



CITY COUNCIL Agenda

520 E. Cascade Avenue - PO Box 39 - Sisters, Or 97759 | ph.: (541) 549-6022 | www.ci.sisters.or.us

Wednesday, May 13, 2020

520 E. Cascade Avenue, Sisters, OR 97759 - Council Chambers

The City Council meeting will be open to the public via Zoom. Using Zoom is free of charge. The public is invited to join the meeting with your computer or telephone by going to the following link: www.ci.sisters.or.us/bc-citycouncil/page/city-council-workshop-city-council-meeting

5:00 P.M. WORKSHOP

1. Review of Wildfire Mitigation Strategies-*P. Davenport*
2. Discussion of Reopening Framework-*C. Misley*
 - a. Overview of State and County Status
 - b. Review Communication Strategy
 - c. Review Emergency Declaration
 - d. Review Administrative Order 2020-03
 - e. Review City Operations
 - City Hall
 - Campground
 - Recycle Center
 - Public Events
 - Board & Commission Meetings
 - f. Business Outreach & Support
3. Other Business-*Staff/Council*

6:30 P.M. CITY COUNCIL REGULAR MEETING

I CALL TO ORDER/PLEDGE OF ALLEGIANCE

II ROLL CALL

III APPROVAL OF AGENDA

- IV VISITOR COMMUNICATION-** There will be no verbal Visitor Communication. Written communication can be submitted for the record to kprosser@ci.sisters.or.us or dropped in the utility mail drop by 4:00 pm on Wednesday, May 13, 2020.

V CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Sisters City Council for reading and study, are routine and will be enacted by one motion of the Council with no separate discussions. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

A. Minutes

1. April 22, 2020 -Regular Meeting

B. Bills to Approve

1. May 08, 2020- Accounts Payable

C. Accept the Public Improvements for McKenzie Meadow Village Phase I.

VI COUNCIL BUSINESS

A. Discussion and Consideration of a Motion to Adopt Resolution 2020-08: A RESOLUTION OF CITY OF SISTERS EXTENDING THE STATE OF EMERGENCY DECLARATION CONTAINED IN RESOLUTION NO. 2020-06- Cory Miskey

B. Discussion and Consideration of a Motion to Adopt Resolution 2020-07: A RESOLUTION OF THE CITY OF REDMOND, DESCHUTES COUNTY AND THE CITY OF SISTERS TO SPONSOR THE RE-DESIGNATION OF THE GREATER REDMOND ENTERPRISE ZONE-Caprielle Foote-Lewis

VII OTHER BUSINESS

A. Staff Comments

VIII MAYOR/COUNCILOR BUSINESS

IX ADJOURN

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting; however, the agenda does not limit the ability of the Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice.

This meeting is open to the public and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; audience participation is at the discretion of the Council. The meeting may be audiotaped. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made to the City Recorder at least forty-eighty (48) hours in advance of the meeting.

Executive Sessions are not open to the public; however, members of the press are invited to attend.

The City of Sisters is an Equal Opportunity Provider



Meeting Date: March 25, 2020

Staff: Patrick Davenport

Type: Workshop

Dept: CDD

Subject: Evaluation of options for implementing wildfire mitigation measures

Action Requested: Receive briefing from staff; evaluate options and provide direction to staff on next steps

Summary Points: The Community Planning Assistance for Wildfire (CPAW) report recommended that the City adopt several measures to mitigate risk from wildfires in the City of Sisters. The CPAW report recommended the following measures (in summary):

- RECOMMENDATION 1: Spatially Define the Wildland-Urban Interface and Adopt the Advanced Oregon Wildfire Risk Explorer
- RECOMMENDATION 2: Update Defensible Space Requirements and Adopt New State Building Code
- RECOMMENDATION 3: Update Wildfire Planning Goals and Policies
- RECOMMENDATION 4: Implement Mitigation Measures on Critical Infrastructure

Status of various regulations, policies and proposals with respect to wildfire risk mitigation:

- **Existing County Wildfire Risk Map:** Adopted by the County in 2001 via ORD 2001-024 to enable enforcement of wildfire resistant roofing materials. The City may use this risk map to implement the additional R.327.4 Building Code requirements but in order to base building code regulations reflective of this map, the Council needs to adopt it via its own ORD and associated processes. Additionally, during the process to adopt the risk map, it is not clear that the requirements in OAR 629-044-1200 were followed. Therefore, adopting this particular risk map to enable subsequent adoption of R.327, may stimulate process - related opposition and potentially expose this effort to a legal challenge.
- **Existing regulations:**
 - **City Municipal Code Chapter 8.20 Wildland Urban Interface:** This Chapter was amended via ORD 444 in April 2014 and is reflective of risk mapping criteria in OAR 629-044-1200. These regulations require certain defensible space measures in areas of City mapped as Extreme Risk. However, landscaping requirements for defensible space do not need adoption of a risk map. Chapter 8.20 could be amended by deleting the map and revising the text in a manner that is easy for the public to understand and is as simple as possible to administer.
 - **State Building Code requirements R.327.4 - Wildfire Hazard Mitigation:** The State Building Codes Division recently incorporated voluntary standards in the building code to enhance wildfire mitigation protection for *residential* structures. Implementation of these Code provisions can only apply to areas located in a wildfire hazard zone as set forth in OAR 629-044. The requirements apply only when a local municipality adopts an ordinance recognizing Section R327.4. However, review of R327.4 indicates that the exceptions written into the code reduces its potential effectiveness due to the City's built environment. Additionally, the multiple versions of risk maps published through the County's WMAC process indicate that the City does not "score" high enough to enable adoption of R.327 anyway.

- **Deschutes County evaluation of Wildfire Risk mitigation for R.327 and defensible space:** County Commission has yet to decide on a direction to take regarding the final report from the Wildfire Mitigation Advisory Committee dated 04/17/2020. Regardless of what actions the County may take with respect to adopting a new wildfire risk map and implementing Building Code R.327.4 requirements, their requirements will not cover areas inside the City of Sisters. If Council desires to take action to adopt R.327.4, a risk map unique to the City of Sisters would need to be developed and adopted, as well as adoption of R.327 requirements independent of a County process.
- **2020 State legislative session:** SB 1536 proposed legislation to support a statewide effort to map wildfire hazards but failed to get adopted this session. It is unknown what legislative actions will occur in future sessions with respect to this issue. If future action is taken by the State legislature, we anticipate that any prescriptive standards and associated programs may take several years to implement.

Recommendations to City Council for next steps with respect to the recommendations in :

- **RECOMMENDATION 1: *Spatially Define the Wildland-Urban Interface and Adopt the Advanced Oregon Wildfire Risk Explorer***
 - Do not adopt any risk map at this time and instead, define a city-wide wildfire risk in writing during a process to adopting an Ordinance amending Municipal Code 8.20.
- **RECOMMENDATION 2: *Update Defensible Space Requirements and Adopt New State Building Code***
 - Work with Sisters-Camp Sherman FD to amend Municipal Code 8.20 and revise certain requirements to present clear and objective standards that are relatively simplistic to administer.
 - Do not pursue adoption of R.327.4 requirements at this time and instead, observe future proposals by the State legislature to determine if additional action can be taken with respect to wildfire resistant building construction.
 - Work with developers and builders to encourage voluntary compliance of the requirements in R.327 and seek appropriate options for incentivization.
- **RECOMMENDATION 3: *Update Wildfire Planning Goals and Policies***
 - Update Goal 7 Areas Subject to Natural Hazards and Objectives and Policies under this Goal during the Comprehensive Plan update project
- **RECOMMENDATION 4: *Implement Mitigation Measures on Critical Infrastructure***
 - Projects related to this recommendation are a multi-jurisdictional. The measures specified in the CPAW report will be performed as an on-going basis as financial resources are allocated and City department and other multijurisdictional work plans are implemented.

ATTACHMENTS:

1. Municipal Code chapter 8.20 Wildland Urban Interface (defensible space requirements)
2. State Building Code reference: R.327 Wildfire Hazard Mitigation
3. Letter of Support from Sisters-Camp Sherman Fire District

Chapter 8.20 URBAN/RURAL INTERFACE

Sections:

8.20.010 Definitions.

8.20.011 Purpose.

8.20.012 Urban/rural interface standards.

8.20.020 Service of notice – Action by city – Costs.

8.20.030 Removal – By city.

8.20.040 Removal – Filing a lien.

8.20.050 Violation – Penalty.

8.20.060 Exception.

8.20.010 Definitions.

“Brush, shrub” means any woody plant that has several stems, none of which is dominant, and is usually less than 10 feet (three meters) tall. When much-branched and dense, it may be called a bush.

“Clear space” means an area under or adjacent to a tree that is free from ladder fuels. Clear space height (minimum) is one-third of the height of a tree on any tree that is less than 15 feet in height; eight feet height for trees that are at or taller than 15 feet in height; and a distance of eight feet from the edge of a drip line of a tree’s canopy.

“Extreme risk land” means property that is classified and mapped by the Oregon Department of Forestry’s forestland urban interface classification committee as being at an extreme risk of wildfire.

“Fuel break” means a space in which combustible or flammable materials are removed so as to prevent the spread or travel of fire.

(1) The purpose of a fuel break is to slow the rate of spread and the intensity of an advancing wildfire, and create an area in which fire suppression operations may more safely occur.

(2) A fuel break shall be a natural or a human-made area where material capable of allowing a wildfire to spread does not exist; or has been cleared, modified, or treated in such a way that the rate of spread and the intensity of an advancing wildfire will be significantly reduced.

“Ladder fuel” means a firefighting term for live or dead vegetation that allows a fire to “climb up” from the landscape or forest floor into the tree canopy. Common ladder fuels include tall grasses, shrubs and tree branches, both living and dead. On vacant land categorized as “extreme risk” land, ladder fuel is any type of vegetation described herein that exceeds four inches in height. [Ord. 444 § 1 (Exh. A), 2014; Ord. 56 § 1, 1957. Code 2002 § 8.16.010].

8.20.011 Purpose.

The purpose of this chapter is to incorporate “urban/rural interface” standards and criteria as a means of reducing the risk of the spread of wildfire. [Ord. 444 § 1 (Exh. A), 2014].

8.20.012 Urban/rural interface standards.

(1) The following standards apply to any site within the Sisters city limits that is designated as “extreme fire risk” property according to the fire risk map prepared by the Oregon Department of Forestry. The following standards apply to extreme fire risk properties in Sisters:

(a) Extreme fire risk property owners shall:

(i) Provide and maintain fuel breaks which are:

(A) Immediately adjacent to structures, for a distance of at least 30 feet where feasible, or to the property line, whichever is the shortest distance.

(B) Immediately adjacent to driveways, for a distance of at least 10 feet from the centerline of a driveway, or to the property line, whichever is the shortest distance.

(C) Fuel break shall result in an open area which is not less than 14 feet in height and 12 feet in width or to the property line, whichever is the shortest distance.

(D) Fuel breaks shall:

1. Consist of an area containing substantially nonflammable ground cover.

Examples include asphalt, bare soil, clover, concrete, green grass, ivy, mulches, rock, succulent ground cover, or wildflowers.

2. Consist of an area of dry grass which is maintained to an average height of less than four inches.

3. Be an area of cut grass, leaves, needles, twigs, and other similar flammable materials, provided such materials do not create a continuous fuel bed.

4. Be an area of single specimens or isolated groupings of ornamental shrubbery, native trees, or other plants, provided they are:

a. Maintained in a green condition;

b. Maintained substantially free of dead plant material;

c. Maintained free of ladder fuel;

d. Arranged and maintained in such a way that minimizes the possibility a wildfire can spread to adjacent vegetation;

e. Compliant with subsections (1)(a)(i)(D)(1) and (2); and

f. Houses with nontreated shake roofs located within extreme risk areas have additional 20 feet clear space requirement where feasible.

(ii) Provide and maintain additional fuel breaks which are immediately adjacent to fuel breaks required under subsection (1)(a)(i) of this section, for a distance of 20 feet or to the property line where feasible, whichever is the shortest distance. This fuel break shall be comprised of single specimens or isolated groupings of ornamental shrubbery, native trees, or other plants, provided they are:

(A) Maintained in a green condition;

(B) Maintained substantially free of dead plant material;

(C) Maintained free of ladder fuel;

(D) Arranged and maintained in such a way that minimizes the possibility a wildfire can spread to adjacent vegetation;

(E) Consist of an area containing substantially nonflammable ground cover. Examples include asphalt, bare soil, clover, concrete, green grass, ivy, mulches, rock, succulent ground cover, or wildflowers; and

(F) Consist of an area of dry grass which is maintained to an average height of less than four inches;

(iii) Remove any portion of a tree which extends to within 10 feet of the outlet of a structure chimney or a stove pipe;

(iv) Maintain the portion of any tree which overhangs a structure substantially free of dead plant material where feasible;

(v) Maintain the area under decks substantially free of firewood, stored flammable building material, leaves, needles, and other flammable material; and

(vi) During times of the year when wildfire may be a threat, locate firewood, flammable building material, and other similar flammable material:

(A) At least 20 feet away from a structure; or

(B) In a ventilated fully enclosed space;

(vii) Keep roofs free of leaves, pine needles, and other fuel sources at the start of each fire season.

(2) The owner or person responsible for the care of any property located in the Sisters city limits shall create clear space that is fuel free as follows:

(a) On vacant land, all ladder fuel sources that are directly beneath or are within a horizontal distance of eight feet from a tree drip line shall be removed or cut to a height not to exceed four inches. This does not include ground cover that is kept in green condition including grass.

(b) On developed land, all ladder fuel sources that are directly beneath or are within a horizontal distance of eight feet from a tree drip line shall be removed where feasible or cut to a height not

to exceed four inches. This does not include ground cover that is kept in a green condition including grass.

(c) Evergreen trees such as ponderosa pine and juniper trees shall have lower limbs maintained as follows:

(i) On trees, except ornamental trees, that are 15 feet tall or less, the lower one-third of the tree branches shall be limbed.

(ii) On trees, except ornamental trees, that are more than 15 feet tall, a clear space of eight vertical feet shall be maintained underneath the drip line, and shall be free of limbs.

(iii) Dead tree limbs shall be removed from trees where feasible.

(d) All dead brush located within eight feet of a drip line shall be removed. Live brush located within eight feet of a drip line shall be thinned and maintained in a green and healthy state.

(e) Trees that are dead or diseased shall be removed from all properties.

(f) For houses that have nontreated shake roofs, there shall be a fuel break immediately adjacent to any structure for a distance of 20 feet or to the property line where feasible, whichever is the shortest distance, and shall be comprised of single specimens or isolated groupings of ornamental shrubbery, native trees, or other plants, provided they are:

(i) Maintained in a green condition;

(ii) Maintained substantially free of dead plant material;

(iii) Maintained free of ladder fuel;

(iv) Arranged and maintained in such a way that minimizes the possibility a wildfire can spread to adjacent vegetation;

(v) Consist of an area containing substantially nonflammable ground cover. Examples include asphalt, bare soil, clover, concrete, green grass, ivy, mulches, rock, succulent ground cover, or wildflowers; and

(vi) Consist of an area of dry grass which is maintained to an average height of less than four inches.

(3) Modification of Standards. The city may, in writing, reduce or waive any standard herein if the city finds that conditions so warrant. Reductions or waivers made under this rule:

(a) May be made only after a written request from the owner;

(b) Are intended to be few in number;

(c) Must address:

(i) A site specific condition or a unique situation which does not warrant the development of alternate standards under OAR 629-044-1070; or

(ii) A conflict with the requirements of other codes, laws, ordinances, or regulations, as described in ORS 477.023(2), and which does not warrant the development of alternate standards under OAR 629-044-1070; and

(d) Shall be:

(i) On a form provided by the city;

(ii) Signed by the city and by the owner.

Fire Risk Map of Greater Sisters Area



Map Symbols

SB360 Rating High	Unprotected Land	City Boundary
Extreme	ODF Protected Land	Sections
High Density Extreme	Residential Structure	Tax Lot

[Ord. 444 § 1 (Exh. A), 2014].

8.20.020 Service of notice – Action by city – Costs.

If any property owner or tenant having control of any parcel of land within the city fails to comply with the requirements of this chapter, the city shall serve notice to the responsible party that the violation of this chapter shall be corrected within 14 days of receipt of the notice to abate. If the responsible party is unable to be located after reasonable diligence, a notice shall be posted on the violating property where it can be seen from a public road where feasible, and a copy of the notice shall be mailed to the address of record according to the county assessor’s database. [Ord. 444 § 1 (Exh. A), 2014; Ord. 56 § 2, 1957. Code 2002 § 8.16.020].

8.20.030 Removal – By city.

If any property owner or tenant fails to comply with the requirements of this chapter within the time allowed within the notice, the city may cause the violation to be abated. The officer charged with abatement of the violation shall have the right to enter into or upon property at reasonable times to investigate or cause the removal of the violation. The officer responsible for overseeing the abatement of the violation shall keep a detailed account of all associated costs, and the property owner or tenant will then be billed for the total cost plus 10 percent for administrative cost recovery. [Ord. 444 § 1 (Exh. A), 2014; Ord. 56 § 3, 1957. Code 2002 § 8.16.030].

8.20.040 Removal – Filing a lien.

In the event that the owner fails to pay the cost specified in SMC 8.20.030, the city may at its discretion file a lien on the subject property. The lien may be removed at such time when the balance of the amount owed to the city as stated in SMC 8.20.030 is paid in full. [Ord. 444 § 1 (Exh. A), 2014; Ord. 56 § 4, 1957. Code 2002 § 8.16.040].

8.20.050 Violation – Penalty.

Any violation of this chapter is a Class B infraction. [Ord. 444 § 1 (Exh. A), 2014; Ord. 269 § 16, 1995; Ord. 56 § 5, 1957. Code 2002 § 8.16.050].

8.20.060 Exception.

Any plant material that is categorized by the city, state of Oregon, and/or United States of America as “threatened or endangered” shall not be subject to the provisions of this chapter. [Ord. 444 § 1 (Exh. A), 2014].



**Notice of Permanent Rule
January 24, 2019**

**Oregon Residential Specialty Code:
R327.4 Wildfire Hazard Mitigation**

Purpose of the rule:

This rule amends the Oregon Residential Specialty Code (ORSC) to include increased construction standards for wildfire hazard mitigation that can be adopted by a local jurisdiction. The applicability of the increased construction standards will be determined by the local jurisdiction in accordance with the standards in the code and identified by the local adopting ordinance.

Citation:

Amend: OAR 918-480-0010.

This rule becomes effective January 24, 2019.

History:

In 2016 the Residential and Manufactured Structures Board (RMSB) appointed a committee to review the 2015 International Residential Code, public code change proposals, and existing Oregon specific amendments that would become the 2017 ORSC. Appendix W – Wildfire Hazard Mitigation was one of many public proposals reviewed by the committee and forwarded to the RMSB for consideration. In May of 2017 the RMSB reviewed the committee’s recommendations, including Appendix W – Wildfire Hazard Mitigation and recommended that Building Codes Division move the 2017 ORSC to rulemaking. During the division’s review of the RMSB’s recommendations three specific areas of concern were identified regarding Appendix W and the division returned Appendix W to the RMSB for further review. On October 1, 2017, the 2017 ORSC became effective without Appendix W.

On May 29, 2018, the division received a request from the City of Ashland Fire and Rescue to have Appendix W reconsidered by the RMSB. On July 11, 2018, the RMSB reviewed and recommended that the division proceed to rulemaking.

The division engaged stakeholders from the fire service, local government, and homebuilders to develop code standards with consistent and predictable application.

Effect:

These rules amend the ORSC to include increased construction standards for wildfire hazard mitigation that can be adopted by a local jurisdiction. These standards are intended to provide increased fire ignition protection of homes from flying embers and debris caused by wildfires.

Contact:

If you have questions or need further information, contact Tony Rocco, Structural Program Chief, at 503.373.7529, or Anthony.J.Rocco@oregon.gov.



918-480-0010**Amendments to the Oregon Residential Specialty Code**

(1) The Oregon Residential Specialty Code is amended pursuant to OAR chapter 918, division 8. Amendments adopted during the code-cycle for inclusion into the Oregon Residential Specialty Code are placed in this rule, showing the section reference and a descriptive caption.

(2) Effective January 24, 2019, the Oregon Residential Specialty Code Section R327 is amended for additional wildfire hazard mitigation provisions that are available for local adoption.

[Publications: Publications referenced are available for review at the division. See division website for information on where to purchase publications.]

Stat. Auth.: ORS 455.020, 455.110, 455.610

Stats. Implemented: ORS 455.610

Hist.: BCA 18-1993, f. 8-24-93, cert. ef. 8-29-93; BCA 28-1993, f. 10-22-93, cert. ef. 1-1-94; BCA 29-1993, f. 11-24-93, cert. ef. 12-1-93; BCD 6-1995, f. 3-31-95, cert. ef. 4-1-95; BCD 3-1996, f. 2-2-96, cert. ef. 4-1-96; BCD 22-1996(Temp), f. 10-1-96, cert. ef. 10-4-96; BCD 5-1997, f. 3-21-97, cert. ef. 4-1-97; Administrative Reformatting 1-19-98; BCD 3-1998, f. 1-29-98, cert. ef. 4-1-98; BCD 19-1998, f. 9-30-98, cert. ef. 10-1-98; BCD 3-2000, f. 1-14-00 cert. ef. 4-1-00; BCD 19-2000(Temp), f.& cert. ef. 8-15-00 thru 2-10-01; BCD 32-2000, f. 12-27-00, cert. ef. 1-1-01; BCD 3-2001, f. 2-9-01, cert. ef. 3-1-01; BCD 2-2002, f. 3-5-02, cert. ef. 4-1-02; BCD 22-2002(Temp), f. 9-13-02 cert. ef. 10-1-02 thru 3-29-03; BCD 30-2002, f. 12-6-02, cert. ef. 1-1-03; BCD 1-2003(Temp), f. & cert. ef. 1-10-03 thru 3-31-03; BCD 33-2002, f. 12-20-02 cert. ef. 4-1-03; BCD 15-2004, f. 9-10-04, cert. ef. 10-1-04; BCD 5-2005, f. & cert. ef. 3-28-05; BCD 9-2006, f. 6-30-06, cert. ef. 7-1-06; BCD 1-2007, f. 2-15-07, cert. ef. 4-1-07; BCD 5-2008, f. 2-22-08, cert. ef. 4-1-08; BCD 13-2008(Temp), f. & cert. ef. 7-3-08 thru 12-30-08; BCD 21-2008, f. 9-30-08, cert. ef. 10-1-08; BCD 24-2008(Temp), f. & cert. ef. 10-6-08 thru 4-1-09; BCD 1-2009, f. 1-30-09, cert. ef. 2-1-09; BCD 8-2009, f. 9-30-09, cert. ef. 10-1-09; BCD 5-2010, f. 5-14-10, cert. ef. 7-1-10; BCD 19-2010, f. 12-30-10, cert. ef. 1-1-11; BCD

1-2011, f. & cert. ef. 2-15-11; BCD 11-2011(Temp), f. & cert. ef. 4-15-11 thru 9-30-11; BCD 13-2011, f. 5-13-11, cert. ef. 7-1-11; BCD 9-2014, f. 9-25-14, cert. ef. 10-1-14; BCD 3-2015, f. 3-24-15, cert. ef. 4-1-15; BCD 2-2016, f. 1-28-16, cert. ef. 2-1-16; BCD 11-2017, f. 9-14-17, cert. ef. 10-1-17; BCD 16-2017(Temp), f. 12-21-17, cert. ef. 1-1-18 thru 6-29-18; BCD 13-2018(Temp), f. 6-22-18, cert. ef. 6-30-18 thru 12-26-18; BCD 1-2019, f. & cert. ef. 1-24-19

2017 Oregon Residential Specialty Code Amendments

Text denotation:

Underline denotes new text,

~~Strikethrough~~ denotes deleted text.

SECTION R327 WILDFIRE HAZARD MITIGATION

R327.1 Purpose. The purpose of this section is to provide minimum standards for dwellings and their accessory structures located in or adjacent to vegetated areas subject to wildfires, to reduce or eliminate hazards presented by such fires.

R327.2 Scope. The provisions of this section shall apply to all dwellings required to be protected against wildfire by a jurisdiction which has adopted wildfire zoning regulations. The additional provisions of Section R327.4 shall apply when a local municipality has adopted a local ordinance specifically recognizing Section R327.4 and consistent with Sections R327.4 through R327.4.8.

R327.3 ~~Determination. Wildfire hazard zone.~~ ~~A wild fire hazard zone is an area legally determined by a jurisdiction to have special hazards caused by a combination of combustible natural fuels, topography and climatic conditions that result in a significant hazard of catastrophic fire over relatively long periods each year. Wildfire hazard zones shall be determined using criteria established by the Oregon Department of Forestry.~~

R327.3.1 Wildfire hazard zone requirements. Dwellings and their accessory structures shall be protected against wildfire by the following requirement in addition to other requirements of this code. The provisions of Section R327.4 apply only to qualifying lots identified in Section R327.4.1.

Exception: Nonhabitable detached accessory structures, with an area of not greater than 400 square feet, located at least 50 feet from all other structures on the lot.

R327.3.1.1 Roofing. Roofing shall be asphalt shingles in accordance with Section R905.2, slate shingles in accordance with Section R905.6, metal roofing in accordance with Section R905.4, tile, clay or concrete shingles in accordance with Section R905.3 and other approved roofing which is deemed to be equivalent to a minimum Class C rated roof covering. Untreated wood shingle and shake roofs are not permitted when the construction site is in a wildfire hazard zone as determined by Section R327.3.

R327.3.1.2 Reroofing or repair of roofing of existing buildings. When 50 percent or more of the roof covering of any building is repaired or replaced within one year, the roof covering shall be made to comply with this section and attic ventilation shall be made to comply with this code. Ventilation openings shall be protected with corrosion-resistant wire mesh, not greater than 1/2-inch (12.7 mm) or less than 1/8-inch (3.2 mm) in any dimension.

R327.4 Scope of additional wildfire hazard mitigation requirements. The provisions of Section R327.4 shall apply to

new dwellings and their accessory structures located in a wildfire hazard zone on a qualifying lot of record created on or after the effective date in the local adopting ordinance.

R327.4.1 Qualifying lots of record. Qualifying lots of record shall meet all the following:

1. Be located in a wildfire hazard zone as identified by the local municipality using criteria established by the Oregon Department of Forestry. The local municipality is not required to include all areas identified by the Oregon Department of Forestry as wildfire hazard zones. The zone shall be detailed in the local adopting ordinance.
2. The local municipality shall determine in the adopting ordinance whether qualifying lots of record shall consist of individual lots or whether qualifying lots must be part of a development that contains a minimum number of lots.
3. The local municipality shall make a determination that the lot of record is either located within the identified wildfire hazard zone as determined by the jurisdiction or that it is located outside of the wildfire hazard zone as determined by the jurisdiction. Notification shall be provided in conjunction with the land use approval under ORS 197.522.
4. Application:
 - 4.1 Lots created prior to the effective date of the local ordinance, that would otherwise qualify under the local adopting ordinance, are exempt from the requirements of the ordinance for a period of three years from the creation date of the land use approval under ORS 197.522.
 - 4.2 For a lot created after the effective date of the local ordinance that receives notification under this section, the determination in the notification shall be valid for three years from the date of the land use approval under ORS 197.522. At the expiration of the three years, a lot of record shall be re-evaluated under the current version of the adopting ordinance prior to the issuance of a building permit.

Infill exception: Dwellings or accessory structures constructed on a lot in a subdivision, do not need to comply with Section R327.4 when at least 50 percent of the lots in the subdivision have existing dwellings that were not constructed in accordance with Section R327.4.

Nothing in the code or adopting ordinance prevents a local municipality from waiving the requirements of Section R327.4 for any lot, property or dwelling, or the remodel, replacement or reconstruction of a dwelling within the jurisdiction.

The local *municipality* must include a process for resolving disputes related to the applicability of the local ordinance and this section.

R327.4.2 Definitions. The following words and terms shall, for purposes of Section R327.4, have the meanings shown herein. Refer to Chapter 2 for general definitions.

Heavy Timber. For the use in this section, *heavy timber* shall be sawn lumber or glue laminated wood with the smallest minimum nominal dimension of 4 inches (102 mm). *Heavy timber* walls or floors shall be sawn or glue-laminated planks splined, tongue- and-grove, or set close together and well spiked.

Ignition-Resistant Material. A type of building material that resists ignition or sustained flaming combustion sufficiently so as to reduce losses from wildland-urban interface conflagrations under worst-case weather and fuel conditions with *wildfire exposure* of burning embers and small flames. Such materials include any product designed for exterior exposure that, when tested in accordance with ASTM E84 or UL 723 for surface burning characteristics of building materials, extended to a 30-minute duration, exhibits a flame spread index of not more than 25, shows no evidence of significant progressive combustion, and whose flame front does not progress more than 10½ feet (3.2 m) beyond the centerline of the burner at any time during the test.

Noncombustible Material. Any material that in the form in which it is used and under the conditions anticipated, will not ignite, burn, support combustion, or release flammable vapors when subjected to fire or heat in accordance with ASTM E136.

Wildfire. Any uncontrolled fire spreading through vegetative fuels that threatens to destroy life, property, or resources.

Wildfire Exposure. One or a combination of circumstances exposing a structure to ignition, including radiant heat, convective heat, direct flame contact and burning embers being projected by a vegetation fire to a structure and its immediate environment.

R327.4.3 Roofing. Roofing shall be asphalt shingles in accordance with Section R905.2, slate shingles in accordance with Section R905.6, metal roofing in accordance with Section R905.4, tile, clay or concrete shingles in accordance with Section R905.3 or other *approved* roofing which is deemed to be equivalent to a minimum Class B rated roof assembly. Wood shingle and shake roofs are not permitted in a wildfire hazard zone.

Where the roof profile allows a space between the roof covering and roof decking, the spaces shall be constructed to prevent the intrusion of flames and embers, be fireblocked with *approved* materials, or have one layer of minimum 72 pound (32.4 kg) mineral-surfaced nonperforated cap sheet complying with ASTM D3909 installed over the combustible decking.

Where valley flashing is installed, the flashing shall be not less than 0.019-inch (0.48 mm) No. 26 gage galvanized sheet corrosion-resistant metal installed over not less than one layer of minimum 72 pound (32.4 kg) mineral-surfaced non-

perforated cap sheet complying with ASTM D3909 at least 36-inch-wide (914 mm) running the full length of the valley.

R327.4.3.1 Gutters. When required, roof gutters shall be constructed of *noncombustible materials* and be provided with a means to prevent accumulation of leaves and debris in the gutter.

R327.4.4 Ventilation. Where provided, the minimum net area of ventilation openings for enclosed attics, enclosed soffit spaces, enclosed rafter spaces, and underfloor spaces shall be in accordance with Sections R806 and R408.

All ventilation openings shall be covered with noncombustible corrosion-resistant metal wire mesh, vents designed to resist the intrusion of burning embers and flame, or other *approved* materials or devices.

Ventilation mesh and screening shall be a minimum of 1/16-inch (1.6mm) and a maximum of 1/8-inch (3.2mm) in any dimension.

R327.4.4.1 Eaves, soffits, and cornices. Ventilation openings shall not be installed on the underside of eaves, soffits, or cornices.

Exceptions:

1. The *building official* may *approve* special eave, soffit, or cornice vents that are manufactured to resist the intrusion of flame and burning embers.
2. Ventilation openings complying with the requirements of Section R327.4.4 may be installed on the underside of eaves, soffits, or cornices where the opening is located 12 feet or greater above *grade* or the surface below.

R327.4.5 Exterior walls. The *exterior wall covering* or wall assembly shall comply with one of the following requirements:

1. *Noncombustible material*.
2. *Ignition-resistant* material.
3. *Heavy timber* assembly.
4. Log wall construction assembly.
5. Wall assemblies that have been tested in accordance with the test procedures for a 10- minute direct flame contact exposure test set forth in ASTM E2707, complying with the conditions of acceptance listed in Section R327.4.5.2.

Exception: Any of the following shall be deemed to meet the assembly performance criteria and intent of this section:

1. One layer of 5/8-inch Type X exterior gypsum sheathing applied behind the *exterior wall covering* or cladding on the exterior side of the framing.
2. The exterior portion of a 1-hour fire resistive *exterior wall* assembly designed for exterior fire exposure including assemblies using exterior gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual.

R327.4.5.1 Extent of exterior wall covering. *Exterior wall coverings* shall extend from the top of the foundation to the

roof, and terminate at 2 inch (50.8 mm) nominal solid wood blocking between rafters at all roof overhangs, or in the case of enclosed eaves or soffits, shall terminate at the underside of the enclosure.

R327.4.5.2 Conditions of acceptance. ASTM E2707 tests shall be conducted in triplicate and the conditions of acceptance below shall be met. If any one of the three replicates does not meet the conditions of acceptance, three additional tests shall be conducted. All additional tests shall meet the conditions of acceptance.

1. Absence of flame penetration through the wall assembly at any time during the test.
2. Absence of evidence of glowing combustion on the interior surface of the assembly at the end of the 70 minute test.

R327.4.6 Overhanging projections. All exterior projections (exterior balconies, carports, decks, patio covers, porch ceilings, unenclosed roofs and floors, overhanging buildings and similar architectural appendages and projections) shall be protected as specified in this section.

R327.4.6.1 Enclosed roof eaves, soffits, and cornices. The exposed underside of rafter or truss eaves and enclosed soffits, where any portion of the framing is less than 12 feet above *grade* or similar surface below, shall be protected by one of the following:

1. *Noncombustible material.*
2. *Ignition-resistant material.*
3. One layer of $\frac{5}{8}$ -inch Type X exterior gypsum sheathing applied behind an exterior covering on the underside of the rafter tails, truss tails, or soffit.
4. The exterior portion of a 1-hour fire resistive *exterior wall* assembly applied to the underside of the rafter tails or soffit including assemblies using exterior gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual.
5. Soffit assemblies with an underside surface that meets the performance criteria in Section R327.4.6.5 when tested in accordance ASTM E2957.

Exceptions: The following materials do not require protection required by this section:

1. Eaves and soffits where all portions of the framing members are 12 feet or greater above *grade*, and 2-inch nominal eave fireblocking is provided between roof framing members from the wall top plate to the underside of the roof sheathing.
2. Gable end overhangs and roof assembly projections beyond an *exterior wall* other than at the lower end of the rafter tails.
3. Fascia and other architectural trim boards.

R327.4.6.2 Exterior patio and porch ceilings. The exposed underside of exterior patio and porch ceilings greater than 200 square feet in area and less than 12 feet above *grade* shall be protected by one of the following:

1. *Noncombustible material.*

2. *Ignition-resistant material.*

3. One layer of $\frac{5}{8}$ -inch Type X exterior gypsum sheathing applied behind the exterior covering on the underside of the ceiling.

4. The exterior portion of a 1-hour fire resistive *exterior wall* assembly applied to the underside of the ceiling assembly including assemblies using exterior gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual.

5. Porch ceiling assemblies with a horizontal underside that meet the performance criteria in Section R327.4.6.5 when tested in accordance with the test procedures set forth in ASTM E2957.

Exception: Architectural trim boards.

R327.4.6.3 Floor projections. The exposed underside of cantilevered floor projections less than 12 feet above *grade* or the surface below shall be protected by one of the following:

1. *Noncombustible material.*

2. *Ignition-resistant material.*

3. One layer of $\frac{5}{8}$ -inch Type X exterior gypsum sheathing applied behind an exterior covering on the underside of the floor projection.

4. The exterior portion of a 1-hour fire resistive *exterior wall* assembly applied to the underside of the floor projection, including assemblies using exterior gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual.

5. An assembly that meets the performance criteria in Section R327.4.6.5 when tested in accordance with ASTM E2957.

Exception: Architectural trim boards.

R327.4.6.4 Underfloor protection. The underfloor area of elevated structures shall be enclosed to *grade* in accordance with the requirements of Section R327.4, or the underside of the exposed underfloor shall be protected by one of the following:

1. *Noncombustible material.*

2. *Ignition-resistant material.*

3. One layer of $\frac{5}{8}$ -inch Type X exterior gypsum sheathing applied behind an exterior covering on the underside of the floor assembly.

4. The exterior portion of a 1-hour fire resistive *exterior wall* assembly applied to the underside of the floor, including assemblies using exterior gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual.

5. An assembly that meets the performance criteria in Section R327.4.6.5 when tested in accordance with ASTM E2957.

Exception: *Heavy timber* structural columns and beams do not require protection.

R327.4.6.5 Conditions of acceptance. ASTM E2957 tests shall be conducted in triplicate, and the conditions of acceptance below shall be met. If any one of the three replicates does not meet the conditions of acceptance, three additional tests shall be conducted. All additional tests shall meet the following conditions of acceptance:

1. Absence of flame penetration of the eaves or horizontal projection assembly at any time during the test.
2. Absence of structural failure of the eaves or horizontal projection subassembly at any time during the test.
3. Absence of sustained combustion of any kind at the conclusion of the 40 minute test.

R327.4.7 Walking surfaces. Deck, porch and balcony walking surfaces located greater than 30 inches and less than 12 feet above grade or the surface below shall be constructed with one of the materials listed below.

Exception: Walking surfaces of decks, porches and balconies not greater than 200 square feet in area, where the surface is constructed of nominal 2-inch lumber.

1. Materials that comply with the performance requirements of Section R327.4.7.1 when tested in accordance with both ASTM E2632 and ASTM E2726.
2. Ignition resistant materials that comply with the performance requirements of Section R327.4.2 when tested in accordance with ASTM E84 or UL 723.
3. Exterior fire retardant treated wood.
4. Noncombustible material.
5. Any material that complies with the performance requirements of Section R327.4.7.2 where tested in accordance with ASTM E2632, where the exterior wall covering of the structure is noncombustible or ignition-resistant material.
6. Any material that complies with the performance requirements of ASTM E2632, where the exterior wall covering of the structure is noncombustible or ignition-resistant material.

Exception: Wall covering material may be of any material that otherwise complies with this chapter when the decking surface material complies with the performance requirements ASTM E84 with a Class B flame spread rating.

R327.4.7.1 Requirements for R327.4.7, item 1. The material shall be tested in accordance with ASTM E2632 and ASTM E2726, and shall comply with the conditions of acceptance below. The material shall also comply with the performance requirements of Section R327.4.2 for ignition resistant material when tested in accordance with ASTM E84 or UL 723.

R327.4.7.1.1 Conditions of acceptance. ASTM E2632 tests shall be conducted in triplicate and the conditions of acceptance below shall be met. If any one of the three replicates does not meet the conditions of acceptance, three additional tests shall be conducted. All additional tests shall meet the following conditions of acceptance:

1. Peak heat release rate of less than or equal to 25 kW/ft² (269 kW/m²)
2. Absence of sustained flaming or glowing combustion of any kind at the conclusion of the 40-minute observation period.
3. Absence of falling particles that are still burning when reaching the burner or floor.

R327.4.7.1.2 Conditions of acceptance. ASTM E2762 tests shall be conducted in triplicate and the conditions of acceptance below shall be met. If any one of the three replicates does not meet the conditions of acceptance, three additional tests shall be conducted. All of the additional tests shall meet the following conditions of acceptance:

1. Absence of sustained flaming or glowing combustion of any kind at the conclusion of the 40-minute observation period.
2. Absence of falling particles that are still burning when reaching the burner or floor.

R327.4.7.2 Requirements for R327.4.7, item 6. The material shall be tested in accordance with ASTM E2632 and shall comply with the following condition of acceptance. The test shall be conducted in triplicate and the peak heat release rate shall be less than or equal to 25 kW/ft² (269 kW/m²). If any one of the three replicates does not meet the conditions of acceptance, three additional tests shall be conducted. All of the additional tests shall meet the conditions of acceptance.

R327.4.8 Glazing. Exterior windows, windows within exterior doors, and skylights shall be tempered glass, multilayered glazed panels, glass block, or have a fire resistance rating of not less than 20 minutes.



Wildfires are a very real threat to the entire Sisters-Camp Sherman Fire District, endangering our community and the lives of residents and emergency responders. We live and work in an area where wildfire is a natural part of the ecosystem, and large fires have burned throughout our region for millennia. Climate change, coupled that with the ever-increasing number of homes being built in the wildland-urban interface zone, makes the chance of larger and more catastrophic wildfire seems likely.

The average homeowner trusts that the City of Sisters development codes, state building codes and state and local governmental agencies have taken adequate measures to mitigate wildfire hazards. Unfortunately, most do not realize that some of the current codes don't address the new science of how and why wildfires spread. That whole neighborhoods can quickly be destroyed in a domino effect as fire jumps from house to house, with these homes igniting through direct flame impingement, ember intrusion and radiant heat.

The most effective way to prevent the ignition of homes is thru the adoption of defensible space regulations and landscape standards. By not allowing the fire to spread on one's property, and not allowing the fire to make direct contact with the combustible part of the home, the cycle of neighborhoods being lost can be broken. Preventing ignition to these structures will reduce the exposure of firefighters and residents to hazards that threaten life and injury and will reduce the chance of catastrophic home losses. More ignition resistant landscaping and fewer homes becoming ignited will allow firefighting resources to become more effective, optimizing the deployment of personnel and apparatus during wildfires. Instead of becoming overwhelmed during a neighborhood wildfire, they can tackle smaller ignitions, allowing residences to safely evacuate and providing a tenable environment to fight fire.

A historical patchwork of regulations, processes and localized decisions coupled with inaction by the State legislature has caused us to recommend incremental but important steps to protect our local community from wildfire risks. We now have the opportunity to adopt new and updated maps and code provisions and that would allow the Sisters-Camp Sherman Fire District to better protect our community. This will lead to lives being saved, injuries prevented, property preserved, and our city protected.

Sisters-Camp Sherman Fire District supports the adoption of the recommendations submitted by the City of Sisters Community Development Department as an important way to enhance our community's wildfire mitigation measures.



CITY COUNCIL Agenda Item Summary

Meeting Date: May 13, 2020

Staff: C. Misley

Type: Workshop

Dept: CMO

Subject: Reopening Framework

Action Requested: Review of State and County reopening plans

Summary Points:

On May 6th the Deschutes County Board of Commissioners approved and submitted the County's reopening plan to the Governor.

On May 7th the State finalized guidance for specific sectors to reopen if their County has been approved to move into Phase I reopening.

If approved, the County would be able to move into Phase I no earlier than May 15th.

After 21 days in Phase I, counties continuing to meet the prerequisites may be able to enter Phase II. The goal is to further expand gathering size, allow some office work, plus begin to allow visitation to congregate care. Specifics are still being worked out and will be based on data collected in Phase I.

The State has shared that Phase III concerts, conventions, festivals, live audience sports will not be possible to resume until a reliable treatment or prevention is available. It is unknown at this time when this will be. Therefore, their recommendation is that all large gatherings should be cancelled or *significantly modified* through at least September. Further guidance on large gatherings scheduled for later in the fall will be provided this summer.

Attachments:

- Final Deschutes County Reopening Plan
- The Governors complete reopening plan can be found here:
drive.google.com/file/d/1JM2dwYVK4Y4IBxMT6Si5-H_LNua52tnu/view



May 6, 2020

Governor Kate Brown
900 Court Street, NE, Ste. 254
Salem, Oregon 97301-4047

Governor Brown,

Attached please find Deschutes County's proposed Reopening Plan, which addressed the seven criteria that your office outlined to re-open our communities.

We are committed to a comprehensive reopening strategy that balances health and welfare with the economic stability, opportunity and liberty of our community members. We have been working collaboratively with our cities, local hospital and health care systems, businesses organizations, neighboring counties and other stakeholders to re-open responsibly.

Deschutes County is prepared to meet the state's requirements for phased reopening of our communities, including:

- Declining prevalence of COVID-19
- Minimum testing regimen
- Contact tracing system
- Isolation facilities
- Finalized statewide sector guidelines
- Sufficient healthcare capacity
- Sufficient PPE supply

We have been proactive in developing capacity to support re-opening as soon as it is appropriate. Although we have had 81 cases locally, our Public Health team has set high standards of care and helped to curb the spread of COVID-19 in our communities through aggressive and effective contact tracing and coordinated regional communication efforts.

As a community, we have and will continue to safeguard the health and safety of our citizens as our highest priorities. However, Deschutes County currently has an unemployment rate of 12.4% - the third highest in the state. We believe it is critical for our County's economic stability that we reopen for business as soon as possible.

Please feel free to contact us if you or your staff have follow-up questions. Thank you for approving this plan for our community.

Sincerely,

Patti Adair, Chair

Anthony DeBone, Vice-Chair

Phil Henderson, Commissioner



REOPENING PLAN

MAY 6, 2020

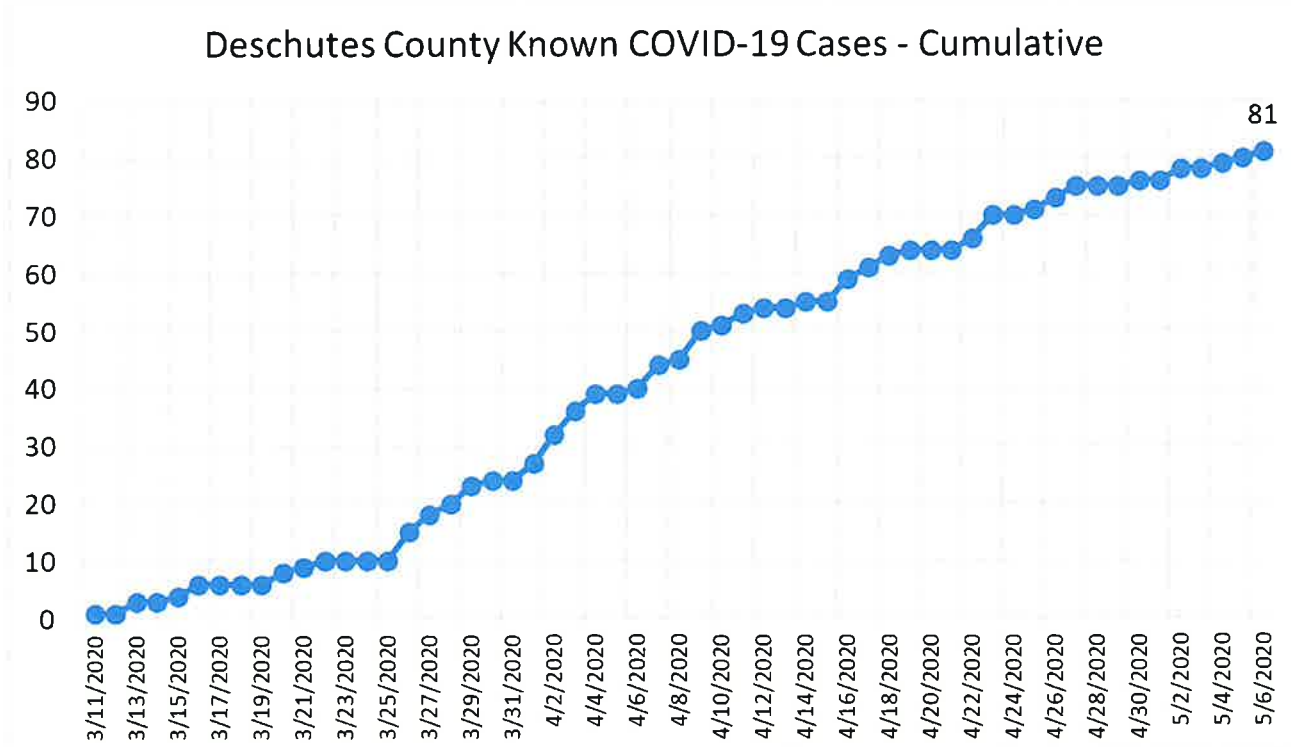
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Introduction

Deschutes County is committed to an evidence-based reopening strategy that considers the health and welfare of our community members, to include economic stability, opportunity, and liberty. Deschutes County recognizes the sacrifice of community members, businesses, first responders, employees, retirees, children and students and healthcare workers have made over six weeks to flatten the curve and stop COVID-19 spreading illness and causing economic hardship. It is imperative that our strategy to re-open is deliberate, thoughtful, comprehensive and inclusive, but also urgent.

As of May 6, 2020, Oregon Health Authority has reported 81 known cases of COVID-19 in Deschutes County. Of those, 63 have recovered. To date, 2,385 COVID-19 tests have been completed in Deschutes County. 2,304 were negative.



Deschutes County has been proactive in developing capacity in the preparedness areas to support re-opening by meeting the framework outlined by President Trump and Governor Brown. We have considered the diverse nature of our communities and our position within the region and commit to working collaboratively with our cities, community members, businesses, neighboring counties and other stakeholders to re-open responsibly.

We have sufficient data collection and analysis to support our decision-making and will continue to track trends related to total tests, positive tests, cases, and hospitalizations. Our data indicates that it is appropriate to proceed with re-opening and appropriate levels of restrictions.

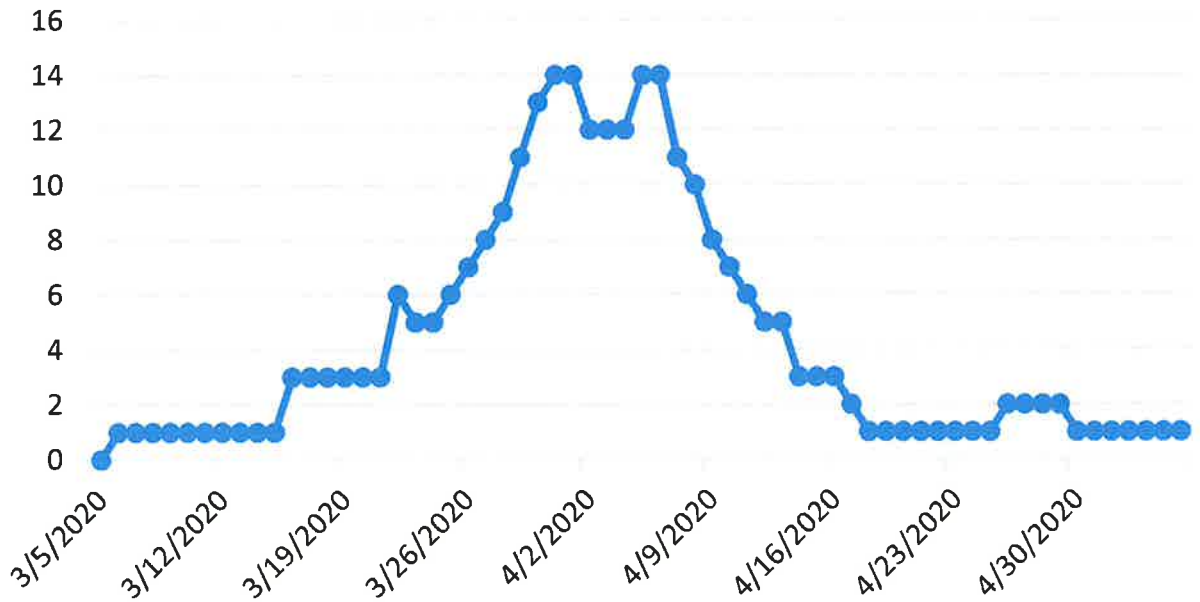
This document describes how we intend to meet the seven prerequisites set forth by Governor Brown to reopen business in Oregon amid the COVID-19 pandemic:

Prerequisites for Phased Reopening:

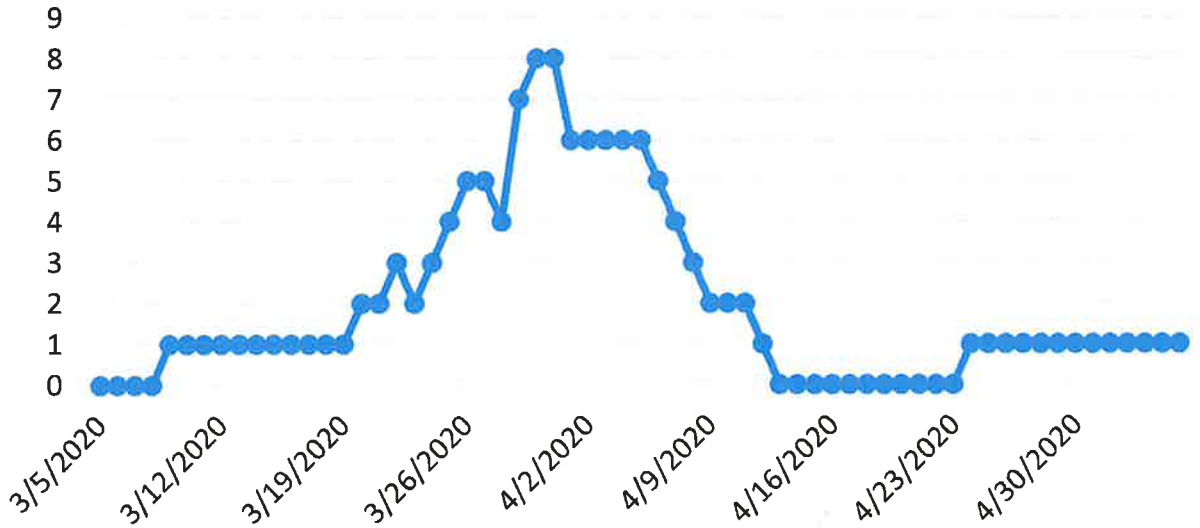
1. Declining prevalence of COVID-19

CRITERIA	RESPONSE
The percentage of emergency department visits for COVID-19-like illnesses (CLI) are less than the historic average for flu at the same time of year.	OHA to provide this information online.
A 14-day decline in COVID-19 hospital admissions.	✓ YES. Deschutes County's hospital admissions for COVID-like have declined (See Page 5).

St. Charles Health System - Hospitalized COVID Patients



St. Charles Health System - COVID Patients Admitted to ICU



Robust Testing and Case Investigation and Contact Tracing

Deschutes County Health Services does not directly provide testing. Testing is accomplished within the medical provider system by the hospital system and multiple other clinics. Deschutes County expects to work with our local hospital and clinics system to support 600 tests per week (a rate of 30 tests per 10,000 residents). Previously in Deschutes County, 200-300 COVID-19 tests have been collected each week.

Testing options and capacity are expanding as [more primary and urgent care providers in the region are coming on board to provide drive-through testing options to community members.](#)

Quest laboratories is collaborating with Walmart to provide testing sites at their superstores. Locally, this means the Walmart in Redmond will begin testing and estimates that they can conduct ~50 tests per day. Deschutes County will continue to assess additional testing needs and opportunities, including a possible extension of the OSU-led TRACE program to our region.

Summit Medical Group has also reported that they expect to be able to offer 200-300 tests per week.

Testing criteria have also eased up and will be based on two broader criteria: any typical viral symptom (e.g, fever, body aches, runny nose, sore throat, cough, or difficulty breathing) or a known COVID-19 exposure. Local medical provider discretion is essential for this model to work effectively. The addition of point of care Polymerase Chain Reaction (PCR) testing at St. Charles Health System and health care clinics will enhance the community wide testing availability.

Local processing of tests coupled with drive-thru locations will increase community participation and testing capacity. Deschutes County providers are ready to expand testing.

2. Minimum Testing Regimen

CRITERIA	RESPONSE
<p>Region is able to administer testing at a rate of 30 per 10,000 population per week.</p> <p>-Screening and testing for symptomatic individuals</p> <p>-Test syndromic/influenza-like illness indicated persons</p>	<p>✓ YES.</p> <p>As of May 4, Region 7 has a testing rate of 34 per 10,000 population (See Page 7).</p> <p><i>Confirmed by Region 7 Health Care Coalition Regional Emergency Coordinator on May 5.</i></p>

County	Positive Cases 5/4/20 Note: as of 5/4/20 this also includes 1 presumptive (i.e., may not yet be tested) case in Region 7	Negative Tests 5/4/20	Total Tests 5/4/20	Population size estimate (2019, Portland State University Annual Population Estimates)	Tests per 100,000 population, as of 5/4/20	Total Tests reported as of 4/27/20	Number of new tests reported for the previous week (4/28/20 to 5/4/20)	Tests per 10,000 population for the previous week (4/28/20 - 5/4/20)
Crook	1	235	236	23440	1006.8	180	56	23.9
Deschutes	79	2208	2287	193000	1185.0	1810	477	24.7
Grant	1	54	55	7360	747.3	49	6	8.2
Harney	1	70	71	7360	964.7	48	23	31.3
Jefferson	14	350	364	23840	1526.8	203	161	67.5
Klamath	39	2212	2251	68190	3301.1	1846	405	59.4
Lake	0	72	72	8080	891.1	67	5	6.2
Wheeler	0	13	13	1440	902.8	11	2	13.9
Total (Region 7)	135	5214	5349	332710	1607.7	4214	1135	34.1
Total (Oregon)	2759	60697	63456	4236400	1497.9	51197	12259	28.9

CRITERIA	RESPONSE
Sufficient testing sites accessible to underserved communities	<p>✓ YES.</p> <p>Deschutes County Health Services (DCHS) is working with Mosaic Medical and St. Charles Health System to ensure easy access to testing for underserved communities through drive through testing sites as well as the Mosaic Medical mobile van. Additionally, DCHS has a small supply of tests to be used in high-risk settings such as long-term care facilities and homeless shelters as needed. Other at-risk populations will be reached through the DCHS Vulnerable Population Liaison who is working with the regional homeless leadership council and NeighborImpact.</p> <p>Walmart is also willing to provide free pop-up clinics to rural communities and to specific populations to ensure testing of frontline and essential workers, along with industries where social distancing is difficult.</p> <p>Summit Medical Group has also reported that they expect to be able to offer 200-300 tests per week.</p> <p>The County is working with our regional partners to advertise where and how people can be tested. This</p>

	<p>information will be updated and promoted through the Deschutes County website and Facebook page along with regional partners. DCHS will continue to monitor testing capacity data through the tri-county CD Epidemiologist.</p>
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3. Contact Tracing

CRITERIA	RESPONSE
<p>Counties must have a minimum of 15 contact tracers for every 100,000 people.</p> <ul style="list-style-type: none"> • Trace 95% of all new cases within 24 hours. • The contact tracing workforce must be reflective of the region and be able to conduct tracing activities in a culturally appropriate way and in multiple languages as appropriate for the population. 	<p>For the past two months, we've been conducting contact tracing using six employees. With this staffing complement, we've been able to keep up with our County's contact tracing demands and plan to continue to keep pace with the number of contacts that we need to trace.</p> <p>However, if our current resources were overwhelmed, we have a number of options to quickly ramp up staffing, including:</p> <ul style="list-style-type: none"> • Re-deploying Health Services staff or other qualified staff from other County departments • Utilize and train volunteers • Hire additional staff on an on-call or contract basis • Utilize state resources <p>The CD supervisor will monitor ORPHEUS for 95% of all new cases traced, documented and report this out daily. Currently the STD Team has a bilingual nurse interpreter (Spanish) who will assist as needed with contact tracing and DCHS has a contract with Language Line that could be used in field if needed. DCHS will also work with Mosaic Medical to access bilingual staff to assist with contact monitoring if needed.</p>

4. Isolation Facilities

CRITERIA	RESPONSE
<p>Counties must have hotel rooms available for people who test positive for COVID-19 and who cannot self-isolate. The Department of Public Health at the Oregon Health Authority will provide support to local public health to identify needs and help with resources.</p>	<p>✓ YES.</p> <p>Deschutes County has developed a plan to shelter unhoused populations who are symptomatic and awaiting test results or are positive for COVID-19. So far we have not initiated any stays but we are organized to do so.</p> <p>The County is also working with NeighborImpact on contracting for services and with non-profit partners such as NeighborImpact, Reach, Thrive, Food banks and others to assist with wrap around supports. Medical services will be provided by Mosaic Medical.</p> <p>Deschutes County has secured hotel rooms for first responders who test positive for COVID-19 and cannot self-isolate at home.</p> <p>Deschutes County Health Services will work with OHA to monitor individuals on isolation and quarantine. Unless there is a need for medical services, it is recommended those that test positive for COVID-19 and/or have signs and symptoms, stay at home until they have been symptom-free for 72 hours (3 days). By following these strategies, it will help protect the health and safety of workers in critical industries, high risk facilities, mass transit, and other sectors.</p>
<p>Narratives describing three different outbreak situations in the county.</p>	<p>✓ YES.</p> <p>Long Term Care Facility: DCHS has an established program and successfully coordinates with our 33 Long Term Care Facilities (LTCF). There is a regional Public Health Infection Prevention Nurse (0.8 FTE) who has established relationships with all long term care facilities in Central Oregon related to communicable disease prevention and control</p>

training/technical assistance to prevent and respond to communicable disease outbreaks.

If an outbreak occurs in a LTCF, DCHS will work quickly with OHA for an outbreak number and additional resources as needed. DCHS will also provide testing supplies as needed and facilitate testing at Oregon State Public Health Lab for symptomatic residents and staff of the LTCF. DCHS will ensure that all infection prevention control measures are in place to help mitigate further transmission in the facility based on OHA LTCF COVID-19 Tool Kit guidelines.

Deschutes County Jail: Deschutes County Sheriff's Office has created and implemented a detailed COVID-19 and Influenza Plan and is in close communication with the DCHS CD Team. The goal of this Plan is:

- To protect the health and safety of all Law Enforcement Officers (LEOs), members, inmates and the public.
- To reduce the transmission and spread of COVID-19 and/or influenza by maintaining a sanitary facility.
- To ensure the justice system continues to operate without unnecessary delay.

Additionally, DCHS will utilize the guidance document developed by the Oregon Health Authority and the Oregon Department of Corrections that serve as guidance specific for correctional facilities and detention centers during the outbreak of COVID-19, to ensure continuation of essential public services and protection of the health and safety of incarcerated and detained persons, staff, and visitors.

Congregate Shelters: Deschutes County is located in a fire-risk ecosystem. 80% of Deschutes County is federal lands. Wildland fire is a reality in Deschutes

	<p>County and every year the potential for evacuations due to wildland fire are present.</p> <p>As fire season approaches, Deschutes County has engaged with the American Red Cross to provide communicable disease support for shelters activated for evacuees from wildfire or other disasters. Deschutes County has developed a shelter kit to provide required PPE and other supplies to support a congregate shelter, if needed. Shelter workers will screen evacuees for symptoms and risk factors and attempt to place them accordingly. If a suspect case is located at a shelter, DCHS will respond and take the following protective measures:</p> <ul style="list-style-type: none"> ● Immediately isolate the subject and arrange testing if appropriate ● Complete a risk assessment and offer mitigation measures for the shelter ● Identify contacts from suspect case and follow-up <p>Provide shelter team with additional information to minimize spread.</p>
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5. Finalized Statewide Sector Guidelines

We understand that this element is not required in a County's application. However, we felt it was important to share that our Health Services staff will continue to work with the cities in Deschutes County and Business Chambers of Commerce, Economic Development of Central Oregon (EDCO) and Visit Bend to ensure OHA sector-specific guidance documents are distributed and communicated to local employers and businesses. Staff will also provide guidance and support through written checklists, infographics, and videos to support the education of our local business owners. These resources were a request that came out of listening sessions with many of our local business community. Additional sector-specific considerations are listed on Page 16.

6. Sufficient Health Care Capacity

CRITERIA	RESPONSE
<p>To maintain the phased re-opening plan, each region must be able to accommodate a 20% increase in suspected or confirmed COVID-19 hospitalizations compared to the number of suspected or confirmed COVID-19 hospitalizations in the region at the time of the Executive Order No. 20-22 was issued.</p>	<p>✓ YES.</p> <p><i>Confirmed by Region 7 Health Care Coalition Regional Emergency Coordinator on May 5.</i></p> <p>Please see attached response from St. Charles detailing how they can meet the prerequisites for phased re-opening.</p>

St. Charles Health System has built detailed surge plans that include the ability to accommodate greater than a 20% increase in suspected and confirmed COVID-19 hospitalizations compared to the number of suspected or confirmed COVID-19 hospitalizations in the Region at the time Executive Order No. 20-22 was issued (April 27, 2020).

At the time of the Executive Order, St. Charles had 2 hospitalized patients, and other hospitals within Region 7 had a total of 1 hospitalized patient. (We note that at our peak St. Charles had 14 hospitalized patients). St. Charles' surge plans allow for the hospital system to accommodate a 20% increase in the number for the region (from 3 to 3.6 hospitalized patients) and much more. Additionally, their surge plans have capacity to allow for more than a 20% increase in all hospitalized patients.

St. Charles Health System (inclusive of facilities in Crook, Deschutes and Jefferson counties) can provide a maximum of:

RESOURCE	EXISTING	SURGE T3
Hospital Beds	287	610
Critical Care Beds	30	189
Ventilators	52	72

Additionally, Deschutes County has a well-developed plan for an alternate care site to provide up to 100 additional beds for lower acuity patients. In order to operationalize this alternate care site, Deschutes County would need additional medical personnel and would likely request assistance from the State or Federal governments to provide the personnel and equipment to do so. Deschutes County, has also purchased 30 additional ventilators (28 of which are on backorder), which include 20 transport ventilators and 10 ICU type ventilators.

7. Sufficient PPE Supply

CRITERIA	RESPONSE
<p>All hospitals in the health region must report PPE supply daily to OHA’s Hospital Capacity system. Large hospitals and health systems in the region must attest to a 30-day supply of PPE. This metric is measured at the Health Region level, not at the county level.</p>	<p>✓ YES.</p> <p><i>Confirmed by Region 7 Health Care Coalition Regional Emergency Coordinator on May 5.</i></p>
<p>Counties must attest to sufficient PPE supply for the first responders in the county.</p>	<p>✓ YES.</p> <p>Deschutes County currently has at least 14 days of PPE on hand for first responders at current use. If a surge in cases or use goes up significantly, we will need additional supplies. For that reason, Deschutes County has a goal of acquiring 90 day supply of PPE for first responders by October (beginning of flu season). Supply chains are still not meeting demands and the Deschutes County EOC has provided a significant amount of PPE to local partners from federal, state and local supplies.</p> <p>Deschutes County is providing information and guidance to support acquisition of PPE for first responder agencies, healthcare providers, and safety net providers.</p> <p>Deschutes County is continuing to build a local cache of PPE and seeks to maintain an inventory of:</p> <ul style="list-style-type: none"> • N95 Masks – 30,000 • Procedural masks – 50,000 • Isolation gown – 30,000 • Face shields – 5,000 • Nitrile Gloves – 100,000

Plans for Health and Safety

Deschutes County recognizes the need to have plans in place to meet the needs of our community during this pandemic and to consider contingencies. As this incident continues and more is known, we will continue to address issues and develop plans to meet the health and safety needs of our community.

Surveillance Strategy

Deschutes County is working with critical partners in the healthcare sector, schools, Long Term Care Facilities, and Social Service Organizations to develop effective COVID-19 surveillance. (Organization chart attached.) Deschutes County also has an epidemiologist solely focused on communicable diseases who also supports Jefferson and Crook Counties. The regional Epidemiologist will continue to conduct active surveillance and provide timely data reports to help inform decision makers.

Communication Strategy

Deschutes County continues to maintain a strong capability to communicate with the community in real-time regarding the current situation, best practices, and protective measures. We have a very comprehensive website (www.deschutes.org) and daily e-mail reports (copy attached). Guidance around wearing masks, appropriate distancing, vulnerable populations and environmental concerns are constantly changed. Part of our communication strategy will urge high risk populations to isolate to the extent possible.

Phased Reopening Strategies

Deschutes County recognizes that some businesses can more readily meet the physical distancing, disinfection, and safe practices needed to re-open. In addition, some businesses by their nature are lower risk and less likely to support community spread. Other businesses may require much more stringent restrictions and change in business practices to facilitate re-opening. When possible, Deschutes County supports a risk-benefit analysis when considering which businesses can re-open sooner.

Encouragement of Alternative Business Practices

Deschutes County businesses, non-profits, and government agencies should continue to utilize practices that minimize physical contact between employees and patrons. Much has been learned during this time and with the expanded use of technology, environmental design, scheduling, and safer work practices could not only increase public safety, but improve customer service over the long-term. Deschutes County employers should encourage and support telework and other remote work options during this health emergency.

Tourism / Mobility Considerations

Deschutes County's economy has a strong tourism component. There are also a large number of second homes. Many of these second homes belong to people who live in larger urban areas. An influx of visitors from larger urban areas, possibly those with localized outbreaks, places Deschutes County at a higher-risk. To date, the cities of Deschutes County as well as Deschutes County have discouraged and in some case prohibited out-of-area travel ([Deschutes County ordinance on short-term rentals](#)), [City of Bend guidance](#) and [Redmond airport signage](#).

Monitoring travelers from key communities to Deschutes County and taking proactive measures will be critically important to manage possible disease transmission. If not measured, this non-resident population can significantly affect demand for services (public safety, contact tracing, case investigation, and healthcare). Our capacity is based more on our permanent resident population.

Plan for Re-Instituted Restrictions

Deschutes County also recognizes the need for a re-instituted restrictions plan to re-implement closures in the event there is a significant resurgence in COVID-19 cases. This plan needs to be based on clear and agreed-upon metrics. Metrics could be based on number of cases, average new daily cases, and/or hospitalizations. We expect guidance from the Governor's Office on this issue. This guidance should be provided to the community in advance to encourage preparedness by community members and businesses.

Business Sector Considerations:

Service Employment

As the State has issued draft re-opening guidelines for restaurant/food service, retail businesses, personal services businesses and childcare, we've been working with the cities in Deschutes County, local chambers of commerce, and Economic Development of Central Oregon (EDCO) to gather feedback on how draft guidelines will impact and be implemented by local businesses.

These guidelines include distancing and occupancy directions, employee protocols and operational parameters. Common themes include six foot distancing for patrons (including seating) and employees, on-premises customer limits, use of PPE, directional signage and barriers, and extensive cleaning/sanitizing directives.

The County believes some of these guidelines are achievable. However, we believe it is important that once local businesses implement these protocols there be a change management component of the implementation process to allow businesses to communicate what's working and what isn't.

In addition to the state's guidelines, our cities and local chambers of commerce have also conducted focus group meetings with representatives of each of these business sectors. The concerns expressed by businesses raise issues which we believe should be seriously considered given that businesses are the entities with the best operational and financial knowledge of the sector. In other respects, the guidelines are very helpful in addressing the questions raised by businesses. Representatives of the County's Public Health department attended the focus groups, listened closely to the conversation, extended advice, and committed to continual consultation with any business on best practices with respect to preventative practices. The state guidelines now become the starting point by which our public health staff can continue to provide guidance and education to all business within this sector.

Businesses in this area also expressed, in conjunction with operational parameters, a desire for the county's assistance in procuring PPE, financial help during the pandemic and ramping back up, and consistency in overseeing compliance with the new rules. The County has been and has committed to continue to be a resource in all three of these areas.

The State has also issued guidelines for childcare businesses. This will be a critical piece of any re-opening strategy. Discussions on childcare have been an important planning area within the county's emergency operations center. The draft guidelines however present a serious challenge to implement as written and are unacceptable for local business operators based on information we've received from regional listening sessions. The proposed ratios of staff to children are simply unworkable for many, if not most, childcare centers due to the added cost and thin profit margins associated with these facilities. Nevertheless, as with other business sectors, we will also offer our full guidance and

consultation to these businesses on public health questions in the context of the state's guidelines.

Traded Sector Employment

Economic Development for Central Oregon (EDCO) is the primary economic development agency within Deschutes County. Over the past 30 days, EDCO has conducted roughly 200 outreach calls to area businesses, and has conducted two separate roundtable discussions with key companies. The majority of these businesses have already figured out how to remain solvent within the parameters of the Governor's stay at home order, despite disruptions in supply chains and limitations on retail outlets for their products. They are generally exercising all of the best practices related to temperature testing, visitor limitations, use of PPE, social distancing and cleaning/sanitizing.

The vast majority of the businesses however have shared that the longer the shutdown persists, the more uncertain the demand for their products and the more constrained raw material and pieces and parts from other manufacturers becomes. As a group, they urge that re-opening of the economy begins as soon as possible, but in a phased and cohesive fashion, with clear and predictable timelines and information.

Tourism/Outdoor Recreation

As stated previously, outdoor recreation and tourism are key components of the Deschutes County economy. This sector has been particularly hard hit by the executive order. Area businesses favor a phased re-opening of their industry, but are committed to doing so in a safe and rational manner, for the protection of both their employees and customers. Focus groups and outreach initiated by Visit Bend and the Central Oregon Visitors Association have found that businesses are in favor of a phased approach where gradually larger groups of customers are allowed to congregate, but with strict protocols for social distancing, the use of masks/gloves, and the continual cleaning/sanitizing of equipment and shared space. The State has also issued draft guidelines for the outdoor recreation industry, which are similar to issues discussed above. Deschutes County is committed to assisting in communicating best practices and providing public health resources and guidance to local business owners in this industry. Pressure will continue to mount as the County enters its prime visitor season.

Transit

Locally, public transit has not been directed to limit service or make adjustments. Current service reductions are related to service needs and funding.

Our local public transit provider is committed to restarting normal service when needed; including making sure they have the appropriate PPE available, along with the ability to provide social distancing on the buses.

Churches and Faith-Based Organizations

We believe it is important that churches and faith-based organizations be allowed to open now. We know that many residents in our communities are struggling with anxiety, depression and loneliness during this difficult time. Religious freedom and practice is a core tenant of America. Churches and other places of worship are a foundational element in our communities at all times and, if opened, would provide a way for people to support each other during the current pandemic.

Re-opening local business:

Given the above information, we propose that all local businesses, to include childcare, churches and other faith-based organizations, personal services, restaurants/food service, retail and attorneys and accountants, be allowed to open, following all of the best practice safety guidelines noted above.

As noted above, although Central Oregon traditionally sees a strong influx of tourists in the summer, state restrictions on non-essential travel should limit that travel until the emergency order is lifted. This will allow local businesses to re-open without as much demand as they might have in a traditional summer season.

As a community, we have and will continue to safeguard the health and safety of our citizens as our highest priorities. However, Deschutes County currently has an unemployment rate of 12.4% - the third highest in the state. We believe it is critical for our County's economic stability and prosperity that we reopen for business as soon as possible.

Please feel free to contact us if you or your staff have follow-up questions. Thank you for approving this plan for our community.

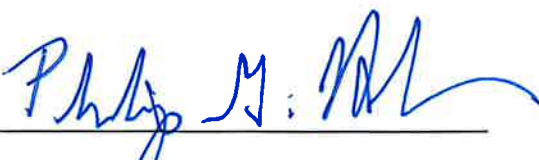
The Deschutes County Board of Commissioners



PATTI ADAIR, Chair



ANTHONY DeBONE, Vice Chair



PHILIP G. HENDERSON, Commissioner

A handwritten signature in black ink, appearing to read "George A. Conway", is written over a horizontal line.

GEORGE A. CONWAY, MD, MPH,
Public Health Administrator &
Director, Deschutes County Health Services

May 5, 2020

RE: St. Charles Prerequisites

Memo:

On behalf of St. Charles Health System, please review the following conditions as of May 5, 2020 relative to the Governor's Prerequisites for Phased Reopening of Oregon ("Prerequisites Document"). Please note that the heading numbers below refer to the applicable section of the Prerequisites Document:

1. Declining Prevalence of COVID-19

It is our understanding that the OHA is gathering data relative to the specific criteria listed in the Prerequisites Document and will be attesting on behalf of the counties that we serve that we meet this criteria.

2. Minimum Testing Regimen

It is also our understanding that the OHA is gathering data relative to the specific criteria listed in the Prerequisite Document and will be attesting on behalf of the Region that we meet this criteria. We also appreciate that the OHA plans to distribute testing supplies throughout the state based on need.

6. Sufficient Health Care Capacity

St. Charles hospitals have built detailed surge plans that include the ability to accommodate greater than a 20% increase in suspected and confirmed COVID-19 hospitalizations compared to the number of suspected or confirmed COVID-19 hospitalizations in the Region at the time Executive Order No. 20-22 was issued (April 27, 2020). At the time of the Executive Order, St. Charles had 2 hospitalized patients, and other hospitals within Region 7 had a total of 1 hospitalized patient. (We note that at our peak St. Charles had 14 hospitalized patients). Our surge plans allow us to accommodate a 20% increase in the number for the region (from 3 to 3.6 hospitalized patients) and much more. Additionally, our surge plans have capacity to allow for more than a 20% increase in all hospitalized patients.

7. Sufficient PPE Supply

St. Charles hospitals are reporting our Personal Protective Equipment ("PPE") supply daily to the OHA's Hospital Capacity System. As of today, we attest to the fact that we have a 30 day

supply of PPE on hand for all elements, while utilizing contingency capacity PPE use. Additionally, we have a 30 day supply of PPE on hand for all elements with conventional use, with the exception of N95 masks. Using conventional capacity standards, at present we only have a 20 day supply of N95 masks. Please see the attached table with details regarding our current state of PPE in this environment.

Thank you for your work and support in allowing us to care for our communities.

Sincerely,



Joseph Sluka, MBA
President/Chief Executive Officer
St. Charles Health System



Jeffrey V. Absalon, M.D.
Chief Physician Executive
St. Charles Health System

**Meeting Date:** May 13, 2020**Staff:** City Manager Misley**Type:** Workshop**Dept:** CMO**Subject:** Review of Emergency Declaration and Administrative Order Extension/s

Action Requested: Evaluate and provide direction regarding extension of, 1) Emergency Declaration and, 2) Administrative Order 2020-03 discouraging tourist travel and related activities to Sisters except for permitted essential travel.

Summary Points:

The State of Emergency was declared on March 16 for several reasons. First and foremost, at the onset of COVID-19 there was a high degree of uncertainty regarding the spread of the virus and potential rapid rise in cases (steep curve). The declaration signified both that uncertainty as well as enabling logistically the City many authorities outside of normal operating conditions. Thankfully, we have seen the curve flattened with less than one hundred cases in Deschutes County. This was largely due to stay home orders and strict social distancing measures. As we know, continued social distancing (among other precautions) are going to be necessary to keep the virus at bay.

Similarly, several adjustments that have been made by the City are still necessary. In particular, several of those were enabled through the declaration including:

- Human resources policies were amended through a temporary administrative policy.
- Policies for utility billing were amended through a temporary utility relief policy.
- City funds have been expended in many ways to respond to COVID-19. Although these funds were spent without guarantee or assumption of reimbursement, there is reasonable expectation that many of these expenditures can be reimbursed from Federal funds currently at the State. These funds are earmarked for COVID-19 response and cannot backfill lost (or future decreases in) revenues.
- Finally, given but not limited to above, it is my recommendation for those reasons that the emergency declaration be extended through May 31.

The Administrative Order 2020-03 discouraging visitors and overnight stays for nonessential purposes was signed on April 14 during a time of high uncertainty. We had seen a somewhat regional approach taken by Deschutes County and City of Bend either discouraging or banning overnight stays for nonessential purposes. Discussions by the Board of County Commissioners indicates that Deschutes County plans to let their ban expire on May 15. Based on a submitted reopening plan from Deschutes County to the State, we should prepare to be in Phase One of reopening by Friday, May 15 (or soon after). This does let many economic activities resume under certain prescriptive conditions.



There is a coordinated understanding between local governments and chambers of commerce/visitor's centers that ***now is not the time to be encouraging tourism activity.*** The focus for now should be on *shop local* initiatives and those within Central Oregon. Nonetheless, visitors will come to Central Oregon and Sisters – that is largely outside of our control.

As you know, and can see from this recommendation, we are far from back to normal. Many precautions will become part of the new normal for the foreseeable future. We can focus on how we create as safe of an environment within Sisters as possible, balancing the economic and health consideration. We must call on our business community to embrace all of these requirements (and many recommendations) while informing customers (residents and visitors alike) to abide by precautions.

Attachments:

- Resolution No 2020-06: A resolution of City of Sisters declaring a state of emergency in response to the COVID-19 pandemic.
- Administrative Order 2020-03: An order to protect health and safety of the Sisters community during COVID-19 state of emergency; discouraging tourist travel and related activities to Sisters except for permitted essential travel.
- Resolution No 2020-08; A resolution of City of Sisters extending the state of emergency declaration contained in resolution 2020-06.

RESOLUTION NO. 2020-06

A RESOLUTION OF CITY OF SISTERS DECLARING A STATE OF EMERGENCY IN RESPONSE TO THE COVID-19 PANDEMIC; AND AUTHORIZING THE CITY MANAGER TO TAKE ACTIONS NECESSARY AND APPROPRIATE TO PROTECT THE HEALTH, SAFETY, AND WELFARE OF THE CITY AND CITY'S CITIZENS.

WHEREAS, City of Sisters ("City"), an Oregon municipal corporation, has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow City; and

WHEREAS, the coronavirus (COVID-19) is a virus that can cause respiratory disease with the potential to cause serious illness and/or loss of life for individuals, especially individuals with underlying health conditions; and

WHEREAS, on March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

WHEREAS, on March 11, 2020, COVID-19 was declared a pandemic by the World Health Organization; and

WHEREAS, under Section 2.90.020 of the Sisters Municipal Code ("SMC"), an emergency is defined to include, without limitation, a natural event, including disease, that threatens the health, safety, and/or welfare of City and its citizens and/or causes (or may cause) damage, injury, and/or death to persons and/or property in City; and

WHEREAS, SMC 2.90.040 provides that City may adopt procedures to prevent, prepare for, minimize, respond to, and/or recover from an emergency, including, without limitation, adopting such measures and/or actions necessary for the protection of the health, safety, and/or welfare of persons, property, infrastructure, and/or the environment; and

WHEREAS, Section 2.90.030(1) provides that the city manager may declare a state of emergency after reasonable efforts to confer with the mayor; and

WHEREAS, after conferring with the mayor, department heads, and council members, the city manager declared a state of emergency in response to COVID-19 on March 16, 2020 by Administrative Order No. 2020-01 (the "Order"); and

WHEREAS, Section 2.90.030(1) provides that the Sisters City Council (the "Council") will ratify, by resolution, the city manager's declaration at the first available opportunity; and

WHEREAS, the Council finds that COVID-19 is a public health crisis that threatens the health, safety, and welfare of City and City's citizens and constitutes an imminent threat of severe damage, injury, illness, human suffering, financial loss, and/or loss of life; and

WHEREAS, the Council finds that COVID-19 necessitates a state of emergency declaration.

NOW, THEREFORE, BE IT RESOLVED that City of Sisters resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2020-06 (this "Resolution") are hereby adopted. Without otherwise limiting the generality of the immediately preceding sentence, the Council finds that COVID-19 threatens the health, safety, and/or welfare of City and its citizens and/or causes or may cause damage, injury, and/or death to persons and/or property in City.

2. Emergency Declaration; Notice. In accordance with SMC 2.90.030, the Council hereby approves, ratifies, and confirms the city manager's emergency declaration contained in the Order, including all actions described therein and all actions taken in furtherance thereof, and further declares a state of emergency commencing March 16, 2020 and ending April 15, 2020; provided, however, if the city manager determines that emergency conditions exist as of April 15, 2020, the city manager may, without prior Council authorization, extend the emergency declaration by administrative order. The emergency declared in this Resolution applies to all areas within City's incorporated limits. City will give notice of the emergency declaration through press releases, public media, and such other means the city manager deems reasonable under the circumstances.

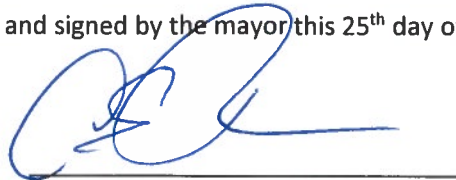
3. Temporary Regulations. For purposes of preventing, preparing for, minimizing, responding to, and/or recovering from the emergency, City may, to the fullest extent permitted under applicable law, adopt such procedures, measures, and/or actions necessary for protection of the health, safety, and/or welfare of persons, property, infrastructure, and/or the environment. Without otherwise limiting the generality of the immediately preceding sentence, City is hereby authorized to take such actions necessary to prepare for, prevent, mitigate, and/or respond to the emergency, including, without limitation, the following: (a) transferring and/or redirecting any City funds necessary or appropriate for uses and/or purposes related to the emergency; (b) suspending City's public contracting and/or procurement rules, procedures, and/or requirements for any contract or purchase necessary and/or appropriate to respond to the emergency, including, without limitation, contracts for goods, services, and/or construction services; (c) cancelling non-essential City meetings and/or events, including, without limitation, committee, commission, task force, and other City meetings, and/or modifying the manner and/or method in which essential City meetings are held and conducted; (d) suspending code enforcement actions; (e) suspending utility shut-offs and/or utility service terminations; (f) limiting the congregation and/or gathering of individuals; (g) reducing and/or eliminating City business hours; (h) closing and/or limiting access to City property and City buildings, including City Hall; (i) adopting, modifying, and/or suspending City personnel policies, including, without limitation, adjusting work schedules, adopting remote work policies, and/or modifying leave policies; (j) any actions authorized under ORS chapter 401; and/or (k) adopting and implementing such actions, precautions, measures, and/or procedures recommended by federal, state, and/or local governments and/or agencies, including, without limitation, the Centers for Disease Control and Prevention, Oregon Health Authority, and/or Deschutes County Health Services.

4. Authorization. The Council authorizes, approves, and directs the city manager, and his or her designee, acting individually and without further Council approval and/or authorization, to take all actions necessary or appropriate to prevent, prepare for, minimize, respond to, and/or recover from the emergency, including, without limitation, adopting, implementing, administering, and/or effectuating any policy, procedure, measure, and/or action described in Section 3 of this Resolution. The approval and authority provided under this Section 4 will remain in full force and effect until the earlier of (a) conclusion of the state of emergency declaration provided under Section 2 of this Resolution, or (b)

revocation by Council resolution. The city manager is further authorized to coordinate with other federal, state, and/or local agencies concerning City's response to, and recovery from, the emergency, including, without limitation, requesting assistance and reimbursement from the State of Oregon and/or appropriate federal agencies.

5. Miscellaneous. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

ADOPTED by the City Council of City of Sisters and signed by the mayor this 25th day of March, 2020.



Chuck Ryan, Mayor

ATTEST:



Kerry Prosser, City Recorder

**CITY OF SISTERS
ADMINISTRATIVE ORDER NO. 2020-03
AN ORDER TO PROTECT HEALTH AND SAFETY OF THE SISTERS COMMUNITY DURING THE COVID-19
STATE OF EMERGENCY: DISCOURAGING TOURIST TRAVEL AND RELATED ACTIVITIES TO SISTERS
EXCEPT FOR PERMITTED ESSENTIAL TRAVEL.**

April 14, 2020

WHEREAS, City of Sisters (“City”), an Oregon municipal corporation, has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow City; and

WHEREAS, the coronavirus (COVID-19) is a virus that can cause respiratory disease with the potential to cause serious illness and/or loss of life for individuals, especially individuals with underlying health conditions; and

WHEREAS, on March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

WHEREAS, on March 11, 2020, COVID-19 was declared a pandemic by the World Health Organization; and

WHEREAS, on March 16, 2020, City’s city manager declared a state of emergency in City by Administrative Order No. 2020-01; and

WHEREAS, on March 23, 2020, Governor Kate Brown issued the Stay Home, Save Lives Order (Executive Order No. 20-12), which order, among other things, directed individuals to minimize travel other than essential travel (a) to or from a home, residence, or workplace, (b) for obtaining food, shelter, essential consumer needs, education, health care, or emergency services, (c) for essential business and government services, (d) for the care of family members, household members, elderly persons, minors, dependents, persons with disabilities, or other vulnerable persons, (e) as directed by government officials, law enforcement, and/or courts, and (f) consistent with the directives of executive orders issued by Governor Kate Brown and guidance from the Oregon Health Authority (“OHA”); and

WHEREAS, on March 25, 2020, the Sisters City Council (the “Council”) adopted Resolution No. 2020-06 pursuant to which the Council ratified the city manager’s emergency declaration contained in Administrative Order No. 2020-01; and

WHEREAS, pursuant to Administrative Order No. 2020-02, the city manager extended City’s state of emergency declaration to May 13, 2020; and

WHEREAS, on April 1, 2020, Deschutes County Board of Commissioners approved and executed Order 2020-017 pursuant to which Deschutes County encouraged individuals to remain at their place of residence and prohibited short-term rental stays in the rural, unincorporated areas of Deschutes County; and

WHEREAS, the city manager has been in regular contact with local agency leaders and public health experts, including the Deschutes County Health Services Director, for countywide information and updates; and

WHEREAS, City is closely monitoring updated information for the State of Oregon through OHA and for the United States through the Centers for Disease Control; and

WHEREAS, a primary focus of City during the state of emergency is to restrict the spread of COVID-19 and to protect and maintain the health, safety, and welfare of the community; and

WHEREAS, Deschutes County Emergency Manager Nathan Garibay has noted that local hospitals' and emergency responders' supply of masks and critical personal protective equipment is in dangerously short supply, and that social distancing and staying at home is now the best tool to slow the spread of COVID-19; and

WHEREAS, travel between different communities (a) has been shown to facilitate the spread and transmission of COVID-19, and (b) poses risks to travelers, the communities they visit, individuals in their home communities, and the public; and

WHEREAS, it is imperative that City encourages individuals to keep as close to their homes as possible while this crisis continues; and

WHEREAS, the tourism industry has already been responsive to this COVID-19 crisis. Representatives of local and regional tourism industry communicated early in the COVID-19 crisis to not visit City (or anywhere) during the crisis, and individuals need to stay safe and stay home. This Administrative Order No. 2020-03 (this "Order") is intended to further the efforts described above and to create certainty and consistency and uniform application of tourism and short-term rental restrictions during this unique situation in furtherance of the health, safety, and welfare of the entire community; and

WHEREAS, City has a been a significant destination for tourism and other vacation travel, however, the presence of COVID-19 in Deschutes County and throughout the State of Oregon makes tourism and other recreational and non-essential travel potentially hazardous to public health, safety, and welfare; and

WHEREAS, the compounding impacts and highly infectious nature of COVID-19 demand unprecedented measures to protect everyone and if non-essential travel persists or increases, City may consider such appropriate measures to prohibit non-essential travel within and/or to City, including, without limitation, fines, penalties, and other enforcement measures.

NOW, THEREFORE, THE CITY MANAGER OF THE CITY OF SISTERS ORDERS AS FOLLOWS:

1. Findings. The above-stated findings contained in this Order are hereby adopted.
2. Non-Essential Travel Discouraged. To reduce exposure to and spread of COVID-19, and in support of State of Oregon orders and guidance to minimize all non-essential travel, City strongly encourages individuals (a) to remain at their place of permanent residence, and (b) not to travel to City except as absolutely necessary for health, safety, and/or employment purposes, and consistent with the

executive orders of Governor Brown (and guidance from OHA), including, without limitation, the Stay Home, Save Lives Order (Executive Order No. 20-12). Without otherwise limiting the generality of the immediately preceding sentence, travel away from home for vacation purposes is strongly discouraged and should be avoided.

3. Short-Term Rentals Discouraged.

3.1 All transient stays in City at hotels, motels, inns, bed and breakfasts, RV parks, short-term rentals, and all other temporary lodging options that have not commenced as of the effective date of this Order are strongly discouraged, except for such uses and/or stays as are necessary for health, safety, and/or employment purposes, and/or otherwise for essential travel as further described in Governor Kate Brown's Stay Home, Save Lives Order (Executive Order No. 20-12).

3.2 As of the effective date of this Order, owners and operators of temporary lodging facilities in City (e.g., hotels, motels, and short-term rentals) are strongly urged to (a) refrain from accepting any new reservations for tourist accommodation(s), and (b) only accept reservations needed for health, safety, and/or employment purposes and/or otherwise for essential travel as further described in Governor Kate Brown's Stay Home, Save Lives Order (Executive Order No. 20-12).

3.3 This Order does not apply to the following: (a) reservations for stays longer than 30 consecutive days; (b) residential use, of any length, by persons without permanent homes (unhoused or homeless individuals) who are staying at a lodging facility through a voucher or other similar assistance program; (c) use and/or occupancy of a short-term rental (as that term is defined in Sisters Municipal Code Chapter 5.50) by the owner or a member of the owner's family; and/or (d) City residents who have moved from their primary residence to allow a family member or roommate to self-quarantine due to COVID-19.

4. Effective Date; Application; Notice. This Order is effective immediately and will remain in effect until May 13, 2020, unless rescinded or extended by the city manager or the Council. This Order, and the provision contained herein, apply to all areas within City's incorporated limits. City will give notice of this Order through press releases, public media, and such other means the city manager deems reasonable under the circumstances.

ADOPTED AND MADE EFFECTIVE this 14th day of April 2020.


Cory Misley, City Manager

RESOLUTION NO. 2020-08

**A RESOLUTION OF CITY OF SISTERS EXTENDING THE STATE OF EMERGENCY DECLARATION
CONTAINED IN RESOLUTION NO. 2020-06.**

WHEREAS, City of Sisters (“City”), an Oregon municipal corporation, has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow City; and

WHEREAS, the coronavirus (COVID-19) is a virus that can cause respiratory disease with the potential to cause serious illness and/or loss of life for individuals, especially individuals with underlying health conditions; and

WHEREAS, on March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

WHEREAS, on March 11, 2020, COVID-19 was declared a pandemic by the World Health Organization; and

WHEREAS, after conferring with the mayor, department heads, and council members, the city manager declared a state of emergency in response to COVID-19 on March 16, 2020 (Administrative Order No. 2020-01); and

WHEREAS, on March 25, 2020, the Sisters City Council (the “Council”) adopted Resolution No. 2020-06 (the “Emergency Resolution”) pursuant to which the Council ratified the city manager’s emergency declaration contained in Administrative Order No. 2020-01; and

WHEREAS, on April 14, 2020, the city manager extended the COVID-19 state of emergency to May 13, 2020 (Administrative Order No. 2020-02); and

WHEREAS, on April 20, 2020, Governor Kate Brown shared the “Reopening Oregon” framework outlining how the State of Oregon may eventually reopen amid the COVID-19 pandemic; and

WHEREAS, on May 1, 2020, Governor Kate Brown extended the state of emergency declared in Executive Order No. 20-03 for an additional sixty (60) days through July 6, 2020, unless extended or terminated earlier by the Governor (Executive Order No. 20-24); and

WHEREAS, the Council finds that COVID-19 is a public health crisis that continues to threaten the health, safety, and welfare of City and City’s citizens and constitutes an imminent threat of severe damage, injury, illness, human suffering, financial loss, and/or loss of life; and

WHEREAS, the Council finds that COVID-19 necessitates extending the state of emergency declaration contained in the Emergency Resolution; and

WHEREAS, the Council desires that City staff commence preparing framework for reopening City upon the expiration of the state of emergency declaration.

NOW, THEREFORE, BE IT RESOLVED that City of Sisters resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2020-08 (this “Resolution”) are hereby adopted. Without otherwise limiting the generality of the immediately preceding sentence, the Council finds that COVID-19 continues to threaten the health, safety, and/or welfare of City and its citizens and/or causes or may cause damage, injury, and/or death to persons and/or property in City.

2. Emergency Declaration Extended; Notice. The Council hereby determines that emergency conditions continue to exist and, therefore, the state of emergency declared in the Emergency Resolution is hereby extended to May 31, 2020 (or such other date the city manager or Council determines necessary or appropriate); provided, however, if the city manager determines that emergency conditions no longer exist on or before to May 31, 2020, the city manager may, after conferring with the mayor, department heads, and council members, terminate the emergency declaration by administrative order (without prior Council authorization). The Council hereby approves, ratifies, and confirms the city manager’s extension of the emergency declaration contained in Administrative Order No. 2020-02. The Council further approves, ratifies, and confirms all actions taken by the city manager in furtherance of the Emergency Resolution. City will give notice of the extended emergency declaration through press releases, public media, and such other means the city manager deems reasonable under the circumstances.

3. Miscellaneous. The provisions of the Emergency Resolution that are not amended or modified by this Resolution remain unchanged and in full force and effect. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular, or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

ADOPTED by the City Council of City of Sisters and signed by the mayor this 13th day of May 2020.

Chuck Ryan, Mayor

ATTEST:

Kerry Prosser, City Recorder



Agenda Item Summary

Meeting Date: May 13, 2020

Staff: City Manager Misley, Director Bertagna,
Director O'Neill

Type: Workshop

Dept: CMO

Subject: Review of City Operations during COVID-19 pandemic and draft re-opening guidelines.

Action Requested: Evaluate options and provide direction to staff on preferred next steps for City Operations.

Summary Points:

Attached to this document are the supporting draft plans and guidelines for re-opening city operations which have been affected by the COVID-19 pandemic. Below are staff's recommendation to Council for each category.

- **City Hall:** *Staff recommends City Hall remain closed to the public until (TBD). When City hall re-opens staff recommends additional safety measures. (see suggested guidelines)*
- **Creekside Campground:** *Staff recommends that Creekside Campground open after Memorial Day (date TBD) subject to State and County restrictions. (see suggested 2020 Campground operations plan)*
- **Recycle Center:** *Staff recommends the Recycle Center reopen on May 18th with additional safety measures. (see operations plan)*
- **Public Events:** *See safety plan below.*
- **Board and Commission Meetings:** *Staff recommends these meetings resume in June either electronically or in person dependent on State guidance.*

Financial Impact: Staff is tracking all expenses related to COVID-19 and will submit for reimbursement to the State or Federal Governments as appropriate. These funds have and will be spent without guarantee or assumption of reimbursement.

Attachments:

- City Hall Re-Opening Guidelines
- Creekside Campground 2020 Operations Plan
- Recycle Center Operations Plan in Response to COVID-19
- Public Event Safety Plan in Response to COVID-19

Reopening Guidance: City Hall

Staff suggests these guidelines be put in place prior to City Hall opening to the public on (date TBD)

General Work Guidelines

1. Stay home if you are sick.
2. If you become symptomatic (cough, fever, shortness of breath) while in public, please self-isolate immediately and return home and contact your health care provider if you need medical attention.
3. Individuals at risk for severe complications (over age 60 or have underlying medical conditions) should stay home to avoid exposure to COVID-19.
4. Practice good hand hygiene with frequent handwashing for at least 20 seconds or use hand sanitizer (60-95% alcohol content).
5. Cover coughs/sneezes with elbow or tissue (immediately discard tissues in garbage and wash hands).
6. Avoid touching your face.
7. Practice physical distancing of at least six (6) feet between you and others not in your household.
8. Use cloth face coverings in public, as appropriate. We recommend that everyone have a cloth or paper face covering available to use in public settings.
9. Stay close to home, avoid overnight trips and other non-essential travel. Travel the minimum distance needed to obtain essential services; avoid traveling further than 50 miles from home. In rural areas, residents may have to travel greater distances for essential services, while in urban areas, residents may only need to travel a few miles for those services.
10. Implement physical distancing measures consistent with the Governor's Executive Order and state guidance.

City Hall Specific Guidelines

1. Increase physical space between workers and citizens
 - Markings on the floor demonstrating appropriate spacing
 - Installing plexiglass shields at front desk and planning windows.
 - Touchless payment
2. Restrict use of any shared items or equipment and require disinfection of equipment between uses.
3. Reinforce the importance of hand hygiene (frequent and proper handwashing).
 - Ensure that soap and water or alcohol-based (60-95%) hand sanitizer is provided
 - Stage additional hand washing facilities and hand sanitizer for employees (and customer use, if applicable) in and around City Hall.
4. Regularly disinfect commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.) as well as high traffic areas.
5. Encourage employees use of cloth face coverings as appropriate.
6. Consider upgrades to City Hall that may reduce exposure to the coronavirus,
 - No-touch faucets and hand dryers.
 - Increase fresh-air ventilation and filtration or disinfection of recirculated air.
7. Limit the number of employees gathering in shared spaces.
 - Kitchen limit: 2

Reopening Guidance: City Hall

- Conference Rooms limit: 3
 - Council Chamber limit: 20-25 dependent on set-up
8. Restrict non-essential meetings and conduct meetings virtually as much as possible. If in-person meetings are necessary, follow physical distancing requirements.
 - No outside group meetings at City Hall (Garden Club, HOA)
 - Restrict access to office area to staff only
 9. Consider limiting hours City Hall is open to the public
 10. City vehicles (Jeep) interior wiped down between every use
 11. Consider staggering schedules to limit employee interaction
 12. Train all employees in safety requirements and expectations

Supply Needs:

- Hand sanitizer and disinfectant wipes in all conference rooms, bathrooms, kitchen, council chamber, in Jeep and at front desk/planning windows
- Gloves and masks available for staff in direct contact with the public
- Plexi-glass installed at both windows
- 6-ft spacing marks on floor in lobby
- Consider permanent hand sanitizer stations around City Hall
- Signage noting social distancing guidelines and public spaces and bathrooms are not guaranteed to be disinfected after every use.

Creekside Campground 2020 Operations Plan

The Creekside Campground consists of 65 camp sites of which 30 are full hook-up, 30 more are dry or self-sufficient camp sites, and five are walk-in. There is also a hiker/biker area that can accommodate up to 10 campers that are either hiking the Pacific Crest Trail or are on a long-distance bike trek. Amenities include showers, dish washing stations, and RV dump station. The City of Sisters has had to include Creekside Campground in the City's COVID-19 Response Plan to assist with protecting our customers. This will include a three-phase approach:

Phase I Opening (**Date TBD**)

- Open 23 of the total 65 camp sites (A every other site approach)
- Close all walk-in sites
- Close the overflow parking areas
- Limit camp site occupancy to a maximum of six people
- Reduce length of stay from 14 days to three days
- Limit camp host operations to check-in/check-out hours with distancing protocol in place
- Open the RV Dump Station with distancing measures in place
- Open restroom building with privacy locks on the doors to allow only one person at a time
- Open two out of the four showers
- Close the dish-washing stations
- Post clear signage listing COVID-19 protocols (maintain social distancing of 6' or more)
- Post signage listing COVID-19 symptoms, asking visitors with symptoms to report conditions to local health officials and city, and provide contact information to city
- Thoroughly clean restrooms and showers twice daily and provide adequate sanitary supplies
- Encourage the public to recreate safely and avoid traveling to or recreating in areas where it is difficult to maintain at least six feet from others
- Continue refunding site fees for cancelled reservations

Phase II Opening (**Date TBD**)

- Continue the above in Phase 1, plus the following:
 - Open additional seven to ten camp sites keeping to a every other site approach as much as possible
 - Open three of the five walk-in sites
 - Increase length of stay from three to seven days
 - Open all four showers
 - Open overflow parking areas
 - Open one of the two sinks at the dishwashing station
 - Continue posting COVID-19 signage
 - Continue all cleaning/sanitizing operations
 - Continue following park and recreation restrictions set by the State and County
 - Evaluate camp host and reservations systems to provide efficient and safe operations

Phase III Opening (**Date TBD**)

- Full opening and operations with continued safety measures such as additional signage for hand sanitation and social distancing

In sum, the focus of the Creekside Campground 2020 Operations Plan is to help provide a quality camping opportunity to our residents and out of town visitors that has public safety as its number one objective.

Recycle Center Operations Plan in Response to COVID-19

The City of Sisters is actively working with Republic Services on re-opening the Recycle Center. This will include proactive outreach and follow-up with:

- Developing a Press Release announcing the re-opening of the Recycle Center on May 18th.
- Coordinating with Republic to have additional drop boxes available to deal with the initial wave of recyclables.
- Providing signage requiring social separation (6+ feet)
- Coning off every other parking space to help provide user separation which results in a maximum of 4 cars allowed at a time (this signage will be posted at the entrance).
- Evaluating operations to determine if designated operating hours need to be put in place for user and staff safety.

In addition, as it relates to the last bullet above, the city is consistently working to minimize the interactions with our Public Works staff and the public. If we cannot safely clean the depot while it is open than we will need to initiate hours of operations to allow for our staff to clean when the depot is closed.

DRAFT

Public Events' Safety Plan in Response to COVID-19

The City of Sisters is actively working with a variety of interest groups in its response to COVID-19. This includes proactive outreach and follow-up with:

- Medium, large, and City-wide event applicants to learn what their plans are regarding moving forward or not with their event, and to inquire about how the City can assist if needed.
- Other municipalities and event organizers throughout Deschutes County to learn how they are approaching their safety plans.
- Researching what services Deschutes County Environmental Health can provide small municipalities who do not have the professional expertise to review and confirm compliance with COVID-19 protocols (Note: Have not heard back from Deschutes County Environmental Health yet).

In addition, the City is consistently working to secure products such as portable hand washing stations, protective face masks, and hand sanitizer. The procurement of those are for the downtown area and public spaces regardless of public events while providing for and encouraging safety measures.

These products are in very high demand and require consistent follow up with distributors to eventually secure a quantity for measured use over an extended period of time. The goal being by the time the City is permitted to open and return to some level of activity we will have enough product on-hand to assist the community and staff.

Any proposed public event applying for a permit must provide a public safety plan specifically addressing COVID-19. We hope to have Deschutes County Environmental Health as a partner to review those and offer guidance to the City regarding approval.



Agenda Item Summary

Meeting Date: May 13, 2020

Staff: City Manager Misley, Director Bertagna,
Director O'Neill

Type: Workshop

Dept: CMO

Subject: Review of City Outreach to Businesses and Potential Support Initiatives

Action Requested: Evaluate options and provide direction to staff on preferred next steps for City initiatives to support businesses.

Summary Points:

The City has been triaging information and resources to the business community since the onset of COVID-19. As some of the dust settled and we moved closer to a re-opening framework, the City reached out proactively to listen to businesses who had been significantly impacted. Mayor Ryan, Councilor Preedin, and I reached out to retail, restaurants, and other personal services the last week of April to gain firsthand insight into needs and opportunities for support.

The following list includes steps we have already taken as well as brainstorming ideas for future implementation. This is a draft list and not exhaustive.

Outreach and Continuity

One of the biggest challenges for everyone during COVID-19 is the overwhelming amount of information that is continuing to change. The City has been working to find key signals in all of that noise and share it by way of our website. Most of that information has been regarding our direct response and then State/Federal health and financial information. As we shift into more widespread reopening of the economy, there are sector-by-sector guidelines from the State for employers and employees to abide by. We can work to proactively assist businesses in implementing some of those measures and monitor continuity of compliance as a community.

Utility Account Flexibility

At the end of March, the City established a Temporary City Policy 2020-02 to provide immediate flexibility to those impacts by COVID-19. Since then and ongoing, regarding utility accounts we are not doing any shutoffs, waiving late fees, and allowing unpaid bills to roll to the next month. As it will take time for businesses to get back on their feet, this flexibility is important to continue as we move into June. Currently, this Temporary Policy is vested under the Emergency Declaration. We may wish to continue this and other policies after the Emergency Declaration is no long in place; to do that, Council would need to adopt a standalone policy via resolution (or perhaps ordinance amendment).

**Strategic Use of Right-Of-Way (ROW)**

One of the challenges and concerns we have heard about re-opening is that lack of floor space to conduct business. With the continuation of social distancing, many businesses will be required to significantly cut back on tables for service or racks for merchandise. Staff has been brainstorming how the City could allow businesses to utilize some of the parking spots in the ROW. This would not be under any existing ROW encroachment ordinances/policies; instead, it would be a one-time (one-summer) response to the unusual circumstances we find ourselves in. We would need to develop a full plan for how this would be administered. There would be a cost associated with blocking off 2-3 parking spots without making it look like a construction zone (i.e. done in a nice looking way). We feel that the City could procure the necessary materials, install, and monitor the status. However, we would look to the Chamber of Commerce to engage businesses and identify where to locate these areas based on need/usage. To implement this approach, staff anticipates the costs could be \$5,000-\$10,000 for purchasing of materials.

Business License Fee Relief:

Background (general practice in normal years):

- Business license renewals are sent out in mid-May for the following fiscal year.
- Licenses renewals are due June 30 in order to be effective July 1.
- The annual fee is \$105 for each license with additional fees potentially incurred:
 - Additional \$4 per employee (with no charge for first employee)
 - Additional \$.05 per square foot if business location is in parking district
 - Short Term Rental License is a rider to the business license and is \$100 per rental unit
 - Nonprofits pay \$10 for a Business License but the parking district fee applies

Examples:

- Business with 1 employee \$105 Annually
- Business with 4 employees \$117 Annually
- Business with 4 employees located in parking district \$142 Annually with 500 square feet location

Financial Impact:

For FY 2019/20, the income from Business Licenses is approximately \$91k with \$76k going toward General Fund revenue and \$15k directed to the Parking District Fund.



Potential Options to Offer Relief:

Option 1) For businesses located inside the City of Sisters Charge 25% of current license fee and exclude the “per employee” \$4 charge. Short Term Rental Licenses and Parking District fees would remain intact. The General Fund impact for this option would be approximately \$35k.

Option 2) For businesses located inside the City of Sisters, charge 50% of current license fee and exclude the “per employee” \$4 charge. Short Term Rental Licenses and Parking District fees would remain intact. The General Fund impact for this option would be approximately \$25k.

Option 3) Any variation of assessed fees (Joe has prepared a detailed spreadsheet looking more closely at more options).

Social Distancing and Sanitation

The City is actively pursuing ways to make the downtown public spaces safer based on social distancing and sanitation. We are fortunate to have great public restroom facilities in the downtown core. Beyond that, we are trying to establish a direct communication to businesses regarding procurement of sanitation supplies and other assistance. We are working to establish additional hand washing stations to complement our existing facilities.

Overall Financial Impact: To be determined based on support initiatives undertaken and details.

Kerry Prosser

From: Pam Mitchell <pam@aspenlakes.com>
Sent: Wednesday, May 13, 2020 1:33 PM
To: Kerry Prosser
Subject: RE: Reopening Framework

Thank you!

Sent from my U.S. Cellular® Smartphone

----- Original message -----

From: Kerry Prosser <kprosser@ci.sisters.or.us>
Date: 5/13/20 1:26 PM (GMT-08:00)
To: Pam Mitchell <pam@aspenlakes.com>
Subject: RE: Reopening Framework

Hello Pam,
I will forward your email to Council and it will added as part of the permanent record of the City Council meeting tonight.
Thank you,

Kerry Prosser, CMC

City Recorder
City of Sisters | City Managers Office
PO Box 39 | 520 E. Cascade Ave., Sisters, OR 97759
Direct: 541-323-5213 | City Hall: 541-549-6022
kprosser@ci.sisters.or.us | www.ci.sisters.or.us



This email is public record of the City of Sisters and is subject to public inspection unless exempt from disclosure under Oregon Public Records Law. This email is also subject to the City's Public Records Retention Schedule.

From: Pam Mitchell <pam@aspenlakes.com>
Sent: Wednesday, May 13, 2020 1:21 PM
To: Kerry Prosser <kprosser@ci.sisters.or.us>
Subject: Reopening Framework

City Council

Thank you for this opportunity to share my thoughts on the Reopening of Sisters.

It is time. It is time to reopen our town. As Sisters has moved steadily past an economy of being supported by natural resource industries and towards one focused on tourism and outdoor recreation, the reality is that we need to put out the Welcome mat in order for many of our businesses and families to survive. It is these small businesses, and the families behind them, that continually support our schools, extra-curricular and sports activities, the various music festivals and art programs, the Sisters Rodeo, the Quilt Show, My Own Two Hands, the Folk Festival, etc. And for many businesses, this is a symbiotic relationship where they depend on the revenues earned during these events and throughout the short summer season in order to weather the winter/spring months when tourism dwindles. During these lean times, locals do their part to bolster each other and to make it through. However, the reality is, that for each day we continue to discourage visitors, we step ever closer to the point of no return for more and more of these businesses and the families connected to them. The ripple effect will be felt several months from now when folks close their doors for the final time because they have used up their reserves and know that they can't make it through the off-season.

I understand that there are people who are scared about COVID-19 and are afraid that more visitors will increase the possibility of infection. But putting a bubble around our town is not the answer. Individuals have a responsibility to do what they feel is best for themselves...whether that means they wear a mask and stay away from people...or that they go back to opening their doors and welcoming guests. We all have a raised awareness and should continue to make personal health decisions that we feel comfortable with. But the City Council needs to address the decisions that will keep our town viable and that means saying that we are Open for Business!

Thank you for your time and consideration.

Pamela Mitchell

MEMBERS PRESENT:

Chuck Ryan Mayor
Nancy Connolly Council President
Andrea Blum Councilor
Richard Esterman Councilor
Michael Preedin Councilor

STAFF PRESENT:

Cory Misley City Manager
Paul Bertagna PW Director
Joe O'Neill Finance Director
Patrick Davenport CDD Director
Kerry Prosser City Recorder

All Council members joined the meeting by phone.

I CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Ryan at 6:30 pm.

II ROLL CALL

City Recorder Prosser took roll call, and a quorum was established.

III APPROVAL OF AGENDA

Mayor Ryan removed Item A under Council Business from the agenda.

Council President Connolly made a motion to approve the agenda with the exception of Item A. Councilor Preedin seconded the motion. A roll call vote was taken. The motion carried 5-0.

IV VISITOR COMMUNICATION-None

V CONSENT AGENDA

- A. Minutes
 - 1. March 11, 2020-Joint Meeting
 - 2. April 08, 2020-Regular Meeting
 - 3. April 08, 2020- Workshop

- B. Bills to Approve
 - 1. April 17, 2020- Accounts Payable

- C. Appoint Dave Moyer, Marcus Peck, and Patrick Burke to the Urban Forestry Board for three-year terms.

- D. Approve a Public Transportation Services Agreement between Central Oregon Intergovernmental Council and the City of Sisters and Authorize the City Manager to Execute the Agreement.

- E. Approve Agreement 33559 between the Oregon Department of Transportation and the City of Sisters for Public Transportation Services and Authorize the City Manager to Execute the Agreement.

Council President Connolly made a motion to approve the Consent Agenda. Councilor Preedin seconded the motion. A roll call vote was taken. The motion carried 5-0.

Councilor Esterman suggested having more discussion time on the agenda so the public could see how the Council was working on returning to normal.

VI COUNCIL BUSINESS

- A. Review Habitat for Humanity Affordable Housing Grant Application-Removed from the agenda.

VII OTHER BUSINESS

- A. Quarterly Financial Review

Director O'Neill explained this review was for the third quarter, which had ended on March 31st. These numbers did not reflect any substantial changes from the impact of the pandemic. He noted the fourth quarter would look very different.

Mayor Ryan asked if the underspending in capital was related to Well #4 and was that driving the timing on spending the funds. Director O'Neill replied the design work was taking more time than expected, and overall the project would be conducted later in the fiscal year.

Director Bertagna explained the fiscal year overlap in spending funds happened because we separated the project into two phases. The project had been broken into phases due to the location of the well and campground operations.

1. Design and construction of the well.
2. Constructing the building and piping to bring the well online.

Director Bertagna noted we would be going to bid for the construction in May with the work scheduled to begin in October. He said the staff was watching construction pricing closely as it was currently trending down. Staff saw an opportunity to do some value engineering on Phase 2 that may drop design and construction costs.

- B. Staff Comments

City Manager Misley explained there would be time allocated to discuss the COVID-19 situation and where the City was going over the next six weeks at the May 13th workshop. He noted the emergency declaration and administrative order discouraging tourism all lined up to expire on May 13th. City Manager Misley said the staff was monitoring what

the State was coming out with and whether to extend the emergency declaration. We were trying to be strategic in our plans. He noted the May 13th meeting would be a longer meeting to discuss where we were going.

VIII MAYOR/COUNCILOR BUSINESS

Council President Connolly asked if the sidewalk being installed on Buckaroo Trail was a private developer. Director Bertagna replied it was a private developer; the sidewalk would connect to the existing Whychus Creek trail.

Councilor Blum asked if the County Stabilization Center had opened. City Manager Misley did not think it had opened but would verify with the County. Councilor Blum asked if the traffic audit was moving forward. City Manager Misley replied it was in the proposed budget.

Councilor Preedin explained he was following the coronavirus numbers closely, and today was the first day with no new reported deaths in Oregon since March 29th. He noted the peak of new cases was on April 4th, and we were now 18 days past the peak. Councilor Preedin said Deschutes County had not been affected as severely as other areas of the State. He thought May 13th was a long way away, and there might be a point that we wanted to address concerns about not opening the City as quickly as possible; questions were coming from the public.

Councilor Esterman was watching the coronavirus situation daily and was in touch with the County Commissioners. He felt three weeks was a long time away, and each day was like a month to the businesses. Councilor Esterman said we had an obligation as Council to be discussing the issue. He thought we needed to work towards getting back to normal and discussing ways to open-up the City. Councilor Esterman noted the east side was only 10% of the State population, and the Governor needed to look at us differently. He stated the Governor said the "virus was in charge." He said the Federal government was moving forward, and the Department of Justice had already mentioned they were going after governors who were dragging their feet on reopening. Councilor Esterman said we owed it to our residents to be looking at this and planning and talking about moving forward.

Mayor Ryan explained City Manager Misley, Councilor Preedin, and he would be reaching out to as many businesses as they could next week to listen to their concerns and ask them a series of questions to understand their needs. He said we wanted to ask them questions about what the City could do to address their concerns and issues.

City Manager Misley stated this was a marathon, not a sprint, and May 13th seemed like a long time from now, but we were looking out to October to understand how we could

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
APRIL 22, 2020

incorporate plans and strategies into the upcoming budget. City Manager Misley said we needed to be looking at creative strategies for June-October for the businesses; the City needed to be part of the solution. He noted there were a lot of things out of our control, but we did want to work proactively to create a viable downtown, so locals and visitors wanted to come out and spend time in Sisters. City Manager Misley recommended the City focus on a long-term strategy.

Mayor Ryan noted the State and City were doing the right thing with social distancing. He said the Federal government had come out with reopening recommendations, and the Governor would come out with her plan soon that we would have to review. He thought businesses were going to have to do things differently to reopen and he wanted to understand that and how the City could help. Mayor Ryan would be on the Governor's town hall tomorrow and asked Councilors to email him questions. He had gone to the Governor with the question on when there will be guidance on major events and how they would be allowed to proceed.

Councilor Blum had reviewed both the Federal guidelines on how to open communities back up and the Governor's proposal on how they would be rolled out in Oregon. The State had created task forces in specific categories (restaurants, retail, etc.), and each one would develop guidelines on how they would implement an opening and at what point the science let us know if it was feasible to open each category of businesses. The process was being done methodically (slowly to many people), but until we saw a decline in the death rate and of new cases, we could not implement the plan. We did need to be prepared to move forward when we could reopen. If the virus re-bounds, we would have to go back to square one, and we needed to have a significant plan in place if reopening did not go smoothly.

Councilor Esterman said Portland and Salem were not Central Oregon, and he was concerned the Governor's guidelines were looking at the whole State vs. comparing us, like in the past, like everything else on the other side of the mountain. He said the information coming out of the Center for Disease Control was changing constantly; they said one thing and contradicted it another day. Councilor Esterman thought the media had run wild with this. He was not saying it was not a bad virus, his son was recovering from it, and he knew people who did not make it through, but if the media actually showed body bags from a flu season, no one would ever come outside ever again.

Council President Connolly thanked Councilor Blum for her comments and agreed with them. She said we owed it to our residents, who were primarily in the target high-risk category, to protect them. There was be a fine balance of the city functioning and businesses operating and protecting our citizens. This was unfolding every day, and

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
APRIL 22, 2020

scientists and medical researchers were putting policies and guidelines in place; she would hate for Sisters to jump ahead of the game and have issues later.

Councilor Preedin said the balance between getting businesses going and health and safety had to be equal. He said he was pro-business, and we had to keep the people who were not working in mind. He said the state legislature generally thought about the west side, not the east side, and hopefully we could regionalize some of the recovery.

IX ADJOURN: 7:05 pm.

Kerry Prosser, City Recorder

Chuck Ryan, Mayor

PACKET: 03056 SM AP 5/13/2020

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-1		MISC VENDOR				
I-05082020REFUND		RAMBO, JENNIFER:2020 EVENT RFN	1,400.00			
5/08/2020	AP-US	DUE: 5/08/2020 DISC: 5/08/2020		1099: N		
		RAMBO, JENNIFER:2020 EVENT RFND		01 4-00-317	EVENT FEES	1,400.00
		=== VENDOR TOTALS ===	1,400.00			
		=== PACKET TOTALS ===	1,400.00			

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PACKET: 03054 5/13/2020 KK
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0175		ALERT SAFETY SUPPLY					

I-4027		FACE MASKS	105.25				
4/27/2020	AP-US	DUE: 4/27/2020 DISC: 4/27/2020		1099: N			
		FACE MASKS		01 5-05-795	SUPPLIES		105.25
		=== VENDOR TOTALS ===	105.25				
=====							
01-1141		ANDERSON PERRY & ASSOCIATES, I					

I-67887		WA1901/02 PROFESSIONAL SVS	270.00				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: Y			
		WA1901/02 PROFESSIONAL SVS		02 5-00-906	CAPITAL OUTLAY		124.20
		WA1901/02 PROFESSIONAL SVS		11 5-00-906	CAPITAL OUTLAY		145.80
		=== VENDOR TOTALS ===	270.00				
=====							
01-1119		ARBOR 1 TREE SERVICE, LLC					

I-11849		TREE REMOVAL, PRUNNING	450.00				
4/14/2020	AP-US	DUE: 4/14/2020 DISC: 4/14/2020		1099: Y			
		TREE REMOVAL, PRUNNING		03 5-00-726	CONTRACTED SERVICES		450.00
		==== VENDOR TOTALS ===	450.00				
=====							
01-0018		BAXTER AUTO PARTS					

I-28-649645		FUEL PUMP ASSEMBLY, FUEL TOOL	151.66				
4/01/2020	AP-US	DUE: 5/15/2020 DISC: 5/10/2020	3.03CR	1099: N			
		FUEL PUMP ASSEMBLY, FUEL TOOL		03 5-00-796	VEHICLE MAINTENANCE		151.66

I-28-650676		TORQUE	26.18				
4/14/2020	AP-US	DUE: 5/15/2020 DISC: 5/10/2020	0.52CR	1099: N			
		TORQUE		05 5-00-746	SMALL TOOLS & EQUIPMENT		4.98
		TORQUE		02 5-00-746	SMALL TOOLS & EQUIPMENT		5.50
		TORQUE		03 5-00-746	SMALL TOOLS & EQUIPMENT		7.05
		TORQUE		01 5-05-746	SMALL TOOLS & EQUIPMENT		5.24
		TORQUE		01 5-03-746	SMALL TOOLS & EQUIPMENT		3.41

I-28-651128		BELT	13.57				
4/20/2020	AP-US	DUE: 5/15/2020 DISC: 5/10/2020	0.27CR	1099: N			
		BELT		01 5-05-796	VEHICLE MAINTENANCE		13.57
		=== VENDOR TOTALS ===	191.41				

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ENCE : ALPHABETIC

TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
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172	BMS TECHNOLOGIES					
I-68170		UT BILLING APR 2020,OLBP MAY2	936.94			
5/07/2020	AP-US	DUE: 5/07/2020 DISC: 5/07/2020		1099: Y		
		UT BILLING APR 2020,OLBP MAY20		02 5-00-715	POSTAGE	468.48
		UT BILLING APR 2020,OLBP MAY20		05 5-00-715	POSTAGE	468.46
		=== VENDOR TOTALS ===	936.94			
=====						
.032	BRYANT LOVLIE & JARVIS, ATTOR					
I-CM181123		BILLING ERROR	97.50CR			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y		
		BILLING ERROR		01 5-01-777	LEGAL FEES	97.50CR
=====						
I-182334		LAND USE APRIL 2020	409.80			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y		
		LAND USE APRIL 2020		01 5-07-777	LEGAL FEES	409.80
=====						
I-182335		CLEAR PINE LAND USE APRIL 202	1,586.40			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y		
		CLEAR PINE LAND USE APRIL 2020		01 5-07-777	LEGAL FEES	1,586.40
=====						
I-182336		CONFIDENTIAL MATTER APRIL 20	234.00			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y		
		CONFIDENTIAL MATTER APRIL 20		01 5-01-777	LEGAL FEES	234.00
=====						
I-182337		PROF SERVICES APRIL 2020	58.50			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y		
		PROF SERVICES APRIL 2020		01 5-07-777	LEGAL FEES	58.50
=====						
I-182338		FOREST SERVICE APRIL 2020	58.50			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y		
		FOREST SERVICE APRIL 2020		01 5-07-777	LEGAL FEES	58.50
=====						
I-182339		IMP/REIMB AGRMNT APRIL 2020	682.50			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y		
		IMP/REIMB AGRMNT APRIL 2020		03 5-00-777	LEGAL FEES	682.50
=====						
I-182340		RIGHT OF WAY ORD APRIL 2020	1,443.00			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y		
		RIGHT OF WAY ORD APRIL 2020		03 5-00-777	LEGAL FEES	1,443.00
=====						
I-182341		LAW ENFORCEMENT APRIL 2020	19.50			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y		
		LAW ENFORCEMENT APRIL 2020		01 5-01-777	LEGAL FEES	19.50
=====						
I-182342		CMO APRIL 2020	962.50			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y		
		CMO APRIL 2020		01 5-01-777	LEGAL FEES	962.50

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PACKET: 03054 5/13/2020 KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-1032		BRYANT LOVLIE & JARVIS, ATTOR(** CONTINUED **)					
I-182343		RIGHT OF WAY APRIL 2020	312.00				
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y			
		RIGHT OF WAY APRIL 2020		03 5-00-777	LEGAL FEES		312.00
I-182344		SUN RANCH LAND USE APRIL 2020	19.50				
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y			
		SUN RANCH LAND USE APRIL 2020		01 5-07-777	LEGAL FEES		19.50
I-182345		SERVICE AGREEMENT APRIL 2020	195.00				
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y			
		SERVICE AGREEMENT APRIL 2020		01 5-01-777	LEGAL FEES		195.00
I-182346		CREEKSIDE RULES/REG APRIL 202	40.00				
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y			
		CREEKSIDE RULES/REG APRIL 2020		01 5-01-777	LEGAL FEES		40.00
I-182347		COVID-19 APRIL 2020	702.00				
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y			
		COVID-19 APRIL 2020		01 5-01-777	LEGAL FEES		702.00
I-182348		WELL 4 CONTRACT APRIL 2020	760.50				
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y			
		WELL 4 CONTRACT APRIL 2020		11 5-00-906	CAPITAL OUTLAY		760.50
		=== VENDOR TOTALS ===	7,386.20				
=====							
01-1049		CAMERON BUILDING MAINTENANCE					
I-2018		CLEANING SERVICE APRIL 2020	2,640.00				
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y			
		RESTROOMS		01 5-05-726	CONTRACTED SERVICES		2,310.00
		CITY HALL		01 5-03-726	CONTRACTED SERVICES		330.00
		=== VENDOR TOTALS ===	2,640.00				
=====							
01-0014		CENTRAL ELECTRIC COOP					
I-0005589700-042020		SISTERS SEWER TREATMENT	2,754.61				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
		SISTERS SEWER TREATMENT		05 5-00-743	ELECTRICITY		2,754.61
I-0005591100-042020		ROPE LAND/LIFT STATION	662.71				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
		ROPE LAND/LIFT STATION		05 5-00-743	ELECTRICITY		662.71
I-4602923513-042020		ELM/THREE CREEKS WELL	1,061.99				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
		ELM/THREE CREEKS WELL		02 5-00-743	ELECTRICITY		1,061.99

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-----ID-----		GROSS	P.O. #			
OST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				
-4603150100-042020	VILLAGE GREEN RESTROOMS	542.44				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
	VILLAGE GREEN RESTROOMS			01 5-05-743	ELECTRICITY	542.44
-4630200101-042020	600 W HOOD	28.08				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
	600 W HOOD			01 5-05-743	ELECTRICITY	28.08
-5016080107-042020	CITY STREET LIGHTS	361.25				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
	CITY STREET LIGHTS			03 5-00-743	ELECTRICITY	361.25
-5024820101-042020	SISTERS HIGH/WELL	536.02				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
	SISTERS HIGH/WELL			02 5-00-743	ELECTRICITY	536.02
-5402923491-042020	FS1605 CHLORINE BLDG	38.00				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
	FS1605 CHLORINE BLDG			02 5-00-743	ELECTRICITY	38.00
-5431540100-042020	68105 PETERSON BURN RD	32.53				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
	68105 PETERSON BURN RD			02 5-00-743	ELECTRICITY	32.53
-8300033500-042020	CREEKSIDE CITY PARK	218.73				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
	CREEKSIDE CITY PARK			01 5-05-743	ELECTRICITY	218.73
-8300170200-042020	W BARCLAY DR/LIFT STATION	40.86				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
	W BARCLAY DR/LIFT STATION			05 5-00-743	ELECTRICITY	40.86
-8300418800-042020	SEWER TREATMENT/SHOP	814.57				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
	SEWER TREATMENT/SHOP			01 5-03-743	ELECTRICITY	814.57
-83004354700-042020	HAROLD BARCLAY MEM PARK	117.77				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
	HAROLD BARCLAY MEM PARK			01 5-05-743	ELECTRICITY	117.77
-8300550700-042020	LARCH ST PARK	116.05				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
	LARCH ST PARK			01 5-05-743	ELECTRICITY	116.05
-8300593501-042020	5 PINE CAMPUS/LIFT STATION	36.07				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
	5 PINE CAMPUS/LIFT STATION			05 5-00-743	ELECTRICITY	36.07

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 SEQUENCE : ALPHABETIC
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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-8300695200-042020	1000 S LOCUST ST GATE		28.94				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
	1000 S LOCUST ST GATE			05 5-00-743	ELECTRICITY		28.94
I-8301018100-042020	520 E CASCADE/SISTERS CH		922.67				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
	520 E CASCADE/SISTERS CH			01 5-03-743	ELECTRICITY		922.67
I-8301034600-042020	VETERANS PARK		33.24				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
	VETERANS PARK			01 5-05-743	ELECTRICITY		33.24
I-83011862300-042020	LIBRARY OUTDOOR LIGHTING		56.29				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
	LIBRARY OUTDOOR LIGHTING			01 5-03-743	ELECTRICITY		56.29
I-8301301000-042020	990 JANTZEN LN/LIFT STATION		39.45				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
	990 JANTZEN LN/LIFT STATION			05 5-00-743	ELECTRICITY		39.45
I-8301339500-042020	SISTERS PARKWAY/RECYCLE		81.63				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
	SISTERS PARKWAY/RECYCLE			01 5-03-743	ELECTRICITY		81.63
I-8301419900-042020	SUN RANCH DR/WELL		1,378.82				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
	SUN RANCH DR/WELL			02 5-00-743	ELECTRICITY		1,378.82
I-8301614400-042020	E CASCADE/DECORATIVE LIGHTING		31.03				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
	E CASCADE/DECORATIVE LIGHTING			03 5-00-743	ELECTRICITY		31.03
I-8301715301-042020	1000 S LOCUST ST/PW BLDG		395.09				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
	1000 S LOCUST ST/PW BLDG			01 5-03-743	ELECTRICITY		395.09
I-8301802201-042020	MAIN ST/DECORATIVE LIGHTING		65.34				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
	MAIN ST/DECORATIVE LIGHTING			03 5-00-743	ELECTRICITY		65.34
I-8301966001-042020	150 N FIR ST/FIR ST PARK		136.78				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
	150 N FIR ST/FIR ST PARK			01 5-05-743	ELECTRICITY		136.78
I-8302077301-042020	504 E WASHINGTON AVE/LIGHTING		33.43				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
	504 E WASHINGTON AVE/LIGHTING			03 5-00-743	ELECTRICITY		33.43

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POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
0104	CENTRAL ELECTRIC COOP	(** CONTINUED **)				

8302370802-042020		SISTERS ROUNDABOUT LIGHTING	71.30			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		SISTERS ROUNDABOUT LIGHTING		03 5-00-743	ELECTRICITY	71.30

8302372501-042020		CREEKSIDE CITY PARK	43.76			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	43.76
=== VENDOR TOTALS ===			10,679.45			
=====						
0262	CENTRAL OREGON INTERGOVERNMENT					

0005525-IN		CET SERVICES	16,066.50			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: N		
		CET SERVICES		01 5-08-340	STATE GRANTS	16,066.50

07012020		MEMBERSHIP DUES	870.00			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		MEMBERSHIP DUES		01 5-01-733	DUES & SUBSCRIPTIONS	870.00
=== VENDOR TOTALS ===			16,936.50			
=====						
1114	CITI CARDS					

04192020		TRASH BAGS	29.38			
4/19/2020	AP-US	DUE: 4/19/2020 DISC: 4/19/2020		1099: N		
		TRASH BAGS		01 5-05-795	SUPPLIES	29.38

880013716		CLEANING WIPES, FILE FOLDERS	86.95			
4/24/2020	AP-US	DUE: 4/24/2020 DISC: 4/24/2020		1099: N		
		CLEANING WIPES, FILE FOLDERS		01 5-01-714	OFFICE SUPPLIES	13.08
		CLEANING WIPES, FILE FOLDERS		01 5-02-714	OFFICE SUPPLIES	13.85
		CLEANING WIPES, FILE FOLDERS		01 5-03-795	SUPPLIES	1.72
		CLEANING WIPES, FILE FOLDERS		01 5-05-714	OFFICE SUPPLIES	7.82
		CLEANING WIPES, FILE FOLDERS		01 5-07-714	OFFICE SUPPLIES	21.73
		CLEANING WIPES, FILE FOLDERS		02 5-00-714	OFFICE SUPPLIES	12.18
		CLEANING WIPES, FILE FOLDERS		03 5-00-714	OFFICE SUPPLIES	6.93
		CLEANING WIPES, FILE FOLDERS		05 5-00-714	OFFICE SUPPLIES	9.64
=== VENDOR TOTALS ===			116.33			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0632	CITY OF MADRAS					
I-6345		COIC PROCUREMENT LEGAL FEES	2,243.40			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: N		
		COIC PROCUREMENT LEGAL FEES		01 5-01-777	LEGAL FEES	2,243.40
		=== VENDOR TOTALS ===	2,243.40			
=====						
01-1092	CONNOLLY, NANCY					
I-04302020		MILEAGE REIMBURSEMENT	138.00			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: N		
		MILEAGE REIMBURSEMENT		01 5-01-789	MILEAGE/TRAVEL REIMBURSE	138.00
		=== VENDOR TOTALS ===	138.00			
=====						
01-0210	CONSOLIDATED SUPPLY CO.					
C-S9236459.003		RETURN VALVE BOX	29.39CR			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: N		
		RETURN VALVE BOX		02 5-00-788	METERS & PARTS	29.39CR
I-S009721325.001		HYDRANT EXTENSION	384.82			
4/14/2020	AP-US	DUE: 4/14/2020 DISC: 4/14/2020		1099: N		
		HYDRANT EXTENSION		02 5-00-795	SUPPLIES	384.82
		=== VENDOR TOTALS ===	355.43			
=====						
01-0024	CURTS ELECTRIC					
I-5713		CH CONFERENCE ROOM B	563.02			
4/10/2020	AP-US	DUE: 4/10/2020 DISC: 4/10/2020		1099: N		
		CH CONFERENCE ROOM B		01 5-03-785	MAINTENANCE CITY HALL	563.02
I-5716		STREET LIGHTS	390.97			
4/23/2020	AP-US	DUE: 4/23/2020 DISC: 4/23/2020		1099: N		
		STREET LIGHTS		03 5-00-726	CONTRACTED SERVICES	390.97
I-5724		TREATMENT BAR SCREEN	100.00			
4/23/2020	AP-US	DUE: 4/23/2020 DISC: 4/23/2020		1099: N		
		TREATMENT BAR SCREEN		05 5-00-726	CONTRACTED SERVICES	100.00
		=== VENDOR TOTALS ===	1,053.99			

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ET: 03054 5/13/2020 KK
 OR SET: 01 CITY OF SISTERS
 ENCE : ALPHABETIC
 TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
OST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
101		DESCHUTES COUNTY SHERIFF'S DEP				

-05012020		SHERIFF SERVICES MAY 2020	50,987.38			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: N		
		SHERIFF SERVICES MAY 2020		01 5-06-783	DCSD - POLICING SERVICES	50,987.38
		=== VENDOR TOTALS ===	50,987.38			
=====						
001		EDGE ANALYTICAL, INC.				

-20-12425		WATER SAMPLE	33.00			
4/17/2020	AP-US	DUE: 4/17/2020 DISC: 4/17/2020		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	33.00
		=== VENDOR TOTALS ===	33.00			
=====						
0879		ELAINE HOWARD CONSULTING, LLC				

-7		URA SERVICES	1,515.00			
5/08/2020	AP-US	DUE: 5/08/2020 DISC: 5/08/2020		1099: Y		
		URA SERVICES		21 5-00-726	CONTRACTED SERVICES	1,515.00
		=== VENDOR TOTALS ===	1,515.00			
=====						
028		FERGUSON ENTERPRISES, INC. #30				

-0875502		METERS	1,632.00			
5/04/2020	AP-US	DUE: 5/04/2020 DISC: 5/04/2020		1099: N		
		METERS		02 5-00-788	METERS & PARTS	1,632.00
		=== VENDOR TOTALS ===	1,632.00			
=====						
029		H. D. FOWLER COMPANY				

I-15432704		PIPE, GASKETS, COUPLING	1,250.18			
4/13/2020	AP-US	DUE: 5/10/2020 DISC: 5/10/2020		1099: N		
		PIPE, GASKETS, COUPLING		02 5-00-765	IMPROVEMENTS & REPAIRS	1,250.18

I-15440691		HYDRANT INLET, MALE ADAPTER	89.64			
4/21/2020	AP-US	DUE: 5/10/2020 DISC: 5/10/2020		1099: N		
		HYDRANT INLET, MALE ADAPTER		01 5-05-786	PARK MAINTENANCE	89.64

I-15441881		METER BOX, VALVE, EXTENSION	1,081.66			
4/22/2020	AP-US	DUE: 5/10/2020 DISC: 5/10/2020		1099: N		
		METER BOX, VALVE, EXTENSION		02 5-00-788	METERS & PARTS	1,081.66
		=== VENDOR TOTALS ===	2,421.48			

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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-579069		WOOD STAKES	27.94				
4/07/2020	AP-US	DUE: 4/07/2020 DISC: 4/07/2020		1099: N			
		WOOD STAKES		03 5-00-795	SUPPLIES		27.94
I-579511		CEDAR POSTS	280.00				
4/10/2020	AP-US	DUE: 4/10/2020 DISC: 4/10/2020		1099: N			
		CEDAR POSTS		03 5-00-762	STREET SIGNS		280.00
I-579946		TAPE, BAGS	134.04				
4/16/2020	AP-US	DUE: 4/16/2020 DISC: 4/16/2020		1099: N			
		TAPE, BAGS		05 5-00-795	SUPPLIES		134.04
I-580299		PK1901 PVC COUPLING, BLADE	40.96				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
		PK1901 PVC COUPLING, BLADE		01 5-05-906	CAPITAL OUTLAY		20.48
		PK1901 PVC COUPLING, BLADE		12 5-00-906	CAPITAL OUTLAY		20.48
I-580434		PVC PIPE, BUSHING	308.30				
4/22/2020	AP-US	DUE: 4/22/2020 DISC: 4/22/2020		1099: N			
		PVC PIPE, BUSHING		01 5-05-786	PARK MAINTENANCE		308.30
I-580474		ELBOWS, TOWELS	19.70				
4/22/2020	AP-US	DUE: 4/22/2020 DISC: 4/22/2020		1099: N			
		ELBOWS, TOWELS		01 5-05-786	PARK MAINTENANCE		19.70
I-580622		ELBOWS, BUSHING, TEE	74.47				
4/22/2020	AP-US	DUE: 4/22/2020 DISC: 4/22/2020		1099: N			
		ELBOWS, BUSHING, TEE		01 5-05-786	PARK MAINTENANCE		74.47
I-580644		PVC ELBOW	7.96				
4/23/2020	AP-US	DUE: 4/23/2020 DISC: 4/23/2020		1099: N			
		PVC ELBOW		01 5-05-786	PARK MAINTENANCE		7.96
I-580693		4 SHOVELS	249.60				
4/24/2020	AP-US	DUE: 4/24/2020 DISC: 4/24/2020		1099: N			
		4 SHOVELS		05 5-00-746	SMALL TOOLS & EQUIPMENT		47.47
		4 SHOVELS		02 5-00-746	SMALL TOOLS & EQUIPMENT		52.46
		4 SHOVELS		03 5-00-746	SMALL TOOLS & EQUIPMENT		67.22
		4 SHOVELS		01 5-05-746	SMALL TOOLS & EQUIPMENT		49.96
		4 SHOVELS		01 5-03-746	SMALL TOOLS & EQUIPMENT		32.49
I-580711		PVC ELBOW	15.90				
4/24/2020	AP-US	DUE: 4/24/2020 DISC: 4/24/2020		1099: N			
		PVC ELBOW		01 5-05-786	PARK MAINTENANCE		15.90
I-581071		PVC PIPES, BUSHING, ELBOWS	63.69				
4/28/2020	AP-US	DUE: 4/28/2020 DISC: 4/28/2020		1099: N			
		PVC PIPES, BUSHING, ELBOWS		01 5-05-786	PARK MAINTENANCE		63.69

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

017 HOYT'S HARDWARE (** CONTINUED **)

-581072					
4/28/2020	AP-US		1099: N		
		64.99			
			05 5-00-746	SMALL TOOLS & EQUIPMENT	12.36
			02 5-00-746	SMALL TOOLS & EQUIPMENT	13.66
			03 5-00-746	SMALL TOOLS & EQUIPMENT	17.50
			01 5-05-746	SMALL TOOLS & EQUIPMENT	13.01
			01 5-03-746	SMALL TOOLS & EQUIPMENT	8.46
		=== VENDOR TOTALS ===			
					1,287.55

0924 INDUSTRIAL SOFTWARE SOLUTIONS

-SIN005626					
4/20/2020	AP-US		1099: N		
		1,230.00			
			02 5-00-710	COMPUTER SOFTWARE MAINT.	615.00
			05 5-00-710	COMPUTER SOFTWARE MAINT.	615.00
		=== VENDOR TOTALS ===			
					1,230.00

1176 KALLBERG CONSTRUCTION, LLC

-04302020					
4/30/2020	AP-US		1099: Y		
		23,269.00			
			01 5-05-906	CAPITAL OUTLAY	11,634.50
			12 5-00-906	CAPITAL OUTLAY	11,634.50
		=== VENDOR TOTALS ===			
					23,269.00

0719 MID COLUMBIA PROUCERS INC

I-45949					
4/30/2020	AP-US		1099: N		
		1,233.10			
			01 5-03-755	GAS/OIL	88.52
			01 5-05-755	GAS/OIL	90.80
			02 5-00-755	GAS/OIL	293.60
			03 5-00-755	GAS/OIL	416.41
			05 5-00-755	GAS/OIL	343.77
		=== VENDOR TOTALS ===			
					1,233.10

0985 MIKE'S MOBILE MIX CONCRETE, LL

I-63923					
4/27/2020	AP-US		1099: N		
		289.00			
			02 5-00-765	IMPROVEMENTS & REPAIRS	289.00
		=== VENDOR TOTALS ===			
					289.00

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0851		MOTION & FLOW CONTROL PRODUCTS				
I-7579126		WASHER NOZZLE	131.64			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		WASHER NOZZLE		01 5-03-788	PWHQ MAINTENANCE	131.64
		=== VENDOR TOTALS ===	131.64			
=====						
01-0143		NORCO				
I-29168002		20#	21.00			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		20#		01 5-03-795	SUPPLIES	2.10
		20#		01 5-05-795	SUPPLIES	2.73
		20#		02 5-00-795	SUPPLIES	5.25
		20#		03 5-00-795	SUPPLIES	6.09
		20#		05 5-00-795	SUPPLIES	4.83
		=== VENDOR TOTALS ===	21.00			
=====						
01-0054		OCPSA				
I-OCPSA20-218275		MEMBERSHIP DUES	50.00			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: N		
		MEMBERSHIP DUES		01 5-07-733	DUES & SUBSCRIPTIONS	50.00
		=== VENDOR TOTALS ===	50.00			
=====						
01-1071		OFFICE DEPOT				
I-462739722001		THERMOMETER COVERS	27.09			
4/28/2020	AP-US	DUE: 4/28/2020 DISC: 4/28/2020		1099: N		
		THERMOMETER COVERS		01 5-01-714	OFFICE SUPPLIES	4.08
		THERMOMETER COVERS		01 5-02-714	OFFICE SUPPLIES	4.32
		THERMOMETER COVERS		01 5-03-795	SUPPLIES	0.54
		THERMOMETER COVERS		01 5-05-714	OFFICE SUPPLIES	2.44
		THERMOMETER COVERS		01 5-07-714	OFFICE SUPPLIES	6.77
		THERMOMETER COVERS		02 5-00-714	OFFICE SUPPLIES	3.79
		THERMOMETER COVERS		03 5-00-714	OFFICE SUPPLIES	2.16
		THERMOMETER COVERS		05 5-00-714	OFFICE SUPPLIES	2.99
I-4772993000001		CHAIR MAT	40.31			
4/16/2020	AP-US	DUE: 4/16/2020 DISC: 4/16/2020		1099: N		
		CHAIR MAT		01 5-01-714	OFFICE SUPPLIES	6.07
		CHAIR MAT		01 5-02-714	OFFICE SUPPLIES	6.42
		CHAIR MAT		01 5-03-795	SUPPLIES	0.80
		CHAIR MAT		01 5-05-714	OFFICE SUPPLIES	3.63
		CHAIR MAT		01 5-07-714	OFFICE SUPPLIES	10.07
		CHAIR MAT		02 5-00-714	OFFICE SUPPLIES	5.65
		CHAIR MAT		03 5-00-714	OFFICE SUPPLIES	3.21
		CHAIR MAT		05 5-00-714	OFFICE SUPPLIES	4.46

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TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
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071 OFFICE DEPOT (** CONTINUED **)

I-477299300001.1		COPY PAPER	60.72			
4/16/2020	AP-US	DUE: 4/16/2020 DISC: 4/16/2020		1099: N		
		COPY PAPER		01 5-01-721	COPIER/PRINTER	19.45
		COPY PAPER		01 5-02-721	COPIER/PRINTER	10.91
		COPY PAPER		01 5-05-721	COPIER/PRINTER	3.03
		COPY PAPER		01 5-07-721	COPIER/PRINTER	18.81
		COPY PAPER		02 5-00-721	COPIER/PRINTER	4.27
		COPY PAPER		05 5-00-721	COPIER/PRINTER	4.25

I-484755597001		STENO BOOKS, BATTERIES, POST I	167.40			
4/29/2020	AP-US	DUE: 4/29/2020 DISC: 4/29/2020		1099: N		
		STENO BOOKS, BATTERIES, POST IT		01 5-01-714	OFFICE SUPPLIES	25.19
		STENO BOOKS, BATTERIES, POST IT		01 5-02-714	OFFICE SUPPLIES	26.66
		STENO BOOKS, BATTERIES, POST IT		01 5-03-795	SUPPLIES	3.32
		STENO BOOKS, BATTERIES, POST IT		01 5-05-714	OFFICE SUPPLIES	15.06
		STENO BOOKS, BATTERIES, POST IT		01 5-07-714	OFFICE SUPPLIES	41.84
		STENO BOOKS, BATTERIES, POST IT		02 5-00-714	OFFICE SUPPLIES	23.44
		STENO BOOKS, BATTERIES, POST IT		03 5-00-714	OFFICE SUPPLIES	13.35
		STENO BOOKS, BATTERIES, POST IT		05 5-00-714	OFFICE SUPPLIES	18.54

I-485157095001		CALCULATOR RIBBON	2.04			
4/29/2020	AP-US	DUE: 4/29/2020 DISC: 4/29/2020		1099: N		
		CALCULATOR RIBBON		01 5-01-714	OFFICE SUPPLIES	0.31
		CALCULATOR RIBBON		01 5-02-714	OFFICE SUPPLIES	0.32
		CALCULATOR RIBBON		01 5-03-795	SUPPLIES	0.04
		CALCULATOR RIBBON		01 5-05-714	OFFICE SUPPLIES	0.18
		CALCULATOR RIBBON		01 5-07-714	OFFICE SUPPLIES	0.51
		CALCULATOR RIBBON		02 5-00-714	OFFICE SUPPLIES	0.29
		CALCULATOR RIBBON		03 5-00-714	OFFICE SUPPLIES	0.16
		CALCULATOR RIBBON		05 5-00-714	OFFICE SUPPLIES	0.23

=== VENDOR TOTALS === 297.56

0016 ONE CALL CONCEPTS, INC.

I-0040481		WATER/SEWER LOCATES	61.74			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: N		
		WATER/SEWER LOCATES		02 5-00-770	WATER LOCATE SERVICE	30.87
		WATER/SEWER LOCATES		05 5-00-770	SEWER LOCATE SERVICE	30.87

=== VENDOR TOTALS === 61.74

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0056		PETTY CASH				
I-04302020		PETTY CASH APRIL 2020	38.98			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: N		
		PETTY CASH APRIL 2020		01 5-01-714	OFFICE SUPPLIES	4.66
		PETTY CASH APRIL 2020		01 5-02-714	OFFICE SUPPLIES	4.93
		PETTY CASH APRIL 2020		01 5-03-795	SUPPLIES	0.61
		PETTY CASH APRIL 2020		01 5-05-714	OFFICE SUPPLIES	2.79
		PETTY CASH APRIL 2020		01 5-07-714	OFFICE SUPPLIES	7.74
		PETTY CASH APRIL 2020		02 5-00-714	OFFICE SUPPLIES	4.34
		PETTY CASH APRIL 2020		03 5-00-714	OFFICE SUPPLIES	2.47
		PETTY CASH APRIL 2020		05 5-00-714	OFFICE SUPPLIES	3.44
		CM MEETING		01 5-01-793	MEETINGS/WORKSHOPS	8.00
		=== VENDOR TOTALS ===	38.98			
=====						
01-0144		RESERVE ACCOUNT				
I-04212020		RESERVE ACCOUNT POSTAGE	200.00			
4/21/2020	AP-US	DUE: 4/21/2020 DISC: 4/21/2020		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			
=====						
01-1167		REPUBLIC SERVICES #675				
C-WETHERALL		WETHERALL CREDIT	21.57CR			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: N		
		WETHERALL CREDIT		01 5-08-309	CITY MANAGED ACCOUNTS	21.57CR
I-0675-000284678		ACCOUNT NUMBER 3-0675-7203779	115.89			
4/23/2020	AP-US	DUE: 4/23/2020 DISC: 4/23/2020		1099: N		
		ACCOUNT NUMBER 3-0675-7203779		01 5-08-309	CITY MANAGED ACCOUNTS	115.89
I-0675-000307346		RES CITY MANAGED ACC APR 2020	441.29			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		RES CITY MANAGED ACC APR 2020		01 5-08-309	CITY MANAGED ACCOUNTS	441.29
I-0675-000308472		COMM CITY MANAGED ACC APR 202	210.40			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: N		
		COMM CITY MANAGED ACC APR 2020		01 5-08-309	CITY MANAGED ACCOUNTS	210.40
		=== VENDOR TOTALS ===	746.01			

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
0754		SANI-STAR					
I-6819		SANI-STAR LEASE APRIL 2020	100.00				
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: N			
		SANI-STAR LEASE APRIL 2020		05 5-00-718	LEASES		100.00
		=== VENDOR TOTALS ===	100.00				
=====							
0590		SHERWIN-WILLIAMS					
I-4224-9		PAINT	659.69				
4/28/2020	AP-US	DUE: 4/28/2020 DISC: 4/28/2020		1099: N			
		PAINT		03 5-00-795	SUPPLIES		659.69
		=== VENDOR TOTALS ===	659.69				
=====							
0866		SIGNS OF SISTERS					
I-05012020		NO PARKING SIGNS/25MPH SIGNS	620.00				
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: Y			
		NO PARKING SIGNS/25MPH SIGNS		03 5-00-762	STREET SIGNS		620.00
		=== VENDOR TOTALS ===	620.00				
=====							
0011		SISTERS ACE HARDWARE					
I-367999		RETURN WALL PLATE	0.92CR				
4/15/2020	AP-US	DUE: 4/15/2020 DISC: 4/15/2020		1099: N			
		RETURN WALL PLATE		01 5-05-795	SUPPLIES		0.92CR
I-364023		PIPE GLUE, CAP	26.05				
4/02/2020	AP-US	DUE: 4/02/2020 DISC: 4/02/2020		1099: N			
		PIPE GLUE, CAP		01 5-05-786	PARK MAINTENANCE		26.05
I-365530		HARDWARE, TOOLDS	58.67				
4/08/2020	AP-US	DUE: 4/08/2020 DISC: 4/08/2020		1099: N			
		HARDWARE, TOOLDS		05 5-00-795	SUPPLIES		58.67
I-365887		PLASTIC BRUSH	12.12				
4/09/2020	AP-US	DUE: 4/09/2020 DISC: 4/09/2020		1099: N			
		PLASTIC BRUSH		01 5-05-795	SUPPLIES		12.12
I-366179		PVC PIPE, CAP, PLUG	29.35				
4/10/2020	AP-US	DUE: 4/10/2020 DISC: 4/10/2020		1099: N			
		PVC PIPE, CAP, PLUG		01 5-05-786	PARK MAINTENANCE		29.35
I-367135		TIE DOWNS	15.99				
4/13/2020	AP-US	DUE: 4/13/2020 DISC: 4/13/2020		1099: N			
		TIE DOWNS		05 5-00-746	SMALL TOOLS & EQUIPMENT		3.04
		TIE DOWNS		02 5-00-746	SMALL TOOLS & EQUIPMENT		3.36
		TIE DOWNS		03 5-00-746	SMALL TOOLS & EQUIPMENT		4.31
		TIE DOWNS		01 5-05-746	SMALL TOOLS & EQUIPMENT		3.20

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
01-0011	SISTERS ACE HARDWARE	(** CONTINUED **)					
		TIE DOWNS		01 5-03-746	SMALL TOOLS & EQUIPMENT		2.08
I-367470		BLADE, SAWZALL, CHOP SAW	35.85				
4/14/2020	AP-US	DUE: 4/14/2020 DISC: 4/14/2020		1099: N			
		BLADE, SAWZALL, CHOP SAW		05 5-00-746	SMALL TOOLS & EQUIPMENT		6.82
		BLADE, SAWZALL, CHOP SAW		02 5-00-746	SMALL TOOLS & EQUIPMENT		7.53
		BLADE, SAWZALL, CHOP SAW		03 5-00-746	SMALL TOOLS & EQUIPMENT		9.65
		BLADE, SAWZALL, CHOP SAW		01 5-05-746	SMALL TOOLS & EQUIPMENT		7.18
		BLADE, SAWZALL, CHOP SAW		01 5-03-746	SMALL TOOLS & EQUIPMENT		4.67
I-367497		PVC, COUPLER, TEE	21.18				
4/14/2020	AP-US	DUE: 4/14/2020 DISC: 4/14/2020		1099: N			
		PVC, COUPLER, TEE		01 5-05-786	PARK MAINTENANCE		21.18
I-367772		COUPLER	1.28				
4/14/2020	AP-US	DUE: 4/14/2020 DISC: 4/14/2020		1099: N			
		COUPLER		01 5-05-786	PARK MAINTENANCE		1.28
I-367911		ELBOW, PVC, TEE, BUSHING	57.11				
4/15/2020	AP-US	DUE: 4/15/2020 DISC: 4/15/2020		1099: N			
		ELBOW, PVC, TEE, BUSHING		01 5-05-786	PARK MAINTENANCE		57.11
I-367940		BLADE, PVC PIPE SAW	31.26				
4/15/2020	AP-US	DUE: 4/15/2020 DISC: 4/15/2020		1099: N			
		BLADE, PVC PIPE SAW		01 5-05-795	SUPPLIES		31.26
I-367982		WALL PLATE, HARDWARE	2.31				
4/15/2020	AP-US	DUE: 4/15/2020 DISC: 4/15/2020		1099: N			
		WALL PLATE, HARDWARE		01 5-05-795	SUPPLIES		2.31
I-368071		ELBOWS	5.12				
4/15/2020	AP-US	DUE: 4/15/2020 DISC: 4/15/2020		1099: N			
		ELBOWS		01 5-05-786	PARK MAINTENANCE		5.12
I-368496		BATTERIES	33.98				
4/16/2020	AP-US	DUE: 4/16/2020 DISC: 4/16/2020		1099: N			
		BATTERIES		01 5-05-795	SUPPLIES		33.98
I-370134		BUSHING, ELBOWS, TEE, CAP	39.24				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
		BUSHING, ELBOWS, TEE, CAP		01 5-05-786	PARK MAINTENANCE		39.24
I-370170		CAP, ELBOW	3.11				
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N			
		CAP, ELBOW		01 5-05-786	PARK MAINTENANCE		3.11
I-370351		GLUE	42.28				
4/21/2020	AP-US	DUE: 4/21/2020 DISC: 4/21/2020		1099: N			
		GLUE		02 5-00-795	SUPPLIES		42.28

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-----ID-----			GROSS	P.O. #		
OST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
011	SISTERS ACE HARDWARE	(** CONTINUED **)				
-370383		PVC CAP	8.76			
4/21/2020	AP-US	DUE: 4/21/2020 DISC: 4/21/2020		1099: N		
		PVC CAP		01 5-05-786	PARK MAINTENANCE	8.76
-370432		TROWL, SHOVEL	37.69			
4/21/2020	AP-US	DUE: 4/21/2020 DISC: 4/21/2020		1099: N		
		TROWL, SHOVEL		05 5-00-746	SMALL TOOLS & EQUIPMENT	7.17
		TROWL, SHOVEL		02 5-00-746	SMALL TOOLS & EQUIPMENT	7.92
		TROWL, SHOVEL		03 5-00-746	SMALL TOOLS & EQUIPMENT	10.15
		TROWL, SHOVEL		01 5-05-746	SMALL TOOLS & EQUIPMENT	7.54
		TROWL, SHOVEL		01 5-03-746	SMALL TOOLS & EQUIPMENT	4.91
-371122		PK1901 WIRE, PVC	221.43			
4/23/2020	AP-US	DUE: 4/23/2020 DISC: 4/23/2020		1099: N		
		PK1901 WIRE, PVC		01 5-05-906	CAPITAL OUTLAY	110.72
		PK1901 WIRE, PVC		12 5-00-906	CAPITAL OUTLAY	110.71
-371394		ELBOW	3.30			
4/24/2020	AP-US	DUE: 4/24/2020 DISC: 4/24/2020		1099: N		
		ELBOW		01 5-05-795	SUPPLIES	3.30
-371398		TRENCHING BLADE	53.34			
4/24/2020	AP-US	DUE: 4/24/2020 DISC: 4/24/2020		1099: N		
		TRENCHING BLADE		05 5-00-746	SMALL TOOLS & EQUIPMENT	10.14
		TRENCHING BLADE		02 5-00-746	SMALL TOOLS & EQUIPMENT	11.21
		TRENCHING BLADE		03 5-00-746	SMALL TOOLS & EQUIPMENT	14.36
		TRENCHING BLADE		01 5-05-746	SMALL TOOLS & EQUIPMENT	10.68
		TRENCHING BLADE		01 5-03-746	SMALL TOOLS & EQUIPMENT	6.95
-371443		PVC PIPE	47.96			
4/24/2020	AP-US	DUE: 4/24/2020 DISC: 4/24/2020		1099: N		
		PVC PIPE		01 5-05-786	PARK MAINTENANCE	47.96
-372748		SWIVEL, tube	24.06			
4/27/2020	AP-US	DUE: 4/27/2020 DISC: 4/27/2020		1099: N		
		SWIVEL, tube		01 5-05-786	PARK MAINTENANCE	24.06
-373033		WIRE STRIPPER, TAPE	20.13			
4/28/2020	AP-US	DUE: 4/28/2020 DISC: 4/28/2020		1099: N		
		WIRE STRIPPER, TAPE		01 5-05-795	SUPPLIES	20.13
-373576		RED SPRAY PAINT	22.95			
4/29/2020	AP-US	DUE: 4/29/2020 DISC: 4/29/2020		1099: N		
		RED SPRAY PAINT		03 5-00-795	SUPPLIES	22.95
-374085		DISPOSABLE MASKS	20.77			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: N		
		DISPOSABLE MASKS		01 5-05-795	SUPPLIES	20.77

=== VENDOR TOTALS ===

874.37

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0100		SISTERS AREA CHAMBER OF COMMER				
I-05012020		TRT MAY 2020	20,833.33			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: N		
		TRT MAY 2020		01 5-08-312	CHAMBER OF COMMERCE	20,833.33
=== VENDOR TOTALS ===			20,833.33			

01-0502		SISTERS COFFEE CO.				
I-1227929		COFFEE	193.50			
5/05/2020	AP-US	DUE: 5/05/2020 DISC: 5/05/2020		1099: N		
		COFFEE		01 5-01-714	OFFICE SUPPLIES	29.12
		COFFEE		01 5-02-714	OFFICE SUPPLIES	30.82
		COFFEE		01 5-03-795	SUPPLIES	3.83
		COFFEE		01 5-05-714	OFFICE SUPPLIES	17.41
		COFFEE		01 5-07-714	OFFICE SUPPLIES	48.36
		COFFEE		02 5-00-714	OFFICE SUPPLIES	27.10
		COFFEE		03 5-00-714	OFFICE SUPPLIES	15.43
		COFFEE		05 5-00-714	OFFICE SUPPLIES	21.43
=== VENDOR TOTALS ===			193.50			

01-0093		SISTERS HABITAT FOR HUMANITY				
I-247-19-000547REFND		REFUND DEPOSIT 303 N DESERT R	175.00			
5/08/2020	AP-US	DUE: 5/08/2020 DISC: 5/08/2020		1099: N		
		REFUND DEPOSIT 303 N DESERT RS		03 2-00-163	DEPOSITS-PERFORMANCE BON	175.00
I-247-19-000978REFND		REFUND DEPOSIT 313 N DESERT R	175.00			
5/08/2020	AP-US	DUE: 5/08/2020 DISC: 5/08/2020		1099: N		
		REFUND DEPOSIT 313 N DESERT RS		03 2-00-163	DEPOSITS-PERFORMANCE BON	175.00
=== VENDOR TOTALS ===			350.00			

01-0083		SISTERS RENTAL				
I-0027334-00		BLOWER MAINTENANCE	40.18			
4/23/2020	AP-US	DUE: 4/23/2020 DISC: 4/23/2020		1099: N		
		BLOWER MAINTENANCE		01 5-05-796	VEHICLE MAINTENANCE	40.18
I-0027337-00		STARTER ROPE	3.60			
4/23/2020	AP-US	DUE: 4/23/2020 DISC: 4/23/2020		1099: N		
		STARTER ROPE		01 5-05-796	VEHICLE MAINTENANCE	3.60
I-0027404-00		SERVICE KIT	59.97			
4/30/2020	AP-US	DUE: 4/30/2020 DISC: 4/30/2020		1099: N		
		SERVICE KIT		05 5-00-746	SMALL TOOLS & EQUIPMENT	11.40
		SERVICE KIT		02 5-00-746	SMALL TOOLS & EQUIPMENT	12.60
		SERVICE KIT		03 5-00-746	SMALL TOOLS & EQUIPMENT	16.15
		SERVICE KIT		01 5-05-746	SMALL TOOLS & EQUIPMENT	12.00
		SERVICE KIT		01 5-03-746	SMALL TOOLS & EQUIPMENT	7.82

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POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====						
0083	SISTERS RENTAL		(** CONTINUED **)			
=====						
0062544		PK1901 SOD CUTTER	736.00			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		PK1901 SOD CUTTER		01 5-05-906	CAPITAL OUTLAY	368.00
		PK1901 SOD CUTTER		12 5-00-906	CAPITAL OUTLAY	368.00
		=== VENDOR TOTALS ===	839.75			
=====						
0039	SOLID WASTE					
=====						
0885971		SEWER SCREENINGS	84.00			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		SEWER SCREENINGS		05 5-00-795	SUPPLIES	84.00
		=== VENDOR TOTALS ===	84.00			
=====						
0744	TRI COUNTY PAVING, LLC					
=====						
12639		STREET PATCHING MAIN/LOCUST	871.25			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: Y		
		STREET PATCHING MAIN/LOCUST		13 5-00-906	CAPITAL OUTLAY	871.25
		=== VENDOR TOTALS ===	871.25			
=====						
0109	TYLER TECHNOLOGIES/INCODE					
=====						
025-292401		UT NOTIFY 1ST QTR 2020	15.10			
4/24/2020	AP-US	DUE: 4/24/2020 DISC: 4/24/2020		1099: N		
		UT NOTIFY 1ST QTR 2020		02 5-00-733	DUES & SUBSCRIPTIONS	7.55
		UT NOTIFY 1ST QTR 2020		05 5-00-733	DUES & SUBSCRIPTIONS	7.55
		=== VENDOR TOTALS ===	15.10			
=====						
0937	U.S. BANK					
=====						
04202020BERTAGNA		VISA APRIL 2020 BERTAGNA	64.94			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		VISA APRIL 2020 BERTAGNA		01 5-01-726	CONTRACTED SERVICES	3.00
		VISA APRIL 2020 BERTAGNA		01 5-02-726	CONTRACTED SERVICES	3.60
		VISA APRIL 2020 BERTAGNA		01 5-03-726	CONTRACTED SERVICES	1.20
		VISA APRIL 2020 BERTAGNA		01 5-05-726	CONTRACTED SERVICES	3.90
		VISA APRIL 2020 BERTAGNA		01 5-07-726	CONTRACTED SERVICES	5.10
		VISA APRIL 2020 BERTAGNA		02 5-00-726	CONTRACTED SERVICES	5.10
		VISA APRIL 2020 BERTAGNA		03 5-00-726	CONTRACTED SERVICES	4.50
		VISA APRIL 2020 BERTAGNA		05 5-00-726	CONTRACTED SERVICES	3.59
		VISA APRIL 2020 BERTAGNA		01 5-05-795	SUPPLIES	34.95

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-0937 U.S. BANK (** CONTINUED **)

I-04202020JOHNSON	VISA APRIL 2020	JOHNSON	244.87			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		VISA APRIL 2020 JOHNSON		01 5-03-782	UNIFORMS	14.48
		VISA APRIL 2020 JOHNSON		01 5-05-782	UNIFORMS	18.84
		VISA APRIL 2020 JOHNSON		02 5-00-782	UNIFORMS	36.22
		VISA APRIL 2020 JOHNSON		03 5-00-782	UNIFORMS	42.01
		VISA APRIL 2020 JOHNSON		05 5-00-782	UNIFORMS	33.32
		VISA APRIL 2020 JOHNSON		01 5-05-795	SUPPLIES	100.00

I-04202020ONEILL	VISA APRIL 2020	O'NEILL	380.93			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		VISA APRIL 2020 O'NEILL		01 5-01-726	CONTRACTED SERVICES	17.99
		VISA APRIL 2020 O'NEILL		01 5-02-726	CONTRACTED SERVICES	21.59
		VISA APRIL 2020 O'NEILL		01 5-03-726	CONTRACTED SERVICES	7.20
		VISA APRIL 2020 O'NEILL		01 5-05-726	CONTRACTED SERVICES	23.38
		VISA APRIL 2020 O'NEILL		01 5-07-726	CONTRACTED SERVICES	30.58
		VISA APRIL 2020 O'NEILL		02 5-00-726	CONTRACTED SERVICES	30.58
		VISA APRIL 2020 O'NEILL		03 5-00-726	CONTRACTED SERVICES	26.98
		VISA APRIL 2020 O'NEILL		05 5-00-726	CONTRACTED SERVICES	21.58
		VISA APRIL 2020 O'NEILL		01 5-05-733	DUES & SUBSCRIPTIONS	201.05

I-04202020PROSSER	VISA APRIL 2020	PROSSER	188.73			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		MEETING		01 5-01-793	MEETINGS/WORKSHOPS	72.00
		REFUND ON LOC CONFERENCE		01 5-01-700	MAYOR & COUNCIL	150.00CR
		SUPPLIES		01 5-05-795	SUPPLIES	46.44
		LEMONS POSTAGE		03 5-00-715	POSTAGE	4.10
		LEMONS POSTAGE		01 5-01-735	TELEPHONE	216.19

I-04202020BERTAGNA	VISA APRIL 2020	BERTAGNA	150.00			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		VISA APRIL 2020 BERTAGNA		01 5-03-740	EDUCATION	15.00
		VISA APRIL 2020 BERTAGNA		01 5-05-740	EDUCATION	30.00
		VISA APRIL 2020 BERTAGNA		02 5-00-740	EDUCATION	60.00
		VISA APRIL 2020 BERTAGNA		03 5-00-740	EDUCATION	30.00
		VISA APRIL 2020 BERTAGNA		05 5-00-740	EDUCATION	15.00

=== VENDOR TOTALS === 1,029.47

01-0344 USA BLUEBOOK

I-209517	SEWER SUPPLIES		505.72			
4/16/2020	AP-US	DUE: 4/16/2020 DISC: 4/16/2020		1099: N		
		SEWER SUPPLIES		05 5-00-795	SUPPLIES	505.72

I-217497	HAND SOAP		190.06			
4/24/2020	AP-US	DUE: 4/24/2020 DISC: 4/24/2020		1099: N		
		HAND SOAP		01 5-05-795	SUPPLIES	190.06

=== VENDOR TOTALS === 695.78

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OST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
976	USA FLEET SOLUTIONS					
-41843		MONTHLY TRACKING MAY 2020	209.65			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: Y		
		MONTHLY TRACKING MAY 2020		01 5-03-726	CONTRACTED SERVICES	20.96
		MONTHLY TRACKING MAY 2020		01 5-05-726	CONTRACTED SERVICES	27.26
		MONTHLY TRACKING MAY 2020		02 5-00-726	CONTRACTED SERVICES	52.41
		MONTHLY TRACKING MAY 2020		03 5-00-726	CONTRACTED SERVICES	60.80
		MONTHLY TRACKING MAY 2020		05 5-00-726	CONTRACTED SERVICES	48.22
		=== VENDOR TOTALS ===	209.65			
=====						
903	VELOX SYSTEMS					
-8529		MILEAGE	23.78			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: Y		
		MILEAGE		01 5-02-710	COMPUTER SOFTWARE MAINT	23.78
=====						
-8648		CONFERENCE RM B SETUP	100.00			
4/24/2020	AP-US	DUE: 4/24/2020 DISC: 4/24/2020		1099: Y		
		CONFERENCE RM B SETUP		01 5-01-710	COMPUTER SOFTWARE MAINT	100.00
=====						
-8739		IT SUPPORT MAY 2020	2,728.10			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: Y		
		IT SUPPORT MAY 2020		01 5-01-726	CONTRACTED SERVICES	272.82
		IT SUPPORT MAY 2020		01 5-02-726	CONTRACTED SERVICES	327.37
		IT SUPPORT MAY 2020		01 5-03-726	CONTRACTED SERVICES	109.12
		IT SUPPORT MAY 2020		01 5-05-726	CONTRACTED SERVICES	354.65
		IT SUPPORT MAY 2020		01 5-07-726	CONTRACTED SERVICES	463.78
		IT SUPPORT MAY 2020		02 5-00-726	CONTRACTED SERVICES	463.78
		IT SUPPORT MAY 2020		03 5-00-726	CONTRACTED SERVICES	409.22
		IT SUPPORT MAY 2020		05 5-00-726	CONTRACTED SERVICES	327.36
		=== VENDOR TOTALS ===	2,851.88			
=====						
0760	VERIZON WIRELESS					
I-9852634315		CELL PHONES APRIL 2020	477.86			
4/15/2020	AP-US	DUE: 4/15/2020 DISC: 4/15/2020		1099: N		
		CELL PHONES APRIL 2020		01 5-01-736	CELLULAR PHONES	26.58
		CELL PHONES APRIL 2020		01 5-03-736	CELLULAR PHONES	32.47
		CELL PHONES APRIL 2020		01 5-05-736	CELLULAR PHONES	97.82
		CELL PHONES APRIL 2020		01 5-07-736	CELLULAR PHONES	10.63
		CELL PHONES APRIL 2020		02 5-00-736	CELLULAR PHONES	96.03
		CELL PHONES APRIL 2020		03 5-00-736	CELLULAR PHONES	115.30
		CELL PHONES APRIL 2020		05 5-00-736	CELLULAR PHONES	99.03
		=== VENDOR TOTALS ===	477.86			

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0043	WCP SOLUTIONS						
I-658569		LATEX GLOVES	82.00				
4/01/2020	AP-US	DUE: 5/25/2020 DISC: 4/11/2020	0.82CR	1099: N			
		LATEX GLOVES		01 5-05-795	SUPPLIES		82.00
I-659550		HAND SANITIZER	275.00				
4/10/2020	AP-US	DUE: 5/25/2020 DISC: 4/20/2020	2.75CR	1099: N			
		HAND SANITIZER		01 5-05-795	SUPPLIES		275.00
I-660032		TP DISPENSER	203.70				
4/17/2020	AP-US	DUE: 5/25/2020 DISC: 4/27/2020	2.04CR	1099: N			
		TP DISPENSER		01 5-05-795	SUPPLIES		203.70
I-660127		HAND SANITIZER	55.00				
4/17/2020	AP-US	DUE: 5/25/2020 DISC: 4/27/2020	0.55CR	1099: N			
		HAND SANITIZER		01 5-05-795	SUPPLIES		55.00
I-660471		LYSOL SPRAY	214.20				
4/01/2020	AP-US	DUE: 5/25/2020 DISC: 4/11/2020	2.14CR	1099: N			
		LYSOL SPRAY		01 5-05-795	SUPPLIES		214.20
I-660574		HAND SANITIZER	550.00				
4/24/2020	AP-US	DUE: 5/25/2020 DISC: 5/04/2020	5.50CR	1099: N			
		HAND SANITIZER		01 5-05-795	SUPPLIES		550.00
I-660661		HAND SOAP, HAND SANITIZER	103.00				
4/17/2020	AP-US	DUE: 5/25/2020 DISC: 4/27/2020	1.03CR	1099: N			
		HAND SOAP, HAND SANITIZER		01 5-05-795	SUPPLIES		103.00
I-660772		SOAP DISPENSER	81.60				
4/17/2020	AP-US	DUE: 5/25/2020 DISC: 4/27/2020	0.82CR	1099: N			
		SOAP DISPENSER		01 5-05-795	SUPPLIES		81.60
I-660905		LATEX GLOVES	79.80				
4/29/2020	AP-US	DUE: 5/25/2020 DISC: 5/09/2020	0.80CR	1099: N			
		LATEX GLOVES		01 5-05-795	SUPPLIES		79.80
I-661225		LATEX GLOVES	44.00				
5/04/2020	AP-US	DUE: 6/25/2020 DISC: 5/14/2020	0.44CR	1099: N			
		LATEX GLOVES		01 5-05-795	SUPPLIES		44.00
		=== VENDOR TOTALS ===	1,688.30				

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OST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
891	WINSUPPLY					
-275347 00		IRRIGATION SUPPLIES	790.04			
4/20/2020	AP-US	DUE: 4/20/2020 DISC: 4/20/2020		1099: N		
		IRRIGATION SUPPLIES		01 5-05-786	PARK MAINTENANCE	790.04
-275580 00		EXPANSION MODULE	64.08			
4/23/2020	AP-US	DUE: 4/23/2020 DISC: 4/23/2020		1099: N		
		EXPANSION MODULE		01 5-05-786	PARK MAINTENANCE	64.08
=== VENDOR TOTALS ===			854.12			

1225 X-PRESS PRINTING

-99033		WINDOW ENVELOPES	140.22			
4/23/2020	AP-US	DUE: 4/23/2020 DISC: 4/23/2020		1099: N		
		WINDOW ENVELOPES		01 5-01-714	OFFICE SUPPLIES	21.10
		WINDOW ENVELOPES		01 5-02-714	OFFICE SUPPLIES	22.34
		WINDOW ENVELOPES		01 5-03-795	SUPPLIES	2.78
		WINDOW ENVELOPES		01 5-05-714	OFFICE SUPPLIES	12.62
		WINDOW ENVELOPES		01 5-07-714	OFFICE SUPPLIES	35.05
		WINDOW ENVELOPES		02 5-00-714	OFFICE SUPPLIES	19.64
		WINDOW ENVELOPES		03 5-00-714	OFFICE SUPPLIES	11.18
		WINDOW ENVELOPES		05 5-00-714	OFFICE SUPPLIES	15.51
=== VENDOR TOTALS ===			140.22			

0428 XEROX CORPORATION

I-010237149		7970 COPIER LEASE APRIL 2020	444.35			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: N		
		7970 COPIER LEASE APRIL 2020		01 5-01-721	COPIER/PRINTER	142.31
		7970 COPIER LEASE APRIL 2020		01 5-02-721	COPIER/PRINTER	79.86
		7970 COPIER LEASE APRIL 2020		01 5-05-721	COPIER/PRINTER	22.15
		7970 COPIER LEASE APRIL 2020		01 5-07-721	COPIER/PRINTER	137.67
		7970 COPIER LEASE APRIL 2020		02 5-00-721	COPIER/PRINTER	31.23
		7970 COPIER LEASE APRIL 2020		05 5-00-721	COPIER/PRINTER	31.13
I-01237150		7845 COPIER LEASE APRIL 2020	227.29			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: N		
		7845 COPIER LEASE APRIL 2020		01 5-01-721	COPIER/PRINTER	72.79
		7845 COPIER LEASE APRIL 2020		01 5-02-721	COPIER/PRINTER	40.85
		7845 COPIER LEASE APRIL 2020		01 5-05-721	COPIER/PRINTER	11.33
		7845 COPIER LEASE APRIL 2020		01 5-07-721	COPIER/PRINTER	70.42
		7845 COPIER LEASE APRIL 2020		02 5-00-721	COPIER/PRINTER	15.97
		7845 COPIER LEASE APRIL 2020		05 5-00-721	COPIER/PRINTER	15.93
=== VENDOR TOTALS ===			671.64			
=== PACKET TOTALS ===			163,007.25			

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CITY COUNCIL
Agenda Item Summary

Meeting Date: May 13, 2020

Staff: Paul Bertagna

Type: Regular Meeting

Dept: Public Works

Subject: Public Improvement Acceptance – McKenzie Meadow Village Phase I

Action Requested: Motion to accept the Public Improvements for McKenzie Meadow Village Phase I

Summary Points:

- As one of the final steps in the construction of public improvements, the City Council formally accepts the public 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 perpetual operation and maintenance and start the one year warranty period.

Financial Impact:

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

Attachment(s):

A. Final Acceptance Checklist



City of Sisters

Subdivision/Public Works Improvements Final Acceptance Checklist

Subdivision Name: Mckenzie Meadows Phase I

Developer: Hayden Homes, LLC

Contractor: Rickabaugh Construction

Checked Item	Approved/Date	N/A	Comments
1. Easements/Dedications			
A) Accurate	Yes	_____	checked in Final Plat Review
B) Special Items Installed	Yes	_____	Open Space Tracts/Easements
C) Recorded	Pending	_____	City has signed the Plat
2. Public Works Requirements			
A) Cost of Improvements			
1) Water	4/15/20	_____	\$186,130.00
2) Sewer	4/15/20	_____	\$214,805.00
3) Streets	4/15/20	_____	\$386,580.00
5) Pumpstations	_____	N/A	_____
6) Other	_____	N/A	_____
C) DEQ UIC Approval letter	N/A	_____	No UIC's
D) Development Agreement	Yes	_____	MP18-01, SUB18-02
E) Pre-Construction	Yes	_____	BECON/Cont/Eng/Owner
3. Water System			
A) Water Mains			
1) Diameter/Type	_____	_____	795' of 12", 1161' of 8" C900
2) Chlorinated	Yes	_____	Consolidated Supply
3) Flushed	Yes	_____	Consolidated Supply
4) Bacti Test Pass	Yes	_____	3 samples (1/17/20)
5) Pressure Test Pass	Yes	_____	Consolidated Supply
B) Valves			
1) Nut Centered in Can	Yes	_____	checked during final walk-thru
2) Open Position	Yes	_____	field verified by PW's Dept.
3) Quantity/Size	OK	_____	per plans



Checked Item	Approved/Date	N/A	Comments
4) Locations	OK		per plans
C) Services			
1) Meter Sizes			(38) 3/4"
2) Meter Boxes (Types)	OK		Carson 1220's
3) Meter Height	OK		
4) Tracer Wire	OK		
D) Fire Hydrants			
1) Pressure Rating			150 psi (3 Hydrants)
2) Make/Model	Mueller		
3) Hydrant Valve Open	Yes		field verified by PW's Dept.
4) Correct Height	OK		
5) Bollards	Yes		
6) Snow Flags	Yes		
E) Irrigation Systems			
1) Water Service(s)			(4) 1.5"
2) Backflow(s)	N/A	N/A	Private Irr. Has not been const.
F) Hot Taps	Yes		(1) 8" and (1) 12"
4. Sewer System			
A) Sewer Mains			
1) Diameter/Type			1439' of 8" 3034
2) Cleaned and Flushed	Yes		Rickabaugh
3) Air Test/Passed	Yes		Rickabaugh
4) T.V. Test/Passed	Yes		City Staff
5) Mandrel/Passed	Yes		Rickabaugh
B) Manholes			
1) Quantity			(5) 48"
2) Locations			per plan
3) Grouted	Yes		
4) Cleaned	Yes		
5) Locate Wire(s)	Yes		
6) Vacuum Test/Passed	Yes		Consolidated Supply
C) Laterals			
1) Size(s)			(38) 4" and (1) 6"
2) Cleaned and Flushed	Yes		
3) Every lot is served	Yes		
4) Brooks Boxes	Yes		
5) Locate Wire(s)	Yes		
D) Mainline Cleanouts			
1) Quantity		N/A	
2) Locations		N/A	



Checked Item	Approved/Date	N/A	Comments
3) Concrete Poured	_____	N/A	_____
4) Locate Wire	_____	N/A	_____
5. Stormwater			
A) Drainage Swails			
1) Depth/Width	_____	_____	per plan
2) Drain Material	_____	_____	18" Topsoil
3) Cover Material	_____	_____	2-4" crushed
B) Detention Areas			
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	_____	N/A	_____
2) Quantity	_____	N/A	_____
3) Clean of Debris	_____	N/A	_____
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	_____	_____	15,480 SF concrete 1460 SY AC
2) Alignment	_____	_____	per plan
3) Joint Spacing	OK	_____	_____
4) Backfilled Edge	Yes	_____	_____
5) Clean	Yes	_____	_____
6) ADA Ramps	_____	N/A	(20) ramps
B) Asphalt			
1) Quantity	_____	_____	5750 SY HMAC
2) Laying Temps	OK	_____	Knife River
3) Infra-red Patches	_____	N/A	_____
4) Edge Rock	OK	_____	_____
5) Clean	OK	_____	_____
C) Street Trees			



Checked Item	Approved/Date	N/A	Comments
1) Quantity 7. Final Walk-Thru			Performance Bond
A) Punchlist	Yes		Contractor/PWD
B) Punchlist Items fixed	Yes		
8. As-Builts			
A) Approved	4/15/20		
9. Letter of Completion	4/15/20		
A. Bond Reduction	Pending		Council acceptance
B. 10% Warrant Bond Rec'd	Pending		
C. 1yr Warranty Begins	Pending		Council acceptance

RESOLUTION NO. 2020-08

**A RESOLUTION OF CITY OF SISTERS EXTENDING THE STATE OF EMERGENCY DECLARATION
CONTAINED IN RESOLUTION NO. 2020-06.**

WHEREAS, City of Sisters (“City”), an Oregon municipal corporation, has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow City; and

WHEREAS, the coronavirus (COVID-19) is a virus that can cause respiratory disease with the potential to cause serious illness and/or loss of life for individuals, especially individuals with underlying health conditions; and

WHEREAS, on March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1); and

WHEREAS, on March 11, 2020, COVID-19 was declared a pandemic by the World Health Organization; and

WHEREAS, after conferring with the mayor, department heads, and council members, the city manager declared a state of emergency in response to COVID-19 on March 16, 2020 (Administrative Order No. 2020-01); and

WHEREAS, on March 25, 2020, the Sisters City Council (the “Council”) adopted Resolution No. 2020-06 (the “Emergency Resolution”) pursuant to which the Council ratified the city manager’s emergency declaration contained in Administrative Order No. 2020-01; and

WHEREAS, on April 14, 2020, the city manager extended the COVID-19 state of emergency to May 13, 2020 (Administrative Order No. 2020-02); and

WHEREAS, on April 20, 2020, Governor Kate Brown shared the “Reopening Oregon” framework outlining how the State of Oregon may eventually reopen amid the COVID-19 pandemic; and

WHEREAS, on May 1, 2020, Governor Kate Brown extended the state of emergency declared in Executive Order No. 20-03 for an additional sixty (60) days through July 6, 2020, unless extended or terminated earlier by the Governor (Executive Order No. 20-24); and

WHEREAS, the Council finds that COVID-19 is a public health crisis that continues to threaten the health, safety, and welfare of City and City’s citizens and constitutes an imminent threat of severe damage, injury, illness, human suffering, financial loss, and/or loss of life; and

WHEREAS, the Council finds that COVID-19 necessitates extending the state of emergency declaration contained in the Emergency Resolution; and

WHEREAS, the Council desires that City staff commence preparing framework for reopening City upon the expiration of the state of emergency declaration.

NOW, THEREFORE, BE IT RESOLVED that City of Sisters resolves as follows:

1. Findings. The above-stated findings contained in this Resolution No. 2020-08 (this "Resolution") are hereby adopted. Without otherwise limiting the generality of the immediately preceding sentence, the Council finds that COVID-19 continues to threaten the health, safety, and/or welfare of City and its citizens and/or causes or may cause damage, injury, and/or death to persons and/or property in City.

2. Emergency Declaration Extended; Notice. The Council hereby determines that emergency conditions continue to exist and, therefore, the state of emergency declared in the Emergency Resolution is hereby extended to May 31, 2020 (or such other date the city manager or Council determines necessary or appropriate); provided, however, if the city manager determines that emergency conditions no longer exist on or before to May 31, 2020, the city manager may, after conferring with the mayor, department heads, and council members, terminate the emergency declaration by administrative order (without prior Council authorization). The Council hereby approves, ratifies, and confirms the city manager's extension of the emergency declaration contained in Administrative Order No. 2020-02. The Council further approves, ratifies, and confirms all actions taken by the city manager in furtherance of the Emergency Resolution. City will give notice of the extended emergency declaration through press releases, public media, and such other means the city manager deems reasonable under the circumstances.

3. Miscellaneous. The provisions of the Emergency Resolution that are not amended or modified by this Resolution remain unchanged and in full force and effect. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular, or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

ADOPTED by the City Council of City of Sisters and signed by the mayor this 13th day of May 2020.

Chuck Ryan, Mayor

ATTEST:

Kerry Prosser, City Recorder



Agenda Item Summary

Meeting Date: May 13, 2020

Staff: Cory Mисley, City Manager
Caprielle Foote-Lewis, SCED

Type: Resolution

Dept: Economic Development

Subject: Res. 2020-07 - A resolution of the City of Sisters, Oregon, to sponsor the re-designation of the Greater Redmond Enterprise Zone

Action Requested:

Approve Resolution 2020-07 re-designating the Greater Redmond Area Enterprise Zone.

Subject:

- Addresses Council’s Economic Development Goal 3: “Continue the City’s role and investment in diversification of the local economy in partnership with Sisters Country Economic Development (SCED).” The local program facilitates new business development in Sisters that benefit the community through the creation of family-wage jobs.
- Addresses Council’s Community Vision Goal 1: “Continue to support the Vision Implementation Team and partner collaboration.”
- Addresses Community’s Vision in Prosperous Sisters Strategy 4: “A Vibrant and Diverse Local Economy”

Report in Brief:

This item requests the City Council to re-designate the City's Greater Redmond Area Enterprise Zone (E-Zone) through June 2030.

Background:

The Oregon E-Zone program (ORS. 285.C) is an economic development incentive designed to attract business investment and encourage job creation. It offers a property tax abatement and/or equipment investment for new or expanding traded-sector businesses (non-retail) located in the E-Zone. There are currently 73 E-Zones statewide. The Greater Redmond E-Zone was established in 1988 to spur economic development within the Cities of Redmond and Sisters and Deschutes County. The E-Zone has proven to be a successful tool to help retain and recruit traded sector economic development in the region. Deschutes County, the City of Redmond and the City of Sisters are co-sponsors of the E-Zone. Redmond Economic Development, Inc. (REDI) and Economic Development for Central Oregon EDCO have been the E-Zone managers since 2009. From 1998 to 2019, the Greater Redmond Area E-Zone program has served 154 companies, created 3,373 jobs and generated \$165,560,435 in investment. The E-Zone has a 10-year duration and has been previously renewed in 1998 and 2009. In January 2020, the City concurred that staff should proceed with a third re-designation. The application is due to the Business Oregon by June 1, 2020 and will go into effect July 1, 2020.



The following local incentives are offered as part of the Greater Redmond Area E-Zone:

- Expedited permitting process for E-Zone projects.
- Waiver of \$200 application fee.

There is both a three- and five-year E-Zone program, which have different requirements. To participate in the three-year program, it requires a \$50,000 minimum investment, with 10% new job creation for existing firms and one new job for new firms. The five-year program has the same requirements as the three-year program, and additionally the average compensation for net new jobs needs to exceed 150% of County median income (\$68,357) (through Nov. 2020).

Requirements for re-designation include:

- Is located in an economically disadvantaged area as defined by Business Oregon criteria (i.e. Area Median Income, wages).
 - Sponsored by all of the local public agencies which the E-Zone is delineated.
 - Does not exceed 15 square miles.
 - Possesses undeveloped industrial land that is appropriately zoned and served with infrastructure.
 - Demonstrates a likelihood of success.
- The Greater Redmond Area E-Zone meets all requirements.**

Lastly, required outreach as part of the re-designation was conducted. In March 2020, notice and informational presentations were given to all interested overlapping taxing districts about the program incentives. All questions by the taxing districts were answered. Meeting minutes from these presentations will be submitted to Business Oregon as part of the application.

Alternative Courses of Action: 1. Approve resolution to re-designate the Greater Redmond Area Enterprise Zone. 2. Do not approve a re-designation. 3. Take no action and request more information Recommendation

Attachments: Resolution 2020-07

**REDMOND RESOLUTION
RESOLUTION NO. 2020-04**

**DESCHUTES COUNTY
RESOLUTION NO. 2020-017**

**CITY OF SISTERS
RESOLUTION NO. 2020-07**

**A RESOLUTION OF THE CITY OF REDMOND, OREGON, TO SPONSOR THE RE-
DESIGNATION OF THE GREATER REDMOND ENTERPRISE ZONE.**

WHEREAS, the CITY OF REDMOND is sponsoring an enterprise zone designation jointly with DESCHUTES COUNTY and the CITY OF SISTERS (“Sponsors”); and

WHEREAS, the Sponsors have formally advised and received consultation from the Oregon Business Development Department (OBDD) according to ORS 285C.078; and

WHEREAS, the municipal corporations, school districts, special service districts, that receive operating revenue through the levying of ad valorem taxes on real and personal property in any area of this enterprise zone were sent notice and invited to a public meeting on March 20th, 2020 regarding its designation, in order for the sponsoring governments to effectively consult with these other local taxing districts; and

WHEREAS, this enterprise zone has a total area of 11.76 square miles; it meets other statutory limitations on size and configuration, and it is depicted here on a drawn-to-scale map (Exhibit A), and its boundary is here described (Exhibit B); and

WHEREAS, the Sponsors shall fulfill their duties and implement provisions under ORS 285C.105 or elsewhere in ORS Chapter 285C and related parts of Oregon Law, including but not limited to having appointed a local enterprise zone manager, and to preparing a list or map of local, publicly owned lands and buildings in this enterprise zone for purposes of ORS 285C.110; and

WHEREAS, designation of this enterprise zone does not grant or imply permission to develop land inside it without complying with jurisdictional zoning, regulatory and permitting processes and restrictions; nor does it indicate any intent to alter those processes or restrictions, except as otherwise done in accordance with Comprehensive Plans as acknowledged by the state of Oregon Land Conservation and Development Commission (LCDC); and

WHEREAS, the Zone, which was originally established in 1988 and re-designated in 1998 and 2009, has served the City of Redmond the City of Sisters (since 2009) successfully, by incentivizing over 3,620 new jobs and \$179,500,000 in private investment, the current economic factors in the region, State and Country due to COVID-19, such as business disruption, followed by business closures and mass layoffs demonstrates the need to continue this program in both the City of Redmond, Deschutes County, and the City of Sisters; and

WHEREAS, the Sponsors feel that it is invaluable to collaboratively participate in efforts to promote economic development in Central Oregon.

NOW, THEREFORE, THE REDMOND CITY COUNCIL RESOLVES AS FOLLOWS:

Section 1. Under ORS [285C.065/285C.245], the Sponsors do hereby re-designate an Oregon enterprise zone to be named: The Greater Redmond Enterprise Zone, the boundary and area of which are described in the exhibits.

Section 2. John Roberts, Deputy City Manager for the City of Redmond, is authorized to submit documentation of this enterprise zone re-designation to OBDD on behalf of the zone sponsor for purposes of a positive determination in favor under ORS 285C.074.

Section 3. The Sponsors shall maintain the existing benefits established for the Deschutes County, Redmond and Sisters businesses that are enterprise-zone eligible.

Section 4. The Sponsors will jointly comply with the requirements and provisions of ORS 285C.105 and otherwise fulfill their duties under ORS 285C.050 to 285C.250.

Section 5. The Sponsors jointly maintain a list or map of local lands and buildings owned by the state or by municipal corporations within the Zone that are not being used or designated for a public purpose and that have appropriate land use zoning, and to efforts for making such lands and buildings available for lease or purchase by authorized business firms pursuant to ORS 285C.110.

Section 6. The Sponsors jointly request that the Director of the Oregon Business Development Department continue to waive the 15 mile distance between separate areas within the Zone, per ORS 285C.120(2).

Section 7. Redmond will continue to provide the local incentives established within the 2013 boundary amendment of the Zone and Sisters will keep active two local incentives.

Section 8. Redmond Economic Development, Inc. is jointly appointed as the local zone manager for this enterprise zone.

This Resolution shall be effective immediately upon its adoption by each of the Sponsors' governing bodies.

ADOPTED by the Redmond City Council and **SIGNED** by the Mayor this 12th day of May 2020.

George Endicott, Mayor

ATTEST:

Kelly Morse, City Recorder

APPROVED by the DESCHUTES COUNTY BOARD OF COMMISSIONERS and
DATED this _____ day of _____ 2020.

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

Patti Adair, Chair

Anthony DeBone, Vice Chair

Phil Henderson, Commissioner

ATTEST:

Recording Secretary

ADOPTED by the Sisters City Council and **SIGNED** by the Mayor this _____ day of
_____ 2020.

Chuck Ryan, Mayor

ATTEST:

Kerry Prosser, City Recorder

EXHIBIT A: MAP DEPICTING DRAWN-TO-SCALE BOUNDARY OF THE GREATER
REDMOND AREA ENTERPRISE ZONE

EXHIBIT B: LEGAL DESCRIPTIONS OF LAND AREAS IDENTIFIED FOR INCLUSION
INTO THE GREATER REDMOND AREA ENTERPRISE ZONE WITH MAP INSERTION

EXHIBIT A

Greater Redmond Area Enterprise Zone 2020

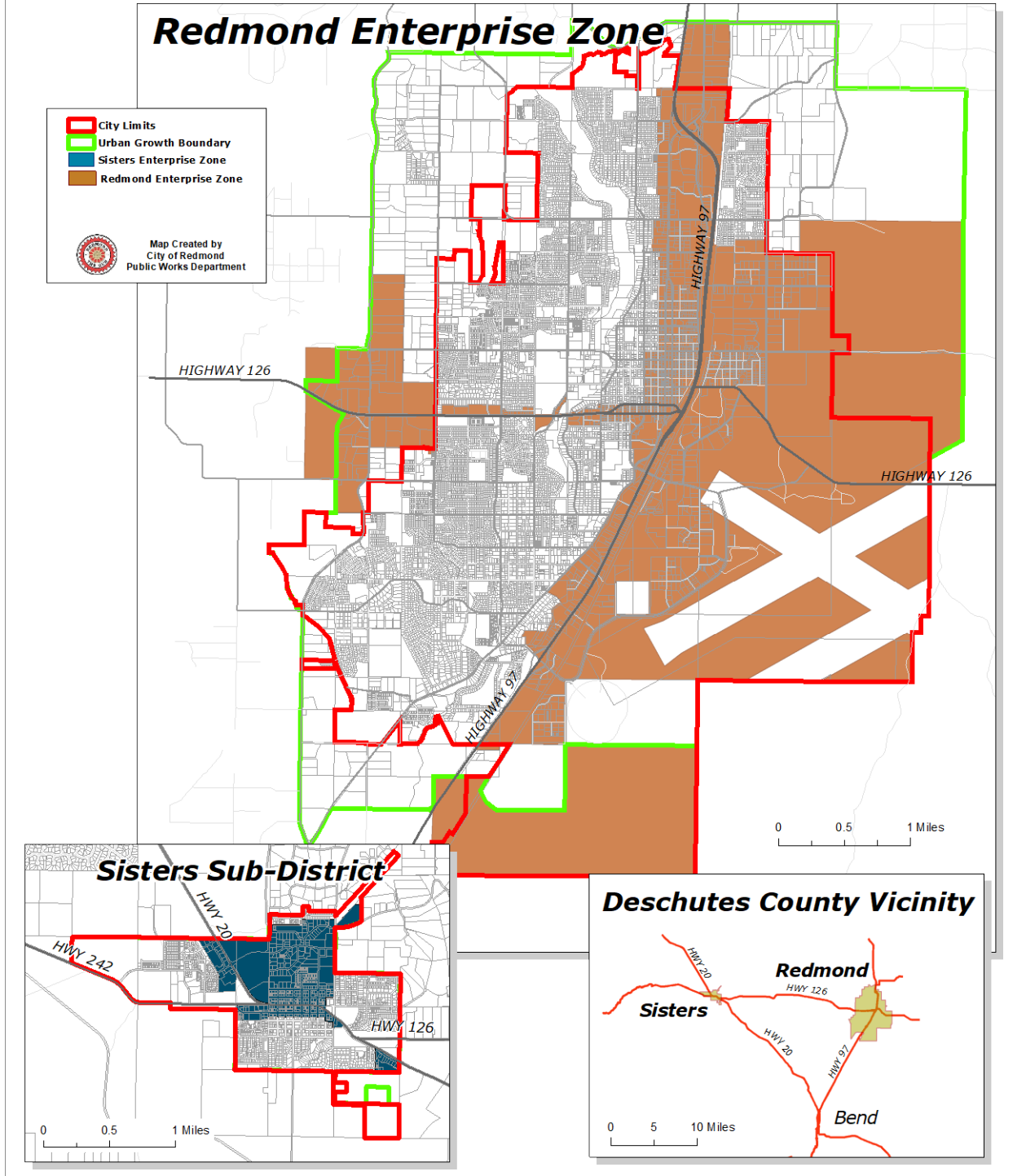


EXHIBIT B

DESCRIPTION FOR THE **CITY OF REDMOND**, LOCATED IN TOWNSHIPS 14 AND 15 SOUTH, RANGE 13 EAST, W.M., SITUATED IN DESCHUTES COUNTY, OREGON, AND BEING THE PROPOSED CITY OF REDMOND ENTERPRISE ZONE, 2020

IN MARCH OF 2009 POVEY AND ASSOCIATES LAND SURVEYING WAS COMMISSIONED BY THE CITY OF REDMOND TO DESCRIBE THE BOUNDARY OF THE CITY'S PROPOSED ENTERPRISE ZONE. THIS DESCRIPTION IS AN UPDATE TO THAT ORIGINAL DESCRIPTION PREPARED BY THE CITY OF REDMOND. THE BOUNDARY DESCRIPTION FOR REDMOND IS UNCHANGED FROM THE 2009 VERSION. THE 2009 DESCRIPTION WAS BASED IN PART ON POVEY'S SURVEY OF THE URBAN GROWTH BOUNDARY, 2005, AND SUBSEQUENT DESCRIPTION OF THE URBAN GROWTH BOUNDARY EXPANSION, 2006.

IN THE FOLLOWING DESCRIPTION SOME ABBREVIATIONS ARE USED: C MEANING CENTER, N FOR NORTH, S FOR SOUTH, E FOR EAST, W FOR WEST, T FOR TOWNSHIP, R FOR RANGE, R/W FOR RIGHT-OF-WAY AND C/L MEANING CENTERLINE.

THIS DOCUMENT IS A LEGAL DESCRIPTION OF THE PROPOSED CITY OF REDMOND ENTERPRISE ZONE, 2020, SITUATED IN DESCHUTES COUNTY, OREGON, ENCOMPASSING AREAS LOCATED IN SECTIONS 33 AND 34, TOWNSHIP 14 SOUTH, RANGE 13 EAST, AND SECTIONS 3, 4, 7, 9, 10, 11, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 26, 27, 28, 29, 32, AND 33, TOWNSHIP 15 SOUTH, RANGE 13 EAST, WILLAMETTE MERIDIAN, SAID ENTERPRISE ZONE BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TRACT ONE

COMMENCING AT THE CORNER COMMON TO SAID SECTIONS 28, 29, 32 AND 33, T15S, R13E, THE INITIAL POINT, AS WELL AS THE POINT OF BEGINNING; THENCE S89°49'58"W ALONG THE NORTH LINE OF THE NE1/4 OF THE NE1/4 OF SAID SECTION 32 - 1317.15 FEET TO THE E1/16 CORNER ON THE NORTH LINE OF SAID SECTION 32; THENCE S89°49'41"W ALONG THE NORTH LINE OF THE NW1/4 OF SAID NE1/4 - 1317.21 TO THE N1/4 CORNER OF SAID SECTION 32; THENCE S00°42'13"W ALONG THE EAST LINE OF THE NE1/4 OF THE NW1/4 OF SAID SECTION 32 - 242.06 FEET TO THE SOUTH LINE OF THE NORTH 242 FEET OF SAID NE1/4 NW1/4; THENCE S89°24'30"W ALONG SAID SOUTH LINE - 993.17 FEET TO THE C/L OF STATE HIGHWAY U.S. NO. 97; THENCE N35°08'07"E ALONG SAID 97 C/L - 4480.20 FEET TO THE C/L OF SW YEW AVENUE; THENCE N47°01'39"W ALONG SAID YEW C/L - 358.01 FEET; THENCE N42°58'21"E - 65.00 FEET TO THE NORTHEAST R/W OF SW YEW AVENUE; THENCE N48°39'06"W ALONG SAID R/W - 450.69 FEET; THENCE N85°47'11"W ALONG SAID R/W - 21.36 FEET TO THE PROLONGATION OF THE WEST BOUNDARY OF A PARCEL OF LAND DESCRIBED DESCHUTES COUNTY DEEDS, VOLUME 255, PAGE 2774; THENCE ALONG SAID PROLONGATION AND SAID DEED BOUNDARY AS FOLLOWS: N00°45'07"W - 300.95 FEET; THENCE S89°14'30"W - 160.53 FEET; THENCE N30°48'52"E - 213.33 FEET; THENCE N14°15'48"E - 101.51 FEET TO THE BOUNDARY OF WINDROW ACRES; THENCE LEAVING SAID DEED BOUNDARY AND ALONG SAID WINDROW BOUNDARY AS FOLLOWS: S87°03'07"E - 857.42 FEET; THENCE N25°40'03"E - 284.27 FEET; THENCE N25°49'03"E - 240.11 FEET; THENCE N05°47'03"E - 162.05 FEET; THENCE N08°13'57"W - 188.01 FEET; THENCE N13°49'03"E - 110.85 FEET; THENCE N51°42'03"E - 267.65 FEET; THENCE N59°32'03"E - 91.12 FEET; THENCE N70°17'03"E - 77.95 FEET; THENCE N35°34'57"W - 287.15 FEET; THENCE N65°31'57"W ALONG SAID WINDROW BOUNDARY

SHEET 1 OF 1

**DESCRIPTION - CITY OF REDMOND
PROPOSED ENTERPRISE ZONE, 2020**

AND ITS PROLONGATION - 473.41 FEET TO THE C/L OF SOUTH CANAL BOULEVARD; THENCE LEAVING SAID WINDROW BOUNDARY AND ALONG SAID CANAL C/L AS FOLLOWS: N43°01'42"E - 2517.14 FEET; THENCE 331.67 FEET ALONG THE ARC OF A 1432.40 FOOT RADIUS CURVE, CONCAVE NORTHWEST, THE LONG CHORD OF WHICH BEARS N36°23'42"E - 330.93 FEET; THENCE N29°45'42"E - 1327.90 FEET; THENCE 225.00 FEET ALONG THE ARC OF A 2864.79 FOOT RADIUS CURVE, CONCAVE NORTHWEST, THE LONG CHORD OF WHICH BEARS N27°30'42"E - 224.94 FEET; THENCE N25°15'42"E - 488.00 FEET; THENCE 373.89 FEET ALONG THE ARC OF A 954.93 FOOT RADIUS CURVE, CONCAVE SOUTHEAST, THE LONG CHORD OF WHICH BEARS N36°28'42"E - 371.51 FEET; THENCE N47°41'42"E - 470.74 FEET TO THE EAST LINE OF THE SW1/4 OF SAID SECTION 16, T15S, R13E; THENCE N00°19'29"W ALONG SAID EAST LINE - 1236.53 FEET TO THE C/L OF SW LAVA AVENUE; THENCE S89°48'38"W ALONG SAID LAVA C/L - 155.91 FEET TO THE C/L OF SW 11TH STREET; THENCE N00°11'55"W ALONG SAID 11TH C/L - 1078.40 FEET TO THE C/L OF SW INDIAN AVENUE; THENCE S89°50'11"W ALONG SAID INDIAN C/L - 1173.37 FEET TO THE C/L OF SW 15TH STREET; THENCE S00°33'35"E ALONG SAID 15TH C/L - 142.94 FEET TO THE C/L OF SW JUNIPER AVENUE; THENCE S89°38'36"W ALONG SAID JUNIPER C/L - 1349.51 FEET TO THE EAST LINE OF THE SE1/4 OF SAID SECTION 17, T15S, R13E; THENCE N00°59'49"W ALONG SAID EAST LINE - 376.81 FEET TO THE E1/4 CORNER OF SAID SECTION 17; THENCE S89°53'07"W ALONG THE NORTH LINE OF SAID SE1/4 - 531.87 FEET TO THE C/L OF SW RIMROCK WAY; THENCE ALONG SAID RIMROCK C/L AS FOLLOWS: SOUTH - 53.40 FEET; THENCE 87.46 FEET ALONG THE ARC OF A 300.00 FOOT RADIUS CURVE, CONCAVE NORTHWEST, THE LONG CHORD OF WHICH BEARS S37°00'00"W - 361.09 FEET; THENCE S74°00'00"W - 209.65 FEET; THENCE 345.78 FEET ALONG THE ARC OF A 508.00 FOOT RADIUS CURVE, CONCAVE SOUTHEAST, THE LONG CHORD OF WHICH BEARS S54°30'00"W - 339.15 FEET TO THE C/L OF SW 23RD STREET; THENCE LEAVING SAID RIMROCK C/L AND ALONG SAID 23RD C/L AS FOLLOWS: N55°00'00"W - 62.94 FEET; THENCE 95.43 FEET ALONG THE ARC OF A 100.00 FOOT RADIUS CURVE, CONCAVE NORTHEAST, THE LONG CHORD OF WHICH BEARS N27°39'44"W - 91.85 FEET; THENCE N00°19'29"W - 477.48 FEET TO THE NORTH LINE OF SAID SE1/4; THENCE LEAVING SAID 23RD C/L - S89°53'07"W ALONG SAID NORTH LINE - 1324.44 FEET TO THE C1/4 CORNER OF SAID SECTION 17; THENCE S89°53'47"W ALONG THE NORTH LINE OF THE SE1/4 OF SAID SECTION 17 - 2641.39 FEET TO THE E1/4 CORNER OF SECTION 18, T15S, R13E; THENCE S00°18'27"W ALONG THE EAST LINE OF THE N1/2 OF THE SE1/4 OF SAID SECTION 18 - 1320.60 FEET TO THE S1/16 CORNER ON THE EAST LINE OF SAID SECTION 18; THENCE S00°18'31"W ALONG THE EAST LINE OF THE S1/2 OF SAID SE1/4 - 230.91 FEET TO THE NORTH BOUNDARY OF DESCHUTES COUNTY PARTITION PLAT NO. 2009-07; THENCE ALONG SAID NORTH BOUNDARY AS FOLLOWS: N89°32'52"W - 242.58 FEET; THENCE N00°18'12"E - 171.16 FEET; THENCE N89°32'52"W - 263.49 FEET TO THE WEST BOUNDARY OF SAID PLAT; THENCE LEAVING SAID NORTH BOUNDARY - N03°44'54"W ALONG THE PROLONGATION OF SAID WEST BOUNDARY - 60.16 FEET TO THE NORTH LINE OF SAID S1/2 SE1/4; THENCE N89°31'12"W ALONG SAID NORTH LINE - 2130.42 FEET TO THE C-S1/16 CORNER OF SAID SECTION 18; THENCE S00°13'40"W ALONG THE WEST LINE OF SAID S1/2 SE1/4 - 1323.53 FEET TO THE N1/4 CORNER OF SAID SECTION 19, T15S, R13E; THENCE N89°30'20"W ALONG THE NORTH LINE OF

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**DESCRIPTION - CITY OF REDMOND
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THE NE1/4 OF THE NW1/4 OF SAID SECTION 19 - 143.24 FEET TO THE C/L OF SW HELMHOLTZ WAY; THENCE ALONG SAID HELMHOLTZ C/L AS FOLLOWS: 67.92 FEET ALONG THE ARC OF A NON-TANGENT 716.20 FOOT RADIUS CURVE, CONCAVE NORTHWEST, THE LONG CHORD OF WHICH BEARS S41°17'47"W - 67.89 FEET; THENCE S44°00'46"W - 202.80 FEET; THENCE 399.38 FEET ALONG THE ARC OF A 358.10 FOOT RADIUS CURVE, CONCAVE EAST, THE LONG CHORD OF WHICH BEARS S12°03'46"W - 379.00 FEET; THENCE S19°53'14"E - 379.70 FEET; THENCE 396.67 FEET ALONG THE ARC OF A 1432.39 FOOT RADIUS CURVE, CONCAVE WEST, THE LONG CHORD OF WHICH BEARS S11°57'14"E - 395.40 FEET; THENCE S04°01'14"E - 5.94 FEET TO THE SOUTH LINE OF THE NE1/4 OF THE NW1/4 OF SAID SECTION 19; THENCE LEAVING SAID HELMHOLTZ C/L - N89°38'44"W ALONG SAID SOUTH LINE - 1103.95 FEET TO THE NW1/16 CORNER OF SAID SECTION 19; THENCE N00°40'20"W ALONG THE WEST LINE OF SAID NE1/4 NW1/4 - 1320.67 FEET TO THE W1/16 CORNER ON THE SOUTH LINE OF SAID SECTION 18, T15S, R13E; THENCE N89°30'56"W ALONG THE SOUTH LINE OF GOVERNMENT LOT 4 OF SAID SECTION 18 - 1262.37 FEET TO THE SW CORNER OF SAID SECTION 18; THENCE N00°46'57"E ALONG THE WEST LINE OF THE SW1/4 OF SAID SECTION 18 - 2649.46 FEET TO THE W1/4 CORNER OF SAID SECTION 18; THENCE N00°13'55"W ALONG THE WEST LINE OF THE NW1/4 OF SAID SECTION 18 - 2640.04 FEET TO THE NW CORNER OF SAID SECTION 18; THENCE S89°09'03"E ALONG THE NORTH LINE OF SAID NW1/4 - 2480.40 FEET TO THE C/L OF NW HELMHOLTZ WAY; THENCE ALONG SAID HELMHOLTZ C/L AS FOLLOWS: 313.19 FEET ALONG THE ARC OF A NON-TANGENT 800.00 FOOT RADIUS CURVE, CONCAVE EAST, THE LONG CHORD OF WHICH BEARS N04°42'48"E - 311.19 FEET; THENCE N15°55'42"E - 150.00 FEET; THENCE 240.25 FEET ALONG THE ARC OF A 900.00 FOOT RADIUS CURVE, CONCAVE WEST, THE LONG CHORD OF WHICH BEARS N08°16'52"E - 239.54 FEET; THENCE N00°38'01"E - 466.43 FEET; THENCE 222.69 FEET ALONG THE ARC OF A 1500.00 FOOT RADIUS CURVE, CONCAVE WEST, THE LONG CHORD OF WHICH BEARS N03°37'10"W - 222.48 FEET; THENCE N07°52'20"W - 250.00 FEET; THENCE 249.56 FEET ALONG THE ARC OF A 700.00 FOOT RADIUS CURVE, CONCAVE EAST, THE LONG CHORD OF WHICH BEARS N02°20'28"E - 248.24 FEET; THENCE N12°33'16"E - 150.00 FEET; THENCE 145.64 FEET ALONG THE ARC OF A 700.00 FOOT RADIUS CURVE, CONCAVE WEST, THE LONG CHORD OF WHICH BEARS N06°35'39"E - 145.38 FEET; THENCE N00°38'01"E - 505.28 FEET; THENCE N00°38'04"E - 330.45 FEET TO THE NORTH LINE OF THE S1/2 OF THE S1/2 OF THE SW1/4 OF THE NE1/4 OF SAID SECTION 7, T15S, R13E; THENCE LEAVING SAID HELMHOLTZ C/L - S89°48'58"E ALONG SAID NORTH LINE - 1324.62 FEET TO THE EAST LINE OF SAID S1/2 S1/2 SW1/4 NE1/4; THENCE S00°20'42"W ALONG SAID EAST LINE - 329.83 FEET TO THE C-E1/16 CORNER OF SAID SECTION 7; THENCE S00°41'41"W ALONG THE EAST LINE OF THE W1/2 OF THE SE1/4 OF SAID SECTION 7 - 2676.31 FEET TO THE E1/16 CORNER ON THE NORTH LINE OF SAID SECTION 18, T15S, R13E; THENCE S00°16'16"W ALONG THE WEST LINE OF THE NE1/4 OF THE NE1/4 OF SAID SECTION 18 - 1316.35 FEET TO THE NE1/16 CORNER OF SAID SECTION 18; THENCE S89°33'52"E ALONG THE SOUTH LINE OF SAID NE1/4 NE1/4 - 1321.56 FEET TO THE N1/16 CORNER ON THE EAST LINE OF SAID SECTION 18; THENCE S00°16'50"W ALONG THE EAST LINE OF THE SE1/4 OF SAID NE1/4 - 1264.09 FEET TO THE NORTH R/W OF STATE HIGHWAY NO. 126; THENCE N89°48'15"E ALONG SAID HIGHWAY R/W - 262.11 FEET TO

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THE BOUNDARY OF MEADOWBROOK ESTATES PHASE II; THENCE ALONG SAID MEADOWBROOK BOUNDARY AS FOLLOWS: N00°16'50"E - 377.26 FEET; THENCE N89°48'15"E - 472.56 FEET; THENCE S02°35'28"E - 36.53 FEET; THENCE N89°48'15"E - 588.56 FEET; THENCE N00°06'32"E - 50.00 FEET; THENCE N89°48'15"E - 727.07 FEET; THENCE N89°28'34"E - 60.57 FEET; THENCE S87°53'38"E - 530.43 FEET; THENCE S00°27'14"W - 164.52 FEET TO THE PROLONGATION OF THE NORTH LINE OF LOT 4, BLOCK 6, NOLANS ADDITION PHASE III; THENCE LEAVING SAID MEADOWBROOK BOUNDARY - N89°47'42"E ALONG SAID PROLONGATION AND ALONG SAID NORTH LINE - 150.47 FEET; THENCE S53°20'06"E - 50.00 FEET TO THE C/L OF SW GLACIER PLACE; THENCE N89°47'42"E ALONG SAID GLACIER C/L AND ITS PROLONGATION - 673.70 FEET TO THE WEST LINE OF LOT 13 OF SAID BLOCK 6; THENCE N00°12'18"W ALONG SAID WEST LINE - 130.00 FEET TO THE NORTH LINE OF SAID LOT 13; THENCE N89°47'42"E ALONG SAID NORTH LINE AND ITS PROLONGATION - 459.27 FEET TO THE C/L OF SW 23RD STREET; THENCE S00°06'53"W ALONG SAID 23RD C/L - 310.14 FEET TO THE NORTH R/W OF STATE HIGHWAY NO. 126; THENCE N89°22'01"E ALONG SAID HIGHWAY R/W - 821.59 TO THE EAST R/W OF SW RIMROCK WAY; THENCE ALONG SAID RIMROCK R/W AS FOLLOWS: N00°38'13"W - 44.79 FEET; THENCE 210.61 FEET ALONG THE ARC OF A 328.10 FOOT RADIUS CURVE, CONCAVE EAST, THE LONG CHORD OF WHICH BEARS N18°12'11"E - 207.02 FEET; THENCE N36°00'00"E - 596.31 FEET; THENCE 109.87 FEET ALONG THE ARC OF A 602.46 FOOT RADIUS CURVE, CONCAVE NORTHWEST, THE LONG CHORD OF WHICH BEARS N31°35'54"E - 109.72 FEET TO THE WEST LINE OF THE EAST 30 FEET OF THE SE1/4 OF THE NE1/4 OF SAID SECTION 17, T15S, R13E; THENCE LEAVING SAID RIMROCK R/W - S00°00'23"W ALONG SAID WEST LINE - 256.73 FEET TO THE TOP OF THE WEST RIM OF THE DRY CANYON; THENCE ALONG THE TOP OF SAID RIM AS FOLLOWS: S22°09'43"W - 26.83 FEET; THENCE S48°15'34"W - 88.61 FEET; THENCE S50°34'55"W - 131.67 FEET; THENCE S22°15'20"W - 159.15 FEET; THENCE S28°52'48"W - 79.98 FEET; THENCE S15°00'42"W - 113.04 FEET; THENCE 31°42'54"W - 69.62 FEET TO THE NORTH R/W OF STATE HIGHWAY NO. 126; THENCE LEAVING THE TOP OF SAID RIM - N78°30'45"E ALONG SAID HIGHWAY R/W - 105.31 FEET; THENCE N85°23'54"E ALONG SAID HIGHWAY R/W - 412.25 FEET; THENCE N68°24'35"E - 481.24 FEET TO THE INTERSECTION OF THE C/L OF SW PARKWAY DRIVE AND THE PROLONGATION OF THE SOUTH LINE OF BLOCK 5, PARKWAY ADDITION; THENCE S89°29'09"E ALONG SAID PROLONGATION AND ALONG SAID SOUTH LINE - 651.01 FEET TO THE SE CORNER OF SAID BLOCK 5; THENCE N00°09'21"W ALONG THE EAST LINE OF SAID BLOCK 5 - 198.86 FEET TO THE PROLONGATION OF THE C/L OF SW GLACIER AVENUE; THENCE N89°48'47"E ALONG SAID PROLONGATION AND ALONG SAID GLACIER C/L - 1847.11 FEET TO THE C/L OF SW 9TH STREET; THENCE N00°10'09"W ALONG SAID 9TH C/L - 2161.13 FEET TO THE C/L OF WEST ANTLER AVENUE; THENCE N89°50'36"E ALONG SAID ANTLER C/L - 559.40 FEET TO THE C/L OF NW 7TH STREET; THENCE N00°08'06"W ALONG SAID 7TH C/L - 3960.08 FEET TO THE C/L OF NW KINGWOOD AVENUE; THENCE N89°47'14"W ALONG SAID KINGWOOD C/L - 271.51 FEET TO THE C/L OF NW 8TH STREET; THENCE N00°20'58"E ALONG SAID 8TH C/L - 1316.21 FEET TO THE C/L OF NW MAPLE AVENUE; THENCE N89°51'43"E ALONG SAID MAPLE C/L - 274.02 FEET TO THE PROLONGATION OF THE WEST LINE OF LOT 66, THE MEADOWS PHASE I; THENCE N00°25'26"E ALONG SAID PROLONGATION, ALONG SAID WEST

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LINE, ALONG THE EAST LINE OF LOT 41, THE MEADOWS PHASE I, AND ALONG THE EAST BOUNDARY OF THE MEADOWS PHASE II - 987.90 FEET TO THE NORTH BOUNDARY OF THE MEADOWS PHASE II; THENCE S89°51'43"W ALONG SAID NORTH BOUNDARY - 112.15 FEET; THENCE N00°25'08"E - 330.17 FEET TO THE SE CORNER OF JUSTIN GLENN PHASE I; THENCE N00°25'08"E ALONG THE EAST BOUNDARIES OF JUSTIN GLENN PHASE I, PHASE II AND PHASE III - 988.48 FEET TO THE NORTH BOUNDARY OF JUSTIN GLENN PHASE III; THENCE S89°51'12"W ALONG SAID NORTH BOUNDARY - 188.35 FEET TO THE EAST BOUNDARY OF HERITAGE RANCH; THENCE N00°40'20"E ALONG SAID EAST BOUNDARY - 329.42 FEET TO THE C/L OF NW QUINCE AVENUE; THENCE N89°51'43"E ALONG SAID QUINCE C/L - 173.74 FEET TO THE SW CORNER OF HAYDEN ACRES PHASE 4; THENCE N00°42'06"E ALONG THE WEST BOUNDARY OF HAYDEN ACRES PHASE 4 - 208.89 FEET; THENCE NORTH ALONG SAID WEST BOUNDARY AND ITS PROLONGATION - 1106.16 FEET TO THE C/L OF NW SPRUCE AVENUE; THENCE N89°41'10"E ALONG SAID SPRUCE C/L - 110.63 FEET TO THE PROLONGATION OF THE EAST BOUNDARY OF PINE TREE MEADOWS PHASE 2; THENCE N00°41'14"E ALONG SAID PROLONGATION AND ALONG SAID EAST BOUNDARY - 999.51 FEET TO THE NORTH BOUNDARY OF PINE TREE MEADOWS PHASE 2; THENCE S89°35'57"W ALONG SAID NORTH BOUNDARY - 161.09 FEET TO THE C/L OF NW 8TH STREET; THENCE N00°41'14"E ALONG THE PROLONGATION OF SAID 8TH C/L - 332.98 FEET TO THE NORTH LINE OF GOVERNMENT LOT 2 OF SAID SECTION 4, T15S, R13E; THENCE N89°33'31"E ALONG SAID NORTH LINE - 549.16 FEET TO THE E1/16 CORNER ON THE NORTH LINE OF SAID SECTION 4; THENCE N89°33'28"E ALONG THE NORTH LINE OF GOVERNMENT LOT 1 OF SAID SECTION 4 - 214.69 FEET TO THE C/L OF STATE HIGHWAY U.S. NO. 97; THENCE N08°02'38"E ALONG SAID 97 C/L - 2654.33 FEET TO THE NORTH LINE OF THE SE1/4 OF SAID SECTION 33, T14S, R13E; THENCE N89°57'27"E ALONG SAID NORTH LINE - 743.15 FEET TO THE W1/4 CORNER OF SAID SECTION 34, T14S, R13E; THENCE N89°51'54"E ALONG THE NORTH LINE OF THE SW1/4 OF SAID SECTION 34 - 978.65 FEET TO THE WEST R/W OF THE BURLINGTON NORTHERN - SANTA FE (BNSF) RAILROAD; THENCE ALONG SAID BNSF R/W AND 1341.50 FEET ALONG THE ARC OF A NON-TANGENT 5679.65 FOOT RADIUS CURVE, CONCAVE WEST, THE LONG CHORD OF WHICH BEARS S02°24'20"E - 1338.38 FEET; THENCE S04°21'40"W ALONG SAID BNSF R/W - 7618.11 FEET TO THE PROLONGATION OF THE C/L OF NE KILNWOOD PLACE; THENCE N89°48'56"E ALONG SAID PROLONGATION AND ALONG SAID KILNWOOD C/L - 830.00 FEET TO THE C/L OF NE 5TH STREET; THENCE N00°42'48"W ALONG SAID 5TH C/L - 230.57 FEET TO THE PROLONGATION OF THE NORTH BOUNDARY OF DESCHUTES COUNTY PARTITION PLAT NO. 2005-52; THENCE N89°48'32"E ALONG SAID PROLONGATION AND ALONG SAID NORTH BOUNDARY - 1296.99 FEET TO THE WEST LINE OF THE NW1/4 OF THE NE1/4 OF SAID SECTION 10, T15S, R13E; THENCE S00°10'34"E ALONG SAID WEST LINE - 530.47 FEET TO THE C-N1/16 CORNER OF SAID SECTION 10; THENCE N89°49'05"E ALONG THE SOUTH LINE OF SAID NW1/4 NE1/4 - 1323.00 FEET TO THE NE1/16 CORNER OF SAID SECTION 10; THENCE N00°14'48"W ALONG THE EAST LINE OF SAID NW1/4 NE1/4 - 1319.99 FEET TO THE E1/16 CORNER ON THE NORTH LINE OF SAID SECTION 10; THENCE N89°48'40"E ALONG THE NORTH LINE OF THE NE1/4 OF SAID NE1/4 - 1321.38 FEET TO THE NW CORNER OF SAID SECTION 11, T15S, R13E; THENCE S89°53'31"E ALONG THE NORTH LINE OF THE NW1/4 OF SAID SECTION 11 - 2633.02 FEET TO THE

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N1/4 CORNER OF SAID SECTION 11; THENCE S89°51'13"E ALONG THE NORTH LINE OF THE NE1/4 OF SAID SECTION 11 - 2626.92 FEET TO THE NE CORNER OF SAID SECTION 11; THENCE S00°02'46"E ALONG THE EAST LINE OF SAID NE1/4 - 2645.56 FEET TO THE E1/4 CORNER OF SAID SECTION 11; THENCE S00°26'13"E ALONG THE EAST LINE OF THE SE1/4 OF SAID SECTION 11 - 2640.43 FEET TO THE NE CORNER OF SAID SECTION 14, T15S, R13E; THENCE S00°06'51"E ALONG THE EAST LINE OF THE NE1/4 OF SAID SECTION 14 - 2640.56 FEET TO THE E1/4 CORNER OF SAID SECTION 14; THENCE S00°11'31"E ALONG THE EAST LINE OF THE SE1/4 OF SAID SECTION 14 - 844.28 FEET TO A LINE THAT IS PARALLEL WITH AND 1225 FEET NORTHWEST OF THE C/L OF RUNWAY 4-22 OF THE REDMOND MUNICIPAL AIRPORT; THENCE S60°19'53"W ALONG SAID PARALLEL LINE - 1505.90 FEET TO THE WEST LINE OF THE SE1/4 OF SAID SE1/4; THENCE S00°12'47"E ALONG SAID WEST LINE - 1048.13 FEET TO THE E1/16 CORNER ON THE NORTH LINE OF SAID SECTION 23, T15S, R13E; THENCE S00°08'22"E ALONG THE EAST LINE OF THE W1/2 OF THE NE1/4 OF SAID SECTION 23 - 2642.42 FEET TO THE C-E1/16 CORNER OF SAID SECTION 23; THENCE S00°08'22"E ALONG THE EAST LINE OF THE W1/2 OF THE SE1/4 OF SAID SECTION 23 - 2642.51 FEET TO THE E1/16 CORNER ON THE NORTH LINE OF SAID SECTION 26, T15S, R13E; THENCE S89°33'00"W ALONG THE NORTH LINE OF THE NE1/4 OF THE NW1/4 OF THE NE1/4 OF SAID SECTION 26 - 327.31 FEET TO THE EAST LINE OF THE W1/2 OF SAID NE1/4 NW1/4 NE1/4; THENCE S00°06'05"E ALONG SAID EAST LINE - 661.70 FEET TO THE SOUTH LINE OF SAID W1/2 NE1/4 NW1/4 NE1/4; THENCE S89°35'17"W ALONG SAID SOUTH LINE - 328.34 FEET TO THE EAST LINE OF THE SW1/4 OF SAID NW1/4 NE1/4; THENCE S00°00'43"E ALONG SAID EAST LINE - 661.49 FEET TO THE NE CORNER OF THE W1/2 OF THE SW1/4 OF SAID NE1/4; THENCE S00°00'43"E ALONG THE EAST LINE OF SAID W1/2 SW1/4 NE1/4 - 1322.98 FEET TO THE SOUTH LINE OF SAID W1/2 SW1/4 NE1/4; THENCE S89°42'00"W ALONG SAID SOUTH LINE - 662.87 FEET TO THE C1/4 CORNER OF SAID SECTION 26; THENCE S89°42'00"W ALONG THE SOUTH LINE OF THE NW1/4 OF SAID SECTION 26 - 2628.31 FEET TO THE E1/4 CORNER OF SAID SECTION 27, T15S, R13E; THENCE N89°47'56"W ALONG THE NORTH LINE OF THE S1/2 OF SAID SECTION 27 - 5320.07 FEET TO THE E1/4 CORNER OF SAID SECTION 28, T15S, R13E; THENCE N89°58'38"W ALONG THE NORTH LINE OF THE S1/2 OF SAID SECTION 28 - 5304.48 FEET TO THE W1/4 CORNER OF SAID SECTION 28; THENCE S00°07'50"E ALONG THE WEST LINE OF SAID S1/2 - 2631.74 FEET TO THE POINT OF BEGINNING.

THE SAME CONTAINING 6855.4 ACRES

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EXCEPTION ONE TO TRACT ONE

COMMENCING AT THE SW CORNER OF SECTION 28, T15S, R13E, THE INITIAL POINT; THENCE N00°07'50"W ALONG THE WEST LINE OF THE S1/2 OF SAID SECTION 28 - 2631.74 FEET TO THE W1/4 CORNER OF SAID SECTION 28; THENCE S89°58'38"E ALONG THE NORTH LINE OF SAID S1/2 - 5304.48 FEET TO THE W1/4 CORNER OF SAID SECTION 27, T15S, R13E; THENCE S89°47'56"E ALONG THE SOUTH LINE OF THE N1/2 OF SAID SECTION 27 - 1903.02 FEET TO THE BUILDING

RESTRICTION LINES (BRLs) AND THE BOUNDARIES OF THE RUNWAY

PROTECTION ZONES (RPZs) OF THE REDMOND MUNICIPAL AIRPORT, AND TO THE POINT OF BEGINNING; THENCE ALONG SAID BRLs AND RPZs AS FOLLOWS: N60°19'53"E - 5795.00 FEET; THENCE N58°08'00"W - 2502.53 FEET; THENCE S60°19'53"W - 6295.07 FEET; THENCE S51°48'02"W - 842.66 FEET; THENCE N29°40'07"W - 1750.00 FEET; THENCE N68°51'43"E - 842.66 FEET; THENCE

N60°19'53"E - 5481.84 FEET; THENCE N58°08'00"W - 3946.73 FEET; THENCE N31°52'00"E - 1500.00 FEET; THENCE S58°08'00"E - 4759.96 FEET; THENCE N60°19'53"E - 5068.54 FEET TO THE WEST LINE OF THE SE1/4 OF THE SE1/4 OF SAID SECTION 14, T15S, R13E; THENCE LEAVING SAID BRLs AND RPZs - S00°12'47"E ALONG SAID WEST LINE - 502.62 FEET TO THE E1/16 CORNER ON THE

NORTH LINE OF SAID SECTION 23, T15S, R13E; THENCE S00°08'22"E ALONG THE EAST LINE OF THE W1/2 OF THE NE1/4 OF SAID SECTION 23 - 1220.95 FEET TO SAID BRLs AND RPZs; THENCE ALONG SAID BRLs AND RPZs AS FOLLOWS: S60°19'53"W - 3406.37 FEET; THENCE S58°08'00"E - 2502.53 FEET; THENCE N60°19'53"E - 739.25 FEET; THENCE N51°48'02"E - 252.17 FEET TO THE EAST

LINE OF THE W1/2 OF THE SE1/4 OF SAID SECTION 23; THENCE LEAVING SAID BRLs AND RPZs - S00°08'22"E ALONG SAID EAST LINE - 1578.55 FEET TO THE E1/16 CORNER ON THE NORTH LINE OF SAID SECTION 26, T15S, R13E; THENCE S89°33'00"W ALONG THE NORTH LINE OF THE NE1/4 OF THE NW1/4 OF THE NE1/4 OF SAID SECTION 26 - 327.31 FEET TO THE EAST LINE OF THE W1/2 OF SAID NE1/4 NW1/4 NE1/4; THENCE S00°06'05"E ALONG SAID EAST LINE - 661.70 FEET TO THE SOUTH LINE OF SAID W1/2 NE1/4 NW1/4 NE1/4; THENCE S89°35'17"W ALONG SAID SOUTH LINE - 328.34 FEET TO THE EAST LINE OF THE SW1/4 OF SAID NW1/4 NE1/4; THENCE S00°00'43"E ALONG SAID EAST LINE - 160.95 FEET TO SAID BRLs AND RPZs; THENCE N58°08'00"W ALONG SAID BRLs AND RPZs - 263.05 FEET; THENCE S60°19'53"W ALONG SAID BRLs AND RPZs - 3996.47 FEET TO THE SOUTH LINE OF THE N1/2 OF SAID SECTION 27; THENCE N89°47'56"W ALONG SAID SOUTH LINE - 3011.86 FEET TO THE POINT OF BEGINNING.

THE SAME CONTAINING 906.8 ACRES.

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**DESCRIPTION - CITY OF REDMOND
PROPOSED ENTERPRISE ZONE, 2020**

EXCEPTION TWO TO TRACT ONE

COMMENCING AT THE SW CORNER OF SECTION 28, T15S, R13E, THE INITIAL POINT; THENCE N26°53'37"E - 5875.97 FEET TO THE S1/4 CORNER OF SAID SECTION 21, T15S, R13E, AND TO THE POINT OF BEGINNING; THENCE N89°12'52"W ALONG THE SOUTH LINE OF THE SE1/4 OF THE SW1/4 OF SAID SECTION 21 - 658.89 FEET TO THE WEST LINE OF THE E1/2 OF SAID SE1/4 SW1/4; THENCE N00°01'52"W ALONG SAID WEST LINE - 1332.99 FEET TO THE NORTH LINE OF SAID E1/2 SE1/4 SW1/4; THENCE S89°39'31"E ALONG SAID NORTH LINE - 659.70 FEET TO THE C-S1/16 CORNER OF SAID SECTION 21; THENCE N89°40'41"E ALONG THE NORTH LINE OF THE SW1/4 OF THE SE1/4 OF SAID SECTION 21 - 663.29 FEET TO THE EAST LINE OF THE W1/2 OF SAID SW1/4 SE1/4; THENCE S00°01'48"W ALONG SAID EAST LINE - 1335.03 FEET TO THE SOUTH LINE OF SAID W1/2 SW1/4 SE1/4; THENCE S89°24'48"W ALONG SAID SOUTH LINE - 662.76 FEET TO THE POINT OF BEGINNING.

THE SAME CONTAINING 40.6 ACRES.

TRACT TWO

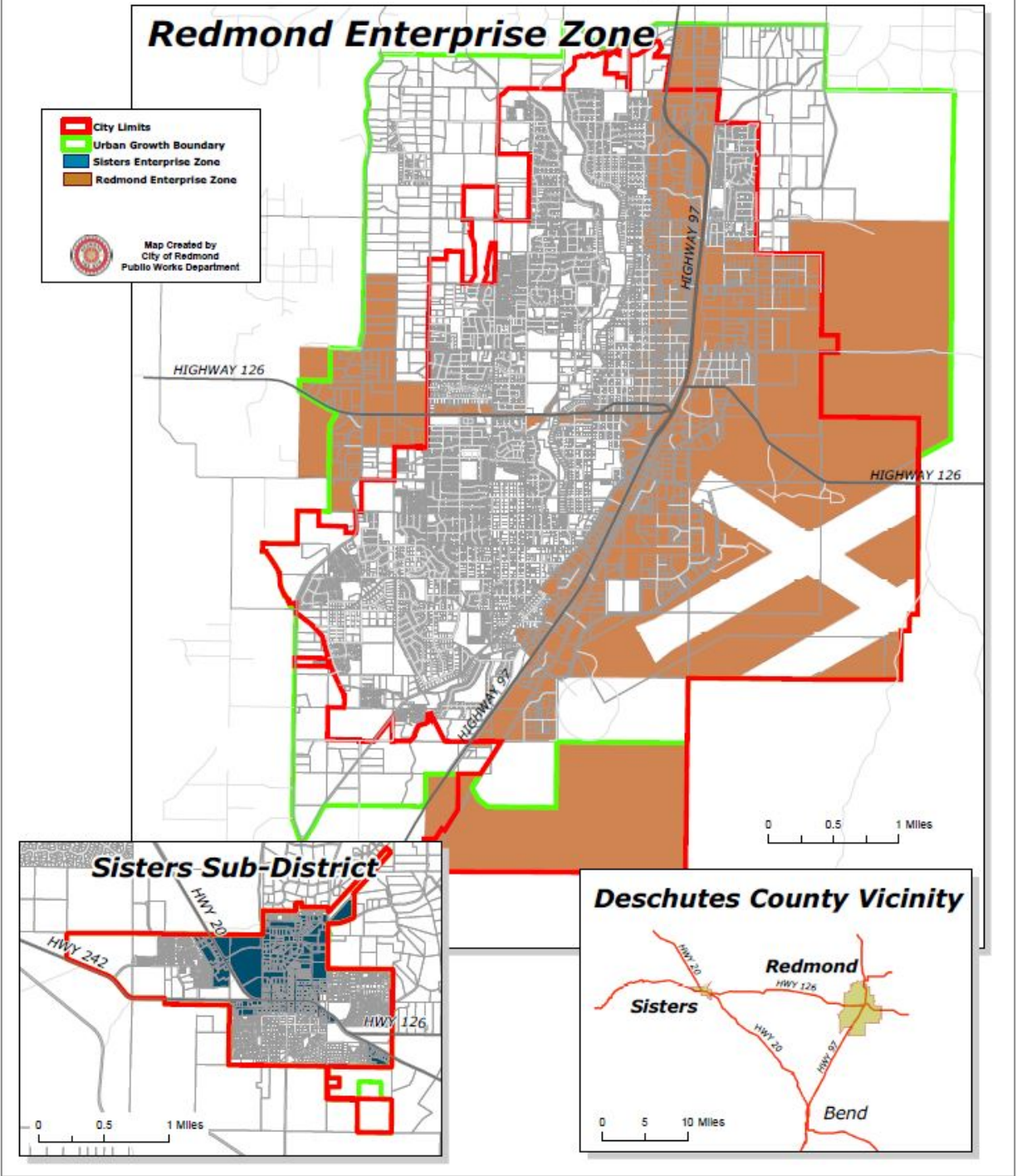
COMMENCING AT THE CORNER COMMON TO SAID SECTIONS 28, 29, 32 AND 33, T15S, R13E, THE INITIAL POINT, AS WELL AS THE POINT OF BEGINNING; THENCE S89°54'33"E ALONG THE NORTH LINE OF THE NW1/4 OF SAID SECTION 33 - 2643.74 FEET TO THE N1/4 CORNER OF SAID SECTION 33; THENCE S89°59'22"E ALONG THE NORTH LINE OF THE NE1/4 OF SAID SECTION 33 - 2642.62 FEET TO THE NE CORNER OF SAID SECTION 33; THENCE S00°17'41"W ALONG THE EAST LINE OF SAID SECTION 33 - 5268.64 FEET TO THE SE CORNER OF SAID SECTION 33; THENCE S89°53'38"W ALONG THE SOUTH LINE OF SAID SECTION 33 - 5296.51 FEET TO THE SE CORNER OF SAID SECTION 32; THENCE S89°53'39"W ALONG THE SOUTH LINE OF THE SE1/4 OF SAID SECTION 32 - 2657.91 FEET TO THE S1/4 CORNER OF SAID SECTION 32; THENCE S89°56'48"W ALONG THE SOUTH LINE OF THE SW1/4 OF SAID SECTION 32 - 2653.55 FEET TO THE SW CORNER OF SAID SECTION 32; THENCE N01°27'37"E ALONG THE WEST LINE OF SAID SW1/4 - 2636.56 FEET TO THE W1/4 CORNER OF SAID SECTION 32; THENCE N00°19'12"W ALONG THE WEST LINE OF THE S1/2 OF THE NW1/4 OF SAID SECTION 32 - 1310.05 FEET TO THE N1/16 CORNER ON THE WEST LINE OF SAID SECTION 32; THENCE N89°38'53"E ALONG THE NORTH LINE OF SAID S1/2 NW1/4 - 2220.69 FEET TO THE NORTHWEST R/W OF THE BNSF RAILROAD; THENCE S32°02'14"W ALONG SAID BNSF R/W - 688.45 FEET TO THE C/L OF THE BONNEVILLE POWER ADMINISTRATION (BPA) REDMOND - BURNS POWER TRANSMISSION LINE; THENCE S27°10'49"E ALONG SAID BPA C/L - 513.66 FEET; THENCE S52°24'55"E ALONG SAID BPA C/L - 455.73 FEET TO THE SOUTH LINE OF THE SE1/4 OF SAID NW1/4; THENCE N89°52'40"E ALONG SAID SOUTH LINE - 170.80 FEET TO THE C1/4 CORNER OF SAID SECTION 32; THENCE S89°59'53"E ALONG THE SOUTH LINE OF THE NE1/4 OF SAID SECTION 32 - 2659.49 FEET TO THE E1/4 CORNER OF SAID SECTION 32; THENCE N00°09'28"E ALONG THE EAST LINE OF SAID NE1/4 - 2649.32 FEET TO THE POINT OF BEGINNING.

THE SAME CONTAINING 1022.6 ACRES.

SHEET 8 OF 11

DESCRIPTION - CITY OF REDMOND
PROPOSED ENTERPRISE ZONE, 2020

Greater Redmond Area Enterprise Zone 2020



SHEET 9 OF 11

DESCRIPTION FOR THE **CITY OF SISTERS**, LOCATED IN TOWNSHIP 15 SOUTH, RANGE 10 EAST, W.M., SITUATED IN DESCHUTES COUNTY, OREGON, AND BEING THE PROPOSED CITY OF SISTERS ENTERPRISE ZONE, 2020

PARCELS OF LAND SITUATED IN THE WEST HALF OF SECTION 4, THE SOUTHEAST QUARTER OF SECTION 5, THE NORTHEAST QUARTER OF SECTION 8 AND THE NORTHEAST QUARTER OF SECTION 9, TOWNSHIP 15 SOUTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, CITY OF SISTERS, DESCHUTES COUNTY, OREGON. SAID PARCELS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

PARCEL 1: BEGINNING AT THE WEST QUARTER CORNER OF SAID SECTION 4; THENCE NORTHERLY, ALONG THE WEST LINE OF SAID SECTION, TO THE SOUTHWEST CORNER OF TRACT A, THREE SISTERS BUSINESS PARK - PHASE 1, A SUBDIVISION OF RECORD; THENCE EASTERLY, ALONG THE SOUTH LINE OF SAID TRACT A, TO THE SOUTHEAST CORNER THEREOF, ALSO BEING A POINT ON THE WEST LINE OF SUN RANCH - PHASE 1, A SUBDIVISION OF RECORD; THENCE NORTHERLY, ALONG SAID WEST LINE, TO THE INTERSECTION WITH THE WESTERLY EXTENSION OF THE NORTH LINES OF LOTS 6, 9, 10 AND 11, SUN RANCH - PHASE 1; THENCE EASTERLY, ALONG SAID EXTENDED LINE, AND THE NORTH LINE OF SAID LOTS 6, 9, 10 AND 11 AND THE EASTERLY EXTENSION THEREOF, TO A POINT ON THE EAST BOUNDARY OF SAID SUN RANCH, ALSO BEING A POINT ON THE WEST RIGHT-OF-WAY LINE OF CAMP POLK ROAD; THENCE SOUTHERLY, ALONG SAID EAST BOUNDARY AND WEST RIGHT-OF-WAY LINE, TO THE SOUTHEAST CORNER OF TRACT B, SUN RANCH - PHASE 1; THENCE WESTERLY, ALONG THE BOUNDARY OF SAID TRACT B, TO AN ANGLE POINT THEREON; THENCE SOUTHERLY, ALONG THE BOUNDARY OF SAID TRACT B, TO AN ANGLE POINT THEREON; THENCE WESTERLY, ALONG THE BOUNDARY OF SAID TRACT B, TO THE NORTHEAST CORNER OF THAT PORTION OF PARCEL 1, PARTITION PLAT NO. 2000-07, LYING NORTH OF BARCLAY DRIVE; THENCE SOUTHERLY, ALONG THE EAST LINE OF SAID PARCEL 1, TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF BARCLAY DRIVE; THENCE WESTERLY, ALONG SAID NORTH RIGHT-OF-WAY LINE, TO THE INTERSECTION WITH THE NORTHERLY EXTENSION OF THE WEST RIGHT-OF-WAY LINE OF LARCH STREET; THENCE SOUTHERLY, ALONG SAID EXTENDED LINE AND THE WEST RIGHT-OF-WAY LINE OF LARCH STREET, TO THE NORTHEAST CORNER OF PARCEL 2, PARTITION PLAT NO. 2001-01; THENCE WESTERLY, ALONG THE NORTH LINE OF SAID PARCEL 2, AND THE WESTERLY EXTENSION THEREOF, TO A POINT ON THE EASTERLY BOUNDARY OF SISTERS INDUSTRIAL PARK, FIRST ADDITION, A SUBDIVISION OF RECORD; THENCE SOUTHWESTERLY, ALONG SAID EASTERLY BOUNDARY, TO THE NORTHEAST CORNER OF THAT CERTAIN PARCEL DESCRIBED IN DOCUMENT NO. 1997-41669, DESCHUTES COUNTY OFFICIAL RECORDS; THENCE SOUTHERLY, ALONG THE EAST BOUNDARY OF SAID PARCEL, TO THE SOUTHEAST CORNER THEREOF; THENCE WESTERLY, ALONG THE SOUTH BOUNDARY OF SAID PARCEL, TO THE SOUTHWEST CORNER THEREOF; THENCE NORTHERLY, ALONG THE WEST BOUNDARY OF SAID PARCEL, TO THE SOUTHEAST CORNER OF LOT 6, BLOCK 1, SISTERS INDUSTRIAL PARK, A SUBDIVISION OF RECORD; THENCE WESTERLY, ALONG THE SOUTH LINE OF SAID SISTERS INDUSTRIAL PARK, TO THE SOUTHWEST CORNER THEREOF, ALSO BEING A POINT ON THE WEST LINE OF SAID SECTION 4; THENCE NORTHERLY, ALONG THE WEST LINE OF SAID SECTION 4, TO THE POINT OF BEGINNING. EXCEPTING THEREFROM ANY PORTION LYING WITHIN THE RIGHT-OF-WAY LINE OF PINE STREET.

SHEET 10 OF 11

**DESCRIPTION - CITY OF SISTERS
PROPOSED ENTERPRISE ZONE, 2020**

PARCEL 2: ALL THAT PORTION OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SAID SECTION 5 LYING NORTH OF THE NORTH RIGHT-OF-WAY LINE OF HIGHWAY 20 AND WEST OF THE WEST RIGHT-OF-WAY LINE OF PINE STREET.

PARCEL 3: BEGINNING AT THE SOUTHWEST CORNER OF LOT 1, BLOCK 1, SISTERS INDUSTRIAL PARK, A SUBDIVISION OF RECORD; THENCE EASTERLY, ALONG THE SOUTH LINE OF SAID SISTERS INDUSTRIAL PARK, TO THE SOUTHEAST CORNER OF LOT 6, SAID BLOCK 1, ALSO BEING A POINT ON THE BOUNDARY OF THAT CERTAIN PARCEL OF LAND DESCRIBED IN DOCUMENT NO. 1997-41669, DESCHUTES COUNTY OFFICIAL RECORDS; THENCE SOUTHERLY, ALONG THE WEST LINE OF SAID PARCEL, TO THE SOUTHWEST CORNER HEREOF; THENCE EASTERLY, ALONG THE SOUTH LINE OF SAID PARCEL, TO THE SOUTHEAST CORNER THEREOF; THENCE NORTHERLY, ALONG THE EAST LINE OF SAID PARCEL, TO THE NORTHEAST CORNER THEREOF, ALSO BEING A POINT ON THE EAST LINE OF SISTERS INDUSTRIAL PARK, FIRST ADDITION, A SUBDIVISION OF RECORD; THENCE NORTHEASTERLY, ALONG SAID EAST LINE, TO THE INTERSECTION WITH THE WESTERLY EXTENSION OF THE NORTH LINE OF PARCEL 2, PARTITION PLAT NO. 2001-01; THENCE EASTERLY, ALONG SAID EXTENDED LINE AND THE NORTH LINE OF SAID PARCEL 2 AND THE EASTERLY EXTENSION THEREOF, TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF LARCH STREET; THENCE NORTHERLY, ALONG SAID EAST RIGHT-OF-WAY LINE AND THE EXTENSION THEREOF, TO A POINT ON THE NORTH RIGHT-OF-WAY LINE OF BARCLAY DRIVE; THENCE EASTERLY, ALONG SAID NORTH RIGHT-OF-WAY LINE, TO THE SOUTHEAST CORNER OF THAT PORTION OF PARCEL 1, PARTITION PLAT NO. 2000-07 LYING NORTH OF BARCLAY DRIVE; THENCE NORTHERLY, ALONG THE EAST BOUNDARY OF SAID PARCEL 1, TO THE NORTHEAST CORNER THEREOF, ALSO BEING A POINT ON THE SOUTH BOUNDARY OF TRACT B, SUN RANCH - PHASE 1, A SUBDIVISION OF RECORD; THENCE EASTERLY, ALONG THE SOUTH BOUNDARY OF SAID TRACT B, TO AN ANGLE POINT THEREON; THENCE NORTHERLY, ALONG THE BOUNDARY OF SAID TRACT B, TO AN ANGLE POINT THEREON; THENCE EASTERLY, ALONG THE BOUNDARY OF SAID TRACT B, TO THE SOUTHEAST CORNER THEREOF ON THE WEST RIGHT-OF-WAY LINE OF CAMP POLK ROAD; THENCE SOUTHERLY, ALONG THE WEST RIGHT-OF-WAY LINE OF CAMP POLK ROAD/LOCUST STREET, TO THE NORTH RIGHT-OF-WAY LINE OF MAIN AVENUE; THENCE WESTERLY, ALONG SAID NORTH RIGHT-OF-WAY LINE, TO THE EAST RIGHT-OF-WAY LINE OF PINE STREET; THENCE NORTHERLY, ALONG SAID EAST RIGHT-OF-WAY LINE, TO THE POINT OF BEGINNING.

PARCEL 4: ALL THAT PORTION OF THE NORTHEAST QUARTER OF SAID SECTION 8 LYING NORTH OF THE SOUTH BOUNDARY AND EAST OF THE WEST BOUNDARY OF NEW SISTERS VILLAGE, A SUBDIVISION OF RECORD; EXCEPTING THEREFROM THOSE PORTIONS LYING WITHIN THE RIGHTS-OF-WAY OF SOUTH PINE STREET, WEST WASHINGTON AVENUE AND HIGHWAY 242.

PARCEL 5: ALL THAT PORTION OF THE NORTHEAST QUARTER OF SAID SECTION 9 LYING EAST OF THE WEST BOUNDARY OF FIVEPINE, A SUBDIVISION OF RECORD, AND SOUTH OF THE SOUTH RIGHT-OF-WAY LINE OF HIGHWAY 20.

SHEET 11 OF 11