



EAGLE POINT CITY COUNCIL
17 BUCHANAN AVE. SOUTH, EAGLE POINT, OREGON

JANUARY 28, 2019

SPECIAL STUDY SESSION

MINUTES

1. 5:30 to 6:00 p.m. – Pizza
2. 6:00 p.m. – Departmental Overview

Mayor Jenks called the meeting to order at 6:02 p.m.

Council Members Present: Ruth Jenks, Bill Fierke (via Skype), Bernie Grossman, David Lacombe, James Mannenbach, Michael Stanek, and Kevin Walruff.

Staff Members Present: Henry Lawrence, City Administrator; Joe Kellerman, City Attorney; Robert Miller, Public Works Director; Melissa Owens, Finance Director; Darin May, Police Chief; Mike Upston, Planning Director; and Cindy Hughes, City Recorder.

Guests: There were no members of the public or press.

Henry Lawrence, City Administrator, explained that the Departmental Overview would be an informal meeting with opportunities for discussion and questions.

Planning Department - Mike Upston, Planning Director, reviewed a PowerPoint presentation (Submission No. 1), explaining about the Planning Department's most visible activity being oversight of land use within the City limits and Urban Growth Boundary. Mr. Upston explained that planners need to be able to address things from a variety of perspectives in order for the issues and people affected by them to get fair consideration while acting in both an advisory and regulatory role.

Mr. Upston explained that Department workload has steadily increased over the years as the City grows and legislative issues become more involved and complicated. On a daily basis, staff is dedicated to assisting residents, developers, and real estate brokers. Current

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Planning involves administering zoning regulations, and helping people through the "Development Review" process. Depending on the nature of a project, it may be subject to administrative review with approval by the Planning Director or it may be required to go before the Planning Commission and or the City Council for a public hearing and decision. Some are quasi-judicial, discretionary actions that involve deciding whether or not a proposed land use is consistent with City policies and requirements. Mr. Upston reported that the Friday Letter is a great place to find many of the current Planning Projects.

With regard to Long Range Planning, its primary focus is on maintaining consistency with the City's Comprehensive Plan on how land is used, which is one of the most valuable tools the City has in creating and maintaining a vision for what it wants to be. The Comprehensive Plan, originally adopted in 1982, is the City's vision for achieving a healthy and vibrant city over a long period - 20 or more years.

Next, Mr. Upston explained about the Planning Commission being a 7-member body appointed by the Council, with members serving 4-year terms. The Commission provides citizen review and recommendations on planning-related matters to the Council, as well as having its own decision-making authority on certain land use matters.

In addition, Mr. Upston explained about the Community Development Commission, a 9-member body appointed by the Council to advise on a broad range of local issues. The Commission's activity is guided by their adopted goals with a current focus on updating the Parks and Recreation Master Plan, and historic preservation.

Looking ahead, Mr. Upston anticipates that the Department's workload will remain heavy, particularly as a result of continued interest in land development. However, there are a number of internal initiatives expected to improve how services are provided and process improvements focusing on customer service.

A brief discussion followed about the Comprehensive Plan being like a living document as well as not changing the vision if you want to stay the course.

Finance Department – Melissa Owens, Finance Director, reviewed a PowerPoint presentation (Submission No. 2), explaining that like Public Works, the Finance Department has projects but they are ones that the public doesn't usually see. Ms. Owens noted that it had been a long time since the layoffs in 2009, with a loss of 18% of staff members including three in Police, one in Public Works, and two and one-half in Finance. She further noted that currently Public Works is up one employee, Finance is down one employee, and the Police Department is down two employees and still has one unfilled position. Ms. Owens discussed improvements such as cross training since that time to keep up with duties and being ever vigilant to keep costs down.

The Finance Department works on items such as accounting, payroll, utility billing, and the Municipal Court. Ms. Owen's primary responsibilities related to finance include budget, annual audit, and 10-year projections. Other duties include utility rate adjustments, fee

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studies, franchise fee reviews, lodging tax reviews, internal controls, fraud prevention, debt management, and financial/budget monitoring.

Ms. Owens also discussed Human Resources, Security and Fraud Prevention, Customer Service, Court, Utility Billing, Business Licenses, Building Permits, Support, Facilities, Information Technology, Risk Management, and Property Taxes – highlights are shown in the attached Submission No. 2.

With regard to property taxes, a handout (Submission No. 3) was provided and reviewed. Eagle Point's overall per capita tax revenue is at the lower range of other cities in the area but the School District's portion is higher. The Fire Department for this area is also higher. Bottom line, tax costs in cities vary and show up in different areas. Eagle Point's Total Tax Rate remains competitive.

Public Works Department – Robert Miller, Public Works Director, reviewed an in-depth overhead presentation (Submission No. 4), noting a lot of things had been shared in the Friday Letter. Primary responsibilities of Public Works includes: Capital Improvement Program, Development Review, Maintenance and Operations, and Recreation.

The Capital Improvement Program (CIP) oversees the planning, design and construction of all major projects within the City. The CIP is organized by budget fund (Parks, Street, Storm, Water, and General Fund), often with a mix of funding based upon the project. 2018 Capital Improvement Projects included: Little Butte Creek Bank Stabilization, City Hall Office Lighting, Laurel Street and Tracy Avenue Storm Improvements, Public Works Building Roof, Project Development Linn Road Improvements, East Main Street/Stevens Road Improvements, Public Works Heated Storage, and Main Street Lighting – Phase 4.

Public Works Development Review involves the Engineering Development Review overseeing planning, design and construction of all development within the City by private developers. All plans for public improvements are also reviewed.

Public Works Maintenance and Operations includes Parks, Streets, Storm, Water, Facilities, and the Eagle Point Museum. All Public Works staff is cross-trained although there are limitations with certain water system responsibilities requiring certifications.

Public Works also continues maintenance of the City's park system including mowing (contracted during park season – costing less than one full time temporary help person), weeding, watering, fertilizing, emptying of trash, irrigation repairs, weatherization preparations to prevent freezing, and bathroom janitorial. It was noted that temporary staffing is difficult to obtain in this area to cover items like park mowing.

Police Department – Darin May, Police Chief, reported the Police Department providing a high level of service to citizens even while operating below staffing levels. The Police Department is budgeted and staffed for twelve officers. Even with the fairly recent hiring of three officers, the department is still one officer short of a full staff. It is anticipated that the addition of a new staff position will help alleviate overtime and provide better service

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to citizens and the Department. Chief May reviewed some of the responsibilities of officers including patrol, evidence room, substantial property crime, and sex abuse cases. In addition to Police Officers, the Records Clerk is responsible for answering phones and assisting with front counter complaints, and serves as the Department's LEADS (Law Enforcement Data Systems) representative and trainer. Code Enforcement, with one part-time employee, continues to abate nuisances in the City and handled 332 new cases from May 15th to December 31st, 2018. Training is strongly supported and critical to the mission, goals of the department, and building skills at all levels.

With regard to the community, a School Resource Officer (SRO) is assigned to schools and is a value to students, schools, the community and Police Department. This position influences students by providing tours of the Police Department and classroom presentations, and provides a law enforcement presence with students and school administration. This interaction has built great relationships with the School District and students. Other programs such as National Night Out and Block Watch, help to engage citizens and promote community involvement in crime prevention.

Chief May provided a budgeting report for replacements including vehicles, Mobil data terminals as well as other related upgrades, portable radios, and ballistic vests.

City Administration – Henry Lawrence, City Administrator, provided a handout (Submission No. 5) addressing priority action items for Eagle Point from the Natural Hazard Mitigation Plan Steering Committee dated 2017. The items tie-in with recent discussions about emergency preparedness, some addressing: flooding, public information programs, integrating items into the Comprehensive Plan, enhancing hazard resistant construction methods to prevent damage to utilities and critical facilities, tree-trimming or replacement, reducing wildfire fuels, and working with Jackson County and other agencies towards these efforts.

Mr. Lawrence talked about current staff efforts to revise the City's weeds and excessive vegetation ordinance to reduce fire hazards. In addition, he briefly discussed the City's Emergency Operations Plan and the need to improve training and table-top exercises to execute the operations plan.

City Recorder – Cindy Hughes, City Recorder, discussed the role of City Recorder, serving as a liaison to the public, City Council, Commissions, and the City Administrator. Responsibilities include ensuring public access to meetings, facilitating codification of Ordinances, and serving as the City's elections official, archivist, and public records contact.

Following the overview, there were many positive Council comments for all staff.

At approximately 8:23 p.m., Mayor Jenks recessed the meeting.

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3. EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(h), To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

At 8:27 p.m., Mayor Jenks opened the Executive Session pursuant to 192.660(2)(h). Following discussion, Mayor Jenks closed the Executive Session at 8:50 p.m.

At 8:50 p.m., Mayor Jenks called to order the Special Study Session. Joe Kellerman, City Attorney, announced the Council was in regular session to deal with the litigation regarding Civil West and Garrett Pallo.

MOTION: Attorney Kellerman asked if there was a motion to approve and accept a settlement offer of \$70,000 to resolve the case, eliminating counter claims and otherwise release and move on to more productive pursuits, and authorize the City Administrator or himself to finalize documentation to effectuate settlement. Council President Stanek offered a first and Councilor Mannenbach seconded. Roll call: Bill Fierke, yes; Bernie Grossman, yes; David Lacombe, yes; James Mannenbach, yes; Michael Stanek, yes; Kevin Walruff, yes; and Ruth Jenks, yes. The motion passed unanimously.

4. ADJOURN

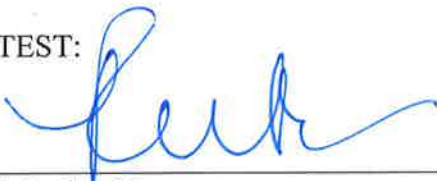
There being no further business, Mayor Jenks closed the meeting at 8:52 p.m.

Respectfully submitted,



Cindy Hughes, City Recorder

ATTEST:



Ruth Jenks, Mayor