



## *FRIDAY LETTER*

*JUNE 1, 2013*

### **ADMINISTRATION**

#### **City Administrator**

Thank you to the Budget Committee members for all their work in reviewing and approving the new 2013-2014 City of Eagle Point Budget. Let us also not forget all the extra effort that Finance Director Melissa Owens went through over the past few months working with department directors to refine their budgets and getting the final document ready for review. This on top of her daily office responsibilities, working on water rate increases, and having auditors arrive at her office door the week of the Budget Committee meeting is enough to add to the stress level and leaves little time for fun. Into my second year at Eagle Point, I am still pleasantly surprised at how smoothly the staff, Budget Committee and Council work together in reviewing and adopting the new Budget.

I received notice yesterday from the Oregon Parks and Recreation Department (OPRD) that we were not successful in being awarded a grant for the Little Butte Park trail improvements. We were one of 58 applications, resulting in 27 projects being funded by the Parks Commission. Unfortunately, 31 projects will go unfunded. This year was very competitive due to a large number of applications and really good projects. Here is list of what was funded:

#### **Non-motorized (18)**

OPRD - Oregon Coast Trail - North Coast Heavy Restoration  
Siskiyou Mountain Club - Trans-Kalmiopsis Project  
Tillamook County Pioneer Museum - Kilchis Point Interpretive Trails-Phase 4  
Portland Parks & Recreation - Wildwood Trailheads Restoration Project  
Port of Hood River - Hood River Waterfront Trail Completion  
Salem Area Trail Alliance -Lincoln Access & Spring Valley Trails  
USFS Sisters RD - Pole Creek Fire Trail Rehabilitation  
Tillamook County Water Trail - Netarts Bay - Final Phase  
BLM Prineville - Tumalo Canal Trailhead

OPRD - State Designated Bikeway Maps  
McKenzie River National Recreation Trail Tread and Trail Bridge Project  
City of Baker City - Leo Adler Memorial Parkway Water Access Points  
OPRD - Deschutes River Trail - Tumalo Creek Section  
City of Independence - Biker/Boater Campground  
USFS Deschutes NF - Meissner Nordic  
City of Hermiston - Oxbow Trail  
City of Lebanon - Cheadle Lake Connector Trail Paving  
City of Monmouth - Madrona Park Walking Trail

### **Motorized (9)**

Morrow County - Morrow County Parks  
Union County - Mt Emily Trail Equipment  
Hood River County Forestry - Hood River County Trails Equipment  
Mt Hood Snowmobile Club - Mt Hood Skyline Sno-Park & Trail Rehab  
Blue Mt Summit Snowpark Phase 1 - Burnt River Snowmobile Club  
Grant County Snowballer Snowmobile Club - Winter Trail Rehabilitation  
Mt Jefferson Snowmobile Club - Ray Benson Snow Park Groomer Storage Building  
USFS Willamette NF - Volunteer Sno-Trail Program Equipment  
USFS Deschutes NF - 620 Road & Braid Trail Crossing

As you can see, the competition was fierce! We are seeking information from the OPRD staff as to how we can make our application more competitive in future years. We can discuss next steps: either apply next year, or redirect the matching funds that we have built into the new budget for material purchases, and supplement that with additional volunteer labor to make the project happen without a grant.

We are still in competition for an OPRD Parks grant to help construct our skate park. I will be going to Bend next week to make a presentation to the review committee.

Never give up! We have a good success record of leveraging our limited funds with outside grants, as well as community volunteers, to make things happen. We will continue to be very aggressive in seeking out grant opportunities that benefit our community.

## **FINANCE**

This is a busy time of year for Finance as we prepare to close one year and start a new year. This year has gone by incredibly fast. Preparation and presentation of the budget has been the biggest task at hand. In addition, staff has been preparing for a semiannual visit from the auditors.

### **Budget**

The Budget was presented to the Budget Committee on Wednesday May, 22, 2013. There was full attendance by all Budget Committee members except one. It was great to see all of the members in attendance. After much discussion about various projects, purchases, and policies in the budget, the budget was approved with one change. That change will be made in the approved budget. Thank you to all who participated.

The next step is to present the approved budget at a public hearing during the City Council meeting on June 11, 2013. The budget will then be presented for adoption at the June 25, 2013 City Council meeting.

### **Audit**

The auditors were here the week of May 20, 2013 to perform the interim field testing for the annual audit. They will return to finish the audit process in September. At the end of each visit, the auditors meet with management staff for an exit meeting. During this meeting the auditors discuss any ‘findings’. Findings are negative issues that could be reported in the audit report or in the letter to the City Council. This is also an opportunity to discuss any areas where improvements could be made. The Mayor, Council President, City Administrator, and Finance Officer attended as did the lead auditor and the managing partner of the audit firm. I am happy to say that there were no findings. We received a great report from the lead auditor and from the managing partner. We will see them again in September for the final field work.

### **Water**

Finance is currently reviewing several items with regard to water. The big items are refinancing of the water debt, analysis of water users and billings, and water meter verifications.

A public hearing was held on May 14, 2013 to discuss water rates. The City had not increased the water base rate since 2003, and while reluctant to ask its rate payers to pay more, it was absolutely necessary. The City Council approved the proposed rate increase. This will increase the monthly base rate by \$4.00 per month and the consumption rate by \$.30/1,000 gallons

### **Website**

We continue to add information to the website. Check out the page dedicated to community events. This is for events sponsored by Eagle Point Community Association (EPCA), Eagle Point Chamber of Commerce (EPCC), and the City. We will continue to add to it. Some of the event listings have a slide show of pictures of previous events.

### **Upcoming Activities**

There is a long list of activities coming up in the next several months. Watch the newsletter and the website for additional information. Here is a partial list:

- |             |  |      |
|-------------|--|------|
| June 15     | Bike Ride  | EP   |
|             | There are 3 rides. This should be fun for riders of all ages and all skill levels. |      |
| July 4      | 4 <sup>th</sup> of July  | EPCA |
|             | A full day of activities and an evening full of fireworks.                         |      |
| August 6    | National Night Out   | EP   |
| August 17   | Street Dance   | EPCC |
| August 24   | Music at the Mill  |      |
| September 7 | Little Butte Creek Festival  |      |

Various Friday night movies at the Eagle Point library

Hope you can come out and enjoy some of the local activities. If you would like to volunteer at one of the events please contact the sponsoring group. Volunteers are always welcome.

## **PARKS AND RECREATION**

### **Parks and Recreation**

The Parks and Recreation Commission did not hold a meeting in May. The next meeting is tentatively scheduled for June 13, 2013 at 7:00 p.m. in City Council Chambers. Agenda and packets are typically available on the city website the Friday prior to the meeting. We anticipate unveiling the refined concept design for the Lucas Park construction project. With the \$310,000 expected to be approved in the final 2013-14 Budget, it will be exciting to see construction on the new park finally starting. Although this amount will not fund the entire wish list, we expect to make substantial progress on the park infrastructure to be able to make it a usable facility. Subsequent phases will serve to add additional amenities to the park.

## **PUBLIC WORKS**

### **Maintenance and Operations**

#### **Water**

The 4.0 MG Reservoir was placed into operation in coordination with the Nita Way Valve Station and 3.6 MG Reservoir. While the system is operating as designed, there are concerns over limitations in the new 4.0 MG zone. Public Works performed a valve check to confirm all of the valves were open in the new zone, verifying operating pressures with all three zones. Minor adjustments were made to allow the 200,000 reservoir to operate more efficiently. A two zone system is currently being analyzed for improvements and operations.

As part of a grant from the Oregon Department of Water Resources, **leak detection** was completed on most of the City's water mains. Only 7 leaks, with a maximum of 2.5 gpm were discovered. Public Works crews repaired all the leaks the week of May 20, 2013.

The leak on the 3.6 MG reservoir was measured at 2.6 gpm the first week of May.

#### **Streets**

Public Pacific Asphalt Surface Sealing completed crack sealing of over 42,000 feet of cracks. Additional crack sealing is planned later this summer in conjunction with other preventative maintenance.

#### **Storm**

The City continues to coordinate with the developer and Little Butte Irrigation District over the leaking irrigation pipe.

### **Engineering/Project Updates**

**Downtown Lighting** - Surveying, base map preparation, and preliminary layout of future streetlights were completed for the Downtown Lighting Plan on Main Street and Loto Street. The proposed lighting design will match the size and style at Centennial Plaza and Platt Avenue.

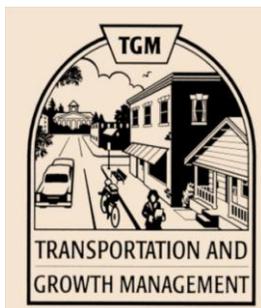
**Loto Street Sidewalks** – The Loto Street Sidewalk project was advertised. Bids opened May 23, with H2 Construction the apparent low bid. The missing segments of sidewalk will be constructed in June between Royal Avenue and Buchanan Avenue.

## DEVELOPMENT SERVICES

*Postings from the Planning office as of May 31, 2013*



May 13 – 19 was *Go by Bike Week*. During that week, and every Spring, the goRogueValley Coalition (see [goroguevalley.com](http://goroguevalley.com)) invites people to consider making some of their normal car trips by bicycle instead. This organization promotes using modes of transportation other than a personal automobile. In the Rogue Valley, this can include ride-sharing and taking the bus for longer trips, and walking and bicycling for shorter trips. Their pitch for bicycling that more money stays in your pocket (no gas and vehicle wear & tear), you're more likely to spend your money locally (since shorter trips are more convenient), and it builds exercise into your daily routine.



### TGM Grant – Pedestrian/Bike Planning

The Transportation and Growth Management (TGM) Program recently announced that they are accepting applications for funding in the 2013 grant cycle (2-year cycles).

The TGM Program provides resources to help Oregon communities prepare transportation and land use plans to respond to pressing transportation, land use, and growth management issues. The Program is a joint effort of two state agencies: the Oregon Department of Transportation (ODOT) and the Oregon Department of Land Conservation and Development (DLCD). The mission of TGM is to support community efforts to expand transportation choices. By linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit or drive where they want to go.

Eagle Point's Transportation System Plan (TSP), adopted December 2010, includes chapters that address the City's pedestrian and bicycle network. The TSP summarizes strategies for evaluating pedestrian and bicycle facility needs and recommends improvements to the existing network, including project lists and rough cost estimates. A logical next step toward implementation of the identified improvements is development of a more targeted pedestrian and bicycle plan that contains enough detail to prioritize projects and identify funding sources. But we need the funding to do it, and the TGM grant is well-suited for the work we need to do.

If awarded the grant, the Pedestrian/Bicycle Plan would develop schematic plans, cross-sections and other drawings for the 34 pedestrian-oriented projects and 22 bicycle-oriented projects identified in the City's TSP. Each plan would be accompanied by a cost estimate with a level of accuracy that reasonably reflects the schematic nature of the plan. The longer term goal of course is to provide better pedestrian and bicycle accessibility citywide, and to include safe routes to/from school. This would be a useful step in getting us there. Citywide walking and bicycling maps would also be developed as part of the package.

ODOT funding is provided on a competitive basis and City staff are presently in communication with ODOT staff about the possibility of being awarded a grant.

### **Building and Development**

May 1-23, 2013 we received 25 new permit applications, issued 20 permits and worked on 43 additional permits. Issued permits included 3 single family dwelling, 3 residential alteration/remodel/addition, 8 mechanical, 4 electrical and 2 plumbing permits. Projects currently under review or ready to be issued include single family dwelling, residential mechanical, electrical, plumbing, residential alteration/remodel, school addition and fence permits. Zoning, property and development inquiries continue to be steady. In addition to typical duties, staff provided a budget narrative to the Finance Department, which included researching and compiling permit issuance data for the past 10 years. We also researched and compiled single family dwelling permit data for other local cities for comparison purposes.

End of month reports for April 2012 were completed and sent to other jurisdictions and agencies. April 2012 totals included 23 permits issued and total fees received \$16,465.04. Issued permits included 1 single family dwelling, 1 residential alteration/remodel, 11 residential mechanical, 6 electrical, 2 plumbing, 1 sign and 1 parking lot permit.

### **Planning Commission**

The Planning Commission held a meeting May 21, 2013. The next meeting of the Planning Commission is scheduled for June 18, 2013 at 7:00 p.m. in City Council Chambers. Agenda and packets are typically available on the city website one week prior to the meeting