



## *FRIDAY LETTER*

*JUNE 1, 2012*

### **ADMINISTRATION**

#### **City Administrator**

Well, I survived my first two months as an employee of Eagle Point. Perhaps I should admit that the staff actually survived me. As the new guy on the block I spent a lot of time just learning some of the basics such as staff names and asking what appear to be a lot of dumb questions. And sometimes I even ask the same questions more than once. I have focused on a number of fronts, such as getting to know the staff, Councilors, City committee and commission members, and citizens. I have also attending numerous outside meetings, such as the: Medford Water Commission, Southern Oregon Regional Economic Development Inc., Rogue Valley Council of Governments, Metropolitan Planning Organization, Rogue Valley Area Commission on Transportation, Little Butte Creek Water Shed Council, and Eagle Point Upper Rogue Chamber of Commerce, to name a few.

When I arrived, the budget process for the 2012-2013 Budget was well along in development. I needed to roll up my sleeves and get the crash course on understanding all of the factors and projects that went into developing the draft budget in time to present a responsible proposed budget to the City of Eagle Point Budget Committee in May 2012, for adoption by Council in June. Former City Administrator Dave Hussell, Finance Director Melissa Owens, and department heads helped me through this process and provided me with historical information concerning various public works projects and services provided by the City. My job was to work hard at making sure I understood the factors that went into developing our Budget, while taking a fresh look at it and asking those "dumb" questions and challenging assumptions and conclusions reached in previous budgets. Frankly, most of the time I concluded that the responses I got made total sense! I trust that my staff understands now that what I was really doing was more for **my** education and not done in a manner to challenge their professional qualifications or expertise. They were nonetheless very patient and helpful during my integration period, and for this I thank them for the education.

Prior to finalizing the proposed budget for 2012-2013, we made a few course corrections. Considering the long standing problems experienced with the 3.6 million gallon water tank leaks, we decided to ask Council for the authority to bring in a team of expert engineers and geologists to help us resolve the tank problem, as well as take a fresh look at our entire water system infrastructure and evaluate the functionality of it as a whole. Second, because of the deteriorating condition of many of our roads, we talked to Council about the need to create a long term pavement management condition program, including an annual chip seal and scrub coat component.

I am left with several first impressions and conclusions:

- I am very fortunate to be surrounded and supported by so many professional dedicated staff members. Among the staff are numerous individuals with the historical and institutional knowledge regarding the community and city operations that frankly cannot be purchased or replaced. We have few employees for a city of this size. Those we do have are dedicated at all levels: the police officers on the streets, public works staff working on the water system or parks maintenance, accounting staff in the office, the ladies at the front counter taking utility payments, or building and planning staff; all are very productive and dedicated. They make me look good!
- Many of the staff members I have met don't just work for the money. They come to work because they like their jobs, are concerned about the welfare of the community and just plain want to do the right thing for the citizens. Many live in the community and also have their children in our schools.
- Our Mayor and Councilors truly work well together. They are concerned about the welfare of our community and do try to take all points of view into consideration. After the debate and vote, they move forward together as a Board of Directors. Shall we call this leadership? I think so. Many communities are not so fortunate.
- I am impressed with how well this community appears to work together. Not everyone always agrees on the approach, but after the debate somehow folks have always learned how to come together and get things done. This is evident in how things are being accomplished, whether it's a new park like Harnish Park or new schools, the successes are very impressive for a small community.
- So far, the best coffee at city hall is found in the Police Department.

Two of the issues addressed above will be discussed at the June 12 Council meeting. Our engineer will present his initial report concerning the water tank. One of the short term recommendations to get the tank on-line immediately is for staff to proceed with what is called a "cement seeding" project. This entails taking bags of Portland cement mixed with water (no sand or aggregate as in concrete) and letting it work its way into the remaining hairline cracks on the floor of the tank. Staff will proceed with this aspect on an emergency basis prior to the June 12 Council meeting in order to get the tank back on line within the next ten days or so. We are having low water pressure problems in some areas of the community and must resolve this before the weather gets any hotter. The engineers will provide details of other recommendations at the June 12 meeting.

On June 12 staff will also be asking Council to provide authority to negotiate a contract with an engineering consultant to do a condition assessment of our roads to get prepared for a maintenance program to begin in late summer or early fall.

## City Recorder

By now, you've heard the City of Eagle Point has a new City Recorder, Cindy Hughes, and she is also an Executive Assistant to the new City Administrator, Henry Lawrence. As City Recorder, Cindy coordinates and attends City Council meetings, processes contracts, serves as the City's election official and assists with public records requests. She is a member of the Oregon Municipal Association of Recorders and the International Institute of Municipal Clerks.

Upcoming Elections The City of Eagle Point is accepting filings for candidacy for the following elected offices:

- Mayor ..... for a term of two years.
- Council Member ..... for a term of four years.
- Council Member ..... for a term of four years.
- Council Member ..... for a term of four years.

Election packets may be obtained from the City of Eagle Point at City Hall, 17 South Buchanan Avenue. Completed election filing forms must be returned to the City Recorder, by August 10, 2012 to ensure that the August 28, 2012 deadline for filing for candidacy of the November 6, 2012 General Election is met with the Jackson County Elections Office.

The term of office of elected officers shall commence on the first Council Meeting in January, 2013. Persons interested must be, at the time of election, a qualified elector as defined in Section 2, Article II of the Oregon Constitution and shall have been a resident within the city limits of the City of Eagle Point for the twelve-month period immediately preceding the November, 2012 election.

Certified Municipal Clerk's Accreditation Ms. Hughes is working toward becoming a Certified Municipal Clerk and will be in training at the Northwest Clerk's Institute in Tacoma, Washington, from June 3<sup>rd</sup> to June 8<sup>th</sup>. The focus of this training will address matters related to the Clerk's Office. Some of the scheduled topics include: legal issues, records management, parliamentary procedures for meetings, and ethical responsibilities for public agencies.

## FINANCE

### Budget

The Budget Committee held their meeting on Monday, May 21, 2012. A presentation was made to the Budget Committee by Finance Officer Melissa Owens. The presentation provided a 10 year history of revenue and expenses of the General Fund and Water Fund. As part of the presentation the primary revenue sources of General Fund were reviewed. The presentation also included information regarding the Water Fund which is the fund with the most cause for concern at this point.

Next on the agenda for the Budget Committee meeting was the presentation of the Proposed Budget. The presentation included a review of the Policy Issues, the Capital Project List, and the Proposed Budget. There was much discussion regarding various parts of the budget. At the end

of the meeting Budget Committee voted unanimously to approve the 2012/2013 budget with one amendment. The Budget will now move to a Public Hearing before the City Council on June 12, 2012. The budget will be presented for adoption at the June 12, 2012 City Council meeting. The budget will be available for review at City Hall or on the City's website starting Monday, June 4, 2012. We would like to take an opportunity to thank all members of the Budget Committee for their involvement with the Budget. Everyone came to the meeting prepared and ready to ask questions.

### **Upcoming City Council items**

At the City Council meeting on June 12, 2012 there will be several finance related items on the agenda. We will have the public hearing regarding adoption of the 2012/2013 budget. There will also be a public hearing regarding use of State Revenue Sharing Funds. There are a couple of resolutions that are required in order to receive the State funds. You will also see the resolution adopting the budget.

### **Audit**

Finance is preparing for the 1<sup>st</sup> of two visits by the independent auditors. This is a required audit which is conducted every year. They will be here for the week of June 4<sup>th</sup> for their first visit. They will return the week of October 1<sup>st</sup> for their final visit of the year. Staff has already been busy collecting and preparing documents for their arrival. This is the most staff labor intensive of the two visits. The auditors do most of their actual audit of records during this visit.

### **New Office Hours**

Effective May 14 City Hall began staying open during the lunch hour. Staff has long felt that staying open during the lunch hour is an important part of customer service. However, that was difficult at the existing staffing levels. Staff has found a way to stay open at lunch and it has been very successful.

### **Bike Ride**

Staff, along with City Council President Alan Curriston, have been working on final pieces of organizing the 2<sup>nd</sup> annual Eagle Point Bike Ride. We have advertised the ride locally as well as in Northern California and in the Northern Oregon areas. Last year there were approximately 90 riders. We would love to have a substantial increase over last year. We encouraged Fire District 3 to volunteer during the ride and they have graciously volunteered to host a rest stop and operate a sag wagon during the ride. A big thank you to them for helping.

### **Newsletter**

Staff has created the first monthly newsletter. This newsletter will be mailed in the utility bills each month. Please check it out. It will give important messages from the City. It will also give information regarding upcoming meetings and community events.

### **Economic Development**

Staff has been working on an advertisements and publications to market livability of Eagle Point. We are currently working on an advertisement for the Destination Magazine which is printed by Upper Rogue Independent. The city places a full page advertisement each year.

It is also time to update our membership and our advertisement with Southern Oregon Visitors Association. The advertisement that is currently being used is very old and outdated.

There are many advertisements that talk about tourist type activities around Eagle Point but there are not many publications or advertisements that talk about the great things about living in Eagle Point.

### **Website**

Don't forget to check the City website on a regular basis for information regarding upcoming news and events.

## **POLICE**

### **CODE ENFORCEMENT**

By now, all of you have received a reminder of the Weed Abatement Ordinance and the requirements for keeping your property trimmed up. As we approach the July 4<sup>th</sup> celebration the weather heats up and grasses and weeds dry out. By keeping your property well groomed you help to decelerate any potential fire from becoming a large incident.

I would like to introduce you to the City of Eagle Point's new Code Enforcement Officer, Ben Franco. Ben's job is to enforce the Weed Abatement Ordinance and any other concerns about property nuisance conditions that exist in Eagle Point.



Ben Franco

If you notice any property or neighborhood blight conditions that are unsightly, or have questions about what is permitted or not permitted on your property or the property of another, please contact Ben, or go to our website and select: I WANT TO, then select- REPORT A STREET /SIDEWALK, and complete the form and submit.

Ben Franco hours of work are: Tuesday – Saturday, from 8 am – 12 pm. He can be reached by phone at 541-621-8057, or by email at: [benfranco@cityofeaglepoint.org](mailto:benfranco@cityofeaglepoint.org).

# NATIONAL NIGHT OUT

If you haven't heard of National Night Out, it's a unique crime prevention event sponsored by the National Association of Town Watch (NATW), Target®, and your local city. This is where "America's Night Out On Crime" takes place across the nation and in local communities.

National Night Out is designed to: (1) Heighten crime and drug prevention awareness; (2) Generate support for, and participation in, local anti-crime programs; and (3) Strengthen neighborhood spirit and police-community partnerships; and (4) Send a message to criminals letting them know that neighborhoods are organized and fighting back.

Join us on August 7, 2012, at Chamberlain Park, from 7:00 pm – 9:00 pm for food and crime prevention activities!

## PARKS AND RECREATION

The City has partnered with Rogue Valley Family YMCA to offer summer Day Camp this year. Two week-long camps will be offered from July 23 to 27, and July 30-August 3. More information and registration forms are available on the City's website and at City Hall.

## PUBLIC WORKS

Monthly project updates are described below. Additional information is posted as updates are available at [www.cityofeaglepoint.org](http://www.cityofeaglepoint.org).

### Construction Updates:

The **4.0 MG reservoir** is complete and operational.

The **Booster Water Main** project is complete.

Civil West Engineering Service, Inc. was awarded Phase 1 – Preliminary Engineering for the **3.6 MG Leak Repair**.

Paving is complete for the **S. Shasta Avenue Multi-Use Bike and Pedestrian Path**.



The **Greenhills Wetlands Mitigation** is complete!

.Overstreet Landscape and Hydroseeding completed the **4.0 MG Reservoir Landscaping** project.

**Fargo Street Reconstruction** is complete.

#### **Development Civil Plan Review**

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.

**Carl's Jr.** is completed.

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.

#### **Other**

The **Eagle Point Lighting Upgrades** is scheduled to begin next week with a preconstruction meeting.

Staff reviewed request for proposals (RFP) for the Rogue Valley Transportation District (RVTD) Planning project. The consultant selection process should be completed with the consultant on board by July of 2012.

The Rogue Valley YMCA is preparing flyers in preparation for summer day camp.

Visitor counts are attached for the Harnish Visitor Center through April of 2012. Thank you to David Giles in our Parks and Recreation Commission for summarizing the daily counts.

The City is continuing to look into solutions to repair the 3.6 MG Reservoir. Many have noticed their overall water pressure drop. We recommend watering your lawn in the evenings over the next 10 to 14 days until the reservoir is operational again. Please feel free to contact the City at 541 826-4212 ext 105, or email at [robertmiller@cityofeaglepoint.org](mailto:robertmiller@cityofeaglepoint.org) to discuss any concerns you have.

The City has accepted proposals from consultants on a Pavement Condition Survey. The Pavement Condition Survey will prioritize all of the streets within the City with recommended maintenance strategies. The outcome will be projects to extend and preserve the pavement while maximizing available funds.

The City has received a grant from the Department of Energy. The grant will replace many of the lighting fixtures in City Hall, the Museum, and the Public Works Shop with energy efficient fixtures.

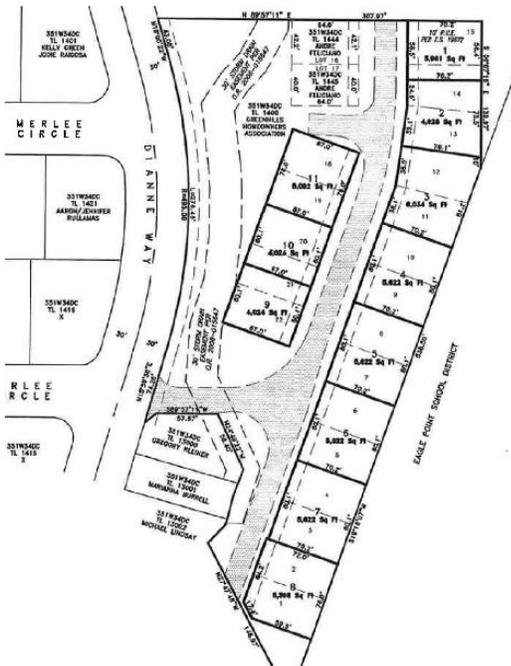
## DEVELOPMENT SERVICES

### Planning

Postings from the Planning office as of June 1, 2012

#### Current Planning/Development Review

- Providence Medical Group's planning application requesting an oversize sign along Highway 62 is scheduled for a public hearing at the Planning Commission's June meeting (see drawing to the right).
- The Greenhills Planned Unit Development & Subdivision application for a new single family development is in review and tentatively expected to go to public hearing at the Planning Commission's July meeting (see plan below).



- The Butcher Shop has submitted an application for Administrative Site Plan Review to allow a minor addition on the south side of the building.
- Signs have been requested by the City for Harnish Visitors Center. Two "Visitor Information" signs are planned for the building, with two additional signs on either side of Hwy 62.

#### Long Range Planning

- The updated Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis has made rounds with all commissions and other community stakeholder groups. As part of the City's Strategic Plan, the SWOT Analysis helps provide a foundation for future City priority-setting and strategic planning. Should Council express interest in adopting this document, a resolution would be brought forward.
- Eagle Point Planning and Public Works staff, along with the Rogue Valley Transit District (RVTD), will be conducting consultant interviews during the week of June 4<sup>th</sup> to award a

contract for a transit study. The selected consultant will be expected to facilitate meetings, complete a thorough analysis of existing services, identify transit needs, prepare transit routing and levels of service, identify bus stop facilities and compose a planning document for RVTD and City use.

- A 2<sup>nd</sup> study session with the Council and Planning Commission for the draft Regional Plan Element is scheduled for June 12<sup>th</sup>. This will be a continuation of discussions had at the 1<sup>st</sup> study session on May 8<sup>th</sup>. Under the 12 year Regional Problem Solving effort undertaken by Jackson County and six cities in the Rogue Valley, the County and each city is required to adopt their own Regional Plan Element into their Comprehensive Plans before the State will approve the identified growth boundary expansion areas.
- Updated Comprehensive Plan Maps are now available (see map to the right). Corrections were made to provide consistency with land use designations on the Zoning Map.

## Building

From May 21 through May 29 we issued 7 new permits, processed 8 new permits and worked on 27 permits. Projects included a new house, plumbing, electrical, mechanical, fence and sign permits. Items of interest include Bob Pinnell State Farm and Windermere Trails End Real Estate moving their offices and signs to Eagle Landing. Also of interest, Conger Morris Funeral Home is locating an Upper Rogue Tribute Center at 25 N Platt. This office location was planned by the business to better serve their Upper Rogue clients. This office will provide appointments and client meetings, no services or memorials will be held at this location. Carl's Jr. Restaurant is now open, overall the construction process went smoothly and staff had a great experience working with Architect Bruce Sinkey, Landscape Architect Eran Schlesinger, General Contractor Rock Belisle and the personnel at Kelly Reid Group.

