



Monthly Status Memo *September/October*

To: City Council and Public
From: City Manager Cory Misley
Date: October 13, 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 October 14th at 6:30 p.m. for a regular meeting. You can join the meeting via Zoom:

<https://us02web.zoom.us/j/86882222830?pwd=TDRSd05JcVRsNlVBN0h0Vkf4b1NZQT09>

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. You can join the meeting via Zoom:

<https://us02web.zoom.us/j/89764073013?pwd=RXFHUmpyN0tQMUE5bldWTm5vZjNTQT09>

Due to conflicts with holidays, the November City Council meetings will be held on Wednesday the 4th and the 18th

As always you can review past minutes and upcoming agendas on the City's website:

www.ci.sisters.or.us.

Community Development Department

- Recruitment for the Community Advisory Committee is open, and applications are due October 28, 2020 with appointments made by City Council at the November 18, 2020 meeting.
 - The project website has launched with background information, project schedule, a library of information and how people can get involved. The website can be found at: www.sisters2040.com/.
 - A Stakeholder Advisory Committee has also been formed, consisting of representatives from schools, parks, the Chamber, Forest Service, fire, as well as elected officials and members of the Planning Commission. This committee will provide direction to the Planning Commission and City Council on the Comprehensive Plan update, based on input received from the public and the results of studies that are under way, such as the Housing Needs Analysis and Economic Opportunities Analysis.



- The Community Engagement Plan will be reviewed during a joint meeting of Planning Commission and City Council on October 15, 2020 to get direction and input. Planning for some community engagement activities is already underway.
- City Parks Advisory Board (CPAB) recently met to review proposed amenity changes to the parks required with the McKenzie Meadows development, including replacing the bocce ball court for benches and park equipment aimed at senior citizens. CPAB also received updates on the Comprehensive Plan and the Creekside Park project.
- The Housing Policy Advisory Board (HPAB) met on Tuesday, October 13 to get an update on the Comprehensive Plan.
- Several land use applications have been submitted, including the Final Plat for Phase 3 of McKenzie Meadows Village, Phase 3 and a Lot Line Adjustment, in addition to several pre-application meetings for future submittals.

Public Works Department

Streets and Stormwater:

- Park Place sealcoat project is complete.
- The 2020 Sealmaster mastic (large crack repair) project is complete.
- The Larch/Spruce alley pavement overlay is complete.
- The Downtown snow removal contract has been awarded to Tewalt & Sons.
- The Parklet Program is in consideration for extension through November weather permitting
- 2020 Pavement Condition Index (PCI) rating is complete, and our PCI rating is a 73 out of 100 and we will be at a 75 after the 2020/21 overlays are complete.
- All traffic counts have been completed for the Transpiration System Plan (TSP) update and Traffic Safety audit. Next is processing count data and evaluate potential safety improvements
- Locust/US20 30% design is being finalized by ODOT staff and the Right-of-Way footprint will be finalized this week.
- Staff is writing a Statewide Transportation Improvement Fund (STIF) grant to help fund the East Portal Mobility Hub planning and design.
- Additional Holiday lighting will be installed this year with an additional 60 light posts and several trees in the downtown decorated.

Water:

- Well 4 phase A (Drilling) construction will begin Monday October 12th and take approximately 30 days to complete phase A.
- Well 4 phase B (Pumphouse/equipment) design is complete and under Building Permit review.
- Washington Ave (South Alley) waterline improvement project design is complete with bid let in December for an early spring construction start.
- Jefferson Ave (South Alley) waterline improvement project design is complete with bid let in December for an early spring construction start.

Wastewater:

- Bio-Solids Management Plan has been submitted to DEQ for review/approval. Dredging to begin in early spring.



- New aeration equipment will be completed by early November.
- We received Lazy Z master plan consulting services proposals which will be evaluated, and a recommendation will be made to Council at the October 28th meeting.
- Wastewater Treatment Plant (WWTP) Variable Frequency Drive design is underway with bid let in December.
- Our FEMA Hazard Mitigation grant for the Locust St. sewer line relocation has been elevated to Region X for funding consideration.
- Our Treatment Plant is still receiving/processing grey water from the Lionshead fire camp. This will continue until the fire camp is shut down.

Parks and Campground:

- Creekside Pedestrian Bridge ADA improvements design is complete and being reviewed by our Structural Engineer. Bid documents will be completed next week with bid let in early November.
- Creekside Campground has moved to its traditional “first come, first serve” practice for campers in October and will close on November 2nd until next spring.
- The Village Green Gazebo rehab project is complete in time for Veterans Day.
- The Splash Pad will be winterized this week.
- Irrigation will be winterized the week of October 19th.

Finance and Human Resources Department

- The City has recently received its last distribution concerning Coronavirus Relief Funds (CRF), which is a program associated with the CARES act. To date, the City of Sisters has received \$105,945.78 of funds directly related to expenses incurred as a result of the COVID-19 pandemic.
- The public works department recently purchased a new utility truck to maintain a reliable, efficient vehicle in an ever-aging fleet. You will also notice new badging on public works and administrative vehicles to reflect the relatively new City of Sisters logo.

New Business Licenses September 2020:

<u>NAME</u>	<u>PROPERTY ADDRESS</u>	<u>CITY</u> <u>LIMIT</u>	<u>BUSINESS TYPE</u>
NECHVILLE MUSICAL PRODUCTS, LLC	441/411 E MAIN AVE	INSIDE	MUSIC
TOMAHAWK ELECTRIC, INC	3106 NW CANAL BLVD	OUTSIDE	ELECTRICAL/CONTRACTOR
EDWARD D. JONES & CO.	304 W ADAMS AVE B	INSIDE	FINANCIAL ADVISOR
ASCHOFF ENTERPRISES, LLC	62999 LAYTON AVE 1	OUTSIDE	CONTRACTOR
CASCADE TREE WORKS		OUTSIDE	TREE 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.

October 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 next PC meeting is scheduled for 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. The next HPAB meeting is scheduled for Tuesday, October 13th.
- **City Parks Advisory Board (CPAB)** meetings are generally the first Wednesday of each month at 4:00 p.m.
- **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. 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 9/1/2020 through 9/30/2020

Compiled on 10/1/2020 9:00:22 AM

Total Permits Issued:		Total Valuation:	
47		\$4,252,243	
Residential Buildings		Residential Valuation	
Single Family Dwellings:	18	New Construction:	\$4,056,285
Alterations/Additions:	1	Alterations:	\$7,000
Accessory Buildings:	1	Accessory Buildings:	\$106,460
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:	\$79,580
Alarm or Suppression:	1	Alarm or Suppression:	\$2,918
Manufactured Dwelling Permits		Other Permits	
Manufactured Dwellings:	0	Demolition:	2
Alterations/Additions:	0	Electrical:	6
		Mechanical:	11
		Plumbing:	4
		Signs:	1



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									

*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/>