



## *FRIDAY LETTER*

*JUNE 21, 2013*

### **ADMINISTRATION**

#### **City Administrator**

On June 5, I gave a presentation to the Oregon Parks and Recreation Department (OPRD), Local Government Grant Advisory Committee in Bend, Oregon. The presentation was part of our application process seeking a 60% matching grant to construct the Eagle Point Skate Park near Napa Park in old downtown on land owned by the City. The City budgeted as a match \$138,498, in hopes of being successful receiving an additional \$207,589 grant for construction of a concrete skate park, including a modular restroom building and site landscaping and amenities.

We recently received notice from OPRD that we were not successful. There were a total of 35 grant applications, 22 of which will receive funding totaling \$5,430,544. The Oregon Parks Commission will meet in July to finalize the awards. An additional \$4.5 million in funding requests were not met. Although we were not successful, we will try again next year, as well as look for other grant funding opportunities. Our project was one of three skate park requests statewide. All three were unsuccessful this year.

#### **City Recorder**

It has been an exceptionally busy time in the City Recorder's office with training out of the office, and preparations for receiving visitors from our Sister City, Showa, Japan. During the week of June 10, I attended the Northwest Clerk's Institute, a requirement of becoming a certified municipal recorder. The focus of the training was on time management, communication, human resources, budgeting, and advanced records management.

Upcoming Meetings: The Economic Development Commission will not meet in July. Their next meeting is scheduled for August 5.

The City Council meets regularly on the second and fourth Tuesday of each month at City Hall. The agenda of each meeting includes time for citizen comment. For more information, contact Cindy Hughes, City Recorder at (541) 826-4212 ext. 106, or via email [cindyhughes@cityofeaglepoint.org](mailto:cindyhughes@cityofeaglepoint.org).

## **FINANCE**

The final step of the budget approval process is adoption of the budget by the City Council. Adoption of the budget is scheduled for the June 25<sup>th</sup> City Council Meeting. As the budget process winds down - the big focus for finance is closing out the 2012/2013 fiscal year and preparing for the new budget year.

In closing out the 2012/2013 fiscal year, staff will be closing out the revenue and expenses for the year, reconciling year-end reports, and preparing the Comprehensive Annual Financial Report (CAFR) along with other annual reports for state and federal agencies. Preparation for the final field work with the auditors will also be a big task. The auditors will return in September to finish their field testing.

Staff has started preparing for the start of the new fiscal year by implementing the new budget and preparing the financial system for the upcoming projects.

### **Training**

I attended the National Government Finance Officers Association Conference in San Francisco in early June. This conference is typically held in the Mid West or on the East Coast and because of this I don't normally attend. It was nice to have it on the West Coast for a change. It is interesting to hear the successes and the struggles from other states as well as the other jurisdictions in Oregon. The other states have many of the same issues that Oregon does.

Much of the discussion at this conference was regarding some upcoming changes that will be required as part of the Comprehensive Annual Financial Report (CAFR) and some upcoming changes in audit requirements. It was a great conference and I appreciate the opportunity to attend.

### **Here are a few statistics for May**

- Municipal Court
  - 20 new citations were issued and cited to appear in Eagle Point Municipal Court during the month of May.
  - 67 old citations were set to be heard in court
- Utility Billing
  - 3092 utility bills were mailed in May.
  - 52 residents changed addresses in May. (People moved in or out.)
  - 423 late notices were mailed in May.
  - 78 door tags were hung for addresses that were in danger of being disconnected for nonpayment.

- 6 new water meters were shut off for nonpayment. Most of these were turned back on with payment.
- There are currently 47 meters that are shut off for nonpayment. These meters have been locked off for more than one month.
- 27 Lien Searches
- Business License
  - 403 licenses issued this fiscal year.
    - 308 are businesses that renewed their licenses in July.
      - 176 Inside city limits
      - 130 Outside city limits
      - 2 Seasonal
    - 95 are new businesses this fiscal year.
      - 30 Inside city limits
      - 62 Outside city limits
      - 2 Seasonal
      - 1 Non Profit

## **PUBLIC WORKS**

June 14, 2013

### **Maintenance and Operations**

#### **Water**

Public Works continues monitoring of the water system. A section of the water system along Arrowhead Trail to Pebble Creek was switched from the 4.0 MG zone onto the 3.6 MG zone. This provides additional water pressure for the segment, until future extensions are completed. As a follow up to the leak detection efforts, Public Works further investigated the streets around Westminster and Ridgeview. The leak detection completed as part of the Water Conservation Grant identified several leaks along Westminster and Ridgeview. In two days Public Works detected 12 additional leaks: 5 on the customer side of the meter and 7 in the service lines. Other follow up discovered an additional 5 leaks in other section of the City. The largest of the leaks have been repaired. Customers with high usage were notified of the leaks on their side of the meter.

#### **Streets**

Contracts are being prepared for seal coating in addition to coordination with Jackson County for chip sealing this summer.

Weeding of the rights of way continues by the Public Works crew in preparation for 4<sup>th</sup> of July.

#### **Storm**

The City continues to coordinate with the developer and Little Butte Irrigation District over the source of the leaking irrigation pipe/ditch.

## Engineering/Project Updates

**Creekside** – The City is moving forward in cooperation with the developer to obtain permits to widen South Shasta, and replace the culvert. The new culvert will allow completion of the entrance to Creekside development, and accommodate bike lanes and a future path along South Shasta.

**Loto Street Sidewalks** – Loto Street will see some significant changes over the next two weeks. Beginning Monday, June 17, excavation and preparation for the sidewalks will begin. The first pour of the sidewalks is scheduled for Wednesday, June 19. The project is planned to be completed by Thursday, June 27, weather permitting.



## DEVELOPMENT SERVICES

*Postings from the Planning office as of June 14, 2013*

### Annual Conference: Oregon Chapter of the American Planning Association

The Oregon Chapter of the American Planning Association held its annual conference in Portland recently. This was the 40th year anniversary of the passage of Senate Bill 100 which laid the foundation for what has continued to be the most comprehensive and far-reaching piece of planning legislation in the country. So, the conference format was largely focused on this Bill and the land use issues affected by it over the past 40 years.

One of the initial affects of SB 100 was the establishment of the Department of Land Conservation & Development (LCDC). This agency was created with the broad task of promoting land development while protecting the state's natural environment, two inherently conflicting but equally important tasks. The establishment by LCDC of statewide planning goals has provided land use policy makers with a guide for coordinated planning amongst the local, regional and state levels of government for all of these years. The 19 planning goals range from citizen involvement to sound land use and transportation planning to natural resource management to the provision of affordable housing. Regardless of the specific topic (land use law, transportation, environment, economic development, etc), conference sessions tended to refer back to the statewide planning program, including how it's served Oregonians up to now and ideas about how things might go in the years ahead.

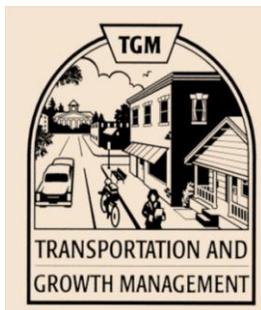
Notable sessions on other topics included one on various legislative proposals across the country that, if enacted, would affect city planning. This includes legislation related to regulatory takings (see Nolan/Dolan and nexus/proportionality), a senate bill precluding removal of an industrial land use designation from a city's zoning map, and jurisdictional issues on tribal lands.

There was discussion about the demographic shift this country is experiencing with seniors and young adults. As is becoming increasingly evident, seniors are the fastest-growing age group – these are the former baby boomers. And, as was the case with the baby boom generation during the 1980's and 1990's, this group continues to have the largest impact on our cities and the marketplace. A current example related to land use planning is the effect on housing demand. Now becoming the "seniors", the aging baby boomers and the young adult group are exhibiting a declining interest in home ownership, esp. single family homes on larger lots. One outcome of this may be a somewhat reduced demand on urban growth boundary expansion, at least in the short-term. Instead, it's anticipated that there will continue to be increasing demand for in-town housing that's closer to services (shopping, food, entertainment, parks, medical, etc), requires less maintenance, and is not such a large personal financial commitment. This is expected to be especially typical for many retired baby boomers looking to scale back, and for young professionals who move around and change employers more than their parents did. In larger cities, multifamily housing units serve this emerging lifestyle choice and continue to gain in popularity. In smaller towns, demand for affordable single family homes is expected to remain high, with continued interest across all age demographics in the variety of single family options. Still, the growing senior age group will also fuel demand for senior housing and services. We're seeing more and more examples across the country of higher density housing options (infill

townhomes, duplexes, triplexes, mixed commercial/residential, “cottage” housing, senior housing, etc) which are helping to meet the needs of a growing population while addressing the state’s interest in increasing in-town density so outward expansion is minimized.

There were debates between preservationists and building industry lobbyists over the viability of our statewide planning program and growth management, including which aspects of it have been successful and which have not. Of course, to a large degree, the answer/opinion depends on who you ask. The range of thoughtful, well-informed viewpoints on all sides made these debates interesting. Other conference sessions were held on alternative transportation options, community workshops, affordable housing, historic preservation, and the use of various planning tools including development agreements to get development that best serves a particular community.

This is reliably a good conference, and this year was particularly interesting in its look back at how the state has done as a leader in growth management and its unique, locally-coordinated approach to statewide planning.



### **TGM Grant – Pedestrian/Bike Planning**

The Transportation and Growth Management (TGM) Program recently announced that they are accepting applications for funding in the 2013 grant cycle (2-year cycles).

The TGM Program provides resources to help Oregon communities prepare transportation and land use plans to respond to pressing transportation, land use, and growth management issues. The Program is a joint effort of two state agencies: the Oregon Department of Transportation (ODOT) and the Oregon Department of Land Conservation and Development (DLCD). The mission of TGM is to support community efforts to expand transportation choices. By linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit or drive where they want to go.

Eagle Point's Transportation System Plan (TSP), adopted December 2010, includes chapters that address the City's pedestrian and bicycle network. The TSP summarizes strategies for evaluating pedestrian and bicycle facility needs and recommends improvements to the existing network, including project lists and rough cost estimates. A logical next step toward implementation of the identified improvements is development of a more targeted pedestrian and bicycle plan that contains enough detail to prioritize projects and identify funding sources. But we need the funding to do it, and the TGM grant is well-suited for the work we need to do.

If awarded the grant, the Pedestrian/Bicycle Plan would develop schematic plans, cross-sections and other drawings for the 34 pedestrian-oriented projects and 22 bicycle-oriented projects identified in the City's TSP. Each plan would be accompanied by a cost estimate with a level of accuracy that reasonably reflects the schematic nature of the plan. The longer term goal of course is to provide better pedestrian and bicycle accessibility citywide, and to include

safe routes to/from school. This would be a useful step in getting us there. Citywide walking and bicycling maps would also be developed as part of the package.

ODOT funding is provided on a competitive basis and City staff are presently in communication with ODOT staff about the possibility of being awarded a grant.

### **Building and Development**

June 1-13, 2013 we received 21 new permit applications, issued 18 permits and worked on 47 additional permits. Issued permits included 3 single family dwelling, 3 residential alteration/remodel/addition, 8 mechanical, 4 electrical and 2 plumbing permits. Projects currently under review or ready to be issued include single family dwelling, residential mechanical, electrical, plumbing, residential alteration/remodel, deck and fence permits. We also processed two land use applications. Zoning, property and development inquiries continue to be steady.

End of month reports for May 2013 were completed and sent to other jurisdictions and agencies. May 2013 totals included 23 permits issued and total fees received \$43,331.46. Issued permits included 3 single family dwelling, 3 residential alteration/remodel, 7 residential mechanical, 6 electrical and 4 plumbing permits. We also processed one land use application.