



City Administrator

Thomas J. Corrigan

FROM THE DESK OF THE CITY ADMINISTRATOR

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The Honorable Mayor Shari Tarvin

Members of the Shady Cove City Council, Shady Cove Budget Committee Citizens of Shady Cove

There are two quotes as we present to you the City of Shady Cove's 2022-2023 Budget Message:

"The secret of getting things done is to act" Dante

"Keep calm and carry on" Unattributed slogan during WWII

In accordance with Oregon Revised Statute ORS 294.403, it is our duty to present you with the proposed budget for the fiscal year of 2022-2023. This year has been a daunting year with a change in staffing as well as a change in Auditors. We will be looking to adjust the budget in areas such as grants and street and park maintenance for expenditures such as falling trees and have taken a hard look at the proposed numbers for 2022-2023. We will continue to monitor these numbers with City Council each quarter and adjust as necessary.

The proposed budget is based on numerous factors, one of which is the Budget to Actual from 2021-2022.

Please remember that, like last year's budget, there are many "For Historical Purposes Only" lines and pages. This is due to Rogue Valley Sewer Service being the ultimate recipient of the sewer funds. The City is only a "pass-through" entity. These lines will stay until next year's budget where they will drop off and we will have considerable less pages.

Update and Implement a Street Improvement/Maintenance Plan

After years of being reactive in regard to our street and park maintenance for trees, we have taken a direct approach to solving some potentially dangerous issues. We have strived to develop a strategy to minimize cost but still effect a positive outcome. We have obtained grants that will overlap into this new budget year to assist with reducing the fire load and lessen the chance of an insurance claim for a falling tree. One tree cost us \$7000 plus additional fence work.

We worked with both the School District and Pacific Power with the school paying to take down two very large trees outside of City Hall but on school property.

This year the City will see many road and sidewalk projects realized. We have spent a considerable amount of time walking and driving the streets and neighborhoods of our fair City, looking at where we can make the City both look and function better, as well as be safer for our children. We will continue to listen to the needs of our citizens while simultaneously improving our infrastructure.

We have obtained a \$100,000 State grant to give Cleveland Street curb, gutter, and sidewalk adjoining Highway 62 work done by ODOT to allow our children safer access around the entire school.

Jackson County Roads Department has been contracted again to do much of the street work such as Gradall ditching, fog seal, and patching. They also provide for certain culvert and box work as needed. This allows to City to obtain high quality work with lower cost.

This year we have planned a second ODOT grant to finish the North side of Cleveland Street to complement the work along the school. We have had many conversations with ODOT for input to sidewalks continuing from the school past the park.

We continue to work on our storm water issues. Cleveland Street had the Detention Pond enlarged and open culverts changed to larger storm drain pipes two years ago. We continue to assess the drainage that extends all the way down from the Bureau of Land Management lands. We did not see any flooding during the rainy season this year. Not that we had a torrent of rain, but it was enough to see that the engineered plan would work. The Eagle Point School District continues to work closely with us on all projects around the school.

Organize all Paper Forms of City Documents and Complete Digitization –

The City must continue to digitize our records. In recent years, Staff shredded 83 cartons of outdated paperwork, per the State's Retention Plan, dating back to the first traffic citations of the Shady Cove Police Department which has been defunct over 10 years. Other documents that are required to be held forever, will now be safely placed on a Cloud backup server. City Hall does not have very many fire proof areas. This is done not just for ease of maintenance, but also to allow greater access for citizens to these records. Planning paperwork will be next on our list to digitize.

We have reviewed our current Franchise Fee and Right-of-Way Agreements to be fair to all utility providers. Our contracts with utility providers allow us to receive a portion of their revenue for use of our Rights-of-Way. This money is then used for various programs such as street maintenance or to fund our one Public Works person. In the past some of the fees have not been reviewed since their inception. The City has a firm goal to review these costs on a regular basis. Pacific Power, Avista Gas, Hiland Water, Southern Oregon Sanitation, Hunter Communications, and RVSS are a few of these utilities.

Not that long ago, the Public Safety Fee recently had a \$6 per month charge added bringing the total to \$21 per month for an average citizen. Three dollars will go to paying for our CSO Officers at a cost of \$41,000 annually, and the other three dollars will help to offset the drain placed on the City Property Tax. The City still does not collect enough funding from this Safety Fee to offset the cost of Jackson County Sheriff's Office work.

Contracted Services

Our citizens voted in a past election to annex into the Rogue Valley Sewer Service District. This allowed the City to pay off two of the original loans that funded the sewer system. The third and final loan was paid utilizing RVSS funding. They will make payments to the City and we will in turn pay the loan. The City will keep one year's payments on hand at all times. RVSS will maintain all of the existing sewer lines, handle all approvals of work, the management of the sewer plant, and completion of capital improvement projects. They had a contractual agreement to hold the current sewer rates and SDCs for two years. A rate increase of \$1.25 will go into effect on July 1. The City will continue to keep the lines and bill for services, including the Public Safety Fee, but RVSS will pay the City \$50,000 to do the billing. Citizens should not see any change in procedure.

In addition to road maintenance, Jackson County also supplies Law Enforcement services to the City. The City contracts for three full-time deputies and one part time Community Service Officers with varied schedules to provide for coverage at the busiest of times. They are based out of the substation at City Hall, but mostly will be seen in the field. The cost of this service includes all vehicles, dispatching service, equipment, training and court costs. Cost of living increases including the State retirement system PERS has warranted annual increases. As our costs to Jackson County Sheriff's Office go up, we will continue to look to cut what costs we can and review our fee structure.

Rogue Valley Council of Governments, (RVCOG), provides Planning and Floodplain Management for the City as well as computer IT services. Planning staff usually has appointments during the week at City Hall to review, new construction, code amendments, site plan and commercial projects. Floodplain management works with City Staff to handle the City's Comprehensive Plan.

Information technology services our computers and servers and assists with Internet issue and cyber security.

This year's insurance cost was greatly increased due to the constant threats of Cyber Phishing Scams, Malware, password attacks, and ransomware. Our cost last year for \$500,000 coverage was \$1523. This year the cost was \$2300, but only gave us \$50,000 in coverage. The City had to obtain umbrella coverage through an outside insurance quote being handled by our Insurance Agent. Insurance coverage and training is provided by City County Insurance Services, (CIS), to the majority of cities and counties within the state in a co-op form of service.

The City also contracts with Hornecker Cowling, LLP and Speer Hoyt for legal services such as Labor Attorney, General Counsel, court cases, etc, and KAS and Associates for City Engineering. Cost of cases, such as Land Use Board of Appeals issues was higher in the past fiscal year. LUBA handles Riparian and other Land Use cases usually heard first by the Planning Commission and ultimately by the City Council.

Technology

The City will improve communication to our citizens and well as improve compliance with State mandated retention laws by changing over to a mainstream email service and instituting a new website. With our previous mentioned Cyber Insurance, we have had to add a third backup for all digital information. We also make extensive use of Multi-Factor Authentication, which mandates you either call in after entering your password or using a text or call system. We have also encrypted peripherals that can be moved such as a laptop.

The City website, www.shadycove.org has allowed for greater access to City records, communication with Council and Staff, keeping abreast of upcoming events, answering regularly asked questions, applications for emergency alerts, and wildfire updates all from the ease of a cellphone. All of these postings can now be easily uploaded by Staff to ensure timeliness, accuracy, and large savings. Citizens can now be made aware of any changes to certain items by signing up with a simple email. As of today however, there are only 130 people signed up to receive these messages. Any change in event or status will immediately be sent to them.

The City is also looking to edit Wikipedia where Ron Holthusen is still listed as Mayor.

Emails, as required by law, will be secured and detailed records will be kept on a cloud-based system in addition to the computer system at City Hall. Thousands upon thousands of records are now in a secure environment.

Our City-owned radio station continues to be available locally as well as streaming online. This could be an invaluable asset for emergency information as well as day to day news.

Parks

Aunt Caroline's Park, long a fan-favorite of everyone, has received a facelift of sorts. Indian Creek has been eroding the edges in the park for many years. Working on a grant from the Rogue River Watershed Council, this work firmed up the streambed border and water-loving plants and trees will be placed to assist the bank. We have now received a grant from Oregon Department of Forestry and will work on lessening the fuel load in the dog walk area. This will come as we receive our Riparian permit.

Water

Many of the properties in Shady Cove are served by independent well or shared well systems. Another resource is Hiland Water, a private utility servicing parts of the City. In an effort to combine some of the government-owned wells and service more of the City, we have applied for a Feasibility Study grant. An outcome of this study could be for extra fire protection

in the City and a possibility of a municipal water system. An engineering firm, RH2 has been selected. We have worked with Jackson County and the Library District to

Volunteers

The City has always prized our volunteer workers. From our elected "volunteers" on our City Council to our hard-working Parks and Recreation Commission, our long standing Planning Commission, the Budget Committee, the Events Committee volunteers, our parks volunteers, and everyone that helps to make our City what it is. We will reach out even further to assist in coordinating efforts with Fire District 4 Support Group, the Shady Cove Library, and the Upper Rogue Community Center on our website. Forms are available there and are awaiting your help.

Staff

I would like to commend our Staff for all of their assistance throughout the year. Our Staff are considered Essential Workers, and as such, with minimal time off, traversed the fields of masks and gloves and keeping social distancing fields in a small space, while continuing to do business even though City Hall was closed. Whether it is manning the countless hours at the front desk or on the phone, or sitting at a computer for days on end, trying to keep up with the myriad of State, County and Federal updates, or sweating and toiling in the parks and streets, our Staff, the whole 5, has handled them all with great aplomb.

Finally, I thank all of you, as members of the City Council, the Budget Committee and our citizens for all of your tireless efforts in making this a City of which to be proud.

SUCCESS IS NO ACCIDENT

It is hard work, perseverance, learning, studying, sacrifice, and most of all, love of what you are doing... Pele

Respectfully submitted,

*Thomas J. Corrigan
City Administrator*