



FRIDAY LETTER

JANUARY 3, 2014

ADMINISTRATION

City Administrator

Happy New year to all! Whew, we made it through the holidays and now it's time to get back to some serious work. We will be starting our year with a Council study session to be held on Monday, January 13 at 5 PM. The purpose of the study session is to discuss financing new water projects recommended in the updated Water System Master Plan, as well as refinancing existing water system debt to save interest expenses.

Council's regular business will be conducted the following night, January 14 starting at 7 PM. That meeting will include a review of the survey results regarding the proposed transit system plan. We will also be having a discussion about implementation of HB 3460, the marijuana dispensary law, as well as the proposed model water supply contract drafted by the Medford Water Commission.

Watch the City's web site for the full agendas and packet materials should you be interested in the details.

City Recorder

A lot of exciting and positive changes are anticipated from the State Archivist Office within the coming months about records management. A public hearing will be held at the State level to adopt electronic document management as a form of permanent retention. The City is well positioned for such a change. The conversion would result in environmentally friendly storage methods, lower costs, and easier and speedier access to documents.

Upcoming Meetings:

Economic Development Commission – January 6 – 6:00 p.m. – City Hall

Parks & Recreation – January 9 - 7:00 p.m. - City Hall
City Council – Special Study Session - January 13 - 5:00 p.m. - City Hall
City Council – January 14 - 7:00 p.m. - City Hall
City Council – January 28 - 7:00 p.m. - City Hall

For more information, contact Cindy Hughes, City Recorder at 541-826-4212 ext. 106, or via email at cindyhughes@cityofeaglepoint.org.

FINANCE

January is the start of the new calendar year which means many annual reports are due such as various payroll reports. However, for City finance, it is the mid-year point. We are currently reviewing mid-year reports and moving forward with preparation of the 2014/2015 annual budget.

We spent quite a bit of time during the last month working on 10 year financial projections. These projections are critical as we look at options for refinancing some old debt and as we look at opportunities to pay for future infrastructure improvements.

Electronic Features

Take advantage of some electronic options for your utility bills.

- Sign up to have your utility bills sent to your email address
- Have your monthly payment deducted from your bank account
- View your billing history, payment history and usage online
- Make your payment online using your credit card

Information about all of these features can be found on the City website.

Check out the website to stay informed. You can find information such as

- City meeting agendas
- City meeting minutes
- Monthly newsletters
- City Administrator Friday Letter
- City employment opportunities
- Openings on City commissions
- Important newsflashes

You can sign up for to receive email or text notifications about all of these and more. Take some time to check it out.

Mark your Calendars

4th annual Bike Ride ‘Tour de Eagle Point’. We are in the planning phase for this 2014 bike ride. The 100k route will be changed significantly. There is also the possibility of adding a fourth ride. The event is planned for June 14, 2014. Details will be on the City website soon.

PARKS AND RECREATION

The next Parks and Recreation Commission meeting is scheduled for January 9, 2014. Review of a Parks and Recreation Survey is scheduled for the meeting. Agenda and packet information will be distributed to the commissioners and available on the city website the Friday prior to the meeting. YMCA Basketball sign ups officially ended December 20.

PUBLIC WORKS

January 3, 2014

This year was another busy one for Public Works. As December continued, snow and the storm cleanup became the major focus. As snow began to fall Friday, Public Works sanded the major intersections and hills, and then plowed all the major streets before over 8 inches of snow fell.



The weekend was spent attempting to sand, de-ice, and eventually chip ice off South Shasta Ave and the E. Main Street/Stevens hill with a backhoe on Sunday. Although the snow amount was not record breaking, the below freezing weather kept the snow and ice around longer than many could remember in recent years. Sanding and ice removal continued as the ice melted a little more each day. Many intersections, including Teakwood and Crystal, were cleared with the backhoe of ice and snow before it refroze. Public Works crews and the Police Department were up early, and often late each day to monitor, sand, and close streets as needed. De-icing agent was applied several times to try to maintain dry pavement, and prevent further ice from forming.



The temperature dropped to 0 degrees after midnight on December 9 as the streets were driven. Public Works has purchased a rubber attachment for the snow plow. This will enable the snow to be plowed directly from the pavement without damaging the pavement or catching on valves or manhole covers. Preventing the snow build up before the first freeze could be the best prevention in a future event.

With days of below freezing weather, Public Works received several calls to locate and shut off water meters for many residential and businesses with broken pipes. A bathroom overhead pipe in the City's Judge Stewart House burst, flooding the downstairs over the weekend. Public Works cleared the excess water for the damage to be surveyed and the repairs completed. In the days following the ice, several street signs and stop signs were repaired by Public Works after being damaged by motorists.



As the weather turned dry and warmer, pavement markings continued to be replaced at several intersections. The wet weather earlier in the year delayed the completion. Neighborhood Watch signs were placed in several locations. Requested and supplied by the Golf Course Community Association, Public Works installed the sign and support in several locations.

Facilities

The City Hall Emergency Power Upgrades plans are currently being evaluated by Pacific Power. The project will provide automatic emergency power to all of City Hall and the Ashpole Community Center during a prolonged blackout.



Water

The first phase of the large meter testing program was completed, with 11 of the 12 meters within 99% accuracy. One water meter was repaired. Testing the meters helps to ensure accuracy, and in an important step in monitoring the system's water loss.

Engineering/Project Updates

East Main Street/Stevens Road Improvements – A request was submitted to the Rogue Valley Metropolitan Planning Organization (RVMPO) for CMAQ/STP funding to improve East Main Street and Stevens Road. The proposed project would add sidewalks, curb and gutter to both sides of the road, and drainage from Robert Trent Jones to Hillside Elementary School. If successful, funding for design would begin in 2016.

East Main Street Hill – The conceptual plan for E. Main Street is complete. Design is proposed to begin in February on the storm and sidewalk project (the first phase of the East Main Street/Stevens Road Improvements).

Main Street Bridge – OBEC completed the structural evaluation of the Main Street Bridge. Short and long term options were presented for extending the life of the bridge for vehicle use.

The **Mattie Brown Park Parking Lot** is completed. The gazebo is being designed as part of a community project by Galbraith & Associates, ZCS Engineering, and headed by Boy Scout Troop 48.

Lucas Park - Galbraith & Associates and ZCS Engineering have completed 90% plans for Lucas Park. Revisions and comments are being incorporated for the final review prior to advertising.

Main Street Lighting/Bob Moore Park Lighting – Design has begun on a new lighting for Main Street and Bob Moore Park.

Creekside Culvert - The City is coordinating with RH2 Engineering to replace the culvert under South Shasta in partnership with the developer. Replacing the culvert will allow the culvert to be extended for a future path along South Shasta.

Judge Stewart House – Plans are complete to construct a new storm system and repave the Judge Stewart House parking lot and adjacent alley. The project will be advertised over the winter for spring construction.

DEVELOPMENT SERVICES

Postings from the Planning office as of January 3, 2014

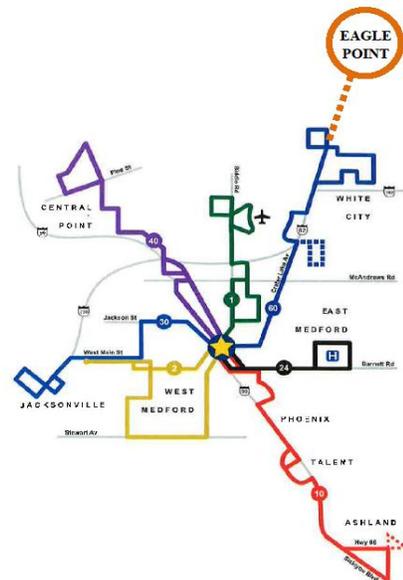
Economic Development Strategy



At their January 2014 meeting, the Economic Development Commission will begin scoping out the action items selected at their last meeting. Seventeen out of the total twenty-seven action items listed in the Strategy document were selected by the Commission to be completed in their initial effort. Each of these action items has an assigned project leader, along with one or two commissioner volunteers to assist. The task ahead is for the Commission to come up with a scope of work for each action item, identify whether there are associated costs, and agree on a rough timeline for completion of each item.

Eagle Point Transit Survey Update

A report summarizing the mailed and telephone transit surveys conducted at the end of last year will be presented at the January 14th Council meeting. The survey results will help the City decide whether or not to place Eagle Point bus service on a future ballot.



Planning Commission Meeting

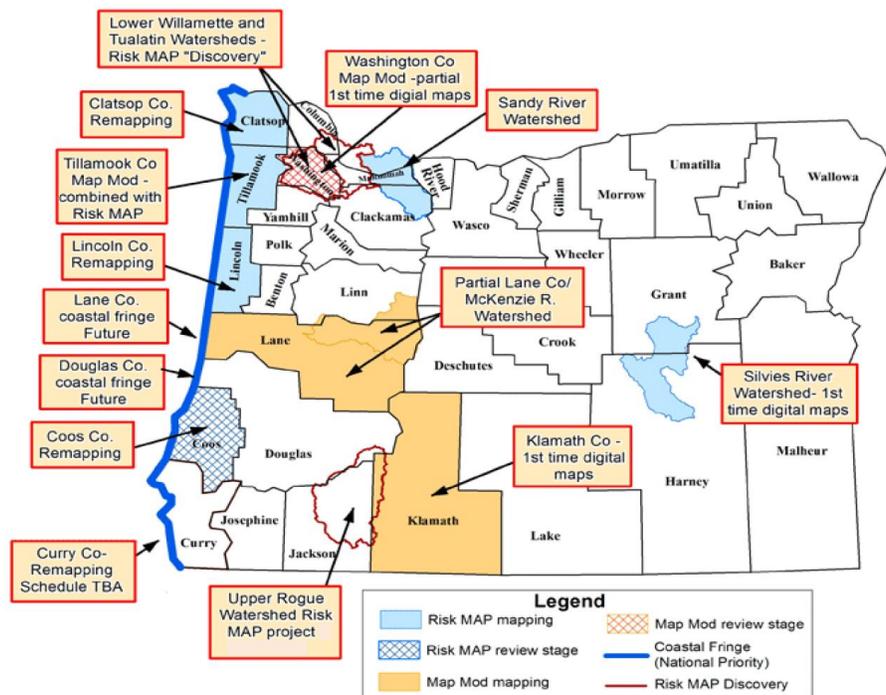
The Planning Commission will convene on January 21st to conduct elections for the Chair and Vice Chair positions. The Commission will also receive an update on department projects and activities, and will hear presentations on building revenue for communities based on property development decisions, and on community place-making.

FEMA Risk Map Update: Upper Rogue Discovery

The Federal Emergency Management Agency (FEMA) is currently updating its Oregon “Risk Map.” Each year, FEMA initiates studies and updates of flood hazards in communities across the U.S. for the creation, and revision, of community flood hazard maps. But because of funding constraints, FEMA can only cover a limited number of communities each year. As a result, FEMA prioritizes study and re-study needs based on a cost-benefit approach whereby the highest priority is given to studies where development is greatest and where the maps are most outdated.

FEMA is now partnering with the State Department of Land Conservation & Development (DLCD) to investigate ways to reduce the likelihood of flooding in the Upper Rogue. This work is being done with local assistance from Jackson County, Shady Cove, Butte Falls, and Eagle Point to better understand each community’s needs for dealing with flood hazards. The outcome will be a report and maps showing physical factors that contribute to flood losses in this area, and identifying ways to mitigate them.

This is relevant to Eagle Point with Little Butte Creek running through the middle of town. All properties immediately adjacent to the creek, and many that are a bit farther away, have some flood risk. There are also seasonal water flows, particularly in the northeast part of town, that pose some degree of flood risk. The intention is to use this information to assist communities in identifying their flood hazard “weak spots”, and then develop mitigation actions.



Building and Development

Month End Report:

End of month reports for December 2013 were completed and are being sent to other jurisdictions and agencies. December 2013 totals included 14 permits issued and total fees received \$15,117.36. Issued permits included: 1 single family dwelling permit, 1 manufactured unit placement, 4 residential mechanical permits, 5 electrical permits, 1 plumbing permit, 1 pool permit and 1 special inspection permit. During the month of December, 33 permit applications were received. Permits currently under review or ready to be issued include: single family dwelling permits, residential completion permits, mechanical permits, electrical permits and plumbing permits.

Calendar Year End Report:

2013 totals included 252 permits issued and total fees received \$381,346.17. Of those, 24 were new single family dwelling permits.