



Monthly Status Memo *July/August*

To: City Council and Public
From: City Manager Cory Misley
Date: August 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, August 12th at 5:30 p.m. The second City Council meeting this month will be August 26th (likely start time 5:30 p.m. and is subject to change). You can join the meeting via teleconference at 844-802-5555 Access Code: 399434. You can always review past agendas and minutes on the City's website: www.ci.sisters.or.us.

- There are three positions opening on the Sisters City Council during the November 3rd General Election. Election materials can be found on the City website at: www.ci.sisters.or.us. Candidates are encouraged to obtain election materials by August 15, 2020 and must submit perfected petitions by August 25, 2020 at 5:00 p.m. to qualify for the ballot. For questions about the application process, please contact City Recorder Kerry Prosser at 541-323-5213, by e-mail at kprosser@ci.sisters.or.us.
- 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/>

Community Development Department

- Council will consider Professional Services Agreement for the Comprehensive Plan Project Update at the August 12th meeting.
- **"Sisters Industrial Subdivision" CP 20-02/ZM 20-01:** Received application to rezone the 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. Deliberations scheduled for August Planning Commission meeting on August 20, 2020 at 5:30 pm.
 - 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. Application is currently incomplete and awaiting additional information from the applicant. Hearing date 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:

- Parklet Implementation project is in full operation with 5 active sites in the downtown
- Hood Ave grind and inlay project is complete
- Hood Ave striping is complete
- Received grant payment from ODOT for Locust Multi-use path
- Sealcoat/Striping project on Desperado Trail is complete
- Traffic Safety Audit has started with intersection analysis and traffic counts in July/Aug
- TSP Amendments – Project has started, traffic counts being collected through Aug.
- USFS Re-zone analysis for traffic mitigation is complete
- 2020 chipseal project/striping project is complete

Water:

- Contract awarded for drilling (Phase A) of Well 4, work to start in mid-September
- Well 4 phase B design started, building permit submittal scheduled for mid-August
- Design is complete on the 20/21 Jeff/St. Helens distribution improvement projects
- USFS Re-zone water analysis for water mitigation is complete

Wastewater:

- Effluent disposal is running on the Lazy Z
- New Lazy Z horse grazing lease with Black Butte Stables
- Received the new aerators this week, install will be complete soon.
- Application submitted for a USFS Special Use Permit for the Westside pumpstation
- Completed the second round of RFI's for the Locust St. Sewer line Relocation FEMA grant
- USFS Re-zone sewer analysis for sewer mitigation is complete



Parks and Campground:

- Campground is open with social distancing measures in place
- Village Green play structure is complete
- Village Green irrigation upgrades are complete
- Creekside Bridge option B design is complete
- Farmers Market at Fir St. Park is successfully and safely operating every Sunday throughout the summer

Finance and Human Resources Department

- Staff conducted virtual interviews with Community Development Department Director (CDD) applicants. The evaluation from each interview will be compiled and we will notify applicants of the next steps in the recruitment process by the end of the week.
- The City received the Grant pass through funds of \$73,625 for the Village Green Park play structure project.
- Transient Room Tax (TRT) for June of 2020 resulted in a 17% decrease when compared to June of 2019. However, the June 2020 TRT was approximately \$45k greater than expectations when considering the projected impact from the pandemic. July TRT actual data is not yet available due to the fact the tax activity is due August 15.
- Creekside Campground income activity for June of 2020 decreased 34% when compared to June of 2019. For July 2020, revenue increased 12% when compared to July of 2019.
- Staff has completed interim audit fieldwork and is planning on conducting the FY 2019/20 audit virtually as opposed to on-site fieldwork beginning the week of September 17th.
- The FY 2020/21 Budget Book is almost complete and ready for distribution.
- Working on submission of the annual payroll audit to CIS insurance.

New Business Licenses May-July 2020:

<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>CITY</u> <u>LIMIT</u>	<u>BUSINESS TYPE</u>
SOUTH SISTERS PROPERTY MANAGEMENT	382 E HOOD AVE #1	INSIDE	PROPERTY MANAGER
KARLA BAILEY	359 S COTTONWOOD ST	INSIDE	STR
SALON SAGE	392 E MAIN St.	INSIDE	SALON



TWO SPRUCE LAW P.C.	220 S PINE ST	INSIDE	LAW FIRM
LOVISON CONSTRUCTION, INC	22170 RICKARD RD	OUTSIDE	CONSTRUCTION
DOLLAR GENERAL STORE #20532	915 W MCKINNEY BUTTE	INSIDE	RETAIL STORE
ROAM NATURAL SKINCARE, LLC	392 E MAIN ST	INSIDE	SKIN CARE
RIDGELINE CONTRACTING, LLC	1185 W HILL AVE	INSIDE	CONSTRUCTION
BLOOM STUDIO	110 S ELM ST	INSIDE	HAIR SALON
TWO SPRUCE LAW P.C.	220 S. Pine ST	INSIDE	ATTORNEY
OREGON CASCADE PLUMBING/HTG		OUTSIDE	PLUMBING CONTRACTOR
HENDERSON ELECTRIC, LLC		OUTSIDE	ELECTRIC CONTRACTOR
EMERALD VALLEY TRUCK FARM	69290 ENEWETAK LN	OUTSIDE	DELIVERY SERVICE
ACCOUNT MANAGEMENT SERVICES	207 N FIR ST SUITE A	INSIDE	FINANCIAL SERVICES
BROKEN TOP INVESTIGATIONS, LLC	66961 LANCE RD	OUTSIDE	PRIVATE INVESTIGATIONS
BLUE ELEPHANT STORAGE	157 W SISTERS PARK DR	INSIDE	STORAGE FACILITY
CONSTRUCT SIDING CORP		OUTSIDE	CONTRACTOR
BENDABLE LIFE, LLC		OUTSIDE	LIFE COACH
CANDY CORRAL	101 E CASCADE AVE	INSIDE	CANDY SHOP
SOULSHINE & CO.	351 W HOOD AVE	INSIDE	LIFE COACH
THE KITCHEN TABLE	251 E SUN RANCH DR A	INSIDE	CATERING
MANZANITA PROPERTIES	118 E ST HELENS AVE	INSIDE	STR
BLUE STONE RETIREMENT	704 W HOOD AVE C	INSIDE	RETIREMENT PLANNING
OREGON VITALITY	652 N AYLOR CT	INSIDE	CBD PACKAGING

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.



August 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.*

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 August meeting will be held on Thursday the 20th at 5:30 p.m.
- **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 an August or 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 September Meeting will be held on September 2nd at 4:00 pm.
- **Urban Forestry Board (UFB)** meets the second Monday of the month at 3:00 p.m. There will not be an August meeting.
- **Urban Renewal Agency Board (URA)** meets on an as-needed basis. The next anticipated URA meeting is tentatively scheduled for Wednesday, August 26th after the City Council meeting. 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 7/1/2020 through 7/31/2020

Compiled on 8/1/2020 9:00:09 AM

Total Permits Issued:		Total Valuation:	
51		\$2,740,026	
Residential Buildings		Residential Valuation	
Single Family Dwellings:	11	New Construction:	\$2,537,183
Alterations/Additions:	0	Alterations:	\$0
Accessory Buildings:	1	Accessory Buildings:	\$17,581
Multi-Family Buildings:	0	Multi Family Buildings:	\$0
Commercial Buildings		Commercial Valuation	
New Construction:	0	New Construction:	\$0
Alterations:	0	Alterations:	\$0
Tenant Improvement:	2	Tenant Improvement:	\$53,121
Alarm or Suppression:	1	Alarm or Suppression:	\$132,140
Manufactured Dwelling Permits		Other Permits	
Manufactured Dwellings:	1	Demolition:	0
Alterations/Additions:	0	Electrical:	20
		Mechanical:	10
		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	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									
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/>