



FRIDAY LETTER

AUGUST 3, 2012

ADMINISTRATION

City Recorder

The weeks ending July 27th and August 3rd were much like that of previous weeks, a whirlwind of meetings and meeting preparations, minutes, and processing contracts! I have also been working with individuals running for the Offices of Mayor, Council Member, and the Planning Commission. The deadlines for filing are coming up quickly. For more information, please see below under [Elections Reminder](#) and [Planning Commission](#).

Students from our sister city, Showa, Japan, will be here during the week of August 6th! I had a great time putting together gift bags for the students and their adult chaperones. The students' gift bags have items that most American children have played with such as bubbles, Slinky, and Hot Wheels. Candy, beef jerky, and other snack items were included as well as t-shirts donated from the Eagle Point Community Association. If you happen to see these young visitors, please make sure to give them a warm welcome to Eagle Point!

[Upcoming Economic Development Commission Meeting](#): The Economic Development Commission Agenda for August 6th is available 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 (with signatures) 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.

[Planning Commission](#): The City of Eagle Point is accepting applications for persons interested in serving on the Eagle Point Planning Commission. The Planning Commission has one vacancy

to be filled for the remainder of a term ending January 31, 2013. Applicants 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. Completed applications must be returned to City Hall by 5:00 p.m. Monday, August 13, 2012.

FINANCE

Major Finance Projects

Listed below are a few of the major projects that Finance is working on. As always there are other smaller projects in the works. If you should have any questions please let us know.

Property Database

The Finance Department maintains a database of all properties within the City Limits. This database is part of the financial system that we implemented in 2009. Due to the layoffs in 2009 there were some parts of the system that were not fully implemented. Staff is currently working to finish the implementation of those portions of the system. Completing these portions will finish tying all of the systems together which will make the system work more efficiently and will make research easier. This database includes information about every property including information such as address, map and tax lot number, acreage, square footage of improvements, and GIS maps. This information is important for utility billing, building permits, business licenses, and planning. This same property database is used to consolidate information for each property including utility accounts, business licenses, utility bills, building permits, ordinance citations, complaints (weeds, etc). The goal is to be able to look up an address and see all activity related to this property.

Franchise Audit

Finance is in the process of working with the utility companies to review their address files. This is the first phase of the franchise audit. The process requires each utility company to provide a complete list of properties with an Eagle Point zip code. The utility company indicates on the listing which properties are being assessed a franchise fee on behalf of the City and which are not. Staff is reviewing the reports to ensure that the franchise fees are being assessed appropriately. It is common to find properties that are being charged franchise fees on behalf of the wrong governing body. In almost all cases the customer is being charged the correct franchise fee but the fees are sent to the wrong agency. In our case we have found properties that were annexed into the City limits but the utility is sending the franchise fees to the County rather than the City. This is a common issue especially when there have been a lot of annexations or when there has been a lot of growth. This is a project that should be completed every 2 years or so. However, with reduced staff we had not been able to work on this project. We have moved this to a priority project and should have this project completed by the middle of September.

Financial Reports

A new financial report format was presented at the July 24 City Council meeting. This report was a first step to a new format. The reports are transitioning from the 90+ page report that listed all revenues and all expenses separately to an income/expense style report. The new report format will list all income and expenses on a fund by fund basis. This style of report will make it

easier to review the financial data and follow the status on a fund by fund basis. I would like to thank the City Council for the questions and feedback regarding the initial report. This feedback helps finance as we are creating and formatting the new reports in a condensed and readable format. The monthly report will be a combination of numbers, narrative descriptions and explanations and in some cases charts & graphs.

Finance is finishing a draft format of the 5 – 10 year projections and trending reports. There have been several discussions regarding this report and staff is anxious to get the report format completed. However, there are some new federal regulations that have just been adopted that will require specific format of this same information to be included in our annual audited financial report. We hope to use a report format that can supply information for both purposes.

Staff is currently working on the annual financial report. We are nearing completion of the reconciliation process of the year end close. This is a fairly long process. We are still receiving items such as invoices that relates to the last fiscal year. As we finish the annual reconciliation we will be working on converting the reports from a cash basis to a modified accrual basis and then to the formal accrual basis as required by GAAP (Generally Accepted Accounting Principles). Once the reports are converted to an accrual basis we can create the reports that are used in the annual audited financial reports. Once the reports are completed the auditors can audit them when they are here in October.

Website

Meeting packets can now be found on the City website for the City Council meetings as well as Planning Commission, Parks & Recreation Commission, and Economic Development Commission.

City Administrator Friday messages can now be found on the City Website. You will find past editions as well.

There has been a lot of activity going on in Eagle Point and because of these activities the website has been changing frequently. It is important to keep the website changing so that people will check the website often. If it becomes stagnant people will forget about it. Please let me know if there are items that you would like to see on the website.

The City website offers a subscription so that you can be notified of changes. That service is now functional. Signup to receive emails or text messages when there are changes to the website.

Don't forget the 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 starting at 6:30 pm. The event will be held on Main Street with music being provided by Jim Lane & the Renegades. 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.

Monthly Newsletter

We just sent out our 3rd monthly newsletter. The newsletters are mailed with the monthly utility bills. We continue to get positive comments about the newsletter. This month we emailed it to those that receive their utility bills by email. The newsletters will be posted on the website as well. If there are any topics that you would like to see discussed in the newsletter please let me know. We are also using the newsletter to advertise events that are sponsored by the City of Eagle Point and events that benefit the city as a whole.

PARKS AND RECREATION

Public Works continues to mow parks for each weekend use. The remaining trash container at Centennial Plaza was installed on the corner of Main Street and Royal Avenue.

YMCA Daycamp had 10 campers for the week of July 23. For the week of July 30, 13 signed up. Public Works met with the Rogue Valley Boys and Girls Club regarding the Jr. Eagles program. Although discussions have occurred to close the White City Boys and Girls club at the end of August, this may provide an opportunity for the Rogue Valley YMCA to assist with Jr. Eagles.

Staff has been preparing for the August 9, 2012 Parks and Recreation Commission meeting. Agenda and packets will be available by the end of day Friday, August 2. Parks and Recreation Commission packets will also be available for public viewing on the city website.

PUBLIC WORKS

Development Civil Plan Review and Construction



Pacific Power installed the decorative lights along Tabor Street for the new Hillside Elementary School.

The **Creekside** Parking Lot has started construction. The developer for Creekside South Shasta Improvements met with the City regarding the culvert under South Shasta. In consultation with Oregon Department of Fish and Wildlife, extending the culvert may require additional improvement for fish passage. A follow up meeting with the resources agencies is planned to confirm what is required. A sidewalk on the Creekside Center, bike lanes, and a left turn lane off Shasta into Creekside are planned.

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

Streets

Capitol Asset and Pavement Services, Inc. completed the draft pavement condition index (PCI) report for all the streets within the City of Eagle Point. Chip Sealing is scheduled for early September by Jackson County. Public Works is investigating crack sealing and surface sealing companies in cooperation with Central Point to reduce overall costs on common projects.

The no parking signs on Tabor were removed, at the request of the school district. The added parking will benefit Hillside Elementary School.

The weeds in the swale on South Shasta Avenue were removed by Public Works. Mailbox posts and concrete pads were installed for all the mailboxes on South Shasta. Eselin Concrete placed the mailbox pads for 4 of the common mailbox units to be installed. Quality Fence Co. placed all the mailbox posts for the 4" x 4" posts.

Water

The Public Works crew repaired a water break Wednesday on Merlee circle. Another water break repair is planned next week for Lorraine Avenue.

Fire hydrants were flushed at Greenmoore.

The leakage in the 3.6 MG Reservoir remains below 2 gpm.

Grants

Welburn Electric, Inc. completed the lighting replacements at the Museum.

Storm

Public Works met with Tim of the Little Butte Watershed Council to investigate future stormwater cleanup opportunities. A grant proposal is underway for a greenhouse at Public Works.

Staff shortages recently have required prioritization of some work.

DEVELOPMENT SERVICES

Current Planning/Development Review

Construction on the Creekside Center parking lot expansion off South Shasta Road is well underway, and the property owner plans to have this project completed by the end of September. The additional area will provide needed parking for Providence and the Chiropractor, as well as additional future tenants in the Chiropractor's building.

Long Range Planning

A Planning Commissioner advertisement has been posted on the City's web site, published in the Upper Rogue Independent, and included in the City's utility billing mailings. We hope to receive applications from qualified individuals by next week, and it's anticipated that the Council will review applications and be able to ask questions of applicants at the August 28th City Council meeting.

Staff was informed by the State Historic Preservation Office (SHPO) last week that they had mis-informed us regarding the status of the covered bridge. Contrary to what they originally told us (that it was listed), it in fact is not listed on the National Register of Historic Places. It was de-listed in 1987 after a series of large arched windows were cut out of both sides of the bridge. However, the SHPO is very interested in helping the City get the bridge re-nominated now that the sides have been re-built consistent with its original construction, and they've agreed to dedicate some of their own staff time for this. We are excited to work with them and hope this process leads to the bridge being re-listed.



Portland State University's Population Research Center (PRC) is requesting annual housing information about Eagle Point and other Rogue Valley cities. Staff will be responding to a PRC data request regarding: change over the past year in residential units (added/subtracted); an update of alternative housing types such as mobile homes, campers, RV's, and other places used for permanent living; and number of people living in group quarters facilities (such as residential care homes and emergency shelters). As mandated by Oregon law, the PRC produces annual certified population estimates for all Oregon counties and cities. The distribution of state funds is based on these estimates.

Building and Development

From July 20-26, 2012 we issued 4 permits, processed 7 new permits and worked on 21 additional permits. Approved projects include mechanical and plumbing permits. Projects currently under review include a new single family dwelling, mechanical, electrical, plumbing and commercial permits. Staff continued assisting with research for high weed complaints, and was busy with building and planning related duties and email/phone/counter customer service. We have also been working with the Utility Billing Department to identify property data within

the city that is inconsistent with county records, and notify Jackson County. This week there continued to be development inquiries, mainly seeking information on residential development. Staff also continued working on a brochure that outlines our current System Development Charges (SDC's).

From July 27- August 2, 2012 we processed 4 new permits and worked on 25 additional permits. Projects currently under review include new single family dwelling, mechanical, electrical, plumbing and commercial permits. Staff continued assisting with research for high weed complaints, and has been busy with building and planning related duties and email/phone/counter customer service. Staff also completed work on a brochure outlining our current System Development Charges (SDC's) which will be available soon. This week we had several commercial development inquiries.

The State of Oregon Building Codes Division has scheduled code change hearings to move forward with the review and adoption of the new Oregon Structural Specialty Code, Oregon Mechanical Specialty Code, and the Oregon Energy Efficiency Specialty Code.