attempted forced entry into four businesses. Owners reported nothing was missing from their businesses.	
2015-00221586	08/06/2015 9:41	E HWY 20	Found Property: Citizen turned in a found set of keys.	
2015-00222187	08/06/2015 17:50	TAPIDERO	Restraining Order Violation*: Adult female arrested for violating a restraining order by phone.	
2015-00223016	08/07/2015 14:54	S LOCUST ST	Criminal Mischief: Three young juveniles were found applying graffiti. Civil compromise to be arranged in lieu of arrest due to very young age.	
2015-00224701	08/09/2015 11:02	E HOOD AVE	Lost/Found Property: Citizen reported his mini IPad missing.	
2015-00225152	08/09/2015 20:30	FAIR MILE RD	Child Abuse: Investigation of physical abuse. Victim out of county and investigation will continue in county of residence.	
2015-00225235	08/09/2015 22:43	E CASCADE AVE / N LOCUST ST	MIP/Traffic*: Adult male cited for Possession of Less Than One Ounce of Marijuana, Fail to Obey Traffic Control Device and warned for no insurance.	
2015-00225417	08/10/2015 8:14	E JEFFERSON AVE	Theft III: Two campers reported the theft of empty bans and bottles from their campsite.	
2015-00225947	08/10/2015 15:50	E CASCADE AVE	Criminal Mischief: Business owner reported someone broke out lights on their utility trailer.	
2015-00226676	08/11/2015 11:48	E MAIN AVE / N LARCH ST	MVA*: Adult male cited for Fail to Obey Traffic Control Device causing a minor crash at intersection.	
2015-00226845	08/11/2015 14:03	E CASCADE AVE	Civil: Civil dispute over real estate contract/eviction and fraudulent business practices. Case referred to the DA.	

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00226978	08/11/2015 15:31	W HWY 20	Hit and Run: Citizen reported someone hit her car in a parking lot and left the scene. Investigation continuing.	
2015-00227652	08/12/2015 8:45	S LOCUST ST	Theft: Citizen reported the theft of his bicycle.	
2015-00228229	08/12/2015 17:30	N HINDEMAN ST	Theft: Citizen reported the theft of his vehicle's license plate and license plate holder.	
2015-00228276	08/12/2015 18:23	HWY 20 / TOLLGATE	MVA*: Adult male cited for an unsafe lane change causing a minor collision.	
2015-00229029	08/13/2015 11:54	W RAIL WAY	Theft: Citizen reported the theft of her IPhone 6.	
2015-00229559	08/13/2015 19:08	N LARCH ST	Welfare Check: Adult male threatened suicide. Investigation continuing.	
2015-00229878	08/14/2015 7:12	HWY 242	Criminal Mischief: Employee reported graffiti damage to school property.	1
2015-00230041	08/14/2015 9:51	W JEFFERSON AVE	Criminal Mischief: Employee reported graffiti damage to city sign.	
2015-00231637	08/15/2015 19:30	CAMP POLK RD / OLD JUNIPER RD	Traffic Crime/Offense*: Female juvenile (14 years old) cited for Reckless Endangering, Fail to Drive in Lane and No Driving Privileges.	
2015-00233015	08/17/2015 11:22	CRUPPER	Unlawful Entry into Motor Vehicle: Citizen reported someone broke into his vehicle. Nothing taken.	
2015-00234060	08/18/2015 10:12	N CEDAR ST	Lost/Found Property: Citizen turned in property left in their lost and found.	
2015-00234645	08/18/2015 17:26	MEADOW VIEW RD	Missing Person: Female juvenile ran away from home and returned later.	
2015-00235228	08/19/2015 10:00	N TRINITY WAY	Criminal Mischief: Citizen reported damage to a tree and outside lights in the parking lot.	1
2015-00237449	08/21/2015 9:24	GOODRICH RD	Theft: Citizen reported the theft of rare coins from his residence.	3
2015-00238568	08/22/2015 10:12	DEER RIDGE RD	Death Investigation: Adult female died at home of natural causes.	1

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00238581	08/22/2015 10:25	N LARCH ST / E CASCADE AVE	Unlawful Entry into Motor Vehicle: Citizen reported someone broke into his vehicle and removed a laptop computer.	
2015-00239942	08/23/2015 21:05	S ELM ST	Warrant Arrest*: Adult male arrested on an outstanding Deschutes County Warrant.	
2015-00243532	08/26/2015 21:48	LAKE DR	Domestic Violence*: Adult male arrested on multiple counts of assault and attempted assault against his girlfriend.	1
2015-00243680	08/27/2015 3:47	MCALLISTER RD	Agency Assist: Deputies assisted Black Butte Ranch Police with a theft case.	
2015-00243907	08/27/2015 9:55	E HORSE BACK TRL	Burglary I/Theft I*: Citizen reported their house had been burglarized. Multiple items and cash taken. Two juvenile males were arrested.	3
2015-00246665	08/29/2015 18:33	SISTERS WILDERNESS AREA	Lost Property: Citizen reported he lost a wedding band while hiking.	
2015-00246957	08/30/2015 2:04	LASSO	Burglary I *: Citizen reported waking up to find an unknown subject in their house. Two juvenile males arrested.	3
2015-00247545	08/30/2015 21:30	N LARCH ST	Domestic Violence*: Report of a domestic disturbance. No evidence of a physical domestic and parties would not cooperate with deputies.	3
2015-00247997	08/31/2015 12:10	E WASHINGTON AVE	Dog at Large*: Citizen signed citation against dog owner for letting dogs run loose in the park.	
*** DENOTES CASE INCLUDED LAW ENFORCEMENT ACTION**				
ADDITIONAL PERSONNEL NEEDED FROM OTHER DISTRICTS:				18

AGENDA ITEM SUMMARY

CITY OF SISTERS
SISTERS CITY COUNCIL

Meeting Date: September ~~15~~ 22, 2015 **Staff:** Patrick Davenport

Type: Regular **Dept:** CDD

Subject: Technical Assistance Grant application to Department of Land Conservation and Development –Resolution of Support

Action Requested: Approve Resolution of Support and Authorize City Manager to Execute Grant application.

Summary: Staff is requesting City Council to approve the attached Resolution of Support and authorize the City Manager to execute the Grant application for the 2015 Urbanization Study. The grant application is due by September 30, 2015.

The overall project costs are anticipated to be approximately $30,000. CDD staff will continue to work on the Urbanization Study in the interim prior to receiving notification of award. Work accomplished by staff will continue to reduce the amount of the overall project costs.

The grant request will be $15,000 with a City contribution of $15,000. However, if the grant is awarded, staff will clearly outline how the funds will be expended and present that information to the Council prior to requesting accepting the grant.

Attachments: Resolution No. 2015-21

Concurrence: ___ CM ___ F&A PD CDD ___ PW

RESOLUTION NO. 2015-21

A RESOLUTION SUPPORTING THE CITY OF SISTERS GRANT APPLICATION FOR A TECHNICAL ASSISTANCE GRANT FROM THE DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE GRANT APPLICATION

WHEREAS, the Oregon Department of Land Conservation and Development is accepting applications for the 2015 Technical Assistance Grant Program; and

WHEREAS, the City of Sisters desires to prepare an Urbanization Study in support of updating its Comprehensive Land Use Plan, enhancing economic development opportunities and conducting a housing needs analysis; and

WHEREAS, the City of Sisters City Council has identified a desire to support the Urbanization Study and apply for this grant opportunity; and

WHEREAS, the City of Sisters has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Sisters will also provide in-kind support and substantial opportunities for public involvement should the grant funds be awarded.

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

Section 1: The City Council demonstrates its support for the submittal of a grant application to the Oregon Department of Land Conservation and Development for the preparation of an Urbanization Study.

Section 2: This Resolution shall be effective following its adoption by the City Council.

ADOPTED by the City Council of the City of Sisters, Oregon and APPROVED by the Mayor this 22nd day of September, 2015.

_____

Chris Frye, Mayor

ATTEST:

_____

Kathy Nelson, City Recorder

AGENDA ITEM

SUMMARY

CITY OF SISTERS
SISTERS CITY COUNCIL

Meeting Date: September 10, 2015 **Staff: CMO & Finance**

Type: Update **Dept: CMO & Finance**

Subject: USDA Loan Refunding

Action Requested: Authorize the City Manager to execute the revised Engagement Letter with Piper Jaffrey

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Summary Points:

- Attached please find an engagement letter from Piper Jaffray for refinancing the current USDA debts at a lower rate.

- When the City originally engaged Piper Jaffray (June 2013), they were known as Seattle North West. The company merged with Piper Jaffray and in order to continue to work on the refinancing of these bonds, they need a new engagement letter.

Financial Impact:

- If Council elects to move forward with the refinancing, there will be underwriting fees owed to Piper Jaffray. These fees will likely be paid from the proceeds of the refinancing of the bonds.

- **Attachment(s):**
  - Seattle North West (SNW) original engagement letter dated June 3, 2013
  - Piper Jaffray's proposed engagement letter dated September 2, 2015

Concurrence: ___ CM ___ F&A PD CDD ___ PW

PiperJaffray.
SEATTLE-NORTHWEST DIVISION

1300 SW Fifth Ave, Suite 3650, Portland, OR 97201
Tel: 503-275-8300 | Fax: 503-275-8320
Piper Jaffray & Co. Since 1895. Member SIPC and NYSE.

September 2, 2015

Mr. Andrew Gorayeb, City Manager
City of Sisters
520 E. Cascade Avenue
P. O. Box 39
Sisters, OR 97759

Re: Engagement Letter
Full Faith and Credit and/or Sewer Revenue Obligations to be issued in 2015 or 2016 (the "Bonds")

Dear Andrew:

On behalf of Piper Jaffray & Co. ("us" or "Piper"), we are writing concerning a potential municipal securities transaction as identified above. This letter confirms that you engage Piper Jaffray as an underwriter or placement agent, to be determined later respecting the Bonds, subject to the conditions and limitations described below.

This engagement is preliminary in nature, non-binding and may be terminated at any time by you or us. Although you intend or reasonably expect to use Piper Jaffray as an underwriter or placement agent respecting the Bonds, this engagement is subject to any applicable procurement laws and the formal approval of Piper Jaffray as underwriter or placement agent by your board or governing body, and is also subject to mutual agreement as to the final structure for the Bonds and the terms of a bond purchase or similar agreement. This engagement does not restrict you from using other underwriters or placement agents respecting the Bonds or any other municipal securities transaction or prevent you from delaying or cancelling the Bond issue or selecting an underwriting syndicate that does not include Piper Jaffray.

As an underwriter or placement agent, Piper may provide advice concerning the structure, timing, terms, and other similar matters concerning the Bonds. Attached to this letter are regulatory disclosures required by the Securities and Exchange Commission and the Municipal Securities Rulemaking Board to be made by us at this time because of this engagement. We may be required to send you additional disclosures regarding the material financial characteristics and risks of such transaction or describing those conflicts. At that time, we also will seek your acknowledgement of receipt of any such additional disclosures. It is our understanding that you have the authority to bind the issuer by contract with us, and that you are not a party to any conflict of interest relating to the Bonds. If our understanding is incorrect, please notify the undersigned immediately.

We wish to receive your written acknowledgement that you have received the Appendix A disclosures and that this engagement is approved. Accordingly, please send me an email to that affect, or sign and return the enclosed copy of this letter to me at the address set forth below. If you have any questions or concerns about anything in this letter, please make those questions or concerns known immediately to us at the contact information below.

Thank you.

Sincerely,

Carol Samuels
Managing Director
Piper Jaffray & Co.
1300 SW Fifth Ave., Suite 3650
Portland, OR 97201
carol.e.samuels@pjc.com

_____

Acknowledgement of Approval of Engagement
and Receipt of Appendix A Disclosures

Mr. Andrew Gorayeb, City Manager
City of Sisters

Date: _____

Appendix A – G-17 Disclosure

We are providing you with certain disclosures relating to the captioned bond issue (the Bonds), as required by the Municipal Securities Rulemaking Board (MSRB) Rule G-17 in accordance with MSRB Notice 2012-25 (May 7, 2012). Under new federal regulations, all underwriters and placement agents are now required to send the following disclosures to you (as the Issuer of the Bonds) in order to clarify with you the role of an underwriter or placement agent and other matters relating to an underwriting of the Bonds.

If Piper Jaffray has been engaged to act as your underwriter in a negotiated underwriting, and by engaging Piper Jaffray as your underwriter, you determined to sell the Bonds by negotiated sale. A negotiated sale is the sale of a new issue of municipal securities by an issuer directly to an underwriter or underwriting syndicate selected by the issuer. A negotiated sale is distinguished from a sale by competitive bid, which requires public bidding by the underwriters. Piper Jaffray did not advise you as to what method of sale (competitive or negotiated sale) you used for this issuance of municipal securities.

Our Role as Underwriter:
In serving as underwriter for the Bonds, these are some important disclosures that clarify our role and responsibilities:

(i) MSRB Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors;
(ii) The underwriter's primary role is to purchase securities with a view to distribution in an arm's-length commercial transaction with the Issuer and it has financial and other interests that differ from those of the Issuer;
(iii) Unlike a municipal advisor, the underwriter does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests;
(iv) The underwriter has a duty to purchase securities from the Issuer at a fair and reasonable price, but must balance that duty with its duty to sell municipal securities to investors at prices that are fair and reasonable; and
(v) The underwriter will review the official statement for the Issuer's securities in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.[1]

Our Role as Placement Agent:
In serving as placement agent for the Bonds, these are some important disclosures that clarify our role and responsibilities:

(i) MSRB Rule G-17 requires us to deal fairly at all times with both municipal issuers and investors;
(ii) Our primary role in this transaction is to facilitate the sale and purchase of municipal securities between you and one or more investors for which we will receive compensation;

[1] Under federal securities law, an issuer of securities has the primary responsibility for disclosure for investors. The review of the official statement by the underwriter is solely for purposes of satisfying the underwriter's obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the official statement.

(iii) Unlike a municipal advisor, we do not have a fiduciary duty to you under the federal securities laws and are, therefore, not required by federal law to act in your best interests without regard to our own financial or other interests;

(iv) We have a duty to arrange the purchase securities from you at a fair and reasonable price, but must balance that duty with our duty to arrange the sale to investors at prices that are fair and reasonable; and

(v) In the event an official statement is prepared, we will review the official statement for your securities in accordance with, and as part of, our responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.

Our Compensation:
As underwriter, compensation will be by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds. As placement agent, compensation will be by a fee that was negotiated and entered into in connection with the issuance of the Bonds. Payment or receipt of the underwriting fee, discount or placement agent fee will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the underwriter or placement agent may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

Conflicts of Interest for Underwritings Only:
We have entered into an agreement with Pershing LLC which enables us to distribute certain new issue municipal securities underwritten by or allocated to us which could include the Bonds. Under the agreement, we could share with Pershing LLC a portion of the fee or commission paid to us as underwriter.

We have entered into a separate agreement with Charles Schwab & Co., Inc. that enables Charles Schwab & Co., Inc. to distribute certain new issue municipal securities underwritten by or allocated to us which could include the Bonds. Under that agreement, we will share with Charles Schwab & Co., a portion of the fee or commission paid to us.

Risk Disclosures:
In accordance with the requirements of MSRB Rule G-17, attached as Appendix B is a description of the material aspects of a typical fixed rate offering, including the Bonds. This letter may be later supplemented if the material terms of the Bonds change from what is described here.

If you have any questions or concerns about these disclosures, please make those questions or concerns known immediately to me. In addition, you should consult with your own financial, legal, accounting, tax and other advisors, as applicable, to the extent you deem appropriate.

Appendix B – Risk Disclosures

The following is a general description of the financial characteristics and security structures of fixed rate municipal bonds ("Fixed Rate Bonds"), as well as a general description of certain financial risks that you should consider before deciding whether to issue Fixed Rate Bonds.

Financial Characteristics

Maturity and Interest. Fixed Rate Bonds are interest-bearing debt securities issued by state and local governments, political subdivisions and agencies and authorities. Maturity dates for Fixed Rate Bonds are fixed at the time of issuance and may include serial maturities (specified principal amounts are payable on the same date in each year until final maturity) or one or more term maturities (specified principal amounts are payable on each term maturity date) or a combination of serial and term maturities. The final maturity date typically will range between 10 and 30 years from the date of issuance. Interest on the Fixed Rate Bonds typically is paid semiannually at a stated fixed rate or rates for each maturity date.

Redemption. Fixed Rate Bonds may be subject to optional redemption, which allows you, at your option, to redeem some or all of the bonds on a date prior to scheduled maturity, such as in connection with the issuance of refunding bonds to take advantage of lower interest rates. Fixed Rate Bonds will be subject to optional redemption only after the passage of a specified period of time, often approximately ten years from the date of issuance, and upon payment of the redemption price set forth in the bonds, which may include a redemption premium. You will be required to send out a notice of optional redemption to the holders of the bonds, usually not less than 30 days prior to the redemption date. Fixed Rate Bonds with term maturity dates also may be subject to mandatory sinking fund redemption, which requires you to redeem specified principal amounts of the bonds annually in advance of the term maturity date. The mandatory sinking fund redemption price is 100% of the principal amount of the bonds to be redeemed.

Security

Payment of principal of and interest on a municipal security, including Fixed Rate Bonds, may be backed by various types of pledges and forms of security, some of which are described below.

General Obligation Bonds

"General obligation bonds" are debt securities to which your full faith and credit is pledged to pay principal and interest. If you have taxing power, generally you will pledge to use your ad valorem (property) taxing power to pay principal and interest. Ad valorem taxes necessary to pay debt service on general obligation bonds may not be subject to state constitutional property tax millage limits (an unlimited tax general obligation bond). The term "limited" tax is used when such limits exist.

General obligation bonds constitute a debt and, depending on applicable state law, may require that you obtain approval by voters prior to issuance. In the event of default in required payments of interest or principal, the holders of general obligation bonds have certain rights under state law to compel you to impose a tax levy.

Revenue Bonds

"Revenue bonds" are debt securities that are payable only from a specific source or sources of revenues. Revenue bonds are not a pledge of your full faith and credit and you are obligated to

pay principal and interest on your revenue bonds only from the revenue source(s) specifically pledged to the bonds. Revenue bonds do not permit the bondholders to compel you to impose a tax levy for payment of debt service. Pledged revenues may be derived from operation of the financed project or system, grants or excise or other specified taxes. Generally, subject to state law or local charter requirements, you are not required to obtain voter approval prior to issuance of revenue bonds. If the specified source(s) of revenue become inadequate, a default in payment of principal or interest may occur. Various types of pledges of revenue may be used to secure interest and principal payments on revenue bonds. The nature of these pledges may differ widely based on state law, the type of issuer, the type of revenue stream and other factors.

General Fund Obligations

"General Fund Obligations" are debt securities that are payable from an issuer's general fund and are not secured by a specific tax levy like a general obligation bond or a specific revenue pledge like a revenue bond. General fund obligations come in many varieties and may be a continuing obligation of the general fund or may be subject to annual appropriation. Often general fund obligations are issued in the form of certificates of participation in a lease obligation of the issuer.

Financial Risk Considerations

Certain risks may arise in connection with your issuance of Fixed Rate Bonds, including some or all of the following:

Risk of Default and Fiscal Stress

You may be in default if the funds pledged to secure your bonds are not sufficient to pay debt service on the bonds when due. The consequences of a default may be serious for you and may include the exercise of available remedies against you on behalf of the holders of the bonds. Depending on state law, if the bonds are secured by a general obligation pledge, you may be ordered by a court to raise taxes or other budgetary adjustments may be necessary to enable you to provide sufficient funds to pay debt service on the bonds. If the bonds are revenue bonds, subject to applicable state law and the terms of the authorizing documents, you may be required to take steps to increase the available revenues that are pledged as security for the bonds.

Bonds payable from the general fund, particularly bonds without a defined revenue stream identified to pay debt service, reduce your flexibility to balance the general fund. Because a fixed debt service payment is required to be paid regardless of how your general fund is impacted by revenue losses or by increased expenses, you have less flexibility in the options available to you in assuring a balanced budget for your general fund.

General Fund Obligations that are Project Based. Some general fund obligations are issued for projects which are expected to generate revenues that will pay for some or all of the debt service on the bonds. In the event the project does not generate the anticipated levels of revenues available for debt service, or, in the extreme case, does not create any revenue available for debt service, you may need to make payments from other available general fund revenues. This may force you to reduce other expenditures or to make difficult decisions about how to pay your debt service obligation while meeting other expenditure needs.

General Fund Obligations that are Subject to Annual Appropriation. Some general fund obligations require that debt service is subject to annual appropriation by your governing body.

If your governing body decides not to appropriate payments for debt service, your credit ratings may be negatively impacted and you may be forced to pay a higher interest rate on future debt issuance or may be unable to access the market for future debt issuance.

For all bonds, a default may negatively impact your credit ratings and may effectively limit your ability to publicly offer bonds or other securities at market interest rate levels. Further, if you are unable to provide sufficient funds to remedy the default, subject to applicable state law and the terms of the authorizing documents, it may be necessary for you to consider available alternatives under state law, including (for some issuers) state-mandated receivership or bankruptcy. A default also may occur if you are unable to comply with covenants or other provisions agreed to in connection with the issuance of the bonds.

Redemption Risk

Your ability to redeem the bonds prior to maturity may be limited, depending on the terms of any optional redemption provisions. In the event that interest rates decline, you may be unable to take advantage of the lower interest rates to reduce debt service.

Refinancing Risk

If your financing plan contemplates refinancing some or all of the bonds at maturity (for example, if you have term maturities or if you choose a shorter final maturity than might otherwise be permitted under the applicable federal tax rules), market conditions or changes in law may limit or prevent you from refinancing those bonds when required. Further, limitations in the federal tax rules on advance refunding of bonds (an advance refunding of bonds occurs when tax-exempt bonds are refunded more than 90 days prior to the date on which those bonds may be retired) may restrict your ability to refund the bonds to take advantage of lower interest rates.

Reinvestment Risk

You may have proceeds of the bonds to invest prior to the time that you are able to spend those proceeds for the authorized purpose. Depending on market conditions, you may not be able to invest those proceeds at or near the rate of interest that you are paying on the bonds, which is referred to as "negative arbitrage".

Tax Compliance Risk

The issuance of tax-exempt bonds is subject to a number of requirements under the United States Internal Revenue Code, as enforced by the Internal Revenue Service (IRS). You must take certain steps and make certain representations prior to the issuance of tax-exempt bonds. You also must covenant to take certain additional actions after issuance of the tax-exempt bonds. A breach of your representations or your failure to comply with certain tax-related covenants may cause the interest on the bonds to become taxable retroactively to the date of issuance of the bonds, which may result in an increase in the interest rate that you pay on the bonds or the mandatory redemption of the bonds. The IRS also may audit you or your bonds, in some cases on a random basis and in other cases targeted to specific types of bond issues or tax concerns. If the bonds are declared taxable, or if you are subject to audit, the market price of your bonds may be adversely affected. Further, your ability to issue other tax-exempt bonds also may be limited.

June 3, 2013

Andrew Gorayeb, City Manager
City of Sisters
520 E. Cascade Avenue
P. O. Box 39
Sisters, OR 97759

Re: Underwriter/Placement Agent Engagement Letter

Dear Andrew:

On behalf of Seattle-Northwest Securities Corporation ('we" or "SNW"), we wish to thank you for the opportunity to serve as underwriter or placement agent to the City of Sisters ("Issuer"). This letter will confirm the terms of our engagement; however, it is anticipated that this letter will be replaced and superseded by any bond purchase or placement agreement entered into by the parties (the "Purchase Agreement" or "Placement Agreement") if and when Bonds or Obligations ("Bonds") are priced following successful completion of an offering process.

1. **Scope of Services.** The Issuer hereby engages SNW to serve as managing underwriter or placement agent of any offering and issuance of Bonds, and in such capacity SNW agrees to provide the following services:

   a. Assisting in capital planning, including developing a financing plan for issuing Bonds and assisting the Issuer in determining the economic impact of such a bond issue.

   b. Providing recommendations as to maturities, interest rates, structure, security, timing, and amount of bond sales needed to implement the Issuer's financing plans consistent with overall debt service and Issuer goals.

   c. Reviewing and making comments with respect to election and sale documents, as applicable, including Ballot Titles, Explanatory Statements, Authorizing Bond Resolutions, bond declarations and indentures and other underlying documents relating to Bonds.

   d. Developing a sale schedule that incorporates all aspects of bringing Bonds to market and arranging for a successful closing of the transaction.

   e. Assisting the Issuer in determining whether to pursue a public sale or a private placement to a bank or other financial institution, based upon the facts and circumstances in evidence at that time.

f. For a public sale, preparing the preliminary and final Official Statements to be issued by the Issuer relating to Bonds and consulting with the Issuer and its bond counsel regarding same.

g. Assisting in making presentations to rating agencies, if applicable.

h. Evaluating and making recommendations to the Issuer concerning the use of bond insurance and any other available credit enhancements, if applicable.

i. For a public sale, distributing preliminary and final Official Statements and other documents to a broad list of institutions, banks, trusts, insurance companies, investment counselors, and other prospective investors in Bonds.

j. For a public sale, forming, if deemed appropriate by SNW and the Issuer, an underwriting group for the purpose of underwriting Bonds, and informing the Issuer as to the membership of any group so formed.

k. For a public sale, developing a marketing plan for the offering, including identification of potential investors.

l. Contacting potential investors, including those that might be considering a private placement, providing them with offering-related information, responding to their inquiries and, if requested, coordinating their due diligence sessions.

m. Negotiating the pricing, including the interest rate, and other terms of Bonds.

n. For a public sale, obtaining CUSIP number(s) for Bonds and arranging for their DTC book-entry eligibility.

o. Providing a final schedule of debt service payments for Bonds.

p. Reviewing and making comments with respect to closing documents prepared by Bond Counsel.

q. Planning and arranging for the closing and settlement of the issuance and the delivery of Bonds.

r. Assisting the Issuer and its bond counsel in registering, executing, delivering, and investing the proceeds of the Bonds, if applicable.

s. Monitoring the market after the bond sales for opportunities to refinance Bonds to reduce interest costs.

t. Responding to inquiries after any bond sale pertaining to bond issues and services covered under this Agreement.

u. Providing such other usual and customary underwriting services as may be requested by the Issuer.

2. **Term and Termination.** SNW shall serve as underwriter to the [Issuer Name] beginning on the date of this letter until terminated by either party. Either party may terminate SNW's engagement at any time without liability or penalty upon at least 30 days' prior written

notice to the other party. If SNW's engagement is terminated by the Issuer, the Issuer agrees to reimburse SNW for its out-of-pocket expenses (e.g., travel requested by the Issuer for in-person meetings) incurred until the date of termination.

3. **MSRB Disclosures.** This section is provided to you in connection with our obligations under the rules of the Municipal Securities Rulemaking Board ("MSRB"), the federal regulatory agency that oversees municipal broker-dealers and advisors. The following disclosures concerns our role and other matters pursuant to our obligations under MSRB Rule G-17 relating to our underwriting of Bonds and risks to which you may be exposed by entering into bond transactions.

Our Role as Underwriter/Placement Agent

In serving as underwriter or placement agent for Bonds, these are some important disclosures that clarify our role and responsibilities:

1) Municipal Securities Rulemaking Board Rule G-17 requires us to deal fairly at all times with both municipal issuers and investors;

2) our primary role will be to purchase bonds with a view to distribution in an arm's-length commercial transaction with you and we have financial and other interests that differ from your interests;*

3) unlike a municipal advisor, as an underwriter, we do not have a fiduciary duty to you under the federal securities laws and we are, therefore, not required by federal law to act in your best interests without regard to our own financial or other interests;

4) we have a duty to purchase securities from you or place securities at a fair and reasonable price, but must balance that duty with our duty to sell or place Bonds to investors at prices that are fair and reasonable; and

5) if applicable, we will review any official statement for Bonds in accordance with, and as part of, our responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.

**If we act as a placement agent in a true agency role and do not take a principal position in the securities being placed, our role will not be to purchase the bonds with a view to distribution in an arm's-length transaction but rather to place the bonds at prices that are fair and reasonable*

Our Compensation

We will be compensated by a fee and/or an underwriting discount that will be set forth in any Purchase Agreement or Placement Agreement to be negotiated and entered into in connection with the issuance of Bonds. The Issuer will make no payment to SNW, nor enter into any financial obligation prior to the completion of a bond sale. Our compensation will

be contingent on the closing of a transaction and at least a portion of that compensation will be based on the size of the issue. While this form of compensation is customary in the municipal securities market, the Municipal Securities Rulemaking Board requires us to inform you that compensation that is contingent on the closing of a transaction or the size of a transaction presents a conflict of interest, because it may cause us to recommend a transaction that it is unnecessary or to recommend that the size of the transaction be larger than is necessary.

For the issuance of the Full Faith and Credit Refunding Obligations, Series 2013, our compensation will be set at a level not to exceed .925% of the par amount to be issued.

The Bond Issue Presents Risks to You

As with any bond issue, your obligation to pay principal and interest on Bonds will be a contractual obligation that will require you to make these payments no matter what budget constraints you encounter.

Any Bonds issued by the Issuer will likely be structured as tax-exempt obligations. This requires that you comply with various IRS requirements and restrictions relating to how you use and invest the proceeds of the Bonds, how you use any facilities constructed or improved with proceeds of the Bonds and other restrictions throughout the term of the Bonds These requirements and restrictions may constrain how you operate the financed facilities and may preclude you from capitalizing on opportunities. Further, violation of these requirements and restrictions can result in the Bonds becoming taxable and may cause you to become liable to the Internal Revenue Service and to the owners of the Bonds. In addition, in the event of an audit of the Bonds by the IRS, obtaining an independent review of IRS positions with which you legitimately disagree is difficult and may not be practicable.

The Bonds to be issued are a refunding of outstanding Issuer debt. The refunding is subject to approval by the Oregon State Treasury under Oregon Revised Statutes. The refunding must achieve a minimum level of savings before it may receive approval under state statute. The ability to achieve the required level of savings is dependent on bond market conditions that are beyond the control of the Issuer or the underwriter. Proceeding with the potential refunding will require the Issuer to apply for one or more ratings from a national rating agency. Once a rating has been received, the Issuer will be billed by the rating agency for the rating, regardless of whether or not the refunding is completed. It is possible the refunding may never be completed in which case the Issuer will have no means of paying the rating agency fee other than from the general fund. Ratings are typically valid for 90 days following receipt. If the transaction is not completed, rating fees are typically discounted nevertheless these fees can still be substantial.

Additional Conflicts Disclosure

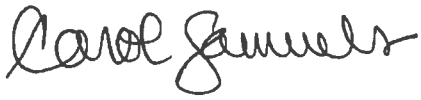
In the ordinary course of their various business activities, SNW and its affiliate(s), officers, directors and employees may purchase, sell or hold a broad array of investments and may actively trade securities and other financial instruments for their own account and for the account of customers. Such investment and trading activities may involve or relate to assets, securities and/or instruments of the City of Sisters (whether directly, as collateral securing other obligations or otherwise) and /or persons and entities with relationships with the City of Sisters. SNW and its affiliate(s) also may communicate independent investment recommendations, market advice or trading ideas with respect to such assets, securities or instruments and at any time may hold, or recommend to clients that they should acquire, long and/or short positions in such assets, securities and instruments.

Distribution agreements: SNW has entered into negotiated a dealer agreement ("Dealer Agreement") with UBS Financial Services Inc. ("UBSFS") for the retail distribution of certain securities offerings at the original issue prices. Pursuant to the Dealer Agreement (if applicable to this transaction), UBSFS will purchase Bonds from SNW at the original issue price less a negotiated portion of the selling concession applicable to any Bonds that UBSFS sells.

If you or any other officials have any questions or concerns about these disclosures, please make those questions or concerns known immediately to the undersigned. It is our understanding that you have the authority to bind the Issuer by contract with us, and that you are not a party to any conflict of interest relating to the subject transactions. If our understanding is incorrect, please notify the undersigned immediately.

If there is any aspect of this Agreement that you believe requires further clarification, please do not hesitate to contact us. This engagement is for the convenience of the Issuer and nothing contained in this Engagement Letter shall obligate the Issuer to issue any bonds or any other form of indebtedness.

Sincerely,



Carol Samuels
Senior Vice President

Seattle-Northwest Securities Corporation

On April 17, 2013, SNW entered into a Merger Agreement with Piper Jaffray Companies. Under the terms of the Merger Agreement, SNW will be merged into a subsidiary of Piper Jaffray Companies upon closing of the proposed transaction. The transaction is subject to approval by SNW shareholders and

applicable regulatory authorities. At this time, SNW cannot be certain whether shareholder approval will be obtained, and if obtained, if and when final regulatory approval will be granted. Until such approvals are obtained, SNW will continue to operate independently.

We are required to seek your acknowledgment that you have received the disclosures set forth in Section 3 above.

City of Sisters

Signature: _____
Printed Name: Andrew Gorayeb
Title: City Manager
Date: _____

AGENDA ITEM

SUMMARY

CITY OF SISTERS
SISTERS CITY COUNCIL

Meeting Date: September 22, 2015 **Staff:** Paul Bertagna

Type: Contract Review Board **Dept:** Public Works

Subject: Camp Polk Rd and Barclay Dr. Sewer and Street Improvements Construction Services Contract

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Action Requested/Motion: By motion, award a construction services contract to Robinson & Owen Heavy Construction Inc., for the Camp Polk Road and Barclay Drive Sewer and Street Improvements in the amount of $373,664.42 and authorize the City Manager to Execute the Contract provided the City does not receive a bid protest by midnight September 23, 2015.

Summary Points:

- This project bid was advertised beginning September 2nd with bid closing on September 16th.
- Four bids were received with Robinson & Owen Heavy Construction Inc. providing the low bid of $373,664.42.
- The Project Engineer issued the Notice of Intent to Award on September 16th which started the 7 day protest period which will end at midnight on September 23rd, 2015.
- The City Engineer reviewed all bids and noted a math error on Robinson & Owens bid of $.40 and one on Sage Inc. bid of approximately $3,000. The Engineer corrected both totals with neither error resulted in a different low bidder.
- The project funding was budgeted in the 2015/16 Sewer and Street Funds with grants and loans obtained by the City from the Infrastructure Finance Authority (IFA) and the Infrastructure Opportunity Fund (IOF).
- The project is scheduled for completion by December 2015.

Financial Impact: The expenditures for this project are budgeted in the Capital Outlay line items in the **Street Fund** *($300,132)* and the *Sewer Fund ($134,226)*. The revenue from the IFA & IFO grants/loans are budgeted in the *Grants & Pass Throughs* for the same amounts. Since this project came in under budget, the loan portion will be less than estimated. The City entered into an agreement with Sisters Airport that binds the airport to the repayment of the IFA loan portion of the funding.

Attachment(s): Bid Tabulation

Concurrence: ___ CM ___ F&A PD CDD ___ PW

Camp Polk Rd. and Barclay Dr. Sewer and Street Improvements

Bids opened September 16, 2015

				ROBINSON AND OWEN		SAGE RIDGE INC		RG INC		KNIFE RIVER		ENGINEER OPINION	
NO.	DESCRIPTION	QTY	UNIT	Unit $	TOTAL	Unit $	TOTAL	Unit $	TOTAL	Unit $	TOTAL	Unit $	TOTAL
1	Mobilization	1	Lump Sum	$ 7,500.00	$ 7,500.00	$ 26,665.00	$ 26,665.00	$ 25,000.00	$ 25,000.00	$ 28,000.00	$ 28,000.00	$ 20,000.00	$ 20,000.00
2	Temporary Traffic Control	1	Lump Sum	$ 9,587.50	$ 9,587.50	$ 6,890.00	$ 6,890.00	$ 24,900.00	$ 24,900.00	$ 26,000.00	$ 26,000.00	$ 10,000.00	$ 10,000.00
3	Erosion Control	1	Lump Sum	$ 500.00	$ 500.00	$ 2,850.00	$ 2,850.00	$ 400.00	$ 400.00	$ 1,600.00	$ 1,600.00	$ 1,000.00	$ 1,000.00
4	Construction Survey Work	1	Square Yard	$ 2,622.00	$ 2,622.00	$ 12,300.00	$ 12,300.00	$ 2,280.00	$ 2,280.00	$ 13,000.00	$ 13,000.00	$ 5,000.00	$ 5,000.00
5	Clearing and Grubbing	1	Lump Sum	$ 1,980.00	$ 1,980.00	$ 10,200.00	$ 10,200.00	$ 17,500.00	$ 17,500.00	$ 11,100.00	$ 11,100.00	$ 5,000.00	$ 5,000.00
6	Saw Cutting	1002	Foot	$ 0.82	$ 821.64	$ 1.70	$ 1,703.40	$ 0.75	$ 751.50	$ 1.25	$ 1,252.50	$ 2.00	$ 2,004.00
7	Removal of Surfacings	3980	Square Yard	$ 3.27	$ 13,014.60	$ 9.00	$ 35,820.00	$ 3.70	$ 14,726.00	$ 12.00	$ 47,760.00	$ 8.00	$ 31,840.00
8	Aggregate Base Rock (8-inch)	4700	Square Yard	$ 8.22	$ 38,634.00	$ 10.70	$ 50,290.00	$ 17.00	$ 79,900.00	$ 14.75	$ 69,325.00	$ 14.00	$ 65,800.00
9	Aggregate Base Rock (4-inch)	1450	Square Yard	$ 9.19	$ 13,325.50	$ 9.10	$ 13,195.00	$ 23.00	$ 33,350.00	$ 14.30	$ 20,735.00	$ 15.00	$ 21,750.00
10	Shoulder Rock	328	Square Yard	$ 13.48	$ 4,421.44	$ 9.00	$ 2,952.00	$ 8.12	$ 2,663.36	$ 15.00	$ 4,920.00	$ 14.00	$ 4,592.00
11	Level 3 1/2" Dense HMAC (4-inch)	4700	Square Yard	$ 19.72	$ 92,684.00	$ 18.90	$ 88,830.00	$ 16.65	$ 78,255.00	$ 17.70	$ 83,190.00	$ 8.00	$ 37,600.00
12	Level 3 1/2" Dense HMAC (2-inch)	1450	Square Yard	$ 12.36	$ 17,922.00	$ 12.20	$ 17,690.00	$ 11.20	$ 16,240.00	$ 12.30	$ 17,835.00	$ 9.00	$ 13,050.00
13	Truncated Domes Detectable Warning	8	Each	$ 361.25	$ 2,890.00	$ 325.00	$ 2,600.00	$ 370.00	$ 2,960.00	$ 680.00	$ 5,440.00	$ 300.00	$ 2,400.00
14	Connect to Existing Manhole	1	Each	$ 4,170.00	$ 4,170.00	$ 1,350.00	$ 1,350.00	$ 2,000.00	$ 2,000.00	$ 1,100.00	$ 1,100.00	$ 2,000.00	$ 2,000.00
15	Construct Sanitary Sewer Manhole	3	Each	$ 3,475.00	$ 10,425.00	$ 2,450.00	$ 7,350.00	$ 4,000.00	$ 12,000.00	$ 4,750.00	$ 14,250.00	$ 3,500.00	$ 10,500.00
16	12-inch PVC Sanitary Sewer (3-6 foot depth	159	Foot	$ 45.88	$ 7,294.92	$ 94.20	$ 14,977.80	$ 63.00	$ 10,017.00	$ 89.50	$ 14,230.50	$ 50.00	$ 7,950.00
17	12-inch PVC Sanitary Sewer (6-10 foot dept	750	Foot	$ 84.03	$ 63,022.50	$ 110.15	$ 82,612.50	$ 108.00	$ 81,000.00	$ 125.00	$ 93,750.00	$ 60.00	$ 45,000.00
18	6-inch PVC Sanitary Sewer Lateral	5	Each	$ 1,579.92	$ 7,899.60	$ 3,450.00	$ 17,250.00	$ 4,000.00	$ 20,000.00	$ 5,675.00	$ 28,375.00	$ 2,000.00	$ 10,000.00
19	Connect Lateral to Existing Lateral	1	Each	$ 990.00	$ 990.00	$ 510.00	$ 510.00	$ 2,000.00	$ 2,000.00	$ 360.00	$ 360.00	$ 1,500.00	$ 1,500.00
20	4-inch PVC Schedule 40 Conduit	989	Foot	$ 3.68	$ 3,639.52	$ 4.85	$ 4,796.65	$ 7.00	$ 6,923.00	$ 5.50	$ 5,439.50	$ 5.00	$ 4,945.00
21	1-inch Water Service	1	Each	$ 1,895.40	$ 1,895.40	$ 3,300.00	$ 3,300.00	$ 3,000.00	$ 3,000.00	$ 3,200.00	$ 3,200.00	$ 1,500.00	$ 1,500.00
22	Irrigation System	1	Lump Sum	$ 4,600.00	$ 4,600.00	$ 8,000.00	$ 8,000.00	$ 4,000.00	$ 4,000.00	$ 4,500.00	$ 4,500.00	$ 10,000.00	$ 10,000.00
23	Street Trees	68	Each	$ 338.10	$ 22,990.80	$ 324.00	$ 22,032.00	$ 397.00	$ 26,996.00	$ 320.00	$ 21,760.00	$ 300.00	$ 20,400.00
24	Pavement Markings	800	Square Foot	$ 3.59	$ 2,872.00	$ 2.50	$ 2,000.00	$ 1.50	$ 1,200.00	$ 1.10	$ 880.00	$ 2.00	$ 1,600.00
25	Construct 3-Rail Fence	1970	Foot	$ 16.10	$ 31,717.00	$ 17.50	$ 34,475.00	$ 14.00	$ 27,580.00	$ 15.25	$ 30,042.50	$ 30.00	$ 59,100.00
26	Topsoil	100	Cubic Yard	$ 62.45	$ 6,245.00	$ 19.00	$ 1,900.00	$ 40.00	$ 4,000.00	$ 59.00	$ 5,900.00	$ 60.00	$ 6,000.00
	TOTAL				**$ 373,664.42**		**$ 472,539.35**		**$ 499,641.86**		**$ 553,945.00**		**$ 400,531.00**

correction of arithmetic extension