



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

**DECEMBER 03, 2015**

**8:00 A.M. CITY COUNCIL WORKSHOP**

- A. 911 Permanent Funding Levy Rate Measure – *Steve Reinke, Deschutes County 911 Service District Executive Director*

**8:15 A.M. (approximate) CITY COUNCIL SPECIAL MEETING**

**I. CALL TO ORDER**

**II. COUNCIL BUSINESS**

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

**III. ADJOURN**

**8:20 A.M. (approximate) RECONVENE CITY COUNCIL WORKSHOP**

- B. Review Public Event Fees – *L. Fujita- Conrads*
- C. Preview December 10, 2015 Workshop and Regular Meeting Agenda – *K. Nelson*
- D. Other Business – *Staff/Council*

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*This agenda is also available via the Internet at [www.ci.sisters.or.us](http://www.ci.sisters.or.us)*

*The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kathy Nelson, City Recorder, at the number below.*

*520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213*



### ***New Permanent Levy Rate Ask Information and Background***

### **Permanent Rate Change Process**

- In order for the Service District to change its permanent levy rate, the old District must be dissolved and a new District must be formed to take its place with a changed permanent levy rate.
- This process may be accomplished concurrently with a single ballot measure.

### **Steps for a District Ballot Measure**

1. Resolutions by 2/3 of the public safety entities in the Service District's proposed area **on a population basis**.
  2. An economic feasibility statement.
  3. A BoCC resolution to put the measure on the ballot.
- Steps must be completed by December 9<sup>th</sup> to be on the mid-May 2016 ballot.

### **Our Strategic Plan Guides Us**

- Last year, District stakeholders developed a strategic vision and plan. Two major goals of the plan were to:
  - Determine the District's intermediate and long term operational and capital needs including the construction and maintenance of a countywide, multi-jurisdictional, multi-disciplinary radio system
  - Obtain stable, permanent funding for the District to support those needs.

### Radio System Project

- Stakeholders determined consolidating the area's seven existing public-safety radio systems would be more efficient and cost effective.
- The District was chosen as the logical place to accomplish that goal.
- Stakeholders hired Sparling Engineering to scope and cost a new radio system.

### Radio System Project

- Sparling estimated the cost of system infrastructure would be ~\$13 million.
- In addition, end user equipment (field unit mobiles and portables), was estimated to cost ~\$12 million.
- To save money, the District's staff investigated partnering with the State Radio Project, now being administrated and managed by ODOT.

### Radio System Project

- By sharing redundant master system switches, radio sites and microwave transport, the core radio system project budget is now \$6.5 million.
- Partnering with the state will also improve overall system coverage and reliability.
- In addition, long term maintenance and replacement costs will be lower.

### Radio System Project

- If the levy is successful, the District's public-safety customers will no longer have to pay user fees for radio system maintenance.
- The intent is customers will be able to use funds they were paying for maintenance to buy the mobiles and portable radios they will need to operate on the new system.

### Radio System Project

- District customers who cannot initially afford new 700 MHz or dual band VHF/700 MHz radios will be able to access to the new radio system using their current VHF mobiles and portables.

### Radio Project Budget Estimate

Develop 700 MHz District Radio Sites	2,234,833
Dispatch Radio Console Electronics	380,768
Professional Services / Staging / Training	1,307,490
Microwave for District Site Connectivity	250,000
VHF Simulcast Network	300,000
Radio Maintenance Facilities	200,000
Site Monitoring / Service Monitors	150,000
Contingency / Future Local Site(s)	400,000
<b>Core System Sub-Total</b>	<b>5,223,091</b>
Construct Hoodoo Radio Site (Optional)	350,000
Retire Existing Debt Service	900,000
<b>Project Total</b>	<b>6,473,091</b>

### Current District Reserve Funds

FY 2016 Fund 710 Reserve Balance	10,223,274
FY 2016 Fund 705 Operating Fund Balance	4,995,106
Fund 705 Required Reserve Policy for Cash Flow	(2,500,000)
FY 2016 911 Phone Replacement Project	(1,000,000)
911 Phone Replacement State 911 Reimbursemer	600,000
FY 2016 Radio System Project Consulting	(200,000)
Radio System Project	(6,473,091)
Dispatch Center Equipment and Electronics	(1,700,000)
Future CAD System Replacement	(1,500,000)
Buy Down of FY 2017 and FY 2018 Levy Rate	(1,572,000)
<b>Balance</b>	<b>873,289</b>

### FY 2017 System Maintenance

Radio Maintenance Personnel	548,766
State Radio System Maintenance Share	222,434
District Operated Radio Site Maintenance	112,750
Leases / Power / Generator Fuel	25,625
Contingency	25,000
<b>Radio Maintenance Estimate</b>	<b>934,575</b>

### Equipment Reserve Allocation

<b>System Replacement Reserve</b>	<b>400,000</b>
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\$400,000 per year for 15 years = \$6,000,000.

### Radio User Fees (w/o levy funds)

Maintenance by Agency	Radios	%	Current	Projected
Deschutes County Sheriff's Office	441	45.7%	271,044	427,356
Deschutes County Road Dep't	77	8.0%	33,833	74,618
Deschutes County Solid Waste	33	3.4%	18,786	31,979
Parole & Probation	10	1.0%	5,693	9,691
Redmond PD	60	6.2%	20,000	58,144
Redmond Public Works	20	2.1%	10,000	19,381
Black Butte PD	13	1.3%	7,400	12,598
Sunriver PD	27	2.8%	15,370	26,165
Bend PD	202	21.0%	114,990	195,750
Bend Public Works	6	0.6%	3,416	5,814
Bend Road Department	72	7.5%	30,987	69,772
BNSF	3	0.3%	1,708	2,907
<b>Total All Users</b>	<b>964</b>	<b>100.0%</b>	<b>533,227</b>	<b>934,175</b>

### Levy Rate Determination

- At recent 911 User Board meetings, there was extensive discussion about using appropriate forecasting assumptions to set the long term permanent maximum levy rate ask.
- The User Board also recommended using operational reserve funds to maintain the current combined levy rate of \$.3618 for the final two years of the current operating levy period.

### Setting Future Annual Levy Rates

- Each year the District will prepare and submit a proposed budget to the 911 User Board for review and input.
  - The levy rate will be no higher than the amount required to maintain the District's ending fund balance for its cash flow needs.
- The budget will also be reviewed by the Budget Committee before it is adopted by the County Commissioners, who serve as the District's governing Board.

### Existing 911 Levy Rates:

- \$.1618 Current permanent levy rate
- \$.2000 Current operating levy rate
- \$.3618 Total current levy rate

### Levy Rate Forecast Assumptions

- Higher AV expected in early years.
- Ops hiring not complete until 2020.
- 2.5% annual CPI growth.
- 6% annual medical cost growth.
- 18 – 24% PERS based on year.
- 94% property tax collection rate.

### Three Levy Rate Components:

1. Day to day 9-1-1 operations
2. New radio system operations and maintenance
3. Future radio system replacement reserve (\$400K / year)

**The 911 User Board recommended a new permanent maximum levy rate of \$.4250**

### 911 District Levy Rate Forecast

Current Permanent Rate 0.1618  
 Current Operating Levy 0.2000  
**Total Current Levy Rate 0.3618**

Levy Component	2017	2018	2019	2020	2021	2022	2023
PSAP Operations	(0.0622)	(0.0434)	0.0081	0.0176	(0.0010)	(0.0011)	(0.0003)
Radio Maintenance	0.0622	0.0435	0.0431	0.0433	0.0431	0.0430	0.0431
System Replacement	0.0186	0.0179	0.0172	0.0166	0.0160	0.0155	0.0151
Increase from Current	0.0000	0.0000	0.0512	0.0608	0.0581	0.0574	0.0578
<b>Projected Total Rate</b>	<b>0.3618</b>	<b>0.3618</b>	<b>0.4130</b>	<b>0.4226</b>	<b>0.4199</b>	<b>0.4192</b>	<b>0.4196</b>
<b>AV Rate (3.4% Average)</b>	<b>4.50%</b>	<b>4.25%</b>	<b>4.00%</b>	<b>3.75%</b>	<b>3.50%</b>	<b>3.25%</b>	<b>3.00%</b>

Levy Component	2024	2025	2026	2027	2028	2029	2030
PSAP Operations	0.0006	0.0015	0.0024	0.0034	0.0044	0.0055	0.0066
Radio Maintenance	0.0431	0.0432	0.0433	0.0433	0.0434	0.0435	0.0436
System Replacement	0.0146	0.0142	0.0138	0.0134	0.0130	0.0126	0.0122
Increase from Current	0.0583	0.0589	0.0594	0.0601	0.0608	0.0616	0.0625
<b>Projected Total Rate</b>	<b>0.4201</b>	<b>0.4207</b>	<b>0.4212</b>	<b>0.4219</b>	<b>0.4226</b>	<b>0.4234</b>	<b>0.4243</b>
<b>AV Rate (3.4% Average)</b>	<b>3.00%</b>						

**RESOLUTION NO. 2015-25**

A RESOLUTION APPROVING THAT CITY OF SISTERS, OREGON TERRITORY BE INCLUDED IN A NEW COUNTYWIDE 911 SERVICE DISTRICT – to be known as ***DESCHUTES COUNTY 911 SERVICE DISTRICT***; INCLUDING WITHDRAWAL OF TERRITORY FROM THE EXISTING DESCHUTES COUNTY 911 COUNTY SERVICE DISTRICT UPON VOTER APPROVAL OF THE NEW DISTRICT, AND THE DISSOLUTION OF THE EXISTING DISTRICT UPON THE WITHDRAWAL OF TERRITORY FROM THE EXISTING 911 SERVICE DISTRICT.

Pursuant to ORS 451.605(3), the Sisters, Oregon City Council HEREBY RESOLVES and approves that the area within the boundaries of the City of Sisters, Oregon be included in the proposed new District; the withdrawal of territory from the existing District upon voter approval of the new District, to include a new maximum permanent tax rate of \$0.425 per thousand of taxable assessed value, and the dissolution of the existing District upon the withdrawal of territory from the existing 911 Service District;

ADOPTED by the City Council of the City of Sisters, Oregon and APPROVED by the Mayor this 3rd day of December, 2015.

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Chris Frye, Mayor

ATTEST:

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Kathy Nelson, City Recorder

# AGENDA ITEM SUMMARY



# CITY OF SISTERS SISTERS CITY COUNCIL

**Meeting Date:** December 3, 2015

**Staff:** Lynne Fujita-Conrads

**Type:** Council Workshop

**Dept:** Finance

**Subject:** Public Event Fees

**Action Requested – Discuss modifications to Public Event Fees.**

### Summary:

Council has reviewed modifications to the Public Event fees during discussions of the Public Event code changes. Initial discussions included the option to have vendors pay a fee for doing business in the City, similar to permanent businesses. Council discussed recouping City costs, including administration costs, public works staff time, and impact on parks and infrastructure. After research, we found there was a need for an additional Medium Event category to be able to match the fee structure with City costs. The attachments show current and proposed fees based on 2014 Public Events.

Staff has proposed three fee options:

Option #1: An application fee to cover City staff time, a park fee to cover maintenance costs, and a vendor fee to cover impact of customers on City infrastructure.

Option #2: An application fee for City staff time and park fee for maintenance costs. Park maintenance costs were estimated using FY 15/16 Parks budget.

Option #3: Minimal change to the current fee structure.

### Financial Impact:

Attachments show financial impact of fee changes.

### Attachment(s):

Attachment A – Fee Comparison

Attachment B – Option #1

Attachment C – Option #2

Attachment D – Option #3

**Concurrence:**

CM: 

FIN: 

PW: 

CDD: 

## Attachment A

### Public Event Fee Comparison

#### City of Bend

##### *Park Fee (admin costs for event program and park system)*

Regular	\$500 - \$1000	\$350 - \$500 each additional day
Non-Profit	\$250 - \$400	\$200 each additional day

##### *Impact Fee (impact on turf, event footprint, quantity of vendors/booths, blow up toys)*

All	\$50 - \$500	Minimal to High per day
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#### City of Redmond

No Street Closure	\$75.00
Street Closure	\$150.00
Event on 5th or 6th St.	\$200.00

#### City of Ashland

One-day events only - 3 events/month

Non-profit organizations only

Application Fee	\$25.00	
Bandshell Fee	\$220.00	
Booth fee - limit 25	\$25/booth	
Street Closure	\$75.00	
Artisans Market - non profit	\$5/sq ft	\$8,000 - \$9,000 for the season

#### City of Leavenworth

Non-profit organizations only	\$ .30/sq ft/day
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ATTACHMENT B

OPTION #1

IMPACT FEES INCLUDE VENDOR FEE

Current Fees	
Large Event (over 24)	
Village Green	\$200
Other Parks	\$150
Small Event (up to 24)	\$30
Non Profit	
One-time Application Fee	\$30
Facility Use Fee/event	\$25

Proposed Fees	Small Event	Medium Event	Large Event	Non-Profit
	(up to 24)	(25 to 100)	(over 100)	
Application Fee	\$30	\$75	\$200	\$30
Park Fee	\$50/day	\$100/day	\$200/day	\$25/day
Vendor Fee	\$10/vendor/day	\$10/vendor/day	\$10/vendor/day	\$5/vendor/day

2014 PUBLIC EVENTS

Date	Event	Organizer	Event Location	Non-Profit	CURRENT					PROPOSED ESTIMATE								
					Processing Fee	Park Fee	Total Fees	Additional Charges	Total Paid	City Labor Cost	Application Fee	Park Fee	Vendor Fee	Total Fees	# Days	Cost/Day	# Vendors	Cost/Vendor/Day
01/01/2014	Resolution Run	Sisters Multi Sport	SAC/Town	X	30		30		30	30	30	0	0	30	1	30	0	
04/11/2014	My Own Two Hands Parade	Sisters Folk Festival	Around City Hall/School Admin Bldg	X	30		30		30	180	30	0	0	30	1	30	0	
04/14/2014	Film Project (book trailer)	Faceout	Clemens Park	X	30	25	55		55	30	30	25	0	55	1	55	0	
04/20/2014	Easter Egg Hunt	SCSFD	Creekside Park/Campground	X	30	25	55		55	30	30	25	0	55	1	55	0	
04/26/2014	Better Half Marathon	Run & Race Sisters, LLC	Village Green Park	X	30	25	55	20	75	120	30	25	0	55	1	55	0	
05/26/2014	Memorial Day Ceremony	VFW/AL	Village Green Park	X	30	25	55		55	165	30	25	0	55	1	55	0	
06/06/2014	Sisters Farmer's Market	Sisters Farmer's Market (17 weeks)	Barclay Park (June 6th-Sep 26)	X	30	17 X 25 = 425	455		455	30	30	425	850	1305	17	77	10	7.68
06/06/2014	Ride for Two Rivers	Chamber of Commerce	Creekside Park	X	30	25	55	10	65	45	30	25	15	70	1	70	3	23.33
06/14/2014	Sisters Rodeo Parade	Chamber of Commerce/Rodeo Association	Cascade Avenue	X	30		30	268	298	2,070	30	0	0	30	1	30	0	
07/12/2014	Sisters Outdoor Quilt Show	Sisters Outdoor Quilt Show	Throughout Town	X	30	4 X 25 = 100	130	985	1115	2,820	30	100	15	145	1	145	3	48.33
07/17/2014	Community Barbecue	SPRD (+ August 14th)	Village Green Park	X	30	2 X 25 = 50	80		80	105	30	50	0	80	2	40	0	
07/19/2014	Glory Daze Car Show	Chamber of Commerce	Main Avenue	X	30	25	55		55	120	30	0	0	30	1	30	0	
08/13/2014	Volunteer BBQ	Habitat for Humanity	Village Green Park	X	30	25	55		55	60	30	25	0	55	1	55	0	
08/14/2014	Luau in the Park	SPRD	Village Green Park	X	30	25	55		55	90	30	25	0	55	1	55	0	
08/19/2014	Senior Picnic in the Park	Central Oregon Council on Aging	Village Green Park	X	30	25	55		55	90	30	25	0	55	1	55	0	
08/24/2014	Church Service	Vast Church	Village Green Park	X	30	25	55		55	30	30	25	0	55	1	55	0	
09/05/2014	Sisters Folk Festival	Sisters Folk Festival	Village Green Park/Fir St Park, etc.	X	30	5 X 25 = 125	155	840	995	2,220	30	125	105	260	3	87	7	12.38
09/05/2014	Church Family Event	Vast Church	Creekside Park	X	30	25	55		55	30	30	25	0	55	1	55	0	
09/26/2014	Fresh Hop Festival	Chamber of Commerce	Village Green Park	X	30	25	55	260	315	195	30	25	100	155	1	155	20	7.75
09/28/2014	Benefit 5K	Sisters Camp Sherman Fire Department	Through town	X	30		30	10	40	30	30	0	0	30	1	30	0	
10/11/2014	Harvest Faire	Chamber of Commerce	Hood Avenue	X	30	25	55	168	223	360	30	0	1340	1370	2	685	134	5.11
10/24/2014	Homecoming Parade	Sisters High School/Leadership Class	Hood Avenue from Cedar to Pine St	X	30		30		30	210	30	0	0	30	1	30	0	
10/31/2014	Halloween Parade	Sisters Rotary Club	Village Green Park/Through town	X	30	25	55		55	30	30	25	0	55	1	55	0	
11/28/2014	Tree Lighting	Chamber of Commerce	Fir Street Park	X	30		30		30	30	30	25	0	55	1	55	0	
11/29/2014	Christmas Parade	Chamber of Commerce	Hood Avenue	X	30		30		30	30	30	0	0	30	1	30	0	
06/14/2014	Sisters Art in the Park	Central Oregon Shows	Creekside Park			3 X 150 = 450	450	40	490	195	200	600	2400	3200	3	1,067	80	13.33
06/20/2014	Block Party	Sisters Coffee/Clearwater Gallery	Oak Street				0	30	30	30	200	0	0	200	1	200	0	
06/28/2014	Freedom Festival	Central Oregon Shows	Creekside Park			3 X 150 = 450	450		450	195	200	600	900	1700	3	567	30	18.89
07/05/2014	McGrath Family BBQ	Cindy McGrath-small event	Village Green Park			30	30	10	40	90	30	50	0	80	1	80	0	
07/11/2014	Quilter's Affair	Stitchin' Post	Village Green Park			200	200	20	220	195	200	200	0	400	1	400	0	
07/17/2014	Bergen Garcia Rehearsal Dinner	Mr. E. Garcia	Creekside Park			150	150	10	160	90	75	100	0	175	1	175	0	
07/19/2014	Antiques in the Park	Central Oregon Shows	Creekside Park			3 X 150 = 450	450		450	195	200	600	1620	2420	3	807	54	14.94
07/26/2014	Art in the Park	Central Oregon Shows	Creekside Park			3 X 150 = 450	450		450	195	200	600	2400	3200	3	1,067	80	13.33
08/02/2014	McConville Wedding	Chester McConville	Creekside Park			150	150	10	160	180	75	100	0	175	1	175	0	
08/23/2014	Sisters Wild West Show	Central Oregon Shows	Creekside Park			3 X 150 = 450	450		450	195	200	600	1500	2300	3	767	50	15.33
08/23/2014	Timber Creek HOA party	Timber Creek HOA	Village Green Park			200	200	10	210	120	75	100	0	175	1	175	0	
08/29/2014	Slackline Festival	All Girls Slackline Festival	Village Green Park			200	200		200	30	75	100	0	175	1	175	0	
08/30/2014	Birthday Party	Breanna Grover	Village Green Park			30	30	10	40	90	30	50	0	80	1	80	0	
09/14/2014	Benefit for Baby Emily	Hardtails	Larch Street (i.f.o. business)		30		30		30	30	200	0	0	200	1	200	0	
09/13/2014	Fall Street Festival	Central Oregon Shows	Oak Street				0	180	180	150	200	0	1800	2000	3	667	60	11.11
10/01/2014	Ben Beer Chase	Cascade Lakes Race Group	Through town				0		0	30	200	0	0	200	1	200	0	
11/02/2014	Happy Girl Half Marathon/5K	Lay It Out Events	Through town				0		0	30	200	0	0	200	1	200	0	

ATTACHMENT C

OPTION #2

NO VENDOR FEE  
INCREASE LARGE EVENT PARK FEE TO COVER MAINTENANCE COSTS

Current Fees	
Large Event (over 24)	
Village Green	\$200
Other Parks	\$150
Small Event (up to 24)	\$30
Non Profit	
One-time Application Fee	\$30
Facility Use Fee/event	\$25

Proposed Fees	Small Event	Medium Event	Large Event	Non-Profit
	(up to 24)	(25 to 100)	(over 100)	
Application Fee	\$30	\$75	\$200	\$30
Park Fee	\$50/day	\$100/day	\$300/day	\$25/day
Vendor Fee	-	-	-	-

Estimated City Maintenance Costs		
FY 15/16 Parks Budget	\$294,298	
6 City Parks	\$49,050	Annual Maint/park
180 days (half year)	\$272	Daily Maint/park

2014 PUBLIC EVENTS

Date	Event	Organizer	Event Location	Non-Profit	CURRENT					PROPOSED ESTIMATE								
					Processing Fee	Park Fee	Total Fees	Additional Charges	Total Paid	City Labor Cost	Application Fee	Park Fee	Vendor Fee	Total Fees	# Days	Cost/Day	# Vendors	Cost/Vendor/Day
01/01/2014	Resolution Run	Sisters Multi Sport	SAC/Town	X	30		30		30	30	30	0	0	30	1	30	0	
04/11/2014	My Own Two Hands Parade	Sisters Folk Festival	Around City Hall/School Admin Bldng	X	30		30		30	180	30	0	0	30	1	30	0	
04/14/2014	Film Project (book trailer)	Faceout	Clemens Park	X	30	25	55		55	30	30	25	0	55	1	55	0	
04/20/2014	Easter Egg Hunt	SCSFD	Creekside Park/Campground	X	30	25	55		55	30	30	25	0	55	1	55	0	
04/26/2014	Better Half Marathon	Run & Race Sisters, LLC	Village Green Park	X	30	25	55	20	75	120	30	25	0	55	1	55	0	
05/26/2014	Memorial Day Ceremony	VFW/AL	Village Green Park	X	30	25	55		55	165	30	25	0	55	1	55	0	
06/06/2014	Sisters Farmer's Market	Sisters Farmer's Market (17 weeks)	Barclay Park (June 6th-Sep 26)	X	30	17 X 25 = 425	455		455	30	30	425	0	455	17	27	10	2.68
06/06/2014	Ride for Two Rivers	Chamber of Commerce	Creekside Park	X	30	25	55	10	65	45	30	25	0	55	1	55	3	18.33
06/14/2014	Sisters Rodeo Parade	Chamber of Commerce/Rodeo Association	Cascade Avenue	X	30		30	268	298	2,070	30	0	0	30	1	30	0	
07/12/2014	Sisters Outdoor Quilt Show	Sisters Outdoor Quilt Show	Throughout Town	X	30	4 X 25 = 100	130	985	1115	2,820	30	100	0	130	1	130	3	43.33
07/17/2014	Community Barbecue	SPRD (+ August 14th)	Village Green Park	X	30	2 X 25 = 50	80		80	105	30	50	0	80	2	40	0	
07/19/2014	Glory Daze Car Show	Chamber of Commerce	Main Avenue	X	30	25	55		55	120	30	0	0	30	1	30	0	
08/13/2014	Volunteer BBQ	Habitat for Humanity	Village Green Park	X	30	25	55		55	60	30	25	0	55	1	55	0	
08/14/2014	Luau in the Park	SPRD	Village Green Park	X	30	25	55		55	90	30	25	0	55	1	55	0	
08/19/2014	Senior Picnic in the Park	Central Oregon Council on Aging	Village Geen Park	X	30	25	55		55	90	30	25	0	55	1	55	0	
08/24/2014	Church Service	Vast Church	Village Green Park	X	30	25	55		55	30	30	25	0	55	1	55	0	
09/05/2014	Sisters Folk Festival	Sisters Folk Festival	Village Green Park/Fir St Park, etc.	X	30	5 X 25 = 125	155	840	995	2,220	30	125	0	155	3	52	7	7.38
09/05/2014	Church Family Event	Vast Church	Creekside Park	X	30	25	55		55	30	30	25	0	55	1	55	0	
09/26/2014	Fresh Hop Festival	Chamber of Commerce	Village Green Park	X	30	25	55	260	315	195	30	25	0	55	1	55	20	2.75
09/28/2014	Benefit 5K	Sisters Camp Sherman Fire Department	Through town	X	30		30	10	40	30	30	0	0	30	1	30	0	
10/11/2014	Harvest Faire	Chamber of Commerce	Hood Avenue	X	30	25	55	168	223	360	30	0	0	30	2	15	134	0.11
10/24/2014	Homecoming Parade	Sisters High School/Leadership Class	Hood Avenue from Cedar to Pine St	X	30		30		30	210	30	0	0	30	1	30	0	
10/31/2014	Halloween Parade	Sisters Rotary Club	Village Green Park/Through town	X	30	25	55		55	30	30	25	0	55	1	55	0	
11/28/2014	Tree Lighting	Chamber of Commerce	Fir Street Park	X	30		30		30	30	30	25	0	55	1	55	0	
11/29/2014	Christmas Parade	Chamber of Commerce	Hood Avenue	X	30		30		30	30	30	0	0	30	1	30	0	
06/14/2014	Sisters Art in the Park	Central Oregon Shows	Creekside Park			3 X 150 = 450	450	40	490	195	200	900	0	1100	3	367	80	4.58
06/20/2014	Block Party	Sisters Coffee/Clearwater Gallery	Oak Street				0	30	30	30	200	0	0	200	1	200	0	
06/28/2014	Freedom Festival	Central Oregon Shows	Creekside Park			3 X 150 = 450	450		450	195	200	900	0	1100	3	367	30	12.22
07/05/2014	McGrath Family BBQ	Cindy McGrath-small event	Village Green Park			30	30	10	40	90	30	50	0	80	1	80	0	
07/11/2014	Quilter's Affair	Stitchin' Post	Village Green Park			200	200	20	220	195	200	300	0	500	1	500	0	
07/17/2014	Bergen Garcia Rehearsal Dinner	Mr. E. Garcia	Creekside Park			150	150	10	160	90	75	100	0	175	1	175	0	
07/19/2014	Antiques in the Park	Central Oregon Shows	Creekside Park			3 X 150 = 450	450		450	195	200	900	0	1100	3	367	54	6.79
07/26/2014	Art in the Park	Central Oregon Shows	Creekside Park			3 X 150 = 450	450		450	195	200	900	0	1100	3	367	80	4.58
08/02/2014	McConville Wedding	Chester McConville	Creekside Park			150	150	10	160	180	75	100	0	175	1	175	0	
08/23/2014	Sisters Wild West Show	Central Oregon Shows	Creekside Park			3 X 150 = 450	450		450	195	200	900	0	1100	3	367	50	7.33
08/23/2014	Timber Creek HOA party	Timber Creek HOA	Village Green Park			200	200	10	210	120	75	100	0	175	1	175	0	
08/29/2014	Slackline Festival	All Girls Slackline Festival	Village Green Park			200	200		200	30	75	100	0	175	1	175	0	
08/30/2014	Birthday Party	Breanna Grover	Village Green Park			30	30	10	40	90	30	50	0	80	1	80	0	
09/14/2014	Benefit for Baby Emily	Hardtails	Larch Street (i.f.o. business)			30	30		30	30	200	0	0	200	1	200	0	
09/13/2014	Fall Street Festival	Central Oregon Shows	Oak Street				0	180	180	150	200	0	0	200	3	67	60	1.11
10/01/2014	Ben Beer Chase	Cascade Lakes Race Group	Through town				0		0	30	200	0	0	200	1	200	0	
11/02/2014	Happy Girl Half Marathon/5K	Lay It Out Events	Through town				0		0	30	200	0	0	200	1	200	0	

ATTACHMENT D

OPTION #3

MINIMAL CHANGE TO CURRENT FEE STRUCTURE

Current Fees	
Large Event (over 24)	
Village Green	\$200
Other Parks	\$150
Small Event (up to 24)	\$30
Non Profit	
One-time Application Fee	\$30
Facility Use Fee/event	\$25

Proposed Fees	Small Event	Medium Event	Large Event	Non-Profit
	(up to 24)	(25 to 100)	(over 100)	
Application Fee	\$30	\$30	\$100	\$30
Park Fee		\$100/day	\$150/day	\$25/day
Vendor Fee	-	-	-	-

2014 PUBLIC EVENTS

Date	Event	Organizer	Event Location	Non-Profit	CURRENT					PROPOSED ESTIMATE								
					Processing Fee	Park Fee	Total Fees	Additional Charges	Total Paid	City Labor Cost	Application Fee	Park Fee	Vendor Fee	Total Fees	# Days	Cost/Day	# Vendors	Cost/Vendor/Day
01/01/2014	Resolution Run	Sisters Multi Sport	SAC/Town	X	30		30		30	30	30	0	0	30	1	30	0	
04/11/2014	My Own Two Hands Parade	Sisters Folk Festival	Around City Hall/School Admin Bldng	X	30		30		30	180	30	0	0	30	1	30	0	
04/14/2014	Film Project (book trailer)	Faceout	Clemens Park	X	30	25	55		55	30	30	25	0	55	1	55	0	
04/20/2014	Easter Egg Hunt	SCSFD	Creekside Park/Campground	X	30	25	55		55	30	30	25	0	55	1	55	0	
04/26/2014	Better Half Marathon	Run & Race Sisters, LLC	Village Green Park	X	30	25	55	20	75	120	30	25	0	55	1	55	0	
05/26/2014	Memorial Day Ceremony	VFW/AL	Village Green Park	X	30	25	55		55	165	30	25	0	55	1	55	0	
06/06/2014	Sisters Farmer's Market	Sisters Farmer's Market (17 weeks)	Barclay Park (June 6th-Sep 26)	X	30	17 X 25 = 425	455		455	30	30	425	0	455	17	27	10	2.68
06/06/2014	Ride for Two Rivers	Chamber of Commerce	Creekside Park	X	30	25	55	10	65	45	30	25	0	55	1	55	3	18.33
06/14/2014	Sisters Rodeo Parade	Chamber of Commerce/Rodeo Association	Cascade Avenue	X	30		30	268	298	2,070	30	0	0	30	1	30	0	
07/12/2014	Sisters Outdoor Quilt Show	Sisters Outdoor Quilt Show	Throughout Town	X	30	4 X 25 = 100	130	985	1115	2,820	30	100	0	130	1	130	3	43.33
07/17/2014	Community Barbecue	SPRD (+ August 14th)	Village Green Park	X	30	2 X 25 = 50	80		80	105	30	50	0	80	2	40	0	
07/19/2014	Glory Daze Car Show	Chamber of Commerce	Main Avenue	X	30	25	55		55	120	30	0	0	30	1	30	0	
08/13/2014	Volunteer BBQ	Habitat for Humanity	Village Green Park	X	30	25	55		55	60	30	25	0	55	1	55	0	
08/14/2014	Luau in the Park	SPRD	Village Green Park	X	30	25	55		55	90	30	25	0	55	1	55	0	
08/19/2014	Senior Picnic in the Park	Central Oregon Council on Aging	Village Green Park	X	30	25	55		55	90	30	25	0	55	1	55	0	
08/24/2014	Church Service	Vast Church	Village Green Park	X	30	25	55		55	30	30	25	0	55	1	55	0	
09/05/2014	Sisters Folk Festival	Sisters Folk Festival	Village Green Park/Fir St Park, etc	X	30	5 X 25 = 125	155	840	995	2,220	30	125	0	155	3	52	7	7.38
09/05/2014	Church Family Event	Vast Church	Creekside Park	X	30	25	55		55	30	30	25	0	55	1	55	0	
09/26/2014	Fresh Hop Festival	Chamber of Commerce	Village Green Park	X	30	25	55	260	315	195	30	25	0	55	1	55	20	2.75
09/28/2014	Benefit 5K	Sisters Camp Sherman Fire Department	Through town	X	30		30	10	40	30	30	0	0	30	1	30	0	
10/11/2014	Harvest Faire	Chamber of Commerce	Hood Avenue	X	30	25	55	168	223	360	30	0	0	30	2	15	134	0.11
10/24/2014	Homecoming Parade	Sisters High School/Leadership Class	Hood Avenue from Cedar to Pine St	X	30		30		30	210	30	0	0	30	1	30	0	
10/31/2014	Halloween Parade	Sisters Rotary Club	Village Green Park/Through town	X	30	25	55		55	30	30	25	0	55	1	55	0	
11/28/2014	Tree Lighting	Chamber of Commerce	Fir Street Park	X	30		30		30	30	30	25	0	55	1	55	0	
11/29/2014	Christmas Parade	Chamber of Commerce	Hood Avenue	X	30		30		30	30	30	0	0	30	1	30	0	
06/14/2014	Sisters Art in the Park	Central Oregon Shows	Creekside Park			3 X 150 = 450	450	40	490	195	100	450	0	550	3	183	80	2.29
06/20/2014	Block Party	Sisters Coffee/Clearwater Gallery	Oak Street				0	30	30	30	100	0	0	100	1	100	0	
06/28/2014	Freedom Festival	Central Oregon Shows	Creekside Park			3 X 150 = 450	450		450	195	100	450	0	550	3	183	30	6.11
07/05/2014	McGrath Family BBQ	Cindy McGrath-small event	Village Green Park			30	30	10	40	90	30	0	0	30	1	30	0	
07/11/2014	Quilter's Affair	Stitchin' Post	Village Green Park			200	200	20	220	195	100	150	0	250	1	250	0	
07/17/2014	Bergen Garcia Rehearsal Dinner	Mr. E. Garcia	Creekside Park			150	150	10	160	90	30	100	0	130	1	130	0	
07/19/2014	Antiques in the Park	Central Oregon Shows	Creekside Park			3 X 150 = 450	450		450	195	100	450	0	550	3	183	54	3.40
07/26/2014	Art in the Park	Central Oregon Shows	Creekside Park			3 X 150 = 450	450		450	195	100	450	0	550	3	183	80	2.29
08/02/2014	McConville Wedding	Chester McConville	Creekside Park			150	150	10	160	180	30	100	0	130	1	130	0	
08/23/2014	Sisters Wild West Show	Central Oregon Shows	Creekside Park			3 X 150 = 450	450		450	195	100	450	0	550	3	183	50	3.67
08/23/2014	Timber Creek HOA party	Timber Creek HOA	Village Green Park			200	200	10	210	120	30	100	0	130	1	130	0	
08/29/2014	Slackline Festival	All Girls Slackline Festival	Village Green Park			200	200		200	30	30	100	0	130	1	130	0	
08/30/2014	Birthday Party	Breanna Grover	Village Green Park			30	30	10	40	90	30	0	0	30	1	30	0	
09/14/2014	Benefit for Baby Emily	Hardtalls	Larch Street (i.f.o. business)		30		30		30	30	100	0	0	100	1	100	0	
09/13/2014	Fall Street Festival	Central Oregon Shows	Oak Street				0	180	180	150	100	0	0	100	3	33	60	0.56
10/01/2014	Ben Beer Chase	Cascade Lakes Race Group	Through town				0		0	30	100	0	0	100	1	100	0	
11/02/2014	Happy Girl Half Marathon/5K	Lay It Out Events	Through town				0		0	30	100	0	0	100	1	100	0	



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

DECEMBER 10, 2015

**5:00 P.M. CITY COUNCIL WORKSHOP**

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

**7:00 P.M. CITY COUNCIL REGULAR MEETING**

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

**II. VISITOR COMMUNICATION**

**III. CONSENT AGENDA**

A. Minutes

- November 12, 2015 – Regular
- November 19, 2015 - Special

B. Bills to Approve

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

**IV. STAFF REPORTS**

A. December Staff/Council Work Plan

B. New Business License Report for November 2015

**V. COUNCIL BUSINESS**

**A. Discussion and Consideration of Ordinance No. 466: AN ORDINANCE OF THE CITY OF SISTERS ADOPTING A MASTER PLAN FOR CREEKSIDE OVERNIGHT PARK – *P. Davenport***

**B. Discussion and Consideration of Ordinance No. 467: AN ORDINANCE AUTHORIZING FULL FAITH AND CREDIT BONDS FOR MULTIPLE PURPOSES - *A. Gorayeb***

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

**C. Discussion and Consideration of Resolution No. 2015-26:** A RESOLUTION OF THE CITY OF SISTERS AMENDING THE PAY PLAN CLASSIFICATION – *A. Gorayeb*

**D. Public Hearing and Consideration of Resolution No. 2015-27:** A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE 2015/16 BUDGET – *A. Gorayeb*

**E. Public Comment and Consideration of Resolution No. 2015-28:** A RESOLUTION OF THE CITY OF SISTERS ADOPTING CHANGES TO THE MASTER FEE SCHEDULE - *A. Gorayeb*

**F. Public Hearing and Consideration of a Remand by the Land Use Board of Appeals (LUBA) No. 2015-86** in Reference to a Temporary Use Permit Application (TU 14-02) for a Series of Temporary Special Events on Private Property Previously Approved by City Council, and Remanded Back to City Council by LUBA for Additional Findings of Fact – *D. Davenport*

**G. Discussion and Consideration of a Motion** to Amend a Services Agreement with Central Oregon Intergovernmental Council (COIC) – *L. Fujita-Conrads*

**H. Discussion and Consideration of a Motion** to Approve Public Improvements for S. Cedar Street and Washington Avenue – *P. Bertagna*

**VI. CONTRACT REVIEW BOARD**

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

**VII. OTHER BUSINESS**

**VIII. MAYOR/COUNCILOR BUSINESS**

**IX. ADJOURN**