



FRIDAY LETTER

FEBRUARY 8, 2013

ADMINISTRATION

City Administrator

We closed escrow on the Lucas Park additional land purchase located at 751 S. Shasta. This one-acre parcel will be combined with the adjoining land owned by the City to provide the needed access and parking off of Shasta Avenue for the new Lucas Park.

The City Council met in a joint workshop format with the Economic Development Commission on February 4 to review a proposed scope of work and interview Mary Bosch of Marketek, Inc. Mary Bosch is being considered as a possible consultant to help with a retail market strategy for a City economic development plan. The plan will consist of: (1) a local retail service strategy, (2) a traded sector strategy, and (3) an e-commerce strategy. Southern Oregon Regional Economic Development, Inc. (SORED) will assist with the traded sector and e-commerce strategies. The City Council will consider approving a contract with Mary Bosch at the Council's February 12 meeting. The Council agenda and packet are available at the City web site.

(Cityofeaglepoint.org)

The February 26 meeting of the Council has been rescheduled to Monday, February 25.

Some of us on staff are already working on developing the new draft budget for fiscal year 2013-2014. We are looking at projected operating short- and long-term revenues, expenditures, and total resources, and trying to align them with Council Annual Goals and long-term capital project needs. We are also taking a look at the feasibility of refinancing some of our long-term utility debt in order to take advantage of historic low interest rates to both save hundreds of thousands of dollars in interest costs and reduce the payoff terms by several years.

We are waiting on two items prior to bringing this forward for Council discussion and direction: (1) receipt of our final audit document from our auditors, and (2) a better understanding of what capital projects may be identified in the water master plan that Civil West Engineering is

completing. Completion of the water master plan will also open up a discussion with Council the need to increase water rates in order to keep our water utility financially healthy into the future.

City Recorder

The City Recorder's Office has been especially busy wrapping up the final comments on the Municipal Code which is scheduled to be available on-line any day. January 7 – 9, I attended an annual training conference on Laserfiche (a software program). At the conference, I learned about ways to improve the City's use of this software program in maintaining its records. This was a great networking opportunity to discuss how other users implemented the software in their agencies.

The City of Eagle Point Budget Committee is accepting applications for persons interested in serving on the committee. Appointments are for a three-year period. Applicants must currently reside within the City limits of Eagle Point, have resided in the City for at least one full year, and be eligible to register to vote. Applications may be obtained online at www.cityofeaglepoint.org or be picked up at Eagle Point City Hall, 17 Buchanan Avenue South, Eagle Point, Oregon. ***Please return completed applications to City Hall prior to 5:00 p.m., Friday, March 15, 2013.*** For more information, contact Cindy Hughes, City Recorder, at 541-826-4212, Ext. 106.

FINANCE

February 1, 2013

Grants

We have just submitted our final grant close out report for a safety vest grant that we received in 2011. The grant, in the amount of \$3,757.50, was to reimburse the City for 50% of the total cost of 10 safety vests for our police officers. The safety vests must be replaced every 5 years.

We received a grant from City County Insurance Services (CIS). CIS is our insurance carrier for automobile insurance, liability insurance, and workers compensation coverage. The grant was for \$7,877.00. This grant amount was based on a percentage of our annual premiums. The grant was restricted to projects that could improve building safety. We completed several projects using these funds. Some of the projects include rekeying City Hall, adding keyless entry for the Police Department, and changing the partitions in the front office section to have a better view of what is going on at the front counter. We finalized the projects in December 2012 and submitted the final grant reports in January.

Technology

Laserfiche is our document imaging software. We have been using the system for about 3 years. This software looks and acts like an electronic file cabinet but with some added features. We started the implementation process by developing a file folder structure and scanning historical documents. It was a time consuming process to scan the historical documents but it will make searching for records much easier. We have most historical documents scanned and we have included scanning of current documents in the normal daily workflow. The system is very helpful because of the time saved in searching for documents. This system also cuts down on the amount of paper used and has reduced the amount of copying.

There are some additional features of the system that we have not set up yet. We are setting up these additional features as we have time. The additional features will also allow us to set system policies that will keep destruction dates that are in line with records retention regulations.

Another feature will allow us to link related documents. This could be especially helpful when linking multiple documents together that are related to a large project. An example would be to link the advertisement of a project, request for proposal, bids presented by potential contractors, signed project contract, progress payments to contractor, inspections, final inspection, and project close out report. These are documents that would be generated at different stages of a project but could be linked together by a project name.

This system keeps records related to all areas in the City including but not limited to Finance, Court, Utility Billing, Building, and Planning. It also keeps records relating to City Council, Planning Commission, Economic Development, and Parks & Recreation Commission. We will continue to expand the system to include other areas.

Cindy attended a conference where she learned how to set up and use some of the additional tools. We are excited about implementing these tools. This system will continue to improve over time as we use more of the tools and electronically file more documents.

Finance Projects

Finance has been working on a 10 year trend analysis and 5 year projection report for all funds. Staff has been working on two projects that will have a major impact on the 5 year projections. This includes the pavement study completed by Capitol Assets and the water master plan that is currently under way by Civil West. The other major decision that will have a large impact is the decision made by Rogue Valley Metropolitan Planning Organization (RVMPO) regarding the STP funds. Upcoming contract negotiations will have an impact on the projections as well. We are close to having the projections completed and should begin discussions with City Council in March.

We are putting together the last portion of the Comprehensive Annual Financial Report (CAFR). The auditors will be meeting with City Council via Skype (video conference) to give their report. This will probably be scheduled for the February 25th meeting. Once this is completed we can fully finalize the 2011/2012 fiscal year.

Finance has started the process of building the frame work for the 2013/2014 budget. Staff will be working on the budget through April. A balanced budget will be proposed to the Budget Committee in May. Once the Budget Committee approves the budget it will be presented at a Budget Hearing on June 11, 2013. It will be brought to back to the City Council for adoption on June 25, 2013. A balanced budget must be adopted by June 30, 2013.

Budget Committee Openings

There are currently openings on the Budget Committee. This is being advertised in the monthly newsletter, in the Upper Rogue Independent, and on the City's website.

Communication

The 9th monthly newsletter was just sent out on in the monthly utility bills. We continue to receive positive feedback about the newsletter. Those customers that receive their utility bills by email receive the newsletter by email as well.

Here are a few statistics for January

- Municipal Court
 - 62 new citations were issued and cited to appear in Eagle Point Municipal Court during the month of January.
 - 36 old citations were set to be heard in court

- Utility Billing
 - 3086 utility bills were mailed in January.
 - 25 residents changed addresses in January. (People moved in or out.)
 - 561 late notices were mailed in January.
 - 92 door tags were hung for addresses that were in danger of being disconnected for nonpayment.
 - 16 new water meters were shut off for nonpayment. Most of these were turned back on with payment.
 - There are currently 48 meters that are shut off for nonpayment. These meters have been locked off for more than one month.
 - 19 Lien Searches

- Business License
 - 362 licenses issued this fiscal year.
 - 304 are businesses that renewed their licenses in July.
 - 176 Inside city limits.
 - 126 Outside city limits.

POLICE

Clean Up After Your Dog

There have been several complaints from local citizens about people allowing their dog to “poop” in public places and then not pick up after their dog. This is a violation of the Municipal Code, 9.36.030 – **Control of Dogs**, that states, “*No person who owns a dog or keeps a dog shall permit the dog to: 1. Defecate on a street, sidewalk or publicly owned property unless the person immediately removes the feces from the property.*” Violation of this portion of the Municipal Code constitutes an infraction punishable by a fine not to exceed \$250.00.

You can help with this problem. First, be a responsible pet owner by grabbing a plastic bag from home and take it with you when you walk your dog. If your dog does his “thing” in public, clean up after your dog and drop the plastic bag in any City-owned garbage receptacle, or in one of the “dog stations” that are strategically located in the City’s park or pathway. If you feel there is a

need in your area for a “dog station” you can email the public works director at: robertmiller@cityofeaglepoint.org.

If you see someone violate the Code, give them a friendly reminder to clean up after their dog. You can always report violators to the Nuisance Abatement Officer by giving a description of the owner and the dog. The Nuisance Abatement Officer can be contacted at 541-826-91712, ext. 109, or at benfranco@cityofeaglepoint.org.

PARKS AND RECREATION

We would like to welcome newly appointed Parks and Recreation Commissioner James Mannenbach and returning Commissioner Dianne Fischetti. They were both appointed for three year terms by Mayor Russell at the last City Council Meeting.

Staff is currently working on uploading orientation and other reference materials to the City SharePoint site for the Parks and Recreation Commission, as well as updating accessibility for staff and new commissioners.

The first season of the YMCA Jr. Boys and Girls Basketball began in January. Over 115 signed up in Eagle Point, with almost 140 total for the season.

The **Parks and Recreation Commission** met on January 10 to discuss Lucas Park. Notices were sent on January 2 to the adjacent properties surrounding the park, and to the Eagle Point Homeowner’s Association. Approximately 7 members of the public attended to provide comments, with four emails received prior to the meeting. During the discussion, staff announced the new property off South Shasta was in escrow. All in attendance were in support of the park and the new access.

PUBLIC WORKS

January 31, 2013

Maintenance and Operations

Storm

Public Works spent the better part of two days cleaning the irrigation system on Greenmoore Drive. The Eagle Point Irrigation District system under the street had plugged. Further investigation revealed sediment had plugged the system, probably from the open section of the ditch further up the system near Vista Park Drive. Public Works investigated the water entering the ditch system, discovering a water break on Vista Park Drive.

The City continues to coordinate with Little Butte Irrigation Company over the leaking irrigation pipe, and solutions to repair the joints.

Water

Public Works crew repaired six water breaks in the system in the month of January. The water breaks along Vista Park Drive to four residences are being scheduled for repair.

Museum

Public Works crew assembled, painted, and installed the new trellis for the Museum. This replaces the broken lattice that originally was attached to the building. Special thanks to Mike Upston, Principal Planner, for the creative design.



Streets

White markings will be placed in the upcoming week for pothole repair at various streets. As the weather is warmer, the patches will be repaired.

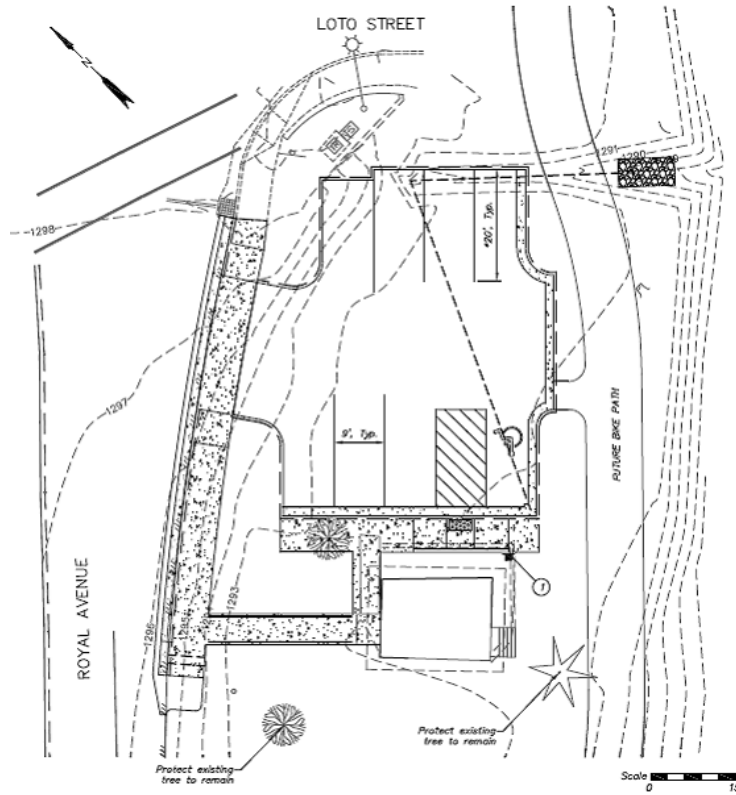
Jackson County roads is scheduled to grind and repave sections of Linn Road, Buchanan Avenue and Old Highway 62, weather permitting.

The new deicing trailer was used on January 18 for the first time, with great success. Public Works will continue to monitor the weather, using the appropriate applications.

Mattie Brown Park Parking Lot – The design package for 90% plans was completed this week by David Evans and Associates, Inc. The fast tracked project has required much review and coordination that normally would have been spread over several months. The project includes a new paved parking area for 8 spaces, sidewalks along Royal Avenue from the Loto Street Bridge to the existing shelter, and a new walkway to the shelter. The parking lot will connect up to a future path through the park. The project implements a low impact development (LID) feature, by using pervious asphalt. Pervious asphalt allows more water to percolate through the asphalt, reducing the amount of water leaving the site, and helps to filter pollutants that may otherwise enter Little Butte Creek.

The project is funded through the federally funded Congestion Mitigation and Air Quality (CMAQ) program. The program funds projects that provide a benefit to air quality, including paving areas that are contributing to dust pollution.

Construction is anticipated this summer, with the existing dirt parking temporarily closed for construction. The gazebo may also be closed during part of the construction. The park, including the playground, restrooms, and on street parking will remain open to the public during this time.



Loto Street Sidewalks - Surveying and base map preparation was completed for the Downtown Lighting Plan on Main Street and Loto Street, and the Loto Street Sidewalks.



Little Butte Creek Path – Central Valley Excavation completed placement of the fabric and gravel for the path between the Covered Bridge and Butte Creek Mill.

Linn Road Bike/Ped/Streetscape project - The Rogue Valley Area Commission on Transportation (RVACT) voted Tuesday to include Eagle Point’s Linn Road project on the high priority listing for funding! Projects totaling 150 percent of available funding were selected as

part of this step in the process. The next step is scoping (preliminary design and environmental) of the project by Oregon Department of Transportation (ODOT). This will begin in February and continue through July of 2013. If the project maintains the high priority, design of the project will begin in 2016, with construction scheduled for 2018.



The process started in early 2012, with the announcement of the combined funding for the Transportation Enhancement and the Oregon Bicycle and Pedestrian Advisory Committee (TE-OBPAC). Originally two separate grants, the programs were combined to match the limited federal funding available nationwide. Eagle Point proposed bicycle and sidewalk improvements for Linn Road, including a planted median and pedestrian scale lighting to capture both the Transportation Enhancement aspect with the Bike and Pedestrian grant components. Of the 155 project submitted in June of 2012, only 63 continued in the process. Eagle Point was notified by the Bicycle and Pedestrian Advisory Committee the Linn Road Project was a good project, and although close, did not make the first round. Eagle Point was encouraged to apply for the new combined process, called the Enhance It.

In September of 2012, ODOT announced the Enhance application process. All funding through the state (STIP, Transportation Enhancement, Oregon Bicycle and Pedestrian) will now be one application initiated with the new process. Meetings were scheduled to first discuss the process and new guidelines at the Rogue Valley Area Commission on Transportation – RVACT (November 13), the Rogue Valley Metropolitan Planning Organization Technical Advisory Committee – RVMPO TAC (November 14), and the Rogue Valley Metropolitan Planning Organization Policy Committee – RVMPO PC (November 27).

Once the applications were submitted (November 27) and reviewed by ODOT, presentations and ranking began. The Linn Road project was initially presented at the RVMPO TAC December 12, with very good reviews on the presentation and project. Eleven projects were presented from agencies within the MPO area, including ODOT. In addition to all of the agencies, ODOT also was required to compete for state and federal funding to obtain STIP funds for projects that were above and beyond routine maintenance. The RVMPO TAC ranked projects by email vote by December 19 (with a high, medium, and low priority ranking).

The RVACT, in a day-long meeting on January 8, presented 18 projects for review. The RVACT is comprised of Jackson and Josephine County agencies, including the agencies of the RVMPO. The Linn Road project again was well received. The RVMPO TAC met January 9 to prioritize the projects. The long discussion resulted in a recommended ranked project listing to the RVMPO PC. The RVMPO PC met January 22 to deliberate and decide the MPO recommended list of projects to the RVACT. The same day the RVACT (including the RVMPO PC members) provided an email ranking of projects to the greater RVACT. Linn Road was recommended and approved on January 29 by the RVACT within the top 5 high priority projects. After the projects are scoped in July, the ranking process could start over, or the RVACT could approve the recommended listing at the July 9 meeting.

Water Master Plan and Conservation Grant

Public Works continued coordination of the **Water Conservation Grant**. The Water Conservation Grant Technical Advisory Committee (TAC) met to discuss the next steps. The next meeting in February will discuss potential water conservation measures. Representatives of each City will be invited when the date and time are finalized, tentatively scheduled for Monday, February 11, 2013, from 9 am to 2 pm.

Civil West continues to work on the **Water Master Plan** update. Development of the capital improvement plan and costs is the next step for early March.

Development Civil Plan Review and Construction

Coordination continues with the developer at Creekside to replace the South Shasta culvert. Coordination and review on Quail Point subdivision continued by Public Works and Engineering.

Other

ODOT Highway 62 - Letters were sent to many Eagle Point residents who live near Highway 62 discussing the upcoming Oregon Department of Transportation Highway 62 improvements. The pavement will be rehabilitated between Linn Road and Highway 234. A two way left turn lane will be constructed between Crystal Drive and Rolling Hills Drive. Minor work will occur in spring in preparation of the larger project, to begin in late June or early July of 2013. Due to the amount of traffic during the day, night work is scheduled over the summer to reduce construction time.

Public Works met with representatives from the Oregon Department of Transportation (ODOT) to discuss permanent signs for the upcoming Highway 62 project. During construction of the project, the access to and from Barton Road is scheduled to be closed. In preparation of the closure, ODOT is providing signs to direct drivers from Barton Road onto Sienna Hills Drive, DeAnjou Avenue, and to the Crystal Drive signal. The signs will be permanent for traffic traveling towards Medford. Currently many drivers on Barton Road, in efforts to save time, will turn left onto Highway 62 and travel in the wrong lane. Other drivers make an illegal u-turn on Highway 62. Detour signs will also be placed during construction to direct drivers.

DEVELOPMENT SERVICES

Postings from the Planning office as of February 8, 2013

Planning has been coordinating with the Public Works crew on improvements to the Eagle Point Historical Museum's exterior appearance. The small sign that used to be on the south-facing side of the building was not large enough to be seen well, and it was in poor disrepair. The sign was taken down, the flaking paint removed, new paint applied along with a thick coat of



varnish, and a stained wooden frame built around it. Then it was re-hung in a new location over the street-facing, front side of the building. See photo to the right.



A new, larger sign has been placed where the older sign used to be. This new sign will do a better job of attracting people heading north on Royal Avenue. The simple "Museum" sign is intended to catch the eye of passers-by, and more information about the museum and its hours of operation will remain near the front entrance for those who decide

to stop and take a look. See photo at left.

The building has also just received a new addition. A trellis was built to give the building's blank façade some interest and to support the wisteria vine that had gotten out of control over the years. Additional landscaping planted this past Fall is looking healthy and is expected to start filling in the building's perimeter over the next few years.

On a completely separate item, the Jackson County Board of Commissioners approved the inclusion of Eagle Point into its existing Enterprise Zone at their Wednesday Feb. 6th public hearing. Back in November, the City Council had requested that City staff formally request our inclusion in the Enterprise Zone and work with County staff through the review process. Less than three months later, we are now in it.

Planning Commission

The Planning Commission will not hold a meeting during the month of February.

Staff is currently working on uploading orientation and other reference materials to the City SharePoint site for the Planning Commission, as well as updating accessibility for staff and new commissioners.

Building and Development

January 18-31, 2013 we received 6 new permit applications, issued 4 permits and worked on 36 additional permits. Issued permits included single family detached residential and mechanical permits. Projects currently under review or ready to be issued include mechanical, electrical, plumbing and residential alteration permits. An application and payment was also processed for a Conditional Use Permit/Site Plan Review. Staff has also answered quite a few development and zoning inquiries, processed permits, updated inspection records, and provided other customer service.

February 1-7, 2013 we received 10 new permit applications, issued 2 permits and worked 25 additional permits. Issued permits included residential mechanical permits. Projects currently under review or ready to be issued include single family dwelling, mechanical, electrical, plumbing and residential alteration permits. Staff has also been coordinating with other departments on several projects, answering development and zoning inquiries, updating inspection records, and providing other customer service.