



FRIDAY LETTER

AUGUST 17, 2012

ADMINISTRATION

City Administrator

As the remaining days of summer start to fade away, we continue to work on projects that were started just a few months ago. The 3.6 million gallon tank project has successfully resulted in a “trickle” of water at less than two gallons per minute, from a high of over 30 gallons per minute. Our engineering consultant brought the project in at approximately \$45,000 below budget. Staff is now working with our engineering consultant to develop a proposed scope of work and contract to update the water master plan. The City has experienced considerable growth since the current master plan was developed in 2002. We need to prepare for the next phase of growth. Due to the outdated plan, we have had to work through a number of issues related to City water reservoirs, pump stations, and service zones. Although the system is currently working adequately, we need to engage in the necessary planning and evaluation to help the system operate to full potential. Staff will bring the master plan proposed contract to the Council at their August 28 meeting.

Also before the Council on August 28 will be a report from our consultants, Capitol Asset and Pavement Services, outlining the draft report of a pavement condition assessment and management plan that they developed for the entire City. The Plan will guide us in funding and maintenance decisions to help bring our street pavement up to acceptable conditions and maintain it into the future through the most cost-effective means. The repair and maintenance plan will be a multi-year effort and will no doubt stress our street budget in order to address the many needs in our neighborhoods. To not proceed with a plan, however, will result in continued deterioration of our streets and create an even higher repair bill in the future. With Council approval, we intend to begin a chip-and slurry-seal program next month. We will do our best to notify neighborhoods that will be inconvenienced.

Public Works Director Robert Miller, is working on the preliminary plan to complete the sidewalk infill project on both sides of Loto Street, from Royal avenue to Buchanan Avenue. The

Council approved this as one of the City's capital projects for this year. We will be bringing this project to the Council for review and approval to advertise for bids soon. We hope to complete the project this autumn. This is a critical pedestrian link, as it connects vital community service facilities including the senior center, fire station, library, post office, police station, and city hall. A day does not go by when I don't see a mother with a baby stroller or a person using a wheel chair having to travel in the roadway due to missing sidewalk sections.

Last but not least, on August 28 the Council will continue to consider adoption of ordinance 2012-02 which will amend the Eagle Point Comprehensive Plan to add a Regional Plan Element, and among other things, amend the Comprehensive Plan Map to designate the Urban Reserve Areas for a 50-year growth plan. The matter was debated at the August 14 meeting and continued to August 28 for further discussion and consideration. The item has been under development and discussion with Jackson County and our sister cities for over 10 years.

There is much more happening with various projects, planning and city operations, but we will save some of the updates for future editions of the *Friday Letter*. Below are update provided from each City department.

City Recorder

The highlight of the week ending August 10th was a wonderful visit by students from our sister city, Showa, Japan. It was fun to meet the students and adult chaperones. There were lots of smiles! Other than that, the majority of the week was spent in preparation of the August 14th City Council Meeting.

About elections ... Individuals running for the Offices of Mayor, and Council Member, submitted the necessary paperwork which will be forwarded to the Jackson County Elections Office.

The week ending August 17th was a super fast paced week with a City Council Meeting and elections paperwork being submitted to the Jackson County Elections Office. The great news is that the elections paperwork was all in good order. Incumbent Bob Russell is running for the office of Mayor. For the three upcoming Council positions, there are two incumbents, Wayne Brown and Bill Fierke, and Aaron Prunty will also be a candidate for Council.

Along those lines there are openings for the Eagle Point Economic Development Commission and the Eagle Point Parks and Recreation Commission. They each have one vacancy to fill the remainder of a term. 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. Completed applications must be returned to City Hall by 5:00 p.m. on Thursday, September 6, 2012.

FINANCE

Fraud Prevention

We recently attended a fraud seminar that was offered by Premier West Bank. The seminar was offered free of charge to their customers. The seminar discussed the current fraud trends. This primarily focused on fraud from outside of the organization. In the past, fraudulent activity primarily focused on presenting duplicate or altered checks to the bank for payment. As technology evolves, the ways in which fraud can happen becomes more sophisticated and more difficult to catch. Now, in addition to fraudulent checks we have to monitor our accounts for any fraudulent ACH withdrawals. As a public body, in the event of a fraudulent ACH withdrawal, staff has 24 hours to notice the fraudulent activity and notify the bank. Even if the bank is notified within 24 hours it can be difficult to retrieve the funds. There have been several large losses to Rogue Valley businesses in the last couple of months due to this type of fraud. Fraud does not seem to discriminate regarding size of business or amount of funds available.

In addition to discussing the fraud trends, Premier West also discussed ways to try to minimize risks. The City has already incorporated almost all of the methods available to prevent fraudulent activity. We have a long list of procedures, monitoring tasks, software, and firewalls in place to prevent fraudulent activity. However, technology is always changing which means that fraudulent opportunities are changing often as well. The bad guys are out there working 24 hours a day looking to see where money is available and looking for new ways to gain access to money. This is an area that we reevaluate often.

Projects

Staff is still working on the large projects as mentioned in the last message. The projects include the property database, franchise fee audit, annual financial report and reconciliation, and the projection reports. We have been busy working on these projects along with some fairly large personnel/benefit updates.

Economic Development Commission

Economic Development has been working on a brochure to promote livability in Eagle Point. A draft of this brochure was presented and discussed at the August 6, 2012 meeting. Staff has been working to make those changes to the brochure. The new draft will be presented to the Economic Development Commission at the September 10, 2012 meeting.

Street Dance

A big thank you to all who donated to or helped with the 2nd Annual Street Dance. It was a big success. I think there was fun had by all. We will have a full list of those to thank in the next message.

I will be attending the Local Government Personnel Institute conference. This conference focuses on Human Resources issues common in the government sector.

POLICE

Our very FIRST 2012 National Night Out for Eagle Point was a SUCCESS!! We had about two-hundred and fifty people attend the event at Chamberlain Park. The event was not possible without the support of our local businesses and individuals that wanted to be involved. Here is a list of our wonderful participants for this years' event:

SPONSORS:

Target - Cassie Didericksen & Sabrina Hiatt
Butte Creek Mill - Robert & Debbie Russell
The Butcher Shop - Cam Callahan/Brian Stofflet
Ray's Food Place - Larry Crawford, Mgr
Eagle Point Hardware - Kent Cohee
Valley Feed & Pet Supply- Randy & Kathy Sell
Walmart Corporate - Eagle Point
Chase - Eagle Point
PremierWest Bank - Mark Bayliss, Vice-President, Branch, Mgr
South Valley Bank & Trust - White City - Sara Espinosa, Mgr
Big R - White City - Advertising
Best Signs - Rich Warner
Murphy's Custom Canvas Inc. - John & Ann Hurd
Jackson County District Attorney's Office - Shannon Eck
Jackson County Sheriff's Office/JCFD #3 - Scott Downing
Jackson County Emergency Management Division - Michael Curry
Pepsi Beverages Company-Medford - Amy Spencer
Coca-Cola Refreshments- Medford - Crystal Brumana
State Farm Insurance - Bob Pinnell
Upper Rogue & Eagle Point Chamber of Commerce

Special Thanks—Sergeant Steve Frantz, Corporal Dustin LaFord, Donna Oliver, Eagle Point City Council, Kandi Foote, Devon Linebaugh, Kari Kurtz, Melissa Owens, Robert Miller, Mike Upston, Sara Miller

Garage Sale Signs

This is just a friendly reminder about the placement and disposal of garage sale signs. We have appreciated the many of you who have respected our Veteran's War memorial by NOT placing garage sale signs in or around the memorial. If you wish to place garage sale signs in the intersection of Royal Avenue and Main St, we would suggest you place them on the east side of the road to the right side of the Main Street bridge (opposite of the War Memorial across the bridge on the river side).

Our city public works employees work very hard at keeping our city neat and clean so that all of you can enjoy the many features our parks and community offers. For those who wish to place garage sale signs around the city, we would appreciate if you pick up your signs when your sale is over. Every Monday, our city workers have to pick up garage sale signs that people have left. This takes away more important work our city employees could be focusing on instead of picking up other people's garbage. If we think of abandoned garage sale signs as "littering,"

then it really is against the law. After all, we do have your addresses on them! So let's pick up after ourselves and keep the beauty of the city looking like we really care.

PARKS AND RECREATION

The City sent out a request for quotes to several Landscaping contractors to mow and edge the parks at Harnish-Wayside, Mattie Brown, Chamberlain and Little Butte Creek. With staffing shortages and the recent water break, Public Works is needing to focus on crosswalks and curb painting before school starts.

Public Works continues to coordinate with YMCA and other groups to provide an opportunity for the Jr. Eagles Recreational program.

Public Works picked up chairs and tables, supplied extension cords, and closed and opened Main Street for the recent Street Dance. Thanks to Hillside Elementary School for use of the chairs in this successful and fun event.

PUBLIC WORKS

Development Civil Plan Review and Construction

Pacific Power removed power poles on Tabor and East Main Street. Public Works replaced concrete where the poles were removed. Public Works reviewed several sidewalks with Willamette Educational School District. A few of the ADA ramp will be replaced by the School District contractor.

The **Creekside** Parking Lot is under construction. The developer for Creekside South Shasta Improvements met with the City regarding the culvert under South Shasta. In consultation with Oregon Department of Fish and Wildlife, extending the culvert may require additional improvement for fish passage. A follow up meeting with the resources agencies is planned to confirm what is required. A sidewalk on the Creekside Center, bike lanes, and a left turn lane off Shasta into Creekside are planned.

The **Eagle Point Cemetery** has started construction. The new administration building includes a new water connection to the City's water supply at Riley Road.

Public Works

Streets

Capitol Asset and Pavement Services, Inc. completed the draft pavement condition index (PCI) report for all the streets within the City of Eagle Point. Chip Sealing is scheduled for early September by Jackson County. Public Works is investigating crack sealing and surface sealing companies in cooperation with Central Point to reduce overall costs on common projects. Mailbox supports were placed for the mailboxes by Public Works.

Public Works met with John Vial and Mike Kuntz at Jackson County Roads to discuss Royal Avenue. The County currently owns Royal Avenue. Together the City and Jackson County will pursue grant opportunities for long-term improvements.

MPO TAC

Public Works attended the Metropolitan Planning Organization (MPO) Technical Advisory Committee. As part of the urbanized area, Eagle Point is losing its direct STP (Surface Transportation Program) allocation. In the past cities that have been pulled into the MPO have had the opportunity to submit projects until they can compete for funds. The City of Eagle Point will propose a project or projects for STP funding for the next three years, until 2015. In 2015 the City will compete with other jurisdictions for CMAQ (Congestion Mitigation and Air Quality) and STP.

Water

Public Works met as part of the Water Conservation TAC to recommend the selection of a consultant for the water conservation and management plan.

The Public Works crew repaired a water break on Platt Avenue, Little Butte Drive, and Pumpkin Ridge over the last two weeks. The service line was extended for a house on Ridgeview. The leakage in the 3.6 MG Reservoir remains below 2 gpm.

Storm

The City met with Ken Olsen at Little Butte Irrigation District. We will continue working together to coordinate the needs of the City and irrigation.

TMDL

Public Works met with Tim of the Little Butte Watershed Council to continue coordination for the Watershed Festival on September 15.

Museum

Several screens were replaced around the foundation to the Museum by Public Works.

DEVELOPMENT SERVICES

Current Planning/Development Review

Next time you're driving to/from town on Highway 62, take a look at the Creekside Center property. Providence Medical Group's new free-standing sign which was approved by the Planning Commission in April has been installed. As depicted on the plans approved by the City, the sign is scaled to be compatible with the building and other signs in the vicinity. The reduction in height from that originally proposed by Providence has resulted in a sign that doesn't loom over the buildings or other signs in this growing commercial center, and continues the precedent begun by the Chiropractor for free-standing, highway-oriented signs that don't compete with one another or result in visual clutter.

Long Range Planning

An architectural historian from the State Historic Preservation Office (SHPO) drove down from Salem on August 8th and spent a good part of the day learning about the bridge, other historic buildings here, and about the unique aspects of Eagle Point. She conducted a structural inventory and photographed the bridge,



and then made a few other stops in the area. One of her stops was the National Cemetery, which supposedly will be included in a thematic listing of all the National Cemeteries. The SHPO has asked us to provide letters of recommendation from members of the community by the end of this month. The Notice of Consideration is being published today (8/17/12), and the nomination committee is scheduled to consider our application on October 10th.

Two applications were received by the August 13th deadline to fill the current Planning Commission vacancy, and it's anticipated that the Council will review those applications, meet the applicants, and make an appointment in September.

Staff is making revisions to the proposed ordinance and supporting documents for the Regional Problem Solving project based on Council's direction at the 8/14/12 public hearing. We will have an updated set of documents prepared for the continuance which was set for 8/28/12.

The Transit Study's Stakeholder Group has been finalized and their first meeting will be on August 21st. On Aug 21 & 22, one-on-one interviews will be conducted with Stakeholder Group individuals to get additional feedback regarding the usefulness and viability of transit service to, from and around Eagle Point.

Building

From August 3-9, 2012 we processed 6 new permits, issued 4 permits and worked on 19 additional permits. Projects currently under review include three single family dwelling, mechanical, electrical, plumbing and commercial permits. Staff continued assisting with research for high weed complaints, and has been busy with building and planning related duties and email/phone/counter customer service. We are also researching several project/development inquiries.

Staff completed the 2012 Housing Unit & Population Questionnaire for Portland State University's Population Research Center. Month end permit reports for July 2012 have also been completed and sent to appropriate agencies, jurisdictions and others who have requested the information. July 2012 totals include 11 permits issued and total fees received \$54,963.25.

From August 10-16, 2012 we processed 2 new permits, issued 3 permits and worked on 31 additional permits. Projects currently under review include single family dwelling, mechanical, electrical, plumbing and commercial permits. Staff has been busy with building and planning related duties and email/phone/counter customer service. In addition we have been researching property and land use approval histories.

Our department has been focusing on public education and outreach on a variety of related subjects such as permit regulations, fees and code requirements through the city website, newsletter and brochures. We are excited to continue this effort and welcome community feedback and questions. Following is the first in a series of informative articles on Building Codes in Oregon. There is no business for the Planning Commission at this time so there will not be a commission meeting held in August.

Building Codes in Oregon – A Primer

The State of Oregon was the first state in the nation to adopt a suite of statewide building codes that were to be uniformly administered throughout the state by jurisdictions that chose to have a building department. The effective date of the first statewide code was July 1974. Prior to that date, most large cities, and some larger counties, had adopted and were enforcing some form of building code, but the administration of construction codes was not uniform statewide, and any jurisdiction could adopt any code they chose. In 1974, the suite of codes promulgated by the International Conference of Building Officials (ICBO) was adopted. The codes adopted by the state also included the National Electrical Code (NEC). In Oregon, these were the only codes that could be enforced, and no jurisdiction could adopt construction codes that were either more or less restrictive than these statewide codes.

The authority to enforce construction codes in Oregon is granted, through Oregon Revised Statute to the Building Codes Division (BCD), a division of the Department of Consumer and Business Services. From the Building Codes Division, individual jurisdictions may be granted local authority through an application process. The local jurisdiction must have an approved operating plan, must employ or contract with experienced certified inspectors and must follow the regulatory process established at the state level. Continued oversight is maintained by the BCD, and all local jurisdictions' code administration processes are evaluated in an on-going basis. Traditionally, Oregon adopted the ICBO codes on a rotating three year basis, with not all codes being changed at the same time. So annually, at least one of the codes were modified and adopted each year.

The current adopted codes in Oregon are:

- Oregon Structural Specialty Code – all commercial, industrial, multi-family uses.
- Oregon Residential Specialty Code – one and two family dwellings.
- Oregon Mechanical Specialty Code – heating, ventilation, air conditioning, gas piping, etc.
- Oregon Plumbing Specialty Code – water distribution, waste, storm drain, etc.
- Oregon Electrical Specialty Code – electrical installations for all construction.
- Oregon Energy Efficiency Specialty Code – minimum energy conservation measures in Oregon.
- Oregon Solar Installation Specialty Code – solar installations, structural & electrical components.
- Oregon Manufactured Dwelling Installation Code –setup regulations for manufactured dwellings.
- Oregon Park and Camp Specialty Code – standards for mobile home & R.V. parks, camps.