



FRIDAY LETTER

JULY 24, 2015

ADMINISTRATION

City Recorder

The City Council's regular meeting agenda of July 28th, includes a presentation by the Fire District of their Mid-Year Performance Report and the following two discussion items:

- Discussion regarding the rates for late fees for utility accounts.
- Discussion regarding the Medford Water Commission's cost of service study and the proposed rate increase.

Upcoming Meetings:

Parks and Recreation Commission – July 27 – 7:00 p.m. – City Hall

City Council – July 28 – 7:00 p.m. – City Hall

Economic Development Commission – August 3 – 6:00 p.m. – City Hall – CANCELLED

City Council – August 11 – 7:00 p.m. – City Hall

Planning Commission – August 18 – 7:00 p.m. – City Hall

Parks and Recreation Commission – August 24 – 7:00 p.m. – City Hall

City Council – August 25 – 7:00 p.m. – City Hall

PUBLIC NOTICE OF VACANCIES: The City of Eagle Point is currently accepting applications for persons interested in serving on the Economic Development Commission. Applications may be obtained online at www.cityofeaglepoint.org or picked up at Eagle Point City Hall, 17 Buchanan Avenue South, Eagle Point, Oregon.

FINANCE

We finished the fiscal year but we are still working on reconciling the 2014/2015 year-end reports. We will have revenue and expenditures over the next couple of months that will be allocated to 2014/2015. We have started the new fiscal year and projects allocated to 2015/2016 are already getting under way.

When the new water projects were planned and financing was put in place, the City planned to repay two water system loans early (during the 2014/2015 fiscal year). One loan was in the amount of \$1,396,000 at 5% interest. This loan was repaid in June. This early payoff saves the City approximately \$950,000 in interest costs. The second loan of \$355,000 at variable interest rate was also planned to be repaid during 2014/2015. However, due to some timing requirements with the lender we will have to wait until August 2015 to repay that loan. There will be a savings with that as well. This payoff was budgeted in 2014/2015 not 2015/2016. This will require a budget adjustment which staff will present at a future City Council meeting.

New Year

Staff has been busy making changes for the new fiscal year:

- Utility System
 - Rate changes for Sewer
 - Rate changes for Water
- Payroll System
 - Wages changes
 - Benefit cost changes
 - PERS rate changes
- Budget
 - Implementing new budget
 - Installing new fund allocations
- Business License
 - Sending annual renewals
 - Discontinuing licenses for those businesses not operating within the City any longer

Auditors and year-end

Auditors will return October 12 – October 15 to finish the audit field work. Staff is preparing and reconciling reports as required in the audit process.

Upcoming Events

| | |
|------------|---------------------------|
| August 4 | National Night Out |
| August 15 | Street Dance |
| September | Community Day of Service |
| September | Watershed Festival |
| October 31 | Halloween at Harnish Park |

Here are a few statistics for June

- Municipal Court
 - 47 new citations were issued and cited to appear in Eagle Point Municipal Court
 - 64 citations were scheduled to be heard in court
 - 34 citations were scheduled to be heard in court but the defendant failed to appear in court
 - 0 elected to take traffic school
 - 7 paid their ticket online
- Utility Billing
 - 3156 utility accounts were billed
 - 62 residents changed addresses (People moved in or out)
 - 490 late notices were mailed
 - 88 door tags were hung for addresses that were in danger of being disconnected for nonpayment
 - 10 new water meters were shut off for nonpayment. Most of these were turned back on with payment
 - There are currently 44 meters that are shut off for nonpayment. These meters have been locked off for more than one month
 - 52 Lien Searches
- Electronic and Online billing and payment options
 - 872 Customers receive their utility bills by email
 - 337 Customers pay their utility bill by automatic bank draft
 - 209 Customers paid their utility account online

PARKS AND RECREATION

Parks and Recreation Commission

The next regular meeting of the Parks and Recreation Commission is scheduled for Monday, July 27, 2015 at 7:00 p.m. in City Council Chambers. Agenda and packet information is distributed to commissioners and available on the City website the Friday prior to the meeting. Check the Parks and Recreation Commission page of the city website for up to date meeting packets, agendas, minutes, and to find out the new and exciting things in the works for Eagle Point. Staff continues to work on the Parks and Recreation Master Plan update, in cooperation with the Parks and Recreation Commission.



Don't forget, we have copies of the Eagle Point Summer/Fall 2015 Family Recreation and Activity Guide available at City Hall! The guide highlights recreation, parks and community activities in Eagle Point, and is one more way that City Hall, along with the City Council and Parks and Recreation Commission, are working to highlight the positive things going on in our amazing city!

PUBLIC WORKS

The new air conditioning unit for the Ashpole Center was delivered and placed July 22, 2015. Electrical hookups to the new unit are being completed for full operation of the new unit.



Maintenance and Operations

The Public Works crew placed new playground chips at all the City playgrounds. With a new fiscal year, additional bark was ordered for all of the parks.



Mattie Brown Park



Bark continued to be placed in the Lucas Park planters by Public Works.

Contract mowing continued by Crater Lake Landscape Management for Chamberlain Park, Harnish Wayside Park, Mattie Brown Park, and Little Butte Park each week. Public Works mowed Ponderosa Park, Bob Moore Park, and Pioneer Cemetery. In an effort to remove high weeds from the drainage and irrigation systems, contract cleaning of the Buchanan drainage system and 'DeAnjou' system began. The early summer work will allow minor cleaning in the fall for winter storm preparation.

Water breaks were repaired at Heather Way, and at the corner of Mesa View Drive and Vista Park Drive. Street patching for water breaks was completed on Teakwood and Ashwood.

Capital Projects

Downtown Lighting

Draft plans were developed for the Main Street Phase III Lighting. The project will add decorative streetlights on both sides of Main Street from Bob Moore Park and the Old Fire Station to Platt Avenue.

Elm Street Sidewalks

Surveys for the Elm Street Sidewalk project are scheduled to be completed for the week of July 27, 2015.

Lucas Park Natural Looking Playground Grant

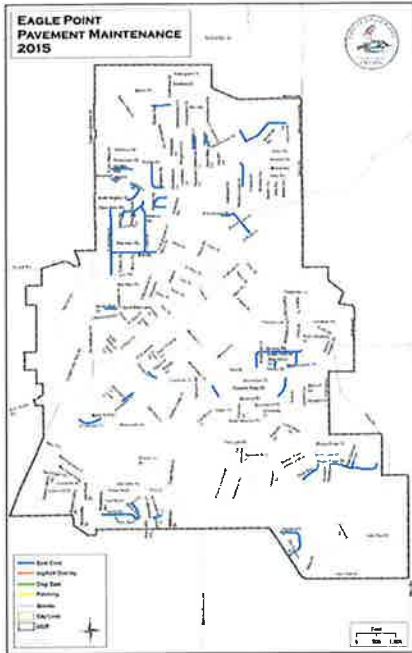
The playground equipment selected by the Parks and Recreation Commission and City Council is scheduled to be delivered in August. Public Works will install the equipment as part of the matching staff time as each system is delivered.

USDA Water System Improvements

Discussions continue with the Civil West Engineering Services team on a detailed scope of work and contract.

2015 Street Projects

The 2015 Seal Coat project is scheduled for the week of August 17-20, 2015.



Jackson County has added the 2015 Chip Seal locations to their normally scheduled work. The 2015 Paving Project will be advertised for construction in August. Updates to the 2015 Pavement Management Program will be available on the City of Eagle Point website.

South Shasta Avenue Improvements

Plans were completed for the **South Shasta Avenue Improvements** to add the path from Alta Vista to Arrowhead. The improvements to the Creekside Development are also part of the combined project. The project will open bids in August for construction completed in fall of 2015.

Stevens Road – East Main Street Improvements

Coordination with the Oregon Department of Transportation (ODOT) continued for the Stevens Road – East Main Street project.

E. Main Street/Stevens Road



The project proposes sidewalks, curb and gutter on the south side of Stevens Road-East Main Street from HES to Robert Trent Jones Boulevard, and from HES to Bridgeport Drive on the

north side of Stevens Road as part a reduced funding option. A crosswalk at Bridgeport Drive will allow pedestrians access to both sides. Bike lanes, drainage improvements and lighting are included with the project, in addition to left turn lanes at key intersections, and resurfacing of the existing pavement. Design is schedule to begin in the fall of 2015, with construction in summer of 2017.

Linn Road Improvements.

Coordination began with the Oregon Department of Transportation (ODOT) for the Linn Road Improvements. The project proposes sidewalks, curb and gutter on the north side of Linn Road from S. Buchanan Avenue to De Anjou Avenue. Bike lanes, drainage improvements and lighting are included with the project, in addition to rehabilitation of the existing pavement, and replacement of the box culvert over the Buchanan Drainage System. Design is scheduled to begin in early 2016, with construction in 2018.

Development

Coordination, Development Review and Civil Plan Review continued for several developments including Cottonwood Phase II, Radar Ridge, Idlewood, and Sienna Hills Phase II. Construction inspection continued for Sienna Hill Phase IV by Public Works/Engineering.

Project Close Outs

Close out of projects continues for 2014/15 projects, including the seven separate contracts for Lucas Park (not including weeding, spraying or other park maintenance). Generally closing out a project is 10 percent of the administration effort. The total cost of Lucas Park Sitework, Pacific Power (pole removal and service connection), Shrub and Irrigation, Hydroseeding, construction administration (ZCS Engineering and Galbraith & Associates), surveys, meters, meter boxes, bark, and other materials was under the budgeted amount of \$525,000.

2015/16 Projects and Grants

Coordination is continuing with the Eagle Point Parks Foundation to intentionally pursue grants for several parks projects and future oppportunities. The first project being pursued by the Parks Foundation is the Lucas Park Restroom project. Any grant funding would reduce the cost of the project, budgeted for \$80,000 in 2015/16, and allow funding for other future park expansion projects.

DEVELOPMENT SERVICES

Building and Development

Weekly Report:

July 10-23, 2015 we received 3 new permit applications, issued 6 permits, and worked on more than 60 previously issued permits.

Permits currently in review or waiting to be issued include:

- Several single family dwelling permits
- Several mechanical permits
- Several plumbing permits
- Several electrical permits
- A number of other miscellaneous permits

A few of the things that have kept us very busy the last few weeks include:

- Permit inquiries and processing.
- Property inquiries.
- Beginning of fiscal year department tasks.
- Updating permit applications.
- Providing coverage for the front counter/utility department.
- Customer service.
- Assisting with preparations for National Night Out.
- Preparing City Newsletter.
- Cross-training with other employees.
- Updating Building Department procedures.
- Assisting Code Enforcement with property research.
- Parks and Recreation Commission meeting preparation.

Planning Commission

The next Planning Commission meeting is scheduled for August 18, 2015 at 7:00 p.m. in City Council Chambers. Agenda and packet information is distributed to commissioners and available on the City website the Friday prior to the meeting. For up to date meeting packets, agendas and minutes, check the Planning Commission page of the city website.

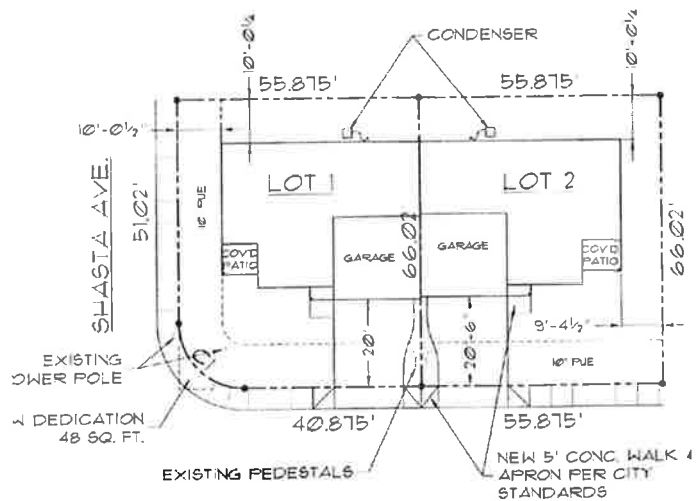
Planning Department

Cottonwood Subdivision, Phase 2

Public hearings are set for the Planning Commission on August 18th and the City Council on September 8th. These hearings will provide for consideration of an application to reactivate and amend Final Order #02/03-31:SUB/PUD/CUP (Cottonwood Village Subdivision). The amendment would allow modifications to the original approval applicable to the undeveloped portion of the project site. This property does not yet have a street address, and is therefore described as map 361W03BD, tax lot 13101, on Cottonwood Drive in the R-3 Multi-Family Medium Density zoning district. More detail provided in the July 10th Friday Letter and in the materials currently being prepared by staff, available for public viewing after August 11th.

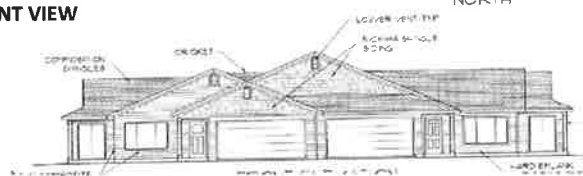
Neva Street Townhomes

The Planning Department has approved a building permit for the first two of four duplexes at the corner of North Shasta Avenue and Neva Street within the Neva Estates Subdivision approved by the Planning Commission and City Council in 2005. The property is



PLAN VIEW

FRONT VIEW



across the street from the former Little Butte Elementary School. See photo below and project drawings above at right.



Economic Development

The Economic Development Commission's agenda for their August 3rd (first Monday) meeting includes discussion regarding a number of items within the Economic Development Strategy, including:

- Encouragement and support of additional community events
- Possible electronic reader board sign along Highway 62
- Highway 62 beautification
- Why local businesses chose to locate within Eagle Point
- Preservation and promotion of historic resources in the Town Center

Current Topics in Planning

Here are a few of the front-burner topics currently on the minds of planners in Oregon, including yours truly, in no particular order:

- Providing For a Range of Housing Options. How to provide a range of options in our community, including market rate and affordable single family and multifamily housing, homes designed for aging in place, assisted-living, accessory dwellings for family members or renters, mobile home allowances and oversight, and vacation homes/rentals.
- Strengthening Our Downtown. Challenges of activating small, rural downtowns with more housing, commercial uses, increased business development opportunities, public amenities, community services, events, and finding our own authenticity.
- Ensuring Development Pays For Its Own Costs: Development fees (permit fees, SDC's) and "concurrency" - requiring public improvements at time of development.
- Marijuana Legislation. State rule-making, local impacts and local control.

- Floodplain Management. Flood map revisions for the Upper Rogue, administering the National Flood Insurance Program (NFIP) at the local level, what needs to be addressed in local flood hazard codes, regulating floodplain development, letters of flood map change and required record keeping, recent changes to flood insurance ratings, Oregon building codes, and updates on the intersection of the NFIP and Endangered Species Act.
- Growth Management & Annexation. The process of planning within our Urban Reserve Areas, processing Urban Growth Boundary expansions, and annexations.
- Comprehensive Plan. Updating our Comprehensive Plan. Costs and time involved, state oversight, possible funding sources.
- Sign Regulations. The recent Supreme Court ruling on temporary sign content.
- State Policy and Programs. The statewide planning program, including rulemaking and legislative updates.

Eagle Point's 5th Annual Street Dance

Saturday, August 15th 6:30 – 9:30pm

Come down to Main Street in Eagle Point's Town Center on Saturday night, August 15th to hear live music by local band Diamonds & Denim, dance among the hay bales, relax with friends at Bob Moore Park, and have a picnic dinner by local food purveyors.





Join the over 100 people who have attended in previous years, spending a warm summer evening outdoors with friends and family, eating great food, and enjoying the music.

The street will be blocked to make this a safe, pedestrian-only occasion. Come out this year and make it another memorable community event.

This is a "2nd Saturday Event" sponsored by the City of Eagle Point. For inquiries, contact:

Eagle Point City Hall
17 Buchanan Avenue South
Eagle Point, OR 97524
(541) 826-4212 and www.cityofeaglepoint.org




POLICE DEPARTMENT

National Night Out

Join us Tuesday, August 4th from 6:00-9:00 p.m. at Chamberlain Park for an evening of free food, fun, crime prevention, and safety education. This family event includes games, emergency vehicle displays, bike helmet fittings, infant car seat inspections, child identification kits, gun locks, identity theft prevention, neighborhood watch information and emergency preparedness resources. Eagle Point Police Department, City Hall, Fire District 3, emergency services, local businesses, and community members come together in this event to promote community livability. Together, we make our city a great place to live!

Council and Commission members are encouraged to attend and participate in this awesome event that brings our community together. Flyers are available at City Hall for pick up to distribute to your neighborhood or organization. It's an event you won't want to miss! We hope to see you there!

EAGLE POINT
National
NIGHT OUT
 • 2018 •

POLICE • COMMUNITY PARTNERSHIP

WE WILL HAVE PUBLIC SAFETY INFORMATION ON: Neighborhood Watch • Residential Security • Domestic Violence Prevention and Safety • Infant Car Seats • Bicycle Safety and Helmet Fittings for Children • Children Identification Kits • Gun Locks • Home Fire Protection and Safety • AND MUCH, MUCH MORE!!!!

OUR COMMUNITY IS DEDICATED TO THIS EVENT!!! HERE IS A LIST OF COMMITTED COMMUNITY BUSINESSES!

SEE YOU ON TUESDAY NIGHT!

PLEASE JOIN THE CITY OF EAGLE POINT AND PUBLIC SAFETY FOR A NIGHT OF FOOD, FUN, CRIME PREVENTION AND SAFETY EDUCATION.
FREE...FREE...FREE

Time: 6-9 pm
Date: Tuesday, August 4th
Where: Chamberlain Park

EAGLE POINT POLICE

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WILSON'S FISH & SUPPLY

EAGLE POINT & the Upper Rogue
 A Community of Communities
 Established in 1981

ROGUE CREDIT UNION

RVTD

State Farm

CHASE

Roy's PLACE FOOD

Target.

The Butcher Shop
 Locally Sourced Quality Food