



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

NOVEMBER 12, 2015

6:00 P.M. CITY COUNCIL WORKSHOP

1. Cascade East Transit Funding – *Andrew Spreadborough, COIC*
2. Speak your Peace Presentation Follow-up – *Robyn Holdman*
3. Transient Merchant/Business License/ Public Events Ordinances Recap – *L. Fujita- Conrads*
4. Other Business – *Staff/Council*

7:00 P.M. CITY COUNCIL REGULAR MEETING

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. VISITOR COMMUNICATION

- A. Richard Esterman – Wild West Show
- B. Gayla Nelson – Rotary Community Grant Request

III. CONSENT AGENDA

- A. Minutes
 1. October 01, 2015 – Workshop
 2. October 08, 2015 - Workshop
 3. October 22, 2015 – Regular Meeting
 4. October 29, 2015 – Special Meeting
- B. Bills to Approve
 1. November 12, 2015 Accounts Payable
 2. Pre-Approve Second November Accounts Payable

IV. STAFF REPORTS

- A. Deschutes County Sheriff's Office
- B. November Staff/Council Work Plan
- C. New Business License Report for October 2015

V. COUNCIL BUSINESS

- A. **Discussion and Consideration of Ordinance No. 463: AN ORDINANCE**

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*

OF THE CITY OF SISTERS AMENDING SISTERS MUNICIPAL CODE SECTION
5.04 CONCERNING BUSINESS LICENSES – *L. Fujita-Conrads*

B. Discussion and Consideration of Ordinance No. 464: AN ORDINANCE
OF THE CITY OF SISTERS AMENDING SISTERS MUNICIPAL CODE SECTION
5.24 CONCERNING TRANSIENT MERCHANTS – *L. Fujita-Conrads*

C. Discussion and Consideration of Ordinance No. 465: AN ORDINANCE
OF THE CITY OF SISTERS AMENDING SISTERS MUNICIPAL CODE SECTION
5.06 CONCERNING PUBLIC EVENTS – *L. Fujita-Conrads*

D. Discussion and Consideration of Resolution No. 2015-24: A RESOLUTION OF
THE CITY OF SISTERS AUTHORIZING THE TRANSFER OF FY 2015/16 BUDGET
APPROPRIATIONS WITHIN FUNDS -- *L. Fujita-Conrads*

E. Discussion and Consideration of a Motion to Support Central Oregon Intergovernmental
Council's (COIC) Cascade East Transit's Legislative Concept – *S. Spreadborough, COIC*

VI. OTHER BUSINESS

- A. Council Representative for Deschutes County Public Safety Coordinating Council
- B. COIC Grant Application Letter of Support

VII. MAYOR/COUNCILOR BUSINESS

VIII. ADJOURN

ORS 190.083 Modification – Transit Funding

Updated – November 3, 2015

Purpose of Proposed Legislative Action

To modify ORS 190.083 to allow Central Oregon Intergovernmental Council as a regional organization formed under ORS 190 to propose either one or a series of individual voter-approved operating levies for transit.

Need

- COIC, as operator of the regional Cascades East Transit service (CET), plans to develop a stable local CET funding source to ensure long term sustainability of the regional transit system. The COIC Board of Directors has identified a voter-approved operating levy funded by property taxes as the best approach.

Problem

- ORS 190.083 currently allows intergovernmental organizations to propose and assess property taxes for transportation “facilities”, including roads, bridges, and other infrastructure. The current language does not allow for transit operations.
- Available methods of collecting property taxes to fund transit operations require establishment of a new “District” organization.
- The COIC Board, composed of Central Oregon cities and counties, wants to retain governance of the CET system at COIC as opposed to forming a new layer of government to manage CET.

Benefits of ORS 190.083 Legislative Modification

- Adds transit operations and capital to those items allowed to be funded under this statute.
- Creates an innovative, flexible approach to CET funding.
- Allows for differing service levels and tax rates throughout the region– while retaining a unified regional transit system.
- Provides each community control over when or if they will opt into an operating levy proposal.
- Eliminates the need to create a new level of government to administer Cascades East Transit; maintains a regional governance model that works for Central Oregon cities and counties.
- Protects the role of local governments in managing CET through the current COIC Board structure.
- Reduces the potential for conflict between local governments and a new district organization and ensures that transit services are designed to meet community needs.
- Retains regionally integrated transit system, serving urban and rural communities at a level supported by local communities.

Supporters:

Central Oregon Community College
Oregon State University – Cascades Campus
St. Charles Healthcare System
Opportunity Foundation of Central Oregon
City of Bend
Redmond Chamber of Commerce & CVB
Deschutes County Board of Commissioners
Bend Metropolitan Planning Organization (MPO)
Abilitree
Economic Development for Central OR (EDCO)
Bend Chamber of Commerce

Redmond City Council
Association of Oregon Counties
Oregon Transit Association
COIC Board of Directors
Housing Works
Jefferson County Board of Commissioners
Redmond Economic Development Inc. (REDI)
Prineville City Council
Crook County Court
Commute Options
Central Oregon Cities Organization (COCO)



City of Sisters

Community Services Grant Application

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

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

In evaluating requests, the City will consider the following:

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

Please type or print clearly:

1. Organization: Rotary Club of Sisters
2. Mailing Address: P.O. Box 1286 Sisters, OR 97759
3. Telephone No.: 541-549-9177 E-mail Address: darq69@gmail.com
4. Contact Person: Gayla Nelson
5. Requested Amount: \$1,000.00
6. Project/Use for Funds: To provide a hardcover book and commemorative back pack for every first grade student in the Sisters School area.

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

Return completed applications and letters to City of Sisters, Attn: Kathy Nelson, 520 E. Cascade Avenue, P. O. Box 39, Sisters, OR. 97759. For additional information, please contact City Recorder Kathy Nelson at 541-323-5213 or knelson@ci.sisters.or.us



ROTARY CLUB OF SISTERS

P.O. Box 1286
Sisters, Oregon 97759

November 5, 2015

City of Sisters
P.O. Box 39
Sisters, OR 97759

To the City of Sisters,

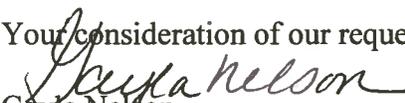
Thank you for the opportunity to apply for a Community Services Grant. Our project, Books For Kids Literacy project, is in its seventh year in sisters. The project provides a hard cover, age appropriate book and backpack to every first grade student in the Sisters and Sisters Academy elementary schools.

The books, which we order through Paulina Springs in sisters, are presented to approximately 140 students at a gathering in late May. In addition to the books and backpacks, the children receive information about the Deschutes Library System summer reading program. The backpacks have crayons, coloring books, a colorful commemorative T shirt and bookmarks and other items provided by the library, local banks including the Forest Service that have partnered with us in this.

At the event, Rotary Club members dress up as story characters and our Rotary Interact Club at the Sisters high school act out a story written and read at the event by the founder of the program, John Jorgensen, from Casper Wyoming. Creating such an event makes literacy fun and meaningful for the students.

For many students, this is their first book. Each book contains a name plate in the front with the student's name inscribed, along with the Rotary symbol. The look on the children's faces when they see their names is one of the special aspects of the project. The children have chosen their book from one of six that have been read to them by their teachers in early spring. These books are selected in collaboration with teachers and Rotarians with early literacy expertise.

Your consideration of our request for \$1,000.00 is very appreciated.


Gayla Nelson

Rotary Club of Sisters
Books For Kids Literacy Project Chair

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 01, 2015

MEMBERS PRESENT:

Chris Frye Mayor
Nancy Connolly Council President Pro-tem
David Asson Councilor
Amy Burgstahler Councilor

STAFF PRESENT:

Lynne Fujita-Conrads Finance Director
Paul Bertagna PW Director
Patrick Davenport CDD Director
Julie Pieper Finance Assistant

ABSENT:

Andrew Gorayeb City Manager
Kathy Nelson City Recorder

The meeting was called to order by Mayor Frye at 8: a.m.

1. City Council Candidate Interview

Andrea Blum was interviewed by Council members for the open position on the City Council. The Council discussed the candidate and were unanimous in their decision to appoint Ms. Blum to the open position. She will be sworn into office at the October 8th regular meeting.

2. Financial Report Review FY 14-15

Finance Director Fujita-Conrads reported revenue in the General Fund was looking good with it ending up over budget. She explained the General fund had still operated at a loss due to capital expenditures, Chamber of Commerce building improvements, installation of a new phone system, development of a new website and increased park maintenance costs. **Mayor Frye** asked how accurate the numbers were and **Finance Director Fujita-Conrads** replied they were 99 percent accurate as the audit had been completed. She stated the auditor was still working on the final statement which could include some small adjustments.

Mayor Frye asked how the Hood Avenue improvement project would impact the budget. **Finance Director Fujita-Conrads** replied \$210,000 would be transferred from the General Fund Reserve account to the Street Fund for the project. **Director Bertagna** added there might also be some additional overlay and seal-coat project costs.

Finance Director Fujita-Conrads reported the Water Fund revenue ended up \$157,000 over budget while the Street Fund came in slightly over budget by \$67,000 due to capital outlay projects. She noted street projects were slowing down and would resume to normal maintenance. She reported Sewer Fund revenue had done well coming in with an additional \$100,000 over budget.

Councilor Asson asked if the street project that caused the fund to be over budget had been spontaneous and therefore not included in the budget to begin with. **Director Bertagna** replied the project was originally slated to only be \$50,000 but the scope of the project had been expanded to include the overlay which increased project costs.

Finance Director Fujita-Conrads reported tax revenue came in under budget for the Urban Renewal District due to the assessor re-valuing some properties; an adjustment that had been anticipated. She stated the City would be making the allowable amount of a payment on the Bank of the Cascades (BOTC) loan of approximately \$125,000.

Mayor Frye asked how long recipients of Urban Renewal grants had to complete their projects and submit for reimbursement. **Finance Director Fujita-Conrads** stated there were no set time limits and **Director Davenport** added there were still some outstanding grants from 2013.

Finance Director Fujita-Conrads explained some awarded grants had never signed a contract while others had never submitted the receipts for reimbursement. The **Council** requested staff prepare a status update on urban renewal grant projects and **Director Davenport** replied it would be provided.

Finance Director Fujita-Conrads reported the City began the year with \$5.9 million in the bank and ended the year with \$7.9 million. She stated \$1 million of that was due to the loan from the BOTC. She stated the City was also planning on paying down on the City Hall building loan as well as the Lazy Z property loan. She stated the City was not paying down the United States Department of Agriculture (USDA) loans in the Sewer Fund as the City was still looking into refinancing that debt.

3. Preview October 08, 2015 Workshop and Regular Meeting Agenda

Finance Assistant Pieper previewed the agenda. **Councilor Burgstahler** reported she thought the Speak Your Peace presentation would not take the full workshop hour.

4. Other Business

Councilor Burgstahler requested the Council discuss the news release and mailer related to the opportunity for community members to offer their thoughts on transient merchants at the public hearing scheduled for the October 22nd regular meeting. The **Council** decided to finalize the utility bill insert language at their October 15th workshop. **Councilor Burgstahler** stated she would notify Bend Mailing of the Council's decision to include the insert. **Finance Director Fujita-Conrads** informed the Council that citizens who receive their bills via email would receive the insert as an attachment to their on-line bill.

The **Council** questioned if an email account that would automatically go to all Council members could be created to make it easier for constituents to communicate with the entire Council with the click of just one address. **Councilor Burgstahler** stated she would still like to see a means for individuals to be notified about topics of particular interest to them. **Councilor Connolly** replied at present it was an "all or nothing" type of information system and that she and City Recorder Nelson had researched how other cities were able to accomplish this type of communication without it being too labor intensive. **Mayor Frye** suggested asking the website designer to provide a quote for providing that capability.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 01, 2015

Councilor Connolly noted porta-potties had been placed at Clemens Park on a trial basis and asked when they would be removed. She asked if any feedback had been received. **Director Bertagna** replied the removal of the units were weather dependent, but he hoped to leave them up until there was snow. He reported he had not received any feedback.

Councilor Connolly left the meeting at 9:07 a.m.

Director Davenport explained it had been the City's policy to notify any property owner within 250 feet of a proposed project and individuals that had identified themselves as an interested party of any particular land use application of notices or hearings to be held related to the matter. He stated an individual had complained there was insufficient information on notices to understand how a proposed project could impact a property owner. He stated staff would begin to add a brief description of the project in its notices in the future.

Mayor Frye requested an update on the master plan for Creekside Overnight Park. **Director Davenport** replied the plan was still under review by the City Park Advisory Board (CPAB). He stated the proposed projects for the campground would eventually be added to the Capital Improvement Project (CIP) list for the Sisters Parks Master Plan. He stated he expected to have the plan completed by year end.

Director Davenport stated he would confirm with the Planning Commission members a majority would be available to attend an October 29th joint workshop. He stated Planning Commissioner Wright had requested the joint workshop include the topic of creating a form based Code.

The **Council** directed staff to run the ad for the open positions on the Community Assets Technical Advisory Committee for an additional two weeks.

Director Bertagna reported the sewer line project on Camp Polk Road would be on Monday morning and reader boards would be installed on Friday to alert motorists to the upcoming detour.

The meeting was adjourned at 9:18 a.m.

Respectfully submitted,


Kathy Nelson, City Recorder

Chris Frye, Mayor

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 08, 2015

MEMBERS PRESENT:

Chris Frye Mayor
Nancy Connolly Council President Pro-Tem
David Asson Councilor
Amy Burgstahler Councilor

STAFF PRESENT:

Andrew Gorayeb City Manager
Patrick Davenport CD Director
Lynne Fujita-Conrads Finance Officer
Paul Bertagna PW Director
Julie Pieper Finance Assistant

GUESTS:

Lisa Dobey Speak Your Peace Advocate
Robyn Holdman Speak Your Peace Advocate
Rob Karwath Speak Your Peace Advocate (Via Phone)

ABSENT:
Kathy Nelson City Recorder

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

1. Speak Your Peace

Councilor Burgstahler introduced Sister's citizen Robyn Holdman who has championed bringing Speak Your Peace to Sisters. She also introduced Lisa Dobey with the St. Charles Foundation who had hands on experience of implementing the program in Truckee, California and communications expert Bob Karwath, (via conference call) from Duluth Minnesota. She noted Mr. Karwath was an official spokesperson for Speak You Peace and had helped customize the initiative to meet the needs of small and large communities throughout the nation.

Sisters community member **Robyn Holdman** spoke about the possibility of bringing the Speak Your Peace program to Sisters and how it would benefit the community. She read excerpts of letters to the editor from the Nugget newspaper where community members communicated their disappointment in the tone of other community members when addressing issues and concerns. The common thread in the letters was the concern over a lack of civility and the wish that people could be kinder and more respectful to one another. She described how the Speak Your Peace initiative was launched in 2009 using nine guiding principles and had grown to be used internationally and translated into many languages. She stated the goal of the program was to bring awareness to core values.

Ms. Dobey began by stating Speak your Peace was not about *politically correct* speech but rather a means of having civil discourse using the nine tools of civil conversation which included:

1. Pay Attention
2. Listen
3. Be Inclusive
4. Not Gossip
5. Show Respect
6. Be Agreeable
7. Apologize
8. Give Constructive Criticism

9. Take Responsibility

Ms. Dobey explained she had participated in the program in the Tahoe region which covered a portion of two states, four counties, one incorporated town and included approximately 40,000 people. She stated many different types of districts were included in the process. She stated many people lived in the region because they chose to be living in the area, much like the Sisters community. She stated the investment of the people in the community was apparent and a necessary component. She explained the program was started due to issues within the school board where people had stopped attending because of personal attacks on individuals and overwhelmingly uncomfortable atmosphere. She stated the issue began creeping out into other agencies within the district and it became a real concern for the community.

Ms. Dobey provided an overview of the steps the Tahoe region had taken to launch the program which included two kick off parties where a wide range of community members were invited to attend. She reported at the meetings sign-up sheets were available for people to sign up indicating they would support the nine tools of conduct when speaking in a public forum. She stated those who signed up had their names published in the newspaper in order to show others there was wide buy-in by the community. She reported there was a lot of publicity through articles and editorials in the paper to create a sense of energy. She stated in meeting with officials from the various agencies/districts in the district, some were quick to embrace the concept while others were not. She reported outreach to the community continued at public events and eventually the elected bodies of the each agency/district were asked to adopt the program. She stated there was negative community feedback when the school district refused to adopt the program. She stated even though the school district was against adoption of the program, in actuality, they were using the principles of the program during their protest by incorporating civil disagreement. She stated the concept of *"it's not what you say, it's how you say it"*, was evident. She stated many teachers and students were incorporating the principles into their classrooms, even without district support. She reported the turning point for the school board was when one community member asked, "What are we teaching our students when our school board refuses to adopt tools of civility?" Shortly thereafter the school district board acquiesced and adopted the program. She stated the program was formally adopted by some agencies/districts, some had signage posted in their buildings and some even opened their meetings by reading the nine principles at the beginning of meetings.

Ms. Dobey reported the program ran for nine months and the week of Martin Luther King Day was used as a program reminder for all. She stated it became the norm in the community and clearly helped with civil discourse and a means for people to talk with one another.

Rob Karwath, a Speak your Peace spokesperson, calling from Duluth, Minnesota stated the Truckee experience was a good example of how the program can work. He stated there was a big demand for the program regardless of the size of a community as it was about treating people well even if you didn't agree and the final outcome was not what you hoped for.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 08, 2015

Ms. Holdman noted it was helpful to have some type of community foundation to spearhead the effort and asked who **Mr. Karwath** felt could lead the charge since Sisters did not have such an organization. **Mr. Karwath** replied he felt it was important that the organization chosen not be affiliated with any particular agenda other than to promote civility; therefore having the City Council as that organization would likely not be the best choice for the community.

Community member **Chuck Humphreys** stated he did not feel that organizations were dysfunctional in Sisters as much as there were some community bullies who made personal attacks on anyone having a different view than they did. He stated it didn't take many attacks of that nature to make people not want to be involved. He asked if Ms. Dobey or Mr. Karwath had encountered this issue and if so, how did they isolate or moderate the behavior of the bullies. **Ms. Dobey** stated she felt that once a community adopted a program like Speak Your Peace it made people less tolerant of that type of behavior and freed people up to let the bullies know their behavior was unwarranted and needed to change. She stated it certainly didn't solve the issue completely but it could help. **Mayor Frye** suggested the newspaper be asked to abide by the same principles and not print inflammatory letters or statements.

Community member **Karen Kasey** noted there were some individuals in the community who had threatened lawsuits against community leaders and asked for suggestions on how to address that type of behavior. **Mr. Karwath** stated trying to get the message across about using civil discourse was worth a try as the type of behavior Ms. Kasey was describing could cause instability in the community. He agreed that getting local media to partner with others was a good start.

Community member **Kent Neff** stated he felt the purpose of program was to make the community better and should not be to silence the naysayer; the program needed to rise above that mentality. **Mr. Karwath** agreed and stated sometimes naysayers acted out of fear that they were not being heard. He added it was important to know how to lose gracefully.

Community member **Sharlene Weed** asked if there were training modules for the program and **Ms. Dobey** replied there were some but a lot of the program was just community discussion.

Councilor Burgstahler asked what the next logical step would be if it was decided the program would be a good fit for the community. **Ms. Doby** replied the Tahoe region had not employed any type of consultant as it already had a neutral body in its community foundation that could facilitate. She suggested holding a community meeting as a start and see if a core group of interested people came forth as an outcome of the meeting.

Ms. Holdman reported she had previously asked Mr. Karwath how order was maintained at meetings and he had informed here that just saying "No" to those not acting in a civil manner and following the principles had worked effectively. **Ms. Karwath** added it was important to keep working at civil discourse as well as believing in it and making a commitment to the community.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 08, 2015

Mayor Frye thanked Ms. Holdman, Ms. Dobe, Mr. Karwath and community members for taking part in the conversation.

2. Transient Vendor News Release and Outreach Plan

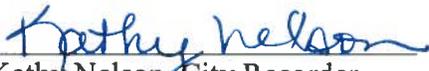
Due to lack of time this was not discussed.

3. Other Business

Due to lack of time there was no Other Business.

The meeting was adjourned at 7:03 p.m.

Respectfully submitted,


Kathy Nelson, City Recorder

Chris Frye, Mayor

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 22, 2015

MEMBERS PRESENT:

Chris Frye	Mayor
Nancy Connolly	Council President Pro-tem
David Asson	Councilor
Amy Burgstahler	Councilor
Andrea Blum	Councilor

STAFF PRESENT:

Andrew Gorayeb	City Manager
Steve Bryant	City Attorney
Paul Bertagna	PW Director
Patrick Davenport	CDD Director
Lynne Fujita-Conrads	Finance Officer
Kathy Nelson	City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Frye at 7:10 p.m.

II. VISITOR COMMUNICATION

Brook Jackson, Sisters Middle School/Sisters Outdoor Leadership Experience (SOLE)

Mr. Jackson provided a recap of how the funds he received from a previous community grant had been used. He recounted the activities, which included day hikes and overnight trips, he had conducted with the students participating in the Sisters Outdoor Leadership Experience (SOLE) program he had created for middle school students who were identified as under-achieving or at risk. He explained how the program increased social and coping skills as well as motivated students. He described how students were referred to the program by teachers and parents or identified if they exhibited poor performance in school or behavioral problems. He reported he had another overnight trip planned for seven students for the upcoming week-end. **Mr. Jackson** requested \$1,000 to continue and expand the program.

Shannon Rackowski, Sisters Park and Recreation District (SPRD)

Ms. Rackowski introduced herself as the coordinator for the adult/senior programs offered at Sisters Park and Recreation District (SPRD). She stated she was in attendance to request a \$1,000 community grant in order to create a scholarship fund for seniors. She stated some seniors did not have the funds necessary to participate in classes or excursions. **Councilor Blum** questioned how the needy seniors were identified and **Ms. Rackowski** explained she received referrals from other seniors, those serving lunch at the senior lunch offered on Tuesday's and sometimes a request from the individual.

Councilor Connolly asked how the community grant funds SPRD received from the City in July were being used and SPRD **Executive Director Liam Hughes** explained those funds were used for student scholarships.

The **Council** asked how much was left in the Community Grant Fund for the fiscal year and **Finance Director Fujita-Conrads** replied there was still \$2,570. The **Council** discussed both requests and decided to grant \$900 to both the SOLE program and SPRD Senior Scholarship program.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 22, 2015

Peggy Frye, 116 Timber Creek Drive, Sisters, OR 97759

Ms. Frye identified herself as the wife of Mayor Frye and stated she wanted to state she was in attendance to give her opinion and not necessarily that of her husband on the issue of Columbus Day and Indigenous People Day discussed at the October 15th workshop. She began by expressing her appreciation for the time and commitment the Council members give to the community. She stated Mayor Frye brought the matter to the Council to see if there was interest in looking into whether the matter was important enough to bring it to the community and have a public meeting on the issue. She stated Mayor Frye spoke in an educated and respectful way to the Council members on the issue. She stated she listened to the recording of the meeting and moved from being disappointed, to shocked, to offended and then heartbroken by what the other Council members had stated. She stated she had to believe her husband when he had told her the comments were not meant to be callous or disrespectful but she urged the Council to be more careful and thoughtful in their comments. She stated any minority within the community should not need a special representative in order to be heard as the Council should represent all people. She stated one Council member asked if there were any indigenous leaders in the community and she stated there were and it was not difficult to find that information. She stated she felt citizens should be able to put items on the agenda, not just the Council and she was profoundly disappointed that none of the other Council members felt the matter was important enough to bring it to the public. Ms. Frye observed all minorities would appreciate that courtesy also.

III. CONSENT AGENDA

- A. Minutes - None
- B. Bills to Approve
October Accounts Payable
- C. US Bank Signature Card Update

Councilor Connolly moved to approve the consent agenda including the additional page of accounts payable. Councilor Burgstahler seconded the motion.

Councilor Connolly asked if the invoice from Becon LLC for the Creekside Traffic Study was being paid from the \$10,000 allocated to the traffic study and **Finance Officer Fujita-Conrads** confirmed it was.

Councilor Connolly asked if the charges for porta-potties for community events were pass-through invoices where the City would be reimbursed. **Manager Gorayeb** explained that for some special events, the City does pay to have some extra porta-potties set up. He explained in the case of the porta-potties at Clemens Park, they were installed as a temporary solution when the City was not awarded a grant it had applied for until funds to build permanent

restrooms can be secured. Those porta-potties will continue to stay in the park, weather permitting.

Councilor Blum questioned who signed checks for the City and **Manager Gorayeb** replied all checks required two signatures, and it was typically a Council member and himself.

The motion carried unanimously.

IV. STAFF REPORTS

A. Deschutes County Sheriff's Office – no questions

V. PUBLIC HEARING

A. Public Hearing on Transient Merchant and/or Public Event Code Changes

Mayor Frye opened the public hearing for anyone that wished to testify in regards to the matter of transient merchants and/or public events.

City Recorder Nelson entered letters from Sharyl McCullough, Jean and John Keenan, Rosie Horton and Ann Richardson into the record.

Liam Hughes, Sisters Park and Recreation District

Mr. Hughes informed the Council there were a number of events that SPRD hosted that included vendors selling food and product. He stated while most events would not be affected, he requested the Council consider allowing requests for a variance to the City Code as part of a special event.

Richard Esterman, 69212 Easy Street, Sisters, OR 97759

Mr. Esterman stated he was the owner of Central Oregon Shows and had a Sisters business license. He expressed his objection to the proposed changes to the Transient Merchant and Special Event ordinances. He stated the changes were unfair, penalized out of area merchants and seemed like unequal treatment. He stated the Council needed to consider that transient merchants stayed in hotels, ate in restaurants, shopped and bought gas when they were in town and should be treated fairly. He pointed out that brick and mortar stores chose to be brick and mortar.

Mr. Esterman stated he had had the Artists Marketplace for three years and it had proven to be a compliment to the Quilt show. He noted the city survived on tourism and the decision was being made without input from the tourists. He stated setting blackout dates was discriminatory and existing events should be grandfather in. He stated requiring improved property was unfair as there were business in town that did not have plumbed restrooms. He stated a definition for what qualified as a non-profit needed to be spelled out. He added that as a special events coordinator he paid more in fees than many brick and mortar businesses.

In summary, **Mr. Esterman** stated the proposed change were discriminatory, poor policy and didn't reflect the interest of tourists. He stated the current rules were not a problem and that the problem stemmed from the City not enforcing those rules fairly and consistently. As a long time event planner and former business owner, **Mr. Esterman** volunteered to help the City draft rules that were fair.

Mayor Frye closed the public hearing. He noted nothing was decided at this time and the point of providing the public hearing was so the Council could receive input prior to formalizing any decisions.

VI. COUNCIL BUSINESS

A. Discussion and Consideration of Ordinance No. 462: AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE CHAPTER 2.2 RESIDENTIAL (R) DISTRICT TO ESTABLISH A NEW ZONING SUB-DISTRICT TITLED PINE MEADOW VILLAGE RESIDENTIAL SINGLE FAMILY SUB-DISTRICT (R-PMV)

Director Davenport stated the matter was intended to be a public hearing and had been advertised in the newspaper as such. **City Attorney Bryant** noted it had not been noticed as a public hearing on the agenda and as such, the public hearing would need to be opened and continued.

Mayor Frye opened the public hearing and asked if there was anyone that wished to speak.

Roger Detweiler, 17539 Paladin Drive, Bend, OR 97703

Mr. Detweiler stated he was concerned with the issue of process relating to the matter. He stated the Planning Commission had had a workshop and hearing on the matter but he had not seen a copy of the minutes from the hearing or a copy of what would be going to the Council. He stated he had not had the opportunity to review what took place. He stated he was told the Council had rendered a decision on how the matter would be handled, but he had not had the opportunity to see what the options had been.

Director Davenport stated the options had been to do nothing and have the development revert to the City's current Development Code, create a new development agreement that would require the signature of every property owner in Pine Meadow Village or create the new zoning sub-district, which had been done at the advice of the City Attorney. He noted there was nothing to show Mr. Detweiler with regard to the options as it had been discussed on the phone with the City Attorney

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 22, 2015

Lyle Musel, 679 S. Birch Street, Sisters, OR 97759

Mr. Musel stated he lived in Pine Meadow Village and had been unaware there was any problem with the development standards until recently. He stated the Development Agreement with Deschutes County was created in April 1998 with a 10 year duration. He stated it was the assumption that all the lots would be sold and built upon within that timeframe but with the economic downturn that had not occurred. He stated the property had been annexed into the City with its Deschutes County standards intact since the City's building standards were not exactly like the County's. He noted people were expecting to build under the original County Code and to change that would be disruptive to the intended look of the development.

John Sanders, 578 W. St. Helens Avenue, Sisters, OR 97759

Mr. Sanders stated he was also a resident of Pine Meadow Village and wanted to second everything Mr. Musel had stated. He added he wanted to commend City staff and the City Manager for proceeding with this option as it was the right thing to do. He stated he hoped the Council would see that also.

Mayor Frye stated the public hearing was continued until October 29th at 8:00 a.m.

VII. OTHER BUSINESS

Manager Gorayeb reported the City had been given an award from the Central Oregon Association of Realtors earlier in the day for "best facelift in Central Oregon" for the Cascade Avenue project. He stated he had recognized all parties that had helped to make the project such a success.

Manager Gorayeb stated staff had met with the Sister School District Facilities Manager to discuss a plan for re-furbishing the tennis courts on the elementary school property. He stated a listing of the components needed would be created and costs would be shared.

Councilor Connolly asked if it would be legal to use City funds for the improvements and **City Attorney Bryant** confirmed it was. The **Council** was supportive of moving forward.

City Recorder Nelson informed the Council only one application had been received for the Community Assets Technical Advisory Committee so far. The **Council** directed staff to advertise the position for an additional month

Manager Gorayeb reported the City had purchased 20 trees that were 12 feet tall for planting around the perimeter of the campground. He reported Public Works staff would begin planting the green and blue spruces the following week.

VIII. MAYOR/COUNCILOR BUSINESS

The **Council** discussed who the email thanking participants from the League of Oregon Cities (LOC) tour should come from. The **Council** directed Manager Gorayeb to send the email.

Councilor Burgstahler circulated paper samples and asked the Council which color and weight of paper they would like used for their informational insert to be included in the utility bills. The **Council** chose the Terra Green paper.

Councilor Connolly reported on the City Parks Advisory Board (CPAB) meeting she attended where neighbors and business owners surrounding the Overnight Park were in attendance. She stated some people stepped forward noting confusion surrounding the issue related to the entrance and exit to the campground. She stated some individuals, who had signed a neighborhood petition some time ago expressed they had been upset about a variety of issues and not just the entrance and exit issue. She stated it was decided a survey of the original 104 petition signers would be conducted to get an idea of their current perception of the campground. She stated during discussion, business owners from the Five Pine Campus area had indicated they were okay with a map of the campground showing both entrances; one from Locust Street and one from through the Five Pine campus. **Director Davenport** distributed a copy of the survey and requested Council members provide any feedback prior to the Monday.

IX. ADJOURN – 8:13 p.m.

Respectfully submitted,


Kathy Nelson, City Recorder

Chris Frye Mayor

SPECIAL MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 29, 2015

MEMBERS PRESENT:

Chris Frye	Mayor
Nancy Connolly	Council President Pro-tem
David Asson	Councilor
Amy Burgstahler	Councilor
Andrea Blum	Councilor

STAFF PRESENT:

Andrew Gorayeb	City Manager
Patrick Davenport	CDD Director
Paul Bertagna	PW Director
Lynne Fujita-Conrads	Finance Director
Darcy Reed	Planner
Kathy Nelson	City Recorder

I. CALL TO ORDER

The special meeting was called to order by Mayor Frye at 8:02 a.m.

II. COUNCIL BUSINESS

A. Continued Public Hearing and Consideration of Ordinance No. 462: AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE CHAPTER 2.2 RESIDENTIAL (R) DISTRICT AND ZONING MAP TO ESTABLISH A NEW ZONING SUB-DISTRICT TITLED PINE MEADOW VILLAGE RESIDENTIAL SINGLE FAMILY SUB-DISTRICT (R-PMV)

Mayor Frye read from a script for the public hearing of Text Amendment TA 15-02 and Zone Change ZC 15-02 to establish a new zoning sub-district titled Pine Meadow Village Residential Single Family Sub-District. He called the hearing to order. He described how the hearing would be conducted and how to provide testimony. He asked for disclosures from the City Council. **Councilor Burgstahler** stated she had a direct conflict of interest as she was in the process of building a home in Pine Meadow Village and would abstain from voting on the matter. **Councilor Blum** stated she had a potential conflict of interest as she lived in Pine Meadow Village, but she would be voting. There was no member of the audience that wished to challenge the ability of any Council member to hear the matter. **Mayor Frye** asked for the staff report to be presented.

Planner Reed provided background on Pine Meadow Village (PMV). She reported PMV had filed a land use application with Deschutes County in May 1998 and subsequently was annexed into the City in June of 1999. She stated the development standards in place when the initial application was filed with the County expired in May 2008 and although the development standards were to revert to the City of Sisters Development Code at that time, they had not. She reported Pine Meadow Village residents wished to keep their original development standards which the ordinance before the Council would do by creating a new zoning sub-district titled PMV Residential Single Family Sub-District.

Planner Reed described the proposed text and zoning map amendment which would enable PMV single family development to continue using certain dimensional standards obtained prior to annexation and a zoning map to illustrate the exact area of the sub-district.

SPECIAL MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 29, 2015

Planner Reed highlighted two main differences from Sisters current standards; reduced set-backs and how building height are measured. She informed the Council the Planning Commission had recommended approval of the ordinance with a vote of four to one and that staff was also recommending approval.

Mayor Frye asked for questions from the Council. **Councilor Blum** questioned why the one Planning Commissioner had voted against the proposed changes. **Director Davenport** replied the Commissioner wanted the standards to revert back to the current City standards.

Mayor Frye asked if there was anyone that wished to testify regarding the matter and there was no one that wished to testify. There were no additional comments from staff and the Council did not have any further questions. The **Council** chose to close the record for additional written comments.

Mayor Frye closed the public hearing.

Councilor Connolly moved for the first and second reading, by title only, of Ordinance No. 462. Councilor Asson seconded the motion. The motion carried with Mayor Frye, Councilor Asson, Councilor Blum and Councilor Connolly voting in favor of the motion and Councilor Burgstahler abstaining from the vote.

Manager Gorayeb read Ordinance No. 462, by title only, twice.

Councilor Asson moved to adopt Ordinance No. 462 amending the City of Sisters Development Code Chapter 2.2 Residential District and Zoning Map to establish a new zoning sub-district titled Pine Meadow Village Residential Single Family Sub-District. Councilor Connolly seconded the motion. The motion carried with Mayor Frye, Councilor Asson, Councilor Blum and Councilor Connolly voting in favor of the motion and Councilor Burgstahler abstaining from the vote.

III. OTHER BUSINESS

Regional Solutions

Manager Gorayeb informed the Council the Governor's Central Oregon Regional Solutions Team was meeting in Sisters on November 5th at 10:00 a.m. and invited Council members to attend.

Vacation Rentals

Manager Gorayeb informed the Council staff had collected examples of the regulations used by other cities to govern vacation rentals. The information was distributed and **Director Davenport** stated he was planning to hold a workshop with the Planning Commission in December to discuss the matter prior to discussing it with the Council.

SPECIAL MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 29, 2015

Hood Avenue Project Bid Results

Manager Gorayeb reported all the bids received for the Hood Avenue project had come in higher than the City Engineer's estimate due to trenching, traffic control and mobilization costs being higher than estimated. He reported Robinson and Owen Construction submitted the lowest bid but staff would be working on value engineering the project prior to awarding the contract or going out for a re-bid. He reported the project could potentially be postponed until spring of 2016.

Talking Points

Councilor Asson stated he felt the Council should consider creating a written statement or talking points with regard to the latest newsletter from community activists with regard to food carts and affordable housing. He stated he wanted to make certain he was giving correct information.

City Attorney Bryant stated with regard to the food cart issue there was some perception on the part of the activist that some type of violation was occurring. He stated staff follows up on complaints to see if there are violations and works with businesses to get compliance as opposed to issuing citations if possible. **Mayor Frye** stated it was his understanding that the food carts in question were gone and not coming back, nor would they be allowed to as their business licenses did not allow them to come and go. He stated he assumed there was a penalty paid to the business owner for the food cart owner breaking the lease, but that was not a violation of the City's code. **City Attorney Bryant** agreed it was not a violation to go out of business. He stated if the food cart owners had terminated their lease, that effectively also terminated their business license within the City. He reported if they chose to come back, they would be required to get a transient merchant license. **Councilor Blum** asked if the party continued to pay their lease, could they leave and then come back. **City Attorney Bryant** stated there were some businesses downtown that did close for the winter and then come back and the circumstance Councilor Blum had described would fall into that same category and be allowed. He added if the Council wanted to change that, now was the time to do so with the current review of business licensing the City was undertaking. **Manager Gorayeb** suggested the Council could require food cart businesses to leave their carts in place if they wanted to come back, much like C&C Nursery and Richards Produce.

Manager Gorayeb assured the Council that staff had looked at the matter and it was handled properly and currently there was no violation. He stated the same food cart businesses would not be eligible to reinstate their business licenses. **Director Davenport** distributed a copy of the conditions of approval for Eurosports and noted there were no conditions of approval that negated the ability to have food carts in the future. He stated if the Council adopted a provision to not allow any food carts in the City and Eurosports did not have any food carts for over a year, then the business would lose its right to have them on the property.

SPECIAL MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 29, 2015

Director Davenport stated with regard to the affordable housing requirement for Peter Hall's development, it would be virtually impossible to complete the other four phases within the two year timeframe he would have from the date he pulled the first permit prior to the requirement he build the affordable housing units. **Councilor Connolly** noted Phase V, which includes the affordable housing units, also had 16 single family homes units and Mr. Hall would have to walk away from those also as he would be unable to obtain building permits for those single family units without building the affordable housing units. **Director Davenport** confirmed that was true. He reported Mr. Hall would be partnering with an affordable housing developer.

Speak your Peace

Councilor Burgstahler reported there was a diverse group of people meeting to continue the conversation on the Speak Your Peace initiative. She stated Robyn Holdman was leading the group and would be looking for funding sources. She stated she felt it was best to not have any Council member involved in the core group in order to remove any concerns from community members about pushing a specific agenda. The other **Council** members agreed.

Mayor/City Manager Meetings

Mayor Frye reported he had begun meeting on Monday mornings with Manager Gorayeb to review current and upcoming matters and invited another Council member to attend. **Councilor Blum** stated she would be interested in attending the following week.

Council Rules

Councilor Connolly reported she had been informed by a community member the City was violating its City Charter by not abiding by its Council Rules. **City Recorder Nelson** stated a previous Council had decided not to closely follow the rules as they found them too formal. **Councilor Connolly** noted the Council was still following Roberts Rules of Order. **City Attorney Bryant** informed the Council the rules were still in effect until the Council formally amended them. **City Recorder Nelson** stated she would send a copy of the rules to the Council members to review and then they could discuss them at a future meeting.

Creekside Campground

Councilor Connolly stated the same community member also felt the City was running a commercial business with Creekside Campground which he also felt was against the City's Charter. **City Attorney Bryant** stated the City was already selling sewer and water which could also be considered commercial business but he would review the Charter.

Finance Officer

Councilor Connolly asked if there had been any response to the ad for a new Finance Officer. **Manager Gorayeb** reported the City had received some applications that looked promising and was waiting to see who else might apply prior to the deadline.

SPECIAL MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 29, 2015

Transient Merchants

Councilor Connolly provided a recap of the answers she had received from surveying community members about transient merchants.

Affordable Housing Committee

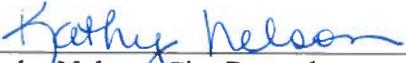
Mayor Frye requested staff get in touch with Sharlene Weed regarding her concerns with the affordable housing information that had been presented at the joint Council and Planning Commission workshop. **Director Davenport** reported the information presented was a version of the information reviewed by the affordable housing committee, of which Ms. Weed was a member. He stated the committee had requested the information be reviewed by the Council and Planning Commission and then when it was ready for final review, bring it back to the affordable housing committee. He stated he would reach out to Ms. Weed, **Manager Gorayeb** confirmed everything was still in draft form.

Dark Skies

Manager Gorayeb reported Planner Reed was working with Rima Givot and her students as well as any other concerned community members with regard to the City's dark skies requirement.

IV. ADJOURN – The meeting was adjourned at 9:04 a.m.

Respectfully submitted,


Kathy Nelson, City Recorder

Chris Frye, Mayor

PACKET: 02407 SM AP 10/28/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1010	ABC FENCE CO., INC.					
I-12929		G1401-VG RESTROOM FENCE RENTA	500.00			
10/06/2015	AP-US	DUE: 10/06/2015 DISC: 10/06/2015		1099: N		
		G1401-VG RESTROOM FENCE RENTAL		21 5-00-906	CAPITAL OUTLAY	500.00
		=== VENDOR TOTALS ===	500.00			

=====						
01-1	MISC VENDOR					
I-10272015		ALJABRA INVEST, LLC:URAG15-07	5,500.00			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		ALJABRA INVEST, LLC:URAG15-07		21 5-00-906	CAPITAL OUTLAY	5,500.00
I-10262015		ALJABRA INVEST, LLC:URAG15-08	5,262.50			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		ALJABRA INVEST, LLC:URAG15-08		21 5-00-906	CAPITAL OUTLAY	5,262.50
		=== VENDOR TOTALS ===	10,762.50			

=====						
01-0719	BEND OIL CO., INC.					
I-23030		OIL FOR SHOP	273.43			
10/19/2015	AP-US	DUE: 10/19/2015 DISC: 10/19/2015		1099: N		
		OIL FOR SHOP		01 5-03-755	GAS/OIL	27.34
		OIL FOR SHOP		01 5-05-755	GAS/OIL	71.10
		OIL FOR SHOP		02 5-00-755	GAS/OIL	65.60
		OIL FOR SHOP		03 5-00-755	GAS/OIL	71.10
		OIL FOR SHOP		05 5-00-755	GAS/OIL	38.29
		=== VENDOR TOTALS ===	273.43			

=====						
01-0615	CARROT-TOP INDUSTRIES, INC.					
I-27920100		FLAGS	574.87			
10/19/2015	AP-US	DUE: 11/18/2015 DISC: 10/29/2015	5.75CR	1099: N		
		FLAGS		01 5-05-795	SUPPLIES	159.43
		FLAGS		03 5-00-795	SUPPLIES	159.44
		FLAGS		01 4-00-362	REFUNDS/REIMBURSEMENTS	256.00
		=== VENDOR TOTALS ===	574.87			

=====						
01-0007	CIS TRUST					
I-SIS-I2015-01		ADDITIONAL LIABILITY INS	10.97			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		ADDITIONAL LIABILITY INS		01 5-02-766	INS:COMP/LIAB/UMB	10.97
		=== VENDOR TOTALS ===	10.97			

pg 1 of 5

PACKET: 02407 SM AP 10/28/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1011		COMMERCIAL POWDER COATING				
I-50257		POWDER COATED ST SIGNS	2,775.00			
10/15/2015	AP-US	DUE: 10/15/2015 DISC: 10/15/2015		1099: N		
		POWDER COATED ST SIGNS		03 5-00-762	STREET SIGNS	2,775.00
		=== VENDOR TOTALS ===	2,775.00			
=====						
01-0024		CURTS ELECTRIC				
I-3996		STREET LIGHT REPAIRS	118.28			
10/08/2015	AP-US	DUE: 10/08/2015 DISC: 10/08/2015		1099: N		
		STREET LIGHT REPAIRS		03 5-00-778	STREET LIGHTS	118.28
		=== VENDOR TOTALS ===	118.28			
=====						
01-0194		DESCHUTES COUNTY TAX COLLECTOR				
I-150437-1516		PROP TAX- CHAMBER BLDG 15/16	5,465.22			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		PROP TAX- CHAMBER BLDG 15/16		01 5-02-763	PROPERTY TAXES	5,465.22
I-179583-1516		PROP TAX-ODF FIRE PATROL 15/1	18.19			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		PROP TAX-ODF FIRE PATROL 15/16		01 5-02-727	PERMITS & FEES	18.19
I-198867-1516		PROP TAX-ODF FIRE PATROL 15/1	18.19			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		PROP TAX-ODF FIRE PATROL 15/16		01 5-02-727	PERMITS & FEES	18.19
I-198874-1516		PROP TAX-ODF FIRE PATROL 15/1	18.19			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		PROP TAX-ODF FIRE PATROL 15/16		01 5-02-727	PERMITS & FEES	18.19
I-199193-1516		PROP TAX-ODF FIRE PATROL 15/1	18.19			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		PROP TAX-ODF FIRE PATROL 15/16		01 5-02-727	PERMITS & FEES	18.19
I-206567-1516		PROP TAX-ODF FIRE PATROL 15/1	262.77			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		PROP TAX-ODF FIRE PATROL 15/16		01 5-02-727	PERMITS & FEES	262.77
I-240315-1516		PROP TAX-T MOBILE CELL TOWER	925.38			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		PROP TAX-T MOBILE CELL TOWER		01 5-02-763	PROPERTY TAXES	925.38
		=== VENDOR TOTALS ===	6,726.13			

pg 2 of 5

PACKET: 02407 SM AP 10/28/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1001	EDGE ANALYTICAL, INC.					
I-15-22821		WATER SAMPLES	33.00			
10/23/2015	AP-US	DUE: 10/23/2015 DISC: 10/23/2015		1099: N		
		WATER SAMPLES		02 5-00-775	LABORATORY FEES	33.00
I-15-22825		WATER SAMPLES	33.00			
10/23/2015	AP-US	DUE: 10/23/2015 DISC: 10/23/2015		1099: N		
		WATER SAMPLES		02 5-00-775	LABORATORY FEES	33.00
		=== VENDOR TOTALS ===	66.00			
=====						
01-0026	EOFF ELECTRIC SUPPLY					
C-S004754446.002		RETURN SHOWER LIGHTS	33.98CR			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		RETURN SHOWER LIGHTS		01 5-05-786	PARK MAINTENANCE	33.98CR
I-S004754446.001		SHOWER LIGHTS	53.28			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		SHOWER LIGHTS		01 5-05-786	PARK MAINTENANCE	53.28
I-S004762539.001		LIGHTS FOR CITY HALL	195.09			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		LIGHTS FOR CITY HALL		01 5-03-785	MAINTENANCE CITY HALL	195.09
		=== VENDOR TOTALS ===	214.39			
=====						
01-0909	FASTENAL					
I-ORBEN98104		FIRST AID KIT-PWHQ	119.79			
10/08/2015	AP-US	DUE: 10/08/2015 DISC: 10/08/2015		1099: N		
		FIRST AID KIT-PWHQ		01 5-03-788	PWHQ MAINTENANCE	119.79
I-ORBEN98105		SHOVELS	78.01			
10/08/2015	AP-US	DUE: 10/08/2015 DISC: 10/08/2015		1099: N		
		SHOVELS		05 5-00-746	SMALL TOOLS & EQUIPMENT	14.84
		SHOVELS		02 5-00-746	SMALL TOOLS & EQUIPMENT	16.40
		SHOVELS		03 5-00-746	SMALL TOOLS & EQUIPMENT	21.01
		SHOVELS		01 5-05-746	SMALL TOOLS & EQUIPMENT	15.62
		SHOVELS		01 5-03-746	SMALL TOOLS & EQUIPMENT	10.14
		=== VENDOR TOTALS ===	197.80			

pg 3 of 5

PACKET: 02407 SM AP 10/28/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0028	FERGUSON ENTERPRISES, INC.					
I-0486459		COPPER TUBE, ANGLE METER STOP	473.71			
10/14/2015	AP-US	DUE: 10/14/2015 DISC: 10/14/2015		1099: N		
		COPPER TUBE, ANGLE METER STOPS		02 5-00-788	METERS & PARTS	473.71
=== VENDOR TOTALS ===			473.71			
=====						
01-0029	H. D. FOWLER COMPANY					
I-I4064371		G1401 VG RESTROOMS-CONDUIT, PV	144.18			
10/14/2015	AP-US	DUE: 11/10/2015 DISC: 11/10/2015		1099: N		
		G1401 VG RESTROOMS-CONDUIT, PVC		21 5-00-906	CAPITAL OUTLAY	144.18
=== VENDOR TOTALS ===			144.18			
=====						
01-0388	QUALITY CONTROL SERVICES, INC.					
I-10122015		CALIBRATION SEWER EQUIPMENT	65.00			
10/12/2015	AP-US	DUE: 10/12/2015 DISC: 10/12/2015		1099: N		
		CALIBRATION SEWER EQUIPMENT		05 5-00-787	SEWER SYSTEM REPAIRS	65.00
=== VENDOR TOTALS ===			65.00			
=====						
01-0074	ROBINSON & OWEN HEAVY CONST					
I-3706		FA1501-BARCLAY DR PROJECT	152,494.99			
10/28/2015	AP-US	DUE: 10/28/2015 DISC: 10/28/2015		1099: N		
		FA1501-BARCLAY DR PROJECT		05 5-00-906	CAPITAL OUTLAY	76,247.50
		FA1501-BARCLAY DR PROJECT		03 5-00-906	CAPITAL OUTLAY	76,247.49
=== VENDOR TOTALS ===			152,494.99			
=====						
01-0754	SANI-STAR					
I-3117		SANI-STAR LEASE OCTOBER 2015	100.00			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		SANI-STAR LEASE OCTOBER 2015		01 5-05-718	LEASES	100.00
=== VENDOR TOTALS ===			100.00			
=====						
01-1	MISC VENDOR					
I-102615		SIFTON,MORGAN;CG REFUND	30.00			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		SIFTON,MORGAN;CG REFUND		01 4-00-312	PARK USERS FEE	27.52
		SIFTON,MORGAN;CG REFUND		01 4-00-303	TRANSIENT ROOM TAX	2.20
		SIFTON,MORGAN;CG REFUND		01 2-00-163	STATE ROOM TAX PAYABLE	0.28
=== VENDOR TOTALS ===			30.00			

pg 4 of 5

PACKET: 02407 SM AP 10/28/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0516	SISTERS MIDDLE SCHOOL					
I-10272015		SOLE COMMUNITY GRANT	900.00			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		SOLE COMMUNITY GRANT		01 5-08-311	COMMUNITY SERVICES GRANT	900.00
		=== VENDOR TOTALS ===	900.00			
=====						
01-0110	SISTERS PARK AND RECREATION DI					
I-10272015		COMMUNITY GRANT	900.00			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		COMMUNITY GRANT		01 5-08-311	COMMUNITY SERVICES GRANT	900.00
		=== VENDOR TOTALS ===	900.00			
=====						
01-0083	SISTERS RENTAL					
I-0014564-00		WEEDEATER HEAD, SAFETY GLASSES	55.90			
10/14/2015	AP-US	DUE: 10/14/2015 DISC: 10/14/2015		1099: N		
		WEEDEATER HEAD, SAFETY GLASSES		05 5-00-746	SMALL TOOLS & EQUIPMENT	10.63
		WEEDEATER HEAD, SAFETY GLASSES		02 5-00-746	SMALL TOOLS & EQUIPMENT	11.75
		WEEDEATER HEAD, SAFETY GLASSES		03 5-00-746	SMALL TOOLS & EQUIPMENT	15.05
		WEEDEATER HEAD, SAFETY GLASSES		01 5-05-746	SMALL TOOLS & EQUIPMENT	11.19
		WEEDEATER HEAD, SAFETY GLASSES		01 5-03-746	SMALL TOOLS & EQUIPMENT	7.28
		=== VENDOR TOTALS ===	55.90			
		=== PACKET TOTALS ===	177,383.15			

ps 5 of 5

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0018		BAXTER AUTO PARTS					
I-280514005		FUEL FILTER,CLAMP-CRACK SEALE	9.59				
10/01/2015	AP-US	DUE: 11/15/2015 DISC: 11/10/2015	0.19CR	1099: N			
		FUEL FILTER,CLAMP-CRACK SEALER		03 5-00-796	VEHICLE MAINTENANCE		9.59
I-280514006		ICE CUTTER FLUID	24.96				
10/15/2015	AP-US	DUE: 11/15/2015 DISC: 11/10/2015	0.50CR	1099: N			
		ICE CUTTER FLUID		01 5-03-795	SUPPLIES		2.50
		ICE CUTTER FLUID		01 5-05-795	SUPPLIES		6.49
		ICE CUTTER FLUID		02 5-00-795	SUPPLIES		5.99
		ICE CUTTER FLUID		03 5-00-795	SUPPLIES		6.49
		ICE CUTTER FLUID		05 5-00-795	SUPPLIES		3.49
I-280514137		TRAILER HITCH-READER BOARD	68.18				
10/02/2015	AP-US	DUE: 11/15/2015 DISC: 11/10/2015	1.36CR	1099: N			
		TRAILER HITCH-READER BOARD		05 5-00-746	SMALL TOOLS & EQUIPMENT		12.97
		TRAILER HITCH-READER BOARD		02 5-00-746	SMALL TOOLS & EQUIPMENT		14.33
		TRAILER HITCH-READER BOARD		03 5-00-746	SMALL TOOLS & EQUIPMENT		18.36
		TRAILER HITCH-READER BOARD		01 5-05-746	SMALL TOOLS & EQUIPMENT		13.65
		TRAILER HITCH-READER BOARD		01 5-03-746	SMALL TOOLS & EQUIPMENT		8.87
I-280515203		BRAKE CONTROLLER-STOTTS	91.16				
10/13/2015	AP-US	DUE: 11/15/2015 DISC: 11/10/2015	1.82CR	1099: N			
		BRAKE CONTROLLER-STOTTS		01 5-03-796	VEHICLE MAINTENANCE		9.12
		BRAKE CONTROLLER-STOTTS		01 5-05-796	VEHICLE MAINTENANCE		9.12
		BRAKE CONTROLLER-STOTTS		02 5-00-796	VEHICLE MAINTENANCE		18.23
		BRAKE CONTROLLER-STOTTS		03 5-00-796	VEHICLE MAINTENANCE		36.46
		BRAKE CONTROLLER-STOTTS		05 5-00-796	VEHICLE MAINTENANCE		18.23
I-280515524		HYDRAULIC HOSES-BACKHOE	171.30				
10/15/2015	AP-US	DUE: 11/15/2015 DISC: 11/10/2015	3.43CR	1099: N			
		HYDRAULIC HOSES-BACKHOE		03 5-00-796	VEHICLE MAINTENANCE		57.10
		HYDRAULIC HOSES-BACKHOE		02 5-00-796	VEHICLE MAINTENANCE		57.10
		HYDRAULIC HOSES-BACKHOE		05 5-00-796	VEHICLE MAINTENANCE		57.10
I-280515817		OIL,FUEL FILTER-BOBCAT	93.03				
10/19/2015	AP-US	DUE: 11/15/2015 DISC: 11/10/2015	1.86CR	1099: N			
		OIL,FUEL FILTER-BOBCAT		03 5-00-796	VEHICLE MAINTENANCE		46.52
		OIL,FUEL FILTER-BOBCAT		05 5-00-796	VEHICLE MAINTENANCE		46.51
I-280516256		FUEL, AIR FILTER-AIR COMPRESS	134.87				
10/23/2015	AP-US	DUE: 11/15/2015 DISC: 11/10/2015	2.70CR	1099: N			
		FUEL, AIR FILTER-AIR COMPRESSO		01 5-05-796	VEHICLE MAINTENANCE		33.72
		FUEL, AIR FILTER-AIR COMPRESSO		02 5-00-796	VEHICLE MAINTENANCE		33.72
		FUEL, AIR FILTER-AIR COMPRESSO		03 5-00-796	VEHICLE MAINTENANCE		33.72
		FUEL, AIR FILTER-AIR COMPRESSO		05 5-00-796	VEHICLE MAINTENANCE		33.71

pg 1 of 18

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0018	BAXTER AUTO PARTS	(** CONTINUED **)				
I-280516573		OIL FILTER-AIR COMPRESSOR	13.50			
10/26/2015	AP-US	DUE: 11/15/2015 DISC: 11/10/2015	0.27CR	1099: N		
		OIL FILTER-AIR COMPRESSOR		01 5-05-796	VEHICLE MAINTENANCE	3.38
		OIL FILTER-AIR COMPRESSOR		02 5-00-796	VEHICLE MAINTENANCE	3.38
		OIL FILTER-AIR COMPRESSOR		03 5-00-796	VEHICLE MAINTENANCE	3.38
		OIL FILTER-AIR COMPRESSOR		05 5-00-796	VEHICLE MAINTENANCE	3.36
I-280516593		AIR COMPRESSOR PARTS	4.86			
10/27/2015	AP-US	DUE: 11/15/2015 DISC: 11/10/2015	0.10CR	1099: N		
		AIR COMPRESSOR PARTS		01 5-05-796	VEHICLE MAINTENANCE	1.22
		AIR COMPRESSOR PARTS		02 5-00-796	VEHICLE MAINTENANCE	1.22
		AIR COMPRESSOR PARTS		03 5-00-796	VEHICLE MAINTENANCE	1.22
		AIR COMPRESSOR PARTS		05 5-00-796	VEHICLE MAINTENANCE	1.20
I-280516595		BLOWER RESISTOR-STOTTS	19.97			
10/27/2015	AP-US	DUE: 11/15/2015 DISC: 11/10/2015	0.40CR	1099: N		
		BLOWER RESISTOR-STOTTS		01 5-03-796	VEHICLE MAINTENANCE	2.00
		BLOWER RESISTOR-STOTTS		01 5-05-796	VEHICLE MAINTENANCE	2.00
		BLOWER RESISTOR-STOTTS		02 5-00-796	VEHICLE MAINTENANCE	3.99
		BLOWER RESISTOR-STOTTS		03 5-00-796	VEHICLE MAINTENANCE	7.99
		BLOWER RESISTOR-STOTTS		05 5-00-796	VEHICLE MAINTENANCE	3.99
=== VENDOR TOTALS ===			631.42			
01-0893	BECON LLC					
I-11052015		ENGINEERING SERVICES OCT 2015	15,988.50			
10/30/2015	AP-US	DUE: 10/30/2015 DISC: 10/30/2015		1099: Y		
		ENGINEERING SERVICES OCT 2015		02 5-00-713	DEVELOPMENT REVIEW	1,468.87
		ENGINEERING SERVICES OCT 2015		05 5-00-713	DEVELOPMENT REVIEW	1,468.87
		ENGINEERING SERVICES OCT 2015		03 5-00-713	DEVELOPMENT REVIEW	734.51
		IFA UTILITY IMP		03 5-00-906	CAPITAL OUTLAY	410.00
		IFA UTILITY IMP		05 5-00-906	CAPITAL OUTLAY	410.00
		IOF BARCLAY RD IMP		03 5-00-906	CAPITAL OUTLAY	570.00
		IOF BARCLAY RD IMP		03 5-00-906	CAPITAL OUTLAY	570.00
		CREEKSIDE CAMPGROUND		01 5-05-726	CONTRACTED SERVICES	220.00
		HOOD AVE UTILITY PROJECT		03 5-00-906	CAPITAL OUTLAY	825.00
		VG RESTROOM		21 5-00-906	CAPITAL OUTLAY	710.00
		PAVEMENT MAINT OVERLAY		03 5-00-726	CONTRACTED SERVICES	960.00
		TGM GRANT APPLICATION		03 5-00-726	CONTRACTED SERVICES	4,127.50
		BARCLAY SQUARE WATERLINE		02 5-00-906	CAPITAL OUTLAY	3,513.75
=== VENDOR TOTALS ===			15,988.50			

pg 2 of 18

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0719		BEND OIL CO., INC.				
I-125129		FUEL OCTOBER 2015	1,358.99			
10/30/2015	AP-US	DUE: 10/30/2015 DISC: 10/30/2015		1099: N		
		FUEL OCTOBER 2015		01 5-01-755	GAS/OIL	6.99
		FUEL OCTOBER 2015		01 5-03-755	GAS/OIL	197.97
		FUEL OCTOBER 2015		01 5-05-755	GAS/OIL	156.12
		FUEL OCTOBER 2015		01 5-07-755	GAS & OIL	2.79
		FUEL OCTOBER 2015		02 5-00-755	GAS/OIL	218.15
		FUEL OCTOBER 2015		03 5-00-755	GAS/OIL	409.77
		FUEL OCTOBER 2015		05 5-00-755	GAS/OIL	367.20
		=== VENDOR TOTALS ===	1,358.99			

01-0172		BMS TECHNOLOGIES				
I-45038		UTILITY BILLING OCTOBER 2015	707.85			
11/03/2015	AP-US	DUE: 11/03/2015 DISC: 11/03/2015		1099: Y		
		UTILITY BILLING OCTOBER 2015		02 5-00-715	POSTAGE	296.74
		UTILITY BILLING OCTOBER 2015		05 5-00-715	POSTAGE	296.73
		UTILITY BILLING OCTOBER 2015		01 5-01-783	PUBLIC OUTREACH	114.38
I-45039		ONLINE BILLPAY NOVEMBER 2015	56.91			
11/03/2015	AP-US	DUE: 11/03/2015 DISC: 11/03/2015		1099: Y		
		ONLINE BILLPAY NOVEMBER 2015		02 5-00-715	POSTAGE	28.46
		ONLINE BILLPAY NOVEMBER 2015		05 5-00-715	POSTAGE	28.45
		=== VENDOR TOTALS ===	764.76			

01-0537		BOBCAT OF CENTRAL OREGON				
I-01-21766		RENTAL OF AUGER-ON PARK TREES	50.00			
11/03/2015	AP-US	DUE: 11/03/2015 DISC: 11/03/2015		1099: N		
		RENTAL OF AUGER-ON PARK TREES		01 5-05-786	PARK MAINTENANCE	50.00
		=== VENDOR TOTALS ===	50.00			

01-0631		BUREAU OF LABOR AND INDUSTRIES				
I-11092015		LABOR LAW POSTERS	35.00			
11/09/2015	AP-US	DUE: 11/09/2015 DISC: 11/09/2015		1099: N		
		LABOR LAW POSTERS		01 5-02-714	OFFICE SUPPLIES	35.00
		=== VENDOR TOTALS ===	35.00			

pg 3 of 18

PACKET: 02413 AP 11/12/2015
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0691	C & C NURSERY					
I-10797		HANGING BASKETS	192.00			
11/02/2015	AP-US	DUE: 11/02/2015 DISC: 11/02/2015		1099: N		
		HANGING BASKETS		03 5-00-795	SUPPLIES	192.00
=====						
I-13564		HANGING BASKETS	154.00			
11/02/2015	AP-US	DUE: 11/02/2015 DISC: 11/02/2015		1099: N		
		HANGING BASKETS		03 5-00-795	SUPPLIES	154.00
=====						
I-13578		TREES FOR CAMPGROUND	4,500.00			
10/28/2015	AP-US	DUE: 10/28/2015 DISC: 10/28/2015		1099: N		
		TREES FOR CAMPGROUND		01 5-05-786	PARK MAINTENANCE	4,500.00
		=== VENDOR TOTALS ===	4,846.00			

=====						
01-0047	C & K MARKET INC.					
I-1636291		CC/PC MEETING	28.93			
10/22/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		CC/PC MEETING		01 5-01-700	MAYOR & COUNCIL	28.93
		=== VENDOR TOTALS ===	28.93			

=====						
01-0538	CAPITAL ONE COMMERCIAL					
I-014277		OFFICE SUPPLIES, PC MTGS, CC MT	128.40			
10/21/2015	AP-US	DUE: 10/21/2015 DISC: 10/21/2015		1099: N		
		OFFICE SUPPLIES, PC MTGS, CC MTG		01 5-01-714	OFFICE SUPPLIES	11.94
		OFFICE SUPPLIES, PC MTGS, CC MTG		01 5-02-714	OFFICE SUPPLIES	12.67
		OFFICE SUPPLIES, PC MTGS, CC MTG		01 5-03-795	SUPPLIES	1.59
		OFFICE SUPPLIES, PC MTGS, CC MTG		01 5-05-714	OFFICE SUPPLIES	7.17
		OFFICE SUPPLIES, PC MTGS, CC MTG		01 5-07-714	OFFICE SUPPLIES	19.85
		OFFICE SUPPLIES, PC MTGS, CC MTG		02 5-00-714	OFFICE SUPPLIES	11.13
		OFFICE SUPPLIES, PC MTGS, CC MTG		03 5-00-714	OFFICE SUPPLIES	6.35
		OFFICE SUPPLIES, PC MTGS, CC MTG		05 5-00-714	OFFICE SUPPLIES	8.75
		OFFICE SUPPLIES, PC MTGS, CC MTG		01 5-07-757	PLANNING COMMISSION	25.57
		PINE SOL FOR PARKS		01 5-05-795	SUPPLIES	23.38
		=== VENDOR TOTALS ===	128.40			

=====						
01-0014	CENTRAL ELECTRIC COOP					
I-0005589700-1015		SISTERS SEWER TREATMENT	2,613.51			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		SISTERS SEWER TREATMENT		05 5-00-743	ELECTRICITY	2,613.51
=====						
I-005591100-1015		ROPE LANE LIFT STATION	365.26			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		ROPE LANE LIFT STATION		05 5-00-743	ELECTRICITY	365.26

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				
I-4602923513-1015		ELM/THREE CREEKS WELL	774.68			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		ELM/THREE CREEKS WELL		02 5-00-743	ELECTRICITY	774.68
I-4603150100-1015		VILLAGE GREEN RESTROOMS	63.02			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		VILLAGE GREEN RESTROOMS		01 5-05-743	ELECTRICITY	63.02
I-4630200101-1015		600 W HOOD	22.04			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		600 W HOOD		01 5-05-743	ELECTRICITY	22.04
I-5024820101-1015		SISTERS HIGH WELL	867.69			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		SISTERS HIGH WELL		02 5-00-743	ELECTRICITY	867.69
I-5402923491-1015		FS1605 CHLORINE BLDG	40.00			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		FS1605 CHLORINE BLDG		02 5-00-743	ELECTRICITY	40.00
I-5431540100-1015		68105 PETERSON BURN RD	23.38			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		68105 PETERSON BURN RD		02 5-00-743	ELECTRICITY	23.38
I-8300033500-1015		CREEKSIDE CITY PARK	663.56			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	663.56
I-8300170200-1015		W BARCLAY DR LIFT STATION	27.03			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		W BARCLAY DR LIFT STATION		05 5-00-743	ELECTRICITY	27.03
I-8300418800-1015		SEWER TREATMENT/SHOP	280.34			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		SEWER TREATMENT/SHOP		05 5-00-743	ELECTRICITY	280.34
I-8300435700-1015		HAROLD BARCLAY MEM PARK	178.82			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		HAROLD BARCLAY MEM PARK		01 5-05-743	ELECTRICITY	178.82
I-8300550700-1015		LARCH ST PARK	22.04			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		LARCH ST PARK		01 5-05-743	ELECTRICITY	22.04
I-8300593501-1015		5 PINE CAMPUS/LIFT STATION	28.91			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		5 PINE CAMPUS/LIFT STATION		05 5-00-743	ELECTRICITY	28.91

pg 5 of 18

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				
I-8300695200-1015	1000 S LOCUST ST GATE		22.86			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
	1000 S LOCUST ST GATE			05 5-00-743	ELECTRICITY	22.86
I-8301018100-1015	520 E CASCADE/SISTERS CH		506.35			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
	520 E CASCADE/SISTERS CH			01 5-03-743	ELECTRICITY	506.35
I-8301034600-1015	VETERANS PARK		35.02			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
	VETERANS PARK			01 5-05-743	ELECTRICITY	35.02
I-8301186200-1015	LIBRARY OUTDOOR LIGHTING		61.35			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
	LIBRARY OUTDOOR LIGHTING			01 5-03-743	ELECTRICITY	61.35
I-8301301000-1015	990 JANTZEN LN/LIFT STATION		26.61			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
	990 JANTZEN LN/LIFT STATION			05 5-00-743	ELECTRICITY	26.61
I-8301339500-1015	SISTERS PARKWAY/RECYCLE		52.24			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
	SISTERS PARKWAY/RECYCLE			01 5-03-743	ELECTRICITY	52.24
I-8301419900-1015	SUN RANCH DR/WELL		1,451.03			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
	SUN RANCH DR/WELL			02 5-00-743	ELECTRICITY	1,451.03
I-8301614400-1015	E CASCADE DECORATIVE LIGHTING		27.73			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
	E CASCADE DECORATIVE LIGHTING			03 5-00-743	ELECTRICITY	27.73
I-8301715301-1015	1000 S LOCUST ST/PW BLDG		193.76			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
	1000 S LOCUST ST/PW BLDG			01 5-03-743	ELECTRICITY	193.76
I-8301802201-1015	MAIN ST/DECORATIVE LIGHTING		60.82			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
	MAIN ST/DECORATIVE LIGHTING			03 5-00-743	ELECTRICITY	60.82
I-8301966001-1015	150 N FIR ST/FIR ST PARK		62.17			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
	150 N FIR ST/FIR ST PARK			01 5-05-743	ELECTRICITY	62.17
=== VENDOR TOTALS ===			8,470.22			

pg 6 of 18

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0262		CENTRAL OREGON INTERGOVERNMENT				
I-0000782-IN		15/16 1ST QTR JULY-SEPT CET G	8,033.00			
10/30/2015	AP-US	DUE: 10/30/2015 DISC: 10/30/2015		1099: N		
		15/16 1ST QTR JULY-SEPT CET GR		01 5-08-340	STATE GRANTS	8,033.00
		=== VENDOR TOTALS ===	8,033.00			

=====						
01-0956		COASTWIDE LABORATORIES				
I-2821214		PAPER TOWELS	431.60			
10/26/2015	AP-US	DUE: 10/26/2015 DISC: 10/26/2015		1099: N		
		PAPER TOWELS		01 5-05-795	SUPPLIES	431.60
		=== VENDOR TOTALS ===	431.60			

=====						
01-0024		CURTS ELECTRIC				
I-4037		G1401-ELECTRICAL VG RESTROOMS	5,940.38			
10/05/2015	AP-US	DUE: 10/05/2015 DISC: 10/05/2015		1099: N		
		G1401-ELECTRICAL VG RESTROOMS		21 5-00-906	CAPITAL OUTLAY	5,940.38
		=== VENDOR TOTALS ===	5,940.38			

=====						
01-0025		DEPARTMENT OF ENVIRONMENTAL QU				
I-11062015		SEWER CERTIFICATE-BERTAGNA	160.00			
11/04/2015	AP-US	DUE: 11/04/2015 DISC: 11/04/2015		1099: N		
		SEWER CERTIFICATE-BERTAGNA		05 5-00-740	EDUCATION	160.00
		=== VENDOR TOTALS ===	160.00			

=====						
01-0582		DESCHUTES COUNTY				
I-10312015		PERMIT SERVICES OCTOBER 2015	6,183.91			
10/31/2015	AP-US	DUE: 10/31/2015 DISC: 10/31/2015		1099: N		
		ELEC PERMIT SERVICES OCT 2015		01 5-07-301	ELECTRICAL INSPECTION	892.34
		BLDG PERMIT SERVICES OCT 2015		01 5-07-300	BUILDING INSPECTIONS	5,291.57
		=== VENDOR TOTALS ===	6,183.91			

=====						
01-1001		EDGE ANALYTICAL, INC.				
I-15-23855		WATER SAMPLE	33.00			
11/04/2015	AP-US	DUE: 11/04/2015 DISC: 11/04/2015		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	33.00
		=== VENDOR TOTALS ===	33.00			

pg 7 of 18

PACKET: 02413 AP 11/12/2015
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0213		ENGINEERED CONTROL PRODUCTS, I				
I-63010		CHLORINATION SYSTEM RPR WELL	1,268.96			
10/23/2015	AP-US	DUE: 10/23/2015 DISC: 10/23/2015		1099: N		
		CHLORINATION SYSTEM RPR WELL 1		02 5-00-722	CHLORINATOR REPAIRS	1,268.96
		=== VENDOR TOTALS ===	1,268.96			
=====						
01-0026		EOFF ELECTRIC SUPPLY				
I-S004797391.001		HID LAMP-STREET LIGHTS	63.48			
10/29/2015	AP-US	DUE: 10/29/2015 DISC: 10/29/2015		1099: N		
		HID LAMP-STREET LIGHTS		03 5-00-778	STREET LIGHTS	63.48
		=== VENDOR TOTALS ===	63.48			
=====						
01-0028		FERGUSON ENTERPRISES, INC.				
I-0489587		MXU'S	2,266.72			
10/29/2015	AP-US	DUE: 10/29/2015 DISC: 10/29/2015		1099: N		
		MXU'S		02 5-00-788	METERS & PARTS	2,266.72
I-0489755		METER PARTS	305.30			
10/29/2015	AP-US	DUE: 10/29/2015 DISC: 10/29/2015		1099: N		
		METER PARTS		02 5-00-788	METERS & PARTS	305.30
		=== VENDOR TOTALS ===	2,572.02			
=====						
01-0431		G. J. MILLER CONSTRUCTION				
I-10222015		G1401 VG RESTROOM REMOVAL	2,540.00			
10/22/2015	AP-US	DUE: 10/22/2015 DISC: 10/22/2015		1099: N		
		G1401 VG RESTROOM REMOVAL		21 5-00-906	CAPITAL OUTLAY	2,540.00
		=== VENDOR TOTALS ===	2,540.00			
=====						
01-0029		H. D. FOWLER COMPANY				
I-14070524		FA1501-BARCLAY IMP PROJECT	206.87			
10/21/2015	AP-US	DUE: 11/10/2015 DISC: 11/10/2015		1099: N		
		FA1501-BARCLAY IMP PROJECT		03 5-00-906	CAPITAL OUTLAY	206.87
I-14077171		FA1501 - BARCLAY PROJECT	91.80			
10/29/2015	AP-US	DUE: 11/10/2015 DISC: 11/10/2015		1099: N		
		FA1501 - BARCLAY PROJECT		03 5-00-906	CAPITAL OUTLAY	91.80
I-14077172		CONDUIT, ELNOWS, COUPLING	185.16			
10/29/2015	AP-US	DUE: 11/10/2015 DISC: 11/10/2015		1099: N		
		CONDUIT, ELNOWS, COUPLING		03 5-00-795	SUPPLIES	185.16
		=== VENDOR TOTALS ===	483.83			

pg 8 of 18

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1	MISC VENDOR					
I-11052015		HALL,PETER: V15-02 REFUND	2,400.00			
11/05/2015	AP-US	DUE: 11/05/2015 DISC: 11/05/2015		1099: N		
		HALL,PETER: V15-02 REFUND		01 4-00-311	CURRENT PLANNING FEES	2,400.00
		=== VENDOR TOTALS ===	2,400.00			
=====						
01-0699	HCD					
I-2134816		CMA MASTER BILLING OCT 2015	782.99			
10/31/2015	AP-US	DUE: 10/31/2015 DISC: 10/31/2015		1099: N		
		CMA MASTER BILLING OCT 2015		01 5-08-309	CITY MANAGED ACCOUNTS	782.99
		=== VENDOR TOTALS ===	782.99			
=====						
01-0302	HIGH DESERT AGGREGATE & PAVING					
I-11052015		PAVEMENT OVERLAY-FINAL PAY	83,153.03			
11/05/2015	AP-US	DUE: 11/05/2015 DISC: 11/05/2015		1099: N		
		PAVEMENT OVERLAY-FINAL PAY		03 5-00-916	INFRASTRUCTURE	83,153.03
		=== VENDOR TOTALS ===	83,153.03			
=====						
01-0017	HOYT'S HARDWARE					
I-432667		G1401-VG RESTROOMS-CAUTION TP	19.98			
10/05/2015	AP-US	DUE: 10/05/2015 DISC: 10/05/2015		1099: N		
		G1401-VG RESTROOMS-CAUTION TPE		21 5-00-906	CAPITAL OUTLAY	19.98
I-432827		G1401-CAPS FOR VG RESTROOMS	154.26			
10/06/2015	AP-US	DUE: 10/06/2015 DISC: 10/06/2015		1099: N		
		G1401-CAPS FOR VG RESTROOMS		21 5-00-906	CAPITAL OUTLAY	154.26
I-433283		G1401- VG RESTROOMS	8.33			
10/12/2015	AP-US	DUE: 10/12/2015 DISC: 10/12/2015		1099: N		
		G1401- VG RESTROOMS		21 5-00-906	CAPITAL OUTLAY	8.33
I-433473		G1401-VG RESTROOM CONDUIT PAR	9.50			
10/14/2015	AP-US	DUE: 10/14/2015 DISC: 10/14/2015		1099: N		
		G1401-VG RESTROOM CONDUIT PART		21 5-00-906	CAPITAL OUTLAY	9.50
I-433581		G1401-VG RESTROOMS-SUPPLIES	86.99			
10/15/2015	AP-US	DUE: 10/15/2015 DISC: 10/15/2015		1099: N		
		G1401-VG RESTROOMS-SUPPLIES		21 5-00-906	CAPITAL OUTLAY	86.99
I-433973		WOOD & SUPPLIES-BANNER CABINE	190.84			
10/20/2015	AP-US	DUE: 10/20/2015 DISC: 10/20/2015		1099: N		
		WOOD & SUPPLIES-BANNER CABINET		01 5-03-788	PWHQ MAINTENANCE	190.84
		=== VENDOR TOTALS ===	469.90			

pg 9 of 18

PACKET: 02413 AP 11/12/2015
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0693		LAKESIDE EQUIPMENT CORP				
I-15-1747		SEWER BAGS	276.00			
10/06/2015	AP-US	DUE: 10/06/2015 DISC: 10/06/2015		1099: N		
		SEWER BAGS		05 5-00-795	SUPPLIES	276.00
=== VENDOR TOTALS ===			276.00			
01-0011		LUTTON'S HARDWARE				
I-212573		RECYCLE CANS	129.89			
10/21/2015	AP-US	DUE: 10/21/2015 DISC: 10/21/2015		1099: N		
		RECYCLE CANS		03 5-00-795	SUPPLIES	129.89
I-312039		G1401-PVC PIPE, SUPPLIES VG R	7.44			
10/09/2015	AP-US	DUE: 10/09/2015 DISC: 10/09/2015		1099: N		
		G1401-PVC PIPE, SUPPLIES VG RR		21 5-00-906	CAPITAL OUTLAY	7.44
I-312043		G1401-SPRAY PAINT-VG RESTRROO	33.94			
10/09/2015	AP-US	DUE: 10/09/2015 DISC: 10/09/2015		1099: N		
		G1401-SPRAY PAINT-VG RESTROOM		21 5-00-906	CAPITAL OUTLAY	33.94
I-312079		G1401-SPRAY PAINT-VR RESTROOM	9.98			
10/10/2015	AP-US	DUE: 10/10/2015 DISC: 10/10/2015		1099: N		
		G1401-SPRAY PAINT-VR RESTROOM		21 5-00-906	CAPITAL OUTLAY	9.98
I-312253		G1401-SAW BLADE,CAP-VG RESTRM	26.27			
10/14/2015	AP-US	DUE: 10/14/2015 DISC: 10/14/2015		1099: N		
		G1401-SAW BLADE,CAP-VG RESTRM		21 5-00-906	CAPITAL OUTLAY	26.27
I-312259		CAUTION TAPE, WIRE STRIPPER	55.97			
10/14/2015	AP-US	DUE: 10/14/2015 DISC: 10/14/2015		1099: N		
		CAUTION TAPE, WIRE STRIPPER		01 5-03-795	SUPPLIES	5.60
		CAUTION TAPE, WIRE STRIPPER		01 5-05-795	SUPPLIES	14.55
		CAUTION TAPE, WIRE STRIPPER		02 5-00-795	SUPPLIES	13.43
		CAUTION TAPE, WIRE STRIPPER		03 5-00-795	SUPPLIES	14.55
		CAUTION TAPE, WIRE STRIPPER		05 5-00-795	SUPPLIES	7.84
I-312274		G1401-PVC CAP-VG RESTROOM	9.58			
10/14/2015	AP-US	DUE: 10/14/2015 DISC: 10/14/2015		1099: N		
		G1401-PVC CAP-VG RESTROOM		21 5-00-906	CAPITAL OUTLAY	9.58
I-312309		PINESOL,SCOUR PADS,CLOROX	101.65			
10/15/2015	AP-US	DUE: 10/15/2015 DISC: 10/15/2015		1099: N		
		PINESOL,SCOUR PADS,CLOROX		01 5-05-795	SUPPLIES	101.65
I-312574		RECYCLE CANS	7.26			
10/21/2015	AP-US	DUE: 10/21/2015 DISC: 10/21/2015		1099: N		
		RECYCLE CANS		03 5-00-795	SUPPLIES	7.26

pg 10 of 18

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0011	LUTTON'S HARDWARE	(** CONTINUED **)				
I-312697		GASKET	4.49			
10/23/2015	AP-US	DUE: 10/23/2015 DISC: 10/23/2015		1099: N		
		GASKET-BARCLAY POND		01 5-05-795	SUPPLIES	4.49
I-313037		SEWER SUPPLIES	67.44			
10/30/2015	AP-US	DUE: 10/30/2015 DISC: 10/30/2015		1099: N		
		SEWER SUPPLIES		05 5-00-795	SUPPLIES	67.44
I-313046		BALL VALVE	15.98			
10/30/2015	AP-US	DUE: 10/30/2015 DISC: 10/30/2015		1099: N		
		BALL VALVE		03 5-00-795	SUPPLIES	15.98
I-313053		SILICONE, EXPOXY	19.97			
10/30/2015	AP-US	DUE: 10/30/2015 DISC: 10/30/2015		1099: N		
		SILICONE, EXPOXY		05 5-00-795	SUPPLIES	19.97
I-313074		BULBS	19.98			
10/30/2015	AP-US	DUE: 10/30/2015 DISC: 10/30/2015		1099: N		
		BULBS		03 5-00-778	STREET LIGHTS	19.98
		=== VENDOR TOTALS ===	509.84			
=====						
01-0079	MIKE'S FENCE CENTER, INC					
I-62815		PWHQ GATE REPAIR	850.00			
10/23/2015	AP-US	DUE: 11/02/2015 DISC: 11/02/2015		1099: N		
		PWHQ GATE REPAIR		05 5-00-787	SEWER SYSTEM REPAIRS	850.00
		=== VENDOR TOTALS ===	850.00			
=====						
01-0049	MISSION LINEN SUPPLY					
I-501151783		MAT CLEANING PWHQ	21.37			
10/21/2015	AP-US	DUE: 10/21/2015 DISC: 10/21/2015		1099: N		
		MAT CLEANING PWHQ		01 5-03-788	PWHQ MAINTENANCE	21.37
		=== VENDOR TOTALS ===	21.37			
=====						
01-0143	NORCO					
I-17148732		20#	19.84			
10/31/2015	AP-US	DUE: 10/31/2015 DISC: 10/31/2015		1099: N		
		20#		01 5-03-795	SUPPLIES	1.98
		20#		01 5-05-795	SUPPLIES	5.16
		20#		02 5-00-795	SUPPLIES	4.76
		20#		03 5-00-795	SUPPLIES	5.16
		20#		05 5-00-795	SUPPLIES	2.78
		=== VENDOR TOTALS ===	19.84			

pg 11 of 18

PACKET: 02413 AP 11/12/2015
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0515		OFFICEMAX				
I-088897		9V BATTERIES	25.18			
10/19/2015	AP-US	DUE: 10/19/2015 DISC: 10/19/2015		1099: N		
		9V BATTERIES		01 5-01-714	OFFICE SUPPLIES	3.78
		9V BATTERIES		01 5-02-714	OFFICE SUPPLIES	4.02
		9V BATTERIES		01 5-03-795	SUPPLIES	0.50
		9V BATTERIES		01 5-05-714	OFFICE SUPPLIES	2.27
		9V BATTERIES		01 5-07-714	OFFICE SUPPLIES	6.29
		9V BATTERIES		02 5-00-714	OFFICE SUPPLIES	3.53
		9V BATTERIES		03 5-00-714	OFFICE SUPPLIES	2.01
		9V BATTERIES		05 5-00-714	OFFICE SUPPLIES	2.78
I-225466		LEGAL PADS,PENS	22.04			
11/02/2015	AP-US	DUE: 11/02/2015 DISC: 11/02/2015		1099: N		
		LEGAL PADS,PENS		01 5-01-714	OFFICE SUPPLIES	3.31
		LEGAL PADS,PENS		01 5-02-714	OFFICE SUPPLIES	3.52
		LEGAL PADS,PENS		01 5-03-795	SUPPLIES	0.44
		LEGAL PADS,PENS		01 5-05-714	OFFICE SUPPLIES	1.99
		LEGAL PADS,PENS		01 5-07-714	OFFICE SUPPLIES	5.51
		LEGAL PADS,PENS		02 5-00-714	OFFICE SUPPLIES	3.09
		LEGAL PADS,PENS		03 5-00-714	OFFICE SUPPLIES	1.76
		LEGAL PADS,PENS		05 5-00-714	OFFICE SUPPLIES	2.42
I-247853		FILE FLAGS, FILE TRAY	18.39			
11/04/2015	AP-US	DUE: 11/04/2015 DISC: 11/04/2015		1099: N		
		FILE FLAGS, FILE TRAY		01 5-01-714	OFFICE SUPPLIES	2.76
		FILE FLAGS, FILE TRAY		01 5-02-714	OFFICE SUPPLIES	2.93
		FILE FLAGS, FILE TRAY		01 5-03-795	SUPPLIES	0.37
		FILE FLAGS, FILE TRAY		01 5-05-714	OFFICE SUPPLIES	1.66
		FILE FLAGS, FILE TRAY		01 5-07-714	OFFICE SUPPLIES	4.59
		FILE FLAGS, FILE TRAY		02 5-00-714	OFFICE SUPPLIES	2.58
		FILE FLAGS, FILE TRAY		03 5-00-714	OFFICE SUPPLIES	1.47
		FILE FLAGS, FILE TRAY		05 5-00-714	OFFICE SUPPLIES	2.03
		=== VENDOR TOTALS ===	65.61			
01-0016		ONE CALL CONCEPTS, INC.				
I-5100474		WATER/SEWER LOCATES	25.08			
10/31/2015	AP-US	DUE: 10/31/2015 DISC: 10/31/2015		1099: N		
		WATER LOCATES		02 5-00-770	WATER LOCATE SERVICE	12.54
		SEWER LOCATES		05 5-00-770	SEWER LOCATE SERVICE	12.54
		=== VENDOR TOTALS ===	25.08			

pg 12 of 18

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0441		OWEN EQUIPMENT COMPANY				
I-00170067		SWEeper PARTS	878.18			
11/03/2015	AP-US	DUE: 11/03/2015 DISC: 11/03/2015		1099: N		
		SWEeper PARTS		03 5-00-796	VEHICLE MAINTENANCE	878.18
		=== VENDOR TOTALS ===	878.18			
=====						
01-0056		PETTY CASH				
I-10312015		PETTY CASH OCTOBER 2015	223.88			
10/31/2015	AP-US	DUE: 10/31/2015 DISC: 10/31/2015		1099: N		
		CC SNACKS		01 5-01-700	MAYOR & COUNCIL	25.75
		CAR WASH TOKENS		01 5-03-796	VEHICLE MAINTENANCE	85.00
		PROPANE		03 5-00-755	GAS/OIL	42.93
		RECORDING DISKS		01 5-01-714	OFFICE SUPPLIES	49.99
		POSTAGE		01 5-02-715	POSTAGE	0.22
		EARBUDS-CAROL		01 5-07-714	OFFICE SUPPLIES	19.99
		=== VENDOR TOTALS ===	223.88			
=====						
01-0144		RESERVE ACCOUNT				
I-10192015		RESERVE ACCOUNT POSTAGE	200.00			
10/19/2015	AP-US	DUE: 10/19/2015 DISC: 10/19/2015		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			
=====						
01-0034		PONDEROSA FORGE & IRONWORKS, I				
I-13024		PLOW BLADE REPLACEMENTS	175.00			
11/04/2015	AP-US	DUE: 11/04/2015 DISC: 11/04/2015		1099: N		
		PLOW BLADE REPLACEMENTS		03 5-00-796	VEHICLE MAINTENANCE	175.00
I-13033		PIPE FOR TENNIS COURTS	85.18			
11/06/2015	AP-US	DUE: 11/06/2015 DISC: 11/06/2015		1099: N		
		PIPE FOR TENNIS COURTS		01 5-05-786	PARK MAINTENANCE	85.18
		=== VENDOR TOTALS ===	260.18			

pg 13 of 18

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0013		PONY EXPRESS				
I-263517		POSTAGE FOR TOOL RETURN	9.16			
10/13/2015	AP-US	DUE: 10/13/2015 DISC: 10/13/2015		1099: N		
		POSTAGE FOR TOOL RETURN		02 5-00-715	POSTAGE	9.16
I-264041		SHIPPING CD'S-KARNECKI CASE	11.47			
10/19/2015	AP-US	DUE: 10/19/2015 DISC: 10/19/2015		1099: N		
		SHIPPING CD'S-KARNECKI CASE		01 5-01-715	POSTAGE	11.47
=== VENDOR TOTALS ===			20.63			

=====						
01-0219		QUILL CORPORATION				
I-8960040		FOOT BRUSH	49.99			
10/23/2015	AP-US	DUE: 10/23/2015 DISC: 10/23/2015		1099: N		
		FOOT BRUSH		01 5-01-714	OFFICE SUPPLIES	7.51
		FOOT BRUSH		01 5-02-714	OFFICE SUPPLIES	7.97
		FOOT BRUSH		01 5-03-795	SUPPLIES	1.00
		FOOT BRUSH		01 5-05-714	OFFICE SUPPLIES	4.51
		FOOT BRUSH		01 5-07-714	OFFICE SUPPLIES	12.49
		FOOT BRUSH		02 5-00-714	OFFICE SUPPLIES	7.00
		FOOT BRUSH		03 5-00-714	OFFICE SUPPLIES	4.00
		FOOT BRUSH		05 5-00-714	OFFICE SUPPLIES	5.51
=== VENDOR TOTALS ===			49.99			

=====						
01-0100		SISTERS AREA CHAMBER OF COMMER				
I-09302015		TRT SEPTEMBER 2015	25,417.87			
11/04/2015	AP-US	DUE: 11/04/2015 DISC: 11/04/2015		1099: N		
		TRT SEPTEMBER 2015		01 5-08-312	CHAMBER OF COMMERCE	25,417.87
=== VENDOR TOTALS ===			25,417.87			

=====						
01-0221		STATE FORESTER				
I-16164		ODF FIRE PROTECTION	966.72			
11/06/2015	AP-US	DUE: 11/06/2015 DISC: 11/06/2015		1099: N		
		ADMIN		01 5-01-727	PERMITS & FEES	125.00
		BROOKS SCANLON		01 5-01-727	PERMITS & FEES	45.44
		TREATMENT PLANT		05 5-00-727	PERMITS & FEES	561.04
		LAZY Z		05 5-00-727	PERMITS & FEES	235.24
=== VENDOR TOTALS ===			966.72			

pg 14 of 18

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0223	SUN COUNTRY ENGINEERING & SURV					
I-17406		FA1501-BARLCAY DR PROJECT	4,990.00			
11/04/2015	AP-US	DUE: 11/04/2015 DISC: 11/04/2015		1099: N		
		FA1501-BARLCAY DR PROJECT		05 5-00-906	CAPITAL OUTLAY	2,495.00
		FA1501-BARLCAY DR PROJECT		03 5-00-906	CAPITAL OUTLAY	2,495.00
		=== VENDOR TOTALS ===	4,990.00			

=====						
01-0044	TAYLOR TIRE CENTER					
I-76300127652		BACKHOE TIRE REPAIR	45.00			
11/02/2015	AP-US	DUE: 11/02/2015 DISC: 11/02/2015		1099: N		
		BACKHOE TIRE REPAIR		03 5-00-796	VEHICLE MAINTENANCE	15.00
		BACKHOE TIRE REPAIR		02 5-00-796	VEHICLE MAINTENANCE	15.00
		BACKHOE TIRE REPAIR		05 5-00-796	VEHICLE MAINTENANCE	15.00
		=== VENDOR TOTALS ===	45.00			

=====						
01-0052	THE NUGGET NEWSPAPER					
I-60374		PUB NOTICE-TA15-02 & ZC15-02	225.00			
10/07/2015	AP-US	DUE: 10/07/2015 DISC: 10/07/2015		1099: N		
		PUB NOTICE-TA15-02 & ZC15-02		01 5-07-705	ADVERTISING	225.00
I-60375		PUB NOTICE-HOOD AVE IMP BIDS	153.75			
10/14/2015	AP-US	DUE: 10/14/2015 DISC: 10/14/2015		1099: N		
		PUB NOTICE-HOOD AVE IMP BIDS		03 5-00-906	CAPITAL OUTLAY	153.75
		=== VENDOR TOTALS ===	378.75			

=====						
01-0416	THREE SISTERS IRRIGATION DISTR					
I-15-767		2015 CAPITAL CHARGE	1,008.00			
10/23/2015	AP-US	DUE: 10/23/2015 DISC: 10/23/2015		1099: N		
		2015 CAPITAL CHARGE		05 5-00-727	PERMITS & FEES	1,008.00
		=== VENDOR TOTALS ===	1,008.00			

=====						
01-0563	TREASURE VALLEY COFFEE, INC.					
I-0500556723		MEDICAL SUPPLY BOXES-PW TRUCK	382.65			
11/02/2015	AP-US	DUE: 11/02/2015 DISC: 11/02/2015		1099: N		
		MEDICAL SUPPLY BOXES-PW TRUCKS		01 5-03-795	SUPPLIES	38.26
		MEDICAL SUPPLY BOXES-PW TRUCKS		01 5-05-795	SUPPLIES	99.51
		MEDICAL SUPPLY BOXES-PW TRUCKS		02 5-00-795	SUPPLIES	91.81
		MEDICAL SUPPLY BOXES-PW TRUCKS		03 5-00-795	SUPPLIES	99.51
		MEDICAL SUPPLY BOXES-PW TRUCKS		05 5-00-795	SUPPLIES	53.56

pg 15 of 18

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-0563 TREASURE VALLEY COFFEE, INC. (** CONTINUED **)

I-539820		DECAF COFFEE	59.95			
10/22/2015	AP-US	DUE: 10/22/2015 DISC: 10/22/2015		1099: N		
		DECAF COFFEE		01 5-01-714	OFFICE SUPPLIES	9.01
		DECAF COFFEE		01 5-02-714	OFFICE SUPPLIES	9.56
		DECAF COFFEE		01 5-03-795	SUPPLIES	1.20
		DECAF COFFEE		01 5-05-714	OFFICE SUPPLIES	5.41
		DECAF COFFEE		01 5-07-714	OFFICE SUPPLIES	14.97
		DECAF COFFEE		02 5-00-714	OFFICE SUPPLIES	8.40
		DECAF COFFEE		03 5-00-714	OFFICE SUPPLIES	4.79
		DECAF COFFEE		05 5-00-714	OFFICE SUPPLIES	6.61

I-540111		CH FIRST AID KIT REFILL	45.55			
10/29/2015	AP-US	DUE: 10/29/2015 DISC: 10/29/2015		1099: N		
		CH FIRST AID KIT REFILL		01 5-01-714	OFFICE SUPPLIES	6.85
		CH FIRST AID KIT REFILL		01 5-02-714	OFFICE SUPPLIES	7.27
		CH FIRST AID KIT REFILL		01 5-03-795	SUPPLIES	0.91
		CH FIRST AID KIT REFILL		01 5-05-714	OFFICE SUPPLIES	4.11
		CH FIRST AID KIT REFILL		01 5-07-714	OFFICE SUPPLIES	11.38
		CH FIRST AID KIT REFILL		02 5-00-714	OFFICE SUPPLIES	6.38
		CH FIRST AID KIT REFILL		03 5-00-714	OFFICE SUPPLIES	3.64
		CH FIRST AID KIT REFILL		05 5-00-714	OFFICE SUPPLIES	5.01

=== VENDOR TOTALS === 488.15

01-0744 TRI COUNTY PAVING, LLC

I-5742		CEDAR ST OVERLAY	4,794.50			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: Y		
		CEDAR ST OVERLAY		03 5-00-916	INFRASTRUCTURE	4,794.50

=== VENDOR TOTALS === 4,794.50

01-0109 TYLER TECHNOLOGIES/INCODE

I-025-138111		TYLER U MAINTENANCE	500.00			
11/01/2015	AP-US	DUE: 11/01/2015 DISC: 11/01/2015		1099: N		
		TYLER U MAINTENANCE		01 5-02-710	COMPUTER SOFTWARE MAINT	181.40
		TYLER U MAINTENANCE		02 5-00-710	COMPUTER SOFTWARE MAINT.	85.00
		TYLER U MAINTENANCE		03 5-00-710	COMPUTER SOFTWARE MAINT.	138.10
		TYLER U MAINTENANCE		05 5-00-710	COMPUTER SOFTWARE MAINT.	95.50

=== VENDOR TOTALS === 500.00

pg 16 of 18

PACKET: 02413 AP 11/12/2015

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0937	U.S. BANK					
I-10202015BERTAGNA		VISA-BERTAGNA OCTOBER 2015	40.83			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		PROPANE		03 5-00-755	GAS/OIL	40.83
I-10202015GORAYEB		VISA-GORAYEB OCTOBER 2015	180.50			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		BUDGET CLASS-K KEETON		01 5-02-740	EDUCATION	150.00
		MEETING WITH COCO		01 5-01-793	MEETINGS/WORKSHOPS	30.50
I-10202015NELSON		VISA-NELSON OCTOBER 2015	171.77			
10/27/2015	AP-US	DUE: 10/27/2015 DISC: 10/27/2015		1099: N		
		PROPANE		03 5-00-755	GAS/OIL	28.27
		STREETS VEH MAINT		03 5-00-796	VEHICLE MAINTENANCE	103.50
		LOCKS AT FIR ST PARK		01 5-05-795	SUPPLIES	40.00
		=== VENDOR TOTALS ===	393.10			

=====						
01-0976	USA FLEET SOLUTIONS					
I-21774		MONTHLY TRACKING NOV 2015	230.65			
11/01/2015	AP-US	DUE: 11/01/2015 DISC: 11/01/2015		1099: N		
		MONTHLY TRACKING NOV 2015		01 5-03-726	CONTRACTED SERVICES	23.06
		MONTHLY TRACKING NOV 2015		01 5-05-726	CONTRACTED SERVICES	59.98
		MONTHLY TRACKING NOV 2015		02 5-00-726	CONTRACTED SERVICES	55.34
		MONTHLY TRACKING NOV 2015		03 5-00-726	CONTRACTED SERVICES	59.98
		MONTHLY TRACKING NOV 2015		05 5-00-726	CONTRACTED SERVICES	32.29
		=== VENDOR TOTALS ===	230.65			

=====						
01-0760	VERIZON WIRELESS					
I-9754000720		CELL PHONES OCTOBER 2015	365.66			
10/15/2015	AP-US	DUE: 10/15/2015 DISC: 10/15/2015		1099: N		
		CELL PHONES OCTOBER 2015		01 5-03-736	CELLULAR PHONES	22.58
		CELL PHONES OCTOBER 2015		01 5-05-736	CELLULAR PHONES	188.52
		CELL PHONES OCTOBER 2015		01 5-07-736	CELLULAR PHONES	15.90
		CELL PHONES OCTOBER 2015		02 5-00-736	CELLULAR PHONES	39.45
		CELL PHONES OCTOBER 2015		03 5-00-736	CELLULAR PHONES	71.17
		CELL PHONES OCTOBER 2015		05 5-00-736	CELLULAR PHONES	28.04
		=== VENDOR TOTALS ===	365.66			

pg 17 of 18

PACKET: 02413 AP 11/12/2015
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0043	WCP SOLUTIONS					
I-509528		SOAP,PAPER TOWELS	348.10			
10/23/2015	AP-US	DUE: 11/25/2015 DISC: 11/02/2015	3.48CR	1099: N		
		SOAP,PAPER TOWELS		01 5-03-795	SUPPLIES	34.80
		SOAP,PAPER TOWELS		01 5-05-795	SUPPLIES	90.52
		SOAP,PAPER TOWELS		02 5-00-795	SUPPLIES	83.52
		SOAP,PAPER TOWELS		03 5-00-795	SUPPLIES	90.52
		SOAP,PAPER TOWELS		05 5-00-795	SUPPLIES	48.74
		=== VENDOR TOTALS ===	348.10			
=====						
01-0061	WESTERN COMMUNICATIONS, INC.					
I-2316103		EMPLOYMENT AD-FINANCE OFFICER	731.00			
10/31/2015	AP-US	DUE: 11/30/2015 DISC: 11/30/2015		1099: N		
		EMPLOYMENT AD-FINANCE OFFICER		01 5-02-704	RECRUITMENT	731.00
		=== VENDOR TOTALS ===	731.00			
=====						
01-0428	XEROX CORPORATION					
I-082042917		COPIER LEASE 7665 OCTOBER 201	22.40			
10/30/2015	AP-US	DUE: 10/30/2015 DISC: 10/30/2015		1099: N		
		COPIER LEASE 7665 OCTOBER 2015		01 5-01-721	COPIER/PRINTER	7.17
		COPIER LEASE 7665 OCTOBER 2015		01 5-02-721	COPIER/PRINTER	4.03
		COPIER LEASE 7665 OCTOBER 2015		01 5-05-721	COPIER/PRINTER	1.12
		COPIER LEASE 7665 OCTOBER 2015		01 5-07-721	COPIER/PRINTER	6.94
		COPIER LEASE 7665 OCTOBER 2015		02 5-00-721	COPIER/PRINTER	1.57
		COPIER LEASE 7665 OCTOBER 2015		05 5-00-721	COPIER/PRINTER	1.57
I-082042929		COPIER LEASE 7855 OCTOBER 201	591.04			
10/30/2015	AP-US	DUE: 10/30/2015 DISC: 10/30/2015		1099: N		
		COPIER LEASE 7855 OCTOBER 2015		01 5-01-721	COPIER/PRINTER	189.17
		COPIER LEASE 7855 OCTOBER 2015		01 5-02-721	COPIER/PRINTER	106.38
		COPIER LEASE 7855 OCTOBER 2015		01 5-05-721	COPIER/PRINTER	29.56
		COPIER LEASE 7855 OCTOBER 2015		01 5-07-721	COPIER/PRINTER	183.20
		COPIER LEASE 7855 OCTOBER 2015		02 5-00-721	COPIER/PRINTER	41.36
		COPIER LEASE 7855 OCTOBER 2015		05 5-00-721	COPIER/PRINTER	41.37
		=== VENDOR TOTALS ===	613.44			
		=== PACKET TOTALS ===	191,489.86			

pg 18 of 18

	DAY	NIGHT	EXTRA	VACA	SICK	TRAIN	SRO
	1	10	9.5	19.5			8
	2	10	9.5	19.5			8
	3	8	10	18			
	4	7.5	4	11.5			
	5	3	14	17			8
	6	8	12.5	20.5			8
	7	8	9	18			8
WK 1	54.5	68.5	1	124	0	0	40
	8	8		16			8
	9	10		19			14
	10	10		19			
	11	7.5	8	15.5			
	12	8	7	17			8
	13	8	6	14		12	8
	14	3	10.5	15.5		2	8
WK 2	52.5	59.5	4	116	0	14	46
	15	9	8	17	8		8
	16	10	8	18	8		
	17	11	9	20			
	18	9	10	19			
	19	8	8	16	8		
	20	8.5	6	14.5			8
	21	9	9	22			12
WK 3	64.5	58	4	126.5	8	0	28
	22	5	6.5	11.5			8
	23	10.5	6	16.5			14
	24	9.5	7	16.5			5
	25	8	10	18	12		
	26	6	9.5	15.5			8
	27	8	8	16			8
	28	7.5	8	15.5			8
WK 4	54.5	55	0	109.5	12	0	51
	29	7	5	12			8
	30	5	6.5	11.5			8
	31	9	9	18			
WK 5	21	20.5	0	41.5	0	0	16
	234	271.5	9	517.5	52	14	181

	DAY	NIGHT	EXTRA	VACA	SICK	TRAIN	SRO
--	-----	-------	-------	------	------	-------	-----

124	116	126.5	109.5	41.5	517.5	52	14	0	181
wk1	wk2	wk3	wk4	wk5	month	vaca	sick	train	SRO

PATROL ACTIVITY 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	46	41			402
city traffic citations	14	3	12	3	2	6	0	7	6	8			61
city ordinance warnings	3	1	2	2	12	0	1	0	2	0			23
city ordinance citations	0	4	0	0	0	0	0	0	0	0			4
city parking warnings	5	2	7	0	0	4	0	1	1	1			21
city parking citations	4	0	9	0	0	0	0	0	0	0			13
county traffic warnings	23	21	36	18	26	21	14	21	45	34			259
county traffic cite	5	2	7	0	0	1	4	4	3	2			28
county ordinance warnings	7	1	1	4	1	4	1	3	0	0			22
county ordinance citations	0	0	0	0	0	0	0	1	0	0			1
city misd arrests	2	0	4	5	4	4	2	4	3	4			32
city felony arrests	2	3	0	0	0	2	1	0	0	0			8
county misd arrests	4	0	2	0	0	1	0	1	1	1			10
county felony arrest	0	0	0	4	0	2	1	0	2	1			10
school zone elementary warnings	0	7	2	4	2	0	0	0	0	0			15
school zone elementary citations	0	2	0	0	0	0	0	0	0	0			2
school zone middle /high warnings	2	5	1	3	6	0	0	5	16	2			40
school zone middle /high citations	2	0	0	0	0	0	0	0	0	0			2

security checks	250	233	336	239	341	245	386	597	236	253		3116
open doors	3	2	0	0	0	0	3	3	1	2		14

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00278716	10/02/2015 9:40	S BUCKAROO TRL	Burglary: Business owner reported damage to six window screens in an attempted burglary.	
2015-00281414	10/05/2015 12:59	N PINE ST	Theft: Employee reported an attempted shoplifting incident.	
2015-00281667	10/05/2015 16:40	W HWY 20	Hit and Run: Citizen reported her vehicle was hit in a parking lot. No contact information was left by other driver.	
2015-00281851	10/05/2015 20:57	HURTLEY RANCH RD / HWY 126	Warrant Arrest*: Adult male arrested on an outstanding Oregon State Parole Board warrant.	
2015-00282431	10/06/2015 12:41	S ASH ST	Identity Theft: Citizen reported the unauthorized use of her Social Security number.	
2015-00282619	10/06/2015 15:12	DEE WRIGHT OBSERVATORY	UEMV (Car Clout): Citizen reported someone used a rock to break the window of his car and take items from inside.	
2015-00283485	10/07/2015 12:56	W MCKINNEY BUTTE RD	Theft: Student reported the theft of her wallet from her backpack.	
2015-00286830	10/10/2015 19:36	LARIAT	Computer Crime/ID Theft/ Attempted Aggravated Theft I/Criminal Conspiracy: Citizen reported unauthorized access to her email.	
2015-00287850	10/12/2015 8:09	HWY 242	Harassment: Student complained of harassment by another student. All parties counseled and suspect warned. Parents advised.	
2015-00288307	10/12/2015 14:50	W MCKINNEY BUTTE RD	Drug Offense: Citizen turned in found drug paraphernalia to be destroyed.	
2015-00290547	10/14/2015 17:07	N LOCUST LN	Restraining Order Violation*: Adult male arrested for restraining order violation.	
2015-00291583	10/15/2015 17:11	E WASHINGTON AVE / S ELM ST	Vehicle Impound: Driver cited for Driving While Suspended, No Insurance and Cellphone Use While Driving. Vehicle impounded.	

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00291599	10/15/2015 17:28	N LOCUST LN	Information/Misc. Report: Deputy counseled both parties to a restraining order not to contact each other and further explained the orders restrictions.	
2015-00292005	10/16/2015 8:32	HWY 126 / WILLOW LN	Drug Offense*: Adult male arrested for Possession of Methamphetamine.	1
2015-00295645	10/20/2015 10:10	HWY 126	Child Abuse: DHS Cross Report of drugs used in front of children.	
2015-00296631	10/21/2015 8:59	E CASCADE AVE	Found Property: Citizen turned in a found bicycle.	
2015-00296652	10/21/2015 9:11	S OAK ST / W HOOD AVE	MVA:Report of juvenile bike rider hit by a car. Minor injury only. Bike rider at fault.	
2015-00296750	10/21/2015 10:36	W MCKINNEY BUTTE	Criminal Mischief: Damage reported to door latch.	
2015-00298816	10/23/2015 10:54	W MAIN AVE	Theft: Citizen reported the theft of oriental rugs.	
2015-00300505	10/25/2015 11:43	W HWY 20	Theft: Citizen reported the theft of her rear license plate.	
2015-00300509	10/25/2015 11:45	N FIR ST	Theft: Citizen reported the theft of her iPhone.	
2015-00301629	10/26/2015 15:48	E HOOD AVE	Theft II: Citizen reported she hired a business to produce a rug from her steer hide. Business closed and did not notify her,refund her money or return hide.	
2015-00302876	10/27/2015 22:56	N PINE ST / W CASCADE AVE	Vehicle Impound: Driver cited for No Driver's License, No Insurance and Exceeding the Maximum Speed. Vehicle impounded.	
2015-00303169	10/28/2015 9:44	W MCKINNEY BUTTE RD	Criminal Mischief: Damage reported to door latch.	

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00303832	10/28/2015 21:35	E PARK PL	Civil Dispute: Argument between mother and daughter over daughter's pending trip abroad.	
015-00304168	10/29/2015 9:33	S ASH ST	Burglary: Citizen reported the theft of her marriage license.	
* DENOTES CASE INCLUDED LAW ENFORCEMENT ACTION				
ADDITIONAL PERSONNEL NEEDED FROM OTHER DISTRICTS:				1

Work Plan

City of Sisters

Finance:

- 2014/15 Budget Changes
 - ODOT / Cascade Avenue Cost Reimbursement – Applying, requesting updates - Ongoing
 - Sewer/Water Rate Changes – Reviewing data, revisiting rates schedule - Ongoing
 - 5 year forecast for Sewer and Water, DONE. Infrastructure Management plans being drafted, reviewing with Council in December
- Receivables Status Update (Report to CM)-DONE, continue monthly reporting – 30th of every month
- Forecasting Tool (Excel Sheet) – DONE, update monthly
- Cash Position Update, review CoS cash position, commitments and potential commitments – DONE, 30th of every month
- Transient, Temporary Business License and Special Event Permit Code Update – Revisions being drafted, CC will follow with public outreach
- 2014-15 CAFR – December 10
- Create a presentation and proposal to develop Online Reservations System for Creekside Campground

City of Sisters

Community Development:

- Existing Applications; FP 14-05 Peaks @ Pine Meadow (8 lots); FP 11-01 MMV Phase 1 final plats (15 lots); SP 15-03 FFE and Retail/Commercial Bldg (on hold); SUB 15-03 Kuivato @ SRR (35 lots); MOD 15-06 Clear Pine (SUB); SP 15-04 Distillery TUP 15-01 Celia Hung 320/350 E. Cascade; TUP 14-02 appeal to LUBA;
- Development Code revisions: TA 15-02 PMV PUD addition (ADOPTED Nov 30 Effective), TA 15-03 – MFR density, Formula Foods Establishments, Others
- Long range planning and studies: Urbanization Study/Housing Needs Analysis; Carver Lake Moraine Dam Risk Analysis and Reduction Project; Hood Ave Art District/Public Art projects
- Parks: Update Creekside Park and Campground Master Plan, access management decision; Update City Parks Master Plan and City Parks CIP; Adopt A Park, Movies In the Park; Kiosks – Pilot project at Barclay Park
- Code Enforcement: active enforcement underway – 103 weed abatement/ladder fuel reduction cases with 98 completed
- Grants: Urban Renewal Grants - 15 agreements signed, notice of revised agreement conditions sent out; Trash Enclosure Grants - accepting more applications; ODOT Enhance and Cycle Oregon (submitted)
- PC and Other Boards: Vacancies - Urban Forestry Board – Need one more, open until filled
- Planning Commission and City Council Agendas:
 - Nov 19 PC: EXT 15-01 MMV (for SUB 10-02); MOD 15-06 for Clear Pine SUB; SUB 15-03 Kuivato (35 lots); workshop TA 15-03
 - Dec 3 PC: workshop (tentative)
 - Nov 19 CC: Creekside Campground master plan review
 - Dec 10 CC: TA 15-03 DC text amendments , MOD 15-06 for Clear Pine SUB, Creekside Campground Master plan approval
- City Parks Advisory Board
 - Nov 4: Regular meeting Continue review of Creekside Campground Master Plan review and recommendation to CC

City of Sisters

Public Works:

- List and schedule for all “can’t you just (CYJ)” projects –schedule/completion is on-going – List has been updated, prioritized. Scheduling/execution is progressing
- URA Projects
 - Village Green Restroom Improvements – Grant awarded, Project Development Spring 2015, Restroom Ordered. Arriving: November 17, 2015
- SDC Update – Infrastructure Management Plan, being drafted, finalized and presented to Council for review in December
- Red Dirt Triangle- to be analyzed along with intersections and access points for the eastern highway corridors as part of a TSP update or a corridor refinement plan
- Cascade Ave. – Lighting retrofit completed, we are going to attempt to reduce the wattage and further reduce dark skies impact
- East Portal – Forest Service update on 8/4, they are going to retain a broker and should be in a position to discuss the sale of this property some time in January of 2016
- Barclay Square Waterline Upgrade – Design Spring 2015, work Fall 2015
- Chamber Building Improvements – Interior Done, Landscape / ADA improvements Fall / Winter 2015
- Speed zone study – All documents submitted, awaiting response from ODOT
- Barclay/Hwy 20 Roundabout – IGA done, working ODOT on design / construction staging and minimizing impact on west side and downtown businesses
- Hood Avenue Improvements – Design complete, bids received October 28. Value engineering proceeding
- Master Projects List – on-going
- Airport Infrastructure Projects – IFA and IOF grants awarded, Council grant agreements acceptance May 2015. Water line extension – DONE. Sewer and Street design are awarded and construction underway, to be completed by November end.
- Work with DEQ to develop plan for long-term compliance and obtain their support for proposed Sewer System Master Plan – ongoing
- Developed plan and cost estimates for repair of SSD Tennis Courts at Highway 20/Locust, Council to review and approve on November 5

City of Sisters

City Manager:

- ***Kathy***
 - Upcoming Council Meeting /Workshops – ongoing
 - Municipal Code Update –2015
- ***Andrew***
 - SDCs
 - Restructure and rationalize based on water / sewer service sizes, work with Parks Board and Council to revise Park and potentially Transportation as well
 - Water / Sewer Rate discussion ongoing

City of Sisters

City Council:

- Strengthen City Finances
 - ❖ Establish water and sewer rates that assure ratepayer equity and build cash reserves for future capital improvement needs
 - ❖ Review current status of pending litigation and potential financial liability of the City - Done
 - ❖ Increase reserves - Done
 - ❖ Examine Park SDC's
- Increase both Community and Private Sector Asset Base
 - ❖ Enhance city parks - Ongoing
 - ❖ Movies in the park
 - ❖ Community asset – Positions posted for new Committee - Ongoing
 - ❖ Increase TRT
- Economic Development
 - ❖ Increase funding to make Economic Development Manager position full-time - Done
 - ❖ Increase Chamber of Commerce Funding to 50% of TRT - Done
 - ❖ Create and Implement a forgivable loan program - Done
 - ❖ Develop an affordable housing policy - Ongoing

- Improve Connectivity

- ❖ Continue work with ODOT on roundabout project for Highway 20 - Done
- ❖ Work on connectivity projects (Village Green to Petersen Ridge Trailhead and Village Green Park to Sisters Airport)

- Improve Public Outreach

- ❖ Reinstate CCI and establish clear direction for its purpose
- ❖ Conduct Surveys to find out how a majority of citizens and businesses feel - Done
- ❖ Utilize Sisters local radio station - Ongoing
- ❖ Establish guidelines for processing future capital projects – Who, What, Where, When and Why - Done

LICENSES: THRU ZZZZZZZZZZ

SORTED BY: LICENSE NUMBER

ORIGINATION DATES: 0/00/0000 TO 99/99/9999

PAID STATUS: ALL

EFFECTIVE DATES: 10/01/2015 TO 11/06/2015

LIC CODES: ALL

EXPIRATION DATES: 0/00/0000 TO 99/99/9999

ID	CODE	NAME	CITY LIMIT
001123	SVS	3 SISTERS LIONS CLUB	INSIDE
001124	SVS	THE HIGH DESERT LIFE	INSIDE
001125	SVS	LAIRD SUPERFOOD, LLC	INSIDE
001126	LODG	BAIN, JOSHUA & LAUREN	INSIDE
001127	LODG	NASE COMPANY, LLC	INSIDE
001128	RETAIL	DIXIE'S, LLC	INSIDE
001129	SVS	BOSWELL GUITARS	INSIDE
001130	RETAIL	STEIGMAN, INC DBA-FAVEUR	INSIDE

TOTAL LICENSES: 8

AGENDA ITEM SUMMARY



CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: November 12, 2015
Type: Regular Meeting
Subject: Code Section 5.04 Business License

Staff: Lynne Fujita-Conrads
Dept: Finance

Action Requested - Discussion and Consideration of Ordinance No. 463: AN ORDINANCE OF THE CITY OF SISTERS AMENDING SISTERS MUNICIPAL CODE SECTION 5.04 CONCERNING BUSINESS LICENSES.

Summary:

The Business License code has been updated in the following areas:

- Section 5.04.015 Definitions. The definition of an Annual Business is added to this section. The definition of “Business, trade, profession or calling” has been updated to include businesses that have business activity within the City, but may have a business address outside of the City limits.
- The Door to Door solicitation permit has been added to this code and deleted from the Transient Merchant code.
- Section 5.04.025 regulating two or more businesses has been clarified to ensure that all merchants operating at a business location are appropriately licensed.
- Section 5.04.100 was determined to no longer apply and has been deleted.

Financial Impact:

None

Attachment(s):

Attachment A – Ordinance 463

Concurrence: CM: _____ FIN:  _____ PW: _____ CDD: _____

Attachment A
ORDINANCE NO. 463

AN ORDINANCE AMENDING SISTERS MUNICIPAL CODE
SECTION 5.04 CONCERNING BUSINESS LICENSES.

5.04.010 Purpose. In order that business, manufacturing pursuits, trades, professions and callings may be carried on and conducted in the city in a, safe and peaceful manner, it is necessary that the same be licensed and regulated and safeguarded and that the city provide police and fire protection, street maintenance, street lighting and other services. It is necessary that license fees in such regulation defray the costs of such police and fire protection and costs of other necessary and vital municipal services. (Ord. 72A Sec. 1, 1974.)

5.04.015 Definitions.

(1) Annual Business. *Conducting or operating a business as defined in section 5.04.015(1)(a) with the intent to make the business continuous and permanent, and must be in operation from a location that the business owns or has at least a one year lease or rental agreement. An intent to make the business continuous and permanent can be demonstrated by the fact that substantially all of the business assets remain at the business premises.*

(1) Business, trade, profession or calling.

(a) *The sale of goods, wares or merchandise; or the rendering or offering to render any and all types of services; professional or otherwise, to the public generally; or the engaging in the manufacturing, distribution or leasing of goods, wares, or merchandise; or the renting of apartments, hotel rooms, vacation rental or house, motor courts, trailer camps or cabins; or the engaging in all types of mercantile, commercial contracting, industrial, manufacturing or construction occupations, carried on for profit (whether or not a profit is actually made) or not for profit. The activity may be from or involving a business or other address within the city (including the location of rental property), or any portion of the consideration may be exchanged or received within the City. Business, trade, profession or calling shall not include ordinary labor for hire;*

(b) *Any person, firm, company or corporation who engages in construction activities of all types within the city as a general contractor and maintains a permanent place of business out of the city.*

(2) Door to Door solicitation. *Any person, firm, company or corporation who carries goods, wares or merchandise, or offers services, from place to place, or from house to house, selling or offering the same for sale.*

5.04.020 License -- Required.

(1) It is unlawful for any person, firm, company or corporation to engage in or carry on any business, trade, profession or calling, as defined in this *code* section, for the transaction or carrying on of which a license is or shall be required in this code section ~~chapter~~ without first **obtaining** ~~taking out or procuring~~ the **business** license required for such business, trade, profession or calling. No business license shall be issued to engage in a business that does not comply with local, state or federal law.

~~(2) "Business, trade, profession or calling," for the purpose of this section, shall be defined as:~~

~~(a) The sale of goods, wares or merchandise; or the rendering or offering to render any and all types of services; professional or otherwise, to the public generally; or the engaging in the manufacturing, distribution or leasing of goods, wares, or merchandise; or the renting of apartments, hotel rooms, vacation rental or house, motor courts, trailer camps or cabins; or the engaging in all types of mercantile, commercial contracting, industrial, manufacturing or construction occupations, carried on for profit (whether or not a profit is actually made) or not for profit from or involving a business address within the city. This shall not include ordinary labor for hire;~~

~~(b) Any person, firm, company or corporation who carries goods, wares or merchandise from place to place, or from house to house, selling or offering the same for sale generally on a regular basis of once or more during each six (6) week period of the year, except a resident merchant who, while maintaining a permanent place of business within the city, distributes goods from house to house;~~

~~(c) One who brings a stock of goods, wares, merchandise, or musical instruments into the city, and who sells or offers to sell the same at retail without making the same a permanent and continuous business within the city, or who advertises that he is bringing to the city for sale any stock of goods, wares, or merchandise on a regular basis of once or more during each six (6) week period of the year;~~

~~(d) Any person, firm, company or corporation who engages in construction activities of all types within the city as a general contractor and maintains a permanent place of business out of the city. (Ord. 72A Sec. 2, 1974; Ord. 148 Sec. 1, 1981)~~

5.04.023 Door to Door Solicitation. Door to Door solicitation shall be subject to the following regulations:

(1) If a residence has a posted sign advising that solicitation is not welcome or is unwanted, solicitation at such residence shall be prohibited.

(2) Solicitation at private residences shall only occur between the hours of 10:00am and 8:00pm. There shall be no solicitation allowed on Sundays.

5.04.025 Two or more business premises; Two or more businesses on same premises.

(1) Conducting a business or businesses at two or more locations shall, for the purposes of this code section, be deemed separate businesses and are required to obtain a business license as provided for in this chapter. Except that a business that is operating within the City of Sisters and has a valid city business license may obtain a transient merchant license to sell the same items typically sold at the business's permanent location.

(2) If two or more businesses are carried on in the same premises, each must be separately licensed, regardless of how they share the facilities or manage purchases and payments. However, if the two or more businesses are related businesses and are carried on in the same premises by the same owners, one license issued in the name of the business to which the premises are primarily used (based upon the total number of employees for each business, the sales for each business, or other metric acceptable to the City) shall be sufficient for all such business activities. Whether different business activities on the same premises are related shall be determined by staff, taking into consideration the normal and ordinary customs of similar businesses.

~~The conducting of a business or businesses at two or more locations shall, for the purposes hereof, be deemed to be separate businesses and each thereof shall be subject to the license tax provided for in this chapter. If two or more differently classified but related businesses are carried on in the same premises by the same owners, one license issued in the name of the business to which the premises are primarily appropriated and based upon the total number of employees or other units on the whole premises shall be sufficient for all such activities; provided, any business activity leased, under concession to, or owned wholly or in part by a different person or persons on the same premises must be separately licensed. In determining whether different activities on the same premises are related to the primary use within the meaning of this section, normal and ordinary customs and usages of businesses of like nature shall be considered. (Ord. 148 Sec. 2, 1981)~~

5.04.030 License - Application - Fee - Issuance. No license shall be issued to any person, firm, company or corporation except upon written application, and the amount required for the license shall accompany the application, to the ~~city recorder~~ **City Manager or designee**, and upon approval of the application ~~by the common council, the city recorder shall issue a license~~ **shall be issued** to the person, firm, company, or corporation applying therefore, according to the provisions of this chapter. (Ord. 72A Sec. 3, 1974.)

5.04.040 License - Nontransferability. Every such license shall specify, by name, the person, firm, company or corporation to whom it shall be issued, and shall designate the particular place at which the business shall be carried on. No ~~such license granted or~~ issued under **any of the provisions of this code section** ~~chapter, or otherwise,~~ shall be in any way or

manner assignable or transferable, or authorize any person other than is therein mentioned or named to do business, or authorize any other business than is therein mentioned or named to be done or transacted, or the business therein mentioned or named to be done or transacted at any other place than is therein mentioned or named. (Ord. 72A Sec. 4, 1974.)

5.04.050 License - Fee. Every person, firm, company, or corporation, before engaging in or pursuing any business, trade, profession, ~~vocation~~, or calling, shall obtain a license to do so, as provided in this chapter, and make ~~yearly payment to the city recorder~~ **the required payment** for license fee in such amount or amounts to be established by City Council resolution and listed in the current adopted master fee schedule. (Ord. 72A Sec. 6, 1974.)

5.04.060 License - Expiration - Collection of Fee. All licenses issued as provided in this chapter shall expire June 30th of each year. The full amount of the annual license fee required by Section 5.04.050 shall be collected **for all businesses that begin operation** ~~licenses issued under the provisions of this chapter~~ between July 1st and September 30th. Three-fourths (3/4) of the license fee shall be collected **for any business that begins operation** ~~on all licenses issued~~ between October 1st and December 31; one-half (1/2) of the license fee shall be collected **for any business that begins operation** ~~on all licenses issued~~ between January 1st and March 31st; one-fourth (1/4) of the license fee shall be collected **for any business that begins operation** ~~on all licenses issued~~ between April 1st and June 30th of each year. **The business must pay any outstanding business license fees before a new business license will be issued.** (Ord. 72A Sec. 7, 1974.)

5.04.070 License -- Contents -- Display.

(1) Each license issued as provided in this chapter shall contain the name, residence and particular place of business of the licensee; the particular business, trade, profession or calling, the transaction of which is therein licensed; the date of the issuance and expiration of said license; and the amount paid for said license. Each license issued under the provisions of this chapter shall at all times be displayed in a conspicuous place in the office, store, or place of business of the licensee.

(2) Where the licensee has no office, business premise or other established place of business within the city, the license shall be in the possession of the representative of the business present within the city at all times during which business is being transacted by any employee or representative within the city. (Ord. 72A Sec. 8, 1974, amended by Ord. 148 Sec. 3, 1981.)

5.04.080 Evidence of liability. In any action brought under or arising out of the provisions of this chapter, the fact that the party, firm or corporation thereto represented himself, herself, or itself as engaged in any business or calling, for the transaction of which a license is required, or that such party advertises and/or exhibits a sign indicating such business or calling, shall be conclusive evidence of the liability of such party, firm or corporation for the license. (Ord. 72A Sec. 5, 1974.)

5.04.090 Deposit of license fees in general fund. All license fees and monies collected under and by virtue of this chapter shall be deposited and placed in the general fund of the city, and the same shall be disbursed only upon order of the common council. (Ord. 72A Sec. 11, 1974.)

~~5.04.100 Examination of licensed premises by city officials. The chief of police, Deschutes County Sheriff's deputies, Deschutes County health officer, their deputies, and/or any other duly authorized official of the city, are directed and empowered to investigate and examine all places of business licensed or subject to license under the terms of this chapter at any and all reasonable times, for the purpose of determining whether such place of business is safe, sanitary, and suitable for the business so licensed or for which application for license is made. The application for and acceptance of a business license is the business owners authorization for such entry. In the event it is determined by any of the officers or their duly authorized agents that any such place of business is dangerous to public health, safety or likely to become a menace or nuisance, a report of such determination and the reasons thereof shall be made in writing to the common council, which shall take such action as it may deem necessary and advisable. The decision of the common council on such matters shall be final. (Ord. 72A Sec. 13 1974.)~~

5.04.105 Revocation of License. If the City Manager determines a licensed business is in violation of this code, notice shall be given to the licensee in writing and the license shall be revoked. There will be no refund of license fees.

5.04.110 City's right to increase, decrease, or reclassify license. Nothing contained in this chapter shall be taken or construed as vesting any right in the licensee as a contract obligation on the part of the city as to the amount or character of license under this chapter, and such license may be increased or decreased in any or all instances at any time by the city, and any business, trade, profession, or occupation scheduled in this chapter may be reclassified or subclassified at any time, and all license fees levied by this chapter shall be due and payable in advance. (Ord. 72A Sec. 14, 1974.)

5.04.120 License tax to be in addition to general ad valorem tax. The license tax levied and fixed by this chapter shall be in addition to the general ad valorem taxes now or hereafter fixed or levied pursuant to law or to any other license or tax levied by any other taxing authority. (Ord. 72A Sec. 15, 1974.)

5.04.130 Violation -- Penalty. Any person, firm, company or corporation who, within the limits of the city, engages in, prosecutes or carries on any business, trade, calling or employment for gain, for which a license is required by this chapter, without first obtaining a license as provided in this chapter, or who in any manner fails to comply with any of the requirements of this chapter shall, upon conviction therefore, be fined not less than ten dollars (\$10), nor more than one hundred dollars (\$100), for each violation thereof; and, in case a license has been issued, the license may be canceled and the fee for the same shall be forfeited. (Ord. 72A Sec. 12, 1974.)

5.04.140 Additional remedies. In addition to the penalty provided for in Section 5.04.130, and as separate and distinct remedies, the city may sue in any court of competent jurisdiction to obtain judgment and enforce collection therefor by execution for any license due under this chapter and may also file suit for an injunction against any person, firm, or corporation conducting any business, trade, profession, calling, or occupation scheduled in this chapter and specified until such license has been fully paid. ***The business shall also pay to the City all of its costs and attorney fees in any such proceeding.*** (Ord. 72A Sec. 16, 1974)

5.04.150 Appeal. ***Any business aggrieved by the denial or revocation of a business license shall have the right to appeal to the Sisters City Council. Such appeal shall be made by filing a written statement with the City Manager within 5 days of the action complained of, setting forth the grounds for appeal. The Council may set a time and place for hearing within thirty (30) days of receipt of the statement or may make a decision on the written appeal. Written notice of the hearing shall be sent to the appellant at the address provided on the application.***

Attachment A

ORDINANCE NO. 464

AN ORDINANCE AMENDING SISTERS MUNICIPAL CODE SECTION 5.24 CONCERNING TRANSIENT MERCHANTS

5.24.110 Definition. A Transient Merchant is a person *or business* who either carries goods, wares, or merchandise from area to area (or City to City), selling or offering the same for retail sale; or who offers goods, wares, merchandise or services from a ~~vehicle, trailer or cart, temporary~~ apparatus *temporarily located within the city, or from a temporary location, or door to door*, without making the business permanent and continuous in the City. (Ord 295, 1999.)

5.24.115 License Required.

(1) No person or other entity shall engage, conduct or participate in the business of a transient merchant in the City without first obtaining a ~~temporary business~~ **Transient Merchant** License, which shall be available during regular business hours.

(2) The license fee for a transient merchant shall be set by Council resolution. ~~The City Administrator or City Council shall have the sole discretion to waive or reduce the fee for any entity when the City Administrator or City Council finds that the purpose of the activities of the entity will benefit the City. Application for a license shall be made to the City Administrator in writing and shall contain the following information:~~

~~_____ (a) The name, permanent address and telephone number of the person or entity to whom the license will be issued;~~

~~_____ (b) The nature of the business to be conducted;~~

~~_____ (c) The day for which the license is to be granted;~~

~~_____ (d) The location where the business will be conducted and the written consent of the property owner;~~

~~_____ (e) Copies of all required state and county certificates and licenses.~~

(3) *Licenses are limited to a three (3) consecutive day period, six (6) times per calendar year on the same property. Transient Merchants shall not locate on or within 100 feet of Cascade Avenue between Pine Street and Locust Street.*

(4) Application for a license shall be made to the ~~City Administrator~~ **Manager** in writing and shall contain the following information:

- (a) The name, permanent address and telephone number of the person or entity to whom the license will be issued;
- (b) The nature of the business to be conducted;
- (c) The days for which the license is to be granted;
- (d) The location where the business will be conducted and the written consent of the property owner.
- (e) Copies of all required state and county certificates and licenses.

~~(3)~~ (5) Upon receipt of the completed application and payment of the license fee the City ~~Administrator~~ **Manager** or designee shall issue the license, subject to any conditions necessary to protect the health, peace and safety of the residents of Sisters.

(4) (6) The permit shall not be granted if any of the following exist:

- (a) Any false or misleading information is supplied in the application or any information requested is omitted from the application.
- (b) The applicant has been convicted of a crime involving unlawful trade practices as defined by ORS 646.608, fraud or moral turpitude within the last five years.
- (c) The applicant has been the subject of an unreasonable number of consumer complaints in the last five years.
- (d) The applicant has been the subject of an unlawful trade practices suit or investigation under ORS Chapter 646 which resulted in civil penalties assessed against him or her.
- (e) The applicant's proposed actual business operation presents a danger to the public health, safety, morals or general welfare which cannot be alleviated through the imposition of a condition of operation.
- (f) The applicant is unable to provide proof of compliance with all relevant federal and state bonding and licensing requirements.
- (g) The applicant has failed to comply with any other applicable provision of this code relating to the proposed conduct of business.

~~(6) Exemption. An exemption shall be granted for the permit fee if the transient merchant activity is held in conjunction with a special event for which the sponsoring organization has already secured a special event permit from the City. (Ord 295, 1999; amended by Ord 338, 2003.)~~

5.24.120 Conditions of Permit. Conditions of operation that are necessary to protect the public health, safety, morals and general welfare may be imposed on a permit. A permit also shall be subject to the following conditions:

- (1) The permit shall be valid for the period indicated.
- (2) The permit is not transferable.

(3) Conduct of the permittee's business operations shall conform with statements made in the application and with any special conditions of operation imposed on the permit. The permittee shall carry and conspicuously display the permit during all hours of business operation.

(4) The permittee shall abide by all applicable city, state and federal laws, rules and regulations. (Ord 295, 1999.)

5.24.125 Criteria for Conduct of Business. All permitted transient merchants activities shall comply with the following criteria:

(1) To ensure proper infrastructure exists for merchant activity, Transient Merchants shall locate on property with the following:

(a) Curb, gutter, sidewalks

(b) On street parking

(c) Active water, sewer, and electricity service

(d) On-site access to restrooms if there are more than 10 transient merchants on a single lot.

(2) Americans with Disabilities Act (ADA) accessible pathway to dining and/or service area.

(3) Compliance with Sisters/Camp Sherman Fire District codes and recommendations.

~~(1)~~ **(4)** All sales shall be conducted outside of the public right of way, including the sidewalks, and shall not cause the flow of pedestrian traffic to become obstructed.

~~(2)~~ **(5)** All signage and display of merchandise shall comply with the requirements of the Sisters City Code. **A maximum of two (2) signs on the property are allowed, regardless of the number of Transient Merchants operating from that property. The Transient Merchant may not place signs on property other than that being used by the Transient Merchant.**

~~(3)~~ **(6)** Any time the merchant is conducting business, it shall pick up any paper, cardboard, wood, or plastic containers, wrappers, or any litter resulting from its business that is deposited by any person within 25 feet of the merchant's location.

~~(4) (7)~~ No transient merchant shall make any loud or unreasonable noise of any kind by vocalizing or otherwise for the purpose of advertising or attracting attention to the merchant's wares. (Ord 295, 1999.)

5.24.130 Investigation of Complaints. On receiving four signed written complaints from four separate persons against a ~~street vendor~~ **Transient Merchant**, the City Administrator **Manager** or designee will call for a review of the licenses issued. The ~~Administrator~~ **City Manager** may revoke or suspend one or more licenses issued. (Ord 295, 1999.)

~~5.24.135~~ ~~Door to Door Solicitation.~~ (1) ~~The practice of transient merchants going in and upon private residential property selling merchandise or services shall be subject to the following regulations:~~

- ~~(a) If a residence has a posted sign advising that solicitation is not welcome or is unwanted, solicitation at such residence shall be prohibited.~~
- ~~(b) Solicitation shall only occur between the hours of 10:00 a.m. and 8:00 p.m. There shall be no solicitation allowed on Sundays.~~
- ~~(c) Any individual, business, political, charitable, religious, patriotic, philanthropic group desiring to sell merchandise or services on a door to door basis within the City limits of Sisters shall first obtain a permit from the City as described in Section 5.24.140. (Ord 295, 1999.)~~

~~5.24.140~~ ~~Permits.~~ The permit application required for door to door solicitation shall be perceived on a form provided by the City Administrator. The following information shall be given on the form:

- ~~(a) Name and purpose of the cause for which the permit is sought and names and addresses of the solicitors.~~
- ~~(b) Name and addresses of the officers and directors of the organizations.~~
- ~~(c) Whether any commission, fees, wages or emoluments are to be expended in connection with such solicitation and the amount thereof.~~
- ~~(d) The period during which solicitation is to be carried on.~~
- ~~(e) The permit shall be renewed annually on a calendar year basis. (Ord 295, 1999.)~~

5.24.145 Revocation. The license issued may be revoked by the City Administrator **Manager** or designee at any time for violation of the Sisters City Code, providing false information on its application or for failure to comply with the terms or conditions of the license. Notice of the revocation shall be delivered to the merchant setting forth in writing the grounds for revocation. Upon receipt of the notice, the merchant shall immediately cease operation. (Ord 295, 1999.) **There will be no refund of the license fee.**

5.24.150 Violations. Violation of any of the provisions of this chapter is a Class A Infraction, and upon conviction may be fined not less than \$300 nor more than \$500 for each violation. The sale of each article by any transient merchant without a license shall be deemed a separate offense under this chapter and a separate violation of this section. (Ord 295, 1999; amended by Ord 338, 2003.)

5.24.155 Appeal. Any transient merchant aggrieved by the denial or revocation of a license or any action taken under this chapter shall have the right to appeal to the Sisters City Council. Such appeal shall be made by filing a written statement with the City ~~Administrator~~**Manager** within 5 days of the action complained of, setting forth the grounds for appeal. The Council shall set a time and place for hearing within thirty days of receipt of the statement. Written notice of the hearing shall be sent to the appellant at the address provided on the application. (Ord 295, 1999.)



Meeting Date: November 12, 2015

Staff: Lynne Fujita-Conrads

Type: Regular Meeting

Dept: Finance

Subject: Code Section 5.06 Public Events

Action Requested - Discussion and Consideration of Ordinance No. 465: AN ORDINANCE OF THE CITY OF SISTERS AMENDING SISTERS MUNICIPAL CODE SECTION 5.06 CONCERNING PUBLIC EVENTS.

Summary:

The Public Event code has been updated in the following areas:

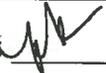
- Section 5.06.010 (4) - The addition of “Medium Public Event” has been added. An additional category was added to better account for and recover City costs.
- Section 5.06.010(11) - The definition of “Public Property” includes the Sisters School District. Events sponsored by the SSD or Sisters Park and Recreation Department which are held on SSD property are excluded from the ordinance.
- Section 5.06.020(3) - Public Event permits will not be issued to organizations, other than the sponsoring event organizer, during the following city-wide events: Sisters Rodeo, Sisters Quilt Show, Sisters Folk Festival, and Sisters Harvest Faire.
- Section 5.06.055 – American with Disabilities Act requirements have been added.
- Section 5.06.105 – Whychus Creek setback requirements have been added.

Financial Impact:

Public Event fees may or may not change according to Council direction.

Attachment(s):

Attachment A – Ordinance 465

Concurrence: CM: _____ FIN:  PW: _____ CDD: _____

Attachment A

ORDINANCE NO. 465

AN ORDINANCE AMENDING SISTERS MUNICIPAL CODE SECTION 5.06 CONCERNING PUBLIC EVENTS.

5.06.010 Definitions.

(1) "Beer garden" means a temporary outdoor facility located on public property or premises open to the public for dispensing alcoholic beverages in accordance with a Special Beer or Wine License issued by the Oregon Liquor Control Commission. The term does not include a temporary Special Dispenser License issued to a Dispenser by the Oregon Liquor Control Commission for use upon the premises of the licensee.

(2) "Health Department" means Deschutes County Sanitarian.

(3) "Large Public Event" means any organized *assembly, gathering or event (including but not limited to entertainment, recreation, the display or sale of goods or services, or other common purpose to be undertaken by a person or organization) that is anticipated to involve or attract of 75 over 100 persons or that involves more than ten (10) Transient Merchants or more* which is held in a City park or on public property to which the general public or private parties are invited.

(4) "*Medium Public Event*" is any organized *assembly, gathering or event (including but not limited to entertainment, recreation, the display or sale of goods or services, or other common purpose to be undertaken by a person or organization) that is anticipated to involve or attract between 25 to 100 persons which is held in a City park or on public property to which the general public or private parties are invited.*

~~(4)~~ (5) "OLCC" means Oregon Liquor Control Commission

~~(5)~~ (6) "Parade" means a procession of persons using the public right-of-way and requiring closure or blocking of street right-of-way, with the exception of funeral processions.

~~(6)~~ (7) "Physical Facility" means any physical structure or structures or objects that are designed, built, erected, or provided to accommodate or facilitate the public assembly of citizens including but not limited to the use of tents, stages, booths, electrical sound or video equipment, portable or temporary buildings or other structures, permanent buildings, vehicles, fences, barriers, ropes, or other structures, etc.

~~(7)~~ (8) "Police Representative" means and refers to the Deschutes County Sheriff's Department representative for the City of Sisters, or his duly authorized deputies and representatives.

~~(8)~~ (11) "Public property" means and refers to property owned by or under the control of a public body **the City of Sisters, including City parks, streets, and public right of way or the Sisters School District.**

~~(9)~~ (12) "Small Public Event" means any organized *assembly, gathering or event (including but not limited to entertainment, recreation, the display or sale of goods or services, or other common purpose to be undertaken by a person or organization) that is anticipated to involve or attract* ~~of 30 to 74~~ **up to 24** persons, *involves any commercial activity,* and which is held in a City park or on public property to which the general public or private parties are invited. (Ord 306, 2000)

~~(13)~~ **"Transient Merchant" has the same definition as in Sisters Code Section 5.24.110,** ~~is a person or business who either carries goods, wares or merchandise from area to area (or City to City), selling or offering the same for retail sale; or who offers goods, wares, or merchandise or services from a vehicle, trailer or cart, temporary apparatus or temporary location, without making the business permanent and continuous in the City.~~

5.06.020 Permit Required.

(1) It shall be unlawful for any person, persons, corporation, or organization to allow, promote, conduct or cause to be advertised, any public event defined in this Ordinance to be conducted in a City park or on public property to which the general public or private parties are invited unless the person, persons, corporation, or organization sponsoring said public event shall first obtain a permit as provided, and shall comply with all regulations provided in this Ordinance.

(2) Written application for each public event permit shall be made to the City ~~Administrator~~ **Manager or designee** ~~or authorized representative~~ for the City of Sisters pursuant to the application procedure applicable to the specific event. The permit shall be signed by the person or persons organizing and sponsoring said public event. Each application shall state the proposed location to be utilized for the public event and shall also state that the applicant or applicants **and participating Transient Merchants** will abide by all rules and regulations of this code section and other regulations and laws for the protection of the health, morals, peace, and safety of the persons employed therein, the patrons or participants thereof, and the public, and shall make any repairs or cleaning following the event to return the property to its pre-event condition. The City, in its sole discretion, may designate a different location for the ~~an~~ **event, hours for the event, the size of the event, or make any other changes that it deems would be in the best interest of the City** ~~on public property~~. No permit shall be transferable or assignable. Permit fees for public events shall be paid for, in full, at the time the permit is applied for. The fees shall be set by Resolution by the City Council for the City of Sisters.

(3) **Except as otherwise provided in this code section, Public Events are not allowed during the following city-wide events: Sisters Rodeo, Quilt Show, Folk Festival, or the Sisters**

Harvest Faire. The sponsoring organization for the Sisters Rodeo, Quilt Show, Folk Festival, and the Sisters Harvest Faire may apply for a Public Event Permit during that organizations city-wide event.

~~(3)~~ (4) Permit applications shall be taken no earlier than January 1 or the year in which the public event is scheduled to occur. In the event a conflict occurs between applications, first consideration will be given to the event which used the City park or public property the immediate preceding year. Prior event applicants shall have until March 1 to re-apply. In the event no application is filed by March 1 by the prior event applicant, the new event applicant shall have priority for that and subsequent years. (Ord 306, 2000, amended by Ord 354, 2005)

5.06.030 Small **and Medium** Public Event Application Procedure. Written application for each Small **or Medium** Public Event permit shall be made to the City of Sisters ten (10) working days prior to the first day of use. The permit shall be on the form furnished by the City and shall be signed by the person or persons organizing and sponsoring the assembly. Each application shall state the proposed location to be used for the assembly, the number of persons reasonably anticipated to attend, and that the applicant will abide by all **municipal code provisions**, rules and regulations ~~contained in this Ordinance which are applicable to Small Public Events~~ and any other state **or federal** laws and regulations which may be applicable. The applicant may also be subject to certain regulations pertaining to Large Public Events as further defined in this Ordinance if, upon determination by the City Administrator **Manager or designee** ~~or the properly designated City official~~, said ~~that those~~ regulation shall apply to the applicant's permit based upon the circumstances. (Ord 306, 2000)

5.06.040 Large Public Event Application Procedure.

(1) An applicant must pick up an application for Large Public Event permits from City Administrator **Manager, or authorized representative** and receive written instructions as to departments or agencies applicant will need to contact prior to submitting a completed application.

(2) An applicant must submit the completed application to the City, ~~or authorized representative~~ thirty (30) days prior to the public event. An applicant must obtain written approval from all appropriate agencies or departments that satisfactory arrangements have been made by applicant to comply with the conditions in this section. No application shall be accepted and no permit shall be issued unless the applicant has received approval from the respective agencies or departments.

(3) The permit shall be on the form furnished by the City and shall be signed by the person or persons organizing and sponsoring the assembly. Each application shall state the proposed location to be used for the assembly, the number of persons reasonably anticipated to attend, **the number of Transient Merchants**, and that the applicant will abide by all **municipal**

code provisions, rules and regulations ~~contained in this Ordinance which are applicable to Large Public Events~~ and any other state **or federal** laws and regulations which may be applicable. (Ord 306, 2000)

5.06.045 Denial. The City ~~Administrator~~ **Manager** may deny an application if the applicant fails to provide any required information, approvals, insurance, deposit or other requirement of this ordinance; if there is already another event scheduled for the same time (including time for clean-up post-event) such that the events would conflict; or if the applicant has previously failed to comply with code provisions applicable to public events. (Ord 306, 2000)

5.06.050 Physical Facility. When any type of physical facility for ~~either a Large or Small Public Event~~ is required as defined in Section 5.06.010(7) of this Code, such facility must be approved by the City ~~Administrator~~ **Manager or designee** ~~or authorized representative~~. Preliminary approval may be granted based upon specific plans proposed and submitted by the applicant. All physical facilities shall be inspected by the appropriate departments or agencies prior to the start of the public event. Should the actual physical facility fail to meet the standards approved in the proposed plans, such preliminary approval shall be withdrawn, and all permits granted subject to such approval shall be withdrawn. **Physical Facilities will be removed at the end of each event.** If permit is rejected, no refund will be made. (Ord 306, 2000)

5.06.055 Americans with Disabilities Act. *Events which are open to the public shall have temporary venues, related structures, and outdoor sites accessible to all disabled persons. If an area is not accessible, an alternate area shall be provided with the same activities that are in the inaccessible area. However, these activities shall not be offered only to patrons with disabilities.*

5.06.060 Sanitary Facilities. The Deschutes County Sanitarian shall review and approve the proposed sanitation and related facilities to ensure that reasonable minimum standards of the appropriate health department will be met by the applicant. In this regard, the applicant must provide all necessary detailed information to satisfy the appropriate agencies or departments. (Ord 306, 2000)

5.06.070 Fire Protection Standards. No permit for a Large Public Event shall be granted hereunder unless the Sisters-Camp Sherman Rural Fire Protection District officer has approved the site and equipment. (Ord 306, 2000)

5.06.080 Medical Services. The Sisters-Camp Sherman Rural Fire Protection District, or its authorized representative, may be required to pre-approve the planned medical services for the public event. (Ord 306, 2000)

5.06.090 Public Safety.

(1) The applicant for a Large Public Event must submit the plans for public safety at the

Large Public Event to the Police Representative for their approval. Adequate traffic control and crowd protection personnel must have been contracted for or otherwise provided by the applicant. The Police Representative shall determine the number of traffic control and crowd control personnel reasonably necessary to protect the health, peace and safety of the public and shall notify the applicant of his determination. The applicant shall furnish such traffic control and crowd control personnel as are determined necessary by the Police Representative. The applicant shall submit the names and address information for all traffic control and crowd control personnel to the Police Representative for his investigation. The applicant may also be required to provide background information on all crowd control and traffic control personnel if required to do so by the Chief of Police. All such personnel must meet the following minimum standards in order to be approved as suitable by the Police Representative:

- (a) Be 21 through 65 years of age;
- (b) Be in good physical health;
- (c) Never have been convicted of a felony, or never convicted of a misdemeanor involving moral turpitude;
- (d) Either have received reasonable minimum training in law enforcement or have on the job experience in law enforcement.
- (e) All of said traffic control or crowd control personnel must wear an appropriate identifying uniform and must be on duty during the entire public event unless a relief schedule has been planned and approved. A relief schedule will be approved by the Police Representative only when sufficient personnel strength on duty has been maintained to meet the above described minimum strength standards. It shall be the duty of said traffic control or crowd control personnel to report any violations of the law to the Police Representative, his officers or representatives, and to take whatever action that can be reasonably expected of them to enforce the law.
- (f) The Police Representative, upon good cause shown, may waive or modify any of the requirements of this section. (Ord 306, 2000)

5.06.100 Parking Facilities. The City Administrator ~~or authorized representative~~ **Manager or designee,** or authorized representative must pre-approve public event parking arrangements when deemed necessary. If buses are used to transport the public to said the event, the applicant must have bus parking area approved by the City of Sisters. (Ord 306, 2000)

5.06.105 Whychus Creek Setback. *Transient Merchants at Creekside Park are required to have a fifteen (15) foot setback from Whychus Creek, thirty (30) foot setback for fuel powered equipment.*

5.06.110 Liability Insurance. Permit applicants shall be required to furnish evidence of

Title 5 - Page 5

liability insurance which covers the public event providing for a minimum of \$100,000 bodily injury coverage per person with a total aggregate policy of \$500,000 coverage per occurrence, and \$5,000 property damage coverage. ~~Said~~ **The** policy shall name the City of Sisters as an additional insured. (Ord 306, 2000)

5.06.115 Deposits. In the event that the applicant has previously violated any provision of the Sisters Code or state statutes in the conduct of a prior event, the City may require a cash deposit of \$10,000 be posted. (Ord 306, 2000)

5.06.120 Disputes. When a dispute arises between the parties as to the number of persons anticipated to attend the public event, the decision of the City ~~Administrator~~ **Manager or designee**, ~~or authorized representative of the City of Sisters~~ shall be final and controlling. (Ord 306, 2000)

5.06.130 Inspection. The City ~~Administrator~~ **Manager or designee**, ~~or authorized representatives,~~ shall have the right to go upon the premises or facilities for which the permit has been granted for the purpose of inspection and enforcement of this ordinance and the laws of this city and state. (Ord 306, 2000)

5.06.140 Hours of Operation. Hours of operation of a public event to be conducted in a city park or upon public property, shall be approved at the time the permit is issued. Approval of hours of operation by the City ~~Administrator~~ **Manager or designee**, ~~or authorized representative~~ shall supersede all other ordinances. (Ord 306, 2000)

5.06.145 Clean-Up of **Public** Facilities. Within 48 hours after conclusion of the event, the **public** property shall be completely cleaned and repaired, including repair or replacement of grass, trees or shrubs damaged by event, removal of all debris, removal of any signs, posters, graffiti or other markings. If the premises are not cleaned within the 48 hours, the applicant shall pay an additional fee of \$100 per day until the premises are cleaned. The City shall have the right to undertake the cleaning and the applicant shall be responsible for the actual cost plus any accrued fees under this section. (Ord 306, 2000)

5.06.150 Intoxicating Liquor and Controlled Substances. No persons, corporations or organization sponsoring a public event, nor any person having control thereof, shall permit any person to bring into said public event, or upon the premises thereof, any intoxicating liquor nor permit intoxicating liquor to be consumed on the premises, and no person during said time shall take or carry onto said premises or drink thereon intoxicating liquor unless specifically allowed in the public event permit and OLCC permit. No person shall use, possess, or manufacture controlled substances within City parks or public property pursuant to ORS Chapter 475. (Ord 306, 2000)

5.06.160 Revocation of Permit. If any public event as prescribed in this ordinance is not being operated in accordance with the rules and regulations set forth herein, the City of Sisters shall

have the right to revoke the permit, and the applicant or other responsible individual shall be subject to such other punishment as the law and this ordinance provides. Failure to comply with the terms and conditions of this ordinance shall constitute a public nuisance and the applicant shall be subject to all criminal, civil and equitable remedies as are available to the City. (Ord 306, 2000)

5.06.170 Exemption. ~~This ordinance shall not apply to any regularly organized and supervised school district activity or program of the city or to athletic contests organized by the city which do not utilize public streets and rights-of-way.~~ ***This ordinance shall not apply to activity conducted on Sisters School District property where the Sisters School District and/or Sister's Park and Recreation District is the sponsoring organization and is conducting the event.*** Further, the City Administrator ~~Manager~~, or authorized representative shall be authorized to waive the permit requirement for certain limited ~~private~~ events in which no significant public health, safety or welfare issues are involved and when no police service or other city services are determined to be necessary ***(such as family gatherings and weddings)***. ~~These events may include, but are not limited to: family picnics, weddings, and retail parking lot sales.~~ All such public events must, however, comply with park rules and ordinances if the public event is being held in a public park. (Ord 306, 2000)

5.06.175 Appeal. The decision of the City Administrator ~~Manager~~ may be appealed to the City Council for review. (Ord 306, 2000)

5.06.180 Offenses. Unless specifically authorized under the applicant's permit, no person, persons, corporation, or organization sponsoring a public event shall violate any law or regulation provided for in the City of Sisters Parks Ordinance or the Municipal Code regarding the regulation and control of public parks and public property or any other municipal, state or federal law. (Ord 306, 2000)

5.06.190 Penalties. Any person who shall violate or fail to comply with any provision of this ordinance or who, having obtained a permit hereunder willfully fails to continue to comply with the terms and conditions thereunder, or who shall counsel, aid, or abet such violation or failure to comply, shall be punished, upon conviction, by imprisonment for not more than 30 days, or by a fine of not more than \$1,000, or by both. Each separate day that a person violates the provisions of this ordinance shall be considered a separate offense. (Amended by Ord 306, 2000.)

AGENDA ITEM SUMMARY



**CITY OF SISTERS
SISTERS CITY COUNCIL**

Meeting Date: November 12, 2015

Staff: Lynne Fujita-Conrads

Type: Regular Meeting

Dept: Finance

Subject: Appropriation Transfer

Action Requested: Discussion and Consideration of Resolution No. 2015-24: A RESOLUTION OF THE CITY OF SISTERS AUTHORIZING THE TRANSFER OF FY 2015-16 BUDGET APPROPRIATIONS WITHIN FUNDS.

Background:

Oregon Revised Statute 294.463(1) allows for the transfer from one existing appropriation category to another within the same fund. Contingency transfers are allowed up to 15% of the total appropriations of the fund.

The Parks program in the General Fund will increase by \$11,000 for Sisters School District sports court reconditioning costs. This is a shared project with SSD to improve the basketball/tennis courts at the Elementary School. Staff is proposing to pay for 50% of the cost of the project. These facilities will be accessible to the general public.

Financial Impact:

No increase in appropriations.

Attachment(s):

Attachment A – Resolution No. 2015-24

Concurrence: CM: out FIN: yo PW: [Signature] CDD: PD

ATTACHMENT A

RESOLUTION NO. 2015-24

A RESOLUTION OF THE CITY OF SISTERS AUTHORIZING THE TRANSFER OF FY 2015-16 BUDGET APPROPRIATIONS WITHIN FUNDS.

WHEREAS, the City of Sisters desires to transfer FY 2015-16 budget appropriations between categories within the General Fund to align appropriations with the adopted budget and the nature of planned expenditures; and

WHEREAS, ORS 294.463(1) allows for transfers of appropriations within a fund when authorized by resolution of the governing body of a municipal corporation; and

WHEREAS, there will be no net change in the total of all appropriations; and

WHEREAS, no new appropriation categories will be created; and

WHEREAS, transfers of operating contingency appropriations are less than 15% of the total appropriations of the fund contained in the original budget adopted by the governing body of the municipal corporation for the fiscal year;

WHEREAS, additional expenditures are needed for Sisters School District sports court reconditioning;

NOW, THEREFORE, BE IT RESOLVED that the following transfer of appropriations between categories within the General Fund is authorized for the 2015-16 Budget:

Parks	\$11,000
Operating Contingency	(11,000)

This resolution is hereby approved and adopted by the Sisters City Council on this 12th day of November 2015.

Chris Frye, Mayor

Nancy Connolly, Council President

David Asson, Councilor

Amy Burgstahler, Councilor

Andrea Blum, Councilor

From: Scott Aycock [<mailto:scotta@coic.org>]
Sent: Monday, November 09, 2015 2:56 PM
To: Andrew Gorayeb <AGorayeb@ci.sisters.or.us>; Paul Bertagna <pbertagna@ci.sisters.or.us>; Patrick Davenport <pdavenport@ci.sisters.or.us>
Cc: Judy Watts <JWatts@coic.org>; judy@sisterscountry.com
Subject: Requested support letter

Hello all,

As per our discussion a couple weeks ago, COIC is submitting an Enhance and a Connect OR VI proposal next Friday 11/20.

We're hoping to generate a letter of support from the City of Sisters for our applications. As a recap:

- The Enhance application will allow us to establish a shelter/stop at Ray's. During our meeting we discussed some other potential locations, including near the airport and out at the HS. Since we didn't finalize that conversation (yet), we're just focusing on the Ray's stop for this application and will potentially add more stops once we have an operations plan for the new Sisters-Bend shuttle in place (which we'll present to you for feedback in the coming months).
- The Connect application establishes a permanent location for the Community Connector shuttles to connect in Redmond. This will be a location where the Sisters-Redmond, Madras-Redmond, Prineville-Redmond, and Bend-Redmond shuttles all connect and will allow easy transfer to current local dial-a-ride services in Redmond and future fixed route in Redmond. It's also adjacent to bike/ped facilities (sidewalks, trails, bike lanes) so will be connected to that.

Attached is a proposed draft LOS from Sisters. Obviously, feel free to edit it as you see fit – I just wanted to give you something to react to.

We would be happy to provide a LOS for your trail project as well. I'd like to reference it in the attached letter but I'm unsure if it is connected to the existing or proposed transit stop.

Thanks,

Scott

Scott Aycock
Manager, Community and Economic Development
COIC

541-548-9523 (office)
541-390-4653 (cell)
scotta@coic.org

334 NE Hawthorne Ave.
Bend OR 97701

DATE

Andrew Spreadborough, Executive Director
Central Oregon Intergovernmental Council
334 NE Hawthorne Ave.
Bend, OR 97701

RE: COIC's STIP/Enhance and Connect OR VI Applications

Dear Andrew,

The City of Sisters enthusiastically supports COIC's applications into the STIP Enhance and Connect OR VI programs. COIC has operational dollars to expand intercommunity transit services across the region, and the STIP and Connect OR VI applications will support that expansion with needed capital infrastructure. The goal of the regional transit service expansion is to enhance regional access to important employment, education, health, and shopping destinations. This expansion will serve low income, senior, disabled, and other persons that have financial or other barriers to accessing critical services. COIC will work with the City of Sisters as well as local employment, health, and education partners to finalize the service schedule and stop locations.

The Enhance proposal will allow COIC to establish a new transit stop at the Ray's Food Place location in Sisters. This stop will be served by the existing Sisters-Redmond and the proposed new Sisters-Bend shuttles, and will improve access for Sisters residents to access regional employment, education, and health services, as well as help to provide access to Sisters for employees from the region as well as visitors desiring to shop and recreate in Sisters. Additionally, local Sisters citizens will be able to board at the proposed Ray's stop and disembark at the existing downtown stop as a small local "fixed route" service at no additional cost to the community.

COIC's Connect OR VI application for Central Station in Redmond will allow for the development of a dedicated regional transit hub in Redmond as a transfer point between the Madras-Redmond, Sisters-Redmond, Prineville-Redmond, and Bend-Redmond shuttles, as well as a connection to local Redmond transit services. Sisters residents will benefit by having a dedicated, developed transit hub as opposed to the existing temporary location which does not feature restrooms or shelters.

Sincerely,

NAME

TITLE, City of Sisters