



FRIDAY LETTER

JUNE 29, 2012

ADMINISTRATION

City Administrator

Thank you to our readers for all of their kind compliments. The *Friday Letter* is a simple way for us to routinely keep in contact with the Council, Commissioners, and Citizens regarding business developments and activities at city hall. Not all of the writings are of interest to everyone, but we do hope the effort provides some insight regarding how your tax dollars are spent.

The *Friday Letter* is a joint effort wherein each department manager or director personally writes the update concerning their department activities. Then I take their text and provide minor editing and insert it into the final document. The goal is to get the information out and not spend a lot of time trying to make a flashy or glossy final product.

We also continue to add more information to the City of Eagle Point web site at cityofeaglepoint.org. Thanks to Finance Director Melissa Owens, you can now access full Council and Commission meeting packets online. Not only can you access the agendas, but the full packets with detailed staff reports and supporting documents are included!

Finally, thank you to all our public works and parks staff and crews for the extra efforts they have made to help spruce up the city in anticipation of the July 4 celebration! The effort does not go unnoticed by our citizens and visitors. Also, thank you to Ben Franco for his continuing efforts in code enforcement to help remind private property owners of their responsibilities to be good neighbors by keeping in check weeds and junk that accumulates on their properties.

City Recorder

Greetings all! Organizationally, the City of Eagle Point has a goal for the City Recorder to establish and maintain a well managed contracting system that includes an electronic data management system (Laserfiche). As part of the recent training at the Northwest Clerks

Institute, a Knowledge Transfer Action Plan has been developed to identify how the coursework from the Institute applies to the City's contract management goals. This action plan will be used to begin the process of reorganizing the City's contract management system.

Upon the Northwest Clerks Institute's review of the Knowledge Transfer Action Plan, they awarded a Certificate of Completion for Professional Development I. Professional Development I is part one of a three part series of training for municipal recorders. Professional Development II is scheduled in 2013.

Upcoming Meeting Agendas: The Economic Development Commission Agenda Packet for the July 2nd meeting is on the City's website.

Elections Reminder: The City of Eagle Point is accepting filings for candidacy for the elected offices of Mayor (2 year term), and three Council Member positions (4 year terms). Election packets to run for office may be picked up from City Hall at 17 South Buchanan Avenue. Completed election filing forms must be returned to the City Recorder, by August 10, 2012. If you have questions or would like more information, please contact Cindy Hughes, City Recorder, at 541-826-4212 extension 106.

FINANCE

This is a busy time of year for the Finance and Administration Departments. We have been busy with Budget, Audits, Year-end Wrap up and preparing for the new fiscal year.

Budget

The City Council adopted the budget on June 12, 2012 with one amendment. The Budget is now officially adopted and will become effective July 1, 2012. The next step is to import the budget into the financial system. We will be working on this starting the week of July 2, 2012. This is a fairly complex process because it sets the financial system for the year.

Year End

As fiscal year 2011/2012 comes to a close we will be transitioning from the old fiscal year to the new fiscal year. This is a two phase process. The first process is to make sure that all information is entered and that all reports are printed as of June 30. Once this is completed and we transition into the new fiscal year we start the second phase. The second phase involves reviewing all new transactions to determine which should be included in fiscal year 2011/2012 and which should be allocated to the 2012/2013 fiscal year. It is common to receive invoices as late as September that should be allocated to the previous year. As we move into July we will finish the review process of the financial reports and start on the annual financial reports which are much more complex.

Council Packets

Starting in July the City Council will see financial reports that are more reader friendly. Please feel free to give feedback on the reports. I feel that it is important to provide reports that give

detailed information but are relatively easy to read. There will also be a more comprehensive report given on a quarterly basis.

The bill list is also being updated to provide additional information. You will see this new format at the July 10, 2012 Council meeting.

Audit

We are still working with the auditors. This is an ongoing process until they finish their process in November. They were here for the initial field work the week of June 4, 2012. They will continue to work on the audit process even now that they are gone. We will continue to receive requests for documentation as they work on items that do not require them to be onsite. They will return the week of October 1, 2012 to finish their field work. It typically takes about one month after their last field visit to finish the process and receive a formal report.

Economic Development Meeting

The next Economic Development meeting will be held July 2, 2012. At that meeting there will be further discussion regarding publications promoting livability of Eagle Point. We will discuss opportunities for the creation of videos regarding Eagle Point. This fits in with what the commission has been discussing. It will be one more promotional tool that the City can use.

The Economic Development Commission will also be discussing the 2nd Annual Eagle Point Bike Ride which was held on June 9, 2012. The next bike ride is already scheduled for June 8, 2013. Many of the annual bike rides have names. Maybe it is time to decide on a good name for the bike ride. If you have any ideas just let me know. We learned this year the many serious cyclists schedule rides up to a year in advance. We will start advertising the 3rd annual bike ride within the next month.

2nd Annual August Street Dance

We are in the process of preparing for the 2nd annual street dance. It will be held on August 18th. Last year was a very enjoyable event and there were many compliments. We hope that more citizens will venture out and enjoy some great music and a great opportunity to enjoy downtown Eagle Point.

Business License

Renewals for business licenses were sent out. The renewal forms are asking for updated information. This information is helpful when businesses need to be notified of events that may affect them. However, more importantly it will give us updated information in the event there is an emergency.

Newsletter

We sent out our 2nd monthly newsletter in the utility bills. This is an opportunity for City Hall to share information. This could be helpful information regarding watering or information about upcoming meetings and events. Please check it out and let us know what you think.

Website

We continue to update the City website regarding upcoming meetings and events. Please check it often for up to date information on news and events.

Starting June 22, 2012 City Council Packets are available on the City website. They will be put on the website late Friday afternoon before each City Council meeting. All meeting agendas and minutes are currently on the website.

Starting July 1, 2012 the Planning Commission, Parks & Recreation Commission, and Economic Development Commission meeting packets will be on the City website as well.

PARKS AND RECREATION

The Rogue Valley YMCA has distributed flyers to all the local school for summer day camp. The next Parks and Recreation Commission meeting will be July 12, 2012.

PUBLIC WORKS

Development Civil Plan Review and Construction

As part of the **Hillside Elementary School** project, Neva Street and part of North Shasta Avenue are in the process of being reconstructed. Central Valley Excavation closed Neva and North Shasta to excavate for the new road. Traffic is encouraged to use Tabor for detour around the construction site. The contract is through Willamette Educational School District (ESD) for Jackson County School District #9.

The **Creekside** Plans have been approved. Bike lanes with a left turn lane off Shasta into Creekside are planned to complete the improvements for the center just north of Nita Way.

The **Eagle Point Cemetery** project is ready to begin construction. The new administration building includes a new water connection to the City's water supply at Riley Road.

Public Works Maintenance

Streets

Capitol Asset and Pavement Services, Inc. is scheduled to kick off their Pavement Condition Survey next week. The Pavement Condition Survey will field survey and provide a prioritized index on the condition of each street with recommended maintenance strategies.

Public Works crews continued clearing the street right of way for the City's 4th of July event. Jackson County paint striped the roads in anticipation of the event. PW provided traffic control for the work.

Water

The water system is back online. Cement seeding of the 3.6 MG reservoir reduced the leakage rate to 2.2 gpm.

Parks

Public Works continues to mow parks for each weekends use.

Grants

Welburn Electric, Inc. completed the lighting at City Hall and the Public Works Shop this week. The Museum replacements were just about completed.

DEVELOPMENT SERVICES

Current Planning/Development Review

The Planning Commission approved a sixteen foot tall sign for **Providence Medical Group** at their meeting on June 19th. The original proposal reviewed by City staff prior to receiving an actual application was for a sign over twenty feet in height. But, after working with an adjacent property owner and city staff, Providence agreed that a sixteen foot tall sign would be more compatible with the site and still suit their needs. The sign will be located within the landscaped area just west of the Providence Building, and oriented to Hwy 62. An associated building permit is currently being processed.



The City has received an inquiry to extend the **Catherine Mae Subdivision** Approval, originally approved by the City Council in 2007. A formal application for extension is pending. The location for this project is vacant property on Stevens Road, just west of Bridgeport Drive. Subdivision approvals are valid for two years. At the property owner's request, in 2009 the Council adopted a resolution to approve a one year extension, then in 2010 Council approved a second extension, that time for another two years. In both instances the Council cited the adverse economic conditions as making it infeasible for projects to commence within the time limit. The current extension expires in October of this year.

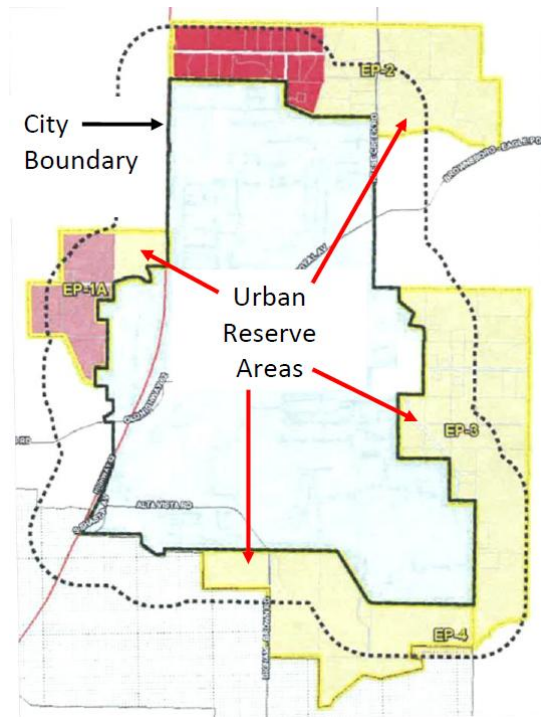
Long Range Planning



City staff are now working with RVTD and Nelson/Nygaard to assemble a stakeholder group for the **Transit Study** and schedule the first few meetings of this group, Planning Commission, and City Council. At this point it's looking like the first stakeholder group meeting will occur in August, with a joint City Council/Planning Commission study session, second stakeholder group meeting, and RVTD Board meeting occurring in September. As described in a recent issue of the *Friday Letter*, the consultant's primary duty is to provide a report describing

whether bus service should be provided to Eagle Point, summarize service options, and costs for each option. The consultant will facilitate meetings, complete a thorough analysis of existing services, identify transit needs, prepare transit routing and levels of service, identify bus stop facilities and compose a planning document for RVTD and City use.

In July the Planning Commission will consider making a recommendation to the City Council to adopt a new chapter within the City's Comprehensive Plan titled "**Regional Plan Element,**" along with "**Agricultural Buffering & Mitigation Standards**" to be added to the City's Zoning Ordinance. This will serve as a critical step in a 12-year process toward potential future expansion of Eagle Point's growth boundary. This long-anticipated milestone marks a critical point in a planning effort called "Regional Problem Solving" between Jackson County and six greater Bear Creek area cities to accommodate expected population growth over the next 50 years. While the Regional Problem Solving process officially began in 2000 with the award of a grant from the State Department of Land Conservation and Development, the effort actually began back in 1992.



- 1992 Newly adopted Oregon Administrative Rules required establishment of urban reserves, county lands into which a city may expand its Urban Growth Boundary (UGB), the primary purpose being to preserve land for future urban development.
- 1995 An initiative called "Our Region" was administered by the Rogue Valley Council of Governments, its goal being to address growth-related concerns.
- 1996 The State adopted ORS 197.652–358, "Collaborative Regional Problem Solving."

- 1998 A “Multi-jurisdictional Committee on Urban Reserves” (MCUR) was created to develop a work plan for establishing urban reserves for six cities within Jackson County: Ashland, Talent, Phoenix, Medford, Central Point, and Eagle Point.
- 1999 The MCUR adopted a work plan to establish urban reserve areas for all cities involved to coordinate urbanization patterns for the region over the next 50 years.
- 2000 The Department of Land Conservation and Development awarded a grant to the MCUR cities to begin a Regional Problem Solving (RPS) process to establish the urban reserves.
- 2000–’09 The RPS process occurs, and includes:
- Analysis and selection of urban reserve areas.
 - Development of common agricultural buffering standards.
 - Development of collaborative regional planning procedures to implement the *Regional Plan*. The draft Plan and Participants’ Agreement are the result.
 - Through Resolution 2005-14, Eagle Point adopted the ‘*Eagle Point Livability Statement and RPS Rationale, Assumption and Constraints: A Narrative*’ as a technical guide for implementing the goals of the *Regional Plan*.
 - Through Ordinance 2008-17, Eagle Point signed the *Greater Bear Creek Regional Problem Solving* Participants’ Agreement, acknowledging and supporting the continued efforts in completing and adopting a *Regional Plan* for growth in the Greater Bear Creek Valley.
- 2010 The adoption process began. In order to have urban reserves, the City Council, County Board of Commissioners, and Oregon Land Conservation and Development Commission (LCDC) must all approve the same proposal.
- 2011 On November 23, 2011 the Jackson County Board of Commissioners adopted Ordinance No.2011-14 approving the *Greater Bear Creek Valley Regional Plan (Regional Plan)*. The Plan includes three primary goals intended to shape the growth of the region over the next 50 years:
- Goal 1: Manage future regional growth for the greater public good.
 - Goal 2: Conserve resource and open space lands for their important economic, cultural, and livability benefits.
 - Goal 3: Recognize and emphasize the individual identity, unique features, and relative competitive advantages and disadvantages of each community within the Region.
- 2012 The six participating cities, including Eagle Point, are now in the process of updating their Comprehensive Plans to incorporate the *Regional Plan* into them. Eagle Point has drafted a new chapter for its Comprehensive Plan, titled “Regional Plan Element” which includes the *Regional Plan* goals listed above. This step is scheduled for completion in August in anticipation of acknowledgement of the *Regional Plan* by the Oregon Land Conservation and Development Commission (LCDC) toward the end of this year.

Building

From June 15 through 28, 2012 we issued 9 permits, processed 9 new permits and worked on 53 additional permits. New projects include several signs, mechanical, electrical and utility service



permits. Reviews continue on new house plans, the Butcher Shop project, the Providence sign application, Creekside Center parking lot and other permits. Staff continued assisting the Code Enforcement Officer with research for high weed complaints and violations along with other building and planning related duties and email/phone/counter customer service.

We also completed a list of uses/processes to be used in a matrix for Light Industrial and Heavy Industrial Zones in cooperation with local planners, Rogue Valley Council of Governments (RVCOG) and Oregon Department of Land Conservation and Development (DLCD).

Another interesting item we have been working on is the Eagle Point National Cemetery water connection. We have been working with the contractor and engineer on fees and procedures to connect to the city water system as part of their expansion process. The cemetery is within Jackson County jurisdiction, so all other permits and inspections will be done through Jackson County Building Department.

Staff continues with preparation for the public hearings for the Regional Plan Element adoption.

An ongoing project we are working on is the reorganization of our building and planning archive room. Available space in our room is filled, so we will be making some changes to better suit ongoing blueprint and document storage needs which increase every year. The reorganization will also help to streamline archive research.