



## *FRIDAY LETTER*

*APRIL 5, 2013*

### **ADMINISTRATION**

#### **City Recorder**

The week ending March 29<sup>th</sup> was a standard week in the City Recorder's Office, with the majority of my time spent coordinating and attending Council meetings. One of the recent additions to the City's website is a link to the City's Municipal Code, a compilation of the City's laws. It can be accessed from the City's homepage and is very user-friendly. This is a great way to become familiar with the City's laws. If you have questions or would like additional information, please feel free to contact me, Cindy Hughes, at 541-826-4212, Ext. 106.

### **FINANCE**

#### **Finance Projects**

Finance has been working on restructuring our water debt. Restructuring the debt will allow the city to take advantage of lower interest rates. At the same time we will be able to shorten the length of the loan and save money over the life of the loan. This will save money over time due to shortening the length of the loan but does not free up very much money on an annual basis.

The 10 year trend analysis and 5 year projection report for all funds is nearing completion. Staff has been working on some projects that will have a major impact on the 5 year projections. This includes the pavement study recently completed by Capitol Assets, the water master plan that is currently under way by Civil West, potential financing/refinancing opportunities and upcoming contract negotiations. Results from a water rate analysis will have an impact on the projections as well.

Projection reports are always changing based new information. That is what makes them a valuable tool. However, we have several large items that could have a large impact on the projections. We are working these items into the projection reports as we discuss them with City Council.

### **Budget**

Finance is in the process of putting the annual proposed budget together. This is a two part process. One part involves evaluating the current budget and analyzing each line item in the budget to determine what the ending result will be for each line.

The second part is to put together a proposed budget that will be presented to the Budget Committee in May. We incorporate the goals set by the City Council, the requests as identified by the department directors, the requests by the City Administrator, and those items that are a necessary part of doing business. All of these items are analyzed and some will be put into the budget. Staff will be working on the budget through April.

A balanced budget will be proposed to the Budget Committee in May. Once the Budget Committee approves the budget it will be presented at a Budget Hearing on June 11, 2013. It will be brought to back to the City Council for adoption on June 25, 2013. A balanced budget must be adopted by June 30, 2013.

### **Website**

The website has some new links on the home page. One link is to a page dedicated to community events sponsored by Eagle Point Community Association, Eagle Point Chamber of Commerce, and the City. We are still adding to it, but take a look at it. Some of the event listings have a slide show of pictures of previous events.

### **Upcoming Activities**

The City has been using the monthly newsletter and city's website to advertise upcoming events sponsored by the City of Eagle Point (EP), Eagle Point Community Association (EPCA), and the Chamber of Commerce (EPCC). This is in an effort to draw people out into the community. There is a long list of activities that coming up in the next several months. Watch the newsletter and the website for additional information. Here is a partial list:

April 7	Little Butte Creek (River Walk Cleanup)	EPCC
April 16	Volunteer Training for Harnish Wayside	EPCC
May 11	Vintage Faire	EPCC
May 21	Circus	EPCC
June 15	Bike Ride	EP
July 4	4 <sup>th</sup> of July	EPCA
August 6	National Night Out	EP
August 17	Street Dance	EPCC
September 14	Little Butte Creek Festival	
Various	Friday night movies at the Eagle Point library	

Hope you can come out and enjoy some of the local activities.

## Here are a few statistics for March

- Municipal Court
  - 52 new citations were issued and cited to appear in Eagle Point Municipal Court during the month of March.
  - 71 old citations were set to be heard in court
  
- Utility Billing
  - 2994 utility bills were mailed in March.
  - 36 residents changed addresses in March. (People moved in or out.)
  - 509 late notices were mailed in March.
  - 75 door tags were hung for addresses that were in danger of being disconnected for nonpayment.
  - 17 new water meters were shut off for nonpayment. Most of these were turned back on with payment.
  - There are currently 43 meters that are shut off for nonpayment. These meters have been locked off for more than one month.
  - 24 Lien Searches
  
- Business License
  - 382 licenses issued this fiscal year.
    - 304 are businesses that renewed their licenses in July.
      - 175 Inside city limits.
      - 127 Outside city limits.
      - 2 Seasonal.
    - 78 are new businesses this fiscal year.
      - 26 Inside city limits
      - 49 Outside city limits
      - 2 Seasonal.
      - 1 Nonprofit business

## POLICE

### Countdown Begins for July 4<sup>th</sup> Illegal Fireworks Enforcement



It's only the month of April, but it's a good time to talk about the July 4<sup>th</sup> festivities and illegal fireworks. The goal for 2013 is to reduce the potential of fire and injury by fifty-percent. It's about personal safety and the protection of property from the discharge of illegal fireworks.

The Eagle Point Police Department is strongly urging the public to follow our City Ordinance pertaining to the possession or discharge of illegal fireworks within the city limits, punishable by a fine not to exceed \$500. The Eagle Point Police Department is taking a "zero-tolerance" approach to enforcing the Ordinance

and people found in violation will be ticketed and their fireworks will be confiscated and disposed of. The Ordinance, listed below, is enforceable “year-round.” This year, the police department will focus on high-activity neighborhoods where most of the complaints about illegal fireworks happen each year.

**Eagle Point Municipal Code 8.24.010 Use of prohibited fireworks or explosive devices.**

This chapter hereby makes it unlawful for a person who exercises control over a property within city limits to knowingly use or knowingly allow to be used on such property any firework or explosive device prohibited by Oregon Revised Statutes. This chapter protects the health, safety and welfare of the citizens of Eagle Point and their property, both private and public. This chapter does not apply when duly permitted by the city and the State Fire Marshal’s office to be used by a licensed pyrotechnic. [Ord. 2010-06].

**PARKS AND RECREATION**

The Parks and Recreation Commission discussed Lucas Park phasing and costs at their March 14, 2013 meeting.

The YMCA Jr. Eagles Boys and Girls Basketball finished for the season. YMCA is looking into summer day camp in Eagle Point.

All of the parks have been mowed and fertilized for the spring.

**PUBLIC WORKS**

**Maintenance and Operations**

**Water**

Public Works completed the draft Hydrant map, with a Valve map in progress. RVCOG is completing the updated formal mapping. As part of a grant from the Oregon Department of Water Resources, **leak detection** on several of the City’s water main’s will begin in May of 2013. Using existing valves and hydrants, Water Systems Optimization will test approximately 20 miles of water main and service connections up the meters. Working in partnership with the Medford Water Commission, Central Point, Talent, Phoenix, and Jacksonville, the Water Conservation Grant is investigating water saving opportunities for the region.

**Streets**

Street sweeping is currently scheduled Thursday and Friday of each week. Scheduling sweeping two days a week helps to ensure each street within the City is swept at least once a month. Main Street is swept weekly.

Analysis continues on the City’s pavement management utilizing the Streetsaver program. Several funding and budgeting scenarios were run based upon treatment recommendations

provided as part of the completed pavement management study by Capital Asset & Pavement Services, Inc.

A request for quotes was sent to several crack sealing companies. Crack sealing is scheduled to begin in April.

### **Cemeteries**

Antelope Cemetery – Work days are being coordinated with local volunteer groups interested in cleaning up the cemetery.

### **Building Maintenance**

Signs dedicating parking for the Judge Stewart House businesses were placed by Public Works.

### **Engineering/Projects**

#### **Barton Road Storm Water Pond**

Civil West completed a hydrologic study for the Barton Road Storm Water Pond to determine the feasibility of using the existing pond for flood control. The report is being completed for review.

**Mattie Brown Park Parking Lot** - A ‘no rise analysis’ was completed on the Mattie Brown Park Parking Lot. With minor design changes, the parking lot and associated fill will be out of the floodway. The gazebo at Mattie Brown Park is being investigated for repair or possible replacement. More to follow on this community project.

**Downtown Lighting** - Surveying, base map preparation, and preliminary layout of future streetlights were completed for the Downtown Lighting Plan on Main Street and Loto Street. The proposed lighting design will match the size and style at Centennial Plaza and Platt Avenue.

**Loto Street Sidewalks** - The electrical plan will also facilitate infill sidewalk on Loto Street. The missing segments of sidewalk will be constructed over the next few months between Royal Avenue and Buchanan Avenue.

**Linn Road Bike/Ped/Streetscape project** - The Linn Road Bike/Pedestrian/Streetscape project has been considered by the Rogue Valley Area Commission on Transportation (RVACT) in the ‘high priority listing’ for future funding. The Oregon Department of Transportation (ODOT) scoped the project in March with only minor comments. A field review is scheduled in mid April of 2013.

**Downtown Surveying** was completed for several minor projects: The East Main/Stevens Road path and storm upgrade project, Tracy and Elm drainage upgrade, and the Judge Stewart House/Main Street Alley paving and drainage project. Preliminary design will begin by Civil West.

## Water Master Plan

Civil West completed 98% of the updated Waster Master Plan. Staff has reviewed the plan with recommended revisions.

## Development Civil Plan Review and Construction

Coordination continues with the developer at Creekside to replace the South Shasta culvert. Coordination and review on Quail Point subdivision continued by Public Works and Engineering.

## Other Coordination

**Water Conservation Grant** - The Water Conservation Grant Technical Advisory Committee (TAC) met to discuss water conservation on March 12, 2013. The draft measures were provided as a follow up. Included in the Water Conservation Grant is a pilot project on leak detection. Water mains will be tested for leaks.

## RVMPO

Public Works attended the RVMPO Policy Committee. The 2013-2038 Regional Transportation Plan and associated Air Quality Conformity were approved. The Central Point/RVTD propane conversion project was cancelled.

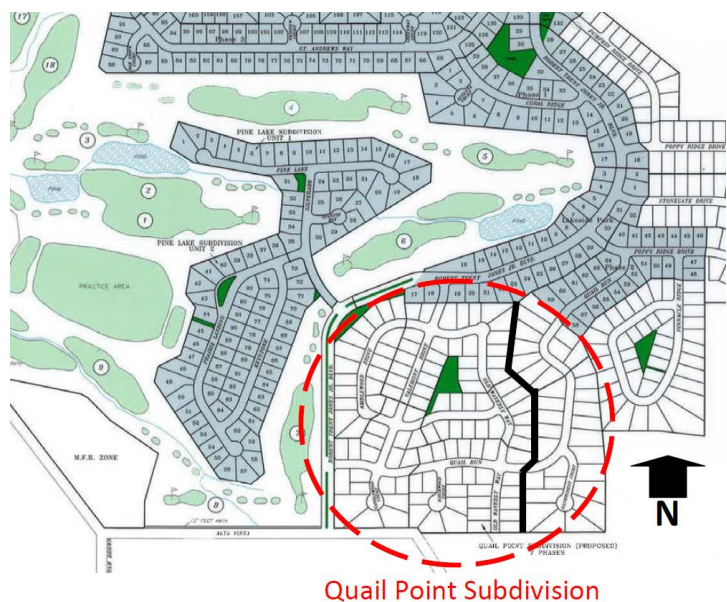
## Highway 62 ODOT Update

The Emerging Small Business contract continues on Highway 62. New culverts and pipes are being installed across the highway in the project area.

## DEVELOPMENT SERVICES

### *Postings from the Planning office as of April 5, 2013*

In the March 15<sup>th</sup> Friday Letter it was reported that the Planning Commission's April meeting will include a decision on a minor partition at the Quail Point subdivision property, located at the northeast corner of Alta Vista Drive and Robert Trent Jones, Jr Boulevard. The Commission's approval would allow the simple division of the existing 40 acre parcel into two separate parcels. This partition is intended to make available a large portion of the Quail Point property for transfer and phased development generally consistent with the Tentative Subdivision approved in 2000. The graphic at the right shows the subdivision and the proposed partition line.



For the same property, Planning and Public Works staff have also been working with the property owner on proposed changes to the original Quail Point Tentative Subdivision approval. These changes are being reviewed under the Subdivision Amendment process, and will be forwarded through the Planning Commission to the City Council for a decision in April. Revisions are proposed to the original conditions of approval related to asphalt paving, roadway improvements, and pedestrian pathways. The intent is to ensure that streets are fully improved earlier along during development and to a level that is appropriate, and to set forth more certainty that pedestrian access along Alta Vista Drive will be provided when this property is developed. More detail will be provided in the materials provided for the Planning Commission and City Council public hearings.



RVTD has nearly completed the 2013-2018 United We Ride Plan after nearly a year working with non-profits, social service agencies and the transportation disadvantaged in the area. This document examines current and future demographics in Jackson County for low-income, older adults and people with disabilities and identifies the transportation gaps they experience and strategies to provide them with greater mobility. Land use, which is integral to any discussion about whether transportation is viable or not, is typically absent from this federally required planning document. This plan will have a unique Land Use chapter to be developed with the assistance of city planners and other land use experts in the Rogue Valley, including Eagle Point.

The flower bulbs planted during the winter are blooming in full force. The yellow/white daffodils and blue/purple/pink hyacinths were the first to show themselves, providing sprays of color before winter was even over. And if you love tulips, bright pink ones have just begun opening up. City Hall, the Historical Museum, and Centennial Plaza are decked out for the Spring season and people have taken notice. We are hearing words of praise every day at City Hall from residents and visitors doing business here. The museum, with its new sign, trellis, shrubs and flower plantings, is looking better every day, and Centennial Plaza is a bright and colorful beacon on the City's most prominent intersection at Main Street and Royal Avenue.



