



## *FRIDAY LETTER*

*JUNE 8, 2012*

### **ADMINISTRATION**

#### **City Administrator**

The City Council will be meeting on Tuesday, June 12, with a full agenda. In addition to approving the 2012-2013 Budget, the Council will hear a presentation from Civil West Engineering concerning their preliminary recommendations regarding the 3.6 mg water tank repairs, as well as rank engineering applicants for a possible future contract award to conduct a condition audit of all City of Eagle Point streets. Numerous other Budget adoption related issues are on the agenda. The agenda is posted on the City of Eagle Point web site for public review.

One of the short term recommendations to get the tank on-line immediately is for staff to proceed with what is called a “cement seeding” project. This entails taking bags of Portland cement mixed with water (no sand or aggregate as in concrete) and letting it work its way into the remaining hairline cracks on the floor of the tank. This portion of the repairs will proceed forward early next week in order to expedite getting the tank back on line for the hot summer weather. Any additional longer term repairs will be delayed until after the summer season. The engineers will provide further details of other recommendations at the June 12 meeting.

A joint Council/Planning Commission study session will be held from 6-7 PM, immediately preceding the regular Council meeting.

#### **City Recorder**

Greetings from your City Recorder! This week, I have been at the Northwest Clerks Institute in Tacoma, Washington. At the time of this writing, I have completed nearly one-third of the educational requirements to become a Certified Municipal Clerk (CMC). The CMC Professional Development Program is designed to enhance the performance of clerks.

At the Northwest Clerks Institute, I received intensive training about the role of the clerk, records management and strategies, and legal issues. Customer service and effective writing classes were also a focus of training. Finally, this has been a fabulous time to network with other cities in Oregon, Washington and Alaska.

Although I learned a lot during this training, the best thing I came to understand is how fortunate we are in Eagle Point. Eagle Point's citizens, staff members, and Mayor and Council; all work together to make this a great place to live and work!

Upcoming Meetings - June 11 through June 15

June 12<sup>th</sup> Joint Meeting with Planning Commission at 6:00 p.m.

June 12<sup>th</sup> Council Meeting at 7:00 p.m.

Elections Reminder

Please remember, the City of Eagle Point is accepting filings for candidacy for the following elected offices:

Mayor ..... for a term of two years.

Council Member ..... for a term of four years.

Council Member ..... for a term of four years.

Council Member ..... for a term of four years.

Election packets may be obtained from the City of Eagle Point at City Hall, 17 South Buchanan Avenue. Completed election filing forms must be returned to the City Recorder, by August 10, 2012 to ensure that the August 28, 2012 deadline for filing for candidacy of the November 6, 2012 General Election is met with the Jackson County Elections Office.

The term of office of elected officers shall commence on the first Council Meeting in January, 2013. Persons interested must be, at the time of election, a qualified elector as defined in Section 2, Article II of the Oregon Constitution and shall have been a resident within the city limits of the City of Eagle Point for the twelve-month period immediately preceding the November, 2012 election.

**POLICE**

NATIONAL NIGHT OUT

If you haven't heard of National Night Out, it's a unique crime prevention event sponsored by the National Association of Town Watch (NATW), Target®, and your local city. This is where "America's Night Out On Crime" takes place across the nation and in local communities.

National Night Out is designed to: (1) Heighten crime and drug prevention awareness; (2) Generate support for, and participation in, local anti-crime programs; and (3) Strengthen neighborhood spirit and police-community partnerships; and (4) Send a message to criminals letting them know that neighborhoods are organized and fighting back.

Join us on August 7, 2012, at Chamberlain Park, from 7:00 pm – 9:00 pm for food and crime prevention activities!

## **PARKS AND RECREATION**

The next Parks and Recreation Commission meeting will be July 12, 2012. The June meeting is postponed.

The Eagle Rock Parent Teacher Organization hosted the Rock a Palooza on June 1. This event invited community and agencies together to highlight youth activities. Eagle Point's finest was represented at the event.



A table and football toss sponsored by the City of Eagle Point highlighted the YMCA summer Day Camp, Harnish Park and Visitor's Center, the Eagle Point Museum, and included brochures on the Little Butte Watershed Council and stormwater education.



Officer Anselmi can't resist the football toss.

The City has partnered with Rogue Valley Family YMCA to offer summer Day Camp this year. Two week-long camps will be offered from July 23 to 27, and July 30-August 3. More information and registration forms are available on the City's website and at City Hall.

## **PUBLIC WORKS**

### **Development Civil Plan Review and Construction**

As part of the **Hillside Elementary School** project, Neva Street and part of North Shasta Avenue will be paved. The contractor is on board, and the School District anticipates the project to begin as soon as school is out for the summer.

### **Capital Projects**

Mailboxes and retaining walls are in progress to finish the **South Shasta Multi-use Path**.  
Maintenance

### **Streets**

Four proposals were received from the Request for Qualifications for a **Pavement Condition Survey**. A recommendation is proposed for the next City Council Meeting.

### **Stormwater**

The Public Works crew spent Wednesday of this last week cleaning the storm drains after an event dumped an entire day's worth of rain and hail in 30 minutes.



The storm completely overloaded a few of the older drainage inlets, which returned to normal shortly after the storm was over. No major flooding was reported.



Gravel that washed off nearby road shoulders, leaves, and grass clippings were found in many of the storm drains cleaned out.

## **Water**

An analysis from the consultant team working on the 3.6 MG Reservoir recommended cement seeding to further seal hairline cracks. Once completed, the team recommended the reservoir be placed back into service. Several contractors were contacted, with a team scheduled to begin work Monday, June 11.

The City is continuing to experience low water pressure in some areas due to the reservoir project. Maintenance of the 3.6 MG reservoir has lowered water pressure temporarily to some of the neighborhoods in the Eagle Point Golf Course, Bridgeport, Havenwood, and Barton Road areas.

## **Grants**

The City has awarded a contract to Welburn Electric, Inc. for the **Eagle Point Lighting Upgrades**. A grant from the Oregon Department of Energy, with administration from Rogue Valley Council of Governments, is funding replacement of many of the lighting fixtures at City Hall, the Museum, and Public Works Shop with energy efficient fixtures.

Planning and Public Works met with RVTD to interview and recommend selection of a consultant for the **Eagle Point Intercity Public Transportation Service Planning**. The Grant

looks at routing options, level of service, cost of service and potential funding options. Community outreach will begin in August.

David Evans & Associates is continuing to move forward on the **Mattie Brown Park Parking Lot** project. This Congestion Mitigation and Air Quality Grant (CMAQ) will construct new parking.

The City submitted a notice of intent to apply for a grant to construct the **Linn Road Bicycle, Sidewalk and Streetscape** improvements. The OBPAC -TE grant is a new combined Bike and Ped and Transportation Enhancement Grant through the Oregon Department of Transportation (ODOT). Special thanks to Gary Shipley in Public Works, Mike Upston in Planning, and John Wilcox from HEA for brainstorming and providing necessary grant background material in a short time. If accepted, the grant would fund a new bike lane and sidewalk on the north side of the road, pedestrian scale lighting, and a planted median. If invited, the next step would be the formal grant submittal in December, with funding in 2013.

### Other

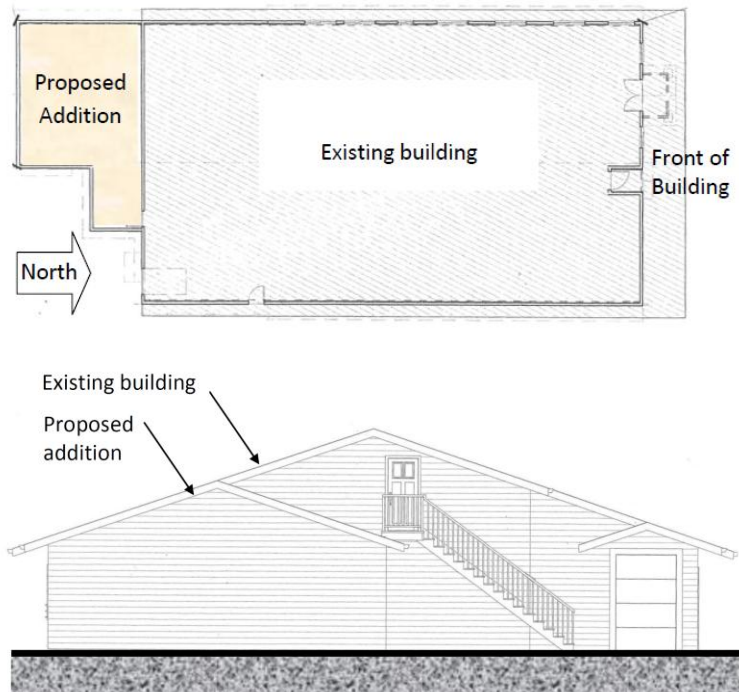
The Public Works Director and Dan Dorrell, Oregon Department of Transportation met with a concerned citizen Wednesday at Rolling Hills. The ODOT Highway 62 project is currently designing a continuous turn lane in the median north of Eagle Point.

## DEVELOPMENT SERVICES

### Planning

#### Current Planning/Development Review

**The Butcher Shop's** application for Administrative Site Plan Review to allow a minor addition on the south side of the building has been approved pending end of the appeal period on June 15th. The next step for the owner is submittal of a building permit application for construction. Permit approval would allow the owner to relocate a cooler from inside his existing building to the rear of the building, and house it within a building addition of the materials and colors intended to match the existing building. The Site Plan approval was conditioned on landscaping to



be shown on the building permit plans.

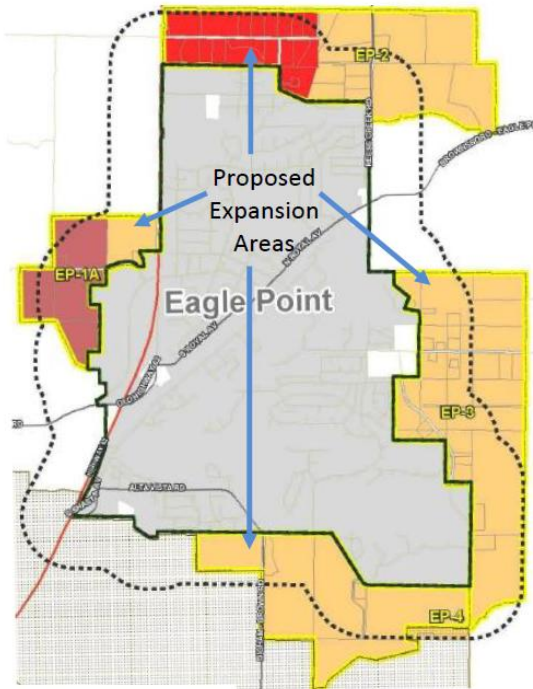
### Long Range Planning



A contract has been awarded to Nygaard Nelson to conduct a **Transit Study** for the Rogue Valley Transit District and City of Eagle Point. The consultant's primary duty is to provide a report describing whether bus service should be provided to Eagle Point, summarize service options, and costs for each option. The consultant will facilitate meetings, complete a thorough analysis of existing services, identify transit needs, prepare



transit routing and levels of service, identify bus stop facilities and compose a planning document for RVTD and City use.



A 2<sup>nd</sup> study session with the Council and Planning Commission for the draft **Regional Plan Element** is scheduled for June 12<sup>th</sup>. This will be a continuation of discussions had at the 1<sup>st</sup> study session on May 8<sup>th</sup>.

Under the 12 year Regional Problem Solving effort undertaken by Jackson County and six cities in the Rogue Valley, the County and each city is required to adopt their own Regional Plan Element into their Comprehensive Plans before the State will approve the identified growth boundary expansion areas.

### **Building**

From May 30 through June 7, 2012 we issued 7 permits, processed 10 new permits and worked on 37 additional permits. Projects included a new house, two new manufactured dwelling units, plumbing, electrical and mechanical permits. Staff has also been assisting the Code Enforcement Officer with research for high weed complaints and violations, as well as completing all of the

month end permit reports for May and sending to required agencies and jurisdictions. May 2012 totals include 23 permits issued and total fees received \$17,869.32.

Staff is in the process of completing the Planning Commission agenda, minutes and packet for the June 19, 2012 Planning Commission meeting.

As the summer weather approaches and many residents are hiring landscape professionals, the Oregon Landscape Contractors Board (LCB) asks local building departments to remind consumers that landscape businesses are required to be licensed with the LCB. A very limited scope of landscape maintenance work can be done by an unlicensed business or individual. The LCB works to protect consumers by requiring that landscapers meet experience and /or education requirements, pass a competency exam, and obtain a surety bond. The LCB also provides dispute resolution services for consumers and landscapers. For more information, or to verify a landscaper's license, visit [www.oregon.gov/lcb](http://www.oregon.gov/lcb), call 503-986-6561, or contact the City of Eagle Point Building Department at 541-826-4212 ext. 102. The City of Eagle Point also

requires those doing business inside city limits to obtain a city business license.

