



FRIDAY LETTER

FEBRUARY 7, 2014

ADMINISTRATION

City Recorder

Two presentations will be made at the City Council meeting of February 11th. The first presentation is a Certificate of Promotion to Sergeant Dustin LaFord. Sergeant LaFord has been with the City of Eagle Point Police Department for a number of years and in law enforcement throughout his entire career. The other presentation will be an annual update by Michael Cavallaro, Executive Director, of Rogue Valley Council of Governments (RVCOG).

The City of Eagle Point is accepting applications for persons interested in serving on the Eagle Point Economic Development Commission, Parks and Recreation Commission, and Budget Committee. The vacancy for the Economic Development Commission may be filled by a resident, or a non-resident of the City of Eagle Point having a vested interest in Eagle Point. All other 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 as these positions will remain open until filled. For more information, please contact Cindy Hughes, City Recorder at 541-826-4212 ext. 106, or via email at cindyhughes@cityofeaglepoint.org.

Upcoming Meetings:

City Council – February 11 - 7:00 p.m. - City Hall
Parks and Recreation Commission – February 13 – 7:00 p.m. – City Hall
City Council – February 25 - 7:00 p.m. - City Hall
Economic Development Commission – March 3 – 6:00 p.m. – City Hall

FINANCE

Financial Projections

The 10 year financial projections have been completed for most of the operating funds. We will be finishing the remaining funds in the next couple of weeks. These projections are critical as we look at options for refinancing or eliminating some old loans and as we look at options for paying for future infrastructure improvements. This is also critical as we watch the economy and how it affects our General Fund revenue such as property taxes, franchise fees, and building fees. Projections are dependent on many things that are out of control of the City and that are constantly changing. This makes it necessary to monitor the projections on an ongoing basis and also to revisit them at least on an annual basis. As we go through the budget process we will be looking at the projections again.

We continue to work on the 2014/2015 budget. The trend analysis that we completed several months ago and the 10 year projections that we just recently completed help in the preparation of the annual budget. Budget meeting(s) with the Budget Committee will be held in late May and an approved budget will be presented to the City Council in June for adoption.

Risk Management

We are still working on some tasks recommended by our insurance agent as we finish the renewal process. These are the 'best practice' items that will help to improve our insurance rates. Best practices are standardized policies or processes that are considered to be consistently superior and used as a benchmark. The City is very progressive in policies and procedures, and because of this, the City has a low rate of incidents which lead to lower rates.

Technology

At the beginning of the budget year, almost all of the City computers were more than 10 years old and starting to develop performance and stability issues. In addition to the performance issues, those computers have Windows XP operating system which will no longer be supported by Microsoft. This means that there will be no technical support for Windows XP. More importantly though, there will be no security fixes developed for Windows XP. This is a critical element because there are new viruses and other security risks being developed and one of the areas that they target are systems that no longer receive support.

This year we budgeted to replace those old workstations. We replaced the first group in July and will be replacing the remaining computers this month. At the same time we will do a security analysis of the complete system. We complete a security analysis of the system several times per year to insure that our computers and the contents are protected. We do have many tools in place that keep our system secure but no system is completely secure. However, since implementing our computer system procedures a few years ago we have not had any virus issues and we have not had any attacks on our system. Viruses and intrusions are complex to deal with and can be very expensive after the attack. The time and effort spent to prevent these attacks is resources well spent.

Our internet carrier was hacked and received a ‘denial of service’ virus this week. This was the first time that they have been hit with an intrusion that knocked them out of service. This affected internet service for their customers for several hours in the service areas of Klamath Falls, Medford, Ashland and all of the Rogue Valley. Denial of Service attacks (DoS) are a common security breach in computer systems. It is an attempt to make a machine or network resource unavailable to its intended users. Although the means to carry out, motives for, and targets of a DoS attack may vary, it generally consists of efforts to temporarily or indefinitely interrupt or suspend services of a host connected to the internet. One common method of attack involves saturating the target machine with external communication requests, so much so that it cannot respond to legitimate traffic, or it responds so slowly as to be rendered essentially unavailable. Such attacks lead to a server overload. In general terms, DoS attacks are implemented by either forcing the targeted computers to reset, or consuming its resources so that it can no longer provide its intended service or obstructing the communication media between the intended users and the victim so that they can no longer communicate adequately. The City has been fortunate and has been able to prevent a few attempted attacks. This is one of the types of security breaches that we consistently watch for.

POLICE

The city is looking at an all-risk hazard notification system to keep citizens informed of any disaster within Eagle Point and the greater Jackson County. The system, called Everbridge, is a comprehensive notification system that keeps everyone informed before, during, and after events whether emergency or non-emergency. Jackson County currently subscribes to the system. We are exploring with the County the possibility of using the Everbridge system for City of Eagle Point needs at possibly no additional cost to the City.

Everbridge targets citizens with notification through the Internet, mobile phone, laptops or tablets, or residential phone line with a pre-recorded voice updates or text messaging. City staff is looking for future training in the Everbridge System before making it available to citizens at no cost.

We will keep the City Council updated regarding the progress of this valuable mass notification service.

PARKS AND RECREATION

The next meeting of the Parks and Recreation Commission is scheduled for February 13, 2014 at 7:00 p.m. in City Council Chambers. Review of the Parks and Recreation Survey and Upcoming Activities are scheduled for the meeting. Agenda and packet information will be distributed to the commissioners and available on the city website the Friday prior to the meeting.

YMCA basketball is continuing. Pickleball began thanks to the efforts of School District 9.

PUBLIC WORKS

February 7, 2014

Whenever Public Works is requested to complete a task, a Work Order Request is the initiating action. The work order is something out of the ordinary, such as picking up a dead deer, replacing a knocked down or missing sign, park bathroom/playground repair, etc. It can be a simple task, taking less than 15 minutes, or require work over several days. The work order is different than the normally scheduled activities, such as mowing the parks, sweeping the streets, or picking up trash. Public Works completed over 140 work order requests in 2013.

Maintenance and Operations Streets

The alley between Jason Street and Kelso was graded to correct a drainage issue. Water was ponding near the garages that access off the alley.



Central Valley Excavation graded the alley as Public Works removed the excess material.

Public Works is continuing the trimming of street trees for the season. Street trees are designated as trees within the street right of way, usually a planter strip. As the street trees mature, branches become susceptible to breaking from the street sweeper, truck mirrors, or pedestrians on the sidewalk. Public Works takes great care to prune and train the trees to become columnar over time. This strategy reduces the pruning effort and damage to the tree as the trees grow. A flyer is being developed by Public Works to notify residents ahead of any proposed trimming.

The radar speed sign on Stevens Road will be removed in the next week to download the information – average speeds, number of daily vehicles, etc.

Facilities

The City Hall Emergency Power Upgrades opened bids January 30. The project will install a permanent emergency generator of sufficient size to power all of City Hall and the Ashpole Community Center during a prolonged power outage. A formal award is recommended at the February 11 City Council meeting.

Public Works potholed the existing soil for the Judge Stewart House Parking Lot and Alley.



A minimal amount of asphalt was discovered over the existing clay. To preserve the pavement and alley, a full structural section of asphalt, $\frac{3}{4}$ " and 4" rock was recommended by the engineer. It was hoped the section could have been reduced by discovering better suitable soil. The project is scheduled to advertise mid February.

Water

Two potential sites were reviewed for the proposed 1.6 MG tank. One site is adjacent to the existing 200,000 gallon tank, the other nearby. The proposed site will be part of the Preliminary Engineering Report required for the water financing.

Public Works continues to monitor and investigate the system for water losses. Over the past two months, both transmission mains were shut down alternately. Follow up investigation is being performed to detect any potential leakage on both lines.

Discussion continued on the proposed Medford Water Commission standard contract. MWC desires a standard contract for all outside cities – Eagle Point, Central Point, Ashland, Talent, Phoenix and Jacksonville. Eagle Point's current contract extends through October 2016.

Storm

The drainage system at Laurel Street was replaced. The new drainage inlet required routing of the sewer lateral.

Ongoing efforts continue between the City, School District, the developer, and Little Butte Irrigation Company (LBIC) to correct any deficiencies that could contribute to flooding.

Engineering/Project Updates

E. Main Street/Stevens Road Improvements – Eagle Point recently submitted a grant application through the Rogue Valley Metropolitan Planning Organization (RVMPO) for improving the East Main Street Hill/Stevens Road. If funded, the project would provide bike lanes, curb, gutter, and sidewalk and lighting from Robert Trent Jones to Hillside Elementary School.

4.0 MG Mixing – Civil West Engineering Services and Public Works have been investigating options for a mixing system in the 4.0 MG Tank. Two options are being investigated further for the final selection.

Main Street Lighting/Bob Moore Park Lighting – Design has begun on a new lighting system for Main Street and Bob Moore Park.



Lights along Main Street will match Centennial Plaza.

Lucas Park - Galbraith & Associates and ZCS Engineering have completed 90% plans for Lucas Park. Galbraith & Associates is completing revisions based upon fire department turnaround requirements inside the park.

The **Mattie Brown Park Parking Lot** is completed. The gazebo is being designed as part of a community project by Galbraith & Associates, ZCS Engineering, and headed by Boy Scout Troop 48.

Creekside Culvert - The City is coordinating with RH2 Engineering to replace the culvert under South Shasta in partnership with the developer. Replacing the culvert will allow completion of the road and facilitate a path along South Shasta.

Linn Road Bike/Ped/Streetscape The Rogue Valley Area Commission on Transportation (RVACT) voted to approve the Linn Road Bicycle, Pedestrian, Streetscape project for funding. The project proposes new sidewalks on the north side of Linn Road, widened sidewalks on the

south side to a minimum 6 feet, replacement of the Buchanan box culvert to allow full pedestrian and bicycle access, median planting, and pedestrian scale lights. Funding is available to begin design in 2015.

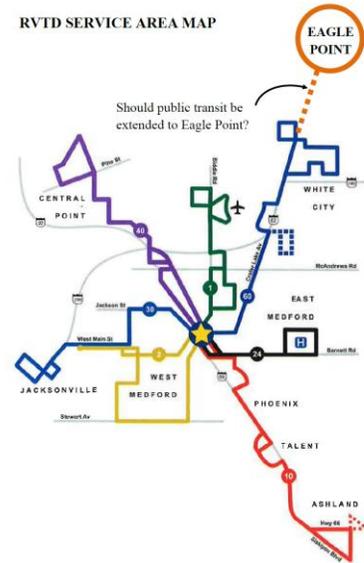
Main Street Bridge – The final report was completed by OBEC of the evaluation of the bridge. Short and long term options are being implemented to extend the life of the bridge.

DEVELOPMENT SERVICES

Planning content for the Feb 7, 2014

Eagle Point Transit Update

The City Council will consider whether or not to place transit service on an upcoming ballot for a vote of the community at their meeting on February 25th. As reported in the January 24th Friday Letter, results of a City survey indicated that a large majority of the Eagle Point population believes transit service to be beneficial, and a lesser majority may be willing to pay some amount of additional property tax to help with the cost of service.



Munson Minor Land Partition



City staff is reviewing an application to divide in half an existing 0.66 acre parcel at the end of Cottonwood Drive (see location map at left). The division of this property would allow the parcels to be sold and developed together or separately. The typical issues of zoning, lot size and configuration, access, and options for future development are being reviewed. Minor Land Partition decisions are a Type B Planning Action administered by staff.

Economic Development Strategy



At their February 2014 meeting, the Economic Development Commission continued the process of scoping out the work involved in completing the initial action items they've decided to begin working on. They had initially wanted to start working on 17 out of the total 27 action items contained within the Economic Development Strategy. However, upon closer examination of the work involved, they decided instead to focus initially on the four action items that make up Strategic Initiative #1 (there are 5 total Strategic Initiatives).

Each of the four selected action items has an assigned project leader, along with one or two commissioner volunteers to assist. Now that commissioners have agreed to proceed on these first four items and the work has been defined more clearly, we should see results over the next month or two. Progress made on action items will be shared by project leaders at the next commission meeting.

It's worth noting that even though the Commission decided to focus on these first four action items, some progress is also being made on various action items under Strategic Initiatives 2 – 5 as well. This is because those action items relate to work already under way, such as marketing/promotional activities and regional coordination. City staff will document progress made on all of the action items as the work plan evolves over time.

Old Fire Station Property

The City is looking ahead to a possible Saturday workshop in April, May or June for the old fire station property.

As reported earlier, the purpose of this workshop is to gain a better understanding about potential future use of the City-owned old fire station property on Main Street, across the street from Bob Moore Park. The three-parcels (tax lots 9700, 1000 and 10100 shown here) make up about one acre of property, with street frontage on both Main Street and Loto Street, as well as the alley running down the middle.



The City has contracted with a local architect to assist with conceptual site planning for a variety of potential uses and building configurations. Included in the issues being looked at are: Use types (commercial retail/office, eateries, neighborhood services, residential, etc.); building mass and relationship to the street frontage, vehicular and pedestrian accessibility and circulation; exterior amenities; and parking.

The outcome of this effort will be a plan for a viable development option that could be implemented by a private interest and/or the City as future opportunity arises.

Postings from the Building Department as of February 7, 2014

Building and Development

February 1-6, 2014 we received 7 new permit applications, issued 1 permit and worked on 26 additional permits. Projects currently under review or ready to be issued include several single family dwellings, mechanical permits, electrical permits, plumbing permits, a pool permit and a manufactured dwelling permit. The Building Department has been very busy reviewing permits, performing inspections, answering property inquiries and providing other customer service.

Month End Report:

End of month reports for January 2014 are being completed and sent to other jurisdictions and agencies. January 2014 totals included 29 permits issued, 2 land use applications received and \$54,239.33 fees received. Issued permits included: 2 single family dwelling permits, 9 mechanical permits, 9 electrical permits, 7 plumbing permits, 1 residential remodel, and 1 tenant improvement permit.

Planning Commission

The next meeting of the Planning Commission will be announced by staff.