



FRIDAY LETTER

July 6, 2012

ADMINISTRATION

City Recorder

Other than the 4th of July Holiday, this week in the City Recorder's Office was fairly routine and standard procedures were carried out. The major focus of attention was preparing agenda items for the City Council Meeting, and the continuance of reorganization and establishment of procedures for the City Recorder's Office.

Upcoming City Council Meetings: The City Council Agenda Packet for the July 10th meeting is on the City's website. The Agenda Packet includes the Agenda, Minutes, Resolutions and all other supporting meeting documentation that is presented to the City Council except for items related to an Executive Session.

Elections Reminder: The City of Eagle Point is accepting filings for candidacy for the elected offices of Mayor (2 year term), and three Council Member positions (4 year terms). Election packets to run for office may be picked up from City Hall at 17 South Buchanan Avenue. Completed election filing forms must be returned to the City Recorder, by August 10, 2012. If you have questions or would like more information, please contact Cindy Hughes, City Recorder, at 541-826-4212 extension 106.

FINANCE

This is a busy time of year for the Finance and Administration Departments. We have been busy with Budget, Audits, Year-end Wrap up and preparing for the new year. This is also the time of year the business license renewals are mailed.

Budget

Staff is working on importing the new budget numbers. This is a fairly complex process because it sets the financial system for the year.

Year End

Fiscal year 2011/2012 has come to a close and we are transitioning to the new fiscal year. We are in the process of reviewing and preparing our annual financial reports and will be working on our Comprehensive Annual Financial Report (CAFR) which is the audited report.

Council Packets

Starting in July, the City Council will see reports that are more reader friendly. Please feel free to give feedback on the reports. I feel that it is important to provide reports that give detailed information but are relatively easy to read. There will also be a more comprehensive report given on a quarterly basis.

The bill list has been updated to provide additional information. You will see this new format at the July 10, 2012 Council meeting.

Audit

We are still working with the auditors. This is an ongoing process until they finish their process in November. They were here for the initial field work the week of June 4, 2012. They will continue to work on the audit process even now that they are gone. We will continue to receive requests for documentation as they work on items that do not require them to be onsite. They will return the week of October 1, 2012 to finish their field work. It typically takes about one month after their last field visit to finish the process and receive a formal report.

Economic Development

The next Economic Development meeting will be held August 6, 2012.

Staff is working with Economic Development Commission to produce publications regarding livability in Eagle Point. Economic Development Commission had several meetings where discussions focused on the positive elements of Eagle Point. Staff took that information and is in the process of creating a publication. This will be one more tool to introduce people to Eagle Point.

Economic Development discussed the opportunities for creation of videos regarding Eagle Point. This fits in with what the commission has been discussing. It will be one more promotional tool that the City can use. Economic Development Commission was in favor of this and it is being presented to the City Council at the July 10, 2012 meeting.

The annual bike ride was discussed during the meeting. Through the advertising that was done this year, we learned that many riders schedule their bike rides far in advance. Because of this, staff has started advertising the 3rd annual bike ride which will be on June 8, 2013. We are in the process of advertising it with bike clubs in Oregon and Northern California. It is a ride that can be enjoyed by families as well as those that are training for bigger rides. There is also discussion about adding a walk on the same day.

2nd Annual August Street Dance

We are in the process of preparing for the 2nd annual street dance. It will be held on August 18th starting at 6:30 pm. The event will be held on Main Street with music being provided by Jim Lane & the Renegades. Last year, the street dance was a very enjoyable event and there were many compliments. We hope that more citizens will venture out and enjoy some great music and the opportunity to enjoy downtown Eagle Point.

Business License

All business licenses expired on June 30th. Renewal notices were sent to all businesses in Eagle Point and all businesses that conduct business within Eagle Point.

Call Center

Staff is in the process of setting up our call center module. This is part of our financial system. It is a way to log issues as they are identified. Staff can use this system to monitor issues and their status. This will have an online component so that the public can go to the City website and send us an email for issues such as high weeds, potholes, sidewalk problems, street light issues, etc.

Website

We continue to update the City website regarding upcoming meetings and events. Please check it often for up-to-date information on news and events. Let us know about upcoming 2nd Saturday events as well as other events. We are in the process of adding a community event calendar to the City Website. This calendar will be used for Eagle Point Community Association events as well as Eagle Point Chamber of Commerce events. These events help draw people into our community which is a positive result of these events.

We are now including the City Council meeting packets on the website along with all meeting agendas and minutes. Meeting packets for the Planning Commission, Parks & Recreation Commission, and Economic Development Commission are now on the City website as well.

PARKS AND RECREATION

The next regular Parks and Recreation Commission meeting is scheduled for July 12, 2012. The meeting packet is ready and uploaded to the SharePoint site for the commissioners. Packet information is also available for public viewing on the city website. The agenda will include discussion of improvements to the parkland known as Lucas Park, and neighbors have been invited to attend the meeting and offer comments to the commission. Over 160 letters were mailed to all of the addresses and listed owners for the Glenwood subdivision, Christa Lane, and South Shasta adjacent to Glenwood inviting residents to the July Parks and Recreation Commission meeting. As a first step, a small parking area and recreational trail, along with a grassy area, could be constructed.

Several proposed locations for dog stations were reviewed with Kathy Sell, Council member and liaison for the Parks and Recreation Commission. Public Works purchased two dog stations, and Randy's Feed Store is sponsoring an additional four dog stations to be placed in the parks.

PUBLIC WORKS

Development Civil Plan Review and Construction

Construction continues on Neva Street and part of North Shasta Avenue as part of the Hillside Elementary School. Traffic is encouraged to use Tabor Street for a detour around the construction site. Paving is scheduled for Wednesday, July 11. The contract is through Willamette Educational School District (ESD) for Jackson County School District #9.



The **Creekside** Plans have been approved. Bike lanes with a left turn lane off Shasta into Creekside are planned to complete the improvements for the center just north of Nita Way.

The **Eagle Point Cemetery** project is ready to begin construction. The new administration building includes a new water connection to the City's water supply at Riley Road.

Public Works Maintenance Streets

Public Works crews walked the parade route, removing weeds and leaves and swept the streets in preparation for the 4th of July parade. Barricades were picked up from Cantel, and placed at each intersection for closing the streets. Thank you to the Police Department for closing/opening the streets during the parade, and to the Community Association for sponsoring the barricades each year. Thanks to the Boy Scouts for picking up trash during the 4th, and to Jackson County Community Justice crews who cleaned the downtown and the high school areas the day after. Public Works commented the amount of fireworks left on the streets this year was 'less than last year'. Although there were a few problem areas, we did not have the same issues as many other communities this year. Overall, the residents of Eagle Point are to be commended for cleaning up after the 4th.

Public Works met with Capitol Asset and Pavement Services, Inc. to begin the Pavement Condition Survey. The first step is to 'build' the software program to include all the City streets lengths and widths. Thanks to Gary Shipley for researching and providing an excel spreadsheet of this information to expedite the survey. Once the field work begins, Capitol Asset will walk every street in the City, surveying representative areas of the pavement for the 7 major distress types to provide a prioritized pavement condition index (PCI).

Water

The water system is back online. Cement seeding of the 3.6 MG reservoir reduced the leakage rate to two gallons per minute.

Parks

Public Works continues to mow parks for each weekends use. Several compliments have been received of the volunteers at the Harnish Wayside Visitor's Center. This last week, many visitors from out of state picked up information in hopes of relocating to Eagle Point and the surrounding area. Special thanks to the Chamber of Commerce for organizing the volunteer group.

Grants

Welburn Electric, Inc. completed the lighting replacements at the Museum. New protectors will be placed at the Museum lights to shield the lights.

The first Technical Advisory Committee (TAC) meeting was held for the Oregon Water Resources Water Conservation Grant. Representatives from Medford Water Commission, Central Point, Eagle Point, Jacksonville, Talent/Phoenix, and Public Works Management discussed the goals and a draft work plan for the grant. The next step is a draft Request for Proposal to solicit responses from consultants.

Storm

The irrigation ditches by North Heights, off De Anjou Avenue, and by Fargo Street were mowed in preparation for the 4th of July. Recently there have been discussions in the media regarding E. coli counts in the creeks and streams. Some groups in the media have commented on the dangerous condition of our creeks, including Little Butte Creek. The Centers for Disease Control (CDC), and Oregon Health Department recommended precautions to prevent illness when contacting water from the creeks during the summer and high E. coli counts, including washing your hands thoroughly and avoiding swallowing water. Gary Shipley's research and discussions with the Centers for Disease Control (CDC) and Oregon Health Department, in cooperation with the Little Butte Watershed Council, resulted in posting updated signs at Harnish Park, Mattie Brown Park, and Little Butte Creek Park.

DEVELOPMENT SERVICES

Building and Development

From June 29 through July 5, 2012, the City issued 4 permits, processed 3 new permits and worked on 36 additional permits. New projects include sign, mechanical, electrical, plumbing and fence permits. Reviews continue on new house plans, the Butcher Shop project, Creekside Center parking lot and other permits. Staff continued assisting the Code Enforcement Officer with research for high weed complaints and violations along with other building and planning related duties and email/phone/counter customer service.

The Eagle Point National Cemetery water connection project has been approved and work is underway. The cemetery is within Jackson County's jurisdiction, so all other permits and inspections for the expansion will be done through Jackson County Development Services.



Staff continues with preparation for the public hearings for the Regional Plan Element adoption. The first hearing is scheduled for the July 17, 2012 Planning Commission meeting. The Planning Commission packet should be available by the end of the day Tuesday, July 10, 2012.