



FRIDAY LETTER

NOVEMBER 22, 2013

ADMINISTRATION

City Recorder

The online version of the Eagle Point Municipal Code now includes Ordinance No. 2013-05 (Traffic Diversion Program – Traffic School). The code can be found at: <http://www.codepublishing.com/or/eaglepoint/> The City Recorder's Office has the official version of the Eagle Point Municipal Code.

Upcoming Meetings:

City Council - November 26 - 7:00 p.m. - City Hall

Economic Development Commission - December 2 - 6:00 p.m. - City Hall

City Council - December 10 - 7:00 p.m. - City Hall

For more information, contact Cindy Hughes, City Recorder at 541-826-4212 ext. 106, or via email at cindyhughes@cityofeaglepoint.org.

FINANCE

Credit Card and check fraud is so prevalent these days and the numbers of cases keeps increasing. There are new ways of committing credit card fraud discovered frequently. The fraudsters seem to stay a few steps ahead of those that are trying to prevent fraud. US Bank is committed to helping their customers prevent fraud as much as possible. As part of this ongoing effort, US Bank presented a webinar that discussed the trends in credit card fraud. Based on their statistics:

66% of organizations are affected by attempted or actual fraud

85% of those organizations are affected by check fraud

23% of those organizations are affected by ACH fraud

20% of those organizations are affected by Commercial Credit Card fraud

It was an interesting and timely webinar. We have a third party credit card company that monitors the credit card payments that we receive. They perform various checks to ensure that the credit card is valid and is being used by a valid user. They do a good job but even with all of the systems that they have in place, they can't prevent all fraudulent use of credit cards. We have dealt with two cases in the last 30 days. We were able to catch the fraud in a timely manner and the City was not liable for any losses because of this fraud attempt.

Finance also has to monitor the City commercial credit card accounts. Our credit card bank monitors our commercial credit card accounts looking for potential fraud but we also have to monitor it as well. The most common type of fraud using commercial credit cards is making online purchases where the credit card is not actually presented for payment. There is a whole criminal industry that produces fraudulent duplicate credit cards or new card numbers on an existing account. They then sell these card numbers. The buyers of these card numbers use the cards to make online purchases. The City has dealt with more than 10 such cases in the last year. These are just the ones that the credit card company did not catch. There have been several that they caught before the purchase was actually completed. The internal controls that finance put in place have caught all of the fraud attempts. When these fraud attempts occur it means that certified notifications have to be made to the credit card company and the credit card is immediately voided and a new card has to be issued. If the fraud is caught within the allotted time then the City is not liable for the charges. However, it does create a lot of paperwork and a lot of inconvenience.

Municipal Court/Traffic School

The City Council has adopted a policy to implement a traffic school for certain traffic violations. Many courts throughout Oregon as well as the United States use a Traffic School Program. The Traffic School Program is designed to allow drivers the opportunity to recognize and review their driving habits, attitudes and behaviors. The objective is to motivate drivers to heighten their driving awareness and establish safer driving techniques for the enhanced safety of the entire community. Traffic school will be offered based on the violation and the driving record. The Municipal Court has set up the necessary procedures and the Traffic School becomes an option for citations issued on November 21, 2013 or later.

Community Activities

Christmas around Town and the arrival of Santa will take place on December 6, 2013.

4th annual Bike Ride 'Tour de Eagle Point'. We are in the planning phase for this 2014 bike ride. The 100k route will be changed significantly. There is also the possibility of adding a fourth ride. The event is planned for June 14, 2013.

City Hall Closures:

December 13, 2013 11:30-1:30

December 25, 2013

January 1, 2014

PARKS AND RECREATION

The north park bounded by Havenwood Drive, Northview Drive, and Westbrook Way is officially owned by the City. Coordination continues with Northwest Biological Consulting on the wetlands in the area.

The next Parks and Recreation Commission meeting is scheduled for December 12, 2013. Lucas Park update and Parks and Recreation priorities for 2014 are tentative scheduled for the meeting.

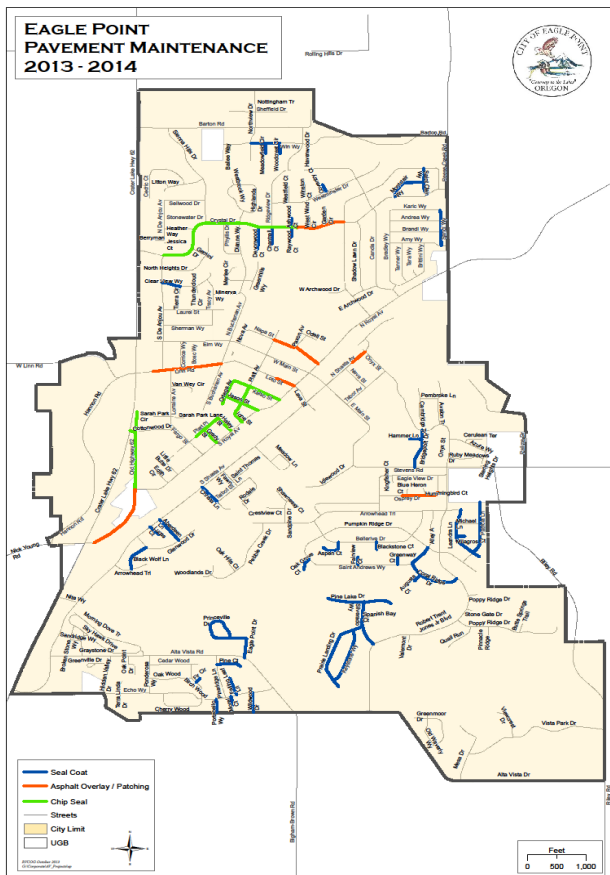
YMCA Basketball sign-ups are available. Deadline is December 20, 2013. YMCA will be distributing flyers to all Eagle Point schools involved.

PUBLIC WORKS

Maintenance and Operations

Streets

The City of Central Point toured the recently completed street projects in Eagle Point. It was a good opportunity to discuss and compare the various methods and strategies: the modified chip seal process by Jackson County, the tire rubber modified seal coat, the skinny patch, and the traditional asphalt overlay. Central Point is in the initiation stages of their preventative maintenance program, and desired to learn from our recent experiences.



The beginning of this season's pavement maintenance program required much start up in researching and preparing methods, specifications, contractors, and prices. Building on the City of Medford and Jackson County, strategies were developed that would be sustainable and applicable for our smaller community. Medford Public Works has experimented with different pavement maintenance and rehabilitation strategies, and Jackson County continually improves their process of wheel path grind and inlay (patches), followed by the modified 'cape seal' or chip seal followed up with a fog seal process.

The region overall historically has not seen significant preventative maintenance programs, and as such it hasn't attracted contracting companies that typically would provide that smooth transition to start up and begin projects. Contractors attempting to break into the market are forced to gamble on costs related to travel, available workforce, and materials available and specific for the region until such time as more agencies provide the projects. For example, the recent crack sealing and seal coat projects required the contractor to request the type of material from their out of state manufacturer that would work well in our climate. Course corrections were made by the contractor, based upon his knowledge of the product and working with asphalt pavement for over 40 years, to provide a great finished product.

The temperatures of the Rogue Valley, as we are currently experiencing, have wide swings from summer to winter. What works in the climate of the Willamette Valley or another region won't necessarily work in the Rogue Valley. The Oregon Department of Transportation (ODOT), Jackson County, and the City of Medford have faced those challenges, and sometimes the mix of specifications, materials (asphalt emulsion), and differing historical knowledge of the contractor/engineer/inspector have provided a finished product that didn't work. The shared lessons learned have been valuable for future programs.

Eagle Point Public Works continues to work with our contracting community, neighboring cities, and our Public Works crew to determine the best lasting product available to maintain our streets for the best price for our citizens. We look forward to continually improving our program next year, as we develop a 5-year pavement maintenance strategy for Eagle Point.



Public Works placed shoulder backing on Napa Street to complete the project. Stop bars and the crosswalks at Royal and Napa will be replaced in the near future. Our own crew provided much needed additions to reduce the price of the overall project. Preparing the roadbed by sweeping decreased the price of the contract, as the contractor didn't require a standby sweeper during the

paving. Removing vegetation, placement of shoulder backing, and pavement marking allows the contractor to do what they do best, pave the road.

A few minor patches will be completed on various streets over the next few months until spring. The Crystal Drive chip seal, and Crystal Drive asphalt overlay are scheduled for warmer weather.

Sidewalks were completed on Dianne Way and Crystal Drive. The sidewalks were conditioned as part of a recent property purchase. The sidewalks are a much needed completion to our walking system.

With the colder weather, Public Works prepared the large dump truck by installing the snow plow and sanding equipment. The deicing trailer was prepped and ready for use. With daylight savings time, Public Works has received a few phone calls and online notices of street lights out. While a majority of the lights are owned by Pacific Power, a few lights are owned and operated by the City (Centennial Plaza and Platt Avenue, for example). Our Public Works Supervisor, Gary Shipley, went above and beyond to review all of the City's street light location this week. A total of 38 notices were sent to Pacific Power on Friday of street lights out or flickering. Special thanks to Gary for the extra effort in keeping our streets lighted and safe.

Facilities

The project to replace the Judge Stewart House roof was advertised. The quote came in several thousand over budget. The roof is currently aged, but is not leaking. The project will be postponed until spring or winter.

The City Hall Emergency Power Upgrades was advertised. The project will provide automatic emergency power to all of City Hall and the Ashpole Community Center during a prolonged blackout.

Water

Staff presented the recommended Water Master Plan projects at the One Stop finance meeting on November 12, 2013. The Civil West group heard as a follow up from the financing agencies positive feedback of the City team that attended. The recommended first phase of projects includes mixing upgrades to the 4.0 MG tank, Bellerive Pump Station Upgrades/Relocation, Bellerive Emergency Backup Power, New 1.6 MG Tank – Glass Fused Steel, Installation of Pressure Reducing Valves, and Highway 62 Pump Station Upgrades. A scope of design for the 4.0 MG mixing upgrades is being prepared for the upcoming December Council meeting. Proper mixing of the 4.0 MG tank will allow full capacity of the reservoir during the summer.

The Southern Oregon Municipal Water Conservation Work Group **Water Conservation Strategies Plan** was recently completed and presented to our City Council. Follow up comments and presentations will occur with all the agencies involved in the two-year effort. A new water tap was installed by Public Works crew on St Andrews for a new home.

Public Works is continuing leak detention efforts, in addition to quick repair of any reported water breaks. A project to test the large water meters is scheduled for early December. Both efforts are important for good stewardship of our valuable resource.

Storm

Public Works crews continued cleaning storm drains and inlets for the season.

Clearing of the Buchanan system was completed from Royal Avenue to the Little Butte Creek, and the outlet to the De Anjou system at Harnish Wayside Park. Keeping the irrigation/drainage systems clean contributes to minimizing the potential of flooding for the City.

The Greenhills Second Year Monitoring Report was completed by Katalyst for Division of State Lands (DSL) and Army Corps of Engineers.

Ongoing efforts continue between the City, School District, the developer, and Little Butte Irrigation Company (LBIC) to correct any deficiencies that could contribute to flooding.

Engineering/Project Updates

Main Street Bridge – The draft report was completed by OBEC of the evaluation of the bridge. Short and long term options were presented for extending the life of the bridge for vehicle use. The **Mattie Brown Park Parking Lot** is completed. The gazebo is being designed as part of a community project by Galbraith & Associates, ZCS Engineering, and headed by Boy Scout Troop 48.

Lucas Park - Galbraith & Associates and ZCS Engineering have completed 90% plans for Lucas Park. The plans were reviewed by staff and the Parks and Recreation Commission in November.

Judge Stewart House – Plans are complete to construct a new storm system and repave the Judge Stewart House parking lot and adjacent alley. The project will be advertised over the winter for spring construction.

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.

Main Street Lighting/Bob Moore Park Lighting – Scope of services and preliminary design discussions have occurred with the consultant for new lighting on Main Street and Bob Moore Park.

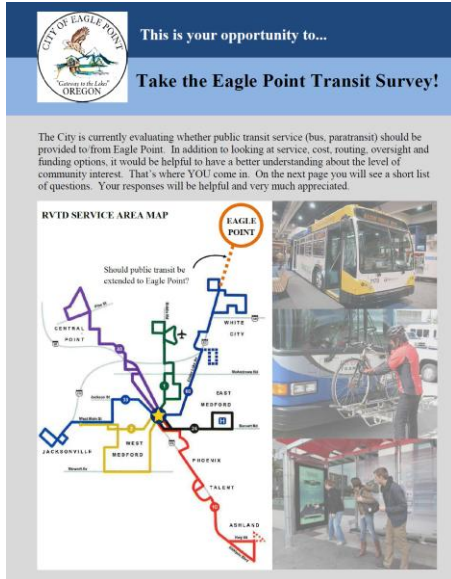
Creekside Culvert - The City is coordinating with RH2 Engineering to replace the culvert under South Shasta in partnership with the developer. Replacing the culvert will allow the culvert to be extended for a future path along South Shasta.

Linn Road Bike/Ped/Streetscape The Rogue Valley Area Commission on Transportation (RVACT) voted to approve the Linn Road Bicycle, Pedestrian, Streetscape project for funding. The project proposes new sidewalks on the north side of Linn Road, widened sidewalks on the south side to a minimum 6 feet, replacement of the Buchanan box culvert to allow full pedestrian and bicycle access, median planting, and pedestrian scale lights. Funding is available to begin design in 2015.

DEVELOPMENT SERVICES

Postings from the Planning office as of November 22, 201

Eagle Point Transit Survey Update



City of Eagle Point transit surveys were mailed to 4,449 local postal customers at the beginning of November and all completed survey forms have now been received back. Southern Oregon University students are now assisting the City with analyzing the survey results and summarizing the findings. Additionally, results are being compiled from a telephone survey of 200 local, registered voters. Assistance with this effort has been provided by Feedback Research Services, a local market research and analysis company.

City staff is expecting all of this work to be completed by mid-December or so, and will be prepared to present the findings soon after. The survey results will help the City decide whether or not to place Eagle Point bus service on a future ballot.

Future High Capacity Transit

During the second week of November RVTD held the first in a series of workshops on future high capacity transit in the Rogue Valley.

RVTD is currently focusing on the Highway 99 corridor between Ashland and Central Point, but in the future will also be looking at opportunities along Highway 62, as well as east and west Medford. Right now they are analyzing the best way to incorporate Bus Rapid Transit (BRT) service into their current, basic fixed-route system. They'll be reviewing their existing service operations (maintenance, dispatch, administration of funding, etc.) and doing some conceptual design work on a conceptual BRT/ Express route network. They're looking to better understand the operational complexities of running a BRT "Light" service (Express buses and limited facility improvements), and anticipate it being in place by 2020, with BRT "Heavy" service (full array of the fancy buses, stops, dedicated route, etc) by 2030.



RVTD's current focus on the Hwy 99 BRT corridor may be of minor interest to Eagle Point at the moment. But as the Rogue Valley, this City, and transportation demands evolve over time we will begin to see more of a connection and will need to be more involved in this type of transportation planning.

Population



Portland State University's (PSU) population estimate for Eagle Point is 8,575 for year-end 2013; 25 more than the 8,550 this time last year.

PSU's Population Research Center (PRC) produces the annual Population Estimates for Oregon and its counties and cities, as well as the estimates by age and sex. These estimates are used by the state and local governments, various organizations and agencies for revenue sharing, funds allocation, and planning purposes.

City population estimates are based on changes in the housing stock, occupancy rates and the average number of persons per household. City officials report each year on the changes in their city's housing stock (for single family units, multi-unit residents, and mobile homes) and the number of persons residing in group quarters. PRC also takes into account any population changes that occur due to annexations. Possible changes due to the number of people per housing unit are estimated separately; the resulting information is then used to prepare the city's final population estimate.

Greenhills Village

The first two building permit applications for home construction at Greenhills Village have been submitted to the City. Over the next few weeks, City staff, the Fire District, and other local regulatory agencies will be reviewing the plans for compliance with regulations and construction standards. The builders plan to begin construction as soon as possible, and City staff have already met with them twice to escort them through the plan submittal and review process.



CITY OF EAGLE POINT SPECIAL EVENT PERMIT REQUEST ALL PERMIT REQUESTS MUST BE COMPLETED IN FULL AND SUBMITTED WITH A MAP DETAILING THE EVENT AREA OR ROUTE	
Organization Name:	Applicant Name:
Mailing Address:	Applicant Phone:
Event Date: Start Time:	Fee ID#
Event Address:	End Time: Expected #
	Event Contact Person: Event Contact Phone:
AMPLIFICATION REQUESTED? Y/N	Type of Amplification:
Event Details (streets involved, event purpose, special arrangements, etc.):	
PARADE SPECIFICS:	Formation Area:
Duration:	
Number of Mobile Units:	
Number of Marching Units:	
NOTE: Uniform Fire Code: (a) Decorative material. Decorative material on parade floats shall be non-combustible or flame retardant. (b) Fire Protection. Motorized parade floats and towing apparatus shall be provided with a minimum 2-A, 20-B, rated portable fire extinguisher readily accessible to the operator. Upon issuance of an Amplification Permit, if any complaints are received by the Police Department, you will be notified and requested to either turn the volume of the amplification down or discontinue its use.	
I HEREBY CERTIFY that I/we are the authorized representative(s) of the above organization, that the above statements are true to the best of my knowledge and I/we agree on the behalf of our group to assume liability at all costs for any misuses or damage to public property, to be bound to the policies and regulations of the City of Eagle Point, and to adhere to any additional requirements imposed by the City of Eagle Point. If further understood that if any information on this permit request is found to be fraudulent or a misrepresentation of the facts, the permit may be revoked. I agree to indemnify, defend, and hold harmless the City, its officers, representatives, employees, agents and assigns from any and all claims solely attributable to a permittee's activities conducted during the event.	
Signature: _____	Date: _____
Routing Information/Approvals:	
PW/Eng. _____ EPPD _____ Fire _____	
City Administrator: _____	Date: _____

Temporary Use of City Sidewalks

The City has had a few recent inquiries from local businesses to temporarily occupy the sidewalk outside their business for a special sale or event. We have a Special Event Form that, when approved, is used to permit a variety of temporary activities on public property – including within the City's parks, plazas, and sidewalks.

Interested parties are asked to fill out and submit this form at least 10 days before the planned sidewalk event. It's then

reviewed by City staff and, if approved, a signed copy provided to the applicant for proof of approval prior to the event date.

Building and Development

November 7-20, 2013 we received 14 new permit applications, issued 9 permits and worked on 41 additional permits. Issued permits included mechanical permits, electrical permits, plumbing permits and a sidewalk permit. A tenant improvement permit was also issued for a new hair salon in Eagle Landing, the commercial development on the corner of Highway 62 and Old Highway 62. The hair salon is going into a vacant suite next to State Farm and Windermere.

Projects currently under review or ready to be issued include several single family dwelling, mechanical, electrical and plumbing permits. Building Department staff continues to be busy reviewing permits, performing inspections, answering property inquiries as well as providing other customer service.

Parks and Recreation Commission

The next meeting of the Parks and Recreation Commission is scheduled for December 12, 2013 at 7:00 p.m. in City Council Chambers. Agenda information will be distributed to commissioners and available on the city website the Friday prior to the meeting.

Planning Commission

The Planning Commission will not be holding a meeting in December. The next meeting is scheduled for January 21, 2013 at 7:00 p.m. in City Council Chambers.