



FRIDAY LETTER

APRIL 18, 2014

ADMINISTRATION

City Administrator

Congratulations to Finance Director Melissa Owens for receiving a certification renewal from the Oregon Municipal Finance Officers Association. Melissa received her certification in 2008. This is her third recertification. Once certification is achieved, it must be maintained by accruing 65 points in specific categories every two years. Achieving certification provides recognition of dedication to continuing education, personal and professional development, and excellence in government finance. Not only is there personal satisfaction in this recognition, but the finance staff, governing bodies, and citizens of the entities that employ these dedicated public servants also benefit.

City Recorder

There will be a Special City Council Study Session on April 22nd at 6:00 p.m. to review the 2013-2014 Council Goals and establish goals for 2014-2015. At 7:00 p.m., the regular City Council meeting will be held. Notable items for that meeting include a quarterly report by Jackson County Fire District No. 3, and a Resolution declaring certain property as surplus and authorizing its disposition. If necessary, there will be a continuation of discussion concerning 2014-2015 Goal Setting.

May 20, 2014, Primary Election Information. Jackson County will mail ballots to voters on May 2, 2014. The closest official ballot drop box is at the Eagle Point Library, which will be opened on May 12th. Other ballot box drop site locations in Jackson County are located at: Jackson County Elections – 1101 W. Main St., Medford; Ashland Library; Central Point Library; and Rogue River Library. For additional election information, please contact the Jackson County Elections Office at 541-774-6148 or visit the website at www.jacksoncounty.org or www.oregonvotes.gov.

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 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.

Upcoming Meetings:

City Council – April 22 - 7:00 p.m. - City Hall

Community Workshop – Old Fire Station Property – May 3 – 10:00 a.m. – Ashpole Center

Economic Development Commission – May 5 – 6:00 p.m. – City Hall

Parks and Recreation Commission – May 8 – 7:00 p.m. – City Hall

City Council – May 13 - 7:00 p.m. - City Hall

Budget Committee Public Hearing and Meeting – May 21 – City Hall

Budget Committee Public Hearing and Meeting – May 22 – City Hall (will be held only if necessary)

City Council – May 27 - 7:00 p.m. - City Hall

FINANCE

Audit

The auditors will be here May 5 – 7 for their first visit. This is the first visit of two visits to conduct the annual audit as required by ORS. The second visit will be in September. This is to conduct the audit for fiscal year 2013/2014. The last two years the Auditors have made presentations to the City Council and gave great comments about the audit and about the staff and I expect this year to be just as good.

Budget

The Budget Committee meeting will be held May 21, 2014. A second meeting will be held May 22, 2014 if necessary.

Insurance and Risk Management

We met with our insurance agent and received some good news and some bad news. The good news is that our workers' compensation rates will be going down. There are two main factors with workers' compensation rates. The first factor is the standard rates that the carrier charges for all entities. This rate did not change this year. The second factor is the individual entity experience modification rating. This rating is based on the workers' compensation claims that the entity has. If the entity has average workers' compensation claims for the year the experience modification rating is 1.0. If the entity has higher than average workers' compensation claims the experience modification rating is more than 1.0. The experience modification rating for the City for 2013/2014 was .87 which means that the City had lower than average workers' compensation claims. The good news is that the City experience modification rating has dropped to .72. This

low rating is because of the low claim volume of the City. This decrease in experience rating modification saves the City approximately \$5,000.

The bad news is that other insurance premiums are increasing. The increase listed below will be carrier wide. All cities and counties served by City County Insurance will have the same percentage of increase. The increases are as follows:

General Liability	26% increase
Auto Liability	26% increase
Auto Physical Damage	15% increase
Property	0% increase (2% value trend)

This will be an increase of approximately \$7,300.

Technology

Staff has been working to update all of the computer equipment that has Windows 98. Microsoft no longer supports Windows XP effective April 8, 2014. With the end of the support comes the end of security patches to the operating system. When the operating system stops getting security updates it makes it especially vulnerable to viruses, malware, and even denial of service issues. All of the computers that are connected to our Server have now been updated or replaced. We still have computers in the Police Department that connect to the internet that have Windows XP. We will budget to replace those in July. The fact that they connect to the internet makes them especially vulnerable. All of our standard virus protection is installed on these computers but they are still vulnerable.

Spring Cleaning

We were recently able to do some spring cleaning in our Archive Room. We disposed of 84 file boxes and 52 smaller size boxes of paper. This is equivalent to fourteen 32 gallons recycle carts. Our old financial software was very 'paper' report oriented and we had accumulated many boxes of paper reports. We have met the records retention requirements for those older records and were finally able to dispose of them. We implemented a new system in 2008 which allows us to save reports electronically rather than printing them. This has helped with the amount of paper reports that we have to store.

Here are a few statistics for March

- Municipal Court
 - 30 new citations were issued and cited to appear in Eagle Point Municipal Court.
 - 63 citations were scheduled to be heard in court.
 - 26 of the citations that were scheduled to be heard in court were defendant that failed to appear in court.
 - 1 person was eligible to participate in Traffic School.
 - 1 person completed traffic school.
 - 1 person failed to complete traffic school
 - 0 suspensions were issued.
 - 0 citations were sent to collections.
 - 8 citations were paid online.

- Utility Billing
 - 3114 utility accounts were billed.
 - 45 residents changed addresses. (People moved in or out)
 - 482 late notices were mailed.
 - 75 door tags were hung for addresses that were in danger of being disconnected for nonpayment.
 - 30 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.
 - 22 Lien Searches.

- Business License
 - 396 licenses issued this fiscal year.
 - 262 are businesses that renewed their licenses.
 - 144 Inside city limits.
 - 115 Outside city limits.
 - 2 Seasonal.
 - 1 Non Profit.
 - 134 are new businesses this fiscal year.
 - 49 Inside city limits.
 - 82 Outside city limits.
 - 2 Seasonal
 - 1 Non Profit


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

- Website Views
 - 2356 views
 - 200 views of Utility Billing & Payments
 - 312 views of Newsflash section
 - 35 views of YMCA page

- Website Subscriptions
 - 20 main areas of website that allow subscribers
 - City Council Agendas - 38 subscribers
 - Economic Development Agendas – 24 subscribers
 - Parks & Recreation Agendas – 27 subscribers
 - Planning Commission Agendas – 29 subscribers
 - Budget Committee Agendas – 15 subscribers
 - City Administrator Friday Letter – 18 subscribers
 - Monthly Newsletter – 13 subscriber

POLICE

Radar Reader Board Results
Stevens Rd East Bound at Bridgeport
3/31/2014 --- 4/7/2014
Total Vehicles- 10,193
Average speed- 28 mph
Posted speed- 25 mph

Speed	Count
0...5	0
5...10	137
10...15	200
15...20	674
20...25	4,072
25...30	3,951
	
30...35	973
35...40	154
40...45	29
45...50	2
50...55	0
55...60	0
60...65	1

PARKS AND RECREATION

Thank you to all who attended and showed support for the City of Eagle Point Arbor Day Program and the Sell family, on April 11. Special thanks to Gary Shipley who ensures the City continues earning the Tree City USA designation year after year.

The next meeting of the Parks and Recreation Commission is scheduled for Thursday, May 8, 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

Our rains followed by warm weather guarantees one thing to our City: weeds. Public Works crews have been hitting the street rights of ways, detention ponds, and City owned properties to remove the high weeds, in addition to weeding the parks. Jackson County Community Justice

crews are scheduled to remove weeds in the planter strips on Highway 62 in the upcoming week. Weeding on and near the Little Butte path, and curbed entrances to the City at Linn Road, South Shasta, Nick Young Road, Crystal Drive and Hannon Road were removed by a local weed abatement contractor.

Volunteer Opportunities

Thank you to all the volunteers and speakers who presented at the Harnish Volunteer Training on April 15. This next season looks to be exciting. 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 partnership between the Chamber of Commerce/Women's Club, in addition to the City's Park Hosts Thursday 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.

Planning is beginning take shape for the upcoming Community Day of Service on September 13, 2014. This year looks to be bigger than ever. Past year's projects have included painting fire hydrants, clearing a path along the Little Butte Creek, and clearing brush from Harnish Park. Churches and community groups are looking to work together this year to improve and beautify our community.

Maintenance and Operations Streets

The Covered Bridge (202) Painting project opened bids on Thursday, March 20, 2014. As there were no bids submitted, the bid opening was extended to April 29, 2014.



Facilities

The City Hall Emergency Power Upgrades project continues. Conduit, installation of panels, and the support slab for the new generator has been completed. Ironically the day the portable generator was moved to begin the project the power went out at City Hall after hours. The power returned within minutes, but was a reminder of the importance of the project. The generator project will be completed by the end of May.



Water System

Public Works crews continued hydrant and valve testing. The 4.0 MG mixer was shipped to the Public Works Shop. Installation of the mixing system will take place over the next few weeks.

DEVELOPMENT SERVICES

Postings from the Building Department as of April 17, 2014

Building and Development

April 4-17, 2014 we received 14 new permit applications, issued 13 permits and worked on 83 additional permits. Issued permits included 2 single family dwellings, mechanical, electrical plumbing and fence permits. Projects currently under review or ready to be issued include single family dwelling permits, mechanical permits, electrical permits, plumbing permits and a non-residential addition permit.

Staff has been extremely busy with permit processing, review and other related tasks. Permit and property inquiries continue to be steady; there is definitely an increased interest in residential construction in Eagle Point. This week Staff has provided research and information to the Finance Department for budget preparation. We have also been working in cooperation with the Public Works Department to provide research and information for the USDA 2014 Water System Improvements assessment. It is a busy time!

Planning Commission

The next meeting of the Planning Commission will be announced by Planning Department staff at a later date. Agenda and packet information is distributed to the commissioners and available on the city website the Tuesday prior to the meeting.