



Monthly Status Memo *February/March*

To: City Council and Public
From: City Manager Cory Misley
Date: March 10, 2020

Thank you for taking the time to read an update from the City of Sisters. This memo is not comprehensive, and questions should be directed to the City to ensure you speak to the right staff member. We are fortunate to have a strong small-town atmosphere in Sisters, and your City government reflects that with a welcoming environment at City Hall and desire to be transparent and approachable. We prefer talking in person over the phone, phone over email, and email over nothing. These memos will generally be published on the City website the second Tuesday of each month and focus on activity during the previous month. To the extent known, upcoming meetings and topics will be shared, exact agenda details can and should be verified closer to meeting dates on our website.

City Manager's Office

City Council meets on Wednesday, March 11th at 5:00 p.m. for a joint workshop with the Board of County Commissioners at 6:30 p.m. for the regular meeting. You can always review past agendas and minutes on the City's website: www.ci.sisters.or.us The second meeting in March will be on Wednesday the 25th scheduled to start at 5:00 p.m. for the Workshop and 6:30 p.m. for the Regular 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 – Coronavirus/COVID-19: As we are all aware, COVID-19 is now in almost every state in the U.S. As a small municipality, the City of Sisters does not have a public health department or any emergency response services under our direct authority. The Sisters-Camp Sherman Fire District is an independent agency that provides emergency first responders. We are in close contact with the Fire District as a partner agency here in Sisters Country. Furthermore, we are in close contact with Deschutes County Health Services who have been coordinating Executive Leadership meetings to ensure that regionally we are all informed and on the same page. We anticipate those meetings to occur at least weekly in the foreseeable future. The City has informational links on our [website](#) from Deschutes County Health Services, Oregon Health Authority, and Centers for Disease Control. Please exercise caution both in terms of physical health and mental health while this situation unfolds.



Community Development Department

- Legislative session ends without SB 1536 being passed, meaning there will be no state-wide effort on wildfire risk mapping and mitigation strategies this year.
- Threewind Master Plan was approved by Planning Commission on February 20th, appeal period ends this Thursday, March 12th.
- Phase 1 McKenzie Meadow Village construction of single-family homes starting soon.
- Planning Commission Public Hearing on March 19th at 5:30 p.m. for Mid Oregon Credit Union site plan application.
- Residential construction off to a strong start in 2020.

Public Works Department

Streets and Stormwater:

- Construction will be wrapping up on the Locust Multi-Use Path project this week.
- Hood Avenue grind and inlay bids will go out by mid-March with construction prior to the end of the fiscal year. This will be night work to minimize downtown disruption.

Water:

- Work has started on the Oak/Fir Street waterlines this week and paving is scheduled for the week of March 23rd.
- Design of the City's fourth Well is progressing with 30% plans completed for engineering review.

Parks and Campground:

- The Village Green play structure area will be shut down this Wednesday, March 11th and removed and the new concrete pad poured by early April.

Finance and Human Resources Department

- There are (3) budget committee openings with availabilities all for (3) year terms. To learn more, contact Joe O'Neill, Finance Director, joneill@ci.sisters.or.us
- A job announcement is open for recruiting Camp Hosts for the Creekside Campground for this season. Applications are due March 18th.
- A Request for Proposals (RFP) was issued for the City's Insurance Agent of Record. A selection is anticipated this week for the insurance broker that will fill that role.



New Business Licenses February 2020:

<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>CITY LIMIT</u>	<u>BUSINESS TYPE</u>
ROCKET TRAVEL, INC		OUTSIDE	TRAVEL AGENT
FRANCOIS WORKSHOP	69454 LASSO	OUTSIDE	WOODWORKING
EXPEDIA		OUTSIDE	TRAVEL AGENT

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.

March 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.*

- **Planning Commission (PC)** meetings are generally held the third Thursday of the month at 4:00 p.m. The March Planning Commission meeting will be held on Thursday the 23rd at 5:30 p.m. Interested parties can sign up to receive notifications of PC meetings here: <https://www.ci.sisters.or.us/newsletter/subscriptions>
- **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 March meeting was canceled.
- **City Parks Advisory Board (CPAB)** meetings are generally the first Wednesday of each month at 4:00 p.m. The next meeting will be on April 1st.
- **Urban Forestry Board (UFB)** meets the second Monday of the month at 3:00 p.m. The next meeting will be on Monday, April 13th.
- **Urban Renewal Agency Board (URA)** meets on an as-needed basis. The URA will meet on Wednesday, April 8th following the City Council Meeting. To learn more about the Sister URA, contact the City or visit: <https://www.ci.sisters.or.us/community-development/page/urban-renewal-plan>



Monthly Report for Building Permits:
Permit Summary from 2/1/2020 through 2/29/2020
Compiled on 3/3/2020 10:50:01 AM

Total Permits Issued:		Total Valuation:	
32		\$1,487,106	
Residential Buildings		Residential Valuation	
Single Family Dwellings:	4	New Construction:	\$830,006
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:	7	Tenant Improvement:	\$657,100
Alarm or Suppression:	0	Alarm or Suppression:	\$0
Manufactured Dwelling Permits		Other Permits	
Manufactured Dwellings:	0	Demolition:	2
Alterations/Additions:	0	Electrical:	8
		Mechanical:	9
		Plumbing:	2
		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									
March									
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/>