



FRIDAY LETTER

JANUARY 4, 2013

ADMINISTRATION

City Administrator

Happy New year to all! It is hard to believe that it is already 2013.

A lot of good things are in store for us this year. Staff has provided updates for their respective departments and projects below. Let us know if you have any questions. I like to think that the best is yet to come. Hard work and a positive attitude from all of us will go a long way. There is much to do, so let's roll up our sleeves, focus, pace ourselves, and continue to see results as we check off our goals for the year.

A new Council will take office on January 8. We will be welcoming a new Councilor, Aaron Prunty, who has been serving as both a Parks and Recreation Commissioner and Budget Committee Member. Mayor Russell returns for another two-year term and Councilors Fierke and Brown return for a four-year term. We are most fortunate to continue to have a very strong Council made of individuals committed to working together to make the difficult policy decisions that are in the best interests of our citizens.

City Recorder

Happy New Year to all! 2013 should prove to be a very productive year in the City Recorder's Office. To begin with, the Municipal Code is scheduled to be available on-line in about a month and will give easy access to citizens. As of the time of this writing, I am preparing to attend an annual training conference on Laserfiche (a software program). The City uses Laserfiche for its digital document management. Maintaining the City's records is one of the primary responsibilities of the City Recorder. Laserfiche was in place when I came on board and now it's my time to learn more about the program to take it to the next level in efficiency. I'll keep you posted on our progress. By the way, I won the tuition to attend the conference at another free training by Laserfiche that I attended late last year.

The Eagle Point Parks and Recreation Commission is accepting applications for several appointments. Applicants must currently reside within the City limits of Eagle Point, have resided in the City for at least one full year and must be eligible to register to vote. Applications may be obtained online at www.cityofeaglepoint.org or picked up at Eagle Point City Hall, 17 Buchanan Avenue South, Eagle Point, Oregon. Applicants are encouraged to submit an application as soon as possible.

FINANCE

The Finance Director will provide an update in the next *Friday Letter*.

PARKS AND RECREATION

The next Parks and Recreation Commission meeting is scheduled for January 10, 2013 at 7:00 p.m.

The park restrooms were closed the end of November.

The December meeting of the Parks and Recreation Commission discussed Lucas Park, and the commission's park priorities. The recommendation will be presented at upcoming Council meetings.

Mary Phillips completed a plan for the Harnish Demonstration Garden. The conceptual plan for education and riparian restoration is being reviewed.

Mattie Brown Park Parking Lot officially kicked off January 3, 2013. David Evans and Associates (DEA) is preparing the design package for ODOT bidding. The project will be 'fast-tracked' over the next two months to allow ODOT the time for review and processing. Follow up letters were sent for the draft Lucas Park Conceptual Plan to owners adjacent to the proposed park and to the Eagle Point Homeowner's Association. Opportunity for public feedback is scheduled for the January 10, 2013 Parks and Recreation Commission meeting.

Recreation

Sign-ups ended December 21, 2012 in Eagle Point for YMCA boys and girls basketball. Over 115 signed up in Eagle Point. Sign-ups are still occurring at the Medford YMCA. Games are scheduled to begin in January.

Storm

Ditch cleaning of the City-owned sections has been completed for the year. Minor cleanup remains on the private section of the Buchanan Ditch, and the 'DeAnjou' section adjacent to Wal Mart.

PUBLIC WORKS

January 4, 2013

Looking back since the last report, and the sunny weather outside, it was a surprise to remember how many times the weather has changed in just a few weeks. From storm advisories, to wind warnings, to snow and ice, this time of year brings many changes. I continue to be pleased with our Public Works crew and their ability and desire to tackle the weather related issues and day to day business.



Covered Bridge – December 2012



Harnish Park – Little Butte Creek December 2012

Public Works Streets

With the cold weather, and the storm advisories, the streets were swept on four days the week of December 3, and once a week for the remainder of the month.

Public Works sanded the icy areas on the morning of December 18, 2012, starting at about 5 am.

Set up of the de-icing trailer is almost complete. Coordination with ODOT will allow purchase of the deicer at their Central Point maintenance yard.

Public Works attended the December 12, 2012, **Rogue Valley Metropolitan Planning Organization technical Advisory Committee** (RVMPO Policy). The Linn Road Bike, Pedestrian and Streetscape improvement project was presented. The response was encouraging, with the next step a formal presentation to the Rogue Valley Area Commission on Transportation on Jan 8, 2013.

The Little Butte Creek Path is awaiting better weather to proceed with grading.

Staff met with representatives from the Oregon Department of Transportation (ODOT) at a follow up meeting on December 4 to discuss the upcoming Highway 62 project. The project will rehabilitate Highway 62 from Linn Road to Highway 234. Linn Road to Rolling Hills will be widened to accommodate a continuous left turn lane.

Public Works crews took down the Christmas decoration for the year.

Water

The Public Works crew has continued repairing water breaks over the past three weeks.

Public Works continued coordination of the Water Conservation Grant at the December 4, 2012, Technical Advisory Committee.

Public Works attended the Medford Water Commission meeting on December 19, 2012. MWC will investigate consultant preparation of their yearly cost of service study.

Irrigation

The City contracted with Rogue Valley Sewer (RVS) to inspect Little Butte Irrigation Ditch. The length of inspection was hampered by rocks and debris in the pipe. Tree roots were seen in some of the pipe joints, and could be a source of leakage in the Little Butte Irrigation piped system. Little Butte Irrigation was contacted with the preliminary results. A follow up meeting is being scheduled.

Development Civil Plan Review and Construction

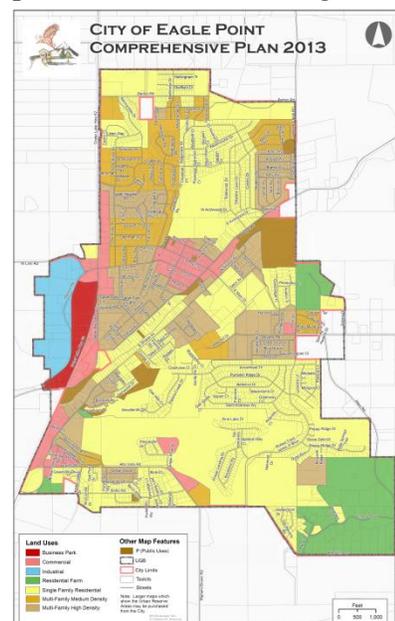
The developer and City are investigating costs for replacing the South Shasta culvert. Extending the culvert, a condition of the Creekside Center, will require replacement of the existing culvert under South Shasta for fish passage.

The Eagle Point Cemetery water line project is complete.

DEVELOPMENT SERVICES

Postings from the Planning office as of January 4, 2013

Updated planning maps have been created for 2013. The City's Comprehensive Plan and Zoning Maps have been updated to include improvements to the street labeling,



symbols, and keyed land use designations. Also, the full-size paper maps now show the Urban Reserve Areas that were adopted in 2012.

Brand new for 2013 is an aerial map showing geography, buildings, streets & street names, neighborhood names, special features such as schools, parks and public buildings, as well as urban reserve areas, acreage and population. Also new this year is a street & parcel map with addresses.

Full size copies of these maps will be displayed in the City Council chamber and will be available for purchase at the front counter in City Hall. Reduced size versions are available at no charge for single copies.

The Transit Study's Stakeholder Group will have its fifth and final meeting on February 5th at 2:30pm in the Ashpole Center. This meeting will focus on the preferred bus service routing options, various funding sources, and administration/governance. Subsequent steps will include City Council/Planning Commission and RVTB Board workshops (likely in March) where the transit study will be reviewed and discussed in its entirety prior to acknowledgement by the Council and RVTB Board (likely in April).

City staff are currently reviewing plans for a girl's softball building at Eagle Point High School, a partition of the Quail Point Subdivision, and a request to extend the prior Catherine Mae Subdivision/Site Plan approval. The softball building and Quail Point decisions are administrative, and the Catherine Mae extension is a quasi-judicial decision by the City Council.

Three Planning Commissioners whose terms are set to expire on January 31st have been reappointed by the City Council to serve new, four-year terms. Dianne Mihocko, Bernard Grossman, and Millie Wewerka will begin their new terms on February 1st and end on January 31, 2017.

Building and Development

During the month of December 2012 we received 26 new permit applications, issued 13 permits and worked on 37 additional permits. Total fees received were \$1,573.04. Issued permits included 4 residential mechanical, 1 commercial mechanical, 2 plumbing, 1 swimming pool, 1 residential alteration/remodel and 4 electrical. Projects currently under review or ready to be issued include single family dwellings, residential mechanical, electrical and plumbing. Residential and commercial development inquires continue to be steady. Also, staff continues to be busy with applications, permits, inspections and providing customer service.

November 2012 end of month totals included 29 permits issued and total fees received \$57,599.26. Issued permits included 3 signs, 7 electrical, 4 detached single family dwellings, 4 plumbing, 6 residential mechanical, 1 commercial mechanical, 1 retaining wall, 1 fence, 2 demolitions.

Planning Commission: There is not a January 2013 Planning Commission meeting scheduled at this time.