



FRIDAY LETTER

JUNE 6, 2014

ADMINISTRATION

City Recorder

On June 10th, the City Council's regular meeting will include an awards presentation of the winners for the recent "If I were Mayor" contest, and another presentation by Monte Mendenhall of Pacific Power. There will also be several Public Hearings. The first Public Hearing is in regard to the increase of the Water Base Rate and Water Consumption rates, the second is to receive comments from interested parties for the proposed use of state revenues, and the last is to accept comment regarding adoption of the 2014/2015 budget as approved by the Budget Committee.

After the Public Hearings, an Ordinance regarding an increase of the Water Base Rate and Water Consumption rates will be deliberated. Several Resolutions will be presented for consideration as well. The most significant of those items is a Resolution initiating a ballot measure to ask voters within the Eagle Point City Limits to decide whether or not the City should annex into the Rogue Valley Transit District. The last item on the agenda is an Executive Session to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Elections Information: The City of Eagle Point is accepting filings for candidacy for elected offices including Mayor and three Council Member positions. All interested individuals should contact Cindy Hughes, City Recorder, at 541-826-4212 ext. 106 regarding deadlines, elections filing requirements and to receive a Candidate Packet.

Vacancies on Commissions: The City of Eagle Point is accepting applications for persons interested in serving on the Economic Development Commission. Please visit the City's website for additional details at: www.cityofeaglepoint.org or the Bulletin Board in City Hall.

Upcoming Meetings in June:

City Council – June 10 - 7:00 p.m. - City Hall

Parks and Recreation Commission - June 12 - 7:00 p.m. - City Hall

City Council – June 24 - 7:00 p.m. - City Hall

FINANCE

Wow – we have had a lot going on the last few weeks. To list a few of the items - bike ride preparation and registration, preparing for year-end close and audit, budgeting, 10 year capital improvement plans and 10 year projections, orientation of 2 new police employees, USDA loan program, audit by teamsters, preparation for business license renewals, water rate change analysis, and two weeks of moving furniture and equipment in a manner with the least interruption of services.

Bike Ride

On Saturday, June 7th the City hosted the 4th annual Tour de Eagle Point Bike Ride. A huge thank you to Alan Curriston for all that he does every year to make this event successful. Staff helped by taking care of things such as securing insurance for the event, preparing flyers and registration forms, accepting registrations, advertising, and providing support for same day registration. Public Works helped by marking the 10k route and putting out and picking up signs in the City.

This year we had 106 riders participate in the event. This was good considering there were many graduation activities the same weekend. Here are a few interesting statistics about the participants:

Youngest participant	2 years old
Oldest participant	82 years old
Under 13 years old	16
13 – 18 years old	3
19 – 30 years old	0
31 – 50 years old	23
51 – 60 years old	25
61 – 82 years old	34

This year a new distance of 30k was added. Here is a breakdown of the rides that people chose.

10K (kids)	17
10K	19
30K	12
50K	34
100K	24

There were participants from Sacramento CA, San Diego CA, Orangevale CA, Eugene OR, Edmonds WA, Denver CO, Palo Alto CA. Each year we continue to add new ways of advertising. The rider from Seattle saw the bike ride advertised when doing a search on Google. He gave us two places to advertise in the Seattle area and he said he would spread the word.

There was a new 100k route this year that took riders to Gold Hill. Everyone had a great time. We will have pictures on the website soon.

Year-end Close and Audit

As we approach the end of the fiscal year we are working on year-end reconciliations and preparation for phase two of the annual audit process. Staff is also preparing the financial system for the next budget year.

The auditors were here in May for their interim field visit. This was the first of the two visits to conduct the annual audit. The second visit will be in September. The City received an excellent report from the Auditors for the preliminary fieldwork and we expect a final report that is equally as good after their next visit.

Budget, capital improvement plans and 10 year projections

The Budget Committee met on May 21, 2014 to discuss the proposed budget. Staff outlined the projects and purchases submitted as part of the budget. There were many good discussions about the various projects. The next step is to present the budget to the City Council. A public hearing will be held during the June 10, 2014 City Council meeting. The public meeting is to take public comment regarding the 2014/2015 Budget. The budget along with any requested changes will be presented to the City Council during the June 24, 2014 City Council meeting for adoption of the budget.

This year as staff worked on the budget, we also updated long term capital improvement lists and used those in the 10 year projection reports. Capital improvement lists and 10 year projections were completed for General Fund, Street Fund, Water Fund, and Storm Water Fund and all of the related funds. Both the capital project lists and the 10 year projections will continue to be updated at least twice per year. These reports can change due to grant opportunities, development in the community, and other funding opportunities.

Water Infrastructure Financing

Staff continues to work with USDA Rural Development on a financing package that will fund \$2.5M of water projects. Staff has submitted a complete application package. We are currently working with Rural Development to provide additional information as requested. USDA is now reviewing eligibility of the projects as well as financial eligibility.

Teamsters Health Insurance Audit

Each year Teamsters Health Insurance selects entities to audit to ensure that health premiums are paid appropriately. This is our lucky year. The City has not been audited in several years and because of this, Teamsters has selected a 5 year period to audit. It is a big task to provide 5 years of payroll reports, timecards, monthly/quarterly/annual reports, health insurance invoices and copies of checks. However, everything is in order and I am confident that we will receive a good report.

Business License

All business licenses expire on June 30. Staff is currently reviewing existing business licenses. Each year there are businesses that cease to operate within the City and there are new ones that

come along. June and July is when staff reviews the businesses that are doing business in Eagle Point. This includes the store front businesses as well as those that are from outside the city but operate within Eagle Point. Renewal notices will be sent out to all existing businesses in June. The renewal notices give existing businesses an opportunity to review the information that the City has on file to make sure it is accurate.

Carpet Project

The last few weeks have been extremely busy as we prepared for the new carpet installation. The carpet project was broken into two weekends. Half the building was carpeted the first weekend and the other half the second weekend. We formulated a plan that would keep most equipment functional during business hours and keep staff workstation functional as much as possible. It was a large project to move all of the computers, phones, copiers, scanners, other electronics and desks and still maintain the ability to work. A big thank you to all of those who helped on the weekends and to the Public Works Crew for all of the heavy lifting. Another big thank you to all staff for the flexibility while we moved furniture and equipment. It was a big job but worth it. The carpet looks great.

Upcoming Events

4th of July

National Night out, August 5

4th annual Street Dance, August 16

PARKS AND RECREATION

The next meeting of the Parks and Recreation Commission is scheduled for June 12, 2014 at 7:00 p.m. in City Council Chambers. Agenda and packet information is available on the city website.

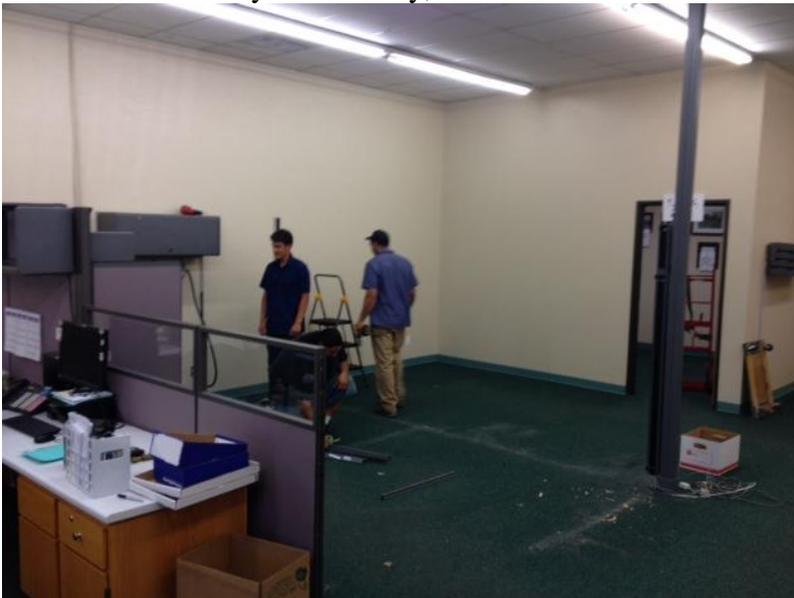
PUBLIC WORKS

The City Hall Emergency Power Upgrades project was completed with a test of the system on June 3, 2014. To simulate a summer power outage, all of the lights and air conditioning in City Hall and Ashpole Center were turned on while the power was manually turned off. The system performed as designed with the new generator providing power and air conditioning to the entire facility. In the event of an outage, the diesel generator starts automatically and emergency power is supplied in about 3 seconds. As power is restored there is a 10-minute interlude where the generator continues before switching back over, in case of intermittent power from the utility. The addition of the new generator, and switching system, provides a system the City did not have prior to the project – automatic emergency backup power for all of City Hall, and the Ashpole Center as an emergency evacuation center.



The portable diesel generator was configured to provide backup power to the Bellerive Pump Station, in the event of a power outage.

The Carpet Replacement project is complete. Over two successive weekends all of the furniture was moved for installation of new carpet. Each phase moved the furniture on Friday, with carpet installed on Saturday and Sunday, and furniture restored on Monday.







Public Works, with the addition of temporary help, moved all the furniture, including the modules. The original carpet was placed at City Hall in 1997. The new carpet, with the previous painting project, is a great enhancement to City Hall.

Judge Stewart House Parking Lot and Alley

HGC, Inc. quickly removed the existing asphalt to place the structural section in the alley and sections of the parking lot.





The existing driveway was removed to place a commercial driveway. The driveway is thicker to accommodate delivery trucks, and wider to allow multiple vehicles to use the driveway. Previously only one full sized truck could use the driveway to enter the Judge Stewart House and Main Event parking lot. Installation of the storm system and paving will complete the project.

Main Street and Bob Moore Park Lighting



Sidewalk removal and trenching began for the lighting project. Downtown businesses were notified adjacent to the projects on Friday, June 6, 2014 of the upcoming parking disruptions. Parking is available in the City's Old Fire Station for employees and public. Kunert Electric is the contractor for the Main Street and Bob Moore Park Lighting.

Maintenance and Operations

Streets

Public Works performed weekly street sweeping, excluding the week of June 6 while the crew was moving City Hall. Clearing of weeds from the right of way continues.

The Covered Bridge (202) Painting project was awarded on May 13, 2014. The bridge is scheduled to be painted by the end of June.



Parks

Mowing of all the parks continued this last two weeks. Spraying of the decomposed granite path in Ponderosa is scheduled for June 16, in addition to the Little Butte Creek gravel path.

Facilities

The project to replace the Judge Stewart House roof is in process, to be completed after July 4.

Water System

Public Works repaired three water leaks over the past two weeks. Public Works is preparing to install the 4.0 MG mixer mid June. Painting of the 3.6MG tank will be completed by Public Works crews, scheduled for the end of June.

USDA Water System Improvements

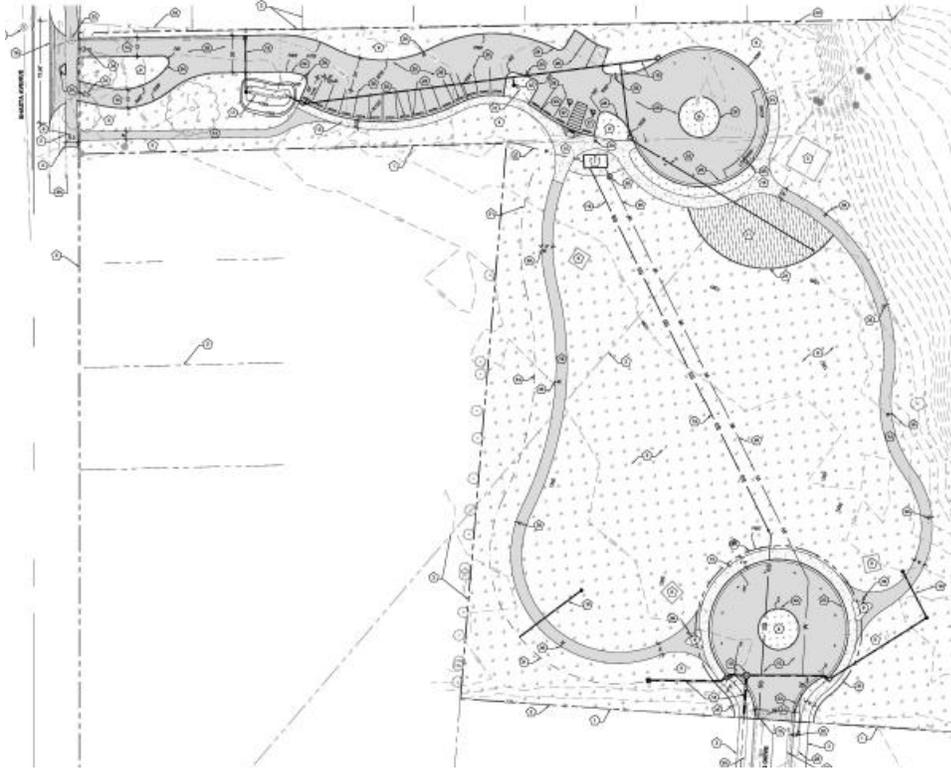
USDA continues review of the Preliminary Engineering Report and Environmental Document. Comments were received and are being addressed by Public Works for the Environmental Document, and by Civil West for the Preliminary Engineering Report. Although the formal Environmental Public Comment ended June 6, 2014, any questions or comments on the proposed projects can be addressed to City of Eagle Point, Robert Miller, at 541 826-4212 ext 105, or by email at robertmiller@cityofeaglepoint.org.

Parks and Recreation Commission

The June 12, 2014 meeting of the Parks and Recreation Commission is scheduled to discuss the Recreational Trails Grant, 2014 Community Day of Service, Water Park, an update on Lucas Park, and a discussion of the City's Recreation program.

Engineering/Project Updates

Lucas Park - Galbraith & Associates and ZCS Engineering have completed plans for Lucas Park. Final preparation of the specifications and bid package is in process to advertise the project in June.



Creekside Culvert - RH2 Engineering has completed preliminary plans 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 over the drainage system.

South Shasta Path – RH2 is beginning design on the South Shasta Path. The path will begin near Alta Vista, at the end of the existing sidewalk, and meet Arrowhead Trail.

Other

Public Works placed the signs and marked the route for the 10K Bike Ride in Eagle Point.

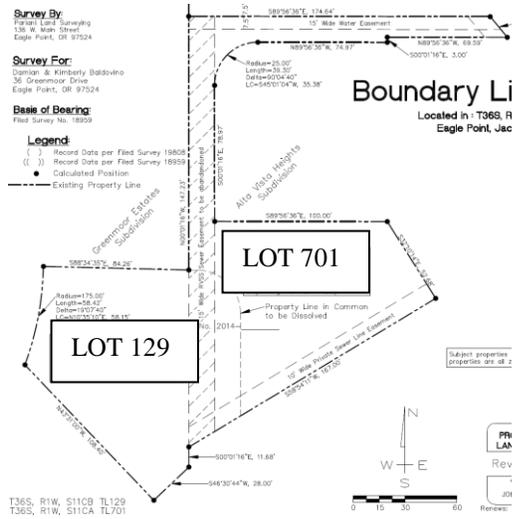
Volunteer Opportunities

Thank you to the volunteers who are giving their time at the Harnish Visitor's Park on Monday, Tuesday and Wednesday of each week May through September. Please contact Janet Siedlecki at 541-826-7896 to sign up to volunteer or for more information.

Planning continues for the upcoming Community Day of Service on September 13, 2014. Several sites have been identified with refining of projects and sites over the next few weeks.

DEVELOPMENT SERVICES

Baldovino Lot Combination



Approval was issued on June 4th for a Boundary Line Adjustment to combine two existing subdivision lots at 36 Greenmoor Drive into a single, larger lot. Lot 129 will absorb lot 701 by dissolving the common property line. This will enable the property owner to have an in-ground swimming pool built where the common property line to be dissolved is currently. Lot 701 is undeveloped, and the owners have decided that they would rather absorb it into lot 129 instead of retaining it for future residential development.

The next step is review by Jackson County Survey and recording of the document, then the City will review construction plans and issue a building permit.

Economic Development Commission Activity



At its June meeting, the Economic Development Commission discussed progress on Strategic Initiative #1 (Existing Conditions Analysis) and committed to completing work on the four short-term action items within it by the end of summer.

Strategic Initiative #1 Action Items:

- Action Item 1.A. Inventory all sites, buildings and businesses.
- Action Item 1.B. Identify if existing regulations support economic development goals.
- Action Item 1.C. Assess if existing infrastructure meets the needs of desired developments.
- Action Item 1.D. Review existing practices to identify barriers to development.

Oregon Chapter, American Planning Association

The Oregon Chapter of the American Planning Association held its annual conference in Portland, May 28 – 30. With the title “The Next 40 Years: Adaptability, Diversity, and Resiliency”, conference sessions focused on pressing issues moving beyond the 40th year of statewide land use planning. Below are some of the sessions:

The Oregon 2050 Initiative: This session presented key components of the Initiative’s “Action Agenda for Oregon.” These are Natural Systems, Climate Change, Affordable Living and

Diversity, Food Access and Health Equity, Governance and Civic Engagement, Leadership Development, Economy and Infrastructure, and Walkable Cities and Towns.

Civic Ecology: This session discussed the challenges and opportunities for achieving sustainability in suburban environments. Workshop participants explored a systems-based, citizen-driven approach to community resilience and a more sustainable future.

Charrettes as Design-Based Public Involvement: This session provided a detailed look at the National Charrette Institute's method for engaging the public in design-based workshops.

Transportation Models and Metrics: This session looked at how traditional travel demand models and mobility standards have focused on motor vehicle travel but ignored active transportation. It examined multi-modal planning tools that support walking, bicycling, and community revitalization.

Transportation Demand Management: Discussion about using this strategy to address congestion, travel costs, greenhouse gas emissions, and other challenges. This session examined the role of pricing, incentives, parking management, and other TDM strategies in reducing vehicle miles traveled, promoting active transportation, and reducing congestion.

Economic Resiliency and Planning for the Cascadia Event: This presentation described the mechanisms by which earthquakes and other natural disasters cause indirect damages and the reasons why they can have such long lasting and devastating effects on economies.

Statewide Planning Goal 7: This session looked at how natural hazards are addressed in community's comprehensive plans, including how to prepare and implement a natural hazards mitigation plan.

Focus on Carmel, Indiana: Presentation by this town's five-term mayor about its tremendous growth over the past 20 years, including development of 800 acres of park land, green space and trails, new downtown and arts & design district, and numerous environmental initiatives.

The Changing Face of Housing Occupancy: This session addressed the changing ways people live (or would like to live) in "single-family" houses. Panelists provided perspectives on the definitions of "Family" and "Household", the Fair Housing Act, Intentional Communities, and related issues with the goal of identifying code language "best practices".

Resources for Fair Housing Planners: This interactive session engaged attendees on concepts of affordable housing, needed housing, and fair housing. The panel discussed the legal requirements expected of communities and offered resources for compliance. Discussion included historic discrimination practices in Oregon and how they have influenced today's policies.

Eagle Point Transit Ballot Initiative

City staff continue to work with RVTD and Jackson County to prepare the materials for a possible November General Election ballot measure which would ask voters to decide whether to bring transit to Eagle Point. At its June 10th meeting, the City Council will have the option of adopting a resolution to initiate this ballot measure.

Should the Council decide to proceed, staff will continue working with RVTD, Jackson County Elections Division, and the County's Survey Division to prepare the ballot item package (ballot title, map of the new service area, legal description, and any other pertinent materials). The City's resolution would be presented to the RVTD Board and they would adopt a resolution of their own proposing annexation of Eagle Point into the transit district (likely by July). These materials would then be submitted to Jackson County by August in order to include the transit item on the November ballot.

Postings from the Building Department as of June 5, 2014

Building and Development

June 1-5, 2014 we received 1 new permit applications, issued 9 permits and worked on 34 additional permits. Issued permits include a single family dwelling, mechanical, electrical, plumbing and plan review permits. Projects currently under review or ready to be issued include several single family dwelling permits, mechanical permits, electrical permits and plumbing permits. Staff continues to be busy with permit processing and review; as well as permit and property inquiries.

Month End Report:

End of month reports for May 2014 have been completed and sent to other jurisdictions and agencies. May 2014 totals included 24 applications received, 29 permits issued, 1 planning application and \$32,621.02 in fees received. Issued permits included: 2 single family dwelling permits, 4 mechanical permits, 7 electrical permits, 5 plumbing permits, 3 residential alteration/remodel permits, 1 grading permit, 1 sign permit, 1 commercial roof replacement permit, 1 sidewalk permit, 1 driveway approach permit, 2 manufactured home placement permits, 1 boundary line adjustment application and 1 special inspection.

Planning Commission

The Planning Commission will not hold a meeting in June. The next commission meeting will be announced by planning staff.

