



FRIDAY LETTER

FEBRUARY 21, 2014

ADMINISTRATION

City Recorder

The Council Meeting agenda of February 25th, has three appointments for Commission vacancies. Other notable items on the Council agenda include a presentation by Pauly Rodgers and Co., P.C., the City's internal auditors, and a related item to accept the 2012-2013 Comprehensive Annual Financial Report (CAFR) and SAS114 Letter to Eagle Point City Council. In addition, there will be a Council determination regarding whether or not to initiate a ballot measure to extend Rogue Valley Transit District (RVTD) service to Eagle Point.

Recruitment continues for the Economic Development Commission and Budget Committee. *The City of Eagle Point is accepting applications for persons interested in serving on the Eagle Point Economic Development Commission, and Budget Committee.* The vacancy for the Economic Development Commission may be filled by a resident, or a non-resident of the City of Eagle Point 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 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. Applicants are encouraged to submit an application as soon as possible as these positions will remain open until filled. For more information, please contact Cindy Hughes, City Recorder at 541-826-4212 ext. 106, or via email at cindyhughes@cityofeaglepoint.org.

Upcoming Meetings:

City Council – February 25 - 7:00 p.m. - City Hall
Economic Development Commission – March 3 – 6:00 p.m. – City Hall
City Council – March 11 - 7:00 p.m. - City Hall
Parks and Recreation Commission – March 13 – 7:00 p.m. – City Hall
City Council – March 25 - 7:00 p.m. - City Hall

FINANCE

Budget

Staff is currently working on preparation of the 2014/2015 Budget. The budget will be presented to the Budget Committee in May and to the City Council in June.

There are currently openings on the Budget Committee. If you are interested in serving on this Committee please view the notice on the City website.

Water Infrastructure Financing

Staff is currently working with USDA Rural Development on a financing package that will fund \$2.5m of water projects. It is a very detailed process with many steps along the way. We are currently working our way through the application phase. There are 98 steps to get to the approval decision. Some of these steps are as simple as providing existing documents. However, some steps are more complex. In all cases we have to follow Rural Development procedures and use Rural Development forms. From the initial application to completion of the final, post construction documents there are 226 steps. We are hoping to get through this initial approval process before the end of March so that we can lock in rates. It is a longer process to go through Rural Development. However, the terms offered by Rural Development are much more affordable than other lending agencies.

Technology

Staff continues to add information and features to the City website. The goal is to continually increase the amount of information available on the website and to add new features as well. Customers can currently review general and specific information about a variety of topics. A few of the things that customers can do online currently is view information about their utility accounts and traffic tickets, make utility and court payments, and report hazards such as potholes or streetlight outages. The next area of improvements will revolve around the area of online building permits. Staff is currently reviewing ways to make certain building permits that do not require plan review available online. Another item being reviewed is the ability to request inspections and view results of inspections online. Watch for information over the next few months.

PARKS AND RECREATION

The next meeting of the Parks and Recreation Commission is scheduled for March 13, 2014 at 7:00 p.m. in City Council Chambers. The Parks and Recreation Commission will review the Parks and Recreation Survey results. Agenda and packet information will be distributed to the commissioners and available on the city website the Friday prior to the meeting.

PUBLIC WORKS

This last week our Public Works Department, through vacation and illness, was down to a crew of three plus Gary. In the short week leading up to this Friday letter, Public Works maintained

the streets, parks, water system, Museum, Visitor's center, repaired vandalism at two parks, completed a water break, completed the utility department shut offs and water meter turn ons, opened Chamberlain Park restrooms, prepared Chamberlain Park for a wedding, and poured a section of sidewalk for Laurel Street. The previous week, in addition to all the typical maintenance, the crew swept the streets, completed locates, and prepared the storm drain system and outlets into the ditches for the storm that occurred with only one additional person. I am thankful for our hardworking Public Works crew, and their ability to multitask to complete what's needed for our City.

Storm

The biggest news this week was the storm. Harnish Wayside Park received the most attention due to the high water. The water level at Little Butte Creek was the highest since the storms of December 2005.



Path at Harnish Wayside Park



Harnish Wayside Park Wooden Bridge. The water level increased midway up the rails before receding Friday night.



Buchanan Ditch at Elm Way



Buchanan Ditch at Linn Road



Buchanan Ditch at Fargo Street

The ditch and storm cleaning efforts ensured there was no flooding with the recent storms. In addition to cleaning the storm inlets and outlets into the ditch, Public Works removed a couch, wood, and other debris from the Buchanan Ditch. Several bags of trash were removed by Gomez Yard Services while augmenting the efforts of Public Works to clean the ditches. Over 4 inches of rain was recorded at the Public Works Shop from the weekend storms.

Maintenance and Operations

Streets

Public Works is continuing the trimming of street trees for the season. St. Andrews Way trimming will begin in the next few weeks.

Water

Two potential sites were reviewed for the proposed 1.6 MG tank. The site adjacent to the existing 200,000 tank was the best site due to elevation and proximity of the water system. Staff has investigated and initiated the Preliminary Engineering Report and the Environmental Report to be submitted to USDA for funding approval.

Public Works continues to monitor and investigate the system for water losses. Over the past two months, both transmission mains were shut down alternately. Follow up investigation is being performed to detect any potential leakage on both lines.

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

E. Main Street/Stevens Road Improvements – Eagle Point recently submitted a grant application through the Rogue Valley Metropolitan Planning Organization (RVMPO) for improving the East Main Street Hill/Stevens Road. If funded, the project would provide bike lanes, curb, gutter, and sidewalk and lighting from Robert Trent Jones to Hillside Elementary School. A presentation will be made to the RVMPO Policy Committee on Tuesday, February 25, at 2:00 pm.

4.0 MG Mixing – Design has initiated for construction of a mixing system in the 4.0 MG Tank. Several options were presented by Civil West, with one system that is the best option. This is currently being investigated for installation.

Main Street Lighting/Bob Moore Park Lighting – Design has begun on a new lighting for Main Street and Bob Moore Park.



Lights along Main Street will match Centennial Plaza.

Lucas Park - Galbraith & Associates and ZCS Engineering have completed 95% plans for Lucas Park. Galbraith & Associates completed revisions based upon fire department turnaround requirements inside the park.

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.

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.

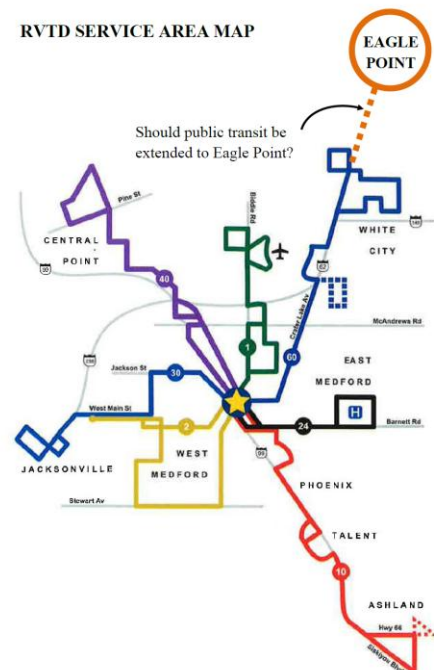
Creekside Culvert - The City is coordinating with RH2 Engineering to replace the culvert under South Shasta in partnership with the developer. Replacing the culvert will allow completion of the road and facilitate a path along South Shasta.

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

Eagle Point Transit Update

The City Council will consider whether or not to place transit service on an upcoming ballot for a vote of the community at their meeting on February 25th. As reported in the January 24th and February 7th Friday Letters, results of a City survey conducted at the end of 2013 indicated that a large majority of the Eagle Point population believes transit service to be beneficial, and a lesser majority may be willing to pay some amount of additional property tax to help with the cost of service.



Flood Management Initiatives

The Federal Emergency Management Agency (FEMA) and Oregon Department of Land Conservation and Development are making progress on a risk mapping, assessment, and planning ("Risk MAP" for short) website for our state. Risk MAP will deliver data that increases public awareness and guides action that reduces risk to life and property.

The Oregon Risk MAP website is a FEMA-sponsored resource to provide information about FEMA's various activities in Oregon, including floodplain and mapping issues, project status, and links to other agency partners for audiences interested in all aspects of natural hazards.

While still under development and evolving, this website currently is focused on:

- A description of Risk MAP and the plan for how it will evolve in Oregon
- An overview of mapping projects by county
- Preliminary information for new projects
- Information downloads, including files for Google Earth and Flood Insurance Studies

Risk MAP is a 5-year initiative that builds on the recently completed Map Modernization program that updated and put in digital format much of the State's floodplain maps (Eagle Point was completed in 2011). Risk MAP has a broader and more holistic approach than Map

Modernization, emphasizing not just the delivery of accurate maps but working with communities to understand the causes of flooding and help with mitigation strategies. Risk MAP is characterized by a full alignment of FEMA's programs - from discovering local needs, mapping with better base data, working with community representatives in assessing risk and vulnerability - with planning and mitigation considerations throughout.

Planning Commission Activity



The City has received a Planning Application to allow construction of a single family detached home at 105 North Shasta Avenue. This property, zoned R-3 Multi-family Medium Density, was originally approved for a two-story duplex building in 2007. However, in the years since, there has been no interest in building that project, and the City has been approached by multiple parties claiming that such a project is not feasible due to the small property size, floodplain encroachment, and a high voltage power line which crosses part of the property. Therefore, the current application for a single family detached home will be reviewed by the City. When the staff review is complete, including public notice, a recommendation will be sent along to the Planning Commission. This application is for a bundled Conditional Use Permit, Site Plan Review, and Boundary Line Adjustment. Primary issues of consideration involve compatibility with the existing neighborhood, development adjacent to the floodplain, and overall City density, in addition to the more routine development review aspects such as setbacks, lot coverage, height, and parking

Postings from the Building Department as of February 21, 2014

Building and Development

February 7-20, 2014 we received 17 new permit applications, issued 15 permits and worked on 38 additional permits. Projects currently under review or ready to be issued include several single family dwellings, mechanical permits, electrical permits, plumbing permits and a pool permit. We also received a planning application for a conditional use permit, boundary line adjustment and site plan review. The Building Department has been busy reviewing permits, performing inspections, answering property inquiries and providing other customer service. Staff also attended a presentation on ePermitting given by the State of Oregon Building Codes Division.

Planning Commission

The next meeting of the Planning Commission will be announced by staff.