



## *FRIDAY LETTER*

*APRIL 4, 2014*

### **ADMINISTRATION**

#### **City Administrator**

Congratulations to our community for yet another success in landing a sizable grant for street and streetscape improvements! See the Public Works update below. The grant is for approximately \$2.5 million to improve the Main St./Stevens Road segment from Hillside Elementary up the hill to R. T Jones Blvd. We were also recently awarded approximately \$2 million for the Linn Road improvement project. Thank you for the entire team that helped with these projects in some capacity. They truly are team efforts.

We especially want to thank Robert Miller, Public Works Director for taking the lead in developing the applications and presenting the public presentations to several groups of decision makers. He had just the right public presence, and remained nimble and able to alter the presentation to the audience, while open to alternative design and funding scenarios that allowed other cities to share in the limited funds. Thank you to Councilor Ruth Jenks for her leadership efforts as a voting member of the Rogue Valley Metropolitan Planning Organization (RVMPO) and the Area Commission on Transportation (ACT). Developing and maintaining a close working relationship with other members of the RVMPO and ACT was critical to our ability to obtain enough votes of support. Councilor Aaron Prunty helped out as a voting member of the Public Advisory Committee. Planning Director Mike Upston helped out on the staff level with the applications and conceptual designs, as well as a voting member of the Technical Advisory Committee. Finance Director Melissa Owens was in the mix crunching numbers and advising us on what we can afford as matching funds for the grants.

Mayor Russell was called upon to help with the grant process and to communicate the importance of our projects to funding authorities. And last but not least, we need to thank the City Council for giving staff and City representatives the trust and authority to pursue grant opportunities without micromanaging every step of the process. I think it was Harry S. Truman who said: "it is amazing how much you can accomplish when it doesn't matter who gets the credit." This is so true. Thanks very much to everyone involved.

## City Recorder

The Council Meeting agenda of April 8<sup>th</sup> at 7:00 p.m., includes a presentation regarding the old fire station property; appointments to the Budget Committee; authorization of purchase of a Water Mixing System for the 4.0 MG Water Tank; and a discussion regarding Engineering Services for the Linn Road project.

Recruitment continues for the Economic Development Commission. *The City of Eagle Point is accepting applications for persons interested in serving on the Eagle Point Economic Development Commission.* Vacancies for the Economic Development Commission may be filled by a resident, or a non-resident of the City of Eagle Point having a vested interest in Eagle Point. Residents applying for this Commission must currently reside within the City limits of Eagle Point, have resided in the City for at least one full year and must be eligible to register to vote. Applications may be obtained online at [www.cityofeaglepoint.org](http://www.cityofeaglepoint.org) or picked up at Eagle Point City Hall, 17 Buchanan Avenue South, Eagle Point, Oregon. Applicants are encouraged to submit an application as soon as possible as these positions will remain open until filled. For more information, please contact Cindy Hughes, City Recorder at 541-826-4212 ext. 106, or via email at [cindyhughes@cityofeaglepoint.org](mailto:cindyhughes@cityofeaglepoint.org).

### Upcoming Meetings:

Economic Development Commission – April 7 – 6:00 p.m. – City Hall (**CANCELED**)  
City Council – April 8 - 7:00 p.m. - City Hall  
Parks and Recreation Commission – April 10 – 7:00 p.m. – City Hall  
Planning Commission Meeting – April 15 – 7:00 p.m. – City Hall  
City Council – April 22 - 7:00 p.m. - City Hall  
Community Workshop – Old Fire Station Property – May 3 – 10:00 a.m. – Ashpole Center

## FINANCE

### **Budget**

Staff is working on preparing the annual budget. It is a long process to put everything together and develop a balanced budget. It takes input from multiple people and then the process of balancing the budget. Finance collects requests from staff and from department directors then looks at technology needs and risk management needs to compile requests for the budget. Finance reviews all revenue sources and provides estimates for each revenue source. Finance also looks at payroll and payroll related expenses for all staffing. Once all of this information is compiled we can determine what changes need to be made to develop a balanced budget.

Finance has been reviewing the 10 year projections for all of the funds. This will be necessary each year as part of the budget process. You will see more information regarding long term projections and long term capital project lists included in the budget document this year.

### **Audit**

It seems as though we just finished our 2012/2013 annual audit but we are already near the end of the 2013/2014 fiscal year. Because of this, staff is already busy preparing for our 2013/2014

year end and the annual audit. The auditors will be here for the first part of the audit process May 5-7. During this visit the auditors will spend much of their time reviewing internal reports and looking at documentation. As part of the audit process they review city procedures and internal controls to ensure that they would catch mistakes or potential fraud. Mistakes and fraud could be caused by staff or by external sources. The auditors review documentation to ensure that items were processed correctly and to ensure that procedures were followed. Last year we received a great audit report and we expect this audit to go as well as the last.

## **POLICE**

Scammers had a field day with the Affordable Care Act, or Obamacare, using it as a way to fool Americans into sharing their personal information. Scammers would call claiming to be from the federal government and saying the would-be victim needed a new insurance card or Medicare card. However, before they can mail the card, they need to collect personal information. Scammers do a lot to make their requests seem credible. For example, they may have your bank's routing number and ask you to provide your account number. Or, they may ask for your credit card or Social Security number, Medicare ID, or other personal information. But sharing personal information with a scammer puts you at risk for identity theft. Do not provide personal information over the phone to people claiming to be from the federal or state government. For more information go to: <http://www.doj.state.or.us/consumer/Pages/index.aspx>

## **PARKS AND RECREATION**

The next meeting of the Parks and Recreation Commission is scheduled for Thursday, April 10, 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 Friday prior to the meeting.

## **PUBLIC WORKS**

The City has received several questions in relation to the recent drought designation. Jackson County Commissioners declared a local drought for Jackson County on March 19, 2014. Mt. Ashland ski resort did not open this year due to the lack of snow, and the lack of rain could affect agricultural businesses this summer. The drought designation could prioritize water supply in relation to irrigation season.

Eagle Point and the surrounding cities purchase drinking water directly from the Medford Water Commission (MWC). Staff contacted MWC for a response on the drought designation and the recent rains:

### ***Are constrained water supplies expected this summer?***

*The water year from October through January was unusually dry. Fortunately, rain arrived in February, with total precipitation for the month being more than twice as much as normal. This brought Big Butte Springs precipitation for the water year to about 70% of average, and significant rain in early March added to this. Each year is different, and wet spring seasons are not uncommon locally, including during some recent years. Therefore, the full picture won't really be known until early summer. We're continuing to watch this situation, and will be updating our customers as we know more.*

*At this point, it still appears likely that precipitation for the water year will end up at least somewhat below normal. Using water appropriately is especially important during dry periods, and we will be reminding our customers of this as warranted. However, we don't anticipate extreme measures being necessary.*

***What factors result in Medford Water Commission being less impacted by drought conditions than some other water providers?***

*There are a number of factors that determine how much each supplier is impacted by drought. A primary component in short term droughts is how reliant the supplier is on moisture received in a single year. To some extent this relates to how much carry over storage from prior years is available. The Big Butte Springs are fed from precipitation received on Mt. McLoughlin. Some of this, particularly snowmelt from high on the mountain, may not reach the springs during the same water year. Though the springs do show declines, they are not as impacted by a single year's precipitation as many other supplies.*

*In our case, Willow Lake water levels can also play a role. Although MWC does not directly use water from this lake, due to our sharing water rights to the Big Butte Springs with the Eagle Point Irrigation District (EPID), Willow Lake water is used to supplement EPID's water needs. This enables MWC to more fully use the springs water. If Willow Lake is drawn down more than normal during the summer and the following winter is dry, it may not refill that year. When that occurs, less water from the springs is available for MWC's use the following summer. Due to fairly modest drawdown levels during 2013, lake levels remained at fairly normal levels despite minimal refilling through January. Combined with precipitation received in February and March, this resulted in Willow Lake reaching its full capacity on March 8.*

*The Rogue River water source also contributes significantly to MWC's ability to meet demands even in drought years. As treatment and pumping associated with this supply is considerably more expensive than the springs, this source is used only as much as necessary to meet water demands from the spring through fall. During peak summer days, the Rogue source typically provides a little more than half of our water, and lesser amounts at other times. However, our treatment plant on the river has the capacity to treat up to about 70% of our peak demands, and still be well under what our Rogue River water rights allow. Therefore, during drought when less water from the springs may be available, the shortfall can typically be made up from the Rogue source.*

Water is and continues to be a precious resource we often take for granted. Throughout this summer water awareness and tips will be a part of our Friday letter and monthly newsletter.

**Volunteer Opportunities**

On April 15 from 10 to 11 am, Volunteer Training will take place at the Harnish Visitor's Center for the 2014 summer season. Volunteers for the summer season will begin in May 2014. Volunteers are needed to fill 2 shifts on Monday, Tuesday and Wednesday of each week May through September. The hours are 10 AM - 1 PM or 1 PM - 4 PM. The training covers brochures, exhibits, opening and closing procedures and registers for recording visitors. The partnership between the Chamber of Commerce/Eagle Point Women's Club, in addition to the City's Park Hosts Friday through Sunday, provides a 7-day a week visitors center for Eagle Point

and the Upper Rogue through the summer months. Please contact Janet Siedlecki at 541-826-7896 to sign up to volunteer or for more information.

Discussions are beginning to take shape for an upcoming Community Day of Service. Past year's projects have included painting fire hydrants, clearing a path along the Little Butte Creek, and clearing brush from Harnish Park. This year challenges to be bigger than ever. September 13 is the date scheduled for 2014.

## **Maintenance and Operations**

### **Storm**

Ongoing coordination between the City, School District, the developer, Little Butte Irrigation Company (LBIC) and adjacent neighbors resulted in two repairs to the Little Butte Irrigation pipe, and a connecting irrigation line to correct any deficiencies that could contribute to flooding.

### **Streets**

Public Works patched potholes over the last few weeks. Mowing of the street right of way began on Dianne Way, South Shasta, and Alta Vista by Public Works.

A tree fell on Royal Avenue with the wind and rain the weekend of March 28. Although Royal Avenue is County owned and maintained, Public Works assisted with the emergency to open the road.





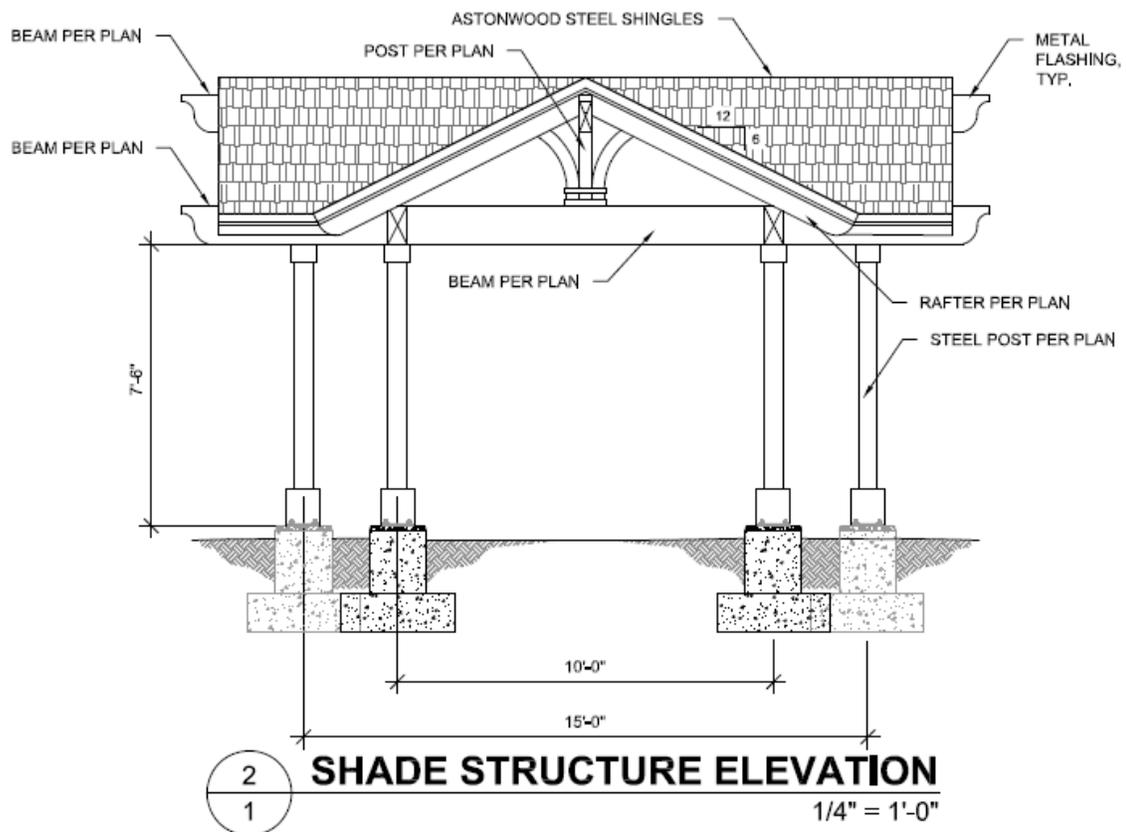
The Covered Bridge (202) Painting project opened bids on Thursday, March 20, 2014. As there were no bids submitted, the bid opening will be extended a few weeks.

### **Parks**

The City of Eagle Point has earned the honor of being a Tree City USA community for the twenty-second consecutive year. Arbor Week in Oregon is the first full week of April which is April 6-12 this year. An Arbor Day Program is scheduled in Eagle Point on Friday April 11, 2014 beginning at 2:00 p.m. in the Mattie Brown Park located at 129 S. Royal Avenue. Please join us for this special event.

Mowing of all the parks continued this last two weeks.

The **Mattie Brown Park** gazebo design is complete by Galbraith & Associates, ZCS Engineering.



**Facilities**

The City Hall Emergency Power Upgrades project is underway. A backup generator will be installed to power all of City Hall and the Ashpole Community Center in the event of a prolonged power outage. The project will be completed by the end of May.

**Water System**

Public Works crews began hydrant and valve testing.

**4.0 MG Mixing** – Civil West Engineering Services completed analysis and evaluation of a mixing system for the 4.0 MG Tank.

**USDA Water System Improvements**

The Preliminary Engineering Report and Environmental Document are being reviewed by USDA to assess the impacts and alternative of the proposed water system improvements. Public Works continues to monitor and investigate the system for water losses.

**Parks and Recreation**

The Parks and Recreation Commission will discuss the Parks and Recreation Priorities and upcoming grant opportunities at the next meeting on Thursday, April 10, 2014 at 7:00 pm.

**Engineering/Project Updates**

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

improving the East Main Street Hill/Stevens Road. The project proposes bike lanes, curb, gutter, and sidewalk and lighting from Bridgeport to Hillside Elementary School (HES) on the north side of the Road, and from Robert Trent Jones to HES on the south side.

### **Downtown Improvements**

Many downtown improvements are in design or have completed design for advertising in April. Work will begin in May after the Vintage Fair.

**Main Street Lighting/Bob Moore Park Lighting** – Design continues on new lighting for Main Street and Bob Moore Park.



Lights along Main Street will match Centennial Plaza.

The **Judge Stewart House Parking Lot Paving and Storm** design is complete and will advertise in April. A project will be advertised in April to replace the **Judge Stewart House Roof**. The roof is showing signs of age. The project will be advertised on the City's website and Daily Journal of Commerce (DJC).

### **Other Projects**

**Lucas Park** - Galbraith & Associates and ZCS Engineering have completed 95% plans for Lucas Park. Galbraith & Associates completed revisions based upon fire department turnaround requirements inside the park. The project will seek to advertise in April.

**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. Discussion regarding engineering services will occur at the April 8 City Council meeting.

## DEVELOPMENT SERVICES

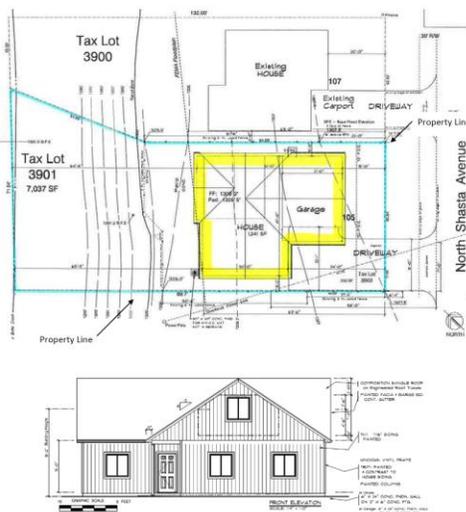
### Old Fire Station Property/ Community Workshop

Mark your calendars to attend a community workshop regarding the old fire station property on Saturday, May 3<sup>rd</sup> 10am – noon at the Ashpole Center

A series of schematic plans for future development of the property will be shared, and feedback will be sought from attendees. We will look at use types (commercial retail/office, eateries, neighborhood services, residential, etc.); building mass and relationship to the street frontage, vehicular and pedestrian accessibility and circulation; exterior amenities; and parking. The outcome of this effort will be a plan for a viable development option that could be implemented by a private interest and/or the City as future opportunity arises.



### Planning Commission Activity



The Planning Commission's April meeting will include a public hearing for consideration of a Conditional Use Permit application to allow a single family detached home in a multifamily residential land use district, at 105 North Shasta Avenue. This property, zoned R-3 Multi-family Medium Density, was originally approved in 2007 for a two-story duplex building. However, in the years since, there has been no interest in building that project, and the City has been approached by multiple parties claiming that such a project is not feasible due to the small property size, floodplain encroachment, and a high voltage power line which crosses part of the property. Therefore, the Planning Commission will consider whether a single family home is an appropriate alternative use at this location. This application will be a

bundled Conditional Use Permit, Site Plan Review, and Boundary Line Adjustment. Primary issues of consideration involve compatibility with the existing neighborhood, development adjacent to the floodplain, and overall City density, in addition to the more routine development review aspects such as setbacks, lot coverage, height, and parking.

## Economic Development Commission Activity



The Economic Development Commission's April meeting will include discussion by project leaders about progress on the four Short-Term Action Items (A – D listed below) under Strategic Initiative #1 (Existing Conditions Analysis) of the Economic Development Strategy.

- 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.

Commissioners Casper and Mannenbach have been working on Action Item A, and are utilizing available resources such as the

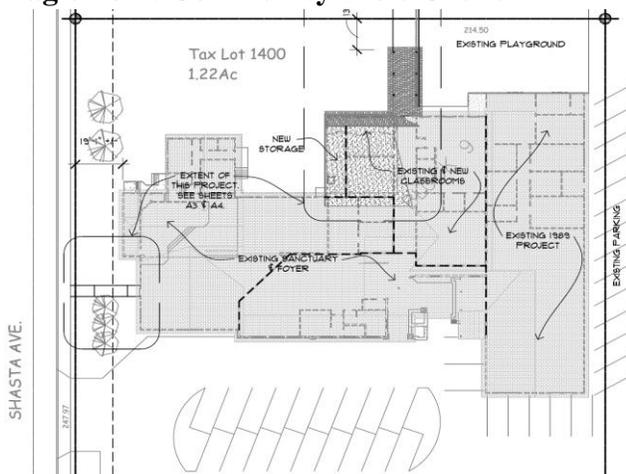
City's business license listing, as well as talking to staff about potential opportunities amongst the vacant or under-utilized properties and buildings in town.

Commissioners Barber and Casper have prepared a summary document for Action Item D (partial shown at far right) which represents their discussions with members of the development and business community about whether existing City practices present barriers to development.

### Economic Development Commission

- Contact Bob Hire, new owner of EPGC, to discuss his new purchase
  - His experience moving to EP and purchasing an existing business has been positive and friendly
  - He wants to help get more business to EP
  - He wants to develop a "stay and play" resort, would be nice if the city could somehow "sweeten the pot" to help make it happen
  - Bob, Mike, Henry, and Bob met with the HOLT Group (owner of golf course lots). Galpin was invited and supposed to show but he did not attend meeting
  - HOLT group did a study and they see potential in EP which means success for EP will help their hedge fund grow.
- Contact Craig owner, builder of 11 new homes NOW.
  - Building in EP is the easiest by far!
  - Medford would be second but EP is the best!
  - \$18k per lot is the Jackson County tax (2700 sewer fee)
- Contact Lori Magel, home builder in EP (MC)
  - No significant obstacles to begin building. Fees are line with other entities
  - Create community in EP - especially for kids
    - Movie night in downtown EP - entertainment
    - Possibly Entity similar to Vic's Market & Oak Hill Market with some weekly food night
    - Coffee house & restaurant
    - Wine & gourmet cheese - maybe a CO-OP?
    - Agree on idea to create the environment in downtown EP
    - Must create a reason to go to EP...takes 20" from downtown Medford to downtown EP. Need to market multiple venues - make it an event to come to EP. Few will come if it is just for one thing
    - Likes idea of city partnering with business owner to attract new entities

## Eagle Point Community Bible Church



The City has approved a planning action for a proposed expansion at Eagle Point Community Bible Church. The project involves constructing a single story, 977 square foot expansion on the northeast side of the building for classroom and storage space. The project has been found to be consistent with the standards for site plan and landscape approval, and will meet the basic requirements for new development and alterations to existing development as

specified in the Zoning Ordinance. Once the appeal period has ended on April 14th, construction permits may be issued.

## *Postings from the Building Department as of April 3, 2014*

### **Building and Development**

April 1-3, 2014 we received 6 new permit applications, issued 9 permits and worked on 16 additional permits. Issued permits include 2 single family dwellings, 4 mechanical, 1 electrical and 2 plumbing permits. Projects currently under review or ready to be issued include several single family dwelling permits, mechanical permits, electrical permits, plumbing permits, non-residential addition permit and a sign permit. Staff has been extremely busy with permit processing, review and other related tasks. Permit and property inquiries continue to be steady.

#### Month End Report:

End of month reports for March 2014 have been completed and sent to other jurisdictions and agencies. March 2014 totals included 24 applications received, 22 permits issued, 2 land use applications received and \$47,092.52 in fees received. Issued permits included: 3 single family dwelling permits, 6 mechanical permits, 6 electrical permits, 2 plumbing permits, 2 pool permits, 1 sign permit and 2 fence permits.

### **Planning Commission**

The next meeting of the Planning Commission is scheduled for Tuesday, April 15, 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 Tuesday prior to the meeting.