



Monthly Status Memo *August/September*

To: City Council and Public
From: City Manager Cory Misley
Date: September 18th, 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 September 23rd at 5:30 p.m. for a workshop (discussion only) and a regular meeting at 6:30 p.m. The Sisters Urban Renewal Agency will meet at 5:00 p.m. You can join the meeting via teleconference at 844-802-5555 Access Code: 399434. You can always review past minutes and upcoming agendas on the City's website: www.ci.sisters.or.us.

- There will be a joint City Council and Planning Commission meeting on Thursday, October 15th at 4:00 p.m. to discuss a draft Public Engagement Plan for the City's Comprehensive Plan update.

Community Development Department

- Recruitment for the Comprehensive Plan Update's Community Advisory Committee will open later this month. Email Nicole Mardell, Principal Planner (nmardell@ci.sisters.or.us) to be added to a notification email list, or visit our website: <https://www.ci.sisters.or.us/bc>
- **"Three Sisters Holdings" CP 20-02/ZM 20-01:** Received application to rezone northern portion of Forest Service property (800 W Barclay) from Urban Area Reserve to Light Industrial. No specific development plans are included as part of the application. Planning Commission voted to approve the application and a second hearing will be held before City Council on September 23rd, 2020 at 6:30 p.m. The meeting will be held by teleconference.
 - Project webpage: <https://www.ci.sisters.or.us/community-development/page/n-barclay-rezone-application-cp-20-02-zm-20-01>
- **"Sisters Woodlands" CP 20-03, ZM 20-02:** Received application to rezone middle portion of Forest Service Property (201 N Pine Street) from Public Facilities and Open



Space to Downtown Commercial, Multi-Family Residential, North Sisters Business Park, and Open Space. Planning Commission voted to approve the application and a second hearing will be held before City Council on October 14th, 2020 at 6:30 p.m. Meeting details forthcoming.

- Updates can be found on the project webpage:
<https://www.ci.sisters.or.us/community-development/page/sisters-woodlands-rezone-cp-20-03-zm-20-02>

Public Works Department

Streets and Stormwater:

- Locust/US 20 30% Design Acceptance Phase (DAP) engineering has been reviewed and ODOT is working on finalizing the plans.
- City entered into an agreement with Sisters School District for the future purchase of right-of-way for the Locust/US 20 roundabout.
- Park Place sealcoat project will be done the week of September 21st.
- Traffic Safety Audit data collection is continuing through September. Data has been provided to our Traffic Engineer for analysis and future recommendations.
- Data collection is complete for the 2020 Transportation System Plan (TSP) Amendments. Our Traffic Engineer will be analyzing the results to help plan for future transportation improvements to accommodate growth out to the year 2040.

Water:

- Well 4 Phase A (Well Drilling) near Creekside Campground will begin October 12th and take approximately 45-60 days to complete; Phase B includes the site plan development and plans have been submitted for building permits with bid scheduled for October 1st.

Wastewater:

- The City's wastewater treatment plan has been receiving an aeration upgrade and piping is complete with electrical work scheduled to be finished mid-October.
- City issued a Request for Proposals (RFP) for consulting services on the Lazy Z Master Plan project with the primary objective the disposal of treated wastewater effluent, while also looking at other community and/or environmental benefits that could be utilized there.

Parks and Campground:

- The Creekside Pedestrian Bridge ADA improvements are designed, and our Engineer is in the process of acquiring building permits with a project completion date of December 31st, 2020. There will be an update at the October CPAB meeting on this project.



- The Creekside Campground will remain open through the month of October when it will be winterized and closed for the season.

Finance and Human Resources Department

- Currently, City staff is conducting remote audit fieldwork with our independent audit firm. This process represents the bulk of the work in order for the City auditors to present their final report and Combined Annual Financial Report (CAFR) for Fiscal Year (FY) 2019/20.
- The FY 2020/21 Budget Book is available on the City's website. City staff reconfigured the book this fiscal year in order to enhance the readability and flow of the document.
- The City welcomes Emme Shoup as our Resource Assistance for Rural Environments (RARE) AmeriCorps member for the 2020/21 fiscal year. Emme will be part of the City team working on the comprehensive plan update project and Sisters Country Vision implementation/support (among other projects) during her term of service until August 2021. We are so grateful for her upcoming public service to the Sisters community.
- The City welcomes Scott Woodford as our new Community Development Director. Scott brings a wealth of land use planning and community development experience from communities in Colorado similar to Sisters and most recently the past seven years working in Deschutes County with the City of Redmond as their Senior Planner.

New Business Licenses August 2020:

<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>BUSINESS TYPE</u>
NOURISH SISTERS, LLC	353 W HOOD AVE	FOOD CART
CAKE LAB	210 N MAPLE ST	CAKE BAKER
DIEZ CONSULTING, LLC	1130 E CASCADE AVE	COUNSELING SERVICE
MCNINCH CONSTRUCTION, INC.	16828 S PAM DR	CONTRACTOR
BUILD, LLC	521 W HOPE AVE	ARCHITECT

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.



September and October City Meetings 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.*

Board and Commission meetings will be held via Zoom. Links can be found at the top of all meeting agendas.

- **Planning Commission (PC)** meetings are generally held the third Thursday of the month at 4:00 p.m. The next PC meeting is scheduled on Thursday, October 15th with the City Council via Zoom.
- **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. There will not be a September meeting. The next anticipated HPAB meeting is tentatively scheduled for Tuesday, October 13th.
- **City Parks Advisory Board (CPAB)** meetings are generally the first Wednesday of each month at 4:00 p.m. The next meeting will be held on October 7th at 4:00 pm.
- **Urban Forestry Board (UFB)** meets the second Monday of the month at 3:00 p.m.
- **Urban Renewal Agency Board (URA)** meets on an as-needed basis. The next anticipated URA meeting is tentatively scheduled for Wednesday, September 23rd. 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 8/1/2020 through 8/31/2020

Compiled on 9/1/2020 9:00:20 AM

Total Permits Issued:		Total Valuation:	
28		\$1,777,437	
Residential Buildings		Residential Valuation	
Single Family Dwellings:	8	New Construction:	\$1,578,937
Alterations/Additions:	0	Alterations:	\$0
Accessory Buildings:	0	Accessory Buildings:	\$0
Multi-Family Buildings:	0	Multi Family Buildings:	\$0
Commercial Buildings		Commercial Valuation	
New Construction:	0	New Construction:	\$0
Alterations:	0	Alterations:	\$0
Tenant Improvement:	4	Tenant Improvement:	\$154,200
Alarm or Suppression:	3	Alarm or Suppression:	\$44,300
Manufactured Dwelling Permits		Other Permits	
Manufactured Dwellings:	0	Demolition:	0
Alterations/Additions:	0	Electrical:	7
		Mechanical:	6
		Plumbing:	0
		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	1	0%	100%	1	0%	100%	188	513.5	1
May	6	17%	83%	9	22%	78%	131	694	6
June	32	19%	81%	7	57%	43%	103	N/A	9
July	3	0%	100%	6	17%	83%	71	N/A	3
August	18	44%	56%	6	83%	17%	N/A	N/A	14
September									
October									
November									
December									

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