



FRIDAY LETTER

MARCH 7, 2014

ADMINISTRATION

City Administrator

Audit

Congratulations to Melissa Owens, Finance Director, and her staff for another clean audit! A lot of work goes into properly documenting revenues and expenditures, as well as following financial procedures and internal controls throughout the year. Kudos goes to staff in all departments, as everyone has a hand in making sure we properly follow purchasing and expenditure procedures. A clean audit is testament to the fact that we are working hard to try to maintain trust between us, the Council and our citizen customers.

Water Projects Financing

Staff has been working on a revenue bond water project financing packet that will be coming to the Council at their March 25 meeting. A preliminary engineering report, environmental report, and numerous other documents are being completed and submitted to the federal USDA in order to be able to lock in a low interest rate. This is a follow-up to some of the engineer recommendations that were part of our new 20-year water utility master plan that was completed last summer. We will eventually be building a new 1.6 million gallon water tank adjacent to the existing 200,000 gallon tank on radar ridge off of Riley Road, as well as relocating the Bellerive pump station adjacent to the 4 million gallon tank on Riley Road.

Employee Handbook

With the assistance of our insurance carrier, staff is drafting a new Employee Handbook. It will be coming to Council for approval in a couple of months, after it goes through an internal review as well as a review by the union representative for contract consistency.

Franchise Agreements

We are working with the city attorney on a franchise agreement with Hunter Communications. The City currently does not have an agreement with Hunter. In addition we are developing a new

Charter Communications franchise agreement which expires this year. Both agreements will be coming to Council in the next several months.

Facility Improvements

We are reviewing bids to replace the carpets in city hall, excluding Council Chambers. Staff will be awarding a contract to the lowest bidder, per our purchasing regulations and within the parameters of our approved budget. In the event the bids are low enough and sufficient money is budgeted, I plan to go ahead and have the Ashpole Community Center carpeted, as well. The Ashpole carpets have visibly deteriorated over this last year. All of the carpets at city hall are original to the construction of city hall and are very much in need of replacement. We will arrange to have the installation done within the next 30-60 days. Ashpole Center will also be painted.

FINANCE

Budget

Staff is currently working on preparation of the 2014/2015 Budget. The budget will be presented to the Budget Committee in May and to the City Council in June.

There are currently openings on the Budget Committee. If you are interested in serving on this Committee please view the notice on the City website.

Water Infrastructure Financing

Staff continues to work with USDA Rural Development on a financing package that will fund \$2.5m of water projects.

Audit

Each year the City is required to have an audit performed on the city financial records. This has to be done by an external audit firm that is licensed to conduct municipal audits. The audit firm made a presentation to the City Council at the last the last City Council meeting. The auditors gave the City a clean audit opinion for the June 30, 2013 audit which means that there were no findings in the audit.

Risk Management / Insurance

Each year our Insurance carrier, City County Insurance Services (CCIS), hosts a conference. CCIS waives the conference fee for one person from each entity each year. The conference is predominantly set up to offer classes that provide guidance and education that will help entities avoid or at least reduce the numbers of insurance claims that are turned in annually. They also discuss the trends in the types of claims that being submitted. Over the last 3 – 4 years there has been a large increase in the number of employment related claims. With this being the trend, many of the sessions this year focused on employment law.

A few years ago CCIS implemented some rebate programs that benefited entities that implemented specific policies, procedures or programs. These items typically revolve around those areas where CCIS has seen a high claim volume. The City was able to implement some of the programs which earned reduced rates on premiums. CCIS will once again be implementing

some rebate programs. The City will be able implement these programs and earn reduced rates once again.

Here are some statistics for January 2013. February statistics will be provided in the next letter.

- Municipal Court
 - 38 new citations were issued and cited to appear in Eagle Point Municipal Court.
 - 49 citations were scheduled to be heard in court.
 - 22 of the citations that were scheduled to be heard in court were defendant that failed to appear in court.

- Utility Billing
 - 3110 utility accounts were billed.
 - 48 residents changed addresses. (People moved in or out)
 - 523 late notices were mailed.
 - 98 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 42 meters that are shut off for nonpayment. These meters have been locked off for more than one month.
 - 15 Lien Searches

- Business License
 - 393 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.
 - 132 are new businesses this fiscal year.
 - 42 Inside city limits.
 - 87 Outside city limits.
 - 2 Seasonal
 - 1 Non Profit

- Electronic and Online billing and payment options.
 - 423 Customers receive their utility bills by email.
 - 306 Customers pay their utility bill by automatic bank draft.
 - 193 Customers paid their utility account online.

- Website Views
 - 3053 views
 - 267 views of Utility Billing & Payments
 - 136 views of Police Officer Advertisement

POLICE

On March 5, 2014, Eagle Point Police and the Jackson County Sheriff's Office responded to a physical domestic violence in Eagle Point where a 52 year old male subject had armed and barricaded himself in the residence. The male subject, armed with butcher knives, made threats for law enforcement to "shoot him" as he came in and out of the residence. He had also threatened to "blow up the house." One disabled male subject remained inside the residence after a mother and son had left out the front door.

After establishing containment and evacuation of neighboring residences, the subject was eventually taken into custody after being subdued with less-lethal force (bean-bag) and the Taser. The male subject, alleged to have taken illicit drugs earlier in the day, was taken to jail and booked on numerous charges, including: Menacing, Assault 4th (DV), Disorderly Conduct, Reckless Endangerment, Resisting Arrest, and Criminal Mischief 2nd.

PARKS AND RECREATION

The next meeting of the Parks and Recreation Commission is scheduled for Monday, March 17, 2014 at 7:00 p.m. in City Council Chambers. Agenda and packet information will be distributed to the commissioners and available on the city website the Wednesday prior to the meeting.

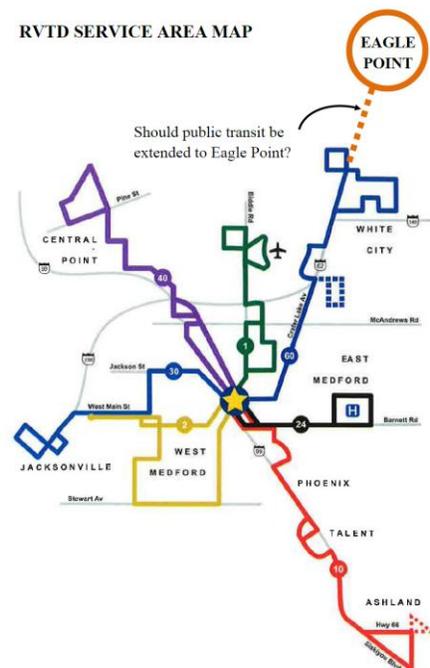
DEVELOPMENT SERVICES

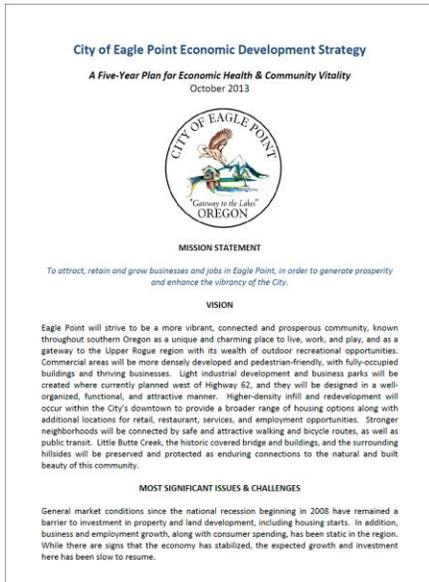
Eagle Point Transit Update

At their February 25th meeting, the City Council asked staff to take next steps toward potentially getting transit service on an upcoming ballot. Over the next few months, city staff will be working with RVTD and Jackson County to prepare the materials necessary for requesting a ballot measure. It will most likely be June when the Council is presented with a resolution memorializing the City's interest in having the community vote on this matter during the November 2014 General Election.

Economic Development Commission Activity

At their March 3rd meeting, the Economic Development Commission took initial steps toward implementation of the four Short-Term Action Items contained in Strategic Initiative #1 of the Economic Development Strategy.





Project Leaders were assigned to each of those four action items, and discussion was had regarding progress. The Commission also acknowledged the previously-initiated, on-going work occurring under other Strategic Initiatives. These are business recruitment & retention activities under Strategic Initiative #2, marketing activities under Strategic Initiative #3, and participation in regional economic development activities under Strategic Initiative #4. The Commission has not begun work on Strategic Initiative #5.

Strategic Initiative #1, Existing Conditions Analysis is made up of the following Short Term Action Items:

- A. Inventory all sites, buildings and businesses.
- B. Identify if existing reg’s support economic dev’t goals.
- C. Assess if existing infrastructure meets dev’t needs.
- D. Review existing practices to identify barriers to dev’t.

Planning Commission Activity

At their March 18th meeting, the Planning Commission will hear a presentation from staff about the National Main Street program and how long term application of its elements can help revitalize small town commercial streets. The commission will also hear about quasi-judicial land use decision-making, including process steps & procedures, public involvement, conflicts of interest, decision criteria, findings of fact, and conditions of approval. The Planning Commission’s April meeting will likely include a public hearing to consider an application to allow a single family home in a multifamily residential land use district. Agenda and packet information will be distributed to the commissioners and available on the city website the Tuesday prior to the meeting.

Building and Development

March 1-7, 2014 we received 6 new permit applications, issued 5 permits and worked on 26 additional permits. Projects currently under review or ready to be issued include several single family dwellings, mechanical permits, electrical permits, plumbing permits and several pool permits. Permit submittal and issuance continue to be steady, as are property and other customer inquiries.

Month End Report:

End of month reports for February 2014 are being completed and sent to other jurisdictions and agencies. February 2014 totals included 37 applications received, 15 permits issued, 3 land use applications received and \$15,056.69 fees received. Issued permits included: 1 single family dwelling permit, 5 mechanical permits, 3 electrical permits, 2 plumbing permits, 1 pool permit and 2 fence permits.