



FRIDAY LETTER

AUGUST 8, 2014

ADMINISTRATION

City Recorder

At the City Council meeting on August 12th, the agenda includes a presentation by Tim Weaver of the Little Butte Creek Watershed Council. The agenda also includes items for deliberation regarding the Rogue Valley Transit District, a copier purchase, and multiple items regarding the 2014 Pavement Maintenance Program as well as a contract for the Lucas Park Project.

Vacancies on Commissions: The City of Eagle Point is accepting applications for persons interested in serving on the Economic Development Commission, and Parks & Recreation Commission. Please visit the City's website for additional details at: www.cityofeaglepoint.org or the Bulletin Board in City Hall.

Upcoming Meetings:

City Council – August 12 – 7:00 p.m. – City Hall

Parks and Recreation Commission – August 14 – *Cancelled* – City Hall

City Council – August 26 – 7:00 p.m. – City Hall

Economic Development Commission – September 8 – 6:00 p.m. – City Hall

City Council – September 9 – 7:00 p.m. – City Hall

Parks and Recreation Commission – September 11 – 7:00 p.m. – City Hall

City Hall Week – September 11 – 7:00 p.m. – Ashpole Community Center – City Hall

FINANCE

Finance continues to be busy with the transition from one fiscal year to the next.

- Resolutions have been submitted to the State so that the City can collect State Revenue Sharing funds for 2014/2015 as approved by the Budget Committee and the City Council.
- Resolutions and Budget documents have been submitted to Jackson County so that the City can collect property tax for 2014/2015 as approved by the Budget Committee and the City Council.
- Resolutions have been submitted to the City insurance carrier which provides accident coverage for volunteers.
- New budget has been added to the financial system (including new allocations).
- New capital projects have been added to the financial system.
- 2014/2015 business license renewals have been processed.
- Utility rate changes have been entered.
- Year-end adjustments have been made for 2013/2014
- Annual budget transfers have been completed for 2013/2014

Here are just a few of the remaining tasks as we transition from one fiscal year to the next.

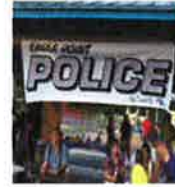
- Annual Gas Tax audit as required by the State.
- Close out of 2013/2014 capital projects.
- Completion of the random audit as required by Teamsters.
- Completion of the random audit as required by Workers Compensation carrier.
- Draft 2013/2014 financial report.
- Prepare for annual audit of finance as required by ORS.
- Prepare the Comprehensive Annual Financial Report (CAFR).

Staff continues to be busy keeping the website updated with advertising of capital projects and posting upcoming events in our community.

Finance continues to work with USDA Rural Development to get funding in place for upcoming water projects.

Staff is preparing for the implementation of the new software used for reading electronic water meters. The old system is no longer supported and will not work with the new meters. Implementation and training are scheduled for September.

POLICE



National Night Out 2014

The City of Eagle Point celebrated its' 3rd annual National Night Out event at Chamberlain Park on August 5th. Target Stores, a national sponsor of National Night Out, attended the event and brought Team leaders and games for kids. Target donated a \$250 gift card that was donated to the Dunn House Shelter for women and children.

Many public safety and private businesses attended the event offering educational materials and information to the community. The police department offered crime prevention material, children's identification kits, gun locks, Neighborhood Watch, Dog Watch, identity theft prevention, and National Night Out stickers, balloons, bracelets, and other giveaways, to include two brand new children's bicycles with helmets.



Jackson County Emergency Management brought materials on disaster preparedness and CERT (Community Emergency Response Team) presented materials on how to get involved in volunteering for your community for responding to public emergencies as a trained team. Community Works, a program addressing homeless, runaway and adjudicated youth, sexual assault and domestic violence victims presented material in English and Spanish. This program serves children, adolescents, young adults, women and families who are working to overcome a severe life crisis or trauma.



Siskiyou VELO, Southern Oregon's Premiere Bicycling Club, is an advocate for bicycle safety and to help improve the overall riding conditions in the Rogue Valley. Other participants include State Farm and RVTD, Red Cross, and Chase Bank.

Our local food sponsor was The Butcher Shop who graciously donated the Barbeque, hot dogs, buns, and Chef Dave Woods who cooked the hot dogs to perfection. Thank you to Cameron

Callahan and The Butcher Shop for making this year's National Night Out a success! Thank you to Valley Feed and Pet Supply for donating water bins!

Thank you to Robert and Deborah Russell of the Butte Creek Mill for their financial donation to children's bikes and helmets.



Many thanks to our staff members, Robert and Sarah Miller and family, Kandi Foote, Cindy Hughes, and Clairisia Farney, for helping out at the event.

PARKS AND RECREATION

The Parks and Recreation Commission will not hold a meeting in August. For up to date meeting packets, agendas, minutes and to find out the new and exciting things in the works for Eagle Point Parks and Recreation, check the Parks and Recreation Commission page of the city website.

PUBLIC WORKS

August 7, 2014

In addition to closing out the downtown projects, seven projects were advertised and two additional projects are being coordinating with Jackson County Roads and Rogue Valley Sewer Services. Details will be presented at the August 12, 2014 City Council meeting.

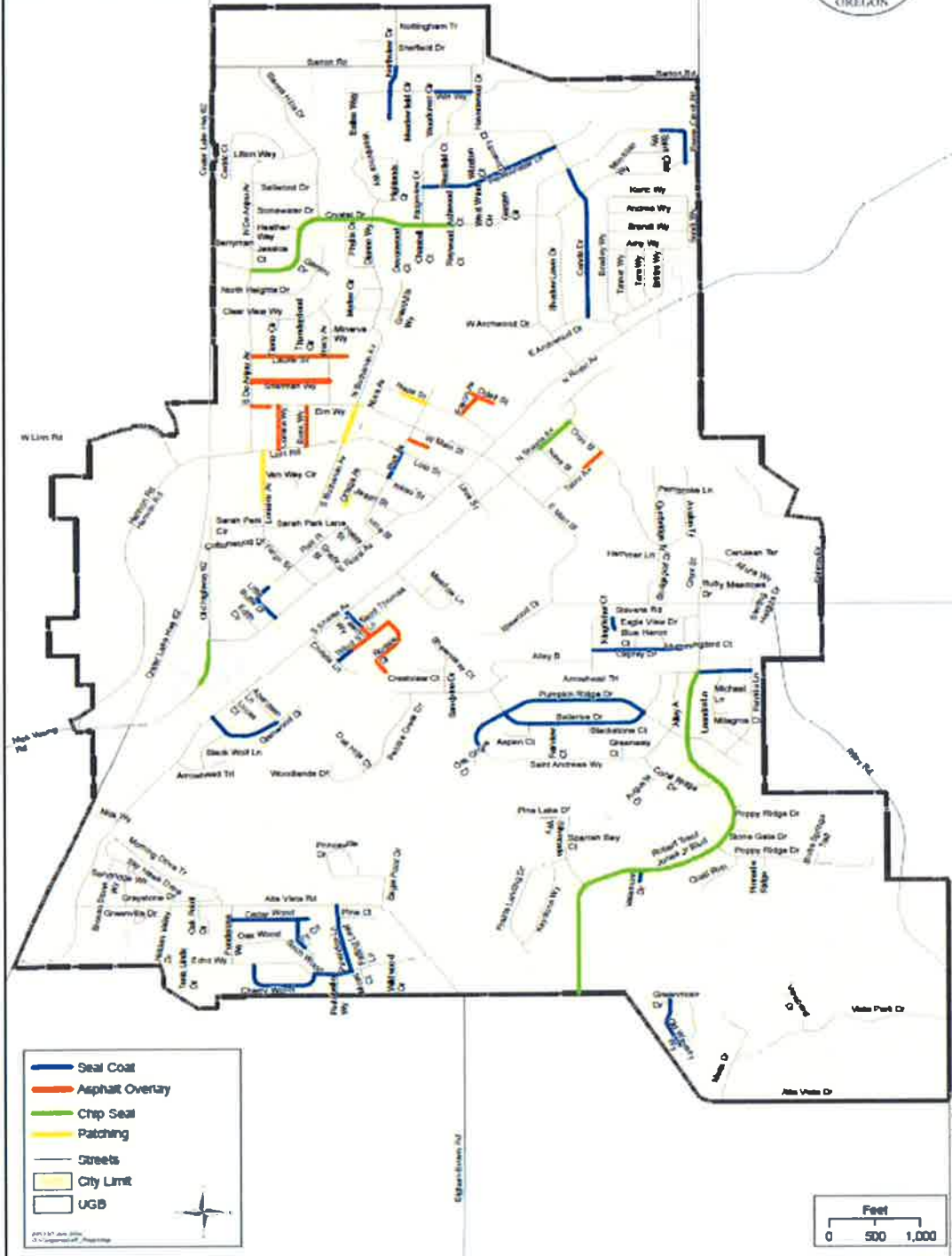
Streets

Building upon the 2013 pavement maintenance strategies several projects are planned for 2014. The 2014 program is a mix of crack sealing, modified chip sealing, and asphalt pavement overlays based upon the needs identified in the Pavement Management Program Budget Options Report, and the corresponding Street Saver program. The Street Saver Pavement Maintenance Program analyzed the pavement needs for the 5-year period from 2013 to 2017 based upon the pavement condition index (PCI). Analyzing the budgeted projections of Chip Seal (\$100,000), and Seal Coat/Major Pavement Rehabilitation (\$300,000), street segments were then identified for each of the treatments recommended.

The residential streets are well suited for the tire rubber modified surface sealing (TRMSS) seal coat treatment. The heavier traveled collector roads require a more durable treatment. The modified chip seal process is a cost effective way of treating and maintaining pavements, and began on Alta Vista Road and Stevens Road in 2012. In 2013 Jackson County Roads crews completed the chip seal process on Kelso, Jason, Ione, Grady, Ortega, and Old Highway 62. In July and early August of 2014 Jackson County completed the modified chip seal process on County owned and maintained Royal Avenue, and the short section of Old Highway 62 owned by the City (Ed's Oasis to Harnish Wayside Park). Crack sealing is performed, in addition to patching prior to seal coat, chip seal and modified chip seal applications.

The overall goal of the City Pavement Management Program is to bring the pavement to a good condition and maintain that good condition at the least cost to maximize effectiveness of the available funding. In addition to the seal coat and modified chip seal strategy, this year's pavement maintenance effort leans heavily on the older pavements that have not seen treatment in many years. Pavement overlays and reconstruction are the most expensive pavement treatment.

EAGLE POINT PAVEMENT MAINTENANCE 2014



Total Projects Proposed to Council at August 12, 2014 Meeting: \$529,335

2014 Crack Seal Project (\$32,000) – The project proposes crack sealing 60,000 lf of cracks on the streets in preparation of the seal coat. The project opened bids on July 29, 2014. Details and a recommendation will be presented at the August 12, 2014 City Council meeting.

2014 Seal Coat Project (\$94,700)– Building upon last year’s project, the 2014 project will seal coat 64,000 square yards of streets, including additional crack sealing as necessary (25,000 lf) to complete the streets identified. The project opened bids on July 30, 2014. Details and a recommendation will be presented at the August 12, 2014 City Council meeting.

Modified Chip Seal (\$110,000)– Jackson County Roads has perfected a process to chip seal pavements, followed by a fog seal, to provide a cost effective treatment to heavily traveled roads. The County also provides patching and crack sealing services to prepare the pavement. Previously Jackson County has only completed roads without curb and gutter. At the request of the City, Jackson County Roads is expanding their strategy to curb and gutter sections. Old Highway 62 was completed at the same time Royal Avenue was completed by the County. Robert Trent Jones and Crystal Drive are planned for the modified chip seal process in late August, weather and schedule permitting, beginning with Robert Trent Jones. North Shasta was reviewed by the County. The cost to prepare the pavement and chip seal was close to the cost of pavement overlay. This street will be postponed for an overlay in a future year.

The 2014 Paving project (\$148, 673) includes an asphalt overlay up to 3 inches on the following streets:

- Paxon Avenue from Napa Street to Odell Street
- Odell Street from Paxon north to the High School, and south
- Tabor Street from Onyx Street to the pavement section
- Kelso Street from Platt Avenue to 120 feet south (east)
- A section of the West Main Alley (Platt Avenue to the Old Fire Station property line)
- Rodale Drive
- Talbot Street from Rodale Drive to the phase line
- Fawn Way from Talbot to the phase line

A section of settled Rodale Drive will be removed and replaced with the project, adding a modified curb/retaining wall constructed. The project opened bids on August 6, 2014. Details and a recommendation will be presented at the August 12, 2014 City Council meeting.

Rogue Valley Sewer Services (RVSS) has opened bids on a sewer replacement project for Elm Way, Bosc Way, Comice Way, De Anjou Avenue, Tracy Avenue, and the cul de sac at Laurel Street. Half of the street will be replaced with the project. The City has partnered with RVSS to complete the other half of the street (\$34,962). Laurel Street and Sherman Way are being considered to be included in the RVSS paving contract (\$109,000). Details are scheduled to be presented at the August 26, 2014 City Council for recommendation.

Creekside Culverts and South Shasta Avenue Improvements



RH2 Engineering prepared plans and specifications for advertising of the South Shasta Avenue Improvements. The project opened bids on August 5, 2014. A recommendation will be presented at the August 12, 2014 City Council meeting.

Volunteer Opportunities

The Museum will now be open on Thursday afternoons from 12:00 to 4:00 pm, with the help of Museum volunteers. Thank you to the volunteers who are giving their time at the Harnish Visitor's Park on Monday, Tuesday and Wednesday of each week May through September.

Planning continues for the upcoming Community Day of Service on September 13, 2014. The Little Butte Watershed Festival is scheduled for September 13, 2014.

Lucas Park



LUCAS PARK • Eagle Point, Oregon



The Lucas Park project opened bids on July 31. A recommendation will be presented at the August 12, 2014 City Council meeting.

Maintenance and Operations Facilities

The project to replace the Judge Stewart House roof is advertised, with bids to be opened August 19, 2014.

Museum

The project to paint the Museum is advertised, and will open bids on August 20, 2014.

Water System

The City continued repair of several leaks over the past three weeks.

USDA Water System Improvements

The City and Civil West addressed all the comments received by USDA for completion of the Preliminary Engineering Report and Environmental Document. Staff is awaiting review from USDA.

Parks and Recreation Commission

The next meeting of the Parks and Recreation Commission is scheduled for September.

Parks and Recreation

Staff attended the Southwest Oregon Recreational Coalition Meeting on July 29. The first meeting of the Oregon Recreational Coalition focused on future meetings. Increased recreation coordination locally was expressed by many present.

The Rogue Valley Family YMCA completed day camp this last week. Fourteen signed up to take advantage of the summer day camp at the outback gym. The week was a good start to continuing this important program for the youth of Eagle Point.

Parks and Recreation Foundation

The Parks and Recreation Foundation met in July. Staff presented all the projects proposed for 2014/15.

Engineering/Project Updates

Main Street Lighting – Phase II

Base Maps are being prepared for Phase II of the Main Street lights.



DEVELOPMENT SERVICES

Zoning Ordinance Amendments

After receiving the go-ahead from the City Council at their June 24, 2014 meeting, staff initiated an introductory conversation with the Planning Commission at their July 15, 2014 meeting about three possible changes to the Eagle Point Zoning Ordinance. These have to do with the Site Plan & Landscape Approval process, Downtown parking requirements, and mobile food vendor regulations.



Site Plan & Landscape Approval: Possible amendments to the Site Plan & Landscape Approval process involve: 1) Replacing the Site Plan Committee with the Planning Commission for Conventional Site Plan & Landscape Approval decisions (Type A, public hearing); and 2) For expansions, changing the threshold for the Administrative (Type B, no hearing) vs. the Conventional (Type A, public hearing) process from a dollar amount to a proportion of existing building area.

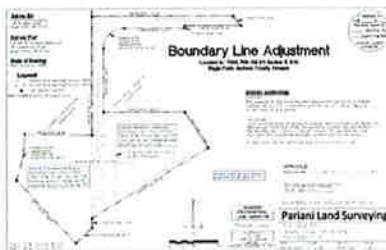


Downtown Parking: Possible amendments regarding Downtown parking involve: 1) Reviewing existing regulations and determining whether adjustments might be desired for economic development or other purposes; 2) Considering merging EPZO 17.46 into EPZO 17.72; and 3) Considering whether certain properties should be designated Parking Reserve (PR) on the City's Zoning Map.



Mobile Food Vendors: Possible amendments that could lead to new regulations regarding mobile food vendors involve: 1) Reviewing existing regulations and determining whether adjustments might be desired; 2) Considering whether to create zoning regulations providing for time, place and manner of this use, as well as whether to devise a review process, and design standards or parameters.

Property Line Adjustments



Boundary line adjustments, lot consolidations, and minor lot partitions continue to be popular applications as residential developers modify existing lot configurations for sale and individual property owners look to enlarging or decreasing the size of their lots. Review, approval and recording of these plans is conducted administratively by City staff, local service providers such as the Fire District and County Survey Division.

Cottonwood Proposal

Development of the last remaining subdivision lot within the Cottonwood PUD is proposed as two duplex buildings, with access from Cottonwood and Old Hwy 62. Staff will review the application, and the Planning Commission will decide on this Site Plan & Landscape Review.

Sienna Hills Final Plat



Civil engineering plans are being prepared showing how the water, sewer, storm, utility, and street improvements will be provided for this 30-lot subdivision on Stonewater and Sienna Hills Drive. After all infrastructure improvements have been installed and approved, and conceptual architectural plans have been approved, the City will review the final subdivision plat map prior to its recording by Jackson County.

Greenhills Village



The seed for this 11-lot single family neighborhood has been planted and is growing vigorously, with completion and pending sale of the first two homes. This Planned Unit Development next to Eagle Point High School consists of single family detached homes on small urban lots, on private street with no outlet which will have very little traffic, and protected open space with wetland areas. The next few homes are under construction now.

FEMA Upper Rogue Survey



Mapping contractor Strategic Alliance for Risk Reduction (STARR), currently working for FEMA and the Dept of Land Conservation & Development, has made its way into Little Butte Creek and areas around Eagle Point as part of its investigation and hydraulic analysis of the Upper Rogue watershed.

STARR is wrapping up the field survey work and plans to begin hydraulic modeling soon. Their intention is to use this information to assist Upper Rogue communities in identifying their flood hazard “weak spots” and then develop mitigation actions.

Home at North Shasta Avenue



Development of the multifamily zoned lot on North Shasta Avenue into a single family home as recently approved by the Planning Commission is nearing completion. The photo to the left was taken in July, and construction is just about complete today. Approval was granted for this home instead of multifamily consistent with the zoning because the lot size, adjacency to Little Butte Creek, and encumbrance by an overhead power line limit development here.

Church Expansion



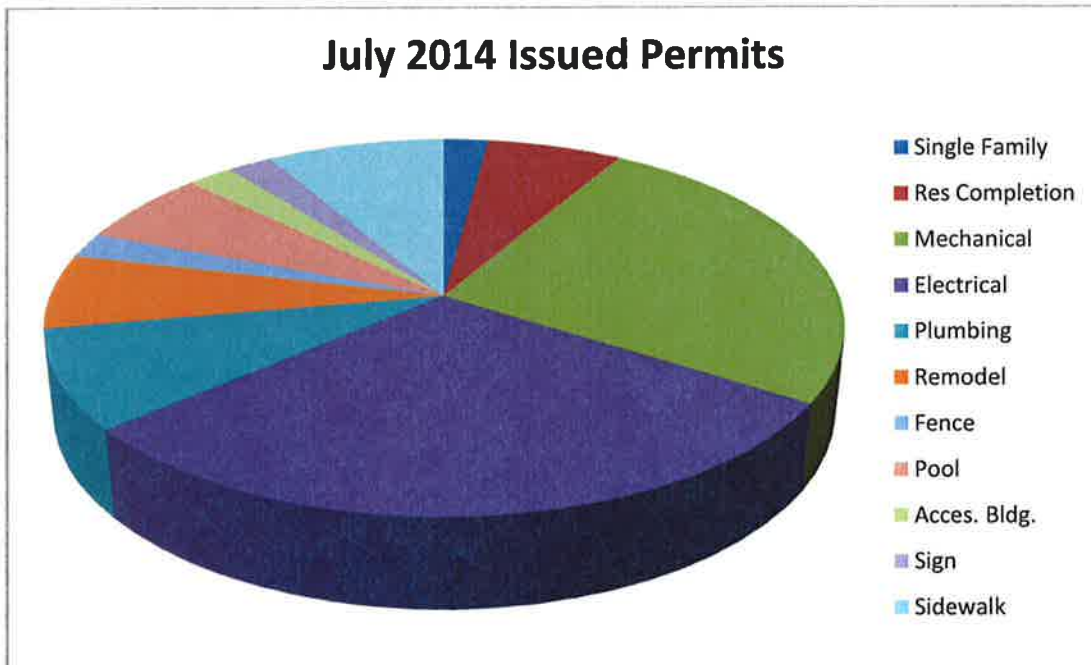
Construction of an addition to the Eagle Point Community Bible Church has been completed for a few months now, and the new space is providing an improved environment for classroom and gathering. In addition to more inside space for learning and storage, a new covered entry shown in this photo greets the community arriving from the parking area on the north side of the building.

Building and Development

Weekly Report:

August 1-6, 2014 we received 9 new permit applications and issued 15 permits. Issued permits included 2 single family dwelling permits, 3 mechanical permits, 5 electrical permits, 2 plumbing permits, 1 residential addition permit, 1 fence permit and 1 sidewalk permit. Permits currently in review, or ready to be issued include 7 single family dwelling permits as well as a number of mechanical, electrical and plumbing permits. We are also nearing completion of the review for a commercial remodel permit. As evidenced by permit activity, construction activity remains constant. Staff has continued assisting the Utility Department in providing front counter coverage while staff is absent.

Month End Report:



End of month reports for July 2014 have been completed and sent to other jurisdictions and agencies. July 2014 totals included 53 applications received, 47 permits issued, 3 planning applications processed and \$29,955.52 in fees received.

Issued permits included:

- 1 single family dwelling permit
- 3 residential completion permits (SFD permits that had expired)
- 12 mechanical permits
- 14 electrical permits
- 4 plumbing permits
- 3 residential alteration/remodel permits
- 1 fence permit
- 3 pool permits
- 1 accessory building permit
- 1 sign permit
- 4 sidewalk permits

Planning Action applications included:

- 2 boundary line adjustments
- 1 site plan review

Planning Commission

Congratulations to James Mannenbach who was recently appointed to the Planning Commission to fill the vacancy left by Steve Hunter.

The next meeting of the Planning Commission is scheduled for August 19, 2014 at 7:00 p.m. in City Council Chambers. Agenda and packet information will be distributed to the commissioners and available on the city website approximately one week prior to the meeting