



## *FRIDAY LETTER*

*AUGUST 23, 2013*

### **ADMINISTRATION**

#### **City Recorder**

As part of the City's retention of its historical documents, I've been working on applying an electronic application to those documents which is called Optical Character Recognition (OCR). It is a conversion application to scanned images with handwritten or typed text so they can be electronically searched. As can be imagined, being able to search and locate a document by simply typing in a word or phrase has proven to be a very valuable asset.

On an amusing note, while checking the conversion process of those documents, I came across City Council Minutes from 1962 wherein the Recorder's request for an electric adding machine was denied pending further research. In all fairness, I've since learned that an electronic adding machine or calculator in the early 1960's could be very expensive, and some weighed 55 pounds!

Upcoming Meetings: The next regular meeting of the City Council is scheduled on August 27 at 7:00 p.m. at City Hall. There will also be a special study session at 6:30 p.m. regarding Council Rules. For more information, contact Cindy Hughes, City Recorder at 541-826-4212 ext. 106, or via email at [cindyhughes@cityofeaglepoint.org](mailto:cindyhughes@cityofeaglepoint.org).

### **FINANCE**

#### **Human Resources**

We are currently reviewing applications and conducting interviews for the Accounting Supervisor position. We have some good candidates and we will be making a decision very soon.

Open enrollment for life and disability insurance benefits will be in October. At that time, employees will have the opportunity to change their life insurance benefits. City County Insurance Services is our life and disability insurance company. They are in the process of changing their software system. As part of the process, we must review the data in their system to ensure that all employee, beneficiaries and wages are entered correctly in the system. The system upgrade is a positive change and will make it easier for the employees to maintain their information in the system. With the old system, all changes had to be processed through the employer.

### **Accounting**

Finance is in the process of closing out the old year. We are preparing our end of year reports along with year-end reports as required by state agencies. We are also preparing for the conclusion of our 2012/2013 audit. Every government agency is required to have an annual audit conducted by an outside audit firm. The first part of our audit was conducted in May. The auditors had great remarks regarding the first portion of the audit. The auditors will return in September to complete the onsite portion of the audit.

### **Technology**

One of the projects budgeted for this year was the replacement of computers. We purchased our current computers in 2003. Since that time we have implemented a new financial software system, new document imaging system, new check scanning equipment, new electronic meter reading equipment, and new receipt printing equipment. The current computers were able to weather those changes well and still lasted 10 years. 10 years is a very long life for computers. They have started failing and they are no longer able to work with some of the software. As part of this project we have now replaced half of the computers. We will replace the remaining computers in the next couple of months. As part of the process of replacing the computers we also need to replace our electronic water meter reading software. This software has been out of date for a couple of years. This means that we were not able to get support when issues would arise with the software. With the new computers we are able to update that software. This will make the monthly meter reading system work more efficiently. It is amazing how much faster the new computers process large print jobs and large scanning projects.

Our financial software has some online features. One feature allows customers to go online and review their utility accounts. Customers can review their water consumption, view billing and payment history and pay their bills online using a credit card. At this time there is a fee to use a credit card to pay the account. Our online system also allows people to review any tickets issued by Eagle Point Police and cited into Eagle Point Municipal Court. They can review any tickets that have been issued along with payment history. Payments can be made online for tickets as well. We will have this feature available for business licenses and building permits in the next few months.

There are a couple of other features available that are becoming more popular. Customers may elect to receive their utility bill by email. Customers may also elect to have their utility bills drafted from their checking account.

## **Community Activities**

Watch the City website and the City newsletter for information about upcoming community activities.

The 3<sup>rd</sup> Annual Street Dance was August 17, 2013. It is a free event that is sponsored by the City. It started as part of our Centennial Celebration in 2011. There was good music and good food. It was great to see people dancing in Main Street – young and old alike. It appeared that everyone had a good time. This is one of the great opportunities to visit with friends, neighbors and make new friends.

There is a lot that happens behind the scenes to make these events happen. A big thank you goes out to all who helped make this event happen. We hope to make it bigger and better next year. Watch the City website for further information about this event in the upcoming months.

## **POLICE**

Weekly stats that may be of interest - August 5-18, 2013

477 calls for service

Theft – 8

Suspicious Circumstances – 41

Disturbance/Noise – 11

Animal complaints – 14

Vandalism – 7

Assault – 6

Burglary – 2

Civil Complaint – 7

Citations – 10

Police reports taken – 69

## **PARKS AND RECREATION**

The next Parks and Recreation Commission meeting is tentatively scheduled for September 12, 2013.

## **PUBLIC WORKS**

### **Maintenance and Operations**

#### **Water**

The Water Master Plan is completed, with a presentation scheduled at the August 27 Council meeting for next steps and recommended improvements.

Public Works continues monitoring of the water system and leak detection each week. Leak detection is continuing in the areas scheduled for major maintenance (overlays, major patching, chip sealing).

The **Water Conservation Grant** Technical Advisory Committee (TAC) met on August 13. As the consultant efforts starts to conclude, the TAC will meet every two weeks.

Public Works attended the recent **Medford Water Commission** (MWC) meeting August 21, 2013. A status of the radio read meter replacement program for the MWC ‘Inside Customers’ (Medford, White City) was given by MWC. The radio read allows a vehicle to drive through town and read all the meters. This replaces the old method of a walking route. Medford divided each vehicle route into approximately 3,300 meters, with 8 days of reading each month. Eagle Point replaced all the meters with radio read in 2004. To compare, Eagle Point has just over 3,000 meters, which are read on one day each month.

### **Streets**

Evaluation of the Main Street Bridge continues by OBEC. Cores were taken of the concrete deck on the Main Street Bridge, with exposure of the rebar tying the deck and columns. Initial visual investigation of the concrete on the deck provided some concern.



Coring of the deck revealed solid, continuous cores. The visual inspection of the cores provided additional assurance on the structural integrity of the bridge. Strength testing of the cores will be performed to complete the evaluation.

Jackson County prepped the pavement by crack sealing the pavement on Old Highway 62, Grady Street, Jason Street, Platt Place, Kelso Street, Ione Street, and Platt Avenue. Due to the extent of pavement deterioration, the County Roads crew provided different strategies of either asphalt overlay or grinding of the existing pavement and then patching with the grader. This process provides a cost effective way to extend the life of the pavement in road sections without curb and gutter. The City is contracting with Jackson County for chip sealing scheduled for August.

Seal Coat: Pacific Asphalt Surface Sealing completed crack sealing the existing pavement in several residential neighborhoods on Friday, August 23. Seal Coating is scheduled to be Monday, September 9. Minor inconvenience will be experienced for the crack sealing, while the seal coat operation will temporarily close the road for several hours to allow the coating to dry. Notices will be placed at each home, and barricades in the street several days ahead of each scheduled closure.

### **Storm**

Public Works is investigating repair of two drainage inlets on DeAnjou near Linn Road. The original curb inlets were connected to the storm pipe with concrete blocks. The curb has settled on both side of the road.

The City is continuing to coordinate with the developer and Little Butte Irrigation Company (LBIC). The developer has agreed to investigate the interior of the pipe. Repairs will be completed after irrigation season, when the pipe can be accessed.

The City has been coordinating with the Fryer Ditch Irrigation. The downstream side of the culvert under Main Street Bridge was excavated, with no blockages.

### **Parks**

In an effort to preserve the large tree at **Bob Moore Park**, a decorative iron fence was constructed around the tree.



Landscaping will be placed in the fall.



At Ponderosa Park, Public Works constructed an underdrain system. The park has experienced ponding of water from irrigation and during the winter. The new drainage system will prevent any damage and enhance the park.

The **Mattie Brown Park Parking Lot** opened bids on July 18, 2013. The parking lot will be closed for construction in August and September of 2013. The park, including the playground, restrooms, and on street parking will remain open to the public during this time.

### **Engineering/Project Updates**

**Lucas Park** - Galbraith & Associates and ZCS Engineering are moving forward with the design of Lucas Park. Kaiser Surveying is completing the boundary survey of the property, with Pariani Surveying completing the topographic surveying.

**Creekside** – The City is moving forward in cooperation with the developer to obtain permits to widen South Shasta, and replace the culvert. The new culvert will allow completion of the entrance to Creekside development, and accommodate bike lanes and a future path along South Shasta.

**Judge Stewart House** – Plans are being prepared to construct a new storm system and repave the Judge Stewart House parking lot and adjacent alley.

**E. Main Street Hill** – The conceptual plan for E. Main Street is developed. Coordination is continuing to initiate design on the storm and sidewalk project.

**City Hall Generator** – The existing power requirements are being evaluated to provide a fully contained emergency backup system for City Hall.

**Main Street Lighting/Bob Moore Park Lighting** – This project will repair the electrical at Bob Moore Park, replacing the existing lights within the park. Approximately 10 pedestrian scale lights are planned along Main Street, beginning at Royal Avenue.

## DEVELOPMENT SERVICES

### 2013 Eagle Point Street Dance

The 3<sup>rd</sup> annual City-sponsored Street Dance was held this past Saturday, August 17<sup>th</sup> on Main Street in Eagle Point's downtown. With the help of local boy scouts, City workers set up for the event, including tables and chairs at Bob Moore Park, and hay bales arranged to enclose a large portion of Main Street in front of the band for dancing.



"The Renegades" played excellent classic rock and country & western tunes from 6:30–9:30pm while mouth-watering barbeque was served up by the Butcher Shop from their slick new mobile smoker. Even the local corvette club made a showing with a handful of shiny beauties lined up along the road. Over 100 people attended, spending a warm summer evening visiting with friends and family, eating great BBQ, enjoying the music, of course dancing in the street.

This event began during 2011 as part of the City's year-long Centennial celebration and is fast becoming an annual favorite. Many thanks to all of the people who helped put this fun event



together, and to everyone from the community who came out and participated.



### Greenhills Village

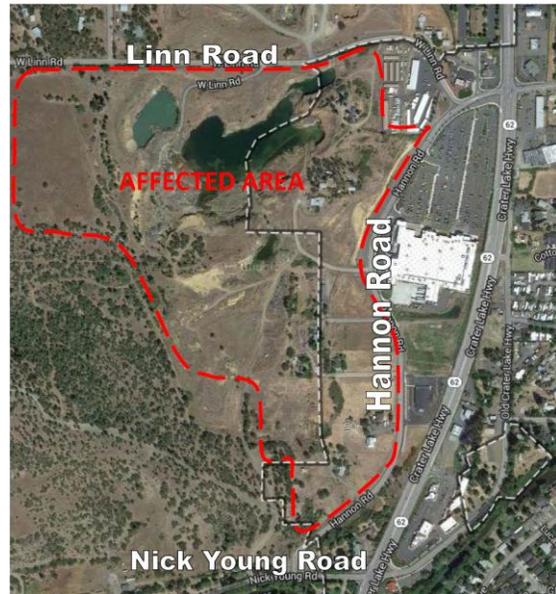
The Planning office has received a final plat application for the proposed Greenhills Village subdivision located on Dianne Way, east of Merlee Circle. This follows up from Council's June 25, 2013 approval of the Tentative Subdivision Plat, which amended the 2005 approval allowing 22

attached, duplex-style homes; the current, amended Tentative Subdivision Plat allows for 11 single family detached homes instead.

Final Plat approval is the next and final step before a land developer may obtain building permits for construction of the homes.



### **Hannon Road Storm Drain Cost Reimbursement**



The Planning office is drafting a Reimbursement Agreement between the City and property owners who benefit from the public storm drain along Hannon Road, completed by the City in 2009.

The storm drain was constructed along Hannon Road between Nick Young Road and Linn Road. It was constructed to facilitate future development of certain properties along the Nick Young, Linn and Hannon Road rights of way. Reimbursement to the City for the cost of installation is expected to be shared amongst property owners who benefit from it, based upon the total square footage of the individual properties within the benefit area.

Reimbursement assessments would become effective simultaneously with any property development approval(s), and the City would collect the assessed amounts prior to acceptance of any final site plan or subdivision plat signoff for the benefited properties.

### **Building and Development**

August 8-22, 2013 we received 3 new permit applications, issued 4 permits and worked on 100+ additional permits. Issued permits included mechanical, electrical and plumbing permits. Projects currently under review or ready to be issued include single family dwelling, residential mechanical, electrical, plumbing and fence permits. Our department has been busy with permit and code inquiries. We have also been working on permit close-outs, expired permits and preparing finalized permit paperwork to be scanned and filed in the central file address folders.

### **Planning Commission**

The next Planning Commission meeting is tentatively scheduled for September 17, 2013.