



Monthly Status Memo *January/February*

To: City Council and Public
From: City Manager Cory Misley
Date: February 11th, 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 met on Wednesday, February 12th at 5:30 p.m. for a workshop and regular meeting. Council will also meet on Thursday, February 13th at 3:30 p.m. for their annual goal setting workshop. You can always review past agendas and minutes on the City's website: www.ci.sisters.or.us The second meeting in February will be on Wednesday the 26nd scheduled to start at 5:30 p.m. for the Workshop and 6:30 p.m. for the Regular Meeting.

- The Vision Implementation Team (VIT) for the Sisters Country Vision met on January 7th for the 4th time and discussed progress updates, next steps (opportunities for partner collaboration and volunteers, public communications strategies, and future facilitation). The VIT will be publishing monthly articles in The Nugget to keep you informed about progress and opportunities. You can stay informed through sistersvision.org and share a message under the contact tab.
- 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/>
- The City's Fiscal Year (FY) runs July 1st through June 30th annually. The City has been busy working on the Council Goals (and Department work plan objectives) through the first half of this FY: Livability and Growth, Public Safety, Economic Development, Essential Infrastructure, Good Governance, and Community Vision. Staff is reviewing year-to-date financials and has prepared a workplan update to Council on February 13th



at 3:30 p.m. at the annual Council Goal Setting meeting. This will be a thorough review of our progress through this FY and planning for next FY. After that meeting, alignment of Council Goals (and Department work plan objectives) will come together in a proposed budget document presented to the City's Budget Committee in May.

- **Topic Spotlight – Law Enforcement and Public Safety:** Back in the city manager memo for September/October the “topic spotlight” was Law Enforcement and Public Safety. At that point we had just conducted the Public Safety Survey and said, “this will continue to be a topic through fall and winter as Council considers a new contract with Deschutes County Sheriff’s Office (DCSO).” We have been working on a new Intergovernmental Agreement (IGA) with DCSO since then, and a new draft IGA will be on the Council Workshop agenda this Wednesday, February 12th, at 5:30 p.m. We anticipate formalizing the IGA next month, and the target date for DCSO to begin providing law enforcement services through the new IGA is July 1st, 2020. The Agenda Item Summary attached to the draft new IGA in the Council Workshop packet provides a thorough overview.

Community Development Department

Notable Land Use Applications under review:

- MP 19-01: Threewind Commercial/Multifamily project – Public Hearing at Planning Commission on February 20, 2020 at 5:30 p.m.
- CP 20-01: Comprehensive Plan Amendments to Goal 1 Citizen Involvement and Goal 10 Housing – Public Hearing at Planning Commission on February 20th, 2020 at 5:30 p.m., Council Adoption Public Hearing on March 25th, 2020
- TA 20-01: Development Code Text Amendments to: Chapter 2.10 Special Flood Hazard Overlay, Chapter 2.15.1800 Communication Facilities, Chapter 3.5 Public Improvement Standards – Public Hearing at Planning Commission on February 20th, 2020 at 5:30 p.m., Council Adoption Public Hearing on March 25th, 2020
- SP 20-01 Mid Oregon Credit Union Site Plan – Public Hearing at Planning Commission at PC at 5:30 p.m.

Public Works Department

Streets and Stormwater:

- Spring clean-up/street sweeping operations have started earlier than usual with the warmer weather.
- US20/Locust St. Roundabout utility locating, and surveying has started and will be complete this month.
- Locust St. multi-use path construction will begin at the end of February (weather permitting).



Water:

- Design and engineering for the City’s Well #4 is underway.
- Oak and Fir St. waterline project bidding is complete, and a contractor selected.
- The first draft for Geographical Information System (GIS) mapping is complete.

Wastewater:

- The first draft for Geographical Information System (GIS) mapping is complete.

Parks and Campground:

- On January 22nd, 2020 the City Council adopted Ordinance 500 (regulations concerning Public Events) and Ordinance 501 (regulations concerning Transient Merchants), as well as a related Master Fee Schedule adjustment. Staff has been busy revamping our permit applications, creating a FAQ, refining internal workflow, and compiling a packet of information to assist event promoters/transient merchants in navigating our policies and procedures. The Ordinances take effect 30 days after their passage by the Council. The target for staff has been February 24th for the information packet and all updated materials to be available to the public. In the meantime, staff has been in conversations and meetings with event promoters talking through the policies and procedures.
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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
- The accounting system (Incode) utilized for utility billing, accounts payable, accounts receivable, and all other accounting functions is being updated on Thursday, February 13th. This update will allow the accounting system to remain compatible with servers, workstations, and other support services.

New Business Licenses January 2020:

<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>CITY LIMIT</u>	<u>BUSINESS TYPE</u>
COGNITO	750 BUCKAROO TRAIL	INSIDE	ID PROTECTION
ULTRA QUIET FLOORS	403 N MAIN ST	OUTSIDE	FLOOR CONTRACTOR
EXCELLENCE INTERIORS	363 N LOCUST LN	INSIDE	INTERIOR DESIGN
SISTERS PROPANE	267 N SISTERS PARK DR	INSIDE	PROPANE SERVICE
TRACK UTILITIES	941 S INDUSTRY WAT	OUTSIDE	TELECOMMUNICATIONS
VACATION IN SISTERS	291 S PINE MEADOW	INSIDE	LODGING
REDMOND WELDING & CONTRACTING	736 SW UMATILLA AVE	OUTSIDE	WELDING CONTRACTOR
SUPERIOR CONCRETE PUMPING	62303 WALLACE RD	OUTSIDE	CONCRETE PUMPING
TIM BLOOM CONSTRUCTION	63356 NELS ANDERSON	OUTSIDE	CONTRACTOR



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.

February 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 February Planning Commission meeting will be held on Thursday the 20th 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 February meeting is Tuesday the 11th. The March meeting will be held on Tuesday the 10th.
- **City Parks Advisory Board (CPAB)** meetings are generally the first Wednesday of each month at 4:00 p.m. This month the CPAB meeting has been canceled. The next meeting will be on March 4th.
- **Urban Forestry Board (UFB)** meets the second Monday of the month at 3:00 p.m. The next meeting will be on Monday, March 9th.
- **Urban Renewal Agency Board (URA)** meets on an as-needed basis. The URA met on January 8th to discuss the schedule for updating the Urban Renewal Plan. 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 1/1/2020 through 1/31/2020

Compiled on 2/1/2020 7:00:10 AM

Total Permits Issued:		Total Valuation:	
25		\$2,399,166	
Residential Buildings		Residential Valuation	
Single Family Dwellings:	3	New Construction:	\$803,405
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:	1	New Construction:	\$1,127,761
Alterations:	0	Alterations:	\$0
Tenant Improvement:	3	Tenant Improvement:	\$468,000
Alarm or Suppression:	0	Alarm or Suppression:	\$0
Manufactured Dwelling Permits		Other Permits	
Manufactured Dwellings:	0	Demolition:	0
Alterations/Additions:	0	Electrical:	9
		Mechanical:	7
		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 2019

Month	Traffic 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	10	40%	60%	2	100%	0%	231	658	8
February	1	100%	0%	0	0%	0%	285	598.50	1
March	21	67%	33%	6	33%	67%	187	704.50	4
April	44	30%	70%	20	20%	80%	232	603.50	8
May	43	51%	49%	13	46%	54%	304	794.5	6
June	7	14%	86%	8	33%	67%	325	823	8
July	6	33%	67%	12	50%	50%	177	574.50	1
August	20	45%	55%	4	50%	50%	215	591	2
September	32	34%	66%	14	21%	79%	153	782.5	1
October	7	29%	71%	19	21%	79%	41	881	2
November	10	30%	70%	5	20%	80%	30	705	1
December	6	33%	67%	9	44%	56%	94	669	2

*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/>