



FRIDAY LETTER

JANUARY 24, 2014

ADMINISTRATION

City Administrator

The Council recently met in a special study session to review the water utility funds and discuss options for retiring some existing debt, as well as borrow money for additional long term system capital construction improvements. Our recently updated water master plan projects a need to construct another water tank for additional storage and pumping efficiencies. The review of 10-year financial projections and financing options leads us to the conclusion that we should proceed along a three-prong approach: (1) pay off some existing debt with cash reserves, (2) “refinance” other existing debt with an internal inter-departmental loan, and (3) borrow approximately \$2.5 million on a 40-year note to fund needed water system improvements, including a new water tank. Preliminary engineering and environmental documentation is being completed as a pre-condition to being able to “lock in” a low interest rate with the U.S. Department of Agriculture by March 31. The Council will be reviewing these options further as part of their regular open meetings over the next few months.

City Recorder

Did you know ... the profession of Municipal Clerk/City Recorder is a historical one, extending to biblical times and beyond, and along with the tax collector, is one of the oldest of public servants. Throughout our state the duties and responsibilities of City Recorders vary from city to city, yet there are many common functions for all of us. Keeping accurate written records of the City’s meetings is one of those functions. Likewise, the majority of my time recently has been spent preparing Minutes of Meetings, and preparing for the next City Council meeting.

Upcoming Meetings:

City Council – January 28 - 7:00 p.m. - City Hall

Economic Development Commission – February 3 – 6:00 p.m. – City Hall

City Council – February 11 - 7:00 p.m. - City Hall

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

FINANCE

We spent quite a bit of time during the last month working on 10 year financial projections. Projections have been done for most of the operating funds. We will be finishing the remaining funds in the next couple of weeks. These projections are critical as we look at options for refinancing some old debt, as well as how to pay for future infrastructure improvements. This is also critical as we watch the economy and how it affects our General Fund revenue such as property taxes, franchise fees, and building fees.

We are only 50% of the way through the fiscal year but are already working on the 2014/2015 budget. The trend analysis that we completed several months ago and the 10 year projections that we just recently completed help in the preparation of the annual budget. We are anticipating holding our budget meetings with the Budget Committee in late May and presenting an approved budget to the City Council in June for adoption.

Staff is currently working with the insurance agent regarding renewal of the auto, liability, and workers compensation insurance. Each year we review our current policies and practices and compare them against the standard 'best practices' as recommended by the insurance agent. Best practices are standardized policies or processes that are considered to be consistently superior and used as a benchmark. Not all best practice policies are appropriate in every agency. Each year we review those benchmarks and make adjustments when necessary to ensure that we are meeting those benchmarks when possible. The insurance company has a point system based on how well we meet the benchmarks. This point system is used to determine our insurance rates for the next year. We score very well each year but there are always things that we can improve. This year there are various trainings that will be provided to staff that will help us meet some of the new benchmarks.

Municipal Court/Traffic School

The Traffic School program is set up. In December there were 7 people who received citations that were eligible to take traffic school. All 7 requested Traffic School. They have 90 days to complete the traffic school. At this point, only 2 have completed the requirements.

Human Resources

Recruitment for a Police Officer is underway. We have advertised the position in the Medford Mail Tribune, Upper Rogue Independent, League of Oregon Cities, LEDS, and the City Website.

Mark your Calendars

The 4th annual Bike Ride 'Tour de Eagle Point'. This year there will be 4 rides ranging from 10k to 100k. The 100k route has changed significantly from last year. The event will take place on June 14, 2014. See the City website for additional information.

The 4th annual Street Dance will take place on August 9, 2014. More details will be on the City website soon.

Here are a few statistics for December

- **Municipal Court**
 - 57 new citations were issued and cited to appear in Eagle Point Municipal Court.
 - 75 citations were scheduled to be heard in court.
 - 33 of the citations that were scheduled to be heard in court were defendant that failed to appear in court.

- **Utility Billing**
 - 2820 utility accounts were billed.
 - 24 residents changed addresses. (People moved in or out)
 - 567 late notices were mailed.
 - 88 door tags were hung for addresses that were in danger of being disconnected for nonpayment.
 - 7 new water meters were shut off for nonpayment. Most of these were turned back on with payment.
 - There are currently 45 meters that are shut off for nonpayment. These meters have been locked off for more than one month.
 - 13 Lien Searches

- **Business License**
 - 378 licenses issued this fiscal year.
 - 261 are businesses that renewed their licenses.
 - 143 Inside city limits.
 - 115 Outside city limits.
 - 2 Seasonal.
 - 1 Non Profit.
 - 117 are new businesses this fiscal year.
 - 42 Inside city limits.
 - 72 Outside city limits.
 - 2 Seasonal
 - 1 Non Profit

- **Electronic and Online billing and payment options.**
 - 417 Customers receive their utility bills by email.
 - 302 Customers pay their utility bill by automatic bank draft.
 - 174 Customers paid their utility account online.

- **Website Views**
 - 2356 views of website
 - 200 views of Utility Billing & Payments
 - 312 views of News Flash
 - 35 views of YMCA information page
 - 392 views of the Police Officer recruitment

POLICE

Mike Imel is your new Eagle Point Police Officer. Officer Imel just finished eighteen weeks of police training at the Department of Public Safety & Standards & Training in Salem, Oregon. Officer Imel is now being trained by our Field Training and Evaluation Program that lasts another 16 weeks. We are pleased to have Officer Imel as a part of our public safety team! Congratulations to Officer Imel.

PARKS AND RECREATION

Parks and Recreation

The next Parks and Recreation Commission meeting is scheduled for February 13, 2014 at 7:00 p.m. Agenda and packet information will be distributed to the commissioners and available on the city website the Friday prior to the meeting. Review of the revised Parks and Recreation Survey and Tree Ordinance is tentatively scheduled for the meeting.

YMCA Basketball signups officially ended December 20. Over 110 signed up for basketball. Pickleball began this last week in Eagle Point; more details to follow on times and location. Special thanks to School District 9 for their partnership.

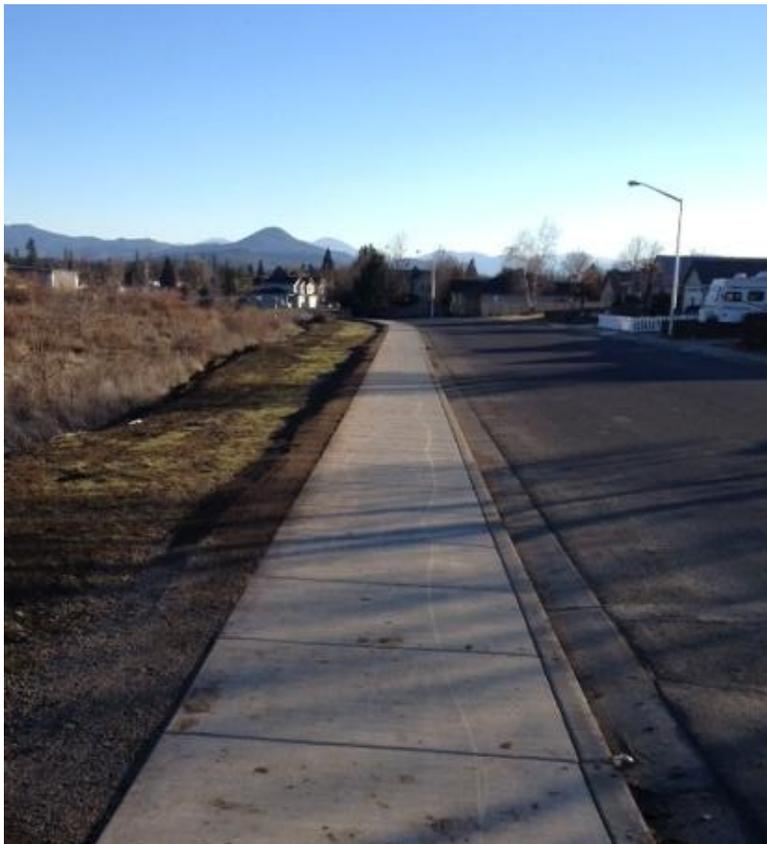
PUBLIC WORKS

One of the many functions Public Works performs is utility locates. Just like the other utilities (gas, sewer, cable, electric), the City gets notices to locate the storm and water services the City owns and operates. In 2013 Public Works performed over 530 locates, taking anywhere from 30 min to 4 hours each. Cordy Johnson, Public Works Leadworker, performed the majority of the locates requested from Eagle Point. Locates are an important precaution and planning tool for the safety of all involved, and to reduce disruption of services during construction. Residents and contractors are required by law to call 811, or online at www.callbeforeyoudig.org at least 2 business days before digging to ensure all essential underground utilities are located prior to excavating.

Maintenance and Operations

Streets

Public Works backfilled behind the new sidewalks along Dianne Way.





At the corner of Dianne Way and Crystal Drive, red rock was placed in addition to some decorative blocks to back up the new sidewalk.



The extra effort by Public Works was well appreciated by the neighborhood, who expressed many thank yous to the crew.

Pavement markings continue to be replaced at several intersections. The wet weather earlier in the year delayed the completion.

Public Works is beginning trimming of street trees for the season. Street trees are designated as trees within the street right of way, usually a planter strip. As the street trees mature, branches become susceptible to breaking from the street sweeper, truck mirrors, or pedestrians on the sidewalk. Public Works takes great care to prune and train the trees to become columnar over time. This strategy reduces the pruning effort and damage to the tree as the trees grow.

The radar speed sign was moved from Robert Trent Jones to Stevens Road. In addition to driver education on speeds, the individual traffic counts provide much needed up to date information. Public Works installed the new foundation for the sign.

Facilities

The City Hall Emergency Power Upgrades was advertised. Bids are due January 30. The project will install a permanent emergency generator of sufficient size to power all of City Hall and the Ashpole Community Center during a power outage.

Water

Public Works continues to monitor and investigate the system for water losses. Over the past two months, both transmission mains were shut down alternately. Follow up investigation is being performed to detect any potential leakage on both lines.

Discussion continued on the proposed Medford Water Commission standard contract. MWC desires a standard contract for all outside cities – Eagle Point, Central Point, Ashland, Talent, Phoenix and Jacksonville. Eagle Point’s current contract extends through October 2016.

The Southern Oregon Municipal Water Conservation Work Group Conservation Strategies Plan Final Report was completed by Maddaus Water Management in association with WSO.

Storm

The drainage system at De Anjou was repaired. The existing inlets were constructed of concrete blocks, with a plate over the top. This system settled, in addition to the curb and street next to the curb. Purdy Construction replaced the culverts.





Ongoing efforts continue between the City, School District, the developer, and Little Butte Irrigation Company (LBIC) to correct any deficiencies that could contribute to flooding.

Public Works attended the quarterly TMDL meeting. The Department of Environmental Quality (DEQ) informed the group of the updated 303(d) listing for streams. The Clean Water Act, section 303(d), requires the identification of stream and rivers that do not meet water quality standards and where a Total Maximum Daily Load (TMDL) limit has been or is in need of development. The Rogue River added mercury to the listing of pollutants that have been exceeded based upon fish tissue samples.

A presentation by the University of North Carolina Environmental Finance Center introduced a water quality finance tool for funding environmental management (stormwater) projects. Other states, especially in the eastern part of the country, have introduced a wide variety of ways to fund stormwater projects: property taxes, sales taxes, water revenue, wastewater revenue, flood control, stormwater and water quality fees, and permit fees. In observing other regions efforts, Eagle Point and surrounding cities strive to maximize efficiency of projects with available funds. Public Works attended the quarterly Stormwater Advisory Team (SWAT), hosted at Rogue Valley Sewer (RVS). RVS, the cities and Jackson County meet quarterly to discuss upcoming developments, best management practices, and coordinate efforts. The statewide Phase II permitting process by DEQ was discussed. DEQ has appointed a subcommittee to work through the political discussion of what level of detail should be included in the statewide DEQ Phase II permit for all communities. Eagle Point has emphasized an approach based upon size of community, number of years as a Phase II community, and most practical method for the region.

Engineering/Project Updates

Main Street Bridge – The final report was completed by OBEC of the evaluation of the bridge. Short and long term options will be presented at the next City Council for extending the life of the bridge.

E. Main Street/Stevens Road Improvements – Eagle Point recently submitted a grant application through the Rogue Valley Metropolitan Planning Organization (RVMPO) for

improving the East Main Street Hill/Stevens Road. If funded, the project would provide bike lanes, curb, gutter, and sidewalk and lighting from Robert Trent Jones to Hillside Elementary School.

4.0 MG Mixing – Design has initiated for construction of a mixing system in the 4.0 MG Tank. Several options were presented by Civil West. An operational analysis is currently being performed to determine, based upon life cycle costs, the best system to construct.

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

Lucas Park - Galbraith & Associates and ZCS Engineering have completed 90% plans for Lucas Park. Galbraith & Associates is completing revisions based upon fire department turnaround requirements inside the park.

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 in February for spring construction.

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.

E. Main Street Hill – The conceptual plan for E. Main Street is developed. Coordination is continuing to initiate design on the storm and sidewalk project.

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 completion of the road and facilitate a path along South Shasta.

Linn Road Bike/Ped/Streetscape - The Rogue Valley Area Commission on Transportation (RVACT) voted to approve the Linn Road Bicycle, Pedestrian, Streetscape project for funding. The project proposes new sidewalks on the north side of Linn Road, widened sidewalks on the south side to a minimum 6 feet, replacement of the Buchanan box culvert to allow full pedestrian and bicycle access, median planting, and pedestrian scale lights. Funding is available to begin design in 2015.

Other

Special thanks to Cub Scout troop 21, and leader Cliff Holden, for their invitation to speak on the engineering merit badge. The cub scouts were introduced to several types of engineering, including education and requirements to become a registered engineer, and more specifically what a civil engineer does. They were able to put their hands on plans of several local projects, including Main/Royal Intersection, Crystal Drive Signal, a piece of the Main Street Bridge, and a preview of the new Lucas Park design.

The Public Works Directors of the valley continue to meet monthly to discuss best practices, common issues, and upcoming topics of interest. The informal group has been very helpful to all, with questions out to the group several times a month on various topics.

DEVELOPMENT SERVICES

Postings from the Planning office as of January 24, 2014

Eagle Point Planning Commission

The Eagle Point Planning Commission met at its regular meeting time on January 21 to hold elections for chairperson and vice chairperson. Suzi Collins and Sharon Coupe were both re-elected by their peer commissioners as chair and vice chair.

Staff also provided information on community place-making, a comparison of the economic gains associated with various kinds of land uses, and an update on Planning Department activities including the following:

- Radar Ridge Subdivision
- Greenhills Village
- Lucas Park
- Old Fire Station Property
- Linn Road Reconstruction
- City Land Acquisition
- Hannon Road Stormwater Reimbursement Agreement
- FEMA Upper Rogue Discovery Project
- Transit Study & Survey
- Economic Development & Promotional Activities



Eagle Point Transit Survey Update

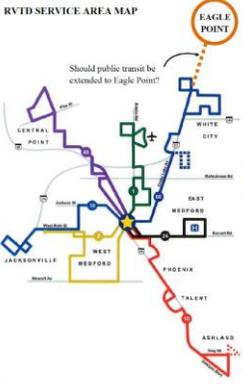


This is your opportunity to...
Take the Eagle Point Transit Survey!

The City is currently evaluating whether public transit service (bus, paratransit) should be provided to/from Eagle Point. In addition to looking at service, cost, routing, oversight and funding options, it would be helpful to have a better understanding about the level of community interest. That's where YOU come in. On the next page you will see a short list of questions. Your responses will be helpful and very much appreciated.

RVTD SERVICE AREA MAP

Should public transit be extended to Eagle Point?



Survey results were shared with the City Council at their January 14th meeting, and the Transit Study Stakeholder Group, Planning Commission, and Economic Development Commission were also provided with a written summary of this work. Council will consider whether or not to place transit service on an upcoming ballot for vote at their meeting on February 25th.

For those who maybe haven't stayed informed on this matter, here's a summary of what's transpired over the past year or so:

The City Council received a Transit Study report last April which discussed service alternatives, governance, oversight, and funding options. On-going public discussion focused in on details of the various options, which led to agreement that Council would like to have a

better sense as to what degree people here feel bus service would be beneficial, and whether interest might be strong enough to gain voter approval on a property tax increase for it. So, in September a community survey was conducted.

The survey questions were designed to address three issues:

- To what degree people here see transit as beneficial.
- How much of a tax increase people would pay to help cover the cost.
- How many respondents own property in Eagle Point, and would therefore have to pay the increased property tax if bus service was provided.

200 telephone surveys were completed. About 90% of the respondents told us public transit in Eagle Point would be beneficial, and just under 2/3 said they would support a property tax increase. Of all respondents, 70% were property owners.

Nearly 300 mailed survey forms were completed and returned to the City out of the 4,500 local postal customers they were sent to. Over 3/4 of the respondents told us public transit in Eagle Point would be beneficial, but only about 1/2 said they would support a property tax increase. Of all respondents, about 86% were property owners.

In addition to this data, both the telephone and mailed surveys provided an opportunity for comments. Here's what we commonly heard:

Pros

- Bus service has been needed for a long time in Eagle Point.
- It would be particularly helpful to students, seniors, handicapped persons, and veterans.
- I'm able to drive, but willing to help pay for those that need public transit.

- Start with basic service and then increase as needed.
- It would improve the local and regional transportation system.

Cons

- Eagle Point does not need bus service yet.
- Property tax is already too high.
- Property owners shouldn't have to pay for something that others use who don't pay this tax.
- We need to find a different way to fund bus service.
- It might bring transients to town.

Lewis Lot Combination



Staff is reviewing an administrative Boundary Line Adjustment application to combine three existing subdivision lots into a single, larger lot on which a single family detached home will be built. The home will be oriented facing Crestview Court, with garage access off Sandpine Drive and its rear yard adjacent to Shawnessy Court.

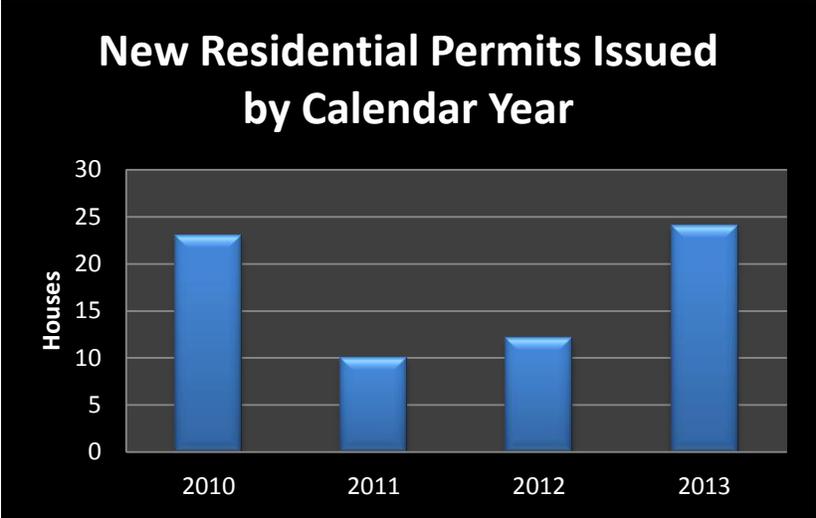
This administrative decision by the Planning Department is followed by review of construction plans and issuance of a building permit by the City's Building Official.

Postings from the Building Department as of January 24, 2014

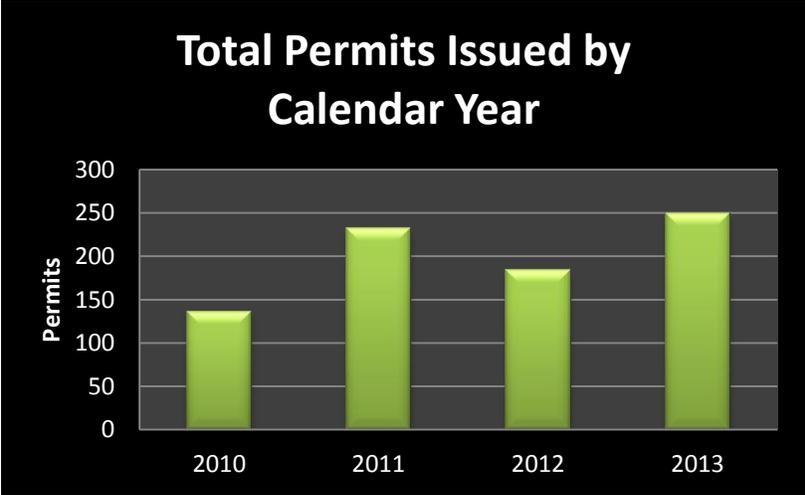
Building and Development

January 4-24, 2014 we received 17 new permit applications, issued 20 permits and worked on 63 additional permits. Issued permits included single family dwelling permits, mechanical permits, electrical permits, and plumbing permits. We also approved and issued a tenant improvement permit for Dr. Gala to expand his Complete Care Chiropractic office into the vacant space in his building. Projects currently under review or ready to be issued include single family dwelling, mechanical, electrical and plumbing permits. The Building Department has been very busy reviewing permits, performing inspections, answering property inquiries and providing other customer service. We have also been busy with end of calendar year reports, as well as researching and providing property/construction information to Jackson County Assessor's Office as they close out their assessment records for the year.

The number of new residential permits issued between January 1, 2013 and December 31, 2013 doubled from the prior calendar year. This is great news!



The number of total permits issued increased as well.



Planning Commission

The next meeting of the Planning Commission will be announced by staff at a later date.