



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

DECEMBER 10, 2015

5:00 P.M. CITY COUNCIL WORKSHOP

1. Auditors FY 2014/15 Report – *Rob Tremper, Dickey & Tremper*
2. Creekside Overnight Park Land Use Opinion – *D. Davenport*
3. Creekside Overnight Park Master Plan Discussion – *D. Davenport*
4. Other Business – *Staff/Council*

7:00 P.M. CITY COUNCIL REGULAR MEETING

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

- II. **VISITOR COMMUNICATION**

- III. **CONSENT AGENDA**
 - A. Minutes
 1. November 12, 2015 – Regular
 2. November 19, 2015 – Workshop - **Pulled**
 3. November 19, 2015 - Special Meeting
 4. December 03, 2015 – Special Meeting

 - B. Bills to Approve
 1. December 10, 2015 Accounts Payable
 2. Pre-Approve Second December Accounts Payable

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

 - B. December Staff/Council Work Plan

 - C. New Business License Report for November 2015

- V. **COUNCIL BUSINESS**
 - A. **Discussion and Consideration of Ordinance No. 466: AN ORDINANCE AUTHORIZING FULL FAITH AND CREDIT BONDS FOR MULTIPLE PURPOSES - A. Gorayeb**

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

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

- B. Discussion and Consideration of Resolution No. 2015-26:** A RESOLUTION OF THE CITY OF SISTERS AMENDING THE PAY PLAN CLASSIFICATION – *A. Gorayeb*
- C. Public Hearing and Consideration of Resolution No. 2015-27:** A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE 2015/16 BUDGET – *A. Gorayeb*
- D. Public Hearing and Consideration of a Remand** by the Land Use Board of Appeals (LUBA) No. 2015-86 in Reference to a Temporary Use Permit Application (TU 14-02) for a Series of Temporary Special Events on Private Property Previously Approved by City Council, and Remanded Back to City Council by LUBA for Additional Findings of Fact – *D. Davenport*
- E. Discussion and Consideration of a Motion** to Approve Creekside Park and Campground Master Plan – *P. Davenport*
- F. Discussion and Consideration of a Motion** to Amend a Services Agreement with Central Oregon Intergovernmental Council (COIC) – *L. Fujita-Conrads*
- G. Discussion and Consideration of a Motion** to Approve Public Improvements for S. Cedar Street and Washington Avenue – *P. Bertagna*

VI. CONTRACT REVIEW BOARD

- A. Discussion and Consideration of a Motion** to Award a Contract Robinson & Owen Heavy Construction LLC in the amount of \$309,845.90 for the Hood Avenue Improvement Project– *P. Bertagna*

VII. OTHER BUSINESS

VIII. MAYOR/COUNCILOR BUSINESS

IX. ADJOURN



To: City Council Members
From: Patrick Davenport, Community Development Director
Date: December 7, 2015
RE: Land Use Status of Creekside Campground

Below is my determination related to the improvements at Creekside Campground around the years 2009 & 2010 and its current status. I researched the Development Code in effect around February 2009 and May 2010.

Background:

- The property now comprising Creekside Park and Creekside Campground were deeded to the City from the Oregon Department of Transportation, Parks and Recreation Division on April 1, 1985.
- In 1990, a draft City Park Master Plan was prepared for Creekside Park (day use) and the Campground; however, the Plan was never approved by the Oregon Parks and Recreation Department. The Draft Plan First Phase Development Improvements Summary stated that there were 40 unimproved overnight campsites, with 15 fire pits and 15 picnic tables.
- Tent and RV camping were occurring on site for many years (decades) prior to February 2009.
- City Council authorized improvements to hook up sites to water and power at Creekside Campground on August 14, 2008 by unanimous vote.
- During spring of 2009, improvements were extended to 19 sites and to 6 additional sites in the Spring of 2010.
- Development Code/zoning in effect during February 2009:
 - Creekside Park/Campground was zoned Landscape Management (LM)
 - The closest classified permitted use to an RV Park/Campground in the LM District was "Park".
 - "Park" was not formally defined in the Development Code in effect at that time.
- Development Code/zoning in effect on May 13, 2010
 - The zoning for the Park was changed from Landscape Management (LM) to Open Space (OS) on May 13, 2010
 - "Recreational Vehicle Park/Campground" was written in the Development Code during that time as a Permitted Use
 - "Recreational Vehicle Park/Campground" has been a permitted use since then - to current date.
- No additional sites or other improvements were added to the Campground after May 13, 2010
- A site plan (SP #14-01) for the Creekside Campground was created by City staff but was pulled from consideration on April 17, 2014.
- The Master Plan for Creekside Park and Campground is currently under review and approaching final approval status by City Council.

Determination:

Regarding the site improvements performed after City Council authorization:

- The land use status of the site for a campground prior to May 13, 2010 and specifically when City Council authorized the expenditures to construct the utility extensions *may* be considered “legal non-conforming”.
- However, I assume during the time that the improvements were authorized by City Council, staff believed that the current zoning allowed for RV and tent camping since those uses have existed on the site for many years prior to February 2009. An interpretation of the use of “Park” and government-run facilities known as a Park may include the uses of tent and RV camping i.e.: *Tumalo State Park*
- The existing sites that received water, sewer and power hook ups and any existing unpaved service roads that were paved in place were done so properly *regardless if the uses of RV and tent camping were considered “legal non-conforming”*.
- New sites that were added and/or services that were extended beyond what already existed, and paving of new access drives may have been performed without the proper land use approvals.
 - A proper land use approval would have been to apply for and obtain an approved Site Plan prior to City Council authorizing the improvements in February 2009.

Development Code requirements after May 13, 2010:

- RV Parks and Campgrounds are specifically allowed after this date and remain so per the current Development Code.

Recommended remedy:

1. Approve Creekside Park and Master Plan and forward Plan to OPRD for consent.
2. Once master plan is approved and consent is received from OPRD, City Council directs Staff to submit new application for Site Plan review and approval.
3. Site plan will be reviewed by staff and forwarded to the Planning Commission to enable full opportunity for public input. City Council may request a “call-up” review of Planning Commission’s decision. Sufficient details of site improvements should be illustrated in accordance with approved master plan.

Please advise if you need any additional information. Thank you

PTD

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
NOVEMBER 12, 2015

MEMBERS PRESENT:

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

STAFF PRESENT:

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Frye at 7:04 p.m.

II. VISITOR COMMUNICATION

A. Richard Esterman, 69212 Easy Street, Sisters

Mr. Esterman stated he was interested in bringing his Wild West Show to Sisters on August 20-21, 2016 on the open lot on Cascade Avenue next to Snow Cap. He explained it included a western façade and actors in period costume using real guns with blanks. He stated the shows would be free to the public but as part of the show he was requesting the Council allow him to close one block of Oak Street for transient merchants. He reported he would ask for the street to close at 5:00 p.m. on Friday, August 19th and remain closed through the show and break down of vendors on Sunday, August 21st. He reported he had spoken with some business owners who would be affected by the street closure and was attempting to reach others.

B. Gayla Nelson, Sisters Rotary Club

Ms. Nelson stated she was in attendance representing Sisters Rotary Club to request a community grant in the amount of \$1,000 for the Rotary Club's *Books for Kids* literacy project where first graders attending Sisters elementary and Sister Christian Academy received a hard cover book of the child's choosing in a small backpack with additional donated items such as art supplies, tee-shirt and bookmark. She reported the program was in its seventh year and students received their books in May.

The **Council** discussed the request and decided to provide a \$770 grant for the Rotary Club.

C. Mike Morgan, 15925 Pilot Drive, Sisters, OR 97759

Mr. Morgan stated he wanted to encourage the Speak Your Peace effort as there was a need for civil discourse in the city and everyone must be willing to engage. He complimented Mayor Frye's suggestion that the Nugget Newspaper also conform to the principles and not print inflammatory letters such as the letter printed in the previous edition of the paper that attacked Sisters District Ranger Kristie Miller and other objectors to the paved trail between Black Butte Ranch and Sisters without providing the substance of the issues.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
NOVEMBER 12, 2015

Mr. Morgan came to the defense of Councilor Connolly stated she had been unaware of the flyer included in utility bills inviting citizens to provide input on the issue of transient merchants at the November 5th workshop. He stated staff should have alerted her to the matter. He added if the City was truly interested in receiving public input, the opportunity should not be scheduled for an 8:00 a.m. workshop.

Councilor Connolly replied the Council had authorized the flyer in the utility bills a few weeks prior and she had been aware that public testimony would be taken and had simply forgotten.

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

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

IV. STAFF REPORTS

A. Deschutes County Sheriff's Office – No questions.

B. November Staff/Council Work Plan

- Council will receive the 2014-15 Comprehensive Annual Financial Report (CAFR) from the auditor at their December 10th workshop
- A goal setting session will be scheduled in January 2016 to update Council goals

C. New Business License Report for October 2015

- Laird Superfood is moving into the former Metabolic Maintenance building and will be hiring approximately 30 employees.
- Central Oregon cities are having a difficult time finding qualified employees.

V. COUNCIL BUSINESS

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

Finance Officer Fujita-Conrads provided an overview of proposed changes. Discussion was held by the Council and staff answered questions.

***Councilor Connolly** moved for the first and second reading, by title only, of Ordinance 463 amending Sisters Municipal Code Section 5.04 concerning business licenses as amended to include Section 5.04.022 Holiday Business Activity to allow the selling of Christmas trees between November 23rd to December 31st, changing the verbiage of Section 5.04.023(2) to read "solicitation shall be prohibited at a residence which displays signage advising that solicitation is not welcome or is unwanted and changing the phrase "common Council" to "City Council" in Section 5.04.090. **Councilor Blum** seconded the motion. The motion carried unanimously.*

City Attorney Bryant read Ordinance 463, by title only, twice.

***Councilor Connolly** moved to adopt Ordinance 463 amending Sisters Municipal Code Section 5.04 concerning Business Licenses as amended. **Councilor Blum** seconded the motion. The motion carried unanimously.*

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

Finance Officer Fujita-Conrads provided an overview of proposed changes. Discussion was held by the Council and staff answered questions.

***Councilor Connolly** moved for the first reading, by title only, of Ordinance 464 amending Sisters Municipal Code Section 5.24 concerning Transient Merchants. **Councilor Blum** seconded the motion. The motion carried with a vote of three to two. **Mayor Frye, Councilor Connolly and Councilor Blum** voted in support of the motion and **Councilor Asson and Councilor Burgstahler** voted against the motion.*

City Attorney Bryant read Ordinance No. 464, by title only.

Mayor Frye called for a recess at 8:27. **Mayor Frye** reconvened the meeting at 8:34.

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

Finance Officer Fujita-Conrads provided an overview of proposed changes. Discussion was held by the Council and staff answered questions.

Councilor Connolly moved for the first reading, by title only, of Ordinance 465 amending Sisters Municipal Code Section 5.24 concerning Transient Merchants as amended to remove the Sisters Rodeo from the list of city-wide events (Section 5.06.020(3)) and to ban additional Public Events with commercial activity during city-wide events (Section 5.06.020(3)), and to remove the requirement that a small public event involve commercial activity (Section 5.06.010(12)). Councilor Blum seconded the motion. The motion carried with a vote of four to one. Mayor Frye, Councilor Connolly, Councilor Blum and Councilor Burgstahler voted in support of the motion and Councilor Asson voted against the motion.

City Attorney Bryant read Ordinance No. 465, by title only.

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

Finance Officer Fujita-Conrads reported the supplementary budget was for expenditures related to the tennis court reconditioning project at Sisters Elementary School. She stated the cost of the project was being shared by Sisters School District and the City.

Councilor Connolly moved to adopt Resolution No. 2015-24 authorizing the transfer of FY 2015/16 budget appropriations within funds. Councilor Burgstahler seconded the motion. The motion carried unanimously.

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

This item was postponed to a later date when additional detail will be available.

VI. OTHER BUSINESS

A. Council Representative for Deschutes County Public Safety Coordinating Council

Mayor Frye appointed Councilor Blum to serve as a Council representative for the Deschutes County Public Safety Coordinating Council. The **Council** concurred.

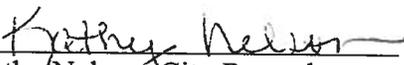
B. COIC Grant Application Letter of Support

The **Council** authorized a letter of support to be written for Central Oregon Intergovernmental Council's (COIC) grant application.

VII. MAYOR/COUNCILOR BUSINESS

- Councilor Burgstahler will attend the Affordable Housing Committee meeting on November 23rd as the Council representative.
- The new restroom for Village Green Park is scheduled to arrive on November 17th.
- Signs for KSJO, Sisters local radio station, will be coming down as the station lost its radio frequency. When the station becomes operational using a different frequency, the signs will be updated and reposted.
- Two grants, Connect VI and Enhancement, from the Oregon Department of Transportation (ODOT) are available. The Connect VI grant could be used to build a multi-use path on Locust Avenue and the Enhancement grant could be used to build a path along the Forest Service property on Pine Street. Council directed staff to move forward with the grant applications.
- Mayor Frye, Manager Gorayeb and Sisters Economic Development Manager Caprielle Lewis will be meeting with a representative from US Senator Jeff Merkley's office to discuss how Senator Merkley can support the efforts of the city.
- Five recycling cans have been installed in the downtown core.

VIII. ADJOURN – 9:10 p.m.


Kathy Nelson, City Recorder

Chris Frye Mayor

SPECIAL MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
NOVEMBER 19, 2015

MEMBERS PRESENT:

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

STAFF PRESENT:

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

I. CALL TO ORDER

The special meeting was called to order by Mayor Frye at 8:00 a.m.

II. COUNCIL BUSINESS

A. Second Reading and Consideration of Ordinance No. 464: AN ORDINANCE OF THE CITY OF SISTERS AMENDING SISTERS MUNICIPAL CODE SECTION 5.24 CONCERNING TRANSIENT MERCHANTS

Councilor Asson asked questions with regard to the various letters the Council had received from Richard Esterman and asked if anyone had responded in writing to any of his questions. **Mayor Frye** replied he had called Mr. Esterman to discuss his concerns. **Manager Gorayeb** stated he had met with Mr. Esterman, as per Council direction, to follow-up on Mr. Esterman's complaint about an employee. **Councilor Asson** stated he was concerned with some of the allegations in some of Mr. Esterman's emails and **Manager Gorayeb** replied staff had not been copied on any of the letters or emails so were not aware of the allegations unless a Council member had provided the information to staff.

Councilor Asson asked if Mr. Esterman's request regarding the Wild West Show he had described to the Council at the previous meeting, had received a response. **Manager Gorayeb** replied Mr. Esterman had not submitted a formal request nor could the City accept applications for 2016 events until January.

Councilor Asson questioned if the City was violating Mr. Esterman's state and federal constitutional rights as he contended. **City Attorney Bryant** replied the City was not violating Mr. Esterman's constitutional rights and the Council adopting regulatory rules was completely within its rights. He explained it was in the Council's prevue to decide how business was conducted in town and no one had raised any constitutional or statutory issues he was uncomfortable with.

***Councilor Connolly** moved for the second reading, by title only, of Ordinance No. 464. **Councilor Blum** seconded the motion. The motion carried with a vote of three to two.*

Mayor Frye, Councilor Connolly and Councilor Blum voted in favor of the motion and Councilor Asson and Councilor Burgstahler voted against the motion.

City Attorney Bryant read Ordinance No. 464, by title only.

Councilor Connolly moved to adopt Ordinance No. 464 amending the City of Sisters Municipal Code Section 5.24 concerning Transient Merchants. Councilor Blum seconded the motion. The motion carried with a vote of three to two. Mayor Frye, Councilor Connolly and Councilor Blum voted in favor of the motion and Councilor Asson and Councilor Burgstahler voted against the motion.

**B. Second Reading and Consideration of Ordinance No. 465: AN
ORDINANCE OF THE CITY OF SISTERS AMENDING SISTERS
MUNICIPAL CODE SECTION 5.06 CONCERNING PUBLIC EVENTS**

Finance Director Fujita-Conrads reported the changes to the ordinance included removing the Sisters Rodeo from the list of city-wide events and prohibiting additional commercial activity during city-wide events.

Mayor Frye clarified removing the Sisters Rodeo from the list of city-wide events had nothing to do with the importance of the event but rather was an indication it doesn't stretch City resources to the extent as the other events. He emphasized the Council was in no way denigrating the Rodeo event as some letters to the Council had indicated.

Councilor Connolly moved for the second reading, by title only, of Ordinance No. 465. Councilor Blum seconded the motion. The motion carried with a vote of three to two. Mayor Frye, Councilor Burgstahler and Councilor Blum voted in favor of the motion and Councilor Asson and Councilor Connolly voted against the motion.

City Attorney Bryant read Ordinance No. 465, by title only.

Councilor Connolly moved to adopt Ordinance No. 465 amending the City of Sisters Municipal Code Section 5.06 concerning Public Events. Councilor Blum seconded the motion. The motion carried with a vote of three to two. Mayor Frye, Councilor Burgstahler and Councilor Blum voted in favor of the motion and Councilor Asson and Councilor Connolly voted against the motion.

C. Discussion and Consideration of a Motion Supporting the City of Sisters Grant Application for a Connect VI Grant from the Department of Transportation (ODOT) for a Multi-Use Path on Locust Street

SPECIAL MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
NOVEMBER 19, 2015

Director Davenport explained the grant, if received, would provide funding support for an eight foot wide multi-use path on Locust Avenue from Main Avenue to E. Barclay Drive. He stated the City would be required to provide a 30% fund match. He noted the path was included as a priority project in the 2010 Transportation System Plan (TSP).

Councilor Connolly moved to support the City of Sisters grant application for a Connect VI Grant from ODOT for a multi-use path on Locust Street. Councilor Burgstahler seconded the motion. The motion carried unanimously.

D. Discussion and Consideration of a Motion Supporting the City of Sisters Grant Application for an Enhancement Grant from the Department of Transportation (ODOT) for a Path from Pine Street to the Intersection of Highway 20 and Three Winds Shopping Center

Director Davenport explained the grant, if received, would be used for a path on Highway 20 from Pine Street to the area where the roundabout path would end across from the Three Winds Shopping Center. He reported the grant did not require any type of funding match and the funds would not be available until 2019.

Councilor Connolly moved to support the City of Sisters grant application for an Enhancement Grant from ODOT for a path from Pine Street to the intersection of Highway 20 and Three Winds Shopping Center. Councilor Burgstahler seconded the motion. The motion carried unanimously.

III. OTHER BUSINESS - None

IV. ADJOURN – The meeting was adjourned at 8:30 a.m.


Kathy Nelson, City Recorder

Chris Frye, Mayor

SPECIAL MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
DECEMBER 03, 2015

MEMBERS PRESENT:

Nancy Connolly Council President
David Asson Councilor
Amy Burgstahler Councilor
Andrea Blum Councilor

STAFF PRESENT:

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

ABSENT:

Chris Frye Mayor

ABSENT:

Patrick Davenport CDD Director

I. CALL TO ORDER

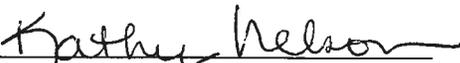
The special meeting was called to order by Council President Connolly at 8:08 a.m.

II. COUNCIL BUSINESS

- A. Discussion and Consideration of Resolution No. 2015-25:** A RESOLUTION APPROVING THE CITY OF SISTERS, OREGON TERRITORY BE INCLUDED IN A NEW COUNTYWIDE 911 SERVICE DISTRICT – to be known as **DESCHUTES COUNTY 911 SERVICE DISTRICT**; INCLUDING WITHDRAWAL OF TERRITORY FROM THE EXISTING DESCHUTES COUNTY 911 COUNTY SERVICE DISTRICT UPON VOTER APPROVAL OF THE NEW DISTRICT, AND THE DISSOLUTION OF THE EXISTING DISTRICT UPON THE WITHDRAWAL OF TERRITORY FROM THE EXISTING 911 SERVICE DISTRICT

Councilor Burgstahler moved to approve Resolution No. 2015-25 approving the City of Sisters, Oregon territory be included in a new Countywide 911 Service District – to be known as Deschutes County 911 Service District; including withdrawal of territory from the existing Deschutes County 911 County Service District upon voter approval of the new district, and the dissolution of the existing district upon the withdrawal of territory from the existing 911 service district. Councilor Blum seconded the motion. The motion carried unanimously.

III. ADJOURN


Kathy Nelson, City Recorder

Chris Frye, Mayor

PACKET: 02420 12/10/15 AP KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0858		ACTION AIR HEATING AND COOLING					
I-1839		CH/CHAMBER HEATING EQUIP SERV	198.00				
12/03/2015	AP-US	DUE: 1/02/2016 DISC: 12/13/2015	3.96CR	1099: Y			
		CHAMBER HEATING MAINT		01 5-03-781	CHAMBER BLDG MAINTENANCE		144.00
		CH HEATING MAINT		01 5-03-785	MAINTENANCE CITY HALL		54.00
		=== VENDOR TOTALS ===	198.00				
=====							
01-0295		AERATION INDUSTRIES INTERNATIO					
I-0152787		SEWER AERATION PARTS	2,234.00				
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N			
		SEWER AERATION PARTS		05 5-00-787	SEWER SYSTEM REPAIRS		2,234.00
		=== VENDOR TOTALS ===	2,234.00				
=====							
01-0018		BAXTER AUTO PARTS					
I-28-518709		OLD JEEP REPAIRS	207.55				
11/17/2015	AP-US	DUE: 12/15/2015 DISC: 12/10/2015	4.15CR	1099: N			
		OLD JEEP REPAIRS		01 5-03-796	VEHICLE MAINTENANCE		207.55
I-28-518794		BLOCK HEATER-STOTTS	88.37				
11/18/2015	AP-US	DUE: 12/15/2015 DISC: 12/10/2015	1.77CR	1099: N			
		BLOCK HEATER-STOTTS		01 5-03-796	VEHICLE MAINTENANCE		8.84
		BLOCK HEATER-STOTTS		01 5-05-796	VEHICLE MAINTENANCE		8.84
		BLOCK HEATER-STOTTS		02 5-00-796	VEHICLE MAINTENANCE		17.67
		BLOCK HEATER-STOTTS		03 5-00-796	VEHICLE MAINTENANCE		35.35
		BLOCK HEATER-STOTTS		05 5-00-796	VEHICLE MAINTENANCE		17.67
I-28-519215		OIL FOR BACKHOE	46.55				
11/23/2015	AP-US	DUE: 12/15/2015 DISC: 12/10/2015	0.93CR	1099: N			
		OIL FOR BACKHOE		03 5-00-796	VEHICLE MAINTENANCE		15.52
		OIL FOR BACKHOE		02 5-00-796	VEHICLE MAINTENANCE		15.52
		OIL FOR BACKHOE		05 5-00-796	VEHICLE MAINTENANCE		15.51
I-28-519216		BLOWER MOTOR-STOTTS	57.56				
11/24/2015	AP-US	DUE: 12/15/2015 DISC: 12/10/2015	1.15CR	1099: N			
		BLOWER MOTOR-STOTTS		01 5-03-796	VEHICLE MAINTENANCE		5.76
		BLOWER MOTOR-STOTTS		01 5-05-796	VEHICLE MAINTENANCE		5.76
		BLOWER MOTOR-STOTTS		02 5-00-796	VEHICLE MAINTENANCE		11.51
		BLOWER MOTOR-STOTTS		03 5-00-796	VEHICLE MAINTENANCE		23.02
		BLOWER MOTOR-STOTTS		05 5-00-796	VEHICLE MAINTENANCE		11.51
I-28-519825		DIELSEL SUPPLMENT	90.48				
11/30/2015	AP-US	DUE: 12/15/2015 DISC: 12/10/2015	1.81CR	1099: N			
		DIELSEL SUPPLMENT		01 5-03-796	VEHICLE MAINTENANCE		9.05
		DIELSEL SUPPLMENT		01 5-05-796	VEHICLE MAINTENANCE		23.53
		DIELSEL SUPPLMENT		02 5-00-796	VEHICLE MAINTENANCE		21.71
		DIELSEL SUPPLMENT		03 5-00-796	VEHICLE MAINTENANCE		23.53
		DIELSEL SUPPLMENT		05 5-00-796	VEHICLE MAINTENANCE		12.66

PACKET: 02420 12/10/15 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-0018 BAXTER AUTO PARTS (** CONTINUED **)

I-28-519878		DUMP TRUCK MAINTENANCE	27.63			
11/30/2015	AP-US	DUE: 12/15/2015 DISC: 12/10/2015	0.55CR	1099: N		
		DUMP TRUCK MAINTENANCE		03 5-00-796	VEHICLE MAINTENANCE	9.21
		DUMP TRUCK MAINTENANCE		02 5-00-796	VEHICLE MAINTENANCE	9.21
		DUMP TRUCK MAINTENANCE		05 5-00-796	VEHICLE MAINTENANCE	9.21
=== VENDOR TOTALS ===			518.14			

01-0898 BBSI

I-11242015		BACKGROUND CHECK-J ON'EILL	35.00			
11/24/2015	AP-US	DUE: 11/24/2015 DISC: 11/24/2015		1099: N		
		BACKGROUND CHECK-J ON'EILL		01 5-02-704	RECRUITMENT	35.00
=== VENDOR TOTALS ===			35.00			

01-0893 BECON LLC

I-12032015		ENGINEERING SVS NOVEMBER 2015	3,901.45			
12/03/2015	AP-US	DUE: 12/03/2015 DISC: 12/03/2015		1099: Y		
		ENGINEERING SVS NOVEMBER 2015		02 5-00-713	DEVELOPMENT REVIEW	287.99
		ENGINEERING SVS NOVEMBER 2015		05 5-00-713	DEVELOPMENT REVIEW	287.99
		ENGINEERING SVS NOVEMBER 2015		03 5-00-713	DEVELOPMENT REVIEW	144.02
		AIRPORT IFA IMP		05 5-00-906	CAPITAL OUTLAY	120.00
		AIRPORT IOF IMP		03 5-00-906	CAPITAL OUTLAY	1,200.00
		CREEKSIDE CAMPGROUND		01 5-05-726	CONTRACTED SERVICES	325.00
		LOCUST TRAIL, PAVEMENT PROJECT		03 5-00-726	CONTRACTED SERVICES	316.45
		DEQ WASTEWATER		05 5-00-726	CONTRACTED SERVICES	300.00
		BARCLAY SQUARE WATERLINE		02 5-00-906	CAPITAL OUTLAY	480.00
		WASTEWATER PLAN UPDATE		05 5-00-726	CONTRACTED SERVICES	440.00
=== VENDOR TOTALS ===			3,901.45			

01-0373 BEND GARBAGE & RECYCLING

I-2411261		SHREDDING NOV 2015	32.00			
11/10/2015	AP-US	DUE: 11/10/2015 DISC: 11/10/2015		1099: Y		
		SHREDDING NOV 2015		01 5-01-714	OFFICE SUPPLIES	4.81
		SHREDDING NOV 2015		01 5-02-714	OFFICE SUPPLIES	5.10
		SHREDDING NOV 2015		01 5-03-795	SUPPLIES	0.64
		SHREDDING NOV 2015		01 5-05-714	OFFICE SUPPLIES	2.89
		SHREDDING NOV 2015		01 5-07-714	OFFICE SUPPLIES	7.99
		SHREDDING NOV 2015		02 5-00-714	OFFICE SUPPLIES	4.48
		SHREDDING NOV 2015		03 5-00-714	OFFICE SUPPLIES	2.56
		SHREDDING NOV 2015		05 5-00-714	OFFICE SUPPLIES	3.53
=== VENDOR TOTALS ===			32.00			

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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-128108		FUEL NOVEMBER 2015	1,273.41				
12/03/2015	AP-US	DUE: 12/03/2015 DISC: 12/03/2015		1099: N			
		FUEL NOVEMBER 2015		01 5-01-755	GAS/OIL		33.43
		FUEL NOVEMBER 2015		01 5-03-755	GAS/OIL		124.50
		FUEL NOVEMBER 2015		01 5-07-755	GAS & OIL		13.37
		FUEL NOVEMBER 2015		02 5-00-755	GAS/OIL		208.64
		FUEL NOVEMBER 2015		03 5-00-755	GAS/OIL		427.23
		FUEL NOVEMBER 2015		05 5-00-755	GAS/OIL		328.06
		FUEL NOVEMBER 2015		01 5-05-755	GAS/OIL		138.18
		=== VENDOR TOTALS ===	1,273.41				
=====							
01-0053		BRYANT EMERSON, LLP					
I-0215748		LEGAL FEES-MMV OCTOBER 2015	434.00				
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: Y			
		LEGAL FEES-MMV OCTOBER 2015		01 5-07-777	LEGAL FEES		434.00
I-0215751		LEGAL FEES-GENERAL OCTOBER 20	2,600.00				
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: Y			
		LEGAL FEES-GENERAL OCTOBER 201		01 5-01-777	LEGAL FEES		2,600.00
I-0215752		LEGAL FEES-KARNECKI OCTOBER 1	581.00				
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: Y			
		LEGAL FEES-KARNECKI OCTOBER 15		01 5-07-777	LEGAL FEES		581.00
I-0215753		LEGAL FEES-KELLINGTON OCT 15	168.00				
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: Y			
		LEGAL FEES-KELLINGTON OCT 15		01 5-01-777	LEGAL FEES		168.00
I-0215754		LEGAL FEES-LUBA OCTOBER 2015	966.00				
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: Y			
		LEGAL FEES-LUBA OCTOBER 2015		01 5-07-777	LEGAL FEES		966.00
I-0215755		LEGAL FEES-PW OCTOBER 2015	476.00				
11/24/2015	AP-US	DUE: 11/24/2015 DISC: 11/24/2015		1099: Y			
		LEGAL FEES-PW OCTOBER 2015		02 5-00-713	DEVELOPMENT REVIEW		61.60
		LEGAL FEES-PW OCTOBER 2015		05 5-00-713	DEVELOPMENT REVIEW		61.60
		LEGAL FEES-PW OCTOBER 2015		03 5-00-713	DEVELOPMENT REVIEW		30.80
		SEWER LINE CAMP PLOK		05 5-00-906	CAPITAL OUTLAY		28.00
		STREETS LINE CAMP PLOK		03 5-00-906	CAPITAL OUTLAY		28.00
		WATER EASEMENT		02 5-00-726	CONTRACTED SERVICES		266.00
		=== VENDOR TOTALS ===	5,225.00				

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0047	C & K MARKET INC.					
I-1636194		EE RECOGNITION-GIFT CARDS	340.00			
11/19/2015	AP-US	DUE: 12/25/2015 DISC: 12/25/2015		1099: N		
		EE RECOGNITION-GIFT CARDS		01 5-02-707	EMPLOYEE RECOGNITION	340.00
I-1636348		PW SAFETY MEETING	50.50			
12/01/2015	AP-US	DUE: 1/25/2016 DISC: 1/25/2016		1099: N		
		PW SAFETY MEETING		01 5-03-793	MEETINGS/WORKSHOPS	5.05
		PW SAFETY MEETING		01 5-05-793	MEETINGS/WORKSHOPS	13.13
		PW SAFETY MEETING		02 5-00-793	MEETINGS/WORKSHOPS	12.12
		PW SAFETY MEETING		03 5-00-793	MEETINGS/WORKSHOPS	13.13
		PW SAFETY MEETING		05 5-00-793	MEETINGS/WORKSHOPS	7.07
I-1636362		PC MEETING	34.69			
11/19/2015	AP-US	DUE: 12/25/2015 DISC: 12/25/2015		1099: N		
		PC MEETING		01 5-07-757	PLANNING COMMISSION	34.69
		=== VENDOR TOTALS ===	425.19			

01-0014 CENTRAL ELECTRIC COOP

I-0005589700-1115		SISTERS SEWER TREATMENT	2,226.59			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		SISTERS SEWER TREATMENT		05 5-00-743	ELECTRICITY	2,226.59
I-0005591100-1115		ROPE LANE LIFT STATION	604.85			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		ROPE LANE LIFT STATION		05 5-00-743	ELECTRICITY	604.85
I-4602923513-1115		ELM THREE CREEKS WELL	1,014.88			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		ELM THREE CREEKS WELL		02 5-00-743	ELECTRICITY	1,014.88
I-4603150100-1115		VILLAGE GREEN RESTROOMS	36.28			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		VILLAGE GREEN RESTROOMS		01 5-05-743	ELECTRICITY	36.28
I-4630200101-1115		600 W HOOD	22.04			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		600 W HOOD		01 5-05-743	ELECTRICITY	22.04
I-5024820101-1115		SISTERS HIGH WELL	487.57			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		SISTERS HIGH WELL		02 5-00-743	ELECTRICITY	487.57
I-5402923491-1115		FS1605 CHLORINE BLDG	46.83			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		FS1605 CHLORINE BLDG		02 5-00-743	ELECTRICITY	46.83

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0014	CENTRAL ELECTRIC COOP	{ ** CONTINUED ** }				
I-5431540100-1115		68105 PETERSON BURN RD	35.83			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		68105 PETERSON BURN RD		02 5-00-743	ELECTRICITY	35.83
I-8300033500-1115		CREEKSIDE CITY PARK	285.75			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	285.75
I-8300170200-1115		W BARCLAY DR LIFT STATION	30.78			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		W BARCLAY DR LIFT STATION		05 5-00-743	ELECTRICITY	30.78
I-8300418800-1115		SEWER TREATMENT SHOP	727.26			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		SEWER TREATMENT SHOP		05 5-00-743	ELECTRICITY	727.26
I-8300435700-1115		HAROLD BARCLAY MEM PARK	208.73			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		HAROLD BARCLAY MEM PARK		01 5-05-743	ELECTRICITY	208.73
I-8300550700-1115		LARCH ST PARK	21.91			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		LARCH ST PARK		01 5-05-743	ELECTRICITY	21.91
I-8300593501-1115		5 PINE CAMPUS LIFT STATION	34.08			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		5 PINE CAMPUS LIFT STATION		05 5-00-743	ELECTRICITY	34.08
I-8300695200-1115		1000 S LOCUST ST GATE	22.86			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		1000 S LOCUST ST GATE		05 5-00-743	ELECTRICITY	22.86
I-8301018100-1115		520 E CASCADE SISTERS CH	742.51			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		520 E CASCADE SISTERS CH		01 5-03-743	ELECTRICITY	742.51
I-8301034600-1115		VETERANS PARK	36.32			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		VETERANS PARK		01 5-05-743	ELECTRICITY	36.32
I-8301186200-1115		LIBRARY OUTDOOR LIGHTING	63.70			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		LIBRARY OUTDOOR LIGHTING		01 5-03-743	ELECTRICITY	63.70
I-8301301000-1115		990 JANTSEN LN LIFT STATION	28.49			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		990 JANTSEN LN LIFT STATION		05 5-00-743	ELECTRICITY	28.49

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 VENDOR SET: 01 CITY OF SISTERS
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				
I-8301339500-1115		SISTERS PARKWAY RECYCLE	65.22			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		SISTERS PARKWAY RECYCLE		01 5-03-743	ELECTRICITY	65.22
I-8301419900-1115		SUN RANCH DR WELL	581.81			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		SUN RANCH DR WELL		02 5-00-743	ELECTRICITY	581.81
I-8301614400-1115		E CASCADE DECORATIVE LIGHTS	28.55			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		E CASCADE DECORATIVE LIGHTS		03 5-00-743	ELECTRICITY	28.55
I-8301715301-1115		1000 S LOCUST ST PW BLDG	234.19			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		1000 S LOCUST ST PW BLDG		01 5-03-743	ELECTRICITY	234.19
I-8301802201-1115		MAIN ST DECORATIVE LIGHTING	68.93			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		MAIN ST DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY	68.93
I-8301966001-1115		150 N FIR/FIR ST PARK	85.80			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		150 N FIR/FIR ST PARK		01 5-05-743	ELECTRICITY	85.80
I-8302077301		NEW SERVICE 504 E WASHINGTON	785.00			
11/19/2015	AP-US	DUE: 11/19/2015 DISC: 11/19/2015		1099: N		
		NEW SERVICE 504 E WASHINGTON		03 5-00-778	STREET LIGHTS	785.00
		=== VENDOR TOTALS ===	8,526.76			
=====						
01-0136	CENTRAL OREGON REDI-MIX LLC					
I-82183		G1401-VG ASPHALT	940.63			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: Y		
		G1401-VG ASPHALT		21 5-00-906	CAPITAL OUTLAY	940.63
		=== VENDOR TOTALS ===	940.63			
=====						
01-0497	COASTAL-REDMOND					
I-201460		UNIFORMS-D MCINTOSH	481.96			
11/17/2015	AP-US	DUE: 11/17/2015 DISC: 11/17/2015		1099: N		
		UNIFORMS-D MCINTOSH		01 5-03-782	UNIFORMS	48.19
		UNIFORMS-D MCINTOSH		01 5-05-782	UNIFORMS	48.19
		UNIFORMS-D MCINTOSH		02 5-00-782	UNIFORMS	48.19
		UNIFORMS-D MCINTOSH		03 5-00-782	UNIFORMS	144.56
		UNIFORMS-D MCINTOSH		05 5-00-782	UNIFORMS	192.83

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VENDOR SET: 01 CITY OF SISTERS
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0497	COASTAL-REDMOND	(** CONTINUED **)				
I-201495		UNIFORMS-G JOHNSON	359.97			
11/21/2015	AP-US	DUE: 11/21/2015 DISC: 11/21/2015		1099: N		
		UNIFORMS-G JOHNSON		01 5-03-782	UNIFORMS	71.99
		UNIFORMS-G JOHNSON		01 5-05-782	UNIFORMS	125.98
		UNIFORMS-G JOHNSON		02 5-00-782	UNIFORMS	53.99
		UNIFORMS-G JOHNSON		03 5-00-782	UNIFORMS	71.99
		UNIFORMS-G JOHNSON		05 5-00-782	UNIFORMS	36.02
		=== VENDOR TOTALS ===	841.93			
01-0894	DESCHUTES COUNTY ADULT JAIL					
I-09022015		WORK CREW HOURS	441.00			
12/02/2015	AP-US	DUE: 12/02/2015 DISC: 12/02/2015		1099: N		
		WORK CREW HOURS		03 5-00-726	CONTRACTED SERVICES	441.00
		=== VENDOR TOTALS ===	441.00			
01-0101	DESCHUTES COUNTY SHERIFF'S DEP					
I-12012015		SHERIFF SERVICES DECEMBER 201	45,327.50			
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: N		
		SHERIFF SERVICES DECEMBER 2015		01 5-06-783	DCSD - POLICING SERVICES	45,327.50
		=== VENDOR TOTALS ===	45,327.50			
01-1001	EDGE ANALYTICAL, INC.					
I-15-25012		WATER SAMPLES	33.00			
11/18/2015	AP-US	DUE: 11/18/2015 DISC: 11/18/2015		1099: N		
		WATER SAMPLES		02 5-00-775	LABORATORY FEES	33.00
I-15-25850		WATER SAMPLES	33.00			
12/02/2015	AP-US	DUE: 12/02/2015 DISC: 12/02/2015		1099: N		
		WATER SAMPLES		02 5-00-775	LABORATORY FEES	33.00
		=== VENDOR TOTALS ===	66.00			
01-0026	EOFF ELECTRIC SUPPLY					
I-S004850721.001		LIGHT BULBS	98.16			
11/18/2015	AP-US	DUE: 11/18/2015 DISC: 11/18/2015		1099: N		
		LIGHT BULBS		01 5-05-786	PARK MAINTENANCE	98.16
		=== VENDOR TOTALS ===	98.16			

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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
=====						
01-0909	FASTENAL					
I-ORBEN98765		STAFETY GLASSES	78.16			
11/19/2015	AP-US	DUE: 11/19/2015 DISC: 11/19/2015		1099: N		
		STAFETY GLASSES		01 5-03-795	SUPPLIES	7.81
		STAFETY GLASSES		01 5-05-795	SUPPLIES	20.33
		STAFETY GLASSES		02 5-00-795	SUPPLIES	18.75
		STAFETY GLASSES		03 5-00-795	SUPPLIES	20.33
		STAFETY GLASSES		05 5-00-795	SUPPLIES	10.94
		=== VENDOR TOTALS ===	78.16			
=====						
01-0028	FERGUSON ENTERPRISES, INC.					
I-0494109		SPLICE KIT	337.20			
11/25/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		SPLICE KIT		02 5-00-788	METERS & PARTS	337.20
		=== VENDOR TOTALS ===	337.20			
=====						
01-0029	H. D. FOWLER COMPANY					
I-I4088766		BARCLAY PARK POND REPAIR	395.16			
11/13/2015	AP-US	DUE: 12/10/2015 DISC: 12/10/2015		1099: N		
		BARCLAY PARK POND REPAIR		01 5-05-786	PARK MAINTENANCE	395.16
I-I4089539		6" JUMBO EXTENSION	19.45			
11/16/2015	AP-US	DUE: 12/10/2015 DISC: 12/10/2015		1099: N		
		6" JUMBO EXTENSION		02 5-00-788	METERS & PARTS	19.45
I-I4091558		HYDRANT REPAIR KIT	133.99			
11/18/2015	AP-US	DUE: 12/10/2015 DISC: 12/10/2015		1099: N		
		HYDRANT REPAIR KIT		02 5-00-779	WATER SYSTEM REPAIRS	133.99
		=== VENDOR TOTALS ===	548.60			
=====						
01-0699	HCD					
I-2152357		MASTER BILLING NOV 2015	559.54			
11/30/2015	AP-US	DUE: 11/30/2015 DISC: 11/30/2015		1099: N		
		MASTER BILLING NOV 2015		01 5-08-309	CITY MANAGED ACCOUNTS	559.54
		=== VENDOR TOTALS ===	559.54			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0017	HOYT'S HARDWARE					
I-435707		CONCRETE-STREET SIGNS	197.75			
11/09/2015	AP-US	DUE: 11/09/2015 DISC: 11/09/2015		1099: N		
		CONCRETE-STREET SIGNS		03 5-00-762	STREET SIGNS	197.75
I-436160		G140 - 2X4'S	11.20			
11/13/2015	AP-US	DUE: 11/13/2015 DISC: 11/13/2015		1099: N		
		G140 - 2X4'S		21 5-00-906	CAPITAL OUTLAY	11.20
I-436551		STEEL STAKES, PARK SUPPLIES	133.47			
11/18/2015	AP-US	DUE: 11/18/2015 DISC: 11/18/2015		1099: N		
		STEEL STAKES, PARK SUPPLIES		01 5-05-795	SUPPLIES	133.47
I-436653		2X4,4X4-ON PARK FENCE REPAIR	84.59			
11/19/2015	AP-US	DUE: 11/19/2015 DISC: 11/19/2015		1099: N		
		2X4,4X4-ON PARK FENCE REPAIR		01 5-05-786	PARK MAINTENANCE	84.59
I-436903		G1401-CONDUIT, COUPLING	18.68			
11/23/2015	AP-US	DUE: 11/23/2015 DISC: 11/23/2015		1099: N		
		G1401-CONDUIT, COUPLING		21 5-00-906	CAPITAL OUTLAY	18.68
I-437321		HOOKS	24.95			
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: N		
		HOOKS		01 5-03-788	PWHQ MAINTENANCE	24.95
I-437340		SUPPLIES-PWHQ CABINET	69.59			
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: N		
		SUPPLIES-PWHQ CABINET		01 5-03-788	PWHQ MAINTENANCE	69.59
		=== VENDOR TOTALS ===	540.23			
=====						
01-0011	LUTTON'S HARDWARE					
I-313150		ANTIFREEZE	19.95			
11/02/2015	AP-US	DUE: 11/02/2015 DISC: 11/02/2015		1099: N		
		ANTIFREEZE		01 5-05-786	PARK MAINTENANCE	19.95
I-313412		SNAP BOLTS, PARTS-FLAG REPAIR	14.14			
11/06/2015	AP-US	DUE: 11/06/2015 DISC: 11/06/2015		1099: N		
		SNAP BOLTS, PARTS-FLAG REPAIR		03 5-00-749	STREET MAINTENANCE	14.14
I-313648		UTILITY HEATER	37.99			
11/12/2015	AP-US	DUE: 11/12/2015 DISC: 11/12/2015		1099: N		
		UTILITY HEATER		02 5-00-765	IMPROVEMENTS & REPAIRS	37.99
I-313815		SWIVEL SNAP, HARDWARE	13.23			
11/16/2015	AP-US	DUE: 11/16/2015 DISC: 11/16/2015		1099: N		
		SWIVEL SNAP, HARDWARE		05 5-00-795	SUPPLIES	13.23

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PACKET: 02420 12/10/15 AP KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0011	LUTTON'S HARDWARE	(** CONTINUED **)				
I-313821		GORILLA TAPE, LIGHT CLIPS,TAP	35.89			
11/16/2015	AP-US	DUE: 11/16/2015 DISC: 11/16/2015		1099: N		
		GORILLA TAPE, LIGHT CLIPS,TAPE		03 5-00-795	SUPPLIES	35.89
I-313886		TRAILER HITCH	57.97			
11/17/2015	AP-US	DUE: 11/17/2015 DISC: 11/17/2015		1099: N		
		TRAILER HITCH		05 5-00-746	SMALL TOOLS & EQUIPMENT	11.02
		TRAILER HITCH		02 5-00-746	SMALL TOOLS & EQUIPMENT	12.18
		TRAILER HITCH		03 5-00-746	SMALL TOOLS & EQUIPMENT	15.61
		TRAILER HITCH		01 5-05-746	SMALL TOOLS & EQUIPMENT	11.60
		TRAILER HITCH		01 5-03-746	SMALL TOOLS & EQUIPMENT	7.56
I-313897		SEWER WRENCH	15.98			
11/17/2015	AP-US	DUE: 11/17/2015 DISC: 11/17/2015		1099: N		
		SEWER WRENCH		05 5-00-795	SUPPLIES	15.98
I-314050		TIN SNIPS	37.98			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		TIN SNIPS		05 5-00-746	SMALL TOOLS & EQUIPMENT	7.22
		TIN SNIPS		02 5-00-746	SMALL TOOLS & EQUIPMENT	7.98
		TIN SNIPS		03 5-00-746	SMALL TOOLS & EQUIPMENT	10.23
		TIN SNIPS		01 5-05-746	SMALL TOOLS & EQUIPMENT	7.60
		TIN SNIPS		01 5-03-746	SMALL TOOLS & EQUIPMENT	4.95
I-314166		G1401- PVC COULPING,ELBOWS	16.48			
11/23/2015	AP-US	DUE: 11/23/2015 DISC: 11/23/2015		1099: N		
		G1401- PVC COULPING,ELBOWS		21 5-00-906	CAPITAL OUTLAY	16.48
I-314297		CABLE TIES	23.75			
11/25/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		CABLE TIES		01 5-05-795	SUPPLIES	23.75
I-314298		CABLE TIES-TREE AT FIR ST PAR	33.97			
11/25/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		CABLE TIES-TREE AT FIR ST PARK		01 5-05-786	PARK MAINTENANCE	33.97
		=== VENDOR TOTALS ===	307.33			
01-0515	OFFICEMAX					
I-439748		CALENDARS	28.11			
11/25/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		CALENDARS		01 5-01-714	OFFICE SUPPLIES	4.22
		CALENDARS		01 5-02-714	OFFICE SUPPLIES	4.48
		CALENDARS		01 5-03-795	SUPPLIES	0.56
		CALENDARS		01 5-05-714	OFFICE SUPPLIES	2.54
		CALENDARS		01 5-07-714	OFFICE SUPPLIES	7.02
		CALENDARS		02 5-00-714	OFFICE SUPPLIES	3.94
		CALENDARS		03 5-00-714	OFFICE SUPPLIES	2.25
		CALENDARS		05 5-00-714	OFFICE SUPPLIES	3.10

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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	(** CONTINUED **)				
I-443786		CALENDARS	12.81			
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: N		
		CALENDARS		01 5-01-714	OFFICE SUPPLIES	1.93
		CALENDARS		01 5-02-714	OFFICE SUPPLIES	2.04
		CALENDARS		01 5-03-795	SUPPLIES	0.26
		CALENDARS		01 5-05-714	OFFICE SUPPLIES	1.16
		CALENDARS		01 5-07-714	OFFICE SUPPLIES	3.20
		CALENDARS		02 5-00-714	OFFICE SUPPLIES	1.79
		CALENDARS		03 5-00-714	OFFICE SUPPLIES	1.02
		CALENDARS		05 5-00-714	OFFICE SUPPLIES	1.41
I-455395		LABELS	21.40			
11/25/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		LABELS		01 5-01-714	OFFICE SUPPLIES	3.22
		LABELS		01 5-02-714	OFFICE SUPPLIES	3.41
		LABELS		01 5-03-795	SUPPLIES	0.43
		LABELS		01 5-05-714	OFFICE SUPPLIES	1.93
		LABELS		01 5-07-714	OFFICE SUPPLIES	5.35
		LABELS		02 5-00-714	OFFICE SUPPLIES	3.00
		LABELS		03 5-00-714	OFFICE SUPPLIES	1.71
		LABELS		05 5-00-714	OFFICE SUPPLIES	2.35
I-475069		BATTERIES	17.68			
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: N		
		BATTERIES		01 5-01-714	OFFICE SUPPLIES	2.66
		BATTERIES		01 5-02-714	OFFICE SUPPLIES	2.82
		BATTERIES		01 5-03-795	SUPPLIES	0.35
		BATTERIES		01 5-05-714	OFFICE SUPPLIES	1.59
		BATTERIES		01 5-07-714	OFFICE SUPPLIES	4.42
		BATTERIES		02 5-00-714	OFFICE SUPPLIES	2.48
		BATTERIES		03 5-00-714	OFFICE SUPPLIES	1.41
		BATTERIES		05 5-00-714	OFFICE SUPPLIES	1.95
I-491777		HOT CHOCOLATE-LOBBY	24.02			
12/02/2015	AP-US	DUE: 12/02/2015 DISC: 12/02/2015		1099: N		
		HOT CHOCOLATE-LOBBY		01 5-01-714	OFFICE SUPPLIES	3.61
		HOT CHOCOLATE-LOBBY		01 5-02-714	OFFICE SUPPLIES	3.83
		HOT CHOCOLATE-LOBBY		01 5-03-795	SUPPLIES	0.48
		HOT CHOCOLATE-LOBBY		01 5-05-714	OFFICE SUPPLIES	2.17
		HOT CHOCOLATE-LOBBY		01 5-07-714	OFFICE SUPPLIES	6.00
		HOT CHOCOLATE-LOBBY		02 5-00-714	OFFICE SUPPLIES	3.36
		HOT CHOCOLATE-LOBBY		03 5-00-714	OFFICE SUPPLIES	1.92
		HOT CHOCOLATE-LOBBY		05 5-00-714	OFFICE SUPPLIES	2.65
=== VENDOR TOTALS ===			104.02			

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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
=====						
01-0144		RESERVE ACCOUNT				
I-12032015		RESERVE ACCOUNT POSTAGE	200.00			
12/03/2015	AP-US	DUE: 12/03/2015 DISC: 12/03/2015		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			

=====						
01-0013		PONY EXPRESS				
I-260452		RETURN WATER PART	23.19			
11/25/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		RETURN WATER PART		02 5-00-715	POSTAGE	23.19
I-267556		AUDIT PACKAGE POSTAGE	28.50			
12/02/2015	AP-US	DUE: 12/02/2015 DISC: 12/02/2015		1099: N		
		AUDIT PACKAGE POSTAGE		01 5-02-715	POSTAGE	28.50
		=== VENDOR TOTALS ===	51.69			

=====						
01-0944		QUANTUM COMMUNICATION				
I-27261		TELEPHONES DECEMBER 2015	811.25			
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: N		
		TELEPHONES DECEMBER 2015		01 5-01-735	TELEPHONE	50.14
		TELEPHONES DECEMBER 2015		01 5-02-735	TELEPHONE	60.18
		TELEPHONES DECEMBER 2015		01 5-03-735	TELEPHONE	20.08
		TELEPHONES DECEMBER 2015		01 5-05-735	TELEPHONE	60.18
		TELEPHONES DECEMBER 2015		01 5-07-735	TELEPHONE	90.06
		TELEPHONES DECEMBER 2015		02 5-00-735	TELEPHONE	85.23
		TELEPHONES DECEMBER 2015		03 5-00-735	TELEPHONE	75.18
		TELEPHONES DECEMBER 2015		05 5-00-735	TELEPHONE	60.20
		CITY HALL		01 5-03-735	TELEPHONE	93.00
		PWHQ		01 5-03-735	TELEPHONE	62.00
		SEWER		05 5-00-735	TELEPHONE	155.00
		=== VENDOR TOTALS ===	811.25			

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PACKET: 02420 12/10/15 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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

01-0219 QUILL CORPORATION

I-9631318		FILE FOLDERS	109.72			
11/13/2015	AP-US	DUE: 11/13/2015 DISC: 11/13/2015		1099: N		
		FILE FOLDERS		01 5-01-714	OFFICE SUPPLIES	16.49
		FILE FOLDERS		01 5-02-714	OFFICE SUPPLIES	17.50
		FILE FOLDERS		01 5-03-795	SUPPLIES	2.19
		FILE FOLDERS		01 5-05-714	OFFICE SUPPLIES	9.90
		FILE FOLDERS		01 5-07-714	OFFICE SUPPLIES	27.41
		FILE FOLDERS		02 5-00-714	OFFICE SUPPLIES	15.37
		FILE FOLDERS		03 5-00-714	OFFICE SUPPLIES	8.77
		FILE FOLDERS		05 5-00-714	OFFICE SUPPLIES	12.09

=== VENDOR TOTALS === 109.72

01-0527 RANCH COUNTRY OUTHOUSES

I-20793		G1401- PORTABLE TOILET RENT V	160.00			
11/25/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		G1401- PORTABLE TOILET RENT VG		21 5-00-906	CAPITAL OUTLAY	160.00

I-20794		PORTABLE TOILET RENTAL-CLEMEN	110.00			
11/25/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		PORTABLE TOILET RENTAL-CLEMENS		01 5-05-786	PARK MAINTENANCE	110.00

=== VENDOR TOTALS === 270.00

01-0074 ROBINSON & OWEN HEAVY CONST

I-3743		FA1501-BARCLAY DR	170,735.59			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		FA1501-BARCLAY DR		03 5-00-906	CAPITAL OUTLAY	85,367.80
		FA1501-BARCLAY DR		05 5-00-906	CAPITAL OUTLAY	85,367.79

=== VENDOR TOTALS === 170,735.59

01-0754 SANI-STAR

I-3168		SANI-STAR LEASE NOVEMBER 2015	100.00			
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: N		
		SANI-STAR LEASE NOVEMBER 2015		01 5-05-718	LEASES	100.00

=== VENDOR TOTALS === 100.00

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PACKET: 02420 12/10/15 AP KK
VENDOR SET: 01 CITY OF SISTERS
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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1014	SEVERSON PLUMBING MECHANICAL,					
I-7462		G1401-PLUMBING RESTROOMS VG	10,508.00			
11/20/2015	AP-US	DUE: 11/20/2015 DISC: 11/20/2015		1099: N		
		G1401-PLUMBING RESTROOMS VG		21 5-00-906	CAPITAL OUTLAY	10,508.00
		=== VENDOR TOTALS ===	10,508.00			
=====						
01-0100	SISTERS AREA CHAMBER OF COMMER					
I-10312015		TRT OCTOBER 2015	17,977.37			
12/04/2015	AP-US	DUE: 12/04/2015 DISC: 12/04/2015		1099: N		
		TRT OCTOBER 2015		01 5-08-312	CHAMBER OF COMMERCE	17,977.37
		=== VENDOR TOTALS ===	17,977.37			
=====						
01-0083	SISTERS RENTAL					
I-0014710-00		CUT SAW REPAIR	20.00			
11/04/2015	AP-US	DUE: 11/04/2015 DISC: 11/04/2015		1099: N		
		CUT SAW REPAIR		05 5-00-746	SMALL TOOLS & EQUIPMENT	3.80
		CUT SAW REPAIR		02 5-00-746	SMALL TOOLS & EQUIPMENT	4.20
		CUT SAW REPAIR		03 5-00-746	SMALL TOOLS & EQUIPMENT	5.39
		CUT SAW REPAIR		01 5-05-746	SMALL TOOLS & EQUIPMENT	4.00
		CUT SAW REPAIR		01 5-03-746	SMALL TOOLS & EQUIPMENT	2.61
I-0034880		G1401-EXCAVATOR RENTAL	530.00			
11/04/2015	AP-US	DUE: 11/04/2015 DISC: 11/04/2015		1099: N		
		G1401-EXCAVATOR RENTAL		21 5-00-906	CAPITAL OUTLAY	530.00
I-0034963		CONCRETE MIXER RENTAL	28.75			
11/10/2015	AP-US	DUE: 11/10/2015 DISC: 11/10/2015		1099: N		
		CONCRETE MIXER RENTAL		03 5-00-749	STREET MAINTENANCE	28.75
		=== VENDOR TOTALS ===	578.75			
=====						
01-0838	SPINDRIFT FORESTRY CONSULTING					
I-SIS20150008		TRESS INSPECTION SERVICES	332.00			
11/23/2015	AP-US	DUE: 11/23/2015 DISC: 11/23/2015		1099: Y		
		TRESS INSPECTION SERVICES		03 5-00-726	CONTRACTED SERVICES	332.00
		=== VENDOR TOTALS ===	332.00			

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PACKET: 02420 12/10/15 AP KK
VENDOR SET: 01 CITY OF SISTERS
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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0052		THE NUGGET NEWSPAPER				
I-60922		PUB NOT MOD #15-06,15-01,15-0	391.95			
11/25/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		PUB NOT MOD #15-06,15-01,15-03		01 5-07-705	ADVERTISING	391.95
I-60923		PUB NOTICE-TU 14-02	292.50			
11/25/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		PUB NOTICE-TU 14-02		01 5-07-705	ADVERTISING	292.50
		=== VENDOR TOTALS ===	684.45			

=====						
01-0563		TREASURE VALLEY COFFEE, INC.				
I-541463		TEA, DECAF COFFEE	100.50			
11/25/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N		
		TEA, DECAF COFFEE		01 5-01-714	OFFICE SUPPLIES	15.10
		TEA, DECAF COFFEE		01 5-02-714	OFFICE SUPPLIES	16.03
		TEA, DECAF COFFEE		01 5-03-795	SUPPLIES	2.01
		TEA, DECAF COFFEE		01 5-05-714	OFFICE SUPPLIES	9.07
		TEA, DECAF COFFEE		01 5-07-714	OFFICE SUPPLIES	25.10
		TEA, DECAF COFFEE		02 5-00-714	OFFICE SUPPLIES	14.07
		TEA, DECAF COFFEE		03 5-00-714	OFFICE SUPPLIES	8.04
		TEA, DECAF COFFEE		05 5-00-714	OFFICE SUPPLIES	11.08
		=== VENDOR TOTALS ===	100.50			

=====						
01-0109		TYLER TECHNOLOGIES/INCODE				
I-025-140762		MAIN-AP, PRINTER, CORE FINANCIA	2,413.70			
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: N		
		MAIN-AP, PRINTER, CORE FINANCIAL		01 5-02-710	COMPUTER SOFTWARE MAINT	864.55
		MAIN-AP, PRINTER, CORE FINANCIAL		02 5-00-710	COMPUTER SOFTWARE MAINT.	474.92
		MAIN-AP, PRINTER, CORE FINANCIAL		03 5-00-710	COMPUTER SOFTWARE MAINT.	557.07
		MAIN-AP, PRINTER, CORE FINANCIAL		05 5-00-710	COMPUTER SOFTWARE MAINT.	517.16
		=== VENDOR TOTALS ===	2,413.70			

=====						
01-0976		USA FLEET SOLUTIONS				
I-22130		MONTHLY TRACKING DECEMBER 15	230.65			
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: N		
		MONTHLY TRACKING DECEMBER 15		01 5-03-726	CONTRACTED SERVICES	23.06
		MONTHLY TRACKING DECEMBER 15		01 5-05-726	CONTRACTED SERVICES	59.98
		MONTHLY TRACKING DECEMBER 15		02 5-00-726	CONTRACTED SERVICES	55.34
		MONTHLY TRACKING DECEMBER 15		03 5-00-726	CONTRACTED SERVICES	59.98
		MONTHLY TRACKING DECEMBER 15		05 5-00-726	CONTRACTED SERVICES	32.29
		=== VENDOR TOTALS ===	230.65			

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PACKET: 02420 12/10/15 AP KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====						
01-0237	USDA FOREST SERVICE					
I-BF060101T0108	SPECIAL USE PERMITS	220.00				
11/25/2015	AP-US		1099: N			
	DUE: 11/25/2015 DISC: 11/25/2015					
	SPECIAL USE PERMITS		01 5-05-727	PERMITS & FEES		73.33
	SPECIAL USE PERMITS		02 5-00-727	PERMITS & FEES		73.33
	SPECIAL USE PERMITS		03 5-00-727	PERMITS & FEES		73.34
=====						
I-BF060101T0128	SPECIAL USE PERMIT	110.00				
11/25/2015	AP-US		1099: N			
	DUE: 11/25/2015 DISC: 11/25/2015					
	SPECIAL USE PERMIT		01 5-05-727	PERMITS & FEES		36.67
	SPECIAL USE PERMIT		02 5-00-727	PERMITS & FEES		36.67
	SPECIAL USE PERMIT		03 5-00-727	PERMITS & FEES		36.66
=== VENDOR TOTALS ===		330.00				

=====						
01-0903	VELOX SYSTEMS					
I-2454	IT SUPPORT DECEMBER 2015	1,760.00				
12/02/2015	AP-US		1099: Y			
	DUE: 12/02/2015 DISC: 12/02/2015					
	IT SUPPORT JULY 2015		01 5-01-726	CONTRACTED SERVICES		168.50
	IT SUPPORT JULY 2015		01 5-02-726	CONTRACTED SERVICES		202.20
	IT SUPPORT JULY 2015		01 5-03-726	CONTRACTED SERVICES		67.40
	IT SUPPORT JULY 2015		01 5-05-726	CONTRACTED SERVICES		219.05
	IT SUPPORT JULY 2015		01 5-07-726	CONTRACTED SERVICES		286.45
	IT SUPPORT JULY 2015		02 5-00-726	CONTRACTED SERVICES		286.45
	IT SUPPORT JULY 2015		03 5-00-726	CONTRACTED SERVICES		252.75
	IT SUPPORT JULY 2015		05 5-00-726	CONTRACTED SERVICES		202.20
	IT SUPPORT DECEMBER 2015		01 5-03-785	MAINTENANCE CITY HALL		75.00
=== VENDOR TOTALS ===		1,760.00				

=====						
01-0760	VERIZON WIRELESS					
I-9755641367	NOVEMBER 2015	366.58				
11/30/2015	AP-US		1099: N			
	DUE: 11/30/2015 DISC: 11/30/2015					
	NOVEMBER 2015		01 5-03-736	CELLULAR PHONES		22.68
	NOVEMBER 2015		01 5-05-736	CELLULAR PHONES		188.61
	NOVEMBER 2015		01 5-07-736	CELLULAR PHONES		15.90
	NOVEMBER 2015		02 5-00-736	CELLULAR PHONES		39.63
	NOVEMBER 2015		03 5-00-736	CELLULAR PHONES		71.63
	NOVEMBER 2015		05 5-00-736	CELLULAR PHONES		28.13
=== VENDOR TOTALS ===		366.58				

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PACKET: 02420 12/10/15 AP KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0043	WCP SOLUTIONS						
I-511307		HAND SOAP	263.90				
11/12/2015	AP-US	DUE: 12/25/2015 DISC: 11/22/2015	2.64CR	1099: N			
		HAND SOAP		01 5-05-795	SUPPLIES		263.90

I-511552		PACKING PEANUTS	41.20				
11/16/2015	AP-US	DUE: 12/25/2015 DISC: 11/26/2015	0.41CR	1099: N			
		PACKING PEANUTS		02 5-00-795	SUPPLIES		41.20
=== VENDOR TOTALS ===			305.10				
=====							
01-0225	X-PRESS PRINTING						
I-77956		WINDOW ENVELOPES	137.88				
11/25/2015	AP-US	DUE: 11/25/2015 DISC: 11/25/2015		1099: N			
		WINDOW ENVELOPES		01 5-01-714	OFFICE SUPPLIES		20.72
		WINDOW ENVELOPES		01 5-02-714	OFFICE SUPPLIES		21.99
		WINDOW ENVELOPES		01 5-03-795	SUPPLIES		2.75
		WINDOW ENVELOPES		01 5-05-714	OFFICE SUPPLIES		12.44
		WINDOW ENVELOPES		01 5-07-714	OFFICE SUPPLIES		34.44
		WINDOW ENVELOPES		02 5-00-714	OFFICE SUPPLIES		19.31
		WINDOW ENVELOPES		03 5-00-714	OFFICE SUPPLIES		11.03
		WINDOW ENVELOPES		05 5-00-714	OFFICE SUPPLIES		15.20
=== VENDOR TOTALS ===			137.88				
=====							
01-0428	XEROX CORPORATION						
I-082428197		COPIER LEASE 7665 NOV 2015	22.40				
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: N			
		COPIER LEASE 7665 NOV 2015		01 5-01-721	COPIER/PRINTER		7.17
		COPIER LEASE 7665 NOV 2015		01 5-02-721	COPIER/PRINTER		4.03
		COPIER LEASE 7665 NOV 2015		01 5-05-721	COPIER/PRINTER		1.12
		COPIER LEASE 7665 NOV 2015		01 5-07-721	COPIER/PRINTER		6.94
		COPIER LEASE 7665 NOV 2015		02 5-00-721	COPIER/PRINTER		1.57
		COPIER LEASE 7665 NOV 2015		05 5-00-721	COPIER/PRINTER		1.57

I-082428206		COPIER LEASE 7855 NOV 2015	695.95				
12/01/2015	AP-US	DUE: 12/01/2015 DISC: 12/01/2015		1099: N			
		COPIER LEASE 7855 NOV 2015		01 5-01-721	COPIER/PRINTER		222.75
		COPIER LEASE 7855 NOV 2015		01 5-02-721	COPIER/PRINTER		125.27
		COPIER LEASE 7855 NOV 2015		01 5-05-721	COPIER/PRINTER		34.81
		COPIER LEASE 7855 NOV 2015		01 5-07-721	COPIER/PRINTER		215.72
		COPIER LEASE 7855 NOV 2015		02 5-00-721	COPIER/PRINTER		48.70
		COPIER LEASE 7855 NOV 2015		05 5-00-721	COPIER/PRINTER		48.70
=== VENDOR TOTALS ===			718.35				
=== PACKET TOTALS ===			281,280.83				

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0295	AERATION INDUSTRIES INTERNATIO					
I-0152734		MOTOR	2,500.00			
11/01/2015	AP-US	DUE: 11/01/2015 DISC: 11/01/2015		1099: N		
		MOTOR		05 5-00-787	SEWER SYSTEM REPAIRS	2,500.00
		=== VENDOR TOTALS ===	2,500.00			
=====						
01-0018	BAXTER AUTO PARTS					
I-280517990		OIL/FUEL FILTERS-DUMP TRUCKS	68.42			
11/06/2015	AP-US	DUE: 12/15/2015 DISC: 12/10/2015	1.37CR	1099: N		
		OIL/FUEL FILTERS-DUMP TRUCKS		03 5-00-796	VEHICLE MAINTENANCE	22.81
		OIL/FUEL FILTERS-DUMP TRUCKS		02 5-00-796	VEHICLE MAINTENANCE	22.81
		OIL/FUEL FILTERS-DUMP TRUCKS		05 5-00-796	VEHICLE MAINTENANCE	22.80
		=== VENDOR TOTALS ===	68.42			
=====						
01-0716	BI-MART CORPORATION					
I-2487		PINE-SOL,GRINGING SET	29.84			
11/06/2015	AP-US	DUE: 11/06/2015 DISC: 11/06/2015		1099: N		
		PINE-SOL,GRINGING SET		01 5-05-795	SUPPLIES	29.84
		=== VENDOR TOTALS ===	29.84			
=====						
01-0053	BRYANT EMERSON, LLP					
I-0215749		LEGAL FEES OCTOBER 2015-CDD	1,386.00			
11/23/2015	AP-US	DUE: 11/23/2015 DISC: 11/23/2015		1099: Y		
		LEGAL FEES OCTOBER 2015-CDD		01 5-07-777	LEGAL FEES	1,316.00
		LEGAL FEES OCTOBER 2015-FINANC		01 5-02-777	LEGAL FEES	70.00
I-0215750		LEGAL FEES-FINANCE OCT 2015	294.00			
11/23/2015	AP-US	DUE: 11/23/2015 DISC: 11/23/2015		1099: Y		
		LEGAL FEES-FINANCE OCT 2015		01 5-02-777	LEGAL FEES	294.00
		=== VENDOR TOTALS ===	1,680.00			
=====						
01-0014	CENTRAL ELECTRIC COOP					
I-5016080107-1115		CITY STREET LIGHTS	344.24			
11/09/2015	AP-US	DUE: 11/09/2015 DISC: 11/09/2015		1099: N		
		CITY STREET LIGHTS		03 5-00-743	ELECTRICITY	344.24
		=== VENDOR TOTALS ===	344.24			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0497		COASTAL-REDMOND				
I-201461		UNIFORMS-KIEFER	464.97			
11/17/2015	AP-US	DUE: 11/17/2015 DISC: 11/17/2015		1099: N		
		UNIFORMS-KIEFER		01 5-03-782	UNIFORMS	23.25
		UNIFORMS-KIEFER		01 5-05-782	UNIFORMS	46.49
		UNIFORMS-KIEFER		02 5-00-782	UNIFORMS	139.47
		UNIFORMS-KIEFER		03 5-00-782	UNIFORMS	232.52
		UNIFORMS-KIEFER		05 5-00-782	UNIFORMS	23.24
		=== VENDOR TOTALS ===	464.97			
=====						
01-0024		CURTS ELECTRIC				
I-4045		REPLACE HEATER-RESEVIOR	175.82			
11/04/2015	AP-US	DUE: 11/04/2015 DISC: 11/04/2015		1099: N		
		REPLACE HEATER-RESEVIOR		02 5-00-779	WATER SYSTEM REPAIRS	175.82
		=== VENDOR TOTALS ===	175.82			
=====						
01-0322		DESCHUTES COUNTY ROAD DEPARTME				
I-16-108		2015 CHIP SEAL	50,808.69			
11/13/2015	AP-US	DUE: 11/13/2015 DISC: 11/13/2015		1099: N		
		2015 CHIP SEAL		03 5-00-749	STREET MAINTENANCE	50,808.69
I-16-111		2015 LANE STIPING	3,980.83			
11/13/2015	AP-US	DUE: 11/13/2015 DISC: 11/13/2015		1099: N		
		2015 LANE STIPING		03 5-00-749	STREET MAINTENANCE	3,980.83
		=== VENDOR TOTALS ===	54,789.52			
=====						
01-0101		DESCHUTES COUNTY SHERIFF'S DEP				
I-11012015		SHERIFF SERVICES NOVEMBER 201	45,327.50			
11/12/2015	AP-US	DUE: 11/12/2015 DISC: 11/12/2015		1099: N		
		SHERIFF SERVICES NOVEMBER 2015		01 5-06-783	DCSD - POLICING SERVICES	45,327.50
		=== VENDOR TOTALS ===	45,327.50			
=====						
01-0273		EDGINGTON ROAD DISTRICT				
I-2015		PART TIME RESIDENT OWNER	150.00			
11/10/2015	AP-US	DUE: 11/10/2015 DISC: 11/10/2015		1099: N		
		PART TIME RESIDENT		02 5-00-733	DUES & SUBSCRIPTIONS	150.00
		=== VENDOR TOTALS ===	150.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0909	FASTENAL					
I-ORBEN98563		GLOVES	160.02			
11/05/2015	AP-US	DUE: 11/05/2015 DISC: 11/05/2015		1099: N		
		GLOVES		01 5-03-795	SUPPLIES	16.00
		GLOVES		01 5-05-795	SUPPLIES	41.61
		GLOVES		02 5-00-795	SUPPLIES	38.39
		GLOVES		03 5-00-795	SUPPLIES	41.61
		GLOVES		05 5-00-795	SUPPLIES	22.41
=== VENDOR TOTALS ===			160.02			

01-0028	FERGUSON ENTERPRISES, INC.					
I-0489821		HOSE CAP, GASKET, HOSE THREAD	442.00			
11/02/2015	AP-US	DUE: 11/02/2015 DISC: 11/02/2015		1099: N		
		HOSE CAP, GASKET, HOSE THREAD		02 5-00-765	IMPROVEMENTS & REPAIRS	442.00
I-0489851		HYDRANT OIL	135.91			
11/02/2015	AP-US	DUE: 11/02/2015 DISC: 11/02/2015		1099: N		
		HYDRANT OIL		02 5-00-765	IMPROVEMENTS & REPAIRS	135.91
=== VENDOR TOTALS ===			577.91			

01-1012	GRABER MANUFACTURING, INC.					
I-61467		G1401 BIKE LOCKERS	5,588.80			
11/06/2015	AP-US	DUE: 11/06/2015 DISC: 11/06/2015		1099: N		
		G1401 BIKE LOCKERS		21 5-00-906	CAPITAL OUTLAY	5,588.80
=== VENDOR TOTALS ===			5,588.80			

01-0565	GSI WATER SOLUTIONS, INC.					
I-0283.004-64		WATER CONSERVATION REPORT	457.50			
11/19/2015	AP-US	DUE: 11/19/2015 DISC: 11/19/2015		1099: N		
		WATER CONSERVATION REPORT		02 5-00-726	CONTRACTED SERVICES	457.50
=== VENDOR TOTALS ===			457.50			

01-0029	H. D. FOWLER COMPANY					
I-I4082068		G1401-VILLAGE GREEN RESTROOMS	315.07			
11/04/2015	AP-US	DUE: 12/10/2015 DISC: 12/10/2015		1099: N		
		G1401-VILLAGE GREEN RESTROOMS		21 5-00-906	CAPITAL OUTLAY	315.07
=== VENDOR TOTALS ===			315.07			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0699	HCD					
I-11092015		FAN GRANT-████████ 6370737	18.94			
11/09/2015	AP-US	DUE: 11/09/2015 DISC: 11/09/2015		1099: N		
		FAN GRANT-████████ 6370737		01 5-08-311	COMMUNITY SERVICES GRANT	18.94
		=== VENDOR TOTALS ===	18.94			
=====						
01-0139	HOOKER CREEK COMPANIES, LLC					
I-318533		G1401 - EXPANSION JOINT	32.00			
11/19/2015	AP-US	DUE: 11/19/2015 DISC: 11/19/2015		1099: N		
		G1401 - EXPANSION JOINT		21 5-00-906	CAPITAL OUTLAY	32.00
		=== VENDOR TOTALS ===	32.00			
=====						
01-0458	KNIFE RIVER					
I-1525021		3/4" GRAVEL	2,050.80			
11/09/2015	AP-US	DUE: 11/09/2015 DISC: 11/09/2015		1099: N		
		3/4" GRAVEL		03 5-00-749	STREET MAINTENANCE	2,050.80
		=== VENDOR TOTALS ===	2,050.80			
=====						
01-0883	MELVIN'S FIR STREET MARKET					
I-432999		CC MEETING	21.75			
11/12/2015	AP-US	DUE: 11/12/2015 DISC: 11/12/2015		1099: N		
		CC MEETING		01 5-01-700	MAYOR & COUNCIL	21.75
		=== VENDOR TOTALS ===	21.75			
=====						
01-0964	MILLER PAINT CO., INC.					
I-29162905		STREET LIGHT PAINT	61.40			
11/06/2015	AP-US	DUE: 11/06/2015 DISC: 11/06/2015		1099: N		
		STREET LIGHT PAINT		03 5-00-778	STREET LIGHTS	61.40
		=== VENDOR TOTALS ===	61.40			
=====						
01-0252	OAMR					
I-11172015		OAMR MEMBERSHIP	50.00			
11/12/2015	AP-US	DUE: 11/12/2015 DISC: 11/12/2015		1099: N		
		OAMR MEMBERSHIP		01 5-01-733	DUES & SUBSCRIPTIONS	50.00
		=== VENDOR TOTALS ===	50.00			

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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-346481		COPY PAPER	77.94			
11/13/2015	AP-US	DUE: 11/13/2015 DISC: 11/13/2015		1099: N		
		COPY PAPER		01 5-01-721	COPIER/PRINTER	24.95
		COPY PAPER		01 5-02-721	COPIER/PRINTER	14.03
		COPY PAPER		01 5-05-721	COPIER/PRINTER	3.90
		COPY PAPER		01 5-07-721	COPIER/PRINTER	24.16
		COPY PAPER		02 5-00-721	COPIER/PRINTER	5.45
		COPY PAPER		05 5-00-721	COPIER/PRINTER	5.45
I-356815		CLOCK, PAPER CLIPS, NOTE PADS	40.61			
11/16/2015	AP-US	DUE: 11/16/2015 DISC: 11/16/2015		1099: N		
		CLOCK, PAPER CLIPS, NOTE PADS		01 5-01-714	OFFICE SUPPLIES	6.10
		CLOCK, PAPER CLIPS, NOTE PADS		01 5-02-714	OFFICE SUPPLIES	6.48
		CLOCK, PAPER CLIPS, NOTE PADS		01 5-03-795	SUPPLIES	0.81
		CLOCK, PAPER CLIPS, NOTE PADS		01 5-05-714	OFFICE SUPPLIES	3.66
		CLOCK, PAPER CLIPS, NOTE PADS		01 5-07-714	OFFICE SUPPLIES	10.14
		CLOCK, PAPER CLIPS, NOTE PADS		02 5-00-714	OFFICE SUPPLIES	5.69
		CLOCK, PAPER CLIPS, NOTE PADS		03 5-00-714	OFFICE SUPPLIES	3.25
		CLOCK, PAPER CLIPS, NOTE PADS		05 5-00-714	OFFICE SUPPLIES	4.48
I-363140		STACKING TRAY	6.20			
11/16/2015	AP-US	DUE: 11/16/2015 DISC: 11/16/2015		1099: N		
		STACKING TRAY		01 5-01-714	OFFICE SUPPLIES	0.93
		STACKING TRAY		01 5-02-714	OFFICE SUPPLIES	0.99
		STACKING TRAY		01 5-03-795	SUPPLIES	0.12
		STACKING TRAY		01 5-05-714	OFFICE SUPPLIES	0.56
		STACKING TRAY		01 5-07-714	OFFICE SUPPLIES	1.55
		STACKING TRAY		02 5-00-714	OFFICE SUPPLIES	0.87
		STACKING TRAY		03 5-00-714	OFFICE SUPPLIES	0.50
		STACKING TRAY		05 5-00-714	OFFICE SUPPLIES	0.68
I-363176		STORAGE DRAWER	27.52			
11/16/2015	AP-US	DUE: 11/16/2015 DISC: 11/16/2015		1099: N		
		STORAGE DRAWER		01 5-01-714	OFFICE SUPPLIES	4.14
		STORAGE DRAWER		01 5-02-714	OFFICE SUPPLIES	4.39
		STORAGE DRAWER		01 5-03-795	SUPPLIES	0.55
		STORAGE DRAWER		01 5-05-714	OFFICE SUPPLIES	2.48
		STORAGE DRAWER		01 5-07-714	OFFICE SUPPLIES	6.87
		STORAGE DRAWER		02 5-00-714	OFFICE SUPPLIES	3.85
		STORAGE DRAWER		03 5-00-714	OFFICE SUPPLIES	2.20
		STORAGE DRAWER		05 5-00-714	OFFICE SUPPLIES	3.04
=== VENDOR TOTALS ===			152.27			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0767		OREGON DEPARTMENT OF REVENUE				
I-1581524-5		HAZARDOUS SUBSTANCE FEE	113.00			
11/09/2015	AP-US	DUE: 11/09/2015 DISC: 11/09/2015		1099: N		
		HAZARDOUS SUBSTANCE FEE		02 5-00-727	PERMITS & FEES	113.00
		=== VENDOR TOTALS ===	113.00			
=====						
01-0303		OREGON HEALTH AUTHORITY				
I-110215		DRINKING WATER CERT-STOTTS	80.00			
11/06/2015	AP-US	DUE: 11/06/2015 DISC: 11/06/2015		1099: N		
		DRINKING WATER CERT-STOTTS		02 5-00-740	EDUCATION	80.00
I-11022015		DRINKING WATER CERT-MCINTOSH	80.00			
11/06/2015	AP-US	DUE: 11/06/2015 DISC: 11/06/2015		1099: N		
		DRINKING WATER CERT-MCINTOSH		02 5-00-740	EDUCATION	80.00
I-41-00826-2016		2016 ANNUAL BACK FLOW FEE	200.00			
11/04/2015	AP-US	DUE: 11/04/2015 DISC: 11/04/2015		1099: N		
		2016 ANNUAL BACK FLOW FEE		02 5-00-748	BACKFLOW TESTING SERVICE	200.00
		=== VENDOR TOTALS ===	360.00			
=====						
01-0441		OWEN EQUIPMENT COMPANY				
I-00170134		STREET SWEEPER PARTS	162.89			
11/04/2015	AP-US	DUE: 11/04/2015 DISC: 11/04/2015		1099: N		
		STREET SWEEPER PARTS		03 5-00-796	VEHICLE MAINTENANCE	162.89
		=== VENDOR TOTALS ===	162.89			
=====						
01-0144		RESERVE ACCOUNT				
I-11162015		RESERVE ACCOUNT POSTAGE	200.00			
11/16/2015	AP-US	DUE: 11/16/2015 DISC: 11/16/2015		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			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0667	PLATT					
I-I045143		LIGHT BULBS	400.75			
11/04/2015	AP-US	DUE: 12/04/2015 DISC: 12/04/2015		1099: N		
		LIGHT BULBS		03 5-00-778	STREET LIGHTS	400.75
		=== VENDOR TOTALS ===	400.75			
=====						
01-0944	QUANTUM COMMUNICATION					
I-26940		TELEPHONE NOVEMBER 2015	811.25			
11/19/2015	AP-US	DUE: 11/19/2015 DISC: 11/19/2015		1099: N		
		QUANTUM COMMUNICATION		01 5-01-735	TELEPHONE	50.14
		QUANTUM COMMUNICATION		01 5-02-735	TELEPHONE	60.18
		QUANTUM COMMUNICATION		01 5-03-735	TELEPHONE	20.08
		TELEPHONE NOVEMBER 2015		01 5-05-735	TELEPHONE	60.18
		TELEPHONE NOVEMBER 2015		01 5-07-735	TELEPHONE	90.06
		TELEPHONE NOVEMBER 2015		02 5-00-735	TELEPHONE	85.23
		TELEPHONE NOVEMBER 2015		03 5-00-735	TELEPHONE	75.18
		TELEPHONE NOVEMBER 2015		05 5-00-735	TELEPHONE	60.20
		CITY HALL		01 5-03-735	TELEPHONE	93.00
		PWHQ		01 5-03-735	TELEPHONE	62.00
		SEWER		05 5-00-735	TELEPHONE	155.00
		=== VENDOR TOTALS ===	811.25			
=====						
01-0527	RANCH COUNTRY OUTHOUSES					
I-20564		TOILET RENTAL CLEMENS OCT 201	110.00			
11/13/2015	AP-US	DUE: 11/13/2015 DISC: 11/13/2015		1099: N		
		TOILET RENTAL CLEMENS OCT 2015		01 5-05-786	PARK MAINTENANCE	110.00
=====						
I-20639		G1401-TOILET RENTAL VILLAGE G	108.00			
11/13/2015	AP-US	DUE: 11/13/2015 DISC: 11/13/2015		1099: N		
		G1401-TOILET RENTAL VILLAGE GR		21 5-00-906	CAPITAL OUTLAY	108.00
		=== VENDOR TOTALS ===	218.00			
=====						
01-0795	ROTARY CLUB OF SISTERS					
I-11192015		COMMUNITY GRANT 15/16	770.00			
11/19/2015	AP-US	DUE: 11/19/2015 DISC: 11/19/2015		1099: N		
		COMMUNITY GRANT 15/16		01 5-08-311	COMMUNITY SERVICES GRANT	770.00
		=== VENDOR TOTALS ===	770.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0083	SISTERS RENTAL					
I-0014734-00		CONCRETE BLADE	220.00			
11/05/2015	AP-US	DUE: 11/05/2015 DISC: 11/05/2015		1099: N		
		CONCRETE BLADE		05 5-00-746	SMALL TOOLS & EQUIPMENT	41.84
		CONCRETE BLADE		02 5-00-746	SMALL TOOLS & EQUIPMENT	46.24
		CONCRETE BLADE		03 5-00-746	SMALL TOOLS & EQUIPMENT	59.25
		CONCRETE BLADE		01 5-05-746	SMALL TOOLS & EQUIPMENT	44.04
		CONCRETE BLADE		01 5-03-746	SMALL TOOLS & EQUIPMENT	28.63
=====						
I-0034925		CONCRETE MIXER RENTAL	21.08			
11/06/2015	AP-US	DUE: 11/06/2015 DISC: 11/06/2015		1099: N		
		CONCRETE MIXER RENTAL		01 5-05-786	PARK MAINTENANCE	21.08
		=== VENDOR TOTALS ===	241.08			

=====						
01-0838	SPINDRIFT FORESTRY CONSULTING					
I-SIS20150007		TREE INSPECTION	134.25			
11/13/2015	AP-US	DUE: 11/13/2015 DISC: 11/13/2015		1099: Y		
		TREE INSPECTION		03 5-00-726	CONTRACTED SERVICES	134.25
		=== VENDOR TOTALS ===	134.25			

=====						
01-0052	THE NUGGET NEWSPAPER					
I-60451		HELP WANTED-FINANCE OFFICER	161.00			
11/09/2015	AP-US	DUE: 11/09/2015 DISC: 11/09/2015		1099: N		
		HELP WANTED-FINANCE OFFICER		01 5-02-704	RECRUITMENT	161.00
		=== VENDOR TOTALS ===	161.00			

=====						
01-0744	TRI COUNTY PAVING, LLC					
I-5825		ASPHALT-TENNIS COURTS	3,600.00			
11/12/2015	AP-US	DUE: 11/12/2015 DISC: 11/12/2015		1099: Y		
		ASPHALT-TENNIS COURTS		01 5-05-786	PARK MAINTENANCE	3,600.00
=====						
I-5826		PAVING PAD-PWHQ	3,150.00			
11/12/2015	AP-US	DUE: 11/12/2015 DISC: 11/12/2015		1099: Y		
		TRI COUNTY PAVING, LLC		01 5-03-786	MAINTENANCE CITY SHOP	3,150.00
		=== VENDOR TOTALS ===	6,750.00			

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PACKET: 02417 11/20/15 AP

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
=====						
01-0903	VELOX SYSTEMS					
I-2408		IT SUPPORT NOVEMBER 2015	1,685.00			
11/02/2015	AP-US	DUE: 11/02/2015 DISC: 11/02/2015		1099: Y		
		IT SUPPORT JULY 2015		01 5-01-726	CONTRACTED SERVICES	168.50
		IT SUPPORT JULY 2015		01 5-02-726	CONTRACTED SERVICES	202.20
		IT SUPPORT JULY 2015		01 5-03-726	CONTRACTED SERVICES	67.40
		IT SUPPORT JULY 2015		01 5-05-726	CONTRACTED SERVICES	219.05
		IT SUPPORT JULY 2015		01 5-07-726	CONTRACTED SERVICES	286.45
		IT SUPPORT JULY 2015		02 5-00-726	CONTRACTED SERVICES	286.45
		IT SUPPORT JULY 2015		03 5-00-726	CONTRACTED SERVICES	252.75
		IT SUPPORT JULY 2015		05 5-00-726	CONTRACTED SERVICES	202.20
		=== VENDOR TOTALS ===	1,685.00			
=====						
01-0935	WHITNEY EQUIPMENT COMPANY, INC					
I-79714		TUBE ADAPTER, WATER HOSE	235.18			
11/11/2015	AP-US	DUE: 11/11/2015 DISC: 11/11/2015		1099: Y		
		TUBE ADAPTER, WATER HOSE		02 5-00-795	SUPPLIES	235.18
		=== VENDOR TOTALS ===	235.18			
=====						
01-0815	ZUMAR INDUSTRIES, INC.					
C-0178823		RETURN ST SIGN SUPPLIES	375.00CR			
11/06/2015	AP-US	DUE: 11/06/2015 DISC: 11/06/2015		1099: N		
		RETURN ST SIGN SUPPLIES		03 5-00-762	STREET SIGNS	375.00CR
I-0179289		POST AND ANCHORS	1,850.00			
11/06/2015	AP-US	DUE: 12/06/2015 DISC: 12/06/2015		1099: N		
		POST AND ANCHORS		03 5-00-762	STREET SIGNS	1,850.00
I-0179338		STOP SIGNS	1,925.00			
11/10/2015	AP-US	DUE: 12/10/2015 DISC: 12/10/2015		1099: N		
		STOP SIGNS		03 5-00-762	STREET SIGNS	1,925.00
		=== VENDOR TOTALS ===	3,400.00			
		=== PACKET TOTALS ===	130,659.17			

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SISTERS PATROL HOURS

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL PATROL	VACATION	SICK	TRAINING	SRO	TOTAL
JAN	120	122	115.5	111	46	514.5	46.5	0	0	64	625
FEB	119.5	109.5	116	139.5	0	484.5	26.5	27	0	61.5	599.5
MAR	122	122	126.5	132	58.5	561	40	60	0	95	756
APR	117	118.5	139	114.5	34	523	58.5	24	0	151	756.5
MAY	111	115.25	107	104	41.5	478.75	72.75	17.5	5.5	140.5	715
JUN	111.5	179.5	126	115	32	564	35	9	10	111	729
JUL	112	142	117.5	125.5	48	545	60	24	0	0	629
AUG	103.5	121	118.5	121	43.5	507.5	48	12	0	48	615.5
SEP	132	97	127	82	26.5	464.5	48	0	9	181	702.5
OCT	124	116	126.5	109.5	41.5	517.5	40	14	0	181	752.5
NOV	100	95.5	100.5	94.5	32	422.5	117	20	2	109	670.5
DEC						0					0
YEAR TO DATE						5582.75	592.25	207.5	26.5	1142	7551

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	24		426
city traffic citations	14	3	12	3	2	6	0	7	6	8	5		66
city ordinance warnings	3	1	2	2	12	0	1	0	2	0	0		23
city ordinance citations	0	4	0	0	0	0	0	0	0	0	0		4
city parking warnings	5	2	7	0	0	4	0	1	1	1	0		21
city parking citations	4	0	9	0	0	0	0	0	0	0	0		13
county traffic warnings	23	21	36	18	26	21	14	21	45	34	43		302
county traffic cite	5	2	7	0	0	1	4	4	3	2	4		32
county ordinance warnings	7	1	1	4	1	4	1	3	0	0	0		22
county ordinance citations	0	0	0	0	0	0	0	1	0	0	0		1
city misd arrests	2	0	4	5	4	4	2	4	3	4	4		36
city felony arrests	2	3	0	0	0	2	1	0	0	0	1		9
county misd arrests	4	0	2	0	0	1	0	1	1	1	1		11
county felony arrest	0	0	0	4	0	2	1	0	2	1	0		10
school zone elementary warnings	0	7	2	4	2	0	0	0	0	0	1		16
school zone elementary citations	0	2	0	0	0	0	0	0	0	0	0		2
school zone middle /high warnings	2	5	1	3	6	0	0	5	16	2	0		40
school zone middle /high citations	2	0	0	0	0	0	0	0	0	0	0		2
security checks	250	233	336	239	341	245	386	597	236	253	189		3305
open doors	3	2	0	0	0	0	3	3	1	2	0		14

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00308276	11/02/2015 16:08	HOLMES RD	Child/Elderly Abuse: Report of child neglect. UNFOUNDED.	
2015-00309701	11/04/2015 8:20	E HWY 20	Trespass/Theft of Services*: Adult male cited for using electricity from a business.	1
2015-00310086	11/04/2015 13:26	S BUCKAROO TRL	Misapply Entrusted Property/Embezzlement/Aggravated Theft I: Business owner reported theft of funds from his business.	
2015-00311690	11/06/2015 4:42	HWY 20 W/ MP 6	MVA: Vehicle vs. Pedestrian: Adult male crossing the highway at night was hit by a vehicle. Moderate injury, no citations.	3
2015-00313074	11/07/2015 15:04	E HOOD AVE	Drug Offense: Employee reported finding small bag of narcotics on the floor of his business. Narcotics taken for disposal.	
2015-00314459	11/09/2015 11:27	W MCKINNEY BUTTE RD	Criminal Mischief: City road sign damaged by a vehicle.	
2015-00315061	11/10/2015 6:52	GOODRICH RD	Trespass: Dispute over leased house.	3
2015-00315838	11/10/2015 19:34	BUFFALO DR	Burglary/Criminal Mischief/Theft I/Unlawful Entry into Motor Vehicle: Theft of equipment from fire department substation. Investigation continuing.	2
2015-00316288	11/11/2015 12:23	HWY 126 / S CREEKSIDE DR	Drug Offense: Citizen turned in backpack with drug paraphernalia. Drug related items to be destroyed.	
2015-00317045	11/12/2015 9:12	W MCKINNEY BUTTE RD	Criminal Mischief: Student claimed another student vandalized her car.	
2015-00318586	11/13/2015 17:57	E CASCADE AVE	Criminal Mischief: Report of a bird bath thrown through glass window.	
2015-00318822	11/13/2015 23:26	N LOCUST LN	Reckless Endangering/Child Neglect II: 18month old child found wondering outside at night. Child taken into protective custody by Deputies. Parents located the next morning after door to door search for the child's home. DHS investigation to be completed before child is returned to parents.	5
2015-00318931	11/14/2015 7:27	W HWY 20	Warrant Arrest*:Adult male arrested on outstanding warrant from Klamath County.	
2015-00320630	11/16/2015 8:02	CAMP POLK RD / E BLACK BUTTE AVE	Driving While Suspended*: Adult male cited for Misdemeanor Driving While Suspended.	
2015-00320881	11/16/2015 11:48	HWY 242	Sex Crime/Offense: Investigation into possible sex abuse reported by a concerned parent.	
2015-00321317	11/16/2015 19:28	N MAPLE ST	Information/Misc Report: Dispute over temporary child custody due to neglect.	1
2015-00323176	11/18/2015 11:22	W MCKINNEY BUTTE RD	Theft: Citizen reported the theft of an iPhone from an unlocked vehicle.	
2015-00324167	11/19/2015 10:22	MEADOW VIEW RD	Police Officer Hold*: Adult male taken to hospital on Police Officer Hold.	1
2015-00324841	11/20/2015 0:16	W CASCADE AVE	DUII*: Elderly male arrested for DUII. Male was cited in lieu of custody after the male suffered a serious medical emergency.	1

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2015-00324936	11/20/2015 7:10	OLD WAGON RD	Death Investigation-Natural: Elderly male died at home.	2
2015-00325824	11/20/2015 23:01	S BUCKAROO TRL	Burglary I/Assault IV/Criminal Mischief*: Intoxicated adult male arrested after he kicked in the door of a cabin and assaulted the occupants.	7
2015-00326328	11/21/2015 14:44	FS 15 / FS 1500 100	Warrant Arrest*: Adult male arrested on outstanding California warrant.	
2015-00326343	11/21/2015 15:00	W HWY 20	Drug Offense: Citizen turned in some possible marijuana left behind at a business.	
2015-00327264	11/22/2015 18:53	CROSSROADS LOOP	Theft: Citizen reported things had been moved around in her house and a security badge was taken.	
2015-00328463	11/24/2015 2:50	N LARCH	Theft III: Business reported the theft of a barstool. Property recovered.	
2015-00333373	11/28/2015 17:00	W RAILWAY	Disorderly Conduct: Dispute between two adult males. Mutual combat.	
2015-00333370	11/28/2015 17:15	S SPRUCE ST	Restraining Order Violation*: Adult male arrested for violating a valid	
2015-00333726	11/29/2015 9:00	TIMBER PINE DR	Domestic Disturbance: Family dispute. Deputy counseled all parties.	
* DENOTES CASE INCLUDED LAW ENFORCEMENT ACTION				
ADDITIONAL PERSONNEL NEEDED FROM OTHER DISTRICTS:				26

Work Plan

City of Sisters

Finance:

- 2015/16 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 - DONE
- 2014-15 CAFR – December 10
- Create a presentation and proposal to develop Online Reservations System for Creekside Campground
- Revise Chamber lease per Council direction, address any outstanding issues and proposed rent change

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); MOD 15-06 Clear Pine (SUB) CONTINUED to 01/07/15; SP 15-04 Distillery; TUP 15-01 Celia Hung 320/350 E. Cascade (incomplete); TUP 14-02 appeal to LUBA; MNR 15-02 Reckling (2 lot partition); AP 15-03 (Appeal of MMV EXT to SUB);
- Development Code revisions: TA 15-03 –Setbacks for alley loaded garages, MFR density and heights, definitions of FFE, 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; Update City Parks Master Plan and City Parks CIP; Adopt A Park, Movies In the Park; Kiosks – Pilot project at Barclay Park: grant submitted to Travel Oregon
- GIS update, Project List needs to include updates for Base Map (include all as-builts for new subdivisions), Fire Hydrants and a new aerial
- Code Enforcement: Active enforcement underway including: 103 weed abatement/ladder fuel reduction cases with 101 completed; 3 dead trees cases with 2 completed; 7 junk/debris cases with 5 completed; 3 dark skies cases with 2 completed; Overall 111 cases out of 117 completed.
- Grants: Urban Renewal Grants - 15 agreements signed, notice of revised agreement conditions sent out; Trash Enclosure Grants - accepting more applications; ODOT Enhance, Connect VI and Cycle Oregon grants submitted
- PC and Other Board Vacancies - Urban Forestry Board – Need one more, open until filled
- Planning Commission and City Council Agendas:
 - Dec 10 CC: Creekside Campground Master plan approval
 - Dec 17 PC: Workshop ongoing text amendments; discuss Planning Commission priorities for 2016
 - Jan 7 PC: MOD 15-06 Continued (Modification of ClearPine SUB)
- City Parks Advisory Board
 - Dec 8: Regular meeting Continue review of City Parks Master Plan

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 effective 11/15, prioritized. Scheduling/execution is progressing
- URA Projects
 - Village Green Restroom Improvements – Grant awarded, Project Development Spring 2015, Restroom Ordered. Restrooms placed, finished by Christmas
- 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 reduced the wattage on 2 fixtures at Spruce on the north side of Cascade and are determining if we can further reduce dark skies impact, finish reducing the rest in spring 2016
- 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 Spring 2016
- Chamber Building Improvements – Interior Done, Landscape / ADA improvements 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, construction to begin in December, finish in spring 2016
- 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, weather delays pushed completion into December
- 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 approved on November 12, paving complete, work ongoing, expected completion in Spring 2016

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: 11/01/2015 TO 11/30/2015

PAID STATUS: ALL

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

LIC CODES: ALL

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

ID	CODE	NAME	PROPERTY ADDRESS	CITY LIMIT
001128	RETAIL	DIXIE'S, LLC	100 E CASCADE AVE	INSIDE
001129	SVS	BOSWELL GUITARS	210 S ELM	INSIDE
001130	RETAIL	STEIGMAN, INC DBA-FAVEUR	150 W CASCADE 100	INSIDE
001131	LODG	SISTERS BUNKHOUSE, LLC	114 N OAK STREET	INSIDE

TOTAL LICENSES: 4

AGENDA ITEM SUMMARY



CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: December 10, 2015

Staff: Andrew Gorayeb

Type: Regular Meeting

Dept: CMO

Subject: Full Faith and Credit Bonds

Action Requested: Discussion and Consideration of Ordinance No. 466: AN ORDINANCE AUTHORIZING FULL FAITH AND CREDIT BONDS FOR MULTIPLE PURPOSES.

Summary:

Ordinance No. 466 authorizes the issuance of revenue bonds and delegates authority to the City Manager to issue the bonds and execute the required documents after determining the action will benefit the City.

The issuance of the revenue bonds will refinance five loans:

		Outstanding Principal	Current Interest Rate
USDA No. 92-04	Sewer Fund	\$2,549,191	4.5%
USDA No. 92-06	Sewer Fund	1,919,325	4.5%
Bank of the Cascades	Sewer Fund	711,828	2.22%
Bank of the Cascades	Sewer SDC	850,184	2.22%
Bank of the Cascades	City Hall DS	<u>586,304</u>	2.22%
Total to Refinance		\$6,616,832	

With the addition of issuance costs of approximately \$160,000 the principal of the new issuance will be \$6,776,832. With an estimated interest rate of 3.453%, 25 year amortization period, and assuming the BOTC loans are extended in 2022 at 3.72%, the present value savings of the issuance is \$304,000.

Staff is also proposing to payoff the Department of Environmental Quality (DEQ) loan in the Sewer Fund. Current outstanding principal is \$15,989.

After refinancing, the City debt will consist of the revenue bonds of \$6.8 mil and the URA loan with the BOTC of \$1.1 mil.

Financial Impact:

Present value savings of approximately \$238,000 in the Sewer Fund, \$39,000 in the Sewer SDC Fund, and \$27,000 in the City Hall Debt Service Fund.

Attachment(s):

Attachment A – Resolution Ordinance No. 466

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

ATTACHMENT A

ORDINANCE NO. 466

AN ORDINANCE AUTHORIZING FULL FAITH AND CREDIT BONDS FOR MULTIPLE PURPOSES

WHEREAS, the City is authorized to issue revenue bonds for a public purpose by ORS 287A.150 (the “Act”), which states that those bonds may be payable from all or any portion of the “revenue” of the City, as defined in ORS 287A.001(16); and,

WHEREAS, ORS 287A.001(16) defines “revenue” to mean all fees, tolls, excise taxes, assessments, property taxes and other taxes, rates, charges, rentals and other income or receipts derived by a public body or to which a public body is entitled; and,

WHEREAS, the City may authorize revenue bonds under the Act by nonemergency ordinance, but may not sell the revenue bonds under the Act until the period for referral of the nonemergency ordinance authorizing the revenue bonds has expired; and,

WHEREAS, if a nonemergency ordinance authorizing the revenue bonds is referred, the City may not sell the revenue bonds unless the voters approve the revenue bonds; and,

WHEREAS, the City desires to issue revenue bonds under the Act that are secured by all lawfully available funds of the City and a pledge of the City’s full faith and credit and taxing power, as permitted by ORS 287A.315, to refinance the following outstanding borrowings of the City of Sisters:

- Revenue Installment Sewer Bond No. 1 outstanding on the date of this ordinance in the approximate principal amount of \$2,549,191.35 and held by the United States Department of Agriculture that financed sewer system improvements (“USDA Sewer Bond 1”);
- Revenue Installment Sewer Bond No. 2 outstanding on the date of this ordinance in the approximate principal amount of \$1,919,324.74 and held by the United States Department of Agriculture that financed sewer system improvements (“USDA Sewer Bond 2”);
- Promissory Note outstanding on the date of this ordinance in the approximate principal amount of \$711,828.39 and held by the Bank of the Cascades that refinanced sewer system improvements (the “BOTC Loan 1”);
- Promissory Note outstanding on the date of this ordinance in the approximate principal amount of \$850,184.38 and held by the Bank of the Cascades that refinanced Lazy Z property acquisition (the “BOTC Loan 2”);
- Promissory Note outstanding on the date of this ordinance in the approximate principal amount of \$586,303.97 and held by the Bank of the Cascades that refinanced a new city hall and street improvement projects (the “BOTC Loan 3” and together with the USDA Sewer Bond 1, USDA Sewer Bond 2, BOTC Loan 1 and BOTC Loan 2, the “Refundable Borrowings”); and,

WHEREAS, the refinancings contemplated by this ordinance would allow the City to take advantage of low interest rates, enabling the City to refund the USDA Sewer Bond 1 and USDA Sewer Bond 2 to achieve debt service savings and the BOTC Loan 1, BOTC Loan 2 and BOTC 3 to extend their terms.

THE CITY OF SISTERS ORDAINS AS FOLLOWS:

Section 1. Revenue Bonds Authorized under the Act. The City hereby authorizes the issuance of revenue bonds pursuant to the Act in amounts sufficient to refund the Refundable Borrowings and pay estimated costs related to those revenue bonds.

A. The revenue bonds authorized by this Section 1 may be payable from all lawfully available funds of the City and may be secured by the City's full faith and credit and taxing power within the limitations of Article XI, Sections 11 and 11b of the Oregon Constitution pursuant to ORS 287A.315.

B. Additionally, the portion of the revenue bonds issued to refund sewer projects, USDA Sewer Bond 1, USDA Sewer Bond 2, and BOTC Loan 1, (the "Sewer Refinancing Portion") may also be secured by a pledge of or other commitment to pay from sewer system revenues. The City expects to pay the debt service on the Sewer Refinancing Portion of the revenue bonds authorized in this Section 1 from sewer system revenues.

C. The revenue bonds authorized by this Section 1 are estimated to be issued in a principal amount not to exceed \$6,800,000.

D. No bonds authorized by this Section 1 may be sold and no purchase agreement for any of those bonds may be executed until the period of referral of this nonemergency ordinance has expired and this ordinance takes effect. If this ordinance is referred, the City may not sell the bonds authorized by this Section 1 unless the voters approve this ordinance.

Section 2. Delegation. After this ordinance takes effect the City Manager, the Finance Officer or the person designated by the City Manager or the Council to act on behalf of the City under this ordinance (each of whom is referred to in this ordinance as a "City Official") may, on behalf of the City and without further action by the Council:

A. Determine whether refunding all or a portion of the Refundable Borrowings benefits the City, and elect to refund all or any portion of the Refundable Borrowings.

B. Issue all or a portion of the revenue bonds authorized by Section 1 of this ordinance (the "Bonds") in one or more series, which may be sold at different times.

C. Participate in the preparation of, authorize the distribution of, and deem final preliminary and final official statements or other disclosure documents for each series of the Bonds.

D. Subject to the limits in this ordinance, establish the final principal amounts, maturity schedules, interest rates, sale prices, redemption terms, payment terms and dates, record dates and other terms for each series of the Bonds, and select one or more underwriters or lenders and negotiate the sale of any series with those underwriters or lenders.

- E. Undertake to provide continuing disclosure for any series of the Bonds in accordance with Rule 15c2-12 of the United States Securities and Exchange Commission.
- F. Pledge sewer system revenues to or otherwise commit sewer system revenues to secure the Sewer Refinancing Portion, determine the lien status of any pledge of those revenues, and enter into covenants with bond purchasers that are designed to obtain more favorable terms from bond purchasers and that are often made by issuers of utility revenue bonds. Covenants authorized by this subsection include, but are not limited to, covenants that obligate the City to generate specified amounts of sewer system revenues each year and covenants that limit future borrowings that are secured by sewer system revenues.
- G. Finalize the terms of, execute, and deliver bond declarations or other documents that describe the terms of each series of the Bonds. The bond declarations or other documents may also contain covenants for the benefit of the owners.
- H. Appoint and enter into agreements with service providers for the Bonds, including verification agents and escrow agents to accomplish the refundings.
- I. Apply for ratings for each series of Bonds, determine whether to purchase municipal bond insurance or obtain other forms of credit enhancements for each series of Bonds, enter into agreements with the providers of credit enhancement, and execute and deliver related documents.
- J. Issue any qualifying series of Bonds as “tax-exempt bonds” bearing interest that is excludable from gross income under the Internal Revenue Code of 1986, as amended, (the “Code”) and enter into covenants for the benefit of the owners of those series to maintain the excludability of interest on those series from gross income under the Code.
- K. Issue any qualifying series of Bonds as “federal subsidy bonds” that are eligible for federal interest rate subsidies but bear interest that is includable in gross income under the Code and take any actions that are required to qualify for those federal interest rate subsidies.
- L. Issue any series of Bonds as “taxable bonds” bearing interest that is includable in gross income under the Code.
- M. Designate any series of Bonds as a qualified tax-exempt obligation pursuant to Section 265(b)(3) of the Code, if applicable.
- N. Execute any documents and take any other action in connection with the Bonds that the City Official finds will be advantageous to the City.

Section 3. PASSED by the City Council of the City of Sisters and APPROVED by the Mayor this 10th day of December, 2015.

Chris Frye, Mayor

ATTEST:

Kathy Nelson, City Recorder

AGENDA ITEM SUMMARY



**CITY OF SISTERS
SISTERS CITY COUNCIL**

Meeting Date: December 10, 2015

Staff: Andrew Gorayeb/
Lynne Fujita-Conrads

Type: Regular Meeting

Dept: Finance

Subject: Pay Plan Classification

Action Requested: Discussion and Consideration of Resolution No. 2015-26: A RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION FOR THE CITY OF SISTERS.

Summary:

The position of Finance Officer has been added to the Pay Plan. The replacement for the Finance Director will begin as a Finance Officer at Grade 25 with the opportunity to advance to Finance Director.

The position of Building Official has been added as Grade 25. Staff proposes to recruit for an in-house Building Official to cover services currently provided by Deschutes County. Some inspection services may still be contracted with the County, depending on the certifications of the individual recruited.

Financial Impact:

There will be minimal financial impact for the Finance Officer position.

The current contract with Deschutes County expires at the end of 2015. Payment to the County under the current contract is 62% of building permit and electrical fees, which is budgeted at \$133,920. The County provides inspection services 20 hours per week. The annual salary range for the proposed full-time position is \$46,612 - \$70,491. Savings are expected and services levels will increase.

Attachment(s):

Attachment A – Resolution No. 2015-26

Concurrence: CM:  FIN:  PW:  CDD: 

ATTACHMENT A

RESOLUTION NO. 2015-26

**A RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION
FOR THE CITY OF SISTERS**

WHEREAS, the City of Sisters elects the following:

SECTION ONE: All conflicting policies and resolutions are hereby repealed.

SECTION TWO: The following schedule sets forth the increment Pay Plan steps for classified positions of the City of Sisters employees.

	Grade	STEPS														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CITY MANAGER	33	34.93	35.98	37.06	38.17	39.31	40.49	41.71	42.96	44.25	45.58	46.95	48.36	49.81	51.30	52.84
PUBLIC WORKS DIR	30	29.60	30.48	31.41	32.35	33.32	34.31	35.34	36.41	37.50	38.62	39.78	40.97	42.20	43.47	44.77
CDD DIRECTOR	30	29.60	30.48	31.41	32.35	33.32	34.31	35.34	36.41	37.50	38.62	39.78	40.97	42.20	43.47	44.77
FIN & ADM DIR	30	29.60	30.48	31.41	32.35	33.32	34.31	35.34	36.41	37.50	38.62	39.78	40.97	42.20	43.47	44.77
BUILDING OFFICIAL	25	22.41	23.08	23.77	24.49	25.21	25.97	26.75	27.56	28.38	29.24	30.11	31.02	31.95	32.91	33.89
FINANCE OFFICER	25	22.41	23.08	23.77	24.49	25.21	25.97	26.75	27.56	28.38	29.24	30.11	31.02	31.95	32.91	33.89
ASSOCIATE PLNR	24	21.18	21.82	22.47	23.14	23.84	24.55	25.29	26.05	26.83	27.63	28.46	29.32	30.20	31.10	32.03
MAINTENANCE SUPV	24	21.18	21.82	22.47	23.14	23.84	24.55	25.29	26.05	26.83	27.63	28.46	29.32	30.20	31.10	32.03
PLANNING TECH II	21	18.12	18.66	19.22	19.80	20.39	21.01	21.64	22.29	22.95	23.64	24.35	25.08	25.83	26.61	27.41
CITY RECORDER	21	18.12	18.66	19.22	19.80	20.39	21.01	21.64	22.29	22.95	23.64	24.35	25.08	25.83	26.61	27.41
PW OPS COORD	20	17.32	17.84	18.38	18.92	19.50	20.08	20.68	21.31	21.94	22.60	23.28	23.98	24.70	25.44	26.20
UT TECH II	18	15.86	16.32	16.82	17.32	17.84	18.37	18.92	19.50	20.08	20.68	21.30	21.94	22.60	23.28	23.98
DATA ANALYST	17	15.17	15.63	16.10	16.58	17.08	17.59	18.12	18.66	19.23	19.80	20.40	21.01	21.64	22.29	22.96
ACTG TECH	17	15.17	15.63	16.10	16.58	17.08	17.59	18.12	18.66	19.23	19.80	20.40	21.01	21.64	22.29	22.96
ADMIN ASST	16	14.53	14.97	15.42	15.88	16.35	16.84	17.35	17.87	18.40	18.96	19.53	20.11	20.71	21.34	21.98
UT TECH I	15	13.92	14.34	14.77	15.22	15.67	16.14	16.63	17.12	17.63	18.17	18.71	19.27	19.85	20.45	21.06
UT ASSISTANT	12	12.28	12.65	13.02	13.42	13.82	14.23	14.65	15.10	15.55	16.02	16.50	16.99	17.50	18.03	18.57

SECTION THREE: This schedule will be effective as of December 10, 2015.

ADOPTED by the City Council of Sisters and APPROVED by the Mayor this 10th day of December, 2015.

Chris Frye, Mayor

Attest:

Kathy Nelson, City Recorder

AGENDA ITEM SUMMARY



**CITY OF SISTERS
SISTERS CITY COUNCIL**

Meeting Date: December 10, 2015

Staff: Andrew Gorayeb/
Lynne Fujita-Conrads

Type: Regular Meeting

Dept: Finance

Subject: Supplemental Budget – FY 2015-16

Action Requested: Conduct a public hearing and consider the approval of Resolution No. 2015-27: A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE FY 2015/16 BUDGET.

Background:

Budget adjustments are permitted under Oregon Revised Statute 294.471. Per Oregon Revised Statute 294.473(1)(b), if total fund expenditures change by more than ten percent, or a new appropriation category is created, a notice of a public meeting and the proposed budget adjustments need to be published at least 5 days prior to the meeting. The public notice appeared in the NuggetNews on December 2, 2015.

Summary:

- Transfer \$66,000 to the Street Fund from the General Fund’s Strategic Reserve for the Hood Avenue Improvement Project and an increase in Capital Outlay in the Street Fund.
- Increase the Computer Software Maintenance line item in Finance & Administration, Water Fund, and Sewer Fund for a network security assessment. Staff is obtaining quotes for an assessment of the City’s network security, which includes testing for vulnerabilities in the City’s office systems and processes, water and sewer systems.
- Increase debt service in the Sewer Fund, Sewer SDC Fund, and City Hall Debt Service Fund for refinancing and issuance of revenue bonds.

Financial Impact:

Net increase of \$6,916,000 in appropriations.

Attachment(s):

- Attachment A – Resolution No. 2015-27
- Attachment B – Supplemental Budget Worksheet

Concurrence: CM:  FIN:  PW:  CDD: _____

ATTACHMENT A

RESOLUTION NO. 2015-27

A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE 2015/16 BUDGET.

WHEREAS, the City of Sisters will have unexpected and unbudgeted resources and expenditures for FY 2015/16.

RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET

BE IT RESOLVED that the City Council of the City of Sisters hereby adopts the supplemental budget for fiscal year 2015/16 in the amount of **\$6,916,000**. This budget is now on file at 520 E. Cascade Ave., in Sisters, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the following adjustments to appropriation categories are authorized by supplemental budget:

General Fund

Finance & Administration	\$ 7,000
Transfers	66,000
Operating Contingency	(7,000)
Total	\$ 66,000

Water Fund

Materials & Services	\$ 5,000
Operating Contingency	(5,000)

Street Fund

Capital Outlay	\$ 66,000
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Sewer Fund

Materials & Services	\$ 5,000
Debt Service	5,319,000
Operating Contingency	(5,000)
Total	\$ 5,319,000

Sewer SDC Fund

Debt Service	\$ 867,000
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City Hall Debt Service

Debt Service	\$ 598,000
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ATTACHMENT A

SECTION THREE: This resolution is hereby approved and adopted by the Sisters City Council and approved by the Mayor on this 10th day of December, 2015.

Chris Frye, Mayor

Nancy Connolly, Councilor

Amy Burgstahler, Councilor

David Asson, Councilor

Andrea Blum, Councilor

ATTEST:

Kathy Nelson, City Recorder

**City of Sisters
Supplemental Budget Worksheet
FY 2015/16**

FUND CATEGORY	ACCOUNT #	REVENUE / EXPENSE DESCRIPTION	REASON	ADOPTED BUDGET	PROPOSED SUPPL.	REVISED BUDGET
GENERAL FUND						
Strategic Reserve	01-5-00-425	Strategic Reserve	Transfer to Street Fund	879,491	(66,000)	813,491
Operating Contingency	01-5-00-400	Operating Contingency		295,825	(7,000)	288,825
Transfers	01-5-00-600	Transfer to Other Funds	Transfer to Street Fund	210,000	66,000	276,000
Finance and Administration	01-5-02-710	Computer Software Maintenance	Security Assessment	3,000	7,000	10,000
WATER FUND						
Operating Contingency	02-5-00-400	Operating Contingency		54,507	(5,000)	49,507
Materials & Services	02-5-00-710	Computer Software Maintenance	Security Assessment	3,900	5,000	8,900
STREET FUND						
Transfers	03-5-00-510	Transfer from General Fund		210,000	66,000	276,000
Capital Outlay	03-5-00-906	Capital Outlay	Hood Avenue Improvements	616,152	66,000	682,152
SEWER FUND						
Revenue	05-4-00-347	Loan Proceeds		0	5,319,000	5,319,000
Operating Contingency	05-5-00-400	Operating Contingency		48,826	(5,000)	43,826
Materials & Services	05-5-00-710	Computer Software Maintenance	Security Assessment	2,700	5,000	7,700
Debt Service	05-5-00-822	Loan Payment/Refund	Refinancing	0	5,193,000	5,193,000
	05-5-00-8XX	Loan Fees	Refinancing	0	126,000	126,000
SEWER SDC FUND						
Revenue	10-4-00-347	Loan Proceeds		0	867,000	867,000
Debt Service	10-5-00-822	Loan Payment/Refund	Refinancing	0	846,000	846,000
	10-5-00-8XX	Loan Fees	Refinancing	96,200	21,000	117,200
CITY HALL DEBT SERVICE						
Revenue	18-4-00-347	Loan Proceeds		0	598,000	598,000
Debt Service	18-5-00-822	Loan Payment/Refund	Refinancing	0	583,000	583,000
	18-5-00-8XX	Loan Fees	Refinancing	66,600	15,000	81,600

CITY OF SISTERS
LUBA Remand of Case #2014-086 regarding City Land Use Application TU #14-02

Issues on Remand:

Per the remand decision, the LUBA has instructed the City to address the following questions and make findings of fact to support the City's determination. Staff are providing proposed findings of fact for the Council to consider in its review. It should be noted that the code sections at issue on this remand have been removed from the city code.

1. Is a "Temporary Use Permit" the equivalent of a "Special Event Permit"?

Former Sisters Code Section 5.24.115(5) included the following language: "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."

Petitioner argues that a Temporary Use Permit issued by the City is the equivalent of a Special Event Permit and, therefore, the City cannot require a transient merchant permit or fee for transient merchants that participate in the temporary use.

City Staff disagree. This argument was presented to the planning commission and staff explained that a temporary use permit and a special event permit are not the same based on the following proposed findings of fact:

- a. Temporary Use Permits are a land use action under the development code;
- b. Transient Merchant Permits are a form of business license issued under the municipal code;
- c. The term "Special Event Permit" only appears in code section 5.24.115 and only in relation to the fee waiver for transient merchant permits;
- d. The term "Special Event Permit" is not defined anywhere in the Sisters Code;
- e. The City does not issue and has never issued a "Special Event Permit";
- f. The City has always treated the waiver in code section 5.24.115(5) for Special Event Permits as a waiver of the transient merchant fee for an approved Public Event Permit;
- g. The City has only applied the waiver under code section 5.24.115(5) to events conducted under Public Event Permits;
- h. The City has never applied the fee waiver under code section 5.24.115(5) to a Temporary Use Permit;
- i. Under the city of Sisters code applicable to this application, a temporary use permit is not a Special Event under code section 5.24.115(5) and the holder of a temporary use permit is required to comply with all code provisions and obtain all applicable business licenses, including transient merchant permits, and pay all applicable fees.

2. Does the City exempt city business license holders from paying individual transient merchant license fees for their individual vendors and does the City not require the business license holder from ever paying the transient merchant fee?

Petitioner asserts that the city has historically exempted city business license holders from obtaining individual transient merchant license for their individual vendors and from ever paying the transient merchant license fee.

CITY OF SISTERS
LUBA Remand of Case #2014-086 regarding City Land Use Application TU #14-02

City Staff disagree. When an existing business will have multiple transient merchants using their property, each of the transient merchants must obtain a transient merchant license and pay the required fee. If the existing business is operating as the transient merchant, they are required to obtain the transient merchant license, but do not pay the permit. This is because the city code 5.04.025 allows a business that is operating within the city and that has a valid business license to obtain a transient merchant license to sell the same items typically sold at the business's permanent location. Staff propose the following findings of fact:

- a. When an existing business will have transient merchants using the business property, regardless of the number of transient merchants each transient merchant must obtain a transient merchant license and pay the transient merchant fee;
- b. City staff regularly check to make sure that transient merchants operating on existing business property have the proper license and have paid the appropriate fee;
- c. Existing businesses that have a valid business license may operate as a transient merchant within the city for the purpose of selling the same items typically sold at the permanent location by obtaining a transient merchant license from the city pursuant to city code 5.04.025;
- d. Existing businesses do not meet the definition of a transient merchant under 5.24.110, but are required to obtain the license for city monitoring purposes;
- e. Because the business has an existing business license, another business license fee is not charged to that business;
- f. Slick's Que Co was an existing business within the city. It obtained a transient merchant permit to sell the same products sold at its permanent location within the city;
- g. Pieceful Expressions was an existing business within the city. It obtained a transient merchant permit to sell the same products sold at its permanent location within the city;
- h. Poppies, LLC Catering/Event Planning was an existing business within the city. It obtained a transient merchant permit to sell the same products sold at its permanent location within the city;
- i. Canyon Creek Pottery is an existing business within the city. It obtained a transient merchant permit to sell the same products sold at its permanent location within the city;
- j. Under the code applicable to this application, existing businesses are not permitted to conduct multivendor events at other locations within the city without obtaining the appropriate permit. If they obtain a temporary use permit, all of the vendors will be required to obtain a transient merchant license and pay the required fee. If they obtain a public event permit, under the prior code the transient merchant license would not be required and there would be no transient merchant fee.

3. Does issuing a city business license to conduct business as an "Event Coordinator" constitute issuing a special event permit within the meaning of code section 5.24.120(5)?

Petitioner asserts that when the city issues its business license to Richard Esterman as an "Event Coordinator" that it also issued Mr. Esterman and his business a special event permit under the city code.

City staff disagree. Issuing a business license under one section of the code does not under any reading of the code issue any separate form of permit. Staff propose the following findings of fact:

- a. The requirement for a business license, including the purpose statement for those licenses, is contained in code section 5.04;
- b. A business license only allows the individual or entity obtaining the business license to

CITY OF SISTERS

LUBA Remand of Case #2014-086 regarding City Land Use Application TU #14-02

- conduct business within the city. It does not grant any other permits or approvals beyond the registration of that business with the city.
- c. Nowhere in any portion of the code does the code provide that obtaining a business license to operate within the city of Sisters provides any particular type of business with any additional benefits or permits;
 - d. Obtaining a business license as an "Event Coordinator" does not grant a "special event permit" to that business;
 - e. The City has never treated a business license holder whose business is "Event Coordinator" as having granted a special event permit. The actions are unrelated.
 - f. Obtaining a business license as an "Event Coordinator" does not make the business a "sponsoring organization" for the purpose of a fee waiver under code section 5.24.120(5);
 - g. Under the city code applicable to this application, obtaining a business license as an "Event Coordinator" does not qualify that businesses vendors for the special event transient merchant license fee waiver under code section 5.24.115(5);
 - h. Secondly, the City Council finds that this issue is not applicable to this application. Petitioner Richard Esterman has a city business license as an "Event Coordinator" but is not the applicant. The TUP applicant is Bend/Sisters Garden RV Resort. Celia Hung signed as the applicant. Richard Esterman appears to function as the marketing and business manager for Bend/Sisters Garden RV Resort and may be an employee or have some other relationship with the applicant, but is not the TUP applicant.

Suggested Motion by Council:

I move to adopt the findings of fact as presented by staff [and as amended by council] on the remand of land use application TU 14-02.



Attachments:

A - LUBA Remand decision

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

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BEFORE THE LAND USE BOARD OF APPEALS
OF THE STATE OF OREGON

BEND/SISTERS GARDEN RV RESORT LLC,
CELIA HUNG, RICHARD ESTERMAN,
and CENTRAL OREGON SHOWS,
Petitioners,

vs.

CITY OF SISTERS,
Respondent.

10/02/15 AM 8:07 LUBA

LUBA No. 2014-086

FINAL OPINION
AND ORDER

Appeal from City of Sisters.

Wendie L. Kellington, Lake Oswego, filed the petition for review and argued on behalf of petitioners. With her on the brief was Kellington Law Group, PC.

Steven D. Bryant, Redmond, filed the response brief and argued on behalf of respondent. With him on the brief was Bryant Emerson, LLP.

HOLSTUN, Board Member; BASSHAM, Board Chair; RYAN Board Member, participated in the decision.

REMANDED 10/02/2015

You are entitled to judicial review of this Order. Judicial review is governed by the provisions of ORS 197.850.

1 time limit imposed by the SDC on TUPs, the majority of the parties' dispute in
2 this appeal concerns the relationship between TUPs authorized by the SDC and
3 Transient Merchant Licenses (TMLs), which are issued under SMC Title 5.

4 **FIRST ASSIGNMENT OF ERROR**

5 **A. The City Council's Interpretation and LUBA's Standard of**
6 **Review**

7 The issue presented in the first assignment of error is one of
8 interpretation of the SDC.¹ Because the city council is the governing body, the
9 city council's interpretation of its land use regulations is subject to deferential
10 review under ORS 197.829(1) and *Siporen v. City of Medford*, 349 Or 247,
11 260-61, 243 P3d 776 (2010).² As relevant here, that interpretation must be
12 upheld unless it "[i]s inconsistent with the express language" of the SDC.

¹ The below is an aid to keep up with the acronyms we use in this opinion.
SDC = Sisters Development Code.
SMC = Sisters Municipal Code
TML = Transient Merchant License
TUP = Temporary Use Permit

² ORS 197.829(1) provides:

"The Land Use Board of Appeals shall affirm a local government's interpretation of its comprehensive plan and land use regulations, unless the board determines that the local government's interpretation:

"(a) Is inconsistent with the express language of the comprehensive plan or land use regulation;

"(b) Is inconsistent with the purpose for the comprehensive plan or land use regulation;

1 SDC Chapter 2.15 sets out “Special Provisions” governing a variety of
2 different uses. SDC 2.15.1900 governs temporary uses. SDC 2.15.1900(C)(2)
3 sets out time limits for TUPs:

4 “**Time Limits.** Unless otherwise noted, the temporary use shall
5 cease and any approved structure removed upon expiration of the
6 temporary use permit, unless renewed by the Community
7 Development Director or his/her designee. *In no case shall a*
8 *temporary use permit be issued for a period exceeding 180 days in*
9 *any 365 day period.*” (Emphasis added.)

10 Petitioners’ interpretive challenge under the first assignment of error
11 concerns the final sentence of SDC 2.15.1900(C)(2). Petitioners took the
12 position before the city that the 180-day time limit does not begin until the TUP
13 is first used and the 180-days need not be measured in consecutive days.
14 Supplemental Record 44.³ In response to questions from the city council, the
15 city attorney ultimately advised the city council that SDC 2.15.1900(C)(2)

“(c) Is inconsistent with the underlying policy that provides the
basis for the comprehensive plan or land use regulation; or

“(d) Is contrary to a state statute, land use goal or rule that the
comprehensive plan provision or land use regulation
implements.”

³ If we understand petitioners’ position correctly, that would allow
petitioner to operate for multiple days, separated by days of inactivity, so long
as the total number of days of operation within a 365-day span did not exceed
180 days. For example, under petitioners’ understanding of SDC
2.15.1900(C)(2), the operation authorized by the TUP could operate up to 60
separate periods of three days each.

1 requires that the 180-day period must commence on the date the TUP is issued
2 and must run for 180 consecutive days. Supplemental Record 857.

3 In its findings the city council set out the text of SDC 2.15.1900(C)(2)
4 and then found:

5 "The time-frame requested is from July 1, 2014 to December 27,
6 2014, a total of 180 days. A condition shall be added that allows
7 the applicant up to 180 days within a 365 day period to use the
8 property in this manner[.]" Record 36.

9 Although the above finding is a bit ambiguous, petitioners contend it can be
10 read to be consistent with their interpretation of the SDC 2.15.1900(C)(2) 180-
11 day time limit. We agree. But we do not agree with petitioners' suggestion that
12 the finding is not consistent with the city councils' ultimate, albeit implicit,
13 interpretation. The general condition of approval number 1 that the city council
14 included in its September 11, 2014 decision appears to have adopted the city
15 attorney's interpretation of the SDC 2.15.1900(C)(2) 180-day time limit. That
16 condition is set out below:

17 **"Validity Duration.** This Decision authorizes a Temporary Use
18 Permit for the Bend/Sisters Garden RV Resort Company. This
19 permit is valid beginning September 13, 2014 and terminates on
20 March 11, 2015, 5:00 p.m." Record 48.

21 We conclude that, in adopting general condition of approval number 1, the city
22 council implicitly interpreted the SDC 2.15.1900(C)(2) 180-day time limit to
23 require that a TUP be limited to a single 180-day period, which must begin on

1 the day the TUP is approved.⁴ That implicit interpretation is adequate for
2 review, and is entitled to deferential review under ORS 197.829(1) and
3 *Siporen. Alliance for Responsible Land Use v. Deschutes County*, 149 Or App
4 259, 266, 942 P2d 836 (1997).

5 **B. Petitioners' Challenge to the City Council's Interpretation**

6 Petitioners argue the above condition renders the TUP for their proposed
7 outdoor sales "virtually useless," because it begins and terminates outside the
8 period of the year with reliably good weather. Petition for Review 10.

9 "[T]he text of 2.15.1900(C)(2) is straightforward. The code states:
10 'In no case shall a temporary use permit be issued for a period
11 exceeding 180-days in any 365 day period.' SDC 2.15.1900(C)(2).
12 This means exactly what it says. The applicant has a right under a
13 TUP to conduct a temporary use for 180 days in *any* 365-day
14 period. The 180 days is just that, 180 days. The reference to 'days'
15 means one counts days, not months. It does not say 180
16 'consecutive' days or '6 months.' No language in the provision
17 limits how an applicant uses the 180 days other than the days must
18 be used within a 365-day period. The 180 days may be used
19 consecutively or singularly or some combination of those.
20 However, the number of days the permit is used cannot exceed
21 180 days.

22 "The reference to 'any 365 day period' refers to the ultimate
23 timeframe during which the applicant may use his or her 180
24 'days.' Nothing in the language of the code says that the TUP time
25 period necessarily runs from the final city approval for a period of
26 six consecutive months, as the city condition requires. * * *"
27 Petition for Review 15-16.

⁴ The TUP was approved on September 11, 2014, under the condition the 180-day time limit commenced on September 13, 2014. The reason for the two-day difference is not clear from the record.

1 Petitioners contend the city council’s interpretation violates ORS
2 174.010 by inserting language into SDC 2.15.1900(C)(2) that is not there and
3 by failing to give effect to, and thereby omitting, words that are included in
4 SDC 2.15.1900(C)(2).⁵ Petitioners argue the city councils’ interpretation is also
5 inconsistent with relevant contextual requirements in the SDC, which explicitly
6 require that certain other time periods be measured in “consecutive days,”
7 when that is the city’s intent.⁶

⁵ ORS 174.010 provides:

“In the construction of a statute, the office of the judge is simply to ascertain and declare what is, in terms or in substance, contained therein, *not to insert what has been omitted, or to omit what has been inserted*; and where there are several provisions or particulars such construction is, if possible, to be adopted as *will give effect to all*.” (Emphasis added.)

We understand petitioners to contend that requiring the 180 day period to commence on the date the permit is issued and requiring that the 180 days be continuous require inserting text into SDC 2.15.1900(C)(2). We also understand petitioners to contend that requiring the 180 day period to begin on the date the permit is issued makes the words “in any 365 day period” meaningless, thereby failing to give those words effect and omitting them from SDC 2.15.1900(C)(2).

⁶ For example under SDC 2.15.1900(E)(5) “Temporary non-profit seasonal sales * * * up to 30 consecutive days per calendar year” are exempt from land use review. And under SDC 2.15.2400(E)(7) temporary exemptions from the city’s dark sky standard may be granted for “up to five consecutive days per calendar year.”

1 **C. The City’s Two-Part Interpretation**

2 **1. A TUP is Limited to a Single Period of no More Than**
3 **180 days**

4 We restate the key sentence of SDC 2.15.1900(C)(2):

5 “In no case shall a temporary use permit be issued for a period
6 exceeding 180 days in any 365 day period. (Underlining and
7 italics added.)

8 While it is possible to characterize the city council’s condition as
9 imposing a 180 *consecutive* day limit, it is also possible to characterize the
10 condition as limiting the TUP to a single *period* of 180 days that begins on
11 “September 13, 2014 and terminates on March 11, 2015, 5:00 p.m.” Limiting
12 the TUP to a single period of 180 days is entirely consistent with prohibition in
13 SDC 2.15.1900(C)(2), that “[i]n no case shall a temporary use permit be issued
14 for a *period* exceeding 180 days * * *.” A possible negative implication from
15 that language is that in all cases a temporary use permit shall be issued for a
16 period of 180 days or less. On the other hand, petitioners’ interpretation that
17 SDC 2.15.1900(C)(2) allows TUP holders as many separate periods of
18 operation as they wish, so long as those separate periods of use do not extend
19 beyond a total of 180 days in any 365-day period, has no textual support in
20 SDC 2.15.1900(C)(2). As the city points out, petitioners’ interpretation is also
21 inconsistent with the SDC definition of TUP. Under SDC 1.3.300, by
22 definition, a temporary use is one that is for a “fixed period of time,” which

1 expires at the end of that period time.⁷ We reject petitioners' argument that
2 under SDC 2.15.1900(C)(2) a temporary use permit may not be limited to a
3 single period of time that may not exceed 180 days. The city councils' implicit
4 interpretation is consistent with the text of SDC 2.15.1900(C)(2) and therefore
5 is not reversible under ORS 197.829(1) and *Siporen*.

6 2. **The 365 Day Period**

7 Turning to the city council's implicit interpretation that SDC
8 2.15.1900(C)(2)'s 180-day period limit must begin on the day the TUP is
9 issued, we conclude that aspect of the city councils' interpretation is
10 inconsistent with the express "in any 365 day period" language in SDC
11 2.15.1900(C)(2). The city council's implicit interpretation has the effect of both
12 omitting the bracketed language and inserting the following italicized language
13 in SDC 2.15.1900(C)(2): In no case shall a temporary use permit be issued for
14 a period exceeding 180 days [~~in any 365 day period~~] *beginning on the date the*
15 *TUP is issued.* (Strikethrough and italics added.) The express language of SDC
16 2.15.1900(C)(2) allows the authorized period of up to 180 days to begin and
17 end any time within a 365-day period. The city council's interpretation ignores

⁷ SDC 1.3.300 sets out the following definition for temporary use:

"Temporary Use - A short-term, seasonal, or intermittent use. A temporary use is one established for a fixed period of time with the intent to discontinue such use upon the expiration of such time. Such uses do not involve the construction or alteration of any permanent structure."

1 that language and requires that the 180-day period be tacked on to the date of
2 the decision. That aspect of the city's councils' interpretation is inconsistent
3 with the express language of SDC 2.15.1900(C)(2).

4 However the city's erroneous understanding that the 180-day period
5 must begin on the date the permit is issued provides no basis for remand in this
6 case. Petitioners requested that the TUP be effective from July 1, 2014 through
7 December 31, 2014. Record 2351. When the local proceeding extended past
8 July 1, 2014 and into September 2014, petitioners never requested that the TUP
9 be effective for a 180-day period in 2015, for example beginning June 1, 2015.
10 Had petitioners made such a request, we believe the city could have granted it.
11 But because petitioners never made such a request, the city cannot be faulted
12 for not giving petitioners something they never asked for.

13 When the proceedings extended until the end of the summer in 2014,
14 petitioners requested that the TUP be effective for multiple periods of days so
15 long as the total number of days in those periods did not exceed 180. Record
16 1003-04; Supp Rec 44. As we have already explained, the city's interpretation
17 of SDC 2.15.1900(C)(2) to require that a TUP must be limited to a single
18 period of time that may not exceed 180 day is not reversible under ORS
19 197.829(1) or *Siporen*. The city council did not err by refusing to approve a
20 TUP for multiple periods of time, when that would be inconsistent with the city
21 council's interpretation that only a single period of no more than 180 days can
22 be approved under SDC 2.15.1900(C)(2).

1 The first assignment of error is denied.

2 **SECOND ASSIGNMENT OF ERROR**

3 Petitioners' second assignment of error challenges general condition of
4 approval number 6, which is set out below:

5 "6. **Business and Transient Merchant Licenses.** The applicant
6 is required to obtain a City Business License prior to the
7 commencement of the first event on these sites, which
8 Business License shall be renewed every year that events
9 are to be conducted. Further, each vendor is required to get
10 a Transient Merchant license from the City." Record 48.

11 Petitioners argue the city erred by requiring as a Condition of TUP approval
12 that "each vendor participating in each Temporary Use event obtain a [TML]
13 for each day of participation and pay the \$100 per day TML fee for each day of
14 participation[.]" Petition for Review 21. Petitioners advance seven different
15 legal theories in support of that argument. We group some of those theories
16 together and discuss them below as separate sub-assignments of error, after
17 addressing the city's jurisdictional challenge to the second assignment of error.

18 At the outset, however, we note that while general condition of approval
19 number 6 does require that individual vendors must obtain a TML, the
20 condition does not require that each such vendor must pay a \$100 fee.
21 Apparently the city has required vendors using petitioners' property to pay
22 TML fees in the past.⁸ But the city has authority to grant exemptions from the

⁸ At oral argument LUBA was advised that petitioners requested a waiver of transient merchant licensing fees for its vendors in the past, and the city denied

1 TML fee on a case by case basis, and nothing in general condition of approval
2 6 would preclude the city from doing so for petitioners' vendors if and when
3 transient merchant licenses are sought by those vendors in the future. As
4 explained later in this opinion, the SMC also grants blanket exemptions from
5 the TML fee where a "sponsoring organization" has secured a "special event
6 permit." *See* n 16. We understand the city to take the position in its brief, that
7 the city council intended to make it clear to petitioners in the decision that is
8 before us in this appeal, that petitioners' vendors would not qualify for that
9 blanket TML fee exemption.

10 **A. The City's Jurisdictional Challenge**

11 Although the city concedes that the TUP qualifies as a "land use
12 decision," as that term is defined by statute, and that LUBA has exclusive
13 jurisdiction to review land use decisions, the city contends that the part of the
14 city's decision that is challenged under the second assignment of error applies
15 the city's business license requirements, rather than land use standards, and
16 therefore the second assignment of error is not reviewable by LUBA as a land
17 use decision or a limited land use decision.

18 As defined by ORS 197.015(10)(a) a local government decision that
19 applies the statewide planning goals, a comprehensive plan or a land use

that request. Petitioners filed a petition for writ of review challenging that waiver denial in Deschutes County Circuit Court. LUBA was also informed at oral argument that the pending circuit court proceeding has been suspended pending LUBA's resolution of this appeal.

1 regulation qualifies as a land use decision. There is no dispute that parts of the
2 appealed decision that are not at issue under the second assignment of error
3 apply city land use regulations, and for that reason the appealed decision is a
4 land use decision subject to LUBA review.⁹ The city's jurisdictional challenge
5 is really a scope of review challenge rather than a jurisdictional challenge.

6 LUBA's scope of review under ORS 197.835(9) includes authority to
7 determine whether the decision on review "[i]mproperly construed the
8 applicable law[.]" ORS 197.835(9)(a)(D). Where LUBA has jurisdiction to
9 review a land use decision, it also has jurisdiction to review challenges to that
10 decision's construction of "applicable law," even if that "applicable law" is not
11 a statewide planning goal, a comprehensive plan provision or a land use
12 regulation. *Carlsen v. City of Portland*, 39 Or LUBA 93, 98-100, (2000).

13 In *Carlsen*, we left open the possibility that a law might be so unrelated
14 to the land use laws that make a decision qualify as a land use decision under
15 ORS 197.015(10)(a) that such a law might not qualify as "applicable law"
16 within the meaning of ORS 197.835(9)(a)(D). *Id.* at 100. Although the parties
17 do not address that issue, the TML requirements were a significant issue during
18 the proceedings below and that issue is intertwined with the land use issues.¹⁰

⁹ ORS 197.825(1) grants LUBA exclusive jurisdiction to review land use decisions.

¹⁰ The intertwined nature of the land use issues and TML issue is most obvious in our discussion under section C below.

1 We cannot say the TML issue is so unrelated to the land use issues in this case
2 that LUBA should limit its review to the first assignment of error.

3 We reject the city's jurisdictional challenge.

4 **B. The City Exceeded its Authority in Adopting the Transient**
5 **Merchant License Condition**

6 Petitioners argue the city lacked authority to impose the disputed
7 condition requiring that each of petitioners' vendors get a TML from the city.
8 Petitioners advance two arguments in support of that position, which we
9 address separately below.

10 **1. SDC 2.15.1900(C)(3)**

11 SDC 2.15.1900(C)(3) authorizes "Additional Conditions" as follow:

12 **"3. Additional Conditions** In issuing a temporary use permit,
13 the Community Development Director or his/her designee
14 may impose reasonable conditions as necessary to preserve
15 the basic purpose and intent of the underlying zoning
16 district. These conditions may include, but are not limited to
17 the following: increased yard dimensions; fencing,
18 screening or landscaping to protect adjacent or nearby
19 property; limiting the number, size, location or lighting of
20 signs; restricting certain activities to specific times of day;
21 refuse containers; and providing sanitary lavatory facilities
22 or have a written agreement for use of lavatory facilities by
23 operators and patrons within 200 feet of the vehicle's
24 location."

25 Petitioners contend the disputed TML condition is not "necessary to preserve
26 the basic purpose and intent of the underlying zoning district" and therefore
27 exceeds the conditioning authority granted by SDC 2.15.1900(C)(3).

1 The city does not really respond to the argument, except to contend this
2 issue exceeds LUBA's scope of review and to offer the following explanation:

3 "* * * It was clear from the outset that that Petitioner * * *
4 misunderstood the Application of the Business License Code and
5 viewed obtaining a Temporary Use Permit as a means of avoiding
6 the City's Transient Merchant License requirements. The City
7 intended to be transparent with Petitioner * * * regarding the
8 Business License requirements for its proposed use and include
9 those provisions within its Decision so there was no issue that
10 Petitioner * * * understood the Business License requirement. The
11 fact remains that regardless of whether the Business License
12 requirement for the Transient Merchants was included in the
13 Decision document, it would apply to those businesses in the same
14 manner that all other provisions of the SMC apply to Petitioners
15 and to the Transient Merchant. * * *" Respondent's Brief 6-7.

16 While the disputed condition does not appear to be one that falls within
17 the scope of SDC 2.15.1900(C)(3), at least the city does not argue that it does,
18 the challenged decision is a Type II decision under the SDC. SDC 4.1.400(C) is
19 a more general grant of conditioning authority for Type II decisions.¹¹ If the

¹¹ SDC 4.1.400(C) provides as follows:

"Administrative Decision Requirements. The Community Development Director or designee shall make Type II written decisions addressing all of the relevant approval criteria and standards. Based upon the criteria and standards, and the facts contained within the record, the Community Development Director or designee shall approve, *approve with conditions*, or deny the requested permit or action. The decision may include a requirement for non-remonstrations for future road improvements. At the discretion of the Community Development Director or designee, any Type II application may be forwarded to the Planning Commission for decision." (Emphasis added.)

1 city wants to anticipate and resolve what it perceives to be misunderstandings
2 regarding business licensing requirements in its TUP conditions of approval
3 when adopting Type II decisions, we believe the grant of authority in SDC
4 4.1.400(C) is broad enough to allow such conditions of approval.

5 **2. Under ORS 197.195 Approval or Denial of a Limited**
6 **Land Use Decision Must be Based on Land Use**
7 **Regulations**

8 The challenged decision is a limited land use decision.¹² Under ORS
9 197.195 all comprehensive plan provisions that apply to limited land use
10 decisions must be incorporated into the city's land use regulations, in this case
11 the SDC. ORS 197.195(3)(c)(C) requires that the city give notice of limited
12 land use decisions that "[l]ist[s], by commonly used citation, the applicable
13 criteria for the decision[.]" Petitioners contend the applicable approval criteria
14 in this case are in the SDC and that the city's notice makes no mention of the
15 city's business licenses and regulations at SMC Title 5. Because the city's
16 TML regulations at SMC Title 5 are not land use regulations, petitioners
17 contend the city's imposition of general condition of approval number 6 "is
18 prohibited by ORS 197.195." Petition for Review 23.

¹² ORS 197.015(12) defines the term "[l]imited land use decision" to include certain decisions that pertain to sites "within an urban growth boundary[.]" There is no dispute that the decision before us in this appeal qualifies as a limited land use decision.

1 ORS 197.195(1) prohibits a local government from directly applying
2 comprehensive plan requirements as a basis for its decision on an application
3 for limited land use decision approval, where the comprehensive plan
4 requirements have not been incorporated into the local government's land use
5 regulations.¹³ That prohibition is simply inapplicable to the city's business
6 license regulations. Nothing in ORS 197.195 makes any reference to local
7 government licensing and other city non-land use regulations that may apply to
8 activities or uses authorized by limited land use decisions or prohibits a local
9 government from conditioning its approval of a limited land use decision on
10 compliance with other applicable city regulations. Petitioners have not
11 established that the city exceeded its authority in adopting the TML condition.

12 This subassignment of error is denied.

13 **C. The Temporary Use Permit Does Not Qualify As An Exempt**
14 **Special Event Permit.**

15 SMC 5.24 sets out the city's licensing requirements for transient
16 merchants.¹⁴ SMC 5.24.115(1) requires that all transient merchants must obtain

¹³ ORS 197.195(1) provides, in part:

“* * * If a city or county does not incorporate its comprehensive plan provisions into its land use regulations, the comprehensive plan provisions may not be used as a basis for a [limited land use] decision by the city or county or on appeal from that decision.”

¹⁴ SMC 5.24.110 provides:

1 a “temporary business license,” which the parties refer to as a transient
2 merchant license or TML.¹⁵ SMC 5.24.115(2) directs the city council to set the
3 license fee for a TML and gives the city administrator or city council authority
4 to “waive or reduce the fee for any entity when the City Administrator or City
5 Council finds that the purpose of the activities of the entity will benefit the
6 city.” We will refer to this waiver as the “Benefit the City TML Fee Waiver.”
7 SMC 5.24.115(5) waives the TML fee for “special event[s]” for which a
8 “special event permit” has been secured from the city.¹⁶ We will refer to this
9 waiver as the “Special Event TML Fee Waiver.”

10 Petitioners contend the events that will be held under the TUP are
11 “special events” and that the TUP is a “special event permit,” within the

Definition. Transient merchant is a person 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, temporary location, or door to door without making the business permanent and continuous in the City.”

¹⁵ SMC 5.24.115(1) provides:

“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 license * * *.”

¹⁶ SMC 5.24.115(5) provides:

“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.” (Emphases added.)

1 meaning of SMC 5.24.115(5). Petitioners argue “[t]he City made a decision
2 contrary to its regulations when it required each vendor participating in TUP
3 special events ‘to get a [TML]’, but then failed to indicate that the fees for the
4 TMLs will be waived. * * *” Petition for Review 32. In other words,
5 petitioners contend that in imposing general condition 6, which requires that all
6 of petitioners’ vendors obtain TMLs, it was error for the city to fail to specify
7 that those vendors will qualify for a Special Event TML Fee Waiver under
8 SMC 5.24.115(5).¹⁷

9 Planning staff during the proceedings before the planning commission
10 pointed out the term “special event” is not defined anywhere in the SMC, and
11 appeared to take the position that a “special event permit” is the same thing as a
12 “public event permit,” which is issued under a different section of Title 5 that

¹⁷ There is no question that petitioner asserted below that a TUP and the Special Event Permit referenced in SMC 2.24.115(5) are the same thing. But in their appeal of the planning department’s decision concerning the TUP to the planning commission, petitioners argued that SMC 2.24.115(5) exempted their vendors from having to secure a TML at all:

“The Temporary Use Approval is a Special Event Permit authorizing commercial sales – which is a use permitted outright – by different vendors in a single location. The Temporary Use Permit goes through the rigor of a specific land use approval process. The applicant has paid the Temporary Use Fee. Fairly read, per SMC 5.24.115(5) * * *, no Transient Merchant License is required where the Applicant possesses a Temporary Use permit, which is a type of Special Use Permit. Otherwise, there is no point to a Temporary Use Permit.” Record 2191.

1 governs Public Events. SMC 5.06.¹⁸ Record 2052; Supplemental Record 49.
2 SMC 5.06.020(1) requires public event permits for all public events.¹⁹ By
3 definition, a public event permit authorizes events on public land. We
4 understand the staff position to be that because petitioners' proposed event will
5 take place on private land, it would not qualify for a public event permit, and
6 because a special event permit is another term for a public event permit,
7 petitioners' event therefore would not qualify for the SMC 5.24.115(5) Special
8 Event TML Fee Waiver.

¹⁸ SMC 5.06.010 sets out definitions, including the following:

“Large Public Event’ means any organized gathering of 75 persons or more which is held in a City park or on public property to which the general public or private parties are invited.” SMC 5.06.010(3).

“Small Public Event’ means any organized gathering of 30 to 74 persons which is held in a City park or on public property to which the general public or private parties are invited.” SMC 5.06.010(9).

¹⁹ 5.06.020(1) provides:

“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.”

1 In its brief, the city responds to petitioners' arguments that city staff
2 erred by treating the different terms "special event permit" and "public event
3 permit," as the same thing:

4 "The record is clear that the City has always used Special Event
5 Permit and Public Event Permit interchangeably. However, even if
6 Petitioners are correct that the City cannot use those terms
7 interchangeably, it does not help Petitioners' argument. The result
8 of such a determination would be that Transient Merchants
9 operating under a Public Event Permit would have to pay the
10 Transient Merchant License Fee. As Petitioners correctly point
11 out, the City has no process for a 'Special Event Permit,' which
12 means that no entity could obtain such a permit and take
13 advantage of the Transient Merchant Fee Exemption in SMC
14 5.24.115(5). What the lack of a Special Event Permit process
15 certainly does not mean is that Petitioner * * * is entitled to a fee
16 waiver under [SMC] 5.24.115(5) for obtaining a different type of
17 permit." Respondent's Brief 8.

18 In this argument in support of the second assignment of error, petitioners
19 argue it was error for the city to impose a condition of approval requiring that
20 all its vendors individually obtain TMLs, without also specifying that those
21 vendors would be eligible for a fee waiver for those TMLs under SMC
22 5.24.115(5). As we have explained, petitioners' legal theory in taking this
23 position is that the "special event permit[s]" referenced in SMC 5.24.115(5) are
24 the same thing as or include TUPs, which are authorized by SDC 2.15.1900.

25 As we have explained, planning staff took the position that the "special
26 event permit[s]" referenced in SMC 5.24.115(5) are the same thing as "public
27 event permits," which are required by SMC 5.06.020(1).

1 In its brief, the city introduces yet another possibility—that the “special
2 event permit[s]” referenced in SMC 5.24.115(5) are neither TUPs nor public
3 event permits, with the result that SMC 5.24.115(5) creates a TML fee
4 exemption for holders of special event permits, a type of permit the city does
5 not issue.

6 Obviously all of these interpretations have weaknesses. Further
7 complicating matters, the city council did not expressly address this issue or
8 adopt any interpretation SMC 5.24.115(5). We accept the city’s concession in
9 its brief that the city wanted to be transparent and ensure that petitioners were
10 not misled about the city’s TML requirements. That desire for transparency
11 presumably extended to the TML fee issue and whether petitioners’ vendors
12 would qualify for the SMC 5.24.115(5) TML Special Event Fee Waiver.
13 General condition of approval number 6 was first adopted by the planning
14 commission. But as we have already noted, that condition takes no position on
15 whether SMC 5.24.115(5)’s Special Event TML Fee Waiver applies. Record
16 1049. Similarly, the city council decision imposes general condition of
17 approval number 6 without taking any position on whether the Special Event
18 TML Fee Waiver applies. Record 48. If the city wishes to take the position that
19 Special Event TML Fee Waiver does not apply to petitioners’ vendors, simply
20 because petitioners have now secured a TUP, it needs to (1) more clearly take
21 that position in its decision, and (2) adopt interpretive findings to explain why

1 the city council believes TUPs do not qualify as “special event permits,” within
2 the meaning of SMC 5.24.115(5).²⁰

3 This subassignment of error is sustained.

4 **D. The City Issued Petitioner a Business License as an Events**
5 **Coordinator, Making Petitioner Exempt From the Transient**
6 **Merchant License Fee**

7 We are not going to try to make sense of all the parties’ arguments under
8 this section or their representations regarding what the record shows
9 concerning past city practice. The evidentiary record is not very clear on a
10 number of key points and the parties in a number of instances seem to be
11 arguing past each other without responding directly to the other party’s
12 arguments.

13 Petitioner Esterman was issued a business license as an “Event
14 Coordinator” on July 1, 2014. Record 417. Petitioners advance a two-part
15 argument for why they believe that business license should allow petitioners to
16 lease spaces to vendors to conduct temporary retail sales on the property
17 without those vendors having to secure TMLs or pay TML fees. First,
18 petitioners contend the record is clear that the city has historically exempted
19 “city business license holders from (1) obtaining individual TMLs for their

²⁰ If we are wrong, and the city does not want to take a position in this decision on whether petitioners’ vendors will qualify for the SMC 5.24.115(5) Special Event TML Fee Waiver, the city council is free to take that position as well.

1 individual vendors, and (2) from ever paying the TML fee. The second part of
2 petitioners' reasoning is set out below:

3 "The city TML fee waivers the city has historically issued because
4 the applicant holds a 'current business license with the [city]' can
5 only be explained as a *mandatory* waiver under SMC 2.15.1900(5)
6 [sic should be SMC 5.24.115(5)] and the only basis for the
7 mandatory waiver is a determination that the business licensee has
8 '*secured a special event permit from the city*' within the meaning
9 of SMC 5.25.115(5). * * *"' Petition for Review 33 (emphases in
10 original).

11 The first part of petitioners' argument is not entirely supported by the
12 parts of the record they cited. The record seems to show that at least in some
13 cases, holders of city business licenses who wished to operate a temporary
14 business at a location in the city were required to obtain a TML, but the TML
15 fee was waived because they held a city business licenses.²¹ In one case cited

²¹ That evidence includes the following:

1. Record 1855-63. TML issued to "Slick's Que Co" for a mobile kitchen selling pulled pork. The TML fee was waived because applicant had current business license.
2. Record 1865. TML issued to "Pieceful Expressions for an unidentified use. The TML fee was waived because applicant had current business license.
3. Record 1867-69. TML issued to "Poppies, LLC" "Catering/Event Planning. The TML fee was waived because applicant had current business license.
4. Record 1875-77. TML issued to Canyon Creek Pottery for an unspecified use. The TML fee was waived because applicant had current business license.

1 by petitioners, the TML fee waiver appears to have been a SMC 5.24.115(2)
2 Benefit the City TML Fee Waiver, rather than a SMC 5.24.115(5) Special
3 Event TML Fee Waiver. Record 1879-81. The record is much less clear on
4 what the city requires where the holder of a city business license is organizing a
5 temporary event where vendors other than the business license holder will be
6 selling to the public. Some of the pages cited by petitioner suggest that in such
7 cases vendors who do not themselves hold city business licenses are required to
8 secure TMLs and pay the TML fee. Record 1871-73.²² However, the transcripts
9 attached to the petition for review include testimony that can be read to say that
10 where holders of city business licenses sponsor events that attract vendors,
11 those vendors are not required to obtain TMLs and pay a fee.

12 To summarize, the record supports petitioners' position that the city
13 requires holders of city business licenses who wish to conduct temporary sales
14 apart from the licensed business location to get a TML, but waives the fee
15 because they hold a city business license. The record is less clear how the city
16 treats holders of city business licenses who wish to sponsor events where
17 vendors other than the holder of the city business license will be making sales.

18 The second part of petitioners' argument is the critical part. Petitioners

²² Record 1871-73 is an E-mail message and a page of hand written notes. The e-mail message lists 22 approved transient vendors approved for a quilt show. The message includes the following handwritten note: "Send letter to Vendors that did not have licenses they must come and pay a license fee." Record 1871.

1 contend that a person or business who has secured a business license as an
2 “Event Coordinator” has also “secured a special event permit from the City,”
3 within the meaning of SMC 5.24.120(5).” *See* n 16. Therefore, petitioners
4 contend, they qualify for the SMC 5.24.120(5) Special Event TML Fee Waiver
5 where “transient merchant activity is held in conjunction with a special
6 event[.]” *Id.* In its brief, the city responds: “The fact that Petitioner Esterman
7 has a City Business License as an Event Coordinator is not relevant. SMC
8 5.24.115(5) refers to the ‘sponsoring organization’ that has ‘secured a Special
9 Event Permit from the City.’ Petitioner Esterman is not a ‘sponsoring
10 organization’ and has not ‘secured a Special Event Permit from the City.’”
11 Respondent’s Brief 8. Simply stated, we understand the city to take the position
12 that petitioner Esterman’s business license as an “Event Coordinator” is not the
13 same thing as a “special event permit,” for a “special event,” within the
14 meaning of SMC 5.24.115(5).

15 As was the case under section C, there is no dispute that petitioners
16 raised the issue that is presented in section D. And as was the case with the
17 issue in section C, the city appears to concede in its brief that the city council
18 wished to make it clear that petitioners’ vendors would be subject to the TML
19 fee, and would not be eligible for the SMC 5.24.115(5) Special Event TML Fee
20 Waiver. But the city council’s decision fails to address petitioners argument
21 that the business license as an “Event Coordinator” qualifies petitioners’
22 vendors for the SMC 5.24.115(5) Special Event TML Fee Waiver. On remand

1 the city council must consider whether petitioner Esterman's business license
2 as an "Event Coordinator" qualifies as a "special event permit" under SMC
3 5.24.115(5), so that the TML fee waiver provided by SMC 5.24.115(5) applies
4 to petitioners' vendors, and adopt findings to explain its position on that
5 issue.²³

6 A potential threshold issue that we do not resolve is presented in the
7 city's brief. In that brief the city takes the position that petitioner Esterman is
8 the holder of the business license as an "Event Coordinator." The city takes the
9 position that the applicant for the TUP is petitioner Bend/Sisters Garden RV
10 Resort LLC and that Bend/Sisters Garden RV Resort LLC could not take
11 advantage of petitioner Richard Esterman's business license, even if it does
12 qualify as a special event permit.

13 Citing ORS 197.763(1) and 197.835(3), petitioners contend the city
14 waived this issue by failing to raise it below. ORS 197.763(1) is directed at
15 issues that "may be the basis for an appeal to the Land Use Board of Appeals"
16 and requires that such issues be adequately raised to preserve the issue for
17 appeal to LUBA.²⁴ ORS 197.835(3) limits LUBA review to preserved issues.

²³ Again, this obligation flows from our understanding that the city wished to clear up in this decision all issues raised by petitioners below concerning whether their vendors would be required to obtain TMLs and whether those vendors would qualify for the SMC 5.24.115(5) Special Event TML Fee Waiver.

²⁴ ORS 197.763(1) provides:

1 But those issues are limited to issues that “may be the basis for an appeal to”
2 LUBA. ORS 197.763(1) and 197.835(3) do not apply to limit the defenses a
3 local government may raise in defending its decision at LUBA in responding to
4 preserved issues that are raised by petitioners at LUBA.

5 However, based on the current briefing, we are unable to evaluate the
6 merits of the city’s position that the applicant cannot take advantage of Richard
7 Esterman’s business license. First, the business license was issued to “Richard
8 Esterman Central Oregon Shows.” Record 417. Second, the petitioners in this
9 appeal are “Bend/Sisters Garden RV Resort LLC, Celia Hung, Richard
10 Esterman, individually and dba Central Oregon Shows.” Finally, the legal
11 relationship between the applicant and Richard Esterman is far from clear. The
12 applicant is listed on the TUP application form as “Bend/Sisters Garden RV
13 Resort.” Record 2351. But petitioner Celia Hung signed as the applicant. *Id.*
14 There is a letter in the record that identifies Richard Esterman as the Marketing
15 and Business Manager for Bend/Sisters Garden RV Resort. Record 2358. The
16 identity of the real applicant, and the holder of the business license as an Event

“An issue which may be the basis for an appeal to the Land Use Board of Appeals shall be raised not later than the close of the record at or following the final evidentiary hearing on the proposal before the local government. Such issues shall be raised and accompanied by statements or evidence sufficient to afford the governing body, planning commission, hearings body or hearings officer, and the parties an adequate opportunity to respond to each issue.”

1 Coordinator, is sufficiently murky that we decline to address this issue at this
2 point. If the city wishes to pursue this theory on remand it may more clearly
3 explain why it believes that the applicant in this appeal cannot attempt to take
4 advantage of the business license the city issued to Richard Esterman/Central
5 Oregon Shows.

6 To summarize, unless the city can establish on remand that the applicant
7 for the TUP in this appeal is not entitled to rely on the business license that was
8 issued to Richard Esterman/Central Oregon Shows, the city council must
9 consider whether petitioner Esterman's business license as an "Event
10 Coordinator" qualifies as a "special event permit" under SMC 5.24.115(5), so
11 that the TML fee exemption provided by SMC 5.24.115(5) applies to the TUP
12 applicant's vendors, and adopt findings to explain its position on that issue.

13 **E. Petitioner's Constitutional Arguments**

14 Petitioners argue the city's decision to charge their vendors a TML
15 license fee is arbitrary and capricious, and therefore violates the due process
16 clause of the Fourteenth Amendment to the United States Constitution. Citing
17 isolated statements that can be read to suggest that the person making the
18 statement believes the city wishes to discourage out of town transient
19 merchants, petitioners contend the city action denying TML fee waivers
20 violates Article 1, Section 20 of the Oregon Constitution, the equal privileges
21 and immunities clause. And finally, petitioners contend discriminatory
22 treatment of out of state vendors regarding the TML license fee constitutes

1 unlawful economic protectionism in violation of the federal commerce clause
2 in Article 1 Section 8 of the U.S. Constitution.

3 Petitioners' constitutional challenge is doubly premature. First, as we
4 have already explained, the challenged decision does not deny petitioners'
5 vendors TML fee waivers. It simply requires that those vendors secure TMLs
6 without deciding whether those vendors will qualify for fee waivers. Second,
7 we have assumed in this decision, largely based on the arguments presented by
8 the city in its brief, that the city wished to resolve the issue of whether
9 petitioners' vendors would qualify for waivers. However, the findings the city
10 council adopted to support its decision simply fail to respond to petitioners'
11 arguments below that its vendors qualify for TML fee waivers from the TML
12 licensing fees for the reasons set out in sections C and D of this opinion.

13 Until the city has an opportunity to adopt findings to address those
14 arguments and adopt additional findings to more adequately explain its legal
15 reasoning regarding whether petitioners' vendors will qualify for TML fee
16 waivers, we are in no position to assume the waivers will be denied or that they
17 will be denied for reasons that are unconstitutional. If on remand, the city
18 adopts a decision that determines that petitioners' vendors do not qualify for
19 TML fee waivers and petitioners believe the city's reasoning in denying those
20 waivers and its past practice of granting and denying TML fee waivers
21 demonstrates that the city is engaging in unconstitutional economic
22 protectionism and discrimination against nonresidents, it may appeal that

1 decision and make its arguments to LUBA. Those arguments are premature at
2 this point.

3 This subassignment of error is denied.

4 The second assignment of error is sustained, in part.

5 The city's decision is remanded.

Certificate of Mailing

I hereby certify that I served the foregoing Final Opinion and Order for LUBA No. 2014-086 on October 2, 2015, by mailing to said parties or their attorney a true copy thereof contained in a sealed envelope with postage prepaid addressed to said parties or their attorney as follows:

Steve Bryant
Bryant Emerson LLP
PO Box 457
Redmond, OR 97756

Wendie L. Kellington
Wendie L. Kellington Group
PO Box 159
Lake Oswego, OR 97034

Dated this 2nd day of October, 2015.

Kelly Burgess
Paralegal


Kristi Seyfried
Executive Support Specialist

AGENDA ITEM SUMMARY



CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: December 10, 2015

Staff: Patrick Davenport & Paul Bertagna

Type: Regular Meeting

Dept: CDD and PW

Subject: Creekside Park and Campground- Master Plan approval

Action Requested: Conduct final review and approve Creekside Park and Campground Master Plan

Background:

The City Parks Advisory Board (CPAB) conducted 11 workshops in 2015 and heard from multiple members of the public on the proposed Creekside Park and Campground Master Plan. The City Council also reviewed working drafts of the Master Plan on 5 occasions during 2015.

Access to the campground was addressed at length during multiple meetings. The City hired a traffic consultant to perform a traffic impact analysis to evaluate a proposal to revise the access requirements to the campground to become one way entrance at Buckaroo Trail and one way exit at Locust St. After an initial endorsement of the revised access requirements by the CPAB and City Council, the CPAB received additional public input and reversed their endorsement of revising the access requirements and approved the master plan without the previously proposed access revisions. Other issues discussed as a result of public input was the visual and physical impact that large RVs have on the residences adjacent to the Campground.

During the November 4, 2015 regular meeting the CPAB forwarded a recommendation of approval of the Master Plan to City Council without revising the entrance requirements. The CPAB also approved a recommendation to City Council urging funding of a City Transportation System Plan update that supports future transportation improvements in the Campground's vicinity

Once City Council has approved the final draft of the master plan, the Plan will be forwarded to the Oregon Park and Recreation Department for review and consent. Once the OPRD provides consent for the Master Plan, it will be incorporated into the overall City Parks Master Plan, presented for final review to the CPAB and Planning Commission and then to the City Council for final adoption.

Attachment: Creekside Park and Campground Master Plan

Concurrence:

CM

F&A

CDD

PW



**City of Sisters
Creekside Park and Campground
Master Plan
December 10, 2015**

FINAL DRAFT

Creekside Park and Creekside Campground

Purpose: The purpose of this Master Plan is to establish a guide for future improvements at Creekside Park and Campground. The intent of this plan is not to illustrate the exact and/or final locations of all improvements but rather to provide a detailed concept to guide future improvements. Additionally, should decisions for minor revisions be made for improvements or exchange types of improvements, this master plan should not be revised in its entirety.

Location: Sisters Creekside Park and Campground is located within the City of Sisters near the eastern edge of the City limits. Whychus Creek bisects the Park from the Campground. Creekside Park is located south of Highway 20 and east of Jefferson Avenue, and Locust Street. Creekside Campground is bounded by Whychus Creek to the north, Locust Street on the West and Tye Drive to the south. The park is adjacent to low density residential development to the west and south. A vacant 1.52 acres tract of land adjoins Creekside Park to the north and Sisters Elementary School is located across Highway 20. The park connects to Five Pine Lodge and commercial center to the east via Sister City Park Drive.



Figure 1. Vicinity Map

Acreage and setting:

The property comprises 13.42 total acres and includes Creekside Park, Creekside Campground and an undeveloped area to the east. Of the total area, Creekside Park contains approximately 2.65 acres on the north side of Whychus Creek and Creekside Campground contains approximately 6.72 acres south of Whychus Creek. The remainder area is approximately 4.05 acres and is planned for future park development.

Site Description: The site is mostly level with the Whychus Creek flowing between Creekside Park and Creekside Campground in a generally southwest to northeast direction. A covered wooden bridge over Whychus Creek connects the two areas. The Whychus Creek Trail runs along the southern side of Whychus Creek and Highway 20 and starts at Locust Street and ends near the Five Pine campus. The site includes Ponderosa and Juniper Trees, grass and natural landscaping.

Background:

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

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

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

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

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

Zoning and Comprehensive Plan

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

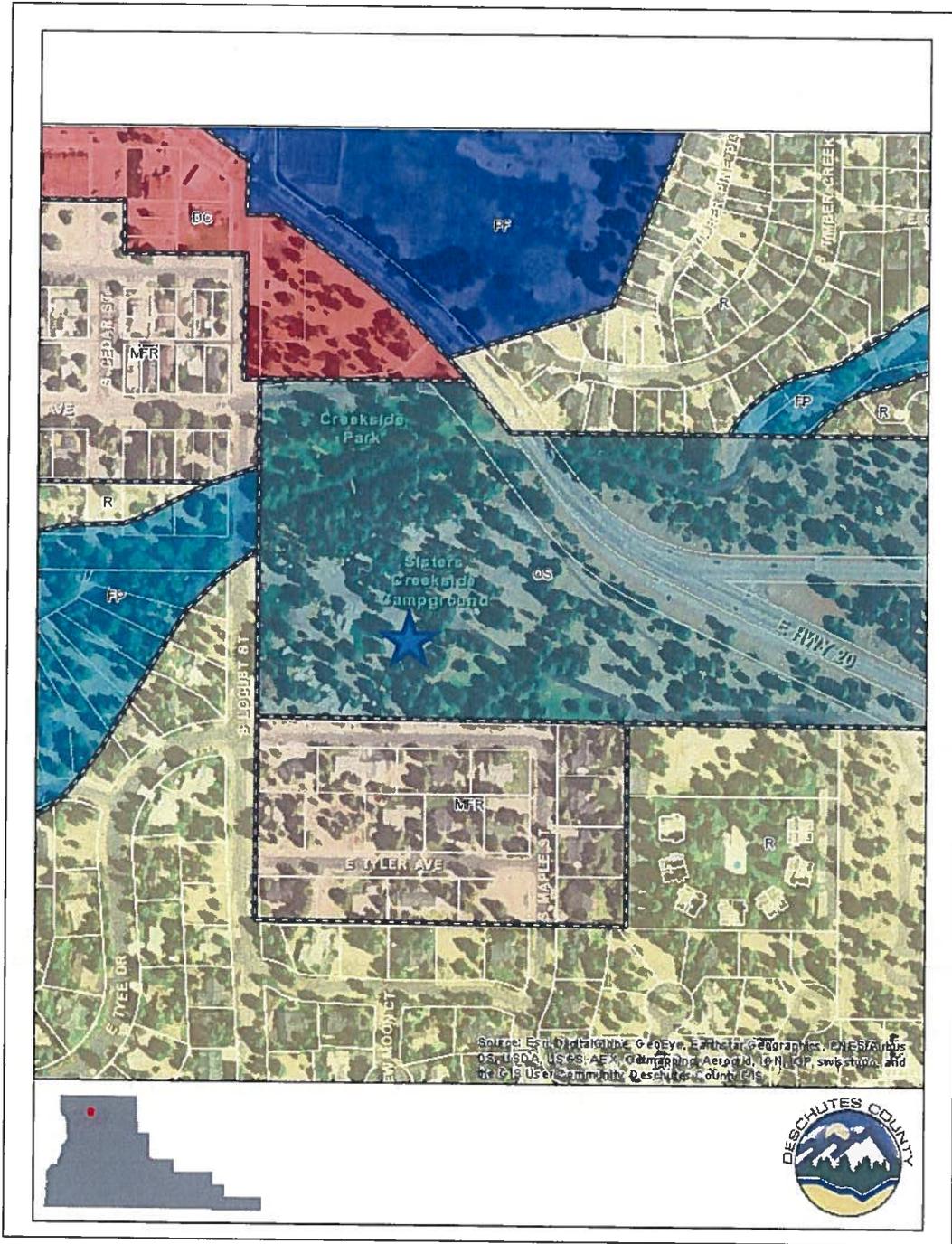


Figure 2. Zoning Map



Figure 3. Existing Park Map-overview

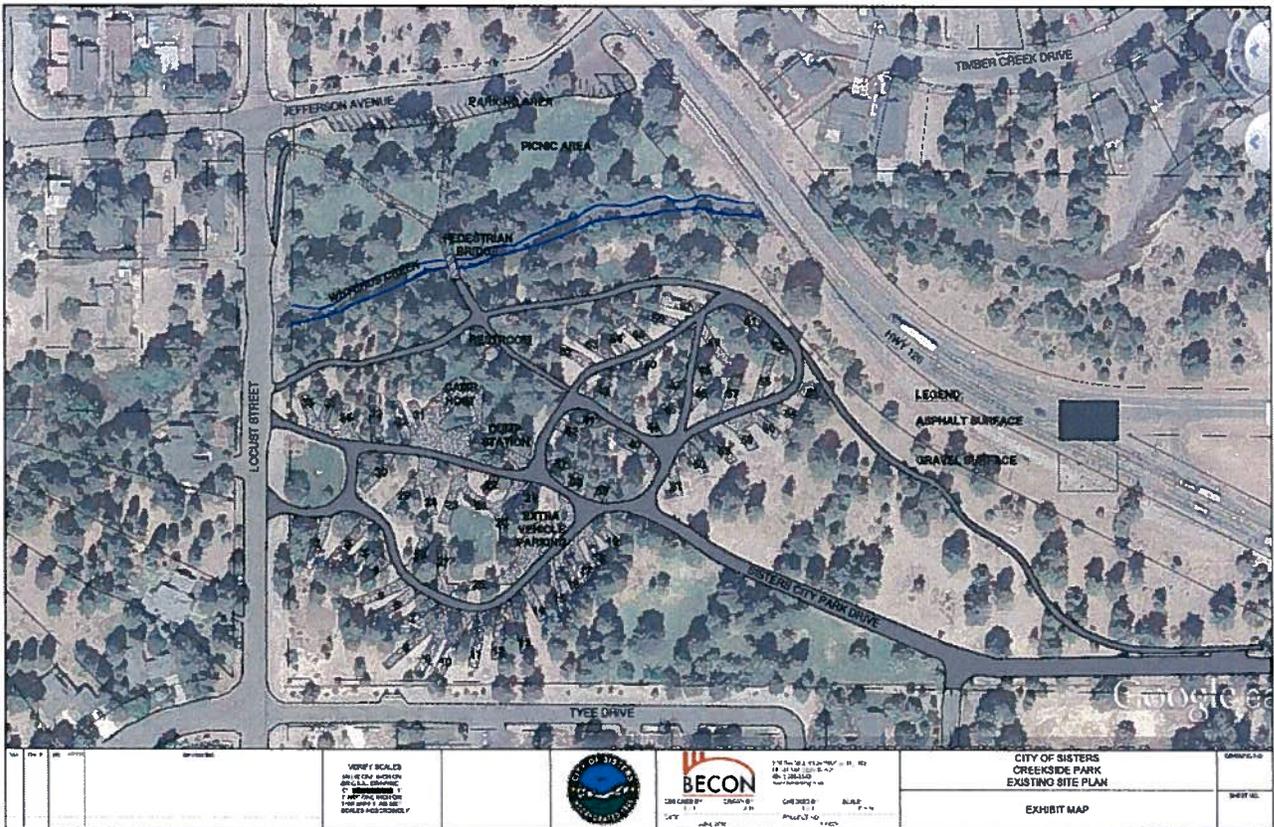


Figure 4. Existing Park Map-overview with improvements

Existing Conditions- Creekside Park (day use side)

The 2.65-acre Creekside Park is used most frequently for picnicking, as it has several picnic tables spread throughout an expanse of large coniferous trees and open lawn. The park is also used for several special community events throughout the year.

Existing Facilities

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



Figures 5 and 6. Photos of Day Use Side

GOALS AND OBJECTIVE FOR CREEKSIDE PARK (DAY USE):

Goal 1: Enhance appropriate Park use in an enjoyable and safe environment

Objectives: A. Conduct improvements as needed to accommodate existing and future park users.

Tasks:

1. Construct ADA improvements to the Whychus Creek pedestrian bridge.
2. Construct entryway, landscape and lighting improvements.
3. Construct electrical upgrades.
4. Upgrade existing pathways.
5. Construct additional parking as needed.

Goal 2: Maintain or enhance scenic character and natural resources of the Park.

Objectives: A. Improve management of existing trees and landscaping.

Tasks:

1. Work with Urban Forestry Board to develop management plan for existing and future landscaping.
2. Install landscaping improvements per future needs as determined by UFB and CPAB.

B. Study options for restoration project along Whychus Creek.

Tasks:

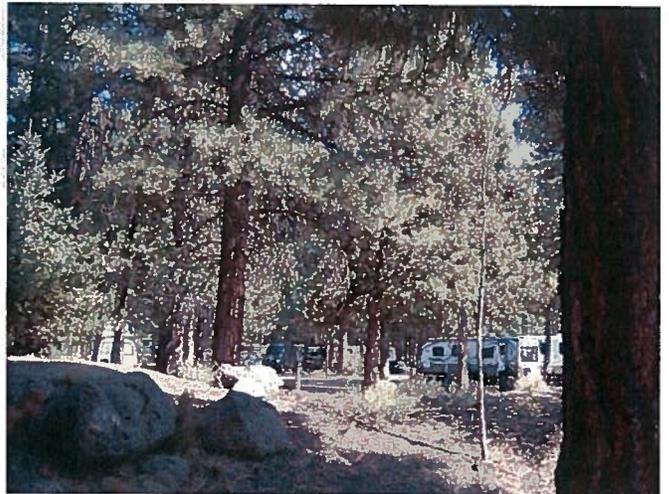
1. Work with Upper Deschutes Watershed Council to implement restoration project recommendations.
2. Install interpretive signage along Whychus Creek.

Existing Conditions- Creekside Campground

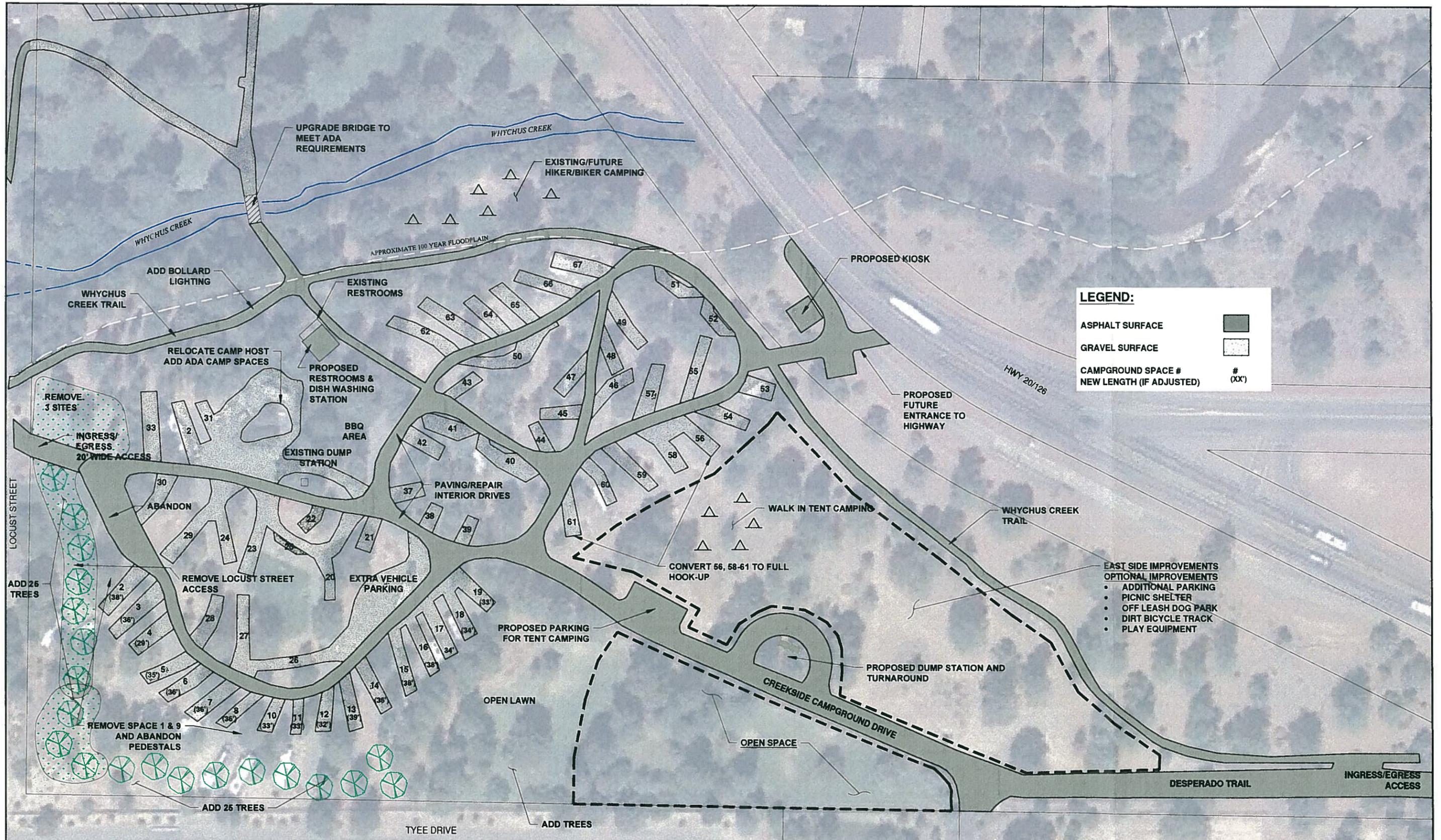
The 6.72 acre Creekside Campground is a developed campground for tent and RV visitors. It includes 67 sites of which 20 sites are full hook-up sites at 30 amps, 5 are full hook up at 50 amps and 42 are non-hook up/tent sites. A grassy area exists to the east which is planned for future development. There is also one walk-in hiker/biker site available and a full hook up site for the camp host.

Existing Facilities

- Camping Full hook up – 30 amp: (20)
- Camping Full hook up – 50 amp: (5)
- Non hook up /tent sites – (42)
- RV Sewage Disposal Station
- Storage Sheds (3)
- Camp Host Site
- Fire Pits for Each Campsite
- Pay Station
- Picnic Table for each campsite
- Trash Dumpster (1)
- Signage
- Access to Whychus Creek Trail and Covered Footbridge
- Access to Whychus Creek
- Restrooms
- Two showers
- Walk-in hiker/biker site



Figures 7 and 8. Photos of Campground Side



LEGEND:

- ASPHALT SURFACE
- GRAVEL SURFACE
- CAMPGROUND SPACE #
- NEW LENGTH (IF ADJUSTED) # (XX')

- EAST SIDE IMPROVEMENTS
OPTIONAL IMPROVEMENTS**
- ADDITIONAL PARKING
 - PICNIC SHELTER
 - OFF LEASH DOG PARK
 - DIRT BICYCLE TRACK
 - PLAY EQUIPMENT

NO.	DATE	BY	APPR	REVISIONS

VERIFY SCALES
BAR IS ONE INCH ON ORIGINAL DRAWING.
0" = 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.



BECON
549 SW MILL VIEW WAY, SUITE 105
BEND, OREGON 97702
(541) 833-3140
www.beconeng.com

DESIGNED BY: E.J.H. DRAWN BY: J.L.B. CHECKED BY: E.J.H. SCALE: 1" = 40'
DATE: DECEMBER 2015 PROJECT NO: 13702.23

CITY OF SISTERS
CREEKSIDE CAMPGROUND IMPROVEMENTS

EXHIBIT MAP

DRAWING NO.
SHEET NO.

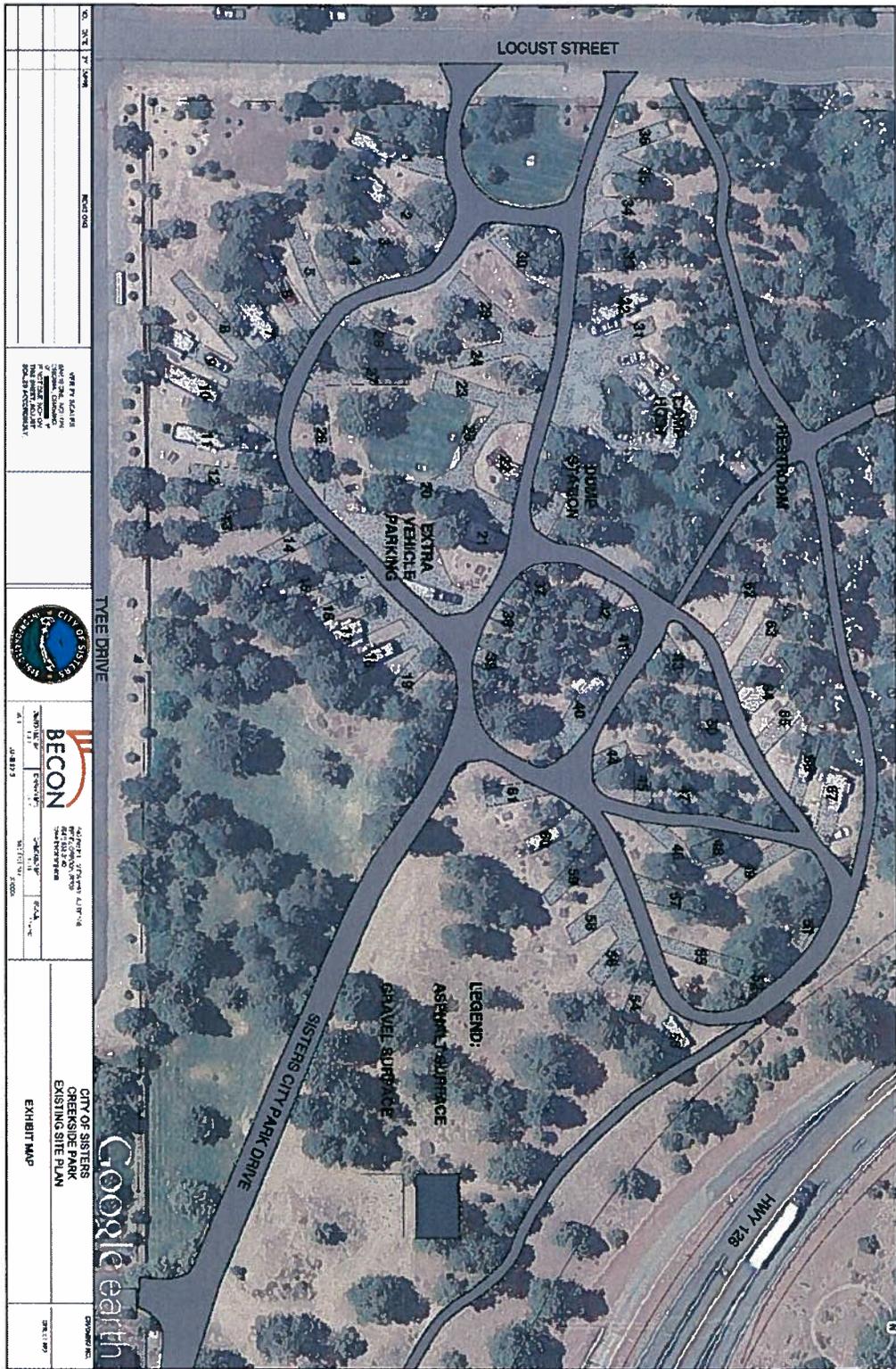


Figure 9. Creekside Campground-Existing Conditions Map

Goals and Objectives for Creekside Campground

Goal 1: Enhance appropriate Park use in an enjoyable and safe environment

Objectives: A. Conduct improvements as needed to accommodate existing and future park users and to reduce impacts to adjacent neighborhoods.

Tasks:

1. Construct berm and landscaping adjacent to Locust Street.
2. Install landscape improvements adjacent to Tyee Drive.
3. Construct ADA improvements for up to four existing camping spaces to meet ADA guidelines.
4. Replace existing restrooms including additional showers and toilets.
5. Relocate existing dump station to east side expansion area.
6. Remove five existing RV sites to provide additional buffering to the adjacent neighborhood and landscape those areas (see map).
7. Shorten sites 8-13 to provide landscape buffer to the adjacent neighborhood.
8. Convert five existing non-hook up spaces to full hook up (spaces 56 and 58-61 (see map).
9. Relocate existing camp host site to dump station site
10. Install Whychus Creek interpretive signage.

B. Provide additional facilities and/or amenities for park users.

Tasks:

1. Install additional irrigation and landscaping to minimize dust pollution and fire danger.
2. Construct a dishwashing station and public BBQ amenity .
3. Install bollard lighting to Whychus Creek Trail for pedestrian safety.
4. Construct additional electrical service as needed.
5. Install WIFI network.

Goal 2: Develop vacant area east of Campground area as appropriate

Objectives: A. Design and install improvements for east side expansion as appropriate. Decisions regarding the final design of additional amenities that may be affected by a realignment of the intersection of Hwy 20/Hwy 126 and the truck scales should be closely coordinated with ODOT and OPRD.

Tasks:

1. Create five additional walk-in tent sites with parking.
2. Construct relocated dump station with sufficient turnaround space
3. Install wayfinding sign/kiosks.

Options for future amenities:

- Picnic Shelter
- Restroom
- Off leash dog park.
- Dirt bike track
- Play equipment

B. Continue public outreach efforts and coordinating with State agencies for future improvements.

Goal 3: Maintain or enhance the overall scenic character and natural resources of the Park.

Objectives: A. Work with Urban Forestry Board and City Forester on managing existing trees.
B. Study options and implement restoration project for Whychus Creek.

Goal 4: Improve access to and circulation within the Park.

Objectives: A. Improve circulation and travel patterns.

Tasks:

1. Construct entry/exit improvements and install signage to direct traffic appropriately.
2. Revise City web page and reservation contacts for Campground to inform visitors of options for access
3. Widen and repair existing roadways where necessary to help accommodate RV traffic.
4. Construct staging area next to relocated camp host site.

B. Improve accessibility between Creekside Park and Creekside Campground.
C. Improve signage throughout park.

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TRAFFIC STUDY RESULTS SUPPORTING INGRESS/EGRESS REVISIONS TO CAMPGROUND

To address concerns by surrounding property owners regarding access to the Campground, the City funded a traffic study that was performed by Kittleson and Associates (Appendix A). The traffic study assessed the impacts of changing the access for the campground to a one way ingress at Buckaroo Trail off of Highway 20 and a one way egress at Locust Street. The study was presented to the CPAB and City Council and public comments were received. The study indicated that there would be no negative impacts on traffic movements if the ingress/egress requirements were revised to require one way ingress at Buckaroo Trail off of Highway 20 and a one way egress at Locust Street

The CPAB received public testimony during multiple meetings regarding revising the access to the Campground. During its regular meeting on 11/03/15, the CPAB approved the draft Master Plan without revising the access requirements to the Campground. (Insert City Council's final approval)

PUBLIC INVOLVEMENT

The City has offered numerous opportunities for public involvement during the preparation of this master plan. Below is a list of recent meeting dates that the City Parks Advisory Board (CPAB) and City Council offered opportunities for public input:

- 12/10/15 City Council regular meeting
- 11/19/15 City Council workshop
- 11/03/15 CPAB regular meeting
- 10/22/15 City Council regular meeting
- 10/20/15 Special CPAB workshop
- 10/07/15 CPAB regular meeting
- 09/17/15 City Council regular meeting
- 09/09/15 CPAB regular meeting
- 08/27/15 City Council workshop
- 08/05/15 CPAB regular meeting
- 07/08/15 CPAB regular meeting
- 06/10/15 CPAB regular meeting
- 05/14/15 City Council regular meeting
- 05/06/15 CPAB regular meeting
- 04/01/15 CPAB regular meeting
- 03/25/15 CPAB special meeting
- 01/07/15 CPAB regular meeting

CONCLUSION

- This Master plan is not a static document and future revisions should be considered as conditions warrant.
- The City should continue to work closely with residents and business owners adjacent to the Campground to monitor the RV traffic accessing the campground and be prepared to make adjustments to access, landscape buffers and internal circulation patterns as appropriate.
- The City should continually pursue external funding sources to leverage future capital improvements at the Campground and to assist in funding a Transportation System Plan update which focuses on future ingress/egress improvements to the Park and Campground.

APPENDIX A - TRAFFIC STUDY BY KITTLESON AND ASSOCIATES



MEMORANDUM

Date: July 29, 2015
To: Patrick Davenport, AICP
From: Scott Beaird, PE
Project: City of Sisters On-Call Services
Subject: Creekside Campground Access Evaluation

Project #: 13821



BACKGROUND

Sisters Creekside Campground is a municipal park providing campground amenities on a seasonal basis. The park is located south of US 20 and east of Locust Street. The primary access to the park is from Locust Street. The park can also be accessed from Desperado Trail via the connection of Buckaroo Trail to US 20.

Concerns over campground traffic using neighborhood streets south of the park to circulate has led the Parks Advisory Board to ask City of Sisters staff to consider alternative access scenarios. The following two options have been proposed for further evaluation.

- Option 1: Access to and from Locust Street would be eliminated and access from US 20 would be obtained from Desperado Trail via the connection of Buckaroo Trail.
- Option 2: Inbound traffic to the park would access from Desperado Trail and outbound traffic would leave the park at Locust Street. No inbound access to the park would be permitted from Locust Street.

This memorandum summarizes the existing conditions of the transportation system in the vicinity of the campground and an evaluation of the two proposed alternative access scenarios.

EXISTING CONDITIONS

Four intersections were evaluated to determine the impact of each access scenario on traffic operations. The intersections include:

- Locust Street/Creekside Campground Entrance
- Locust Street/US 20
- Buckaroo Trail /US 20
- Desperado Trail/Buckaroo Trail

Intersection Operations

The existing lane configurations and traffic control for each of the study intersections are summarized in Figure 1. Turning movement counts were collected at each of the study intersections on June 5, 2015. The counts were collected on a Friday to capture the combined peak of school and campground traffic. The afternoon peak hour across the four study intersections was 3:15-4:15 p.m. *Appendix A includes the turning movement counts.*

The observed peak hour turning movement counts were evaluated with the lane configurations and traffic control shown in Figure 1. Figure 2 summarizes the resulting intersection operational analysis¹. As shown in Figure 2, each of the study intersections, with the exception of US 20/Locust Street, operate under capacity and with acceptable level of service (LOS). Demand at the US 20/Locust Street intersection exceeds capacity and operates at LOS F during the weekday afternoon peak period.

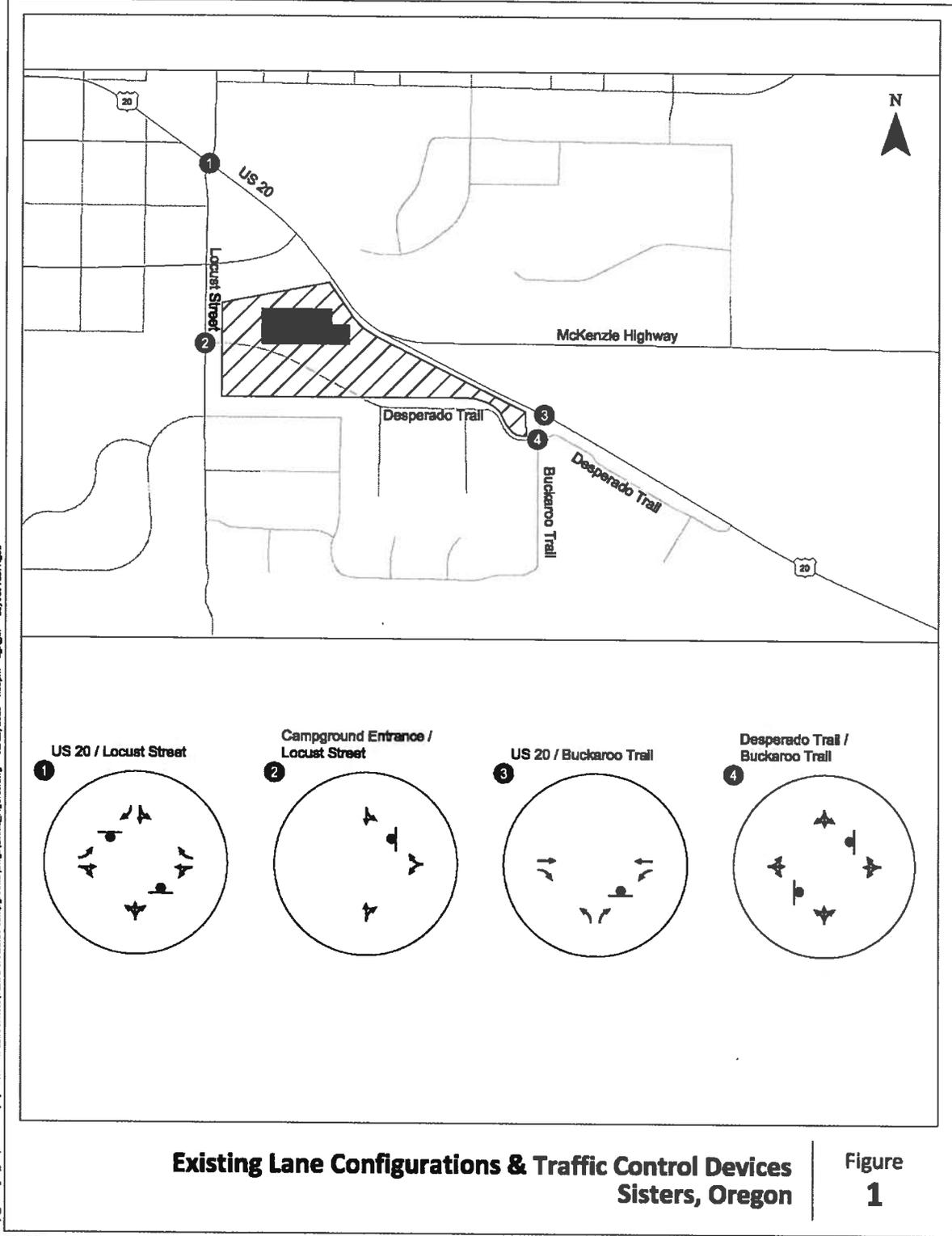
Crash Data

Crash data was collected for the most recently available five-year period (2009-2013). As shown in Table 1, over the five-year period, six crashes were reported at the US 20/Locust Street intersection and one crash was reported at the US 20/Buckaroo Trail intersection. No crashes were reported at the Locust Street/Campground Entrance or Buckaroo Trail/Desperado Trail intersections.

Table 1. Study Intersection Crashes (2009-2013)

Intersection	Crash Type					Crash Severity			Total
	Rear-End	Angle	Turning	Fixed Object	Other	PDO	Injury	Fatal	
US 20/Locust Street	3	1	2	0	0	2	4	0	6
Locust Street/Campground Entrance	0	0	0	0	0	0	0	0	0
US 20/Buckaroo Trail	0	0	0	0	1	0	1	0	1
Buckaroo Trail/Desperado Trail	0	0	0	0	0	0	0	0	0

¹ The volumes shown in the figures and used in the operational analysis include traffic associated with the approved but not yet constructed Highland Village residential development.



Existing Lane Configurations & Traffic Control Devices
Sisters, Oregon

Figure
1

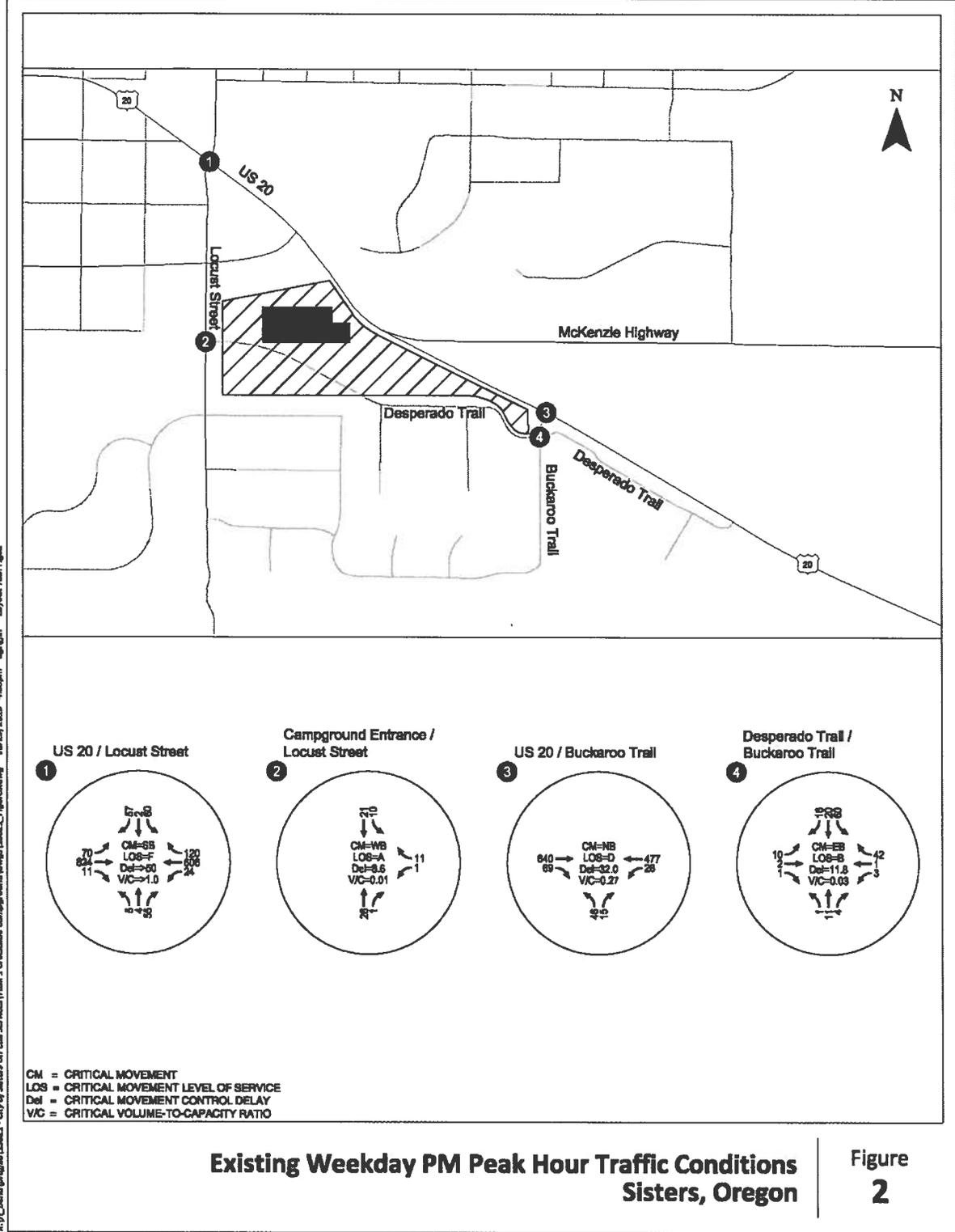


Figure 2

Posted Speed

In the study area, only US 20 has posted speeds, which are summarized in Table 2. According to the *Oregon Department of Transportation's Traffic Roadway Speed Zone Standards*, areas in residential districts and public parks that do not have a posted speed are presumed to be 25 miles per hour (mph) speed zones.

Table 2. Posted Speeds in Study Area

Roadway Segment	Speed (mph)
US 20 East of Buckaroo Trail	45
US 20 West of Buckaroo Trail	35
US 20 at Locust Street	20

Intersection Sight Distance

Intersection sight distance was evaluated at the US 20/Locust Street and US 20/Buckaroo Trail intersections. Sight distance measurements and requirements are based on the *American Association of State Highway and Transportation Officials (AASHTO) Green Book, 2011*. Given the minor-street stop-control, intersection sight triangles were developed based on guidance cited in the *Green Book* for Conditions B1 (left-turn from minor road) and B2 (right-turn from minor road). All distances were measured from a vertex point located 14.5 feet from the major-road travel way along the center of the approaching travel lane, accounting for comfortable positioning distance from the travel way (6.5 feet) and the distance from the front of the vehicle to the driver eye (8.0 feet). The assumed eye height is 3.5 feet above the departing road and the object height is also 3.5 feet above the major road. Exhibits 1 and 2 illustrate the sight distance measurements at a typical stop-controlled approach.

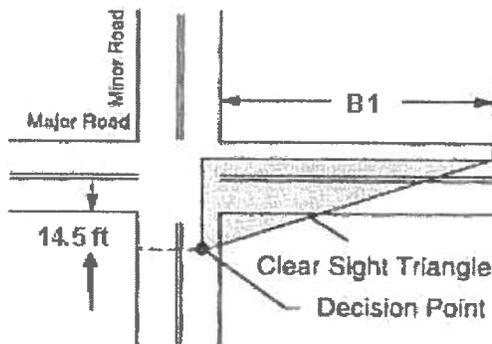


Exhibit 1. Typical Intersection Sight Triangle Measurements for Case B1 (Left-Turn from Stop).

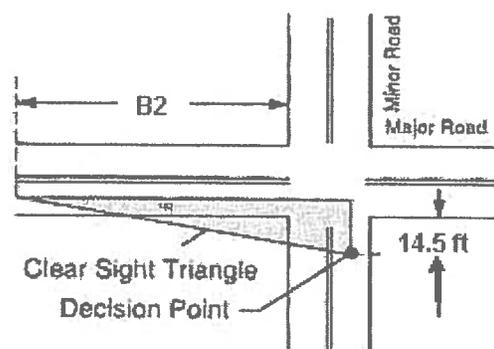


Exhibit 2. Typical Intersection Sight Triangle Measurements for Case B2 (Right-Turn from Stop).

US 20/Locust Street Intersection Sight Distance

At the US 20/Locust Street intersection, sight distance was measured for the northbound Locust Street movement. As identified in Table 2, the posted speed for US 20 at this intersection is 20 miles per hour (mph). According to AASHTO, the minimum sight distance at 20 mph is 225 feet for the left-turn movement (Case B1) and 195 feet for the right-turn movement (Case B2). The available sight distance for both the left-turn and right-turn movements at the US20/Locust Street intersection exceeds the minimum distance identified in AASHTO.

While the available sight distance exceeds the minimum required sight distance for a driver eye height of 3.5 feet, the sign for the fuel station in the southwest quadrant of the intersection, shown in Exhibit 3, may limit the available sight distance for drivers in vehicles that sit higher, such as recreational vehicles. These drivers may be required to move forward towards the travel lane and beyond the stop bar to have adequate visibility of oncoming traffic.



Exhibit 3. Sight Distance for Vehicles Turning Right from Locust Street to US 20

US 20/Buckaroo Trail Intersection Sight Distance

At the US 20/Buckaroo Trail intersection, sight distance was measured for the northbound Buckaroo Trail movement. As identified in Table 2, the posted speed for US 20 at this intersection is 45 mph to the east and 35 mph to the west. According to AASHTO, the minimum sight distance at 45 mph is 500

feet for the left-turn movement (Case B1). The minimum sight distance at 35 mph is 335 feet for the right-turn movement (Case B2).

The available sight distance to the west (Case B2) exceeds the minimum of 335 feet. However, the sight distance to the east (Case B1) is limited by the fence and sign in the southeast quadrant of the intersection, as shown in Exhibit 4. The available sight distance to the east is approximately 230 feet. To gain adequate sight distance to the east, drivers are required to move forward past the stop bar.

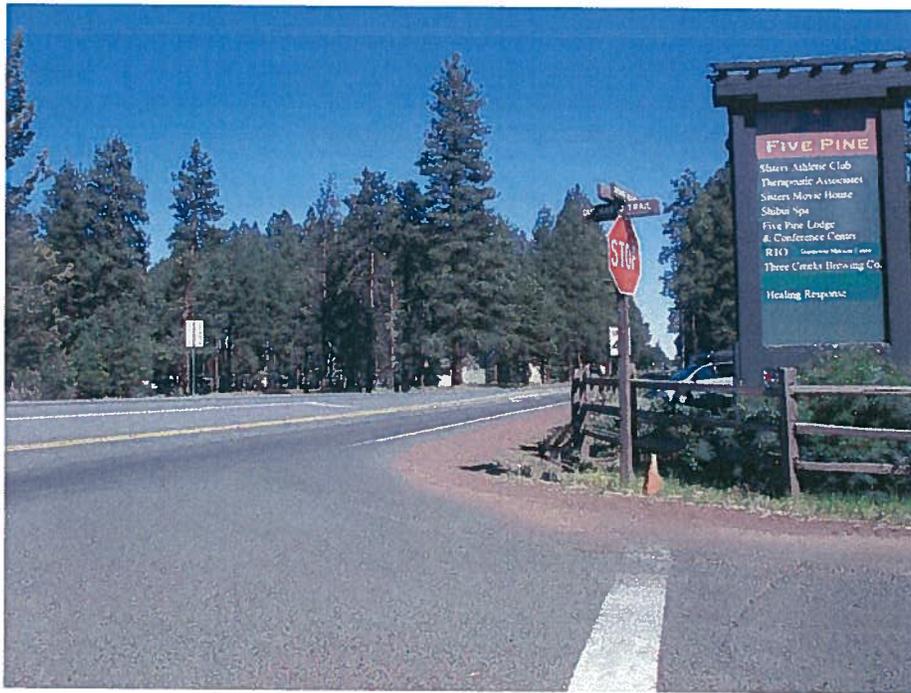


Exhibit 4. Sight Distance for Vehicles Turning Left from Buckaroo Trail to US 20

OPERATIONAL ANALYSIS OF SHORT-TERM ALTERNATIVES

To address concerns related to campground traffic using Locust Street, the following two options were evaluated.

- Option 1: Access to and from Locust Street would be eliminated and access from US 20 would be obtained from Desperado Trail via the connection of Buckaroo Trail.
- Option 2: Inbound traffic to the park would access from Desperado Trail and outbound traffic would leave the park at Locust Street. No inbound access to the park would be permitted from Locust Street.

Option 1: No Access to Locust Street

Under Option 1, no access would be permitted to the campground from Locust Street. All ingress and egress movements would occur via Desperado Trail and Buckaroo Trail. Figure 3 demonstrates how the campground turning movements would be rerouted. Figure 4 summarizes the intersection operations with these rerouted volumes. As shown, there is little change in intersection operations with the rerouted traffic. The available storage at each intersection is adequate to accommodate changes to queue lengths associated with rerouted traffic.

Option 2: Ingress from Desperado Trail, Egress to Locust Street

Under Option 2, only traffic exiting the campground would access Locust Street. Inbound traffic would access the campground from Desperado Trail via Buckaroo Trail. Figure 5 demonstrates how the inbound turning movements would be rerouted. Figure 6 summarizes the intersection operations with these rerouted volumes. Similar to Option 1, there is little change in intersection operations with the rerouted traffic. The available storage at each intersection is adequate to accommodate changes to queue lengths associated with rerouted traffic.

SUMMARY OF FINDINGS AND RECOMMENDATIONS

The following summarizes the existing conditions observations and alternatives analysis.

- The US 20/Locust Street intersection currently operates over capacity and with LOS F. This condition will continue regardless of the access scenario for the campground.
- The sign in the southwest quadrant of the US 20/Locust Street intersection potentially limits sight distance for taller vehicles.
 - *Recommendation: The City should consider whether restriping the northbound stop bar in a location closer to the travel lane would improve the sight distance for taller vehicles.*
- The fence and sign in the southeast quadrant of the US 20/Buckaroo Trail intersection restricts sight distance to less than the minimum required sight distance.
 - Option 1 would add additional traffic to this movement, while Option 2 would reduce traffic making this movement
 - *Recommendation: Regardless of the access option selected, the City should work with ODOT to determine whether restriping the stop bar in a location closer to the travel lane would improve the sight distance at this intersection or whether the fence and sign can be relocated.*
- Under both Options 1 and 2, the change in intersection operations compared to the existing condition is minimal and the changes in queue lengths associated with the rerouted traffic can be accommodated within the available storage at the study intersections.

Recommendations for Next Steps

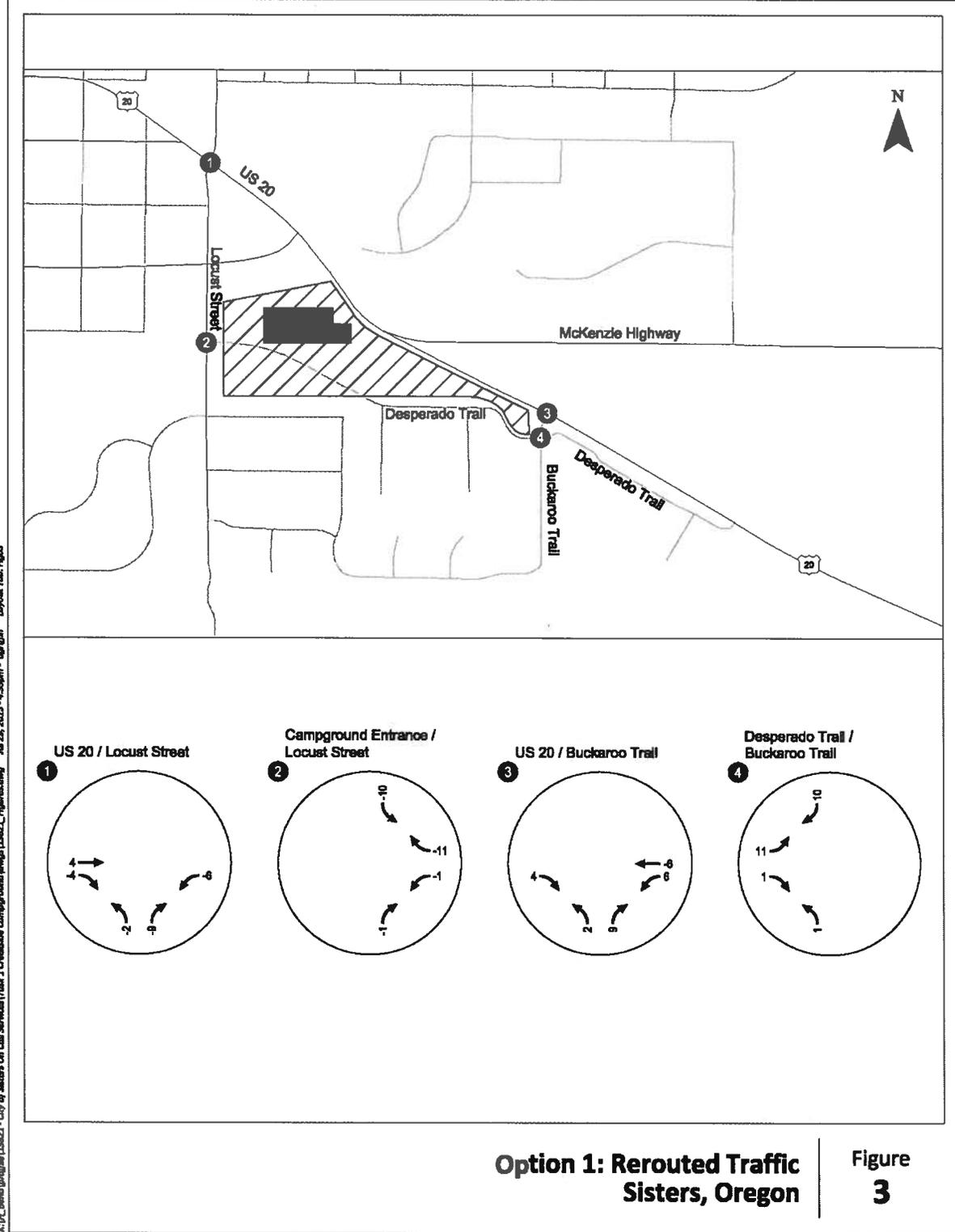
Short-Term Recommendations

The intersection operational analysis does not indicate a need to change the access scenario for the campground. However, if a decision is made to change the access scenario due to neighborhood concerns, we recommend that the City begin with Option 2. This option allows a phased trial period.

If this option is implemented, guide signage would likely be necessary on the highway to direct campground visitors to the correct ingress location.

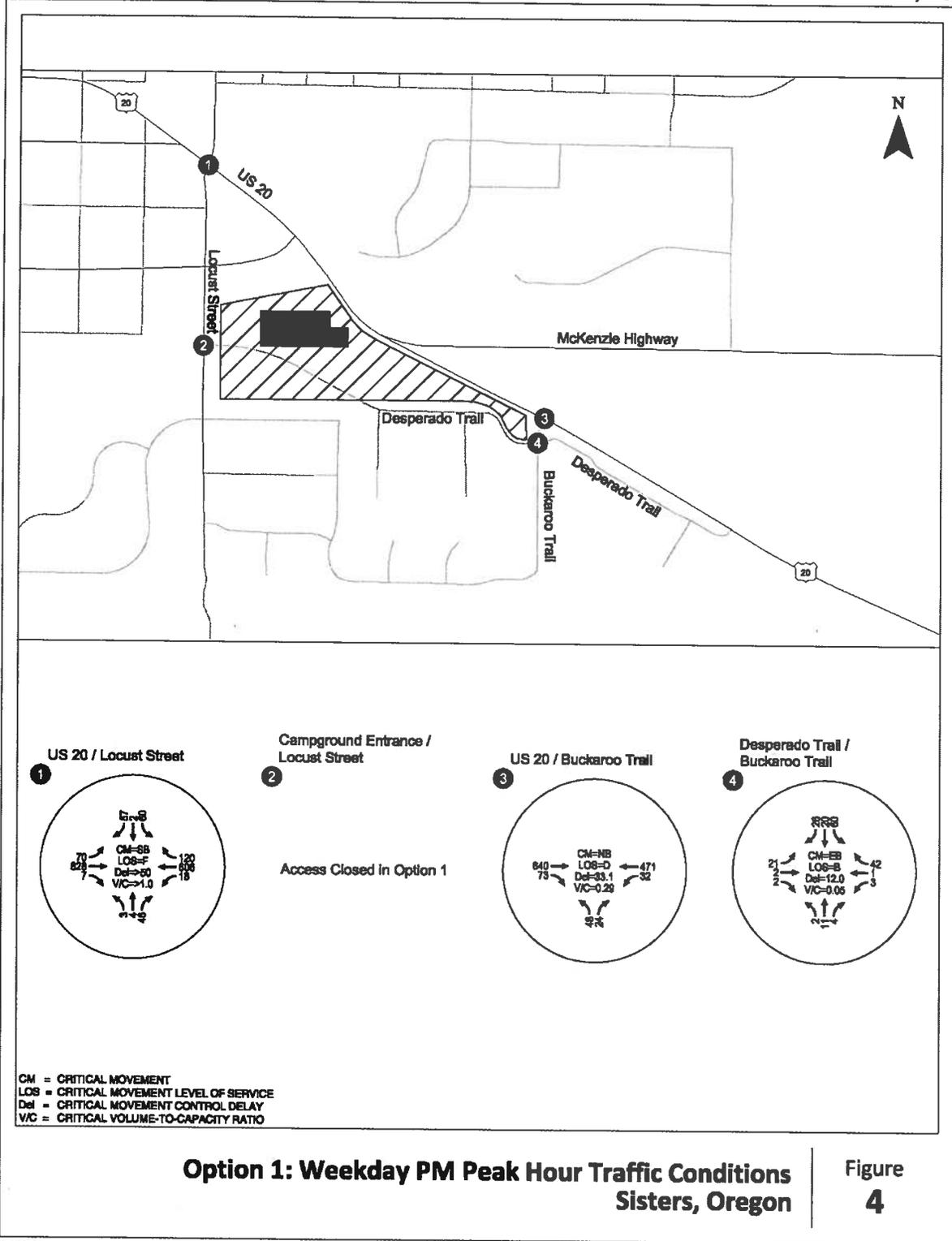
Longer-Term Recommendations

The City intends to conduct a refinement plan to the City's Transportation System Plan focused on the eastside transportation facilities. The refinement plan should consider the potential for longer-term campground access scenarios, such as access to Jefferson Avenue or access to US 20 across from OR 126. This would require additional coordination with ODOT to determine the future of the truck weigh station.

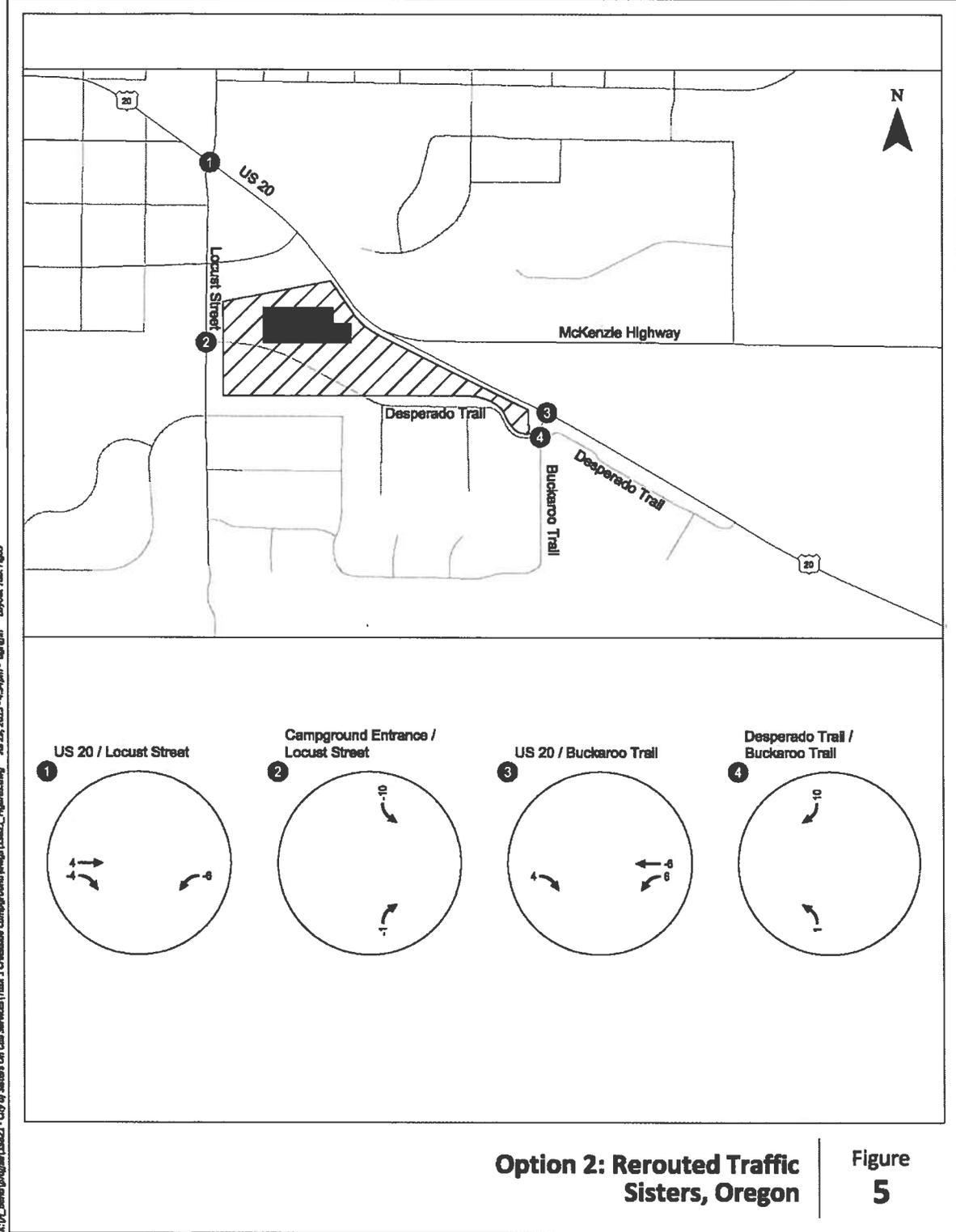


Option 1: Rerouted Traffic Sisters, Oregon

Figure 3



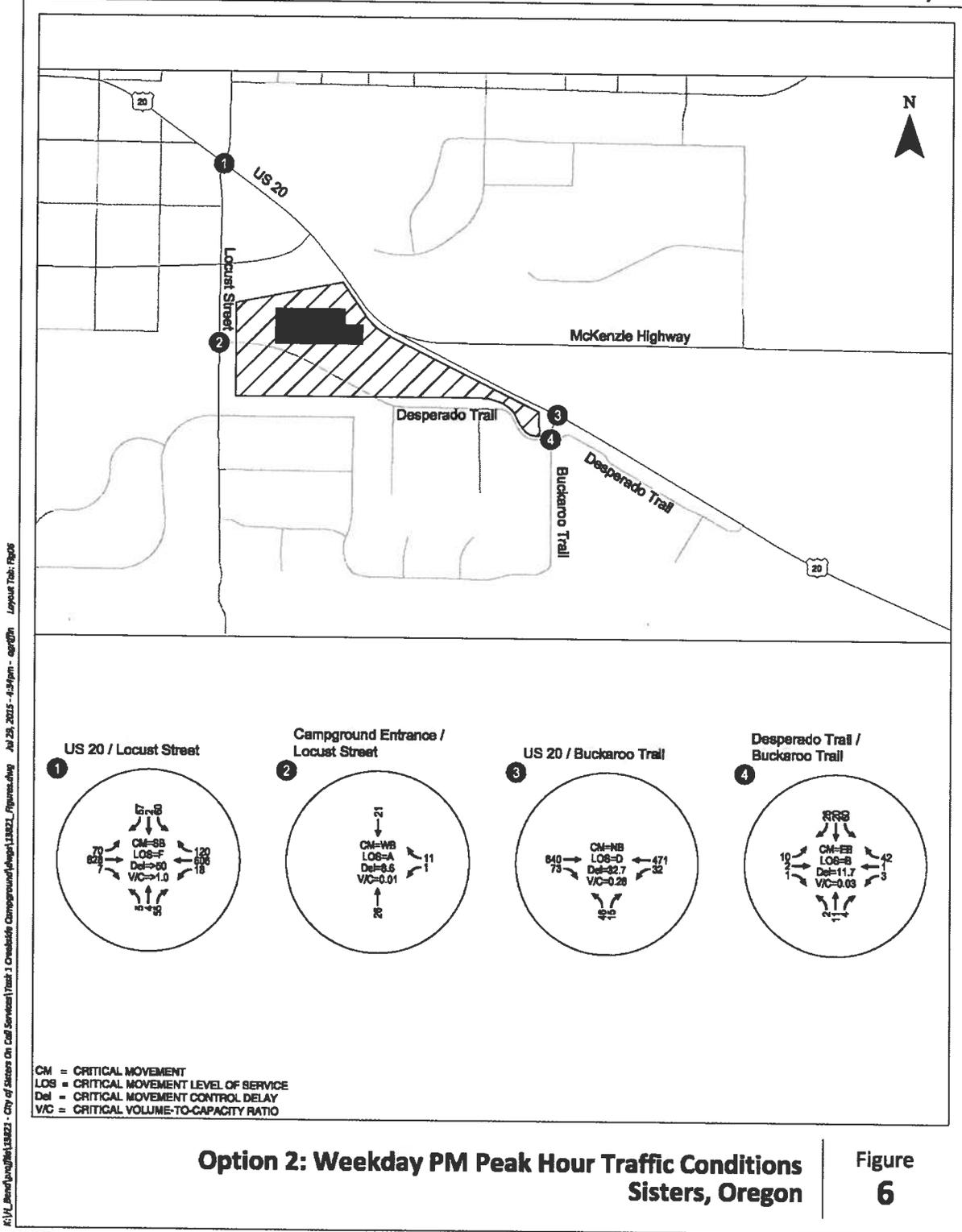
F:\M_data\proj\0613\0613 - City of Sisters On Call Services\Task 1 Creekside Campground\Map\130621_Rptarea.dwg Jul 29, 2015 - 4:55pm - ggg\gn Layout Tab: Rpt4



**Option 2: Rerouted Traffic
Sisters, Oregon**

**Figure
5**

F:\V_drive\jmg\13623 - City of Sisters On Call Services\Task 1 Creekside Campground\Map\13623_Rptarea.dwg Jul 29, 2015 - 4:34pm - agp\th Layout Tab: Rptas



P:\A_Series\p\08138621 - City of Sisters On Call Services\Task 1 Creekside Campground\Map1138621_Figures.dwg Jul 25, 2015 - 4:24pm - agp\dn Layout Tab: R105

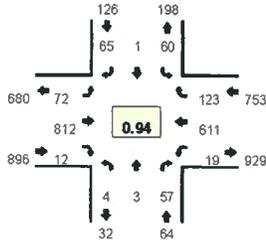
Appendix A
Turning Movement Counts

Type of peak hour being reported: Intersection Peak

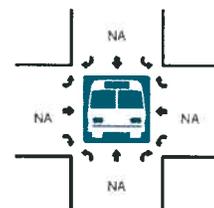
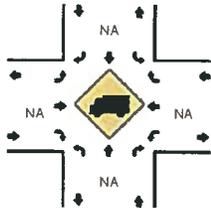
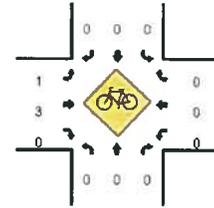
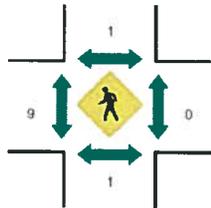
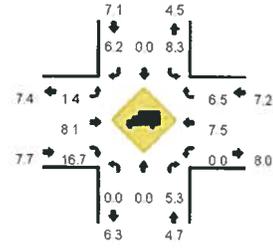
Method for determining peak hour: Total Entering Volume

LOCATION: S Locust St – US 20
CITY/STATE: Sisters, OR

QC JOB #: 13415202
DATE: Fri, Jun 05 2015



Peak-Hour: 3:05 PM – 4:05 PM
Peak 15-Min: 3:05 PM – 3:20 PM



5-Min Count Period Beginning At	S Locust St (Northbound)				S Locust St (Southbound)				US 20 (Eastbound)				US 20 (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
3:00 PM	0	2	4	0	1	0	8	0	8	56	1	0	1	39	21	0	141	
3:05 PM	0	0	4	0	8	0	13	0	6	78	0	0	2	60	17	0	186	
3:10 PM	0	0	4	0	2	0	4	0	7	65	1	0	3	60	13	0	159	
3:15 PM	0	0	4	0	8	0	8	0	3	61	1	0	2	49	10	0	144	
3:20 PM	1	0	2	0	7	0	3	0	10	68	3	0	0	53	8	0	155	
3:25 PM	1	0	3	0	8	0	6	0	5	80	2	0	1	49	5	0	140	
3:30 PM	1	1	5	0	3	0	4	0	10	66	2	0	1	52	12	0	157	
3:35 PM	0	0	5	0	2	1	5	0	8	60	1	0	1	53	10	0	146	
3:40 PM	0	0	5	0	5	0	7	0	4	72	0	0	2	34	8	0	137	
3:45 PM	0	1	4	0	2	0	6	0	4	77	1	0	3	50	5	0	163	
3:50 PM	0	0	8	0	3	0	2	0	3	79	0	0	3	59	10	0	168	
3:55 PM	1	0	8	0	6	0	5	0	6	63	0	0	1	47	12	0	149	1833
4:00 PM	0	1	5	0	6	0	4	0	8	65	1	0	0	48	13	0	147	1839
4:05 PM	0	1	2	0	5	1	8	0	3	75	0	0	3	50	17	0	165	1818
4:10 PM	1	0	4	0	5	0	1	0	8	68	0	0	7	65	10	0	169	1828
4:15 PM	1	0	2	0	3	0	5	0	4	66	1	0	3	39	8	0	132	1816
4:20 PM	1	0	3	0	9	0	3	0	3	69	0	0	1	46	12	0	147	1808
4:25 PM	1	0	3	0	2	0	6	0	6	63	0	0	2	67	11	0	161	1829
4:30 PM	1	0	6	0	5	0	5	0	3	65	1	0	4	44	10	0	144	1816
4:35 PM	0	1	6	0	7	0	7	0	3	56	0	0	2	48	4	0	134	1804
4:40 PM	0	1	3	0	5	0	4	0	8	56	3	0	0	46	8	0	134	1801
4:45 PM	0	0	7	0	3	0	3	0	7	70	0	0	2	64	12	0	168	1816
4:50 PM	1	0	3	0	7	0	7	0	7	59	1	0	1	44	12	0	142	1792
4:55 PM	0	0	3	0	7	0	7	0	10	55	1	0	4	45	9	0	141	1784
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	0	0	48	0	72	0	92	0	64	808	8	0	28	676	160	0	1956	
Heavy Trucks	0	0	4		12	0	4		0	84	4		0	64	12		184	
Pedestrians										20							20	
Bicycles	0	0	0		0	0	0		1	3	0		0	0	0		4	
Railroad																		
Stopped Buses																		

Comments:

Report generated on 6/12/2015 2:30 PM

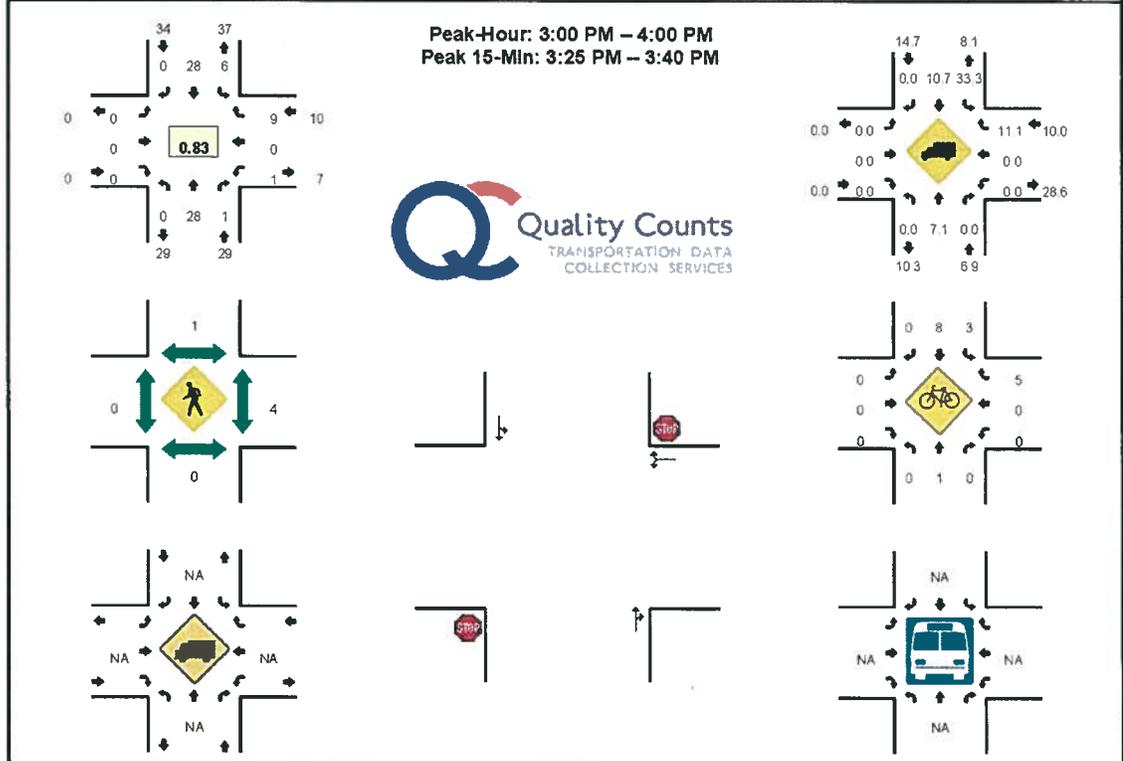
SOURCE: Quality Counts, LLC (<http://www.qualitycounts.net>) 1-877-580-2212

Type of peak hour being reported: Intersection Peak

Method for determining peak hour: Total Entering Volume

LOCATION: S Locust St – Campground Entrance
CITY/STATE: Sisters, OR

QC JOB #: 13415201
DATE: Fri, Jun 05 2015



5-Min Count Period Beginning At	S Locust St (Northbound)				S Locust St (Southbound)				Campground Entrance (Eastbound)				Campground Entrance (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
3:00 PM	0	1	0	0	0	4	0	0	0	0	0	0	0	0	0	0	5	
3:05 PM	0	3	0	0	0	4	0	0	0	0	0	0	0	0	0	0	7	
3:10 PM	0	2	0	0	0	4	0	0	0	0	0	0	0	0	0	0	6	
3:15 PM	0	3	0	0	1	0	0	0	0	0	0	0	0	0	1	0	5	
3:20 PM	0	1	0	0	1	2	0	0	0	0	0	0	0	0	1	0	5	
3:25 PM	0	3	0	0	0	6	0	0	0	0	0	0	0	0	0	0	8	
3:30 PM	0	2	1	0	0	1	0	0	0	0	0	0	0	0	0	0	4	
3:35 PM	0	7	0	0	0	2	0	0	0	0	0	0	0	0	1	0	10	
3:40 PM	0	3	0	0	0	1	0	0	0	0	0	0	0	0	0	0	4	
3:45 PM	0	1	0	0	2	2	0	0	0	0	0	0	1	0	2	0	8	
3:50 PM	0	2	0	0	1	1	0	0	0	0	0	0	0	0	2	0	6	
3:55 PM	0	0	0	0	1	2	0	0	0	0	0	0	0	0	2	0	5	73
4:00 PM	0	1	0	0	2	1	0	0	0	0	0	0	0	0	0	0	4	72
4:05 PM	0	2	0	0	1	1	0	0	0	0	0	0	0	0	1	1	6	71
4:10 PM	0	1	0	0	1	3	0	0	0	0	0	0	0	0	1	0	6	71
4:15 PM	0	2	0	0	1	4	0	0	0	0	0	0	0	0	0	0	7	73
4:20 PM	0	0	1	0	2	1	0	0	0	0	0	0	0	0	0	0	4	72
4:25 PM	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2	66
4:30 PM	0	1	0	0	0	3	0	0	0	0	0	0	0	0	0	0	4	66
4:35 PM	0	0	0	0	0	3	0	0	0	0	0	0	1	0	0	0	4	60
4:40 PM	0	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	4	60
4:45 PM	0	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	8	60
4:50 PM	0	3	0	0	0	4	0	0	0	0	0	0	0	0	0	0	7	61
4:55 PM	0	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	6	62
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	0	48	4	0	0	32	0	0	0	0	0	0	0	0	4	0	88	
Heavy Trucks	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	
Pedestrians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bicycles	0	0	0	0	3	0	0	0	0	0	0	0	0	0	4	0	7	
Railroad																		
Stopped Buses																		

Comments:

Report generated on 8/12/2015 2:30 PM

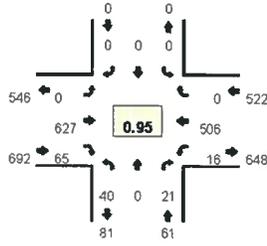
SOURCE: Quality Counts, LLC (http://www.qualitycounts.net) 1-877-580-2212

Type of peak hour being reported: Intersection Peak

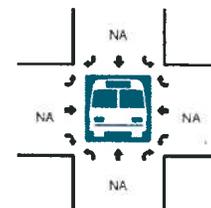
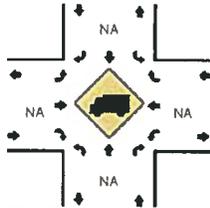
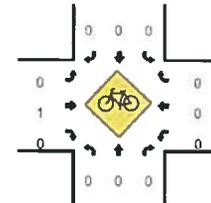
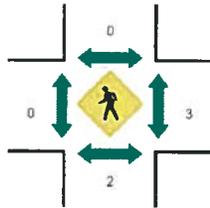
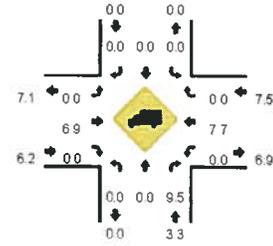
Method for determining peak hour: Total Entering Volume

LOCATION: S Buckaroo Trail – US 20
CITY/STATE: Sisters, OR

QC JOB #: 13415203
DATE: Fri, Jun 05 2015



Peak-Hour: 4:00 PM – 5:00 PM
Peak 15-Min: 4:10 PM – 4:25 PM



5-Min Count Period Beginning At	S Buckaroo Trail (Northbound)				S Buckaroo Trail (Southbound)				US 20 (Eastbound)				US 20 (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
3:00 PM	3	0	1	0	0	0	0	0	0	39	7	0	2	50	0	0	102	
3:05 PM	4	0	2	0	0	0	0	0	0	37	4	0	0	36	0	0	83	
3:10 PM	8	0	2	0	0	0	0	0	0	36	3	0	3	44	0	0	94	
3:15 PM	5	0	0	0	0	0	0	0	0	62	7	0	1	48	0	0	123	
3:20 PM	6	0	2	0	0	0	0	0	0	57	4	0	0	42	0	0	111	
3:25 PM	3	0	1	0	0	0	0	0	0	44	4	0	5	43	0	0	100	
3:30 PM	5	0	1	0	0	0	0	0	0	60	7	0	1	31	0	0	105	
3:35 PM	3	0	1	0	0	0	0	0	0	49	6	0	3	33	0	0	95	
3:40 PM	3	0	0	0	0	0	0	0	0	57	1	0	5	42	0	0	108	
3:45 PM	4	0	1	0	0	0	0	0	0	40	4	0	1	45	0	0	95	
3:50 PM	2	0	1	0	0	0	0	0	0	46	4	0	0	33	0	0	86	
3:55 PM	4	0	2	0	0	0	0	0	0	61	2	0	2	34	0	0	105	1207
4:00 PM	4	0	0	0	0	0	0	0	0	59	7	0	1	44	0	0	115	1220
4:05 PM	2	0	0	0	0	0	0	0	0	52	8	0	2	37	0	0	101	1238
4:10 PM	0	0	2	0	0	0	0	0	0	53	5	0	0	45	0	0	105	1249
4:15 PM	4	0	4	0	0	0	0	0	0	50	6	0	2	39	0	0	105	1231
4:20 PM	5	0	2	0	0	0	0	0	0	58	4	0	1	57	0	0	127	1247
4:25 PM	4	0	0	0	0	0	0	0	0	50	1	0	2	29	0	0	86	1233
4:30 PM	3	0	3	0	0	0	0	0	0	64	4	0	2	27	0	0	103	1231
4:35 PM	3	0	5	0	0	0	0	0	0	51	6	0	2	63	0	0	130	1266
4:40 PM	1	0	1	0	0	0	0	0	0	47	7	0	1	32	0	0	89	1247
4:45 PM	0	0	1	0	0	0	0	0	0	45	5	0	1	48	0	0	100	1252
4:50 PM	9	0	1	0	0	0	0	0	0	46	5	0	0	30	0	0	91	1257
4:55 PM	5	0	2	0	0	0	0	0	0	62	7	0	2	55	0	0	123	1275
Peak 15-Min Flowrates	Northbound				Southbound				Eastbound				Westbound				Total	
All Vehicles	36	0	32	0	0	0	0	0	0	644	60	0	12	564	0	0		1348
Heavy Trucks	0	0	0	0	0	0	0	0	0	36	0	0	0	56	0	0	92	
Pedestrians	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bicycles	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Railroad																	0	
Stopped Buses																		

Comments:

Report generated on 6/12/2015 2:30 PM

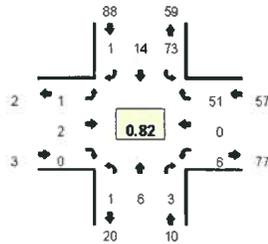
SOURCE: Quality Counts, LLC (<http://www.qualitycounts.net>) 1-877-580-2212

Type of peak hour being reported: Intersection Peak

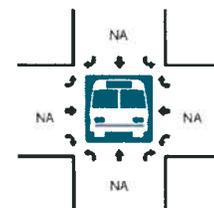
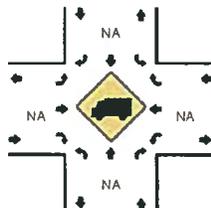
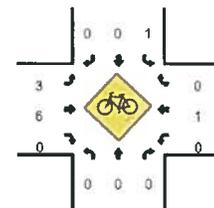
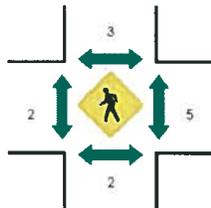
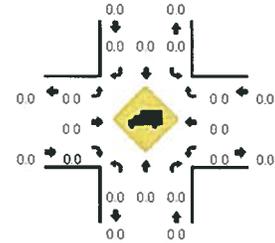
Method for determining peak hour: Total Entering Volume

LOCATION: S Buckaroo Trail – E Desperado Trail & E Sisters City Dr
 CITY/STATE: Sisters, OR

QC JOB #: 13415206
 DATE: Fri, Jun 05 2015



Peak-Hour: 4:00 PM – 5:00 PM
 Peak 15-Min: 4:45 PM – 5:00 PM



5-Min Count Period Beginning At	S Buckaroo Trail (Northbound)				S Buckaroo Trail (Southbound)				E Desperado Trail & E Sisters City Dr (Eastbound)				E Desperado Trail & E Sisters City Dr (Westbound)				Total	Hourly Totals
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
3:00 PM	0	0	0	0	8	0	0	0	0	0	0	0	1	0	5	0	14	
3:05 PM	0	4	0	0	0	4	1	0	0	0	0	0	0	0	3	0	12	
3:10 PM	0	1	0	0	4	0	0	0	0	0	0	0	0	0	4	0	9	
3:15 PM	0	3	0	0	6	0	0	1	1	0	0	0	0	0	5	0	16	
3:20 PM	0	0	0	0	3	4	0	0	0	0	0	0	0	0	3	0	10	
3:25 PM	0	3	0	0	8	2	0	0	0	0	0	0	0	0	3	0	16	
3:30 PM	0	0	0	0	3	1	0	0	0	0	0	0	0	0	4	0	8	
3:35 PM	0	1	1	0	7	2	0	1	0	0	0	0	0	0	1	0	13	
3:40 PM	0	0	1	0	3	3	0	0	0	0	0	0	1	0	4	0	12	
3:45 PM	0	2	0	0	3	0	0	0	0	0	0	0	0	0	2	0	7	
3:50 PM	0	1	0	0	6	1	0	0	0	0	0	0	1	0	3	0	12	
3:55 PM	0	1	0	0	0	2	0	0	0	0	0	0	0	0	6	0	9	
4:00 PM	0	0	1	0	11	3	1	0	0	0	0	0	0	0	2	0	18	
4:05 PM	0	0	0	0	4	0	0	0	0	0	0	0	1	0	2	0	7	
4:10 PM	0	0	1	0	6	2	0	0	0	2	0	0	0	0	7	0	18	
4:15 PM	0	0	0	0	4	0	0	0	0	0	0	0	0	0	6	0	10	
4:20 PM	0	2	0	0	3	2	0	0	0	0	0	0	0	0	4	0	11	
4:25 PM	0	0	0	0	4	0	0	0	1	0	0	0	0	0	4	0	9	
4:30 PM	0	1	0	0	8	1	0	0	0	0	0	0	1	0	6	0	17	
4:35 PM	0	0	0	0	7	1	0	0	0	0	0	0	2	0	3	0	13	
4:40 PM	0	1	0	0	4	0	0	0	0	0	0	0	1	0	1	0	7	
4:45 PM	0	2	0	0	6	0	0	0	0	0	0	0	1	0	7	0	16	
4:50 PM	1	0	1	0	5	3	0	1	0	0	0	0	0	0	4	0	15	
4:55 PM	0	0	0	0	10	2	0	0	0	0	0	0	0	0	5	0	17	
Peak 15-Min	Northbound				Southbound				Eastbound				Westbound				Total	
Flowrates	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U		
All Vehicles	4	8	4	0	94	20	0	4	0	0	0	0	4	0	64	0	162	
Heavy Trucks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Pedestrians	0	4	0	0	0	12	0	0	0	4	0	0	12	0	0	0	32	
Bicycles	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2	
Railroad																		
Stopped Buses																		

Comments:

Report generated on 6/12/2015 2:30 PM

SOURCE: Quality Counts, LLC (http://www.qualitycounts.net) 1-877-580-2212

CREEKSIDE PARK AND CAMPGROUND CAPITAL IMPROVEMENTS

CREEKSIDE PARK					
ADA Accessibility Improvements	1	ls	\$ 20,000.00	\$ 20,000.00	Priority I
Electrical Upgrades	1	ls	\$ 20,000.00	\$ 20,000.00	Priority I
Enhance Entry	400	sf	\$ 8.00	\$ 3,200.00	Priority I
Public Art	1	ea	\$ 5,000.00	\$ 5,000.00	Priority II
Expansion-east side: restroom, Picnic Shelter, restroom, Off leash dog park, Dirt bike track, parking, Play equipment					
CREEKSIDE CAMPGROUND					
Locust St. Berm & Landscaping	1	ea	\$ 18,000.00	\$ 18,000.00	Priority I
Tyee Landscaping	1	ea	\$ 16,000.00	\$ 16,000.00	Priority I
New Restroom Building	1	ea	\$ 266,000.00	\$ 266,000.00	Priority II
New dishwashing station	1	ea			
ADA Improvements (4 spaces)	1	ea	\$ 28,000.00	\$ 28,000.00	Priority II
Re-locate Dumpstation	1	ea	\$ 36,000.00	\$ 36,000.00	Priority II
Paving/repair interior access drives	1	ls	\$ 43,849.00	\$ 43,849.00	Priority II
Convert five existing non-hook up spaces to full hook up (spaces 56 and 58-61)	5	ea	\$5,000	\$ 25,000.00	Priority II
Create additional walk in tent sites in eastern area with parking nearby	5	ea	\$2,200	\$ 11,000.00	Priority II
Entry Improvements	1	ea	\$ 22,000.00	\$ 22,000.00	Priority I
Subtotal:				\$ 514,049.00	



Meeting Date: December 10, 2015

Staff: Lynne Fujita-Conrads

Type: Regular Meeting

Dept: Finance

Subject: Amendment to COIC Contract

Action Requested: Discussion and Consideration of a Motion to Amend a Services Agreement with Central Oregon Intergovernmental Council (COIC).

Summary:

The City receives Federal Transit Administration (FTA) funds through our grant with the Oregon Department of Transportation (ODOT) for the Cascades East Transit bus service.

ODOT conducted a compliance review on July 21, 2015. The review evaluated management's fiscal and operational processes to ensure compliance with state and federal regulations. The contract with COIC was found to not contain all required Federal terms and conditions. The attached Amendment fulfills this requirement.

Financial Impact:

None

Attachment(s):

Attachment A – Amendment to Services Agreement

Concurrence: CM:  FIN:  PW:  CDD: 

Attachment A

AMENDMENT TO SERVICES AGREEMENT

This amendment is to the Service Agreement between the City of Sisters (City) and the Central Oregon Intergovernmental Council (COIC), effective July 1, 2015 (the Contract).

Recitals

- A. City recently received an ODOT compliance finding because the agreement between the City and COIC does not contain all required Federal terms and conditions.
- B. ODOT PT has requested the inclusion of additional insurance language into the agreement between the City and COIC.
- C. ODOT PT has requested the inclusion of language on 2 CFR 200.331(a) into the agreement between the City and COIC.

Terms of Amendment

- 1. The attached EXHIBIT C, Insurance Requirements is added to the Agreement.
- 2. The attached EXHIBIT D, Summary of Federal Requirements is added to the Agreement.
- 3. The attached EXHIBIT E, Information Required by 2 CFR 200.331(a) is added to the Agreement.
- 4. The attached EXHIBIT F, Federal Regulations & Required Third-Party Contract Clauses is added to the Agreement.
- 5. All other provisions of the original Agreement remain in effect.
- 6. This amendment shall be effective on signature by both parties.

COIC:
Central Oregon Intergovernmental Council
an entity organized under ORS Chapter 190

CITY:
City of Sisters
a municipal corporation of the State of Oregon

By: Andrew Spreadborough
Its: Executive Director

By: Andrew Gorayeb
Its: City Manager

Date

Date

EXHIBIT C

Insurance Requirements

GENERAL.

COIC shall obtain insurance specified under TYPES AND AMOUNTS and meeting the requirements under ADDITIONAL INSURED, NOTICE OF CANCELLATION OR CHANGE, and CERTIFICATES OF INSURANCE before performance under the Project commences, and ii) maintain the insurance in full force throughout the duration of the Project. The insurance must be provided by insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to City. City shall not authorize work to begin until the insurance is in full force. Thereafter, City shall monitor continued compliance with the insurance requirements on an annual or more frequent basis. In no event shall City permit work when City is aware that COIC is not in compliance with the insurance requirements.

TYPES AND AMOUNTS.

- i. **WORKERS COMPENSATION.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Employers liability insurance with coverage limits of not less than \$500,000 must be included.
- ii. **COMMERCIAL GENERAL LIABILITY.** Commercial General Liability Insurance covering bodily injury, death, and property damage in a form and with coverages that are satisfactory to City. This insurance shall include personal injury liability, products and completed operations. Coverage shall be written on an occurrence form basis, with not less than the following amounts as determined by City:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

- iii. **AUTOMOBILE Liability Insurance: Automobile Liability.** Automobile Liability Insurance covering all owned, non-owned and hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits for "Commercial General Liability" and "Automobile Liability"). Automobile Liability Insurance must be in not less than the following amounts as determined by City:

Bodily Injury, Death and Property Damage:

\$1,000,000 per occurrence (for all claimants for claims arising out of a single accident or occurrence).

ADDITIONAL INSURED. The Commercial General Liability Insurance and Automobile Liability insurance must include City, its officers, employees and agents as Additional Insureds but only with respect to the contractor's activities to be performed under the Project. Coverage must be primary and non-contributory with any other insurance and self-insurance.

NOTICE OF CANCELLATION OR CHANGE. The contractor or its insurer must provide 30 days' written notice to COIC before cancellation of, material change to, potential exhaustion of aggregate limits of, or non-renewal of the required insurance coverage(s).

CERTIFICATE(S) OF INSURANCE. COIC shall provide the City a certificate(s) of insurance for all required insurance before the contractor performs under the Project. The certificate(s) or an attached endorsement must specify all entities and individuals who are endorsed on the policy as Additional Insured.

EXHIBIT D

Summary of Federal Requirements and Incorporating by Reference Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements ("Certifications and Assurances") and Federal Transit Administration Master Agreement ("Master Agreement")

COIC must comply with all applicable federal requirements contained in the Certifications and Assurances available at http://www.fta.dot.gov/grants/12825_93.html. The Certifications and Assurances, including as they may be changed during the term of this Agreement, are by this reference incorporated herein.

COIC further agrees to comply with all applicable requirements included in the Master Agreement that is signed and attested to by State. This Master Agreement is incorporated by reference and made part of this Agreement. Said Master Agreement is available upon request from State by calling (503) 986-3300, or at <http://www.fta.dot.gov/documents/21-Master.pdf>. Without limiting the foregoing, the following is a summary of some requirements applicable to transactions covered by this Agreement and the funds described in Exhibit A:

1. COIC shall comply with Title VI of the Civil Rights Act of 1964 (78 Stat 252, 42 U.S.C. § 2000d) and the regulations of the United States Department of Transportation (49 CFR 21, Subtitle A). COIC shall exclude no person on the grounds of race, religion, color, sex, age, national origin, or disability from the benefits of aid received under this Agreement. COIC will report to City on at least an annual basis the following information: any active lawsuits or complaints, including dates, summary of allegation, status of lawsuit or complaint including whether the Parties entered into a consent decree.
2. COIC shall comply with FTA regulations in Title 49 CFR 27 Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance which implements the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, 49 CFR 37, and 49 CFR 38.
3. COIC shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. COIC shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. COIC's DBE program, if applicable, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement.
4. COIC shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. COIC shall carry out applicable requirements of 49 CFR Part 26 in the performance of this USDOT-assisted contract. Failure by the COIC to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as City deems appropriate.
5. COIC, a contractor receiving in excess of \$100,000 in federal funds, must certify to City that they have not and will not use federal funds to pay for influencing or attempting to influence an officer or employee of any federal department or Agency, a member of Congress, or an employee of a member of Congress in connection with obtaining any federal grant, cooperative agreement or any other federal award. If non-federal funds have been used to support lobbying activities in connection with the Project, COIC shall complete Standard Form LLL, Disclosure Form to Report Lobbying and submit the form to City at the end of each calendar quarter in which there occurs an event that requires disclosure. Restrictions on lobbying do not apply to influencing policy decisions. Examples of prohibited activities include seeking support for a particular application or bid and seeking a congressional earmark.

EXHIBIT E

Information required by 2 CFR 200.331(a), may be accessed at <http://www.oregon.gov/odot/pt/>, Oregon Public Transit Information System (OPTIS), as the information becomes available

EXHIBIT F
FEDERAL REGULATIONS & REQUIRED THIRD-PARTY CONTRACT CLAUSES

ALL OR PART OF THIS CONTRACT IS FEDERALLY FUNDED. CONTRACTOR shall comply with the following applicable federal regulations in addition to all other specifications, terms and conditions of this Invitation for Bid or Request for Proposal. As used in these regulations,

6. ENERGY CONSERVATION REQUIREMENTS

42 U.S.C. 6321 et seq.

49 CFR Part 18

Energy Conservation - The contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

7. CLEAN WATER REQUIREMENTS

33 U.S.C. 1251

Clean Water - (1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

10. LOBBYING

31 U.S.C. 1352

49 CFR Part 19

49 CFR Part 20

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, et seq.] - Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

11. ACCESS TO RECORDS AND REPORTS

49 U.S.C. 5325

18 CFR 18.36 (i)

49 CFR 633.17

Access to Records - The following access to records requirements apply to this Contract:

1. Where the Purchaser is not a State but a local government and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C.F.R. 18.36(i), the Contractor agrees to provide the Purchaser, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 C.F.R. 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311
2. Where the Purchaser is a State and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C.F.R. 633.17, Contractor agrees to provide the Purchaser, the FTA Administrator or his authorized representatives, including any PMO Contractor, access to the Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311. By definition, a major capital project excludes contracts of less than the simplified acquisition threshold currently set at \$100,000.
3. Where the Purchaser enters into a negotiated contract for other than a small purchase or under the simplified acquisition threshold and is an institution of higher education, a hospital or other non-profit organization and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C.F.R. 19.48, Contractor agrees to provide the Purchaser, FTA Administrator, the Comptroller General of the United States or any of their duly authorized representatives with access to any books, documents, papers and record of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.
4. Where any Purchaser which is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 U.S.C. 5325(a) enters into a contract for a capital project or improvement (defined at 49 U.S.C. 5302(a)1) through other than competitive bidding, the Contractor shall make available records related to the contract to the Purchaser, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.
5. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
6. The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of

this contract, in which case Contractor agrees to maintain same until the Purchaser, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

7. FTA does not require the inclusion of these requirements in subcontracts.

12. FEDERAL CHANGES

49 CFR Part 18

Federal Changes - Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

14. CLEAN AIR

42 U.S.C. 7401 et seq

40 CFR 15.61

49 CFR Part 18

Clean Air - (1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

17. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

40 USC 3701(b)(1)(B)(iii) and (b)(2)

29 CFR 5.2(h)

29 CFR 5.5(b)

49 CFR 18.36(i)(6)

(1) **Overtime requirements** - No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) **Violation; liability for unpaid wages; liquidated damages** - In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this

section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) **Withholding for unpaid wages and liquidated damages** - The (write in the name of the grantee) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) **Subcontracts** - The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

19. NO GOVERNMENT OBLIGATION TO THIRD PARTIES

No Obligation by the Federal Government.

(1) The Purchaser and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

20. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS

**31 U.S.C. 3801 et seq.
49 CFR Part 31 18 U.S.C. 1001
49 U.S.C. 5307**

Program Fraud and False or Fraudulent Statements or Related Acts.

(1) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or

causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

(2) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

(3) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

21. TERMINATION

49 U.S.C. Part 18

FTA Circular 4220.1F

a. Termination for Convenience (General Provision) City may terminate this contract, in whole or in part, at any time by written notice to the Contractor when it is in the Government's best interest. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to City to be paid the Contractor. If the Contractor has any property in its possession belonging to City, the Contractor will account for the same, and dispose of it in the manner City directs.

b. Termination for Default [Breach or Cause] (General Provision) If the Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, City may terminate this contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by City that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Contractor, City, after setting up a new delivery of performance schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

c. Opportunity to Cure (General Provision) City in its sole discretion may, in the case of a termination for breach or default, allow the Contractor ten (10) days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions

If Contractor fails to remedy to City's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within ten (10) days] after receipt by Contractor of written

notice from City setting forth the nature of said breach or default, City shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude City from also pursuing all available remedies against Contractor and its sureties for said breach or default.

d. Waiver of Remedies for any Breach In the event that City elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by City shall not limit City's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

e. Termination for Convenience (Professional or Transit Service Contracts) City, by written notice, may terminate this contract, in whole or in part, when it is in the Government's interest. If this contract is terminated, the Recipient shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

f. Termination for Default (Supplies and Service) If the Contractor fails to deliver supplies or to perform the services within the time specified in this contract or any extension or if the Contractor fails to comply with any other provisions of this contract, City may terminate this contract for default. City shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of the default. The Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner or performance set forth in this contract.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Recipient.

g. Termination for Default (Transportation Services) If the Contractor fails to pick up the commodities or to perform the services, including delivery services, within the time specified in this contract or any extension or if the Contractor fails to comply with any other provisions of this contract, City may terminate this contract for default. City shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of default. The Contractor will only be paid the contract price for services performed in accordance with the manner of performance set forth in this contract.

If this contract is terminated while the Contractor has possession of Recipient goods, the Contractor shall, upon direction of City, protect and preserve the goods until surrendered to the Recipient or its agent. The Contractor and City shall agree on payment for the preservation and protection of goods. Failure to agree on an amount will be resolved under the Dispute clause.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of City.

h. Termination for Default (Construction) If the Contractor refuses or fails to prosecute the work or any separable part, with the diligence that will insure its completion within the time specified in this contract or any extension or fails to complete the work within this time, or if the Contractor fails to comply with any other provisions of this contract, City may terminate this

contract for default. City shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of the default. In this event, the Recipient may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the Recipient resulting from the Contractor's refusal or failure to complete the work within specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the Recipient in completing the work.

The Contractor's right to proceed shall not be terminated nor did the Contractor charge with damages under this clause if-

1. The delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include: acts of God, acts of the Recipient, acts of another Contractor in the performance of a contract with the Recipient, epidemics, quarantine restrictions, strikes, freight embargoes; and
2. The Contractor, within [10] days from the beginning of any delay, notifies City in writing of the causes of delay. If in the judgment of City, the delay is excusable, the time for completing the work shall be extended. The judgment of City shall be final and conclusive on the parties, but subject to appeal under the Disputes clauses.

If, after termination of the Contractor's right to proceed, it is determined that the Contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if the termination had been issued for the convenience of the Recipient.

i. Termination for Convenience or Default (Architect and Engineering) City may terminate this contract in whole or in part, for the Recipient's convenience or because of the failure of the Contractor to fulfill the contract obligations. City shall terminate by delivering to the Contractor a Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Contracting Officer all data, drawings, specifications, reports, estimates, summaries, and other information and materials accumulated in performing this contract, whether completed or in process.

If the termination is for the convenience of the Recipient, the Contracting Officer shall make an equitable adjustment in the contract price but shall allow no anticipated profit on unperformed services.

If the termination is for failure of the Contractor to fulfill the contract obligations, the Recipient may complete the work by contract or otherwise and the Contractor shall be liable for any additional cost incurred by the Recipient.

If, after termination for failure to fulfill contract obligations, it is determined that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Recipient.

j. Termination for Convenience of Default (Cost-Type Contracts) City may terminate this contract, or any portion of it, by serving a notice of termination on the Contractor. The notice shall state whether the termination is for convenience of City or for the default of the Contractor. If the termination is for default, the notice shall state the manner in which the contractor has failed to perform the requirements of the contract. The Contractor shall account for any property in its possession paid for from funds received from City, or property supplied to the Contractor by City. If the termination is for default, City may fix the fee, if the contract provides for a fee, to be paid the contractor in proportion to the value, if any, of work performed up to the time of termination. The Contractor shall promptly submit its termination claim to City and the parties shall negotiate the termination settlement to be paid the Contractor.

If the termination is for the convenience of City, the Contractor shall be paid its contract close-out costs, and a fee, if the contract provided for payment of a fee, in proportion to the work performed up to the time of termination.

If, after serving a notice of termination for default, City determines that the Contractor has an excusable reason for not performing, such as strike, fire, flood, events which are not the fault of and are beyond the control of the contractor, City, after setting up a new work schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

22. GOVERNMENT-WIDE DEBARMENT AND SUSPENSION

Suspension and Debarment

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.

The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by City. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available to City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 49 CFR 29, Subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

23. PRIVACY ACT **5 U.S.C. 552**

Contracts Involving Federal Privacy Act Requirements - The following requirements apply to the Contractor and its employees that administer any system of records on behalf of the Federal Government under any contract:

(1) The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974,

5 U.S.C. § 552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

(2) The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

24. CIVIL RIGHTS REQUIREMENTS

29 U.S.C. § 623, 42 U.S.C. § 2000

42 U.S.C. § 6102, 42 U.S.C. § 12112

42 U.S.C. § 12132, 49 U.S.C. § 5332

29 CFR Part 1630, 41 CFR Parts 60 et seq.

Civil Rights - The following requirements apply to the underlying contract:

(1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including

apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

25. BREACHES AND DISPUTE RESOLUTION

49 CFR Part 18

FTA Circular 4220.1F

Disputes - Disputes arising in the performance of this Contract which are not resolved by agreement of the parties shall be decided in writing by City's Manager. This decision shall be final and conclusive unless within [ten (10)] days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to City's Manager. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of City's Manager shall be binding upon the Contractor and the Contractor shall abide by the decision.

Performance During Dispute - Unless otherwise directed by City, Contractor shall continue performance under this Contract while matters in dispute are being resolved.

Claims for Damages - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents or others for whose acts he is legally liable, a claim for damages therefore shall be made in writing to such other party within a reasonable time after the first observance of such injury or damage.

Remedies - Unless this contract provides otherwise, all claims, counterclaims, disputes and other matters in question between City and the Contractor arising out of or relating to this contract or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which City is located.

Rights and Remedies - The duties and obligations imposed by the Contract Documents and the rights and remedies available there under shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by City or Contractor shall constitute a waiver of any right or duty afforded any of them under the

Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach there under, except as may be specifically agreed in writing.

28. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

49 CFR Part 26

Disadvantaged Business Enterprises

- a. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The agency's overall goal for DBE participation is .5 %. A separate contract goal has not been established for this procurement.
- b. The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as City deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (*see* 49 CFR 26.13(b)).

30. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

FTA Circular 4220.1F

Incorporation of Federal Transit Administration (FTA) Terms - The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this contract. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any City requests which would cause City to be in violation of the FTA terms and conditions.

31. DRUG AND ALCOHOL TESTING

The contractor agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Parts 653 and 654, produce any documentation necessary to establish its compliance with Parts 653 and 654, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of Oregon, or City, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Parts 653 and 654 and review the testing process. The contractor agrees further to certify annually its compliance with Parts 653 and 654 before July 1st and to submit the Management Information System (MIS) reports before October 1st of each year to the Transportation Business Administrator, 1250 NE Bear Creek Rd., Bend , OR 97701. (To certify compliance the contractor shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

AGENDA ITEM



SUMMARY

**CITY OF SISTERS
SISTERS CITY COUNCIL**

Meeting Date: December 10, 2015

Staff: Paul Bertagna

Type: Regular Meeting

Dept: PW

Subject: Public Improvement Acceptance – Cedar Street and Washington Avenue

Action Requested:

Motion to accept public improvements for S. Cedar Street and E. Washington Avenue

Summary Points:

- As one of the final steps in the construction of public improvements, the City Council formally accepts the improvements.
- The Public Works Department goes through a detailed checklist to ensure the Developer has met the requirements of the land use approval process as well as the Public Works requirements.
- The public improvements are ready to be accepted by the City of Sisters for operation and maintenance and start the one year warranty period.

Financial Impact:

Accepting these improvements means the City will perpetually operate and maintain this infrastructure.

Attachment(s):

A. Final Acceptance Checklist

Concurrence:  CM  F&A  PD CDD  PW



City of Sisters

Subdivision/Public Works Improvements Final Acceptance Checklist

Project Name: S. Cedar Street and E. Washington Avenue

Developer: Legacy Builders of Oregon

Contractor: Legacy Builders of Oregon

Checked Item	Approved	N/A	Comments
1. Easements			
A) Accurate	Yes	_____	checked in Final Plat Review
B) Special Items Installed	Yes	_____	Public utility easements
C) Recorded	Yes	_____	Final Plat Recordation
2. Public Works Requirements			
A) R.O.W. Dedications	N/A	_____	
B) Cost of Improvements			
1) Water	12/7/15	_____	
2) Sewer	12/7/15	_____	
3) Streets	12/7/15	_____	
4) Sidewalks/curbs	12/7/15	_____	
5) Pumpstations	_____	N/A	
6) Others	_____	N/A	
C) DEQ UIC Approval letter	_____	N/A	No UIC's
D) Development Agreement	_____	N/A	
E) Pre-Construction	2/5/15	_____	
3. Water System			
A) Water Mains			
1) Correct Sizes	_____	N/A	
2) Chlorinated	_____	N/A	
3) Flushed	_____	N/A	
4) Bacti Test Pass	_____	N/A	
5) Pressure Test Pass	_____	N/A	
B) Valves			
1) Nut Centered in Can	Yes	_____	checked during final walk-thru



Checked Item	Approved	N/A	Comments
2) Open Position	Yes		field verified by PW's Dept.
3) Quantity/Size	OK		(3) 2"
4) Locations	OK		per plans (Cedar St.)
C) Services			
1) Meter Locations	OK		Cedar St.
2) Meter Sizes	OK		(2) 3/4"
3) Meter Boxes (Types)	OK		Carson 1320's
4) Meter Height	OK		
5) Tracer Wire	OK		
D) Fire Hydrants			
1) Pressure Rating		N/A	
2) Make/Model		N/A	
3) Hydrant Valve Open		N/A	
4) Correct Height		N/A	
5) Bollards		N/A	
6) Snow Flags		N/A	
E) Irrigation Systems			
1) Locations		N/A	
2) Water Service(s)		N/A	
3) Backflow(s)		N/A	
F) Hot Taps	Yes		Cedar St.
4. Sewer System			
A) Sewer Mains			
1) Correct Sizing		N/A	
2) Cleaned and Flushed		N/A	
3) Air Test/Passed		N/A	
4) T.V. Test/Passed		N/A	
5) Mandrel/Passed		N/A	
B) Manholes			
1) Quantity		N/A	
2) Locations		N/A	
3) Grouted		N/A	
4) Cleaned		N/A	
5) Locate Wire(s)		N/A	
6) Vacuum Test/Passed		N/A	
C) Laterals			
1) Correct Sizing	Yes		(2) 4" services
2) Cleaned and Flushed	Yes		
3) Every lot is served	Yes		
4) Brooks Boxes	Yes		



Checked Item	Approved	N/A	Comments
5) Locate Wire(s)	OK		
6) Locations	OK		Cedar St.
7) T.V. Test	Yes		City of Sisters
D) Mainline Cleanouts			
1) Quantity			
2) Locations		N/A	
3) Concrete Poured		N/A	
4) Locate Wire		N/A	
5. Stormwater			
A) Drainage Swails			
1) Depth/Width	Yes		Per Plan
2) Drain Material	Yes		Bonded for Cedar St. North swale
B) Detention Ponds			
1) Capacity		N/A	
2) Geo-Fabric		N/A	
3) Areas Cleaned		N/A	
4) Access for Maint.		N/A	
C) Curb Inlets/Outlets			
1) Locations	OK		Per Plan
2) Quantity	OK		Per Plan
3) Clean of Debris	Yes		
D) Catch Basins			
1) Locations		N/A	
2) Quantity/Size		N/A	
3) Cleaned		N/A	
E) Drywells			
1) Locations		N/A	
2) Quantity		N/A	
3) Cleaned		N/A	
4) Grouted		N/A	
5) Tested		N/A	
6. Streets			
A) Sidewalks/Curbs			
1) Quantity	Yes		Cedar & Washington
2) Alignment	OK		
3) Joint Spacing	OK		
4) Backfilled Edge		N/A	Adjacent to curbing
5) Clean	Yes		
6) ADA Ramps	OK		Truncated Domes (yellow)
B) Asphalt			
1) Quantity	Yes		3" AC over 8" Base rock



Checked Item	Approved	N/A	Comments
2) Laying Temps	Yes		Verified by City Engineer
3) Infra-red Patches		N/A	
4) Edge Rock		N/A	
5) Clean	Yes		
C) Street Trees			
1) Quantity		N/A	Private (Behind Sidewalk)
2) Locations		N/A	
7. Final Walk-Thru			
A) Punchlist			12/7/15 Walk-Thru
B) Punchlist Items fixed			Bonded for Cedar Swale
8. As-Builts			
A) Accuracy	OK		
B) Special Items Installed		N/A	
C) Re-submitted/Approved		N/A	
9. Letter of Completion			
A. Bond Reduction	Pending		Council acceptance
B. 10% Warrant Bond Rec'd	Yes		10% of Perf. Bond to be held
C. 1yr Warranty Begins	Pending		Council acceptance
10. Warranty Approval			
A. 11 month walkthru			
B. 11 month T.V.			
C. Warrany Items fixed			
D. 10% Bond Released			
Subdivision Approved By:			Date:



AGENDA ITEM SUMMARY

CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: December 10, 2015

Staff: Paul Bertagna

Type: Regular Meeting

Department: Public Works

Subject: Hood Avenue Lighting & Irrigation Improvement Project

Action Requested/Motion:

By motion, award a construction services contract to Robinson & Owen Heavy Construction, Inc. in an amount of \$309,845.90 for the Hood Avenue Lighting and Irrigation Improvement Project and authorize the City Manager to execute the contract.

Summary Points:

- The Hood Avenue Lighting and Irrigation Improvement Project went out to bid on Wednesday October 14, 2015.
- City staff received 4 bids. Bids were opened on Wednesday, October 28, 2015.
- Robinson & Owen Heavy Construction, Inc. was the apparent low bidder.
- Notice of Intend to Award went out on December 1, 2015.
- The City Engineer's estimate for the contract was \$210,000.

Financial Impact:

- City budgeted money in the Street Fund.
-

Attachment(s):

A. Bid Analysis

B. Notice of Intend to Award

Concurrence:  CM  F&A  CDD  PW

Hood Avenue Irrigation and Lighting Project
Bids opened October 28, 2015

NO.	DESCRIPTION	QTY	UNIT	ROBINSON AND OWEN		RICHARD BARTELS		RG INC		ALEX HODGE CONSTRUCTION		ENGINEER OPINION	
				Unit \$	TOTAL	Unit \$	TOTAL	Unit \$	TOTAL	Unit \$	TOTAL	Unit \$	TOTAL
1	Mobilization	1	Lump Sum	\$ 16,916.60	\$ 16,916.60	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	\$ 15,000.00	\$ 35,000.00	\$ 35,000.00	\$ 10,000.00	\$ 10,000.00
2	Temporary Work Zone Traffic Control	1	Lump Sum	\$ 16,825.00	\$ 16,825.00	\$ 8,000.00	\$ 8,000.00	\$ 15,000.00	\$ 15,000.00	\$ 2,500.00	\$ 2,500.00	\$ 4,000.00	\$ 4,000.00
3	Clearing and Grubbing	1	Lump Sum	\$ 3,960.00	\$ 3,960.00	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,500.00	\$ 3,500.00	\$ 1,000.00	\$ 1,000.00
4	Erosion Control	1	Lump Sum	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 200.00	\$ 200.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
5	Construction Survey Work	1	Lump Sum	\$ 5,750.00	\$ 5,750.00	\$ 4,500.00	\$ 4,500.00	\$ 880.00	\$ 880.00	\$ 6,500.00	\$ 6,500.00	\$ 4,000.00	\$ 4,000.00
6	Saw Cutting	8150	Foot	\$ 0.47	\$ 3,830.50	\$ 0.63	\$ 5,134.50	\$ 0.48	\$ 3,912.00	\$ 0.50	\$ 4,075.00	\$ 1.00	\$ 8,150.00
7	Removal of Surfacing	205	Square Yard	\$ 21.66	\$ 4,440.30	\$ 13.65	\$ 2,798.25	\$ 10.00	\$ 2,050.00	\$ 30.00	\$ 6,150.00	\$ 6.00	\$ 1,230.00
8	Removal of Existing Light Pole and Base	19	Each	\$ 213.95	\$ 4,065.05	\$ 130.00	\$ 2,470.00	\$ 90.00	\$ 1,710.00	\$ 800.00	\$ 15,200.00	\$ 100.00	\$ 1,900.00
9	Utility Trench in Pavement	2800	Foot	\$ 31.04	\$ 86,912.00	\$ 39.80	\$ 111,440.00	\$ 42.00	\$ 117,600.00	\$ 20.00	\$ 56,000.00	\$ 13.00	\$ 36,400.00
10	Utility Trench Outside of Pavement	800	Foot	\$ 13.38	\$ 10,704.00	\$ 32.35	\$ 25,880.00	\$ 16.25	\$ 13,000.00	\$ 20.00	\$ 16,000.00	\$ 10.00	\$ 8,000.00
11	2-inch Schedule 40 Electrical Conduit	3600	Foot	\$ 3.21	\$ 11,556.00	\$ 1.18	\$ 4,248.00	\$ 3.15	\$ 11,340.00	\$ 4.00	\$ 14,400.00	\$ 2.40	\$ 8,640.00
12	1-inch Water Service	3	Each	\$ 1,371.00	\$ 4,113.00	\$ 650.00	\$ 1,950.00	\$ 1,800.00	\$ 5,400.00	\$ 3,500.00	\$ 10,500.00	\$ 1,500.00	\$ 4,500.00
13	1.5-inch Crosslinked Polyethylene Piping	2900	Foot	\$ 3.79	\$ 10,991.00	\$ 3.20	\$ 9,280.00	\$ 5.82	\$ 16,878.00	\$ 4.00	\$ 11,600.00	\$ 2.50	\$ 7,250.00
14	16 GA 5 Strand Irrigation Control Wire	2900	Foot	\$ 0.69	\$ 2,001.00	\$ 1.70	\$ 4,930.00	\$ 0.55	\$ 1,595.00	\$ 0.50	\$ 1,450.00	\$ 0.60	\$ 1,740.00
15	1.5-inch Brass Body Ball Valve	32	Each	\$ 62.50	\$ 2,000.00	\$ 49.48	\$ 1,583.36	\$ 250.00	\$ 8,000.00	\$ 50.00	\$ 1,600.00	\$ 100.00	\$ 3,200.00
16	Irrigation Box	32	Each	\$ 179.00	\$ 5,728.00	\$ 140.00	\$ 4,480.00	\$ 80.00	\$ 2,560.00	\$ 150.00	\$ 4,800.00	\$ 100.00	\$ 3,200.00
17	1.5-inch Asphalt Overlay	5020	Square Yard	\$ 12.00	\$ 60,240.00	\$ 12.90	\$ 64,758.00	\$ 10.40	\$ 52,208.00	\$ 9.00	\$ 45,180.00	\$ 12.50	\$ 62,750.00
18	3-inch Asphalt	185	Square Yard	\$ 15.90	\$ 2,941.50	\$ 9.20	\$ 1,702.00	\$ 32.00	\$ 5,920.00	\$ 32.00	\$ 5,920.00	\$ 16.00	\$ 2,960.00
19	8-inch Aggregate Base	185	Square Yard	\$ 15.41	\$ 2,850.85	\$ 13.70	\$ 2,534.50	\$ 12.00	\$ 2,220.00	\$ 32.00	\$ 5,920.00	\$ 14.00	\$ 2,590.00
20	Concrete Walk	200	Square Foot	\$ 14.86	\$ 2,972.00	\$ 12.00	\$ 2,400.00	\$ 6.00	\$ 1,200.00	\$ 8.00	\$ 1,600.00	\$ 6.00	\$ 1,200.00
21	Electrical Junction Box	16	Each	\$ 746.35	\$ 11,941.60	\$ 398.00	\$ 6,368.00	\$ 850.00	\$ 13,600.00	\$ 600.00	\$ 9,600.00	\$ 250.00	\$ 4,000.00
22	Concrete Light Pole Base	24	Each	\$ 585.00	\$ 14,040.00	\$ 550.00	\$ 13,200.00	\$ 700.00	\$ 16,800.00	\$ 1,450.00	\$ 34,800.00	\$ 300.00	\$ 7,200.00
23	#4 XHHW Copper Wire	14400	Foot	\$ 1.51	\$ 21,744.00	\$ 1.22	\$ 17,568.00	\$ 1.63	\$ 23,472.00	\$ 3.50	\$ 50,400.00	\$ 1.92	\$ 27,648.00
24	#10 XHHW Copper Wire	2850	Foot	\$ 0.71	\$ 2,023.50	\$ 0.38	\$ 1,083.00	\$ 1.00	\$ 2,850.00	\$ 1.00	\$ 2,850.00	\$ 0.90	\$ 2,565.00
TOTAL					\$ 309,845.90		\$ 310,307.61		\$ 334,395.00		\$ 346,045.00		\$ 214,623.00



CITY OF SISTERS

**City of Sisters
Hood Avenue Lighting and
Irrigation Improvement Project**

**Notice of Intent to Award
Publish Date: December 1, 2015**

Bid Date: October 28, 2015

Number of Bids Received: 4

Low Bidder (Includes all bid items):

Robinson and Owen Heavy Construction, Inc.

Intent to Award Amount: \$309,845.90

The City intends to award this contract to Robinson and Owen Heavy Construction, Inc. at the December 10, 2015 City Council meeting.

Protests of this Notice of Intent to Award must be filed with the City of Sisters within seven calendar days.

520 E. Cascade Avenue – PO Box 39 – Sisters, OR 97759 Ph: 541-549-6022/Fax: 541-549-0561

www.ci.sisters.or.us

The City of Sisters is an equal opportunity employer.