



Monthly Status Memo *April/May*

To: City Council and Public
From: City Manager Cory Misley
Date: May 12, 2020

COVID-19 related information can be found here:

www.ci.sisters.or.us/administration/page/coronavirus-information-and-resources

The rest of this memo will cover updates regarding other City operations.

City Manager's Office

The **City Council** will meet on Wednesday, May 27th. You can always review past agendas and minutes on the City's website: www.ci.sisters.or.us.

The **Budget Committee** will meet on June 1st and June 2nd at 3:30 p.m. with a third meeting scheduled for June 3rd if needed.

All public meetings will be via Zoom or teleconference with only limited City staff at City Hall to facilitate the meeting. The audio recording of the meeting will be posted to the City website the day following the meeting.

- The City launched a Facebook page in early January. The page will be used to keep the community informed on what is happening in the City. Like and Follow our page at: <https://www.facebook.com/CityofSistersOregon/>

Topic Spotlight – FY 2020/21 Proposed Budget: In a typical year, the City would have already published a proposed budget and the Budget Committee meetings would be occurring right about now. This year we pushed those out by a few weeks to stay within the legal requirements while giving ourselves some extra time considering revenue implications of COVID-19. You may have heard of local jurisdictions (cities and counties) being in a tenuous funding situation now and in the future. Fortunately, we are not projecting to be impacted as severely for a variety of reasons and a few are outlined as follows. First, several of our key services like water and wastewater are enterprise funds meaning they are supported by calculated monthly rates/payments (mostly immune from economic conditions, pardon the pun). Second, many of the services in Sisters Country are not provided by the City, instead entities like the Sisters-Camp Sherman Fire District or Sisters Park and Recreation District provide services and have their own tax bases to draw from. Finally, our General Fund is largely supported by property



taxes that are not expected to decline based on the COVID-19 economic impacts. The largest impact will be to the City's Transient Room Tax (TRT) based on a reduction in tourism/visitor activity – there is an 8.99% tax paid for every nightly accommodation. Overall, we are on track to proceed with the Council Goals outlined in February and the resulting Department work plans. We are taking a “middle-of-the-road” approach – not assuming the best or worst, while being as realistic as possible.

Community Development Department

- So far in 2020, there have been 38 single-family home permits issued.
- Several Affordable Housing Units (AHUs) at McKenzie Meadows Village in Phase One are under construction.
- The site plan application for Laird Superfoods third building at Pine Street and Lundgren Mill Drive has been approved.
- The City is preparing to update the Comprehensive Plan. This project will last all of next FY (July 2020-June 2021).
- The City in partnership with the Sisters-Camp Sherman Fire District is requesting voluntary compliance with management of overgrown vegetation, clearing pine needles from rooftops, and improving defensible space around structures. The Fire District is willing to have consultations on any of these topics.

Public Works Department

Streets and Stormwater:

- The Oak and Fir Streets waterline project is complete and fully operational with new pavement overlays on both streets.
- The Locust Street multi-use path project is complete.
- The sealcoat project of asphalt on Desperado Trail will be completed this week.
- The Hood Avenue pavement overlay project is scheduled for mid-June and will be completed at night.

Water:

- The water GIS update is complete.
- Completed design of Phase 1 of the Well #4 Project and is currently out to bid until the middle of June.

Wastewater:

- The wastewater GIS update is complete.



- The ladder fuel reduction around the wastewater treatment plant to provide a wildfire buffer has been completed.
- The forest mowing at the wastewater treatment plan is complete.
- Effluent disposal has started for this season.

Parks and Campground:

- The Village Green Playground update project is scheduled to be completed and open in mid-June. This includes new concrete work, new irrigation and soil augmentation, and equipment/fall-protection tiles will be installed over the next month.
- The Sisters Creekside Campground remains closed. The City has prepared plans to accommodate social distancing and is monitoring the situation to decide when to open.

Finance and Human Resources Department

- The City selected Brown and Brown Northwest Insurance as the City’s Insurance Agent of Record. Brown and Brown have previously served in that capacity. The new contract is for a two-year term.
- Staff is currently reviewing asset schedules and other coverage schedules for the annual insurance renewal process.
- Staff has been working diligently on creating the budget document in preparation for the Budget Committee meetings June 1 and 2.

New Business Licenses March and April 2020:

<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>CITY LIMIT</u>	<u>BUSINESS TYPE</u>
TJR FLOORING	891 NE LOCKSLEY DR	OUTSIDE	FLOORING CONTACTOR
ARBOR BUILDERS, LLC	2524 NE DIVISION ST 150	OUTSIDE	CONTRACTOR
MOFFAT, RYAN AND MICHEL	1639 W CARSON AVE	INSIDE	STR
MOUNTAIN PEAK FITNESS	60525 SKYWAY DR	OUTSIDE	PERSONAL FITNESS
STUFF FOR GUYS	183 E HOOD AVE 200	INSIDE	CLOTHING
KONA ICE OF NW BEND	18120 3RD AVE	OUTSIDE	SHAVED ICE
THREE PEAKS CONSTRUCTION	274 W HOOD	INSIDE	CONTRACTOR

<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>CITY LIMIT</u>	<u>BUSINESS TYPE</u>
MA WOOD EXCAVATING	10243 NW 27TH ST	OUTSIDE	EXCAVATION
180 LANDSCAPING MAINTENANCE	17492 CURLEW DR	OUTSIDE	LANDSCAPING
TALERICO EXCAVATING	67565 HWY 20	OUTSIDE	EXCAVATION
TIMBER CANYON CONSTRUCTION	1742 NE SONYA CT	OUTSIDE	CONTRACTOR
WESTERN SKIES TREE SERVICE	1747 SE HIGHLAND RD	OUTSIDE	TREE SERVICE



Business licenses are effective from July 1st to June 30th of each year and are required to be renewed annually prior to July 1st. If at any time a person and/or entity appears to be conducting business without a business license, please contact the City at 541-549-6022.

May City Meeting Calendar: *Please check the City website to confirm meeting dates and agenda items. Agendas are generally posted by close of business the Friday preceding the meeting date.*

***After canceling committee meetings in March, April, and May, the City is working to resume advisory committee meetings in June (format is to be determined).**

- **Planning Commission (PC)** meetings are generally held the third Thursday of the month at 4:00 p.m. The May Planning Commission meeting was canceled.
- **Housing Policy Advisory Board (HPAB)** meetings are held on the second Tuesday of each month at 4:00 p.m. on an as-needed basis. The May meeting was canceled.
- **City Parks Advisory Board (CPAB)** meetings are generally the first Wednesday of each month at 4:00 p.m. The May meeting was canceled.
- **Urban Forestry Board (UFB)** meets the second Monday of the month at 3:00 p.m. The May meeting has been canceled.
- **Urban Renewal Agency Board (URA)** meets on an as-needed basis. To learn more about the Sister URA, contact the City or visit: www.ci.sisters.or.us/bc-urban-renewal-agency



Monthly Report for Building Permits:
Permit Summary from 4/1/2020 through 4/30/2020
Compiled on 5/1/2020 9:00:06 AM

Total Permits Issued:		Total Valuation:	
61		\$5,766,133	
Residential Buildings		Residential Valuation	
Single Family Dwellings:	14	New Construction:	\$3,291,783
Alterations/Additions:	3	Alterations:	\$285,257
Accessory Buildings:	0	Accessory Buildings:	\$0
Multi-Family Buildings:	0	Multi Family Buildings:	\$0
Commercial Buildings		Commercial Valuation	
New Construction:	1	New Construction:	\$1,600,000
Alterations:	4	Alterations:	\$544,020
Tenant Improvement:	4	Tenant Improvement:	\$36,500
Alarm or Suppression:	4	Alarm or Suppression:	\$8,572
Manufactured Dwelling Permits		Other Permits	
Manufactured Dwellings:	0	Demolition:	0
Alterations/Additions:	0	Electrical:	18
		Mechanical:	8
		Plumbing:	5
		Signs:	0



Monthly Report Provided to City by Deschutes County Sheriff's Office:

Deschutes County Sheriff's Office
 City of Sisters – Monthly Statistics
 January – December 2020

Month	Warnings	% Warnings to Residents	% Warnings to Non-Residents*	Traffic Tickets	% Tickets to Residents	% Tickets to Non-Residents*	Business Checks	Total Time*	Other Issued Tickets*
January	7	14%	86%	11	45%	55%	198	751	2
February	30	27%	73%	18	28%	72%	198	855.5	2
March	16	38%	63%	9	33%	67%	378	843.5	1
April									
May									
June									
July									
August									
September									
October									
November									
December									

*Total time includes, vacation, sick time, training hours, School Resource Officer hours and special events.

*Non-Resident also includes transient or unknown.

*Other issued tickets includes Violations and Criminal Tickets.

*Track closed cases here: <https://sheriff.deschutes.org/community/crime-prevention/crime-map/>