



***FRIDAY LETTER***  
*AUGUST 9, 2013*

**ADMINISTRATION**

**City Administrator**

**Upcoming Council agenda items:**

**August**

- Lucas Park civil engineer contract award
- Dangerous Building declarations
- Friends of Research and Extension ballot resolution
- Council Rules study session (6:30 PM August 27)
- Cities Water Coalition update and discussion
- Traffic School remedy for municipal court
- Water System Master Plan final report
- Discussion regarding creating a Parks Foundation for parks fund raising

**September**

- Debt refinancing and new water system improvements financing
- Economic Development Commission work plan
- Barton Road storm water pond
- Channel 15 public outreach program improvements

**City Recorder**

***Opening on the Parks and Recreation Commission*** The City of Eagle Point is accepting applications for persons interested in serving on the Eagle Point Parks and Recreation Commission. Applicants must currently reside within the City limits of Eagle Point, have resided in the City or its Urban Growth Boundary for at least one full year, and 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. Please return

completed applications to City Hall as soon as possible. For more information, contact Cindy Hughes, City Recorder at 541-826-4212 ext. 106.

Upcoming Meetings: The City Council is scheduled to meet on August 13 at 7:00 p.m. at City Hall. The City Council meets regularly on the second and fourth Tuesday of each month at City Hall. The agenda of each meeting includes time for citizen comment. For more information, contact Cindy Hughes, City Recorder at (541) 826-4212 ext. 106, or via email at [cindyhughes@cityofeaglepoint.org](mailto:cindyhughes@cityofeaglepoint.org).

## **FINANCE**

The new fiscal year is underway and we are looking forward to a positive new year.

In closing out the 2012/2013 fiscal year, finance will be preparing the Comprehensive Annual Financial Report (CAFR) along with other annual reports for state and federal agencies. Preparation for the final field work with the auditors will also be a big task. The auditors will return in September to finish their field testing. This is part of the annual audit process that is required of every public agency.

### **Projects**

We are in the process of developing a policy for traffic school for certain violations. Many courts offer traffic school for people who have a good driving record and receive their first ticket. Finance is working with the Judge on this policy. The draft of the policy should be completed soon. It will be presented to Council upon completion of the draft.

Staff is currently working on a financial analysis of the Court Department. All fines are set by statute. The fine is made up of assessments that go to agencies such as the State and the County. The remainder of the fine is kept at our local court. In the 2011 legislative session, fines were reduced and at the same time the assessment part of the fines were increased. This meant that the courts received less money for each ticket and the state received a larger portion of each fine. In July 2013, the legislature approved a change to fix the changes that were made in 2011. This change reduced the amount of the assessment that goes to the state and increased the amount for the County. This recent “fix” did not do anything for cities, as it again reduces the amount the local courts keep. The money was moved from the state to the counties, and the cities were bypassed once again.

### **Community Activities**

Watch the City website or the City newsletter for information about upcoming community activities. The next event is the 3<sup>rd</sup> Annual Street Dance which will be held on August 17, 2013. This event is free. It is a great way to spend some time in our beautiful community. You can meet your neighbors, visit with old friends or make some new ones. You can bring a picnic dinner and sit in Bob Moore Park. Enjoy the evening while you and listen to the music or dance on Main Street. Food will be available for purchase at Bob Moore Park.

### **Staffing**

We advertised for the position of Accounting Supervisor which was recently vacated. We are currently reviewing those applications and hope to conduct interview next week.

## **Website**

We continue to make improvements to the website. You may subscribe to the newsflash section of the website. This will send you an email or text message every time there is a newsflash. Newsflashes are published on the website to distribute information regarding upcoming events, upcoming street projects, or if there is an emergency. You may also subscribe to specific pages of the website.

## **POLICE**

Two-week stats for **July 15-28, 2013**

323 calls for service

Theft – 9

Suspicious Circumstances – 20

Disturbance/Noise – 10

Animal complaints – 6

Vandalism – 4

Assault – 5

Burglary – 3

Civil Complaint – 9

Citations – 32

Arrests - 11

Police reports taken – 37

The 2<sup>nd</sup> Annual National Night Out was held Tuesday, August 6, at Chamberlain Park where around two-hundred local people attended. Many thanks to the community supporters and agencies that participated in the “night away from crime” event now in its 30<sup>th</sup> year. National Night Out was a success, due to the help and support of the Eagle Point staff, administration, and elected officials, and from our national sponsor – Target.

National Night Out is held every year in August – so we hope to see you all again in 2014. Thank you for attending the event and helping to make it a successful night.

## **PARKS AND RECREATION**

The Parks and Recreation Commission will not hold a meeting in July. The next meeting is tentatively scheduled for September 12, 2013.

We would like to welcome newly appointed School District 9 Liaison Brian Wood to the Parks and Recreation Commission.

City Council will be reviewing applicants to fill two vacancies on the Parks and Recreation Commission. The commission is also seeking applications from Eagle Point High School students for the Student Representative position.

## **PUBLIC WORKS**

August 9, 2013

### **Maintenance and Operations**

#### **Water**

The Water Master Plan is completed, with a presentation scheduled at the August 27 Council meeting for next steps and recommended improvements.

Public Works continues monitoring of the water system and leak detection each week. Residents are reminded to contact the City with any questions or concerns on their water pressure, water quality, or any potential leaks.

The **Water Conservation Grant** Technical Advisory Committee (TAC) is scheduled to meet on August 13. A draft report by the consultant team is anticipated to be available for review in late August.

Public Works attended the recent Medford Water Commission (MWC) meeting. In July MWC reported the water production at the Duff Treatment Plant was on the way to a record year, and similar to 2004 in water usage. The most recent cooler weather put the water usage and corresponding production back to normal levels.

#### **Streets**

The **Little Butte Creek Path** was completed from the Covered Bridge to Mattie Brown Parking Lot. The gravel walking path now extends from the Mattie Brown Park to the Butte Creek Mill. The temporary connection at Mattie Brown Park will be improved with the Mattie Brown Park Parking Lot project in August/September.





OBEC began a structural evaluation of the **Main Street Bridge**. The Main Street Bridge was built in 1946. In 2000, OBEC completed design and construction of a post tensioning project to extend the life of the bridge an approximate 15 years, and increase the load rating to allow truck traffic. In 2005, the Loto Street Bridge was completed as the planned replacement structure. Every year ODOT inspects the bridge and provides a report to the City. The most recent report in fall of 2012 indicated the bridge rails were exhibiting further deterioration. To provide an additional evaluation, Public Works contacted OBEC to perform a complete structural evaluation.



The existing asphalt was first cut by Public Works and removed to allow inspection of the bridge deck. OBEC provided a follow up bridge inspection, evaluating the structure from above and below the bridge. Some of the exposed deck was in good condition, with other section indicating deterioration. Additional coring of the deck and exposure of the rebar at the deck/curb interface is scheduled for Monday. The bridge will be posted to allow passenger cars only until the

structural evaluation and any recommendations are provided. The Main Street Bridge is planned to be closed Monday and Tuesday of next week.



Jackson County prepped the pavement for **chip sealing** on Old Highway 62, Grady Street, Jason Street, Platt Place, Kelso Street, Ione Street, and Platt Avenue. Due to the extent of pavement deterioration, the County Roads crew provided different strategies of either asphalt overlay or grinding of the existing pavement and then patching with the grader. This process provides a cost effective way to extend the life of the pavement in road sections without curb and gutter. The City is contracting with Jackson County for the work, with chip sealing scheduled for mid August. Public Works crews handed out notices to each resident, notifying of the work and scheduled follow up.



**Seal Coat:** Starting the week of August 19 Pacific Asphalt Surface Sealing will begin crack sealing the existing pavement in several residential neighborhoods, followed by the seal coat operation. Minor inconvenience will be experienced for the crack sealing, while the seal coat operation will temporarily close the road for several hours to allow the coating to dry. Notices will be placed at each home, and barricades in the street several days ahead of each scheduled closure.

**Street Trees:** As part of the Tree Replacement program, hazard trees have been removed on Teakwood and Archwood. Based upon the condition of the trees, and the damage being cause to sidewalks and utilities, the trees were recommended to be removed by a certified arborist. Trees will be replaced over the fall/winter.

Public Works provided the contract for weed abatement for a property on South Royal. The owner will be billed.

### **Storm**

Public Works is investigating repair of two drainage inlets on DeAnjou near Linn Road. The original curb inlets were connected to the storm pipe with concrete blocks. The curb has settled on both side of the road.

The City is continuing to coordinate with the developer and Little Butte Irrigation Company (LBIC). The developer has agreed to investigate the interior of the pipe in the next two weeks. Repairs will be completed after irrigation season, when the pipe can be accessed.

### **Parks**

In an effort to preserve the large tree at Bob Moore Park, a decorative iron fence was constructed around the tree. High strength concrete was used for the posts after vandals damaged the first installation. An orange fence will remain for a few days to deter damage. Landscaping will be installed by Public Works later this fall to enhance the park.

The **Mattie Brown Park Parking Lot** opened bids on July 18, 2013. The parking lot will be closed for construction in August and September of 2013. The park, including the playground, restrooms, and on street parking will remain open to the public during this time.

Galbraith & Associates is moving forward with Landscape Architecture services for **Lucas Park**. ZCS Engineering is ready to begin on the civil engineering design pending contract approval.

### **Engineering/Project Updates**

**Creekside** – The City is moving forward in cooperation with the developer to obtain permits to widen South Shasta, and replace the culvert. The new culvert will allow completion of the entrance to Creekside development, and accommodate bike lanes and a future path along South Shasta.

**Judge Stewart House** – Plans are being prepared to construct a new storm system and repave the Judge Stewart House parking lot and adjacent alley.

**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.

**City Hall Generator** – The project was initiated to provide a fully contained emergency backup system for City Hall and the Ashpole Center, which also serves as the community emergency operations center.

## DEVELOPMENT SERVICES

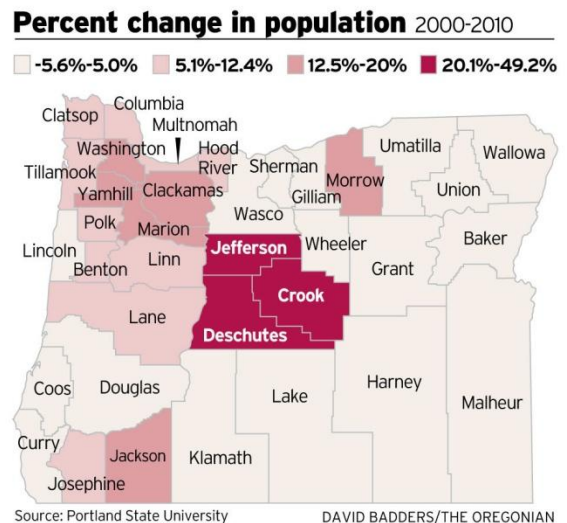
*Postings from the Planning office as of August 9, 2013*

### 2013 Annual Housing Unit and Population Estimate

Portland State University's Population Research Center (PRC) is preparing its annual update of housing and population data for communities throughout the state. City staff will be compiling information pertaining to Eagle Point as accurately as possible since the distribution of state funds is based on these estimates. If you're curious about this program, read on.....

The PRC produces the annual population estimates for Oregon and its counties and cities, as well as the estimates by age and sex for the state and its counties. These estimates are used by the state and local governments, various organizations and agencies for revenue sharing, funds allocation, and planning purposes.

The population estimates are prepared on July 1st of each year. PRC sends the preliminary estimates to state and local jurisdictions and community partners in mid-November for review, and then certifies the estimates on December 15th. The annual Oregon Population Report is published in the following spring. The Report presents the population estimates for Oregon and its counties and incorporated cities. It contains ten tables, including the population rank for incorporated cities, the population by metropolitan areas, population for proportions of Oregon's incorporated cities that are located in more than one county, information on the annexed population added to incorporated cities, and estimates for the population by age and sex for counties.



The Population Estimates Program manager is also Oregon's representative to the Federal-State Cooperative Program for Population Estimates, which is an organization of U.S. Census Bureau staff and state members who work together for the improvement and advancement of methodologies for developing sub-national population estimates. If you are a little more curious about the PRC, see below.....



## Population Research Center



POPULATION RESEARCH  
CENTER

Portland State University's Population Research Center (PRC) is charged with making census and other demographic information easily accessible to Oregonians and to provide timely, accurate, and relevant analyses of demographic related issues faced by the state.

PRC's service to the state began in 1956 with the creation of the Oregon Population Estimates Program, which chartered PRC with preparing annual population estimates for Oregon cities and counties. The Center moved to Portland State University in 1965, and now includes the Oregon State Data Center. This appointment added the responsibility of acting as lead state agency in working with the U.S. Census Bureau to disseminate information at local levels. Additionally, PRC is designated as the lead state representative in partnering with the Census Bureau through the Federal-State Cooperative for Population Estimates, and as participants in the Federal-State Cooperative for Population Projections.

As of July 1, 2013, Oregon law requires that the Population Research Center issue coordinated population forecasts for land use planning. PRC also provides demographic consulting services to private firms, public agencies, and not-for-profit groups requesting customized demographic data and analyses to assist in making informed planning and policy decisions. Their website contains current and historical demographic data and population forecasts for the state.

## Property Boundary Changes

The Planning Department has recently processed a string of property line adjustments to various parcels throughout the City. The purposes vary, from owners of older homes who are simply looking to expand the size of their property a bit, to developers with undeveloped lots making adjustments in preparation for future construction. Property owners are allowed to make changes to the location and alignment of their property lines subject to maintaining the City's dimensional standards, including minimum lot size, depth, and width. Here's a summary:

- In the golf course community, the property line dividing 17 & 23 Pebble Creek Drive was removed to create one larger parcel on which the owners will build their retirement home.
- At the nearby 20 Pebble Creek Drive, the side yard property line is being moved out slightly to accommodate setbacks associated with the owner's proposed home floor plans.
- In the downtown area, the owner of 200 & 208 Napa has received approval to merge these two lots together, combining a parcel with an older home on it with the adjacent vacant lot on which a new detached garage may be built in the future.
- A property line adjustment has also been approved for 509 & 523 South Royal Avenue to make 509 larger with more creek frontage, as well as accommodate a new deck.
- A property line shared amongst three undeveloped lots on Azure Way in the Sterling Heights subdivision is being modified, resulting in the enlargement of two lots and removal of a remnant sliver of undevelopable land. We expect to see development on at least one of these lots soon.

## **Building and Development**

Weekly:

August 1-7, 2013 we received 5 new permit applications, issued 7 permits and worked on 39 additional permits. Issued permits included 2 single family dwelling, 2 residential mechanical, 1 fence, and 2 plumbing permits. Projects currently under review or ready to be issued include single family dwelling, residential alteration/remodel, residential mechanical, electrical, plumbing and fence permits. We continue to receive quite a few zoning, property and development inquiries.

Monthly:

End of month reports for July 2013 were completed and sent to other jurisdictions and agencies. July 2013 totals included 28 permits issued and total fees received \$96,954.31. Issued permits included 6 single family dwelling, 1 residential alteration/remodel, 1 school re-roof, 7 residential mechanical, 1 commercial mechanical, 5 electrical, 6 plumbing permit and 1 fence permits. We also processed one land use application.

## **Planning Commission**

The Planning Commission will not hold a meeting in July.