



## FRIDAY LETTER

DECEMBER 6, 2013

### ADMINISTRATION

#### City Recorder

Holiday greetings! It is business as usual in the City Recorder's Office with the focus on meetings and contracts.



**Oregon Association of Municipal Recorders, Region V Holiday Luncheon in Medford.** Only a handful of City Recorders braved the wintery weather on Friday, December 6, but it was a great networking opportunity to discuss the successes and challenges of Recorders.

*Front Row: Deanna Casey, OAMR Recorder of the Year. Second Row: Cindy Hughes, Eagle Point; Karen Spoontz, Medford; and Barbara Christensen, Ashland.*

#### Upcoming Meetings:

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

Parks & Recreation – December 12 - 7:00 p.m. - City Hall

Planning Commission – December 17 - Canceled

City Council – December 24 – Canceled

Eagle Point Economic Development Commission: The City of Eagle Point is accepting applications for persons interested in serving on the Eagle Point Economic Development Commission. There are two upcoming openings; which may be filled by a person residing outside of the City limits, but having a vested interest in Eagle Point. All other applicants must currently reside within the City limits of Eagle Point, have resided in the City 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 by December 23, 2013.

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**

During December and January, Finance is busy preparing end of the year forms and reports. Payroll reports and vendor reports are due in January. As we are working on those items we are also putting final touches on the Comprehensive Annual Financial Reports. At the same time we are starting the budget process for 2014/2015. We have started building the budget document and will start staff level budget meetings in January.

### **Mark your Calendars**

4<sup>th</sup> 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. Details will be on the City website soon.

### **City Hall Closures for November**

December 13, 2013 11:30-1:30

December 25, 2013

January 1, 2014

### **Here are a few statistics for November**

- Municipal Court
  - 21 new citations were issued and cited to appear in Eagle Point Municipal Court
  - 97 citations were scheduled to be heard in court
  - 44 citations were scheduled to be heard in court but the defendant failed to appear in court
  
- Utility Billing
  - 3107 utility accounts were billed
  - 48 residents changed addresses (People moved in or out)
  - 478 late notices were mailed
  - 95 door tags were hung for addresses that were in danger of being disconnected for nonpayment
  - There are currently 47 meters that are shut off for nonpayment. These meters have been locked off for more than one month
  - 15 Lien Searches
  
- Business License
  - 371 licenses issued this fiscal year
    - 260 are businesses that renewed their licenses
      - 143 Inside city limits
      - 115 Outside city limits
      - 2 Seasonal

- 111 are new businesses this fiscal year
    - 41 Inside city limits
    - 66 Outside city limits
    - 2 Seasonal
    - 2 Non Profit
- Electronic and Online billing and payment options.
  - 422 Customers receive their utility bills by email
  - 289 Customers pay their utility bill by automatic bank draft
  - 179 Customers paid their utility account online
  - 8 Court payments were made online
- Website Visits
  - 2,229 visits to the website
  - 6,902 pages were viewed
  - 36 Subscribers to City Council Agenda
  - 18 Subscribers to City Administrator Friday Letter

## **POLICE**

This week, Officer Brian Coney submitted his resignation from the Eagle Point Police Department to accept a police officer job with Grants Public Safety. He has been with the department a little over a year as a lateral transfer from Josephine County where he worked as a road deputy and corrections officer. We will miss the service that Officer Coney provided to the citizens and the department while he was here.

Officer Michael Imel will graduate from the Department of Public Safety, Standards, and Training on December 13, 2013 in Salem. Officer Imel has been attending the academy for the last four months and will experience the department's Field Training Evaluation Program for the next 16 weeks. We look forward to training with Officer Imel as he begins his duty for the City.

## **PARKS AND RECREATION**

The next meeting of the Parks and Recreation Commission is scheduled for December 12, 2013 at 7:00 p.m. in City Council Chambers. Parks and Recreation goals and priorities for 2014 are scheduled for the meeting. Agenda information will be distributed to commissioners and available on the city website the Friday prior to 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**

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. For every potential significant storm, Public Works in cooperation with the Police Department reviews the streets and weather predictions. For the dry conditions with temperatures below freezing, deicer

is placed on the streets in the critical areas (hills, many intersections, bridges). If the streets are frozen, as inspected by Public Works, the sanding operation is initiated. The cinders are spread on steep hills, bridges and at intersections. The snow plow is set up in case deep snow is encountered.



The deicing trailer and system has proved to be very efficient and useful in the first freeze/light snow conditions. Deicer was applied on Thursday of this week in preparation of the major storm. The deicing agent is temperature activated, chemically reacting to produce heat when the temperature drops. Many of the roads melted the snow as the temperature dropped right as school began Friday morning, helping traction and reducing the efforts needed of Public Works.

The trailer was assembled last year, all from local parts and supplies. The trailer is from Hardcastle, the storage tank, spray tips, and other supplies from Big R. The pump is an RV pump, locally available. An agreement with ODOT provides the magnesium chloride solution at cost from their yard in Central Point. The liquid solution is sprayed at a predetermined rate, corresponding with a speed of 20 mph. One tank provides about 5 applications to the City's streets. Gary and the crew modeled the spray system after ODOT's larger deicing program, and had been very beneficial. The deicing system is limited, and with larger snow amounts, the PW crew will 'sand' the road with traditional cinders as needed.

Special thanks to Gary and the Public Works crew who often are up late, or start the work day early to prepare the roads as best as possible for the traveling public.

## **Maintenance and Operations**

### **Streets**

Public Works placed the Christmas decorations, supplied by the Community Association.



The sidewalks along Dianne Way and Crystal Drive have been completed. The contractor covered the curing concrete to protect during the cold weather.

### **Facilities**

The City Hall Emergency Power Upgrades plans are currently being evaluated by Pacific Power. The project will provide automatic emergency power to all of City Hall and the Ashpole Community Center during a prolonged blackout.



## Water

The large meter testing program began this week.



Public Works located and cleaned out the meter boxes in preparation of the consultant testing.



Two of the meters had bypasses, with no interruption of service while the testing was being performed. The remaining meters were removed, tested, and reinstalled. Two days notices were sent out regarding the scheduled 2-hour water interruption. Three of the meters were buried deep, with meter boxes placed after the installation. Additional effort will be scheduled to test these meters in the future. Testing the meters helps to ensure accuracy, and in an important step in monitoring the system's water loss.

## Storm

The drainage system at De Anjou was repaired. The existing inlets were constructed of concrete blocks, with a plate over the top. This system settled, in addition to the curb and street next to the curb. Purdy Construction replaced the culverts.



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.

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

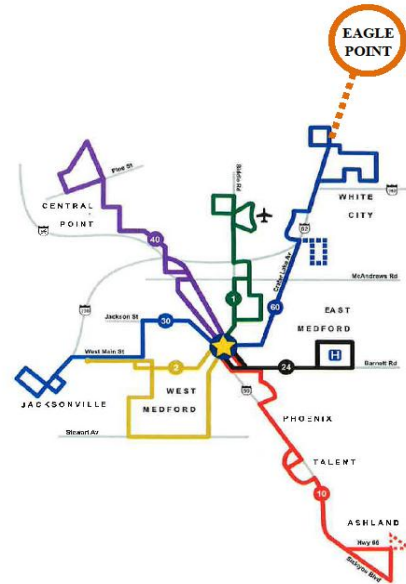
and bicycle access, median planting, and pedestrian scale lights. Funding is available to begin design in 2015.

## DEVELOPMENT SERVICES

*Postings from the Planning office as of December 6, 2013*

### Eagle Point Transit Survey Update

Work continues on analyzing the survey results. A summary report is expected by mid-December or so, with findings presented to the City Council soon after. The survey results will help the City decide whether or not to place Eagle Point bus service on a future ballot.



### LCDC 2013-15 Policy Agenda

The State's Land Conservation & Development Commission (LCDC) has adopted its policy agenda for the 2013-15 biennium. "Policy projects" are efforts that lead to new or amended land use policies, including rulemaking, special studies, legislative proposals, and other types of projects or workgroups established to propose or refine policy ideas. Several policy projects are required by recent legislation, but LCDC is also pursuing additional projects deemed most viable given limited staff and budget resources. These projects are intended to improve statewide land use policies and rules and respond to recent legislation, executive orders, and court opinions. This policy agenda is broken into three main categories of work, summarized below. (Contact Mike Upston if you would like more information about any of these work items.)

Complete Ongoing Policy Projects Underway from 2011-2013 Biennium. These are policy projects that were initiated in the previous biennium and are still underway.

- Provide for electronic submission of post-acknowledgement plan amendments
- Determine how ODOT's Statewide Transportation Strategy for reducing greenhouse gas emissions relates to the Statewide Planning Program
- Potential Sage Grouse listing under the Federal Endangered Species Act
- Southern Oregon Pilot Project
- Oregon Natural Hazards Mitigation Plan Update
- Endangered Species Act consultation concerning floodplains
- Renewable energy planning for the Oregon Ocean Stewardship Area
- Oregon estuary planning

New Policy Projects Required by the 2013 Legislature. These are policy projects that will be pursued in response to legislation enacted in the 2013 session or legislatively-adopted budget notes suggesting specific action.



- Local “Legislative Plan Amendments” budget note
- UGB rulemaking (HB 2254)
- Population forecasting rulemaking (HB 2253)
- Youth camps on farmland (HB 3098)
- Align Farm and Forest Rules to new legislation

New Policy Projects Recommended by the Dept of Land Conservation & Development. In addition to the projects above, LCDC will pursue the following policy projects in the 2013-2015 biennium, provided sufficient staff and other resources are available.

- |  |  |
|--|--|
| • State agency coordination              | • Wildlife standard for solar projects |
| • Updating local plans                   | • Transferred Development Rights (TDR) |
| • Citizen involvement and engagement     | • Metolius TDR Opportunities           |
| • Industrial land planning               | • Ocean Shoreline Protection           |
| • Transportation Planning Rules adjusted |  |
| • Urban Service Agreements               |  |
| • Metro area annexation issues           |  |
| • Farmland protection                    |  |

### **Building and Development**

December 1-5, 2013 we received 12 new permit applications, issued 7 permits and worked on 14 additional permits. Issued permits included single family dwelling, mechanical, electrical, plumbing and pool permits. Projects currently under review or ready to be issued include single family dwelling, mechanical, electrical and plumbing permits. The Building Department has been very busy reviewing permits, performing inspections, answering property inquiries and providing other customer service.

End of month reports for November 2013 were completed and sent to other jurisdictions and agencies. November 2013 totals included 22 permits issued and total fees received \$21,173.02. Issued permits included 1 single family dwelling permit, 6 residential mechanical permits, 6 electrical permits, 5 plumbing permits, 1 alteration/remodel permit, 1 accessory building permit, 1 sidewalk permit and 1 tenant improvement permit.

### **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.

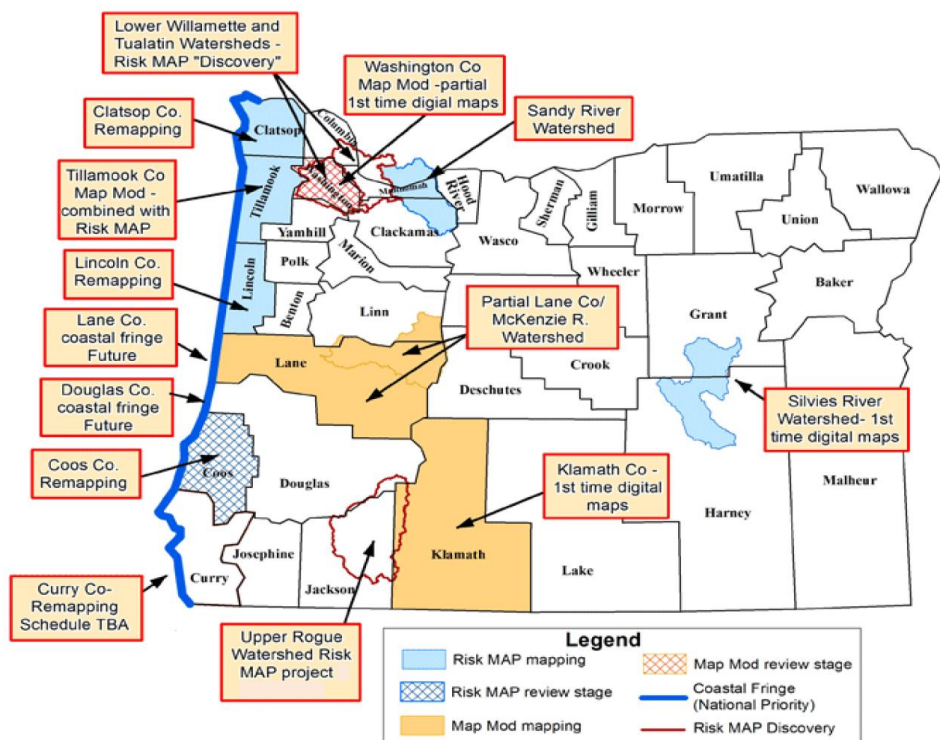
## Transportation/Growth Management 2013 Grants Approved

Following is a list of the grants approved jointly by the Oregon Dept of Transportation and Dept of Land Conservation & Development for 2013 under the Transportation/Growth Management (TGM) Program. TGM Grants help local communities plan for streets and land use in a way that leads to more livable, economically vital, and sustainable communities and that increases opportunities for transit, walking and bicycling. Of the 69 project applications received statewide, 21 were approved, amounting to 5.6 million dollars in state funding. Eagle Point's proposal to create a Citywide Pedestrian/Bicycle Plan was not funded in this cycle.

- City of Canby, North Redwood Concept Plan
- City of Happy Valley, Happy Valley Transportation System Plan Update
- City of Lake Oswego, Lake Grove Parking Plan
- City of Milwaukie, Monroe Street Bike Boulevard/Neighborhood Greenway
- City of Portland, Parking Analysis and Tool Kit for Neighborhood Centers and Corridors
- City of Portland, Tryon and Stephens Headwaters Neighborhood Street Plan
- City of West Linn, 2035 West Linn Transportation System Plan
- Multnomah County, Sauvie Island and Multnomah Channel Transportation System Planning
- Washington County, 170th-Merlo Corridor Concept Plan
- City of Lincoln City, Planning for the Gap
- City of Salem, Commercial Street/Liberty Road Refinement Plan
- City of Tillamook, Hoquarton Area Planning Projects
- Sunset Empire Transportation District, Long Range Comprehensive Transportation Plan
- Tillamook County Transportation District, Transit Development Plan
- City of Oakland, Oakland Local Street Network Plan
- City of Reedsport, Levee Trail System Plan
- Rogue Valley Council of Govt's, City of Talent Regional Problem Solving Conceptual Plan
- Rogue Valley Council of Governments, Alternative Measures and Benchmarks Audit
- City of Bend, Central City and Westside Bend Integrated Land Use and Transportation Plan
- Gilliam County, Transportation System Plan Update
- City of Weston, Water Street Project

## FEMA Risk Map Update: Upper Rogue Discovery

The Federal Emergency Management Agency (FEMA) is currently updating its Oregon "Risk Map." Each year, FEMA initiates studies



and updates of flood hazards in communities across the U.S. for the creation, and revision, of community flood hazard maps. But because of funding constraints, FEMA can only cover a limited number of communities each year. As a result, FEMA prioritizes study and re-study needs based on a cost-benefit approach whereby the highest priority is given to studies where development is greatest and where the maps are most outdated.

This year, FEMA has partnered with the State Department of Land Conservation & Development (DLCD) to investigate ways to reduce the likelihood of flooding in the Upper Rogue. Beginning in July, FEMA and DLCD began conversations with Jackson County, Shady Cove, Butte Falls, and Eagle Point to better understand each community's needs for dealing with flood hazards. The end goal is to have a report and maps showing physical factors that contribute to flood losses in this area, and identifying ways to mitigate them. These agencies are hoping to get useful information from local communities, the Upper Rogue Watershed Association, State and Federal government data, and existing engineering & flood studies.



As reported in July, this is relevant to Eagle Point with Little Butte Creek running through the middle of our town. All properties immediately adjacent to the creek, and many that are a bit further away, have some flood risk. There are also seasonal water flows, particularly in the northeast part of town, that pose some degree of flood risk. It's important for this community to be fully aware of these risks and take reasonable precautions to minimize the potential for damage. The intention is to use this information to assist communities in identifying their flood hazard "weak spots", and then develop mitigation actions.