



## FRIDAY LETTER

MARCH 21, 2014

### ADMINISTRATION

#### City Recorder

There will be a Joint Meeting of the City Council and Parks & Recreation Commission on March 25<sup>th</sup> at 6:00 p.m. Items for that meeting include discussions about results of a Parks survey and priorities for the Parks & Recreation Commission. At 7:00 p.m., the regular City Council meeting will be held. Notable items for that meeting include an Ordinance regarding a moratorium on medical marijuana facilities, and an Ordinance about financing water system improvements. Additionally, as part of Eagle Point's celebration of 22 years as a Tree City USA community, a Resolution is scheduled for Council approval which will proclaim Arbor Week as April 6-12; and Arbor Day as April 11th.

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.* Vacancies 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](http://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](mailto:cindyhughes@cityofeaglepoint.org).

#### Upcoming Meetings:

City Council – Parks and Recreation Joint Meeting – March 25 - 6:00 p.m. - City Hall

City Council – March 25 - 7:00 p.m. - City Hall

Economic Development Commission – April 7 – 6:00 p.m. – City Hall

City Council – April 8 - 7:00 p.m. - City Hall  
Parks and Recreation Commission – April 10 – 7:00 p.m. – City Hall  
City Council – April 22 - 7:00 p.m. - City Hall

## **FINANCE**

### **Water Infrastructure Financing**

Staff is still working with USDA Rural Development on a financing package that will fund \$2.5m of water projects. Rural Development now has a completed application package. Rural Development is now reviewing eligibility and will be starting the underwriting process soon. Even though we have submitted our completed application there are still many steps that we will need to complete as we go through this financing process with Rural Development.

### **Insurance and Risk Management**

I was able to attend the City County Insurance Services (CCIS) conference in February. For CIS, most of the focus in the upcoming year will be on reducing employment claims with all their client cities and counties. They will have some premium rebate programs for those cities and counties that implement new policies that revolve around reducing claims.

We will be meeting with Hart Insurance, our insurance broker, in the next couple of weeks. At that time we will receive our insurance renewal quotes.

### **Technology**

Staff has been working to update all of the computer equipment that has Windows 98. Microsoft will no longer support Windows XP effective April 8, 2014. With the end of the support comes the end of security patches to the operating system. When the operating system stops getting security updates it makes it especially vulnerable to viruses, malware, and even denial of service issues. We will have a few of our stand alone (non-networked) computers still running Windows XP after the cutoff date. We will be replacing them in the next budget year.

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

- **Municipal Court**
  - 19 new citations were issued and cited to appear in Eagle Point Municipal Court.
  - 79 citations were scheduled to be heard in court.
  - 24 of the citations that were scheduled to be heard in court were defendant that failed to appear in court.
  - 4 people were eligible to participate in Traffic School.
  - 2 people completed traffic school.
  - 68 suspensions were issued.
  - 20 citations were sent to collections.
  - 16 citations were paid online.
  
- **Utility Billing**
  - 2812 utility accounts were billed.
  - 43 residents changed addresses. (People moved in or out)
  - 451 late notices were mailed.

- 98 door tags were hung for addresses that were in danger of being disconnected for nonpayment.
  - 12 new water meters were shut off for nonpayment. Most of these were turned back on with payment.
  - There are currently 43 meters that are shut off for nonpayment. These meters have been locked off for more than one month.
  - 24 Lien Searches.
- Business License
    - 396 licenses issued this fiscal year.
      - 262 are businesses that renewed their licenses.
        - 144 Inside city limits.
        - 115 Outside city limits.
        - 2 Seasonal.
        - 1 Non Profit.
      - 134 are new businesses this fiscal year.
        - 49 Inside city limits.
        - 82 Outside city limits.
        - 2 Seasonal
        - 1 Non Profit
- Electronic and Online billing and payment options.
    - 452 Customers receive their utility bills by email.
    - 312 Customers pay their utility bill by automatic bank draft.
    - 171 Customers paid their utility account online.
- Website Views
    - 3041 views
    - 236 views of Utility Billing & Payments
    - 132 views of City Council section of website
- Website Subscriptions
    - 20 main areas of website that allow subscribers
      - City Council Agendas - 38 subscribers
      - Economic Development Agendas – 24 subscribers
      - Parks & Recreation Agendas – 27 subscribers
      - Planning Commission Agendas – 29 subscribers
      - Budget Committee Agendas – 15 subscribers
      - City Administrator Friday Letter – 18 subscribers
      - Monthly Newsletter – 13 subscribers

## POLICE



Traffic Statistics Summary Report  
Stevens Road W. Bound Traffic  
Report Period – 1/27 – 2/13/2014

Speed Limit - 25 MPH

| Speed        | Count         |
|--------------|---------------|
| 0...5        | 0             |
| 5...10       | 253           |
| 10...15      | 357           |
| 15...20      | 3,877         |
| 20...25      | 5,463         |
| 25...30      | 3,625         |
| 30...35      | 933           |
| 35...40      | 285           |
| 40...45      | 83            |
| 45...50      | 14            |
| 50...55      | 4             |
| 55...60      | 1             |
| <b>TOTAL</b> | <b>14,895</b> |
| Avg<br>Speed | 23            |

## PARKS AND RECREATION

Park season officially began March 1. The bathrooms at Chamberlain and Mattie Brown Park are open in the morning until dusk every night. Park mowing began with the good weather we have been experiencing.

The Parks and Recreation Commission discussed the Parks and Recreation Survey results to date. A joint meeting with the City Council is scheduled for Tuesday, March 25 at 6:00 pm to discuss the survey and park and recreation priorities. The Commission also discussed how to provide volunteer support for the upcoming Bike Ride and Street Dance. The next Parks and Recreation Commission is scheduled for April 10.

The City of Eagle Point has earned the honor of being a Tree City USA community for the twenty-second consecutive year. Arbor Week in Oregon is the first full week of April which is April 6-12 this year. An Arbor Day Program is scheduled in Eagle Point on April 11, 2014 beginning at 2:00 p.m. in the Mattie Brown Park located at 129 S. Royal Avenue.

## PUBLIC WORKS

Our community is filled with many volunteers who make Eagle Point better. As spring officially begins, the flowers at City Hall were a great reminder of the efforts made last year to beautify the community. Our path along the Little Butte Creek was initiated with volunteer help and a vision to provide a walking trail for all. Each holiday, the Avenue of the Flags honors those who have sacrificed for their country, with Boy Scouts, Fire District #3 and other volunteers placing and removing the flags. Many community events are being planned throughout the year, and provide several opportunities to get involved. Check the City's Newsletter and web page for upcoming City events.



On April 15, Volunteer Training will take place at the Harnish Visitor's Center for the 2014 summer season. The partnership between the Chamber of Commerce and Women's Club, in addition to the City's Park Hosts Friday through Sunday, will provide a 7-day visitors center for Eagle Point and the Upper Rogue.



Discussions are beginning to take shape for an upcoming Community Day of Service. Past year's projects have included painting fire hydrants, clearing a path along the Little Butte Creek, and clearing brush from Harnish Park. This year challenges to be bigger than ever.

## Maintenance and Operations

### Storm

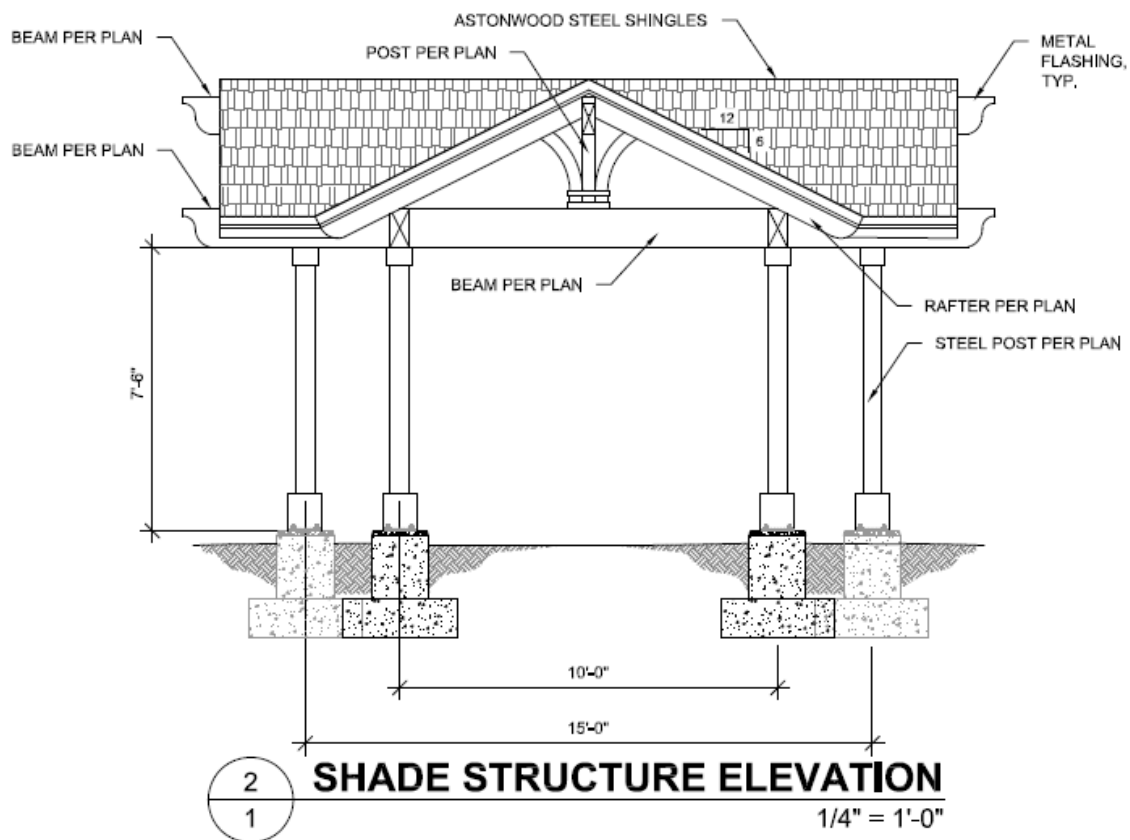
Public Works completed cleaning of the storm inlets and ditches for the season. Ongoing efforts continue between the City, School District, the developer, and Little Butte Irrigation Company (LBIC) to correct any deficiencies that could contribute to flooding.

### Streets

Public Works is continuing the trimming of street trees for the season. St. Andrews Way trimming will begin in the next few weeks. Public Works is assessing the pavement for patching this spring and for major pavement maintenance projects. With the cooperative weather, asphalt patching is occurring quicker after water breaks and other street repairs. Many of the asphalt plants were down for the winter, delaying needed pavement patching.

The Covered Bridge (202) Painting project opened bids on Thursday, March 20, 2014. As there were no bids submitted, the bid opening will be extended a few weeks.

The **Mattie Brown Park** gazebo is being designed as part of a community project by Galbraith & Associates, ZCS Engineering, and headed by Boy Scout Troop 48.



## **Facilities**

The City Hall Emergency Power Upgrades project is underway. A backup generator will be installed to power all of City Hall and the Ashpole Community Center in the event of a prolonged power outage. The project will be completed by the end of May.

## **Water System**

**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. A future City Council meeting will discuss the proposal in more detail.

## **USDA Water System Improvements**

The initial submittal has been completed to commence the USDA review process. Civil West completed a Preliminary Engineering Report to discuss the proposed improvements and cost. RVMCOG Natural Resources Department completed a Biological Review, and Sore Foot Engineering completed the Cultural Resources inventory for the proposed sites. Public Works completing the Environmental Report to accompany the Preliminary Engineering Report to assess the impacts and alternative of the proposed improvements. Public Works continues to monitor and investigate the system for water losses.

## **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. The proposed project will be discussed at the RVMPO Policy Committee on Tuesday, March 25, at 2:00 pm.

## **Downtown Improvements**

Many downtown improvements are in design or have completed design for advertising in April.

**Main Street Lighting/Bob Moore Park Lighting** – Design continues on new lighting for Main Street and Bob Moore Park.



Lights along Main Street will match Centennial Plaza.

The **Judge Stewart House Parking Lot Paving and Storm** design is complete and will advertise in April. A project will be advertised in April to replace the **Judge Stewart House Roof**. The roof is showing signs of age. The project will be advertised on the City's website and Daily Journal of Commerce (DJC).

### **Other Projects**

**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 project will seek to advertise in April.

**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

### Old Fire Station Property/ Community Workshop

Saturday, May 3<sup>rd</sup> has been set as the date for a community workshop regarding the old fire station property. The three parcels of land (tax lots 9700, 1000 and 10100 shown here) make up about one acre of property, with street frontage on both Main Street and Loto Street, as well as the alley running down the middle.

With the assistance of a local architect, the City is currently doing some schematic site planning for a variety of potential uses and building configurations. Included in the issues being looked at are: Use types (commercial retail/office, eateries, neighborhood services, residential, etc.); building mass and relationship to the street frontage, vehicular and pedestrian accessibility and circulation; exterior amenities; and parking.



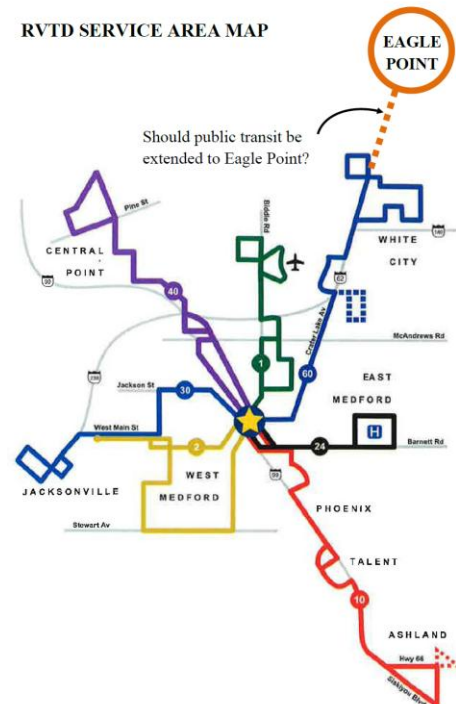
During the workshop, a series of schematic plans for future development of the property will be shared, and feedback will be sought from all community members in attendance. The outcome of this effort will be a plan for a viable development option that could be implemented by a private interest and/or the City as future opportunity arises.

Details: Saturday, May 3, 10am – noon, Ashpole Center. Light breakfast items will be provided.

### Eagle Point Transit/ Ballot Initiative

During April and May, City staff will be working with RVTD and Jackson County to prepare the materials necessary for requesting a ballot measure regarding bringing transit to Eagle Point. Then in June staff is planning to bring a resolution forward to the City Council which would officially initiate the City's ballot measure request. In the interim, the ballot statement language will be developed by the city attorney as he receives needed information from RVTD, including what they decide will be the tax rate, which will be partially informed by feedback from a District-wide survey they're doing. We will also be working with Jackson County elections and survey staff along the way.

If the City's resolution is adopted (along with a ballot statement, map of the new service area, legal description, and any other pertinent materials) and forward to RVTD



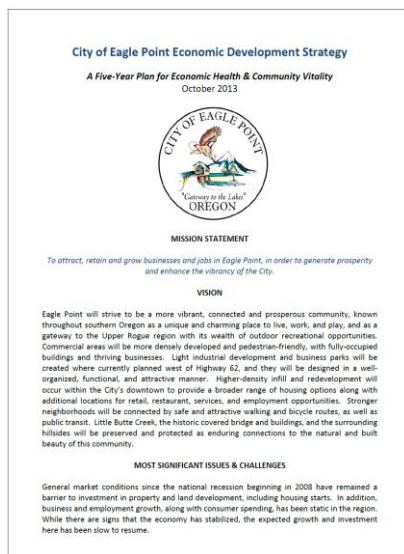
(likely by June), the RVTD Board would then initiate its own resolution proposing annexation of Eagle Point into the transit district (likely by July). These materials would then be submitted to Jackson County by August in order to include the transit item on the November ballot.

### Planning Commission Activity

At the Planning Commission’s monthly meeting in March, City staff gave a presentation about the National Main Street program and how long term application of relevant elements of it can help revitalize small town commercial streets. Staff also provided training on quasi-judicial land use decision-making, including process steps & procedures, public involvement, conflicts of interest, decision criteria, findings of fact, and conditions of approval.

The Planning Commission’s April meeting will include a public hearing for consideration of a Conditional Use Permit application to allow a single family detached home in a multifamily residential land use district, at 105 North Shasta Avenue. This property, zoned R-3 Multi-family Medium Density, was originally approved in 2007 for a two-story duplex building. 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 Planning Commission will consider whether a single family home is an appropriate alternative use at this location. This application will be 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.

### Economic Development Commission Activity



At their March meeting, the Economic Development Commission took initial steps toward progress on some of the following four Short-Term Action Items contained in Strategic Initiative #1 (Existing Conditions Analysis) of the Economic Development Strategy:

- A. Inventory all sites, buildings and businesses.
- B. Identify if existing reg’s support economic dev’t goals.
- C. Assess if existing infrastructure meets dev’t needs.
- D. Review existing practices to identify barriers to dev’t.

Commissioners Casper and Mannenbach have been working on Action Item A, and are utilizing available resources such as the City’s business license listing, as well as talking to staff about potential opportunities amongst the vacant or under-utilized properties and buildings in town. Commissioner Barber has

prepared a summary document for Action Item D which represents his discussions with members of the development and business community about whether existing practices at City Hall present barriers to development.

The Commission will continue with this work in the months ahead, and at the April meeting project leaders will engage the commission in discussion about progress on these and any other activities that may be occurring under Strategic Initiatives 2 - 5.

### ***Postings from the Building Department as of March 20, 2014***

#### **Building and Development**

March 7-20, 2014 we received 9 new permit applications, issued 14 permits and processed one land use application. We also worked on 39 additional permits. Projects currently under review or ready to be issued include several single family dwellings, mechanical permits, electrical permits, plumbing permits, residential alteration permits and several pool permits. Staff has been extremely busy with permit processing, review and other related tasks.

There have also been an increased number of calls and other inquiries related to permits, development and properties. The Building Department continues to work cooperatively with other jurisdictions, agencies and real estate agents as we head into the busy spring and summer months. This is the time of year when the community begins outdoor projects, and inquiries from citizens increase significantly. During warmer months we often work with citizens to provide information on projects that don't necessarily require a permit, such as temporary above ground swimming pools, accessory buildings under 200 square feet or other similar projects. Even though a review and permit are not required for these projects, we are still available to provide setback information, best construction methods and answer other questions to support the safety of our citizens.

#### **Planning Commission**

The next meeting of the Planning Commission is scheduled for Tuesday, April 15, 2014 at 7:00 p.m. in City Council Chambers. Agenda and packet information will be distributed to the commissioners and available on the city website the Tuesday prior to the meeting.